

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Date	REMARKS
1	8793R	DELAY CASE OHT&WATER SUPPLY WORK UNDERTAKEN DURING 11TH PLAN + 3 FILE	R	11.07.16	SA/ARF/FO/ARF	10.09.18	DISCUSSION
2	12453R	CASH ADVANCE FOR ESTATE OFFICE REGARDING STAMP AND LOCKS	EO	22.06.18	ANKIT/ARF/FO/IAO/FO/ARF/FO	10.09.18	
3	1816F/12884r	PAYMENT OF TA BILL OF VC SIR PART-II	VC	10.07.18	UDC/FO/arf/soii/UDC	10.09.18	
4		EQUIPMENT/INSTRUMENT REPAIRING DR. JIWAN SINGH	VC	11.07.18	FO/arf/SOI/SA/ARF	10.09.18	
5	12270R	PHOTO COPE MACHINE E-STUDIEO 305 KI REPARING REGARDING	R	12.07.18	UDC/ARF/FO/IAO/FO/HOD-DBT	10.09.18	
6	12565R	STRENGTHENING & RAISING OF EXSTING BOUNDARY WALL	EE	18.07.18	FO/ARF/SOI/SA/ARF	10.09.18	
7	12571R	ATTENDING CONFERENCE ON 24TH-30TH AUGUST 2018 AT KUALALUMPUR MALAYSIA PROF. K L MAHAWAR	DLIS	18.07.18	FO/ARF/SOI/ANKIT/ARF	10.09.18	
8	12230R	MAINTENANCE OF DG SET AT AMETHI CAMPUS	EE	23.07.18	SA/ARF/FO/IAO/FO/VC/FO/arf/soi	10.09.18	
9	12591R	TA BILL FOR REIMBUSEMENT (BOARD MEETING) MR. NKS MORE	R	23.07.18	UDC/ARF/FO/IAO/FO/ARF/FO/arf/soii/UDC	10.09.18	
10	12605R	REQUEST FOR FUND TO PRESENT INTERNATIONAL PAPER IN JAPAN DR. ANJANI K TIWARI	DAC	01.08.18	fo/ARF/SOI/ANKIT/ARF	10.09.18	
11	11762R	CAS PROMOTION-2017-18	R	06.08.18	ARF/SOI/UDC/ARF/FO/ARF/FO/R	10.09.18	

12	3060R	ROAD WORK AT ASHOKA BOYS HOSTEL	VC	08.08.18	FO/ARF/SOI/S A/SOI/EE	10.09.18	
13	7984R	TRANSFORMER MAINTENANCE WORK	EE	09.08.18	FO/ARF/SOI/S A/ARF/FO	10.09.18	
14	3779r	purchase of postal stamp	R	09.08.18	ANKIT/ARF/F O/IAO/FO/VC	10.09.18	
15	12729R	MAINTENANCE WORK OF AUDITORIUM	R	13.08.18	FO/ARF/FO/A RF/SOI/SA/AR F	10.09.18	
16	9056R	IMPREST MONEY FOR DAC,SPS	DAC	14.08.18	ANKIT/ARF/F O/IAO/FO/arf /soii/CASHIER	10.09.18	disposed off
17	11285R	PARTICIPATION & INVITED TALK 105TH INDIAN SCIENCE CONGRESS(ISCA)	SPS	17.08.18	fo/ARF/SOI/A NKIT/ARF	10.09.18	
18	12764R	MR. PAWAN KUMAR RESEARCH SCHOLAR FELLOWSHIP	R	23.08.18	ANKIT/ARF/F O/ARF/ANKIT /ARF	10.09.18	
19	12805R	REFUND/CLAIM OF DR. SUNIL MEHRA CEC NEW DELHI	R	23.08.18	FO/ARF/SOI/ UDC /ARF	10.09.18	
20	12811R	PURCHASE OF CLASSROOM MATERIALS		24.08.18	FO/ARF/SOI/ ANKIT/ARF/F O/VC	10.09.18	
21	4009R	IMPREST MONEY FOR ESTABLISHMENT SECTION	R	24.08.18	ANKIT/ARF/F O/R/FO/arf/F O	10.09.18	
22	3839R	ADVANCE FOR MISCELLANCOUS WORK FOR ROSE GARDEN & OTHERS	GBS	29.08.18	FO/ARF/FO/A RF/SOI/UDC/ ARF	10.09.18	
23	12555R	KJELDAHL UNIT FOR DES	DES	29.08.18	FO/ARF/SOI/S A/ SOI/ARF/FO	10.09.18	

