

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	6161R	विश्व हिन्दी सम्मेलन भोपाल,2015	VC	2/22/2016	ARF	3/2/2016	
2	7900R	COORDINATOR COMMITTEE/DIRECTOR MEETING SCHEDULED ON 26TH NOV-2015		2/22/2016	ARF	3/2/2016	
3	7999R	ESTABLISHMENT OF NURSERY	R	2/23/2016	co-gbs	3/1/2016	
4	5387R	FENCING OF FIELD FOR THE PROJ ENTITLED	DAPS	2/23/2016	DAPS	3/2/2016	
5	4082R	CHILDREN EDUCATION	R	2/24/2016	ARF	3/2/2016	
6	4241R	TELEPHONE CORRESPONDENCE	R	2/24/2016	AR(TELE)	3/2/2016	
7	3314R	imprest	R	2/24/2016	AR(V)	3/2/2016	
8	5397R	T/C FILE FOR NPS FORMS	estt	2/24/2016	LDC	3/1/2016	
9	6942R	PURCHASING OF PHAWARA KHURPA ETC	R	2/25/2016	Cashier	3/1/2016	dispose off
10		FILE FOR ADVACNE	LAW	2/25/2016	ARF	3/1/2016	
11		T/C PF OF DR. RAKESH PRADHAN,CMO		2/25/2016	VC	3/2/2016	
12	3410R	Advance for B.tech programme	UIET	2/26/2016	ARF	3/2/2016	
13	4094R	UP32DC4006	R	2/26/2016	ARF	3/1/2016	
14	7634R	कनिष्क छात्रावास में साउण्ड सिस्टम बीजक के आधार पर खरीदने से संबंधित पत्रावली	R	2/26/2016	ARF	3/1/2016	
15	7356R	IQAC NMP VERMA	R	2/26/2016	arf	3/1/2016	
16	6267R	MAINTENACE AND FLORAL TRIBUTE TO STATUE	EO	2/29/2016	ARF	3/1/2016	
17	6159R	International conference ICCPMPD-2016	VC	2/29/2016	Cashier	3/2/2016	dispose off
18	4573R	Field visit & workshops +5 files	VC	2/29/2016	Cashier	3/2/2016	dispose off
19	1622F	CONTINGENCY-DST PROJ	VC	2/29/2016	Cashier	3/2/2016	dispose off
20	6752R	PUBLICATIONS OF MANNUAL	VC	2/29/2016	Cashier	3/2/2016	dispose off

21	4232R	Dr.RN Bhargava Contingency-DST-SERB Proj	VC	2/29/2016	Cashier	3/2/2016	dispose off
22	7928R	ESTABLISHMENT OF COMPUTER-LAB AND OTHER MESCELLANEOUS WORKS	DRM	2/29/2016	sa	3/2/2016	
23	3638r	डिपार्टमेंट आफ प्लान्ट साइन्स ब्लॉक का निर्माण	R	2/29/2016	SA	3/1/2016	
24	4057R	NEW BUILDING FOR ADMINISTRATIVE BLOCK COMPLEX....	R	2/29/2016	SA	3/1/2016	
25	3888R	MAINTENACE OF SES BUILDING	R	2/29/2016	SA	3/1/2016	
26	7917R	SIGNAGE OF BUILDING	R	2/29/2016	ARF	3/1/2016	
27	7664R	PF OF MS SUFIYA AHMED	R	2/29/2016	ARF	3/2/2016	
28	7253R	OPEN GATE & MS RAILING OF BOTANICAL GARDEN	R	2/29/2016	ARF	3/1/2016	
29	6414R	TA/DA+3FILES ATTACHED	DEM	3/1/2016	SA	3/1/2016	
30	7046R	PUBLICATION OF BOOK	DAAS	3/1/2016	ARF	3/2/2016	
31	7045R	PUBLICATION OF BOOK	DAAS	3/1/2016	ARF	3/2/2016	
32	7047R	PUBLICATION OF BOOK	DAAS	3/1/2016	ARF	3/2/2016	
33		Remuneration RCA	DIR	3/1/2016	LDC	3/1/2016	
34	6935R	Outsourcing Mali	GBS	3/1/2016	SA	3/1/2016	
35	4109R	SERVICING OF MF TRACTOR UP32CZ1945	GBS	3/1/2016	LDC	3/1/2016	
36	3545R	Plantation work P-ii	GBS	3/1/2016	STENO	3/1/2016	
37	8026R	DELHI VISIT	DEAN SIST	3/1/2016	Cashier	3/1/2016	dispose off
38	4784R	Requirement for B.Voc.Course	CO-B.VOC	3/1/2016		3/1/2016	
39	7144R	PF OF DR SHALINI CHANDRA	R	3/1/2016	ARF	3/2/2016	
40	7275R	ADVANCE FOR FC & BOM	R	3/1/2016	LDC	3/1/2016	
41		IMPREST	DAPS	3/1/2016	STENO	3/1/2016	
42		HONORARIUM	DIR RCA	3/1/2016	LDC	3/1/2016	
43		TONER/CARTRIDGE/STATIONARY	COE	3/1/2016	SA	3/1/2016	

