

S.No	File.No	Subject	From whom Received	Received Date	Sent to		Remark
1	11042R	RGNF PRADEEP KUMAR	DES	08.11.17	ARF/SOII/ANKIT/ARF/FO/ARF/SOII/ANKIT	23.01.18	
2	10238R	GROUND WATER PROJECT DR. V. DUTTA	DES	21.11.17	SA/SO/ARF/FO/ARF/SOII/SA/SO/ARF/FO/ARF/SOII/CASHIER	23.01.18	disposed off
3		IMPREST DIESEL FOR DG SET BBAU	AE(E)	05.12.17	ANKIT/SO/ARF/FO/cashier	23.01.18	disposed off
4		PURCHASE OF GYSER FOR SANGHMITRA GIRLS HOSTEL	AR(S/P)	20.12.17	SOI/SA/ARF/FO	23.01.18	
5	11237R	MANPOWER REQUIREMENT FOR DEM	R	26.12.17	FO/ARF/SOII/SA/ARF/FO	23.01.18	
6	9319R	DR.MADHURKAR SAXSENA (DST-NPDF)OVERHEAD GRANT	DBT	26.12.17	SA/ARF/FO/ARF/SOII/CASHIER	23.01.18	disposed off
7		PROPOSAL FOR INSTALLATION OF WATER FACILITY FOR STUDENTS AT THE UNIVERSITY PLAY GROUND	EE	26.12.17	FO/ARF/SOII/SA/ARF/FO	23.01.18	
8	4703R	ADVANCE/ IMPREST MONEY FOR LIB	LIB	29.12.17	ANKIT/SO/ARF/FO/ARF/SOII/CASHIER	23.01.18	disposed off
9	11168R	T/C PF OF SHRI BHAGWAN SAHAI SAINI (SECTION OFFICE) REGARDING LTC	R	02.01.18	ANKIT/ARF/FO	23.01.18	
10		IMPREST MONEY FOR DES	R	02.01.18	ANKIT/SO/ARF/FO/ARF/SOII/CASHIER	23.01.18	disposed off
11		TA PAYMENT OF NMP VERMA JODHPUR	ECO	03.01.18	UDC/SO/ARF/FO	23.01.18	
12	4558R	WEBSITE DESIGN DST CENTRE FOR POLICY RESEARCH BBAU DR. VENKATESH DUTTA	DES	04.01.18	SA/ARF/FO	23.01.18	
13		FILE FOR AN ADVANCE OF RS 3000.00 FOR INDUCTION COOKTOP, CENTRE OF POST GRADUATE	SLS	04.01.18	ARF/SOII/UDC/ARF/FO/ARF/SOII/CASHIER	23.01.18	disposed off
14		UPDATING FOR CONFERENCE HALL	BY HAND	04.01.18	ARF/SOII/SA	23.01.18	
15		OCCASIONAL LECTURE SEUICS DST-CENTRE FOR POLICY RESEARCH DR.VENKATESH DUTTA		05.01.18	ARF/SOII/SA/ARF/FO	23.01.18	

16		IMPREST MONEY FOR FINANCE SECTION	FW	05.01.18	ARF/FO/ARF/SOII/CASH IER	23.01.18	disposed off
17	11641R	REQUIRED OF PODIUM DLIS/BBAU/17	R	11.01.18	FO/ARF/SOI/UDC	23.01.18	
18		SERB-DST PROJECT (CONTINGENCY) DR JIWAN SINGH	DES	11.01.18	SA/ARF/SOI/DES	23.01.18	DR. JIWAN SINGH
19		UGC-BSR START UP GRANT PROJECT (UV-VISIBLE SPECTROPHOTOMETER PURCHASE) DR. JIWAN SINGH	DES	11.01.18	SA/ARF/FO	23.01.18	
20		PURCHASE OF NEWSPAPER FOR I&GB	I&GB	11.01.18	UDC/ARF/FO/	23.01.18	
21		PAYMENT FOR BOOKS & NEWS PAPER	CGH	11.01.18	UDC/SO/ARF/FO	23.01.18	
22	11600R	MANPOWER REQUIREMENT FOR GBL	R	11.01.18	FO/ARF/SOI/SA	23.01.18	
23		MAINTENANCE OF HR FARMS BBAU,LKO	DAPS	11.01.18	SA/ARF/FO	23.01.18	
24	10981R	NAME PLATE PAYMENT FILE	DRM	11.01.18	UDC/ARF/FO	23.01.18	
