

S.No.	File/Letter No.	Subject	Sent to
1	4666 R	maintenance file UP-32-CX-6091	FO
2	6333 R	Imprest Mony.Vol-4	FO
3	3675 R	मा. कुलपति महोदय के अंगरक्षक	FO
4	7608 R	Bharat Vani Project UGC.	VC
5	7011 R	SET UP of structure analysis Lab	AR/Snp
6	7469 R	Payment of DPW	FO
7	7635 R	MBA Infrstructure Mangement, DRM	FO
8	6230 R	PF of Dr. P Mohanty, CSSEIP	PIC/Estt
9	3888 R	Maintinance work of SES Building, 5(372)/13	EE
10	3065 R	Interlocking For V.C.s Residence 5(428)EE/2013	EE
11	7623 R	DPC For Group -B, Post.	PIC/Estt
12	6843 R	Dr.Nirula, Research Scientist 'B' .	PIC/Estt
13	5486 R	Promotion under CAS from Stage-2 To Stage-3 AGP Rs 7000 to 8000	PIC/R
14	7654 R	Publication of Tender Notice.	AR/Snp
15	7537 R	CAS application of Dr. M.Ravi Kumar Vejendla From S-II to S-III	PIC/Estt
16	7190 R	PF of Sh. Arvind Shukla. RSO	PIC/Estt
17	6877 R	PF of Shri. Pinku Tiwari, Lab Attendant.	PIC/Estt
18	6929 R	Gardeninig & beutification Committee.	Cor-GBS
19	7459 R	Equipment purchase file.	AR/Snp
20	4672 R	National Knowledge Network (NKN)	AR/A
21	6757 R	M.Sc. Admission (Environmental Microbiology)	AR/A
22	7506 R	Appointment of Nodal Officer Establishmeant Section.	PIC/Estt

23	7014 R	Student Council 2015-16	COE
24	5711 R	T/C PF of Hemlata Pandey, Asstt.Prof. HD&FS	PIC/Estt
25	5539 R	Tour Programme (TA/DA) Ramanujam Fellowship of Dr. Devesh Kumar,	FO
26	7629 R	T/C PF of Sh. Ram Parvesh Pal. (Passport).	PIC/Estt
27	7637 R	Gate No. 1 par changing Room and Washroom ki vyastha.	EO
28	4844 R	T/C PF of shri. Somesh Chandra. SO/Fin	PIC/Estt
29	7193 R	PF. Of Er. Vishal Singh. Asstt. Engg.	PIC/Estt
30	7070 R	Home LTC ,Dr. Siddharth Mukerji.	PIC/Estt
31	7647 R	Group Insurance Policy for New Appointments of BBAU	FO
32	7632 R	Repaire of Registrar Copier Machine Registrar Office.	AR/Snp
33	7540 R	Inspection Report of Labour Commission in respect of BBAU.	PIC/Estt
34	7197 R	Application CUH. Dr. Naveen Kr. Arora.	AR/Snp
35	5014 R	W.P No.....Of 2015 M/S. Himanshu Sharma Vs. BBA University & Another	DR/Legal
36	7644 R	Studente's Group Health Scheme.	FO
37	5921 R	Extention Of ph.D Submission, Mr. Lata Prasad.	AR/A
38	6756 R	M.Sc. Admission (Food Microbiology& Toxicology)	AR/A
39	6708 R	Ph.d Admission 2015-16. with 6656/R	AR/A
40	7152 R	GPF/CPF Advance/ Withdrawal for N/T, PART-IV.	PIC/Estt

41	5613 R	MHRD/UGC, Corespondence.	PIC/Estt
42	7657 R	Sound Syastem Maintanance Work of Auditorium, 5(590)/2016.	VC
1		FIELD VISIT	CASHIER
2		Upgradation of lenovo computers	fo
3	5896R	Advance contingency	arf
4	4679R	NET-COACHING	CO-RCP
5	4265R	कुलपति कार्यालय का अनुरक्षणीय कार्य	CASHIER
6	7005R	PF OF SHRI ISHWAR CHANDRA V-III	FO
7	3994R	M.Phil programme payment file	arf
8	4508R	RGNF-SRF DEEP CHANDRA	VC
9		DST-SERC FTR Proj.+purchase 02+dst utilization +dst purchase 01	H-DAP
10		Imprest	SOII
11	7529R	निजी यात्राओं हेतु पेटोल अग्रिम समायोजन पत्रावली	CASHIER
12	7025R	T/C PF of Pawan k chaurasia (LTC)	CASHIER
13	7200R	Purchase of computer for compute lab	VC
14	3011R	Minor equipment for field station	H-DES
15	6981R	JRF- AMIT,GYANSAGAR,KULDEEP	VC
16	3583R	RGNF 2009-10	VC
17		IMPREST	SOII
18	5915R	IMPREST	SOII
19	5631R	UC	daps
20	6752R	Publication of mannual	fo
21	4029R	Capital maintenance of SAS	vc
22	6094R	T/C PF OF Dr. sartik bagh LTC	VC
23	5940R	UC (SERB-DST PROJ)	Dr.v elangvan-PI

