

| S.No | File.No | Subject  | From whom Received | Received Date | Sent to                                   | Date     | Remark                |
|------|---------|--|--------------------|---------------|---|----------|-----------------------|
| 1    | 10981R  | NAME PLATE PAYMENT FILE  | DRM                | 11.01.18      | UDC/ARF/FO/CASHIER                        | 27.02.18 |                       |
| 2    | 3704R   | IMPREST MONEY FOR MEDIA CENTRE                                     | MEDIA CENTRE       | 17.01.18      | ANKIT/ARF/FO/ARF/SOII/CASHIER             | 27.02.18 | disposed off          |
| 3    | 6808R   | MAINTENANCE OF LAB. & STORE.                                       | DBT                | 17.01.18      | FO/ARF/SOI/SA/ARF/FO/ARF                  | 27.02.18 |                       |
| 4    | 3043R   | SOCIAL SCIENCE JOURNALS PRINTING                                   | VC                 | 18.01.18      | FO/VC                                     | 27.02.18 | BY HAND<br>ATUL KUAMR |
| 5    | 10902R  | 13TH CAPACITY BUILDING TRAINING PROGRAM OF NML-RRRLF AT DLIS, BBAU | DLIS               | 18.01.18      | ARF/SOII/ANKIT/ARF/FO/ARF/SOII/CASHIER    | 27.02.18 |                       |
| 6    | 8078R   | AUDITORIUM DECORATION  | EE                 | 18.01.18      | FO/ARF/SOI/SA/ARF/FO                      | 27.02.18 |                       |
| 7    |         | ADVANCE FOR LUNCH  | EE                 | 18.01.18      | ARF/SOII/UDC/SOII/ARF/FO/ARF/SOII/CASHIER | 27.02.18 | disposed off          |
| 8    |         | PURCHASE THROUGH CARD PAYMENT                                      | GBS                | 24.01.18      | ANKIT/ARF/FO/ARF/SOII/CASHIER             | 27.02.18 | disposed off          |
| 9    | 3545R   | PLANTATION WORK BY G.B.S PART-II                                   | GBS                | 24.01.18      | ANKIT/ARF/FO/ARF/SOII/CASHIER             | 27.02.18 | disposed off          |
| 10   | 11564R  | NAME PLATE PAYMENT FILE  | DRM                | 24.01.18      | SA/ARF/FO/ARF/SOII/CASHIER                | 27.02.18 | disposed off          |
| 11   | 10456R  | PROF. SANJAY KUMAR ACADEMIC ACTIVITIES                             | VC                 | 24.01.18      | FO/ARF/SOII/UDC                           | 27.02.18 |                       |
| 12   | 8926R   | UTILIZATION FILE DR.GAURAV RAJ DWIVEDI YOUNG SCIENTIST             | DES                | 25.01.18      | ARF/SOI/SA/fo/VC                          | 27.02.18 |                       |
| 13   |         | REMMUNERATION FILE OF DIRECTOR, RCA                                | RCA                | 25.01.18      | FO/ARF/SOII/UDC                           | 27.02.18 |                       |
| 14   | 8301R   | MEDICAL REIMBURESEMENT FILE(CSSEIP EMPLOYEES)                      | CMO                | 29.01.18      | ARF/SOII/ANKIT/ARF/FO/ARF/SOII/CASHIER    | 27.02.18 | disposed off          |
| 15   |         | HONORARIUM FOR RESOURCE PERSON OF RCA                              | RCA                | 31.01.18      | FO/ARF/SOII/UDC                           | 27.02.18 |                       |
| 16   | 8912R   | EARTHING   | VC                 | 31.01.18      | FO/IAO                                    | 27.02.18 |                       |

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| 17 |          | ADJUSTMENT OF RS.-10000/- (FOR NISC-2018 & INTERNATIONAL CONFERENCE ON SCIENCE AND TEECHNOLOGY FOR SUSTAINABLE FUTURE) | DAS         | 09.02.18 | FO/ARF/SOF/ANKIT/SOII/CASHIER | 27.02.18 | disposed off |
