

| S.No | File.No | Subject | From whom Received | Received Date | Sent to | Date | Remak |
|------|---------|---|--------------------|---------------|---|----------|--------------------|
| 1 | | न्यूज़ पेपर भुगतान हेतु पत्रावली | DE | 29.01.18 | UDC/FO/ARF/SOII/ARF/FO/ARF/SOII/CASHIER | 21.03.18 | |
| 2 | 11827R | INTERNATIONAL SYMPOSIUM DR.VINIT KUMAR ASTT.PROFESSOR | DLIS | 09.02.18 | FO/ARF/SOII/UDC | 21.03.18 | |
| 3 | | INTERNAL AUDIT MISC. PURCAHSE FOR IAO OTHERS | IAO | 15.02.18 | FO/ARF/SOI/UDC/ARF | 21.03.18 | |
| 4 | | ROLLER BLIND/CURTAIN FOR VC CAMP OFFICE | EE | 16.02.18 | FO/ARF/SOI/UDC/ARF | 21.03.18 | |
| 5 | | PERMISSION OF NEW A/C OPENING FOR CONFERENCE 2017 GREEN SMINER 2017, PROF.SHUBHINI A SARAF | PHARMA | 26.02.18 | FO/ARF/SOII/ARF | 21.03.18 | |
| 6 | | T/C FILE STAFF II RQUIREMENT FOR OPERATION OF NEWLY BUILT SUBSTATION NO.3 | EE | 28.02.18 | FO/ARF/SOI/SA/ARF | 21.03.18 | |
| 7 | 11884R | SHAHDEEN SHAH FOR FEE CONCESSION | VC | 12.03.18 | FO/ARF/SOII/ANKIT/ARF | 21.03.18 | |
| 8 | 11943R | ABHISHWETA SINGH(CONTINGENCY) | | 14.03.18 | SA/ARF/ | 21.03.18 | |
| 9 | 9763R | CHEMCIALS AND GLASSWARE DR. VENKATESH KUMAR R + OVERHEAD CHARGES FOR DST-SERB PROJECT | DAAS | 19.03.18 | SA/ARF/ | 21.03.18 | |
| 10 | 11976R | LTC PROF.SANATAN NAYAK (HOME TOWN CONVERTED TO NER) | R | 19.03.18 | ANKIT/ARF | 21.03.18 | |
| 11 | 11979R | LTC PROF.SHASHIKANT PANDEY (HOME TOWN CONVERTED TO NER) | R | 19.03.18 | ANKIT/ARF | 21.03.18 | |
| 12 | | REPAIR & FITTING OF LOCK OF LOCK OF ALMIRAH & BOOKSELF OF REGISTRAR OFFICE | STR | 20.03.18 | UDC/ARF | 21.03.18 | |
| 13 | | WIFI-RAILTEL BBAU | IAO | 20.03.18 | FO/VC | 21.03.18 | |
| 14 | 11227R | INDIAN POLITICAL ECONOMIC ASSOCIATION (IPEA)-21ST ANNVAL CONFERENCE AT IIT,NEW DELHI (DURING 8TH-9TH DEC 2017, PROF SANATAN NAYAK | VC | 20.03.18 | FO/DE | 21.03.18 | PROF.SANATAN NAYAK |
| 15 | 10983R | UTILIZATION CERTIFICATE 12TH PLAN | VC | 20.03.18 | FO/SOI | 21.03.18 | |
| 16 | | PHOTOCOPIER REPAIR | vc | 21.03.18 | SOI/cashier | 21.03.18 | |
| 17 | | REGARDING PROJECTOR & PROJECTOR SCREEN | VC | 21.03.18 | FO/DE | 21.03.18 | NMP VERMA |

