

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5836r	construction of students activity gantor	VC	04.11.16	FO/ARF/S O/ARF/F O/ARF/S OI	13.02.17	
2	4378R	PURCHASE OF LAPTOP FOR VC	CC	11.11.16	FO/ARF/S OI/LDC/A RF/FO/AR F/SOI/LD C/arf/SOI /LDC/ARF /FO	10.02.17	
3	9747R	NON-PLAN-2016-17 UTILIZATION CERTIFICATE	R	16.12.16	FO/ARF/S O/ARF/F O/ARF/S OI	13.02.17	
4	3011R	MINOR EQUIPMENT FOR FIELD STATION	DES	19.12.16	SA/ARF/F O/ARF/S O/SA/SO/ ARF/SO/A RF/FO/VC	10.02.17	
5		CHEMICALS/GLASSWARWES ETC		29.12.16	H-DES	10.02.17	
6	9469R	PROPOSAL FOR DEPARTMENTAL LIBRARY	LAW	06.01.17	FO/ARF/S O/SA/SO/ ARF/FO/A RF/SO/SA /SO/ARF/ FO/VC	10.02.17	

7	4831R	TA BILL OF REGISTRAR	VC	09.01.17	FO/ARF/S O/LDC/S O/ARF /SOII/ARF	13.02.17	
8	4057R	NEW BUILDING FOR ADMINISTRATIVE BLOCK COMPLEX....	EE	10.01.17	vc	10.02.17	
9	8242R	APPLICATION OF PROF RP SINGH FOR APPROVAL FOR MAJOR SURGERY	R	11.01.17	STENO/S O/ARF/F O/SOII/A RF/FO	13.02.17	
10	6022r	PURCHASE OF CARTRIDGES	R	12.01.17	FO/ARF/S O/SA /SO/SA/a rf/SOI	10.02.17	
11		TRAINING MISC.	VC	13.01.17	FO/ARF	13.02.17	
12		HONORARIUM FILE OF WARDEN RCA BOYS HOSTEL	RCA	19.01.17	CASHIER	13.02.17	disposed off
13	9829R	VAHAN AVANTAN KE SAMBANDH ME	VC	19.01.17	FO/ARF/S OII	10.02.17	
14	9580R	LTC DR. SUDIPTA SAHA	VC	27.01.17	R	10.02.17	
15		ICSSR FELLOWSHIP P-II	DE	27.01.17	STENO/A RF/FO/VC	10.02.17	
16		SERB GRANT DR JAWAHAR RECURRING ITEMS-A (HEAD OTHER COST)	DAC	27.01.17	SA/SO/AR F/SO/SA/ SO/ARF/F O/VC	10.02.17	
17	9799R	SERB GRAMT DR.JL RECURRING ITEMS-A (HEAD: TRAVEL)	DAC	27.01.17	H-DAC	10.02.17	
18	5396R	SECURITY AGENCY PAYMENT BILL OCT 2016	SECURITY	30.01.17	ARF/SO/S A/SOI/RS O	10.02.17	
19	8124R	TELEPHONE BIL FILE	RCA	30.01.17	CASHIER	13.02.17	DISPOSED OFF

