

S.No.	File/Letter No.	Deptt.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1230		DLISC	BILL OF GH		2/18/2016	Cashier	3/4/2016	dispose off
1260	3613R	USIC	SCANNING ELECTRON MICROSCOPE SERVICE	R	2/19/2016	FO	3/4/2016	
1307	7900R	DMCJ	COORDINATOR COMMITTEE/DIRECTOR MEETING SCHEDULED ON 26TH NOV-2015		2/22/2016	Cashier	3/4/2016	dispose off
1327	4692R	CC	ADVANCES	CC	2/23/2016	ARF	3/4/2016	
1343		DMCJ	COMMUNITY RADIO DELHI VISIT		2/22/2016	Cashier	3/4/2016	dispose off
1349	3622R	TELE	IMPREST	R	2/24/2016	SO	3/4/2016	
1359	7671R	STR	PURCHASE OF CARTRIDGE(12A)	STR	2/24/2016	Cashier	3/4/2016	
1371		DMCJ	SANCTION FOR NEWSPAPERS	DMCJ	2/24/2016	ARF	3/4/2016	
1390			Invitation Card & Brochure Printing	HIS	2/24/2016	VC	3/4/2016	
1410		LAW	FILE FOR ADVANCE	LAW	2/25/2016	DIR AEWI	3/4/2016	
1426	7634R	KH	कनिष्क छात्रावास में साउण्ड सिस्टम बीजक के आधार पर खरीदने से संबंधित पत्रावली	R	2/26/2016	VC	3/4/2016	
1427	7937r	23/DBT	CST UP PROJ ACCOUNT OPENING	R	2/26/2016	PI DR SANGEETA SAXENA	3/4/2016	
1431	4679R	RCP	NET-COACHING	VC	2/26/2016	FO	3/4/2016	
1433	8019R		फोटोकॉपी मशीन मरम्मत के संबंध में	vc	2/26/2016	ARF	3/4/2016	

1436		DAPS	B.VOC FLORICULTURE & LANDSCAPE GARDENING	DAPS	2/26/2016	fo	3/4/2016	
1439		SOCI	TRANSPORT TWO-DAY INTERNATIONAL SEMINARON 15-16FEB	SOCI	2/26/2016	FO	3/4/2016	
1449	7980R	DAP	PURCHASE AND INSTALLATION OF ACS	STR	2/29/2016	FO	3/4/2016	
1461	30	rcp	IMPREST	RCP	2/29/2016	FO	3/4/2016	
1462	7495R	HDFS	IMPREST	HDFS	2/29/2016	FO	3/4/2016	
1466	3638r	5(502)/14 p-1	डिपार्टमेंट आफ प्लान्ट साइन्स ब्लॉक का निर्माण	R	2/29/2016	FO	3/4/2016	
1470	3888R	5(372)/13	MAINTENACE OF SES BUILDING	R	2/29/2016	FO	3/4/2016	
1473	7664R	ESTT	PF OF MS SUFIYA AHMED	R	2/29/2016	R	3/4/2016	
1474	3034R	5(317)/14 P-3	17TH & FINAL BILL OF AUDITORIUM	R	2/29/2016	FO	3/4/2016	
1489	3545R	GBS	Plantation work P-ii	GBS	3/1/2016	FO	3/4/2016	
1494		DAPS	IMPREST	DAPS	3/1/2016	FO	3/4/2016	
1495		RCA	HONORARIUM	DIR RCA	3/1/2016	FO	3/4/2016	
1498		DAC	IMPREST	Coorditr	3/1/2016	HEAD DAC	3/4/2016	
1509	3483R	GBS	PURCHASEING OF NURSERY SEEDS	R	3/2/2016	ARF	3/4/2016	
1514	7457R	DBT	APPOINTMENT OF JRF	DBT	3/2/2016	ARF	3/4/2016	
1525		DBT	ADJUSTMENT OF RS-5000/-, NATIONAL SCIENCE DAY	DBT	3/2/2016	FO	3/4/2016	
1529	5657R	LEGAL CELL	IMPREST	R	3/2/2016	FO	3/4/2016	

1530	3933R	VEHICLE	POL IMREST	R	3/2/2016	FO	3/4/2016	
1531	3314R	VEHICLE	imprest	vechile	3/3/2016	ARF	3/4/2016	
1532	4809R	UIET	PURCHASE OF UIET	DIR UIET	3/3/2016	FO	3/4/2016	
1533		COE	CEO OFFICE	COE	3/2/2016	LDC	3/4/2016	
1535		EO/157	CASH ADVANCE FOR SAUFEST-2016			Cashier	3/4/2016	dispose off
1540		22/DE	IMPREST	DE	3/3/2016	ARF	3/4/2016	
1542		DBT	DR.MAMJARI SHUKLA DST-PROJ	DBT	3/3/2016	ARF	3/4/2016	
1545		dam	imprest	dam	3/3/2016	ARF	3/4/2016	
1546	3857R	Finance	BANK ACCOUNT 201314	vc	3/3/2016	ARF	3/4/2016	
1548	3968R	ESTT.	MEDICAL REIMBERSMENT FOR NON TEACHING STAFF	R	3/4/2016	STENO	3/4/2016	
1549	7435R	ESTT.	REQUIREMTN OF OVEN FOR ESTT. SECTION	ARE	3/4/2016	LDC	3/4/2016	
1550	5952R	DPS	JRF FELLOWSHIP OF MS. SUCHITRA DIWAKER	HEAD	3/4/2016	STENO	3/4/2016	
1551		RCA	FREESHIP TO RCA STUDENT	DIR RCA	3/4/2016	STENO	3/4/2016	
1552	5097R	DIT	WEBCASTING OF 5TH CONVOCATION	HEAD	3/4/2016	STENO	3/4/2016	
1553	1406FO	EXAM	PREPARATION/ISSUE OF MARKSHEETS/DEGREE	COE	3/4/2016	SA	3/4/2016	
1555	4647R	DES	STAFF SALARY DST	COORD.DST	3/4/2016	SA	3/4/2016	

