

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7948R	PHOTOCOPIER MACHINE	R	4/21/2016	VC	12.05.16	
2	4395R	consumable & office stationary	VC	4/22/2016	sa/ARF	12.05.16	
3	3402R	INSURANCE RENEWAL FOR VEHICLE	R	4/29/2016	VC	12.05.16	
4	8315r	BUDGET REQUIREMENT-2016-19	vc	5/2/2016	LIB	12.05.16	
5		HONORARIUM	rca	5/3/2016	VC	12.05.16	
6		ICSSR Fellowship Part-II	Head	5/3/2016	VC	12.05.16	
7	6108R	201/ Appointment of RA under Young Scientist Scheme	Head	5/3/2016	VC	12.05.16	
8	6639R	Young Scientist UP. CST Project	Head	5/3/2016	VC	12.05.16	
9	7934R	Council of Science & Technology (CST.UP) Dr. Sangeeta Saxena	PI	5/3/2016	VC	12.05.16	
10		125TH AMBEDKAR JAYANTI (DECORATION)....	SHS	5/5/2016	ldc/ARF	12.05.16	
11	4108R	JRF PANKAJ &RAJ KUMAR PARICHETA	LAW	5/5/2016	VC	12.05.16	
12	3238R	NET-JRF/UGC	acad	5/5/2016	fo/ARF/fo/VC	12.05.16	
13	8088R	Dr. Rima kumari DST-start up research grant	R	5/6/2016	SA/ARF/fo/VC	12.05.16	
14	8008r	attending for seminar	R	5/6/2016	R	12.05.16	
15	7457R	APPOINTMENT OF JRF	DBT	5/6/2016	SA/arf/fo/VC	12.05.16	
16	7000R	JRF-2011	DE	5/6/2016	STENO/ARF/fo/VC	12.05.16	
17	1392F	IMPREST	DAAS	10.05.16	steno/ARF	12.05.16	
18	7925R	PURCHASE OF CURTAIN	DCS	11.05.16	LDC/ARF	12.05.16	
19	8157R	PRINTING/SUPPLY	vc	11.05.16	FO/COE	12.05.16	
20		UGC (NON-NET) 2015-16	VC	11.05.16	Cashier	12.05.16	dispose off
21		UGC-MEETING DT-26.05.16	VC	12.05.16	FO	12.05.16	
22	7897R	PAYMENT OF DPW-II	vc	12.05.16	FO/ARF	12.05.16	
23	624F	M.sc Imprest	dap	12.05.16	cashier	12.05.16	dispose off
24		IMPREST	RCA	12.05.16	steno	12.05.16	
25	4209R	IMPREST	I&GB	12.05.16	STENO	12.05.16	

26	3804R	GPAT FELLOWSHIP 2014-16+1 file attached	pharma	12.05.16	steno	12.05.16	
27	5097R	WEBCASTING OF 5TH CONVOCATION	HEAD	12.05.16	fo	12.05.16	
28		comparative chart for caqterers service seminar/workshop on developing skills to manage stress.....		12.05.16	fo	12.05.16	
29	8430r	approval of vehicle for external examiners	DEM	12.05.16	fo	12.05.16	
30		राहुल सांकृत्यायन की जन्म शताब्दी 2016	hindi	12.05.16	ldc	12.05.16	
31	8369R	T/C PF OF DR. DR MODI (LTC)	ESTT	12.05.16	fo	12.05.16	
32	8219R	REPAIRING OF SOFA SET	ABH	12.05.16	LDC	12.05.16	
33	8442R	SPECIAL LECTURE SERIES	R	12.05.16	fo	12.05.16	
34	7828R	IMPREST	CC	12.05.16	STENO	12.05.16	