24		IMPREST MONEY FOR BIOTECHNOLOGY	BIO	29.08.18	ARF./SOII/ANKIT/ARF/FO/ARF/SOII/CASHIER	10.09.18	disposed off
25		PROPOSAL FOR PURCHASE OF CHEMICAL	DAAS	29.08.18	FO/ARF/FO/ARF/SOI/SA/ARF/FO	10.09.18	
26	9470R	REQUIREMENT OF CHEMICALS	DAC	29.08.18	SA/SOI/ARF/FO	10.09.18	
27	12841R	T/C PF OF LTC PROF. R P SINGH DES	R	30.08.18	ANKIT/ARF/FO/r	10.09.18	
28	11710R	GUEST FACULTY NEEDFULL SESSION 2017-18	DEAN	30.08.18	FO/ARF/SOI/UDC/ARF	10.09.18	
29	4671R	इम्प्रेस्ट मनी हि० अधि०	IAO	30.08.18	FO/ANKIT/FO/ARF/SOII/ARF/FO	10.09.18	
30		CONTINGENCY MAIN FILE OF DBT PROJECT (PI : DR. YUSUF AKHTER,DBT)	DBT	30.08.18	SA/ARF	10.09.18	
31		LIST OF ITEMS TO BE PURCHASED OUT OF THE SNT. GRANT RS.3,00,000/-	DEAN	30.08.18	FO/ARF/SOI/SA/ARF/FO	10.09.18	
32	6808R	MAINTENANCE OF LAB. & STORE.	DBT	30.08.18	FO/ARF/FO/SOI/SA/ARF	10.09.18	
33	12667R	UNIVERSITY DISSERTATION AID FOR SC/ST IVTH SEMESTER	IAO	31.08.18	FO/VC/FO/ARF/SOI/ARF/FO	10.09.18	
34	10926R	ICSSR POST-DOCTORAL FELLOWSHIP DR. AMIT KUMAR	R	31.08.18	ARF/SOII/ANKIT/ARF/FO/R	10.09.18	
35	10925R	ICSSR POST DOCTORAL FELLOWSHIP DR. PRASHANT CHAUDHARY	SOCIOLOGY	31.08.18	ANKIT/ARF/FO/R	10.09.18	
36		UGC START UP GRANT UC DR. RAHUL VARSHNEY	STATISTICS	31.08.18	ARF/SOI/AJAY/SOI/ARF/FO	10.09.18	

37	3579R	हिन्दी पखवारा	हि०प्र०	04.09.18	FO/ARF/SOF/ UDC/ARF/FO/ HINDI OFFICER	10.09.18	BY HAND HINDI OFFICER
38	12252R	SALARY HEAD FOR RESEARCH ASSISTANT CST UP PROJECT	R	04.09.18	SA/SOI/ARF/F O	10.09.18	
39	12312R	PROPERLY NOT WORKING COMMERCIAL RO WATER PLANE	IAO	04.09.18	FO/IAO/FO/V C/ FO/YGH	10.09.18	EO OFFICER
40	10845R	CAUTION MONEY FILE FOR PROF RB RAM	R	04.09.18	ANKIT/ARF	10.09.18	
41	12858R	SUBSISTENCE ALLOWANCE OF SHRI RAMA SHANKAR SINGH FINANCE OFFICER (UNDER SUSPENSION) BBAU	R	04.09.18	FO/IAO	10.09.18	
42		MAINTENANCE OF LAB & STORE	HOD	06.09.2018	FO/arf/soi/U DC	10.09.18	
43	9616R	COMMON TENDER COMMITTEE/PURCHASE COMMITTEE	VC	06.09.2018	FO/DR(STORE)	10.09.18	BY HAND
44	12094R	APPOINTMENT OF JRF DR. JYOTI PANDEY	DAC	07.09.2018	FO/arf/SOI/S A	10.09.18	
45		CAUTION MONEY for abh	abh	07.09.2018	fo./arf/soii/A RF	10.09.18	
46		SALARY FROM DBT-PROJECT OF MR. UMAKANT PANDEY	DEM	07.09.2018	FO/ARF/SOI/S A	10.09.18	
47	7897R	T/C PF PAYMENT OF DPW-2	VC	10.09.18	FO/ARF	10.09.18	BY HAND RAJ
48		TC DD REGARDING FILE .	COE	10.09.18	ARF	10.09.18	
49		ADVANCE VC OFFICE	VC	10.09.18	ARF	10.09.18	BY HAND RAJ
50	9702R	DR. DEEPTI BARNWAL CONTINGENCY	DES	10.09.18	ARF	10.09.18	
51	12210r	automatic power factor correction (apfc) pands works.	vc	10.09.18	fo	10.09.18	