44	5058R	PROPOSAL FOR GRANT FROM THE VC'S	R	3/1/2016	SOI	3/1/2016	
45		IMPREST	Coorditr DAC	3/1/2016	UDC	3/1/2016	
46	8042R	T/C PF OF DR VS BAGHEL	R	3/1/2016	FO	3/1/2016	
47	7920R	PF OF MS. RAJSHREE	R	3/1/2016	ARF	3/2/2016	
48	7499R	APPOINTMENT OF JRF IN DST PROJECT	HEAD	3/1/2016	ARF	3/2/2016	
49	6108R	201/Appointment of RA under Young Scientist scheme/DIT	HEAD	3/1/2016	ARF	3/2/2016	
50	8032R	PHD SCHOLARHIP FORM SESSION 2015-16	ARA	3/1/2016	UDC	3/1/2016	
51	5336R	UGC-JRF Ms.Namita Gupta	ARA	3/1/2016	UDC	3/1/2016	
52	6028R	i=dkfjrk ,oa tulapkj foHkkx ds ,eOfQy l= 2014-15 ds {kk=ksa dh 'ks"k cph 'qkYd okilh ds laca/kh	ARA	3/1/2016	SOI	3/1/2016	
53	8062r	REFERESHMENT ON THE OCCASION OF 26TH JAN2014.	R	3/2/2016	SOI	3/2/2016	
54	6804R	REIMBURESMENT OF CONFERENCE FEES	SHS	3/2/2016	FO	3/2/2016	
55	3824R	UP32FK2928	R	3/2/2016	LDC	3/2/2016	
56	3483R	PURCHASEING OF NURSERY SEEDS	R	3/2/2016	LDC	3/2/2016	
57	7906R	Hiring of Acturian	ESTT	3/2/2016	SOI	3/2/2016	
58		PURCHASE OF FURNITURE FOR VCS	str	3/2/2016	sa	3/2/2016	
59	6996R	INSTALLATION OF SUBERSIBLE PUMP	str	3/2/2016	sa	3/2/2016	
60	7276R	PURCHASE OF ELECTRICAL ENGINEERING LAB ITEMS	STR	3/2/2016	SA	3/2/2016	
61	7457R	APPOINTMENT OF JRF	DBT	3/2/2016	SA	3/2/2016	
62	7000R	JRF-2011	HOD	3/2/2016	STENO	3/2/2016	
63		CERTIFICATE COURSE IN SILK PRODUCTION	DAAS	3/2/2016	SOI	3/2/2016	
64	5647R	IMPREST+EO- IMPREST FILE	VC	3/2/2016	FO	3/2/2016	

65	5387R	FENCING OF FIELD FOR THE PROJ ENTITLED	VC	3/2/2016	ARF	3/2/2016	
66		103RD ISC	DST-CPR	3/2/2016	ARF	3/2/2016	
67	3217r	DEVELOPMENT OF DOUBLE CROWN FOUNTAIN IN ROSE GARDEN	STR	3/2/2016	SOI	3/2/2016	
68	3341R	PROCUREMENT OF LIB SERVER	STR	3/2/2016	SOI	3/2/2016	
69	7327R	medical reimbursement (CSSEIP EMPLOYEES)	R	3/2/2016	STENO	3/2/2016	
70	7680R	PROVIDING SERVICE OF MIRNA SEQUENCING & ANALYSIS .....	R	3/2/2016	STENO	3/2/2016	
71	4666R	UP32CX6091	R	3/2/2016	FO	3/2/2016	
72		ADJUSTMENT OF RS-5000/-, NATIONAL SCIENCE DAY	DBT	3/2/2016	STENO	3/2/2016	
73	4241R	TELEPHONE CORRESPONDENCE	TELE	3/2/2016	FO	3/2/2016	
74		Auditorium curtain repair works		3/2/2016	ae(e)	3/2/2016	
75		vc residence camp office.....		3/2/2016		3/2/2016	