

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7209R	Refund of deduction of salary arrear (CAS) of Prof. N.M.P Verma		11/17/2015	FO/arf/soi/arf/fo/arf/fo/arf/s oi/arf/fo	20.06.16	
2	7697R	CONSTRUCTION OF STUDENT ACTIVITY CENTRE	VC	4/13/2016	arf/PA	20.06.16	
3	7144R	PF OF DR SHALINI CHANDRA	ESTT	4/21/2016	VC	20.06.16	
4	6767r	approval for attending conference Dr. jyoti pandey	VC	4/27/2016	FO/ARF	20.06.16	
5	7150R	PF OF DR. JAWAHAR LAL JAT	R	4/28/2016	VC	20.06.16	
6	7146R	PF OF DR. ALKA	R	09.05.16	VC	20.06.16	
7	7356R	IQAC PROF. NMP VERMA	VC	20.05.16	FO/PA	20.06.16	
8	8008r	attending for seminar	R	24.05.16	FO/ARF	20.06.16	
9	6028R	पत्रकारिता एवं जनसंचार विभाग के एम0फिल सत्र 2014.15 के छात्रों की शेष बची शुल्क वापसी के संबंधी	dmcj	31.05.16	H-MCJ	20.06.16	
10	4756R	PF of Smt. Sunita Pal, TA	R	02.06.16	fo/ARF/LDC/ARF/FO/ARF	20.06.16	
11	6781R	DR. SHIV KUMER- CONTINGENCY	R	02.06.16	arf/	20.06.16	
12	8128R	bioscience and biotechnology vidyapeeth bhawan ka anurakshriy work	Reg	03.06.16	VC	20.06.16	
13	8561R	central library anurakshriya work	Reg	03.06.16	VC	20.06.16	
14	8593R	maintenance of type B residence	Reg	03.06.16	VC	20.06.16	
15	8601R	t/c pf of manoj kr dhadwal	Reg	03.06.16	R	20.06.16	
16	8614R	PRINT JOURNALS AND MAGAZINES	R	06.06.16	LIBRARIAN	20.06.16	
17	7966R	WI-FI PCI LAN CARDS	STR	06.06.16	AR(S&P)	20.06.16	
18	6768R	Maintenance of Instruments	DEM	06.06.16	VC	20.06.16	
19	8345R	URGENT REQUIREMENT FOR PRINTER AND DONGLE	VC	06.06.16	FO/ARF/so/LDC/ARF/FO/ARF	20.06.16	
20	8093R	CONSUMABLES- PDF-DES	VC	06.06.16	VC	20.06.16	
21		FREESHIP TO RCA STUDENT	RCA	06.06.16	FO/ARF/so/STENO/ARF/FO/ARF	20.06.16	

22	4030R	I-CARD FOR STUDENT	eo	06.06.16	EO	20.06.16	
23	8211R	REFUND OF CAUTION MONEY	pharma	07.06.16	steno/ARF/fo/ ARF/so/STENO /arf/FO/ARF	20.06.16	
24		Remuneration	R	07.06.16	LDC/ARF/FO/A RF	20.06.16	
25	8381R	REQUEST FOR PARTICIPATION/PRESENTATION OF PAPER (ISKCOM-2016)	R	07.06.16	VC	20.06.16	
26	8273R	credit basis per petrol bharwaye jane ke	R	07.06.16	R	20.06.16	
27	8225R	RAM SUBHAWAN VERMA TRANSFER OF FELLOWSHIP	R	08.06.16	FO/ARF	20.06.16	
28		PURCHASE OF PHOTOCOPIER MACHINE	STR	08.06.16	H-SHS	20.06.16	
29		PAYMENT REMUNERATION OF EXTERNAL EXPERTS		08.06.16	LDC/ARF/FO/A RF	20.06.16	
30		PURCHASE OF ALMIRAH	STR	08.06.16	SA/arf/FO/ARF	20.06.16	
31	7197R	application cuh	STR	08.06.16	SA/arf/FO/ARF	20.06.16	
32	7200R	Purchase of computer for compute lab	STR	08.06.16	SA/ARF/FO/AR F	20.06.16	
33		IMPREST	GH	09.06.16	W-TYPE-C, GH	20.06.16	
34	2864F	ADVANCE FOR END SEMESTER EXAM-14	COE	09.06.16	LDC/ARF/FO/A RF	20.06.16	
35		impREST	sgH	10.06.16	steno/ARF/FO/ ARF	20.06.16	
36	3674R	DIARIES AND CALENDER FOR THE Y-2015	DAAS	10.06.16	Cashier	20.06.16	disposed off
37	3340R	ESTABLISHMENT OF LAB IN REARING HOUSE	DAAS	10.06.16	Cashier	20.06.16	disposed off
38	8154r	estate maintenance works P-2	eo	13.06.16	AR(S&P)	20.06.16	
39		ADVANCE ADJUSTMENT SAUFEST-16		10.06.16	VC	20.06.16	

