

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	4271/R	Ph.D. Admission cum DRC File (DPS)	R	05.03.2018	R	07.03.2018	Ok if as per rules.
2	9190/R	Purchase of UV-VIS Spectrophotometer (Dr. Shikha, Asstt. Prof., DES)	Head, DES	05.03.2018	Head, DES	07.03.2018	A-Ok
3	-	Confidential Envelop (373 + 392)	COE	05.03.2018	COE	07.03.2018	-
4	9367/R	DRC (Volume-IV) DEM	Head, DEM	05.03.2018	R	07.03.2018	A-Ok
5	-	UGC-MRP/DIT/BBAU/18-Head, DIT	Prof. RA Khan	06.03.2018	Prof. RA Khan	07.03.2018	Ok
6	3269/R	Payment of Electric Bill of University Campus Part-V- AE (Elect.)	AE (Elect)	07.03.2018	AE (Elect)	07.03.2018	By Hand.