

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Remark
1		RENOVATION OF NBCCN SITE OFFICE NEAR AT HOSTEL BUILDING	EE	18.08.17	FO/ARF/SOI/SA/SO/ARF/fo/arf/SOI/SA/SO/ARF/SOI/ARF	24.11.17
2		PURCHASE OF LAPTOP FOR SC/ST COCHING CENTRE	VC	06.09.17	FO/ARF/SOI/ARF/FO/ARF/SOI/FO/VC	24.11.17
3		printer kry hetu regarding	store	11.09.17	sa/SOI/ARF/SO/ARF	24.11.17
4		PURCHASE OF COLOR PRINTER FOR FINANCE OFFICER	STR	13.09.17	SA/SO/ARF/FO/ARF/SOI/FO/PS	24.11.17
5	7048R	SERVICING OF ELECTRIC LAWN MOWER	GBS	19.09.17	ARF/SOI/LDC/FO/SO/ARF/SOI/FO/ARF/SOI/CASHIER/AE(E)	24.11.17
6		PURCHASE OF PLASTICWARES UNDER DBT FUNDED PROJECT CONSUMABLE FUND DBT PROJECT	DBT	10.10.17	fo/ARF/SOI/SA/SO/ARF	24.11.17
7	3128R	repair of spectrophotometer	des	10.10.17	fo/ARF/SOI/SA/ARF/FO	24.11.17
8	VH/VSB/JUNE/17/1	DR V S BAGHEL MS PRAGATI KATIYAR	VC	25.10.17	FO/ARF/SOI/SA/HEAD DEM	24.11.17 DR B.S.BAGHEL

9	VH/VSB/J UNE/17/ 2	DR VS BAGHEL MS PRAGATI KATIYAR	VC	25.10.17	FO/ARF/SOI/ SA/HEAD DEM	24.11.17	DR.B.S.BHAGH EL
10	8486R	PURCHASING OF PLUMBING GOODS PART-2	EE	31.10.17	ARF/SOI/SA/ SO/ARF/SOI/ ARF/FO	24.11.17	
11	11110r	consumable sports items requirement-2017/18	r	01.11.17	fo/ARF/SOI/L DC/ARF	24.11.17	
12	5879R	PURCHASE OF UPS	CC	02.11.17	ARF/SO/ARF/ SO/SA/ARF/F O/	24.11.17	
13		DR OMESH BAJPAI, DR VENKATESH DUTTA FOR FELLOWSHIP	SES	06.11.17	SA/SO/ARF/F O/CASHIER	24.11.17	disposed off
14	9068R	PAY FIXATION OF TEACHERS UNDER CAS VENKATESH DUTTA	AR(E)	06.11.17	fo/ARF/SOI/L DC/SO/ARF	24.11.17	
15	7365R	REPAIR OF DOUBLE DISTILLATION UNIT	VC	08.11.17	ARF/SOI/SA/ ARF	24.11.17	
16		ugc audit committee visit under most work (urgent basis) regarding payment	de	08.11.17	FO/ARF/SOI/ LDC/SO/ARF/ FO	24.11.17	
17		CONSTRUCTION OF SHED AT 3RD FLOOR OF SBBT	EE	08.11.17	FO/ARF/SOI/ SA/FO/VC	24.11.17	
18		ADVANCE FOR SPECIAL LECTURE (PROF A D N BAJPAI) DR D K YADAV,DE	DE	08.11.17	ARF/SOI/LDC /SO/ARF/	24.11.17	
19		T/C DD REGARDING FILE	COE	09.11.17	FO/arf/COE	24.11.17	
20		HONORARIUM DR NEHA ANAND STUDENT COUNSELING CENTRE		09.11.17	LDC/so/arf/F O/VC	24.11.17	
21	6701R	PHOTOCOPY WORK FOR UNIVERSITY LIBRARY GBL	STORE	09.11.17	FO/ARF/SOI/ SA/SO/ARF	24.11.17	

