

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	6217R	Awareness programe	HOD	31.05.16	Cashier	16.06.16	disposed off
2	6768R	Maintenance of Instruments	DEM	06.06.16	SA/ARF/FO	16.06.16	
3	8093R	CONSUMABLES- PDF-DES	VC	06.06.16	FO/ARF/SO/ SA/ARF/FO	16.06.16	
4		SYMPOSIUM KIT COMMITTEE FOR AMBEDKAR JAYANTI	vc	06.06.16	DR.SIRINDE R KUMAR	16.06.16	
5		PURCHASE OF CHEMICAL & GLASSWARE	R	08.06.16	SA/ARF/SOI	16.06.16	discussion
6	7524R	requirment chemical/glassware/plasticware	STR	08.06.16	SA/ARF/SOI	16.06.16	discussion
7		PURCHASE OF PHOTOCOPIER MACHINE	STR	08.06.16	SA/ARF/FO	16.06.16	
8	7200R	Purchase of computer for compute lab	STR	08.06.16	SA/ARF/FO	16.06.16	
9		IMPREST	SOCI	08.06.16	H-SOCI	16.06.16	
10	7605R	RGNF 2011-12 MR.DILIP SINGH	SOCI	10.06.16	H-SOCI	16.06.16	
11	5104R	INSPIRE FELLOWSHIP	SHS	13.06.16	H-DES	16.06.16	
12	7937R	cst up project contigency /chemical head	VC	13.06.16	PI-DBT	16.06.16	
13	3420r	JRF(CSIR-UGC)	R	13.06.16	STENO/ARF	16.06.16	
14		REMUNERATION BILL OF PRACTICAL EXAM MLIS-4TH SEM.....		13.06.16	FO/ARF/SOII /ldc	16.06.16	
15	3067R	M.S. Railing from Gate no.1 to Gate no.3	R	14.06.16	SA/ARF/FO	16.06.16	
16		REPAIRING OF LAB EQUIPMENT	DAPS	14.06.16	LDC/ARF	16.06.16	
17	7923R	UNIVERITY TOLL-FREE NO.	R	15.06.16	LDC/arf	16.06.16	
18	3919R	landline bill payment	TELE	15.06.16	R	16.06.16	
19	3920R	landline/fwll bill payment of VCS&Camp office	TELE	15.06.16	R	16.06.16	
20	8560R	OPEN PARKING FOR AUDITORIUM	R	15.06.16	SOI/ARF/FO	16.06.16	
21	6392r	UGC-JRF-MR. SHAMSHAD AHMED	R	15.06.16	STENO/ARF	16.06.16	
22	8442R	special leCTURE SERIES	VC	15.06.16	H-DRM	16.06.16	

23		jrf to srf Ms. Andrey shastri	VC	15.06.16	Cashier	16.06.16	disposed off
24	8385r	jrf-mr.rohit kumar	VC	15.06.16	Cashier	16.06.16	disposed off
25		UGC (NON-NET) 2015-16	VC	15.06.16	Cashier	16.06.16	disposed off
26	5261R	Releasing JRF-2012	VC	15.06.16	Cashier	16.06.16	disposed off
27	8088R	Dr. Rima kumari DST-start up research grant	VC	15.06.16	Cashier	16.06.16	disposed off
28	4008R	JRF-2011-12	R	16.06.16	steno/ARF	16.06.16	
29	3940R	112/JRF (2012-13)	R	16.06.16	Cashier	16.06.16	disposed off
30	4098R	PARTICLE SIZE ANALYSER	STR	16.06.16	Cashier	16.06.16	disposed off
31	3630R	PURCHASE OF KITCHEN EQUIPMENT....	STR	16.06.16	FO	16.06.16	
32	8483R	T/C PF OF MOHD.ARF, MTS(LTC)	R	16.06.16	STENO	16.06.16	
33		फेलोशिप से संबंधित पत्राचार वित्त विभाग	fw	16.06.16	arf	16.06.16	
34	6987R	PRINTING OF UNI. NAME ENVELOPES (ADVANCE	VC	16.06.16	FO	16.06.16	
35	7408R	PURCHASE OF KITCHEN EQUIPMENT....	VC	16.06.16	FO	16.06.16	
36		PURCHASE OF ROLLER BLIND FOR FO CHAMBER	VC	16.06.16	ARF	16.06.16	
37	4491R	ADVANCE ADJUSTMENT	ACAD	16.06.16	FO	16.06.16	
38	8075R	CONTRACTORS REFUND MONEY	EO	16.06.16	LDC	16.06.16	
39	5650R	CASH ADVANCE P-2	EO	16.06.16	SA	16.06.16	
40		REMUNERATION & TA BILLS OF DR. NK ARORA AND DR. RAJESH KUMAR	DEM	16.06.16	LDC	16.06.16	
41		COMPUTER MAINTENANCE FILE	DE	16.06.16	LDC	16.06.16	