

| S.No. | File/Letter No. | Subject   | From whom Received | Received Date | Sent to                       | Sent Date | Remarks  |
|-------|-----------------|---|--------------------|---------------|-------------------------------|-----------|----------|
| 1     | 1113F           | CORSPONDENCE WITH O/O CAG ,NEW DELHI  | VC                 |               | arf                           | 30.06.16  |          |
| 2     | 8184R           | SUBSTATION ERECTION WORK  | R                  | 13.06.16      | vc                            | 30.06.16  |          |
| 3     | 3282R           | CONSTRUCTION OF MOUT COURT  | R                  | 17.06.16      | vc                            | 30.06.16  |          |
| 4     | 8620R           | A NEW GAS CONNECTION FOR LAB  | DES                | 23.06.16      | ARF/SOI/S<br>A/ARF/FO         | 30.06.16  |          |
| 5     | 8628R           | THESIS REIMBURSEMENT OF PH.D STUDENT  | R                  | 23.06.16      | STENO/arf/<br>FO              | 30.06.16  |          |
| 6     | 8515R           | T/C PF OF SHRE BHARAT LAL (LTC)   | R                  | 24.06.16      | STENO/ARF<br>/FO/ARF/S<br>OII | 30.06.16  |          |
| 7     | 7667R           | UGC-SAP-UC & PRGRESS REPORT   | SOCI               | 27.06.16      | CO-SAP                        | 30.06.16  |          |
| 8     | 8360R           | YOGA INTERNATIONAL DAY  | R                  | 28.06.16      | STENO/arf/<br>SOII            | 30.06.16  |          |
| 9     | 3675R           | GUNNER FOR HON'BLE VC   | EO                 | 28.06.16      | LDC/ARF/F<br>O                | 30.06.16  |          |
| 10    |                 | REQUIREMENT OF TALLY SOFTWARE ERP 9.2<br>GOLD EDITION                       | CC                 | 28.06.16      | H-DRM                         | 30.06.16  |          |
| 11    | 8118R           | MEDICAL (TEACHING)  | VC                 | 28.06.16      | CASHIER                       | 30.06.16  | disposed |
| 12    |                 | यात्रा भत्ता एवं पारिश्रमिक की प्रतिपूर्ति के संबंध में प्रो० सुदर्शन वर्मा | LAW                | 29.06.16      | H-LAW                         | 30.06.16  |          |
| 13    | 4393R           | RN BHARGAVA(MANPOWER RECRUITMENT -DST-<br>SERB PROJ)                        | DEM                | 29.06.16      | SA/arf/FO                     | 30.06.16  |          |
| 14    |                 | SPORTS GROUND LABELING  | SPORTS             | 29.06.16      | AD-PE                         | 30.06.16  |          |
| 15    | 6781R           | DR. SHIV KUMER- CONTINGENCY   | DES                | 29.06.16      | ARF/SOI                       | 30.06.16  |          |

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| 16 | 7073R | Purchase of Cemented Sofa Set                  | EE    | 29.06.16 | sa                            | 30.06.16 |  |
| 17 | 6024r | door closer & door stopper                     |       | 29.06.16 | ARF/FO                        | 30.06.16 |  |
| 18 | 8617R | T/C REPLY OF AUDIT ATN(MHRD)+3files attached   | R     | 29.06.16 | R                             | 30.06.16 |  |
| 19 |       | IMPREST  | COE   | 30.06.16 | STENO                         | 30.06.16 |  |
| 20 | 8617R | T/C REPLY OF AUDIT ATN(MHRD)+3files attached   | R     | 30.06.16 | R                             | 30.06.16 |  |
| 21 | 7401R | AMC OF WATER COOLER & WATER PURIFIERS-P-II     | R     | 30.06.16 | sa                            | 30.06.16 |  |
| 22 | 8709R | REIMBURESMET OF DISSERTATION WORK (NEW COURSE) | R     | 30.06.16 | STENO                         | 30.06.16 |  |
| 23 | 3402R | INSURANCE RENEWAL FOR VEHICLE                  | R     | 30.06.16 | LDC                           | 30.06.16 |  |
| 24 | 8136R | DAS RESEARCH LAB SBBT REQUIREMENT              | R     | 30.06.16 | LDC                           | 30.06.16 |  |
| 25 | 4671R | इम्प्रेस्ट मनी हि0 अधि0                        | HINDI | 30.06.16 | STENO                         | 30.06.16 |  |
| 26 |       | ET-2016  | FW    | 30.06.16 | CO-ET-2016<br>PROF.RA<br>KHAN | 30.06.16 |  |
| 27 | 8486R | Purchasing of plumbing goods                   | R     | 30.06.16 | LDC                           | 30.06.16 |  |
| 28 | 3034R | 17TH & FINAL BILL OF AUDITORIUM                | R     | 30.06.16 | sa                            | 30.06.16 |  |
| 29 | 8367R | SUSHIL KU. BHARTI UGC-SRF                      | R     | 30.06.16 | STENO                         | 30.06.16 |  |
| 30 |       | ADVANCE FILE FOR DR. SANJAY KUMAR, OEE-2016    |       | 30.06.16 | ARF/SO/SO II                  | 30.06.16 |  |
| 31 | 7116r | requirement of minerales for                   |       | 30.06.16 | sa                            | 30.06.16 |  |
| 32 | 8606R | T/C PF OF SHRI ANIL KUMAR SRIVASTAVA           | R     | 30.06.16 | steno                         | 30.06.16 |  |
| 33 |       | SYMPOSIUM KIT COMMITTEE FOR AMBEDKAR JAYANTI   | DAS   | 30.06.16 | fo                            | 30.06.16 |  |

|    |       |   |     |          |    |          |  |
|----|-------|---|-----|----------|----|----------|--|
| 34 | 4115R | RATE CONTRACT FOR<br>CHEMICAL/GLASSWARES/PLASTICWARES ETC.<br>VOL-2 | R   | 30.06.16 | SA | 30.06.16 |  |
| 35 | 6644R | PURCHASE OF FURNITURE FOR NEW<br>FACULTY/OFFICER/STAFF              | R   | 30.06.16 | SA | 30.06.16 |  |
| 36 | 7205R | UGC-MRP 2015-16   | DIT | 30.06.16 | SA | 30.06.16 |  |
| 37 |       | travel to attend national seminar on yoga                           | dps | 30.06.16 | fo | 30.06.16 |  |