

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	REMARKS
1		DR. SANGEETA GUPTA TICKETS CENCEL PAYMENT REGARDING	DLIS	27.02.19	FO/SOII/UDC/SOII/FO/iao	03.05.19	
2	10322R	Children Education Allowance SESSION 2017-18	R	14.03.19	FO/SOII/SA/FO/IAO	03.05.19	
3	19440R	INDUSTRIAL VISIT (MECHANICAL ENGINEERING)	uiet	31.03.19	SOII/UDC/fo/SOII/CASHIER	03.05.19	
4	18030r	disbursement of salary of office attendant	r	01.04.19	fo/soi/CASHIER/soi/CASHIER	03.05.19	
5	17084R	annual report for the YEAR 2017-18		08.04.19	FO/SOI/SA/SOII/FO/SOI/UDC/FO/SA/FO/SOI	03.05.19	
6	19573R	UNNAT BHARAT ABHIYAN PROF NAVEEN KUMAR ARORA	VC	09.04.19	FO/UDC/FO	03.05.19	
7	19554R	INDEPENDENCE DAY OSD AMETHI	OSD	11.04.19	UDC/FO/VC	03.05.19	
8		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	dst	12.04.19	SA/FO/iao	03.05.19	
9	19668R	LANDSCAPING OF AMBEDKAR BHWAN	R	16.04.19	UDC/FO/PI.GBS	03.05.19	
10	12713R	MAINTENANCE OF INSTRUMENTS-I	DES	16.04.19	SA/soi/pornima/FO/SOI/CASHIER	03.05.19	
11	12572r	purchase of equipments for chemistry lab uiet(b.tech)	IAO	16.04.19	FO/SOI/sa/FO/DIR.UIET	03.05.19	

12	19508r	subscription of turnitin anti plagiarism software for gbl (219-on wards)	GBL	18.04.19	FO/SOI/SAII	03.05.19	
13	17077R	URGENT REQUIREMENT OF ONE COMPUTER SYSTEM SET WITH THREE IN ONE PRINTER/PHOTOSTATE MACHINE (REMINDER FILE)	R	22.04.19	SOI/UDC/FO/SO/FO/prof. r p singh	03.05.19	
14	19566R	salary file for media centre		22.04.19	FO/IAO	03.05.19	
15		ADJUSTMENT OF DEBIT CARD FOR ABH	ABHE	22.04.19	FO/SOII/ankit/FO	03.05.19	
16	19704R	MIS. EXPENDITURE IN BBAU SATELITE CAMPUS,	R	22.04.19	FO/soii/udc/FO/osd.amethi	03.05.19	
17	12645R	RELEASE OF RCA CONTRACTUAL STAFF SALARY	RCA	23.04.19	FO/SOI/SAII/FO/SOI/SAII	03.05.19	
18		IMPREST MONEY FOR SOCIOLOGY	SOCIOLOGY	23.04.19	fo/soii/ankit/FO/SOII/CAS HIER	03.05.19	
19	6045R	PURCHASE OF NEW DG SET	R	23.04.19	FO/sa/FO	03.05.19	
20		REMUNERATION BILL FOR END SEMESTER EXAM DEC 2018	COE	24.04.19	UDC/FO/VC	03.05.19	
21	9442R	ICSSR RESEARCH PROJ DR. SANATAN NAYAK + 2 file	DEM	24.04.19	SA/FO	03.05.19	
22	17049r	printing of diary & calender for the year -2019	r	25.04.19	fo/SOI/SA/FO	03.05.19	
23		पंखो की मरम्मत से संबन्धित पत्रावली	kbh	25.04.19	fo/SOII/ANKIT/fo/WARDEN	03.05.19	
24	5668R	IMPREST MONEY FOR RTI CELL	RTI	26.04.19	ANKIT/FO/soii/ankit	03.05.19	
25	19730R	PURCHASE OF MULTifunction machine through gem	R	26.04.19	SA/FO/iao	03.05.19	
26	19729R	SUBSCRIBE TO START CRAFT	R	26.04.19	FO/SOII/SA/fo	03.05.19	

