

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7828/R	Imprest, Computer centre + 3 files	FO	20/1/2016	FO	21/1/2016	अनुमोदित अगर नियमानुसार है ।
2	382/FO	RGNF, Mr. Dhiraj Kumar, Ph.D.	FO	20/1/2016	FO	21/1/2016	Yes as per rule
3	3679/R	Activation of CSIR-JRF of Mr. Atul, DBT	FO	20/1/2016	FO	21/1/2016	Yes as per rule
4	6581/R	P.O.L. Imprest File (T.C), Vehicle Sec,	R	21/1/2016	R	21/1/2016	Yes if as per rules
5	_	one confidential file of result Vol-II in a closed envelope	COE office	21/1/2016	COE office	21/1/2016	Confidential
6	4006/R	Ms. Bela Turkey Kaushal ,RGNF File, DAAS + 1 File (Ph.D. Thesis)	FO	21/1/2016	R	21/1/2016	Please do the needful immediately
7	_	Communication Procedure Committee VI Convocation, Prof. R. P. Singh/Sangeeta Saxena	COE office	21/1/2016	COE office	21/1/2016	Ok