

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	Remark
1		TECHNICAL SESSION FILE 1ST NORTH INDIAN SCIENCE CONGRESS NISC-2018 & INTERNATIONAL CONFERENCE ON SCIENCE AND TECHNOLOGY FOR SUSTAINABLE FUTURE (10TH & 11TH JANUARY,2018)	DAAS	16.01.18	ARF/SOII/ANKIT/ARF/FO/ARF/SOII/CASHIER	26.02.18	disposed off
2	3704R	IMPREST MONEY FOR MEDIA CENTRE	MEDIA CENTRE	17.01.18	ANKIT/ARF/FO/ARF/SOII	26.02.18	
3	10902R	13TH CAPACITY BUILDING TRAINING PROGRAM OF NML-RRRLF AT DLIS, BBAU	DLIS	18.01.18	ARF/SOII/ANKIT/ARF/FO/ARF/SOII	26.02.18	
4	11263R	APPOINTMENT OF INTERNAL AUDIT OFFICER AS PER 63RD BOM MEETING		18.01.18	FO/ARF/SOI/UDC,/ARF/FO/R	26.02.18	
5		ADVANCE FOR LUNCH	EE	18.01.18	ARF/SOII/UDC/SOII/ARF/FO/ARF/SOII	26.02.18	
6	11336R	CAUTION MONEY DIT	R	18.01.18	ANKIT/SO/ARF/FO/ARF/SOII/CASHIER	26.02.18	disposed off
7	5266R	MONEY DEPOSITED IN UNI. A.C	DSW	23.01.18	FO/ARF/SOI/SA/UDC/ARF/FO/ARF/SOI/CASHIER	26.02.18	disposed off
8		PURCHASE THROUGH CARD PAYMENT	GBS	24.01.18	ANKIT/ARF/FO/ARF/SOII	26.02.18	
9	3545R	PLANTATION WORK BY G.B.S PART-II	GBS	24.01.18	ANKIT/ARF/FO/ARF/SOII	26.02.18	
10		IMPREST MONEY FOR DAAS	DAAS	24.01.18	ANKIT/ARF/FO/ARF/SOII/CASHIER	26.02.18	disposed off
11		ADVANCE-NISC-2018 PROF. S K DWIVEDI	DES	24.01.18	FO/ARF/SOII/ANKIT/ARF/FO	26.02.18	

12	11564R	NAME PLATE PAYMENT FILE	DRM	24.01.18	SA/ARF/FO/ARF/SO II/	26.02.18	
13		WIFI-RAILTEL	DIT	24.01.18	FO/ARF/SOI/SA/ARF/SOI	26.02.18	DISCUSSION
14	10456R	PROF. SANJAY KUMAR ACADEMIC ACTIVITIES	VC	24.01.18	FO/ARF/SOII	26.02.18	
15		REMMUNERATION FILE OF DIRECTOR, RCA	RCA	25.01.18	FO/ARF/SOII/SA	26.02.18	
16		HOSPITALITY EXPENSES OF RSO OFFICE	RSO	29.01.18	FO/ARF/SOII/CASHIER	26.02.18	disposed off
17	8301R	MEDICAL REIMBURESEMENT FILE(CSSEIP EMPLOYEES)	CMO	29.01.18	ARF/SOII/ANKIT/ARF/FO/ARF/SOII	26.02.18	
18		न्यूज़ पेपर भुगतान हेतु पत्रावली	DE	29.01.18	UDC/FO/ARF/SOII/	26.02.18	
19		HONORARIUM FOR RESOURCE PERSON OF RCA	RCA	31.01.18	FO/ARF/SOI	26.02.18	
20	4030R	I CARD FOR STUDENT	SECURITY	31.01.18	FO/ARF/SOI/LDC	26.02.18	
21		IMPREST MONEY FOR TYPE-C GIRLS HOSTEL		07.02.18	ANKIT/ARF/FO/ARF/SOII/CASHIER	26.02.18	disposed off
22		IMPREST MONEY FOR NEW SANGMITRA GIRLS HOSTEL (EXTENSION)	DSW	07.02.18	ANKIT/ARF/FO	26.02.18	
23	11295R	SALARY FOR CLAIM DR.A. MAHADEVA	RCA	09.02.18	FO/ARF/SOI/LDC	26.02.18	
24		DESKTOP (02 NOS) FOR DES	DES	13.02.18	SOI/SA/ARF/FO	26.02.18	
25		LABORATORY INSTRUMENT	AR(S/P)	13.02.18	SA/ARF/FO	26.02.18	
26	3840R	FUNCTION ON VIP VISIT IN THE UNIVERSITY CAMPUS	GBS	13.02.18	FO/ARF/SOI	26.02.18	
27		TRANSFER OF HOSTEL FEE (ELETRICITY AND ROOM RENTAL CHANGES)	AEH	15.02.18	FO/ARF/SOI/LDC	26.02.18	
28		OVERHEAD CHARGES FOR DST-SERB PROJECT DR.VENKATESH KUMAR R	DAAS	20.02.18	SA/ARF	26.02.18	
29	11179R	LTC FOR DR SANGEETA SAXENA	R	20.02.18	ANKIT/ARF/FO	26.02.18	
30	9071R	PROF. RANA PRATAP SINGH MRP RESEARCH PROJECT	DPT	20.02.18	SA/ARF	26.02.18	
31	11158R	DR.RAJESH KUMAR LTC FILE	R	20.02.18	ANKIT/ARF/FO	26.02.18	
32		PAYMENT OF PRINTER REPAIR	DCS	20.02.18	UDC	26.02.18	
33	3070R	SAMIKSHA/DAP/INSPIRE FELLOWSHIP-2014	R	20.02.18	ANKIT/ARF/FO	26.02.18	

