

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	6996R	INSTALLATION OF SUBMERSIBLE PUMP	VC	02.11.16	ARF/SO/ARF/SOI	30.12.16	
2	7336R	TC MONITERING/INVESTMENT OF FUND	FW	03.11.16	ARF/FO/ARF/FO	03.01.17	
3	9675R	SALARY STATEMENT TO UGC M K PADHY	R	28.11.16	DR.MK PADHY	03.01.17	
4	6494R	Payment of legal fee Rajan mishra,S.M singh+4 FILE ATTACHED	R	30.11.16	FO/ARF/SOII/FO	03.01.17	
5	3579R	हिन्दी पखवारा	हि०प्र०	07.12.16	FO/ARF/SOII/LDC/arf/FO/ARF	03.01.17	
6		COMPLAINT AGAINST REGISTER MADE BY FO WITH THIS OFFICE	DE	08.12.16	FO/ARF/SOI/ldc/ARF	30.12.16	
7	3444R	UP32FS3613	VEHI	14.12.16	VK TRIPATHI	30.12.16	
8		DEMONSTRATION & TARINING (M/C) PAYMENT + 4952R FILE	VC	14.12.16	DIR-UIET	30.12.16	
9		TA/DA FILE OF UPCAR PROJ	DAPS	14.12.16	SA/SO/ARF/FO/SA/ARF	30.12.16	
10	5525R	PH.D VIVA-VOCE EXAMINATION (TA FOR EXTERNAL MEMBERS)	R	16.12.16	H-DPS	30.12.16	
11	6630R	FOR FEE REFUND TO TOPPER			R	30.12.16	
12	3346R	PURCHASE OF BUSH CUTTER	EE	19.12.16	VC	30.12.16	
13		FURNISHING OF MOAT COURT	EE	19.12.16	AR(S&P)	30.12.16	
14		REPAIR OF PHOTOCOPIER MACHINE OF DEAN,SAS	STR	19.12.16	VC	30.12.16	
15		PURCHASE OF TONER FOR COLOUR PHOTOCOPIER MACHINE ACADEMIC SEC.	STR	19.12.16	LDC/ARF/FO/ARF/FO	30.12.16	
16	3837R	ADVANCE FOR UNI. FUNTIONS	R	19.12.16	LDC/ARF/FO/ARF	03.01.17	

17	7404R	IEC	R	19.12.16	cashIER	03.01.17	disposed off
18	9318R	DR. MADHUKAR SAXENA-FELLOWSHIP GRANT	DBT	21.12.16	VC	30.12.16	
19	6271R	PHOTOCOPY MACHINE CARTRIDGE	STR	21.12.16	H-DEM	03.01.17	
20	5070R	IMPREST	CGH	21.12.16	CASHIER	03.01.17	disposed off
21	3401R	REGUEST FOR MOSQUITO NETTING TO COVER WINDOUS OF CGH	EE	21.12.16	VC	30.12.16	
22		GROUND WATER PROJECT-II DR. V.DUTTA	DES	21.12.16	VC	30.12.16	
23		DR RIMA KUMARI DST-YS TRAVEL GRANT FILE		21.12.16	VC	30.12.16	
24	8088R	START UP YOUNG SCIENTIST FELLOWSHIP	DES	21.12.16	VC	30.12.16	
25	3070R	SAMIKSHA INSPIRE FELLOWSHIP	DAP	22.12.16	VC	30.12.16	
26	9566R	FEE REFUND PROCESS FILE			R	30.12.16	
27	9531R	REFUND OF FEES VOL-2			R	30.12.16	
28	8136R	DAS RESEARCH LAB SBBT REQUIREMENT	EE	22.12.16	VC	30.12.16	
29	6508R	FWLL TELE BILL PAYMENT	TELE	22.12.16	cashier	03.01.17	disposed off
30		IMPREST(confidential)	COE	22.12.16	CASHIER	03.01.17	disposed off
31	9769R	WORKSHOP	R	23.12.16	VC	30.12.16	
32	4082R	CHILDREN EDUCATION -3	R	23.12.16	VC	30.12.16	
33	9379R	FEE REFUND SATELLITE CAMPUS	R	23.12.16	STENO/ARF	03.01.17	
34	9282R	SERB-N-PDF DR. ASHISH K MISHRA	R	23.12.16	SA/ARF/FO/VC	30.12.16	
35		SANCTION FOR NEWSPAPER	DMCJ	23.12.16	CASHIER	03.01.17	disposed off
36	4009R	IMPREST	VC	23.12.16	ARF/SOII/steno/ARF/FO/ARF/SOII/ARF	03.01.17	
37	9749R	PFMS REGARDING	R	23.12.16	FO/ARF/SOI	30.12.16	

