

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	4647R	Staff salary	DST	4/5/2016	vc	4/28/2016	
2	4947R	CCDD-2015 FUNDING AGENCY+1 FILE	DES	4/8/2016	fo	4/28/2016	
3	4959R	WATER BODY	ee	4/18/2016	EO	4/28/2016	
4	6853R	GPAT FELLOWSHIP (BATCH-2012-14)	PHARMA	4/21/2016	VC	4/28/2016	
5	6808R	MAINTENACE OF LAB & STORE	R	4/21/2016	h-dbt	4/28/2016	
6	7948R	PHOTOCOPIER MACHINE	R	4/21/2016	SOI	4/28/2016	
7	7146R	PF OF DR. ALKA	ESTT	4/21/2016	r	4/28/2016	
8	6392r	UGC-JRF-MR. SHAMSHAD AHMED	vc	4/21/2016	ACAD	4/28/2016	
9	8298R	PURCHASE OF HARD DISK	R	4/22/2016	DIR-CC	4/28/2016	
10	4395R	consumable & offce stationary	VC	4/22/2016	ARF	4/28/2016	
11	8301R	medical reimbursement (CSSEIP EMPLOYEES)	R	4/22/2016	SO(E)	4/28/2016	
12	3534R	JRF	DPS	4/22/2016	acad	4/28/2016	
13		SUSHIL KU. BHARTI UGC-SRF	DES	4/22/2016	ARF	4/28/2016	
14	8283R	Approval for Technical Committee (DST-SERB, Start UP Grant (Dr. Jawahar Lal)	R	4/25/2016	fo	4/28/2016	
15	8282R	Allocation of Recruiting Budget (DST-SERB, Start UP Grant (Dr. Jawahar Lal)	R	4/25/2016	FO	4/28/2016	
16	8092r	TRAVEL OF DR. GR DWIVEDI-PDF	r	4/21/2016	fo	4/28/2016	
17	8131R	UGC start-up Grant no. 139/2015	DAS	4/26/2016	FO	4/28/2016	
18		टान्जिट होस्टल हेतु कर्मचारियों की आवश्यकता			ARF	4/28/2016	
19	4798R	राजभाषा संगोष्ठी का आयोजन	hindi	4/26/2016	Cashier	4/28/2016	dispose off
20	8332R	KALPANA DEVI (SRF)	R	4/27/2016	acad	4/28/2016	
21	7000R	JRF	R	4/27/2016	H-DE	4/28/2016	
22	8250r	imprest	sls	4/27/2016	DEAN - SLS	4/28/2016	
23	7062R	3RD LUSCON-2015	vc	4/27/2016	Cashier	4/28/2016	dispose off
24	5097R	WEBCASTING OF 5TH CONVOCATION	VC	4/27/2016	H-DIT	4/28/2016	
25		ADVANCE COMMITTEE OF BASIC FACILITIES FOR WOMEN	vc	4/27/2016	Cashier	4/28/2016	dispose off
26	6418R	ICSSR- INTERNATIONAL SEMINAR	VC	4/27/2016	ARF	4/28/2016	
27	8306R	CONFERENCE AT HRDC CHANDIGARH	vc	4/27/2016	R	4/28/2016	

