

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	4365/R	Stage seating of Auditorium	VC office	17/12/2015	Registrar	18/12/2015	Office Order for Committee Constitution
2	7360/R	Staff requirement for Estate Office	Registrar	17/12/2015	E.O.	18/12/2015	Justification for Manpower
3	3067/R	M.S. Railing from gate no-1 to gate no-3	F.O.	17/12/2015	F.O.	18/12/2015	Approval for Extra Item
4	6770/R	Servicing of Sound & Light System of main Auditorium	F.O.	17/12/2015	Registrar	18/12/2015	Providing manpower for operating sound system in Auditorium
5	4057/R	New Building for Administrative block complex & main gate			Registrar	18/12/2015	Drawing of toilet on 1st floor
6	5696/R	Echo in class room of UIET	VC office	18/12/2015			
7	7470/R	Gautam Buddha Library Single Entrance & Exit in Library	Library	18/12/2015			