

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	REMARKS
1	8653R	SATELLITE CAMPUS AT AMEHTI	VC	14.12.18	FO/ARF/SO I/SA/FO/AR F/FO/ARF/f o/arf/SAII	29.01.19	
2	11848R	DR. C.B ZAIDI POST DR. AMBEDKAR CHAIR+ 11560r	R	27.12.18	fo/ARF/SOI /UDC/ARF/ FO/R	29.01.19	
3	11021R	N PDF ATUL KUMAR UPADHYAY	des	01.01.19	ARF/SOII/A NKIT/FO/V C	29.01.19	
4	12705R	REFUND OF FEES YEAR-2018-19	DSW	11.01.19	ANKIT/FO/ VC	29.01.19	
5	19103R	MAINTENANCE WORK OF HOME SCIENCE DEPARTMENT	R	14.01.19	SOI/SA/fo/ arf/fo/arf./ SA	29.01.19	
6		LIGHT ITEMS REGARDING FILE	DSW	15.01.19	FO/ARF/SO F/UDC/FO/ ARF	29.01.19	
7		समाचार पत्रों एवं पत्रिकाओं के भुगतान से संबंधित पत्रावली	KBH	15.01.19	FO/ARF/SO F/UDC/FO/ VC	29.01.19	
8	15004R	EQUIPMENT PURCHASING FILE DR. VENKATESH KUMAR R	R	16.01.19	SA/fo/VC	29.01.19	
9		FILE FOR THE IMPREST MONEY BY PREPAID CARD FROM PROF.PRITI SAXENA	DHR	16.01.19	ANKIT/FO /arf/SOII/C ASHIER	29.01.19	
10		Imprest money for statidstics	DAS	18.01.19	ANKIT/fo/a rf/fo/ankit/ CASHIER	29.01.19	

11	12032R	CONTINGENCY DR.SUNIL BBAU GOSIPATALA	FO	21.01.19	SOI/sa/FO/ ARF/SOI/C ASHIER	29.01.19	
12	18087R	T/C PF OF SHRI ZAFARE ALAM along with service book	FO	21.01.19	SOII/fo/R	29.01.19	
13	11993R	ADVANCE FOR R-OFFICE	R	22.01.19	UDC/fo/arf /SOII/CASH IER	29.01.19	
14	19135R	PURCHASE OF LAMINAR FLOW DR PANKAJ KUMAR ARORA	MICROBIOLOGY	22.01.19	FO/sa/FO/ VC	29.01.19	
15	12994R	PURCHASE OF AC FOR VARIEUS DEPARTMENT SECTION	IAO	24.01.19	FO/arf/SOI/ SA	29.01.19	
16	12641R	AC FOR COMMITTEE ROOM	iao`	24.01.19	fo/arf/SA	29.01.19	
17	12127R	LIGHTING CONDUCTOR REQUIREMENTS	ee	24.01.19	arf/SOI/SA	29.01.19	
18	18003R	SERB-RESEARCH GRANT: PURCHASE OF CHEMICALS	VC	25.01.19	ARF/D.PHA RMA	29.01.19	
19		FULL TIME RESEARCH STAFF, PART TIME ASSISTANCE/HIRING CHARGES	VC	25.01.19	ARF/CASHI ER	29.01.19	
20	6484R	PAYMENT TO TAX CUNSLTANTS INCOME TAX + TRADE TAX	VC	25.01.19	ARF/CASHI ER	29.01.19	
21	14056R	RECIPT AND ID CARD PRINT HETU FILE	VC	25.01.19	ARF/SOII/C ASHIER	29.01.19	
22		ICSSR DOCTORAL FELLOWSHIP PAYMENT FILE MS.PRAGYA SHARMA,MS.PRITI JHA AND MS. RUCHI BHALLA	VC	25.01.19	ARF/CASHI ER	29.01.19	
23		DR OMESH BAJPAI, DR VENKATESH DUTTA FOR FELLOWSHIP	VC	25.01.19	ARF/SOI/C ASHIER	29.01.19	
24	4185R	CENTRAL LIBRARY AC PLANT	VC	25.01.19	fo/iao	29.01.19	
25	12705R	REFUND OF FEES YEAR-2018-19	R	25.01.19	SOII/ARF/F O/VC	29.01.19	
26	18046R	ONE DAY SEMINAR ON THE OCCASION OF FOUNDATION DAY-10TH JANUARY	DES	25.01.19	SOII/ANKIT	29.01.19	

