

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	REMARKS
1	6484R	PAYMENT TO TAX CUNSLTANTS INCOME TAX + TRADE TAX	FW	26.11.18	FO/VC	23.01.19	
2	11665r	ugc start up project of dr. pankaj kumar arora	dem	05.12.18	fo/arf/SOI/SA /ARF/FO/arf/F O/SOI/ARF/FO /SOI/H.DES	23.01.19	
3	18000R	FILE OF SECURITY SERVICES OSD AMETHI	R	13.12.18	FO/ARF/SOI/S A/fo	23.01.19	
4	11586R	PF OF DR. SUBHASH MISRA WITHOUT SERVICE BOOK	R	01.01.19	FO/SOI/UDC/ arf/Soi/udc	23.01.19	
5	102	imprest money for drm	drm	03.01.19	ankit/arf/fo/a rf/soi/cashier	23.01.19	
6	16026R	ICNP-2018 FROM DST-SERB PROJECT DR. R N BHARAGAVA	DM	03.01.19	SA/arf/FO /ARF/FO/arf/S OI	23.01.19	
7	10322R	Children Education Allowance SESSION 2017-18	r	04.01.19	sa/fo	23.01.19	
8	12847R	SERB RESEARCH GRANT JRF/SRF SALARY FILE DR. GAURAV KAITHWAS	PHARMA	11.01.19	SA/ARF/FO/C ASHIER	23.01.19	
9	19091r	imprest money for osd amethi	r	11.01.19	ankit/ARF/FO /osd amethi	23.01.19	
10		fixing of white board	ee	11.01.19	udc/ARF/FO/c ashier	23.01.19	
11	19103R	MAINTENANCE WORK OF HOME SCIENCE DEPARTMENT	R	14.01.19	SOI/SA/fo/arf	23.01.19	
12	12994R	PURCHASE OF AC FOR VARIEUS DEPARTMENT SECTION	STR	14.01.19	SA/fo/iao	23.01.19	

13	6492R	INCREMENT FILE OF FACULTY MEMBERS	R	14.01.19	FO/ARF/SOI/UDC/fo/udc/FO/IAO	23.01.19	
14	4094R	UP32DC4006 TATA INDIGO	R	14.01.19	UDC/ARF/FO	23.01.19	
15	17096R	T/C PF LTC OF PROF. SHUBHINI A SARAF ALONGWITH SERVICE BOOK	R	14.01.19	ANKIT/FO/iao	23.01.19	
16	19113R	T/C PF LTC OF SHRI SN ABBAS ALONG WITH SERVICE BOOK	R	14.01.19	ANKIT/FO/iao	23.01.19	
17	17026R	TA BILL PAYMENT OF CHANCELLOR BBAU	R	15.01.19	udc/ARF/FO/cashier	23.01.19	
18	12547R	CHEMICALS DR. SUDIPTA SAHA UGC- MRP PROJECT	PHARMA	15.01.19	SA/FO	23.01.19	
19	3484R	Diesel for tractor	R	15.01.19	ANKIT/ARF/FO/arf	23.01.19	
20	15076R	AMBEDKAR BHAWAN ME JALAPURTI ARRENJMENT	R	15.01.19	SOI/SA/fo/vc	23.01.19	
21	6927R	IMPREST MONEY FOR SPORTS SECTION	SS	15.01.19	ankit/fo/arf/soi	23.01.19	
22	6441R	INCREMENT FILE OF NON TEACHING	R	16.01.19	FO/UDC/fo/soi/udc/IAO	23.01.19	
23	14056R	SLIP AND ID CARD PRINTING REGARDING FILE	R	16.01.19	udc/arf/FO/vc	23.01.19	
24	12352R	REQUIREMENT OF LAW TEMPERATURE REFRIGERATOR (-20.C ) IN CHEMICAL RESEARCH LABORATORIES DR. JWAHAR LAL	DAC	16.01.19	SA/fo/iao	23.01.19	
25	17017R	REPAIR OF PRINTER P-1007 (RECURITMENT CELL/STORE SECTION)	R	16.01.19	UDC/ARF/FO/dr(s&p)	23.01.19	
26	15061R	PURCHASE OF HP COLOR JET LAGER CARTRIDGE/CANEN CARTRIDGE FOR COE OFFICE	R	16.01.19	UDC/FO/dr(s&p)	23.01.19	
27	4906r	braille section for gbl + one file	GBL	16.01.19	SO/sa/soi/arf/fo/soi/sa	23.01.19	

