

| S.No | File.No | Subject | From whom Received | Received Date | Sent to | Sent Date | Remarks |
|------|---------|---|--------------------|---------------|-----------------------------|-----------|--------------|
| 1 | 6727R | PURCHASE OF STATIONARY ITEMS-VI YEAR-2015-16 | STR | 19.04.17 | SA/ARF/FO/ARF | 18.05.17 | |
| 2 | 3328R | Printing of uni. Name file cover | AR(S/P) | 20.04.17 | ARF/SOI/SA/ARF/FO/VC | 18.05.17 | |
| 3 | 8365R | REQUIREMENT OF COOLER | AR(S/P) | 02.05.17 | FO/VC | 18.05.17 | |
| 4 | | POST-DOCTORAL FELLOWSHIP DR. SADAF FAREED | DOH | 02.05.17 | FO/STENO/VC | 18.05.17 | |
| 5 | | SANITATION PAYMENT OF BBAU SATELLITE CAMPUS AMETHI | OSD | 05.05.17 | ARF/SOI/DEO/FO/OSD(A)/FO/VC | 18.05.17 | |
| 6 | 9449R | DIESEL FOR DG STE AMETHI CAMPUS | OSD | 05.05.17 | ARF/SO/SA/SO/ARF/VC | 18.05.17 | |
| 7 | | DR. JIWAN SINGH UGC-BSR STARTUP GRANT PROJECT UV VISIBLE SPECTROPHOTOMETER PURCHASE | DES | 05.05.17 | SOI/ARF/FO/VC | 18.05.17 | |
| 8 | | REPAIR OF PHOTOCOPIER MACHINE IN DRM | STORE | 11.05.17 | ARF/SO/LDC/ARF | 18.05.17 | |
| 9 | 8424R | PURCHASE OF KEY BOARD FOR FINANCE SECTION | STORE | 11.05.17 | LDC/SO/ARF | 18.05.17 | |
| 10 | | REQUIREMENT OF CHEMICALS GLASSWARES & PLASTICWARES GOR FINANCIAL YEAR 2016-17 | VC | 11.05.17 | FO/HEAD SUBNI SARAF BY HAND | 18.05.17 | |
| 11 | | CHEMICALS/GLASSWARES ETC. | DES | 12.05.17 | SA/SO/ARF/SO/SA | 18.05.17 | |
| 12 | | UGC-BSR START UP GRANT (PURCHASING STATIONARY ITEMS) DR. JIWAN SINGH | DES | 15.05.17 | SA/SO/ARF/FO/so/cashier | 18.05.17 | disposed off |
| 13 | | AIR AUDIT (2015-16) 2017-18 | SOF | 16.05.17 | ARF/FO/vc | 18.05.17 | |
| 14 | 7146R | PF OF DR. ALKA | VC | 16.05.17 | FO/R | 18.05.17 | |
| 15 | | PRINTING OF COLOURED BOOKLET | VC | 16.05.17 | ARF/SO/LDC | 18.05.17 | |
| 16 | 9172R | T/C FILE PURCHASE OF POSTAGE STAMP (ADVANCE) | DISPATCH | 16.05.17 | STENO/FO/CASHIER | 18.05.17 | disposed off |
| 17 | 4307R | ALUMINIUM PARTITION WORK FOR DIT | EE | 16.05.17 | SA/SO/ARF | 18.05.17 | |

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| 18 | 8804R | RE-CONSTRUCTION OF CAMPUS BOUNDRY WALL | EE | 16.05.17 | SA/SO/ARF | 18.05.17 | |
| 19 | 5801R | CONSTRUCTION OF BIG SIGN BOARD | R | 17.05.17 | ARF | 18.05.17 | |
| 20 | 3724R | EXENTENSION OF DINNING HALL AND KITCHEN SHADE OF CHITRLEKHA GIRLS HOSTEL | R | 17.05.17 | SA | 18.05.17 | |
| 21 | 7897R | t/c pf PAYMENT OF DPW-II | R | 17.05.17 | ARF | 18.05.17 | |
| 22 | | NUTRITION WEEK CELEBRATION (1ST - 7TH SEPT,2016) WORKSHOP | DSHS | 17.05.17 | STENO | 18.05.17 | |
| 23 | | NEWSPEAPER PAYMENT REGARDING | DPR | 17.05.17 | LDC | 18.05.17 | |
| 24 | 8772R | REQUIREMENT OF AC, TABLE, CHAIRS FOR LABS | DAC | 18.05.17 | ARF | 18.05.17 | |
| 25 | 3086R | REQUIREMENT OF KBR PELLET SYSTEM FOR FT-IR IN DAC | DAC | 18.05.17 | ARF | 18.05.17 | |
| 26 | 10276R | 13/BBAU-UPC/17 | STORE | 18.05.17 | FO | 18.05.17 | |
| 27 | | GUEST FACULTY PAYMENT | VC | 18.05.17 | ARF | 18.05.17 | |
| 28 | 10287R | MR. RAJVARDHAN, PH.D. SCHOLAR ICSSR FELLOWSHIP | VC | 18.05.17 | ARF | 18.05.17 | |
| 29 | | UGC-NON-NET FELLOWSHIP FINANCE DEPARTMENT | FINANCE | 18.05.17 | FO/VC | 18.05.17 | |
| 30 | 3104R | IMPREST | R | 18.05.17 | STENO | 18.05.17 | |
| 31 | | T/C PAYMENT FILE OF SECURITY SERVICES BBAU SATELLITE CAMPUS | OSD | 18.05.17 | FO/VC | 18.05.17 | |
| 32 | | MANPOWER PAYMENT FILE AMETHI | OSD | 18.05.17 | FO/VC | 18.05.17 | |
| 33 | 9071R | MRP RESEARCH PROJECT PROF RANA PRATAP SINGH | DES | 18.05.17 | SA | 18.05.17 | |
| 34 | 10400R | T/C PF OF MS. SUNITA PAL (STA) | R | 18.05.17 | ARF | 18.05.17 | |
| 35 | | DD REGARDING FILE | COE | 18.05.17 | ARF/CASHIER | 18.05.17 | |