

| S.No | File.No | Subject  | From whom Received | Received Date | Sent to                         | Date     | REMARKS |
|------|---------|--|--------------------|---------------|---------------------------------|----------|---------|
| 1    | 19264R  | PURCHASE OF TELIPHONE SET FRO UNIVERSITY HEALTH CENTRE 2019  | R                  | 08.02.19      | FO/AR(V)                        | 19.03.19 |         |
| 2    | 12779R  | CASH ADVANCE AE(ELECT)   | EE                 | 19.02.19      | SOI/SA/FO/VC                    | 19.03.19 |         |
| 3    |         | 7TH CONVOCATION 15/12/2017 TRANSPORTATION COMMITTEE  | VC                 | 21.02.19      | SOII/FO/SOII/FO/SOII/FO/IAO     | 19.03.19 |         |
| 4    | 17017R  | REPAIR OF PRINTER P-1007 (RECURITMENT CELL/STORE SECTION)  | R                  | 26.02.19      | udc/fo/dr(s &p)                 | 19.03.19 |         |
| 5    | 4371r   | maintenance of sas building  | IAO                | 26.02.19      | FO/soi/SA/fo/EE                 | 19.03.19 |         |
| 6    | 16080R  | MAINTENANCE OF SBBT BUILDINGS PART-3   | R                  | 26.02.19      | SA/fo/SOI                       | 19.03.19 |         |
| 7    | 10198R  | REQUIREMENT OF ELECTRICAL GOODS FOR ADMINISTRATIVE BLOCK REGISTRAR OFFICE                                  | R                  | 26.02.19      | FO/SOI                          | 19.03.19 |         |
| 8    | 8694R   | ELECTRICAL MAINTENANCE WORK OF HOSTELS   | iao                | 26.02.19      | fo/VC                           | 19.03.19 |         |
| 9    | 4094R   | UP32DC4006 TATA INDIGO   | R                  | 26.02.19      | UDC/FO                          | 19.03.19 |         |
| 10   | 19358R  | PURCHASE OF PLANTS & FRUIT GROPS FOR HORTICULTURE RESERCH FARM-II  | R                  | 26.02.19      | FO/UDC/FO                       | 19.03.19 |         |
| 11   |         | RECOVERY OF RENT OF PHOTOSTATE/STATIONERY SHOP + 3224R PHOTOSTAT SHOP T/C FILE OF CANTEEN CONTRACT (VOL-V) | IAO                | 28.02.19      | FO/SOI/sa/ANKIT/SOII/FO/SOII/FO | 19.03.19 |         |
| 12   | 19250R  | OPERATION & MAINTENANCE OF CENTRALIZED AC PLANT PART-2   | IAO                | 28.02.19      | FO/SOI/FO                       | 19.03.19 |         |
| 13   |         | IMPREST MONEY FOR LAW  | LAW                | 05.03.19      | ANKIT/FO/CASHIER                | 19.03.19 |         |
| 14   | 4086R   | CAUTION MONEY FILE ACAD SECTION  | R                  | 05.03.19      | ANKIT/FO                        | 19.03.19 |         |
| 15   | 14043R  | IDENTITY VARD FOR THE STUDENTS (SESSION:- 2018-19)   | proctor            | 06.03.19      | fo/soii/fo/SOI/SAII             | 19.03.19 |         |

|    |              |   |       |          |                           |          |  |
|----|--------------|---|-------|----------|---------------------------|----------|--|
