

S.No	File.No	Subject	From whom Received	Received Date	Sent to		Remark
1	9247R	PROF. KAMAN SINGH INSA-INTERNATIONAL COLLABORATIVE EXCHANGE PROGRAMEE-16	VC	10.11.16	FO/PROF.KAM AN SINGH	18.01.18	
2	6630R	FOR FEES REFUND TO TOPPERS + 9601R	VC	03.07.17	FO/ARF	18.01.18	
3		IMPREST DIESAL FOR D.G.SET BBAU	EE	27.09.17	ankit/ARF/FO/ARF	18.01.18	
4	3128R	repair of spectrophotometer	des	10.10.17	fo/ARF/SOI/SA/ARF/FO/ARF/SOI/SA/ARF/FO/HEAD DES	18.01.18	
5		AMBEDKAR BHAWAN ME PARYVARTAN/PARVARDHAN WORK	VC	08.11.17	FO/ARF	18.01.18	
6	11042R	RGNF PRADEEP KUMAR	DES	08.11.17	ARF/SOII/ANKIT/ARF/FO/ARF	18.01.18	
7	11169R	DR D.R. MODI PAY FIXATION	DBT	16.11.17	ARF/SOI/LDC/ARF /FO/VC	18.01.18	
8	10238R	GROUND WATER PROJECT DR. V. DUTTA	DES	21.11.17	SA/SO/ARF/FO/ARF/SOI/SA/SO/ARF/FO/ARF	18.01.18	
9	11228R	UPGRADATION OF COMPUTER CENTRE	CC	24.11.17	FO/ARF/SOI/SA/ARF/FO/DIR CC	18.01.18	
10	4218R	AMC OF AIR CONDITIONER PART-III	EE	28.11.17	SA/SO/ARF/FO/SOI/SA/ARF/FO/EE	18.01.18	

11	11062R	IMPLEMENTATION OF EAT MODULE UNDER PFMS FOR REGULATION OF FUNDS FOR SANCTIONED PROJECTS DR.SUNIL BBAU	R	28.11.17	FO/ARF/SOI/ARF/FO/SOII	18.01.18	
12	3285/DAC	REIMBURSEMENT OF DAC	VC	29.11.17	ARF/SO/UDC/ARF/FO/ARF/FO/ARF/SOII/UDC/CASHIER	18.01.18	disposed off
13	8108R	PF OF HRI S N ABBASH (SECTION OFFICER)	R	05.12.17	UDC/SOI/ARF/FO/VC	18.01.18	
14	11310R	PF OF SHRI RAM GOPAL MTS (MALI)	R	05.12.17	UDC/SOI/ARF/FO/VC	18.01.18	
15	11311R	PF OF SHRI RAMESH CHANDRA RAWAT	R	05.12.17	UDC/SOI/ARF/FO/VC	18.01.18	
16	11313R	PF OF SHRI BHARAT LAL MTS (PEON)	R	05.12.17	UDC/ARF/FO/VC	18.01.18	
17	6488R	PF OF SHRI BHANDARI LAB ASSISTANT GROUP-C	R	05.12.17	UDC/SOI/ARF/FO/VC	18.01.18	
18	11312R	SHRI SATGUR DAYAL MTS (PEON)	R	05.12.17	UDC/SOI/ARF/SOI/FO/VC	18.01.18	
19	11309R	PF OF SHRI RAM VILAS	R	05.12.17	UDC/SOI/ARF/FO/VC	18.01.18	
20	11314R	PF OF SHRI BRIJ MOHAN MTS (PEON)	R	05.12.17	UDC/SOI/ARF/FO/VC	18.01.18	
21	8811R	PF OF SHRI SURESH CHANDRA MTS (CHOWKIDAR)	R	05.12.17	UDC/SOI/ARF/FO/VC	18.01.18	
22	4707R	PF OF SHRI S K GOEL (EE)	R	05.12.17	UDC/SOI/ARF/FO/VC	18.01.18	
23	9679R	UNIVERSITY PRAKASIT PUSTAKO KA KRAY	lib	11.12.17	fo/ARF/SOI/SA/SOI/ARF/FO/VC	18.01.18	

24		BREAK DOWN (ELECTRICAL JAUTT) URGENT REPAIRING	AE(E)	11.12.17	SA/SO/ARF/FO/VC	18.01.18	
