

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	REMARKS
1	10422R	T/C PF OF DR. SUNITA CHANDRA REGISTRAR (REG. PAYMENT OF SALARY BY F.W)	VC	17.05.17	FO/ARF/S OI/UDC	24.08.18	
2		VISIT OF MR. RAJKUMAR PRINCIPAL DIRECTOR OF AUDIT		15.03.18	SA/ARF/F O/ARF/S OI/SAII	24.08.18	
3	7631R	Civil Maintenance work P-2	ee	30.05.18	FO/ARF/S OI/SA/AR F/FO/ARF /SOII/CAS HIER	24.08.18	disposed off
4	12188R	maintenance of type B residence	EE	14.06.18	SA/ARF/F O/ARF/S OI /SA	24.08.18	
5	12057R	PROPOSAL FOR SENDING WORK PLANTATION NATURAL LAKE NEAR HEALTH CENTRE		14.06.18	ARF/FO/ ARF/SOI/ CASHIER	24.08.18	
6		IMPREST MONEY FOR AMETHI	VC	19.06.18	FO/ARF/S OII	24.08.18	
7	8301R	MEDICAL REIMBURSEMENT FILE (CSSEIP EMPLOYEES)	INCHARGE.HEA LTH CENTRER	22.06.18	FO/ARF/S OII	24.08.18	
8	12372R	T/C PF OF KM. SHIKHA TIWARI LDC	R	28.06.18	FO/ARF/S OI/UDC/ ARF/FO/ VC	24.08.18	
9	12276R	SMALL VALUE EQUIPMENT FOR M.SC CHEMISTRY DR. A K TIWARI	R	03.07.18	FO/ARF/S OI/SA	24.08.18	

10	12429R	HOSTEL FOR OBC BOYS AND GIRLS PART II	R	03.07.18	FO/ARF/S OI/SA	24.08.18	
11	12512R	CONSUMABLE PURCHASE OF M.SC.FOOD MICROBIOLOGY & TOXICOLOGY DR. RAJESH KUMAR	STR	09.07.18	FO/ARF/S OI/SA	24.08.18	
12	12516R	PROPOSAL FOR COLLABORATION IN ORGANIZING INTERNATIONAL SEMINAR ON BRICS BBAU	DE	09.07.18	FO/ARF/S OII	24.08.18	
13		ADJUSTMENT OF RS. 10000/- PROF. MADHULIKA DUBE	STATISTICS	11.07.18	ANKIT/AR F/FO/ARF /FO/ARF/	24.08.18	
14	12571R	ATTENDING CONFERENCE ON 24TH-30TH AUGUST 2018 AT KUALALUMPUR MALAYSIA PROF. K L MAHAWAR	DLIS	18.07.18	FO/ARF/S OI/ANKIT	24.08.18	
15	12204R	INSTALLATION OF LABORATRY SINK	EE	23.07.18	FO/ARF/S OI/SA	24.08.18	
16	12594R	PF OF SHRI RAJ BALMIKI	R	23.07.18	FO/ARF/S OI/UDC/ ARF	24.08.18	
17		REQUIREMENTS OF CHEMICALS /GLASSWARE/PLASTICWARES & MAINTENANCE	VC	24.07.18	FO/ARF/S OI/SA	24.08.18	
18	11858R	PRINT JOURNAL-2017 FOR GBL	GBL	27.07.18	FO/ARF/S OI/SA	24.08.18	
19		FILE MISCELLENIOUS EXPENDITURE IN BBAU SATELITE CAMPUS AMETHI	OSD	27.07.18	UDC/ARF /FO/IAO	24.08.18	
20	12408R	REVISION OF LICENSE FEES OF THE UNIVERSITY STAFF QUARTERS.	EO	30.07.18	FO/ARF/S OI/UDC/	24.08.18	
21		COMPENSATION FOR VANDALIZATION OF CAR & LAPTOP. DR. V ELANGO VAN	ZOOLOGY	30.07.18	FO/ARF/S OI/UDC	24.08.18	

