

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remark
1	4289R	APPROVAL FOR HIRING OF TAXI & payment	VEHICLE	21.09.17	arf/FO/VC	09.11.17	
2	10538R	B.ED 4TH SEM BBAU CAUTION MONEY FILE	R	22.09.17	ANKIT/so/arf/FO/VC	09.11.17	
3		ADVANCE FOR SEMESTER EXAM 2017	DAC	26.09.17	FO/VC	09.11.17	
4	9950R	4TH BOOK EXHIBITION 2016-17	LIB	06.10.17	arf/SOI/SA/SO/ARF/FO/LIB	09.11.17	
5		HONORARIUM & TA ENTRANCE TEST BBAU DR B C YADAV	DAP	10.10.17	LDC/SO/FO/DR B C YADAV/ARF	09.11.17	
6	11046r	repair of fume hood for dap	dap	11.10.17	sa/SO/ARF/FO/VC	09.11.17	
7		IMPREST MONEY FOR UNIVERSITY CENTRAL PLACEMENT CELL-BBAU	CPC	12.10.17	ANKIT/SO/ARF/FO/ARF	09.11.17	
8		RESEARCH ASSISTANT UNDER DBT PROJECT	DBT	17.10.17	SA/so/arf/fo/CASHIER/SA/SO/ARF/FO/PI DBT	09.11.17	
9		PHOTO COPY MACHINE FUJER KIT AND POWER SUPPLY MENITANCE REGARDING	DE	17.10.17	SA/so/arf/fo/VC	09.11.17	

10	01/DAPS/ BBAU/17	PURCHASE OF BRUSH CUTTER & PIF DIGGER FOR BOTANICAL GARDEN DAPS	BY HAND	25.10.17	ARF/FO/c ashier	09.11.17	
11	10658R	HOME LTC DR SUDIPTA SAHA	R	25.10.17	ANKIT/S O/ARF/fo /ARF	09.11.17	
12		DEBIT/PREPAID CARD ISSU REGARDING	finance	25.10.17	ARF/fo/V C	09.11.17	
13	10753R	CAUTION MONEY MSC LIFE SCIENCE	R	26.10.17	ANKIT/S O/ARF/fo /R	09.11.17	
14		PFMS/ID & PASSWORD DR B C YADAV	DIT	26.10.17	FO/ARF/ dr b c yadav sir	09.11.17	by hand
15	4776R	ADVANCE/BRNS/DAP DR B C YADAV	DAP	26.10.17	FO/VC	09.11.17	
16	7370R	BOOK-STOPPERS	GBL	30.10.17	FO/ARF	09.11.17	
17	5836R	CONSTRUCTION OF STUDENT ACTIVITY CENTER	EE	01.11.17	FO/EE	09.11.17	BY HAND GOYAL SIR
18		media centre photo frame	MC	02.11.17	ARF/SOI/ SA	09.11.17	
19	4426R	LED/ ELECTRONIC SIGN BOARD MAIN GATE NO 1 & 3	EE	06.11.17	ARF	09.11.17	
20	10456R	ACADEMIC ACTIVITIES OF PROF SANJAY KUMAR	DAPS	08.11.17	FO/prof sanjay kumar	09.11.17	by hand
21		DD REGARDING FILE	COE	09.11.17	FO/arf	09.11.17	
22		T/C DD REGARDING FILE	COE	09.11.17	FO/arf	09.11.17	
23		nomination of fo in the fc of dayal bagh educational institute agra up	VC	09.11.17	FO	09.11.17	
24	9066R	DR. DEEPTI BARNWAL NATION POST DOCTORAL FELLOWSHIP	DES	09.11.17	SA	09.11.17	

25	11151R	T/C PF OF SHRI J P CHOUDHARY SECTION OFFICER (FINANCE SECTION) REGARDING LTC	R	09.11.17	ARF/FO/ VC	09.11.17	
26		CAUTION MONEY FILE RCA BOYS HOSTEL	RCA	09.11.17	FO	09.11.17	
27	11067R	PAYMENT OF WINDOW SHIFTING & GODREJ MODULAR LAB FINISHING CHARGE	R	09.11.17	ARF	09.11.17	
28		HONORARIUM DR NEHA ANAND STUDENT COUNSELING CENTRE		09.11.17	LDC	09.11.17	
29	11155R	ANNUAL REPORT FOR THE YEAR 2016-17 VOL-IIIND	STORE	09.11.17	ARF	09.11.17	
30	6701R	PHOTOCOPY WORK FOR UNIVERSITY LIBRARY GBL	STORE	09.11.17	FO	09.11.17	
31		ICSSR RESEARCH PROJECT PROF. SANATAN NAYAK	DE	09.11.17	FO	09.11.17	BY HAND SANATAN nayak sir