40	4086R	CAUTION MONEY	R	13.06.16	STENO/arf/FO/ARF	20.06.16	
41	3420r	JRF(CSIR-UGC)	R	13.06.16	STENO/ARF/FO	20.06.16	
42	8650R	ELECTRCAL MAINTENANCE WORK IN CL	R	13.06.16	LDC/ARF/FO/ARF	20.06.16	
43	8184R	SUBSTATION ERECTION WORK	R	13.06.16	SA/arf/fo	20.06.16	discussion
44	8377R	RE-CONSTRUCTION OF MAIN GATE NEAR SBH	R	13.06.16	SA/arf/fo	20.06.16	
45	3163R	IMPREST P-6	R	13.06.16	AE(CIVIL)	20.06.16	
46	3956R	Aluminium partition work in SBBT	R	13.06.16	SA/arf	20.06.16	
47	7475R	केन्द्रीय पुस्तकालय में सीपित दोनों लिप्टों का वार्षिक अनु०	R	13.06.16	SA/arf/fo	20.06.16	
48	5801R	CONSTRUCTION OF BIG SIGN BOARD	R	13.06.16	Cashier	20.06.16	disposed off
49	5617R	Retro reflective guide map	R	13.06.16	FO/ARF/SOI/SA/fo	20.06.16	
50	3393R	Medical reimbursement(TEACHING)	R	13.06.16	VC	20.06.16	
51	7502R	REMOTE ACCESS OF E-RESOURCES	VC	13.06.16	LIBRARIAN	20.06.16	
52	3067R	M.S. Railing from Gate no.1 to Gate no.3	R	14.06.16	SA/ARF/FO/ARF	20.06.16	
53		REPAIRING OF LAB EQUIPMENT	DAPS	14.06.16	LDC/ARF/SOI	20.06.16	discussion
54	4853R	CLEANING OF WATER STORAGE TANK	VC	14.06.16	EO	20.06.16	
55	5205R	PURCHASE OF EQUIPMENTS	VC	15.06.16	fo/ARF	20.06.16	
56	7440R	ADVANCE FOR 103RD ISC-2016	des	15.06.16	H-DES	20.06.16	
57	7923R	UNIVERITY TOLL-FREE NO.	R	15.06.16	LDC/arf/FO	20.06.16	
58	3385R	Training programme	R	15.06.16	LDC/arf/fo	20.06.16	
59	3675R	GUNNER FOR HON'BLE VC	SECURITY	15.06.16	FO/ARF	20.06.16	
60	5889R	proposal for rotavapor Dr, Jyoti pandey	STR	15.06.16	SA/ARF/fo	20.06.16	
61	8537R	MECHANICS LAB	STR	15.06.16	DIR-UIET	20.06.16	
62		PURCHASE OF EQUIPMENTS	STR	15.06.16	VC	20.06.16	