28	15004R	EQUIPMENT PURCHASING FILE DR. VENKATESH KUMAR R	R	16.01.19	SA/fo	23.01.19	
29		PROPOSAL FOR ONE WEEK (FIVE DAYS) WORKSHOP ON RESEARCH METHODOLOGY FROM 25TH FEBRUARY,2019 TO 01ST MARCH, 2019	DHR	16.01.19	FO/head dhr	23.01.19	
30		FILE FOR THE IMPREST MONEY BY PREPAID CARD FROM PROF.PRITI SAXENA	DHR	16.01.19	ANKIT/FO	23.01.19	
31	10919R	ICSSR FORM FILE FOR Abhishek mishra	AR(A)	17.01.19	FO/SOII/ANKIT/ARF/FO	23.01.19	
32	12528R	SUPPLY OF CARPENTRY GOODS FOR HOSTELS AND MISCELLANEOUS MAINTENANCE WORKS OF BBAU BUILDINGS +1 FILE	R	17.01.19	SOI/SA/fo	23.01.19	
33	17065R	REFUND OF CAUTION MONEY FOR OSD AMETHI	R	17.01.19	SOII/ANKIT/fo/arf	23.01.19	
34	3124R	Purchase of Cartridge(P-1007)	IAO	17.01.19	fo/cashier	23.01.19	
35	18068r	repairing & purchasing of ups battery	UDC	17.01.19	ARF/CASHIER	23.01.19	
36	12230R	MAINTENANCE OF DG SET AT AMETHI CAMPUS	VC	17.01.19	ARF/SOI/CASHIER	23.01.19	
37	9232R	ICSSR PROJ- SURINDER MEHER	VC	17.01.19	ARF/SOI/CASHIER	23.01.19	
38		PURCHASE OF STATIONARY ITEMS FOR BOM MEETING HELD ON NOVEMBER 2017	VC	17.01.19	ARF/SOI/CASHIER	23.01.19	
39		DR.JIWAN SINGH SERB-DST PROJECT (MANPOWER HEAD)	VC	17.01.19	ARF/SOI/CASHIER	23.01.19	
40	027/DZ/BBAU	TRAVEL GRANT DR. ABHA MISHRA, DR. JYOTI PANDEY, DEPARTMENT OF ZOOLOGY	VC	17.01.19	ARF/SOI/CASHIER	23.01.19	
41	17098R	EMD RELEASE AGAINST THE EQUIPMENTS PURCHASED DR. G SUNIL BABU	VC	17.01.19	ARF/SOI/CASHIER	23.01.19	
42	15058R	reparing of ups & batteries & olt system bbau ONE FILE ATTACH	VC	17.01.19	ARF/SOI/CASHIER	23.01.19	

43		HONORARIUM DR. NEHA ANAND STUDENT COUNSELING CENTRE	VC	17.01.19	ARF/SOI/CAS HIER	23.01.19	
44		BIO-METRIC ATTENDANCE ET-2018	VC	17.01.19	ARF/SOI/CAS HIER	23.01.19	
45	YSS/2015/000838	DST-SERB GRANT, DR. JAWAHAR, MANPOWER SALARY (PROJECT FELLOW)	VC	17.01.19	ARF/SOI/CAS HIER	23.01.19	
46		FULL TIME RESEARCH STAFF, PART TIME ASSISTANCE/HIRING CHARGES	DE	18.01.19	SA/SOI/FO/vc	23.01.19	
47		ICSSR DOCTORAL FELLOWSHIP PAYMENT FILE MS.PRAGYA SHARMA,MS.PRITI JHA AND MS. RUCHI BHALLA	DE	18.01.19	ANKIT/SOII/fo/vc	23.01.19	
48	9443R	ICSSR PROJ- DR SURENDRA MEHER CONTINGENCY GRANT	DE	18.01.19	AJAY/SOI/fo	23.01.19	
49		Imprest money for statidstics	DAS	18.01.19	ANKIT/fo/arf/fo	23.01.19	
50	3779r	purchase of postal stamp	VC	21.01.19	ARF/SOII/ANKIT	23.01.19	
51	12713R	MAINTENANCE OF INSTRUMENTS-I	VC	21.01.19	ARF/SOI/CAS HIER	23.01.19	
52	12610r	maintenance of ro water treatment plants	VC	21.01.19	ARF/SOI/CAS HIER	23.01.19	
53	3284R	SIGNAGE BOARD IN UNI. CAMPUS	R	18.01.19	SA/SOI/fo	23.01.19	
54	12032R	CONTINGENCY DR.SUNIL BBAU GOSIPATALA	FO	21.01.19	SOI/sa	23.01.19	
55		SALARY RELEASE FILE FOR ICMR -JRF (SOUMIYA PAI) UNDER PI DR. YUSUF AKHTER, DBT	FO	21.01.19	SOI/FO/vc	23.01.19	
56	17029R	T/C PF LTC OF DR. ABHA MISHRA ALONGWITH SERVICE BOOK	FO	21.01.19	SOII/ARF/FO/iao	23.01.19	
57	18087R	T/C PF OF SHRI ZAFARE ALAM along with service book	FO	21.01.19	SOII/fo	23.01.19	
58	17097R	T/C PF OF DR .VENKATESH KUMAR R ALONGWITH SERVICE BOOK	FO	21.01.19	SOII/ARF/FO/iao	23.01.19	

