

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1		WORKSHOP	COE	03.11.16	LDC/ARF/S OII/ldc/ARF /FO	23.11.16	
2	5963R	IMPREST	YGH	04.11.16	CASHIER	23.11.16	disposed off
3		IMPREST	RCP	04.11.16	CASHIER	23.11.16	disposed off
4		CASH ADVANCE AE(E)	BY HAND	07.11.16	ARF/SO/AR F/FO/CASHI ER	23.11.16	
5	9419R	PURCHASE OF BOOKS	R	07.11.16	ARF/FO/Soi /LDC	23.11.16	
6	5070R	IMPREST	CGH	08.11.16	STENO/SO/ ARF/FO/CA SHIER	23.11.16	
7	8421R	T/C PF OF MRS. ANITA TIWARI	R	10.11.16	FO/ARF/SO I/LDC/ARF/ fo	23.11.16	
8		IMPREST	SOE	17.11.16	STENO/ARF /FO	23.11.16	
9		DR.JAVEED AHMAD BHAT(PROJ FELL)BBAU- STOCKHOLM UNIVERSITY PROJECT	DPS	17.11.16	SA/FO	23.11.16	
10	9159R	T/C PF OF DR. DEEPA RAJ LTC	R	17.11.16	STENO/HEA D DCS	23.11.16	
11	8614R	PRINT JOURNALS AND MAGAZINES YEAR 2016	R	17.11.16	SA/ARF/FO	23.11.16	
12	3346R	PURCHASE OF BUSH CUTTER	R	17.11.16	SA/FO	23.11.16	
13	4086R	CAUTION MONEY	R	17.11.16	STENO/ARF /FO	23.11.16	
14	7502R	REMOTE ACCESS OF E-RESOURCES	R	17.11.16	SA/ARF/FO	23.11.16	
15	3714R	PURCHASE OF CHEMICALS FROM DST PROJ	R	17.11.16	SA/ARF/FO	23.11.16	
16	6396R	IMPREST	SBH	18.11.16	STENO/ARF /FO	23.11.16	

17	7921R	PUMP MAINTENACE WORK	R	18.11.16	SA/ARF/FO	23.11.16	
18	4082R	CHILDREN EDUCTION ALLOWANCE P-3	R	18.11.16	SA/ARF/FO	23.11.16	
19	8143r	equipment dst-serb proj sudipta saha	r	18.11.16	sa/ARF/FO	23.11.16	
20	9627R	PURCHASE OF ROTAVAPOR	R	18.11.16	SA/ARF	23.11.16	
21	9580R	LTC DR. SUDIPTA SAHA	R	21.11.16	STENO/arf/ FO	23.11.16	
22	8191R	BARBED WIRE FENCING ON ANGLE IRON PAST FOR BOTANICAL GARDEN	VC	21.11.16	ARF/FO	23.11.16	
23		GUEST FACULTY PAYMENT	VC	21.11.16	CASHIER	23.11.16	disposed off
24		MISC ADVANCE FOR AUDIT	VC	21.11.16	CASHIER	23.11.16	disposed off
25	8776R	ALTERATION OF HEALTH CENTRE	VC	21.11.16	EE	23.11.16	
26	6027R	DST-START UP YS CONTINGENCY DR. RIMA KUMARI	VC	21.11.16	CASHIER	23.11.16	disposed off
27	9379R	FEE REFUND SATELLITE CAMPUS	VC	21.11.16	ARF/soii/ST ENO	23.11.16	
28	9525R	PH.D INCREMENT/DR.KHEM B THAPA	VC	21.11.16	ARF/soi/LD C	23.11.16	
29	8142R	RECRITMENT FILE DST-SERB PROJ SUDIPTA SAHA	VC	21.11.16	cashier	23.11.16	disposed off
30		video recording & purchase of camera	VC	21.11.16	cashier	23.11.16	disposed off
31	9357R	SOLAR WATER HEATER	VC	21.11.16	EE	23.11.16	
32	9406R	UP32FS3613	VC	21.11.16	ARF/Soii	23.11.16	
33		HEAD OF EXPENDITURE: FELLOWSHIP	VC	21.11.16	CASHIER	23.11.16	disposed off
34	9407R	REPAIR OF PHOTO COPIER MACHINE INSTALLESD IN STR	VC	21.11.16	AR(S&P)	23.11.16	
35	5906R	VC RESIDENCE MAINTENANCE WORK	VC	21.11.16	EE	23.11.16	
36		ELECTRICAL WORK/ SUPPLY FOR BBAU AMETHI SATELLITE CAMPUS P-2	VC	21.11.16	EE	23.11.16	
37	4748R	PROCESS OF E- TENDERING	VC	21.11.16	AR(S&P)	23.11.16	
38		GUEST FACULTY BBAU SATELITE CAMPUS	VC	21.11.16	CASHIER	23.11.16	disposed off
39	6834R	FIRST TWENTY20 CRICKET TOURNAMENT	SPORTS	21.11.16	STENO/ARF /FO	23.11.16	
40	7178R	PURCHASE OF FYM FOR ROSE GARDEN	R	22.11.16	CASHIER	23.11.16	disposed off