24	3968R	medical reimbursement (non-Teaching)	fo
25	5628R	INDO-RUSSIAN PROJ.(MAIN FILE)	fo
26	2064R	IMPREST	fo
27	1509R	IMPREST	ARF
28		IMPREST	SOII
29	5261R	Releasing JRF-2012	arf
30		Dr. manjari shukla DST proj.	VC
31		Purchase of plants for botanical garden	arf
32	6263R	T/C PF of Prof. KL Mahawar(LTC)	ARF
33	3385R	Training programme	fo
34	7525R	JRF Ms. Maya Bharti	ACADEMIC
35	5928R	Almirah for lab & Lib.	arf
36		Dr. Rima kumari Start up research grant(YS)	ARF
37	703F	NKN Virtual class room advacce	fo
38		Maintenance work Toilet Mirror	fo
39	4647R	Staff salary	ARF
40	3388R	Renovation of GH TOILET +I FILE ATTACHED	EE
41	3567R	Purchasing of plumbing goods	sa
42	4843R	estate maintenance works	arf
43	6639R	Shiv shankar UPCST Proj.	ARF
44	6264R	T/C PF of Prof.RB Ram(LTC)	ARF
45	7488R	Office Order/Circulars Issued from FO office	ARF
46	6938R	Purchase of computer&Digital copier machine	R
47	3933R	POL imprest	ARF
48	3519R	JRF-DST	ARF
49	7634R	कनिष्क छात्रावास में साउण्ड सिस्टम बीजक के आधार पर खरीदने से संबंधित पत्रावली	STR
50	7652R	Volleyball court	Sport
51	6251R	Post-Paid sim for FO	arf

52	4117R	Payment of Vc's Mobile bill	arf
53	7655R	PFMS	fo
54	7643R	High mast light in the uni.	SOI
55	4311R	Civil Maintenance work2014-15	fo
56	3399R	Renovation in SES BUILDING	SA
57	5617R	Retro reflective guide map	sa
58	4900R	IMPREST	UDC
59	3297R	Purchase of diesel for Genset	ldc
60		GIS	R
61	7531R	Purchase of digital watch for committee room	CASHIER
62	2833f	Uni.Film	LDC
63	7642R	Decorative light works on Foundation day celebration	fo
64	6108R	Appointement of RA under YS SCHEME	CASHIER
65	7510R	Purchase of GIGI	FO
66	7601R	Repairing of stage in main auditorium	CASHIER
67	7524R	Requirement chemical/glassware/plastic ware	fo
68	7399R	MALTI FUNCTIONAL PRINTER BIIJAK	w-kh
69	3128R	Repair of Spectrophotometer	H-DES
70	7518R	LEVELING WORK BACK SIDE CLB	CASHIER
71	6576R	Purchase of UPS	str
72	7204R	CONTINGENCY/ADVANCE/UGC	CASHIER
73	7603R	Purchse of sports Items	dcs
74		Botanical garden fencing	fo
75	7618R	PHOTOCOPY MACHINE	dir-rca
76	7559R	Advance	CASHIER
77		purchase of biometric machine for the uni.	dcs
78	7479R	Gardening & Beautification committee	FO