22	12041R	EXPERTS FOR RE ENALUALEERI OF ANSWER SHEETS	UIEET	01.08.18	ARF/SOII /UDC/AR F/FO/CO E	24.08.18	
23	12605R	REQUEST FOR FUND TO PRESENT INTERNATIONAL PAPER IN JAPAN DR. ANJANI TIWARI	DAC	01.08.18	fo/ARF/S OI/ANKIT	24.08.18	
24	12665R	1 AUGUST SE 15 AUGUST TAK SWACHETA PAKVADA HETU AGREM DHANRASHI HETU	NSS	01.08.18	FO/ARF/S OII	24.08.18	
25	12076R	FIXED ASSET REGISTER	R	02.08.18	FO/ARF/S OI/SA	24.08.18	
26	12690R	UNIVERSITY AID TO PG STUDENTS (SC/ST) FOR DISSERTATION WORK 2016-18	R	06.08.18	ANKIT/AR F/FO/IAO	24.08.18	
27	12697R	PURCHASE OF COMPUTER SYSTEM WITH PRINTER OF ENGINEERING SECTION ETC.	STR	07.08.18	ARF/SOI/ SA/ARF/F O/DR(S& P)	24.08.18	
28	8903r	pf of servjeet mts	R	07.08.18	ARF/SOII /UDC/AR F/SOI/UD C	24.08.18	
29	11848R	DR. C.B ZAIDI POST DR. AMBEDKAR CHAIR	R	07.08.18	UDC/ARF /FO/ARF/ SOI/ARF/ FO/ARF/S OI/UDC	24.08.18	
30	12699R	REQUIREMENT OF MANPOWER FOR NSS	R	07.08.18	FO/ARF/S OI/SA	24.08.18	
31	12700R	T/C PF OF LTC DR.U.V KIRAN ASSOCIATE PROF.	R	07.08.18	ANKIT/AR F/FO/R	24.08.18	

32	12168R	REFLING 88-A TONER	VC	08.08.18	fo/ARF/S OI/ANKIT	24.08.18	
33	3060R	ROAD WORK AT ASHOKA BOYS HOSTEL	VC	08.08.18	FO/ARF/S OI/SA	24.08.18	
34	12129R	LTC OF SHRI RAM SAGAR (MTS) (ANYWHERE IN INDIA)	VC	08.08.18	FO/ARF/S OII/ARF/ FO/ARF	24.08.18	
35	7984R	TRANSFORMER MAINTENANCE WORK	EE	09.08.18	FO/ARF/S OI/SA	24.08.18	
36		LABORATORY DOOR REPAIRING	EE	09.08.18	SA/ARF/F O/IAO	24.08.18	
37	12142R	CHEMICAL AND GLASSWARE M.TECH. PURCHASE /UIET/BBAU/2018	UIET	09.08.18	SA/ARF/F O/IAO	24.08.18	
38	3779r	purchase of postal stamp	R	09.08.18	ANKIT/AR F/FO/IAO	24.08.18	
39	12716R	PUCHASE THROUGH CARD PAYMENT	GBS	09.08.18	ANKIT/AR F/FO/ARF	24.08.18	
40	12711R	APPROVAL FOR PURCHASE OF NEW COMPUTER FOR LAB DLIS BBAU/2017	STR	09.08.18	SA/ARF/F O/DR(S& P)	24.08.18	
41	3434R/1 573F	IMPREST MONEY FOR SHS DEAN	DEAN	09.08.18	ANKIT/AR F/FO/ARF	24.08.18	
42	1/0490/ DS/BBA U/18	FILE FOR REIMBURSEMENT DR. MINAKSHI MISHRA	R	09.08.18	FO/R	24.08.18	
43	5101R	ADVANCES ON THE OCCASION OF FUNCTIONS 26 JANUARY AND 15 AUGUST TATHA ANY KARYKRAM HETU AGRIM SAMAYOJAN	R	13.08.18	UDC/ARF /FO/ARF	24.08.18	

44	12728R	SINGNAGE BOARD IN THE UNIVERSITY CAMPUS	R	13.08.18	FO/ARF/S OI/SA	24.08.18	
45	12738R	PURCHASE OF MOMENTO & SHAU	R	13.08.18	UDC/ARF /FO/IAO	24.08.18	
46	12677R	PURCHASE/MAINTENANCE OF PHOTOCOPIER MACHINE & COLOUR PRINTER	R	13.08.18	SA/ARF/F O/DR(S& P)	24.08.18	
47	12412R	REQUIREMENT OF CARTRIDGE	R	13.08.18	ARF/SOI/ SA/ARF/F O/DR(S& P)	24.08.18	
48	9674R	ICSSR PROJ-SURENDER MEHER FIELD WORK	DE	13.08.18	SA/ARF	24.08.18	
49	3070R	SAMIKSHA/DAP/INSPIRE FELLOWSHIP-2014	R	13.08.18	ANKIT/AR F/FO/IAO	24.08.18	
50		ICSSR RESEARCH PROJECT (PROF.S.NAYAR)	DE	13.08.18	SA/ARF/F O/IAO	24.08.18	
51	12182R	MANPOWER DR. R N BHARGAVA	R	13.08.18	SA/ARF/F O/IAO	24.08.18	
52		SERB GRANT: BUDGET ALLOCATION DR. JAWAHAR LAL, DAC	DAC	13.08.18	SA/ARF/F O	24.08.18	
53	12033R	RECRUITMENT OF JUNIOR RESEARCH FELLOW DR. SUNIL BABU GOSIPATALA	R	13.08.18	SA/ARF/F O	24.08.18	
54		IMPREST MONEY FOR SGH	SGH	13.08.18	ANKIT/AR F/FO/IAO	24.08.18	
55	4311R	Civil Maintenance work 2014-15	EE	13.08.18	SA/ARF/F O/ARF	24.08.18	
56	11658R	CAUTION MONEY(PART-III)	R	14.08.18	ANKIT/AR F/FO/IAO	24.08.18	

