

| S.No | File/Letter No. | Subject | From whom Received | Received Date | Sent to | Sent Date | Remarks |
|------|-----------------|---|--------------------|---------------|----------------------------------|-----------|---------|
| 1 | | REPAIRING OF LAB EQUIPMENT | DAPS | 14.06.16 | HEAD-DAPS | 19.07.16 | |
| 2 | 3804/R | GPAT FELLOWSHIP | DPS | 05.07.16 | FO/STENO/ARF/FO | 19.07.16 | |
| 3 | 8616/R | APPROVAL FOR ONE AC (DR. JAWAHARLAL) | ACADEMIC | 05.07.16 | ARF/SO1/SA/ARF/FO/ARF/SOI/SA/ARF | 19.07.16 | |
| 4 | 8762/R | ELECTRICAL MAINTENANCE WORK OF HELATH CENTRE | R | 08.07.16 | FO/SA/ARF/SOI/SA/ARF | 19.07.16 | |
| 5 | 8302/R | T/C PF OF SHRI SAHEB SARAN, LAB ASSTT.HD&FS | R | 08.07.16 | FO/STENO/ARF/FO/ARF | 19.07.16 | |
| 6 | 8771/R | PURCHASE OF BOXES STEEL FOR SC/ST CELL | R | 08.07.16 | DR(SC/ST CELL) | 19.07.16 | |
| 7 | 3858/R | FILE FOR THE PAYMENT OF REMUNERATION BILLS OF DISSERTATION FOR THE IV SEMESTER EXERNAL EXAMINARE IN DHR | DHR | 08.07.16 | FO/ARF/SOI/SA/ARF | 19.07.16 | |
| 8 | 8777/R | REPAIR FLOORING IN COMPUTER LAB | R | 11.07.16 | SOI/SA/ARF/FO/ARF/SOI | 19.07.16 | |
| 9 | 5283/R | PROJECT FUND UTILISATION DST PROJECT Dr.SHAILESH KUMAR | DAC | 11.07.16 | SA/ARF/FO | 19.07.16 | |
| 10 | 7667/R | UGC-SAP-UC & PROGRESS REPORT | DS | 11.07.16 | FO/SA/ARF/FO | 19.07.16 | |
| 11 | 3660/R | INSTALLATION OF CURTAIN RODS IN PLACE OF PELMETS | SH | 11.07.16 | LDC/ARF/FO | 19.07.16 | |

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| 12 | 8796/R | DELAY CASE SHIFTING OF STATUE & DEVELOPMENT OF AMBEDKAR MEMORIAL PARK UNDERTAKEN DURING 11TH PLAN | R | 11.07.16 | SA/ARF | 19.07.16 | |
| 13 | 8793/R | DELAY CASE OHT&WATER SUPPLY WORK UNDERTAKEN DURING 11TH PLAN | R | 11.07.16 | SA/ARF | 19.07.16 | |
| 14 | 8795/R | DELAY CASE IN ROAD WORK UNDER TAKEN DURING 11TH PLAN | R | 11.07.16 | SA/ARF | 19.07.16 | |
| 15 | 8794/R | DELAY CASE CONSTRUCTION OF HEALTH CENTER UNDERTAKEN DURING 11TH PLAN | R | 11.07.16 | SA/ARF | 19.07.16 | |
| 16 | 8372/R | POWER SUPPLY EXTENSION TO SHADE NET/POLYHOUSE | R | 12.07.16 | ARF/SOI/ SA/ARF/F O | 19.07.16 | |
| 17 | | REQUIREMENT OF CHEMICALS | DAC | 12.07.16 | ARF/SOI/ SA/ARF/F O | 19.07.16 | |
| 18 | 8713/R | UGC-JRF -SRF Ms.NAMITA GUPTA | VC | 12.07.16 | R | 19.07.16 | |
| 19 | 6338/R | CLAM PENTING BEFORE SOLE ARBITRATOR ARISING OUT OF ARBITRATION CASE NO.04 OF 2013 M/S SUN SECURITY SERVICES V/ BBAU & ANOTHER | VC | 12.07.16 | FO/ARF/S OI/SA/FO /CASH | 19.07.16 | disposed off |
| 20 | 6768/R | MAINTENANCE OF INSTRUMENTS | VC | 12.07.16 | FO | 19.07.16 | |
| 21 | 7447/R | MAINTENANCE GRANT FILE DEPTT. HD&FS | SHS | 12.07.16 | FO/ARF/S OI/SA/AR F/FO | 19.07.16 | |
| 22 | 8157/R | PRINTING/SUPPLY | R | 12.07.16 | casH | 19.07.16 | disposed off |
| 23 | 3783/R | MAINTENANCE OF RESIDENTIAL BUILDING | R | 12.07.16 | SOI/SA /ARF/SOI/ CASH | 19.07.16 | disposed off |
| 24 | | DD REGARDING FILE | COE | 12.07.16 | ARF/SOI/ CASH | 19.07.16 | disposed off |
| 25 | 8558/R | PURCHASE OF ELECTRICAL CABLE | EE | 13.07.16 | VC | 19.07.16 | |