25	6142R	DEPARTMENTAL PRINT JOURNALS B.B.A. LL.B.(H)	DRH	11.01.18	SA/SO/ARF/FO	23.01.18	
26		PURCHASE OF CHEMICAL/CLASSROOM UPDATION/REPAIR & MAINTENANCE	BIO	11.01.18	SA/ARF/FO	23.01.18	
27	10278R	ANNUAL REPORT 2016-17	RSO	11.01.18	SA/ARF/FO	23.01.18	
28	10248R	DBT PROJECT PROF RAM CHANDRA OPTIMIZATION OF POST METHANATED DISTILLERY EFFLUCENT	DBT	11.01.18	SA/SO/ARF/FO	23.01.18	
29		IMPREST MONEY FOR LAW	LAW	11.01.18	ANKIT/ARF/FO/ARF/SOI I/CASHIER	23.01.18	disposed off
30	5058R	PROPOSAL FOR GRANT FROM THE VC'S DESCRETIONARY FUND+1 FILE ATTACHED	R	11.01.18	fo/ARF/SOII/CASHIER	23.01.18	disposed off
31	10700R	DIGITAL SINGNATURE OF THE REGISTRAR AND CONTROLLER OF EXAMINATION FOR THE POST SCHOLARSHIP	R	11.01.18	FO/ARF/SOI/CASHIER	23.01.18	disposed off
32	11334R	PURCHASE OF LIBRARY FURNITURE'S	VC	11.01.18	FO/ARF/SOI/SA	23.01.18	
33	9318R	DR.MADHURKAR SAXSENA (DST-NPDF)FELLOWSHIP GRANT	DBT	11.01.18	SA/SO/ARF/FO	23.01.18	
34	9320R	DR.MADHURKAR SAXSENA (DST-NPDF) RESEARCH GRANT	DBT	11.01.18	SA/arf/FO	23.01.18	
35	10458R	LIBRARY BOOKS	DPS	12.01.18	FO/ARF/SOI/SA	23.01.18	
36	11675R	T/C PF OF PROF. MY KHAN LTC	R	12.01.18	ankit/ARF/FO	23.01.18	

37		FOR TRANSFER OF PROJECT DR ANAND PRAKASH	BY HAND	12.01.18	SOII/SA/ARF/FO/VC	23.01.18	
38	10109R	GEYSER MAINTENANCE BOYS/GIRLS HOSTEL	DSW	12.01.18	FO/ARF/SOI/SA	23.01.18	
39	VH/VSB/J UNE/17/1	DR. VS BAGHAL, MS. PRAGATI KATIYAR RESEARCH SCHOLOR	DEM	12.01.18	FO/ARF/SOII/SA	23.01.18	
40	VH/VSB/J UNE/17/2	DR. VS BAGHAL, MS. VISHVAS HARE RESEARCH SCHOLOR	DEM	12.01.18	FO/ARF/SOI/SA	23.01.18	
41		LTC OF DR. SANGEETA SAXENA	R	16.01.18	ANKIT/ARF/fo	23.01.18	
42	11283R	REQUIREMENT OF CHEMICAL/ITEMS FOR USIC	USIC	16.01.18	FO/ARF/SOI/SA	23.01.18	
43		LAN CONNECTION & WIFI LAN CARD FOR PC IN LAB	STR	16.01.18	FO/ARF/SOI	23.01.18	
44		DEPT - ECONOMICS PRINTER PURCHASE	DE	16.01.18	UDC/ARF/FO	23.01.18	
45		JRF SALARY FILE DR VENKATESH KUMAR R	DAAS	16.01.18	SA/ARF/FO	23.01.18	
46	1/0307/D AS/	ADJUSTMENT OF RS.10,000 (FOR NISC-2018 & INTERNATIONAL CONFERENCE ON SCIENCE AND TECHNOLOGY FOR SUSTAINABLE FUTURE)	STATISTICS	16.01.18	ARF/SOII/ANKIT	23.01.18	
47	11576R	5TH TO 8TH INTERNATIONAL YOGA CONFERENCE AT (BANGALORE)	SPORTS	16.01.18	UDC/ARF	23.01.18	
48		TECHNICAL SESSION FILE 1ST NORTH INDIAN SCIENCE CONGRESS NISC-2018 & INTERNATIONAL CONFERENCE ON SCIENCE AND TECHNOLOGY FOR SUSTAINABLE FUTURE (10TH & 11TH JANUARY,2018)	DAAS	16.01.18	ARF/SOII/ANKIT	23.01.18	
49		ADVANCE FILE IB ACIO-II FOR COE OFFICE + 1 FILE	COE	16.01.18	FO/ARF/SOII/CASHIER	23.01.18	disposed off