59	18036r	international conference on global control of green house gases at the sources by physical and chemical techbology 22-24 march, 2019	FO	21.01.19	SOII/fo/dac	23.01.19	
60	12389R	AUDITORIUM MAINTENANCE WORK	EE	22.01.19	FO/ARF/SA	23.01.19	
61	12578R	ADVANCE FOR BOM (TEA & SNACKES)	R	22.01.19	UDC/fo/arf	23.01.19	
62	11993R	ADVANCE FOR R-OFFICE	R	22.01.19	udc/fo	23.01.19	
63		SIGN BOARD FOR PILOT PLANT OF DBT PROJECT AT FIELD PROF. RAM CHNDRA	iao	22.01.19	fo/vc	23.01.19	
64	3613R	SCANNING ELECTRON MICROSCOPE SERVICE	iao	22.01.19	fo/arf/SOI	23.01.19	
65	12852R	MAINTENANCE OF CANTEEN NEAR UIET BUILDING	IAO	22.01.19	FO/vc	23.01.19	
66		REMUNERATION BILL FOR END SEMESTER EXAM DEC-2018	VC	22.01.19	FO/ARF/UDC	23.01.19	
67		TA APPROVAL FILE MICROBIOLOGY	vc	22.01.19	fo/arf/SOI	23.01.19	
68	12764R	MR. PAWAN KUMAR RESEARCH SCHOLAR FELLOWSHIP	vc	22.01.19	ARF/CASHIER	23.01.19	
69	18051R	PROPOSAL FOR ONE DAY NATIONAL SEMINAR 23RD FEBRUARY 2019 CENTRE OF POST GRADUATE LEGAL STUDIES	VC	22.01.19	fo/cashier	23.01.19	
70		COMMEMORATION OF THE 23RD ANNIVERSARY OF THE FOUNDATION DAY OF THE BBAU (PURCHASE OF MEMENTOS) prof. kaman singh	vc	22.01.19	fo/arf/SOII	23.01.19	
71	19100R	FILTER PAPERS FOR AIR SAMPLERS	vc	22.01.19	arf/SOI/H.DES	23.01.19	
72	19082R	FUIRNISHING OF LAB & CLASSROOMS INTEGRATED APPLIED GEOLOGY (IAG) DR. NARENDRA KUMAR	vc	22.01.19	ARF/CASHIER	23.01.19	
73	9470R	REQUIREMENT OF CHEMICALS GLASWARES/PHASTIC WARES	vc	22.01.19	ARF/CASHIER	23.01.19	
74	12555R	KJELDAHL UNIT FOR DES	vc	22.01.19	ARF/CASHIER	23.01.19	

