

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	4947R	CCDD-2015 FUNDING AGENCY+1 FILE	DES	4/8/2016	R	4/29/2016	
2	5036r	uniform	estt	4/18/2016	SOI	4/29/2016	
3	8264r	further development of recreation/ common room in rca boys hostel	R	4/19/2016	DIR-RCA	4/29/2016	
4	118NO.	lecture series	daps	4/19/2016	ARF	4/29/2016	
5	6987R	PRINTING OF UNI. NAME ENVELOPES (ADVANCE	R	4/19/2016	STR	4/29/2016	
6	8231R	CURTAIN WORKS IN SBBT PHASE-II	ee	4/21/2016	SOI	4/29/2016	
7		IMPRESTT	PRO	4/22/2016	SOII	4/29/2016	
8	4395R	consumable & office stationary	VC	4/22/2016	SOI	4/29/2016	
9	3201R	icssr proj dr. shashi kumar		4/22/2016	SOI	4/29/2016	
10	8283R	Approval for Technical Committee (DST-SERB, Start UP Grant (Dr. Jawahar Lal)	R	4/25/2016	VC	4/29/2016	
11	8282R	Allocation of Recruiting Budget (DST-SERB, Start UP Grant (Dr. Jawahar Lal)	R	4/25/2016	VC	4/29/2016	
12	4102R	Imprest	R	4/25/2016	SOII	4/29/2016	
13	4876R	Supply of Electrical Goods	R	4/25/2016	AE(E)	4/29/2016	
14		IMPREST	STR	4/25/2016	SOII	4/29/2016	
15	8092r	TRAVEL OF DR. GR DWIVEDI-PDF	r	4/21/2016	SOI	4/29/2016	
16	1392F	IMPREST	DAAS	4/26/2016	SOII	4/29/2016	
17	1828f	imprest	dpr	4/26/2016	SOII	4/29/2016	
18		IMPREST	RCA	4/26/2016	Cashier	4/29/2016	dispose off
19	8131R	UGC start-up Grant no. 139/2015	DAS	4/26/2016	VC	4/29/2016	
20	5985R	UC-DST PROJ- MANJARI SHUKLA	R	4/27/2016	DBT-DR. MANJARI SHUKLA	4/29/2016	
21		imprest	coe	4/26/2016	Cashier	4/29/2016	dispose off
22	6418R	ICSSR- INTERNATIONAL SEMINAR	VC	4/27/2016	SOII	4/29/2016	
23	8221R	APPROVAL OF OPEN A SAVING PROJ ACCOUNT FOR SERB-START UP GRANT	VC	4/27/2016	SOI	4/29/2016	

24	6649R	PURCHASE OF GYM FSEQUIPMENT FOR HOSTEL	vc	4/27/2016	EE	4/29/2016	
25	4794R	REGISTRATION FIRM FOR FURNITURE/STATIONARY ITEMS	VC	4/27/2016	SOI	4/29/2016	
26	7440R	10RD ISC-2016	VC	4/27/2016	VC	4/29/2016	
27		UGC (NON-NET) 2015-16	VC	4/27/2016	FO	4/29/2016	
28	8261R	IMPRESTT	VC	4/27/2016	SOII	4/29/2016	
29	4627R	IMPREST	DLIS	4/27/2016	Cashier	4/29/2016	dispose off
30	3779R	PURCHASE OF POSTAL STAMP	DISPATCH	4/27/2016	FO	4/29/2016	
31	7356R	IQAC	VC	4/27/2016	SOI	4/29/2016	
32	5898R	OLT FILE+1 file attached	EXAM	4/28/2016	COE	4/29/2016	
33	8325R	T/C PF SHRI SATYGURU DAYAL LTC	R	4/28/2016	ARF	4/29/2016	
34	3567R	Purchasing of plumbing goods	R	4/28/2016	ARF	4/29/2016	
35	7651R	IMPREST		4/28/2016	SOII	4/29/2016	
36	8328R	INVERTER REPAIRING WORKS	R	4/28/2016	ARF	4/29/2016	
37		PUMP MAINTENANCEE WORKS	R	4/28/2016	ARF	4/29/2016	
38	5617R	Retro reflective guide map	R	4/28/2016	EE	4/29/2016	
39	8294R	CONTRACTUAL FACULTIES PAYMENT	R	4/28/2016	R	4/29/2016	
40	6964r	fellowship Mr. Siddhartha kumar 2012-13	R	4/28/2016	ARF	4/29/2016	
41	7937r	CST UP PROJ ACCOUNT OPENING	R	4/28/2016	ARF	4/29/2016	
42	7555R	SHIFTING AND FIXING AND FIXING OF MODULAR KITECHEN	R	4/28/2016	SA	4/29/2016	
43	6980R	JRF- MR. AMIT SINGH	R	4/28/2016	SOII	4/29/2016	
44	5729R	CPF-CONTRIBUTION	R	4/28/2016	R	4/29/2016	
45		242/DAS		4/29/2016	FO	4/29/2016	
46	4232R	Contingency-DST-SERB Project (Dr. R.N. Bhargava)	R	4/29/2016	DEM	4/29/2016	
47	7922R	RE-ADVERTISEMENT OF TEACHINGH POSTS	R	4/29/2016	FO	4/29/2016	
48	6650R	supply & INSTALLATION OF MODULAR KITCHEN IN VC RESIDENCE	R	4/29/2016	SOI	4/29/2016	
49	7931R	PAYMENT OF SANITATION AGENCY	R	4/29/2016	SA	4/29/2016	
50	8096R	estate maintenance works P-2	R	4/29/2016	LDC	4/29/2016	
51	4890R	Open parking for SLS	R	4/29/2016	SA	4/29/2016	
52		ICHR PROJ. DR. RENU PANDEY	HOD	4/29/2016	ARF	4/29/2016	

53		FIELD visit	DAPS	4/29/2016	LDC	4/29/2016	
54		PURCHASE OF LAB EQUIPMENT	DAPS	4/29/2016	SA	4/29/2016	
55	8224R	REQUEST FOR COMPUTER, PRINTER AND AC	STR	4/29/2016	FO	4/29/2016	
56	4218r	AMC OF AC P-2	EO	4/29/2016	FO	4/29/2016	
57	4876R	Supply of Electrical Goods	AE(E)	4/29/2016	FO	4/29/2016	
58	8219R	REPAIRING OF SOFA SET	R	4/29/2016	ldc	4/29/2016	
59	3402R	INSURANCE RENEWAL FOR VEHICLE	R	4/29/2016	ldc	4/29/2016	
60		TONER/CARTRIDGE/STATIONARY	coe	4/29/2016	SOI	4/29/2016	
61	8243r	REQUIREMENT OF HARD DISK	cc	4/29/2016	LDC	4/29/2016	
62	5100r	Dr. Gaurav raj dwivedi proj SERB	vc	4/29/2016	SOI	4/29/2016	
63	4647R	Staff salary+1 file	vc	4/29/2016	SOI	4/29/2016	
64	5729R	CPF-CONTRIBUTION	R	4/29/2016	AR(E)	4/29/2016	