

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	08.06.16	
2	5335R	Purchaseing for Auditorium DG set	R	19.05.16	cashier	08.06.16	disposed off
3	8224R	REQUEST FOR COMPUTER, PRINTER AND AC	R	23.05.16	VC	08.06.16	
4	8441R	JRF-MEGA ARORA	ACAD	24.05.16	STENO/ARF	08.06.16	
5	7832R	INSTRUMENTS REPAIRING	R	25.05.16	cashier	08.06.16	disposed off
6	8166R	PURCHASE OF BIOTOILET	EE	27.05.16	EE	08.06.16	
7		IMPREST	DEM	27.05.16	Cashier	08.06.16	disposed off
8	8440R	RGNF- HARINATH KUMAR	R	27.05.16	AR(A)	08.06.16	
9	7153R	CHEMICAL PURCHASE	R	27.05.16	VC	08.06.16	
10	4232R	Dr.RN Bhargava Contingency-DST-SERB Proj	R	27.05.16	VC	08.06.16	
11		remuneration of examination	Dap	30.5.16	cashier	08.06.16	disposed off
12		TA & remuneration	des	30.05.16	cashier	08.06.16	disposed off
13	dem	msc dissertation examination bills	DEM	30.05.16	cashier	08.06.16	disposed off
14		ADVANCE SPORTS OFFICE	SPORTS	31.05.16	Cashier	08.06.16	disposed off
15	6217R	Awareness programe	HOD	31.05.16	FO/ARF/STENO/arf/FO	08.06.16	
16	301F	IMPREST	DPS	01.06.16	cashier	08.06.16	disposed off
17		Remuneration RCA	DIR	01.06.16	cashier	08.06.16	disposed off
18	4508R	RGNF- DEEP CHANDRA	VC	02.06.16	AR(A)	08.06.16	
19	3393R	medical reimbursment teaching	Reg	03.06.16	CMO	08.06.16	
20	6987R	PRINTING OF UNI. NAME ENVELOPES (ADVANCE	Reg	03.06.16	fo/soi/LD C/ARF	08.06.16	
21	7076R	12वे योजना के अन्तर्गत के0लो0नि0वि0 द्वारा सम्पादित कराये जा रहे निर्माण कार्यो का भुगतान	Reg	03.06.16	EE	08.06.16	
22	7631R	Civil Maintenance work P-2	Reg	03.06.16	sa/arf/FO	08.06.16	
23	EO	Air condition lagane ke sambandh me ptrawali sidharth hostel	eo	03.06.16	EO	08.06.16	

24	8096R	estate maintenance works P-2	eo	03.06.16	sa/arf/FO	08.06.16	
25	4252R	up32 DQ6038	reg	03.06.16	AR(V)	08.06.16	
26	4491R	ADVANCE ADJUSTMENT	Reg	03.06.16	ldc/ARF/FO	08.06.16	
27	5607R	t/c pf of late A.K pandey joint registrar no dues	Reg	03.06.16	fo/soi/STENO/FO	08.06.16	
28	8511R	ACP/MACP SCHEME FOR N/T STAFF.	reg	03.06.16	f0/soi/LDC/arf/FO	08.06.16	
29	5336R	ugc jrf Namita gupta	Reg	03.06.16	Cashier	08.06.16	disposed off
30		M.PHIL VIVA-VOCE	MCJ	02.06.16	LDC	08.06.16	
31		NEWSPAPER & PERIODICALS	RCA	03.06.16	LDC/arf/FO	08.06.16	
32	3297R	purchase of diesel for genset	IAO	03.06.16	Cashier	08.06.16	disposed off
33	8480R	PURCHASE OF ANTIVIRUS+1FILE ATTACHED	DAS	03.06.16	DIR-CC	08.06.16	
34		IMPREST (CONFIDENTIAL WORK)	COE	03.06.16	cashier	08.06.16	disposed off
35	5952R	JRF FELLOWSHIP OF MS. SUCHITRA DIWAKER	VC	03.06.16	Cashier	08.06.16	disposed off
36	5233r	jrf-anurag swaroop	mcj	03.06.16	AR(A)	08.06.16	
37	8614R	PRINT JOURNALS AND MAGAZINES	R	06.06.16	SA/arf/FO	08.06.16	
38	8615R	MAINTENANCE OF 1.5HP SUBMERSIBLE PUMP	R	06.06.16	LDC/arf/FO	08.06.16	
39	5283R	PROJECT FUND UTILISATION DST PROJ	R	06.06.16	DAC-DR.SK KUMAR	08.06.16	
40	8523R	PURCHASE OF RACKS ETC. FOR ELECTRICAL STORE	STR	06.06.16	SA/arf/FO	08.06.16	
41	7966R	WI-FI PCI LAN CARDS	STR	06.06.16	SA/arf/FO	08.06.16	
42		ICSSR FELLOWSHIP P-II	DE	06.06.16	STENO/arf/FO	08.06.16	

