

| S.No. | File/Letter No. | Subject | From whom Received | Received Date | Sent to | Sent Date | Remarks |
|-------|-----------------|---|--------------------|---------------|---------------------|-----------|---------|
| 1 | | FIELD VISIT | DAPS | 12/17/2015 | CASHIER | 1/6/2016 | |
| 2 | | Upgradation of lenovo computers | HOD | 12/23/2015 | fo | 1/6/2016 | |
| 3 | 5896R | Advance contingency | hod | 12/23/2015 | arf | 1/6/2016 | |
| 4 | 4679R | NET-COACHING | RCP | 12/28/2015 | CO-RCP | 1/6/2016 | |
| 5 | 4265R | कुलपति कार्यालय का अनुरक्षणीय कार्य | R | 12/28/2015 | CASHIER | 1/6/2016 | |
| 6 | 7005R | PF OF SHRI ISHWAR CHANDRA V-III | R | 12/28/2015 | FO | 1/6/2016 | |
| 7 | 3994R | M.Phil programme payment file | hod | 12/29/2015 | arf | 1/6/2016 | |
| 8 | 4508R | RGNF-SRF DEEP CHANDRA | HOD | 12/29/2015 | VC | 1/6/2016 | |
| 9 | | DST-SERC FTR Proj.+purchase 02+dst utilization +dst purchase 01 | DAP | 12/29/2015 | H-DAP | 1/6/2016 | |
| 10 | | Imprest | RCA | 12/30/2015 | SOII | 1/6/2016 | |
| 11 | 7529R | निजी यात्राओं हेतु पेटोल अग्रिम समायोजन पत्रावली | R | 12/30/2015 | CASHIER | 1/6/2016 | |
| 12 | 7025R | T/C PF of Pawan k chaurasia (LTC) | R | 12/30/2015 | CASHIER | 1/6/2016 | |
| 13 | 7200R | Purchase of computer for compute lab | R | 12/30/2015 | VC | 1/6/2016 | |
| 14 | 3011R | Minor equipment for field station | R | 12/30/2015 | H-DES | 1/6/2016 | |
| 15 | 6981R | JRF- AMIT,GYANSAGAR,KULDEEP | SOCI | 12/31/2015 | VC | 1/6/2016 | |
| 16 | 3583R | RGNF 2009-10 | SOCI | 12/31/2015 | VC | 1/6/2016 | |
| 17 | | IMPREST | HOD | 12/31/2015 | SOII | 1/6/2016 | |
| 18 | 5915R | IMPREST | COE | 12/31/2015 | SOII | 1/6/2016 | |
| 19 | 5631R | UC | R | 1/1/2016 | daps | 1/6/2016 | |
| 20 | 6752R | Publication of manual | R | 1/1/2016 | fo | 1/6/2016 | |
| 21 | 4029R | Capital maintenance of SAS | R | 1/1/2016 | vc | 1/6/2016 | |
| 22 | 6094R | T/C PF OF Dr. sartik bagh LTC | R | 1/1/2016 | VC | 1/6/2016 | |
| 23 | 5940R | UC (SERB-DST PROJ) | R | 1/1/2016 | Dr.v elangvan-PI | 1/6/2016 | |
| 24 | 3968R | medical reimbursement (non-Teaching) | R | 1/1/2016 | fo | 1/6/2016 | |
| 25 | 5628R | INDO-RUSSIAN PROJ.(MAIN FILE) | DAP | 1/1/2016 | fo | 1/6/2016 | |
| 26 | 2064R | IMPREST | CC | 1/1/2016 | fo | 1/6/2016 | |
| 27 | 1509R | IMPREST | NKN | 1/1/2016 | ARF | 1/6/2016 | |
| 28 | | IMPREST | LAW | 1/1/2016 | SOII | 1/6/2016 | |
| 29 | 5261R | Releasing JRF-2012 | ACAD | 1/1/2016 | arf | 1/6/2016 | |
| 30 | | Dr. manjari shukla DST proj. | dbt | 1/1/2016 | VC | 1/6/2016 | |
| 31 | | Purchase of plants for botanical garden | VCS | 1/1/2016 | arf | 1/6/2016 | |

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| 32 | 6263R | T/C PF of Prof. KL Mahawar(LTC) | R | 1/4/2016 | ARF | 1/6/2016 | |
| 33 | 3385R | Training programme | R | 1/4/2016 | fo | 1/6/2016 | |