25	4227R	SHRI NARESH CHANDRA GUPTA	R	14.12.17	UDC/FO/ARF	18.01.18	
26		PURCHASE OF RO/WATER COOLERS FOR THE SANGHMITRA GIRLS HOSTEL	AR(S/P)	20.12.17	SOI/SA/FO/VC	18.01.18	
27	11567R	SHRI SALAHUDDIN KHAN (STENO)	R	22.12.17	FO/ARF/SOI/UDC/SOI/ARF/FO/VC	18.01.18	
28	10243R	PF OF KM. BHUMIKA RANJAN	R	22.12.17	FO/ARF/SOI/UDC/SOI/ARF/FO/VC	18.01.18	
29	6560R	DST-SERB MAJOR RESEARCH PROJECT DR. RAM NARESH BHARAGAVA	R	22.12.17	FO/ARF/SOI/SA/SO/ARF/FO/VC	18.01.18	
30	11143R	T/C PF LTC OF SHRI V K TRIPATHI JE ENGINEERING SECTION	ESTT	22.12.17	FO/ARF/SOI/ANKIT/ARF/FO/VC	18.01.18	
31	10446R	MEDICAL REIMBURSEMENT FOR NON-TEACHING STAFF	R	26.12.17	ANKIT/SO/ARF/FO/ARF/FO/VC	18.01.18	
32	11338R	NON NET FELLOWSHIP AMOUNT AND ADJUSTMENT FROM RGNF ALOK KUMAR	R	26.12.17	ANKIT/SO/ARF/FO/VC	18.01.18	
33	9319R	DR.MADHURKAR SAXSENA (DST-NPDF)OVERHEAD GRANT	DBT	26.12.17	SA/ARF/FO/ARF	18.01.18	
34	4703R	ADVANCE/ IMPREST MONEY FOR LIB	LIB	29.12.17	ANKIT/SO/ARF/FO/ARF	18.01.18	
35		REMUNERATION FILE OF DIRECTOR, RCA	RCA	01.01.18	FO/ARF/SOII/UDC/DIR RCA	18.01.18	
36		URGENTLY REGUIRED WOMEN SES BUILDING MAINTENANCE OF SES BUILDING	SES	29.12.17	SA/ARF/FO/SOI	18.01.18	

37	4082R	Children Education Allowance Part III	R	02.01.18	SA/ARF/FO/VC	18.01.18	
38	11615R	REQUIREMENT OF CHEMICALS & GLASSWARE	R	02.01.18	SA/ARF/FO/HEAD DAC	18.01.18	
39	11616R	REQUIREMENT OF CHEMICALS & GLASSWARE	R	02.01.18	SA/ARF/FO/DIRECTOR UIET	18.01.18	
40	5682R	PF OF DR.BRAJESH KUMAR SINGH ASTT PROFESSOR	R	02.01.18	FO/ARF/SOI/UDC/FO/R	18.01.18	
41	11610R	UTILIZATION CERTIFICATE	R	02.01.18	SA/ARF/FO/COR RCP	18.01.18	
42	11329R	LTC OF SHRI RADHE SHYAM RAI (SENIOR ASSISTANT)	R	02.01.18	ANKIT/SOI/ARF/FO/VC	18.01.18	
43		SALARY (DBT PROJECT) DR DEVESH KUMAR	R	02.01.18	SA/ARF/FO/VC	18.01.18	
44	3070R	SAMIKSHA/DAP/INSPIRE FELLOWSHIP-2014	R	02.01.18	SA/SOI/ARF/FO/VC	18.01.18	
45	9190R	DR. SHIKHA PRUCHASE OF VV-VIS SPECTROPHOTOMETER	DES	02.01.18	SA/SOI/ARF/FO/HEAD DES	18.01.18	
46		IMPREST MONEY FOR DES	R	02.01.18	ANKIT/SO/ARF/FO/ARF	18.01.18	
47		MAINTENANCE AND REPAIRING IN REARING HOUSE AND OTHER BUILDING	EE	03.01.18	SA/ARF/FO/VC	18.01.18	
48	11625R	FILE FOR LL.M DISSERTATION CLAIM 2015-17 OF SC/ST STUDENTS	SC/ST	04.01.18	ANKIT/ARF/FO/VC	18.01.18	
