

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	8912R	EARTHING	AE(E)	30.09.16	EE	07.12.16	
2	9470R	REQUIREMENT OF CHEMICALS	VC	20.10.16	VC	07.12.16	
3	3740R	विशिष्ट उधानीकरण कार्य	VC	04.11.16	EE	07.12.16	
4	8561R	central library anurakshriya work	R	11.11.16	VC	07.12.16	
5	8360R	YOGA INTERNATIONAL DAY+5 FILES	SPORTS	11.11.16	VC	07.12.16	
6	4378R	PURCHASE OF LAPTOP FOR VC	CC	11.11.16	FO/ARF/S OI/LDC/A RF	07.12.16	
7	7495R	imprest	hdfs	15.11.16	steno/AR F/SOII/FO /ARF	07.12.16	
8		PURCHASE OF PHOTOSTATE MACHINE	COE	17.11.16	VC	07.12.16	
9	3218R	IMPREST	R	17.11.16	STENO/A RF/FO/AR F	07.12.16	
10	8614R	PRINT JOURNALS AND MAGAZINES YEAR 2016	R	17.11.16	VC	07.12.16	
11	8999R	ADVANCE/REIMBURESEMENT FOR MSC LAB	R	17.11.16	LDC/ARF/ FO/ARF	07.12.16	
12	3346R	PURCHASE OF BUSH CUTTER	R	17.11.16	EE	07.12.16	
13	7502R	REMOTE ACCESS OF E-RESOURCES	R	17.11.16	VC	07.12.16	
14	3714R	PURCHASE OF CHEMICALS FROM DST PROJ	R	17.11.16	VC	07.12.16	
15		REPAIRING OF CCTV CAMERA OF HON'BLE VC RESIDENCE		17.11.16	VC	07.12.16	
16	8450R	BBAU VOICE-2016	DIT	18.11.16	VC	07.12.16	
17	28F	IMPREST	DAC	18.11.16	H-DAC	07.12.16	
18	6396R	IMPREST	SBH	18.11.16	STENO/A RF/FO/AR F	07.12.16	
19	4066R	FESTIVAL ADVANCE PART II	R	18.11.16	R	07.12.16	
20	7921R	PUMP MAINTENACE WORK	R	18.11.16	SA/ARF/F O/ARF	07.12.16	
21	9627R	PURCHASE OF ROTAVATOR	R	18.11.16	EE	07.12.16	

22		BUDGET FILE	CPD	21.11.16	LDC/ARF/ FO/ARF	07.12.16	
23	9379R	FEE REFUND SATELLITE CAMPUS	VC	21.11.16	R	07.12.16	
24	4218R	AMC OF AC P-III	VC	21.11.16	EE	07.12.16	
25	6834R	FIRST TWENTY20 CRICKET TOURNAMENT	SPORTS	21.11.16	STENO/A RF/FO/AR F	07.12.16	
26	4185R	CENTRAL LBRARY AC PLANT	R	22.11.16	VC	07.12.16	
27		imprest	DIT	22.11.16	STENO/A RF/FO/AR F	07.12.16	
28		ADVANCE AMOUNT-SK DWIVEDI		22.11.16	H-DES	07.12.16	
29	2648F	IMPREST	SES	22.11.16	STENO/ar f/FO/ARF	07.12.16	
30	2537F	IMPREST	SMS	22.11.16	STENO/ar f/FO/ARF	07.12.16	
31		TRAINING FOR INTERNAL FACULTY	CPD	23.11.16	CO-CPD	07.12.16	
32		MUFFLE FURNANCE	DES	23.11.16	VC	07.12.16	
33	8846R	ABHISHEK KUMAR(CSIR-JRF)	R	23.11.16	R	07.12.16	
34	9326R	T/C TA BILL OF REGISTRAR JOURNEY 09/09/16	R	23.11.16	VC	07.12.16	
35	3282R	CONSTRUCTION OF MOUT COURT	R	23.11.16	CASHIER	07.12.16	disposed off
36		FURNISHING OF MOAT COURT	R	23.11.16	AR(S&P)	07.12.16	
37	8682R	ELECTRICAL MAINTENANCE WORK OF ADMINISTRATIVE BLOCK	R	23.11.16	LDC/ARF/ FO/ARF	07.12.16	
38	4209F	IMPREST	IGB	24.11.16	STENO/A RF/FO/AR F	07.12.16	
39	8124R	TELEPHONE BIL FILE	TELE	24.11.16	LDC/ARF/ FO/ARF	07.12.16	
40	3228R	IMPREST	R	24.11.16	STENO/A RF/FO/AR F	07.12.16	