43		INTERNATIONAL SEMINAR+12FILE ATTACHED	VC	06.06.16	Cashier	08.06.16	disposed off
44	5960r	REQUIREMENT OF COMPUTER/PRINTER	VC	06.06.16	Cashier	08.06.16	disposed off
45	5177R	GUEST HOUSE PAYMENT-2011	VC	06.06.16	Cashier	08.06.16	disposed off
46	6927R	IMPREST	SPORTS	06.06.16	STENO/ar f/FO	08.06.16	
47	3184R	IMPREST	vc	06.06.16	vc	08.06.16	
48	3534r	jrf fellowship	dps	06.06.16	AR(A)	08.06.16	
49	4831R	TA BILL OF REGISTRAR	VC	06.06.16	fo/ARF	08.06.16	
50	6980R	JRF- MR. AMIT SINGH	VC	06.06.16	arf/FO/AR F	08.06.16	
51		SYMPOSIUM KIT COMMITTEE FOR AMBEDKAR JAYANTI	vc	06.06.16	fo/ARF	08.06.16	
52	8088R	Dr. Rima kumari DST-start up research grant	VC	06.06.16	sa/arf/FO	08.06.16	
53		UGC-MRP-PREETI SHUKLA	DES	06.06.16	sa/arf/FO	08.06.16	
54		UGC-JRF MAHESH KUMAR	DES	06.06.16	AR(A)	08.06.16	
55	6392r	UGC-JRF-MR. SHAMSHAD AHMED	DES	06.06.16	steno/AR F/FO	08.06.16	
56	3575r	Dr. Rima kumari -pdf overhead charges	des	06.06.16	Cashier	08.06.16	disposed off
57	7268R	PAYMENT FOR NEWSPAPER&MAGAZINE	LIB	07.06.16	ldc/arf/F O	08.06.16	
58	8011R	REFUND OF BALANCE FEE	fw	07.06.16	arf/FO	08.06.16	
59	4584R	PURCHASE OF PRINTER CARTRIDGE	uier	07.06.16	ldc/FO	08.06.16	
60	8211R	REFUND OF CAUTION MONEY	pharma	07.06.16	steno/AR F	08.06.16	
61	4117R	Payment of Vc's Mobile bill	R	07.06.16	Cashier	08.06.16	disposed off
62	8236R	VC MOBILE BILL PAYMENT	R	07.06.16	Cashier	08.06.16	disposed off
63	8346R	YOGA FESTIVAL	SPORTS	07.06.16	steno/AR F	08.06.16	
64		MOBILE BILL PAYMENT OF FINANCE OFFICER	FW	08.06.16	Cashier	08.06.16	disposed off

65		OEE-TEST-2016		08.06.16	SA	08.06.16	
66		PURCHASE OF SERVER OEE-TEST-2016		08.06.16	SA	08.06.16	
67		REMUNERATION		08.06.16	SA	08.06.16	
68	7336R	TC MONITERING/INVESTMENT OF FUND	FW	08.06.16	STENO	08.06.16	
69	5628R	INDO-RUSSIAN PROJ.(MAIN FILE)+8FILE ATTACHED	DAP	08.06.16	SA	08.06.16	
70		IMPREST	RCA	08.06.16	STENO	08.06.16	
71	7897R	T/C PF PAYMENT OF DPW-2		08.06.16	VC	08.06.16	
72		TA/DA & HONORARIUM FOR BBAU ONLINE TEST -2016		08.06.16	LDC	08.06.16	
73		IMPREST	IAO	08.06.16	FO	08.06.16	
74		DR.HS GOUR UNIVERSITY SAGAR MP ENTRANCE EXAM-2016	CS,ET-2016	08.06.16	FO	08.06.16	
75		PURCHASE OF CHEMICAL & GLASSWARE	R	08.06.16	SA	08.06.16	
76	8069R	CO-OPERATIVE GENERAL STORE	R	08.06.16	FO	08.06.16	
77	7524R	requirment chemical/glassware/plasticware	STR	08.06.16	SA	08.06.16	
78	8424R	PURCHASE OF KEY BOARD FOR FINANCE SECT.	STR	08.06.16	FO	08.06.16	
79	8423R	PURCHASE OF UPS	STR	08.06.16	FO	08.06.16	
80		PURCHASE OF PLASTICWARE	STR	08.06.16	FO	08.06.16	
81	5261R	Releasing JRF-2012	R	08.06.16	STENO	08.06.16	
82	8385r	jrf-mr.rohit kumar	R	08.06.16	STENO	08.06.16	
83		jrf to srf Ms. Andrey shastri	R	08.06.16	STENO	08.06.16	
84	3940R	112/JRF (2012-13)	R	08.06.16	STENO	08.06.16	
85	8225R	RAM SUBHAWAN VERMA TRANSFER OF FELLOWSHIP	R	08.06.16	STENO	08.06.16	
86	8110R	PUCHASE OF FURNITURES FOR RCA+1 file attached	STR	08.06.16	FO	08.06.16	
87	3023R	VEHICLE ENTRY PASS	STR	08.06.16	LDC	08.06.16	
88	8015R	PROJECTOR REPAIR	STR	08.06.16	FO	08.06.16	
89		PURCHASE OF PHOTOCOPIER MACHINE	STR	08.06.16	SA	08.06.16	

90		Bharatavani portal, dictionary app,protection and promotion languages		08.06.16	steno	08.06.16	
91		TA bill-Dr. nk arora	dem	08.06.16	ldc	08.06.16	
92		payment of TA/DA,honorarium for OEE Prof. Shubhini A.Saraf	pharma	08.06.16	ldc	08.06.16	
93		एयर कन्डीशन लगाने के संबंध में	SH	08.06.16	ARF	08.06.16	
94		PAYMENT REMUNERATION OF EXTERNAL EXPERTS		08.06.16	LDC	08.06.16	
95		PURCHASE OF ALMIRAH	STR	08.06.16	SA	08.06.16	
96	7197R	application cuh	STR	08.06.16	SA	08.06.16	
97	7200R	Purchase of computer for compute lab	STR	08.06.16	SA	08.06.16	
98	7969R	DOCUMENTATION UNIT(FURNITURE)	STR	08.06.16	SA	08.06.16	
99		IMPREST	SOCI	08.06.16	STENO	08.06.16	