

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	Remark
1		HONORARIUM TO RCP COORDINATOR	RCP	01.01.18	FO/SOII/ANKIT/ARF/FO/SOII/UDC/ARF	06.02.18	
2	10278R	ANNUAL REPORT 2016-17	RSO	11.01.18	SA/ARF/FO/SOI/SA/soi/SA/ARF	06.02.18	
3	10458R	LIBRARY BOOKS	DPS	12.01.18	FO/ARF/SOI/SA/ARF/SOI/SA/ARF	06.02.18	
4	4866R	TC PF OF PREETI GUPTA ASSISTANT PROFESSAR	R	18.01.18	UDC/ARF/SOI/ARF/FO	06.02.18	
5		UGC-BSR GRANT-DR. JAWAHAR LAL HEAD: CONSUMABLES	DAC	24.01.18	SA/ARF/FO	06.02.18	
6		HEAD OF EXPENDITURE: CONSUMABLES DR. ALOK KUMAR SINGH	DAC	24.01.18	SA/ARF	06.02.18	
7		HEAD OF EXPENDITURE: EQUIPMENT DR. ALOK KUMAR SINGH	DAC	24.01.18	SA/ARF/FO	06.02.18	
8	3837R	ADVANCE FOR UNIVERSITY FUNCTION	GBS	24.01.18	ARF/SOI/UDC/ARF/FO	06.02.18	
9	6315R	PURCHASE OF ELECTRIC MATERIAL	GBS	24.01.18	ARF/SOI/UDC/ARF	06.02.18	
10	3207R	SERVICING OF TRACTOR	GBS	24.01.18	ARF/SOI/ANKIT/ARF	06.02.18	
11		ADVANCE FOR VII CONVOCATION	COE	24.01.18	ARF/SOII/UDC/ARF	06.02.18	
12	4218R	AMC OF AIR CONDITIONER PART-III	EE	29.01.18	ARF/SOI/SA/ARF	06.02.18	
13		187/EQUIPMENT PURCHASE FILE	DAAS	29.01.18	ARF/SOI/SA/ARF/FO	06.02.18	
14		समाचार पत्रों एवं पत्रिकाओं के भुगतान से संबंधित पत्रावली	KBH	29.01.18	ARF/SOII/UDC/ARF/FO	06.02.18	
15	11031R	POST-DOCTORAL FELLOWSHIP DR. SADAF FAREED	HISTORY	30.01.18	ANKIT/SOII/ARF/SOII	06.02.18	
16	7182R	RECHARGE OF AIRTEL DIGITAL TV FROM HOSTEL FUND	ABH	30.01.18	ARF/SOI/SA/udc/ARF/FO	06.02.18	
17	3761R	REPAIR/UPS/COMPUETR/ PRINETR/ STABLIZER /INTERNET	CC	30.01.18	ARF/SOI/UDC/ARF/FO	06.02.18	
18	4941R	REPUBLIC DAY FESTIVAL	R	31.01.18	ARF/SOI/UDC/ARF	06.02.18	

19	3900R	MISCELLANEOUS CENTRE FOR POLICY REARCH DR. VENKATESH DUTTA	DES	01.02.18	SA/ARF/FO	06.02.18	
20		MAINTENANCE OF CAFETERIA	EE	01.02.18	SA/ARF/FO	06.02.18	
21	9372R	PURCHASE OF EQUIPMENT FOR DST-SERB PROJ DR. VENKATESH KUMAR R	DAAS	01.02.18	SA/ARF/FO	06.02.18	
22	7968R	PUBLICATION/PRINTING DST-CENTRE FOR POLICY RESEARCH DR.VENKATESH DUTTA COORDINATOR,DST-CPR,DES,BBAU	DES	01.02.18	SA/ARF	06.02.18	
23	8694R	ELECTRICAL MAINTENANCE WORK OF HOSTELS	EE	01.02.18	SA/ARF/FO	06.02.18	
24		SERB-DST PROJECT (EQUIPMENT) DR. JIWAN SINGH	DES	02.02.18	SA/ARF	06.02.18	
25		SERB-DST RESEARCH PROJECT (CONSUMABLE HEAD) DR. JIWAN SINGH	DES	02.02.18	SA/ARF	06.02.18	
26		NEWSPEAPER PAYMENT REGARDING	DPR	02.02.18	UDC/ARF	06.02.18	
27		T/C DD REGARDING FILE	COE	02.02.18	ARF/SOII/COE	06.02.18	
28	6111R	PART TIME MEDICAL ATTENDANT APPOINTMENT OF CONTRACT BASIS	R	02.02.18	UDC/SOI/ARF	06.02.18	
29		T/C MONITORING AND INVESTMENT OF FUND W.E.F.01.04.2017	FW	02.02.18	ARF/FO	06.02.18	
30	7897R	t/c pf PAYMENT OF DPW-II	R	05.02.18	UDC/SOI/ARF	06.02.18	
31	7921R	PUMP MAINTENACE WORK	VC	05.02.18	ARF/SOI/EE	06.02.18	
32		LTC DR. ABHA MISHRA	DAAS	05.02.18	ARF/FO	06.02.18	
33		मानवाधिकार विभाग में दिनांक ०४.०१.२०१८ से १८.०१.१८ तक दो सप्ताह FDP एवं एक सप्ताह WORKSHOP के कार्यक्रम में विविध सामग्री की व्यय हेतु का समायोजन के सम्बन्ध में पत्रावली	मानवाधिकार विभाग	05.02.18	ARF/SOII/ANKIT	06.02.18	
34		HEAD OF EXPENDITURE: FELLOWSHIP DR. ALOK KUMAR SINGH	DAC	05.02.18	SA/ARF	06.02.18	
35		AMETHI SANITATION AGENCY-WORK	IAO	05.02.18	FO	06.02.18	
36		AMETHI MANPOWER AGENCY--WORK	IAO	05.02.18	FO	06.02.18	
37	3269R	PAYMENT OF ELECTRICITY BILL OF UNIVERSITY CAMPUS	EE	06.02.18	FO	06.02.18	

38	7205R	221/UGC-MRP (2015-16) DIT BBAU/15 OF INFORMATION TECHNOLOGY	DIT	06.02.18	SA	06.02.18	
39		PURCHASE OF ITEMS HEAD: CLASSROOM UPDATION	DAS	06.02.18	SOI/SA	06.02.18	
40		ADVANCE ADJUSTMENT FILE	DAAS	06.02.18	FO	06.02.18	
41	11228R	UPGRADATION OF COMPUTER CENTER	CC	06.02.18	SA	06.02.18	
42		DRESS DISTRIBUTION COMMITTEE		06.02.18	UDC	06.02.18	
43		PROPOSAL FOR PROCTOR SCREEN, PHOTOCOPY MACHINES TROLI,STABLIZERS &ALMIRA	LAW	06.02.18	SOI/SA	06.02.18	
44	10238R	GROUND WATER PROJECT	DES	06.02.18	SA	06.02.18	
45		URGENT REQUIREMENT OF CHEMICALS & GLASSWARE PLASTICWARE-2017	DR(S/P)	06.02.18	FO	06.02.18	
46		PURCHASE OF PRINTER FOR HEALTH CENTER	DR(S/P)	06.02.18	FO	06.02.18	
47		JRF SALARY FILE DR VENKATESH KUMAR R	DAAS	06.02.18	SA	06.02.18	
48	9702R	DR. DEEPTI BARNWAL CONTINGENCY	DES	06.02.18	FO/VC	06.02.18	