

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	REMARKS
1	15077R	MAINTENANCE OF HPLC (HIGH PERFORMAMNCE LIQUID CHROMATOGRAPHY)	DBT	16.04.19	SA/soi/sa ii/FO/arf/ FO/HEAD .DAAS	10.06.19	
2		WORKSHOP ON BUILDING NATIONAL STI PILICY SYSTEM AND GOVERNANCE FOR EFFECTIVE R&D ECOSYSTEM BY DR. VENKATESH DUTTA + 1 file attached workshop on enviromental hayards of electronic waste on 13.03.19 at des	IAO	10.05.19	FO/SOI/a rf/fo/VC	10.06.19	
3		REPAIR MAINTENANCE WORKS FOR UIET	EE	16.05.19	FO/soii/S All/FO/ee	10.06.19	
4	19490R	SUBSCRIPTION OF E- JOURNALS & E-DATABASES GBL (2019-ONWARDS)	r	20.05.19	fo/arf/fo/ arf/FO/LI BRARIN	10.06.19	
5	19860r	approval for the refilling of toners (88a & 12a) of various department	r	20.05.19	UDC/FO/ DR(D&P)	10.06.19	
6	3613R	SCANNING ELECTRON MICROSCOPE SERVICE	usic	21.05.19	sa/arf/fo /PI/C. USIC	10.06.19	
7	12443R	INSTALLATION OF ROOF TOP SOLAR PV SYSTEM	ee	23.05.19	sa/FO/AR F/SOI/SA /ARF/FO/ vc	10.06.19	

8	19909R	CORRESPONDENCE WITH CPGRAM PORTAL REGARDING MANPOWER	R	24.05.19	FO/SOI/S AII/ARF/S OI/SA- II/fo/dr(e)	10.06.19	
9	19915r	library furniture (2018)	gbl	27.05.19	SA/ARF/F O/DR(S& P)	10.06.19	
10	19916r	electrical point purchasing regarding	r	27.05.19	sa/FO/AR F/soi/sa/ arf/cor.g bs	10.06.19	
11	7445R	PURCHASE OF UNIVERSITY LIB ITEMS	VC	27.05.19	FO/r	10.06.19	
12	19489R	ELECTRONIC EQUIPEMENT PURCHASES	EE	28.05.19	SOI/SA/f o/arf/FO/ R	10.06.19	
13	18067r	proposal for foundation day program 18th february 2019 PROF. M P SINGH	DLIS	29.05.19	ANKIT/AR F/fo/r	10.06.19	
14	12206R	ELECTRIFICATION WORK OF NEWLY CONSTRUCTED LAB	EE	29.05.19	SA/fo/arf /FO/EE	10.06.19	
15	8328R	INVERTER REPAIRING WORKS	EE	29.05.19	SA/arf/fo /ee	10.06.19	
16	19943R	PUBLICATION OF TENDER NOTICE PART-3	STR	29.05.19	SA/ARF/s oi/sa/arf/ fo/SOI/D R(S&P)	10.06.19	
17	18065R	REQUIREMENT OF CHEMICALS STOCK REGISTRAR	DOC	29.05.19	SA/ARF/F O/vc	10.06.19	
18	19756R	REPAIR PURCHASE OF AC SERVER ROOM	R	29.05.19	SA/ARF/F O/arf/FO /DR(S&P)	10.06.19	

19	19940R	LAB EXAM REGARDING	ZOOLGY	29.05.19	UDC/ARF/FO/ARF/SOI/cashier	10.06.19	
20	19684R	FILE JOINING OF MR RAJ KUMAR KHALKO UNDER PROF SANGEETA SAXENA AND DR G SUNIL BABU	R	29.05.19	ANKIT/ARF/fo/r	10.06.19	
21	17008R	T/C PF LTC OF PROF S VICTOR BABU	R	29.05.19	FO/ARF/siii/ankit/FO/R	10.06.19	
22		imprest money for history	history	30.05.19	soii/ankit/ARF/FO/arf/cashier	10.06.19	
23		PURCHASE OF STUDY TABLE & CHAIR FOR VC CAMP OFFICE	R	31.05.19	FO/vc	10.06.19	
24	18078R	NGS SERVICES AND ADVANCE UGC START UP GRANT DR. DIGVIJAY VERMA	dem	31.05.19	sa/ARF/FO/vc	10.06.19	
25	12779R	CASH ADVANCE AE(ELECT)	r	31.05.19	sa/fo/ee	10.06.19	
26	18030r	disbursement of salary of office attendant	r	31.05.19	sa-ii/arf/soi/ARF/FO/r	10.06.19	
27	19778R	DR. NARENDRA KUMAR WARDEN NEWLY CONSTRUCTED BOYS HOSTEL	R	31.05.19	sa/ARF/FO/arf/FO/IAO	10.06.19	
28	12565R	STRENGTHENING & RAISING OF EXSTING BOUNDARY WALL	R	31.05.19	sa/arf/fo/vc	10.06.19	
29	19304R	राष्ट्रीय संगोष्ठी 17 एवं 18 फरवरी 2019 अम्मृत लाल नागर : कथा लोक और लोक भाषा 1 FILE ATTACHED	IAO	03.06.19	FO/ARF/fo/arf/FO/VC	10.06.19	

