

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	9419R	PURCHASE OF BOOKS	R	07.11.16	H-DEM	27.12.16	
2	4378R	PURCHASE OF LAPTOP FOR VC	CC	11.11.16	FO/ARF/ SOI/LDC/ ARF/FO/ ARF/SOI/ LDC/arf/ SOI	27.12.16	
3	9675R	SALARY STATEMENT TO UGC M K PADHY	R	28.11.16	ARF/SOI/ LDC	27.12.16	
4	3579R	हिन्दी पखवारा	हि०प्र०	07.12.16	FO/ARF/ SOII/LDC /arf/FO	27.12.16	
5		TRAINING FOR INTERNAL FACULTY	CPD	09.12.16	FO/ARF/s oii/LDC/A RF/SOII	27.12.16	
6		COMPUTER MAINTENACE FILE	DE	13.12.16	AD-CC	27.12.16	
7	3444R	UP32FS3613	VEHI	14.12.16	LDC/ARF /FO	27.12.16	
8	8076R	GROUND MAINTENANCE & URGENT SPORT EQUIPMENT IMPREST	VC	14.12.16	AD-PE	27.12.16	
9	6870R	PHOTOCOPY MACHINE REPAIR	LAW	14.12.16	AR(S&P)	27.12.16	
10		GYSER REPAIRING		15.12.16	CASHIER	27.12.16	disposed off
11	5525R	PH.D VIVA-VOCE EXAMINATION (TA FOR EXTERNAL MEMBERS)	R	16.12.16	LDC/ARF /FO	27.12.16	
12	9250R	APPOINTMENT OF NODAL OFFICER FOR INSTITUTIONAL DIGITAL	R	16.12.16	FO/ARF/ SO/SA/S O/ARF/S OI	27.12.16	
13	6630R	FOR FEE REFUND TO TOPPER	R	16.12.16	STENO/A RF/FO	27.12.16	

14		FINANCIAL SUPPORT FOR CONFERENCE PARTICIPATION JAY SHANKAR SINGH	VC	16.12.16	ARF/SOII /SA/FO	27.12.16	
15		FURNISHING OF MOAT COURT	EE	19.12.16	FO/ARF/ SOI/SA	27.12.16	
16	6886R	IRON MADE HUT	EE	19.12.16	FO/ARF/ SOI/SA	27.12.16	
17	9763R	CHEMICAL & GLASSWARE FILE DST-SERB PROJ	R	19.12.16	DST-SERB PROJ-DR. V KUMAR	27.12.16	
18		PURCHASE OF TONER FOR COLOUR PHOTOCOPIER MACHINE ACADEMIC SEC.	STR	19.12.16	LDC/ARF /FO	27.12.16	
19	3837R	ADVANCE FOR UNI. FUNTIONS	R	19.12.16	LDC/ARF /FO	27.12.16	
20	3345R	IRRIGATION PIPES AND RELATED MATERIALS	R	19.12.16	CASHIER	27.12.16	disposed off
21	7404R	IEC	R	19.12.16	LDC/ARF /FO	27.12.16	
22		PROTECTION OF B.VOC FIELD	EE	21.12.16	SA/SO/A RF/SOI	27.12.16	
23	6271R	PHOTOCOPY MACHINE CARTRIDGE	STR	21.12.16	LDC/ARF /FO	27.12.16	
24	7651R	IMPREST	EE	21.12.16	STENO/S O/ARF/F O/ARF/S OII	27.12.16	
25		ELECTRICITY CONNECTION PROCEETIES FOR AMETHI CAMPUS	EE	21.12.16	LDC/ARF /SOI	27.12.16	
26	3401R	REGUEST FOR MOSQUITO NETTING TO COVER WINDOUS OF CGH	EE	21.12.16	SA/ARF/F O	27.12.16	
27		GROUND WATER PROJECT-II DR. V.DUTTA	DES	21.12.16	SA/ARF	27.12.16	
28		PURCHASE OF COMPUTER FURNITURE	DCS	21.12.16	AR(S&P)	27.12.16	
29		NEWSPAPER & PERIODICALS	RCA	22.12.16	CASHIER	27.12.16	disposed off

