

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	10421R	QIP SHORT TERM COURSE ON ADVANCES IN BIOPROCESS ENGINEERING 19TH TO 24TH JUNE, 2017 AT BHU VARANASI DR. G SUNIL BABU	DBT	15.06.17	ARF/SOI/ LDC/ARF/ FO/VC	21.07.17	
2		IMPREST MONEY	DAAS	22.06.17	FO/ARF/S TENO/SO /ARF/FO/ ARF/SO/ CASHIER	21.07.17	disposed off
3	10397R	CLEANING WORK	GBS	30.06.17	FO/ARF/S OI/SA/SO /ARF/FO/ VC	21.07.17	
4		UGC-BSR START UP GRANT PROJECT (PURCHASE OF AC) DR. JIWAN SINGH	DES	06.07.17	SA/SO/A RF/FO/PI UGC BSR	21.07.17	
5		FULL TIME RESEARCH STAFF, PART TIME ASSISTANCE/HIRING CHARGES ICSSR RESEARCH PROJECT (PROF.S.NAYAK)	DE	06.07.17	SA/SO/A RF/FO/H DOE	21.07.17	
6		ADVANCE OF COE OFFICE CONFERENCE WORKSHOP	COE	06.07.17	LDC/SO/ ARF	21.07.17	
7	7631R	Civil Maintenance work P-2	EE	07.07.17	SA/SO/A RF/FO/EE	21.07.17	
8		ICSSR SPONSERED PROJECT FELLOWSHIP OF DR. ANAND PRATAP SINGH	DPS	07.07.17	SA/SO/A RF/FO/V C	21.07.17	

9	6992R	Medical reimbursement(Retired Employee)	CMO	10.07.17	ARF/SOF/ STENO/S OF/ARF/F O	21.07.17	
10	10064R	MEDICAL BILLS OF RETIRED N/T EMPLOYEES	CMO	10.07.17	ARF/SOF/ STENO/A RF/FO	21.07.17	
11		COUNTRACUAL STAFF SALARY PAYMENT REGARDING III	VC	11.07.17	FO/ARF/S OI/SA/so /arf/FO	21.07.17	
12	6781R	DR. SHIV KUMER- CONTINGENCY	des	11.07.17	SA/SOF/A RF/FO/V C	21.07.17	
13	9057R	MAINTENANCE WORK OF TYPE-C RESIDECES	EE	12.07.17	FO/EE	21.07.17	
14		SERB N-PDF DR. OMESH BAJPAI C/O VENKATESH DUTTA (BUDGET HEAD FILE)	DES	12.07.17	ARF/SOI/ SA/ARF/F O	21.07.17	
15		UGC-BSR HEAD: EQUIPMENTS DR. JAWAHAR LAL	DAC	12.07.17	ARF/SOI/ SA/ARF/F O	21.07.17	
16		BREAK DOWN ELECTRICAL FAULT URGENT REPAIRING	AE(E)	12.07.17	SA/SO/A RF/FO	21.07.17	
17	10287R	MR. RAJVARDHAN,PH.D.SCHOLAR ICSSR FELLOWSHIP	LAW	12.07.17	STENO/S O/ARF/F O/VC	21.07.17	
18		UGC-BSR START UP GRANT PROJECT (UV-VISIBLE SPECTROPHOTOMETER PURCHASE) DR. JIWAN SINGH	DES	13.07.17	SA/SO/A RF/FO	21.07.17	
19	10622R	RAJVARDHAN ICSSR FELLOWSHIP	R	13.07.17	SA/ARF/F O/R	21.07.17	
20		PURCHASE OF NEWSPAPER	I&GB	13.07.17	LDC/ARF/ FO	21.07.17	

21	4517R	THE CENTRAL LIBRARY BOOK VENDORS	LIB	13.07.17	FO/LIB	21.07.17	
22		WARI DST FELLOWSHIP SILE (TRANSFER OF FELLOWSHIP FUND)	DES	13.07.17	STENO/ARF/FO	21.07.17	
23	10511R	HOME MINESTARY NATIONAL LANGUAGE	HINDI	14.07.17	STENO/SO/ARF/FO	21.07.17	
24	7458R	CONTIGENCY FILE DR ANAND PRAKASH	DBT	14.07.17	SO/SA/SO/ARF/FO	21.07.17	
25	7837R	APPROVAL FOR REGISTRATION FORM	NSS	17.07.17	ARF/FO	21.07.17	
26	4544R	PAYMENT OF LEGAL FEE MS. APRAJITA BANSAL	LEGAL	17.07.17	SA/ARF/SOII	21.07.17	
27		TATA PHOTAN FILE EXAM SECTION	EXAM	19.07.17	ARF/SOI	21.07.17	
28	8632R	ELECTRICAL MAINTENANCE WORK OF ADMINISRATIVE BLOCK	VC	19.07.17	ARF/SOI/AE(E)	21.07.17	
29	10322R	CHILDREN EDUCATION ALLOWANCE PART-IV	VC	19.07.17	ARF/SOII	21.07.17	
30		Purchase of plants for botanical garden	DAPS	19.07.17	ARF/FO	21.07.17	
31		HONORARIUM TO RCP COORDINATOR	RCP	19.07.17	ARF/FO	21.07.17	
32	10179R	UGC-START UP RESEARCH GRANT DR. JIWAN SINGH	DES	19.07.17	ARF/SINGH	21.07.17	
33	4714R	PF OF DR. SHASHI BHUSHAN	R	20.07.17	ARF	21.07.17	
34	3361R	PF OF DR. R G SONKAWADWE	R	20.07.17	ARF	21.07.17	
35	8553R	PF OF SHRI. MANOJ E PRABHAKAR	R	20.07.17	ARF	21.07.17	
36	5412R	PURCHASE OF SANITARY ITEM P-2	R	20.07.17	FO/VC	21.07.17	
37	10659R	REQUIREMENT PHOTOCOIER & SCANNER	R	20.07.17	SA	21.07.17	
38	10174R	FOTO COPY MACHINE REGARDING	R	20.07.17	SA	21.07.17	
39	10679R	AE(E) COUNTRACUAL SALARY INCRAMENT REGARDING	R	20.07.17	FO	21.07.17	
40	10699R	TA BILL FILE REGISTRAR OFFICE UGC MEETING	R	20.07.17	fo	21.07.17	
41	10698R	TA BILL FILE REGISTRAR OFFICE NCSC-NEW DELHI MEETING 06.07.17	R	20.07.17	fo	21.07.17	
42	5727R	PF OF SHRI MOHD. JAHANGIR SABBIR KHAN	R	20.07.17	ARF	21.07.17	

