

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7941R	POSTER COMPITION CELEBRATING OF 20TH FOUNDATION DAY	R	2/11/2016	FO	2/26/2016	
2	4573R	Field visit & workshops +5 files			FO	2/26/2016	
3	7946R	UGC-RGNF MR. ABHAY PRAKASH RAWAT	R	2/19/2016	ACADEMIC	2/26/2016	
4	7986R	20TH FOUNDATION DAY TRANSPORT COMMITTEE	R	2/19/2016	FO	2/26/2016	
5	6333R	IMPREST	R	2/19/2016	FO	2/26/2016	
6	6148R	वि०वि० के तीनों गेटों पर बैरियर लगवाने के संबंध में	R	2/19/2016	EE	2/26/2016	
7	1816F	PAYMENT OF TA BILLS OF VC P-2	VC	2/19/2016	FO	2/26/2016	
8		SPECIAL INVITEE		2/22/2016	FO	2/26/2016	
9	7900R	COORDINATOR COMMITTEE/DIRECTOR MEETING SCHEDULED ON 26TH NOV2015		2/22/2016	FO	2/26/2016	
10	4079R	JRF-2013	DRM	2/22/2016	SOII	2/26/2016	
11	3599R	T/C PF OF SHRI MANOJ KUMAR (LTC)	R	2/23/2016	FO	2/26/2016	
12	4232R	Dr.RN Bhargava Contingency-DST-SERB Proj	R	2/23/2016	FO	2/26/2016	
13	3218R	IMPREST	R	2/23/2016	FO	2/26/2016	
14	3342R	Imprest of petrol for Bush cutter	R	2/23/2016	FO	2/26/2016	
15	3163R	IMPREST P-5	R	2/23/2016	FO	2/26/2016	
16	7596R	T/C Pf of shri Brij Mohan, (LTC)	R	2/23/2016	FO	2/26/2016	
17	3675R	GUNNER FOR HON'BLE VC	R	2/23/2016	SOII	2/26/2016	
18	7198R	LUSCON-2015	SHS	2/23/2016	FO	2/26/2016	
19	4448R	मालियों के अतिरिक्त वेतन के संबंध में	R	2/23/2016	FO	2/26/2016	
20	6414R	TA/DA+4FILES ATTACHED	DEM	2/23/2016	FO	2/26/2016	
21	4241R	TELEPHONE CORRESPONDENCE	R	2/24/2016	FO	2/26/2016	
22	3314R	imprest	R	2/24/2016	FO	2/26/2016	
23	6159R	International conference ICCPMPD-2016	R	2/24/2016	FO	2/26/2016	
24	1622F	CONTINGENCY-DST PROJ	DBT	2/24/2016	FO	2/26/2016	
25	7271R	PURCHASE OF FURNITURE & OTERS ITEMS FOR ARF	STR	2/24/2016	FO	2/26/2016	

