

S.No	FILE.NO	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8912R	EARTHING	AE(E)	30.09.16	FO/arf/S OI/SA/A RF/FO/A RF/SO/S A/ARF	18.11.16	
2	8224R	REQUEST FOR COMPUTER, PRINTER AND AC	STR	05.10.16	VC	18.11.16	
3	9469R	PROPOSAL FOR DEPTT LIB	R	18.10.16	H-LAW	18.11.16	
4	9470R	REQUIREMENT OF CHEMICALS	VC	20.10.16	ARF/SOI/ SA/ARF/ FO/ARF/ Soi/ARF/ FO/ARF	18.11.16	
5	7049R	AMARJYOTI DAS DST INSPIRE FELLOWSHIP	R	24.10.16	H-DEM	18.11.16	
6		video recording & purchase of camera	dpr	25.10.16	VC	18.11.16	
7	8649R	PROPOSAL FOR SPORTS POLICY & DSPORTS BUDGET-2016-17	R	27.10.16	ARF/SOI/ SA/ARF/ FO/ARF/ Soi/ARF/ SO/SA/A RF	18.11.16	
8	8754R	IMPREST FOR B.B.A.&B.COM (H)	DRM	27.10.16	STENO/A RF/FO/A RF	18.11.16	
9		MISC. ADVANCE FOR AUDIT	FW	27.10.16	VC	18.11.16	
10	9280R	IMPREST ASHOKA HOSTEL	DPT	28.10.16	ARF/FO/ ARF	18.11.16	
11	3105R	MISC, ADVANCE MEETING ETC	R	28.10.16	R	18.11.16	
12	9561R	SANITATION PAYMENT VOL-III+1 file attached	R	28.10.16	ARF/SOI/ arf/FO/A RF	18.11.16	

13	9319R	DR. MADHUKAR SAXENA-OVERHEAD GRANT	STORE	28.10.16	ARF/SO/ SA/ARF/ FO/ARF	18.11.16	
14	3022R	BBAU RESEARCH JOURNAL	STR	28.10.16	AR(S&P)	18.11.16	
15	3783R	MAINTENANCE OF RESIDENTIAL BUILDING	R	28.10.16	FO/ARF	18.11.16	
16	9357R	SOLAR WATER HEATER	R	28.10.16	VC	18.11.16	
17		HEAD OF EXPENDITURE : FELLOWSHIP	DAC	03.11.16	VC	18.11.16	
18	3282R	CONSTRUCTION OF MOUT COURT	EE	03.11.16	FO/EE	18.11.16	
19	9292R	T/C FILE COMPUTER ADVANCE OF SHRI ARVIND SHUKLA	VC	03.11.16	R	18.11.16	
20	4671R	IMPREST	HINDI	03.11.16	STENO/A RF/FO/A RF	18.11.16	
21	6027R	DST-START UP YS CONTINGENCY DR. RIMA KUMARI	DES	03.11.16	VC	18.11.16	
22		PROCUREMENT OF EQUIPMENT DST-SERB GRANT	DAC	03.11.16	PI-DR JL	18.11.16	
23		NEWSPAPER & PERIODICALS	RCA	04.11.16	STENO/S O/ARF/F O/ARF	18.11.16	
24	8776R	ALTERATION OF HEALTH CENTRE	R	07.11.16	SO/SA/A RF/FO/S OI/ARF/F O/VC	18.11.16	
25		IMPREST 2015-16	DES	09.11.16	H-DES	18.11.16	
26	8111R	JRF-MS. DEEPTI SINGH	DPT	09.11.16	FO/ARF/ SO/STEN O/ARF	18.11.16	
27		IMPREST,DEAN	R	09.11.16	STENO/S O/ARF/F O/ARF	18.11.16	

