

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1		TA BILL for Tour Prof.NMP Verma		07.06.16	soi/LDC/ARF/FO	22.07.16	
2		TA/DA & HONORARIUM FOR BBAU ONLINE TEST -2016 DR.BN DUBEY		08.06.16	LDC/ARF/FO	22.07.16	
3		TA bill-Dr. nk arora	dem	08.06.16	ldc/ARF/FO	22.07.16	
4		payment of TA/DA,honorarium for OEE Prof. Shubhini A.Saraf	pharma	08.06.16	ldc/ARF/FO	22.07.16	
5	3067R	M.S. Railing from Gate no.1 to Gate no.3	R	14.06.16	SA/ARF/FO/ARF/SOI/SA/ARF/SO/S A/ARF/S O	22.07.16	
6		TA ,HONARARIUM PROF. SK DWIVEDI	DES	15.06.16	LDC/ARF/FO	22.07.16	
7		REMUNERATION & TA BILLS OF DR. NK ARORA AND DR. RAJESH KUMAR	DEM	16.06.16	LDC/ARF/FO	22.07.16	
8		ADVANE ONLINE EXAM-2016 PROF. SK DWIVEDI	CC	23.06.16	LDC/ARF/FO	22.07.16	
9	305	OBSERVER OF ENTRANCE TEST OF BBAU, 2016 PROF. SANATAN NAYAK	DE	24.06.16	FO/ARF/FO	22.07.16	
10		यात्रा भत्ता एवं पारिश्रमिक की प्रतिपूर्ति के संबंध में प्रो०सुदर्शन वर्मा	LAW	29.06.16	LDC/ARF/FO	22.07.16	

11		दिनांक 31.05.16, 02.06.16 एवं 03.06.16 को आनलाइन एंटेस टेस्ट केंद्र में प्रेक्षक के रूप में प्रो० प्रीती सक्सेना अपनी गाडी यूपी० –25जे-5654 से जाने आने में यात्रा भत्ता एवं परिश्रामिक के भुगतान के संबंध में	law	29.06.16	LDC/ARF/FO	22.07.16	
12		ADVANCE FILE FOR DR. SANJAY KUMAR, OEE-2016		30.06.16	ARF/SO/SOII/ldc/ARF/FO	22.07.16	
13		travel to attend national seminar on yoga	dps	30.06.16	SO/LDC/ARF/FO	22.07.16	
14	8616R	APPROVAL FOR ONE AC (DR. JAWAHARLAL)	ACADEMIC	05.07.16	ARF/SO1/SA/ARF/FO/ARF/SOI/SA/ARF/FO	22.07.16	
15	8762R	ELECTRICAL MAINTENANCE WORK OF HELATH CENTRE	R	08.07.16	FO/SA/ARF/SOI/SA/ARF/FO	22.07.16	
16	3858R	FILE FOR THE PAYMENT OF REMUNERATION BILLS OF DISSERTATION FOR THE IV SEMESTER EXERNAL EXAMINARE IN DHR	DHR	08.07.16	FO/ARF/SOI/SA/ARF/FO	22.07.16	
17	8793R	DELAY CASE OHT&WATER SUPPLY WORK UNDERTAKEN DURING 11TH PLAN	R	11.07.16	SA/ARF/FO	22.07.16	

18		REQUIREMENT OF CHEMICALS	DAC	12.07.16	ARF/SOI/ SA/ARF/ FO/ARF/ SA/ARF	22.07.16	
19	8729R	REQUIREMENT OF DEPARTMENT LIBRARY (U.G.COURES)	DRM	13.07.16	ARF/SOI/ SA/ARF/ FO	22.07.16	
20	8754R	IMPREST FOR B.B.A.&B.COM (H)	DRM	13.07.16	ARF/FO/ ARF/STE NO	22.07.16	
21	4056R	REQUIREMENT OF ONE CLEANER	R	14.07.16	SA/ARF/ FO	22.07.16	
22		ONLINE ENTRANCE EXAMINATION-2016 Dr.SANJAY KUMAR	DAPS	14.07.16	LDC/ARF /FO	22.07.16	
23	8614R	PRINT JOURNALS AND MAGAZINES YEAR 2016	GBL	14.07.16	SA/ARF/ SO	22.07.16	discussion
24	8804R	RE-CONSTRUCTION OF CAMPUS BOUNDRY WALL	VC	14.07.16	FO/ARF/ SOI	22.07.16	
25	6028R	पत्रकारिता एवं जनसंचार विभाग के एम० फिल० सत्र -२०१४-१५ के छात्र-छात्राओं की शेष बची शुल्क की धनराशि की वापसी के सम्बन्ध में	DMCJ	14.07.16	STENO/A RF/FO	22.07.16	
26		एल एल० एम० चतुर्थ सेमेस्टर के विद्यार्थियों के शोध-निबंध के मूल्यांकन हेतु बाहर के परीक्षक के बिल फॉर्म भूगतान हेतु	विधि विभाग	14.07.16	STENO/A RF/FO	22.07.16	
27		END SEMESTER EXAMINATION MAY-2016	COE	15.07.16	STENO/A RF/FO	22.07.16	