52	12139R	PURCHASE OF LAB TABLES FOR B.TECH (EE)/UIET/BBAU/2018	iao	10.09.18	fo	10.09.18	
53		fee refund online entrance 2017	dit	10.09.18	fo/arf/soii/ANKIT	10.09.18	
54		STUDY TOUR FILE M.SC. LIFE SCIENCE-IV SEM	DAAS	10.09.18	arf	10.09.18	
55		IMPREST MONEY FOR OSD AMETHI	vc	10.09.18	fo	10.09.18	
56		PENSION FILE PART II 2015-16	FINANCE	10.09.18	fo/arf/soi/gurvendr	10.09.18	
57	12839R	T/C PF OF LTC PROF. RIPU SUDAN SINGH	R	10.09.18	fo/r	10.09.18	
58	4378R	PURCHASE OF LAPTOP FOR VC	iao	10.09.18	fo/cc	10.09.18	
59	12403R	COMPUTER REQUIREMENT FILE	iao	10.09.18	fo/dir.cc	10.09.18	
60	8486R	Purchasing of plumbing goods	iao	10.09.18	fo/ee	10.09.18	
61	4592R	AMC OF FIRE SYSTEM	iao	10.09.18	fo/ee	10.09.18	
62	3734R	PURCHASE OF TONER OF SHARP COPIER	iao	10.09.18	fo/dhr	10.09.18	
63	6396R	IMPREST MONEY FOR SBH	IAO	10.09.18	ARF	10.09.18	
64		TOUR APPROVAL TO VISIT UGC, NEW DELHI PROF.RAM CHANDRA , DR. L C MALLAIAH	IAO	10.09.18	FO/VC	10.09.18	
65	8365R	REQUIREMENT OF COOLER	IAO	10.09.18	FO/DR (S&P)	10.09.18	
66		IMPREST MONEY FOR HISTORY	IAO	10.09.18	FO/ARF	10.09.18	
67	10385R	PURCHASE OF PROCESSORS/RAM/HD	IAO	10.09.18	FO/DR (S&P)	10.09.18	
68	8214R	SPORTS GRAOUND AREA LIGHTING WORKS	IAO	10.09.18	FO/EE	10.09.18	
69	12690R	UNIVERSITY AID TO PG STUDENTS (SC/ST) FOR DISSERTATION WORK 2016-18	IAO	10.09.18	FO/DR(SC/ST)	10.09.18	
70		LABORATORY DOOR REPAIRING	IAO	10.09.18	FO/ARF	10.09.18	
71	8561R	केन्द्रीय पुस्तकालय अनु० कार्य	EE	10.09.18	FO/VC	10.09.18	
72	STR/BBAU/2018	PURCHASE OF WHITE BOARD FOR THE DEPTT. OF PUBLIC ADMINISTRATION & ECONOMICS	STR	10.09.18	ARF	10.09.18	
73	6927R	IMPREST MONEY FOR SPORTS SECTION	SS	10.09.18	ANKIT	10.09.18	
74	12395R	APPLICATION FOR LEAVE TRAVEL CONCESSION LTC PROF. RAM CHANDRA	IAO	10.09.18	FO/R	10.09.18	

