

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7941R	POSTER COMPITION CELEBRATING OF 20TH FOUNDATION DAY	R	2/11/2016	fo	3/14/2016	
2	8018R	PURCHASE OF COLOURED STICKER FOR CONVOCATION	STR	2/29/2016	fo	3/14/2016	
3	7432R	ADVANCE FOR MEETING	vc	3/8/2016	fo	3/14/2016	
4	7676r	Purchase of Battery for Examination Section	VC	3/9/2016	EXAM SECTION	3/14/2016	
5		Imprest	Warden	3/10/2016	arf	3/14/2016	
6	8084R	UGC start-up Grant no. 139/2015	DAS	3/10/2016	das-rahul vershaney	3/14/2016	
7	4209	imprest money file	I & GB	3/10/2016	fo	3/14/2016	
8	2300	IMPREST MOney file	HINDI	3/10/2016	fo	3/14/2016	
9		IMPREST	CPC	3/10/2016	arf	3/14/2016	
10	6333	IMPREST	ABH	3/10/2016	fo	3/14/2016	
11		IMPREST	DIT	3/10/2016	arf	3/14/2016	
12	7934/R	up cst project reseach assistant regarding	DBT	3/11/2016	fo	3/14/2016	
13	7072R	218/2ND NATIONAL CONFERENCE ON INFORMATION SECURITY.....		3/14/2016	STENO	3/14/2016	
14	7457R	APPOINTMENT OF JRF			CASHIER	3/14/2016	dispose off
15	7451R	DST-INSPIRE PROJECT	DAC	3/14/2016	SA	3/14/2016	
16	7478R	purchase of executive high revolving chair for R office	ESTT	3/14/2016	SOI	3/14/2016	
17	3714R	PURCHASE OF CHEMICALS FROM DST PROJ	ESTT	3/14/2016	H-PHARMA	3/14/2016	
18	4853R	Cleaning of water storage tank	vc	3/14/2016	fo	3/14/2016	
19		IMPREST	vc	3/14/2016	soii	3/14/2016	dispose off
20		PURCHASE OF FURNITURE FOR VCS	vc	3/14/2016	fo	3/14/2016	
21		CONTRACTUAL FACULTIES PAYMENT	vc	3/14/2016	CASHIER	3/14/2016	dispose off

22	7276R	PURCHASE OF ELECTRICAL ENGINEERING LAB ITEMS	vc	3/14/2016	str	3/14/2016	
23	4647R	Staff salary	vc	3/14/2016	CASHIER	3/14/2016	
24		Guest Faculty payment Fo/Finc/136	vc	3/14/2016	fo	3/14/2016	
25	8000r	Workshop on Fundamentals of Animal Cell Culture and functional applications	vc	3/14/2016	fo	3/14/2016	
26	3217r	DEVELOPMENT OF DOUBLE CROWN FOUNTAIN IN ROSE GARDEN	vc	3/14/2016	fo	3/14/2016	
27	118No.	TRANSPORT TWO-DAY INTERNATIONAL SEMINARON 15-16FEB	SOCI	3/14/2016	ldc	3/14/2016	
28		imprest	mcj	3/14/2016	steno	3/14/2016	
29		UGC NON-NET FELLOWSHIP file	FINANCE	3/14/2016	arf	3/14/2016	