63	8181R	REQUIREMENT OF COMPUTER SET, DR. DR MODI	STR	15.06.16	AR(S&P)	20.06.16	
64		PURCHASE OF ALMIRAH REMETIAL LANGUAGE-ENG.	STR	15.06.16	VC	20.06.16	
65	8560R	OPEN PARKING FOR AUDITORIUM	R	15.06.16	EE	20.06.16	
66	6964r	fellowship Mr. Siddhartha kumar 2012-13	R	15.06.16	STENO/ARF/fo	20.06.16	
67		ADVANCE MULTIPURPOSE TABLE		15.06.16	AR(S&P)	20.06.16	
68	7367R	PURCHASE OF SONICATOR	VC	15.06.16	FO/PA	20.06.16	
69	6392r	UGC-JRF-MR. SHAMSHAD AHMED	R	15.06.16	AR(A)	20.06.16	
70		PROVIDING & FIXING OF FOCUS LIGHT	EO	15.06.16	VC	20.06.16	
71	4008R	JRF-2011-12	R	16.06.16	steno/ARF/fo	20.06.16	
72	3630R	PURCHASE OF KITCHEN EQUIPMENT....	STR	16.06.16	R	20.06.16	
73		फेलोशिप से संबंधित पत्राचार वित्त विभाग	fw	16.06.16	arf/SOII	20.06.16	
74	6987R	PRINTING OF UNI. NAME ENVELOPES (ADVANCE	VC	16.06.16	AR(S&P)	20.06.16	
75	7408R	PURCHASE OF KITCHEN EQUIPMENT....	VC	16.06.16	AR(S&P)	20.06.16	
76	4491R	ADVANCE ADJUSTMENT	ACAD	16.06.16	FO/ARF	20.06.16	
77	5650R	CASH ADVANCE P-2	EO	16.06.16	SA/ARF/fo	20.06.16	
78	5600r	purchase of three seater seat cum- bench	vc	16.06.16	AR(S&P)	20.06.16	
79	3919R	landline bill payment	R	17.06.16	FO/ARF	20.06.16	
80	3920R	landline/fwll bill payment of VCS&Camp office	R	17.06.16	FO/ARF	20.06.16	
81	5898R	OLT FILE	R	17.06.16	FO/ARF	20.06.16	
82	7654R	PUBLICATION OF TENDER NOTICE	VC	17.06.16	FO/ARF	20.06.16	
83	3786R	Tata Photon Data Card	ARF	20.06.16	soii	20.06.16	
84	6025r	dr. gaurav kaithwas-DST Proj-UC	pharma	20.06.16	SA	20.06.16	
85	7327R	medical reimbursement (CSSEIP EMPLOYEES)	VC	20.06.16	ARF	20.06.16	
86	3567R	Purchasing of plumbing goods	R	20.06.16	FO	20.06.16	
87	8649R	PROPOSAL FOR SPORTS POLICY & DSPORTS BUDGET-2016-17	R	20.06.16	FO	20.06.16	
88	7048R	Servicing of electric LAWN Mower	R	20.06.16	LDC	20.06.16	

89	8617r	T/C REPLY OF AUDIT ATN(MHRD)	ESTT	20.06.16	FO	20.06.16	
90		REQUIREMENT OF TALLY SOFTWARE ERP 9.2 GOLD EDITION	STR	20.06.16	FO	20.06.16	
91	8616R	APPROVAL FOR ONE AC (DR. JAWAHARLAL)	STR	20.06.16	SA	20.06.16	
92	8562R	REAPIRING OF LAB EQIUPMENT	STR	20.06.16	SA	20.06.16	
93	7873R	ONLINE UPS AND INVERTER	STR	20.06.16	FO	20.06.16	
94	7695R	CASH ADVANCE P-3	eo	20.06.16	sa	20.06.16	
95	8537R	MECHANICS LAB	vc	20.06.16	fo	20.06.16	
96	8561r	केन्द्रीय पुस्तकालय अनु० कार्य	vc	20.06.16	arf	20.06.16	
97	8128R	बायोसाइन्स एवं बायोटेक्नोलोजह विधापीठ भवन का अनु० कार्य	vc	20.06.16	arf	20.06.16	
98		PROVIDING & FIXING OF FOCUS LIGHT	vc	20.06.16	fo	20.06.16	
99		ADVANCE ADJUSTMENT SAUFEST-16	vc	20.06.16	fo	20.06.16	
100	8093R	CONSUMABLES- PDF-DES	vc	20.06.16	arf	20.06.16	
101		PURCHASE OF EQUIPMENTS	vc	20.06.16	fo	20.06.16	
102	6768R	Maintenance of Instruments	vc	20.06.16	arf	20.06.16	
103	1816F	PAYMENT OF TA BILLS OF VC P-2	VC	20.06.16	ldc	20.06.16	
104	3393R	Medical reimbursement(TEACHING)	vc	20.06.16	arf	20.06.16	
105		PURCHASE OF ALMIRAH REMETIAL LANGUAGE-ENG.	vc	20.06.16	fo	20.06.16	
106	8440R	RGNF- HARINATH KUMAR	hod	20.06.16	steno	20.06.16	
107	5836r	construction of students activity gantor	ee	20.06.16	fo	20.06.16	