

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7828R	IMPREST	CC	07.04.17	STENO/SO/ARF/FO/CC	29.06.17	
2	5577R	IMPREST MONEY	SECURITY	10.04.17	ARF/FO/ARF/SOF/STENO/SO/ARF/FO/ARF/SO	29.06.17	
3		IMPREST UNIVERSITY CENTRAL PLACEMENT	PLACEMENT	12.04.17	STENO/ARF/FO/ARF/SOF	29.06.17	
4		ADJUSTMENT OF RS-500 FOR LUSCON 2017 DR. SURINDER KUMAR	DAS	12.04.17	LDC/ARF/SOF/ARF/FO/ARF/SOF/CAS HIER	29.06.17	
5	10123R	STUDY TOUR M.SC. ZOOLOGY, SEMESTER-4	DAAS	17.04.17	ARF/SO/LDC/ARF/FO/DDAS	29.06.17	
6	4278R	IMPREST MONEY	R	20.04.17	FO/arf/so	29.06.17	
7	8632R	ELECTRICAL MAINTENANCE WORK OF ADMINISRATIVE BLOCK	R	21.04.17	SA/ARF/FO/EE	29.06.17	
8	3314R	IMPREST	VEHICLE	21.04.17	STENO/ARF/SOII/ARF/FO/ARF	29.06.17	
9	7268R	PAYMENT FOR NEWSPAPER&MAGAZINE	LIB	24.04.17	LDC/SO/ARF/FO/ARF	29.06.17	
10	8952R	REQUIRMENT OF WHITE BOARD	AR(S&P)	24.04.17	SA/SO/ARF/SOI/ARF/FO/V C	29.06.17	
11	10174R	FOTO COPY MACHINE REGARDING	AR(S&P)	24.04.17	LDC/SO/ARF/FO/LIB	29.06.17	

12	8754R	IMPREST FOR BBA & B.COM	DRM	25.04.17	STENO/ARF/ FO/ARF/SOF /CASHIER	29.06.17	
13		PAYMENT OF LUNCH ON THE OCASSION OF BBAU JAYANTI	SBH	27.04.17	steno/SO/AR F/FO/VC	29.06.17	
14	9270R	PURCHASE OF MS-OFFICE & WINDOWS OS	R	28.04.17	FO/CC	29.06.17	
15	7515R	ANNUAL SPORTS FESTIVAL	SPORTS	28.04.17	FO/VC	29.06.17	
16		LUNCH FOR STUDENT INTERNATIONAL SEMINAR 13-14 APRIL 2017	YH	02.05.17	STENO/SO/A RF/FO/VC	29.06.17	
17	373F	IMPREST MONEY	DEAN SAS	03.05.17	STENO/SO/A RF/FO/ARF/S O	29.06.17	
18		AMBEDKAR JAYANTI (13-14 APRIL,2017)	DES	04.05.17	STENO/SO/A RF/FO/VC	29.06.17	
19		DR.JOGENDRA KUMAR	CSSEIP	04.05.17	SOF/FO/ARF /SOF/LDC	29.06.17	
20	10213R	REQUIREMENT OF 02 TON AC 01 NOS DR. D.R.MODI LAB TNCHARGE	DOB	05.05.17	ARF/SO/ARF /FO/VC	29.06.17	
21	4086R	CAUTION MONEY	R	05.05.17	STENO/SO/A RF/FO/ARF/S O	29.06.17	
22		PAYMENT FOR LUNCH ON THE OCCASION OF BBAU JAYANTI 2017	KBH	08.05.17	LDC/SO/ARF /FO/VC	29.06.17	
23		PAYMENT FOR LUNCH ON 14 APRIL 2017 ON THE OCCASION AMBEDKAR JAYANTI	CGH	09.05.17	LDC/SO/ARF /FO/VC	29.06.17	
24		AIR CONDITIONING OF LARGE CLASS	STORE	11.05.17	ARF/SOI/ARF /FO/VC	29.06.17	

