

| S.No | FILE.NO | Subject | From whom Received | Received Date | Sent to | Sent Date | Remarks |
|------|---------|--|--------------------|---------------|---|-----------|--------------|
| 1 | | ADVERTISEMENT OF ADMISSION ON RADIO CHANNEL | | 27.07.16 | DCS- PROF.VIPI N SAXENA | 30.08.16 | |
| 2 | | ACU CONFERENCE GHANA-2016 | VC | 05.08.16 | VC | 30.08.16 | |
| 3 | 8349R | MS. AKILESH YADAV FEE CONCESSION ORPHAN CATEGORY | R | 08.08.16 | R | 30.08.16 | |
| 4 | 6791R | P.F.OF PROF SARTIK BAGH. | ESTT | 08.08.16 | FO/ARF/S O/STENO /ARF/FO/ ARF/SOII | 30.08.16 | |
| 5 | 7828R | IMPREST | CC | 11.08.16 | CASHIER | 30.08.16 | disposed off |
| 6 | 6416R | REQUIREMENT OF PRINTER | CC | 11.08.16 | FO/ARF/S O/arf/FO | 30.08.16 | |
| 7 | 8694R | ELECTRICAL MAINTENANCE WORK OF HOSTELS | R | 12.08.16 | CASHIER | 30.08.16 | disposed off |
| 8 | | MEDIA CENTER NME ICT PROJECT | AR(S) | 16.08.16 | CASHIER | 30.08.16 | disposed off |
| 9 | 8729R | REQUIREMENT OF DEPARTMENT LIBRARY (U.G.COURES) | R | 16.08.16 | FO/arf/so /sa | 30.08.16 | |
| 10 | 6111R | PART TIME MEDICAL ATTENDANT APPOINTMENT OF CONTACT BASIS | R | 16.08.16 | ARF/soii/l dc | 30.08.16 | |
| 11 | | MAINTENANCE OF INSTRUMENTS | HED DES | 16.08.16 | CASHIER | 30.08.16 | disposed off |
| 12 | 8598R | RGNF FILE MR. ARVIND KUMAR | R | 17.08.16 | STENO/A RF/FO/arf | 30.08.16 | |

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| 13 | 4082R | CHILDERN EDUCATION ALLOWANCE | R | 17.08.16 | SA/arf/FO | 30.08.16 | |
| 14 | 3874r | PURCHASE OF STATIONARY ITEMS FOR BOM MEETING | str | 17.08.16 | CASHIER | 30.08.16 | disposed off |
| 15 | | CUTTING OF GRASS & PLANTATION FILE | vc | 22.08.16 | SHRI VK TRIPATHI | 30.08.16 | |
| 16 | 8944R | DR.SHIKHA-SOCIETY OF BIOLOGICAL CHEMISTS,INDIA | VC | 23.08.16 | CASHIER | 30.08.16 | disposed off |
| 17 | 7073R | PURCHASE OF CEMENTED SOFA SET | VC | 24.08.16 | co-gbs | 30.08.16 | |
| 18 | 8338R | INTRODUCTION OF SWACH BHARAT PAKHWADA IN C. UNI. | R | 24.08.16 | CASHIER | 30.08.16 | disposed off |
| 19 | 5070R | IMPREST | CGH | 26.08.16 | STENO/arf/FO | 30.08.16 | |
| 20 | 4647R | Staff salary | DST | 26.08.16 | SA/ARF | 30.08.16 | |
| 21 | 4066R | FESTIVAL ADVANCE PART II | R | 26.08.16 | R | 30.08.16 | |
| 22 | 4067R | COMMITTEE FOR CREATION O MOSQUITO MESH SIDD. HOSTEL | R | 26.08.16 | SA/ARF | 30.08.16 | |
| 23 | 8749R | MBA(RM) | R | 26.08.16 | STENO/arf/FO | 30.08.16 | |
| 24 | 3403R | CST/SERPD/D-784 FUNDING AGENCY-CST | R | 26.08.16 | SA/arf/FO | 30.08.16 | |
| 25 | 3304R | माननीय कुलपति महोदय मोबाइल बीजक भुगतान पत्रावली | R | 26.08.16 | CASHIER | 30.08.16 | disposed off |
| 26 | 8165r | GATE SCHOLAR SHIP NEHA YADAV | R | 26.08.16 | STENO/arf/FO | 30.08.16 | |
| 27 | 4278R | IMPREST | R | 26.08.16 | STENO/arf/FO | 30.08.16 | |
| 28 | 3218R | IMPREST | R | 29.08.16 | STENO/ARF/FO | 30.08.16 | |
| 29 | 3675R | GUNNER FOR HON'BLE VC | R | 29.08.16 | LDC/ARF/FO | 30.08.16 | |
| 30 | 3163R | IMPREST | R | 29.08.16 | STENO/ARF/FO | 30.08.16 | |

