S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5107/R	P/F of granite & S/S lettering of main gate 5(540)/2015	Registrar	8/2/2016			
2	4853/R	Cleaning of water Storage Tank 5(529)/2014			Registrar	8/2/2016	
3	3956/R	Aluminium partition work in SBBT 5(388)/13	Registrar	8/2/2016			