

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	REMARKS
1		UNNAT BHARAT ABHIYAN MHRD PROGRAMME PROF. NAVEEN KUMAR ARORA +1 FILE ATTACHED		30.03.19	SOII/UDC/FO/UDC/SOII/FO/SOII/FO/PROF. NAVEEN KUMAR ARORA	07.05.19	
2	19573R	UNNAT BHARAT ABHIYAN PROF NAVEEN KUMAR ARORA	VC	09.04.19	FO/UDC/FO/VC	07.05.19	
3	14043R	IDENTITY VARD FOR THE STUDENTS (SESSION:- 2018-19)	PROCTOR OFFICE	10.04.19	SA/SOI/FO/SOI	07.05.19	
4	19658R	PAYMENT FILE FOR NEWS PAPER BBAU OSD AMETHI	OSD	12.04.19	UDC/FO/SOII	07.05.19	
5	4189R	AMC CEILING FANS & EXAUST FANS P-2	EE	15.04.19	FO/SOI/SA/soi/ankit/FO/IAO	07.05.19	
6	10108R	AMC OF WATER PUMPS	EE	16.04.19	FO/soi/SA/fo/IAO	07.05.19	
7	19205R	STUDY TOUR FILE FOR MSC ZOOLOGY 2019	biot	18.04.19	SOII/ANKIT/FO/IAO	07.05.19	
8	12783R	003/UP-CST PROJECT, DR MONICA SHARMA	DBT	22.04.19	FO/soi/sa/FO/SOI/CASHIER	07.05.19	
9		ADJUSTMENT OF DEBIT CARD FOR ABH	ABHE	22.04.19	FO/SOII/ankit/FO/SOII/CASHIER	07.05.19	
10	6045R	PURCHASE OF NEW DG SET	R	23.04.19	FO/sa/FO/IAO	07.05.19	
11	9442R	ICSSR RESEARCH PROJ DR. SANATAN NAYAK + 2 file	DEM	24.04.19	SA/FO/SA/fo/vc	07.05.19	
12	17049r	printing of diary & calender for the year -2019	r	25.04.19	FO/soi/sa/FO/VC	07.05.19	
13	19721r	REQUIREMENT FOR INTERNAL EQUIPMENTS FOR OSD AMETHI	R	26.04.19	SOI/UDC/FO/OSD	07.05.19	

14	19729R	SUBSCRIBE TO START CRAFT	R	26.04.19	FO/SOII/SA/fo/P ROF. RP SINGH , COMMITTEE	07.05.19	
15	11592R	MID TERM TECHNICAL REPORT MRP PROJECT UGC NEW DELHI PROF RANA PRATAP SINGH	R	26.04.19	sa/FO/VC	07.05.19	
16		PRINTING OF A & B TYPE ANSWER BOOK FOR EXAMINATIONS	COE	29.04.19	sa/FO/VC	07.05.19	
17	19759R	PURCHASE OF MEMENTOS COMMITTEE FOR THE CELEBRATION OF DR. B R AMBEDKAR JYANTI ON 14TH APRIL 2019	R	01.05.19	UDC/SOII/UDC	07.05.19	
18	19676R	PURCHASE OF PAPER SHREDDER FOR VC SECTT	R	01.05.19	UDC/FO/IAO	07.05.19	
19	7971R	LED STREET LIGHT WORKS	EE	01.05.19	SA/fo/soi/fo/sa	07.05.19	
20	15062R	PURCHASE OF TONER FOR TOSHIBA MACHINE MODEL E-STUDIO-2309/195	R	01.05.19	POORNIMA/FO/S OII/CASHIER	07.05.19	
21	18067r	proposal for foundation day program 18th february 2019 PROF. M P SINGH	DLIS	01.05.19	SOII/FO/VC	07.05.19	
22	19123R	DST-INSPIRE FELLOWSHIP SHUBHAM RASTOGI UNDER DR. GAURAV KAITHWAS	DEAN	02.05.19	ANKIT/FO/SOII/C ASHIER	07.05.19	
23	19740R	INCLUSION OF OTHER NON HUMAN ANIMAL MODEL VIZ INSECTS FISH BATS: INSTITUTIONAL ANIMAL ETHICAL COMMITTEE	DEAN A.A	02.05.19	FO/SOI/SA	07.05.19	
24		REMUNERATION FOR PH.D THESIS EVALUATION & VIVA VOCE	COE	02.05.19	UDC/FO/SOII/CA SHIER	07.05.19	
25	10638R	JRF RECRUIT MENT COMMITTEE HCMV DR G SUNIL BABU, DR SANGEETA SAXENA	DBT	02.05.19	SA/FO/SOI/CASH IER	07.05.19	
26	204F	3-3 SALARY PACKAGE SOFTWARE TALLY PACKAGE	iao	02.05.19	fo/soi/SAll/FO/S OII/	07.05.19	
27	9280r	IMPREST MONEY FOR ABHE	DSW	02.05.19	ANKIT/FO/ANKIT	07.05.19	

