

| S.No | File.No | Subject | From whom Received | Received Date | Sent to | Date | REMARKS |
|------|---------|--|--------------------|---------------|---|----------|---------|
| 1 | 12537R | ADVANCE FOR PURCHASE OF MISC ITEMS FOR OFFICE | R | 12.07.18 | FO/ARF/SOII/UDC/ARF/FO/ARF/SOII/UDC/ARF/FO/ARF/SOII/CASHIER | 14.09.18 | |
| 2 | 11975R | PAY FIXATION OF NON TEACHING STAFF ON PROMOTION/MACP AS PER 7TH CPC AFTER 01.01.2016 YEAR-2018 | R | 23.07.18 | ARF/SOI/UDC/ARF/FO/R | 14.09.18 | |
| 3 | 12591R | TA BILL FOR REIMBUSEMENT (BOARD MEETING) MR. NKS MORE | R | 23.07.18 | UDC/ARF/FO/IAO/FO/ARF/FO/arf/soii/UDC/arf | 14.09.18 | |
| 4 | | MANVADHEKAR VIBHAG ME 04 JANUARY 2018 SE DO SPTAH SANKAY VEKASH KARYKRAM (FDP) JISSE SATH EK SPTAH ANUSHANDHAN KRYPRADALI PER UPKRAM KARYSHALA (SATELLITTE WORKSHO ON RESEARCH METHODOLOGY) | DHR | 23.07.18 | FO/ARF/SOII/ANKIT/ARF/FO/IAO | 14.09.18 | |
| 5 | | IMPREST MONEY FOR DES | DES | 25.07.18 | ANKIT/ARF/FO/IAO/FO/ARF/SOI | 14.09.18 | |
| 6 | | MANVADHEKAR VIBHAG ME 06 JANUARY 2018 SE 08 JANUARY 2018 TAK NATIONAL MOOT COURT PRATIYOGETA KE LEYE SWEKRAT AGRIM DHAN RASHI RS. 3.00 LAKH SAMAYOJAN KARNE HETU PATRAVALI | DHR | 01.08.18 | ARF/SOII/ANKIT/ARF/FO | 14.09.18 | |

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| 7 | 12605R | REQUEST FOR FUND TO PRESENT INTERNATIONAL PAPER IN JAPAN DR. ANJANI K TIWARI | DAC | 01.08.18 | fo/ARF/SOI/ANKIT/ARF/FO/VC | 14.09.18 | |
| 8 | 12070R | REQUIREMENT OF N2 SCHENK LINE DR. JYOTI PANDEY | DAC | 17.08.18 | ARF/SOI/AJAY/ARF/FO | 14.09.18 | |
| 9 | 3284R | signage board in university campus (retroreflective) | R | 21.08.18 | FO/ARF/SOI/SAI/ARF/FO/ARF/FO/ARF | 14.09.18 | RE CHECK |
| 10 | | IMPREST MONEY FOR DEM | DEM | 28.08.18 | ANKIT/ARF/FO/ARF/SOII/CASHER | 14.09.18 | disposed off |
| 11 | 4906R | BRILLE SECTION 2014-15 + TENDER DOCUMENTS | IAO | 30.08.18 | FO/ARF/SOI/SA/ARF/FO/ARF/SOI/SA/ARF | 14.09.18 | |
| 12 | 3545R | PLANTATION WORK BY GBS PART-II | GBS | 30.08.18 | FO/ARF/SOI/UDC/ARF/FO/VC | 14.09.18 | |
| 13 | | DEBIT/PREPAID CARD ISSU REG | FW | 31.08.18 | ARF/FO/ARF/SOII/ANKIT/ARF/SOI/ANKIT/FO/VC | 14.09.18 | |
| 14 | 12846R | SERB-RESEARCH GRANT: CONTINGENCY DR. GAURAV KAITHWAS | R | 31.08.18 | ARF/FO/ARF/SOI/SA/ARF/FO/ARF | 14.09.18 | |
| 15 | 12457R | ICSSR RESEARCH PROJECT DR. MAHENDRA KUMAR PADHY | DMCJ | 04.09.18 | FO/ARF/SOI/SA/ARF/FO | 14.09.18 | |
| 16 | 3532R | ADVANCE/ADJUSTMENT FOR SC/ST CELL | IAO | 06.09.2018 | FO/ARF/SOII/UDC/ARF/FO | 14.09.18 | |
