

| S.No | File.No | Subject   | From whom Received | Received Date | Sent to                                  | Date     | REMARKS |
|------|---------|---|--------------------|---------------|--|----------|---------|
| 1    | 8763R   | GIRLS HOSTEL'S STREET LIGHT MAINTENANCE WORKS + 1 FILE 5(20)/ELECT.2016                                   | IAO                | 15.10.18      | FO/ARF/S<br>OI/SA/ARF<br>/FO/ARF/S<br>OI | 14.11.18 |         |
| 2    | 13091R  | REPRESENTATION OF SH. SALAHUDDIN KHAN PA (REG. NON RELEASE OF SALARY & PROMOTION ON THE POST OF PA VOL-II | IAO                | 15.10.18      | FO/ARF/S<br>OI/UDC/F<br>O/R              | 14.11.18 |         |
| 3    | 7538R   | MHRD TO HINDI LETTER REGARDING  | R                  | 15.10.18      | FO/ARF/S<br>OI/UDC/F<br>O/DR(S&P)        | 14.11.18 |         |
| 4    | 12805R  | REFUND/CLAIM OF DR. SUNIL MEHRA CEC NEW DELHI   | IAO                | 22.10.18      | FO/CASHIE<br>R/arf                       | 14.11.18 |         |
| 5    | 12032R  | CONTINGENCY DR.SUNIL BBAU GOSIPATALA  | DST                | 26.10.18      | SA/FO/AR<br>F                            | 14.11.18 |         |
| 6    | 14044R  | CAUTION MONEY FILE OF DMCJ  | R                  | 29.10.18      | ANKIT/FO/<br>ARF/CASHI<br>ER             | 14.11.18 |         |
| 7    | 12043R  | PURCHASE OF NOTICE BOARD FOR UIET   | UIET               | 31.10.18      | SOI/FO/DI<br>R.UIET                      | 14.11.18 |         |
| 8    | 12442R  | DBT RAMALINGASWAMI FELLOWSHIP   | DBT                | 31.10.18      | UDC/FO/V<br>C                            | 14.11.18 |         |
| 9    |         | ADVANCE FOR STATIONERY FOR UIET PROF. KAMAN SINGH   | UIET               | 01.11.18      | FO/ARF/S<br>OII/DIR.UI<br>ET             | 14.11.18 |         |
| 10   | 7465R   | PAYMENT OF LETTER PAD FOR VC OFFICE   | VC                 | 01.11.18      | UDC/ARF/<br>FO/ARF                       | 14.11.18 |         |
| 11   | 9066R   | SERB- NATIONAL POST DOCTORAL FELLOWSHIP DR.DEEPTI BARNWAL   | DES                | 01.11.18      | SA/FO/VC                                 | 14.11.18 |         |
| 12   | 2524F   | FN TRAVELLING ALLOWANCE BILL FILE(T/C) OF HON'BLE VC PROF. NMP VERMA                                      | VC                 | 02.11.18      | UDC/FO/V<br>C                            | 14.11.18 |         |

|    |                 |  |                  |          |                              |          |  |
|----|-----------------|--|------------------|----------|------------------------------|----------|--|
| 13 | 12519R          | JRF RECRUITMENT FILE OF DBT PROJECT PI :DR. YUSUF AKHTER DBT BBAU  | DBT              | 02.11.18 | SA/ARF/FO/VC                 | 14.11.18 |  |
| 14 |                 | WIFI-RAILTEL BBAU  | DIT              | 02.11.18 | SA/ARF/FO/IAO                | 14.11.18 |  |
| 15 | 9883R           | NEW VEHICLE MARUTI CIAZ FOR REGISTRATION UP-32-HR-6042   | R                | 02.11.18 | ARF/UDC/FO/VC                | 14.11.18 |  |
| 16 | 16000R          | PAYMENT FOR NEWS PAPER & MAGAZINES FOR ABH   | ABH              | 02.11.18 | ARF/SOII/UDC/FO/WARDEN A.B.H | 14.11.18 |  |
| 17 |                 | PROJECT FELLOWSHIP OF DR.ANAND PRATP SINGH ICSSR   | DPS              | 02.11.18 | SA/ARF/FO/VC                 | 14.11.18 |  |
| 18 | 12130R          | T/C PF LTC OF DR. L C MALLAIAH   | R                | 02.11.18 | ANKIT/FO/VC                  | 14.11.18 |  |
| 19 | 12768R          | FILE FOR THE TONER OF PHOTOCOPIER MACHINE (TOSHIBHA MODEL. NO. C- STUDIO 2309) FOR CENTRE OF POST GRADUATE LEGAL STUDIES | STR              | 02.11.18 | UDC/FO/ARF                   | 14.11.18 |  |
| 20 | YSS/2015/000838 | DST-SERB GRANT, DR. JAWAHAR, MANPOWER SALARY (PROJECT FELLOW)  | DAC              | 05.11.18 | SA/FO/VC                     | 14.11.18 |  |
| 21 |                 | REMUNERATION BILL FOR ESE, DEC-2017  | COE              | 05.11.18 | FO/ARF/SOII/UDC              | 14.11.18 |  |
| 22 |                 | REMUNERATION BILL FOR END SEMESTER EXAMINATION B.TECH. (JULY-2018)   | COE              | 05.11.18 | FO/ARF/SOII/UDC              | 14.11.18 |  |
| 23 |                 | REMUNERATION BILL FOR END SEMESTER EXAMINATION MAY-2018  | COE              | 05.11.18 | FO/ARF/SOII/UDC              | 14.11.18 |  |
| 24 |                 | REMUNERATION FOR PH.D THESIS EVALUTION & VIVA-VOCE   | COE              | 05.11.18 | FO/ARF/SOII/UDC              | 14.11.18 |  |
| 25 |                 | ADVANCE FOR SPORT ACTIVITY FESTIVAL FOR UNIVERSITY HEALTH CENTRE   | IN.HEALTH CENTRE | 05.11.18 | FO/ARF/SOII                  | 14.11.18 |  |