28	16034R	RAKESH TRIPATHI SECURITY PAYMENT FILE PART-II OLD	procutor	03.05.19	FO/SOI/SAII	07.05.19	
29		THE 63RD INDIAN LIBRARY ASSOCIATION CONFERENCE	VC	03.05.19	FO/SOII/CASHIER	07.05.19	
30	19370r	foot mike for auditorium on haire basis	EE	03.05.19	FO/SOI/SA	07.05.19	
31	19774R	WINDOW A/C MAINTENANCE PAYMENT FILE	DRM	03.05.19	FO/SOI/UDC	07.05.19	
32	19768R	UTILIZATION CERTIFICATE FOR NSS DR. PAWAN KUMAR CHAURASIA	R	03.05.19	FO/SOII/ANKIT	07.05.19	
33	19662R	22 अप्रिल से 24 अप्रिल तक भारत रत्न अटल बिहारी बाजपई सभाग्रह एवं पुराने प्रसासनिक भवन मे स्थित सभागार आरक्षित करने हेतु	vc	03.05.19	fo/R	07.05.19	
34	8589R	MEDICAL REMBURSEMENT FILE REGISTRAR & FO & COE	VC	03.05.19	FO/SOII	07.05.19	
35	7152R	GPF/CPF ADVANCE/WITHDRAWAL NON- TEACHING PART-IV	IAO	03.05.19	FO/VC	07.05.19	
36	10198R	REQUIREMENT OF ELECTRICAL GOODS FOR ADMINISTRATIVE BLOCK REGISTRAR OFFICE+ 1 FILE ATTACHED 7972R	IAO	03.05.19	FO/VC	07.05.19	
37	19158r	t/c pf ltc of prof. naveen kumar arora without service book	IAO	03.05.19	FO/VC	07.05.19	
38	3345R	IRRIGATION PIPES AND RELATED MATERIALS	IAO	03.05.19	FO/PI/GBS	07.05.19	
39	19642r	serb-dst project research project (consumable head) dr. jiwani singh	IAO	03.05.19	FO/VC	07.05.19	
40	17010R	NAME PLATE AND NOTIC BOARD DISPLAY BANVANE ADVANCE MONEY HETU	IAO	03.05.19	FO/SOII	07.05.19	
41	12447R	GUEST FACULTY BBAU SATELLITE CAMPUS AMETHI (ON CONTRACT)	VC	03.05.19	FO/SOII/CASHIER	07.05.19	
42	19387R	SECURITY SERVICES FILE	R	03.05.19	SAII/FO/SOI	07.05.19	

43	19679R	RENOVATION AND MAINTENANCE WORK OF DEPARTMENT OF ENVERMINTEL MICROBIOLOGY	VC	03.05.19	FO/SOI/SA	07.05.19	
44	12858R	SUBSISTENCE ALLOWANCE OF SHRI RAMA SHANKAR SINGH FINANCE OFFICER (UNDER SUSPENSION) BBAU	R	03.05.19	UDC/FO/VC	07.05.19	
45	8309R	GPF ADVANCE AND WITHDRWAL TEACHING AND NON TEACHING PART 5	R	03.05.19	ANKIT/FO	07.05.19	
46	10148R	CONSTRUCTION OF SHED WITH PART AB STUCTURE FOR MCJ	iao	03.05.19	fo/SOI	07.05.19	
47		SALARY - 2019-2020	FW	07.05.19	FO/IAO	07.05.19	
48		PURCHASE OF 24 PORT SWITCH FOR LEGAL STUDIES BUILDING FOR COMPUTER CENTRE		07.05.19	FO/VC	07.05.19	
49	13010R	ADVANCE FILE		07.05.19	FO/IAO	07.05.19	
50	12847R	SERB RESEARCH GRANT JRF/SRF SALARY FILE DR. GAURAV KAITHWAS		07.05.19	FO/SOI/SA	07.05.19	
51	19356R	ministry of food processing industries (mofpi) research grant: overhead charges dr. gaurav kaithwas	PI	07.05.19	SOI/SA	07.05.19	
52	19757R	PURCHASE OF AIR CONDITIONER FOR THE USE OF COMPUTER CENTRE	EO	07.05.19	FO/PROF. R A KHAN	07.05.19	
53		SERB RESEARCH GRANT UTILIZATION CERTIFICATE DR. GAURAB KAITHWAS	PHARMA	07.05.19	FO/SOI	07.05.19	
54	11001R	RESEARCH METHODOLOGY PROGRAMMES IN SOCIAL SCIENCES ACCOUNT OPEN DETAILS FOR RMPSS-2015	DE	07.05.19	FO/R	07.05.19	
55		RO AND AQUAGARD REGARDING		07.05.19	FO/VC	07.05.19	
56		ADVANCE MONEY FOR DLIS	DLIS	07.05.19	SOII	07.05.19	
57	7897R	T/C PF PAYMENT OF DPW-2	R	07.05.19	UDC	07.05.19	
58		AR VEHICLE OPENING BANK ACCOUNT	AR(V)	07.05.19	ANKIT	07.05.19	