34	11805R	T/C PUFF OF MR.RAMA SHANKAR SINGH (FINANCE SECTION) LTC	R	20.02.18	ANKIT/ARF/FO	26.02.18	
35	11055R	LTC DR.RN BHARAGAVA	R	20.02.18	ANKIT/ARF	26.02.18	
36	2524F	TA BILL VC SIR	VC	20.02.18	UDC,FO,ARF,SOII/C ASHIER	26.02.18	disposed off
37		HEAD OF EXPENDITURE: TRAVEL DR.ALOK KUMAR SINGH	DAC	21.02.18	SA/ARF	26.02.18	
38	3642/D AC	DST-SERB GRANT OF DR.JAWAHAR LAL HEAD: MANPOWER SALARY (PROJECT FELLOW RECURRING ITEMS-A)	DAC	21.02.18	SA/ARF	26.02.18	
39	11120R	FIRST ALUMNI MEET-2017	DLIS	21.02.18	FO/ARF/SOI/SA	26.02.18	
40		PURCHASE OF PHOTO CPOIER MACHINE FOR REGISTRAR OFFICE	STR	21.02.18	SA/ARF	26.02.18	
41	11094R	T/C PF OF PROF K L MAHAWAR LTC ANY WHERE IN INDIA	R	22.02.18	ANKIT/ARF	26.02.18	
42	3393R	Medical reimbursement(TEACHING)	R	22.02.18	ANKIT/ARF/FO	26.02.18	
43		JRF SALARY FILE DR VENKATESH KUMAR R	DAAS	22.02.18	SA/ARF	26.02.18	
44		ADVANCE FOR SEMESTER EXAMINATION	DEM	22.02.18	ARF/SOI	26.02.18	
45		ADJUSTMENT OF ADVANCE 1ST NORTH INDIA SCIENCE CONGRESS (NISC)- 2018	DEM	22.02.18	ARF/SOI/SA	26.02.18	
46	4544R	PAYMENT OF LEGAL FEE MS. APRAJITA BANSAL	LEGAL	22.02.18	FO/ARF/SOII/CASHI ER	26.02.18	disposed off
47	11207R	PAYMENT OF LEGAL FEE VOL-IV ALOK MATHUR	LEGAL	22.02.18	FO/ARF/SOII	26.02.18	
48	11584R	UPDATION OF CLASSROOM/LABORATORY	DAP	23.02.18	ARF/SOI/SA	26.02.18	
49		MOHD ASHRAF WANI STUDY CUM TRAVEL GRANT (ICHR)	HISTORY	23.02.18	ARF/SOII	26.02.18	
50	7921R	PUMP MAINTENACE WORK	EE	23.02.18	FO/ARF/SOI/SA	26.02.18	
51		PERMISSION OF NEW A/C OPENING FOR CONFERENCE 2017 GREEN SMINER 2017, PROF.SHUBHINI A SARAF	PHARMA	26.02.18	FO	26.02.18	
52	8309R	GPF ADVANCE WITHDRWAL TAECHING & NON-TAECHING PART V	R	26.02.18	ANKIT/FO/VC	26.02.18	
53	10722R	NATIONAL FELLOWSHIP FOR SCHEDULED CASTE (NFSC)	R	26.02.18	ANKIT	26.02.18	
54		PURCHASE OF FURNITURE FOR AMETHI	STR	26.02.18	ARF/SOI/SA	26.02.18	
55		PAYMENT OF RCA CONTRACTUAL STAFF FOR MONTH JANUARY-2018	RCA	26.02.18	ARF	26.02.18	
56	8154R	ESTATE OFFICE ESTATE MAINTENANCE II	EO	26.02.18	SA/ARF	26.02.18	
57		MAINTENANCE OF OLD ADM BLOCK	BY HAND	26.02.18	ARF/FO/VC	26.02.18	
58	4311R	Civil Maintenance work 2014-15	EE	26.02.18	FO	26.02.18	