27	19280R	FILE FOR THE REPAIRING OF TOSHIBA E STUDIO 256 SE PROF. MADHULIKA DUBE	vc	26.04.19	fo/FO/SO/SA/ FO/vc	03.05.19	
28	8593r	maintenance of type-b residence file part-2	ee	26.04.19	sa/FO/IAO	03.05.19	
29	3837R	ADVANCE FOR UNIVERSITY FUNCTION	GBS	26.04.19	UDC/fo /Soii/cashier	03.05.19	
30	11592R	MID TERM TECHNICAL REPORT MRP PROJECT UGC NEW DELHI PROF RANA PRATAP SINGH	R	26.04.19	SA/FO	03.05.19	
31	5814r	supply of electrical goods part-ii	R	29.04.19	SA/FO/iao	03.05.19	
32		PRINTING OF A & B TYPE ANSWER BOOK FOR EXAMINATIONS	COE	29.04.19	SA/FO	03.05.19	
33	12412R	REQUIREMENT OF CARTRIDGE	R	29.04.19	FO/SOI/UDC/f o/vc	03.05.19	
34	612/DS/ BBAU/2 018	ADVANCE OF RS 3000 FOR CONDUCTING EXAMINATION	STATISTICS	29.04.19	FO/SOII/FO/S OII/CASHIER	03.05.19	
35	12729R	MAINTENANCE WORK OF AUDITORIUM	EE	29.04.19	FO/SOI/SA/FO /IAO	03.05.19	
36	11993R	ADVANCE FOR R-OFFICE	R-OFFICE	30.04.19	FO/SOI/ANKIT /fo/SOII/CASH IER	03.05.19	
37	8495R	INSECT AND RODENT CONTROL IN THE LIBRARY	IAO	30.04.19	FO/SOI/SA	03.05.19	
38		purchase of minor equipments for dr. suman mishra	IAO	30.04.19	FO/VC	03.05.19	
39	11884R	SHAHDEEN SHAH FOR FEE CONCESSION	IAO	30.04.19	FO/r	03.05.19	
40	9883R	NEW VEHICLE MARUTI CIAZ FOR REGISTRATION UP-32- HR-6042	AR(V)	01.05.19	FO/SOII/UDC	03.05.19	
41	3775R	T/C PF OF SHRI SHIV KUMAR TRIPATHI	R	01.05.19	FO/SOI/UDC	03.05.19	
42	19493R	PF OF PROF. SANJAY SINGH VICE CHANCELLOR	R	01.05.19	FO/SOI/udc	03.05.19	
43	9840R	ELECTRICAL WORK/ SUPPLY FOR BBAU AMETHI SATELLITE CAMPUS P-2	R	01.05.19	FO/SOI/SA	03.05.19	