| 16 | 18003R       | SERB-RESEARCH GRANT: PURCHASE OF CHEMICALS  | r     | 06.03.19 | sa/fo/VC                  | 19.03.19 |  |
| 17 | 19294r       | 23rd anniversary of the foundation day of university<br>(10th january-2019)                                 | r     | 06.03.19 | udc/FO                    | 19.03.19 |  |
| 18 | 7828r        | imprest money for computer centre   | cc    | 06.03.19 | ANKIT/FO/S<br>OII/CASHIER | 19.03.19 |  |
| 19 |              | LED VALV KRY SE SAMBANDHIT PATRAVALI  | DSW   | 06.03.19 | UDC/FO                    | 19.03.19 |  |
| 20 |              | UGC START UP GRANT UTILIZATION DR. MUKESH<br>KUMAR AWasthi AIR CONDITIONER                                  | MATHE | 06.03.19 | SA/FO/PI                  | 19.03.19 |  |
| 21 |              | REMUNERATION BILL FOR END SEMESTER EXAM MAY<br>2018   | COE   | 06.03.19 | FO/soii/UDC<br>/FO        | 19.03.19 |  |
| 22 | 19404R       | PURCHASE OF UPS DAUBLE BATTERY  | STR   | 06.03.19 | UDC/FO/SOI<br>I/CAshier   | 19.03.19 |  |
| 23 | 19403R       | PURCHASE OF STATIONARTY ITEMS FOR BOM<br>MEETING HELD ON NOVEMBER 2017                                      | R     | 06.03.19 | UDC/FO/SOI<br>I/CAshier   | 19.03.19 |  |
| 24 | 8424R        | PURCHASE OF KEY BOARD FOR FINANCE SECTION   | R     | 06.03.19 | UDC/FO/SOI<br>I/CAshier   | 19.03.19 |  |
| 25 |              | <b>lkfgR; essa Hkkjr cks/k fo"k; ij nks fnoklh;<br/>vUrjk"V^h; laxkas"Bh ++ I FILE</b>                      | IAO   | 06.03.19 | FO/soii/CAS<br>HIER       | 19.03.19 |  |
| 26 | 14029R       | TOUR APPROVAL FOR ATTENDING THE PROGRESS<br>MONITORING MEETING DR. SANGEETA YADAV                           | DEM   | 08.03.19 | SA/FO/SOI/C<br>ASHIER     | 19.03.19 |  |
| 27 |              | IMPREST MONEY FOR MATHEMATIC  | MATHE | 08.03.19 | ANKIT/FO/S<br>OII/CASHIER | 19.03.19 |  |
| 28 | 12352R       | REQUIREMENT OF LAW TEMPERATURE<br>REFRIGERATOR (-20.C ) IN CHEMICAL RESEARCH<br>LABORATORIES DR. JWAHAR LAL | DAC   | 08.03.19 | SA/FO                     | 19.03.19 |  |
| 29 | 17065R       | REFUND OF CAUTION MONEY FOR OSD AMETHI  | OSD   | 08.03.19 | ANKIT/FO                  | 19.03.19 |  |
| 30 | 1021/DE<br>S | NAME PLATE  | DES   | 11.03.19 | ANKIT/FO/S<br>OII/CASHIER | 19.03.19 |  |

|    |        |   |          |          |                      |          |  |
|----|--------|---|----------|----------|----------------------|----------|--|
| 31 |        | REMUNERATION BILL FOR END SEMESTER EXAM DEC-2018                          | COE      | 12.03.19 | UDC/FO/              | 19.03.19 |  |
| 32 |        | IMPREST MONEY FOR COE OFFICE  | COE      | 12.03.19 | ankit/FO/SOI/CASHIER | 19.03.19 |  |
| 33 | 11148R | BNPL FILE FOR COE OFFICE  | COE      | 12.03.19 | UDC/FO/SOI/CASHIER   | 19.03.19 |  |
| 34 | 9840R  | ELECTRICAL WORK/ SUPPLY FOR BBAU AMETHI SATELLITE CAMPUS P-2              | EE       | 12.03.19 | SA/FO                | 19.03.19 |  |
