

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remark
1	10648R	T/C PF OF HORI LAL MTS	R	20.07.17	ARF/SOII/ LDC/SO/A RF/FO/VC	18.09.17	
2	7515R	ANNUAL SPORTS FESTIVAL	sports	16.08.17	FO/ankit/ so/arf	18.09.17	
3		DR JIWAN SINGH DES SERB-DST PROJECT (TRAVEL)	DES	16.08.17	ARF/SOI/ SA/SO/AR F/FO/vc	18.09.17	
4		ugc start up resarch grant (consumable) DR JIWAN SINGH	des	24.08.17	sa/SO/AR F/FO/vc	18.09.17	
5		SERB-DST PROJECT (CONTINGENCY) DR JIWAN SINGH	DES	16.08.17	ARF/FO/A RF	18.09.17	
6		IMPREST MONEY FOR DIT	DIT	31.08.17	ASSISTAN T/ARF/FO /ARF/soii/ CASHIER	18.09.17	disposed off
7		DR JIWAN SINGH START UP GRANT PROJECT SPECTROPHOTOMETER PURCHASE	DES	05.09.17	SA/SO/AR F/fo/vc	18.09.17	
8	6203R	NEW BANK A/C OPENING FILE (VISHAKHA BOYS HOSTEL BLOK B	KBH	06.09.17	ARF/SOII/ ldc/so/arf /fo	18.09.17	
9	6027R	Dr. Rima kumari DST-start up YS CONTINGENCY	DES	06.09.17	SA/SO/AR F/FO	18.09.17	

10	8865R	PAYMENT OF LEGAL FEE OF SENIOR ADVOCATE	VC	08.09.17	FO/ARF/S OII/SA/SO /ARF/soii/ ARF	18.09.17	
11		FULL TIME RESEARCH STAFF, PART TIME ASSISTANCE/HIRING CHARGES ICSSR RESEARCH PROJECT (PROF S NAYAK)	DE	08.09.17	SA/SOI/A RF/FO/vc	18.09.17	
12	3067R	M.S. Railing from Gate no.1 to Gate no.3	EE	13.09.17	SA/SO/AR F/FO	18.09.17	
13	7049R	AMAR JYOTI DAS (RESEARCH SCHOLAR)	DEM	13.09.17	ANKIT/SO /ARF	18.09.17	
14		SERB-DST PROJECT (EQUIPMENT) DR JIWAN SINGH	DES	13.09.17	SA/SO/AR F/FO	18.09.17	
15		DR OMESH BAJPAI, DR VENKATESH DUTTA FOR FELLOWSHIP	DES	13.09.17	SA/SO/AR F/FO	18.09.17	
16	9282R	SERB-N-PDF DR. ASHISH KUMAR MISHRA	R	13.09.17	SA/SO/AR F/FO	18.09.17	
17		PURCHASE OF COMPUTER SYSTEM FOR RECEPTION COUNTER	STR	13.09.17	FO/SO/SA /SO/ARF/f o	18.09.17	
18	10772R	PROJECT ASSISTANT MOHD ADIL SIDDIQUE	DES	13.09.17	SA/SO/AR F/FO	18.09.17	
19		URGENT REQUIREMENT OF CHEMICALS & GLASSWARE & PLASTICWARE-2017	DAC	13.09.17	SA/SO/AR F/soi/FO/ HEAD DAC	18.09.17	by hand
20		REQUIREMENTS OF SWITCHES, SMPS, HARD DISK, RAM CABLE, RJ-45 CONNECTORS KEYBOARD MOUSE ETC FOR UNIVERSITY AND COMPUTER CENTRE	STR	13.09.17	SA/SO/AR F/FO	18.09.17	
21		PURCHASE OF COLOR PRINTER FOR FINANCE OFFICER	STR	13.09.17	SA/SO/AR F/FO	18.09.17	