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| 26 | 8753/R | URGENT ELECTRICAL WORK | EE | 13.07.16 | AE(E) | 19.07.16 | |
| 27 | | UGC(NON-NET) 2015-16 | VC | 13.07.16 | ARF/SOII/ CASH | 19.07.16 | disposed off |
| 28 | 1816/FO | PAYMENT OF TA BILLS OF VC P-2 | VC | 13.07.16 | LDC/ARF/ FO | 19.07.16 | |
| 29 | 8729/R | REQUIREMENT OF DEPARTMENT LIBRARY (U.G.COURES) | DRM | 13.07.16 | ARF/SOI/ SA/ARF | 19.07.16 | |
| 30 | 8754/R | IMPREST FOR B.B.A.&B.COM (H) | DRM | 13.07.16 | ARF/FO/A RF | 19.07.16 | |
| 31 | 8787/R | EQUIPMENT MRP PROJECT PROF. RANA P. SINGH DES | VC | 13.07.16 | ARF/SOI/ SA | 19.07.16 | |
| 32 | 8511/R | ACP/MACP SCHEME FOR N/T STAFF. | VC | 13.07.16 | ARF/SOII | 19.07.16 | |
| 33 | 4056/R | REQUIREMENT OF ONE CLEANER | R | 14.07.16 | SA/ARF | 19.07.16 | |
| 34 | 8614/R | PRINT JOURNALS AND MAGAZINES YEAR 2016 | GBL | 14.07.16 | SA/ARF | 19.07.16 | |
| 35 | 7332R | PATHWAY FOR BOTANICAL GARDEN | VC | 14.07.16 | ARF/SOI/ CASH | 19.07.16 | disposed off |
| 36 | | REQUIREMENTS Dr. JIWAN SINGH ASSTT. PROF. | VC | 14.07.16 | VC | 19.07.16 | |
| 37 | | PUBLICATION OF TENDER NOTICE | VC | 14.07.16 | AR(S&P) | 19.07.16 | |
| 38 | | MODIFIED ASSURED CAREER PROGRESSION SCHEME OF SHRI ATUL BAJPAI | VC | 14.07.16 | R BY HAND AR(E) | 19.07.16 | |
| 39 | | पत्रकारिता एवं जनसंचार विभाग के एम० फिल० सत्र -२०१४-१५ के छात्र-छात्राओं की शेष बची शुल्क की धनराशि की वापसी के सम्बन्ध में | DMCJ | 14.07.16 | STENO/A RF | 19.07.16 | |
| 40 | | IMPREST MONEY | RCA | 14.07.16 | STENO/A RF/FO | 19.07.16 | |
| 41 | | एल एल० एम० चतुर्थ सेमेस्टर के विद्यार्थियों के शोध-निबंध के मूल्यांकन हेतु बाहर के परीक्षक के बिल फॉर्म भगतान हेतु | विधि विभाग | 14.07.16 | STENO/A RF | 19.07.16 | |
| 42 | | NEWSPAPER & PERIODICALS | RCA | 15.07.16 | LDC/ARF/ FO | 19.07.16 | |

