

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	6878/R	Purchase of Sports Items	R	1/13/2016	R	2/1/2016	
2	7527/R	MAINTENANCE OF ELECTRICAL UNDERGROUND CABLE	R	1/13/2016	VC	2/1/2016	
3		MISCELLANEOUS WORK FOR FOUNDATION DAY	R	1/15/2016	VC	2/1/2016	
4		Renovation of council hall	R	1/18/2016	SOI	1/28/2016	
5		TC MONITERING/INVESTMENT OF FUND	FW	1/20/2016	ARF	2/1/2016	
6	7525/R	Open parking for SLS	R	1/20/2016	EE	1/28/2016	
7	5225/R	T/C PF OF SHRI RAM SARAN STENO(LTC)	R	1/15/2016	SO(E)	1/28/2016	
8	3284/R	RESEARCH BULLETIN+1FILE	CIIPP	1/20/2016	VC	2/1/2016	
9	3956/R	ICSSR TWO DAY NATIONAL SEMINAR		1/20/2016	ARF	2/1/2016	
10	5101/R	DST-Start up young scientist (Contingency Bills)	Head, DES	1/21/2016	VC	1/28/2016	
11	7818/R	PAYMENT FOR NEWSPAPER&MAGAZINE		1/15/2016	CASHIER	1/28/2016	dispose off
12	7215/R	landline/fwll bill payment of VCS&Camp office			CASHIER	1/28/2016	dispose off
13	7822/R	ADJUSTMENT OF ADVANCE FOR UGC MEETING ON ONLINE ENTRANCE EXAM	VC	1/25/2016	CASHIER	1/28/2016	dispose off
14	6264/R	Painting and vitrified flooring at VCs	R	1/25/2016	ARF	2/1/2016	
15	6927/R	ICM	HOD	1/25/2016	Head	2/1/2016	
16	3483/R	Purchase of Data card	uier	1/25/2016	ARF	2/1/2016	
17	6929/R	up32fr5768		1/25/2016	CASHIER	1/28/2016	dispose off
18	3837/R	FREESHIP TO RCA STUDENT		1/19/2016	VC	2/1/2016	
19	7616/R	SPLIT AC FOR GUEST HOUSE	GH	1/25/2016	VC	1/28/2016	
20	7817/R	purchasing of nursery seeds	VC	1/25/2016	CASHIER	1/28/2016	dispose off
21	5003/R	Outsourcing Mali	VC	1/25/2016	CO-GBS	1/28/2016	
22	5335/R	Dr.RN Bhargava Contingency-DST-SERB Proj	DEM	1/25/2016	ARF	2/1/2016	
23	5782/R	PHOTOCOPY MACHINE	RCA	1/25/2016	DIR-RCA	1/28/2016	
24		PROJECT FELLOW+TA/DA-II+DUTY LEAVE+TA/DA-I	DEM	1/25/2016	Head	2/1/2016	
25		Payment of legal fee Rajan mishra,S.M singh	R	1/25/2016	CASHIER	1/28/2016	dispose off
26	5412/R	M.sc Imprest	dap	1/27/2016	Head	2/1/2016	
27	116/RCA	DRAFT OF TBA	estt	1/27/2016	SOI	1/28/2016	
28		Subhead- Technical Assistance	DAP	1/27/2016	ARF	1/28/2016	
29		ONLINE QUIZ COMPITION	DIT	1/27/2016	ARF	2/1/2016	
30		NHFDC Scholarship 2012-13 (Mr. Roshan k. sahn)	PHARMA	1/27/2016	ARF	2/1/2016	
31		Address by the President through VIDEO CONFERENCE	CC	1/27/2016	LDC	1/28/2016	
32		PF OF Dr.Amit k.Mishra	VC	1/27/2016	SO(E)	1/28/2016	
33		LTC Dr G SUNIL BABU	VC	1/27/2016	PIC(E)	1/28/2016	
34		RN BHARGAVA(MANPOWER RECRUITMENT -DST-SERB PROJ)	VC	1/27/2016	Cashier	1/28/2016	dispose off
35		TYPE-C Open th Account	VC	1/27/2016	CASHIER	1/28/2016	dispose off
36		Imprest	VC	1/27/2016	CASHIER	1/28/2016	dispose off