30	19325r	SERB-DST PROJECT RECRUITMENT OF PROJECT FELLOW JUNIOR RESEARCH FELLOW (JRF) DR. V ELANGO VAN	ZOOLOGY	03.06.19	SA/ARF/FO/arf/soi/cashier	10.06.19	
31		FILE FOR ADJUSTMENT OF RS. 3000/- PROF MADHULIKA DUBE	STATISTICS	03.06.19	UDC/ARF/FO/ARF/SOII/cashier	10.06.19	
32	19375R	T/C PF LTC OF SHRI BRIJENDRA KUMAR KASHYAP	IAO	03.06.19	arf/fo/vc	10.06.19	
33	19491R	UGC START UP GRANT UTILIZATION DR. MAITRI VERMA	IAO	03.06.19	ARF/FO/vc	10.06.19	
34	19492R	UGC START UP GRANT UTILIZATION DR. MUKESH KUMAR AWASHTI	IAO	03.06.19	ARF/FO/vc	10.06.19	
35		मानवाधिकार विभाग मे 06 एमएआरसीएच 2019 को एक दिवसीय राष्ट्रीय संगोष्ठी के कार्यक्रम मे अग्रिम धनराशि र 1.50 लाख के सापेछ हुआ वेय्य के समायोजन हेतु पत्रावली 96/DHR/SLS/19	IAO	04.06.19	FO/dir.sls	10.06.19	
36		परास्नातक विधि अध्ययन केंद्र मे 07 मार्च 2019 को एक दिवशीय राष्ट्रीय संगोष्ठी के कार्यक्रम मे अग्रिम धनराशि रु 1.50 लाख के सपेछ हुआ विय्य के समायोजन हेतु पत्रावली + 1 FILE ATTACHED 08/CPGLS	IAO	04.06.19	FO/dir.sls	10.06.19	
37	6256R	MAINTENANCE OF ELECTRICAL UNDERGROUND CABLE	IAO	04.06.19	FO/arf/SOI/EE	10.06.19	
38		INSTITUTION OF WATER & ENVIRONMENT (INDIA) PROF SANATAN NAYAK	DE	04.06.19	SOII/UDC/fo/ar(a)	10.06.19	
39	19883R	VISITING PROFESSOR DR. SURINDRA KUMAR EX DIRECTOR GIDS LKO	ECONOMICS	04.06.19	FO/arf/soii/UDC	10.06.19	
40	19716R	RIFAT AZAM NFST VARIFICATION RESEARCH SCHOLAR	R	04.06.19	ANKIT/fo/r	10.06.19	

41	12519R	JRF RECRUITMENT FILE OF DBT PROJECT PI :DR. YUSUF AKHTER DBT BBAU	DBT	04.06.19	SA/ARF/FO/arf/soi/cashier	10.06.19	
42	19682r	VINOD KUMAR CHAMOLI SECURITY AGENCY T/C FILE	R	06.06.19	FO/ARF/SOI/SAII/fo/vc	10.06.19	
43	12086r	contingency file dr. venkatesh kumar r	ZOOLOGY	06.06.19	SA/ARF/FO	10.06.19	
44	12764R	MR. PAWAN KUMAR RESEARCH SCHOLAR FELLOWSHIP	R	06.06.19	ANKIT/arf/fo/head-des	10.06.19	
45	19560R	ADMISSION PROSPECTUS 2019-20	R	06.06.19	SA/arf/drs&p	10.06.19	
46	9660R	GPAT SCHOLARSHIP TO PG (M.PHARM)	R	06.06.19	ANKIT/ARF/FO/arf(a)	10.06.19	
47	301fo	imprest money for pol.science	dps	06.06.19	FO/soii/fo/vc	10.06.19	
48		IMPREST MONEY FOR DLIS	BY HAND	06.06.19	fo/ARF/soii/cashier	10.06.19	
49	19973R	INSTALLATION OF OLAN PHONE IN VC OFFICE		07.06.19	ARF/FO/arf/SOII/CASHIER	10.06.19	
50	12528R	SUPPLY OF CARPENTRY GOODS FOR HOSTELS AND MISCELLANEOUS MAINTENANCE WORKS OF BBAU BUILDINGS +1 FILE	IAO	07.06.19	FO/vc	10.06.19	
51	8912R	EARTHING	IAO	07.06.19	FO/arf/SOI/SA-II	10.06.19	
52	19958R	PURCHASE OF AQUAGUARD/WATER COOLERS	IAO	07.06.19	FO/vc	10.06.19	