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| 43 | 6396R | IMPREST MONEY | SBH | 15.07.16 | STENO/A RF/FO | 19.07.16 | |
| 44 | 4817R | EMPREST MONEY FOR EXAM SECTION | EXAM SEC | 15.07.16 | STENO/A RF/FO | 19.07.16 | |
| 45 | | END SEMESTER EXAMINATION MAY-2016 | COE | 15.07.16 | STENO/A RF | 19.07.16 | |
| 46 | 8248R | REQUIREMENT OF HARD DISK | CC | 15.07.16 | LDC/ARF | 19.07.16 | |
| 47 | 7268R | PAYMENT FOR NEWSPAPER AND MAGAZINE | GBL | 18.07.16 | LDC/ARF/ FO | 19.07.16 | |
| 48 | 5684R | ADVANCE FOR CARTRIDGE | DAC | 18.07.16 | LDC/ARF/ FO | 19.07.16 | |
| 49 | | ONLINE BACKUP SERVER | DIT | 18.07.16 | LDC/CASH | 19.07.16 | disposed off |
| 50 | 4117/R | PAYMENT OF VICE-CHANCLER MOBILE BILL | R | 18.07.16 | LDC/FO | 19.07.16 | |
| 51 | 3566/R | ENGAGEMENT OF LDC(02 NOS) | R | 18.07.16 | R | 19.07.16 | |
| 52 | 8657/R | Dr.RIMA KUMARI DST-START PROJECT | R | 18.07.16 | SA/ARF | 19.07.16 | |
| 53 | 8800/R | SECURITY MONEY REFUND(AUDITORIUM &SES HALL) | R | 18.07.16 | EO | 19.07.16 | |
| 54 | 4289/R | APPROVAL FOR HIRING OF TAXI | R | 18.07.16 | R | 19.07.16 | |
| 55 | 8810/R | PAYMENT DISSERTATION WORK | R | 18.07.16 | STENO/A RF | 19.07.16 | |
| 56 | 8124/R | TELEPHONE BILL | R | 18.07.16 | LDC/ARF/ FO | 19.07.16 | |
| 57 | 5554R | AC PLANT OF VC OFFICE | AE(E) | 18.07.16 | AE(E) | 19.07.16 | |
| 58 | 8328R | INVERTER REPAIRING WORKS | AE(E) | 18.07.16 | SA/ARF | 19.07.16 | |
| 59 | 4189/R | AMC OF CEILING FAN & EXGAUST FANS | AE(E) | 18.07.16 | VC | 19.07.16 | |
| 60 | 7931R | PAYMENT OF SANITATION AGENCY | R | 18.07.16 | FO/SA | 19.07.16 | |
| 61 | 7285/R | PROGRESS REVIEW OF THE WORKS COSTING MORE THAN Rs.10 CRORES | R | 18.07.16 | R | 19.07.16 | |
| 62 | 2524F | FN TA BILL (T/C) OF HON'BLE VICE CHANCELLOR | VC | 18.07.16 | LDC/ARF | 19.07.16 | |

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| 63 | 3247/R | Dr.BEER SINGH BHADAURIA,DAM | R | 18.07.16 | LDC/ARF | 19.07.16 | |
| 64 | 7878/R | NATIONAL SYMPOSIUM ON 13-14 APRIL 2016 | DE | 19.07.16 | STENO | 19.07.16 | |
| 65 | | IMPREST MONEY | DIT | 19.07.16 | STENO/A RF | 19.07.16 | |
| 66 | 4627/R | IMPREST MONEY | DLISc. | 19.07.16 | STENO | 19.07.16 | |
| 67 | 4679/R | CSIR/NET, COACHING PROGRAMME 09 | RCP | 19.07.16 | LDC | 19.07.16 | |