50	9066R	SERB- NATIONAL POST DOCTORAL FELLOWSHIP DR.DEEPTI BARNWAL	DES	16.01.18	SA/SOI/ARF	23.01.18	
51	9282R	SERB-N-PDF DR. ASHISH K MISHRA	R	16.01.18	SA/ARF/FO	23.01.18	
52		DR.OMESH BAJPAI /DR.VENKATESH DUTTA FOR FELLOWSHIP	DES	16.01.18	SA/ARF/FO	23.01.18	
53		GUEST FACULTY PAYMENT REGADING FILE	VC	16.01.18	ARF/SOII/CASHIET/IAO	23.01.18	

54		UGC NON NET FELLOWSHIP	VC	17.01.18	ARF/SOII/CASHIER	23.01.18	disposed off
55	PDF/2016/001230	DR.DEEPTI BARNAWAL N-PDF	DES	17.01.18	SA/ARF	23.01.18	
56	3704R	IMPREST MONEY FOR MEDIA CENTRE	MEDIA CENTRE	17.01.18	ANKIT/ARF	23.01.18	
57		IMPREST MONEY FOR DMCJ	DMCJ	17.01.18	ANKIT/ARF	23.01.18	
58		RCA ENTRANCE TEST EXAMINATION-2016-17 DEC,24,2016	RCA	17.01.18	ARF/SOII/ANKIT	23.01.18	
59		UGC-START UP RESEARCH GRANT (CONSUMABLE) DR. JIWAN SINGH	DES	17.01.18	SA/ARF/FO	23.01.18	
60	10578R	IMPREST MONEY FOR REGISTRAR OFFICE	R-OFFICE	17.01.18	ANKIT/ARF/FO	23.01.18	
61	7152R	GPF/CPF ADVANCE/WITHDRAWAL NON-TEACHING PART-IV	VC	17.01.18	FO/VC	23.01.18	BY HAND AJAY
62		CHEMICAL REQUIREMENT UNDER DBT PROJECT + 1 FILE ATTCH	VC	17.01.18	ARF/SOI/HEAD DEM	23.01.18	
63	4211R	DR. R PRADHAN BBAU PURCHASE OF MEDICINE	CMO	17.01.18	FO/ARF/SOI/SA	23.01.18	
64	3779r	purchase of postal stamp	R	17.01.18	ANKIT/ARF/FO	23.01.18	
65	6808R	MAINTENANCE OF LAB. & STORE.	DBT	17.01.18	FO/ARF/SOI/SA	23.01.18	
66	10468R	T/C PF OF SHRI AJAY LAL (mts)	R	17.01.18	UDC/ARF	23.01.18	
67	11609R	T/C PF OF SHRI BODH LAL (STENO) ACAD.SECT.	VC	18.01.18	ARF/SOII/SA/UDC	23.01.18	
68	10902R	13TH CAPACITY BUILDING TRAINING PROGRAM OF NML-RRRLF AT DLIS, BBAU	DLIS	18.01.18	ARF/SOII/ANKIT	23.01.18	
69		ADVANCE/ADJUSTMENT OF 1ST NORTH INDIAN SCIENCE CONGRESS (NISC-2018)	PHY	18.01.18	ARF/SOII/UDC	23.01.18	
70	30/DBT/18	ADJUSTMENT 1ST NORTH INDIAN SCIENCE CONGRESS-2018	BIOT	18.01.18	ANKIT/SO/ARF	23.01.18	
71	11263R	APPOINTMENT OF INTERNAL AUDIT OFFICER AS PER 63RD BOM MEETING		18.01.18	FO/ARF/SOI/UDC	23.01.18	
72	9229R	ELECTRICAL MATERIAL FILE OF RCA	EE	18.01.18	FO/ARF/SOI/SA/	23.01.18	

73		FILE OF 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/SOI/SA	23.01.18	
74		ADVANCE FOR LUNCH	EE	18.01.18	ARF/SOII/UDC	23.01.18	
75		PAYMENT OF RAKESH TRIPATHI SECURITY AGENCY AMETHI	OSD AMETHI	18.01.18	ARF/SOI	23.01.18	
76		HONORARIUM DR.NEHA ANAND STUDENT COUNSELING CENTRE	DL	18.01.18	UDC/ARF/SOI/ARF	23.01.18	
77	7205R	221/UGC-MRP (2015-16) DIT BBAU/15 OF INFORMATION TECHNOLOGY	VC	23.01.18	PS/HEAD DIT	23.01.18	
