

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1		FEE REFUND	fw	5/4/2016	STENO/ARF/fo/ARF/SO/STENO	10.06.16	
2	4756R	PF of Smt. Sunita Pal, TA	R	02.06.16	fo/ARF/LDC/ARF	10.06.16	
3	6987R	PRINTING OF UNI. NAME ENVELOPES (ADVANCE	Reg	03.06.16	AR(S&P)	10.06.16	
4	7476R	prashashnik bhawan p 1 sthit purani laibrary me almunium partishion snd vitrified tiles flooring and 10	Reg	03.06.16	cashier	10.06.16	
5	3922R	construction of shelter shed along road side /maintenance	Reg	03.06.16	VC	10.06.16	
6	8586R	guest house rakh rakhaw and anurakshriya work	Reg	03.06.16	EE	10.06.16	
7	8028R	partition works admin block II nd floor	Reg	03.06.16	sa/ARF/FO	10.06.16	
8	7937R	cst up project contigincy /chemical head	Reg	03.06.16	VC	10.06.16	
9	4491R	ADVANCE ADJUSTMENT	Reg	03.06.16	Cashier	10.06.16	disposed off
10	8601R	t/c pf of manoj kr dhadwal	Reg	03.06.16	fo/soi/LDC/ARF	10.06.16	
11	5162R	pharmacy council of inda	Reg	03.06.16	SOI/SA/ARF/FO	10.06.16	
12		NEWSPAPER & PERIODICALS	RCA	03.06.16	dir-rca	10.06.16	
13		GUEST FACULTY PAYMENT(Dr. Richa Srivastava)	das	03.06.16	H-DAS	10.06.16	
14	3567R	Purchasing of plumbing goods	R	06.06.16	EE	10.06.16	
15	8255R	JRF VEER KUMAR RAI	R	06.06.16	R	10.06.16	
16	8485R	REQUIREMENT OF EQUIPMENT	STR	06.06.16	VC	10.06.16	
17		123th birth aniversary of invitation committee	VC	06.06.16	AR(E)	10.06.16	
18		memontos committee	VC	06.06.16	CO- DR.LC MALLIAH	10.06.16	

19	8345R	URGENT REQUIREMENT FOR PRINTER AND DONGLE	VC	06.06.16	FO/ARF/so/LDC	10.06.16	
20	5205R	PURCHASE OF EQUIPMENTS	VC	06.06.16	FO/arf/so/SA	10.06.16	
21	8093R	CONSUMABLES- PDF-DES	VC	06.06.16	FO/ARF/SO/SA	10.06.16	
22	8577R	DETAILED PROJ REPORT FOR ESTABLISHMENT OF STELLITE CAMPUS	VC	06.06.16	FO/ARF/SO	10.06.16	
23		DETERMINATION OF LIMITS FOR EXPENDITURE ON ENTERTAINMENT	VC	06.06.16	FO/PS/FO/arf	10.06.16	
24		FREESHIP TO RCA STUDENT	RCA	06.06.16	FO/ARF/so/STENO	10.06.16	
25		UGC-JRF MAHESH KUMAR	DES	06.06.16	AR(A)	10.06.16	
26	7268R	PAYMENT FOR NEWSPAPER&MAGAZINE	LIB	07.06.16	Cashier	10.06.16	disposed off
27	8211R	REFUND OF CAUTION MONEY	pharma	07.06.16	steno/ARF/fo/ARF/so/STENO	10.06.16	
28		Remuneration	R	07.06.16	LDC/ARF	10.06.16	
29	3400R	REPAIRING & PAINTING OF ADMINISTRATIVE BUILDING PHASE-1	R	07.06.16	Cashier	10.06.16	disposed off
30	7404r	Institutional ethics committee	R	07.06.16	ldc/ARF/FO/arf/SO/LDC	10.06.16	
31	8346R	YOGA FESTIVAL	SPORTS	07.06.16	Cashier	10.06.16	disposed off
32		IMPREST	RCA	08.06.16	Cashier	10.06.16	disposed off
33		IMPREST	IAO	08.06.16	IAO	10.06.16	SPEAK
34		DR.HS GOUR UNIVERSITY SAGAR MP ENTRANCE EXAM-2016	CS,ET-2016	08.06.16	Cashier	10.06.16	disposed off
35	8424R	PURCHASE OF KEY BOARD FOR FINANCE SECT.	STR	08.06.16	AR(S&P)	10.06.16	
36	8423R	PURCHASE OF UPS	STR	08.06.16	AR(S&P)	10.06.16	
37		PURCHASE OF PLASTICWARE	STR	08.06.16	VC	10.06.16	
38	8110R	PUCHASE OF FURNITURES FOR RCA	STR	08.06.16	AR(S&P)	10.06.16	

39	3023R	VEHICLE ENTRY PASS	STR	08.06.16	LDC/ARF/FO/ ARF/so	10.06.16	
40	8015R	PROJECTOR REPAIR	STR	08.06.16	AR(S&P)	10.06.16	
41		PAYMENT REMUNERATION OF EXTERNAL EXPERTS		08.06.16	LDC/ARF	10.06.16	
42	7153R	CHEMICAL PURCHASE	vc	08.06.16	arf/SOI/SA/FO	10.06.16	
43	4232R	Dr.RN Bhargava Contingency-DST-SERB Proj	vc	08.06.16	arf/SOI/SA/FO	10.06.16	
44	3968R	medical reimbursement (non-Teaching)+REGISTER AND 1 FILE ATTACHED	R	09.06.16	AR(E)	10.06.16	
45	4252R	up32 DQ6038	R	09.06.16	AR(V)	10.06.16	
46	8617R	REPLY OF AUDIT ATN (MHRD)	ESTT	08.06.16	FO/ARF/SO/A RF/FO	10.06.16	
47	8224R	REQUEST FOR COMPUTER, PRINTER AND AC	vc	09.06.16	AR(S&P)	10.06.16	
48	6992R	Medical reimbursement(Retired Employee)	R	09.06.16	CMO	10.06.16	
49	7105R	PUCHASE OF EPBX	STR	09.06.16	AR(S&P)	10.06.16	
50	2864F	ADVANCE FOR END SEMESTER EXAM-14	COE	09.06.16	LDC/ARF	10.06.16	
51	7152R	GPF/CPFAdvance/Withdrawal non-teaching P-IV		10.06.16	VC	10.06.16	
52	7605R	RGNF 2011-12 MR.DILIP SINGH	SOCI	10.06.16	STENO	10.06.16	
53	6992R	Medical reimbursement(Retired Employee)	CMO	10.06.16	FO	10.06.16	
54		guest facauly payment file	fw	10.06.16	vc	10.06.16	
55		CONTRACTUAL FACULTIES PAYMENT	fw	10.06.16	Cashier	10.06.16	disposed off
56		impREST	sgH	10.06.16	steno	10.06.16	
57		SMS FROM PAY CELL	FW	10.06.16	Cashier	10.06.16	disposed off
58	3674R	DIARIES AND CALENDER FOR THE Y-2015	DAAS	10.06.16	SA	10.06.16	
59	3340R	ESTABLISHMENT OF LAB IN REARING HOUSE	DAAS	10.06.16	SA	10.06.16	