| 35 | 19297R | RENEWAL OF DIGITAL SIGNATURE (DSC) 2019                                   | STR      | 12.03.19 | udc/fo/dr(s &p)      | 19.03.19 |  |
| 36 | 13098R | DST-CENTRE FOR POLICY RESEARCH DR. SUMYA PATHAK UNDER DR. VENKATESH DUTTA | DES      | 12.03.19 | SA/FO                | 19.03.19 |  |
| 37 |        | PRINTING OF VARIOUS FORMES & OTHERS ITEMS USED IN EXAM SECTION            | COE      | 12.03.19 | UDC/SOI/UDC/FO       | 19.03.19 |  |
| 38 | 12478R | SERVICING OF D.G. SETS BBAU   | VC       | 13.03.19 | FO/SOI/SAII/FO       | 19.03.19 |  |
| 39 |        | IMPREST MONEY FOR STATISTICS  | DAS      | 13.03.19 | ANKIT/FO/SOI/CASHIER | 19.03.19 |  |
| 40 | 19437R | TRAVEL FIELD WORK FILE DR. V ELANGO VAN                                   | SERB-DST | 14.03.19 | sa/FO/VC             | 19.03.19 |  |
| 41 | 19410r | contingency file for dr. v elangovan                                      | SERB-DST | 14.03.19 | SA/FO/SOI/CASHIER    | 19.03.19 |  |
| 42 | 19483r | imprest money for botanical garden dr. ravi shankar verma                 | r        | 14.03.19 | ankit/FO/SOI/CASHIER | 19.03.19 |  |
| 43 | 19038r | procurement of water coolers for uiet                                     | uiet     | 14.03.19 | sa/FO/SOI            | 19.03.19 |  |
| 44 |        | FELLOWSHIP FILE FOR MR. ABHISHEK PANDEYA DR. SUNIL BABU GOSIPATALA        | HEAD-DBT | 14.03.19 | ANKIT/FO/VC          | 19.03.19 |  |
| 45 | 19474R | APPLICATION FOR HONORARIUM (WARDEN AMETHI CAMPUS)                         | R        | 14.03.19 | FO/SOI/FO/R          | 19.03.19 |  |
| 46 | 19467R | APPROVAL FOR CATERERS SERVICE NATIONAL SEMINAR 26TH MARCH 2019            | R        | 14.03.19 | SOII/FO /VC          | 19.03.19 |  |

|    |        |   |       |          |                       |          |  |
|----|--------|---|-------|----------|-----------------------|----------|--|
| 47 | 19312R | UGC NON NET FELLOWSHIP MS. SHIVANGI (RESEARCH SCHOLAR)  | AR(A) | 14.03.19 | SOII/FO/AR(A)         | 19.03.19 |  |
| 48 | 12992R | MINOR EQUIPMENT DR. KHEM B THAPA  | R     | 14.03.19 | SA/FO/IAO             | 19.03.19 |  |
| 49 | 12800R | DST-STI-POST DOCTORAL FELLOWSHIP-2017 (CONTINGENCY) DR. ADITYA VIKRAM AGARWAL   | R     | 14.03.19 | ANKIT/fo/DR . V DUTTA | 19.03.19 |  |
| 50 | 19468R | INTERNATIONAL CONFERENCES ON LIBRARY AND INFORMATION PROFESSIONALS (I-LIPS) ON EMPOWERMENT OF LIBRARIES THROUGH EMERGING TECHNOLOGY 22-24 NOVEMBER 2019 | R     | 14.03.19 | SOII/FO/DLIS          | 19.03.19 |  |
| 51 | 19458R | SERB-DST PROJECT CONSUMABLE FILE DR. V ELANGO VAN   | R     | 14.03.19 | SA/fo/IAO             | 19.03.19 |  |
| 52 | 19477R | BBALLB (ONS) PATHAYKRAM ME INDIA BAR REVU KE LAW JARNUAL KI VARSHIK SADAHYATA -2019 KE LEYE PRASHASNIK AVAM VETTIY ANUMODAN                             | LAW   | 14.03.19 | FO/SOII/SA            | 19.03.19 |  |
