

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	REMARKS
1		7TH CONVOCATION 15/12/2017 TRANSPORTATION COMMITTEE		29.08.18	ANKIT/ARF/FO/UDC/ARF/FO	25.10.18	
2	12191R	TRAVEL TO BE RON TO CANADA TO ATTEND ISA CONFERENCE PROF. MANISH KUMAR VERMA	VC	30.08.18	FO/ARF/SOI/arf/FO/COE	25.10.18	
3		MAINTENANCE OF LAB & STORE	HOD	06.09.2018	FO/arf/soi/UDC/ARF/SOI/UDC/ARF/FO/HEAD DBT	25.10.18	
4		HONORARIUM & TA OF OBSERVER IN ET-2018 PROF. NAVEEN KUMAR ARORA	VC	11.09.18	FO/ARF/SOII/UDC/FO/PROF. N K ARORA	25.10.18	
5	4289R	APPROVAL FOR HIRING OF TAXI & PAYMENT	R	24.09.18	FO/ARF/SOI/UDC/FO	25.10.18	
6	9611R	TRAVEL- APPROVAL (BY CAR) OF EXTERNAL EXAMINER (M.SC PRACTICAL/EXAMINATION)	DES	26.09.18	FO/ARF/soii/UDC/FO/SOII/CASHIER	25.10.18	
7	4207R	PF OF SHRI D.JAYA BALACHANDRAN	R	01.10.18	FO/ARF/soi/udc/ARF/FO/ARF/SOI/UDC/ARF/FO	25.10.18	
8	7541r	PF of prof narendra kumar	IAO	01.10.18	FO/arf/soi/UDC/ARF/FO	25.10.18	

9	11286R	PF OF MR. ASHISH RASTOGI DR	R	03.10.18	FO/ARF/SOI /UDC/ARF/F O/R	25.10.18	
10		REMUNERATION FOR PH.D THESIS EVALUTION & VIVA-VOCE	COE	09.10.18	FO/SOII/UD C/ARF/FO	25.10.18	
11	10322R	CHILDREN EDUCATION ALLOWANCES PAR - 4 RAMA SHANKER SINGH	R	09.10.18	SA/ARF/FO/I AO	25.10.18	
12	12586R	COMMITTEE TO LOOK INTO PAY RELATED ISSUES OF MO & IAO	R	11.10.18	FO/UDC/SO(E)	25.10.18	
13	7445R	PURCHASE OF UNIVERSITY LIB ITEMS	R	12.10.18	FO/ARF/SOI /SA/ANKIT/ ARF/FO	25.10.18	
14		PURCHASE OF TONNER FOR PHOTOCOPY MACHINE (TOSHIBA E STUDIO256 SE)	H.HOR	15.10.18	UDC/ARF/F O/VC	25.10.18	
15	10895R	ADVANCE ADJUSTMENT FOR 62ND ACADEMIC COUNCIL & MEETING	R	15.10.18	UDC/FO/VC	25.10.18	
16	6484R	PAYMENT TO TAX CUNSLTANTS INCOME TAX + TRADE TAX	VC	15.10.18	FO/VC	25.10.18	
17	12745R	M.SC ZOOLOGY STUDENTS (SC/ST) FOR DISSERTATION WORK FILE	SC/ST CELL	15.10.18	FO/ARF/SOII /ANKIT/ARF/ FO/ARF/SOII /CASHIER	25.10.18	
18		IMPREST MONEY FOR BOTANICAL GARDEN	HORTIC	15.10.18	ANKIT/ARF/ FO	25.10.18	
19		WIFI-RAILTEL BBAU	IAO	16.10.18	FO/ARF/SOI /SA	25.10.18	
20	12120R	REQUIREMENT OF FUME HOOD DR.JYOTI PANDAY	IAO	16.10.18	FO/SOI	25.10.18	
21	12783R	CONTINGENCY ADVANCE DR. MONICA SHARMA PI	DBT	16.10.18	SA/ARF/FO/ ARF/SOI/CA SHIER	25.10.18	

