

| S.No | File.No | Subject | From whom Received | Received Date | Sent to | Sent Date | Remark |
|------|----------------|--|--------------------|---------------|---|-----------|--------|
| 1 | 9846R | CCTV CAMERA REQUIREMENT FOR REGISTRAR OFFICE FINANCE OFFICE AND COE OFFICE | AE(E) | 17.08.17 | FO/VC | 09.10.17 | |
| 2 | 8420R | NO OBJECTION CERTIFICATE FOR RGNF (MS PRATHINIDHI) | R | 29.08.17 | ANKIT/SO /ARF/FO/ ARF/SOII/ ANKIT/SO /ARF/ar(a) | 09.10.17 | |
| 3 | | ADVANCE FOR ADMISSION COUNSELLING -2017-18 | SES | 05.09.17 | LDC/SO/A RF/FO/AR F/head ses | 09.10.17 | |
| 4 | 10699R | TA BILL FILE REGISTRAR OFFICE UGC MEETING | R | 12.09.17 | FO/ARF | 09.10.17 | |
| 5 | | SERB-DST PROJECT (EQUIPMENT) DR JIWAN SINGH | DES | 13.09.17 | SA/SO/AR F/FO/VC | 09.10.17 | |
| 6 | 25/BBAU/ 16 | SECURITY NEW AGENCY CM/S RAKESH TRIPATHI SECURITY AGENCY | SECURITY | 15.09.17 | FO/ARF/S OI/SECURI TY | 09.10.17 | |
| 7 | 10808R | NATIONAL SPORTS DAY 29TH AUG SPORTS SECTION | SPORT | 18.09.17 | ARF/SOII/ ANKIT/SO /ARF/FO/ VC | 09.10.17 | |
| 8 | | ADDITIONAL MANPOWER FOR JUNGLE CLEANING AROUND THE CAMPUS BBAU AMETHI | OSD | 18.09.17 | ARF/SOI/S A/SO/ARF /FO/VC | 09.10.17 | |

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| 9 | 10983R | UTILIZATION CERTIFICATE 12TH PLAN | R | 22.09.17 | FO/ARF/S OI/ARF/fo | 09.10.17 | |
| 10 | 1/0249/D AS | HEAD: FIELD WORK AND TRAVEL DR RAHUL VARSHNEY | DPT | 22.09.17 | ARF/SOI/S A/SO/ARF /FO | 09.10.17 | |
| 11 | 7934R | RESEARCH ASSISTANT FELLOWSHIP DR SANGEETA SAXENA | DBT | 25.09.17 | SA/SO/AR F/FO/ARF | 09.10.17 | |
| 12 | 01/BC MACHINE | PURCHASE OF GROSS/BRUSH CUTTER MACHINE | daps | 25.09.17 | sa/SO/AR F/fo | 09.10.17 | |
| 13 | | purchase of brush cutter for botanical garden | daps | 25.09.17 | sa/SO/AR F/fo | 09.10.17 | |
| 14 | 3098R | ICSSR FELLOWSHIP AJAY BHARTI | DPS | 26.09.17 | ANKIT/SO /ARF/FO/ R | 09.10.17 | |
| 15 | | PURCHASE THROUGH CARD PAYMENT | GBS | 26.09.17 | ANKIT/SO /ARF/FO/ ARF | 09.10.17 | |
| 16 | 8558R | PURCHASE OF ELECTRICAL CABLE | EE | 26.09.17 | SA/SO/AR F/fo | 09.10.17 | |
| 17 | | AMC OF WATER COOLER & WATER PURIFIERS-P-II | EE | 27.09.17 | SA/SO/AR F/fo | 09.10.17 | |
| 18 | 10298R | ALLOCATION OF BUDGET DR JIWAN SINGH MAIN FILE | DES | 27.09.17 | SA/SO/AR F/FO/VC | 09.10.17 | |
| 19 | 3779r | purchase of postal stamp | dispatch | 27.09.17 | ANKIT/SOI I/ARF/FO/ VC | 09.10.17 | |