| 18 |          | REGARDING PROJECTOR & PROJECTOR SCREEN   | AR(S/P)     | 13.02.18 | SOF/SA/ARF                    | 27.02.18 |              |
| 19 | 3840R    | FUNCTION ON VIP VISIT IN THE UNIVERSITY CAMPUS   | GBS         | 13.02.18 | FO/ARF/SOI/CASHIER            | 27.02.18 | disposed off |
| 20 |          | OVERHEAD CHARGES FOR DST-SERB PROJECT DR.VENKATESH KUMAR R   | DAAS        | 20.02.18 | SA/ARF/FO                     | 27.02.18 |              |
| 21 | 9071R    | PROF. RANA PRATAP SINGH MRP RESEARCH PROJECT   | DPT         | 20.02.18 | SA/ARF/FO                     | 27.02.18 |              |
| 22 |          | UGC-BSR GRANT DR JAWAHAR LAL HEAD: CONSUMABLES   | DAC         | 20.02.18 | SA/ARF/FO                     | 27.02.18 |              |
| 23 |          | honorarium to guest faculty cyber security course (evening)  | VC          | 20.02.18 | FO/ARF/SOII/CASHIER           | 27.02.18 |              |
| 24 |          | PURCHASE OF CHEMICAL PLASTICWARE GLASSWARE   | HOME SCIENE | 20.02.18 | SA/ARF/FO                     | 27.02.18 |              |
| 25 | 11805R   | T/C PUFF OF MR.RAMA SHANKAR SINGH (FINANCE SECTION ) LTC   | R           | 20.02.18 | ANKIT/ARF/FO/VC               | 27.02.18 |              |
| 26 | 11055R   | LTC DR.RN BHARAGAVA  | R           | 20.02.18 | ANKIT/ARF/FO                  | 27.02.18 |              |
| 27 |          | HEAD OF EXPENDITURE: TRAVEL DR.ALOK KUMAR SINGH  | DAC         | 21.02.18 | SA/ARF/FO                     | 27.02.18 |              |
| 28 | 3642/DAC | DST-SERB GRANT OF DR.JAWAHAR LAL HEAD: MANPOWER SALARY (PROJECT FELLOW RECURRING ITEMS-A)                              | DAC         | 21.02.18 | SA/ARF/FO                     | 27.02.18 |              |
| 29 |          | MAINTENANCE AND REPAIRING IN REARING HOUSE AND OTHER BUILDING  | EE          | 21.02.18 | ARF/FO/VC                     | 27.02.18 |              |
| 30 | 4122R    | हर्बल गार्डन एवं नवग्रह वाटिका का विकास कार्य  | EE          | 21.02.18 | ARF/SOI/SA/ARF                | 27.02.18 |              |
| 31 | 11094R   | T/C PF OF PROF K L MAHAWAR LTC ANY WHERE IN INDIA  | R           | 22.02.18 | ANKIT/ARF/FO                  | 27.02.18 |              |
| 32 | 11236R   | T/C PF LTC OF DR.ABHILASH BABU (DRM) HOME TOWN   | R           | 22.02.18 | ANKIT/ARF                     | 27.02.18 |              |
| 33 |          | JRF SALARY FILE DR VENKATESH KUMAR R   | DAAS        | 22.02.18 | SA/ARF/FO                     | 27.02.18 |              |
| 34 |          | ADVANCE FOR SEMESTER EXAMINATION   | DEM         | 22.02.18 | ARF/SOI/UDC                   | 27.02.18 |              |
| 35 | 11207R   | PAYMENT OF LEGAL FEE VOL-IV ALOK MATHUR  | LEGAL       | 22.02.18 | FO/ARF/SOII/CASHIER           | 27.02.18 | disposed off |
| 36 |          | MOHD ASHRAF WANI STUDY CUM TRAVEL GRANT (ICHR)   | HISTORY     | 23.02.18 | ARF/SOII/ANKIT                | 27.02.18 |              |
| 37 | 10722R   | NATIONAL FELLOWSHIP FOR SCHEDULED CASTE (NFSC)   | R           | 26.02.18 | ANKIT/ARF                     | 27.02.18 |              |
| 38 |          | PAYMENT OF RCA CONTRACTUAL STAFF FOR MONTH JANUARY-2018  | RCA         | 26.02.18 | ARF/FO                        | 27.02.18 |              |
| 39 | 8154R    | ESTATE OFFICE ESTATE MAINTNEANCENCE II   | EO          | 26.02.18 | SA/ARF/FO                     | 27.02.18 |              |
| 40 |          | MAINTENANCE OF OLD ADM BLOCK   | BY HAND     | 26.02.18 | ARF/FO/VC                     | 27.02.18 |              |

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| 41 |        | REQUIREMENT OF SINK AND EXHAUST FOR CHEMICAL RESEARCH LABORATORY                        | DAC     | 26.02.18 | ARF/SOI,SA/FO/VC       | 27.02.18 |                               |
