

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	Cashier	2/29/2016	
2		यात्रा भत्ता प्राप्ति हेतु कार्योत्तर स्वीकृति हेतू द्वारा प्रो०सुदर्शन वर्मा		2/15/2016	FO	2/29/2016	
3	4573R	Field visit & workshops +5 files			VC	2/29/2016	
4	3804R	GPAT FELLOWSHIP 2014-16	R	2/18/2016	H-PHARMA	2/29/2016	
5		BILL OF GH		2/18/2016	FO	2/29/2016	
6	7844R	CANCELLATION OF ADMISSION WITH ATTACHED	DRM	2/18/2016	ACADEMIC	2/29/2016	
7	7946R	UGC-RGNF MR. ABHAY PRAKASH RAWAT	R	2/19/2016	ACADEMIC	2/29/2016	
8	7298R	UGC-POST-DOC KAMINI NARAIN	R	2/19/2016	H-DES	2/29/2016	
9	7986R	20TH FOUNDATION DAY TRANSPORT COMMITTEE	R	2/19/2016	VEHICLE	2/29/2016	
10	6333R	IMPREST	R	2/19/2016	Cashier	2/29/2016	
11	7178R	Purchase of FYM for rose garden	GBS	2/19/2016	FO	2/29/2016	
12	6929R	GBC	GBS	2/19/2016	CO-GBS	2/29/2016	
13	7476R	प्रशासनिक भवन खण्ड स०.४ स्थित पुरानी.....	VC	2/19/2016	EE	2/29/2016	
14	1816F	PAYMENT OF TA BILLS OF VC P-2	VC	2/19/2016	VC	2/29/2016	
15		SPECIAL INVITEE		2/22/2016	Cashier	2/29/2016	dispose off
16		CONTRACTUAL FACULTIES PAYMENT	VC	2/22/2016	Cashier	2/29/2016	
17	7900R	COORDINATOR COMMITTEE/DIRECTOR MEETING SCHEDULED ON 26TH NOV-2015		2/22/2016	LDC	2/29/2016	

18	5387R	FENCING OF FIELD FOR THE PROJ ENTITLED	daps	2/22/2016	DAPS	2/29/2016	
19	4990R	FALSE CEILING WORK OF COMMITTEE ROOM OF ADMIN BLOCK	ee	2/23/2016	Cashier	2/29/2016	dispose off
20	4692R	ADVANCES	CC	2/23/2016	FO	2/29/2016	
21	3599R	T/C PF OF SHRI MANOJ KUMAR (LTC)	R	2/23/2016	so(e)	2/29/2016	
22	4232R	Dr.RN Bhargava Contingency-DST- SERB Proj	R	2/23/2016	VC	2/29/2016	
23	3573R	CONTINGENCY UP-CST PROJ	R	2/23/2016	Cashier	2/29/2016	dispose off
24	3218R	IMPREST	R	2/23/2016	Cashier	2/29/2016	dispose off
25	3342R	Imprest of petrol for Bush cutter	R	2/23/2016	VC	2/29/2016	
26	7999R	ESTABLISHMENT OF NURSERY	R	2/23/2016	SA	2/29/2016	
27	3839R	ADVANCE FOR MISCELLANEOUS WORK	R	2/23/2016	Cashier	2/29/2016	dispose off
28	7370R	Book-stoppers	R	2/23/2016	SA	2/29/2016	
29	3163R	IMPREST P-5	R	2/23/2016	SOII	2/29/2016	
30	7596R	T/C Pf of shri Brij Mohan, (LTC)	R	2/23/2016	AR(E)	2/29/2016	
31	3675R	GUNNER FOR HON'BLE VC	R	2/23/2016	Cashier	2/29/2016	dispose off
32	7198R	LUSCON-2015	SHS	2/23/2016	Cashier	2/29/2016	dispose off
33	4448R	मालियों के अतिरिक्त वेतन के संबंध में	R	2/23/2016	Cashier	2/29/2016	dispose off
34	6414R	TA/DA+3FILES ATTACHED	DEM	2/23/2016	PI-NK ARORA	2/29/2016	
35	5387R	FENCING OF FIELD FOR THE PROJ ENTITLED	DAPS	2/23/2016	SOI	2/29/2016	
36		COMMUNITY RADIO DELHI VISIT		2/22/2016	ARF	2/29/2016	
37	4241R	TELEPHONE CORRESPONDENCE	R	2/24/2016	soii	2/29/2016	
38	3314R	imprest	R	2/24/2016	ARF	2/29/2016	
39	6159R	International conference ICCPMPSD- 2016	R	2/24/2016	VC	2/29/2016	

