

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remark
1		T/C REQUIREMENT OF TONER/CARTIDGES	COE	18.04.17	ARF/SOF/ LDC/SO/ ARF/FO/ ARF/SOII/ CASHIER	03.10.17	disposed off
2	7176R	GUEST FACULTY FOR Ph.D COURSE (COMPUTER)	DEM	30.06.17	LDC/SO/ ARF/FO/ ARF/SOII	03.10.17	
3	9537R	NOTICE BOARD ON II FLOOR	AR(S&P)	06.07.17	FO/ARF/S OI/ARF /FO/head drm	03.10.17	
4		IMPREST MONEY FOR DRM MBA(RM)	MBA	06.07.17	STENO/S O/ARF/F O/ARF/S OII/CASH IER	03.10.17	disposed off
5	9901R	PF OF SH. RUDRA PRASAD SAHOO	R	24.07.17	SOI/LDC/ SO/ARF/F O/soi/SA /ARF/FO/ ARF/FO	03.10.17	

6		ADVANCE MONEY	DAAS	28.07.17	ASTT/SO/ ARF/FO/ ARF/SOII/ CASHIER	03.10.17	disposed off
7	7972R	HIGH MAST MAINTENANCE BBAU SATELLITE CAMPUS AMETHI	EE	31.07.17	FO/arf/so i/SA/ARF /FO/arf	03.10.17	
8	373F	IMPREST MONEY FOR SAS	SAS	31.07.17	ASTT/SO/ ARF/FO/ ARF/SOII/ CASHIER	03.10.17	disposed off
9	10756R	DST-INSPIRE FACULTY AWARD PROJECT DR PREETI GUPTA	R	10.08.17	SA/SO/A RF/FO/A RF/SO/C ASHIER/A RF/H DAC	03.10.17	
10	3761R	REPAIR UPS COMPUTER PRINTER	CC	18.08.17	LDC/SO/ ARF/FO/ ARF/SOI	03.10.17	
11	10796R	APPROVAL OF PURCHASE OF COMMITTEE DR PREETI GUPTA DST- INSPIRE PROJECT	DAC	18.08.17	FO/ARF/ H DAC	03.10.17	
12	6396R	IMPREST MONEY	SH	21.08.17	ASSISTAN T/ARF/FO /ARF/soii /CASHIER	03.10.17	disposed off

13	7268R	PAYMENT FOR NEWSPAPER AND MAGAZINE	LIB	23.08.17	LDC/SOII/ ARF/FO/ ARF/soii/ CASHIER	03.10.17	disposed off
14		PAYMENT FOR NEWS PAPER & MAGAZINES	ABH	24.08.17	LDC/SO/ ARF/FO/ ARF/SOII/ CASHIER	03.10.17	disposed off
15		LANDSCAPING OF AMBEDKAR BHAWAN	GBS	28.08.17	LDC/SO/ ARF/FO/ ARF/soii/ CASHIER	03.10.17	disposed off
16		T/C PRINTING OF SEMESTER GRADE SHEETS	EXAM	28.08.17	ARF/SOI/ SA/SOI/A RF/FO/A RF/SOI	03.10.17	
17	8420R	NO OBJECTION CERTIFICATE FOR RGNF (MS PRATHINIDHI)	R	29.08.17	ANKIT/S O/ARF/F O/ARF/S OII/ANKI T	03.10.17	
18	3888R	Maintenace of SES building	EE	29.08.17	SA/ARF/F O/ARF/S OI/SA/SO /ARF/FO	03.10.17	

