

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remark
1		REQUIRMENT OF ONE REFRIGERATOR	VC	03.07.17	FO/WARD EN	06.09.17	
2	7365R	REPAIR OF DOUBLE DISTILLATION UNIT	VC	19.07.17	FO/ARF/S OI/SA/SO/ARF	06.09.17	
3	10400R	T/C PF OF MS. SUNITA PAL (STA)	R	20.07.17	FO/ARF/S OII/ANKIT	06.09.17	
4	9158R	PF OF MS SANGEETA CHAUHAN	R	10.08.17	FO/ARF/S OI/LDC/R	06.09.17	
5		RENOVATION OF NBCCN SITE OFFICE NEAR AT HOSTEL BUILDING	EE	18.08.17	FO/ARF/S OI/SA/SO/ARF	06.09.17	
6	10626R	CONTINGENCY DR. G SUNIL BABU DR SANGEETA SAXENA	DBT	22.08.17	SA/SO/ARF/FO/ARF	06.09.17	
7	9763R	CHEMICALS AND GLASSWARE ,DST-SERB DR. VENKATESH KUMAR R	DAAS	23.08.17	SA/SO/ARF/FO/ARF	06.09.17	
8		CONTINGENCY FILE DR VENKATESH KUMAR R	DAAS	23.08.17	SA/SOI/ARF/FO/ARF	06.09.17	
9	5974R	FUND UTILISATION CERTIFICATE & AUDIT	DES	24.08.17	FO/SOI/SA/FO/R	06.09.17	
10	3046r	STEEL FABRIC FENCING AT SPORTS GROUND	ee	24.08.17	FO/ARF	06.09.17	
11		IMPREST MONEY FOR RCP	rcp	25.08.17	ANKIT/SO/ARF/FO/ARF/SOII/CASHIER	06.09.17	disposed off
12		SERB GRANT: BUDGET ALLOCATION DR JAWAHAR LAL	DAC	28.08.17	SA/SOI/ARF/FO/VC	06.09.17	

13	8420R	NO OBJECTION CERTIFICATE FOR RGNF (MS PRATHINIDHI)	R	29.08.17	ANKIT/SO/ ARF	06.09.17	
14	6843R	DR NIRULA RESEARCH SCIENTIST 'B'	R	29.08.17	ARF/SOI/L DC/FO/VC /R	06.09.17	
15	10871R	RO WATER PLANT SE KHARAB PANI KE REGARDING FILE	KBH	30.08.17	ARF/SOI/S A/SO/ARF	06.09.17	
16	10224R	MAINTAINING & UPLODING THE DATA PERTAINING TO PH.D SCHOLARSW ON THE WEBSITE OF BBAU	VC	30.08.17	FO/ARF/S OII	06.09.17	
17	1999F	PURCHASE OF FIBRE SWITCHES	CC	31.08.17	SOI/SA/SO /ARF	06.09.17	
18	8265R	FURTHER BEAUTIFICATION OF RCA BOYS HOSTEL	RCA	01.09.17	FO/ARF	06.09.17	
19		DEENDAYAL UPADHAYAY MEDIA CENTRE	VC	04.09.17	ARF/SOI/S A/LDC	06.09.17	
20		ADVANCE FOR INTERVIEW OF GUEST FACULTY	SES	04.09.17	LDC/SO/A RF	06.09.17	
21		ADVANCE FOR PROCTOR OFFICE PROF RAM CHANDRA		04.09.17	LDC/SO/A RF	06.09.17	
22		UGC-BSR GRANT HEAD: EQUIPMENTS DR JAWAHAR LAL	VC	05.09.17	ARF/SOI/C ASHIER	06.09.17	disposed off
23	8438R	PAINTING OF ASHOKA & KANISHIKA BH	VC	05.09.17	FO/EE	06.09.17	
24		CONSTRUTION OF BODHI PARK	EE	05.09.17	ARF/SOI/S A	06.09.17	
25		DR JIWAN SINGH START UP GRANT PROJECT SPECTROPHOTOMETER	DES	05.09.17	SA/SO/AR F	06.09.17	
26	10421R	QIP SHORT TERM COURSE ON ADVANCES IN BIOPROCESS ENGINEERING 19TH TO 24TH JUNE, 2017 AT BHU VARANASI DR. G SUNIL BABU	DBT	05.09.17	LDC/SO/A RF	06.09.17	
27		JRF SALARY FILE DR VENKATESH KUMAR R	DAA	05.09.17	FO/VC	06.09.17	
28		PAYMET MODE THROUGH PREPAID CARD A/C	FINANCE	06.09.17	FO/VC	06.09.17	

29		REPAIRING OF PROJECTOR AND LAPTOP BATTERY	STORE	06.09.17	LDC	06.09.17	
30		PURCHASE OF CARTRIDGE FOR DEAN SES OFFICE	SES	06.09.17	ARF	06.09.17	
31	10450R	PERFORMANCE OF BOOKLET TO SUBMISSION OF (MHRD)	VC	06.09.17	ARF	06.09.17	
32	9702R	DR. DEEPTI BARNWAL CONTINGENCY	VC	06.09.17	ARF	06.09.17	
33		LLM FOURTH SEMESTER STUDENTS KE SODH WORK KE PAYMENT REGARDING	VC	06.09.17	ARF	06.09.17	
34		RECRUITMENT OF JUNIOR RESEARCH FELLOW IDENTIFICATION ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	VC	06.09.17	ARF	06.09.17	
35		PRINTING OF PRSCRIPTION PAD FOR HEALTH CENTER	VC	06.09.17	ARF	06.09.17	
36	4611R	MEDICAL REIMBURSEMENT OF VICE CHANCELLOR	R	06.09.17	ANKIT/SO/ ARF	06.09.17	
37		PURCHASE OF LAPTOP FOR SC/ST COCHING CENTRE	VC	06.09.17	FO	06.09.17	
38	3269R	Payment of Electricity bill of University Campus	VC	06.09.17	FO/CASHIE R	06.09.17	
39		ADVANCE FOR INTERNET CONNECTION TYPE C/HOSTELS /RESIDENCE	CC	06.09.17	LDC	06.09.17	
40	6203R	NEW BANK A/C OPENING FILE (VISHAKHA BOYS HOSTEL BLOK B	KBH	06.09.17	ARF	06.09.17	
41		RECRUITMENT OF JUNIOR RESEARCH FELLOW IDENTIFICATION AND FUNCTIONSL ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	VC	06.09.17	ARF	06.09.17	
42		ANNUAL REPORT 2015-16 VOL-11	SC-ST	06.09.17	ARF	06.09.17	
43	6022r	PURCHASE OF CARTRIDGE	DCS	06.09.17	FO	06.09.17	
44		IMPREST MONEY FOR DES	DES	06.09.17	ANKIT	06.09.17	
45	6027R	Dr. Rima kumari DST-start up YS CONTINGENCY	DES	06.09.17	SA	06.09.17	
46		ADJUSTMENT OF DEBIT CARD FOR ABH	ABH	06.09.17	ANKIT	06.09.17	
47		T/C MONITORING AND INVESTMENT OF FUND II	FINANCE	06.09.17	VC	06.09.17	
48	4992R	CONSTITUTION OF FINANCE COMMITTEE OF THE UNIVERSITY	PS-FO	06.09.17	ARF/FO	06.09.17	