

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	4452R	CARTRIDGE/TONER+1 FILE ATTACHED	AR(S&P)	24.04.17	LDC/ARF/F O/H.DEM	26.07.17	
2		SALARY FILE FOR RCA STAFF	RCA	16.06.17	FO/ARF/SO F/LDC/SOF /ARF/FO/A RF/SOI/VC	26.07.17	BY HAND FO
3		IMPREST	DEM	28.06.16	STENO/SO/ ARF/FO/H. DEM	26.07.17	
4		FELLOWSHIP DR OMESH BAJPAI DR VENKATESH DUTTA	DES	19.07.17	STENO/AR F/SA/ARF	26.07.17	
5	10679R	AE(E) COUNTRACUAL SALARY INCRAMENT REGARDING	R	20.07.17	FO/EE	26.07.17	
6	8214R	SPORTS GROUND AREA LIGHTING WORKS	VC	20.07.17	FO/EE	26.07.17	
7	10502R	PROPOSAL FOR FINANCIAL SUPPORT ICNN DR. BAL CHANDRA YADAV	DAP	21.07.17	STENO/HO D-DAP	26.07.17	
8	6441R	INCREMENT FILE NON TEACHING	R	21.07.17	FO/SOF/LD C/vc	26.07.17	
9	10713R	IMPREST MONEY FOR DAC	DAC	24.07.17	FO	26.07.17	
10	4813R	TATA SUMO UP32DD525	AR(V)	24.07.17	FO	26.07.17	
11	7253R	OPEN GATE& MS RAILING OF BOTANATICAL GARDEN	EE	24.07.17	SOI/FO	26.07.17	
12	9901R	PF OF SH. RUDRA PRASAD SAHOO	R	24.07.17	SOI/LDC	26.07.17	
13	7152R	PF/CPF ADVANCE/ WITHDRWAL NON-TEACHING PART- IV	R	25.07.17	FO/VC	26.07.17	

14	7657R	SOUND SYSTEM MAINTENANCE WORK OF AUDITORIUM	EE	25.07.17	SOI/FO	26.07.17	
15	5836R	CONSTRUCTION OF STUDENT ACTIVITY CENTER	EE	25.07.17	SOI/FO/EE	26.07.17	
16	8190R	PROPOSAL FOR MANAGEMENT STUDIES BUILDING	VC	26.07.17	FO/ARF/SO F/CASHIER	26.07.17	DISPOSED OFF
17	8377R	CONSTRUCTION OF MAIN GATE NEAR SIDDARTHA BOYS HOSTEL	VC	26.07.17	FO/ARF/SO F/CASHIER	26.07.17	DISPOSED OFF
18		SEMINAR ON PREVENTION OF SEXUAL HARASMENT OF WOMEN AT WORKPLACE	ICC	26.07.17	SOII/STEN O	26.07.17	
19	10397R	CLEANING WORK	VC	26.07.17	FO/ARF/SO F	26.07.17	
20		RENOVATION OF MALE & FEMALE TOILET III FLOOR SES BUILDING PROF. RAM CHANDRA	VC	26.07.17	FO	26.07.17	
21	10421R	QIP SHORT TERM COURSE ON ADVANCES IN BIOPROCESS ENGINEERING 19TH TO 24TH JUNE, 2017 AT BHU VARANASI DR. G SUNIL BABU	VC	26.07.17	FO	26.07.17	
22	7812R	EARN WHILE LEARN SCHEME	VC	26.07.17	FO	26.07.17	
23		NEWSPAPER PAYMENT REGARDING	DPR	26.07.17	LDC	26.07.17	
24		SANCTION FOR NEWSPAPERS	DMCJ	26.07.17	LDC	26.07.17	
25		PROPOSAL FOR INTERCOM FACILITY/EPADX AT VC RESIDENCE& CAMP OFFICE	VC	26.07.17	FO	26.07.17	
26	6441R	INCREMENT FILE NON TEACHING	R	26.07.17	OTAN	26.07.17	
27	4109R	SERVICING OF M F TRACTOR UP 32 C2 1945	VC	26.07.17	ARF	26.07.17	