41	3579R	हिन्दी पखवारा	हि0प्र0	24.11.16	HINDI OFFICER	07.12.16	
42	8111R	JRF-MS. DEEPTI SINGH	DPS	24.11.16	VC	07.12.16	
43	4703R	ADVANCE/IMPREST	lib	24.11.16	STENO/ARF/FO/ARF	07.12.16	
44		104ISC-2017	VC	24.11.16	DR.RP SINGH	07.12.16	
45		GROUND WATER PROJECT-II DR. V.DUTTA	VC	24.11.16	DR.V DUTTA	07.12.16	
46	9537R	NOTICE BOARD	VC	24.11.16	AR(S&P)	07.12.16	
47	9556R	ESTABLISHMENT OF LABS AND RESOURCE CENTERS	VC	24.11.16	AR(S&P)	07.12.16	
48	9512R	WATER COOLER AND WATER PURIFIER	VC	24.11.16	AR(S&P)	07.12.16	
49	3255R	INTERNET CONNECTION TYPE-A RESIDENCE/ANTIVIRUS	VC	24.11.16	AR(S&P)	07.12.16	
50	9484R	REQUIREMENT OF LOUDSPEAKER AND MIKE & AUDIO SPEAKER	VC	24.11.16	AR(S&P)	07.12.16	
51	4573R	PRINTING OF THE PROCEEDINGS	VC	24.11.16	DR.V DUTTA	07.12.16	
52		ESTABLISHMENT OF LAB OF FOOD ANALYSIS &.....	SHS	24.11.16	ARF	07.12.16	
53		IMPREST	CPD	24.11.16	VC	07.12.16	
54	9674R	ICSSR PROJ- DR SURENDER MEHER FIELD WORK	DE	25.11.16	VC	07.12.16	
55	6135R	PURCHAE OF ELECTRIC GENSET AND LAB FURNITURE	VC	25.11.16	DBT-DR.ANAND PRAKASH	07.12.16	
56	8653R	SATELLITE CAMPUS AT AMEHTI		25.11.16	VC/BY HAND EE	07.12.16	
57	7828R	IMPREST	R	25.11.16	FO/ARF	07.12.16	

58	9561R	SANITATION AGENCY PAYMENT FILE	VC	25.11.16	CASHIER	07.12.16	disposed off
59	6650R	supply & INSTALLATION OF MODULAR KITCHEN IN VC RESIDENCE		25.11.16	VC	07.12.16	
60	7097R	RECRUITMENT OF PROJ STAFF DR. VENKATESH DUTTA	DST	28.11.16	ARF	07.12.16	
61		PROCUREMENT OF EQUIPMENTS UNDER DST-SERB GRANT-DR.JAWAHAR LAL,	DAC	28.11.16	SA/ARF/F O/ARF	07.12.16	
62		JRF-MR.AMIT SINGH	DE	28.11.16	VC	07.12.16	
63	9216R	LEAVE APPLICATION: TEACHERS DUTY LEAVE DR. DK YADAV	DE	28.11.16	FO/ARF	07.12.16	
64		SURVEY & FIELD WORK 2016-17	DST	28.11.16	VC	07.12.16	
65	3304R	माननीय कुलपति महोदय मोबाइल बीजक भुगतान पत्रावली	R	28.11.16	LDC/SO/A RF/FO/AR F	07.12.16	
66	9680R	PURCHASING OF DIRECTORY	R	28.11.16	SOI/STEN O/ARF/F O/ARF	07.12.16	
67	9679R	UNIVERSITY PRAKASIT PUSTAKO KA KRAY	R	28.11.16	VC	07.12.16	
68	9425R	OPENING BANK A/C FILE	ABH	29.11.16	VC	07.12.16	
69		DEMONSTRATION & TRAINING (M/C) PAYMENT + 4952R FILE	UIET	29.11.16	VC	07.12.16	
70	9469R	PROPOSAL FOR DEPTT LIB	LAW	29.11.16	VC	07.12.16	
71		COMPUTER MAINTAINCE FILE (PART-II)	DE	29.11.16	H-DIT	07.12.16	
72	4278R	IMPREST	R	29.11.16	STENO/A RF/FO/AR F	07.12.16	
73	4289R	APPROVAL FOR HIRING OF TAXI	R	29.11.16	VC	07.12.16	
74	5261R	Releasing JRF-2012	R	29.11.16	R	07.12.16	
75	624F	M.sc Imprest	dap	30.11.16	STENO/S O/ARF/F O/ARF	07.12.16	
76	9687R	SPECIAL LECTURE SERIES-2017	VC	30.11.16	H-DRM	07.12.16	
77	9370R	T/C PF DR. VENKATESH DUTTA LTC	VC	30.11.16	R	07.12.16	