49		FILE FOR AN ADVANCE OF RS 3000.00 FOR INDUCTION COOKTOP, CENTRE OF POST GRADUATE	SLS	04.01.18	ARF/SOI/UDC/ARF/FO/ARF	18.01.18	
50	4086R	CAUTION MONEY FILE ACAD SECTION	R	05.01.18	ANKIT/SO/ARF/FO	18.01.18	
51	11626R	REQUIREMENT OF ROOM BLOWER	R	05.01.18	FO/VC	18.01.18	
52		OCCASIONAL LECTURE SEUICS DST-CENTRE FOR POLICY RESEARCH DR.VENKATESH DUTTA		05.01.18	ARF/SOII/SA/ARF	18.01.18	

53	10753R	CAUTION MONEY MSC LIFE SCIENCE	R	05.01.18	ANKIT/SO/ARF /FO/R	18.01.18	
54		IMPREST MONEY FOR FINANCE SECTION	FW	05.01.18	ARF/FO/ARF	18.01.18	
55	3241R	PF OF MOHD. ARIF (PEON) MTS	DR(E)	09.01.18	FO/VC	18.01.18	
56		DR.NEELAM(MO)CONTRACT SATELITE CAMPUS AMETHI	OSD AMETHI	09.01.18	UDC/ARF/FO/V C	18.01.18	
57	11641R	REQUIRED OF PODIUM DLIS/BBAU/17	R	11.01.18	FO/ARF	18.01.18	
58	10772R	PROJECT ASSISTANT MOHD ADIL SIDDIQUE	DES	11.01.18	SA/SO/ARF/FO /VC	18.01.18	
59		SERB-DST PROJECT (CONTINGENCY) DR JIWAN SINGH	DES	11.01.18	SA/ARF	18.01.18	
60		CARTRIDGE/UPS BATTERY DR. JAY SHANKAR SINGH	DEM	11.01.18	UDC/FO/DR(ST ORE)	18.01.18	
61		HONORARIUM FILE OF WARDEN RCA BOYS HOSTEL	RCA	11.01.18	UDC/FO/DIR RCA	18.01.18	
62	11600R	MANPOWER REQUIREMENT FOR GBL	R	11.01.18	FO/ARF	18.01.18	
63		PRINT JOURNAL-2017 FOR GBL	LIB	11.01.18	fo/LIBRARIAN	18.01.18	
64	10884R	PURCHASE OF CHEMICALS (CONSUMBLES-1) IDENTIFICATION AND FUNCTIONAL ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA +10883R	DBT	11.01.18	SA/SO/ARF/FO /VC	18.01.18	
65		PROJECTOR MAINTENANCE	DEM	11.01.18	SA/SO/ARF/FO /VC	18.01.18	
66	11155R	ANNUAL REPORT FOR THE YEAR 2016-17 VOLL-IIND	STR	11.01.18	FO/VC	18.01.18	
67	3827R	ULTRA PURE WATER SYSTEM	STR	11.01.18	FO/HEAD DES	18.01.18	
68	10385R	PURCHASE OF PROCESSORS/RAM/HD	STR	11.01.18	FO/VC	18.01.18	
69		shifting of lab equipment usic	USIC	11.01.18	FO/DR(STORE)	18.01.18	
70	10218R	FIELD LAB CUM STATION	DES	11.01.18	FO/HEAD DES	18.01.18	
71		MAINTENANCE OF INSTRUMENTS-I	DES	11.01.18	fo/HEAD DES	18.01.18	
72		PURCHASE OF CHEMICAL GLASSWARE CLASSROOM EQUIPMENTS AND MAINTENANCE PROF RB RAM	HORTICULTURE	11.01.18	FO/VC	18.01.18	

73	11285R	PARTICIPATION & INVITED TALK 105TH INDIAN SCIENCE CONGRESS(ISCA)	DAC	11.01.18	FO/VC	18.01.18	
74	5058R	PROPOSAL FOR GRANT FROM THE VC'S DESCRETIONARY FUND+1 FILE ATTACHED	R	11.01.18	fo/ARF	18.01.18	