| 53 | 19479R | REQUIREMENT OF CHEMICALS PLASTICWARE & GLASSWARE (2018-19)  | R     | 14.03.19 | SA/fo/H.DA AS         | 19.03.19 |  |
| 54 | 18044R | DST-INSPIRE PROJECT HEAD CONSUMABLE DR. PREETI GUPTA  |       | 14.03.19 | SA/FO                 | 19.03.19 |  |
| 55 | 12447R | GUEST FACULTY BBAU SATELLITE CAMPUS AMETHI (ON CONTRACT)  | IAO   | 15.03.19 | FO/SOI/UDC /VC        | 19.03.19 |  |
| 56 | 18036r | international conference on global control of green house gases at the sources by physical and chemical techbology 22-24 march, 2019                    | DAC   | 15.03.19 | FO/SOII/ANKIT         | 19.03.19 |  |
| 57 | 7182R  | RECHARGE OF AIRTEL DIGITAL TV FROM HOSTEL FUND  | ABH   | 15.03.19 | UDC/FO                | 19.03.19 |  |
| 58 | 15015R | CHEMICALS GLASSWARES AND PLASTICWARES DR. KHEM B THAPA  | PHY   | 15.03.19 | SA/FO                 | 19.03.19 |  |
| 59 | 19492R | UGC START UP GRANT UTILIZATION DR. MUKESH KUMAR AWASHTI   | R     | 15.03.19 | SA/fo/IAO             | 19.03.19 |  |
| 60 | 19491R | UGC START UP GRANT UTILIZATION DR. MAITRI VERMA   | R     | 15.03.19 | SA/fo/IAO             | 19.03.19 |  |

|    |        |  |         |          |                               |          |  |
|----|--------|--|---------|----------|-------------------------------|----------|--|
| 61 |        | NATIONAL SCIENCE DAY 28 FEB 2019 DR. VENKATESH DUTTA   | DES     | 15.03.19 | SOI/ANKIT                     | 19.03.19 |  |
| 62 | 9763R  | CHEMICALS & GLASSWARE FILE DR. VENKATESH KUMAR R   | DAAS    | 15.03.19 | SA/FO                         | 19.03.19 |  |
| 63 | 19332R | REPAIR ESTIMATE OF VERTICAL AUTOCLAVE  | BIO     | 15.03.19 | UDC/FO/H.D<br>BT              | 19.03.19 |  |
| 64 |        | WIFI FACILITY FOR OSD AMETHI   |         | 15.03.19 | SA/SOI/UDC<br>/FO             | 19.03.19 |  |
| 65 | 19494R | विभिन्न कार्यक्रम हेतु अग्रिम धन राशि ₹  | कुलसचिव | 15.03.19 | अनुभाग<br>अधिकारी<br>II/ANKIT | 19.03.19 |  |
| 66 | 19283r | ICSSR DOCTORAL FELLOWSHIP PAYMENT FILE MS.PRAGYA SHARMA,MS.PRITI JHA AND MS. RUCHI BHALLA                      | VC      | 15.03.19 | SOII/CASHIE<br>R              | 19.03.19 |  |
| 67 | 3920R  | landline/fwll bill payment of VCS&Camp office  | TELE    | 18.03.19 | UDC/FO                        | 19.03.19 |  |
| 68 | 17032R | ADVANCE FOR STATIONERY FOR UIET PROF. KAMAN SINGH  | VC      | 18.03.19 | SOI/CASHIER                   | 19.03.19 |  |
| 69 |        | TRANSFER OF HOSTEL FEE ELECTRICITY & ROOM RENTAL FOR ASHOKA EXTN.HOSTEL  | DSW     | 18.03.19 | UDC/FO                        | 19.03.19 |  |
| 70 | 19393R | PROPOSAL FOR ONE WEEK (FIVE DAYS) WORKSHOP ON RESEARCH METHODOLOGY FROM 25TH FEBRUARY,2019 TO 01ST MARCH, 2019 | R       | 18.03.19 | SOII/FO/H.D<br>HR             | 19.03.19 |  |
| 71 | 11001R | RESEARCH METHODOLOGY PROGRAMMES IN SOCIAL SCIENCES ACCOUNT OPEN DETAILS FOR RMPSS-2015                         | DE      | 19.03.19 | ANKIT                         | 19.03.19 |  |