| 17 | 7049R | AMAR JYOTI DAS (RESEARCH SCHOLAR) | R | 06.09.2018 | FO/ARF/SOII/ARF/FO/HOD DEM | 14.09.18 | |

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| 18 | 004/UP-CST PROJECT/DBT/2018 | DSIR CERTIFICATE DR. MONICA SHARMA (PI) | BIOTECH | 06.09.2018 | FO/ARF/SOII/AJAY/ARF/DR(S&P) | 14.09.18 | |
| 19 | 12094R | APPOINTMENT OF JRF DR. JYOTI PANDEY | DAC | 07.09.2018 | FO/arf/SOI/SA/ARF/FO/ARF | 14.09.18 | |
| 20 | | SALARY FROM DBT PROJECT OF MR. UMAKANT PANDEY | DEM | 07.09.2018 | FO/ARF/SOI/SA/ARF/FO/DEM | 14.09.18 | PROF. RAM CHANDRA |
| 21 | 12885R | FILE FOR SOE, UC & MANPOWER OF DBT (GOI)-FUNDED PROJECT (PI-DR. YUSUF AKHTER, DBT | R | 07.09.2018 | FO/ARF/SOI/SA/ARF/FO/PI | 14.09.18 | |
| 22 | 9702R | DR. DEEPTI BARNWAL CONTINGENCY | DES | 10.09.18 | ARF/SOII/ANKIT/ARF/FO | 14.09.18 | |
| 23 | 6927R | IMPREST MONEY FOR SPORTS SECTION | SS | 10.09.18 | ANKIT/ARF/FO | 14.09.18 | |
| 24 | 12891R | REQUIREMENT OF INSTRUMENTS VOLUME II | OSD | 10.09.18 | ARF/SOI/SA/ARF/FO | 14.09.18 | |
| 25 | 11970R | STUDY TOUR FILE 2018 M.SC ZOOLOGY IV SEMESTER | IAO | 10.09.18 | FO/ARF/SOII/ARF/FO/VC | 14.09.18 | |
| 26 | 12217R | equipments-dst-serb project dr. r n bhargava | VC | 11.09.18 | ARF/SOI/SA/ARF/FO | 14.09.18 | |
| 27 | | SERB N-PDF DR. OMESH BAJPAI C/O VENKATESH DUTTA FOR ADVANCE (TOUR ETC) | DES | 11.09.18 | SA/ARF/FO | 14.09.18 | |
| 28 | 12333R | DST- INSPIRE PROJECT HEAD OVERHEAD DR. PREETI GUPTA | VC | 11.09.18 | ARF/SOI/SA/arf/fo/vc | 14.09.18 | |
| 29 | 4117R | Payment of Vc's Mobile bill | R | 11.09.18 | FO/ARF/SOII/UDC/ARF/FO | 14.09.18 | |
| 30 | 8236R | VC MOBILE BILL PAYMENT | R | 11.09.18 | FO/ARF/SOII/UDC/ARF/FO | 14.09.18 | |

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| 31 | 3919R | landline bill payment | R | 11.09.18 | FO/ARF/SOII/UDC/ARF/FO | 14.09.18 | |
| 32 | 3920R | landline/fwll bill payment of VCS&Camp office | R | 11.09.18 | FO/ARF/SOII/UDC/ARF/FO | 14.09.18 | |
| 33 | 9282R | SERB-N-PDF DR. ASHISH KUMAR MISHRA | DES | 11.09.18 | SA/ARF/FO/VC | 14.09.18 | |
| 34 | 10633R | CSIR- POOL SCIENTIST DR. VIMAL CHANDRA PANDAY | DES | 12.09.18 | ANKIT/ARF/FO/R | 14.09.18 | |
| 35 | 10772R | PROJECT ASSISTANT MOHD ADIL SIDDIQUE | DES | 12.09.18 | SA/ARF/FO/ | 14.09.18 | |
| 36 | 7445R | PURCHASE OF UNIVERSITY LIB ITEMS | R | 12.09.18 | FO/ARF/SOI/SA/ANKIT | 14.09.18 | |
| 37 | 11728R | DST-STI POST DOCTORAL RESEARCH FELLOW VENKATESH DUTTA STI FELLOW DR.ADITYA VIKRAM AGARWAL | DST | 12.09.18 | ANKIT/ARF/FO/VC | 14.09.18 | |
| 38 | 10923R | FELLOWSHIP FILE FOR PRATIMA ICSSR FELLOWSHIP | DMCJ | 12.09.18 | ANKIT/ARF/FO | 14.09.18 | |