27	19141R	REIMBURSED FILE DR. ANIS AHMAD	R	25.01.19	ARF/SOII/UDC	29.01.19	
28	19045R	REIMBURSEMENT O FOOD AND REGISTRATION FEES FOR REFRESHER COURSES ATTENDED	R	25.01.19	SOII/UDC	29.01.19	
29	11931R	T/C PF OF DR. S K BHATNAGER PROFESSOR DHR + PF FILE ATTACHED	R	25.01.19	FO/ARF	29.01.19	
30	12336R	CIVIL MAINTENANCE WORK IN BBAU CAMPUS	EO	28.01.19	FO/ARF	29.01.19	
31	19192R	WIFI-RAILTEL BBAU	DIT	28.01.19	FO/ARF/SOI/SA	29.01.19	
32	12149R	UIET BUILDING ELECTRICAL REQUIREMENT	EE	28.01.19	FO/ARF/CASHIER	29.01.19	
33	12345R	NEW ELECTRIFICATION WORK +8650R	EE	29.01.19	FO/EE	29.01.19	
34	9950R	4TH BOOK EXHIBITION 2016-17	VC	29.01.19	FO/IAO	29.01.19	
35	12264R	ALUMINIUM PARTITUIONING	EE	29.01.19	SA	29.01.19	
36	9443R	ICSSR PROJ- DR SURENDRA MEHER CONTINGENCY GRANT	VC	29.01.19	ARF/SOI/CASHIER	29.01.19	
37	9884R	NEW VEHICLE MARUTI ERTIGA VDI SHVS UP 32 HR 6041	VC	29.01.19	FO/AR(V)	29.01.19	
38	6492R	INCREMENT FILE OF FACULTY MEMBERS	VC	29.01.19	FO/R	29.01.19	
39	4768R	T/C OF OF DR. RAJESH KUMAR ALONG WITH SERVICE	VC	29.01.19	FO /R	29.01.19	
40	19199R	T/C PF LTC OF DR. NARENDRA KUMAR ALONG WITH SERIVICE BOOK	R	29.01.19	ANKIT	29.01.19	
41	18065R	REQUIREMENT OF CHEMICALS	R	29.01.19	SA	29.01.19	
42	12204R	INSTALLATION OF LABORATRY SINK	R	29.01.19	SA	29.01.19	
43	3060R	ROAD WORK AT ASHOKA BOYS HOSTEL	R	29.01.19	SA	29.01.19	
44	12369R	AMC OF WATER COOLERS AND WATER PURIFIERS	R	29.01.19	SA	29.01.19	
45	17066R	CONSUMABLE ITEMS-DST-SERB PROJECT DR. R N BHARGAVA	R	29.01.19	SA	29.01.19	
46	12547R	CHEMICALS DR. SUDIPTA SAHA UGC- MRP PROJECT	IAO	29.01.19	FO/VC	29.01.19	

47	18087R	T/C PF OF SHRI ZAFARE ALAM along with service book	IAO	29.01.19	FO	29.01.19	
48	6441R	INCREMENT FILE OF NON TEACHING	IAO	29.01.19	FO/VC	29.01.19	
49	17029R	T/C PF LTC OF DR. ABHA MISHRA ALONGWITH SERVICE BOOK	IAO	29.01.19	FO/VC	29.01.19	
50	17037r	t/c pf ltc of shri diwan singh mts ALONGWITH SERVICE BOOK	IAO	29.01.19	FO/R	29.01.19	
51	19113R	T/C PF LTC OF SHRI SN ABBAS ALONG WITH SERVICE BOOK	IAO	29.01.19	FO/R	29.01.19	
52	19125R	salary (2018-2019) non plan /csseip	VC	29.01.19	FO/SAII	29.01.19	
53	17049r	printing of diary & calender for the year -2019	IAO	29.01.19	FO/VC	29.01.19	
54	13083R	IMPREST MONEY FOR DMCJ	DMCJ	29.01.19	ANKIT	29.01.19	
55	17032R	ADVANCE FOR STATIONERY FOR UIET PROF. KAMAN SINGH	UIET	29.01.19	UDCS	29.01.19	
56		WORKSHOP ON BUILDING NATIONAL STI PILICY SYSTEM AND GOVERNANCE FOR EFFECTIVE R&D ECOSYSTEM BY DR. VENKATESH DUTTA	VC	29.01.19	FO/SOI/SA	29.01.19	
57	3838R	SERVICING OF AGRICULTURAL EQUIPMENT	R	29.01.19	UDC	29.01.19	
58	19148R	BOM MEMBERS TA BILL PAYMENT	R	29.01.19	FO/R	29.01.19	
59	17097R	T/C PF OF DR .VENKATESH KUMAR R ALONGWITH SERVICE BOOK	IAO	29.01.19	FO	29.01.19	
60	17096R	T/C PF LTC OF PROF. SHUBHINI A SARAF ALONGWITH SERVICE BOOK	IAO	29.01.19	FO/R	29.01.19	
61	19055r	purchasing of pre-filters	IAO	29.01.19	FO/R	29.01.19	
62	DAAS	JRF SALARY FILE DR. VENKATESH KUMAR R DST PROJECT	DST	29.01.19	SA	29.01.19	
63	5974R	FUND UTILISATION CERTIFICATE & AUDIT DST CENTRE FOR POLICY RESEARCH	DES	29.01.19	FO/SOI/SA	29.01.19	