38	3740R	विशिष्ट उधानीकरण कार्य	R	23.12.16	FO/ARF/S OI/SA	03.01.17	
39	3297R	purchase of diesel for genset	R	26.12.16	LDC/ARF/ FO	30.12.16	
40	7445R	PURCHASE OF UNI LIB ITEMS	R	26.12.16	LDC/ARF/ SOII	30.12.16	
41	6249R	PURCHASE OF CARTRIDGES FOR VCS	STR	26.12.16	CASHIER	03.01.17	disposed off
42		CURTAIN FOR ROOM-225	STR	26.12.16	CASHIER	30.12.16	disposed off
43		PURCHASE OF PODIUM FOR THE DIT	STR	26.12.16	LDC/ARF/ FO	30.12.16	
44	9541R	PROF.SHUBHINI A. SARAF LTC			R	30.12.16	
45	6052R	WASHING POLISHING AND REFRESHMENT BILL	VC	26.12.16	FO/ARF/S O/STENO	03.01.17	
46	9738R	STATUS OF EXPENDITURE OF XII PLAN A/C	VC	26.12.16	FO/ARF/S OI	30.12.16	
47	8763R	GIRLS HOSTEL'S STREET LIGHT MAINTENANCE WORKS	VC	26.12.16	FO/ARF	30.12.16	
48	8423R	PURCHASE OF UPS FOR DISPATCH SEC.	STR	26.12.16	CASHIER	03.01.17	disposed off
49	3874R	PURCHASE OF STATIONARY ITEMS FOR BOM MEETING	STR	26.12.16	CASHIER	03.01.17	disposed off
50	4846R	DG SET MAINTENANCE WORK	STR	26.12.16	SA/ARF/F O/ARF	30.12.16	
51		ICCICPR-2017		26.12.16	VC	30.12.16	
52		REPAIR OF REVOLVING CHEIR IN DEPTT OF ECONOMICS	STR	26.12.16	STENO/AR F/FO/ARF /SOII	30.12.16	
53		PROCUREMENT OF CHEMICAL UNDER DST-SERB GRANT- DR.JAWAHAR LAL,+3 FILE ATTACHED	DAC	27.12.16	VC	30.12.16	
54	4086R	CAUTION MONEY	ACAD	27.12.16	STENO/AR F	03.01.17	