| 72 | 19359R | SERB-DST PROJECT CONTINGENCY DR. JIWAN SINGH   | DES     | 19.03.19 | SA                            | 19.03.19 |  |
| 73 |        | SERB-DST RESEARCH PROJECT (CONSUMABLE HEAD) DR. JIWAN SINGH  | DES     | 19.03.19 | SA                            | 19.03.19 |  |
| 74 | 19372r | purchase of glasswares and labwares from consumable head dr. pankaj kumar arora                                | IAO     | 19.03.19 | FO/VC                         | 19.03.19 |  |
| 75 | 19370r | foot mike for auditorium on haire basis  | IAO     | 19.03.19 | FO/SOI                        | 19.03.19 |  |

|    |                         |  |                             |          |        |          |  |
|----|-------------------------|--|-----------------------------|----------|--------|----------|--|
| 76 | 13082R                  | MOU BETWEEN CSIR-AMPRI AND<br>BBAU/DOP/BBAU/2018 PROF. R C YADAV + I FILE<br>ATTACHED 12344R | R                           | 19.03.19 | SA     | 19.03.19 |  |
| 77 | dbt/dem<br>/2018/0<br>1 | purchase of consumables prof. ram chandra pi   | IAO                         | 19.03.19 | FO     | 19.03.19 |  |
| 78 | 12310R                  | PAINTING AND MAINTENANCE OF V.C. RESIDENCE<br>5(683)   |                             | 19.03.19 | FO/IAO | 19.03.19 |  |
| 79 | 19369R                  | purchase of chemicals from consumable (chemical)<br>head dr. pankaj kumar arora              | IAO                         | 19.03.19 | FO     | 19.03.19 |  |
| 80 |                         | PURCHASE OF CHEMICALS/GLASSWARE DR.<br>VENKATESH KUMAR R                                     | ZOOLOGY                     | 19.03.19 | SA     | 19.03.19 |  |
| 81 |                         | <b>मानवाधिकार विभागमेचल रही परीक्षा हेतु र. 2000/-<br/>अग्रिम धनराशि</b>                     | <b>मानवाधिकार<br/>विभाग</b> | 19.03.19 | UDC    | 19.03.19 |  |
| 82 | 8653R                   | SATELLITE CAMPUS AT AMEHTI   | VC                          | 19.03.19 | FO     | 19.03.19 |  |
| 83 |                         | PROCTOR OFFICE TO PROCURE REMAIN STUDENT<br>DENTITY CARDS                                    | VC                          | 19.03.19 | FO     | 19.03.19 |  |
| 84 | 8703R                   | MEDICAL REIMBURSEMENT FILE OF NON-TEACHING   | R                           | 19.03.19 | ANKIT  | 19.03.19 |  |
| 85 | 7141R                   | PF OF DR. SANDHYA GIHAR  | R                           | 19.03.19 | FO     | 19.03.19 |  |
| 86 | 19301R                  | EQUIPMENTS FILE  | STR                         | 19.03.19 | SA     | 19.03.19 |  |
| 87 |                         | REMUNERATION BILLS OF GUEST FACULTY FOR END<br>SEMESTER EXAMINATION                          | FW                          | 19.03.19 | IAO    | 19.03.19 |  |
| 88 | 19427R                  | PROCUREMENT OF WOODEN DRAWING BOARD TOP<br>WITH METALLIC STAND                               | STR                         | 19.03.19 | UDC    | 19.03.19 |  |