59	6781R	DR. SHIV SHANKAR CONTINGENCY	des	26.02.18	SA	26.02.18	
60		REQUIREMENT OF SINK AND EXHAUST FOR CHEMICAL RESEARCH LABORATORY	DAC	26.02.18	ARF/SOI,SA	26.02.18	
61		HEAD OF EXPENDITURE: CONTINGENCY DR.ALOK KUMAR SINGH	DAC	26.02.18	SA	26.02.18	
62		PRINTING AND FORWARDING OF DEGREE CERTIFICATES	COE	26.02.18	FO	26.02.18	
63		DR. NARENDRA KUMAR WARDEN NEWLY CONSTRUCTEP BOYS HOSTEL	STR	26.02.18	FO	26.02.18	
64		PUBLICATION OF TENDER NOTICE PART-2 STORE & PURCHASE	STR	26.02.18	FO/STR	26.02.18	BY HAND AMAN
65		MAINTENANCE OF CAFETERIA PART-I	EE	26.02.18	FO	26.02.18	
66		GUEST FACULTY PAYMENT FINANCE WING	IAO	26.02.18	FO	26.02.18	
67	7971R	VICTORIA LED LIGHTING	AE(E)	26.02.18	FO	26.02.18	
68	8214R	SPORTS GROUND AREA LIGHTING WORKS	EE	26.02.18	SA	26.02.18	
69		ADVANCE FOR SPORT ACTIVITY FESTIVEL UNIVERSITY HEALTH CENTRE	MO	26.02.18	ANKIT	26.02.18	
70	3900R	MISCELLANEOUS CENTRE FOR POLICY REARCH DR. VENKATESH DUTTA	DES	26.02.18	ARF	26.02.18	
71	4558R	WEBSITE DESIGN DST CENTRE FOR POLICY RESEARCH BBAU DR. VENKATESH DUTTA	DES	26.02.18	SA	26.02.18	
72		REPAIR OF LABORATORY EQUIPMENT (FOOD SCIENCE & TECHNOLOGY)	SHS	26.02.18	FO	26.02.18	
73	11011R	CV RAMAN INTERNATIONAL FELLOW DR OLFA BEN TUNISIA UNDER THE GUIDANCE OF DR RAJESH KUMAR	DEM	26.02.18	ANKIT	26.02.18	
74		REVIEW MEETING CENTRE FOR POLICY RESEARCH	DST	26.02.18	ARF	26.02.18	
75	11283R	REQUIREMENT OF CHEMICAL/ITEMS FOR USIC	USIC	26.02.18	FO	26.02.18	
76	10796R	APPROVAL OF PURCHASE OF COMMITTEE DR PREETI GUPTA DST-INSPIRE PROJECT	R	26.02.18	ARF/FO	26.02.18	
77		PURCHASE OF TONER FOR COLOUR PHOTOCOPIER MACHINE IN ACADEMIC SECTION	BY HAND	26.02.18	ARF/SOI	26.02.18	
78	11263R	APPOINTMENT OF INTERNAL AUDIT OFFICER AS PER 63RD BOM MEETING	R	26.02.18	FO	26.02.18	

79		SUPPLY OF CARPENTRY GOODS FOR HOSTELS AND MISCELLANEOUS MAINTENANCE WORKS OF BBAU BUILDINGS	EE	26.02.18	SA	26.02.18	
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