28	4009R	IMPREST	ESTT	4/27/2016	AR(E)	4/28/2016	
29	5173R	DEM-FIST	vc	4/27/2016	h-dem	4/28/2016	
30	7408R	PURCHASE OF KITCHEN EQUIPMENT....	VC	4/27/2016	str	4/28/2016	
31		UGC (NON-NET) 2015-16	VC	4/27/2016	soii	4/28/2016	
32	4627R	IMPREST	DLIS	4/27/2016	FO	4/28/2016	
33	4544R	PAYMENT OF LEGAL FEE MS. APRAJITA BANSAL	R	4/28/2016	SA	4/28/2016	
34	6494R	Payment of legal fee Rajan mishra,S.M singh	R	4/28/2016	SA	4/28/2016	
35	5898R	OLT FILE+1 file attached	EXAM	4/28/2016	arf	4/28/2016	
36	3328R	Printing of uni. Name file cover	R	4/28/2016	sa	4/28/2016	
37	3432R	IN-HOUSE MAILING SYSTEM FOR BBAU	r	4/28/2016	sa	4/28/2016	
38	8336R	WATER COOLER	R	4/28/2016	SA	4/28/2016	
39	4137R	आवासीय दूरभाष मोबाइल की प्रतिपूर्ति भाग 2	R	4/28/2016	LDC	4/28/2016	
40	7150R	PF OF DR. JAWAHAR LAL JAT	R	4/28/2016	LDC	4/28/2016	
41	3304R	माननीय कुलपति महोदय मोबाइल बीजक भुगतान पत्रावली	R	4/28/2016	LDC	4/28/2016	
42	8324R	SPORTS ITEMS	R	4/28/2016	LDC	4/28/2016	
43	8325R	T/C PF SHRI SATYGURU DAYAL LTC	R	4/28/2016	STENO	4/28/2016	
44	3567R	Purchasing of plumbing goods	R	4/28/2016	SA	4/28/2016	
45	7034R	AIU	R	4/28/2016	LDC	4/28/2016	
46	7288R	LTC OF Dr. Gopal singh	R	4/28/2016	STENO	4/28/2016	
47	7651R	IMPREST		4/28/2016	ARF	4/28/2016	
48	7367R	PURCHASE OF SONICATOR	R	4/28/2016	SA	4/28/2016	
49	7886R	T/C PF of Dr. Manish Kumar Verma	R	4/28/2016	STENO	4/28/2016	
50	7098R	T/C PF of dr. shashi kant pandey(LTC)	R	4/28/2016	STENO	4/28/2016	
51	8337R	ADJUSTMENT OF LTC (PROF. SANATAN NAYAK)	R	4/28/2016	STENO	4/28/2016	
52	8328R	INVERTER REPAIRING WORKS	R	4/28/2016	SOI	4/28/2016	
53	5647R	IMPREST+1 FILE	R	4/28/2016	STENO	4/28/2016	
54	8323R	PODIUM	R	4/28/2016	LDC	4/28/2016	
55	8118r	medical (teaching)+REGISTER & BILL	R	4/28/2016	STENO	4/28/2016	
56	8345R	URGENT REQUIREMENT FOR PRINTER AND DONGLE	R	4/28/2016	LDC	4/28/2016	
57		PUMP MAINTENANCEE WORKS	R	4/28/2016	SOI	4/28/2016	
58	7315R	PURCHASE OF TONER FOR VC SECT	R	4/28/2016	LDC	4/28/2016	
59	4584R	PURCHASE JOF JPRINTER CARTRIDGE	R	4/28/2016	LDC	4/28/2016	
60	5906R	VC RESIDENCE MAINTENANCE WORK	R	4/28/2016	LDC	4/28/2016	

61	5617R	Retro reflective guide map	R	4/28/2016	SA	4/28/2016	
62	8294R	CONTRACTUAL FACULTIES PAYMENT	R	4/28/2016	FO	4/28/2016	
63	6964r	fellowship Mr. Siddhartha kumar 2012-13	R	4/28/2016	STENO	4/28/2016	
64	7937r	CST UP PROJ ACCOUNT OPENING	R	4/28/2016	SA	4/28/2016	
65	7555R	SHIFTING AND FIXING AND FIXING OF MODULAR KITECHEN	R	4/28/2016	SOI	4/28/2016	
66	6980R	JRF- MR. AMIT SINGH	R	4/28/2016	FO	4/28/2016	
67	8141r	CONTINGENCY DST-SERB PROJ	R	4/28/2016	SA	4/28/2016	
68	4612R	PF OF DR. RANJEEV KR. SAHU	R	4/28/2016	STENO	4/28/2016	
69	5729R	CPF-CONTRIBUTION	R	4/28/2016	FO	4/28/2016	
70		IMPREST		4/28/2016	ARF	4/28/2016	