

S.No	File.No	Subject	From whom Received	Received Date	Sent to		Remark
1	10407R	DR. ASHISH KUMAR MISHRA NPDF, SERB,DST	R	11.12.17	SA/ARF/FO /ARF/FO	03.01.18	
2	3806R	COMPUTER COCHING PROGRAEME	RCP	14.12.17	FO/ARF/SO I/ldc/FO/VC	03.01.18	
3		SALARY FILE FOR RCA CONTRACTUAL STAFF	RCA	18.12.17	FO/ARF/SO I/SA/ARF/F O	03.01.18	
4	6111R	PART TIME MEDICAL ATTENDANT APPOINTMENT OF CONTACT BASIS	R	22.12.17	ARF/SOI/C ASHIER/UD C/VC	03.01.18	
5		HONORARIUM FOR RESOURCE PERSON OF RCA	RCA	22.12.17	FO/ARF/SO I/UDC/CAS HIER	03.01.18	
6		IMPREST MONEY FOR SES	SES	22.12.17	FO/SOII/AN KIT/ARF/FO	03.01.18	
7	11033R	T/C PF OF PROF NMP VERMA LTC	R	26.12.17	ANKIT/ARF/ FO	03.01.18	
8		ADVANCE FOR PROF. RB RAM (HOL)	HOL	26.12.17	UDC/SOI/A RF/FO	03.01.18	
9	8309R	GPF(ADVANCE AND WITHDRWAL TEACHING AND NON TEACHING PART 4	R	27.12.17	ANKIT/SO/ ARF/FO/VC	03.01.18	
10	11592R	MID TERM TECHNICAL REPORT MRP PROJECT UGC NEW DELHI PROF RANA PRATAP SINGH	R	27.12.17	FO/R	03.01.18	

11	3675R	VICE-CHANCELLOR GUNNER	SS	28.12.17	LDC/SOI/AR F/FO/VC	03.01.18	
12		NEWSPAPER & PERIODICALS	RCA	29.12.17	LDC/SOI/AR F/FO	03.01.18	
13	10845R	CAUTION MONEY FILE FOR PROF RB RAM	R	29.12.17	ANKIT/ARF/ FO	03.01.18	
14	556/DH R	मानवाधिकार विभाग के ब्यख्यान कछो संकाय कछो एवं कार्यालय की खिडकियों के पर्दे चेनल एवं अन्य सामग्रियों की मरम्मत हेतु पत्रावली	मानवाधिकार विभाग	29.12.17	वित्त अधिकारी/कु लपति महोदय जी	03.01.18	by hand prof. sudarshan verma mem
15	7048R	SERVICING OF ELECTRIC LAWN MOWER	GBS	01.01.18	UDC/SOI/F O	03.01.18	
16	7642R	DECORATIVE LIGHTING WORKS ON FOUNDATION DAY CELEBRATIONS	EE	29.12.17	SA/ARF/FO	03.01.18	
17		FILE FOR THE REQUIREMENT OF 01 NEW PHOTOCOPIER MACHINE AND 01 MULTIPURPOSE PRINTER	DHR/SLS	01.01.18	FO/by hand prof. sudarshan verma mem	03.01.18	
18		FILE FOR THE REQUIREMENT OF ONE COMPUTER SYSTEM WITH UPS FOR CENTRE OF POST GRADUATE LEHAL STUDIES, SLS	STR	01.01.18	FO/by hand prof. sudarshan verma mem	03.01.18	

19		FILE FOR THE REQUIREMENT ONE PHOTOCOPY MACHINE FOR CENTRE OF POST GRADUATE LEGAL STUDIES,	STR	01.01.18	FO/by hand prof. sudharshan verma mem	03.01.18	
20		FILE FOR THEREQUIREMENT OF 01 NEW LAPTOP/COMPUTER WITH UPS AND 01 NEW PROJECTOR WITH STAND SCREEN FOR MOOT COURT	STR	01.01.18	FO/by hand prof. sudharshan verma mem	03.01.18	
21	11026R	SPORTS EVENTS TO BE CONDUCTED FOR THE A/C YEAR 2017-18 INTER UNIVERSITY KABADDI & CRICKET HELD AT MOU ROHAK.	SPORTS	01.01.18	ARF/SOI	03.01.18	
22	7152R	GPF/CPF ADVANCE/WITHDRAWAL NON-TEACHING PART-IV	R	02.01.18	ANKIT/ARF/FO	03.01.18	
23		TA BILL FILE OF HONBLE VICE CHANCELLOR	VC	02.01.18	ARF/SOI	03.01.18	
24	8894R	DR.JAVEED AHMAD BHAT	DPS	02.01.18	ARF/FO	03.01.18	
25		SERB N-PDF DR. OMESH BAJPAI C/O VENKATESH DUTTA FOR ADVANCE (TOUR ETC)	VC	02.01.18	ARF/SOI	03.01.18	
26	4094R	UP32DC4006 TATA INDIGO	VC	02.01.18	ARF/SOI	03.01.18	
27		PROPOSAL FOR 01 PHOTOCOPY MACHINE & 02 PROJECTOR	STR	02.01.18	FO/by hand prof. sudharshan verma mem	03.01.18	
28		ADVANCE FOR CONVOCATION PROF. RAM CHANDRA	BY HAND	02.01.18	arf/FO	03.01.18	

29		PROPOSAL FOR PURCHASE OF CHEMICAL/GLASSWARE + 2 FILE ATTCH		02.01.18	ARF/FO	03.01.18	
30	11201R	BINDING OF PRINT JOURNALS AND LIBRARY BOOKS	GBL	03.01.18	FO	03.01.18	
31	7365R	REPAIR OF DOUBLE DISTILLATION UNIT	DAC	03.01.18	FO	03.01.18	
32		CHEMICALS ETC.	DAC	03.01.18	FO	03.01.18	
33		MAINTENANCE AND REPAIRING IN REARING HOUSE AND OTHER BUILDING	EE	03.01.18	SA	03.01.18	
34	11559R	T/C PROF. M.Y KHAN REGARDING SUPERANNUATION	DBT	03.01.18	FO/DR	03.01.18	
35	10174R	FOTO COPY MACHINE REGARDING	AR(S&P)	03.01.18	FO	03.01.18	
36		PURCHASE OF TONER FOR COLOUR PHOTO COPIER MACHINE IN ACADEMIC SECTION	STR	03.01.18	FO	03.01.18	
37	7632R	REPAIR OF PHOTO COPIER MACHINE	STR	03.01.18	FO	03.01.18	
38		TA PAYMENT OF NMP VERMA JODHPUR	ECO	03.01.18	UDC	03.01.18	
39	6415R	LIBRARY COMMITTEE (PROCEEDING)	VC	03.01.18	FO	03.01.18	
40	11559R	T/C PROF. M.Y KHAN REGARDING SUPERANNUATION	DR	03.01.18	FO	03.01.18	
41	7897R	t/c pf PAYMENT OF DPW-II	BY HAND	03.01.18	FO/VC	03.01.18	