22	12307r	purchase of water COOLER & WATER PURIFIRE FOR central library	EE	22.10.18	SA/arf/FO/E E	25.10.18	
23		HONORARIUM OF PROCTOR PROF. RAM CHANDRA	PROCTOR	22.10.18	UDC/ARF/F O	25.10.18	
24	12994R	PURCHASE OF AC FOR VARIEUS DEPARTMENT SECTION	R	22.10.18	SOI/ARF/FO /IAO	25.10.18	
25	14036R	PURCHASE OF WHITE BOARD FOR DEPARTMENT OF PHYSICS & UIET	R	22.10.18	SOI/ARF/SA	25.10.18	
26	13063R	CONSTRUCTION OF ANIMAL HOUSE	IAO	22.10.18	FO/ARF/SOI /SA	25.10.18	
27	11920R	SUBMISSION OF PROJECT PROPOSAL HIGH WORK STATION DR. ANJANI KUMAR TIWARI	DAC	22.10.18	SOI/arf/FO/ DAC	25.10.18	
28	15062R	PURCHASE OF TONER FOR TOSHIBA MACHINE MODEL E-STUDIO-Z309/195	R	23.10.18	UDC/FO	25.10.18	
29	3231R	ETIOS DIESEL UP 32 FR 5768	AR(V)	23.10.18	UDC/FO	25.10.18	
30	3218R	IMPREST MONEY FOR GBS	GBS	23.10.18	ANKIT/FO/A RF/SOII/ARF /FO	25.10.18	
31		annual report for the YEAR 2017-18	VC	23.10.18	FO/ARF/SOI /SA	25.10.18	
32	5836R	CONSTRUCTION OF STUDENT ACTIVITY CENTRE PART-3 +2 FILE PART-1 AND PART-2 & PART-3	EE	23.10.18	FO/ARF/SOI /SA/FO/	25.10.18	
33		DD REGARDING FILE	coe	24.10.18	FO/arf/SOI/ CASHIER	25.10.18	
34	3381R	EXTENSION OF SBBT	EE	24.10.18	FO/ARF/SOI /SA	25.10.18	
35	15074R	ANNUAL REPORT 2017-18 HINDI	R	24.10.18	FO/ARF/SOI /SA	25.10.18	
36	15073R	ANNUAL REPORT 2017-18 ENGLISH	R	24.10.18	FO/ARF/SOI /SA	25.10.18	
37		SBBT PHASE-III WORKS IN COMPUTER LAB	DRM	24.10.18	FO/SDR(S&P)	25.10.18	

38	3284R	signage board in university campus (retroreflective)	DES	24.10.18	FO/ARF/SOI	25.10.18	
39	3484R	Diesel for tractor	GBS	24.10.18	ANKIT/FO/S OII	25.10.18	
40		IMPREST MONEY FOR COE OFFICE	COE	25.10.18	ANKIT	25.10.18	
41		BILL REIMBURSEMENT FILE PAYMENT	DZ	25.10.18	ANKIT	25.10.18	
42		ONE DAYS NATIONAL CONFERENCE ATAL BEHARI BAJPEYI CHENTAN AND SAMVAD	DEM	25.10.18	FO/ARF/SOI /CASHIER	25.10.18	
43	6727R	PURCHASE OF STATIONARY ITMES -IV	IAO	25.10.18	FO	25.10.18	
44	15043R	FILE FOR DPW EMPLOYEES REG. ARREAR AS PER 7 CPC	IAO	25.10.18	FO	25.10.18	
45		COMPLETION OF CONSTRUCTED WETLAND PLANT BIOREACTOR	DEM	25.10.18	FO	25.10.18	
46		LEGAL AID CLINIC FOR LAW DEPARTMENT	LAW	25.10.18	FO	25.10.18	
47	12865R	APPOINTMENT OF AUTHORIZED SIGNATORY FOR RESEARCH PROJECTS CIIPP BBAU PROF. RANA PRATAP SINGH	R	25.10.18	FO	25.10.18	
48	12408R	REVISION OF LICENSE FEES OF THE UNIVERSITY STAFF QUARTERS.	IAO	25.10.18	FO	25.10.18	
49	8166R	PURCHASE OF BIOTOILET	IAO	25.10.18	FO	25.10.18	
50	11931R	T/C PF OF DR. S K BHATNAGAR DHR	IAO	25.10.18	FO	25.10.18	
51		HONORARIUM DR NEHA ANAND STUDENT COUNSELING CENTRE	FW	25.10.18	FO	25.10.18	