28	8248R	REQUIREMENT OF HARD DISK	CC	15.07.16	LDC/ARF/FO	22.07.16	
29	7812R	EARN WHILE LEARN SCHEME	GBL	18.07.16	SOI/SA/ARF	22.07.16	
30	8633R	INSPIRE FACULTY Dr. ALOK KUMAR SINGH, DAC	R	18.07.16	EE	22.07.16	
31	8710R	T/C CPF CONTRIBUTION	R	18.07.16	SOII/STENO/ARF/FO	22.07.16	
32	8657R	Dr.RIMA KUMARI DST-START PROJECT	R	18.07.16	SA/ARF/FO	22.07.16	
33	8810R	PAYMENT DISSERTATION WORK	R	18.07.16	STENO/ARF/FO	22.07.16	
34	8328R	INVERTER REPAIRING WORKS	AE(E)	18.07.16	SA/ARF/FO	22.07.16	
35	4218R	AMC OF AIR CONDITIONER PART-III	AE(E)	18.07.16	SA/ARF/SA/ARF	22.07.16	
36	2524F	FN TA BILL (T/C) OF HON'BLE VICE CHANCELLOR	VC	18.07.16	LDC/ARF/FO	22.07.16	
37	8141R	CONTINGENCY DST-SERB PROJECT Dr.SUDIPTA SAHA	R	18.07.16	SA/ARF/FO	22.07.16	
38	3247R	Dr.BEER SINGH BHADAURIA,DAM	R	18.07.16	VC	22.07.16	
39		IMPREST MONEY	DIT	19.07.16	STENO/ARF/FO	22.07.16	
40	4627R	IMPREST MONEY	DLISc.	19.07.16	STENO/ar/FO	22.07.16	
41		PURCHASE OF PHOTOCOPIER MACHINE	SHS	19.07.16	AR(S&P)	22.07.16	
42	4906R	BRAILLE SECTION 2014-15	STR	19.07.16	SA/ARF/FO	22.07.16	
43	8727R	संगणक मेजो के क्रय हेतु	STR	19.07.16	AR(S&P)	22.07.16	

44	7895R	रिवशा ट्राली कय करने हेतु	STR	19.07.16	SA/ARF/ FO	22.07.16	
45	7585R	REQUIREMENT OF CCTV'S GAUTAM BUDDHA CENTRAL LIBRARY	STR	19.07.16	SA/ARF/ FO	22.07.16	
46	8562R	REAPPEARING OF LAB EQUIPMENT	VC	19.07.16	FO/ARF/ SOI	22.07.16	
47	7495R	IMPREST MONEY	SHS	19.07.16	STENO/a rf/FO	22.07.16	
48	8589R	MEDICAL REMBURSEMENT FILE REGISTRAR & FO & COE	ESTT	19.07.16	CMO	22.07.16	
49	8236R	VC MOBILE BILL PAYMENT	R	20.07.16	CASHIER	22.07.16	disposed off
50	3297R	purchase of diesel for genset	R	20.07.16	LDC/FO/ arf	22.07.16	
51	4026R	PF OF DR. KAMAN SINGH	R	20.07.16	VC	22.07.16	
52	6508R	FWLL TELEPHONE BILL PAYMENT P-2	R	20.07.16	LDC/ARF /FO	22.07.16	
53	3065R	INTERLOKING FOR VCS RESIDENCE	R	20.07.16	SA/ARF/ SOI	22.07.16	
54	8713R	UGC-JRF-SRF Namita gupta	R	20.07.16	AR(A)	22.07.16	
55	8703R	MEDICAL REIMBURESEMT OF N/T	R	20.07.16	STENO/A RF/FO	22.07.16	
56	6720R	PAYMENT FOR DISSERTATION OF SC/ST STUDENT	R	20.07.16	STENO/A RF/FO	22.07.16	
57	3675R	GUNNER FOR HON'BLE VC	R	20.07.16	LDC/ARF /FO	22.07.16	
58	8855R	DISSERTATION (M.SC-STUDENT)	R	20.07.16	STENO/A RF/FO	22.07.16	
59	6964r	JRF- Mr. Siddhartha kumar	R	20.07.16	STENO/A RF/FO	22.07.16	

