

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		FO	3/31/2016	DISCUSS
2	7861R	RGNF- ANURAG RAWAT	daas	3/3/2016	acad	3/31/2016	
3	3034	5(317)17 TH & final bill of audotorium	EE	3/10/2016	EE	3/31/2016	
4	118No.	TRANSPORT TWO-DAY INTERNATIONAL SEMINARON 15-16FEB	SOCI	3/15/2016	prof. Manish verma	3/31/2016	
5		ADVANCE OF RS-5000/- FOR PEN/FOLDERS/PAD.....	STR	3/16/2016	Cashier	3/31/2016	dispose off
6	8130R	FALSE CEILING WORK GH	R	3/16/2016	VC	3/31/2016	
7	7931R	PAYMENT OF SANITATION AGENCY	R	3/16/2016	VC	3/31/2016	
8	7984R	TRANSFORMER MAINTENANCE WORK	R	3/17/2016	VC	3/31/2016	
9	3098R	RELEASING ICSSR DOCTORAL- MR. AJAY BHARTI	DPS	3/17/2016	VC	3/31/2016	
10	7239R	T/C PF OF DR. RASHIDA ATHER	ESTT	3/17/2016	AR(E)	3/31/2016	
11	4813R	up32dd5255	R	3/18/2016	ARF	3/31/2016	
12	4666R	UP32CX6091	R	3/18/2016	ARF	3/31/2016	
13	7646R	Approval for Blanket,Pillow& Bed sheets	R	3/21/2016	ARF	3/31/2016	
14	3920R	landline/fwll bill payment of VCS&Camp office	R	3/21/2016	VC	3/31/2016	
15	8169R	छात्रावास फण्ड सं खरीदी गयी विधुत सामग्री के सामायोजन से संबंधित पत्रावली	R	3/21/2016	FO	3/31/2016	
16		IMPREST		3/21/2016	CASHIER	3/31/2016	dispose off
17	6396R	IMPREST	R	3/21/2016	CASHIER	3/31/2016	dispose off
18	4890R	Open parking for SLS	R	3/21/2016	VC	3/31/2016	
19	3444R	UP32FS3613	R	3/21/2016	ARF	3/31/2016	
20		4TH LUCKNOW SCIENCE CONGRRESS LUSCON-16	VC	3/21/2016	DEM	3/31/2016	
21	8131R	UGC start-up Grant no. 139/2015	VC	3/21/2016	VC	3/31/2016	
22	7931R	PAYMENT OF SANITATION AGENCY	eo	3/21/2016	VC	3/31/2016	
23	4703R	Advance/imprest	lib	3/21/2016	VC	3/31/2016	
24	4131R	requirment of project fellow	hod	3/28/2016	VC	3/31/2016	
25		rgnf- dilip singh rathediya	hod	3/28/2016	VC	3/31/2016	

26	8008R	attendig for seminar	hod	3/28/2016	R	3/31/2016	
27	8112R	Multi Function Printer for SBH	R	3/28/2016	FO	3/31/2016	
28		Transportation for Symposium	Head	3/28/2016	h-dmcj	3/31/2016	
29	7435R	REQUIREEMTN OF OVEN FOR ESTT. SECTION	R	3/28/2016	Cashier	3/31/2016	dispose off
30	4209R	Imprest	Coordinat	3/28/2016	Cashier	3/31/2016	dispose off
31	15NO	ADVANCE SPORTS OFFICE	SPORTS	3/29/2016	FO	3/31/2016	
32	3645R	TRANSFER OF STUDENTS FEE OF GH IN TO UNI. ACCO.	SGH	3/29/2016	FO	3/31/2016	
33	4308R	REPAIRING & PAINTING OF ENGINEERING SEC.	R	3/29/2016	VC	3/31/2016	
34	4307R	ALUMINIUM PARTITION WORK FOR DIT+1 file	R	3/29/2016	VC	3/31/2016	
35	3940R	112/JRF (2012-13)	VC	3/29/2016	VC	3/31/2016	
36		URGENT SPORTS REQUIREMENT FOR SPORTS FESTIVAL-16	SPORTS	3/29/2016	FO	3/31/2016	
37	5879R	PURCHASE OF UPS	CC	3/29/2016	Cashier	3/31/2016	dispose off
38	5926R	REQUIREMENT FOR HPLC	STR	3/29/2016	ARF	3/31/2016	
39		adjustment of the advance of Rs-20000/-	soe	3/29/2016	Cashier	3/31/2016	dispose off
40	5960r	REQUIREMENT OF COMPUTER/PRINTER	vc	3/29/2016	str	3/31/2016	
41	7873R	ONLINE UPS AND INVERTER	vc	3/29/2016	LIB	3/31/2016	
42	7966R	WI-FI PCI LAN CARDS	vc	3/29/2016	LIB	3/31/2016	
43	4876R	SUPPLY OF ELECTRICAL	vc	3/29/2016	AE(e)	3/31/2016	
44		Purchase of UPS for FO	ARS	3/29/2016	ARF	3/31/2016	
45	4082R	Children Education Allowance Part III	estt	3/30/2016	VC	3/31/2016	
46	01NO.	DR. MANJARI SHUKLA DST PROJ.	DBT	3/30/2016	h-des	3/31/2016	
47	7650R	प्रेक्षाग्रह अनुसंधानीय कार्य		3/30/2016	VC	3/31/2016	
48	4440R	अतिथि गह में विभिन्न प्रकार के कार्यों के निर्माण एवं मरम्मत के संबंध में	ee	3/30/2016	VC	3/31/2016	
49		assistive device and model development lab(HDFS)	SHS	3/30/2016	SA	3/31/2016	
50		PSYCHOMETRIC ASSESSMENT AND COUNSELLING LAB(HDFS)	SHS	3/30/2016	SA	3/31/2016	
51	8174R	PURCHASE OF FURNITURE	SHS	3/30/2016	SA	3/31/2016	

