

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	Remark
1		MAINTENANCE OF LAB & STORE	HOD	06.09.2018	FO/arf/soi/UD C/ARF/SOI/UD C/ARF	23.10.18	
2	8426R	MAINTENACE OF CENTRAL LIBRARY	EE	13.09.18	FO/ARF/SOI/SA /ARF/FO/ARF/S OI/SA	23.10.18	
3	12780R	UP 32 FR 2928 VEHICLE SECTION 2017	AR(V)	28.09.18	FO/ARF/SOII/A RF/FO/ARF/SOI I/CASHIER	23.10.18	
4	11286R	PF OF MR. ASHISH RASTOGI DR	R	03.10.18	FO/ARF/SOI/U DC/ARF/FO	23.10.18	
5	bbau/nsg h/18	university account file for nsgh(e)	dsw	03.10.18	FO/ARF/SOI/an kit/ARF/SOII/C ASHIER	23.10.18	
6	12784R	NATIONAL SPORTS DAY 29TH AUGUST 2018	VC	09.10.18	UDC/fo/ARF/S OII/CASHIER	23.10.18	
7	8763R	GIRLS HOSTEL'S STREET LIGHT MAINTENANCE WORKS + 1 FILE 5(20)/ELECT.2016	IAO	15.10.18	FO/ARF/SOI/SA /ARF/FO	23.10.18	
8	15039R	LAPTOP PURCHASE OF ASHISH RASTOGI DRF (PAYMENT REGARDING FILE)	STR	15.10.18	FO/ARF/SOI/SA /ARF/FO	23.10.18	
9	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/SOI/U DC	23.10.18	
10	8683R	OUTDOOR LT PANEL MAINTENANCE WORKS	EE	15.10.18	FO/ARF/SOI/SA	23.10.18	
11	10705R	REPRESENTATION OF SHRI SUSHIL KUMAR EX-DY REGISTRAR BBAU + PF OF SUSHIL KUMAR	VC	15.10.18	FO/ARF/SOI/U DC	23.10.18	
12		PURCHASE OF BOOKS FOR M.SC CYBER SECURITY (EVENING)	GBL	15.10.18	FO/ARF/SA/SOI /ARF	23.10.18	

13	4086R	CAUTION MONEY FILE ACAD SECTION	VC	22.10.18	ARF/CASHIER	23.10.18	
14	12994R	PURCHASE OF AC FOR VARIEUS DEPARTMENT SECTION	R	22.10.18	SOI/ARF	23.10.18	
15	8894R	DR.JAVEED AHMAD BHAT	VC	22.10.18	ARF/CASHIER	23.10.18	
16	13014R	SELF DEFENCE PROGRAM ON 24TH SEP-2018	VC	22.10.18	ARF/CASHIER	23.10.18	
17	7984R	TRANSFORMER MAINTENANCE WORK	VC	22.10.18	ARF/SOI/CASHIER	23.10.18	
18	7585R	REQUIREMENT OF CCTV'S GAUTAM BUDDHA CENTRAL LIBRARY	VC	22.10.18	ARF/SOI/CASHIER	23.10.18	
19	12131R	REPAIR OF PHOTOCOPIER MACHINE FOR DPS	VC	22.10.18	ARF/SOI/CASHIER	23.10.18	
20		Recoupment of Imprest PART II	EE	22.10.18	ARF/SO/ANKIT	23.10.18	
21	12805R	REFUND/CLAIM OF DR. SUNIL MEHRA CEC NEW DELHI	IAO	22.10.18	FO/CASHIER	23.10.18	
22	8587R	SUMERSIBBLE/TUBWELL PUMP REPAIRING WORK	EE	23.10.18	SA	23.10.18	
23	6919R	PURCHASING OF FYM	GBS	23.10.18	UDC	23.10.18	
24	15062R	PURCHASE OF TONER FOR TOSHIBA MACHINE MODEL E-STUDIO-Z309/195	R	23.10.18	UDC	23.10.18	
25	15066R	PHOTOCOPIER TOSHIBA 256 SE	R	23.10.18	UDC	23.10.18	
26	3231R	ETIOS DIESEL UP 32 FR 5768	AR(V)	23.10.18	UDC	23.10.18	
27	4351R	MARUTI OMI AMBULANCE UP 32 DN 3760	R	23.10.18	UDC	23.10.18	
28	6315R	PURCAHSE OF ELECTRIACL MATERIAL	GBS	23.10.18	UDC	23.10.18	
29	3218R	IMPREST MONEY FOR GBS	GBS	23.10.18		23.10.18	
30	10755R	DR.SUDIPTA SAHA DST SERB PROJECT CHEMICALS	PHARMA	23.10.18	ARF/SOI/CASHIER	23.10.18	
31	13036R	Maintenance of University Staff Quarters	EE	23.10.18	FO	23.10.18	