

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7480/R	DEM luscon 2015 invitd speakers	reg	12/9/2015	ARF	12/15/2015	
2	3991R	RGNF-2011	ACAD	12/10/2015	FO	12/15/2015	
3		Imprest	DIR. RCA	12/10/2015	CASHIER	12/15/2015	
4	6324R	Pf of Dr. khwairakpam sharwila HDFFS	R	12/10/2015	ARF	12/15/2015	
5	7151R	Pf of Dr. Monica Sharma	R	12/10/2015	ARF	12/15/2015	
6	7142R	PF of DR. Ravi shankar verma	R	12/10/2015	ARF	12/15/2015	
7	3838R	SERVICING OF AGRICULTURE EQUIPMENT	R	12/11/2015	ARF	12/15/2015	
8	7499R	Appointement of JRF in DST proj	R	12/11/2015	PI-DST PROJ.DBT	12/15/2015	
9	7495R	Imprest	R	12/11/2015	FO	12/15/2015	
10		Science theatre Festival	STF	12/11/2015	UDC	12/15/2015	
11	7473R	3rd LUSCON Scie.congress	R	12/11/2015	fo	12/15/2015	
12	7471R	External hard disc	R	12/11/2015	ARF	12/15/2015	
13		Dr. Rima kumari start up research grant	DES	12/11/2015	fo	12/15/2015	
14	7329R	40% utilization of overhead from SERB-YS- Proj.	R	12/11/2015	ACADEMIC	12/15/2015	
15		Imprest	SLS	12/11/2015	FO	12/15/2015	
16		PURCHASE OF COMPUTER/LAPTOP P..	VCS	12/11/2015	str	12/15/2015	
17	6212R	ARPNA RATNAKAR RGNF	R	12/11/2015	FO	12/15/2015	
18	3185R	REQUIREMENT OF DRIVER	R	12/14/2015	AR (vehicle)	12/15/2015	
19	7485R	PURCHASE OF MOBILE SET FOR FO	R	12/14/2015	str	12/15/2015	
20	7326R	FINANCIAL ASSIST. FOR ATTENDING IPEA. PROF. SANATAN NAYAK	R	12/14/2015	h-de	12/15/2015	
21	3130R	DD(EMD) Nanoscience. And nano tech	co-dem	12/14/2015	FO	12/15/2015	
22	5303R	Print Journal	lib	12/14/2015	SOI	12/15/2015	
23	7105R	PUCHASE OF EPBX	R	12/14/2015	STR	12/15/2015	
24	6996R	INSTALLATION OF SUBERSIBLE PUMP	R	12/14/2015	FO	12/15/2015	
25	7268R	PAYMENT FOR NEWSPAPER&MAGAZIN	R	12/14/2015	LDC	12/15/2015	

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26	7441R	REQUIREMENT OF BUS FACILITY	R	12/14/2015	Pro.vipin Saxena	12/15/2015	
27	3876R	ADVANCE FOR WORKSHOP PRACTICE	R	12/14/2015	Dir-UIET	12/15/2015	
28	7510R	PURCHASE OF GIFI	R	12/14/2015	I/C SPORTS	12/15/2015	
29	7475R	केन्द्रीय पुस्तकालय में स्वीकृत दोनों लिफ्टों का वार्षिक अनु०	EE	12/14/2015	SA	12/15/2015	
30		UGC Non-net	vcs	12/14/2015	CASHIER	12/15/2015	
31	7336R	TCFN /moniterning investment	vcs	12/14/2015	UDC	12/15/2015	
32	7478R	purchase of executive high revolving chair for R office	vcs	12/14/2015	CASHIER	12/15/2015	
33	7025R	T/c Pf shri pawan kumar choursia	vcs	12/14/2015	AR(E)	12/15/2015	
34	4624/R	Nanoformulation and translational research +7 files	vcs	12/14/2015	H/PHARM A	12/15/2015	
35	7147/R	PF of Dr. Preety choudhary	estt	12/14/2015	LDC	12/15/2015	
36	7469/R	payment of DPW	estt	12/14/2015	SO	12/15/2015	
37		Dr. manjari shukla	dbt	12/14/2015	SA	12/15/2015	
38	6018R	OVERHEAD CHARGES Dr.Gauravr.DwivediPDF	R	11/19/2015	ACADEMI C	12/15/2015	
39	3496R	T/CPF OF SH.Balan G,ps (LTC)	R	12/15/2015	AR(E)	12/15/2015	
40		Maintenance of house no.C-2/1-4	DAM	12/15/2015	SA	12/15/2015	
41		Purchase of LED& Stand for Auditorium	VCR	12/15/2015	SA	12/15/2015	
42	7365R	Requirement of glassware double distillation unit	hod	12/2/2015	H-DAC	12/15/2015	
43	4703R	Advance/imprest	lib	12/15/2015	UDC	12/15/2015	
44		IMPREST	HOD	12/15/2015	UDC	12/15/2015	
45	4037R	Purchase of medical instruments	R	12/8/2015	FO	12/15/2015	
46	6927R	IMPREST	SPORTS	12/15/2015	UDC	12/15/2015	
47		Adjustment for conducting of physical test	SPORTS	12/15/2015	ldc	12/15/2015	
48		Imprest	NCC	12/15/2015	UDC	12/15/2015	
49		UGCfellowship LAKHVEER	HOD	12/15/2015	FO	12/15/2015	
50	5821R	Wkorkshop by CBMR	HOD	12/15/2015	UDC	12/15/2015	
51	3567R	Purchasing of plumbing goods	R	12/15/2015	SA	12/15/2015	
52	6094R	T/C PF OF Dr. sartik bagh LTC	R	12/15/2015	UDC	12/15/2015	

<b>53</b>	7200R	Purchase of computer for compute lab	R	12/15/2015	ldc	12/15/2015	
<b>54</b>	3381R	extention of SBBT	R	12/15/2015	SA	12/15/2015	
<b>55</b>	6612R	SADHANA SINGH SAGAR RGNF-SRF	R	12/15/2015	UDC	12/15/2015	
<b>56</b>	7420R	Purchase of computer items	R	12/15/2015	SA	12/15/2015	
<b>57</b>	7369R	Supply of book racks	R	12/15/2015	SA	12/15/2015	
<b>58</b>	4843R	estate maintenance works	R	12/15/2015	SA	12/15/2015	
<b>59</b>	7178R	Purchase of FYM for rose garden	GBS	12/15/2015	LDC	12/15/2015	
<b>60</b>	4448R	मालियों के अतिरिक्त वेतन के संबंध में	GBS	12/15/2015	UDC	12/15/2015	
<b>61</b>	6967R	Hiring of taxies 2015	vehicle	12/15/2015	ldc	12/15/2015	
<b>62</b>		ICM	DAAS	12/15/2015	SA	12/15/2015	
<b>63</b>	7512R	UGC-NON NET	ACAD	12/15/2015	UDC	12/15/2015	
<b>64</b>		Requirement of course material	RCA	12/15/2015	LDC	12/15/2015	