22		CASH ADVANCE AE(E)	EE	10.11.17	ARF/SOI/ARF/fo/SA/SO/AR/FO	24.11.17	
23	6256R	MAINTENANCE OF ELECTRICAL UNDERGROUND CABLE	EE	10.11.17	SA/ARF/FO/VC	24.11.17	
24	11175R	CCTV CAMREA AT NEWLY BUILT VC CAMP OFFICE	VC	15.11.17	FO/SA/SO/AR/FO	24.11.17	
25		media centre photo frame	MC	16.11.17	SA/SO/ARF/SO/CASHIER	24.11.17	DISPOSED OFF
26	4094R	UP32DC4006 TATA INDIGO	AR(V)	16.11.17	LDC/SO/AR/FO	24.11.17	
27		PURCHASE OF UPS/BATTERY-2017	DIT	16.11.17	SA/SO/AR/FO/DIT	24.11.17	BY HAND DR R A KHAN
28		PUBLIC ADMINISTRATION EXPENDITURE OF ACADEMIC AUDIT DEPARTMENT OF PUBLIC ADMINISTRATION		16.11.17	ARF/FO/AR/SOII/CASHIER	24.11.17	disposed off
29	11156R	PRINTING OF ANNUAL REPORT 2016-17	STORE	16.11.17	SA/SO/AR/FO/VC	24.11.17	
30	10979R	CAUTION MONEY MSC ZOOLOGY	DAAS	17.11.17	ANKIT/SO/ARF	24.11.17	
31		ICSSR RESEARCH PROJECT (PROF.S.NAYAR) HEAD C CONTINGENCY	DE	17.11.17	ARF/SO/SA/ARF	24.11.17	
32		ICSSR RESEARCH PROJECT (PROF S NAYAK) HEAD B FIELD WORK COST AOURSE WATENICLS/SOFTWARE/DUTA BASE ETC.	DE	17.11.17	FO/SOI/SA	24.11.17	
33		VISIT OF ACADEMIC AUDIT TEAM ON 14.10.17 TO 16.10.17	RTI	17.11.17	LDC/SO/AR/FO	24.11.17	
34	4351R	UP32DN3760 MARUTI OMNI AMBULANCE	VC	20.11.17	ARF/SOII/ARF/FO	24.11.17	
35	11055R	LTC FOR HOME TOWN DR R N BHARAGAVA	VC	20.11.17	ARF/SOII/ARF/FO	24.11.17	

36		PROPOSAL FOR INSTALLATION OF WATER FACILITY FOR STUDENTS AT THE UNIVERSITY PLAY GROUND	EE	20.11.17	SA/SO/ARF	24.11.17	
37		REPAIRING OF CCTV CAMARA OF HONBLE VC'S RESIDENCE	VC	20.11.17	FO/AE(E)	24.11.17	
38	10638R	JRF RECRUIT MENT COMMITTEE HCMV DR G SUNIL BABU, DR SANGEETA SAXENA	DBT	21.11.17	SA/SO/ARF/F O/VC	24.11.17	
39	3779r	purchase of postal stamp	R	21.11.17	ANKIT/SO/AR F/FO	24.11.17	
40	6808R	MAINTENANCE OF LAB. & STORE.	VC	21.11.17	ARF/SOI/FO	24.11.17	
41		REPAIR & MENTAINENCE OF EQUIPMENTS	DAAS	21.11.17	ARF/SOI/SA/ FO/VC	24.11.17	
42		statement of expenditure and utilizational certificate dst-inspire faculty dr sarita yadav	DAP	21.11.17	SA/SO/ARF/F O	24.11.17	
43	10238R	GROUND WATER PROJECT DR. V. DUTTA	DES	21.11.17	SA/SO/ARF/F O	24.11.17	
44	10808R	NATIONAL SPORTS OF DAY 29TH AUG 15000/- ADVANCE	SPORTS	21.11.17	ANKIT/SO/AR F/FO	24.11.17	
45	3104R	IMPREST MONEY FOR REGISTRAR OFFICE	R	21.11.17	ANKIT/SO/AR F/FO	24.11.17	
46	390/dmcj /bbau	academic audit	VC	22.11.17	FO/ARF	24.11.17	
47	1609F	SPECIAL LECTURE DAAS	VC	22.11.17	ARF/SOI	24.11.17	
48	10884R	PURCHASE OF CHEMICALS (CONSUMBLES-1) IDENTIFICATION AND FUNCTIONAL ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	DBT	22.11.17	SA/SO/ARF/F O/VC	24.11.17	BY HAND
49	10883R	PURCHASE OF PLASTIC WARES & GLASS WARES (CONSUMBLES-2) IDENTIFICATION AND FUNCTIONAL ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	DBT	22.11.17	SA/SO/ARF/F O/VC	24.11.17	BY HAND
50		FILE FOR SALARY OF SRF OF UPCAR FUNDED PROJECT ENTITLED COLLECTION EVALUATION AND CONSERVATION OF UNDERUTILIZED VEGETABLES OF UP PROF SANJAY KUMAR	VC	23.11.17	ARF/SOI/CAS HIER	24.11.17	disposed off