| 42 |        | HEAD OF EXPENDITURE: CONTINGENCY DR.ALOK KUMAR SINGH                                    | DAC     | 26.02.18 | SA/ARF/FO              | 27.02.18 |                               |
| 43 | 8214R  | SPORTS GROUND AREA LIGHTING WORKS   | EE      | 26.02.18 | SA/ARF/FO              | 27.02.18 |                               |
| 44 |        | ADVANCE FOR SPORT ACTIVITY FESTIVEL UNIVERSITY HEALTH CENTRE                            | MO      | 26.02.18 | ANKIT/ARF              | 27.02.18 |                               |
| 45 | 3900R  | MISCELLANEOUS CENTRE FOR POLICY REARCH DR. VENKATESH DUTTA                              | DES     | 26.02.18 | ARF/FO                 | 27.02.18 |                               |
| 46 | 4558R  | WEBSITE DESIGN DST CENTRE FOR POLICY RESEARCH BBAU DR. VENKATESH DUTTA                  | DES     | 26.02.18 | SA/ARF/FO              | 27.02.18 |                               |
| 47 | 11011R | CV RAMAN INTERNATIONAL FELLOW DR OLFA BEN TUNISIA UNDER THE GUIDANCE OF DR RAJESH KUMAR | DEM     | 26.02.18 | ANKIT/ARF/fo/REGISTRAR | 27.02.18 | BY HAND<br>DR.RAJESH<br>KUMAR |
| 48 |        | REVIEW MEETING CENTRE FOR POLICY RESEARCH   | DST     | 26.02.18 | ARF/SOI                | 27.02.18 |                               |
| 49 |        | PURCHASE OF TONER FOR COLOUR PHOTOCOPIER MACHINE IN ACADEMIC SECTION                    | BY HAND | 26.02.18 | ARF/SOI/CASHIER        | 27.02.18 | disposed off                  |
| 50 |        | CONSOLIDATED PROPOSAL OF THE DAC  | BY HAND | 26.02.18 | FO/VC                  | 27.02.18 | BY HAND ARF                   |
| 51 | 6639R  | Shiv shankar UPCST Proj. FELLOWSHIP   | VC      | 27.02.18 | ARF/SOI/CASHIER        | 27.02.18 | disposed off                  |
| 52 | 7205R  | 221/UGC-MRP (2015-16) DIT BBAU/15 OF INFORMATION TECHNOLOGY                             | VC      | 27.02.18 | ARF/SOI/CASHIER        | 27.02.18 | disposed off                  |
| 53 |        | UGC START UP GRANT HEAD: INFRASTRUCTURE DR.RAHUL VARSHNEY                               | VC      | 27.02.18 | ARF/SOI/STATISTICS     | 27.02.18 | DR.RAHUL<br>VARSHNEY          |
| 54 | 10884R | PURCHASE OF CONSUMABLES DR. G SUNIL BABU AND DR. SANGEETA SAXENA                        | VC      | 27.02.18 | ARF/SOI/CASHIER        | 27.02.18 | disposed off                  |
| 55 | 10248R | DBT PROJECT PROF RAM CHANDRA OPTIMIZATION OF POST METHANATED DISTILLERY EFFLUENT        | VC      | 27.02.18 | ARF/SOI/CASHIER        | 27.02.18 | disposed off                  |
| 56 |        | IMPRES DIESEL FOR D.G SET BBAU  | VC      | 27.02.18 | ARF/SOII/CASHIER       | 27.02.18 | BY HAND                       |
| 57 | 9449R  | DIESEL FOR DG STE AMETHI CAMPUS   | VC      | 27.02.18 | ARF/SOII/CAASHIER      | 27.02.18 | BY HAND                       |
| 58 | 11175R | CCTV CAMREA AT NEWLY BUILT VC CAMP OFFICE   | VC      | 27.02.18 | ARF/SOI/CASHIER        | 27.02.18 | BY HAND                       |

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| 59 | 9318R          | DR.MADHURKAR SAXSENA (DST-NPDF)FELLOWSHIP GRANT                                      | VC  | 27.02.18 | ARF/SOI/CASHIER  | 27.02.18 | disposed off         |
| 60 | 9320R          | DR.MADHURKAR SAXSENA (DST-NPDF) RESEARCH GRANT                                       | VC  | 27.02.18 | ARF/SOI/CASHIER  | 27.02.18 | disposed off         |
| 61 |                | 7TH CONVOCATION OF BBAU DR. NEETU SINGH  | VC  | 27.02.18 | ARF/SOI          | 27.02.18 |                      |