20	9465R	LTC NAVEEN KUMAR ARORA	R	30.01.17	STENO/S O/ARF/F O/R	10.02.17	
21	9914R	ONE WEEK WORKSHOP/LECTURE SERIES ON EMERGINH RESEARCH	R	30.01.17	SA/SO/AR F/FO	10.02.17	
22	3281R	DR DEVESH KUMAR LOGIN IN HPC FACILITY	R	30.01.17	PI-DAP	10.02.17	
23	9769R	WORKSHOP	R	30.01.17	FO/ARF/S OII/LDC	13.02.17	
24	9740R	DR. SANGEETA YADAV, YOUNG SCIENTIST MICROWAVE OVEN AND REFRIGERATOR	DEM	30.01.17	ARF/SO/S A/SO/ARF /FO/ RAM CHANDRA BY HAND	10.02.17	
25	8084R	UGC START-UP GRANT	STORE	31.01.17	SA/ARF/F O/BY HAND RAHUL VARSHAN EY	10.02.17	
26	9561R	SANITATION PAYMENT VOL-III	SANITATION	31.01.17	FO/ARF/S O/SA/ARF /fo	13.02.17	
27	7182R	RECHARGE OF AIRTEL DIGITAL TV FROM HOSTEL FUND	ABH	31.01.17	LDC/SO/A RF/FO	10.02.17	
28		REPAIR OF PHOTOCOPIER MACHINE OF VC SECTT (TOSHIBA E STUDIO-256)	STORE	02.02.17	ARF/SO/S A/arf/FO	10.02.17	
29		REQUIREMENT OF UPS	STRE	02.02.17	ARF/SO/S A/arf/FO	10.02.17	
30	4647R	STAFF-SALARY	DST	02.02.17	SA/ARF/F O	10.02.17	
31	4544R	PAYMENT OF LEGAL FEE- APRAJITA BANSAL	R	02.02.17	R	10.02.17	

32		CONSTRUCTION OF FLAG POLE AMETHI	OSD	02.02.17	SA/ARF/FO	10.02.17	
33		DISTRIBUTION OF SWEETS ON THE OCCASION OF REPUBLIC DAY	OSD	02.02.17	SA/ARF/FO	10.02.17	
34		Remuneration RCA	RCA	02.02.17	LDC/SO/AR/FO	10.02.17	
35	5990R	MAINTENANCE OF ELECTRICAL UNDER GROUND CABLE IN UNIVERSITY CAMPUS	EE	02.02.17	ARF/SO/SA/AR/FO	10.02.17	
36	9503R	LTC-FILE- PROJ KAMAN SINGH	VC	02.02.17	ARF/SOII/STENO/ar f/FO	10.02.17	
37		PRINTER OF RCA OFFICE	STR	02.02.17	ARF/FO/AR/FO/SA	10.02.17	
38		SANCTION MONEY FOR WORKSHOP DR GOVIND JI PANDAY	STR	02.02.17	LDC/HEAD MCJ BY HAND	13.02.17	
39	2727F	MEDIA CENTER DELHI VISIT	MC		SA/ARF/FO	10.02.17	
40	3277R	M SC II nd AND IV th SEMESTER LAB EQUIPMENTS	DAP	02.02.17	ARF/FO/AR/FO/SOI	13.02.17	
41		DST-SERB HEAD MANPOWER SALARY (PROJECT FELLOW RECURRING ITEMS-A)	DAC	02.02.17	SA/ARF/FO	10.02.17	
42		IMPREST MONEY BSC=MSC	DES	03.02.17	CASHIER	13.02.17	DISPOSED OFF
43	9988R	REPLY AUDIT PARA	R	03.02.17	ARF/FO/AR/FO	13.02.17	
44	9907R	INTEGRATED BSC (HONS.) MSC APPLIED GEOLOGY) DR. NARENDRA KUMAR	R	03.02.17	ARF/SO/STENO	13.02.17	
45	9902R	PROFORMA FOR ATTENDING OUTSTANDING PROGRAMME DR ABHA MISHRA	VC	03.02.17	H-DAAS	13.02.17	

