

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8043R	RGNF-MS. PRIYANKA VARUN	ACAD	3/31/2016	dbt	4/25/2016	
2	5070R	IMPREST	CGH	4/5/2016	Cashier	4/25/2016	dispose off
3		WI-FI FOR NEW SBBT BUILDING	CC	4/8/2016	H-DIT	4/25/2016	
4	3022R	BBAU RESEARCH JOURNAL	DES	4/8/2016	VC	4/25/2016	
5	7062R	3RD LUSCON-2015	R	4/8/2016	VC	4/25/2016	
6	7657R	SOUND SYSTEM MAINTENANCE WORK OF AUDITORIUM	R	4/8/2016	VC	4/25/2016	
7	3570R	RGNF PART-1	R	4/8/2016	VC	4/25/2016	
8	8248R	REQUIREMENT OF HARD DISK	R	4/8/2016	I/C CC	4/25/2016	
9	7016R	R-OFFICE MICS 'UIET'	R	4/8/2016	ee	4/25/2016	
10	3806R	COMPUTER COACHING FILE	RCP	4/11/2016	Cashier	4/25/2016	dispose off
11		ADVANCE COMMITTEE OF BASIC FACILITIES FOR WOMEN		4/11/2016	VC	4/25/2016	
12	4209R	IMPREST	I&GB	4/11/2016	Cashier	4/25/2016	
13	7105R	PUCHASE OF EPBX	STR	4/12/2016	VC	4/25/2016	
14	7271r	purchase of furniture & other items for arf	str	4/12/2016	VC	4/25/2016	
15	2862f	tata photon data card	coe	4/12/2016	soii	4/25/2016	
16	3786r	tata photon data card	r	4/12/2016	Cashier	4/25/2016	dispose off
17	3968r	medical reimbursement for non-teaching staff	r	4/12/2016	r	4/25/2016	
18	6418R	ICSSR- INTERNATIONAL SEMINAR	SOCIO	4/13/2016	VC	4/25/2016	
19	5100R	Dr. Gaurav raj dwivedi proj SERB	DES	4/13/2016	VC	4/25/2016	
20		PURCHASE OF CURTAINS		4/13/2016	Cashier	4/25/2016	dispose off
21		imprest	des	4/13/2016	Cashier	4/25/2016	
22	7205R	UGC-MRP 2015-16	HOD	4/18/2016	VC	4/25/2016	
23		imprest	dsw	4/18/2016	Cashier	4/25/2016	dispose off
24	624F	M.sc Imprest	dap	4/18/2016	Cashier	4/25/2016	dispose off
25	8264r	further development of recreation/ common room in rca boys hostel	R	4/19/2016	soi	4/25/2016	
26	3345R	Irrigation pipes and related materials	R	4/19/2016	soi	4/25/2016	
27	1564F	TONER/CARTRIDGE/STATIONARY	EXAM	4/19/2016	SOI	4/25/2016	
28	5097R	WEBCASTING OF 5TH CONVOCATION	HEAD	4/19/2016	VC	4/25/2016	

29	6987R	PRINTING OF UNI. NAME ENVELOPES (ADVANCE	R	4/19/2016	FO	4/25/2016	
30	8273R	क्रेडिट बेसिस पर पेट्रोल डीजल भरवाये जाने के संबंध में	R	4/21/2016	SOI	4/25/2016	discussion
31	7948R	PHOTOCOPIER MACHINE	R	4/21/2016	soi	4/25/2016	
32	8287R	MEDICAL REIMBURSEMENT FILE AS EMERGENT CASE SHRI G. BALAN	R	4/21/2016	registrar	4/25/2016	
33	3218R	IMPREST	R	4/21/2016	Cashier	4/25/2016	
34	8280R	ELECTRICAL - LAB	R	4/21/2016	DIR.UIET	4/25/2016	
35	3484r	Diesel for tractor	R	4/21/2016	VC	4/25/2016	
36	3779R	PURCHASE OF POSTAL STAMP	IAO	4/21/2016	soii	4/25/2016	
37	7920R	PF OF MS.RAJSHREE	ESTT	4/21/2016	soi	4/25/2016	
38	7664R	PF OF MS SUFIYA AHMED	ESTT	4/21/2016	arf	4/25/2016	
39		caterers service for two-day national seminar on 30th & 31st march 2016	dhr	4/22/2016	soii	4/25/2016	
40	126NO	विशिष्ट उधानीकरण कार्य	vc	4/22/2016	SOI	4/25/2016	
41	7295R	PURCHASING OF WATER COOLER & RO FOR ABH	vc	4/22/2016	eo	4/25/2016	
42	8088R	Dr. Rima kumari DST-start up research grant	vc	4/22/2016	Cashier	4/25/2016	dispose off
43	7200R	PURCHASE OF COMPUTER FOR COMPUTER LAB	vc	4/22/2016	ARS	4/25/2016	
44	5355R	UPCST Project Regarding Annual Report	vc	4/22/2016	SOI	4/25/2016	
45	8298R	PURCHASE OF HARD DISK	R	4/22/2016	soi	4/25/2016	
46	7612R	Purchase of Deep freezer	VC	4/22/2016	ARS	4/25/2016	
47	5628R	INDO-RUSSIAN PROJ.(MAIN FILE)	VC	4/22/2016	SOI	4/25/2016	
48	5579R	JRF KAMLESH KUMAR VERMA	VC	4/22/2016	Cashier	4/25/2016	dispose off
49	4395R	consumable & office stationary	VC	4/22/2016	SA	4/25/2016	
50	7855R	RN BHARGAVA(TRAVEL HEAD-DST-SERB PROJ)	VC	4/22/2016	Cashier	4/25/2016	dispose off
51	8306R	CONFERENCE AT HRDC CHANDIGARH	R	4/22/2016	VC	4/25/2016	
52	5388R	Procurement of chemical for the proj..			SOI	4/25/2016	
53	8283R	Approval for Technical Committee (DST-SERB, Start UP Grant (Dr. Jawahar Lal)	R	4/25/2016	SA	4/25/2016	
54	8282R	Allocation of Recruiting Budget (DST-SERB, Start UP Grant (Dr. Jawahar Lal)	R	4/25/2016	SA	4/25/2016	
55	4130R	UGC Project (Dr. V. Elangovan)	R	4/25/2016	SA	4/25/2016	

56	4102R	Imprest	R	4/25/2016	FO	4/25/2016	
57	4876R	Supply of Electrical Goods	R	4/25/2016	FO	4/25/2016	
58	8289R	97/TRAVEL EXPENDITURE		4/25/2016	H-HDFS	4/25/2016	
59	8288R	CONSUMABLE EXPENDITURE		4/25/2016		4/25/2016	
60		IMPREST	STR	4/25/2016	STENO	4/25/2016	
61		UPS WIRING	SHS	4/25/2016	FO	4/25/2016	
62	8092r	TRAVEL OF DR. GR DWIVEDI-PDF	r	4/21/2016	soi	4/25/2016	