37		पत्रकारिता एवं जनसंचार विभाग के एम0फिल सत्र 2014.15 के छात्रों की शेष बची शुल्क वापसी के संबंधी	dmcj	1/27/2016	ACADEMIC	1/28/2016	
38		Civil Maintenance work P-2	ee	1/27/2016	VC	2/1/2016	

39		Field visit & workshops +5 files	dst	1/27/2016	SA	1/28/2016	Its needs time for examine
40		photography and videography		1/27/2016	Cashier	2/1/2016	dispose off
41		RGNF Mr. Dhiraj Kumar	DAAS	1/27/2016	ARF	2/1/2016	
42		Labour requirements	DAPS	1/28/2016	SA	1/28/2016	
43		consumable & office stationary		1/28/2016	ARF	1/28/2016	
44		BIBEKANANDA NAYAK- SALARY PROJ STAFF		1/28/2016	SA	1/28/2016	
45		BIBEKANANDA NAYAK- CONTINGENCY		1/28/2016	SA	1/28/2016	
46		IMPREST	SGH	1/28/2016	UDC	1/28/2016	
47		Field visit & Workshop	dst	1/28/2016	SA	1/28/2016	
48		IMPREST	DAM	1/28/2016	UDC	1/28/2016	
49		proposal for hostling the intersity tournament			VC	1/28/2016	
50		ADVANCE TO CONDUCT SEMESTER EXAMINATIONS	DAC	1/28/2016	LDC	1/28/2016	
51		112/JRF (2012-13)	ACAD	1/28/2016	UDC	1/28/2016	
52		ICSSR FELLOWSHIP P-II	HOD	1/28/2016	VC	2/1/2016	
53		JRF-2011	HOD	1/28/2016	UDC	1/28/2016	
54		T/C JOINING REPORT & ACCOUNT CAS-2015	estt	1/28/2016	udc	1/28/2016	
55		Imprest	DPR	1/28/2016	UDC	1/28/2016	
56		UGC(NON-NET) 2015-16	FW	1/28/2016	VC	1/28/2016	
57		PF OF Anees ahmad	estt	1/28/2016	ARF	2/1/2016	
58		INSTRUMENTS REPAIRING		1/28/2016	ARF	2/1/2016	
59		६वें दीक्षान्त समारोह हेतू बुक खरीदने के संबंध में		1/28/2016	SA	1/28/2016	
60		६वें दीक्षान्त समारोह हेतू डिस्पले बोर्ड के संबंध में		1/28/2016	SA	1/28/2016	
61		REQUIREMENT OF INDUCTION COOK TOP		1/28/2016	CASHIER	1/28/2016	dispose off
62		Signage board for the cafeteria parking	EO	1/28/2016	ARF	2/1/2016	
63		MISC, ADVANCE MEETING ETC	R	1/28/2016	LDC	1/28/2016	
64		IJST	R	1/28/2016	FO	2/1/2016	
65		UPS MAINTENANCE WORK OF AUDITORIUM	R	1/28/2016	LDC	1/28/2016	
66		FWLL TELEPHONE BILL PAYMENT P-2	R	1/28/2016	LDC	1/28/2016	
67		Advance /Adjustment for Sc/St cell	R	1/28/2016	LDC	1/28/2016	
68		BIBEKANAND NAYAK FIELD WORK- ICSSR-MRP	R	1/28/2016	SA	1/28/2016	
69		ALUMINIUM partition work in RCA BUILDING	R	1/28/2016	FO	2/1/2016	
70		VC RESIDENCE(MAINTENANCE WORK) P-2	R	1/28/2016	FO	2/1/2016	
71		supply of electical goods P-3	R	1/28/2016	ARF	2/1/2016	
72		पुष्प प्रदर्शनी 2014	R	1/28/2016	SA	1/28/2016	
73		ALMIRAH FOR ESTATE SECTION	R	1/28/2016	ARF	1/28/2016	
74		COMMITTEE FOR THE PURCHASE OF CHEMICAL	R	1/28/2016	ARF	2/1/2016	
75		RN BHARGAVA(TRAVEL HEAD-DST-SERB PROJ)	R	1/28/2016	SA	1/28/2016	
76		Purchase of FYM for rose garden	R	1/28/2016	LDC	1/28/2016	
77		Servicing of electric LAWN Mower	R	1/28/2016	LDC	1/28/2016	
78		ICSSR RESEARCH PROJ.	R	1/28/2016	SA	1/28/2016	