44	12658R	MAINTENANCE OF SES BUILDING	R	01.05.19	SOI/FO/EE	03.05.19	
45		UTILIZATION CERTIFICATE (UC) DR. V ELANGO VAN		01.05.19	FO/R	03.05.19	
46	19666R	ADVANCE FOR PROCRUREMENT OF MISSCELENES ITEMS FOR THE FINANCIAL YEAR 2019-20	lib	01.05.19	FO/SOII/FO/S OII/librarian	03.05.19	
47		FILE REIMBURSEMENT OF RS 4760.00 TO PROF. D R MODI DEAN SLSC FOR REPAIRING OF 03 AQUA GUARD	DBT	01.05.19	FO/SOII/UDC	03.05.19	
48	4440R	अतिथि गृह में विभिन्न प्रकार के कार्यों के निर्माण एवं मरम्मत के संबंध में	IAO	01.05.19	FO/vc	03.05.19	
49		PURCHASE OF DEGREE PRINTER FOR COE OFFICE	VC	01.05.19	FO/soi/SA	03.05.19	
50	8703R	MEDICAL REIMBURSEMENT FILE OF NON-TEACHING	r	01.05.19	fo/iao	03.05.19	
51	12308R	CLEANING OF WATER TANKS IN BBAU CAMPUS.	IAO	01.05.19	FO/SOI/SA	03.05.19	
52	3231R	ETIOS DIESEL UP 32 FR 5768	FW	02.05.19	FO/UDC/FO/IA O	03.05.19	
53	19740R	INCLUSION OF OTHER NON HUMAN ANIMAL MODEL VIZ INSECTS FISH BATS: INSTITUTIONAL ANIMAL ETHICAL COMMITTEE	DEAN A.A	02.05.19	FO/SOI	03.05.19	
54	13098R	DST-CENTRE FOR POLICY RESEARCH DR. SUMYA PATHAK UNDER DR. VENKATESH DUTTA	DES	02.05.19	FO/SOII/CASHI ER	03.05.19	
55		NPS ENHANCEMENT (10% TO 14%) EMPLOYER CONTRIBUTION	IAO	02.05.19	FO/VC	03.05.19	
56		RECOVERY OF RENT OF PHOTOSTATE/STATIONERY SHOP + 3224R PHOTOSTAT SHOP T/C FILE OF CANTEEN CONTRACT (VOL-V)	IAO	02.05.19	FO/R	03.05.19	
57	19696R	ENTRY CARD FILE	procurtor	02.05.19	fo/PROCTOR	03.05.19	
58	9425R	OPENING BANK A/C FILE	dsw	02.05.19	fo/ABH(E)	03.05.19	

59	19726R	amrendr singh vedi	vc	03.05.19	SOI/CASHIER	03.05.19	
60	19357R	SERB-DST PROJECT PURCHASE OF MINOR EQUIPMENT DR. V ELANGO VAN	vc	03.05.19	pi.dr. v elangovan	03.05.19	
61	12086r	contingency file dr. venkatesh kumar r +1 file attached	ZOOLOGY	03.05.19	sa	03.05.19	
62	19772r	PURCHASE OF FURNITURES FOR IQAC OFFICE	VC	03.05.19	FO	03.05.19	
63	19773R	PURCHASE OF COMPUTER SYSTEM & PHOTOCOPIER MACHINE FOR THE OFFICE OF THE IQAC	VC	03.05.19	FO	03.05.19	
64		128TH AMBEDKAR JAYANTI	sports	03.05.19	FO/SOII/CASHIER	03.05.19	
65	19362R	SALAR ELECTRICITU BILLING FROM 750 KWP ROOF TOP SOLAR PLANT INSTAVEDAT BBAU	VC	03.05.19	SOI/CASHIER	03.05.19	
66	12090R	PURCHASE OF COLOR INK CARTRIDGE FOR VC SECTT.	VC	03.05.19	FO/VC	03.05.19	
67	18078R	NGS SERVICES AND ADVANCE UGC START UP GRANT DR. DIGVIJAY VERMA	IAO	03.05.19	FO/soi/sa/FO/VC	03.05.19	
68	16034R	RAKESH TRIPATHI SECURITY PAYMENT FILE PART-II OLD	procutor	03.05.19	FO	03.05.19	
69	9763R	CHEMICALS AND GLASSWARE DR. VENKATESH KUMAR R	VC	03.05.19	SOI/CASHIER	03.05.19	
70	19654R	GLOWSIGN BOARD FOR VC RESIDENCE AND VC OFFICE	VC	03.05.19	EO	03.05.19	
71	15011R	REQUIREMENT OF COMPUTER SYSTEM PROF. GAJANAN PANDEY	VC	03.05.19	FO/VC	03.05.19	
72	19732R	T/C PF DR. RANJEET KUMAR CHAUDHARY CPMPUTER ADVANCE	VC	03.05.19	R	03.05.19	
73	19691R	PURCHASE OF BATTERY FOR WEBSITE SERVER	VC	03.05.19	DR(S&P)	03.05.19	
74	19739R	repairing of machines -mech.engg	VC	03.05.19	DIR.UIET	03.05.19	
75		THE 63RD INDIAN LIBRARY ASSOCIATION CONFERENCE	VC	03.05.19	FO/SOII/CASHIER	03.05.19	