30	9566R	FEE REFUND PROCESS FILE	ACAD	22.12.16	STENO/ARF	27.12.16	
31	9531R	REFUND OF FEES VOL-2	ACAD	22.12.16	STENO/ARF	27.12.16	
32	7860R	UPS MAINTENANCE WORK OF AUDITORIUM	EE	22.12.16	LDC/arf/FO	27.12.16	
33	6508R	FWLL TELE BILL PAYMENT	TELE	22.12.16	LDC/ARF/FO	27.12.16	
34	9396R	UP32FR5768	VEHI	22.12.16	VEHICLE	27.12.16	
35		IMPREST(confidential)	COE	22.12.16	STENO/ARF/FO	27.12.16	
36		NATION SALUTES SARDAR VALLABHAI PATEL.....	SOCI	22.12.16	ARF/SOII/STENO/ARF/FO	27.12.16	
37	9539R	T/C LTC ADJUSTMENT GAURAV KAITHWAS	R	23.12.16	STENO/ARF/FO	27.12.16	
38	9282R	SERB-N-PDF DR. ASHISH K MISHRA	R	23.12.16	SA/ARF/FO	27.12.16	
39	9417R	T/C PF OF SHRI RAVI SHANKAR KUMAR LTC	R	23.12.16	STENO/ARF/FO	27.12.16	
40		PURCHASE OF CHEMICALS FROM SERB FUNDED PROJ	DEM	23.12.16	DEM-SANGEETA YADAV	27.12.16	
41		SANCTION FOR NEWSPAPER	DMCJ	23.12.16	LDC/arf/FO	27.12.16	
42	4009R	IMPREST	VC	23.12.16	ARF/SOII/steno/ARF	27.12.16	
43	6249R	PURCHASE OF CARTRIDGES FOR VCS	STR	26.12.16	SA/ARF	27.12.16	
44		CURTAIN FOR ROOM-225	STR	26.12.16	SA/ARF	27.12.16	
45	8495R	INSECT AND RODENT CONTROL IN THE LIBRARY	VC	26.12.16	LIBRARIAN	27.12.16	

46	9541R	PROF.SHUBHINI A. SARAF LTC	VC	26.12.16	ARF/SOII /STENO/ ARF	27.12.16	
47		ICSSR PROJ- PAYMENT TO RESEARCH STAFF-DR. SHASHI KUMAR	VC	26.12.16	CASHIER	27.12.16	disposed off
48	4393R	RN BHARGAVA(MANPOWER RECRUITMENT -DST- SERB PROJ)	VC	26.12.16	CASHIER	27.12.16	disposed off
49	4906R	BRAILLE SECTION 2014-15	VC	26.12.16	AR(S&P)	27.12.16	
50	9232R	ICSSR PROJ- SURINDER MEHER	VC	26.12.16	CASHIER	27.12.16	disposed off
51		TA BILL	VC	26.12.16	CASHIER	27.12.16	disposed off
52	8265R	FURTHER BEAUTIFICATION OF RCA	VC	26.12.16	CO-GBS	27.12.16	
53	4846R	DG SET MAINTENANCE WORK	STR	26.12.16	SA/ARF	27.12.16	
54	3935R	CONTINGENCY FILE UP FUNDED-PROJECT	DAPS	26.12.16	ARF/FO	27.12.16	
55		ICCICPR-2017		26.12.16	ARF/FO	27.12.16	
56		REPAIR OF REVOLVING CHEIR IN DEPTT OF ECONOMICS	STR	26.12.16	STENO/A RF	27.12.16	
57	8745r	INDOOR HT/LT PANEL MAINTENANCE WORKS		27.12.16	AE(E)	27.12.16	
58	4218R	AMC OF AC P-III		27.12.16	AE(E)	27.12.16	
59	6772R	SUPPLY OF ELECTRICAL GOODS P-III		27.12.16	AE(E)	27.12.16	
60	8642R	TC PURCHASE OF RACK ETC FOR ELECTRICAL STORE		27.12.16	AE(E)	27.12.16	
61	8762R	ELECTRICIAL MAINTENANCE WORK OF HEALTH CENTRE		27.12.16	AE(E)	27.12.16	
62	9764R	ASHOK KUMAR FELLOWSHIP FORM	ACAD	27.12.16	STENO	27.12.16	
63	9117R	DST PROJ MEETING PROF. RAM CHANDRA	VC	27.12.16	FO	27.12.16	DISCUSSION
64		PROCUREMENT OF CHEMICAL UNDER DST-SERB GRANT-DR.JAWAHAR LAL,+3 FILE ATTACHED	DAC	27.12.16	SA	27.12.16	

65	3815R	PURCHASE OF COMPUTER/LAPTOP	CC	27.12.16	SA	27.12.16	
66	2648F	IMPREST	DEAN SES	27.12.16	STENO	27.12.16	
67	2537F	IMPREST	DEAN SMS	27.12.16	STENO	27.12.16	
68	4086R	CAUTION MONEY	ACAD	27.12.16	STENO	27.12.16	