

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1		WORKSHOP	COE	03.11.16	R	19.12.16	
2	4378R	PURCHASE OF LAPTOP FOR VC	CC	11.11.16	FO/ARF/ SOI/LDC/ ARF/FO/ ARF	19.12.16	
3	9528R	CONFERENCE TRAVELLING GRANT(DR. RAJESH KUMAR)	VC	21.11.16	VC	19.12.16	
4	3228R	IMPREST	R	24.11.16	CASHIER	19.12.16	disposed off
5	4703R	ADVANCE/IMPREST	lib	24.11.16	STENO/A RF/FO/A RF	19.12.16	
6	9182R	RETURN OF PG SCHOLARSHIP FOR PROF. COURSE FOR SC/ST CANDIDATES MS. SANJU&NIKITA	VC	24.11.16	R	19.12.16	
7	7097R	RECRUITMENT OF PROJ STAFF DR. VENKATESH DUTTA	DST	28.11.16	ARF/SOI/ SA/ARF/ FO/ARF	19.12.16	
8	9702R	DR. DEEPTI BARNWAL CONTINGENCY	R	05.12.16	VC	19.12.16	
9	8703R	medical reimbursement (NON-Teaching)	R	07.12.16	VC	19.12.16	
10	3056R	SUPPLY AND FIXING OF INDICATER BOARD/SIGNAGE BOARD	R	07.12.16	FO/ARF/ SOI/SA/S O/ARF/F O	19.12.16	
11	3606R	APPLY FOR CSIR RESEARCH ASSOCIATESHIP	DAAS	07.12.16	STENO/A RF/FO/A RF	19.12.16	
12	6142R	Print Journal	R	09.12.16	VC	19.12.16	
13	3104R	IMPREST	R	09.12.16	STENO/a rf/FO/AR F	19.12.16	
14	7897R	T/C PF PAYMENT OF DPW-II	FO	09.12.16	VC	19.12.16	

15	3886R	Renovation of council hall	EE	13.12.16	EE	19.12.16	
16	4906R	BRAILLE SECTION 2014-15	STR	13.12.16	FO/ARF/ SOI/ARF/ FO	19.12.16	
17		IMPREST	DEM	13.12.16	STENO/A RF/FO/A RF	19.12.16	
18	9740R	REFRIGERATOR- DR. SANGEETA YADAV	R	13.12.16	VC	19.12.16	
19	4117R	PAYMENT OF VC MOBILE BILL	R	13.12.16	LDC/ARF/ /FO/ARF	19.12.16	
20	5225R	Renovation of council hall	R	13.12.16	FO/ARF	19.12.16	
21	8236R	VC MOBILE BILL PAYMENT	R	13.12.16	LDC/ARF/ /FO/ARF	19.12.16	
22	3968R	medical reimbursement (NON-Teaching) P-1	R	13.12.16	VC	19.12.16	
23	9455R	FURNITURE OF AMBEDKAR BHAWAN BUILDING	R	13.12.16	SA/ARF/ FO	19.12.16	
24	9464r	purchase of lon electrode	dem	13.12.16	AR(S&P)	19.12.16	
25	8998R	TA BILL OF REGISTRAR ON TOUR OF NEW DELHI	R	14.12.16	VC	19.12.16	
26	3157R	CANARA BANK RELATED MATTERS	VC	14.12.16	EE	19.12.16	
27		printing of annual accounts 2014-15,2015-16	VC	14.12.16	FO/ARF	19.12.16	
28	28F	IMPREST	DAC	14.12.16	STENO/A RF/FO/A RF	19.12.16	
29	8506R	PUBLICATION OF TENDER NOTICE	STR	14.12.16	VC	19.12.16	
30		IMPREST	SGH	14.12.16	STENO/A RF/FO/A RF	19.12.16	
31		PURCHASE OF COMPUTER FURNITURE	DCS	14.12.16	H-DCS	19.12.16	
32		PROCUREMENT OF EQUIPMENTS UNDER DST-SERB GRANT-DR.JAWAHAR LAL,	DAC	13.12.16	SOI/SA/A RF/FO	19.12.16	
33	9571R	ugc research grant utilization approval	VC	14.12.16	ARF/FO/ ARF	19.12.16	
34	7457R	APPOINTMENT OF JRF DBT PROJ (PILOT)	DBT	14.12.16	VC	19.12.16	