53	12716R	PUCHASE THROUGH CARD PAYMENT	GBS	07.06.19	ankitSOII /CASHIER	10.06.19	
54		DATA CARD USED BY FINANCE WING 2014-2015	FW	07.06.19	fo/arf/soi /cashier	10.06.19	
55		file for food & pandal committee regarding 14th april 2019	iao	07.06.19	fo/vc	10.06.19	
56		students lunch on 14.04.2019	iao	07.06.19	fo/vc	10.06.19	
57	12310R	PAINTING AND MAINTENANCE OF VC RESIDENCE	vc	07.06.19	arf/soi	10.06.19	
58	8763R	GIRLS HOSTEL'S STREET LIGHT MAINTENANCE WORKS	EE	10.06.19	arf/soi	10.06.19	
59	19250R	OPERATION & MAINTENANCE OF CENTRALIZED AC PLANT PART-2	EE	10.06.19	arf/soi	10.06.19	
60	12658R	MAINTENANCE OF SES BUILDING	EE	10.06.19	arf	10.06.19	
61	10262R	Uc SE DST-SERB DR.JIWAN SINGH + 6 file attached	des	10.06.19	sa	10.06.19	
62	19626R	REQUEST FOR ADVANCE CONTIGENCY HEAD PROF. RAM CHANDRA	DBT	10.06.19	sa	10.06.19	
63	19930R	T/C OPERATION & MENTINANCE OF CENTRALIZE AC PLANT PART-2+2 file attached,5(507)/2014 3152r+ 5(462)/14 4185r	EE	10.06.19	fo/arf/soi	10.06.19	
64	8309r	GPF (ADVANCE & WITHDRAWAL) TEACHING &N/T	R	10.06.19	ankit/FO/ VC	10.06.19	
65	17070R	CHANGE OF TENURE BOARD OF VC OFFICE (EO/BBAU/234)	R	10.06.19	udc	10.06.19	
66	19852r	refund of security money	eo	10.06.19	udc	10.06.19	
67	12090R	PURCHASE OF COLOR INK CARTRIDGE FOR VC SECTT.	vc	10.06.19	ARF/SOII /CASHIER	10.06.19	
68	4601R	PURCHASE OF PLANTS/GRASS for honble vc residence complex garden	vc	10.06.19	hi.gbs	10.06.19	

69	19354R	TRAVEL GRANT DR. G SUNIL BABU	vc	10.06.19	ARF/SOI/ CASHIER	10.06.19	
70	10884R	PURCHASE OF CHEMICALS (CONSUMBLES-1) IDENTIFICATION AND FUNCTIONAL ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	vc	10.06.19	ARF/SOI/ CASHIER	10.06.19	
71	10626R	CONTINGENCY DR. G SUNIL BABU DR SANGEETA SAXENA	vc	10.06.19	ARF/SOI/ CASHIER	10.06.19	
72	12576R	maintenance of cafeteria part-i	vc	10.06.19	ARF/SOI/ CASHIER	10.06.19	
73	19938R	TA BILL PAYMENT FILE (REGISTRAR)	vc	10.06.19	ARF/SOI/ CASHIER	10.06.19	
74	12992R	MINOR EQUIPMENT DR. KHEM B THAPA	physics	10.06.19	SA	10.06.19	
75	8593r	maintenance of type-b residence file part-2	EO	10.06.19	FO	10.06.19	
76	19740R	INCLUSION OF OTHER NON HUMAN ANIMAL MODEL VIZ INSECTS FISH BATS: INSTITUTIONAL ANIMAL ETHICAL COMMITTEE	VC	10.06.19	EE	10.06.19	
77	9847R	TRAINING PROGRAMME ON STATISTICAL DATA PROGESSING AND USE UNIT LEVAL DATA OF NSSO. BY PROF. SANATAN NAYAK	DES	10.06.19	ANKIT	10.06.19	
78	19442r	to procure remain student identity cards	PROCTOR	10.06.19	SA	10.06.19	
79	19080r	PAYMENT OF SANITATION SERVICES FOR UNIVERSITY CAMPUS BBAU	R	10.06.19	SA-II/ARF	10.06.19	
80	6927R	IMPREST MONEY FOR SPORTS SECTION	R	10.06.19	ANKIT	10.06.19	
81	15072R	honorarium to guest faculty cyber security course (evening)	VC	10.06.19	SOII/CAS HIER	10.06.19	
82	12572r	purchase of equipments for chemistry lab uiet(b.tech)	VC	10.06.19	FO	10.06.19	

83	19971R	UTILIZATION CERTIFICATE ICSSR PROJECT PROF. SARTIK BAGH	VC	10.06.19	soi/CASHI ER	10.06.19	
84	3640R	UGC MRP MUSLIM GIRLS DR P MOHANTY PROJECT	VC	10.06.19	soi/CASHI ER	10.06.19	