19	6108R	201/Appointment of RA under Young Scientist scheme/DIT DR DHIRENDRA PANDEY	DBT	31.08.17	SA/SO/A RF/FO/A RF/soi	03.10.17	
20	8242r	APPLICATION OF PROF RP SINGH FOR APPROVAL FOR MAJOR SURGERY	DES	04.09.17	FO/cmo	03.10.17	
21	5963R	IMPREST MONEY FOR YASHODHARA GIRLS HOSTEL	YGH	05.09.17	ANKIT/S O/ARF/F O/ARF/S OII/CASH IER	03.10.17	disposed off
22	5628R	BCY/DAP/BBAU INDO-RUSSIAN PROJECT (MAIN FILE) DR. BAL CHANDRA YADAV +5791R+4410R+3292R+CONTINGENCY+4501R+3993R+HOD/DAP/23	DAP	05.09.17	SOI/SA/S O/ARF/F O	03.10.17	
23		ICC AT 112 ADVANCE ADJUSTMENT	RTI	05.09.17	ldc/SO/A RF/FO/A RF/SOII/C ASHIER	03.10.17	disposed off
24	3837R	Advance for university functions	GBS	05.09.17	LDC/so/a rf/FO/AR F/SOII/CA SHIER	03.10.17	disposed off
25		IMPREST MONEY FOR DES	DES	06.09.17	ANKIT/S O/ARF/F O/ARF/S OII/CASH IER	03.10.17	disposed off
26	6027R	Dr. Rima kumari DST-start up YS CONTINGENCY	DES	06.09.17	SA/SO/A RF/FO/A RF/SOI	03.10.17	

27		ADJUSTMENT OF DEBIT CARD FOR ABH	ABH	06.09.17	ANKIT/so i/arf/FO/ ARF/SOII/ CASHIER	03.10.17	disposed off
28	10578R	IMPREST MONEY FOR REGISTRAR OFFICE	R	07.09.17	ANKIT/S O/ARF/F O/ARF/S OII/CASH IER	03.10.17	disposed off
29	4114R	PAYMENT OF BONUS & DAILY FOR THE YEAR 2004-05	R	07.09.17	FO/ARF/F O/r	03.10.17	
30		SANCTION FOR NEWSPAPERS	DMCJ	11.09.17	ldc/SO/A RF/FO/A RF/SOII/C ASHIER	03.10.17	disposed off
31		NEWSPEAPER PAYMENT REGARDING	DPR	11.09.17	ldc/SO/A RF/FO/A RF/FO	03.10.17	
32		T/C MONITORING AND INVESTMENT OF FUND	VC	13.09.17	FO/vc	03.10.17	
33		PURCHASE OF COLOR PRINTER FOR FINANCE OFFICER	STR	13.09.17	SA/SO/A RF/FO/A RF/SOI	03.10.17	
34	10895R	ADVANCE ADJUSTMENT FOR 62ND ACADEMIC COUNCIL & MEETING	R	13.09.17	ARF/SOI/ LDC/so/a rf/fo/ARF /SOII/CAS HIER	03.10.17	disposed off

35	10456R	PROF. SANJAY KUMAR ACADEMIC ACTIVITIES	VC	14.09.17	FO/ARF/S OI	03.10.17	
36		HONORARIUM DR NEHA ANAND STUDENT COUNSELING CENTRE	VC	14.09.17	FO/ARF/S OII/CASH IER	03.10.17	disposed off
37	3118R	DR GAURAV KAITHWAS PRINCIPAL INVESTIGATOR	DPHS	15.09.17	SA/SO/A RF/FO	03.10.17	
38	9226R	INSTITUTIONAL BIOSAFETY COMMITTEE BBAU SUNIL G BABU	DBT	18.09.17	ankit/SO/ ARF/FO/ ARF/SOII/ CASHIER	03.10.17	disposed off
39	10808R	NATIONAL SPORTS DAY 29TH AUG SPORTS SECTION	SPORT	18.09.17	arf/SOII/ ANKIT/so /arf/FO	03.10.17	
40	10981R	NAME PLATE PAYMENT	DRM	18.09.17	FO/ARF/S OI/LDC/S O/ARF/F O	03.10.17	
41		ADDITIONAL MANPOWER FOR JUNGLE CLEANING AROUND THE CAMPUS BBAU AMETHI	OSD	18.09.17	ARF/SOI/ SA/SO/A RF/FO	03.10.17	
42	10975R	audit para no.13.7 of c&ag report mhrd letter no 3818/2017/cu.c dated 14.09.17	VC	19.09.17	FO/ARF/s oi	03.10.17	
43	7048R	SERVICING OF ELECTRIC LAWN MOWER	GBS	19.09.17	ARF/SOI/ LDC/FO/S O/ARF/S OI	03.10.17	
44		DD REGARDING FILE	COE	19.09.17	FO/ARF/S OII/CASH IER	03.10.17	disposed off