79	6768R	Maintenance of Instruments	CASHIER
80	4448R	मालियों के अतिरिक्त वेतन के संबंध में	fo
81		Advance for LUSCON-2015	CASHIER
82	5782R	PF OF Dr.Amit k.Mishra	fo
83	5630R	PF OF DR. Rahul varshney	fo
84	7029R	Purchase of chemical glassware& plasticware 2015-16	fo
85	4833R	transport committee natinal social science conference	CASHIER
86		Proposal for 400mt.	fo
87	7587R	Shifted with complete modular furniture	CASHIER
88	7370R	Book-stoppers	lib
89	6569R	Purchase of PCI Wireless LAN CARD	CASHIER
90	3675R	GUNNER FOR HON'BLE VC	CASHIER
91	7588R	Nz,He Gases for BET	arf
92	7469R	payment of DPW	arf
93	5717R	special lecture P-II	LDC
94		ICSSR FELLOWSHIP P-II	UDC
95	6858R	Two day national seminar	UDC
96	4666R	UP32CX6091	LDC
97	6915R	Financial support for molecular analysis	fo
98		Fellowship Claim forms of Ph.D Scholars	udc
99	2537f	imprest	udc
100	5100R	Dr. Gaurav raj dwivedi proj SERB	SA
101		UGC-SAP UC& Progress Report(cons.)	soi
102	7475R	केन्द्रीय पुस्तकालय में सीपित दोनों लिप्टों का वार्षिक अनु०	ee
1	7615/R	PF of Dr. V. Elangovan, Asstt. Prof., DAAS, Vol-I	AR/SO/UDC
2	7599/R	T/c PF of Shri Ram Pravesh Pal, RA, CSSEIP (Ph.D. Degree)	AR/SO/DEO

3	7649/R	Requirement of Manpower (Estt. Section)	AR/SO/SA
4	7491/R	I.Q.A.C. (Prof. N.M.P. Verma), DE	AR
5	6992/R	Medical Reimbursement file (Retired Employee)	SO/SA/LDC
6	7327/R	Medical Reimbursement file (CSSEIP Employee)	SO/SA
7	5486/R	Promotion under CAS from Stage 2 to 3, DHR	PIC
8	6876/R	PF of Shri Brij Narayan Pradhan, LA	VC
9	7379/R	T/C file of ID Card	VC
10	7145/R	PF of Dr. Pranav kr. Anand	VC
11	6522/R	T/C Joining Report and Acceptance	VC
12	5405/R	Appointment of IAO on contract basis	Registrar
13	7541/R	PF of Prof. Narendra Kumar, DPS	Registrar
14	7530/R	T/C PF of Prof. R. C. Sobti, VC (LTC)	Registrar
15	7469/R	Payment of DPW	Registrar
16	3115/R	General Office Order-III	Registrar
17	3465/R	Transfer and Posting-III	Registrar
18	7147/R	PF of Dr. Preeti Choudhary, DPS	Registrar
19	6131/R	Grievances of Faculty Members and Academic Staff	Registrar
20	7598/R	T/C PF of Shri Rama Shankar Singh, FO	IAO
21	4941/R	Republic Day Festival	VC
1	3420	Reg. For issue Exam Form End Sem. 2015-2016 Qyt. No. 125/	COE
2	3421	Reg. For issue Answer Books End Sem. Exam Qyt.A 2000And B- 2500	COE

3	3432	Reg. For one confi. Letter Closed	COE
4	3434	Result Noti. Voll. 3,	COE
5	3435	Rsulr Noti. May 2015 Voll. 3,	COE
6	3436	Reg, for one small confi. Envelope closed	COE
1	7399/R	मल्टी-फंक्शनल प्रिंटर बीजक के आधार पर खरीदने से सम्बन्धित पत्रावली, कनिष्का छात्रावास	FO
2	3128/R	Repair of Spectrophotmeter, DES	FO
3	7518/R	Leaving work back side of central library building, GBS	FO
4	7479/R	Gardening and Butification Committee (Part 2)	FO
5	7603/R	Purchase of sports Item, Sport	FO
6	7612/R		
7			
8	4833/R	Transport committee, National Social Science Conference, Vehcle Sec.	FO
9	7524/R	Rquirement Chemicals/Glassware's /Plasticware's	FO
10	-	Purchase of Biometric Machines for the Univ.	FO
11	7204/R	222/Contengency/Advance/UGC/DIT/BBAU/15 - DIT	FO
12	7475/R	केन्द्रीय पुस्तकालय में सीपित होनी लिफ्टों का वार्षिक अनुरीक्षणीय अनुबन्ध	FO