75	19126R	UC & SE OF SERB PROJECT NO. PDF/2017/001408 DR. VIRENDRA SHUKLA	vc	22.01.19	ARF/CASHIER	23.01.19	
76	7457R	APPOINTMENT OF JRF FELLOWSHIP DR. ANAND PRAKASH	vc	22.01.19	ARF/CASHIER	23.01.19	
77		purchase of minor equipments for dr. suman mishra	vc	22.01.19	fo/arf/SOI	23.01.19	
78	15008R	LABORATORY FURNITURE DR. KHEM B THAPA	physics	22.01.19	fo/arf	23.01.19	
79	19161r	reimbursement for attending refresher course (10-31 des 2018) dr. sutanu maji	r	22.01.19	arf/UDC	23.01.19	
80	19085R	SAPANA KUSHWAHA REGARDING REIMBURSEMENT OF HOSPITALITY FILE OF ORIENTATION PROGRAMME	r	22.01.19	arf/SOII/UDC	23.01.19	
81	19160r	refresher course reimbursement dr. narander kumar	r	22.01.19	arf/SOII/UDC	23.01.19	
82	19128r	reimbursement of food charges & admission fees of refrater course (dr. ravi shankar verma)	r	22.01.19	arf/SOII	23.01.19	
83	19158r	t/c pf ltc of prof. naveen kumar arora without service book	r	22.01.19	ankit/fo/vc	23.01.19	
84	19135R	PURCHASE OF LAMINAR FLOW DR PANKAJ KUMAR ARORA	MICROBIOLOGY	22.01.19	FO/sa	23.01.19	
85	12441R	AMRENDR SINGH VEDDI SECURITY AGENCY PAYMENT - II	vc	22.01.19	fo/r	23.01.19	
86	12448R	M/S VINOD KUMAR CHAHMOLI SECURITY PAYMENT FILE-18-19	vc	22.01.19	fo/r	23.01.19	
87	12572r	purchase of equipments for chemistry lab uiet(b.tech)	uiet	22.01.19	arf/soi	23.01.19	
88		REQUIREMENT OF NAME PLATES	uiet	22.01.19	soii/UDC	23.01.19	
89	19058r	t/c pf ltc of shri bharat lal ALONGWITH SERVICE BOOK	iao	22.01.19	fo/DR(E)	23.01.19	
90	17092r	t/c pf ltc of shri r p yadav ALONG SERVICE BOOK	IAO	22.01.19	FO/r	23.01.19	
91	18003R	SERB-RESEARCH GRANT: PURCHASE OF CHEMICALS	IAO	22.01.19	fo/VC	23.01.19	

92		PRINTING OF VARIOUS FORMES & OTHERS ITEMS USED IN EXAM SECTION	by hand	23.01.19	fo/soi/udc	23.01.19	
93	7601R	REPAIRING OF STAGE IN MAIN AUDITORIUM	vc	23.01.19	fo//ee	23.01.19	
94	14026R	SUCHMM PADARTH AND SAMBADDH CHETAN URJA RASHTRIIY SANGHOSTI 01 FEBEARY-03 FEBEARY2019 PROF. BAL CHANDRA YADAV OPENING BANK ACCOUNT	PHYSICS	23.01.19	fo/soii/ANKIT	23.01.19	
95		meeting of school board of dean spds adjustment of bill prof. kaman singh	vc	23.01.19	fo	23.01.19	
96	19167r	expenditure for news papers magazines prof. kaman singh	r	23.01.19	fo/dean spds	23.01.19	
97	17018R	REFLING OF 88A TONER	r	23.01.19	udc	23.01.19	
98	17084R	annual report for the YEAR 2017-18	iao	23.01.19	fo/iao	23.01.19	
99	4647R	STAFF SALARY DST CENTRE FOR POLICY RESEARCH	vc	23.01.19	CASHIER	23.01.19	
100	12033R	RECRUITMENT OF JUNIOR RESEARCH FELLOW DR. SUNIL BABU GOSIPATALA	VC	23.01.19	CASHIER	23.01.19	
101	12392R	CONTINGENCY: UGC MRP PROJECT PROF.RANA P SINGH	vc	23.01.19	CASHIER	23.01.19	
102	12094R	APPOINTMENT OF JRF DR. JYOTI PANDEY MR. FAHEEM	vc	23.01.19	CASHIER	23.01.19	
103	12214R	ELECTRICAL MAINTENANCE WORK IN CENTRAL LIBRARY	IAO	23.01.19	FO/soi/cashier	23.01.19	
104	15011R	REQUIREMENT OF COMPUTER SYSTEM PROF. GAJANAN PANDEY	DAC	23.01.19	FO/ARF/soi	23.01.19	
105	16007R	MEDICAL REIMBURSEMENT FILE OF DR. HARISHANKAR SINGH	DOE	23.01.19	ARF/soii	23.01.19	
106		file for contingency dr. subhash kumar yadav	ds	23.01.19	sa	23.01.19	
107	301fo	imprest money for pol.science	dps	23.01.19	ANKIT	23.01.19	
108		ADVANCE FOR REPUBLIC DAY ON 26TH JANUARY, 2019 AMETHI	VC	23.01.19	CASHIER	23.01.19	
109	19112R	T/C PF LTC OF SMT. ANITA AGRAWAL PS ALONGWITH SERVICE BOOK	IAO	23.01.19	FO	23.01.19	