1556	6022R	DCS	PURCHASE OF CARTRIDGES	HEAD	3/4/2016	SA	3/4/2016	
1557		CC	INTERNET CONNECTION OF SBBT OF MAIN BUILDING	DIR CC	3/4/2016	FO	3/4/2016	
1558		5(16) ELECT	AUDITORIUM CURTAIN REPAIR WORKS	AE (ELECT)	3/4/2016	SO	3/4/2016	
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1271	7948R	LIB	PHOTOCOPIER MACHINE	VC	2/19/2016	ar	3/8/2016	DISCUSS
1350	4241R	TELE	TELEPHONE CORRESPONDENCE	R	2/24/2016	Cashier	3/8/2016	
1354	1564F	EXAM	TONER/CARTRIDGE/STATI ONARY	EXAM	2/24/2016	Cashier	3/8/2016	
1406	3238R	DAC	NET-JRF/UGC	ACAD	2/25/2016	ar	3/8/2016	
1412	7618R	RCA	PHOTOCOPY MACHINE	RCA	2/25/2016	vc	3/8/2016	
1437	7333R	DAPS	CLEARING AND LEVELING OF FIELDS ALLOTTED FOR B.VOC	DAPS	2/26/2016	Cashier	3/8/2016	dispose off
1443	3734R	DHR	PURCHASE OF TONER OF SHARP COPIER	R	2/26/2016	head dhr	3/8/2016	
1468	4057R	5(386)/13	NEW BUILDING FOR ADMINISTRATIVE BLOCK COMPLEX...	R	2/29/2016	vc	3/8/2016	
1471	7917R	5(170)/16 P-2	SIGNAGE OF BUILDING	R	2/29/2016	Cashier	3/8/2016	dispose off
1476	5343R	CC	INTERNET ACCESS+1FILE	R	2/29/2016	reg	3/8/2016	

1477	5100R	DES	Dr. Gaurav raj dwivedi proj SERB	DES	2/29/2016	VC	3/8/2016	
1478	6639R	DES	DR. SHIV SHANKAR	DES	2/29/2016	vc	3/8/2016	
1483	7046R	10/LUSCO N/DAAS	PUBLICATION OF BOOK	DAAS	3/1/2016	VC	3/8/2016	
1484	7045R	18/LUSCO N/DAAS	PUBLICATION OF BOOK	DAAS	3/1/2016	Cashier	3/8/2016	dispose off
1485	7047R	07/LUSCO N/DAAS	PUBLICATION OF BOOK	DAAS	3/1/2016	HEAD	3/8/2016	
1487	6935R	GBS	Outsourcing Mali	GBS	3/1/2016	vc	3/8/2016	
1493	7275R	R-OFFICE	ADVANCE FOR FC & BOM	R	3/1/2016	Cashier	3/8/2016	dispose off
1504	5336R	DES	UGC-JRF Ms.Namita Gupta	ARA	3/1/2016	ar(acad)	3/8/2016	
1521	3341R	LIB	PROCUREMENT OF LIB SERVER	STR	3/2/2016	arf	3/8/2016	
1534		EO/160	PURCHASING OF MOSQUITO MESH FOR THE YH			vc	3/8/2016	
1554	5915R	COE OFFICE	IMPREST	COE	3/4/2016	Cashier	3/8/2016	
1559			T/C PF OF DR RAKESH PRADHAN CMO	VC	3/8/2016	ARF	3/8/2016	
1560	3900R	DES	MISCELLANEOUS DST	COORD.	3/8/2016	ARF	3/8/2016	
1561	3786	r office	Tata Photon Data Card	r	3/8/2016	ldc	3/8/2016	
1562			transporation for symposium dr ambedkar vision of sociol justice an unfinished project			steno	3/8/2016	

1563	7478	str	purchase of executive high revolving chair for R office		3/8/2016	fo	3/8/2016	
1564	7197	estt	application cuh		3/8/2016	so i	3/8/2016	
1565		SC/ST cell	PROPOSAL FOR GRANT FROM THE VC'S	vc	3/8/2016	fo	3/8/2016	
1566		GBS	INSTALLATION OF SUBERSIBLE PUMP	vc	3/8/2016	fo	3/8/2016	
1567	7016	5(573)	r office misc	vc	3/8/2016	so i	3/8/2016	
1568	7432	ee	ADVANCE FOR MEETING	vc	3/8/2016	fo	3/8/2016	