

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	6701R	PHOTOCOPY WORK FOR UNI. LIB	VC	3/29/2016	LIB	4/12/2016	
2	5729R	CPF-CONTRIBUTION	ESTT	3/31/2016	SO(E)	4/12/2016	
3	7295R	PURCHASING OF WATER COOLER & RO FOR ABH	STR	3/31/2016	VC	4/12/2016	
4	6878R	consultancy proj:G water Dr. venkatesh dutta	des	4/1/2016	VC	4/12/2016	
5	1564F	TONER/CARTRIDGE/STATIONARY	EXAM	4/1/2016	COE	4/12/2016	
6	8178R	FILE FOR ADVANCE	LAW	4/2/2016	VC	4/12/2016	
7		imprest	str		Cashier	4/12/2016	dispose off
8	5915r	imprest	coe	4/4/2016	Cashier	4/12/2016	dispose off
9	6392r	UGC-JRF-MR. SHAMSHAD AHMED	ACAD	4/4/2016	VC	4/12/2016	
10		NEWSPAPER & PERIODICALS	RCA	4/4/2016	Cashier	4/12/2016	dispose off
11		IMPREST	HOD	4/4/2016	VC	4/12/2016	
12	2648F	Dean imprest	des	4/4/2016	Cashier	4/12/2016	dispose off
13	4094R	UP32DC4006	vehicle	4/4/2016	ARF	4/12/2016	
14	3420	JRF FELLOWSHIP (CSIR-UGC)	ACAD	4/4/2016	VC	4/12/2016	
15	8207R	advance for seminar	r	4/5/2016	VC	4/12/2016	
16	7525R	JRF Ms. Maya Bharti	R	4/5/2016	VC	4/12/2016	
17	4814r	UP32DC4006	r	4/5/2016	Cashier	4/12/2016	dispose off
18	3163R	IMPREST P-5	R	4/5/2016	Cashier	4/12/2016	dispose off
19	7253R	OPEN GATE & MS RAILING OF BOTANICAL GARDEN	R	4/5/2016	VC	4/12/2016	
20	7298R	UGC-POST-DOC KAMINI NARAIN	R	4/5/2016	FO	4/12/2016	
21	8103R	ADVANCE FOR ACADEMIC ACTIVITY DR. SUTANU MAJI	R	4/5/2016	VC	4/12/2016	
22	4809R	Purchase of Data card	UIET	4/5/2016	Cashier	4/12/2016	dispose off
23	7457R	APPOINTMENT OF JRF	DBT	4/5/2016	VC	4/12/2016	
24		caterers service for two-day national seminar on 30th & 31st march 2016	vc	4/5/2016	ARF	4/12/2016	
25	7954R	FIXING OF ELECTRICAL CONDUITS AND BOARD	VC	4/5/2016	Cashier	4/12/2016	dispose off
26		POLICY MODELLING LAB	STR	4/5/2016	VC	4/12/2016	
27	33NO.	`IMPREST	STR	4/5/2016	Cashier	4/12/2016	dispose off

28	4647R	Staff salary	DST	4/5/2016	ARF/FO	4/12/2016	DISCUSS
29	8174R	PURCHASE OF FURNITURE	STR	4/5/2016	vc	4/12/2016	
30	5173R	DEM-FIST	STR	4/5/2016	VC	4/12/2016	
31	8150R	PUCHASING OF IRRIGATION PIPES	STR	4/5/2016	ARF	4/12/2016	
32	7200R	PURCHASE OF COMPUTER FOR COMPUTER LAB	STR	4/5/2016	ARF	4/12/2016	
33	7934R	UPCST PROJ.- RECRUITMENT OF RESEARCH ASSISTANT		4/5/2016	VC	4/12/2016	
34	4079R	JRF-2013	DRM	4/5/2016	VC	4/12/2016	
35	6929R	GBC	GBS	4/5/2016	ARF	4/12/2016	
36	4611r	medical reimbursement of vc		4/6/2016	Cashier	4/12/2016	dispose off