52	7595R	Purchase of Medical Appliances/Equipments	VC	3/30/2016	ARF	3/31/2016	
53	7356R	IQAC NMP VERMA	DE	3/30/2016	SOI	3/31/2016	
54	6022R	PURCHASE OF CARTRIDGES	HEAD	3/30/2016	VC	3/31/2016	
55		part time assistant data entry ICSSR PROJ		3/30/2016	ARF	3/31/2016	
56	6079R	PRAPOSAL FOR NATIONAL SEMINAR	VC	3/30/2016	Cashier	3/31/2016	dispose off
57	6730R	PURCHASE OF COLOUR PHOTOCOPIER/MED	R	3/31/2016	SA	3/31/2016	
58	7463R	REQUIREMENT OF BOOKS FOR APPLIED GEOLOGY	R	3/31/2016	SA	3/31/2016	
59	3597R	PURCHASE OF VIDEO CONFERENCIN EQUIPMENT....			VC	3/31/2016	
60	3857R	BANK ACCOUNT 201314			VC	3/31/2016	
61	5599R	JRF- [RASJANT,ARUNA,ARCHANA,.....	HOD	3/31/2016	STENO	3/31/2016	
62		ADVANCE DPR		3/31/2016	Cashier	3/31/2016	dispose off
63	7008R	CHEMICAL REQUIREMENT FILE	DAAS	3/31/2016	Cashier	3/31/2016	dispose off
64		PUBLICATION OF BOOK		3/31/2016	Cashier	3/31/2016	dispose off
65		ADVANCE IMPREST FOR CULTURA EVENING		3/31/2016	Cashier	3/31/2016	dispose off
66		GPF(ADVANCE & WITHDRAWAL) TEACHING & NON TEACHING		3/31/2016	STENO	3/31/2016	
67	7931R	PAYMENT OF SANITATION AGENCY	VC	3/31/2016	Cashier	3/31/2016	dispose off
68	3920R	landline/fwll bill payment of VCS&Camp office	VC	3/31/2016	Cashier	3/31/2016	dispose off
69	4890R	Open parking for SLS	VC	3/31/2016	Cashier	3/31/2016	dispose off
70	8131R	UGC start-up Grant no. 139/2015	VC	3/31/2016	DAS- DR.RAHUL VERSHANE	3/31/2016	
71	4131R	requriment of project fellow	VC	3/31/2016	daas	3/31/2016	
72	4308R	REPAIRING & PAINTING OF ENGINEERING SEC.	VC	3/31/2016	Cashier	3/31/2016	dispose off
73	4307R	ALUMINIUM PARTITION WORK FOR DIT+1 file	VC	3/31/2016	Cashier	3/31/2016	dispose off
74	4082R	Children Education Allowance Part III	VC	3/31/2016	arf	3/31/2016	