|    |        |   |     |          |                      |          |  |
|----|--------|---|-----|----------|----------------------|----------|--|
| 26 | 16038R | FINANCIAL ASSISTANCE FOR ATTENDING AMI-18 UNIVERSITY OF HYDERABAD DECEMBER 9-12,2018            | R   | 05.11.18 | FO/ARF/S<br>OII/UDC  | 14.11.18 |  |
| 27 | 9232R  | ICSSR PROJECT DR. SURENDRA MEHER  | DE  | 05.11.18 | SA/ARF/F<br>O/VC     | 14.11.18 |  |
| 28 |        | EMPANELMENT OF CA/TAXIATION   |     | 05.11.18 | FO/ARF/S<br>OII      | 14.11.18 |  |
| 29 | 12765R | TA BILL FOR VC SIR  | VC  | 05.11.18 | UDC/FO/v<br>c        | 14.11.18 |  |
| 30 |        | RECOVERY OF RENT OF PHOTOSTATE/STATIONERY SHOP  | R   | 05.11.18 | FO/ARF/S<br>OI       | 14.11.18 |  |
| 31 | 10962R | PAYMENT FOR DISSERTATION OF ONE YEAR LLM II   | R   | 05.11.18 | ANKIT/FO/<br>ARF     | 14.11.18 |  |
| 32 | 12094R | APPOINTMENT OF JRF DR. JYOTI PANDEY MR. FAHEEM  | DAC | 12.11.18 | SA/FO/VC             | 14.11.18 |  |
| 33 | 14097R | CELEBRATION OF 87TH BIRTH ANNIVERSARY OF BHARAT RATNA DR. APJ ABDHUL KALAM ON 15TH OCTOBER-2018 | DAC | 12.11.18 | ARF/SOII/<br>ANKIT   | 14.11.18 |  |
| 34 | 12307r | purchase of water COOLER & WATER PURIFIRE FOR central library                                   | VC  | 12.11.18 | FO/EE                | 14.11.18 |  |
| 35 | 3022R  | INTERNATIONAL JOURNAL OF SCIENCE TECHNOLOGY AND SOCIETY PROF RANA PRATAP SINGH                  | VC  | 12.11.18 | FO/ARF               | 14.11.18 |  |
| 36 |        | TRAINING ON GEM & GST   | FW  | 12.11.18 | FO/ARF/S<br>OII      | 14.11.18 |  |
| 37 | 12575R | PROPOSAL FOR INSTALLATION OF WATER FACILITY FOR STUDENTS AT THE UNIVERSITY PLAY GROUND          | VC  | 12.11.18 | FO/ARF               | 14.11.18 |  |
| 38 | 8301R  | MEDICAL REIMBURSEMENT FILE (CSSEIP EMPLOYEES)   | VC  | 12.11.18 | FO/R                 | 14.11.18 |  |
| 39 | 13021R | GUNNER OF PAYMENT PART=II   | VC  | 12.11.18 | arf/SOII/C<br>ASHIER | 14.11.18 |  |
| 40 | 15027R | PROPOSAL FOR PURCHASE OF CHEMICAL   | VC  | 12.11.18 | ARF/SOI              | 14.11.18 |  |