76	10884R	PURCHASE OF CHEMICALS (CONSUMBLES-1) IDENTIFICATION AND FUNCTIONAL ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	VC	03.05.19	PI.DR.G. SUNIL BABU	03.05.19	
77	19325r	SERB-DST PROJECT RECRUITMENT OF PROJECT FELLOW JUNIOR RESEARCH FELLOW (JRF) DR. V ELANGO VAN	ZOOLOGY	03.05.19	SA	03.05.19	
78	19370r	foot mike for auditorium on haire basis	EE	03.05.19	FO	03.05.19	
79	19774R	WINDOW A/C MAINTENANCE PAYMENT FILE	DRM	03.05.19	FO	03.05.19	
80	19768R	UTILIZATION CERTIFICATE FOR NSS DR. PAWAN KUMAR CHAURASIA	R	03.05.19	FO	03.05.19	
81	19771R	PURCHASE OF RC FOR THE USE OF DEPARTMENT OF MATHMETICS	R	03.05.19	UDC	03.05.19	
82	12115R	weighing balance for des	des	03.05.19	sa	03.05.19	
83	12204R	INSTALLATION OF LABORATRY SINK	R	03.05.19	SA	03.05.19	
84	11198R	COMMITTEE FOR EVALUATION OF MID TERM TECHNICAL REPORT OF MAJOR RESEARCH PROJECT (UGC, NEW DELHI) PROF. RANA PRATAP SINGH	DES	03.05.19	SOII	03.05.19	
85	19662R	22 अप्रिल से 24 अप्रिल तक भारत रत्न अटल बिहारी बाजपई सभागृह एवं पुराने प्रसासनिक भवन मे स्थित सभागार आरक्षित करने हेतु	vc	03.05.19	fo	03.05.19	
86	19636R	ADVANCE FOR PROJECT WORK IN FINANCIAL YEAR DR. ANJANI KUMAR TIWARI	DOC	03.05.19	sa	03.05.19	
87	19458R	SERB-DST PROJECT CONSUMABLE FILE DR. V ELANGO VAN	vc	03.05.19	SOI/CASHIER	03.05.19	
88		WORKSHOP ON ENVIRONMENTAL HAZARDS OF ELECTROMIC WATE ON 13.03.19 AT DES DR. VENKATESH DUTTA	VC	03.05.19	SOI/CASHIER	03.05.19	
89	8589R	MEDICAL REMBURSEMENT FILE REGISTRAR & FO & COE	VC	03.05.19	FO	03.05.19	
90	19622R	INTERNATIONAL DAY OF YOGA (IDY-2019)	VC	03.05.19	FO	03.05.19	