51	11011R	CV RAMAN INTERNATIONAL FELLOW DR OLFA BEN TUNISIA UNDER THE GUIDANCE OF DR RAJESH KUMAR	VC	23.11.17	ARF/SOII/CASHIER	24.11.17	disposed off
52	8265R	FURTHER BEAUTIFICATION OF RCA BOYS HOSTEL	VC	23.11.17	ARF/SOI/CASHIER	24.11.17	disposed off
53		GUEST FACULTY PAYMENT REGARDING OCT-2017	VC	23.11.17	ARF/SOII/CASHIER	24.11.17	disposed off
54	10626R	CONTINGENCY DR. G SUNIL BABU DR SANGEETA SAXENA	DBT	23.11.17	SA/SO/ARF	24.11.17	
55	11207R	PAYMENT OF LEGAL FEE VOL-IV	R	23.11.17	ARF/SOII	24.11.17	
56		ADVANCE MONEY	DAAS	23.11.17	FO/HOD DAAS	24.11.17	
57		SIXTH PAY RECOMMANDATION FILE DR SHIKHA	DES	24.11.17	LDC	24.11.17	
58		UGC-BSR START UP GRANT PROJECT (TRAVEL) DR JIWAN SINGH	DES	24.11.17	SA	24.11.17	
59	5889R	proposal for rotavapor Dr, Jyoti pandey	VC	24.11.17	ARF	24.11.17	
60	10884R	PURCHASE OF CHEMICALS (CONSUMBLES-1) IDENTIFICATION AND FUNCTIONAL ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	VC	24.11.17	ARF/CASHIER	24.11.17	disposed off
61	10883R	PURCHASE OF PLASTIC WARES & GLASS WARES (CONSUMBLES-2) IDENTIFICATION AND FUNCTIONAL ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	VC	24.11.17	ARF/CASHIER	24.11.17	disposed off
62		SANITATION PAYMENT OF BBAU SATELLITE CAMPUS AMETHI	VC	24.11.17	ARF/SOI/CASHIER	24.11.17	disposed off
63		MANPOWER PAYMENT FILE BBAU SATELLITE CAMPUS AMETHI	VC	24.11.17	ARF/SOI/CASHIER	24.11.17	disposed off
64	8745R	INDOOR HT/LT MAINTENANCE WORKS	VC	24.11.17	ARF	24.11.17	
65	9763R	CHEMICALS AND GLASSWARE ,DST-SERB DR. VENKATESH KUMAR R	DAAS	24.11.17	SA	24.11.17	
66		REPAIR & MAINTAINENCE OF EQUIPMENTS	VC	24.11.17	HEAD DAAS	24.11.17	
67		GUEST FACULTY PAYMENT BILL REGARDING FILE FOR SOCIOLOGY	VC	24.11.17	LDC	24.11.17	
68		INSTALLATION OF EPABX MACHINE IN AMBEDKAR BHAWAN	VC	24.11.17	ARF/FO	24.11.17	
69		FURNITURE AND OTHER ITEMS FOR AUDIT TEAM (MHRD/UGC)/DIRECTOR IQAC/DEAN,ACADEMIC AFFAIRS PROF RANA PRATAP SINGH	VC	24.11.17	ARF/CASHIER	24.11.17	disposed off

70		PURCHASE OF LAPTOP FOR SC/ST COCHING CENTRE	VC	24.11.17	RCP	24.11.17	DR SANJAY KUMAR COOR.
71	9950R	4TH BOOK EXHIBITION 2016-17	VC	24.11.17	FO	24.11.17	
72		CONSTRUCTION OF SHED AT 3RD FLOOR OF SBBT	VC	24.11.17	SOI/EE	24.11.17	
73	10248R	DBT PROJECT PROF RAM CHANDRA OPTIMIZATION OF POST METHANATED DISTILLERY EFFLUENT MAN POWER PROF. RAM CHANDRA	VC	24.11.17	SOI/CASHIER	24.11.17	disposed off
74		HONORARIUM DR NEHA ANAND STUDENT COUNSELING CENTRE	VC	24.11.17	SOI/CASHIER	24.11.17	disposed off
75	6256R	MAINTENANCE OF ELECTRICAL UNDERGROUND CABLE	VC	24.11.17	SOI/CASHIER	24.11.17	disposed off
76	10385R	PURCHASING OF PROCESSORS/RAM/HD	R	24.11.17	FO	24.11.17	
77	11331R	CAUTION MONEY (PART-II)	R	24.11.17	ANKIT	24.11.17	
78	10753R	CAUTION MONEY FOR M.SC LIFE SCIENCE	R	24.11.17	ANKIT	24.11.17	
79	10961R	fellowship by national council of rurAL INSTITUTE HYDERABAD STUDENTS OF MASS COMMUNICATION AND JOURNALISM BY ASHISH KUMAR ,HARSHALI ARORA	R	24.11.17	ANKIT	24.11.17	
80	11228R	UPGRADATION OF COMPUTER CENTRE	CC	24.11.17	SA	24.11.17	
81	11333R	PROCUREMENT OF e-RESOURCES	VC	24.11.17	FO	24.11.17	
82	11334R	PURCHASE OF LIBRARY FURNITURE'S	R	24.11.17	FO	24.11.17	