59		PURCHASE OF UTENSIS FOR VC CAMPU OFFICE CUM RESIDENCE	R	07.05.19	POORNIMA	07.05.19	
60	19354R	TRAVEL GRANT DR. G SUNIL BABU	R	07.05.19	SA	07.05.19	
61	12826R	CAPITAL MAINTENANCE OF AMBEDKAR STUDIES	IAO	07.05.19	FO	07.05.19	
62	12779R	CASH ADVANCE AE(ELECT)	EE	07.05.19	ANKIT	07.05.19	
63	8703R	MEDICAL REIMBURSEMENT FILE OF NON-TEACHING	IAO	07.05.19	FO	07.05.19	
64	12695R	REPAIRING OF CCTV CAMERA OF HON'BLE VC.S RESIDENCE	VC	07.05.19	FO	07.05.19	
65	3263R	YASHODHARA GIRLS HOSTEL REGARDING WHITE WASH OF HOSTEL	VC	07.05.19	EE	07.05.19	
66	19280R	FILE FOR THE REPAIRING OF TOSHIBA E STUDIO 256 SE PROF. MADHULIKA DUBE	VC	07.05.19	FO	07.05.19	
67		341/BIO-METRIC DEVICE/ET-2019/DIT/2019	VC	07.05.19	PROF. R A KHAN	07.05.19	
68	12510R	BREAK DOWN (ELECTRICAL FAUTT) URGENT REPAIRING	VC	07.05.19	EE	07.05.19	
69	19347R	DST SERB PROJECT MAJOR EQUIPMENT PURCHASE FILE	VC	07.05.19	FO	07.05.19	
70	17017R	REPAIR OF PRINTER P-1007 (RECURITMENT CELL/STORE SECTION)	VC	07.05.19	EE	07.05.19	
71	12478R	SERVICING OF D.G. SETS BBAU	VC	07.05.19	FO	07.05.19	
72	12412R	REQUIREMENT OF CARTRIDGE	VC	07.05.19	DR(S&P)	07.05.19	
73	6104R	विश्वहिन्दी सम्मेलन	VC	07.05.19	FO	07.05.19	
74	4440R	अतिथि गृह में विभिन्न प्रकार के कार्यों के निर्माण एवं मरम्मत के संबंध में 1	VC	07.05.19	SOI/CASHIER	07.05.19	
75	19294r	23rd anniversary of the foundation day of university (10th january-2019)	PHARMA	07.05.19	FO/SOII/UDC	07.05.19	
76		MAINTENANCE OF MINOR EQUIPMENT	PHARMA	07.05.19	FO/SOII/UDC	07.05.19	
77	19554R	INDEPENDENCE DAY OSD AMETHI	VC	07.05.19	soii/cashier	07.05.19	
78	19549R	REFELING OF 88A TONER	VC	07.05.19	soii/cashier	07.05.19	

79	18078R	NGS SERVICES AND ADVANCE UGC START UP GRANT DR. DIGVIJAY VERMA	VC	07.05.19	soii/cashier	07.05.19	
80	13006r	sports events to be conducted for the a/c year 2018/19	VC	07.05.19	soii/cashier	07.05.19	
81		PURCHASE OF MINOR EQUIPMENT FOR DR. SUMAN MISHRA	VC	07.05.19	soii/cashier	07.05.19	
82	19659r	mlis 2017-18 students dissertation work rinki, vivek agarwal jyoti rajendra kumar annpurna kumari amrita	VC	07.05.19	soii/cashier	07.05.19	
83	4086R	CAUTION MONEY FILE ACAD SECTION	VC	07.05.19	soii/cashier	07.05.19	
84	5814r	supply of electrical goods part-ii	IAO	07.05.19	FO	07.05.19	
85		REMUNERATION BILL FOR END SEMESTER EXAM DEC,-2018	VC	07.05.19	soii/cashier	07.05.19	
86	8587R	SUMERSIBBLE/TUBWELL PUMP REPAIRING WORK	VC	07.05.19	EE	07.05.19	
87	12188R	maintenance of type B residence	VC	07.05.19	FO	07.05.19	
88	12090R	PURCHASE OF COLOR INK CARTRIDGE FOR VC SECTT.	VC	07.05.19	DR(S&P)	07.05.19	
89		MOFPI RESEARCH GRANT [URCHASE OF INSTRUMENTS DR. GAURAV KAITHWAS	VC	07.05.19	FO	07.05.19	
90	3724R	EXENTENSION OF DINNING HALL AND KITCHEN SHADE OF CHITRLEKHA GIRLS HOSTEL	VC	07.05.19	FO	07.05.19	
91	19266R	MAINTENANCE OF COMPUTER UPS & DESKTOP COMPUTER REQUIREMENT OF PRINTER	VC	07.05.19	FO	07.05.19	