26	7478R	purchase of executive high revolving chair for R office	STR	2/24/2016	FO	2/26/2016	
27	3043R	SOCIAL SCIENCE JOURNALS PRINTING	VC	2/24/2016	SOI	2/26/2016	
28	4794R	REGISTRATION FIRM FOR FURNITURE/STATIONARY ITEMS	STR	2/24/2016	Cashier	2/26/2016	
29	7647R	Group Insurance Policy for New appointment	VC	2/24/2016	SOII	2/26/2016	
30	6556R	PURCHASE OF VIDEO DISPLAY TO BE INSTALLED INSIDE CAMPUS	VC	2/24/2016	DR.VIPIN SAXNA	2/26/2016	
31	506F	IMPREST	USIC	2/24/2016	FO	2/26/2016	
32		IMPREST	SGH	2/24/2016	FO	2/26/2016	
33	6752R	PUBLICATIONS OF MANNUAL	SHS	2/25/2016	FO	2/26/2016	
34	7632R	REPAIR OF PHOTOCOPIER MACHINE	vc	2/25/2016	SOII	2/26/2016	
35	7233R	REPAIR OF PHOTOCOPIER MACHINE DAP	VC	2/25/2016	SOI	2/26/2016	
36	5539R	TA/DA tour programme DR.DEVESH KUMAR	vc	2/25/2016	Cashier	2/26/2016	
37	8014R	TRANSPORT & ACCOMODATION COMMITTEE	R	2/25/2016	udc	2/26/2016	
38	6942R	PURCHASING OF PHAWARA KHURPA ETC	R	2/25/2016	FO	2/26/2016	
39	3402R	INSURANCE RENEWAL FOR VEHICLE	R	2/25/2016	FO	2/26/2016	
40		DD REGARDING FILE 2015-16	COE	2/25/2016	Cashier	2/26/2016	dispose off
41		MEDIA/PUBLICATION COMMITTEE	MCJ	2/25/2016	Cashier	2/26/2016	dispose off
42		IMPREST	RCA	2/25/2016	SOII	2/26/2016	
43	7618R	PHOTOCOPY MACHINE	RCA	2/25/2016	SOI	2/26/2016	
44		T/C PF OF DR. RAKESH PRADHAN,CMO		2/25/2016	FO	2/26/2016	
45		नववर्ष के उपलक्ष्य में सूक्ष्म जलपान का आयोजन		2/25/2016	FO	2/26/2016	
46	4843R	estate maintenance works	EO	2/26/2016	SA	2/26/2016	
47	3410R	Advance for B.tech programme	UIET	2/26/2016	LDC	2/26/2016	
48	4386R	SYMPOSIUM ON SARDAR PATEL TO CELEBRATE HIS 139 BIRTH ANIVERSARY ORGANISED	R	2/26/2016	FO	2/26/2016	
49	7985R	PRINTING & DISTRIBUTION OF INVITATION CARDS	R	2/26/2016	sa	2/26/2016	
50	8031R	PURCHASE OF BRIEFCASE	R	2/26/2016	LDC	2/26/2016	

51	7676R	PURCHASE OF BATTERY FOR EXAMINATION SECTION	R	2/26/2016	SA	2/26/2016	
52	7965R	UTILIZATION CERTIFICATE CONSTRUCTION ATIVITIES	R	2/26/2016		2/26/2016	
53	4150R	Registrar mobile bill payment file	R	2/26/2016	LDC	2/26/2016	
54	4094R	UP32DC4006	R	2/26/2016	LDC	2/26/2016	
55	3393R	Medical reimbursement(TEACHING)	R	2/26/2016	FO	2/26/2016	
56	7634R	कनिष्क छात्रावास में साउण्ड सिस्टम बीजक के आधार पर खरीदने से संबंधित पत्रावली	R	2/26/2016	ldc	2/26/2016	
57	7937R	CST UP PROJ ACCOUNT OPENING	R	2/26/2016	SA	2/26/2016	
58	7356R	IQAC NMP VERMA	R	2/26/2016	FO	2/26/2016	
59		XII PLAN 2012-13 2016-17	FIN	2/26/2016	ARF	2/26/2016	
60	3806R	COMPUTER COACHING FILE	RCP	2/26/2016	LDC	2/26/2016	
61	4679R	NET-COACHING	VC	2/26/2016	FO	2/26/2016	
62	5879R	PURCHASE OF UPS	VC	2/26/2016	FO	2/26/2016	
63	8019R	फोटोकापी मशीन मरम्मत के संबंध में	vc	2/26/2016	FO	2/26/2016	
64		vc residence camp office.....		2/26/2016	Cashier	2/26/2016	
65		Auditorium curtain repair works		2/26/2016	Cashier	2/26/2016	
66		B.VOC FLORICULTURE & LANDSCAPE GARDENING	DAPS	2/26/2016	LDC	2/26/2016	
67	7333R	CLEARING AND LEVELING OF FIELDS ALLOTTED FOR B.VOC	DAPS	2/26/2016	LDC	2/26/2016	
68		PROCEDURE FOR REFUND OF FEES	FIN	2/26/2016	VC	2/26/2016	
69	7934R	UPCST PROJ.- RECRUITMENT OF RESEARCH ASSISTANT	VC	2/19/2016	Cashier	2/22/2016	dispose off
70	4211R	PURCHASE OF MEDICINES	VC	2/19/2016	Cashier	2/22/2016	dispose off
71		SPECIAL INVITEE		2/22/2016	LDC	2/22/2016	
72	7285R	PROGRESS REVIEW OF THE WORKS COSTING MORE THAN....	R	2/22/2016	ARF	2/22/2016	
73	7826R	GPAT SCHOLARSHIP FOR M.PHARMA STUDENT	R	2/22/2016	FO	2/22/2016	
74	7938R	CIRCULAR	R	2/22/2016	FO	2/22/2016	