35		IMPREST	COE	14.12.16	STENO/ AR/FO/ ARF	19.12.16	
36	3935R	CONTINGENCY FILE UPCAR PROJ	DAPS	14.12.16	SA/AR/ FO/ARF	19.12.16	
37		FEE-REIMBURESEMENT/SPECIAL ENTRANCE TEST- 2016	DIT	14.12.16	vc	19.12.16	
38	4876R	SUPPLY OF ELECTRICAL GOODS	STR	15.12.16	VC	19.12.16	
39	3534R	JRF	DPS	15.12.16	STENO/ AR/FO	19.12.16	
40		PURCHASE OF GENSET FOR AMETHI SATELLTE CAMPUS	VC	15.12.16	AR(S&P)	19.12.16	
41	9058R	REFUND OF FEE & CAUTION MONEY OF MR.CHHTRAPAL	VC	15.12.16	FO/ARF	19.12.16	
42		NATIONAL SEMINAR 17TH MARCH 2017	VC	15.12.16	H-LAW	19.12.16	
43		TA BILL	VC	15.12.16	VC	19.12.16	
44	8804R	RE-CONSTRUCTION OF CAMPUS BOUNDRY WALL	VC	15.12.16	AR(S&P)	19.12.16	
45	6727R	PURCHASE OF STATIONARY ITEMS	VC	15.12.16	AR(S&P)	19.12.16	
46	6111R	PART TIME MEDICAL ATTENDANT APPOINTMENT OF CONTACT BASIS	VC	15.12.16	FO/ARF	19.12.16	
47	9752R	नयी दिल्ली यात्रा सडक मार्ग से	VC	15.12.16	VC	19.12.16	
48	9453r	PAYMENT OF BILLS IN CONNECTION WITH ADVEERTISEMENT FOR TEACHING AND N/T POSITION	VC	15.12.16	R	19.12.16	
49	9469r	PROPOSAL FOR DEPTT LIB	VC	15.12.16	LIBRARIA N	19.12.16	
50	9730r	NATIONAL SEMINAR DR. DK YADAV	VC	15.12.16	H-DE	19.12.16	
51	9707R	INTER SCHOOL FOOTBALL FROM 14TH DEC2016.....	VC	15.12.16	AD-PE	19.12.16	
52	9738R	STATUS OF EXPENDITURE OF XII PLAN A/C	VC	16.12.16	R	19.12.16	
53	8852R	TENDER FOR MANPOWER PROVIDING AGENCY	R	16.12.16	VC	19.12.16	
54	9250R	APPOINTMENT OF NODAL OFFICER FOR INSTITUTIONAL DIGITAL	R	16.12.16	FO/ARF	19.12.16	

55	3920R	landline/fwll bill payment of VCS&Camp office	R	16.12.16	CASHIER	19.12.16	disposed off
56	3919R	landline bill payment	R	16.12.16	CASHIER	19.12.16	disposed off
57	9742R	PAYMENT OF LEGAL FEE VOL-III LEGAL CELL	R	16.12.16	VC	19.12.16	
58	9749R	PFMS REGARDING	VC	16.12.16	R	19.12.16	
59		ICSSR PROJ- PAYMENT TO RESEARCH STAFF-DR. SHASHI KUMAR	DHR	16.12.16	SA/ARF/FO	19.12.16	
60	9747R	NON-PLAN-2016-17	R	16.12.16	FO/ARF	19.12.16	
61	3630r	Purchase of kitchen equipments & mess for the hostels	R	16.12.16	FO/ARF	19.12.16	
62	4079R	JRF-2013	DRM	16.12.16	STENO/ARF	19.12.16	
63		REQUEST FOR ADVANCE	VC	16.12.16	ARF/SOI/SA	19.12.16	
64	8925R	FURNITURE	STR	16.12.16	VC	19.12.16	
65	9748R	T/C PF DR. JAY SHANKAR SING LTC-2	R	16.12.16	VC	19.12.16	
66	8787R	EQUIPMENT MRP PROJ-RP SINGH	STR	16.12.16	VC	19.12.16	
67	3152R	OPERATION AND MAINTENANCE OF CENTRAL AC PLANT OF AUDITORIUM		16.12.16	ARF/FO	19.12.16	
68		GUEST FACULTY BBAU SATELITE CAMPUS	FW	19.12.16	VC	19.12.16	
69	7897R	T/C PF PAYMENT OF DPW-2	VC	19.12.16	R	19.12.16	
70	8438r	PAINTING OF ASHOKA & KANISKA BOYS HOSTEL	EE	19.12.16	SA	19.12.16	
71		DD REGARDING FILE 2015-16	COE	19.12.16	ARF	19.12.16	
72	6315R	PURCHASE OF ELECTRIC MATERIAL	OSD	19.12.16	FO	19.12.16	
73		PAYMENT OF ELECTRICITY CHARGES	OSD	19.12.16	LDC	19.12.16	
74	9622R	ICHR PROJ- RENU PANDEY		19.12.16	CASHIER	19.12.16	disposed off
75	3346R	PURCHASE OF BUSH CUTTER	EE	19.12.16	FO	19.12.16	
76		RESEARCH METHODOLOGY COURSE		19.12.16	VC	19.12.16	
77		FURNISHING OF MOAT COURT	EE	19.12.16	FO	19.12.16	