75	11658R	CAUTION MONEY(PART-III)	R	11.01.18	ANKIT/SO/ARF /FO/R	18.01.18	
76	10700R	DIGITAL SINGNATURE OF THE REGISTRAR AND CONTROLLER OF EXAMINATION FOR THE POST SCHOLARSHIP	R	11.01.18	FO/ARF	18.01.18	
77		शुल्क चालान की प्रिंटिंग से संबंधित पत्रावली	SBH	11.01.18	ANKIT/SO/ARF /FO/DSW	18.01.18	
78	8558R	PURCHASE OF ELECTRICAL CABLE	EE	11.01.18	SA/SO/ARF/FO /VC	18.01.18	
79	8912R	EARTHING	EE	11.01.18	SA/SO/ARF/FO /VC	18.01.18	
80	8763R	GIRLS HOSTEL'S STREET LIGHT MAINTENANCE WORKS	EE	11.01.18	FO/EE	18.01.18	
81		CONVOCATION DRESS FOR STUDENTS DR.NEETU SINGH	VC	11.01.18	ARF/SOI/UDC/ FO/DR.NEETU SINGH	18.01.18	
82		FIELD VISIT & WORKSHOP VISIT OF PI-DST CENTRE TO OXFORD-U.K	IAO	11.01.18	FO/ARF/SOI	18.01.18	
83	11334R	PURCHASE OF LIBRARY FURNITURE'S	VC	11.01.18	FO/ARF	18.01.18	
84	11618R	PF OF DR. PRITI SAXENA PROFESSOR	IAO	11.01.18	FO/REGISTRAR	18.01.18	
85	11620R	PF OF DR.K L MAHAWAR (READER) DLIS	IAO	11.01.18	FO/R	18.01.18	
86	10458R	LIBRARY BOOKS	DPS	12.01.18	FO/ARF	18.01.18	
87	11675R	T/C PF OF PROF. MY KHAN LTC	R	12.01.18	ankit/ARF	18.01.18	
88	10109R	GEYSER MAINTENANCE BOYS/GIRLS HOSTEL	DSW	12.01.18	FO/ARF	18.01.18	
89	VH/VSB/J UNE/17/ 1	DR. VS BAGHAL, MS. PRAGATI KATIYAR RESEARCH SCHOLOR	DEM	12.01.18	FO/ARF	18.01.18	

90	VH/VSB/J UNE/17/ 2	DR. VS BAGHAL, MS. VISHVAS HARE RESEARCH SCHOLOR	DEM	12.01.18	FO/ARF	18.01.18	
91	1609F	SPECIAL LECTURE DAAS	DAAS	16.01.18	FO/HEAD DAAS	18.01.18	
92	11283R	REQUIREMENT OF CHEMICAL/ITEMS FOR USIC	USIC	16.01.18	FO/ARF	18.01.18	
93		PROPOSAL FOR 03 NEW COMPUTER & 01 TFT	STR	16.01.18	FO/VC	18.01.18	
94		LAN CONNECTION & WIFI LAN CARD FOR PC IN LAB	STR	16.01.18	FO/ARF	18.01.18	
95		JRF SALARY FILE DR VENKATESH KUMAR R	DAAS	16.01.18	SA/ARF	18.01.18	
96		ADVANCE FILE IB ACIO-II FOR COE OFFICE + 1 FILE	COE	16.01.18	FO/ARF	18.01.18	
97		PURCHASE OF TONER FOR COLOUR PHOTOCOPIER MACHINE IN ACADEMIC SECTION	STR	16.01.18	FO/DR(STORE)	18.01.18	
98		PURCHASE OF BAR CODE SCANNERS WEIGHING MACHINE (DIGITAL)	STR	16.01.18	FO/VC	18.01.18	
99		PURCHASE OF MICROWARE NEN (LG 2846SL)	STR	16.01.18	FO/HEAD DAC	18.01.18	
100		LIST OF ITEMS TO BE PURCHASED OUT OF THE SNT. GRANT RS.3,00,000/-	VC	17.01.18	FO/DR(STORE)	18.01.18	
101		CHEMICALS ETC.	VC	17.01.18	FO/HEAD DES	18.01.18	