46	3125R	IMPREST MONEY	STORE	03.02.17	STENO/S O/ARF/F O	10.02.17	
47	9935R	IMPREST FOR VEHICLES (DIESEL/PETROL)	VC	03.02.17	FO/ARF/S OII	10.02.17	
48		SANITATION PAYMENT OF AMETHI NOV-2016	OSD	06.02.17	SA/ARF/F O	10.02.17	
49	9702R	DR. DEEPTI BARNWAL CONTINGENCY	DES	06.02.17	SA/FO	13.02.17	
50	9071R	PROF. RANA PRATAP SINGH MRP RESEARCH PROJECT	DES	06.02.17	SA/ARF/F O	10.02.17	
51		NEWSPAPER & PERIODICALS	RCA	07.02.17	LDC/arf/F O	10.02.17	
52		JRF SALARY FILE DST-SERB PROJ VENKATESH KUMAR R	VC	07.02.17	ARF/SO/C ASHIER	10.02.17	DISPOSED OFF
53	6315R	PURCHASE OF ELECTRIC MATERIAL	VC	07.02.17	ARF/SOI	10.02.17	
54		PAYMENT OF SANITATION SERVICES SRI SAI NATH ASSOCIATES LUCKNOW	VC	07.02.17	FO/arf	10.02.17	
55	7994R	EMPANELMENT OF SANITATION AGENCY	SANI	07.02.17	ARF/SOI	13.02.17	DISCUSSION
56		UTSAV-2017		07.02.17	ARF/SOII/ STENO	13.02.17	
57	8088R	DR. RIMA KUMARI-START UP RESEARCH GRANT (YS)	DES	07.02.17	SA/ARF/F O	13.02.17	
58	7651R	IMPREST	EE	07.02.17	AE(E)	10.02.17	
59		ELECTRICITY CONNECTION PROCEEDINGS FOR AMETHI CAMPUS	EE	07.02.17	LDC/arf/F O	10.02.17	
60	5435r	मात्र भाषा दिवस	hindi	08.02.17	ARF/SOI	10.02.17	
61	3874R	PURCHASE OF STATIONARY ITEMS FOR BOM MEETING	STR	08.02.17	LDC/arf/F O	10.02.17	
62	3567R	PURCHASING OF PLUMBING GOODS PART-I	R	08.02.17	LDC/arf/F O	10.02.17	
63	9172R	T/C PURCHASE OF POSTAGE STAMP(ADVANCE)	R	08.02.17	STENO/ar f/FO/ARF	13.02.17	
64		DD REGARDING FILE 2015-16	coe	09.02.17	arf/SOI	10.02.17	

65	7268R	PAYMENT FOR NEWSPAPER & MAGAZINE	LIB	09.02.17	LDC/arf/FO	10.02.17	
66	5335R	Purchasing for Auditorium DG set	EE	09.02.17	LDC/arf/FO/ARF/FO	10.02.17	
67		imprest p-3	VC	09.02.17	steno/arf	13.02.17	
68	9993R	UGC MONTHLY FELLOWSHIP	DLIS	09.02.17	STENO/ARF	13.02.17	
69		BOOKING AIR TICKET FOR INAUGURAL ADDRESS OF NSGYI-2017	SOCIO	09.02.17	fo/VC	10.02.17	
70	7897R	t/c pf PAYMENT OF DPW-II	vc	09.02.17	fo/R	10.02.17	
71		CAUTION MONEY FILE	VC	09.02.17	ARF/SOII	10.02.17	
72	7633R	TRANFER OF HOSTAL FEE	R	10.02.17	ldc	10.02.17	
73	9982R	PF OF DR.JOGENDRA KUMAR	R	10.02.17	FO	10.02.17	
74	8865R	PAYMENT OF LEGAL FEE TO SENIOR ADVOCATES	R	10.02.17	FO/ARF/SOII/SA	13.02.17	
75	9994R	T/C PF OF SHRI NARESH CHANDRA LTC	R	10.02.17	STENO/ARF	13.02.17	
76	9370R	T/C PF DR. VENKATESH DUTTA LTC	R	10.02.17	STENO	10.02.17	
77		इक्कीसवीं सदी में हिन्दी पत्रकारिता के समक्ष चुनौतियां: भाषा एवं साहित्य का दन्द		10.02.17	SA/arf	13.02.17	
78		NATIONAL SCIENCE DAY 28 TH FEBRUARY, 2017		10.02.17	FO/ARF/SOII/STENO/arf	13.02.17	
79		CHEMICALS/GLASSWARWES ETC	DES	10.02.17	FO/ARF/SOI	13.02.17	
80	3043R	SOCIAL SCIENCE JOURNALS PRINTING NMP VERMA	VC	10.02.17	ARF/SOI/LDC	13.02.17	
81	9918R	PROPOSED COMMITTEE BANK ACCOUNT DR BRAJESH KUMAR	VC	10.02.17	FO	10.02.17	DISSCOUS
82		GENDRE CLUB PROF GOVIND G PANDAY NODAL TEACHER	VC	10.02.17	ARF/SOI/LDC	13.02.17	
83	5525R	PH.D VIVA-VOCE EXAMINATION (TA FOR EXTERNAL MEMBERS)	VC	10.02.17	FO	10.02.17	DISSCOUS