37	7999r	ESTABLISHMENT OF NURSERY	ee	4/6/2016	VC	4/12/2016	
38	7524R	REQUIREMENT CHEMICALS/GLASSWARE/PLASTICWARE	des	4/6/2016	ARF	4/12/2016	
39	6462r	international seminar-ICPR	SOCIO	4/6/2016	VC	4/12/2016	
40		purchase of ups & battery		4/6/2016	Cashier	4/12/2016	dispose off
41		advance for air-tickets dr.shashi kumar	vc	4/7/2016	ARF	4/12/2016	
42	5010r	raman fellowship grant dr. shashi kumar	vc	4/7/2016	VC	4/12/2016	
43	7541r	pf of prof narendra kumar	vc	4/7/2016	R	4/12/2016	
44	6478R	ICSSR DOCTKORAL FELLOWSHIP	ACAD	4/7/2016	FO	4/12/2016	
45	4232R	Dr.RN Bhargava Contingency-DST-SERB Proj	R	4/7/2016	Cashier	4/12/2016	dispose off
46	8211R	REFUND OF CAUTION MONEY	R	4/7/2016	Cashier	4/12/2016	dispose off
47	6313R	MEDICAL ADVANCE OF DR. NARENDRA KUMAR	VC	4/7/2016	R	4/12/2016	
48	6338r	claim petition before sole arbitrator	R	4/7/2016	R	4/12/2016	
49	4117r	payment of vice-hancellor's mobile bill	R	4/7/2016	Cashier	4/12/2016	dispose off
50	6767r	approval for attending conference Dr. jyoti pandey	dac	4/7/2016	co-dac	4/12/2016	
51	6639R	Shiv shankar UPCST Proj.	des	4/7/2016	VC	4/12/2016	
52	6175r	jrf-chandra shekhar sahai	ACAD	4/7/2016	FO	4/12/2016	
53		FEE REFUND		4/7/2016	Cashier	4/12/2016	dispose off
54		student counseling/interactive...	law	4/7/2016	FO	4/12/2016	
55	4035R	TWO DAY NATIONAL WORKSHOP ON UIP	vc	4/8/2016	Cashier	4/12/2016	dispose off
56	2593F	IMPREST	CIIPP	4/8/2016	FO	4/12/2016	

57	3432R	IN-HOUSE MAILING SYSTEM FOR BBAU	CC	4/8/2016	ASSIT.DIR- CC	4/12/2016	
58		IMPREST	DAM	4/8/2016	FO	4/12/2016	
59	5176r	purchasing of diesel for dg set	IAO	4/8/2016	VC	4/12/2016	
60		LTC ADJUSTMENT DR. SHASHI KANT PANDEY	R	4/8/2016	SO(E)	4/12/2016	
61	7834R	CHEMICAL PROCUREMENT OF DAP-2	R	4/8/2016	ARF	4/12/2016	
62	4102R	IMPREST	R	4/8/2016	FO	4/12/2016	
63		CONTRACTUAL FACULTIES PAYMENT	fw	4/8/2016	VC	4/12/2016	
64		Guest Faculty payment Fo/Finc/136	fw	4/8/2016	Cashier	4/12/2016	dispose off
65	3231r	up32fr5768	vehicle	4/11/2016	ARF	4/12/2016	
66	4458R	PURCHASE OF GLASSWARE/FST	VC	4/11/2016	ARF	4/12/2016	
67	7800R	PROF. RAM CHANDRA PENDING DUES		4/7/2016	VC	4/12/2016	
68	7440R	ADVANCE FOR 103RD ISC-2016	ACAD	4/11/2016	DES	4/12/2016	
69		MARATHON RUN	SPORTS	4/11/2016	VC	4/12/2016	
70	3806R	COMPUTER COACHING FILE	RCP	4/11/2016	ARF	4/12/2016	
71	7885R	T/C PF OF SHRI RADHE SHYAM RAI(LTC)		4/11/2016	FO	4/12/2016	
