

| S.No | File.No | Subject  | From whom Received | Received Date | Sent to  | Sent Date | Remarks |
|------|---------|--|--------------------|---------------|--|-----------|---------|
| 1    | 8486R   | Purchasing of plumbing goods                                       | EE                 | 07.04.17      | ARF/SO/L<br>DC/ARF/S<br>OII/ARF/E<br>E/ARF/SOF<br>/arf/FO/V<br>C | 03.07.17  |         |
| 2    | 7415R   | ADVANCE TO CONDUCT SEMESTER EXAMINATION DEC-2015                   | DAC                | 19.04.17      | LDC/ARF/F<br>O/H.DAC   | 03.07.17  |         |
| 3    | 4278R   | IMPREST MONEY  | R                  | 20.04.17      | FO/arf/so/<br>STENO/SO<br>/ARF                                   | 03.07.17  |         |
| 4    |         | NEWS PAPER PAYMENT REGARDING                                       | SBH                | 16.05.17      | STENO/SO<br>/ARF/FO/A<br>RF/SO/CA<br>SHIER                       | 03.07.17  |         |
| 5    | 9376R   | REQUIREMENT OF CURTAIN CLOTHES                                     | STORE              | 16.05.17      | FO/AR(S&<br>P)   | 03.07.17  |         |
| 6    | 6996R   | INSTALLATION OF SUBMERSIBLE PUMP                                   | EE                 | 19.05.17      | FO/EE  | 03.07.17  |         |
| 7    | 10463R  | PAY FIXATION OF LEFT/RESIGNED TEACHERS UNDER 41 RECRUITED TEACHERS | R                  | 30.05.17      | ARF/SOI/L<br>DC/ARF/F<br>O/R                                     | 03.07.17  |         |
| 8    |         | TALLY SOFTWARE (REMAINDER)   | STR                | 02.06.17      | ARF/SOI/S<br>A/SO/ARF/<br>FO/HEAD<br>DRM                         | 03.07.17  |         |

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| 9  |        | PHOTOCOPY AND PRINTER                                  | STR     | 02.06.17 | SA/SO/AR<br>F/FO/HEAD<br>DRM                                | 03.07.17 |  |
| 10 | 7090R  | PURCHASE OF RO & WATER COOLER                          | EE      | 06.06.17 | SA/SO/AR<br>F/fo/ARF  | 03.07.17 |  |
| 11 |        | ADVANCE FOR PROCTOR OFFICE                             | PROCTOR | 07.06.17 | STENO/SO<br>F/ARF/fo/<br>VC                                 | 03.07.17 |  |
| 12 |        | HONORARIUM DR. NEHA ANAND STUDENT COUNSELING<br>CENTRE | DL      | 07.06.17 | FO/ARF/C<br>ASHIER  | 03.07.17 |  |
| 13 |        | HONORARIUM FOR RESOURCE PERSON OF RCA                  | RCA     | 07.06.17 | ARF/SOI/S<br>A/SO/ARF/<br>FO/SO/AR<br>F/FO                  | 03.07.17 |  |
| 14 |        | GUEST FACULTY PAYMENT FILE DR. SURINDER KUMAR          | DAS     | 07.06.17 | ARF/SOII/<br>ARF/FO/A<br>RF/SOII/F<br>O/COORDI<br>NATIR DAS | 03.07.17 |  |
| 15 | 9190R  | DR. SHIKHA PRUCHASE OF VV-VIS SPECTROPHOTOMETER        | DES     | 07.06.17 | FO/ARF/S<br>OF/SA/SO/<br>ARF                                | 03.07.17 |  |
| 16 | 9789R  | GRANT IN AID FUND ALLOCATION FOR RCP                   | RCP     | 09.06.17 | FO/ARF  | 03.07.17 |  |
| 17 | 10409R | REQUIREMENT OF AC                                      | DAC     | 09.06.17 | FO/ARF  | 03.07.17 |  |
| 18 | 10468R | T/C PF OF SHRI AJAY LAL                                | ARE     | 09.06.17 | ARF/SOII/L<br>DC/ARF/F<br>O/ARF                             | 03.07.17 |  |
| 19 |        | GUEST HOUSE PAYMENT 2011                               | GH      | 12.06.17 | LDC/ARF/F<br>O/VC   | 03.07.17 |  |