78	6886R	IRON MADE HUT	EE	19.12.16	FO	19.12.16	
79	8852R	TENDER FOR MANPOWER PROVIDING AGENCY	VC	19.12.16	FO	19.12.16	DISCUSSION
80	8787R	PROF. RANA PRATAP SINGH MRP PROJECT	VC	19.12.16	AR(S&P)	19.12.16	
81		PURCHASE F COMPUTER,PRINTER &UPS ETC	VC	19.12.16	AR(S&P)	19.12.16	
82		FEE-REIMBURESEMENT/SPECIAL ENTRANCE TEST-2016	VC	19.12.16	ARF	19.12.16	
83		GUEST FACULTY BBAU SATELITE CAMPUS	VC	19.12.16	ARF	19.12.16	
84	8925R	FURNITURE	VC	19.12.16	AR(S&P)	19.12.16	
85	8703R	medical reimbursement (NON-Teaching)	VC	19.12.16	ARF	19.12.16	
86	9745R	EQUIPMENT/ETC BBAU-STOCKHOLM UNIVERSITY PROJECT -2014 DR. SHASHIKANT PANDAY	R	19.12.16	SA	19.12.16	
87	9763R	CHEMICAL & GLASSWARE FILE DST-SERB PROJ	R	19.12.16	SA	19.12.16	
88		MUFFLE FURNANCE	DES	19.12.16	SA	19.12.16	
89		FIELD LAB. CUM STATION	DES	19.12.16	ARF	19.12.16	
90		IMPREST	DES	19.12.16	STENO	19.12.16	
91	3011R	MINOR EQUIPMENT FOR FIELD STATION	DES	19.12.16	SA	19.12.16	
92	9087R	HOSPITALITY	R	19.12.16	STENO	19.12.16	
93		REPAIR OF PHOTOCOPIER MACHINE OF DEAN,SAS	STR	19.12.16	SA	19.12.16	
94		PURCHASE OF TONER FOR COLOUR PHOTOCOPIER MACHINE ACADEMIC SEC.	STR	19.12.16	LDC	19.12.16	
95	9237R	INSPECTION OF CASE FILES(RELATED TO LAND DISPUTES AT IIIT, AMETHI)	VC	19.12.16	FO	19.12.16	DISCUSSION
96	8110R	PURCHASE OF FURNITURE FOR RCA	VC	19.12.16	FO	19.12.16	DISCUSSION
97		DR.JAVEED AHMAD BHAT(PROJ FELL)BBAU-STOCKHOLM UNIVERSITY PROJECT	VC	19.12.16	ARF	19.12.16	
98	8506R	PUBLICATION OF TENDER NOTICE	VC	19.12.16	ARF	19.12.16	
99	4601R	PURCHASE OF PLANTS/GRASS	VC	19.12.16	ARF	19.12.16	
100	3968R	MEDICAL REIMBURESEMENT FOR NON-TEACHING	VC	19.12.16	ARF	19.12.16	
101	3255R	INTERNET CONNECTION TYPE-A RESIDENCE/ANTIVIRUS	VC	19.12.16	AR(S&P)	19.12.16	
102	3837R	ADVANCE FOR UNI. FUNTIONS	R	19.12.16	LDC	19.12.16	
103	3345R	IRRIGATION PIPES AND RELATED MATERIALS	R	19.12.16	FO	19.12.16	

104	7404R	IEC	R	19.12.16	LDC	19.12.16	
105	4393R	DR.RN BHARGAWA(MANPOWER RECRUITMENT-DST-SERB PROJ)	R	19.12.16	SA	19.12.16	