72	281F	IMPREST	DAC	4/8/2016	CO-DAC	4/12/2016	
73	6494R	Payment of legal fee Rajan mishra,S.M singh			VC	4/12/2016	
74	3933R	POL IMPREST+1 FILE ATTACHED	vehicle	4/11/2016	AR(V)	4/12/2016	
75	5233R	ANURAG SWAROOP-JRF	DMCJ	4/12/2016	STENO	4/12/2016	
76	5952R	JRF FELLOWSHIP OF MS. SUCHITRA DIWAKER	ACAD	4/12/2016	STENO	4/12/2016	
77	4846R	DG set maintenance work	STR	4/12/2016	SA	4/12/2016	
78	7105R	PUCHASE OF EPBX	STR	4/12/2016	SA	4/12/2016	
79	8242R	APPLICATION OF PROF.RP SINGH FOR APPROVAL FOR MAJOR SURGEY		4/12/2016	R	4/12/2016	
80		ring road		4/12/2016	arf	4/12/2016	
81	5355R	UPCST Project Regarding Annual Report	pi	4/12/2016	sa	4/12/2016	

82	5600r	purchase of three seater seat cum- bench	str	4/12/2016	sa	4/12/2016	
83	7271r	purchase of furniture & other items for arf	str	4/12/2016	sa	4/12/2016	
84	2862f	tata photon data card	coe	4/12/2016	fo	4/12/2016	
85	3786r	tata photon data card	r	4/12/2016	fo	4/12/2016	
86	3968r	medical reimbursement for non-teaching staff	r	4/12/2016	steno	4/12/2016	
87	6358r	निष्प्रयोज्य वाहन	r	4/12/2016	fo	4/12/2016	
88	4079R	JRF-2013	vc	4/12/2016	arf	4/12/2016	
89	3420r	JRF(CSIR-UGC)	VC	4/12/2016	ARF	4/12/2016	
90	7295R	PURCHASING OF WATER COOLER & RO FOR ABH	VC	4/12/2016	ARF	4/12/2016	
91		POLICY MODELLING LAB	VC	4/12/2016	ARF	4/12/2016	
92	6462r	international seminar-ICPR	VC	4/12/2016	ARF	4/12/2016	
93	7253R	OPEN GATE & MS RAILING OF BOTANICAL GARDEN	VC	4/12/2016	FO	4/12/2016	
94	7999r	ESTABLISHMENT OF NURSERY	VC	4/12/2016	ARF	4/12/2016	
95	6639R	Shiv shankar UPCST Proj.	VC	4/12/2016	ARF	4/12/2016	
96	8178R	FILE FOR ADVANCE	VC	4/12/2016	ARF	4/12/2016	
97	7525R	JRF Ms. Maya Bharti	VC	4/12/2016	ARF	4/12/2016	
98	5010r	raman fellowship grant dr. shashi kumar	VC	4/12/2016	ARF	4/12/2016	
99	8207R	advance for seminar	VC	4/12/2016	FO	4/12/2016	
100	8103R	ADVANCE FOR ACADEMIC ACTIVITY DR. SUTANU MAJI	VC	4/12/2016	FO	4/12/2016	
101	7457R	APPOINTMENT OF JRF	VC	4/12/2016	ARF	4/12/2016	
102	6494R	Payment of legal fee Rajan mishra,S.M singh	VC	4/12/2016	ARF	4/12/2016	
103		T/C PFOF SHRI BHANDARI (LTC	VC	4/12/2016	ARF	4/12/2016	
104	8174R	PURCHASE OF FURNITURE	VC	4/12/2016	FO	4/12/2016	DISCUSS
105		MARATHON RUN	VC	4/12/2016	ASSIT DIR-PE	4/12/2016	
106	7934R	UPCST PROJ.- RECRUITMENT OF RESEARCH ASSISTANT	VC	4/12/2016	ARF	4/12/2016	
107		INHOUSE DEVELOPMENT		4/12/2016	FO	4/12/2016	