45		DST-SERB GRANT OF DR JAWAHAR LAL HEAD: MANPOWER SALARY (PROJECT FELLOW, RECURRING ITEMS-A)	DAC	19.09.17	SA/SO/A RF/FO/D AC	03.10.17	BY HAND SABIR
46	10905R	NSS PROGRAMME	NSS	19.09.17	LDC/SO/ ARF/AR(S &P)	03.10.17	
47		IMPREST MONEY FOR FINANCE	finance	19.09.17	ankit/AR F/FO/ARF /soii/CAS HIER	03.10.17	disposed off
48		POST-DOCTORAL FELLOWSHIP DR. SADAF FAREED	HISTORY	20.09.17	arf/FO/vc	03.10.17	
49		guest faculty payment regarding	VC	20.09.17	FO/arf/so ii/cashier	03.10.17	disposed off
50	10920R	ICSSR FELLOWSHIP P-II	DE	20.09.17	ANKIT/so /arf/FO	03.10.17	
51		PAYMENT FOR BOOKS & NEWS PAPER	CGH	20.09.17	LDC/so/a rf/FO	03.10.17	
52		ONLINE ENTRANCE TEST		20.09.17	ARF/SOII/ ANKIT/S O/ARF	03.10.17	
53	4094R	UP32DC4006 TATA INDIGO	VEHICLE	21.09.17	arf/FO/vc	03.10.17	
54	3022R	INTERNATIONAL JOURNAL OF SCIENCE TECHNOLOGY AND SOCIETY PROF RANA PRATAP SINGH	VC	21.09.17	FO/prof rp singh	03.10.17	DISCUSSIO N
55	10772R	PROJECT ASSISTANT MOHD ADIL SIDDIQUE	DES	21.09.17	SA/SO/A RF/FO/V C	03.10.17	

56	10819R	INTERVIEW FOR GUEST FACULTY	UIET	21.09.17	FO/ARF/S OII/LDC	03.10.17	
57	10993R	dst inspire faculty dr sarita yadav	dap	22.09.17	sa/SO/AR F/FO	03.10.17	
58	10536R	REGARDING OFFICE ACCESSORIES (COMPUTER SYSTEM,PRINTER,UPS,TABLE,CHAIR,KEYBOARD,ETC.)	ABH	22.09.17	SA/SO/A RF/FO	03.10.17	
59	10979R	CAUTION MONEY MSC ZOOLOGY	R	22.09.17	ANKIT/so /arf/FO	03.10.17	
60		ADVANCE FOR PESTICIDE & ORGANIC FERTILIZER (MULBERRY GARDEN REARING HOUSE)	DAAS	22.09.17	ARF/SOI/ LDC/so/a rf/fo	03.10.17	
61	10538R	B.ED 4TH SEM BBAU CAUTION MONEY FILE	R	22.09.17	ANKIT/so /arf/FO	03.10.17	
62	4086R	CAUTION MONEY FILE ACAD SECTION	R	22.09.17	ANKIT/so /arf/fo	03.10.17	
63	10955R	REFUND OF CAUTION MONEY (BATCH 2015-17)	R	22.09.17	ANKIT/S O/ARF/F O	03.10.17	
64	10565R	CONSTRUCTION OF GIRLS HOSTEL AT BBAU LKO	R	22.09.17	FO/vc	03.10.17	
65	7558R	HINDI PRASIKSHAN	by hand	25.09.17	ARF/SOII/ LDC	03.10.17	
66	7934R	RESEARCH ASSISTANT FELLOWSHIP DR SANGEETA SAXENA	DBT	25.09.17	SA/SO/A RF/FO	03.10.17	
67	9964R	CONTINGENCY DBT PROJECT DR. DEVESH KUMAR	DBT	25.09.17	ARF/SOI	03.10.17	
68	3098R	ICSSR FELLOWSHIP AJAY BHARTI	DPS	26.09.17	ANKIT/S O/ARF	03.10.17	
69	1816FO	PAYMENT OF TA BILLS OF VC PART II	VC	26.09.17	LDC/SO/ ARF/fo	03.10.17	
70		PURCHASE THROUGH CARD PAYMENT	GBS	26.09.17	ANKIT/S O/ARF	03.10.17	