84	3920r	LANDLINE BILL PAYMENT OF VCS & CAMP OFFICE	ART	10.02.17	LDC/ARF/ FO	13.02.17	
85	3919R	landline bill payment	ART	10.02.17	LDC/ARF/ FO	13.02.17	
86	8236R	VC MOBILE BILL PAYMENT	ART	10.02.17	CASHIER	13.02.17	disposed off
87	4117R	PAYMENT OF VC MOBILE BILL	TELE	10.02.17	CASHIER	13.02.17	disposed off
88		PAYMENT OF ELECTRICITY CHARGES TIKARMAFI AMETHI	VC	10.02.17	ARF/SOI	13.02.17	
89		T/C MONITORING & INVESTMENT OF FUNDS		10.02.17	FO	10.02.17	
90		IMPREST	SOCIO	10.02.17	STENO/A RF	13.02.17	
91	10014R	t/c pf of shri bodh lal stenographer LTC	R	10.02.17	STENO/A RF	13.02.17	
92	3837R	ADVANCE FOR UNIVERSITY FUCTIONS	R	10.02.17	LDC	10.02.17	
93	8519r	JRF TO SRF MS.ANDREY SHASTRI	R	10.02.17	STENO	10.02.17	
94	4189R	AMC CEILING FANS & EXAUST FANS P-2	R	10.02.17	STENO	10.02.17	
95	3886R	Renovation of council hall	R	10.02.17	ARF/SOI	13.02.17	
96	5554R	AC PLANT OF VC OFFICE	R	10.02.17	SA	10.02.17	
97	4086R	CAUTION MONEY FILE	R	10.02.17	steno/arf	13.02.17	
98	10010R	CHEMICAL ETC. UGC-MRP PROJ-RP SINGH	R	10.02.17	SA	10.02.17	
99	9977R	UGC NON NET MS. HARSHITA PANDEY	R	10.02.17	STENO	10.02.17	
100	6333R	IMPREST	R	10.02.17	STENO/A RF	13.02.17	
101	7475R	केन्द्रीय पुस्तकालय में स्थापित दोनों लिफ्टों का वार्षिक अनु०	R	10.02.17	SA	10.02.17	
102	9782R	T/C OF SHRI ANEES AHMAD LTC	R	10.02.17	STENO	10.02.17	
103	8680R	T/C CHILDREN EDUCATION REIMBURSEMENT BILLS 42 TEACHERS	R	10.02.17	SA	10.02.17	
104		GUEST FACULTY PAYMENT	FIN	10.02.17	VC	10.02.17	
105		DR. NEELAM (MO) CONTRACT SATELLITE CAMPUS	FIN	10.02.17	FO	10.02.17	
106		ICSSR FELLOWSHIP P-II	VC	10.02.17	CASHIER	13.02.17	disposed off
107	9805R	LTC BILLS/REIMBURESEMENT -2016	VC	10.02.17	FO	10.02.17	