55		TA/DA FILE OF UPCAR FUNDED PROJECT ENTITLED	DAPS	28.12.16	CASHIER	03.01.17	disposed off
56	9066R	DR. DEEPTI BARNWAL	DES	28.12.16	VC	30.12.16	
57	4901R	Path way of open parking for RCA	EE	28.12.16	ARF/SOI/S A	03.01.17	
58	8190R	PROPOSAL FOR MANAGEMENT STUDIES BUILDING	EE	28.12.16	SOI/SA	30.12.16	
59	3675R	GUNNER FOR HON'BLE VC	SECURITY	28.12.16	CASHIER	03.01.17	disposed off
60		PURCHASE OF LIGHTING LAMP			CASHIER	03.01.17	disposed off
61	4839R	CONSUMABLES UNDER PROJ	R	28.12.16	DAP	30.12.16	
62	3104R	IMPREST	R	28.12.16	CASHIER	03.01.17	disposed off
63	4588R	LEGAL FEE-RAJESH TIWARI	R	28.12.16	ARF/SOII/ SA	30.12.16	
64	9056R	IMPREST	R	28.12.16	STENO/AR F/FO	30.12.16	
65	9752R	नयी दिल्ली यात्रा सडक मार्ग से	R	29.12.16	FO/ARF	30.12.16	
66		CHEMICALS/GLASSWARWES ETC		29.12.16	SA/ARF	30.12.16	
67		HEAD OF EXPENDITURE : TRAVEL	DAC	29.12.16	SA/ARF	30.12.16	
68		HEAD OF EXPENDITURE: CONTINGENCY	DAC	29.12.16	SA/ARF	30.12.16	
69	7049R	DST INSPIRE FELLOWSHIP AMARJYOTI DAS	DEM	29.12.16	VC	30.12.16	
70	3886R	Renovation of council hall	EE	29.12.16	FO/ARF	30.12.16	
71	7465R	PAYMENT OF LETTER PAD ETC		29.12.16	CASHIER	30.12.16	disposed off
72		IMPREST		30.12.16	CASHIER	30.12.16	disposed off
73	8804R	RE-CONSTUION OF CAMPUS BOUNDARY WALL	EE	30.12.16	FO/ARF/S OI	30.12.16	
74	9419R	PURCHASE OF BOOKS	DEM	30.12.16	ARF/FO	30.12.16	

75	9785R	T/C PF PROF.MY KHAN LTC	ESTT	30.12.16	STENO/AR F/FO	30.12.16	
76	3304R	माननीय कुलपति महोदय मोबाइल बीजक भुगतान पत्रावली		30.12.16	CASHIER	30.12.16	disposed off
77	8593R	maintenance of type B residence	R	30.12.16	SA/ARF/S OI/SA	03.01.17	
78	9453R	PAYMENT OF BILLS IN CONNECTION WITH ADVEERTISEMENT FOR TEACHING AND N/T POSITION	REC	30.12.16	FO/ARF/S OI/SA	03.01.17	
79	9627R	PURCHASE OF ROTAVATOR		30.12.16	ARF/SOI/S A	03.01.17	
80		PURCHASE OF GLASSWARE FROM DST FUNDED PROJ		30.12.16	ARF/FO	30.12.16	
81	9229R	ELECTRICAL MATERIAL FILE OF RCA		30.12.16	ARF	30.12.16	
82	3534R	JRF FELLOWSHIP	DPS	30.12.16	FO	30.12.16	
83	9694R	NON-NET FELLOWSHIP-2016-17 MS MONISHA .....	R	30.12.16	STENO	30.12.16	
84		FOUNDATION DAY	SOE	30.12.16	LDC	30.12.16	
85		IMPREST	DPS	30.12.16	STENO	30.12.16	
86	3342R	IMPREST	R	30.12.16	STENO/AR F	03.01.17	
87	3484R	Diesel for tractor	R	30.12.16	STENO/AR F	03.01.17	
88	9811R	REGARDING LABORATORY CONSTRUCTION	R	30.12.16	SA	30.12.16	
89		वार्षिक सम्मेलन आई0आई0ए0 हेतु अनुमोदन हेतु प्रो0एन0एम0पी0 वर्मा	DE	30.12.16	ldc	03.01.17	
90		ADJUSTMENT EXPENDITURE RCA EXAMINATION2016-17	RCA	30.12.16	LDC	03.01.17	
91	9258R	ADCANCE FOR DISPLAY BOARD ETC FILE OF RCA	RCA	03.01.17	LDC	03.01.17	
92	301F	IMPREST	DPS	03.01.17	STENO	03.01.17	
93	8931R	DST PROJ PROF. RAM CHANDRA		03.01.17		03.01.17	
94	6369R	IMPREST	DSW	03.01.17	STENO	03.01.17	
95	4647R	Staff salary	DST	03.01.17	STENO	03.01.17	
96		PROPOSAL FOR INSTALLATION OF WATER FACILITY FOR STUDENTS AT THE UNI PLAY GROUND	SPORT	03.01.17	SA	03.01.17	