| 39 | 1/0387/D S/BBAU/18 | STIPEND/FELLOWSHIP COUNCIL OF SCIENCE AND TECHNOLOGY UTTAR PRADESH MR. MOHIT KUMAR DIXIT | STATISTICS | 12.09.18 | SA/ARF/FO/VC | 14.09.18 | |
| 40 | | annual report for the YEAR 2017-18 | VC | 12.09.18 | FO/ARF/soi/arf/fo/rso | 14.09.18 | |
| 41 | 9057R | MAINTENANCE WORK OF TYPE C RESIDENCES | R | 12.09.18 | FO/ARF/SOI/SA | 14.09.18 | |
| 42 | 12150R | UIET GUEST FACULTY PAYMENT TA BILL FOR III,IV,VII SEMESTER | COE | 12.09.18 | FO./ARF/SOII/UDC | 14.09.18 | |
| 43 | 12853R | PlaSma processing system dr. ravi kant tripathi | R | 12.09.18 | FO/ARF/SOI/SA | 14.09.18 | |
| 44 | | ADVANCE FOR URGENT WORK OF DBT PROJET | BY HAND | 12.09.18 | FO/ARF/SOI/ARF/FO/VC | 14.09.18 | |

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| 45 | 12861R | CONTINGENCY UNDER UGC-BSR (RESEARCH START UP-GRANT) DR. KHEM B THAPA | PHYSICS | 12.09.18 | SA/ARF/FO | 14.09.18 | |
| 46 | 12412R | REQUIREMENT OF CARTRIDGE | VC | 12.09.18 | FO/ARF/SOI/DR(S&P) | 14.09.18 | |
| 47 | 6494R | Payment of legal fee Rajan mishra,S.M singh | | 12.09.18 | ARF/SOII/ARF/FO | 14.09.18 | |
| 48 | 12557R | AMBEDKAR BHAWAN ME PARYVARTAN/PARVARDHAN WORK | EE | 12.09.18 | ARF/FO/ARF/SOI | 14.09.18 | |
| 49 | 12577R | RENOVATION OF NBCCN SITE OFFICE NEAR AT HOSTEL BUILDING | R | 12.09.18 | FO/ARF/SOI | 14.09.18 | |
| 50 | 4412R | BIBEKANAND NAYAK FIELD WORK/MRP-ICSSR | | 12.09.18 | FO/ARF/SOI/SA | 14.09.18 | |
| 51 | 12442R | DBT RAMALINGASWAMI FELLOWSHIP | VC | 12.09.18 | FO/ARF/SOI | 14.09.18 | |
| 52 | 13010R | ADVANCE FILE | VC | 12.09.18 | FO/ARF/SOII/UDC | 14.09.18 | |
| 53 | 11285R | PARTICIPATION & INVITED TALK 105TH INDIAN SCIENCE CONGRESS(ISCA) | VC | 12.09.18 | ARF/SOII/CASHER | 14.09.18 | disposed off |
| 54 | 6961R | EMPANELMENT OF CHARTERED ACCOUNTANT FOR FY 2013-14 ON WARDS | FW | 13.09.18 | ARF/FO/ARF/SOI | 14.09.18 | |
| 55 | 12229R | PAYMENT OF ELECITRICITY BILL OF BBAU SATELLITE CAMPUS AMETHI | osd | 13.09.18 | fo/ARF/SOI | 14.09.18 | |
| 56 | 8426R | MAINTENACE OF CENTRAL LIBRARY | EE | 13.09.18 | FO/ARF/SOI | 14.09.18 | |
| 57 | 12715R | MANPOWER DBT PROJECT - 2 PI PROF. RAM CHANDRA | DBT | 13.09.18 | SA/ARF/FO | 14.09.18 | |
| 58 | | PROOFREADING OF INTERNATIONAL JOURNAL OF SOCIAL SCIENCE AND DEVELOPMENT POLICY (IJSSDP) NIMISHA PANDE PAYMENT FILE | ECONOMICS | 13.09.18 | ARF/SOII/UDC | 14.09.18 | |
| 59 | 11884R | SHAHDEEN SHAH FOR FEE CONCESSION | DSW | 13.09.18 | FO/DSW | 14.09.18 | |

