

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	Remark
1		IMPREST MONEY FOR SGH	SGH	18.01.18	ANKIT/ARF/FO/ARF	28.02.18	
2		ADVANCE FOR SPECIAL LECTURE (PROF A D N BAJPAI) DR D K YADAV,DE	DE	23.01.18	FO/ARF	28.02.18	
3		ADVANCE-NISC-2018 PROF. S K DWIVEDI	DES	24.01.18	FO/ARF/SOII/ANKIT/ARF/FO/ARF	28.02.18	
4		न्यूज़ पेपर भुगतान हेतु पत्रावली	DE	29.01.18	UDC/FO/ARF/SOII/ARF	28.02.18	
5		DRESS DISTRIBUTION COMMITTEE		06.02.18	UDC/ARF/FO/ARF/FO/SOII/CASHIER	28.02.18	disposed off
6	10238R	GROUND WATER PROJECT	DES	06.02.18	SA/ARF/FO/VC	28.02.18	
7		IMPREST MONEY FOR NEW SANGMITRA GIRLS HOSTEL (EXTENSION)	DSW	07.02.18	ANKIT/ARF/FO/SGH	28.02.18	NEW SGH(E)
8		FINAL LIST FOR VII CONVOCATION (2016)	VC	12.02.18	ARF/SOF/ARF/FO/VC	28.02.18	
9		LABORATORY INSTRUMENT	AR(S/P)	13.02.18	SA/ARF/FO/VC	28.02.18	
10	11812R	REQUIREMENT OF OFFICE ATTENDANT	R	16.02.18	FO/REGISTRAR	28.02.18	
11	11179R	LTC FOR DR SANGEETA SAXENA	R	20.02.18	ANKIT/ARF/FO/VC	28.02.18	
12	9071R	PROF. RANA PRATAP SINGH MRP RESEARCH PROJECT	DPT	20.02.18	SA/ARF/FO/VC	28.02.18	
13	11158R	DR.RAJESH KUMAR LTC FILE	R	20.02.18	ANKIT/ARF/FO/VC	28.02.18	
14		UGC-BSR GRANT DR JAWAHAR LAL HEAD: CONSUMABLES	DAC	20.02.18	SA/ARF/FO/VC	28.02.18	
15	3070R	SAMIKSHA/DAP/INSPIRE FELLOWSHIP-2014	R	20.02.18	ANKIT/ARF/fo/REGISTRAR	28.02.18	
16	11834R	T/C PF OF RAJ BALMIKI (MTS) REG(MEDICAL ADVANCE)	VC	20.02.18	FO/REGISTRAR	28.02.18	
17		1ST NORTH INDIAN SCIENCE CONGRESS 10TH & 11TH JANUARY,2018 INVITED SPEAKERS		20.02.18	SOII/FO/DR.NAVEEN ARORA	28.02.18	
18	3642/DAC	DST-SERB GRANT OF DR.JAWAHAR LAL HEAD: MANPOWER SALARY (PROJECT FELLOW RECURRING ITEMS-A)	DAC	21.02.18	SA/ARF/FO/VC	28.02.18	
19	4866R	TC PF OF PREETI GUPTA ASSISTANT PROFESSAR	VC	21.02.18	FO/ARF	28.02.18	
20	11851R	NFSC (2017-18) SURABHI ZAINITH	R	22.02.18	ANKIT/ARF	28.02.18	
21		JRF SALARY FILE DR VENKATESH KUMAR R	DAAS	22.02.18	SA/ARF/FO/VC	28.02.18	

22		ADJUSTMENT OF ADVANCE 1ST NORTH INDIA SCIENCE CONGRESS (NISC)-2018	DEM	22.02.18	ARF/SOI/SA/ARF	28.02.18	
23	7921R	PUMP MAINTENACE WORK	EE	23.02.18	FO/ARF/SOI/SA/ARF	28.02.18	
24		HEAD OF EXPENDITURE: CONTINGENCY DR.ALOK KUMAR SINGH	DAC	26.02.18	SA/ARF/FO/VC	28.02.18	
25		REVIEW MEETING CENTRE FOR POLICY RESEARCH	DST	26.02.18	ARF/SOY/SA	28.02.18	