108		BOOKING AIR TICKET FOR INAUGURAL ADDRESS OF NSGYI-2017	VC	10.02.17	BY HAND DR. BRIJESH KUMAR	10.02.17	
109		ONLINE QUIZ	VC	10.02.17	ARF/ BY HAND DR R A KHAN	10.02.17	
110	9634R	T/C PF OF PROF S. VICTOR BABU LTC	VC	10.02.17	ARF/SOII/ STENO	13.02.17	
111		SERB GRANT DR JAWAHAR RECURRING ITEMS-A (HEAD OTHER COST)	VC	10.02.17	ARF/SOI	13.02.17	
112	3269r	Paymnt of Electricity bill of university campus	VC	10.02.17	CASHIER	13.02.17	disposed off
113	6915r	FINANCIAL SUPPORT FOR RESEARCH WORK	VC	10.02.17	FO/SOI	13.02.17	
114		GUEST FACULTY PAYMENT	VC	10.02.17	CASHIER	13.02.17	disposed off
115		PAYMENT OF SANITATION SERVICES SRI SAI NATH ASSOCIATES LUCKNOW	VC	10.02.17	ARF	10.02.17	
116	5824R	MEDICAL ADVANCE OF DR. NARENDRA KU. & OTHER+1 FILE ATTACHMENT	VC	10.02.17	FO	10.02.17	
117	9805R	LTC BILLS/REIMBURESEMENT -2016	VC	10.02.17	FO/ARF	13.02.17	
118		LOGIN IN HPC FACILITY	DAP	13.02.17	SA	13.02.17	
119		UGC-NON NET FELLOWSHIP	FIN	10.02.17	FO/VC	13.02.17	
120	9799R	SERB GRAMT DR.JL RECURRING ITEMS-A (HEAD: TRAVEL)	DAC	13.02.17	FO/ARF	13.02.17	
121	9566R	FEE REFUND PROCESS FILE	UIET	13.02.17	STENO	13.02.17	
122		AUDIT PARA	RCA	13.02.17	ARF	13.02.17	
123		FINANCE TAX CONSULTANT	FO	13.02.17	VC	13.02.17	
124		ADVANCE/IMPREST		13.02.17	CASHIER	13.02.17	disposed off
125	9066R	DR. DEEPTI BARNWAL	VC	13.02.17	STENO	13.02.17	
126	10000R	REQUIREMENT OF SOFTWARE FOR RESEARCH/Ph.d work	VC	13.02.17	arf	13.02.17	
127	10009r	AUDITORIUM CURTAIN REPAIR WORKS	VC	13.02.17	ARF	13.02.17	
128	8229R	PF OF DR. JIWAN SINGH	VC	13.02.17	ARF	13.02.17	

129	4057R	NEW BUILDING FOR ADMINISTRATIVE BLOCK COMPLEX....	VC	13.02.17	ARF	13.02.17	
130		TAX CONSULTANT	VC	13.02.17	ARF	13.02.17	
131		UGC-NON NET FELLOWSHIP	VC	13.02.17	ARF	13.02.17	
132	9846R	CCTV CAMERA REQUIREMENT FOR R-OFFICE , FO & COE OFFICE+ 1 FILE ATTACHMENT	VC	13.02.17	FO	13.02.17	
133		MID TERM/UGC-MRP	DIT	13.02.17	SA	13.02.17	
134		PAYMENT OF ELECITRICITY BILL OF BBAU SATELLITE CAMPUS AMETHI	AE(E)	13.02.17	AE(E)	13.02.17	
135	7984R	TRANSFORMER MAINTENANCE WORK	AE(E)	13.02.17	AE(E)	13.02.17	
136	8206R	FANS/EXHAUSTS REQUIREMENT	AE(E)	13.02.17	AE(E)	13.02.17	
137	8883R	हेतु एलुमीनियम पार्टीशन का कार्य	EE	13.02.17	FO	13.02.17	
138	9092R	Central library anurakshriya work	EE	13.02.17	FO	13.02.17	
139	8995R	छात्रावास का रखरखाव एवं अनुकार्य	EE	13.02.17	FO	13.02.17	
140	4122R	हर्बल गार्डन एवं नवग्रह वाटिका का विकास कार्य	EE	13.02.17	fo	13.02.17	
141	9469R	PROPOSAL FOR DEPARTMENTAL LIBRARY	vc	13.02.17	arf	13.02.17	
142		fee reimbursement special entrance tewt-2016	vc	13.02.17	arf	13.02.17	
143		international conference presentation	vc	13.02.17	arf	13.02.17	