|    |                |   |       |          |                  |          |  |
|----|----------------|---|-------|----------|------------------|----------|--|
| 41 | 16060R         | T/C PF LTC OF SHRI RAM KUMAR GUPTA PS (COE SECTION)   | R     | 12.11.18 | ANKIT/FO/VC      | 14.11.18 |  |
| 42 | 15019R         | COMPUTER MAINTENANCE FILE (PART-II)   | VC    | 12.11.18 | FO/HOD.ECONOMIC  | 14.11.18 |  |
| 43 | 598/DZ/BBAU/18 | REPAIR & MENTAINENCE OF EQUIPMENTS  | VC    | 12.11.18 | ARF/SOI          | 14.11.18 |  |
| 44 | 12182R         | MANPOWER DR. R N BHARGAVA   | VC    | 12.11.18 | arf/SOII/CASHIER | 14.11.18 |  |
| 45 | 12181R         | DST-SERB- PROJECT CONTINGENCY DR.R N BHARGAVA   | VC    | 12.11.18 | ARF/SO/CASHIER   | 14.11.18 |  |
| 46 | 12586R         | COMMITTEE TO LOOK INTO PAY RELATED ISSUES OF MO & IAO   | DR(E) | 13.11.18 | ARF              | 14.11.18 |  |
| 47 |                | T/C DD REGARDING FILE   | COE   | 13.11.18 | arf/SOII/CASHIER | 14.11.18 |  |
| 48 | 14019R         | T/C FILE II STAFF REQUIREMENT FOR OPERATION OF NEWLY BUILT SUBSTATION NO.3 +2 FILE ATTCHED                            | R     | 13.11.18 | FO/ee            | 14.11.18 |  |
| 49 | 9442R          | ICSSR RESEARCH PROJ DR. SANATAN NAYAK   | VC    | 13.11.18 | ARF/SOI/CASHIER  | 14.11.18 |  |
| 50 | 16030R         | PARTICIPATION IN 13TH WESTERN PACIFIC ACOUSTICS CONFERENCE, NEW DELHI 11TH-15TH NOVEMBER-2018                         | R     | 13.11.18 | ARF/SOII/UDC     | 14.11.18 |  |
| 51 | 16062R         | 11TH EDITION OF INTERNATIONAL CONFERENCE ON ADVANCES IN MICROBIOLOGY AND PUBLIC HEATH MARCH 18-19,2019 VIENNA AUSTRIA | R     | 13.11.18 | ARF/SOII/UDC     | 14.11.18 |  |
| 52 | 4906r          | braille section for gbl + one file  | GBL   | 13.11.18 | FO/VC            | 14.11.18 |  |
| 53 | 12252R         | SALARY HEAD FOR RESEARCH ASSISTANT CST UP PROJECT   | VC    | 14.11.18 | ARF              | 14.11.18 |  |
| 54 |                | JRF SALARY FILE DR VENKATESH KUMAR R  | VC    | 14.11.18 | ARF              | 14.11.18 |  |

|    |             |  |      |          |        |          |  |
|----|-------------|--|------|----------|--------|----------|--|
| 55 | 12849R      | SERB RESEARCH GRANT: OVERHEAD CHARGES DR. GAURAV KAITHWAS                          | VC   | 14.11.18 | ARF    | 14.11.18 |  |
| 56 | 12457R      | ICSSR RESEARCH PROJECT DR. MAHENDRA KUMAR PADHY                                    | DMCJ | 14.11.18 | SA     | 14.11.18 |  |
| 57 |             | REMUNERATION BILLS OF GUEST FACULTY BILLS OF FOR END SEMESTER EXAMINATION DEC-2018 | IAO  | 14.11.18 | FO/vc  | 14.11.18 |  |
| 58 | 12713R      | MAINTENANCE OF INSTRUMENTS-I   | VC   | 14.11.18 | DES    | 14.11.18 |  |
| 59 | 12842R      | PURCHASE OF PROJECTOR AND SCREEN   | IAO  | 14.11.18 | FO/VC  | 14.11.18 |  |
| 60 | 3284R       | signage board in university campus (retroreflective)                               | IAO  | 14.11.18 | FO/VC  | 14.11.18 |  |
| 61 | 15073R      | ANNUAL REPORT 2017-18 ENGLISH +15074R  | IAO  | 14.11.18 | FO/rso | 14.11.18 |  |
| 62 | 12120R      | REQUIREMENT OF FUME HOOD DR.JYOTI PANDAY   | IAO  | 14.11.18 | FO/vc  | 14.11.18 |  |
| 63 |             | BIO METRIC ATTENDANCE ET-2018  | IAO  | 14.11.18 | FO/IAO | 14.11.18 |  |
| 64 | 15016R      | PURCHASE OF LASER PRINTER FOR NEWLY ESSTABLISHED DEPTT                             | CC   | 14.11.18 | SA     | 14.11.18 |  |
| 65 | 12150R      | UIET GUEST FACULTY PAYMENT TA BILL FOR III,IV,VII SEMESTER                         | UIET | 14.11.18 | UDC    | 14.11.18 |  |
| 66 | 027/DZ/BBAU | TRAVEL GRANT DR. ABHA MISHRA, DR. JYOTI PANDEY, DEPARTMENT OF ZOOLOGY              | DBT  | 14.11.18 | sa     | 14.11.18 |  |