|      |                    | Coe Office (01.08.2016)                               |                       |                  |                |           |            |
|------|--------------------|---|-----------------------|------------------|----------------|-----------|------------|
| S.No | File/Letter<br>No. | Subject   | From whom<br>Received | Received<br>Date | Sent to        | Sent Date | Remarks    |
| 1    |                    | reg: one file imprest money for coe<br>office         | COE                   | 01/08/016        | Finance office | 1/8/2016  | in process |
| 2    |                    | reg: one file revision of grade of<br>Rimjhim Rajbhar | Dean ,SHS,BBAU        | 1/8/2016         | COE            | 1/8/2016  | in process |
| 3    |                    | reg : one confidential enclosed envelope              | Dean ,SHS,BBAU        | 1/8/2016         | СОЕ            | 01/08/016 | in process |