

S.No	File.No	Subject	From whom Received	Received Date	Sent to		Remark
1	9769R	WORKSHOP	R	30.01.17	FO/ARF/S OII/LDC/ ARF/FO/ ARF/SOI	20.11.17	
2		HUZAIFA MANSSOR SIDDQUI REIMBURSEMENT	VC	27.07.17	FO/ARF/S OI/LDC	20.11.17	
3		PURCHASE OF LAPTOP FOR SC/ST COCHING CENTRE	VC	06.09.17	FO/ARF/S OI/ARF/F O/ARF/S OI	20.11.17	DISCUSSION WITH SOI
4	7048R	SERVICING OF ELECTRIC LAWN MOWER	GBS	19.09.17	ARF/SOI/ LDC/FO/S O/ARF/S OI/FO/AR F/SOI	20.11.17	
5	10955R	REFUND OF CAUTION MONEY (BATCH 2015-17)	R	22.09.17	ANKIT/SO /ARF/FO/ ARF/SOII	20.11.17	
6	8154R	ESTATE MAINTENACE	EO	06.10.17	SA/so/arf /FO/ARF/ SOI	20.11.17	
7		PURCHASE OF PLASTICWARES UNDER DBT FUNDED PROJECT CONSUMABLE FUND DBT PROJECT	DBT	10.10.17	fo/ARF/S OI/SA	20.11.17	
8	8265R	FURTHER BEAUTIFICATION OF RCA BOYS HOSTEL	RCA	10.10.17	FO/VC	20.11.17	
9		PRINT JOURNAL-2017	GBL	13.10.17	FO/ARF/S OI	20.11.17	

10	10503R	POST MATRIC SCHOLARSHIP & FEE REIMBURSEMENT 2017-18	VC	25.10.17	FO/ARF/S OII/ARF/F O	20.11.17	
11	5873R	PURCHASE OF EQUIPMENTS	DES	27.10.17	SA/SO/A RF/FO/AR F/SOI/CA SHIER	20.11.17	disposed off
12	7178R	PURCHASE OF FYM FOR ROSE GARDEN	GBS	06.11.17	LDC/SO/ ARF/FO/ ARF/SOII	20.11.17	
13		ugc audit committee visit under most work (urgent basis) regarding payment	de	08.11.17	FO/ARF/S OI	20.11.17	
14		CONSTRUCTION OF SHED AT 3RD FLOOR OF SBBT	EE	08.11.17	FO/ARF/S OI	20.11.17	
15		REQUIREMENT OF MANPOWER	UIET	08.11.17	FO/ARF/S OI	20.11.17	
16	8978R	PAY FIXATION OF DR. G SUNIL BABU + 4619R	VC	08.11.17	ARF/SOI/ ARF/fo/	20.11.17	
17	11042R	RGNF PRADEEP KUMAR	DES	08.11.17	ARF/SOII	20.11.17	
18	6701R	PHOTOCOPY WORK FOR UNIVERSITY LIBRARY GBL	STORE	09.11.17	FO/ARF/S OI	20.11.17	
19	4289R	APPROVAL FOR HIRING OF TAXI	VC	14.11.17	ARF/SOII/ CASHIER	20.11.17	
20	624F	IMPREST MONEY FOR DAP	DAC	15.11.17	ANKIT/so /arf/fo/s oii/cashie r	20.11.17	disposed off
21	3986R	T/C PF LTC SHRI RAVI SHANKAR KUMAR CASHIER	R	16.11.17	ANKIT/SO /ARF	20.11.17	
22		T/C PAYMENT OF CONTRACTUAL FACULTY 2016-17	VC	16.11.17	ARF/SOII	20.11.17	