78	8883R	हेतु एलुमीनियम पार्शियन का कार्य	VC	23.01.18	ARF	23.01.18	
79	9601R	FEES REIMBURSED + 6630R FOR FEES REFUND TO TOPPERS (DRM)		23.01.18	FO/ARF/SOI/ANKIT	23.01.18	
80	10638R	JRF RECRUIT MENT COMMITTEE HCMV DR G SUNIL BABU, DR SANGEETA SAXENA	VC	23.01.18	PS/PI-DBT PROJECT	23.01.18	
81		ARRANGEMENT OF CARPET/ FURNITURE FOR PRESIDENT VISIT ON 15/12/2017	VC	23.01.18	ARF/SOI	23.01.18	
82		SALARY FILE FOR RCA CONTRACTUAL STAFF	VC	23.01.18	FO	23.01.18	SEE
83		honorarium to guest faculty cyber security course (evening)	VC	23.01.18	FO/CASHIER	23.01.18	BY HAND UDC
84	10772R	PROJECT ASSISTANT MOHD ADIL SIDDIQUE	VC	23.01.18	ARF/SOI	23.01.18	
85	11685R	UGC NON NET FELLOWSHIP MR.RAVI RAJ PAL, MS. RAQUIBUN MISHRA	R	23.01.18	ANKIT	23.01.18	
86		ADVERTISEMENT IN VEWS PAPER FOR 7TH CONVOCATION	BY HAND	23.01.18	ARF/SOI	23.01.18	
87	11625R	FILE FOR LL.M DISSERTATION CLAIM 2015-17 OF SC/ST STUDENTS	VC	23.01.18	ARF/SOI	23.01.18	
88	3303/DAC /17	PURCHASE OF GLASSWARES CHEMICALS FROM CONSUMABLES DST-SERB PROJECT DR. JAWAHAR LAL	VC	23.01.18	ARF/SOI	23.01.18	

89	10845R	CAUTION MONEY FILE PROF. R B RAM	VC	23.01.18	ARF/SOII/CASHIER	23.01.18	disposed off
90	3304/DAC /17	DST-SERB GRANT HEAD: CONTINGENCIES PI DR. JAWAHAR LAL	DAC	23.01.18	ARF/SOI	23.01.18	
91	10253R	INTERNATIONAL CONFERENCE	VC	23.01.18	FO/IAO	23.01.18	
92		FELLOWSHIP FILE DR. ATUL KUMAR UPADHYAY	VC	23.01.18	ARF/CASHIER	23.01.18	disposed off
93		FILE OF MISCELLANEOUS EXPENDITURE IN BBAU SATELLITE CAMPUS TIKARMAFI AMETHI	VC	23.01.18	ARF/SOI	23.01.18	
94	11338R	NON NET FELLOWSHIP AMOUNT AND ADJUSTMENT FROM RGNF ALOK KUMAR	VC	23.01.18	ARF/SOII/ANKIT	23.01.18	
95		SALARY (DBT PROJECT) DR DEVESH KUMAR	VC	23.01.18	ARF/SOI	23.01.18	
96	11285R	PARTICIPATION & INVITED TALK 105TH INDIAN SCIENCE CONGRESS(ISCA)	VC	23.01.18	FO	23.01.18	
97	10849R	DST-INSPIRE FELLOWSHIP MR.PRANESH KUMAR UNDER DR SUDIPTA SAHA	VC	23.01.18	PS/D.PHARMA SCIENCE	23.01.18	
98	11210R	LTC OF PAWAN KUMAR CHAURASIA	VC	23.01.18	ARF/SOI	23.01.18	
99	11211R	PURCHASE OF INCUBATOR DR. VIRENDRA SHUKLA DR. SANGEETA SAXENA	VC	23.01.18	FO	23.01.18	
100		REIMBURSEMENT OF RESIDENTIAL TELIPHONE/MOBILE OF FACULTY/OFFICER	VC	23.01.18	ARF/SOII/CASHIER	23.01.18	disposed off
101	8894R	POST-DOC DR JAVEED AHMAD BHAT	VC	23.01.18	ARF/SOI	23.01.18	
102	10407R	DR ASHISH KUMAR MISHRA NPDF	VC	23.01.18	ARF/SOI	23.01.18	
103		DR ALOK KUMAR SINGH HEAD OF EXPENDITURE: FELLOWSHIP	VC	23.01.18	ARF/SOI	23.01.18	