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| 20 | 8703R | MEDICAL REIMBURSEMENT FILE NON-TEACHING BILLS | R | 27.09.17 | ANKIT/SO/ARF/fo | 09.10.17 | |
| 21 | 8894R | DR.JAVEED AHMAD BHAT | | 03.10.17 | ANKIT/SO/ARF/FO/arf | 09.10.17 | |
| 22 | | NMEICT PROJECT PURCHASE OF TABLE & BACK SHEET | | 03.10.17 | SA/SO/ARF/fo | 09.10.17 | |
| 23 | 4611R | MEDICAL REIMBURSEMENT OF VICE CHANCELLOR | CMO | 03.10.17 | ANKIT/so/arf | 09.10.17 | |
| 24 | 10248R | DBT PROJECT PROF RAM CHANDRA OPTIMIZATION OF POST METHANATED DISTILLERY EFFLUENT MAN POWER PROF. RAM CHANDRA | DBT | 03.10.17 | SA/SO/ARF/fo | 09.10.17 | |
| 25 | 9372R | PURCHASE OF EQUIPMENTS FOR DST-SERB PROJECT DR VENKATESH KUMAR R | DAAS | 04.10.17 | SA/so/arf | 09.10.17 | |
| 26 | 9318R | DR. MADHUKAR SAXENA-FELLOWSHIP GRANT | VC | 04.10.17 | ARF/soi/cashier | 09.10.17 | disposed off |
| 27 | | केन्द्रीय पुस्तकालय अनु0 कार्य | VC | 04.10.17 | ARF/soi | 09.10.17 | |
| 28 | 6256R | MAINTENANCE OF ELECTRICAL UNDERGROUND CABLE | VC | 04.10.17 | ARF/soi/ee | 09.10.17 | |
| 29 | 10962R | PAYMENT FOR DISSERTATION OF ONE YEAR LLM II | VC | 04.10.17 | ARF/soii/cashier | 09.10.17 | disposed off |
| 30 | 10413R | T/C PF OF DR. DEVESH KUMAR LTC | VC | 04.10.17 | ARF/soii/arf | 09.10.17 | |
| 31 | 10182R | LTC DR. BAL CHANDRA DAP | VC | 04.10.17 | ARF/soii/cashier | 09.10.17 | disposed off |
| 32 | | ICSSR SPONSERED PROJECT FELLOWSHIP OF DR. ANAND PRATAP SINGH | VC | 04.10.17 | ARF/soi/cashier | 09.10.17 | disposed off |
| 33 | | ADVANCE OF COE OFFICE conference/workshop | VC | 04.10.17 | ARF/soii/cashier | 09.10.17 | disposed off |
| 34 | 10638R | JRF RECRUITMENT COMMITTEE DR SUNIL BABU | VC | 04.10.17 | ARF/soi/cashier | 09.10.17 | disposed off |

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| 35 | | CASH ADVANCE AE(E) | VC | 04.10.17 | ARF/SOI/c ashier | 09.10.17 | disposed off |
| 36 | 10792R | MEDICAL ADVANCE SHRI BRIJ MOHAN MTS | VC | 04.10.17 | ARF/soii/c ashier | 09.10.17 | disposed off |
| 37 | | AMC OF DG SETS PART-III | VC | 04.10.17 | ARF/soi/c ashier | 09.10.17 | disposed off |
| 38 | 7205R | 221/UGC-MRP (2015-16) DIT BBAU/15 OF INFORMATION TECHNOLOGY | DIT | 04.10.17 | SA/SO/AR F/FO | 09.10.17 | |
| 39 | 10772R | PROJECT ASSISTANT MOHD ADIL SIDDIQUE | VC | 04.10.17 | ARF/SOI/c ashier | 09.10.17 | disposed off |
| 40 | 10902R | 13TH CAPACITY BUILDING TRAINING PROGRAM OF NML-RRRLF AT DLIS, BBAU | VC | 04.10.17 | ARF/soii/c ashier | 09.10.17 | disposed off |
| 41 | 4094R | UP32DC4006 TATA INDIGO | VC | 04.10.17 | ARF/soii | 09.10.17 | |
| 42 | | REPAIR & MENTAINENCE OF EQUIPMENTS | DAAS | 04.10.17 | SOI/SA/so /arf | 09.10.17 | |
| 43 | | SALARY (DBT PROJECT) DR DEVESH KUMAR | DAP | 04.10.17 | SA/SO/AR F/FO | 09.10.17 | |
| 44 | | JRF SALARY FILE DR VENKATESH KUMAR R | DAAS | 04.10.17 | SA/SO/AR F/fo | 09.10.17 | |
| 45 | | REPAIRING/MAINTENANCE OF PHOTOCOPIER MACHINE & COLOUR PRINTER | DAP | 05.10.17 | SOI/SA/so /arf | 09.10.17 | |
| 46 | | URGENT REQUIREMENT OF CHEMICALS & GLASSWARE & PLASTICWARE-2017 | DAC | 05.10.17 | FO/VC | 09.10.17 | |
| 47 | 7445R | PURCHASE OF UNIVERSITY LIB ITEMS | STORE | 05.10.17 | FO/ARF/S OI/sa | 09.10.17 | |
| 48 | 10626R | CONTINGENCY DR. G SUNIL BABU DR SANGEETA SAXENA | DBT | 06.10.17 | SA/so/arf | 09.10.17 | |
| 49 | 7515R | ANNUAL SPORTS FESTIVAL | VC | 06.10.17 | ARF/soii/c ashier | 09.10.17 | disposed off |
| 50 | 8154R | ESTATE MAINTENACE | EO | 06.10.17 | SA/so/arf | 09.10.17 | |
| 51 | 5554R | AC PLANT OF VC OFFICE EO/BBAU/16 | EO | 06.10.17 | SA/FO | 09.10.17 | |