75	12424R	FILE MEDICAL REIMBURSEMENT OF VICE CHANCELLOR	IAO	10.09.18	FO/ARF/	10.09.18	
76	1546R	REQUISITION OF INFRASTRUCTURE FOR DEPT OF PUBLIC ADD	IAO	10.09.18	FO/ARF	10.09.18	
77	3579R	हिन्दी पखवारा	VC	10.09.18	FO/ARF	10.09.18	
78		TAX EXEMPTION CERTIFICATE	FW	10.09.18	FO/VC	10.09.18	
79	12593R	T/C PF OF SHRI ALOK SAGAR MTS	IAO	10.09.18	FO/R	10.09.18	
80	12594R	PF OF SHRI RAJ BALMIKI	R	10.09.18	FO/R	10.09.18	
81	8426R	MAINTENACE OF CENTRAL LIBRARY	IAO	10.09.18	FO/EE	10.09.18	
82	5990R	MAINTENANCE OF ELECTRICAL UNDER GROUND CABLE IN UNIVERSITY CAMPUS	IAO	10.09.18	FO/EE	10.09.18	
83	10198R	REQUIREMENT OF ELECTRICAL GOODS FOR ADMINISTRATIVE BLOCK REGISTRAR OFFICE	IAO	10.09.18	FO/EE	10.09.18	
84		STREET LIGHT MAINTENACE WORKS	IAO	10.09.18	FO/EE	10.09.18	
85		EVALUATION OF ANSWER BOOKS FOUNDATION COURSES PRO. NAVEEN KUMAR ARORA	IAO	10.09.18	FO/ARF	10.09.18	
86	12722R	DST-INSPIRE FELLOWSHIP ANAMIKA SHUKLA	IAO	10.09.18	FO/VC	10.09.18	
87	12345R	NEW ELECTRIFICATION WORK	IAO	10.09.18	FO/VC	10.09.18	
88		PURCHASE OF NEWSPAPER FOR I&GB SECTION	IAO	10.09.18	FO/ARF	10.09.18	
89		APPROVAL FOR NATIONAL WORKSHOP ON HPLC BASICS & METHOD DEVELOPMENT DR. JYOTI PANDEY	IAO	10.09.18	FO/ARF	10.09.18	
90		FILE FOR THE IMPREST MONEY BY PREPAID CARD FROM PROF.PRITI SAXENA	IAO	10.09.18	FO/ARF/	10.09.18	
91	7475R	केंद्रीय पुस्तकालय में स्थापित दोनों लिफ्टों का वार्षिक अनुरक्षणिय अनुबंध	IAO	10.09.18	FO/VC	10.09.18	
92	11610R	UTILIZATION CERTIFICATE FOR RCA	IAO	10.09.18	FO/	10.09.18	
93		PURCHASING INVERTER & BATTERY FOR UNIVERSITY BOYS HOSTELS FOR ABH	IAO	10.09.18	FO	10.09.18	

94	12230R	MAINTENANCE OF DG SET AT AMETHI CAMPUS	IAO	10.09.18	ARF/SOI/CAS HIER	10.09.18	disposed off
95	11203R	DR. RIMA KUMARI CSIR SENIOR RESEARCH ASSOCIATESHIP	DES	10.09.18	ANKIT/ARF	10.09.18	
96	506FO	IMPREST MONEY FOR USIC	IAO	10.09.18	FO/	10.09.18	
97	12423R	ACADEMIC ACTIVITIES OF PROF. SANJAY KUMAR	IAO	10.09.18	FO/	10.09.18	
98		SIGN BOARD FOR PILOT PLANT OF DBT PROJECT AT FIELD PROF. RAM CHNDRA	DEM	10.09.18	ARF	10.09.18	
99	11884R	SHAHDEEN SHAH FOR FEE CONCESSION	IAO	10.09.18	FO	10.09.18	
100	12311R	WORLD ENVIRONMENT DAY	IAO	10.09.18	FO	10.09.18	
101	6111R	PART TIME MEDICAL ATTENDANT APPOINTMENT OF CONTACT BASIS	IAO	10.09.18	FO	10.09.18	
102		FILE FOR THE AN ADVANCE OF ONE YEAR LL.M. CENTRE OF POST GRADUATE LEGAL STUDIES	IAO	10.09.18	FO	10.09.18	
103	12195R	TC PF OF DR.JYOTI PANDEY	IAO	10.09.18	FO	10.09.18	
104		DEPARTMENTAL LIBRARY INTEGRATED APPLIED GEOLOGY DR. NARENDRA KUMAR	IAO	10.09.18	FO	10.09.18	
105	10397R	CLEANING WORK FOR GBS	IAO	10.09.18	FO	10.09.18	
106	12844R	COMPUTER PURCHASE OF FINANCE SECTION	IAO	10.09.18	FO	10.09.18	
107	12891R	REQUIREMENT OF INSTRUMENTS VOLUME-II	OSD	10.09.18	ARF	10.09.18	
108	6987R	PRINTING OF UNIVERSITY NAME ENVELOPES (ADVANCE OF RS 10000/-)	IAO	10.09.18	FO	10.09.18	
109	12606R	REQUIREMENT FOR SURFACE SIFTING/ALMIRAH EXPERIMENTAL PLATFORM FOR RESERCH LAB DR. ANJANI KUMAR TIWARI	IAO	10.09.18	FO	10.09.18	
110	12310R	PAINTING AND MAINTENANCE OF VC RESIDENCE	IAO	10.09.18	FO	10.09.18	
111	8118r	medical (teaching) PART- 2	IAO	10.09.18	FO	10.09.18	