71	10322R	children education allowance part-4	r	27.09.17	sa/SO/AR F/fo/vc	03.10.17	
72	9982R	PF OF DR.JOGENDRA KUMAR	R	27.09.17	ARF/SOI	03.10.17	
73	3779r	purchase of postal stamp	dispatch	27.09.17	ANKIT/S OII/ARF	03.10.17	
74	5058R	PROPOSAL FOR GRANT FROM THE VC'S DESCRETIONARY FUND+1 FILE ATTACHED	R	27.09.17	ARF/soii/ ANKIT	03.10.17	
75	10902R	13TH CAPACITY BUILDING TRAINING PROGRAM OF NML-RRRLF AT DLIS, BBAU	LDC	27.09.17	ARF/fo/v c	03.10.17	
76	11010R	SERVICE LEVEL AGREEMENT BETWEEN BBAU AND NDML	R	27.09.17	FO/ARF	03.10.17	
77		GUEST FACULTY BBAU SATELLITE CAMPUS AMETHI (ON CONTRACT)	finance	27.09.17	ARF/fo	03.10.17	
78		T/C PAYMENT OF CONTRACTUAL FACULTY	finance	27.09.17	ARF/SOII/ FO	03.10.17	
79		nomination of fo in the fc of dayal bagh educational institute agra up	finance	03.10.17	vc	03.10.17	
80	8894R	DR.JAVEED AHMAD BHAT		03.10.17	ANKIT/S O/ARF	03.10.17	
81		IMPREST MONEY FOR DLISC	DLISC	03.10.17	ANKIT	03.10.17	
82		HONORARIUM FOR RESOURCE PERSON OF RCA	RCA	03.10.17	LDC	03.10.17	
83	10672R	BUILDING COMMITTEE PART-14	EE	03.10.17	FO	03.10.17	
84	3695R	UTILIZATION CERTIFICATE PI DR ANAND PRAKASH	DBT	03.10.17	SA	03.10.17	
85		NMEICT PROJECT PURCHASE OF TABLE & BACK SHEET		03.10.17	SA	03.10.17	
86	10596R	INTERNATIONAL CONFERENCE MALAYSIA PROF.RANA PRATAP SINGH	DES	03.10.17	ARF	03.10.17	
87	4611R	MEDICAL REIMBURSEMENT OF VICE CHANCELLOR	CMO	03.10.17	ANKIT	03.10.17	
88	8118R	TEACHING MEDICAL BILL PART II	CMO	03.10.17	ANKIT	03.10.17	
89	3393R	MEDIACL REIMBURSEMENT TEACHING FILE PART - 1	CMO	03.10.17	ANKIT	03.10.17	
90	10248R	DBT PROJECT PROF RAM CHANDRA OPTIMIZATION OF POST METHANATED DISTILLERY EFFLUENT MAN POWER PROF. RAM CHANDRA	DBT	03.10.17	SA	03.10.17	

91	3920R	landline/fwll bill payment of VCS&Camp office	VC	03.10.17	BY HAND PRAVAT	03.10.17	
92	8547R	PAYMENT TO FIELD INVESTIGATORS BBAU DR SHASHIKANT PANDAY	VC	03.10.17	FO	03.10.17	
93	7178R	PURCHASE OF FYM FOR ROSE GARDEN	VC	03.10.17	ARF	03.10.17	
94		UGC-NON NET FELLOWSHIP	VC	03.10.17	ARF	03.10.17	
95		PURCHASE OF SOFA SET IN VIP ROOM OF GH	VC	03.10.17	FO	03.10.17	
96		REPAIR OF FOUNTAIN IN GUEST HOUSE	VC	03.10.17	FO	03.10.17	
97		REPAIRING OF SLUICE VALVE	ARF	03.10.17	SOI	03.10.17	
98	6494R	Payment of legal fee Rajan mishra,S.M singh	finance	03.10.17	VC	03.10.17	
99		KIT COMMITTEE FOR INTERNATIONAL CONFERENCE ON DYNAMICS OF ECONOMIC GROWTH AND DEVELOPMENT IN ASIA WITH SPECIAL REFERENCE TO INDIA	DAS	03.10.17	ARF	03.10.17	