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| 60 | 12866R | BBAU ONLINE ENTRANCE TEST 2018 FEES REFUND | DIT | 13.09.18 | FO/ARF/SOII/ANKIT | 14.09.18 | |
| 61 | 11110r | consumable sports items requirement-2017/18 | SPORTS | 13.09.18 | FO/ARF/SOII | 14.09.18 | |
| 62 | 8118r | medical (teaching) PART- 2 | VC | 13.09.18 | FO/ARF/SOII/CASHIER | 14.09.18 | disposed off |
| 63 | 12668R | ADVANCE FOR RCA BOYS HOSTEL | RCA | 13.09.18 | FO/ARF/SOI | 14.09.18 | |
| 64 | 598/DZ/B BAU/18 | REPAIR & MENTAINENCE OF EQUIPMENTS | IAO | 13.09.18 | FO/VC | 14.09.18 | |
| 65 | 12204R | INSTALLATION OF LABORATRY SINK | IAO | 13.09.18 | FO/EE | 14.09.18 | |
| 66 | 12181R | DST-SERB- PROJECT CONTINGENCY DR.R N BHARGAVA | IAO | 13.09.18 | FO/ARF/SOI/SA | 14.09.18 | |
| 67 | 8587R | SUMERSIBBLE/TUBWELL PUMP REPAIRING WORK | IAO | 13.09.18 | FO/ARF/SOI | 14.09.18 | |
| 68 | 12803R | UC & SOE DR. G SUNIL BABU | IAO | 13.09.18 | FO/R | 14.09.18 | |
| 69 | 10322R | Children Education Allowance SESSION 2017-18 PART-IV | IAO | 13.09.18 | FO/VC | 14.09.18 | |
| 70 | 12871R | REQUIREMENT OF COMPUTER & PRINTER (DR. S KUMAR) | DAC | 13.09.18 | FO/ARF/SOI/ARF/FO/VC | 14.09.18 | |
| 71 | 027/DZ/B BAU | TRAVEL GRANT DR. ABHA MISHRA, DR. JYOTI PANDEY, DEPARTMENT OF ZOOLOGY | DAC | 14.09.18 | SA | 14.09.18 | |
| 72 | | EXEMPLATION FOR AIR TRAVEL IN AIRLINES OTHER THEN AIR INDIA | FINANCE | 14.09.18 | FO/R | 14.09.18 | |
| 73 | 12742R | NATIONAL CONFERENCE ON RELEVANCE OF RANGANATHAN PHILOSOPHY IN 21ST CENTURY ON 02 NOVEMBER, 2018 (NCRRPC-2018) | DLIS | 14.09.18 | FO/arf | 14.09.18 | |
| 74 | 10257R | UC & SOE DR. SANGEETA SAXENA CST UP PROJECT + 3 FILE ATTCHED | BIO | 14.09.18 | SA | 14.09.18 | |
| 75 | 12399R | LTC PF OF SMT. SUNITA PAL (SR. TECHNICAL ASSISTANT) | VC | 14.09.18 | FO/r | 14.09.18 | |

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| 76 | 12168R | REFLING 88-A TONER | VC | 14.09.18 | ARF/SOI/CASHIER | 14.09.18 | disposed off |
| 77 | 3635R | UNIVERSITY BEAUTIFUL COMMITTEE PURCHASE OF EARTHEN POTS/POTS STAND | VC | 14.09.18 | FO/arf | 14.09.18 | |
| 78 | | EQUIPMENT/INSTRUMENT REPAIRING DR.JIWAN SINGH | VC | 14.09.18 | ARF/SOI | 14.09.18 | |
| 79 | | GUEST HOUSE PAYMENT -2011 | GH | 14.09.18 | FO/arf | 14.09.18 | |
| 80 | 3361R | PF OF DR. R G SONKAWADWE | R | 14.09.18 | FO/ARF | 14.09.18 | |
| 81 | 12667R | UNIVERSITY DISSERTATION AID FOR SC/ST IVTH SEMESTER | R | 14.09.18 | FO/arf | 14.09.18 | |
| 82 | 12641R | AC FOR COMMITTEE ROOM | R | 14.09.18 | FO/ARF | 14.09.18 | |
| 83 | 13020R | PAYMENT OF RESOURCE PERSON M.SC (NUSLEAR MEDICINE TECHNOLOGY) DR. JITENDRA KUMAR | PHY | 14.09.18 | UDC | 14.09.18 | |