13	7029/R	Purchase of Chemical Glassware Plasticware (2015-16), D. Pharm.	FO
14	6576/R	Purchase of UPS, SHS	FO
15	6768/R	Maintenance of Instruments, DES	FO
16	7601/R	Repairng of Stage in Main Auditorium	FO
17	7510/R	Purchase of Gymnasium & Indoor Games Items	FO
18			
19			
20	-	220/Advance for LUSCON-2015/DIT	FO
21	7559/R	Advance for RCP Programme	FO
22	6569/R	Purchase of PCI Wirreless Lan card/DIT	FO
23	7370/R	Book-Stoppers /G.B.L.	FO
24	7587/R	Shofed With Complete Modular Furniture	FO
25	7618/R	Photocopy Machine File /RCA	FO
26	6108/R	201/Appointment of RA under young scientist scheme/DIT/Dr.D. PANDEY	FO
27	7642/R	Decrative Lighting Warks on Foundation Day Celebrations 5(587)/2016	FO
28	7070/R		
29			
30			
31	5630/R	PF of Dr. Rahul Varshney/D.A.S.	FO

32	5782/R	PF of Dr. Amit Kumar Mishra/D.A.S.	FO
33	-	Botanical Garden /DAPS(Horti.)	FO
34	1864/FO		
35	-	Proposal for 400mt. Traele	FO
36	7506/R		
37			
38	6522/R		
39			
40			
41			
42	3635/R		
43	-	catering committee for VI Convocation finance Section	FO
44	4448/R	मालियो के अतिरिक्त वेतन के सम्बन्ध मे	FO
45			
46	6757/R	M.Sc. Admission Environmental Microbiology (2015-17)	R
47	6843/R	Dr. Nirula, Research scientist 'B' DH	R
48	6877/R	PF of Shri Pinku Tiwari, Lab Attendant	R
49	5921/R	Extention of Ph.D. Submission, Mr. Lalta Prasad, DPS	R
50	7014/R	Student council 2015-16, DSW	R
51	7197/R	Application CUH, Dr. Naveer Kumar Arora, DEM	R
52	6756/R	M.Sc. Admission Environmental Microbiology (2015-17)	R

53	6708/R +6656/R	Ph.D. Admission File + Case of Varun Kumar reg. Ph.D. Counselling	R
54	7623/R	Promotion of Group 'B' posts, DPC	R
55	7152/R	GPF/CPF Advance/Withdrawal, Non Teaching - Part IV	R
56	5396/R	Payment for M/S Security Solution Services, Security sec.	R
57	7054/R	T.C. Extend the services of contractual staff	R
58	6230/R	PF of Dr. Pasamita Mohanty, Reader cum Deputy Director	R
59	7190/R	PF of Shri Arvind Shukla, R.S.O	R
60	4844/R	T/C PF of Shri Somesh Chandra, Section officer	R
61	7193/R	PF of Er. Vishal Singh, Asstt. Engineer (Electrical)	R
62	5613/R	MHRD/UGC Correspondence	R
63	5014/R	W.P.NO.472 of 2015(M/S) - Himanshu Sharma Vs. BBA University & another	R
64	7632/R	Repair of photocopier machine, Registrsr office	R
65	6929/R	Gardening and Butification Committee (Part 1)	R

66	7070/R	Home.L.T.C. Dr. Siddartha Mukerji/Dett.Poli. Sci.	R
67	7566/R	Orientation Programme , Assitant Librarian - GBL	R
68	7537/R	CAS Application of Dr. M. Ravi Kumar Vejendla From Stage II to StageIII	R
69	5711/R	T/C PF of Hemlata Pandey/HD&FS	R
70	7635/R	MBA InfrastructureManagem ent /DRM	R
71	5539/R	Tour Programme (TA/DA) Ramanujam Fellowship of Dr. Devesh Kumar	R
72	7637/R	गेट नं. 1 पर चेंजिंग रूप एवं वाशरूम की व्यवस्था	R
73	7459/R	Role of Protease activated receptors in Glioma migration and invasion/DBT/ DR. Anand Prakash	R
74	3888/R	Maintenance of SES Building 5(372)/13	R
75	7644/R	Student's Grop Heath Scheme/ R-office	R
76	7629/R	T/C PF of Shir Ram Pravesh Pal CSSEIP	R
77	7187/R	Grass in Children's Park/Sports Sec.	R
78	7647/R	Group Insurance Policy for New appointess	R
79	7540/R	Inspection Report of Labour ommissiones in respect of BBAU	R

80	4672/R	National Knowledge Network (NKN), Annual Workshop - CC	R
81	7506/R	Appointment of Nodal Officer, Esst. Section	R
82	7654/R	Publication of tender Notice	R
83	5486/R	Promotion Under CAS from stage 2 to stage 3, DHR	R
84	3065/R	Interlocking for v.c's Residence 5(428)/13	R
85	-	File-2, (1).Result Notification Dec.2015, (2).Result Notification May.2015	COE