

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1		student counseling/interactive...	law	4/7/2016	Cashier	4/26/2016	dispose off
2	4284R	FURNITURE FOR HOSTEL	RCA	4/11/2016	Cashier	4/26/2016	dispose off
3	2862f	tata photon data card	coe	4/12/2016	Cashier	4/26/2016	dispose off
4	281F	IMPREST	DAC	4/18/2016	Cashier	4/26/2016	dispose off
5	4959R	WATER BODY	ee	4/18/2016	arf	4/26/2016	
6	5036r	uniform	estt	4/18/2016	arf	4/26/2016	
7	8264r	further development of recreation/ common room in rca boys hostel	R	4/19/2016	SA	4/26/2016	
8	3345R	Irrigation pipes and related materials	R	4/19/2016	LDC	4/26/2016	
9	3532R	ADVANCE/ADJUSTMENT	R	4/19/2016	LDC	4/26/2016	
10	1564F	TONER/CARTRIDGE/STATIONARY	EXAM	4/19/2016	COE	4/26/2016	
11		एयर कन्डीशन लगाने के संबंध में	hostel	4/19/2016	w-hostel	4/26/2016	
12	8263R	FURTHER DEVELOPMENT OF MESS AND KITCHSE ITEMS IN RCA BOYS HOSTEL	R	4/19/2016	arf	4/26/2016	
13	5963R	imprest	R	4/21/2016	Cashier	4/26/2016	dispose off
14	6808R	MAINTENACE OF LAB & STORE	R	4/21/2016	arf	4/26/2016	
15	7948R	PHOTOCOPIER MACHINE	R	4/21/2016	SA	4/26/2016	
16	6878R	Consultancy proj:G water Dr. venkatesh dutta	R	4/21/2016	Cashier	4/26/2016	dispose off
17	5176r	purchasing of diesel for dg set	R	4/21/2016	Cashier	4/26/2016	dispose off
18	8231R	CURTAIN WORKS IN SBBT PHASE-II	ee	4/21/2016	SA	4/26/2016	
19	8222R	PURCHASE OF COMMITTEE FOR SERB- START UP GRANT		4/21/2016	R	4/26/2016	
20	7920R	PF OF MS.RAJSHREE	ESTT	4/21/2016	ldc	4/26/2016	
21	7664R	PF OF MS SUFIYA AHMED	ESTT	4/21/2016	ldc	4/26/2016	
22	7144R	PF OF DR SHALINI CHANDRA	ESTT	4/21/2016	LDC	4/26/2016	
23	6392r	UGC-JRF-MR. SHAMSHAD AHMED	vc	4/21/2016	ARF	4/26/2016	
24	6175r	jrf-chandra shekhar sahai	vc	4/21/2016	ARF	4/26/2016	
25	7156R	JRF VINEET KUMAR	vc	4/21/2016	Cashier	4/26/2016	dispose off
26		caterers service for two-day national seminar on 30th & 31st march 2016	dhr	4/22/2016	STENO	4/26/2016	
27	126NO	विशिष्ट उधानीकरण कार्य	vc	4/22/2016	Cashier	4/26/2016	dispose off
28	5355R	UPCST Project Regarding Annual Report	vc	4/22/2016	Cashier	4/26/2016	dispose off

29	4218r	AMC OF AC P-2	R	4/22/2016	ARF	4/26/2016	
30	8298R	PURCHASE OF HARD DISK	R	4/22/2016	SA	4/26/2016	
31	8168R	RESEARCH LAB SES REQUIREMENT	R	4/22/2016	LDC	4/26/2016	
32	5628R	INDO-RUSSIAN PROJ.(MAIN FILE)	VC	4/22/2016	Cashier	4/26/2016	dispose off
33	3534R	JRF	DPS	4/22/2016	arf	4/26/2016	
34	5388R	Procurement of chemical for the proj..			Cashier	4/26/2016	dispose off
35		M.PHIL COURSE	HOD	4/22/2016	LDC	4/26/2016	
36	6338R	claim petition before sole arbitrator	LEGAL	4/22/2016	Cashier	4/26/2016	dispose off
37		icssr proj dr. shashi kumar		4/22/2016	arf	4/26/2016	
38	4130R	UGC Project (Dr. V. Elangovan)	R	4/25/2016	arf	4/26/2016	
39		IMPREST	STR	4/25/2016	arf	4/26/2016	
40	8092r	TRAVEL OF DR. GR DWIVEDI-PDF	r	4/21/2016	SA	4/26/2016	
41	3484r	Diesel for tractor	vc	4/25/2016	Cashier	4/26/2016	dispose off
42	7657R	SOUND SYSTEM MAINTENANCE WORK OF AUDITORIUM	vc	4/25/2016	Cashier	4/26/2016	dispose off
43	3570R	RGNF PART-1	vc	4/25/2016	Cashier	4/26/2016	dispose off
44	7205R	UGC-MRP 2015-16	vc	4/25/2016	Cashier	4/26/2016	dispose off
45	3022R	BBAU RESEARCH JOURNAL	vc	4/25/2016	Cashier	4/26/2016	dispose off
46	1392F	IMPREST	DAAS	4/26/2016	steno	4/26/2016	
47	1828f	imprest	dpr	4/26/2016	steno	4/26/2016	
48		IMPREST	RCA	4/26/2016	steno	4/26/2016	
49	7639R	REQUIRED OF RENTED LED WALL FOR FOUNDATION DAY			arf	4/26/2016	
50	7851R	REQUISITION FOR ON PLUMBER & ELECTRICIAN	R		SA	4/26/2016	
51	3432R	IN-HOUSE MAILING SYSTEM FOR BBAU			ARF	4/26/2016	
52	8131R	UGC start-up Grant no. 139/2015	DAS	4/26/2016	SA	4/26/2016	
53		IMPREST	CPC	4/26/2016	STENO	4/26/2016	
54		टान्जिट होस्टल हेतु कर्मचारियों की आवश्यकता			FO	4/26/2016	
55	4082r	Children Education Allowance Part III	VC	4/21/2016	SA	4/26/2016	
56	4798R	राजभाषा संगोष्ठी का आयोजन	hindi	4/26/2016	arf	4/26/2016	
57	8066R	Aluminium Ladder Part-II+ 1 file attached		4/26/2016	arf	4/26/2016	
58		imprest	coe	4/26/2016	steno	4/26/2016	