112	12206R	ELECTRIFICATION WORK OF NEWLY CONSTRUCTED LAB	IAO	10.09.18	FO	10.09.18	
113	3393R	MEDIA CL REIMBURSEMENT B (TEACHING FILE) PART -I	IAO	10.09.18	FO	10.09.18	
114	12482R	PROPOSAL FOR IMPLEMENTATION OF E-WIZARD SYSTEM (E-TENDERING/E- AUCTION SMART PAYMENT) SOLUTION TO BBAU	IAO	10.09.18	FO/ARF	10.09.18	
115		LLM FORTH SEMESTER STUDENTS KE RESEARCH -ESSA KE MULYANKAN HATU BAHAR KE EXAMINAR KE BILL FORM PAYMENT HETU LAW DEPARTMENT FILE	IAO	10.09.18	FO	10.09.18	
116	11970R	STUDY TOUR FILE 2018 M.SC ZOOLOGY IV SEMESTER	IAO	10.09.18	FO/ARF	10.09.18	
117	12127R	LIGHTING CONDUCTOR REQUIREMENTS	IAO	10.09.18	FO/ARF	10.09.18	
118	12131R	REPAIR OF PHOTOCOPIER MACHINE FOR DPS	IAO	10.09.18	FO/VC	10.09.18	
119	9499R	SHIFTING OF ELECTRICAL SUPPLY SYSTEM FOR AMETHI CAMPUS	IAO	10.09.18	FO/ARF	10.09.18	
120	12783R	CONTINGENCY ADVANCE DR. MONICA SHARMA PI	IAO	10.09.18	FO/ARF	10.09.18	
121	11029R	ENGAGEMENT OF LEGAL CONSULTANT (METAR IN RAJAN MISHRA)	IAO	10.09.18	FO	10.09.18	
122		DESKTOP (02 NOS) FOR DES + 3 FILE ATTCHED	DES	10.09.18	FO	10.09.18	
123	12154R	MAINTENANCE OF TYPE-C QUARTERS	R	10.09.18	FO	10.09.18	
124	3733R	MEMBERSHIP OF ASSOCIATION OF COMMONWEALTH UNIVERSITIES ACU AND INTERNATIONAL ASSOCIATION OF UNIVERSITIES IAU	R	10.09.18	FO	10.09.18	
125	12343R	MAINTENANCE WORK OF SATELLITE CAMPUS AMETHI	EE	10.09.18	ARF	10.09.18	
126		REFUND OF SEURITY MONEY	EE	10.09.18	ARF	10.09.18	

127		DST-SERB GRANT: YSS/2015/000838 HEAD: MANPOWER SALARY (PROJECT FELLOW)		10.09.18	ARF	10.09.18	
128	8309R	GPF ADVANCE WITHDRWAL TAECHING & NON- TAECHING PART V		10.09.18		10.09.18	