| 89 | 19401R                  | PURCHASE OF GLASSWARE & PLASTICWARE YEAR<br>2019   | STR                         | 19.03.19 | SA     | 19.03.19 |  |
| 90 | 15005R                  | REQUIREMENT OF EQUIPMENTS DR. S KUMAR  | DAC                         | 19.03.19 | SA     | 19.03.19 |  |
| 91 | 19355R                  | FURNISHING OF MOAT COURT   | IAO                         | 19.03.19 | FO     | 19.03.19 |  |
| 92 | 19447R                  | LTC OF PROF GOVIND JI PANDEY DMCJ  | R                           | 19.03.19 | ANKIT  | 19.03.19 |  |
| 93 | 12806R                  | PRINTING OF DEGREE CERTIFICATE FOR VII<br>CONVOCATION  | R                           | 19.03.19 | UDC    | 19.03.19 |  |

|     |        |  |     |          |         |          |  |
|-----|--------|--|-----|----------|---------|----------|--|
| 94  | 8587R  | SUMERSIBBLE/TUBWELL PUMP REPAIRING WORK  | R   | 19.03.19 | FO/SOI  | 19.03.19 |  |
| 95  | 19509R | PURCHASE OF COMPUTER SYSTEM UPS & SCANNER FOR THE USE OF MEDIA CENTRE                    | STR | 19.03.19 | UDC     | 19.03.19 |  |
| 96  | 19243R | PURCHASE OF LABORATORY EQUIPMENTS FOOD SCIENCE AND TECHONOLOGY LAB +19242R+19244R+19245R | STR | 19.03.19 | SA      | 19.03.19 |  |
| 97  | 12711R | APPROVAL FOR PURCHASE OF NEW COMPUTER FOR LAB DLIS BBAU/2017                             | STR | 19.03.19 | SA      | 19.03.19 |  |
| 98  | 9581R  | MAINTENANCE OF ABH   | EE  | 19.03.19 | FO      | 19.03.19 |  |
| 99  | 19196R | T/C PUMP MENTINANCE WORK UNIVERSITY CAMPUS   | R   | 19.03.19 | SOI     | 19.03.19 |  |
| 100 | 6860R  | PURCHASE OF COLOURED XEROX MACHINE FOR V.C SECTT   | STR | 19.03.19 | UDC     | 19.03.19 |  |
| 101 | 12419r | resource person payment file for feb 2019  | IAO | 19.03.19 | FO/VC   | 19.03.19 |  |
| 102 | 3775R  | T/C PF OF SHRI SHIV KUMAR TRIPATHI   | R   | 19.03.19 | FO      | 19.03.19 |  |
| 103 | 19520R | PURCHASE OF TONER CARTIDGE FOR DR(S&P)   | STR | 19.03.19 | UDC     | 19.03.19 |  |
| 104 | 17018R | REFLING OF 88A TONER   | R   | 19.03.19 | UDC     | 19.03.19 |  |
| 105 | 3779R  | PURCHASE OF POSTAL STAMP   | STR | 19.03.19 | ANKIT   | 19.03.19 |  |
| 106 | 19519R | PURCHASE OF TABLE GLASS FOR IAO  | STR | 19.03.19 | UDC     | 19.03.19 |  |
| 107 | 13043R | NATIONAL WORKSHOP ON FOLDSCOPE DR. VENKATESH KUMAR R                                     | dz  | 19.03.19 | FO      | 19.03.19 |  |
| 108 | 4616R  | PF OF DR. S VICTOR BABU  | R   | 19.03.19 | SOI     | 19.03.19 |  |
| 109 | 17066R | CONSUMABLE ITEMS-DST-SERB PROJECT DR. R N BHARGAVA                                       | VC  | 19.03.19 | CASHIER | 19.03.19 |  |
| 110 | 12034R | TECHNICAL COMMITTEE FOR THE PURCHASE OF EQUIPMENTS DR. G SUNIL BABU                      | VC  | 19.03.19 | CASHIER | 19.03.19 |  |
| 111 | 12301r | dbt- equipment purchase related dr. abha mishra  | VC  | 19.03.19 | CASHIER | 19.03.19 |  |