104	3900R	MISCELLANEOUS	VC	23.01.18	PS/DST CPR	23.01.18	DR. VENKATESH DUTTA
105	10446R	MEDICAL REIMBURSEMENT OF NON-TEACHING STAF	VC	23.01.18	ARF/SOII/CASHIER	23.01.18	disposed off
106		DESKTOP (02 NOS) FOR DES	VC	23.01.18	DR(STORE)	23.01.18	

107	4082R	Children Education Allowance Part III	VC	23.01.18	ARF/SOII/CASHIER	23.01.18	disposed off
108	11684R	NON NET FELLOWSHIP MR MANOJ DHANAJA, AJAY KUMAR YADAV, MINA KASHI	DAC	23.01.18	ANKIT	23.01.18	
109	1055F	TRANSFER OF HOSTEL FEE (ELETRICITY AND ROOM RENTAL CHANGES)	ABH	23.01.18	FO	23.01.18	
110	11697R	MR. DHARMVEER SINGH (PH.D.SCHOOLER)	DAP	23.01.18	ANKIT	23.01.18	
111	11148R	BNPL FILE FOR COE OFFICE	COE	23.01.18	ARF	23.01.18	
112		7TH CONVOCATION OF BBAU DR. NEETU SINGH	BY HAND	23.01.18	ARF/SOII/UDC/	23.01.18	
113	6773R	अतिथि गृह को आधुनिक ढंग से सुसज्जित किये जाने के सम्बन्ध में	GH	23.01.18	SA	23.01.18	
114	9847R	TRAINING PROGRAMME ON STATISTICAL DATA PROGRESSING AND USE UNIT LEVEL DATA OF NSSO. BY PROF. SANATAN NAYAK	DES	23.01.18	ARF	23.01.18	
115		FC MEETING ADVANCE/ADJUSTMENT	FINANCE	23.01.18	FO	23.01.18	
116	8642R	TC PURCHASE OF RACK ETC FOR ELECTRICAL STORE	VC	23.01.18	ARF/SOI	23.01.18	
117	6560R	DST-SERB MAJOR RESEARCH PROJECT DR. RAM NARESH BHARAGAVA	VC	23.01.18	ARF	23.01.18	
118	3070R	SAMIKSHA/DAP/INSPIRE FELLOWSHIP-2014	VC	23.01.18	ARF	23.01.18	
119		WIFI WIRE LANE CONNECTION FILE	DIT	23.01.18	UDC	23.01.18	
120		PURCHASE OF BAR CODE SCANNERS WEIGHING MACHINE (DIGITAL)	VC	23.01.18	ARF	23.01.18	
121		guest house payment -2011	VC	23.01.18	ARF	23.01.18	
122	11143R	T/C PF LTC OF SHRI V K TRIPATHI JE ENGINEERING SECTION	ESTT	23.01.18	ARF	23.01.18	
123	8558R	PURCHASE OF ELECTRICAL CABLES	VC	23.01.18	ARF	23.01.18	
124	11584R	UPDATION OF CLASSROOM/LABORATORY	VC	23.01.18	ARF/HEAD DAP	23.01.18	
125		PROJECTOR MAINTENANCE	VC	23.01.18	ARF	23.01.18	
126		DR. NEELAM (MO) CONTRACT SATELLITE CAMPUS	VC	23.01.18	ARF	23.01.18	
127	9449R	DIESEL FOR DG STE AMETHI CAMPUS	VC	23.01.18	ARF	23.01.18	
128		NEWSPAPER & PERIODICALS	RCA	23.01.18	ARF	23.01.18	

129	10638R	JRF RECRUIT MENT COMMITTEE HCMV DR G SUNIL BABU, DR SANGEETA SAXENA	DBT	23.01.18	SA	23.01.18	
130	5266R	MONEY DEPOSITED IN UNI. A.C	DSW	23.01.18	FO/ARF	23.01.18	
131		CASH ADVANCE AE(E)	AE(E)	23.01.18	SA	23.01.18	
132		ADVANCE FOR SPECIAL LECTURE (PROF A D N BAJPAI) DR D K YADAV,DE	DE	23.01.18	FO	23.01.18	
133		DD REGARDING FILE	COE	23.01.18	FO/ARF	23.01.18	
134		DD RELATED TO 6TH CONVOCATION JAN 2016	COE	23.01.18	FO/ARF	23.01.18	