57	12745R	M.SC ZOOLOGY STUDENTS (SC/ST) FOR DISSERTATION WORK FILE	R	14.08.18	ANKIT/ARF/FO/IAO	24.08.18	
58	12191R	TRAVEL TO BE RON TO CANADA TO ATTEND ISA CONFERENCE PROF. MANISH KUMAR VERMA	R	14.08.18	ARF/SOII/UDC/ARF	24.08.18	
59	5990R	MAINTENANCE OF ELECTRICAL UNDER GROUND CABLE IN UNIVERSITY CAMPUS	R	14.08.18	SA/ARF/FO/IAO	24.08.18	
60		IMPREST MONEY FOR BOTANICAL GARDEN DR. R S VERMA DEPTT OF HORTICULTURE	R	14.08.18	ANKIT/ARF/FO/ARF	24.08.18	
61	12510R	BREAK DOWN (ELECTRICAL FAUTT) URGENT REPAIRING	EE	14.08.18	FO/ARF/SOI/SA	24.08.18	
62	7475R	केन्द्रीय पुस्तकालय में सीपित दोनों लिफ्टों का वार्षिक अनु०	R	14.08.18	FO/ARF/SOI/SA	24.08.18	
63	9056R	IMPREST MONEY FOR DAC,SPS	DAC	14.08.18	ANKIT/ARF/FO/IAO	24.08.18	
64	6630R	FOR FEES REFUND TO TOPPERS + 9601R	R	14.08.18	FO/ARF/FO/ARF	24.08.18	
65		ICSSR DOCTORAL FELLOWSHIP PAYMENT FILE MS.PRAGYA SHARMA,MS.PRITI JHA AND MS. RUCHI BHALLA	VC	16.08.18	DRF/ARF/SOI/CASHIER	24.08.18	disposed off
66		PURCHASE OF TONNER FOR PHOTOCOPY MACHINE (TOSHIBA E STUDIO256 SE)	R	16.08.18	FO/ARF	24.08.18	
67		HONORARIUM UPC PROF. M S KHAN	DRM	16.08.18	UDC/ARF/FO/R	24.08.18	
68	11285R	PARTICIPATION & INVITED TALK 105TH INDIAN SCIENCE CONGRESS(ISCA)	SPS	17.08.18	fo/ARF/SOI/ANKIT	24.08.18	
69		<b>lkfgR; essa Hkkjr cks/k fo"k; ij nks fnoklh; vUrjk"V^h; laxkas"Bh</b>	<b>हिंदी</b>	17.08.18	FO/ARF	24.08.18	

70		DR.OMESH BAJPAI /DR.VENKATESH DUTTA FOR FELLOWSHIP	DES	17.08.18	SA/ARF/FO/IAO	24.08.18	
71	12756R	KARKRAM MAHATMA GANDHI KE SAMBAND ME	DMCJ	17.08.18	ARF/SOII /ARF/FO/HOD DMCJ	24.08.18	
72	10923R	FELLOWSHIP FILE FOR PRATIMA ICSSR FELLOWSHIP	R	17.08.18	ANKIT/ARF/FO/IAO	24.08.18	
73		CONTINGENCY MAIN FILE OF DBT PROJECT (PI : DR. YUSUF AKHTER,DBT)	DBT	17.08.18	SA/ARF	24.08.18	
74	12252R	SALARY HEAD FOR RESEARCH ASSISTANT CST UP PROJECT	VC	17.08.18	ARF/SOI/CASHIER	24.08.18	disposed off
75	9066R	DR. DEEPTI BARNWAL NPDFB FELLOWSHIP	VC	21.08.18	ARF/SOI/CASHIER	24.08.18	disposed off
76	8657R	UC/SE DR. RIMA KUMARI DST-START UP PROJECT	VC	21.08.18	ARF/SOI/CASHIER	24.08.18	
77	3675R	GUNNER FOR HON'BLE VC	SECURITY	21.08.18	UDC/ARF/FO	24.08.18	
78	10926R	ICSSR POST-DOCTORAL FELLOWSHIP DR. AMIT KUMAR	R	21.08.18	FO/SOCIOLOGY	24.08.18	
79	10925R	ICSSR POST DOCTORAL FELLOWSHIP DR. PRASHANT CHAUDHARY	SOCIOLOGY	21.08.18	FO/SOCIOLOGY	24.08.18	
80	12783R	CONTINGENCY ADVANCE DR. MONICA SHARMA PI	DBT	21.08.18	SA/ARF/FO/IAO	24.08.18	
81	12401R	REQUIREMENT OF REFRIGERATOR PROF. KAMAN SINGH	DAC	21.08.18	FO/ARF/SOI/SA	24.08.18	
82	12419R	GUEST FACULTY PAYMENT MONTH OF JULY, 2018	FW	21.08.18	ARF/FO/IAO	24.08.18	