25	4403R	REQUISITE FOR WATER COOLER	VC	11.05.17	ARF/so/SA/ARF/SOF/ARF/SOI/ARF/FO/ARF/SO	29.06.17	
26	9969R	REQUIREMENT F BOOKS (SWAMY) IN LATEST VERSION	EST SECTION	11.05.17	ARF/SO/LDC/ARF/FO/ARF/SOF/CASHIER	29.06.17	
27	3263R	YASHODHARA GIRLS HOSTEL REGARDING WHITE WASH OF HOSTEL	EE	12.05.17	SA/SO/ARF/FO/VC	29.06.17	
28		NEWS PAPER PAYMENT REGARDING	SBH	16.05.17	STENO/SO/ARF/FO/ARF/SO	29.06.17	
29		PURCHASE OF COMPUTER SYATEM FOR RECEPTION COUNTER	cc	16.05.17	FO/VC	29.06.17	
30		REQUIRMENT OF ONE REFRIGERATOR	STORE	16.05.17	FO/VC	29.06.17	
31		SANCTION FOR NEWSPAPERS	DMCJ	17.05.17	LDC/ARF/FO/ARF/SOF/CASHIER	29.06.17	
32	10231R	ADVANCE FOR STUDENTS COUNCIL	DSW	17.05.17	LDC/SO/ARF/FO/ARF/SOF/CASHIER	29.06.17	
33	10419R	TRAINING FOR LIBRARY SCIENCE STUDENT	R	17.05.17	FO/COE	29.06.17	
34	5801R	CONSTRUCTION OF BIG SIGN BOARD	R	17.05.17	ARF/so/SA/ARF/FO/ARF	29.06.17	
35		NUTRITION WEEK CELEBRATION (1ST - 7TH SEPT,2016) WORKSHOP	DSHS	17.05.17	STENO/SO/ARF/FO/H.HD &FS	29.06.17	

36	8079R	AREA LIGHTING	R	19.05.17	SA/so/arf/FO/EE	29.06.17	
37	6808R	MAINTENACE OF LAB & STORE	R	19.05.17	SA/so/arf/FO/VC	29.06.17	
38	7465R	PAYMENTOF LETTER PAD ETC	VC	23.05.17	FO/ARF/SO	29.06.17	
39	10356R	ACADEMIC ACTIVITY FILE OF DR. SUTANU MAJI FOR ATTENDING INTERNATIONAL CONFERENCE	R	23.05.17	LDC/SO/ARF/FO/VC	29.06.17	
40	3231R	ETIOS DIESEL UP32FR5768	VEHICLE	25.05.17	STENO/SO/ARF/SOII/ARF/FO/AR(V)	29.06.17	
41	9883R	NEW VEHICLE MARUTI CIAZ FOR REGISTRATION UP-32-HR-6042	VEHICLE	25.05.17	FO/AR(V)	29.06.17	
42		FILE REG. ADVANCE OF RS. 1500 FOR SPEED POST DBSERTATION.CC.M	DHR	25.05.17	LDC/SO/ARF/FO/ARF/SO F/CASHIER	29.06.17	
43	8593R	maintenance of type B residence	EE	26.05.17	ARF/SOI/SA/SO/ARF/FO/ARF/SOF/CASHIER	29.06.17	
44	10068R	SUBSTATION MAINTENANCE WORK	AE(E)	29.05.17	ARF/SOI/SA/SO/ARF/FO/ARF/SO	29.06.17	
45	4311R	CIVIL MAINTENANCE WORK 2014-15	AE(E)	29.05.17	SA/SO/ARF/FO/ARF/SO	29.06.17	
46	10328R	T/C FILE REFUND OF FEE	R	29.05.17	STENO/SO/ARF/FO/ARF/SO	29.06.17	
47	4517R	THE CENTRAL LIBRARY BOOK VENDORS	VC	29.05.17	FO/LIB	29.06.17	

48	7651R	IMPREST - VISHAL SINGH	A/E	30.05.17	ARF/SOII/AR F/SOII/FO/S OF	29.06.17	
49		NEWSPAPER PAYMENT REGARDING	DPR	30.05.17	LDC/SO/ARF /FO/ARF/SO	29.06.17	
50		ICSSR FELLOWSHIP P-II	DE	30.05.17	steno/SO/AR F/FO/steno/ H.DOE	29.06.17	
51		BATTARY APURTI LEGAL SECTION	STORE	31.05.17	FO/AR(S&P)	29.06.17	
52	4584R	PURCHASE OF PRINTER CARTRIDGE	UIET	31.05.17	LDC/SO/ARF /FO/ARF/so	29.06.17	
53		AC SERVISING & MAINTENANCE FOR UIET	AE(E)	01.06.17	SOII/SA/SO/ ARF/FO/AE(E)	29.06.17	
54	6919R	Purchase of FYM	ee	01.06.17	FO/VC	29.06.17	
55		PURCHASE OF DUSTBIN	STR	02.06.17	ARF/SOI/SA/ SO/ARF/FO/ AR(S/P)	29.06.17	
56		PHYSICAL VERIFICATION	DBT	02.06.17	FO/ARF/SO	29.06.17	
57	3401R	REGUEST FOR MOSQUITO NETTING TO COVER WINDOUS OF CGH	EE	06.06.17	SOII/FO/VC	29.06.17	
58	8316R	GYM MAINTENANCE	VC	06.06.17	ARF/FO/ARF	29.06.17	
59	6630R	FOR FEES REFUND TO TOPPERS + 9601R	DRM	07.06.17	FO/VC	29.06.17	
60		IMPREST MONEY	SGH	07.06.17	FO/ARF/SO	29.06.17	
61		GUEST FACULTY PAYMENT FILE DR. SURINDER KUMAR	DAS	07.06.17	ARF/SOII/AR F/FO/ARF/S OI	29.06.17	