26	10796R	APPROVAL OF PURCHASE OF COMMITTEE DR PREETI GUPTA DST-INSPIRE PROJECT	R	26.02.18	ARF/FO/VC	28.02.18	
27		PROPOSAL FOR MICRO OVEN	VC	27.02.18	ARF/SOY/CASHIER	28.02.18	disposed off
28	4211R	DR R PRADHAN BBAU PURCHASE OF MEDICINE	VC	27.02.18	ARF/SOY/CMO	28.02.18	
29	4218R	AMC OF AIR CONDITIONER PART-III	VC	27.02.18	ARF/SOY/CASHIER	28.02.18	disposed off
30		SERB-DST RESEARCH PROJECT (CONSUMABLE HEAD) DR. JIWAN SINGH	VC	27.02.18	ARF/SOI/PI	28.02.18	DR.JIWAN SINGH
31		SERB-DST PROJECT (CONTINGENCY) DR. JIWAN SINGH	VC	27.02.18	ARF/SOI/PI	28.02.18	DR.JIWAN SINGH
32		HONORARIUM DR NEHA ANAND STUDENT COUNSELING CENTRE	VC	27.02.18	ARF/SOII/CASHIER	28.02.18	disposed off
33	6142R	DEPARTMENTAL PRINT JOURNALS B.B.A. LL.B.(H)	VC	27.02.18	ARF/SOY/LIBRARIUM	28.02.18	
34		PAYMENT TO CRA FOR SERVICE CHARGE NPS(NSDL)	VC	27.02.18	ARF/SOY/CASHIER	28.02.18	disposed off
35		AMC OF WATER COOLER & WATER PURIFIERS-P-II	VC	27.02.18	ARF/SOY/EE	28.02.18	
36		PROPOSAL FOR PROCTOR SCREEN, PHOTOCOPY MACHINES TROLI,STABLIZERS &ALMIRA	VC	27.02.18	ARF/SOY/SA	28.02.18	
37		PURCHASING OF ELECTRICAL TOOLS CUM MEASURING AND SAFETY INSTRUMENTS FOR ELECTRICIANS	VC	27.02.18	ARF/SOY/EE	28.02.18	
38	10278R	ANNUAL REPORT 2016-17	RSO	28.02.18	FO/VC	28.02.18	
39	9950R	4TH BOOK EXHIBITION 2016-17	VC	28.02.18	FO	28.02.18	
40	3483R	PURCHASING OF NURSERY SEEDS	EE	28.02.18	UDC	28.02.18	
41	7999R	ESTABLISHMENT OF NURSERY	EE	28.02.18	ARF	28.02.18	

42		CAPITAL MAINTENANCE OF AMBEDKAR STUDIES PART-2	EE	28.02.18	SA	28.02.18	
43	11883R	REQUEST FOR QEED MONEY GRANT FOR ESTABLESTMENT CAD LABORATORY DR.ANJANI TIWARI	DAC	28.02.18	FO	28.02.18	
44	3067R	M.S. Railing from Gate no.1 to Gate no.3	EE	28.02.18	FO	28.02.18	
45		MAINTENANCE OF SES BUILDING	EE	28.02.18	SA	28.02.18	
46		MAINTENANCE OF SBBT BUILDING	EE	28.02.18	SA	28.02.18	
47		AC PLANT REPAIRING & OVERHAULING WORK	EE	28.02.18	FO	28.02.18	
48		T/C FILE STAFF II RQUIREMENT FOR OPERATION OF NEWLY BUILT SUBSTATION NO.3	EE	28.02.18	FO	28.02.18	
49	9372R	PURCHASE OF EQUIPMENTS FOR DST-SERB PROJECT DR VENKATESH KUMAR R	DAAS	28.02.18	SA	28.02.18	
50	11028R	RM-SPSS WORKSHOP DR.RAMESH KUMAR CHATURVEDI	DRM	28.02.18	ANKIT	28.02.18	
51	11898R	ONE WEEK TRAINING MODULE/WORK SHOP	NCC	28.02.18	UDC	28.02.18	