23		PURCHASE OF MEDICINES FOR HEALTH CENTRE 2017	VC	16.11.17	ARF/SOI	20.11.17	
24		PUBLIC ADMINISTRATION EXPENDITURE OF ACADEMIC AUDIT DEPARTMENT OF PUBLIC ADMINISTRATION		16.11.17	ARF/FO	20.11.17	
25	11120R	FIRST ALUMNI MEET-2017	DLIS	16.11.17	ARF/DLIS	20.11.17	
26		DEPT-ECONOMICS PRINTER PURCHASE	VC	16.11.17	ARF/SOI	20.11.17	
27	301/DE/ BBAU/17	CONFERENCE THIMPU TA BILL NMP VERMA		17.11.17	fo/PROF NMP VERMA	20.11.17	
28	8894R	DR.JAVEED AHMAD BHAT	DPS	17.11.17	ANKIT	20.11.17	
29		SALARY OF PROF VIPIN SEXENA		17.11.17	SO/ARF	20.11.17	
30		SALARY (DBT PROJECT) DR DEVESH KUMAR	VC	17.11.17	ARF	20.11.17	
31		SERB N-PDF DR. OMesh BAJPAI C/O VENKATESH DUTTA FOR ADVANCE (TOUR ETC)	VC	17.11.17	ARF	20.11.17	
32		DIESEL FOR DG SET AMETHI CAMPUS	VC	17.11.17	ARF	20.11.17	
33		T/C PF OF LTC SHRI BHAGWAN SAHAI SAINI SECTION OFFICER	VC	17.11.17	AR(E)	20.11.17	
34		repair of fume hood for dap	VC	17.11.17	ARF	20.11.17	
35		UP32DN3760 MARUTI OMNI AMBULANCE	VC	17.11.17	ARF	20.11.17	
36	11055R	LTC FOR HOME TOWN DR R N BHARAGAVA	VC	17.11.17	ARF	20.11.17	
37		GUEST FACULTY PAYMENT OCT 2017-18		17.11.17		20.11.17	
38		IAO- RELEASE OF SALARY		17.11.17	FO/VC	20.11.17	
39		PROPOSAL FOR INSTALLATION OF WATER FACILITY FOR STUDENTS AT THE UNIVERSITY PLAY GROUND	EE	20.11.17	SA	20.11.17	
40	10996R	HEAD FURNITURE FILE	VC	20.11.17	ARF	20.11.17	
41		LIGHTING CONDUCTOR REQUIREMENTS	VC	20.11.17	ARF	20.11.17	
42		REPAIRING OF CCTV CAMARA OF HONBLE VC'S RESIDENCE	VC	20.11.17	FO	20.11.17	
43	8846R	FELLOWSHIP ABHISHEK KUMAR(CSIR-JRF)	VC	20.11.17	ARF	20.11.17	
44	11143R	T/C PF LTC OF SHRI V K TRIPATHI JE ENGINEERING SECTION	ESTT	20.11.17	ANKIT	20.11.17	
45	8385R	JRF FELLOWSHIP OF MR ROHIT KUMAR	DPS	20.11.17	ANKIT	20.11.17	
46	8558R	PURCHASE OF ELECTRICAL CABLES	VC	20.11.17	ARF	20.11.17	

47	10596R	INTERNATIONAL CONFERENCE MALAYSIA PROF.RANA PRATAP SINGH	VC	20.11.17	FO	20.11.17	DISCUSSION
48	3695R	UTILIZATION CERTIFICATE PI DR ANAND PRAKASH	VC	20.11.17	ARF	20.11.17	
49		GUN MAN POST COUNSTRUCTION WORK	VC	20.11.17	ARF	20.11.17	
50	11158R	LTC OF DR. RAJESH KUMAR	R	20.11.17	ASST..	20.11.17	
51		ICSSR RESEARCH PROJECT (PROF.S.NAYAR)	VC	20.11.17	ARF	20.11.17	
52	204F	SOFTWARE/TALLY PACKAGE	VC	20.11.17	ARF	20.11.17	
53	2687F	ADVANCE ADJUSTMENT FINANCE SECTION	VC	20.11.17	ARF	20.11.17	
54	11028R	RM-SPSS WORKSHOP DR RAMESH KUMAR CHATURVEDI	VC	20.11.17	FO	20.11.17	
55		REMUNERATION BILL FOR ESE,DEC-2016	VC	20.11.17	ARF	20.11.17	
56	8656R	CONSTRUCTION WORK AMETHI SATELLITE	VC	20.11.17	ARF	20.11.17	
57		THE ACADEMIC UNION	VC	20.11.17	FO	20.11.17	