

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5836r	construction of students activity gendor	VC	04.11.16	FO/ARF/S O/ARF/FO /ARF	11.01.17	
2	4544R	PAYMENT OF LEGAL FEE- APRAJITA	VC	14.12.16	FO/ARF/S OII/SA/AR F/FO	11.01.17	
3	7613R	LABORATORY	DEM	26.12.16	DEM	11.01.17	
4	9258R	ADCANCE FOR DISPLAY BOARD ETC FILE OF RCA	RCA	03.01.17	LDC/arf/F O	11.01.17	
5		GUEST FACULTY	DLIS	04.01.17	H-DLISC	11.01.17	
6	9407R	REPAIR OF PHOTOCOPIER MACHINE INSTALLED IN R-OFFICE	STR	04.01.17	LDC/ARF/F O	11.01.17	
7	455F	IMPREST	DCS	04.01.17	STENO/AR F/FO	11.01.17	
8		PAYMENT OF CONTRACT FACULTY	UIET	05.01.17	UIET	11.01.17	
9	5350R	JRF HARKIRAN KAUR	LAW	06.01.17	STENO/AR F/FO	11.01.17	
10	6870R	PHOTOCOPY MACHINE REPAIR	VC	06.01.17	FO/ARF/F O	11.01.17	
11	4403r	REQUISITE WATER COOLER	EE	09.01.17	FO/ARF/F O	11.01.17	
12		JRF SALARY FILE DST-SERB PROJ VENKATESH KUMAR R	DAAS	09.01.17	SA/ARF	11.01.17	
13		PURCHASE OF GLASSWARE FROM DST FUNDED PROJ	VC	09.01.17	DEM-PROF RAM CHANDRA	11.01.17	
14	8191R	BARBED WIRE FENCING ON ANGLE IRON PAST FOR BOTANICAL GARDEN	EE	10.01.17	SA/ARF	11.01.17	
15	8931R	DST PROJ RAM CHANDRA	RSO	10.01.17	SA/ARF	11.01.17	
16		IMPREST		10.01.17	ARF/FO	11.01.17	

17	9763r	CHEMICALS & GLASSWARE FILE DST-SERB PROJ	DEM	10.01.17	SA/ARF	11.01.17	
18	8236R	VC MOBILE BILL PAYMENT	TELE	11.01.17	CASHIER	11.01.17	disposed off
19	4117R	PAYMENT OF VC MOBILE BILL	TELE	11.01.17	CASHIER	11.01.17	disposed off
20	9641R	PROPOSAL FOR TOURISM & WELLNERS CONFERENCE	PHARMA	11.01.17	STENO	11.01.17	
21		UGC CONTINGENCY MS.INDU	DPS	11.01.17	STENO	11.01.17	
22		PURCHASE OF RO FOR COE OFFICE	VC	11.01.17	ARF/SOI	11.01.17	
23		UGC NON-NET	VC	11.01.17	CASHIER	11.01.17	disposed off
24	3919R	landline bill payment	VEHI	11.01.17	ldc	11.01.17	
25	5701r	purchase of laptop/xerox/desktop	dcs	11.01.17	sa/ARF	11.01.17	
26	3920r	LANDLINE BILL PAYMENT OF VCS & CAMP OFFICE	TELE	11.01.17	LDC	11.01.17	
27	4395R	consumable & office stationary	DST	11.01.17	SA	11.01.17	
28	3900R	MISCELLANEOUS	DST	11.01.17	SA	11.01.17	
29		TRAINING MISC.		11.01.17	VC	11.01.17	
30	3675R	GUNNER FOR HON'BLE VC	SEC	11.01.17	LDC	11.01.17	
31	8242R	APPLICATION OF PROF RP SINGH FOR APPROVAL FOR MAJOR SURGERY	R	11.01.17	STENO	11.01.17	
32	4086R	CAUTION MONEY	R	11.01.17	STENO	11.01.17	
33	9566R	FEE REFUND PROCESS FILE	R	11.01.17	STENO	11.01.17	
34	9531R	REFUND OF FEES VOL-2	R	11.01.17	STENO	11.01.17	
35	4452R	CARTRIDGE/TONER+1 FILE ATTACHED	R	11.01.17	LDC	11.01.17	
36	9840R	ELECTRICAL WORK/ SUPPLY FOR BBAU AMETHI SATELLITE CAMPUS P-2	R	11.01.17	SA	11.01.17	
37	7972R	HIGH MAST MAINTENANCE	R	11.01.17	FO	11.01.17	
38		FOUNDATION DAY	SHS	11.01.17	FO	11.01.17	