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| 52 | | CONFERENCE THIMPU TA BILL NMP VERMA | ARF | 06.10.17 | FO/economics | 09.10.17 | by hand atul |
| 53 | 8903r | pf of servjeet mts | vc | 09.10.17 | FO | 09.10.17 | discussion |
| 54 | | AMBEDKAR FOUNDATION NATIONAL ESSAY COMPETITION | vc | 09.10.17 | ARF | 09.10.17 | |
| 55 | | IMPREST MONEY FOR DPR | DPR | 09.10.17 | ANKIT | 09.10.17 | |
| 56 | | GUN MAN POST CONSTRUCTION WORK | EE | 09.10.17 | SA | 09.10.17 | |
| 57 | | LABORATORY INSTRUMENTS | VC | 09.10.17 | ARF/HEAD DES | 09.10.17 | |
| 58 | 8776R | ALTERATION OF HEALTH CENTRE | EE | 09.10.17 | SA | 09.10.17 | |
| 59 | 5249R | CONSTRUCTION OF GATE-5 NEAR SIDHARTHA BOYS HOSTEL | EE | 09.10.17 | ARF | 09.10.17 | |
| 60 | 8756R | INTERNATIONAL SEMINAR PROF MANISH KUMAR VERMA | SOCIOLOGY | 09.10.17 | ANKIT | 09.10.17 | |
| 61 | | FELLOWSHIP NPDF ATUL KUMAR UPADHYAY | | 09.10.17 | CASHIER | 09.10.17 | |
| 62 | | NEWSPAPER & PERIODICALS | RCA | 09.10.17 | LDC | 09.10.17 | |
| 63 | 3704R | IMPREST MONEY FOR MEDIA CENTRE | MC | 09.10.17 | ANKIT | 09.10.17 | |
| 64 | | HONORARIUM DR NEHA ANAND STUDENT COUNSELING CENTRE | DL | 09.10.17 | LDC | 09.10.17 | |
| 65 | 10467R | KARAMCHARI BHAVISYA NIDHI SAGHATAN | R | 09.10.17 | PS-FO/fo | 09.10.17 | |
| 66 | 3402R | INSURANCE RENEWAL FOR VEHICLE | arf | 09.10.17 | soii/cashier | 09.10.17 | disposed off |
| 67 | 3304R | माननीय कुलपति महोदय मोबाइल बीजक भुगतान पत्रावली | arf | 09.10.17 | soii/cashier | 09.10.17 | disposed off |
| 68 | 9320R | RESEARCH GRANT DR. MADHUKAR SAXENA dast-npdf | dbt | 09.10.17 | sa | 09.10.17 | |
| 69 | 11033r | t/c pf of prof nmp verma ltc | economics | 09.10.17 | ankit | 09.10.17 | |
| 70 | 9742r | payment of legal fee vol-iii | legal | 09.10.17 | sa | 09.10.17 | |
| 71 | 3734r | file for the purchase of toner of sharp copier | dhr | 09.10.17 | arf | 09.10.17 | |
| 72 | 11004r | t/c pf of dr vinay singh baghel ltc | dem | 09.10.17 | ankit | 09.10.17 | |
| 73 | 10849r | dst-inspire fellowship mr pranesh kumar under dr sudipta saha | dps | 09.10.17 | ankit | 09.10.17 | |

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| 74 | 5058R | PROPOSAL FOR GRANT FROM THE VC'S DESCRETIONARY FUND VOL-II+1 FILE ATTACHED | ar(a) | 09.10.17 | fo | 09.10.17 | |
| 75 | | participation in conference dr shailesh kumar | vc | 09.10.17 | fo | 09.10.17 | |
| 76 | 4592r | AMC OF FIRE SYSTEM | EE | 09.10.17 | AE(E) | 09.10.17 | |