60	8675R	ELECTRICAL MAINTENANCE WORK OF SUBSTATION NO-2	R	20.07.16	SOI/sa/ARF	22.07.16	
61	4189R	AMC OF CEILING FAN & EXGAUST FANS	VC	20.07.16	ARF/SOI	22.07.16	
62	8558R	PURCHASE OF ELECTRICAL CABLE	VC	20.07.16	ARF/SO	22.07.16	
63	8858r	DISSETATION FILE- MS. KIRAN BHARTI	R	20.07.16	STENO/ARF/FO	22.07.16	
64	4311R	Civil Maintenance work 2014-15	R	20.07.16	SA/ARF/FO	22.07.16	
65	3181R	ALUMINIUM PARTITION WORK IN C.L. FOR SOE	R	20.07.16	SA/ARF	22.07.16	
66	8344R	EXTENSION OF FOOTBALL FIELD FENCING	R	20.07.16	SOI/SA/ARF	22.07.16	
67	5650R	CASH ADVANCE P-2	R	20.07.16	EO	22.07.16	
68	7370R	Book-stoppers	R	20.07.16	SA/ARF	22.07.16	
69		Guest Faculty payment Fo/Finc/136	VC	20.07.16	CASHIER	22.07.16	disposed off
70	8294R	CONTRACTUAL FACULTIES PAYMENT	VC	20.07.16	arf/SOII	22.07.16	
71	7445R	PURCHASE OF UNIVERSITY LIB ITEMS	VC	20.07.16	ARF/SOI	22.07.16	
72	3887R	१०० शायिका महिला एवं पुरुष छात्रावास में कामन हॉल का निर्माण	VC	20.07.16	ARF/SOI	22.07.16	
73	3958R	JRF FELLOWSHIP FUND	VC	20.07.16	ARF/SOII	22.07.16	
74	3804R	GPAT FELLWOSHIP	VC	20.07.16	FO/arf/SOII	22.07.16	
75	6108R	Appointement of RA under YS SCHEME	VC	20.07.16	ARF/SOI	22.07.16	

76	7457R	APPOINTMENT OF JRF DBT PROJ (PILOT)	VC	20.07.16	ARF/SOI	22.07.16	
77	8346R	YOGA FESTIVAL	VC	20.07.16	ARF/SOII	22.07.16	
78		INSURANCE RENEWAL OF VEHICLE	VC	20.07.16	ARF/SOII	22.07.16	
79	4094R	UP32DC4006	VC	20.07.16	ARF/SOII	22.07.16	
80	6768R	Maintenance of Instruments	VC	20.07.16	ARF/SOI	22.07.16	
81	4440R	अतिथि गृह में विभिन्न प्रकार के कार्यों के निर्माण एवं मरम्मत के संबंध में	R	21.07.16	SA/ARF	22.07.16	
82	624F	M.sc Imprest	dap	21.07.16	STENO/ARF/FO	22.07.16	
83	3695r	UC-DST PROJ	DBT	21.07.16	SA/ARF	22.07.16	
84	1790F	UC-DBT PROJ	DBT	21.07.16	SA/ARF	22.07.16	
85	8543R	INSA PROGRAMME Dr.ABHA MISHRA ASSTT.PROF.	DAAS	21.07.16	FO/arf/SO	22.07.16	
86		PURCHASE OF STATIONARY ITEMS FOR BINDING WORKS	STR	22.07.16	fo	22.07.16	
87	7357R	RFID AND LIBRARY AUTOMATION	R	22.07.16	fo	22.07.16	
88	8873R	INSA-SHORT TERM PROGRAMME-2017 DR.VENKATESH KUMAR		22.07.16	VC	22.07.16	
89	1828F	IMPREST	DPR	22.07.16	STENO	22.07.16	
90		42ND FC MEETING FILE	FW	22.07.16	FO	22.07.16	
91	8873R	INSA-SHORT TERM PROGRAMME-2017 DR.VENKATESH KUMAR	VC	22.07.16	FO	22.07.16	
92		ADMISSION SATELLITE CAMPUS IIIT,AMETHI PROF.VIPIN SAXENA		22.07.16	ARF	22.07.16	
93	6922R	सुश्री सुनीता भारती एम फिल समाजशास्त्र विभाग फीस स्थानान्तरण विषयक	soci	22.07.16	steno	22.07.16	
94	7605R	RGNF 2011-12 MR.DILIP SINGH	SOCI	22.07.16	steno	22.07.16	
95		NMEICT PROJ	MCJ	22.07.16	LDC	22.07.16	

96		ADVANCE FOR OSD SATELLITE	DPR	22.07.16	FO	22.07.16	
97		SESSION INAUGURATION FUNCTION 5TH AUGUST,2016	DPR	22.07.16	FO	22.07.16	