75		IMPREST	GH	2/22/2016	UDC	2/22/2016	
76		CONTRACTUAL FACULTIES PAYMENT	VC	2/22/2016	FO	2/22/2016	DISCUSS
77	4906R	BRaille SECTION 2014-15	VC	2/22/2016	LIB	2/22/2016	
78	3297R	Purchase of diesel for Genset	VC	2/22/2016	SOII	2/22/2016	
79	6161R	विश्व हिन्दी सम्मेलन भोपाल,2015	VC	2/22/2016	SOII	2/22/2016	
80	7635R	MBA-Infrastructure management	VC	2/22/2016	FO	2/22/2016	DISCUSS
81	7900R	COORDINATOR COMMITTEE/DIRECTOR MEETING SCHEDULED ON 26TH NOV2015		2/22/2016	FO	2/22/2016	
82		DELHI VISIT		2/22/2016	FO	2/22/2016	
83	3779R	PURCHASE OF P OSTAL STAMP		2/22/2016	ARF	2/22/2016	
84	5082R	Cash advance		2/22/2016	ARF	2/22/2016	
85	6752R	Publication of mannual	COMMU.COL	2/22/2016	SA	2/22/2016	
86	6804R	REIMBURESMENT OF CONFERENCE FEES	SHS	2/22/2016	FO	2/22/2016	
87	3039R	JRF-2012	DRM	2/22/2016	UDC	2/22/2016	
88	4079R	JRF-2013	DRM	2/22/2016	UDC	2/22/2016	
89	7460R	ONLINE QUIZ COMPITION	VC	2/24/2016	ARF	2/24/2016	
90	6727R	PURCHASE OF STATIONARY ITEMS-VI	VC	2/24/2016	ARF	2/24/2016	
91	7645r	GOMTI GALLERY	VC	2/24/2016	ARF	2/24/2016	
92	7945R	CONSUMABLE PURCHASE ANAND PRAKASH	VC	2/24/2016	ARF	2/24/2016	
93		GOWN COMMITTEE FILE	VC	2/24/2016	ARF	2/24/2016	
94		IMPREST	VC	2/24/2016	ARF	2/24/2016	
95	6556R	PURCHASE OF VIDEO DISPLAY TO BE INSTALLED INSIDE CAMPUS	VC	2/24/2016	FO	2/24/2016	
96	6869R	ELECTRICAL WIRING FOR DIT &DCS	VC	2/24/2016	ARF	2/24/2016	
97	4603R	मा10 अटल जी व मालवीय जी के जन्म दिवस के उपलक्ष्य में आयोजित सेमिनार	VC	2/24/2016	ARF	2/24/2016	
98	4030R	I-CARD FOR STUDENT	VC	2/24/2016	FO	2/24/2016	
99		IMPREST	VC	2/24/2016	ARF	2/24/2016	
100	5082R	Cash advance	VC	2/24/2016	ARF	2/24/2016	

101	506F	IMPREST	USIC	2/24/2016	UDC	2/24/2016	
102	1113F	CORSPONDENCE WITH O/O CAG ,NEW DELHI	VC	2/24/2016	FO	2/24/2016	
103	3011R	Minor equipment for field station	VC	2/24/2016	H-DES	2/24/2016	
104	7910R	ACADEMIC ACTIVITY- S.MAJI	VC	2/24/2016	R	2/24/2016	
105	7802R	ACADEMIC ACTIVITY- SANJAY KUMAR	VC	2/24/2016	R	2/24/2016	
106		Invitation Card & Brochure Printing	HIS	2/24/2016	ARF	2/24/2016	