110	8078r	auditorium decoration	IAO	23.01.19	FO	23.01.19	
111	12036R	PURCHASE OF CURTAIN FOR COE OFFICE	IAO	23.01.19	FO/arf	23.01.19	
112	19073r	t/c file of sanitation services osd amethi	IAO	23.01.19	FO	23.01.19	
113	18058R	T/C PF LTC OF SHRI SURESH CHANDRA DRIVERN ALONGWITH SERVICE BOOK	IAO	23.01.19	FO/r	23.01.19	
114	4185R	CENTRAL LIBRARY AC PLANT	IAO	23.01.19	FO/vc	23.01.19	
115	18056R	T/C PF LTC OF SHRI KRISHAN PAL ALONG WITH SERVICE BOOK	IAO	23.01.19	FO/r	23.01.19	
116	19074r	file of manpower services osd amethi	IAO	23.01.19	FO	23.01.19	
117	6256R	MAINTENANCE OF ELECTRICAL UNDERGROUND CABLE		23.01.19	fo/iao	23.01.19	
118	19125R	salary (2018-2019) non plan /csseip	FW	23.01.19	fo/iao	23.01.19	
119	17028R	T/C PF LTC OF DR. SUBHASH MISHRA ALONG WITH SERIVCE BOOK	R	23.01.19	ANKIT	23.01.19	
120	17037r	t/c pf ltc of shri diwan singh mts	r	23.01.19	FO/iao	23.01.19	
121	11728R	DST-STI POST DOCTORAL RESEARCH FELLOW VENKATESH DUTTA STI FELLOW DR.ADITYA VIKRAM AGARWAL	VC	23.01.19	ARF/SOII/CAS HIER	23.01.19	
122	17070R	CHANGE OF TENURE BOARD OF VC OFFICE	R	23.01.19	FO/soi	23.01.19	
123	19173R	ROOF TOP SOLAR SYSTEM	R	23.01.19	SOI	23.01.19	
124	19176R	T/C PF LTC OF DR. SUNIL GORIA ALONGWITH SERVICE BOOK	R	23.01.19	ANKIT	23.01.19	
125	19177R	T/C PF LTC OF DR. MANOJ KUMAR DHADWAL ALONGWITH SERVICE	R	23.01.19	ANKIT	23.01.19	
126	15076R	AMBEDKAR BHAWAN ME JALAPURTI ARRENJMENT	IAO	23.01.19	FO	23.01.19	
127	5002r	university funtions	GBS	23.01.19	SOII	23.01.19	
128		DR.OMESH BAJPAI /DR.VENKATESH DUTTA FOR FELLOWSHIP	des	23.01.19	fo/vc	23.01.19	
129	8842R	ICSSR FELLOWSHIP KRITIKA AGRAWAL	ar(a)	23.01.19	ankit	23.01.19	
130		REMUNERATION BILLS OF GUEST FACULTY FOR END SEMESTER EXAMINATION DEC-2018	fw	23.01.19	fo	23.01.19	
131		ugc start up grant utilization dr. maitri verma	iao	23.01.19	fo	23.01.19	



132		ugc start up grant utilization dr. mukesh kumar awasthi	iao	23.01.19	fo	23.01.19	
133	10409R	REQUIREMENT OF AC	DAC	23.01.19	fo/vc	23.01.19	
134	8772r	requirement of ac tables chairs for labs	dac	23.01.19	fo/arf	23.01.19	
135	3086r	requirement of kbr pellet system for ft-ir in dac	dac	23.01.19	fo/arf	23.01.19	