91		341/BIOMETRIC DEVICE/ET-2019/DIT/2019		03.05.19	FO/VC	03.05.19	
92	7152R	GPF/CPF ADVANCE/WITHDRAWAL NON-TEACHING PART-IV	IAO	03.05.19	FO	03.05.19	
93	10198R	REQUIREMENT OF ELECTRICAL GOODS FOR ADMINISTRATIVE BLOCK REGISTRAR OFFICE+ 1 FILE ATTACHED 7972R	IAO	03.05.19	FO	03.05.19	
94	19158r	t/c pf ltc of prof. naveen kumar arora without service book	IAO	03.05.19	FO	03.05.19	
95	3345R	IRRIGATION PIPES AND RELATED MATERIALS	IAO	03.05.19	FO	03.05.19	
96	19642r	serb-dst project research project (consumable head) dr. jiwani singh	IAO	03.05.19	FO	03.05.19	
97	17010R	NAME PLATE AND NOTIC BOARD DISPLAY BANVANE ADVANCE MONEY HETU	IAO	03.05.19	FO	03.05.19	
98	12447R	GUEST FACULTY BBAU SATELLITE CAMPUS AMETHI (ON CONTRACT)	VC	03.05.19	FO	03.05.19	
99	5990R	MAINTENANCE OF ELECTRICAL UNDER GROUND CABLE IN UNIVERSITY CAMPUS	VC	03.05.19	EE	03.05.19	
100	19696R	ENTRY CARD FILE	VC	03.05.19	SOI	03.05.19	
101	18028R	STAPNA DEVASH KE AVSHAR PER CHAYABAD KE 100 VARSH DEVASHI RASHTRIY SANGHOSHTI	VC	03.05.19	FO	03.05.19	
102	12153r	CONSTRUCTION WORK FOR PROTECTION OF R. AMBEDKAR STATUE	VC	03.05.19	FO	03.05.19	
103	19387R	SECURITY SERVICES FILE	R	03.05.19	SAII/FO	03.05.19	
104	19679R	RENOVATION AND MAINTENANCE WORK OF DEPARTMENT OF ENVERMINTEL MICROBIOLOGY	VC	03.05.19	FO	03.05.19	
105	19514R	T/C PF OF DR. VIVEK NATH TRIPATHI REFGARDING TRANSPORTATION	VC	03.05.19	SOI/UDC	03.05.19	

106	19635R	CONTINGENCY HEAD (ADVANCE) PROJEC LUMINESCENT NANOPROBE FOR MOLECULAR RECOGNITION OF THE TRANSLOCATOR PROTEIN (TSPO) DR ANJANI KUMAR TIWARI	DOC	03.05.19	SA	03.05.19	
107		मानवाधिकार विभाग मे 06 एमएआरसीएच 2019 को एक दिवसीय राष्ट्रीय संगोष्ठी के कार्यक्रम मे अग्रिम धनराशि र 1.50 लाख के सापेछ हुआ वेच्य के समायोजन हेतु पत्रावली 96/DHR/SLS/19	DHR	03.05.19	SOII/ANKIT	03.05.19	
108	12858R	SUBSISTENCE ALLOWANCE OF SHRI RAMA SHANKAR SINGH FINANCE OFFICER (UNDER SUSPENSION) BBAU	R	03.05.19	UDC	03.05.19	
109	19778R	DR. NARENDRA KUMAR WARDEN NEWLY CONSTRUCTED BOYS HOSTEL	R	03.05.19	SAll	03.05.19	
110	19596R	EDUCATION LOAN FILE OF MR SANJEEV KUMAR MAHTO M.SC (INDUSTRIAL MICROBIOLOGY)	R	03.05.19	ANKIT	03.05.19	
111	8309R	GPF ADVANCE AND WITHDRWAL TEACHING AND NON TEACHING PART 5	R	03.05.19	ANKIT	03.05.19	
112	19777R	GYM MAINTENANCE	R	03.05.19	SOI	03.05.19	
113	19597R	MR. HARIOM JEE EDUCATION LOON REFUND OF BALANCE AMOUNT	R	03.05.19	ANKIT	03.05.19	
114	19763R	EDUCATION LOAN FILE OF MR. RAHUL KUMAR BIHAR	R	03.05.19	ANKIT	03.05.19	
115	19775R	T/C PF LTC OF PROF. SHUBHINI A SARAF	R	03.05.19	ANKIT	03.05.19	
116	18047R	DISSERTATION PROJECT WORK REMBURSMENT II YASH KAUR SINGH	R	03.05.19	ANKIT	03.05.19	
117	11331R	CAUTION MONEY (PART-II)	R	03.05.19	ANKIT	03.05.19	
118	12994R	PURCHASE OF AC FOR VARIEUS DEPARTMENT SECTION	R	03.05.19	SA	03.05.19	
119	12457R	ICSSR RESEARCH PROJECT DR. MAHENDRA KUMAR PADHY	VC	03.05.19	SOI/CASHIER	03.05.19	



120	10148R	CONSTRUCTION OF SHED WITH PART AB STUCTURE FOR MCJ	iao	03.05.19	fo	03.05.19	
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