| 62 | 1/0249/D<br>AS | HEAD: FIELD WORK AND TRAVEL DR RAHUL VARSHNEY  | VC  | 27.02.18 | ARF/SOI/CASHIER  | 27.02.18 | disposed off         |
| 63 |                | PROPOSAL FOR MICRO OVEN  | VC  | 27.02.18 | ARF/SOI          | 27.02.18 |                      |
| 64 | 4211R          | DR R PRADHAN BBAU PURCHASE OF MEDICINE   | VC  | 27.02.18 | ARF/SOI          | 27.02.18 |                      |
| 65 | 4082R          | CHILDREN EDUCATION -3  | VC  | 27.02.18 | ARF/SOII/CASHIER | 27.02.18 | disposed off         |
| 66 |                | PURCHASE OF PRINTER  | VC  | 27.02.18 | ARF              | 27.02.18 |                      |
| 67 | 4218R          | AMC OF AIR CONDITIONER PART-III  | VC  | 27.02.18 | ARF/SOI          | 27.02.18 |                      |
| 68 |                | SERB-DST RESEARCH PROJECT (CONSUMABLE HEAD) DR. JIWAN SINGH                          | VC  | 27.02.18 | ARF/SOI/CASHIER  | 27.02.18 | disposed off         |
| 69 |                | SERB-DST PROJECT (CONTINGENCY) DR. JIWAN SINGH                                       | VC  | 27.02.18 | ARF/SOI/CASHIER  | 27.02.18 | disposed off         |
| 70 |                | HONORARIUM DR NEHA ANAND STUDENT COUNSELING CENTRE                                   | VC  | 27.02.18 | ARF/SOII         | 27.02.18 |                      |
| 71 | 6142R          | DEPARTMENTAL PRINT JOURNALS B.B.A. LL.B.(H)  | VC  | 27.02.18 | ARF/SOI          | 27.02.18 |                      |
| 72 |                | PURCHASE OF COLOR INK CARTRIDGE FOR VC SECTT.  | VC  | 27.02.18 | DR(STORE)        | 27.02.18 |                      |
| 73 |                | PAYMENT TO CRA FOR SERVICE CHARGE NPS(NSDL)  | VC  | 27.02.18 | ARF/SOI          | 27.02.18 |                      |
| 74 | 11155R         | ANNUAL REPORT FOR THE YEAR 2016-17 VOL-IIND  | VC  | 27.02.18 | FO               | 27.02.18 |                      |
| 75 |                | AMC OF WATER COOLER & WATER PURIFIERS-P-II   | VC  | 27.02.18 | ARF/SOI          | 27.02.18 |                      |
| 76 |                | PROPOSAL FOR PROCTOR SCREEN, PHOTOCOPY MACHINES TROLI,STABLIZERS &ALMIRA             | VC  | 27.02.18 | ARF/SOI          | 27.02.18 |                      |
| 77 |                | PURCHASING OF ELECTRICAL TOOLS CUM MEASURING AND SAFETY INSTRUMENTS FOR ELECTRICIANS | VC  | 27.02.18 | ARF/SOI          | 27.02.18 |                      |
| 78 |                | LTC DR.ABHA MISHRA   | VC  | 27.02.18 | R                | 27.02.18 |                      |
| 79 |                | LIGHTING CONDUCTOR REQUIREMENTS  | EE  | 27.02.18 | FO               | 27.02.18 |                      |
| 80 | 10063R         | MAJO EQUIPMENTS (DBT PROJET) DR DEVESH KUMAR   | STR | 27.02.18 | ARF/SOI/SA/      | 27.02.18 |                      |
| 81 |                | भोजपुरी सेमीनार  | vc  | 27.02.18 | DMCJ             | 27.02.18 | BY HAND DR. GOVEND G |

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| 82 | 11894R | SHRI RAJ BALMIKI MTS MEDICAL ADVANCE                             | R        | 27.02.18 | ANKIT/FO/VC  | 27.02.18 | BY HAND ARF     |
| 83 |        | SPECIAL LECTURE (PROF.KAMLA PRASAD )                             | VC       | 27.02.18 | FO/VC        | 27.02.18 | BY HAND<br>ATUL |
| 84 |        | 306/DIT RS.24900/-   | VC       | 27.02.18 | FO/BY HAND   | 27.02.18 | PROF.RA<br>KHAN |
| 85 | 11263R | APPOINTMENT OF INTERNAL AUDIT OFFICER AS PER 63RD BOM<br>MEETING | VC       | 27.02.18 | FO/REGISTRAR | 27.02.18 |                 |
| 86 | 3675R  | GUNNER FOR HON'BLE VC  | SECURITY | 27.02.18 | UDC          | 27.02.18 |                 |