78	8165R	GATE SCHOLARSHIP NEHA YADAV	R	30.11.16	STENO/S O/ARF/F O/SOII/BY HAND DIT	07.12.16	
79	8495R	INSECT AND RODENT CONTROL IN THE LIBRARY	R	30.11.16	FO/ARF	07.12.16	
80		HEAD OF EXPENDITURE:FELLOWSHIP DR. ALOK K.SINGH	DAC	30.11.16	VC	07.12.16	
81		HEAD OF EXPENDITURE:EQUIPMENT DR. ALOK K.SINGH	DAC	30.11.16	SA/SO/AR F/FO/ARF	07.12.16	
82		HEAD OF EXPENDITURE: CONTINGENCY	DAC	30.11.16	SA/SO/AR F/FO/ARF	07.12.16	
83		HEAD OF EXPENDITURE: CONSUMABLES + 1 FILE	DAC	30.11.16	SA/ARF	07.12.16	
84		DST-SERB -HEAD MANPOWER SALARY (PROJECT FELLOW DR JAWAHAR LAL	DAC	30.11.16	VC	07.12.16	
85	3545R	PLANTATION WORK BY G.B.S PART-II	R	01.12.16	VC	07.12.16	
86		UPCAR FUNDED PROJECT SALARY FILE OF SRF	DPT	01.12.16	VC	07.12.16	
87	2665F	PURCHASE OF CARTRIDGES	DCS	02.12.16	SA/ARF	07.12.16	
88		RETENDER OF LAW TEMP.BATH(DST-SERB) DR.JL	DAC	02.12.16	SA/ARF	07.12.16	
89	3734R	PURCHASE OF TONER OF SHARP COPIER	STR	02.12.16	VC	07.12.16	
90		JRF SALARY FILE DST-SERB PROJ VENKATESH KUMAR R	DAAS	02.12.16	SA/ARF	07.12.16	
91	8931R	DST PROJ PROF. RAM CHANDRA	R	02.12.16	SA/ARF	07.12.16	
92	9292R	T/C FILE COMPUTER ADVANCE OF SHRI ARVIND SHUKLA	R	05.12.16	R	07.12.16	
93	9722R	FINANCIAL SUPPORT FOR CONFERENCE PARTICIPATION JAY SHANKAR SINGH	R	05.12.16	FO/ARF/S OII	07.12.16	
94	9708R	विश्वविद्यालय की स्वच्छता सेवाओं हेतु बजट 2017.18 एवं 2018.19	R	05.12.16	VC	07.12.16	
95	7176R	GUEST FACULTY	R	05.12.16	FO/ARF	07.12.16	
96	7897R	T/C PF PAYMENT OF DPW-II	VC	05.12.16	FO/ARF	07.12.16	
97		कनिष्क छात्रावास में बेड की मरम्मत हेतु पत्रावली	KH	05.12.16	FO/ARF	07.12.16	
98	4748R	PROCESS OF E- TENDERING		07.12.16	VC	07.12.16	

99		DETAILS OF BILLS (REMUNERATION/HONORARIUM)OEE-2016		07.12.16	VC	07.12.16	
100		REPAIR OF REVOLVING CHAIR IN DEPTT OF ECONOMICS	VC		AR(S&P)	07.12.16	
101		43th MEETING OF F.C	F	07.12.16	VC	07.12.16	
102	8703R	medical reimbursement (NON-Teaching)	R	07.12.16	STENO	07.12.16	
103	4647R	Staff salary	DST	07.12.16	SA	07.12.16	
104	9622R	ICHR PROJ- RENU PANDEY		07.12.16	DR. RENU PANDEY	07.12.16	
105	4573R	Field visit & workshops	DST	07.12.16	FO	07.12.16	
106	3056R	SUPPLY AND FIXING OF INDICATER BOARD/SIGNAGE BOARD	R	07.12.16	FO	07.12.16	
107	9723R	OPENING OF A/C FOR HEAD	R	07.12.16	ARF	07.12.16	
108	5092R	PROF RC SOBTI (LTC)	ESTT	07.12.16	STENO	07.12.16	
109	7873R	ONLINE UPS AND INVERTER	R	07.12.16	SA	07.12.16	
110	3886R	Renovation of council hall	R	07.12.16	SA	07.12.16	
111	6271R	PHOTOCOPY MACHINE CARTRIDGE	R	07.12.16	LDC	07.12.16	
112	8338R	INTRODUCTION OF SWACH BHARAT PAKHWADA IN C. UNI.	DEM	07.12.16	STENO	07.12.16	
113		DST-SERB START UP GRANT DR. JL CONTINGENCY	DAC	07.12.16	ARF	07.12.16	
114		THREE DAY NATIONAL SEMINAR ..PROF RITU SUDAN SINGH	DPS	07.12.16	STENO	07.12.16	
115	3606R	APPLY FOR CSIR RESEARCH ASSOCIATESHIP	DAAS	07.12.16	STENO	07.12.16	
116	9698R	DR. SHASHI KUMAR LTC		07.12.16	VC	07.12.16	
117	7205R	UGC-MRP 2015-16	DIT	02.12.16	SA/ARF	07.12.16	
118		T/C PF S N ABBAS	BY HAND	07.12.16	STENO	07.12.16	
119		104 ISC-2017		07.12.16	FO	07.12.16	
120	3579R	हिन्दी पखवारा	हि०प्र०	07.12.16	FO	07.12.16	