62	9190R	DR. SHIKHA PRUCHASE OF VV-VIS SPECTROPHOTOMETER	DES	07.06.17	FO/ARF/SO	29.06.17	
63	3218R	IMPREST MONEY	GBS	08.06.17	STENO/ARF/ FO/ARF/SO	29.06.17	
64		PURCHASE OF ITEMS FOR LANGUAFE LABORATORY FOR DEPTT.OF EDUCATION	STR	09.06.17	FO/H.D OF EDUCATION	29.06.17	
65	10468R	T/C PF OF SHRI AJAY LAL	ARE	09.06.17	ARF/SOII/LD C/ARF/FO	29.06.17	
66		FUMEHOOD -DES	VC	09.06.17	ARF/so	29.06.17	
67	6904R	FIRE SYSTEM MAINTENACE WORK IN HOSTELS	VC	09.06.17	FO/EE	29.06.17	
68	10218R	ENV.SC.FIELD STATION	DES	12.06.17	FO/VC	29.06.17	
69		NATIONAL SCIENCE DAY	DAAS	12.06.17	FO/ARF	29.06.17	
70		WEIGHING BALANCE ADAPTOR	DAAS	12.06.17	FO/ARF/SOF /CASHIER	29.06.17	
71	8762R	ELECTRICAL MAINTENANCE WORK OF HELATH CENTRE	EE	13.06.17	FO/ARF/so	29.06.17	
72	9884R	NEW VEHICLE MARUTI ERTIGA VDI SHVS UP 32 HR 6041	VEHICLE	13.06.17	ARF/SOII/CA SHIER/SOII/A RF/AR(V)	29.06.17	
73	10479R	W.P.NO.12070(S/S)OF 2017 SHRI SALAHUDDIN KHAN VS. BBAU & OTHERS	VC	15.06.17	FO/ARF	29.06.17	
74	7631R	Civil Maintenance work P-2	EE	15.06.17	FO/ARF	29.06.17	
75	6927R	IMPREST MONEY	SS	27.06.17	STENO/ARF/ FO	29.06.17	
76		GUEST FACULTY PAYMNET	VC	28.06.16	ARF/SOF/CA SHIER	29.06.17	
77	4082R	CHILDREN EDUCATION ALLOWANCE PART-III	VC	28.06.16	ARF/SOF/CA SHIER	29.06.17	

78		T/C II MONITORING AND INVESTMENT OF FUND	VC	28.06.16	ARF/SO/ARF /STENO	29.06.17	
79	9679R	GAUTAM BUDDH KENDRIYA PUSTAKLYA	VC	28.06.17	ARF/SOF/CA SHIER	29.06.17	
80	9537R	NOTICE BOARD ON II FLOOR	VC	28.06.17	ARF/so	29.06.17	
81		PAYMENT FOR GUEST HOUSE 13-14, APRIL 2017 INTERNATIONAL SEMINAR, BBAU	VC	28.06.17	ARF/SOF/CA SHIER	29.06.17	
82	9066R	DR. DEEPTI BARNWAL	VC	28.06.17	ARF/SO	29.06.17	
83	8088R	DR.RIMA KUMARI DST-YS TRAVEL GRANT FILE	VC	28.06.17	ARF/SO	29.06.17	
84		STUDY TOUR FILE	VC	28.06.17	FO/BY HAND SHASANK	29.06.17	
85	7205R	221/UGC-MRP (2015-16) DIT BBAU/15 OF INFORMATION TECHNOLOGY	VC	28.06.17	ARF/SOF	29.06.17	
86	7639R	REQUIREMENT FOR RENTED LED WALL FOR FOUNDATION DAY	VC	28.06.17	ARF/FO	29.06.17	
87	8745R	INDOOR HT/LT PANEL MAINTENANCE WORKS	EE	28.06.17	FO/ARF/SOF /SA	29.06.17	
88		medical advance in respat of arvind shukla rso	VC	29.06.17	FO/R/BYHAN D RSO	29.06.17	
89	10578R	IMPREST	R	29.06.17	FO	29.06.17	
90	1816F	PAYMENT OF TA BILLS OF V.C PART II	VC	29.06.17	ARF/SO	29.06.17	
91	3744R	OFFICE ORDER	VC	29.06.17	FO	29.06.17	
92		FN TRAVELLING ALLOWANCE BILL FILE(T/C)	DOH	29.06.17	STENO	29.06.17	
93	7558R	HINDI PRASIKSHAN	R	29.06.17	FO/H.O	29.06.17	