52	11900R	TRANSFERRED FINANCIAL RECORD & AMOUNT OF TYPE-C GIRLS HOSTEL TO FINANCE OFFICER,BBAU FOR CLOSE THE ACCOUNT OF TYPE-C	R	28.02.18	UDC	28.02.18	
53		LAMINAR FLOW	DBT	28.02.18	SA	28.02.18	
54	11892R	HONORARIUM OF INCHARGE USIC PROF. BAL CHANDRA YADAV	USIC	28.02.18	ARF	28.02.18	
55		7TH CONVOCATION OF BBAU PURCHASE OF ANGVASTRA DR.MANOJ KUAMR	BY HAND	28.02.18	FO/ARF/SOY/CASHIER	28.02.18	disposed off
56		MAINTENANCE OF OLD ADM BLOCK	VC	28.02.18	ARF	28.02.18	
57		MAINTENANCE AND REPAIRING IN REARING HOUSE AND OTHER BUILDING	VC	28.02.18	EE	28.02.18	
58		REQUIREMENT OF SINK AND EXHAUST FOR CHEMICAL RESEARCH LABORATORY	VC	28.02.18	ARF	28.02.18	
59		lkfgR; essa Hkkjr cks/k fo"k; ij nks fnoklh; vUrjk"V^h; laxkas"Bh	हिंदी	28.02.18	FO/VC	28.02.18	
60		SERB-DST PROJECT (OVERHEAD CHARGES) DR. JIWAN SINGH	DES	28.02.18	SA	28.02.18	
61		GRASS-ROOT INNOVATORS	USIC	28.02.18	ARF	28.02.18	
62		SOFTWARE UPGRADATION ET-2018		28.02.18	FO	28.02.18	

63	7182R	RECHARGE OF AIRTEL DIGITAL TV FROM HOSTEL FUND	DSW	28.02.18	FO	28.02.18	
64	10625R	TECHNICAL COMMITTEE FOR THE PURCHASE OF EQUIPMENTS HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	VC	28.02.18	PI-DBT PROJECT	28.02.18	DR.G SUNIL BABU
65		GUEST FACULTY PAYMENT FINANCE WING JANUARY 2018	FW	28.02.18	VC	28.02.18	
66		GUEST FACULTY PAYMENT FINANCE WING.DEC 2017	FW	28.02.18	VC	28.02.18	
67		IMPREST MONEY FOR DPS	D.POL.SC	28.02.18	ANKIT	28.02.18	
68		HEAD OF EXPENDITURE: CONSUMABLES DR. ALOK KUMAR SINGH	DAC	28.02.18	SA	28.02.18	
69		ADJUSTMENT FILE PROF.ANBIND KUMAR JHA	DE	28.02.18	UDC	28.02.18	
70		HEAD OF EXPENDITURE: FELLOWSHIP DR. ALOK KUMAR SINGH	DAC	28.02.18	SA	28.02.18	
71		PAYMENT FOR NEWS PAPER & MAGAZINES	ABH	28.02.18	UDC	28.02.18	
72	8912R	EARTHING	IAO	28.02.18	FO	28.02.18	
73	11794R	COMMITTEE TO PROVIDE DOCUMENTS TO CBI	R	28.02.18	FO	28.02.18	
74	11285R	PARTICIPATION & INVITED TALK 105TH INDIAN SCIENCE CONGRESS(ISCA)	SPS	28.02.18	FO	28.02.18	
75		honorarium to guest faculty cyber security course (evening)	VC	28.02.18	FO	28.02.18	
76		SWACHHTA PAKHWADA-2017 1ST TO 15TH SEPTEMBER,2017PROF.NAVEEN KUMAR ARORA	VC	28.02.18	FO	28.02.18	DISCUSSION
77		STUDY TOUR FILE 2018 M.SC ZOOLOGY IV SEMESTER	DAAS	28.02.18	ARF	28.02.18	