| 34 | 7525R | JRF Ms. Maya Bharti | R | 1/4/2016 | ACADEMIC | 1/6/2016 | |
| 35 | 5928R | Almirah for lab & Lib. | HOD | 1/4/2016 | arf | 1/6/2016 | |
| 36 | | Dr. Rima kumari Start up research grant(YS) | des | 1/4/2016 | ARF | 1/6/2016 | |
| 37 | 703F | NKN Virtual class room advacce | vcr | 1/4/2016 | fo | 1/6/2016 | |
| 38 | | Maintenance work Toilet Mirror | | 1/4/2016 | fo | 1/6/2016 | |
| 39 | 4647R | Staff salary | dst | 1/4/2016 | ARF | 1/6/2016 | |
| 40 | 3388R | Renovation of GH TOILET +I FILE ATTACHED | EE | 11/16/2015 | EE | 1/6/2016 | |
| 41 | 3567R | Purchasing of plumbing goods | ee | 1/5/2016 | sa | 1/6/2016 | |
| 42 | 4843R | estate maintenance works | eo | 1/5/2016 | arf | 1/6/2016 | |
| 43 | 6639R | Shiv shankar UPCST Proj. | des | 1/5/2016 | ARF | 1/6/2016 | |
| 44 | 6264R | T/C PF of Prof.RB Ram(LTC) | R | 1/5/2016 | ARF | 1/6/2016 | |
| 45 | 7488R | Office Order/Circulars Issued from FO office | | 1/5/2016 | ARF | 1/6/2016 | |
| 46 | 6938R | Purchase of computer&Digital copier machine | R | 1/5/2016 | R | 1/6/2016 | |
| 47 | 3933R | POL imprest | | 1/5/2016 | ARF | 1/6/2016 | |
| 48 | 3519R | JRF-DST | R | 1/5/2016 | ARF | 1/6/2016 | |
| 49 | 7634R | कनिष्क छात्रावास में साउण्ड सिस्टम बीजक के आधार पर खरीदने से संबंधित पत्रावली | R | 1/5/2016 | STR | 1/6/2016 | |
| 50 | 7652R | Volleyball court | R | 1/5/2016 | Sport | 1/6/2016 | |
| 51 | 6251R | Post-Paid sim for FO | R | 1/6/2016 | arf | 1/6/2016 | |
| 52 | 4117R | Payment of Vc's Mobile bill | R | 1/6/2016 | arf | 1/6/2016 | |
| 53 | 7655R | PFMS | R | 1/6/2016 | fo | 1/6/2016 | |
| 54 | 7643R | High mast light in the uni. | R | 1/6/2016 | SOI | 1/6/2016 | |
| 55 | 4311R | Civil Maintenance work2014-15 | R | 1/6/2016 | fo | 1/6/2016 | |
| 56 | 3399R | Renovation in SES BUILDING | R | 1/6/2016 | SA | 1/6/2016 | |
| 57 | 5617R | Retro reflective guide map | R | 1/6/2016 | sa | 1/6/2016 | |
| 58 | 4900R | IMPREST | R | 1/6/2016 | UDC | 1/6/2016 | |
| 59 | 3297R | Purchase of diesel for Genset | R | 1/6/2016 | ldc | 1/6/2016 | |
| 60 | | GIS | | 1/6/2016 | R | 1/6/2016 | |
| 61 | 7531R | Purchase of digital watch for committee room | str | 1/6/2016 | CASHIER | 1/6/2016 | |
| 62 | 2833f | Uni.Film | DMCJ | 1/6/2016 | LDC | 1/6/2016 | |
| 63 | 7642R | Decorative light works on Foundation day celebration | VC | 1/6/2016 | fo | 1/6/2016 | |
| 64 | 6108R | Appointement of RA under YS SCHEME | VC | 1/6/2016 | CASHIER | 1/6/2016 | |
| 65 | 7510R | Purchase of GIGI | VC | 1/6/2016 | FO | 1/6/2016 | |

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| 66 | 7601R | Repairing of stage in main auditorium | VC | 1/6/2016 | CASHIER | 1/6/2016 | |
| 67 | 7524R | Requirement chemical/glassware/plastic ware | VC | 1/6/2016 | fo | 1/6/2016 | |