102		guest house payment -2011	GH	17.01.18	UDC/FO/VC	18.01.18	
103		PAYMENT OF RAKESH TRIPATHI SECURITY AGENCY AMETHI	OSD AMETHI	17.01.18	ARF/OSD	18.01.18	BY HAND SHASANK
104	11683R	FUND REQUIREMENT FOR GAUTAM BUDDHA LIBRARY	GBL	17.01.18	FO/LIBRARIOU N	18.01.18	
105	4211R	DR. R PRADHAN BBAU PURCHASE OF MEDICINE	CMO	17.01.18	FO/ARF	18.01.18	
106		FEE REIMBURSEMENTR ENTRANCE EXAM 2017	DIT	17.01.18	FO/HEAD DIT	18.01.18	PROF R A KHAN
107		DETAILS OF FEE REIMBURSEMENT OF EXTRA DEDUCTED FEES ENTRANCE EXAMINATION 2017		17.01.18	FO/HOD DIT	18.01.18	DISCUSSION
108		CONFERENCE THIMPU TA BILL NMP VERMA	VC	17.01.18	FO/CASHIER	18.01.18	BY HAND DAYA
109	6808R	MAINTENANCE OF LAB. & STORE.	DBT	17.01.18	FO/ARF	18.01.18	

110	3043R	SOCIAL SCIENCE JOURNALS PRINTING	VC	18.01.18	FO	18.01.18	
111	11609R	T/C PF OF SHRI BODH LAL (STENO) ACAD.SECT.	VC	18.01.18	ARF	18.01.18	
112	3118R	DR GAURAV KAITHWAS PRINCIPAL INVESTIGATOR + 6025R	BY HAND	18.01.18	ARF	18.01.18	
113	10902R	13TH CAPACITY BUILDING TRAINING PROGRAM OF NML-RRRLF AT DLIS, BBAU	DLIS	18.01.18	ARF	18.01.18	
114	4866R	TC PF OF PREETI GUPTA ASSISTANT PROFESSAR	R	18.01.18	UDC	18.01.18	
115	11033r	t/c pf of prof nmp verma ltc	VC	18.01.18	FO/REGISTRAR	18.01.18	
116		ADVANCE/ADJUSTMENT OF 1ST NORTH INDIAN SCIENCE CONGRESS (NISC-2018)	PHY	18.01.18	ARF	18.01.18	
117		ADJUSTMENT 1ST NORTH INDIAN SCIENCE CONGRESS-2018	BIOT	18.01.18		18.01.18	
118	11263R	APPOINTMENT OF INTERNAL AUDIT OFFICER AS PER 63RD BOM MEETING		18.01.18	FO/ARF	18.01.18	
119	9901R	PF OF SH. RUDRA PRASAD SAHOO	R	18.01.18		18.01.18	
120		ADVANCE ADJUSTMENT AGAINST THE ADVANCE OF 07TH CONVOCATION FOR THE UNIVERSITY	DPT	18.01.18	UDC	18.01.18	
121	9229R	ELECTRICAL MATERIAL FILE OF RCA	EE	18.01.18	FO/ARF	18.01.18	
122	8078R	AUDITORIUM DECORATION	EE	18.01.18	FO	18.01.18	
123		FILE FOR FOOD AND CATERING COMMITTEE CONFERENCE ON TOURISTS AND GREEN SPACES: HEALTHIER LIFE STYLE APPROACHES FROM NATURE HELD ON 15TH & 16TH JULY,2017 PROF. SHUBHINI A SARAF		18.01.18	ARF	18.01.18	
124	10267R	PURCHASE OF ANTI-PLAGIARISM SOFTWARE	GBL	18.01.18	FO	18.01.18	
125		IMPREST MONEY FOR SGH	SGH	18.01.18	ANKIT	18.01.18	
126		ADVANCE FOR LUNCH	EE	18.01.18	ARF	18.01.18	
127	11278R	TENDER FOR SECURITY SERVICES IN BBAU	FO	18.01.18	VC	18.01.18	