40	6071R	EMERITUS FELLOWSHIP	R	2/24/2016	R	2/29/2016	
41	1564F	TONER/CARTRIDGE/STATIONARY	EXAM	2/24/2016	COE	2/29/2016	
42	1622F	CONTINGENCY-DST PROJ	DBT	2/24/2016	VC	2/29/2016	
43	7271R	PURCHASE OF FURNITURE & OTERS ITEMS FOR ARF	STR	2/24/2016	Cashier	2/29/2016	dispose off
44	7478R	purchase of executive high revolving chair for R office	STR	2/24/2016	STR	2/29/2016	
45		SANCTION FOR NEWSPAPERS	DMCJ	2/24/2016	FO	2/29/2016	
46	506F	IMPREST	USIC	2/24/2016	Cashier	2/29/2016	dispose off
47		IMPREST	SGH	2/24/2016	Cashier	2/29/2016	dispose off
48		OPHOTOGRAPHY & VIDEOGRAPHY FOR THE EVENT	VC	2/25/2016	PROF.VIPIN SAXENA	2/29/2016	
49	6752R	PUBLICATIONS OF MANNUAL	SHS	2/25/2016	VC	2/29/2016	
50	8015R	PROJECTOR REPAIR	R	2/25/2016	FO	2/29/2016	
51	6942R	PURCHASING OF PHAWARA KHURPA ETC	R	2/25/2016	vc	2/29/2016	
52	3402R	INSURANCE RENEWAL FOR VEHICLE	R	2/25/2016	VC	2/29/2016	
53	3900R	MISCELLANEOUS	DST	2/25/2016	DST-CPR	2/29/2016	
54		IMPREST	RCA	2/25/2016	STENO	2/29/2016	
55		नववर्ष के उपलक्ष्य में सूक्ष्म जलपान का आयोजन		2/25/2016	Cashier	2/29/2016	dispose off
56	7940R	POL IMREST (TC)			VC	2/29/2016	
57	4386R	SYMPOSIUM ON SARDAR PATEL TO CELEBRATE HIS 139 BIRTH ANIVERSARY ORGANISED	R	2/26/2016	STENO	2/29/2016	
58	8031R	PURCHASE OF BRIEFCASE	R	2/26/2016	FO	2/29/2016	
59	4150R	Registrar mobile bill payment file	R	2/26/2016	AR(TELE)	2/29/2016	
60	3393R	Medical reimbursement(TEACHING)	R	2/26/2016	R	2/29/2016	

61	4679R	NET-COACHING	VC	2/26/2016	LDC	2/29/2016	
62	5879R	PURCHASE OF UPS	VC	2/26/2016	CO-CC	2/29/2016	
63	8019R	फोटोकापी मशीन मरम्मत के संबंध में	vc	2/26/2016	LDC	2/29/2016	
64		TRANSPORT TWO-DAY INTERNATIONAL SEMINARON 15-16FEB	SOCI	2/26/2016	LDC	2/29/2016	
65	7951R	PURCHASE OF COMPUTER,PRINTER AND UPS	R	2/26/2016	STR	2/29/2016	
66	6267R	MAINTENACE AND FLORAL TRIBUTE TO STATUE	EO	2/29/2016	SA	2/29/2016	
67	8041R	Dr. RN BHARGAVA(REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE)	R	2/29/2016	UDC	2/29/2016	
68	3930R	AMC OF DG SETS P-2		2/29/2016	Cashier	2/29/2016	dispose off
69	3958R	JRF FELLOWSHIP FUND	FIN	2/29/2016	VC	2/29/2016	
70	8018R	PURCHASE OF COLOURED STICKER FOR CONVOCATION	STR	2/29/2016	ARF	2/29/2016	
71	7980R	PURCHASE AND INSTALLATION OF ACS	STR	2/29/2016	SA	2/29/2016	
72	1816F	PAYMENT OF TA BILLS OF VC P-2	VC	2/29/2016	FO	2/29/2016	
73	6159R	International conference ICCPMPD-2016	VC	2/29/2016	ARF	2/29/2016	
74	4573R	Field visit & workshops +5 files	VC	2/29/2016	ARF	2/29/2016	
75	3342R	Imprest of petrol for Bush cutter	VC	2/29/2016	ARF	2/29/2016	
76	3402R	INSURANCE RENEWAL FOR VEHICLE	VC	2/29/2016	ARF	2/29/2016	
77		PROCEDURE FOR REFUND OF FEES	VC	2/29/2016	FO	2/29/2016	
78	1622F	CONTINGENCY-DST PROJ	VC	2/29/2016	ARF	2/29/2016	

79	6752R	PUBLICATIONS OF MANNUAL	VC	2/29/2016	ARF	2/29/2016	
80	4232R	Dr.RN Bhargava Contingency-DST-SERB Proj	VC	2/29/2016	ARF	2/29/2016	
81	7940R	POL IMREST (TC)	vc	2/29/2016	Cashier	2/29/2016	dispose off
82	5350R	JRF OF HARKIRAN KAUR	LAW	2/29/2016	udc	2/29/2016	
83	30	IMPREST	RCP	2/29/2016	UDC	2/29/2016	
84	7495R	IMPREST	HDFS	2/29/2016	ARF	2/29/2016	
85	7928R	ESTABLISHMENT OF COMPUTER-LAB AND OTHER MESCELLANEOUS WORKS	DRM	2/29/2016	ARF	2/29/2016	
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	मा0 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	