| 68 | 7399R | MALTI FUNCTIONAL PRINTER BIIJAK | VC | 1/6/2016 | w-kh | 1/6/2016 | |
| 69 | 3128R | Repair of Spectrophotometer | VC | 1/6/2016 | H-DES | 1/6/2016 | |
| 70 | 7518R | LEVELING WORK BACK SIDE CLB | VC | 1/6/2016 | CASHIER | 1/6/2016 | |
| 71 | 6576R | Purchase of UPS | VC | 1/6/2016 | str | 1/6/2016 | |
| 72 | 7204R | CONTINGENCY/ADVANCE/UGC | VC | 1/6/2016 | CASHIER | 1/6/2016 | |
| 73 | 7603R | Purchase of sports Items | VC | 1/6/2016 | dcs | 1/6/2016 | |
| 74 | | Botanical garden fencing | VC | 1/6/2016 | fo | 1/6/2016 | |
| 75 | 7618R | PHOTOCOPY MACHINE | VC | 1/6/2016 | dir-rca | 1/6/2016 | |
| 76 | 7559R | Advance | VC | 1/6/2016 | CASHIER | 1/6/2016 | |
| 77 | | purchase of biometric machine for the uni. | VC | 1/6/2016 | dcs | 1/6/2016 | |
| 78 | 7479R | Gardening & Beautification committee | VC | 1/6/2016 | FO | 1/6/2016 | |
| 79 | 6768R | Maintenance of Instruments | VC | 1/6/2016 | CASHIER | 1/6/2016 | |
| 80 | 4448R | मालियों के अतिरिक्त वेतन के संबंध में | VC | 1/6/2016 | fo | 1/6/2016 | |
| 81 | | Advance for LUSCON-2015 | VC | 1/6/2016 | CASHIER | 1/6/2016 | |
| 82 | 5782R | PF OF Dr.Amit k.Mishra | VC | 1/6/2016 | fo | 1/6/2016 | |
| 83 | 5630R | PF OF DR. Rahul varshney | VC | 1/6/2016 | fo | 1/6/2016 | |
| 84 | 7029R | Purchase of chemical glassware& plasticware 2015-16 | VC | 1/6/2016 | fo | 1/6/2016 | |
| 85 | 4833R | transport committee natinal social science conference | VC | 1/6/2016 | CASHIER | 1/6/2016 | |
| 86 | | Proposal for 400mt. | VC | 1/6/2016 | fo | 1/6/2016 | |
| 87 | 7587R | Shifted with complete modular furniture | VC | 1/6/2016 | CASHIER | 1/6/2016 | |
| 88 | 7370R | Book-stoppers | VC | 1/6/2016 | lib | 1/6/2016 | |
| 89 | 6569R | Purchase of PCI Wireless LAN CARD | VC | 1/6/2016 | CASHIER | 1/6/2016 | |
| 90 | 3675R | GUNNER FOR HON'BLE VC | R | 1/6/2016 | CASHIER | 1/6/2016 | |
| 91 | 7588R | Nz,He Gases for BET | R | 1/6/2016 | arf | 1/6/2016 | |
| 92 | 7469R | payment of DPW | R | 1/6/2016 | arf | 1/6/2016 | |
| 93 | 5717R | special lecture P-II | HOD | 1/6/2016 | LDC | 1/6/2016 | |
| 94 | | ICSSR FELLOWSHIP P-II | HOD | 1/6/2016 | UDC | 1/6/2016 | |
| 95 | 6858R | Two day national seminar | HOD | 1/6/2016 | UDC | 1/6/2016 | |
| 96 | 4666R | UP32CX6091 | R | 1/6/2016 | LDC | 1/6/2016 | |
| 97 | 6915R | Financial support for molecular analysis | ACAD | 1/6/2016 | fo | 1/6/2016 | |
| 98 | | Fellowship Claim forms of Ph.D Scholars | HOD | 1/6/2016 | udc | 1/6/2016 | |
| 99 | 2537f | imprest | des | 1/6/2016 | udc | 1/6/2016 | |
| 100 | 5100R | Dr. Gaurav raj dwivedi proj SERB | | 1/6/2016 | SA | 1/6/2016 | |
| 101 | | UGC-SAP UC& Progress Report(cons.) | SOCI | 1/6/2016 | soi | 1/6/2016 | |
| 102 | 7475R | केन्द्रीय पुस्तकालय में स्वीपित दोनों लिफ्टों का वार्षिक अनु० | vc | 1/6/2016 | ee | 1/6/2016 | |