

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7272R	ICSSR TWO DAY NATIONAL SEMINAR		1/20/2016	FO	2/2/2016	
2	5827R	Painting and vitrifieds flooring at VCs	R	1/25/2016	EE	2/2/2016	
3		ICM	HOD	1/25/2016	VC	2/2/2016	
4	4232R	Dr.RN Bhargava Contingency-DST-SERB Proj	DEM	1/25/2016	Cashier	2/2/2016	
5	4372R	Subhead- Technical Assistance	DAP	1/27/2016	FO	2/2/2016	
6		6वें दीक्षान्त समारोह हेतु बुक खरीदने के संबंध में		1/28/2016	ARF	2/2/2016	
7	3022R	IUST	R	1/28/2016	Cashier	2/2/2016	
8	4219R	ALUMINIUM partition work in RCA BUILDING	R	1/28/2016	Cashier	2/2/2016	dispose off
9	4068R	VC RESIDENCE(MAINTENANCE WORK) P-2	R	1/28/2016	Cashier	2/2/2016	Speak
10	6772R	supply of electrical goods P-3	R	1/28/2016	FO	2/2/2016	
11	6839R	ALMIRAH FOR ESTATE SECTION	R	1/28/2016	FO	2/2/2016	
12	7127R	COMMITTEE FOR THE PURCHASE OF CHEMICAL	R	1/28/2016	SOI	2/2/2016	
13	4707R	PF OF SHRI SK GOEL VOL-3	R	1/28/2016	VC	2/2/2016	
14	7560R	T/C PF OF SMT. MINAKSHI KHARE	R	1/28/2016	FO	2/2/2016	
15	3238R	NET-JRF/UGC	HOD	1/28/2016	ARA	2/2/2016	
16	4006/R	RGNF Ms. Bela Turkey Kaushal	R	2/1/2016	Head	2/2/2016	
17	3613/R	Scanning Electron Microscope Service	DIR	2/1/2016	ARS&P	2/2/2016	
18	6734/R	A/C opening CCSD-2015	VC	2/1/2016	convener csd	2/2/2016	
19	4672/R	NATIONAL KNOWLEDGE NETWORK	ARA	2/2/2016	LDC	2/2/2016	
20	7886/R	T/C PF of Dr. Manish Kumar Verma	R	2/2/2016	LDC	2/2/2016	
21		Imprest	Head	2/2/2016	UDC	2/2/2016	
22	7283/R	GRANT FOR UPGRADATION OF COMPUTER CENTER	DIR, CC	2/2/2016	SOI	2/2/2016	
23	6108/R	201/Appointment of RA under Young Scientist scheme/DIT	Head	2/2/2016	SA	2/2/2016	
24	4157/R	UP-CST Project No. CST/D.1214	ARA	2/2/2016	SA	2/2/2016	
25	6612/R	RGNF Sadhana Singh Sagar	ARA	2/2/2016	UDC	2/2/2016	
26		Cleaning of Sofa in the Main Auditorium	R	2/2/2016	SOI	2/2/2016	
27	3567/R	Purchasing of Plumbing goods		2/2/2016	ARF	2/2/2016	