| 84 | 3675R | GUNNER FOR HON'BLE VC | R | 14.09.18 | UDC/ARF | 14.09.18 | |
| 85 | 13021R | GUNNER OF PAYMENT PART=II | R | 14.09.18 | UDC/ARF | 14.09.18 | |
| 86 | 12262R | INSTALLATION OF LABORATRY SINK | VC | 14.09.18 | FO/arf | 14.09.18 | |
| 87 | 12188R | maintenance of type B residence | VC | 14.09.18 | FO/arf | 14.09.18 | |
| 88 | 8653R | SATELLITE CAMPUS AT AMEHTI | VC | 14.09.18 | FO/arf | 14.09.18 | |
| 89 | 11683R | FUND REQUIREMENT FOR GAUTAM BUDDHA LIBRARY | GBL | 14.09.18 | FO /arf | 14.09.18 | |
| 90 | 12813R | LED STREET LIGHT FROM CENTRAL LIBRARY TO GATE NO. 3 | IAO | 14.09.18 | FO/arf | 14.09.18 | |
| 91 | 9449R | DIESEL FOR DG SET AMETHI CAMPUS | IAO | 14.09.18 | fo/vc | 14.09.18 | |
| 92 | | ADJUSTMENT OF RS. 10000/- PROF. MADHULIKA DUBE | IAO | 14.09.18 | FO | 14.09.18 | |
| 93 | | M/S SUPERSTAR CONFERENCE SERVICE | IAO | 14.09.18 | FO/prof. ram chandra | 14.09.18 | |
| 94 | 12270R | PHOTO COPE MACHINE E-STUDIEO 305 KI REPARING REGARDING | IAO | 14.09.18 | FO/VC | 14.09.18 | |

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| 95 | YSS/2015/000838 | DST-SERB GRANT, DR. JAWAHAR, MANPOWER SALARY (PROJECT FELLOW) | IAO | 14.09.18 | FO/VC | 14.09.18 | |
| 96 | 12310R | PAINTING AND MAINTENANCE OF VC RESIDENCE | IAO | 14.09.18 | FO/IAO | 14.09.18 | |
| 97 | | m.sc forensic science & criminology (mfsc) course purchase approval (under self finance) | bio | 14.09.18 | soii | 14.09.18 | |
| 98 | 7152R | GPF/CPF ADVANCE/WITHDRAWAL NON-TEACHING PART-IV | R | 14.09.18 | fo/arf/soii/ARF/FO/R | 14.09.18 | BY HAND |
| 99 | 12844r | COMPUTER PURCHASE OF FINANCE SECTION | iao | 14.09.18 | fo/arf | 14.09.18 | |
| 100 | 8694R | ELECTRICAL MAINTENANCE WORK OF HOSTELS | EE | 14.09.18 | FO | 14.09.18 | |
| 101 | 12779R | CASH ADVANCE AE(ELECT) | EE | 14.09.18 | FO | 14.09.18 | |
| 102 | 12008R | DEENDAYAL UPADHAYAY | MEDIA CENTRE | 14.09.18 | FO | 14.09.18 | |
| 103 | 8309R | GPF ADVANCE WITHDRWAL TAECHING & NON-TAECHING PART V | R | 14.09.18 | FO/ARF/SOII/ | 14.09.18 | |
| 104 | | TA/DA BILLS PRACTICAL EXAMINATION AUG-2018 | UIET | 14.09.18 | UDC | 14.09.18 | |
| 105 | | PURCHASE OF TONNER FOR PHOTOCOPY MACHINE (TOSHIBA E STUDIO256 SE) | horticulture | 14.09.18 | FO | 14.09.18 | |
| 106 | | IMPREST MONEY FOR COE OFFICE | COE | 14.09.18 | ANKIT | 14.09.18 | |
| 107 | 4285R | PRINTING OF UNIVERSITY LETTER PAD. | STR | 14.09.18 | fo | 14.09.18 | |
| 108 | 13023r | case of ms. Sushmita verma | r | 14.09.18 | fo | 14.09.18 | |