28		43TH MEETING OF FINANCE	PS-FO	10.11.16	VC	18.11.16	
29	8301R	medical reimbursement (CSSEIP EMPLOYEES)	R	11.11.16	STENO/ARF/FO/ARF	18.11.16	
30	9617R	GAUTAM BUDDHA CENTREL LIBRARY	R	11.11.16	LIBRARIAN	18.11.16	
31		CASH DETAILS	VC	11.11.16	ARF	18.11.16	
32	8190R	PROPOSAL FOR MANAGEMENT STUDIES BUILDING	VC	11.11.16	FO/EE	18.11.16	
33	7156R	JRF FELLOWSHIP VINEET KUMAR	VC	11.11.16	ARF	18.11.16	
34	9539R	LTC ADVANCE FOR HOME TOWN DR. GAURAV KAITHWAS	R	11.11.16	R	18.11.16	
35	8142R	RECRITMENT FILE DST-SERB PROJ SUDIPTA SAHA	DPS	11.11.16	ARF/SOI/SA/ARF/FO/VC	18.11.16	
36		NON NET UNDER SUPERNUMERARY	DE	11.11.16	H-DE	18.11.16	
37		UGC NON-NET	FW	15.11.16	VC	18.11.16	
38	7495R	imprest	hdfs	15.11.16	steno/ARF	18.11.16	
39		ADJUSTMENT PROF RAM CHANDRA	PROC	15.11.16	LDC/ARF	18.11.16	
40		SPECIAL LECTURE	DEM	15.11.16	LDC/ARF	18.11.16	
41		PURCHASE OF PHOTOSTATE MACHINE	COE	17.11.16	ARF	18.11.16	
42	3218R	IMPREST	R	17.11.16	STENO/ARF	18.11.16	
43	3607R	CAMPUS BOUNDRY WALL	R	17.11.16	SA/ARF	18.11.16	
44	8999R	ADVANCE/REIMBURESEMENT FOR MSC LAB	R	17.11.16	LDC/ARF	18.11.16	
45	8450R	BBAU VOICE-2016	DIT	18.11.16	LDC	18.11.16	
46	28F	IMPREST	DAC	18.11.16	STENO/ARF	18.11.16	
47		TRANING FOR INTERNAL FACULTY	CPD	18.11.16	LDC	18.11.16	
48	8363R	REQUIREMENT OF FURNITURE	STR	18.11.16	FO	18.11.16	

49	3255R	INTERNET CONNECTION TYPE-A RESIDENCE/ANTIVIRUS	STR	18.11.16	FO	18.11.16	
50	9512R	WATER COOLER AND WATER PURIFIER	STER	18.11.16	FO	18.11.16	
51	9484R	REQUIREMENT OF LOUDSPEAKER AND MIKE & AUDIO SPEAKER	STR	18.11.16	FO	18.11.16	
52	9556R	ESTABLISHMENT OF LABS AND RESOURCE CENTERS	STR	18.11.16	FO	18.11.16	
53	4906R	BRAILLE SECTION 2014-15	STR	18.11.16	FO	18.11.16	
54	8995R	छात्रावास का रखरखाव एवं अनुकार्य	STR	18.11.16	FO	18.11.16	
55	8316R	GYM MAINTENANCE	STR	18.11.16	FO	18.11.16	
56	8656R	CONSTRUCTION WORK AMETHI SATELLITE	R	18.11.16	FO	18.11.16	
57	7097R	RECRUITMENT OF PROJ STAFF DR. VENKATESH DUTTA	DST	18.11.16	SA	18.11.16	
58	6396R	IMPREST	SBH	18.11.16	STENO	18.11.16	
59	4066R	FESTIVAL ADVANCE PART II	R	18.11.16	STENO/a rf	18.11.16	
60	7921R	PUMP MAINTENACE WORK	R	18.11.16	SA	18.11.16	
61	4082R	CHILDREN EDUCTION ALLOWANCE P-3	R	18.11.16	SA	18.11.16	
62	5107R	PROVIDING FIXING OF GRANITE & STAINLESS STEEL LETTERING OF MAIN GATE	R	18.11.16	SA	18.11.16	
63	9611R	TRAVEL APPROVAL(BY CAR)	DES	18.11.16	FO	18.11.16	
64	4372R	SUBHEAD-TECHNICAL ASSISTANCE	VC	18.11.16	ARF	18.11.16	
65	8088R	DR. RIMA KUMARI START UP YS FELLOWSHIP	VC	18.11.16	ARF	18.11.16	
66	1392F	IMPREST		18.11.16	h-daas	18.11.16	
67		imprest		18.11.16	CASHIER	18.11.16	disposed off
68	8143r	equipment dst-serb proj sudipta saha	r	18.11.16	sa	18.11.16	
69	3675R	GUNNER FOR HON'BLE VC	R	18.11.16	CASHIER	18.11.16	disposed off

70	9453R	PAYMENT OF BILLS IN CONNECTION WITH ADVEERTISEMENT FOR TEACHING AND N/T POSITION	R	18.11.16	SA	18.11.16	
71	4351R	UP32DN3760	R	18.11.16	FO	18.11.16	
72	9627R	PURCHASE OF ROTAVAPOR	R	18.11.16	SA	18.11.16	
73		CAUTION MONEY	RCA	18.11.16	STENO	18.11.16	
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