41	3152R	OPERATION AND MAINTENANCE OF CENTRAL AC PLANT OF AUDITORIUM	R	22.11.16	SA/ARF	23.11.16	
42	9320R	RESEARCH GRANT DR. MADHUKAR SAXENA	R	22.11.16	SA/ARF/MA DHUKAR SAXENA	23.11.16	
43	7614R	UGC RESEARCH FIELD VISIT FILE	R	22.11.16	SA/ARF	23.11.16	
44	9655R	PLACEMENT WORKSHOP	R	22.11.16	STENO/arf/ FO	23.11.16	
45	9370R	T/C PF DR. VENKATESH DUTTA LTC	R	22.11.16	STENO/ARF /FO	23.11.16	
46	9662R	T/C SPROF. SANJAY KUMAR LTC	R	22.11.16	STENO/ARF /FO	23.11.16	
47	9464R	PURCHASE OF LON ELECTRODE	VC	21.11.16	DEM-NK ARORA	23.11.16	
48		imprest	DIT	22.11.16	STENO/ARF	23.11.16	
49	9661R	T/C NILESH KUMAR LTC	R	22.11.16	STENO/ARF /FO	23.11.16	
50	9116R	T/C PF OF SHRI BS SAINI LTC	R	22.11.16	STENO/ARF	23.11.16	
51	9590R	DR. RN BHARGAWA LTC	R	22.11.16	STENO/VC	23.11.16	
52		ADVANCE AMOUNT-SK DWIVEDI		22.11.16	FO/arf/FO	23.11.16	
53	2648F	IMPREST	SES	22.11.16	STENO/arf/ FO	23.11.16	
54	2537F	IMPREST	SMS	22.11.16	STENO/arf/ FO	23.11.16	
55		CANCER SYMPOSIUM FILE	VC	22.11.16	CASHIER	23.11.16	disposed off
56		DD REGARDING FILE 2015-16	COE	23.11.16	ARF/	23.11.16	
57		TRAINING FOR INTERNAL FACULTY	CPD	23.11.16	FO	23.11.16	
58		MUFFLE FURNANCE	DES	23.11.16	SA	23.11.16	
59	3786R	Tata Photon Data Card	R	23.11.16	FO	23.11.16	
60	3060R	ROAD WORK AT ABH	R	23.11.16	SA	23.11.16	

61	8846R	ABHISHEK KUMAR(CSIR-JRF)	R	23.11.16	STENO	23.11.16	
62	9318R	DR. MADHUKAR SAXENA-FELLOWSHIP GRANT	R	23.11.16	sa	23.11.16	
63	5700r	APPROVAL FOR HIRING TAXI TO VISIT THE SITE & SAMPLING	R	23.11.16	soi/SA	23.11.16	
64	9326R	T/C TA BILL OF REGISTRAR JOURNEY 09/09/16	R	23.11.16	FO	23.11.16	
65	9571R	ugc research grant utilization approval	dmcj	23.11.16	sa	23.11.16	
66	5617R	RETRO REFLECTIVE GUIDE MAP	R	23.11.16	SA	23.11.16	
67	9511R	DOOR CLOSER	EO	23.11.16	LDC	23.11.16	
68	6992R	MEDICAL REIMBURESEMENT(RETIRED EMPLOYEE)	VC	23.11.16	ARF	23.11.16	
69	3282R	CONSTRUCTION OF MOUT COURT	R	23.11.16	FO	23.11.16	
70		FURNISHING OF MOAT COURT	R	23.11.16	FO	23.11.16	
71	9509R	UGC FELLOWSHIP 2016-17	R	23.11.16	STENO	23.11.16	
72	9066R	DR. DEEPTI BARNWAL	R	23.11.16	SA	23.11.16	
73	9391R	MINUTES OF THE MEETING OF SPS	R	23.11.16	STENO	23.11.16	
74	9058R	REFUND OF FEE & CAUTION MONEY OF MR.CHHTRAPAL	R	23.11.16	STENO	23.11.16	
75	9172R	T/C FILE PURCHASE OF POSTAGE STAMP(ADVANCE)	R	23.11.16		23.11.16	
76	9091R	MODERNIZATION WORK IN GH	R	23.11.16	FO	23.11.16	