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| 31 | 8022R | PAY FIXATION OF 41 TEACHERS | R | 29.08.16 | LDC/ARF/ SOI | 30.08.16 | |
| 32 | | REQUIREMENT OF LAB EQUIPMENT | DCS | 29.08.16 | sa | 30.08.16 | |
| 33 | 3314R | IMPREST | | 29.08.16 | arf/FO | 30.08.16 | |
| 34 | 6964r | fellowship Mr. Siddhartha kumar 2012-13 | vc | 29.08.16 | | 30.08.16 | |
| 35 | 3224R | T/C FILE OF CANTEEN CONTRACT (VOL-V) | EO | 30.08.16 | FO | 30.08.16 | |
| 36 | 1944F | PURCHASE OF DESKTOPS | SOCI | 30.08.16 | SOI | 30.08.16 | |
| 37 | 2124F | MINILAPTOP PAYMENT | SOCI | 30.08.16 | SOI/sa | 30.08.16 | |
| 38 | 28F | IMPREST | DAC | 30.08.16 | STENO/A RF | 30.08.16 | |
| 39 | | TRANSFER BANK ACCOUNT OPENING FILE | vc | 30.08.16 | fo | 30.08.16 | |
| 40 | 4079r | jrf-2013 | vc | 30.08.16 | CASHIER | 30.08.16 | disposed off |
| 41 | 9092R | central library anurakshriya work | vc | 30.08.16 | arf/SO | 30.08.16 | |
| 42 | | REQUIREMENT OF CHEMICALS | vc | 30.08.16 | arf/SOI | 30.08.16 | |
| 43 | | VIDEO CONFERENCE | vc | 30.08.16 | arf | 30.08.16 | |
| 44 | | IMPREST | VC | 30.08.16 | CASHIER | 30.08.16 | disposed off |
| 45 | 7336R | TC MONITERING/INVESTMENT OF FUND | VC | 30.08.16 | fo | 30.08.16 | |
| 46 | 9117R | DST PROJ MEETING TOUR REIMBURESEMENT | vc | 30.08.16 | fo | 30.08.16 | |
| 47 | 6045R | PURCHASE OF NEW DG SET | vc | 30.08.16 | arf | 30.08.16 | |
| 48 | 5600r | purchase of three seater seat cum- bench | VC | 30.08.16 | AR(S&P) | 30.08.16 | |
| 49 | 8825R | JAN SAMACHAR AND PATRKARETA | vc | 30.08.16 | AR(S&P) | 30.08.16 | |
| 50 | 7017R | VC RESIDENCE MAINTENANCE WORK | vc | 30.08.16 | CASHIER | 30.08.16 | disposed off |
| 51 | 9019r | student counselling center | vc | 30.08.16 | AR(S&P) | 30.08.16 | |
| 52 | 9167r | INVESTMENT OF FUNDS | vc | 30.08.16 | fo | 30.08.16 | |

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| 53 | 5617R | Retro reflective guide map | VC | 30.08.16 | fo | 30.08.16 | |
| 54 | 8547R | BOOKS/STATIONERIES | vc | 30.08.16 | arf | 30.08.16 | |
| 55 | 3846r | विश्वविधालय के सीवर संयोजन सीवर डिस्पोजल चार्ज | VC | 30.08.16 | fo | 30.08.16 | |
| 56 | 8541R | PROCUREMENT OF DST-SERF START UPDR.JAWAHAR LAL | vc | 30.08.16 | arf | 30.08.16 | |
| 57 | 3484R | Diesel for tractor | VC | 30.08.16 | arf | 30.08.16 | |
| 58 | 9141r | प्रो० गोपाल सिंह एवं प्रो० गोविन्द जी के कार्या० हमें स्पिलट एसी लगाने हेतु | vc | 30.08.16 | arf | 30.08.16 | |
| 59 | 9183R | MEETING OF REGISTRAR AND FO AT 1ST SEP2016 | R | 30.08.16 | R | 30.08.16 | |
| 60 | 8309R | GPF (ADVANCE & WITHDRAWAL) TEACHING &N/T | VC | 30.08.16 | FO | 30.08.16 | |
| 61 | | NMEICT PROJ | MCJ | 30.08.16 | SO | 30.08.16 | |