43	10321R	DISSERTATION AID FILE MSC ENVIROMENTAL SCIENCE	R	20.07.17	STENO	21.07.17	
44	8855R	DISSERTATION (M.SC. STUDENTS)	R	20.07.17	STENO	21.07.17	
45	10472R	PF OF DR. RASHI KRISHNA SINHA	R	20.07.17	ARF	21.07.17	
46	10400R	T/C PF OF MS. SUNITA PAL (STA)	R	20.07.17	FO	21.07.17	
47	10464R	T/C PF OF SHRI A THANGRAJ COMPUTER OPERATOR	R	20.07.17	STENO	21.07.17	
48	9785R	T/C PF PROF.MY KHAN LTC	R	20.07.17	STENO	21.07.17	
49	8214R	SPORTS GROUND AREA LIGHTING WORKS	VC	20.07.17	FO	21.07.17	
50	3043R	SOCIAL SCIENCE JOURNALS PRINTING NMP VERMA	VC	20.07.17	FO	21.07.17	
51		HONORARIUM FOR RESOURCE PERSON OF RCA	VC	20.07.17	FO	21.07.17	
52	10485R	T/C PF SHRI RAMESH CHANDRA PANDAY LTC +1 FILE ATTCH	R	20.07.17	FO	21.07.17	
53	10572R	PURCHASE OF CHEMICALS	R	20.07.17	SA	21.07.17	
54	10693R	IMPREST MONEY FOR USIC DR/ SANGEETA SAXENA	R	20.07.17	STENO	21.07.17	
55	10203R	PRINTING/SUPPLY OF EXAM STATIONARY	R	20.07.17	ARF	21.07.17	
56	10700R	DIGITAL SINGATURE OF THE REGISTRAR AND CONTROLLER OF EXAMINATION FOR POST MATRIC SCHOLARSHIP	R	20.07.17	STENO	21.07.17	
57	10470R	PF OF DR. PRARHANT SINGH	R	20.07.17	ARF	21.07.17	
58	10650R	PF OF SHRI SAHEB SHARAN	R	20.07.17	ARF	21.07.17	
59	10628R	DR MK PADHY REGARDING SALARY STATEMENT	R	20.07.17	FO	21.07.17	
60	6844R	M SC DISSERTATION DBT BIOTECHNOLOGY	R	20.07.17	STENO	21.07.17	
61	6111R	PART TIME MEDICAL ATTENDANT APPOINTMENT OF CONTACT BASIS	R	20.07.17	LDC	21.07.17	
62	10467R			20.07.17		21.07.17	
63	8589R	MEDICAL REMBURSEMENT FILE REGISTRAR & FO & COE	R	20.07.17	STENO	21.07.17	
64	10649R	PF OF SHRI ANCHAL KUMAR JAIN	R	20.07.17	ARF	21.07.17	
65	10601R	REQUIREMENT FOR FUEL (DIESEL OIL) 62.5 KVA DG SET INSTALLED IN	R	20.07.17	ARF	21.07.17	
66	10648R	T/C PF OF HORI LAL MTS	R	20.07.17	ARF	21.07.17	
67	1790R	UTILIZATION CERTIFICATE DBT PROJECT ROLE OF EPIGENETICS IN FEAR MEMORY DR ANAND PRAKESH	R	20.07.17	SA	21.07.17	
68	10467R	EPF FUND REGARDING FILE DPWD OF BBAU	R	20.07.17	FO	21.07.17	

69	7357R	RFID AND LIBRAR AUTOMATION	VC	20.07.17	FO	21.07.17	DISCUSSION
70	10596R	INTERNATIONAL CONFERENCE MALAYSIA PROF.RANA PRATAP SINGH	VC	20.07.17	FO	21.07.17	
71	10624R	REQUIREMENT OF PRINTER	VC	21.07.17	FO	21.07.17	
72						21.07.17	