22	10895R	ADVANCE ADJUSTMENT FOR 62ND ACADEMIC COUNCIL & MEETING	R	13.09.17	ARF/SOI/L DC/so/arf /fo	18.09.17	
23	10962R	PAYMENT FOR DISSERTATION OF ONE YEAR LLM II	R	13.09.17	ARF/SOI/ ANKITSO/ ARF	18.09.17	
24	6992R	MEDICAL REIMBURESEMENT FILE (RETIRED EMPLOYEES) PART I	R	13.09.17	ANKIT/SO /ARF/FO	18.09.17	
25	9232R	ICSSR PROJECT DR. SURENDRA MEHER	DE	14.09.17	SA/SO/AR F/fo	18.09.17	
26	8084R	UGC START-UP GRANT CONTINGENCY FUND DR RAHUL VARSHNEY	VC	14.09.17	ARF/SOI	18.09.17	
27	3675R	GUNNER FOR HON'BLE VC	VC	14.09.17	ARF/SOI	18.09.17	
28		PROPOSAL FOR UV TUBE LIGHT & SOLAR MITER PROF D P SINGH	VC	14.09.17	ARF/SOI	18.09.17	
29	9320R	DR.MADHURKAR SAXSENA (DST-NPDF) RESEARCH GRANT	VC	14.09.17	ARF/SOI	18.09.17	
30	10884R	PURCHASE OF CHEMICALS (CONSUMBLES-1) IDENTIFICATION AND FUNCTIONAL ANALYSIS OF ANTI APOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	VC	14.09.17	ARF/soi	18.09.17	
31		CASH ADVANCE AE(E)	AE(E)	14.09.17	ARF/SOI	18.09.17	
32		UGC NON NET FELLOWSHIP FINANCE	finance	15.09.17	so/arf/fo/ VC	18.09.17	
33	10975r	audit para no.13.7 of c&ag report mhrd letter no 3818/2017/cu.c dated 14.09.17	vc	15.09.17	fo/r	18.09.17	
34	10203R	PRINTING/SUPPLY OF EXAM STATIONARY	VC	15.09.17	ARF/SOII/ CASHIER	18.09.17	disposed off

35	349/dm cj/bbau/ 2017	fellowship by national council of rural INSTITUTE HYDERABAD STUDENTS OF MASS COMMUNICATION AND JOURNALISM BY ASHISH KUMAR ,HARSHALI ARORA	DMCJ	18.09.17	ANKIT	18.09.17	
36	8301R	MEDICAL REIMBURSEMENT FILE (CSSEIP EMPLOYEES)	R	18.09.17	ANKIT/so /arf	18.09.17	
37	8309R	GPF ADVANCE AND WITHDRWAL TEACHING AND NON TEACHING PART 5	R	18.09.17	ANKIT	18.09.17	
38	7152R	GPF/CPF ADVANCE/WITHDRAWAL NON-TEACHING PART-IV	R	18.09.17	ANKIT	18.09.17	
39	9226R	INSTITUTIONAL BIOSAFETY COMMITTEE BBAU SUNIL G BABU	DBT	18.09.17	ankit	18.09.17	
40		PURCHASE OF FIBRE SWITCHES	vc	18.09.17	arf/soi	18.09.17	
41	4109R	SERVICING OF M F TRACTOR UP 32 C2 1945	VC	18.09.17	ARF	18.09.17	
42	3857R	BANK ACCOUNT 2013-17 PART-V	VC	18.09.17	FO	18.09.17	
43		VISIT OF DST TEAM,NEW DELHI TO DST-CPR BBAU (DURING 17- 19TH SEPTEMBER 14, 2017) VENKATESH DUTTA	DST-CPR	18.09.17	ARF	18.09.17	
44	10808R	NATIONAL SPORTS DAY 29TH AUG SPORTS SECTION	SPORT	18.09.17	arf	18.09.17	
45		HONORARIUM TO RCP COORDINATOR	RCP	18.09.17	ARF/SOII	18.09.17	
46	10981R	NAME PLATE PAYMENT	DRM	18.09.17	FO/ARF	18.09.17	