

| S.No | File.No | Subject | From whom Received | Received Date | Sent to | Sent Date | Remarks |
|------|---------|--|--------------------|---------------|--------------------------------|-----------|--------------|
| 1 | | PAYMENT FOR LUNCH ON THE OCCASION OF BBAU 14.04.17 | LAW | 26.05.17 | LDC/SO/ARF/FO | 14.06.17 | |
| 2 | 4890R | Open parking for SLS | EE | 26.05.17 | SA/SO/ARF/FO/ARF/SOII/CASHIER | 14.06.17 | |
| 3 | 4885R | LAB EQUIPMENT PURCHASE+1FILE ATTACHED | DAP | 29.05.17 | ARF/SOI/SA/SO/ARF/SOI/FO | 14.06.17 | |
| 4 | 8553R | PF OF SHRI. MANOJ E PRABHAKAR | R | 30.05.17 | ARF/SOI/LDC/SOF/ARF/FO | 14.06.17 | |
| 5 | 4714R | PF OF DR. SHASHI BHUSHAN | R | 30.05.17 | ARF/SOII/LDC/SOF/ARF/FO | 14.06.17 | |
| 6 | 5974R | FUND UTILISATION CERTIFICATE & AUDIT DST CENTRE FOR POLICY RESEARCH +3900R+4395R+7097R+4647R+7968R+4573R+4573R | DES | 31.05.17 | SA/ARF/FO | 14.06.17 | |
| 7 | | PURCHASE OF NEWSPAPER | IGB | 31.05.17 | LDC/SO/ARF/FO/ARF/SOII/CASHIER | 14.06.17 | DISPOSED OFF |
| 8 | | NATIONAL SEMINAR LAW + 3 FILE ATTCH | GH | 02.06.17 | STENO/SO/ARF | 14.06.17 | |

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| 9 | 10472R | PF OF DR. RASHI KRISHNA SINHA | R | 02.06.17 | ARF/SOI/L DC/SOF/A RF/FO | 14.06.17 | |
| 10 | 5727R | PF OF SHRI MOHD. JAHANGIR SABBIR KHAN | R | 02.06.17 | ARF/SOII/ LDC/SOF/ ARF/FO | 14.06.17 | |
| 11 | 3361R | PF OF DR. R G SONKAWADWE | R | 02.06.17 | ARF/SOII/ LDC/SOF/ ARF/FO | 14.06.17 | |
| 12 | 10470R | PF OF DR. PRARHANT SINGH | R | 02.06.17 | ARF/SOII/ LDC/ARF/ FO | 14.06.17 | |
| 13 | 10471R | PF OF SHRI SACHIN KUMAR | R | 02.06.17 | ARF/SOII/ LDC/SOF/ ARF/FO | 14.06.17 | |
| 14 | 8167R | VARSEK PATREKA NERDAYAN PRAKASHAN | HINDI | 02.06.17 | FO/ARF/S OI/CASHIE R | 14.06.17 | disposed off |
| 15 | | REQUEST FOR ADVANCE DBT PROJECT PROF. RAM CHANDRA CONTINGENCY HEAD, DB-PROJECT | PROCTOR | 07.06.17 | STENO/SO /ARF/FO | 14.06.17 | |
| 16 | 8365R | REQUIREMENT OF COOLER | STORE | 07.06.17 | ARF/SOI/S A/SO/ARF /AR(S&P) | 14.06.17 | |
| 17 | | DBT PROJECT PROF.RAM CHANDRA CONSTRUCTION OF BIOREACTOR AND WETLAND PLANT FOR FIELD SCALE DEMONSTRATION | VC | 08.06.17 | ARF/SO/S A/SO/ARF /PI DBT | 14.06.17 | |
| 18 | 3484r | Diesel for tractor | GBS | 08.06.17 | STENO/AR F/FO | 14.06.17 | |