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| 20 | 7457R  | APPOINTMENT OF JRF SCHOLARSHIP FILE DR ANAND PRAKASH     | DBT | 13.06.17 | SA/ARF/fo /VC              | 03.07.17 |  |
| 21 | 10450R | PERFORMANCE OF BOOKLET TO SUBMISSION OF (MHRD)           | RSO | 15.06.17 | ARF/SOF/S A/ARF/FO/ ARF    | 03.07.17 |  |
| 22 |        | IMPREST MONEY FILE                                       | DOS | 22.06.17 | STENO/SO /ARF/FO           | 03.07.17 |  |
| 23 |        | DR.ASHISH KUMAR MISHRA                                   | DES | 22.06.17 | SA/ARF/fo /VC              | 03.07.17 |  |
| 24 | 7642R  | DECORATIVE LIGHTING WORKS ON FOUNDATION DAY CELEBRATIONS | EE  | 23.06.17 | SOI/SA/AR F/FO             | 03.07.17 |  |
| 25 | 5628R  | DR.BAL CHANDRA INDO RUSSIAN PROJECT                      | DAC | 23.06.17 | FO/ARF/S O/SA/SO/ ARF      | 03.07.17 |  |
| 26 | 8214R  | SPORTS GROUND AREA LIGHTING WORKS                        | R   | 23.06.17 | ARF/SOI/S A/SO/ARF         | 03.07.17 |  |
| 27 | 10382R | MOU 10382R+10408R  | R   | 23.06.17 | ARF/SOI/S A/PROF. M Y KHAN | 03.07.17 |  |
| 28 |        | DR. JIWANM SINGH PURCHASING STATIONERY ITEM              | DES | 23.06.17 | ARF/SOI/S A/ARF/FO         | 03.07.17 |  |
| 29 |        | CHEMICALS GLASSWARES ETC                                 | DES | 23.06.17 | ARF/SOI/S A/SO/ARF         | 03.07.17 |  |
| 30 | 28/FO  | IMPREST MONEY  | DAC | 27.06.17 | SOI/STEN O/FO.H DAC        | 03.07.17 |  |

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| 31 | 3342R | IMPREST MONEY OF PETROL FOR BUSH CUTER                     | GBS  | 27.06.17 | STENO/AR<br>F/FO/ARF                             | 03.07.17 |  |
| 32 |       | LANDSCAPING OF AMBEDKAR BHAWAN                             | GBS  | 27.06.17 | LDC/SO/A<br>RF                                   | 03.07.17 |  |
| 33 | 6927R | IMPREST MONEY  | SS   | 27.06.17 | STENO/AR<br>F/FO/ARF                             | 03.07.17 |  |
| 34 | 7458R | DR. ANAND PRAKASH PILOT PROJECT                            | DBT  | 27.06.17 | ARF/STEN<br>O/SOF/AR<br>F/DR<br>ANAND<br>PRAKASH | 03.07.17 |  |
| 35 |       | DR. JIWAN SINGH UGC-START UP RESEARCH<br>GRANT(CONSUMABLE) | DES  | 27.06.17 | SA/ARF/V<br>C                                    | 03.07.17 |  |
| 36 |       | DR. DEEPTI BARNAWAL  | DES  | 27.06.17 | ARF/SOI/S<br>A/ARF/FO                            | 03.07.17 |  |
| 37 | 7049R | AMAR JYOTI DAS   | DES  | 27.06.17 | STENO/SO<br>/ARF                                 | 03.07.17 |  |
| 38 |       | IMPREST MONEY  | DAPS | 27.06.17 | STENO/AR<br>F/FO/ARF                             | 03.07.17 |  |
| 39 |       | IMPREST  | DEM  | 28.06.16 | STENO/SO<br>/ARF/FO                              | 03.07.17 |  |
| 40 |       | PAYMENT FILE FOR SECURITY SERVICES                         | OSD  | 28.06.16 | ARF/SO/S<br>A/SO/ARF/<br>FO/VC                   | 03.07.17 |  |
| 41 |       | PURCHASE OF LAPTOP BATTERY                                 | DEM  | 28.06.16 | SA/ARF/A<br>R(S&P)                               | 03.07.17 |  |