97	9707R	INTER SCHOOL FOOTBALL FROM 14TH DEC2016.....		03.01.17	ARF	03.01.17	
98		HEAD OF EXPENDITURE: FELLOWSHIP	DAC	03.01.17	SA	03.01.17	
99		DST-SERB GRANT OF DR. JL HEAD: MANPOWER SALARY(PROJ FELLOW, RECURRING ITEMS-A)	DAC	03.01.17	SA	03.01.17	
100	9318R	DR. MADHUKAR SAXENA-FELLOWSHIP GRANT	VC	03.01.17	CASHIER	03.01.17	disposed off
101		DR. RIMA KUMARI DST-YS TRAVEL GRANT FILE	VC	03.01.17	CASHIER	03.01.17	disposed off
102	9769R	WORKSHOP	VC	03.01.17	ARF	03.01.17	
103	3070R	SAMIKSHA INSPIRE FELLOWSHIP	VC	03.01.17	CASHIER	03.01.17	disposed off
104		REPAIR OF PHOTOCOPIER MACHINE OF DEAN,SAS	VC	03.01.17	CASHIER	03.01.17	disposed off
105	3401R	REGUEST FOR MOSQUITO NETTING TO COVER WINDOUS OF CGH	VC	03.01.17	FO	03.01.17	
106		BUDGET ESTIMATION FOR ROADSIDES STARS	VC	03.01.17	FO	03.01.17	
107		ICCICPR-2017	VC	03.01.17	ARF	03.01.17	
108	8088R	DR. RIMA KUMARI YS FELLOWSHIP	VC	03.01.17	SA	03.01.17	
109	8502R	IMPREST	RSO	03.01.17	STENO	03.01.17	
110	9699R	IPCBAU-2017	PHARMA	03.01.17	STENO	03.01.17	
111	9821R	CULTURAL PROGRAMME OF FOUNDATION DAY	ESTT	03.01.17	STENO	03.01.17	
112	4102R	IMPREST	R	03.01.17	STENO	03.01.17	
113	4839R	CONSUMABLES UNDER PROJ	DAPS	03.01.17	SA	03.01.17	
114	7049R	DST INSPIRE FELLOWSHIP AMARJYOTI DAS	VC	03.01.17	CASHIER	03.01.17	disposed off
115	9066R	DR. DEEPTI BARNWAL	VC	03.01.17	CASHIER	03.01.17	disposed off
116	3346	PURCHASE OF BUSH CUTTER	VC	03.01.17	CASHIER	03.01.17	disposed off
117	9799R	SERB GRAMT DR.JL RECURRING ITEMS-A (HEAD: TRAVEL)	RSO	03.01.17	SA	03.01.17	
118	8589R	MEDICAL REMBURSEMENT FILE REGISTRAR & FO & COE	R	03.01.17	STENO	03.01.17	
119	7205R	UGC-MRP (2015-16)	DIT	03.01.17	SA	03.01.17	

120		BUDGET ESTIMATION FOR FILM LUNCH-BOX	VC	03.01.17	FO	03.01.17	
121		BUDGET ESTIMATION FOR FILM CHEERS	VC	03.01.17	FO	03.01.17	
122	9803R	LTC DR. MS KHAN	VC	03.01.17	FO	03.01.17	
123	3228R	IMPREST	VC	03.01.17	ARF	03.01.17	
124		PRINTER OF RCA OFFICE	RCA	03.01.17	FO	03.01.17	