75	4440R	अतिथि गृह में विभिन्न प्रकार के कार्यों के निर्माण एवं मरम्मत के संबंध में	VC	3/31/2016	EE	3/31/2016	
76	6022R	PURCHASE OF CARTRIDGES	VC	3/31/2016	H-DCS	3/31/2016	
77	3597R	PURCHASE OF VIDEO CONFERENCIN EQUIPMENT....	VC	3/31/2016	Cashier	3/31/2016	dispose off
78	3857R	BANK ACCOUNT 201314	VC	3/31/2016	Cashier	3/31/2016	dispose off
79	7666R	SANCTION OF ADVANCE FOR CONFERENCE REGISTRATION FEES	VC	3/31/2016	FO	3/31/2016	DISCUSS
80	8000r	Workshop on Fundamentals of Animal Cell Culture and functional applications	VC	3/31/2016	FO	3/31/2016	DISCUSS
81	4954R	Travelling Allowance of Dr. Manjari Shukla Women	DBT	3/31/2016	SA	3/31/2016	
82	7812R	EARN WHILE LEARN SCHEME	LIB	3/31/2016	FO	3/31/2016	
83	5729R	CPF-CONTRIBUTION	ESTT	3/31/2016	LDC	3/31/2016	
84	4009R	IMPREST	ESTT	3/31/2016	STENO	3/31/2016	
85	7962R	T/C PF OF SHRI HORI LAL(LTC)	ESTT	3/31/2016	STENO	3/31/2016	
86		IMPREST	COE	3/31/2016	STENO	3/31/2016	
87		IMPREST	DSW	3/31/2016	LDC	3/31/2016	
88	6369R	IMPREST	DSW	3/31/2016	STENO	3/31/2016	
89	4647R	Staff salary	dst	3/31/2016	SA	3/31/2016	
90	4558R	WEBSITE DESIGN	DST	3/31/2016	SOI	3/31/2016	
91		103RD ISC	dst	3/31/2016	fo	3/31/2016	
92	5943R	IMPREST			Cashier	3/31/2016	dispose off
93		SALARY OF SRF OF UPCAR	DAPS		fo	3/31/2016	
94		REIMBURESEMENT OF ACADEMIC ACTIVITIE.....			LDC	3/31/2016	
95		SOCIAL SCIENCE CONGRESS-15	DE	3/31/2016	STENO	3/31/2016	
96	3098R	RELEASING ICSSR DOCTORAL- MR. AJAY BHARTI	VC	3/31/2016	Cashier	3/31/2016	dispose off
97	3940R	112/JRF (2012-13)	VC	3/31/2016	FO	3/31/2016	
98	7984R	TRANSFORMER MAINTENANCE WORK	VC	3/31/2016	ARF	3/31/2016	
99	7654R	PURCHASE OF TENDER NOTICE	VC	3/31/2016	FO	3/31/2016	
100	4703R	Advance/imprest	VC	3/31/2016	ARF	3/31/2016	
101		IMPREST	DPS	3/31/2016	STENO	3/31/2016	

102		FURNITURE FOR ROOM ADJUSTMENT TO VC'S CHAMBER	R	3/31/2016	SA	3/31/2016	
103		SEMESTER EXAM	DPS	3/31/2016	LDC	3/31/2016	
104	4458R	PURCHASE OF GLASSWARE/FST	STR	3/31/2016	SA	3/31/2016	
105	7295R	PURCHASING OF WATER COOLER & RO FOR ABH	STR	3/31/2016	SA	3/31/2016	
106	3124R	Purchase of Cartridge(P-1007)	STR	3/31/2016	SA	3/31/2016	
107		PRINTING OF LETTER HEAD, ENVELOPS FOR R-OFFICE	STR	3/31/2016	LDC	3/31/2016	
108	5981R	ANNUAL MAINTENACE CONTRACT OF HORTICULTURAL WORK	EE	3/31/2016	SA	3/31/2016	
109	6633R	MPDC-105		3/31/2016	STENO	3/31/2016	
110	3392R	JRF-2011-12	HOD	3/31/2016	STENO	3/31/2016	
111	2864F	ADVANCE FOR END SEMESTER EXAM-14	COE	3/31/2016	LDC	3/31/2016	
112	7268R	PAYMENT FOR NEWSPAPER&MAGAZINE	LIB	3/31/2016	LDC	3/31/2016	
113	8043R	RGNF-MS. PRIYANKA VARUN	ACAD	3/31/2016	STENO	3/31/2016	
114	3105	ADVANCE MEETING	R	3/31/2016	LDC	3/31/2016	
115	5435r	मात्र भाशा दिवस	hindi	3/31/2016		3/31/2016	
116	6108R	Appointement of RA under YS SCHEME	DIT	3/31/2016	sa	3/31/2016	
117		imprest	law	3/31/2016	steno	3/31/2016	