

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7971R	VICTORIA LED LIGHTING	R	4/8/2016	SOI/ARF/FO O/SOI/ARF/FO	24.05.16	
2	3958R	JRF FELLOWSHIP FUND	VC	4/12/2016	VC	24.05.16	
3	8066R	Aluminium Ladder Part-II+ 1 file attached		4/26/2016	SOI/ARF/SOI/FO	24.05.16	
4	3432R	IN-HOUSE MAILING SYSTEM FOR BBAU	r	4/28/2016	FO/ARF/SOI/DIR-CC	24.05.16	
5	8345R	URGENT REQUIREMENT FOR PRINTER AND DONGLE	R	4/28/2016	vc	24.05.16	
6	4756R	PF of Smt. Sunita Pal, TA	R	5/3/2016	SO(E)	24.05.16	
7		FEE REFUND	fw	5/4/2016	FO	24.05.16	
8	8201r	national flag	R	09.05.16	FO	24.05.16	
9	6651R	RGNF- SHIV KUMAR(2013-14)	ACAD	13.05.16	AR(A)	24.05.16	
10	5336R	UGC-JRF Ms.Namita Gupta	ACAD	16.05.16	STENO/ARF/FO	24.05.16	
11	7510R	PURCHASE OF SYMNASEUM & INDOOR GAMES ITEMS+1FILE ATTACHED	R	17.05.16	vc	24.05.16	
12	8385r	jrf-mr.rohit kumar	ACAD	17.05.16	steno/ARF/FO	24.05.16	
13	8434R	SUBMERSIBLE PUMP FOR SPORTS GROUND	R	19.05.16	EE	24.05.16	
14	8346R	YOGA FESTIVAL	R	19.05.16	vc	24.05.16	
15	5684R	ADVANCE FOR CARTRIDGE	R	19.05.16	FO	24.05.16	
16		COMPUTER MAINTENANCE FILE		19.05.16	arf	24.05.16	
17		dr. surinder meher- Opening of bank account (ICSSR PROJ)	DE	20.05.16	FO	24.05.16	
18		RGNF- MR. AMIT RAI & VINIT RAJ	HOD	20.05.16	AR(A)	24.05.16	
19		RGNF- MS. MALTI,POONAM,JOVITA..	HOD	20.05.16	AR(A)	24.05.16	
20	8515R	T/C PF OF SHRE BHARAT LAL (LTC)	R	20.05.16	AR(E)	24.05.16	
21	6987R	PRINTING OF UNI. NAME ENVELOPES (ADVANCE	R	20.05.16	ARF	24.05.16	

22	8364R	REQUIREMENT OF 24 PORT NETWORK SWITCH FOR A COMPUTER LAB	R	23.05.16	FO	24.05.16	
23	8486R	Purchasing of plumbing goods	R	23.05.16	LDC/FO	24.05.16	
24	6027R	DST- Start up young Scientist	R	23.05.16	arf	24.05.16	
25	4308R	REPAIRING & PAINTING OF ENGINEERING SEC.	R	23.05.16	arf	24.05.16	
26	8502R	IMPREST	R	23.05.16	STENO/FO	24.05.16	
27	6396R	IMPREST	R	23.05.16	FO	24.05.16	
28	7048R	Servicing of electric LAWN Mower	R	23.05.16	ARF	24.05.16	
29	3484R	Diesel for tractor	R	23.05.16	FO	24.05.16	
30	8481R	BANK ACCOUNT DETAILS	R	23.05.16	SA/ARF	24.05.16	
31	3218R	IMPREST	R	23.05.16	FO	24.05.16	
32	3342R	Imprest of petrol for Bush cutter	R	23.05.16	FO	24.05.16	
33	7695R	CASH ADVANCE P-3		23.05.16	arf	24.05.16	
34	4108R	JRF PANKAJ &RAJ KUMAR PARICHETA	R	23.05.16	arf/SOII	24.05.16	
35	5960r	REQUIREMENT OF COMPUTER/PRINTER	str	24.05.16	sa	24.05.16	
36	7935r	Purchase of online UPS & Fax Machine	str	24.05.16	sa	24.05.16	
37	8110R	PUCHASE OF FURNITURES FOR RCA+1 file attached	str	24.05.16	sa	24.05.16	
38		;k=k HkRrk izkflr gsrq dk;ksZRrj Lohdz`fr gsrw }kjk izks0lqn`kZu oekZ	dhr	24.05.16	fo	24.05.16	
39	6175R	JRF- CHANDRA SEKHAR SAHAI	HOD	24.05.16	steno	24.05.16	
40	8367R	SUSHIL KU. BHARTI UGC-SRF	ACAD	24.05.16	Cashier	24.05.16	DISPOSE OFF
41	8441R	JRF-MEGA ARORA	ACAD	24.05.16	STENO	24.05.16	
42	6961R	EMPANELMENT OF CHARTERED ACCOUNTANT FOR FY 2013-14 ON WARD		24.05.16	VC	24.05.16	
43	5824R	MEDICAL ADVANCE OF DR. NARENDRA KUMAR	R	24.05.16	FO	24.05.16	
44	3124R	Purchase of Cartridge(P-1007)	R	24.05.16	SA	24.05.16	
45	4082R	CHILDREN EDUCATION -3	R	24.05.16	SA	24.05.16	
46	4907R	Dr. RN BHARGAVA(CONSUMABLES & CHEMICALS-DST-SERB PROJ)	R	24.05.16	SA	24.05.16	
47	5818R	EXTENSION OF GIRLS HOSTEL	R	24.05.16	SOI	24.05.16	

48	4458R	PURCHASE OF GLASSWARE/FST	R	24.05.16	fo	24.05.16	
49	7367R	PURCHASE OF SONICATOR	dac	24.05.16	arf/SOI	24.05.16	
50	8546r	MEDICAL REIMBURSEMENT OF PROF. RP SINGH	R	24.05.16	SO(E)	24.05.16	
51	8382R	PURCHASE OF FAX MACHINE FOR R-OFFICE	R	24.05.16	FO	24.05.16	
52		123th birth anniversary of invitation committee		24.05.16	soi	24.05.16	
53		mementos committee		24.05.16	soi	24.05.16	
54		PROVIDING & FIXING OF FOCUS LIGHT		24.05.16	SA	24.05.16	
55		NMF-ICT PROJ	VC	24.05.16	FO	24.05.16	
56	8509R	REQUIREMENT OF COLER	VC	24.05.16	FO	24.05.16	
57	1392F	IMPREST		24.05.16	FO	24.05.16	
58	8008r	attending for seminar	R	24.05.16	FO	24.05.16	