83		IMPREST MONEY FOR OSD AMETHI	OSD	21.08.18	UDC/ARF /FO/ARF	24.08.18	
84	3284R	signage board in university campus (retroreflective)	R	21.08.18	FO/ARF	24.08.18	
85	12791R	T/C PF OF LTC DR. SUDIPTA SAHA	R	21.08.18	ARF/SOI/ ANKIT	24.08.18	
86	6492R	INCREMENT FILE OF FACULTY MEMBERS	R	21.08.18	ARF/SOI/ UDC	24.08.18	
87	9449R	DIESEL FOR DG STE AMETHI CAMPUS	VC	21.08.18	ARF/SOI/ CASHIER	24.08.18	
88		WIFI FACILITY FOR OSD AMETHI	OSD	21.08.18	ARF/SOI/ UDC	24.08.18	
89	12441R	AMRENDR SINGH VEDDI SECURITY AGENCY PAYMENT - II	R	23.08.18	FO/ARF/ DR(SECU RITY)	24.08.18	
90		PAYMENT OF RCA CONTRACTUAL STAFF	RCA	23.08.18	FO/DIR. RCA	24.08.18	
91	12804R	NEW PETROL/DIESEL FILE POL	AR(V)	23.08.18	FO/PS	24.08.18	
92	12805R	REFUND/CLAIM OF DR. SUNIL MEHRA CEC NEW DELHI	R	23.08.18	FO/ARF	24.08.18	
93	027/DZ/ BBAU	TRAVEL GRANT DR. ABHA MISHRA, DR. JYOTI PANDEY, DEPARTMENT OF ZOOLOGY	DBT	23.08.18	FO/ARF	24.08.18	
94	12312R	PROPERLY NOT WORKING COMMERCIAL RO WATER PLANE	R	23.08.18	FO/ARF	24.08.18	
95	6111R	PART TIME MEDICAL ATTENDANT APPOINTMENT OF CONTACT BASIS	R	23.08.18	UDC/ARF	24.08.18	
96	4248R	UC & SOE DR. RAMESH CHANDRA + 7 FILE	BY HAND	24.08.18	FO/ DAP	24.08.18	DR. RAMESH CHANDRA
97	12782R	FINANCIAL SUPPORT FOR PARTICIPATION IN NATIONAL CONFERENCE PROF. KAMAN SINGH	VC	24.08.18	FO	24.08.18	



98	12811R	PURCHASE OF CLASSROOM MATERIALS		24.08.18	FO/ARF	24.08.18	
99	12424R	FILE MEDICAL REIMBURSEMENT OF VICE CHANCELLOR	R	24.08.18	ANKIT	24.08.18	
100	4009R	IMPREST MONEY FOR ESTABLISHMENT SECTION	R	24.08.18	ANKIT	24.08.18	
101	12043R	PURCHASE OF NOTICE BOARD FOR UIET	UIET	24.08.18	FO	24.08.18	
102	12765R	TA BILL FOR VC SIR	VC	24.08.18	FO	24.08.18	
103	12715R	MANPOWER DBT PROJECT - 2 PI PROF. RAM CHANDRA	DBT	24.08.18	SA	24.08.18	
104	9702R	N-PDF RESEARCH GRANT/CONTINGENCY DR. DEEPTI BARNAWAL	DES	24.08.18	ANKLIT	24.08.18	
105	12784R	NATIONAL SPORTS DAY 29TH AUGUST 2018	S S	24.08.18	FO	24.08.18	