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| 42 |        | REPAIRING OF PROJECTOR  | DEM   | 28.06.16 | SA/ARF/FO           | 03.07.17 |              |
| 43 | 10322R | Children Education Allowance SESSION 2017-18 PART-IV          | R     | 28.06.16 | SA/SO/ARF           | 03.07.17 |              |
| 44 | 10506R | FACULTY DEV. PROGRAMME DR. SUFIYA AHMED                       | R     | 28.06.17 | ARF/STENO/ARF       | 03.07.17 |              |
| 45 | 10131R | NATIONAL CONFERENCE ON TRANSFORMING LIBRARIES                 | VC    | 28.06.17 | FO/HEASDLIS         | 03.07.17 |              |
| 46 | 7639R  | REQUIREMENT FOR RENTED LED WALL FOR FOUNDATION DAY            | VC    | 28.06.17 | ARF/FO/ARF          | 03.07.17 |              |
| 47 |        | IMPREST MONEY   | COE   | 28.06.17 | STENO/SO/ARF/FO/COE | 03.07.17 |              |
| 48 | 10578R | IMPREST R-OFFICE  | R     | 29.06.17 | FO/ARF/SOII/CASHER  | 03.07.17 | disposed off |
| 49 |        | FN TRAVELLING ALLOWANCE BILL FILE(T/C) HONBLE VICE CHANCELLOR | DOH   | 29.06.17 | STENO/SO/ARF/FO     | 03.07.17 |              |
| 50 | 3222R  | PF OF SHRI A K MAURYA DEPUTY REGISTRAR                        | VC    | 29.06.17 | FO/VC               | 03.07.17 |              |
| 51 | 7152R  | GPF/CPF ADVANCE/WITHDRAWAL NON-TEACHING PART-IV               | VC    | 29.06.17 | FO/ARF              | 03.07.17 |              |
| 52 | 4592R  | AMC OF FIRE SYSTEM  | EE    | 30.06.17 | FO/VC               | 03.07.17 |              |
| 53 | 7401R  | AMC OF WATER COOLER & WATER PURIFIERS-P-II                    | VC    | 30.06.17 | FO/arf              | 03.07.17 |              |
| 54 | 6478R  | ICSSR DOCTORAL FELLOWSHIP MR. HARIOM                          | DLIS  | 30.06.17 | ARF/SOII/STENO      | 03.07.17 |              |
| 55 | 10522R | NON-RECURRING ITEM  | AR(S) | 30.06.17 | FO/AR(S&P)          | 03.07.17 |              |
| 56 | 10397R | CLEANING WORK   | GBS   | 30.06.17 | FO/ARF              | 03.07.17 |              |
| 57 |        | T/C FILE MAINTENACE OF DG SET AT AMETHI CAMPUS                | EE    | 30.06.17 | ARF/SOI/SA          | 03.07.17 |              |

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| 58 | 8190R  | PROPOSAL FOR MANAGEMENT STUDIES BUILDING                            | EE      | 30.06.17 | FO/ARF                  | 03.07.17 |  |
| 59 |        | AGENDA ITEMS FOR FC MEETING 44TH                                    | FO      | 03.07.17 | VC                      | 03.07.17 |  |
| 60 |        | SALARY-RCA  |         | 03.07.17 | fo                      | 03.07.17 |  |
| 61 | 4671R  | इम्प्रेस्ट मनी हि० अधि०   | HINDI   | 03.07.17 | STENO                   | 03.07.17 |  |
| 62 | 3402R  | INSURANCE RENEWAL FOR VEHICLE                                       | VEHICLE | 03.07.17 | LDC/SO/ARF              | 03.07.17 |  |
| 63 | 3263R  | YASHODHARA GIRLS HOSTEL REGARDING WHITE WASH OF HOSTEL              | VC      | 03.07.17 | EE                      | 03.07.17 |  |
| 64 |        | PURCHASE OF COMPUTER SYSTEM FOR RECEPTION COUNTER                   | VC      | 03.07.17 | FO                      | 03.07.17 |  |
| 65 |        | ICHR PROJECT RENU PANDAY  | HISTORY | 03.07.17 | ARF BY HAND RENU PANDAY | 03.07.17 |  |
| 66 |        | PAYMENT FOR LUNCH ON 14 APRIL 2017 ON THE OCCASION AMBEDKAR JAYANTI | VC      | 03.07.17 | ARF                     | 03.07.17 |  |
| 67 | 10213R | REQUIREMENT OF 02 TON AC 01 NOS DR. D.R.MODI LAB TNCHARGE           | VC      | 03.07.17 | FO                      | 03.07.17 |  |
| 68 |        | PAYMENT OF LUNCH ON THE OCCASION OF BBAU                            | VC      | 03.07.17 | ARF                     | 03.07.17 |  |
| 69 |        | AMBEDKAR JAYANTI (13-14 APRIL,2017)                                 | VC      | 03.07.17 | arf                     | 03.07.17 |  |
| 70 |        | LUNCH FOR STUDENT INTERNATIONAL SEMINAR 13-14 APRIL 2017            | VC      | 03.07.17 | FO/ARF                  | 03.07.17 |  |
| 71 | 8952R  | REQUIRMENT OF WHITE BOARD   | VC      | 03.07.17 | FO                      | 03.07.17 |  |
| 72 |        | PROCUREMENT OF MEDICINES FOR HEALTH CENTRE                          | FO      | 03.07.17 | VC                      | 03.07.17 |  |
| 73 | 3401R  | REGUEST FOR MOSQUITO NETTING TO COVER WINDOUS OF CGH                | VC      | 03.07.17 | ARF                     | 03.07.17 |  |
| 74 |        | REQUIRMENT OF ONE REFRIGERATOR                                      | VC      | 03.07.17 | FO                      | 03.07.17 |  |
| 75 | 10218R | ENV.SC.FIELD STATION  | VC      | 03.07.17 | FO                      | 03.07.17 |  |
| 76 | 7515R  | ANNUAL SPORTS FESTIVAL  | VC      | 03.07.17 | FO                      | 03.07.17 |  |
| 77 | 6919R  | Purchase of FYM   | VC      | 03.07.17 | EE                      | 03.07.17 |  |