79		JRF UPANAND	R	1/28/2016	VC	1/28/2016	
80		I-CARD FOR STUDENT	R	1/28/2016	LDC	1/28/2016	
81		SOUND SYSTEM MAINTENANCE WORK OF AUDITORIUM	R	1/28/2016	LDC	1/28/2016	
82		IMPREST P-5	R	1/28/2016	UDC	1/28/2016	
83		PF OF SHRI SK GOEL VOL-3	R	1/28/2016	FO	2/1/2016	

84		T/C FILE FOR NPS FORMS	R	1/28/2016	LDC	1/28/2016	
85		T/C PF OF SMT. MINAKSHI KHARE	R	1/28/2016	ARF	2/1/2016	
86		Approval for Blanket,Pillow& Bed sheets	R	1/28/2016	LDC	1/28/2016	
87		CHEMICAL PRO CUREMENT OF DAP-2	R	1/28/2016	SA	1/28/2016	
88		FREESHIP TO RCA STUDENT	VC	1/28/2016	CASHIER	1/28/2016	dispose off
89		IMPREST	KH	1/28/2016	UDC	1/28/2016	
90		RGNF-SRF- DHARMENDRA K VERMA	HOD	1/28/2016	UDC	1/28/2016	
91		RGNF-SRF- AJEET K RAO	HOD	1/28/2016	UDC	1/28/2016	
92		BILL OF GH	HOD	1/28/2016	UDC	1/28/2016	
93		BILL OF PICCADILY HOTEL	HOD	1/28/2016	UDC	1/28/2016	
94		TEMPORARY TRANSFER OF FUND FOR PAYMENT OF FELLOWSHIP		1/28/2016	VC	2/1/2016	
95		IMPREST		1/28/2016	CASHIER	1/28/2016	dispose off
96		NET-JRF/UGC	HOD	1/28/2016	ARF	2/1/2016	
97		CASH REIMBURSEMENT		1/28/2016	ARF	1/28/2016	
98		RENOVATION/REPAIRING OF WASHROOMS IN THE UNIVERSITY		1/28/2016	CASHIER	1/28/2016	dispose off
99		IMPREST	Co-orditr	1/28/2016	ARF	1/28/2016	
100		Project payment file	Co-orditr	1/28/2016	SA	1/28/2016	
101		RGNF Ms. Bela Turkey Kaushal	R	2/1/2016	FO	2/1/2016	
102		imrest money	DIR	2/1/2016	UDC	2/1/2016	
103		Remuneration RCA	DIR	2/1/2016	LDC	2/1/2016	
104		Purchasing of Plumbing goods	EE	2/1/2016	SA	2/1/2016	
105		Refreshment on the occasion of 26th Jan. 2014	VC	2/1/2016	Cashier	2/1/2016	
106		Report on unspent balance under Non Plan & Plan A/C	ARF	2/1/2016	VC	2/1/2016	
107		JRF Fellowship	ARA	2/1/2016	UDC	2/1/2016	
108		Imprest	DIR	2/1/2016	UDC	2/1/2016	
109		Scaning Electron Microscope Service	DIR	2/1/2016	LDC	2/1/2016	
110		143/DAAS/BBAU/15 ICM	Head	2/1/2016	FO	2/1/2016	
111		Proposal for National Seminar	Head	2/1/2016	ARF	2/1/2016	
112		Imprest	ARS	2/1/2016	UDC	2/1/2016	
113		special lecture	Dean	2/1/2016	SOI	2/1/2016	
114		Proposal for Hostling the intersity tournament	VC	2/1/2016	FO	2/1/2016	
115		DST- Start up young Scientist	VC	2/1/2016	ARF	2/1/2016	
116		Special Lecture	Convener	2/1/2016	UDC	2/1/2016	
117		Renovate of VVIP Tiolet in main Auditorium (PM Visit)	R	2/1/2016	SOI	2/1/2016	
118		Imprset	COE	1/28/2016	ARF	2/1/2016	
119		Hiring of Acturian	SO	2/1/2016	ARF	2/1/2016	
120		Honorarium	DIR	2/1/2016	LDC	2/1/2016	
121		PM Visit Advance	VC	2/1/2016	SA	2/1/2016	
122		Cleaning of External granite stone floor in the main Auditorium	Sol	2/1/2016	ARF	2/1/2016	