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| 18 | 11877R | भोजपुरी सिनेमा सरोकार और बाजार | DMCJ | 21.03.18 | ANKIT | 21.03.18 | |
| 19 | | SERB-DST RESEARCH PROJECT (CONSUMABLE HEAD) DR. JIWAN SINGH | DES | 21.03.18 | SA | 21.03.18 | |
| 20 | | UGC-START UP RESEARCH GRANT (CONSUMABLE) DR. JIWAN SINGH | DES | 21.03.18 | SA | 21.03.18 | |
| 21 | | UGC-BSR GRANT DR JAWAHAR LAL HEAD: CONSUMABLES | DAC | 21.03.18 | SA | 21.03.18 | |
| 22 | 6630R | FEE REFUND TO TOPPERS + 1 FILE | R | 21.03.18 | FO | 21.03.18 | |
| 23 | | TA/REMUNERATION BILLS DR.MADHUMITA GUPTA EVALUATION OF ANSWER COPIES FOUNDATION COURES | | 21.03.18 | UDC | 21.03.18 | |
| 24 | 4592R | AMC OF FIRE SYSTEM | EE | 21.03.18 | SA | 21.03.18 | |
| 25 | 11993R | ADVANCE FOR R-OFFICE | R | 21.03.18 | ANKIT | 21.03.18 | |
| 26 | | GUIEST FACULTY BILL JAN/FEB 2018 | UIET | 21.03.18 | UDC | 21.03.18 | |
| 27 | 4853R | CLEANING OF WATER STORAGE TANK | EE | 21.03.18 | SA | 21.03.18 | |
| 28 | 4122R | हर्बल गार्डन एवं नवग्रह वाटिका का विकास कार्य | EE | 21.03.18 | SA | 21.03.18 | |
| 29 | 6396R | IMPREST MONEY FOR SBH | DSW | 21.03.18 | ANKIT | 21.03.18 | |
| 30 | 9282R | SERB-N-PDF DR. ASHISH KUMAR MISHRA | VC | 21.03.18 | SOI/CASHIER | 21.03.18 | disposed off |
| 31 | 9066R | DR. DEEPTI BARNWAL | VC | 21.03.18 | SOI/CASHIER | 21.03.18 | disposed off |
| 32 | 3152R | OPERATION AND MAINTENACE OF CENTRAL AC PLANT OF AUDITORIUM | VC | 21.03.18 | ARF | 21.03.18 | |
| 33 | 11859R | REIMBURSEMENT OF EXPENCE FOR BOARD MEETING PROF.NKS MORE | VC | 21.03.18 | FO/DR.NKS MORE | 21.03.18 | |
| 34 | 9378R | ADDITION/ALTERATION WORK FOR MAKING CLASS ROOM NO-304 IN DEM | VC | 21.03.18 | ARF | 21.03.18 | |
| 35 | 8096R | estate maintenance works P-2 | VC | 21.03.18 | EE | 21.03.18 | |
| 36 | | CONSTRUCTION WORK FOR PROTECTION OF R. AMBEDKAR STATUE | VC | 21.03.18 | EE | 21.03.18 | |
| 37 | | MAINTENANCE OF CAFETERIA | VC | 21.03.18 | FO | 21.03.18 | |

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| 38 | | PURCHASE OF CHEMICAL GLASSWARE CLASSROOM EQUIPMENTS AND MAINTENANCE PROF RB RAM | VC | 21.03.18 | ARF | 21.03.18 | |
| 39 | | FURNITURE FOR DEPUTY REGISTRAR & IAO | VC | 21.03.18 | DR(STORE) | 21.03.18 | |
| 40 | 10536R | REGARDING OFFICE ACCESSORIES FOR ASHOKA BOYS HOSTEL | VC | 21.03.18 | WARDEN | 21.03.18 | ABH |
| 41 | | REPAIRING OF CCTV CAMERA OF HONBLE VCS RESIDENCE | EE | 21.03.18 | FO | 21.03.18 | |
| 42 | | MAINTENANCE OF OLD ADM BLOCK | VC | 21.03.18 | EE | 21.03.18 | |
| 43 | 7937R | CST UP PROJECT CONTINGENCY DR. SANGEETA SAXENA | VC | 21.03.18 | ARF | 21.03.18 | |
| 44 | | APPROVAL OF SPEAKERS FOR CLASSES OF MORAL STUDIES & AMBEDKAR STUDIES | VC | 21.03.18 | ARF | 21.03.18 | |
| 45 | 6639R | Shiv shankar UPCST Proj. FELLOWSHIP | VC | 21.03.18 | F | 21.03.18 | |
| 46 | 9318R | DR. MADHUKAR SAXENA-FELLOWSHIP GRANT | VC | 21.03.18 | ARF | 21.03.18 | |
| 47 | 10010R | CHEMICAL ETC. UGC-MRP PROJ-RP SINGH | VC | 21.03.18 | HEAD DES | 21.03.18 | |
| 48 | | PURCHASE OF CURTAINS/RODS FOR AMBEDKAR BHAWAN IIND FLOOR | VC | 21.03.18 | DR(STORE) | 21.03.18 | |
| 49 | 6311R | SOLAR PHOTO VOLTAIC SYSTEM | VC | 21.03.18 | ARF | 21.03.18 | |