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| 78 | 4885R  | LAB EQUIPMENT PURCHASE+ 4 FILE ATTACHED DR. BAL CHANDRA YADAV                    | DAP | 03.07.17 | ARF                 | 03.07.17 |            |
| 79 | 6808R  | MAINTENACE OF LAB & STORE  | VC  | 03.07.17 | ARF                 | 03.07.17 |            |
| 80 | 10356R | ACADEMIC ACTIVITY FILE OF DR. SUTANU MAJI FOR ATTENDING INTERNATIONAL CONFERENCE | VC  | 03.07.17 | FO                  | 03.07.17 |            |
| 81 |        | DD REGARDING FILE  | COE | 03.07.17 | FO/ARF              | 03.07.17 |            |
| 82 | 6315R  | PURCHASE OF ELECTRIC MATERIAL  | GBS | 03.07.17 | FO                  | 03.07.17 |            |
| 83 |        | IMPREST  | DAS | 03.07.17 | FO                  | 03.07.17 |            |
| 84 |        | PAYMENT FOR FRONTIERS IN MICROBIOLOGY (PROF. RAM CHANDRA)                        | DEM | 03.07.17 | ARF                 | 03.07.17 |            |
| 85 | 8309R  | GPF ADVANCE WITHDRWAL TAECHING & NON-TAECHING PART V                             | VC  | 03.07.17 | FO/AR(V)<br>BY HAND | 03.07.17 |            |
| 86 | 6630R  | FOR FEES REFUND TO TOPPERS + 9601R   | VC  | 03.07.17 | FO                  | 03.07.17 | DISCUSSION |
| 87 |        | THE 63RD INDIAN LIBRARY ASSOCIATION CONFERENCE                                   | VC  | 03.07.17 | FO                  | 03.07.17 |            |
| 88 |        | AIR CONDITIONING OF LARGE CLASS  | VC  | 03.07.17 | FO                  | 03.07.17 |            |
| 89 | 7515R  | ANNUAL SPORTS FESTIVAL   | VC  | 03.07.17 | ARF                 | 03.07.17 |            |
| 90 |        | PAYMENT FOR LUNCH ON THE OCCASION OF BABASAHEEB BHIMRAO AMBEDKAR JAYANTI 2017    | VC  | 03.07.17 | ARF                 | 03.07.17 |            |
| 91 |        | ADVANCE FOR SAMPLE ANALYSIS PROF. RAM CHANDRA (PRINCIAL INVESTIGATOR)            | VC  | 03.07.17 | ARF                 | 03.07.17 |            |
| 92 | 9615R  | ADDITION/ALTERATION IN SITING CHAMBER OF DR. NARENDRA KUMAR                      | VC  | 03.07.17 | FO                  | 03.07.17 |            |
| 93 |        | 277/ONLINE ENTRANCE TEST 2017  | VC  | 03.07.17 | FO                  | 03.07.17 |            |