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| 19 | 3218R | IMPREST MONEY | GBS | 08.06.17 | STENO/AR F/FO | 14.06.17 | |
| 20 | 9066R | DR. DEEPTI BARNWAL SERB-NATIONAL POST DOCTORAL FELLOWSHIP | DES | 09.06.17 | SA/SO/AR F | 14.06.17 | |
| 21 | | PURCHASE OF ITEMS FOR MUSIC LAB | STR | 09.06.17 | ARF/SOI/S A/SO/ARF /AR(S&P) | 14.06.17 | |
| 22 | 4683R | AMC FOR FITR | USIC | 09.06.17 | SA/SO/AR F/AR(S&P) | 14.06.17 | |
| 23 | 6992R | Medical reimbursement(Retired Employee) | R | 12.06.17 | STENO/SO II/ARF/FO | 14.06.17 | |
| 24 | 4611R | MEDICAL REIMBURSEMENT OF VICE CHANCELLOR | R | 12.06.17 | STENO/AR F/FO | 14.06.17 | |
| 25 | 9785R | T/C PF PROF.MY KHAN LTC | R | 12.06.17 | ARF/SOII/ FO | 14.06.17 | |
| 26 | 6639R | Shiv shankar UPCST Proj. | DES | 12.06.17 | SA/SO/AR F/FO | 14.06.17 | |
| 27 | | SURVEY & FIELD WORK 2016-17 VENKATESH DUTTA | VC | 12.06.17 | ARF/SOI/C ASHIER | 14.06.17 | disposed off |
| 28 | | DR.VS.BAGHEL | DEM | 12.06.17 | STENO/SO /ARF/SOI/ SA | 14.06.17 | |
| 29 | | DR.VS.BAGHEL | DEM | 12.06.17 | STENO/SO /ARF/SOI/ SA | 14.06.17 | |
| 30 | 10248R | DBT PROJECT PROF RAM CHANDRA OPTIMIZATION OF POST METHANATED DISTILLERY EFFLUENT | VC | 12.06.17 | ARF/SOII/ DEM | 14.06.17 | |

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| 31 | | IMPREST MONEY | FW | 12.06.17 | STENO/SO /ARF | 14.06.17 | |
| 32 | 4813R | TATA SUMO UP 32 DD 5255 | VC | 12.06.17 | ARF/SOII | 14.06.17 | |
| 33 | 9057R | MAINTENANCE WORK OF TYPE-C RESIDECES | VC | 12.06.17 | ARF/SOI/E E | 14.06.17 | |
| 34 | | PAYMENT FO MOBILE NO | FO | 13.06.17 | ARF/SO/C ASHIER | 14.06.17 | |
| 35 | 7457R | APPOINMENT OF JRF SCHOLARSHIP FILE DR ANAND PRAKESH | DBT | 13.06.17 | SA | 14.06.17 | |
| 36 | 8762R | ELECTRICAL MAINTENANCE WORK OF HELATH CENTRE | EE | 13.06.17 | FO | 14.06.17 | |
| 37 | 9884R | NEW VEHICLE MARUTI ERTIGA VDI SHVS UP 32 HR 6041 | VEHICLE | 13.06.17 | ARF | 14.06.17 | |
| 38 | 6828R | special lecture of Msc. & Ph.D. | DEM | 14.06.17 | LDC | 14.06.17 | |
| 39 | | SIGN BOARD | VC | 14.06.17 | ARF | 14.06.17 | |
| 40 | | UGC-NON-NET FELLOWSHIP FINANCE DEPARTMENT | FW | 14.06.17 | ARF | 14.06.17 | |
| 41 | 8236R | VC MOBILE BILL PAYMENT | VC | 14.06.17 | ARF/SOII/ CASHIER | 14.06.17 | DISPOSED OFF |
| 42 | 4117R | Payment of Vc's Mobile bill | VC | 14.06.17 | ARF/SOII/ CASHIER | 14.06.17 | DISPOSED OFF |
| 43 | | ICSSR PROJECT-DR. ANAND PARATP SINGH | DPS | 14.06.17 | SA | 14.06.17 | |
| 44 | 4082R | Children Education Allowance Part III | R | 14.06.17 | STENO | 14.06.17 | |
| 45 | | ADVANCE VC OFFICE | VC | 14.06.17 | ARF | 14.06.17 | |