

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	3345R	Irrigation pipes and related materials	R	4/19/2016	ARF	5/2/2016	
2	7920R	PF OF MS.RAJSHREE	ESTT	4/21/2016	ARF	5/2/2016	
3	7664R	PF OF MS SUFIYA AHMED	ESTT	4/21/2016	ARF	5/2/2016	
4	7144R	PF OF DR SHALINI CHANDRA	ESTT	4/21/2016	ARF	5/2/2016	
5		SUSHIL KU. BHARTI UGC-SRF	DES	4/22/2016	r	5/2/2016	
6		UPS WIRING	SHS	4/25/2016	ARF	5/2/2016	
7	3779R	PURCHASE OF POSTAL STAMP	DISPATCH	4/27/2016	Cashier	5/2/2016	dispose off
8	7356R	IQAC	VC	4/27/2016	ARF	5/2/2016	
9	3328R	Printing of uni. Name file cover	R	4/28/2016	ARF	5/2/2016	
10	3432R	IN-HOUSE MAILING SYSTEM FOR BBAU	r	4/28/2016	ARF	5/2/2016	
11	8336R	WATER COOLER	R	4/28/2016	ARF	5/2/2016	
12	7150R	PF OF DR. JAWAHAR LAL JAT	R	4/28/2016	ARF	5/2/2016	
13	8324R	SPORTS ITEMS	R	4/28/2016	ARF	5/2/2016	
14	8323R	PODIUM	R	4/28/2016	ARF	5/2/2016	
15	8345R	URGENT REQUIREMENT FOR PRINTER AND DONGLE	R	4/28/2016	ARF	5/2/2016	
16	7315R	PURCHASE OF TONER FOR VC SECT	R	4/28/2016	VC	5/2/2016	
17		IMPREST		4/28/2016	arf	5/2/2016	
18		242/DAS		4/29/2016	arf	5/2/2016	
19	7922R	RE-ADVERTISEMENT OF TEACHINGH POSTS	R	4/29/2016	arf	5/2/2016	
20	6650R	supply & INSTALLATION OF MODULAR KITCHEN IN VC RESIDENCE	R	4/29/2016	ARF	5/2/2016	
21	8224R	REQUEST FOR COMPUTER, PRINTER AND AC	STR	4/29/2016	arf	5/2/2016	
22	4218r	AMC OF AC P-2	EO	4/29/2016	vc	5/2/2016	

23	4130R	UGC Project U.C FILE (Dr. V. Elangovan)	daas	5/2/2016	sa	5/2/2016	
24		jrf to srf Ms. Andrey shastri	history	5/2/2016	steno	5/2/2016	
25	4491R	ADVANCE/ADJUSTMENT	acad	5/2/2016	ldc	5/2/2016	
26	6175r	jrf-chandra shekhar sahai			Cashier	5/2/2016	dispose off
27	8282R	Allocation of Recruiting Budget (DST-SERB, Start UP Grant (Dr. Jawahar Lal)	vc	5/2/2016	ARF	5/2/2016	
28	8283R	Approval for Technical Committee (DST-SERB, Start UP Grant (Dr. Jawahar Lal)	vc	5/2/2016	ARF	5/2/2016	
29	8315r	BUDGET REQUIREMENT-2016-19	vc	5/2/2016	ARF	5/2/2016	
30	6853R	GPAT FELLOWSHIP (BATCH-2012-14)	vc	5/2/2016	ARF	5/2/2016	
31	7440R	10RD ISC-2016	VC	5/2/2016	FO	5/2/2016	
32	8131R	UGC start-up Grant no. 139/2015	VC	5/2/2016	PI- DR.RAH UL VARSHA NEY	5/2/2016	
33	7315R	PURCHASE OF TONER FOR VC SECT	VC	5/2/2016	STR	5/2/2016	
34	7205R	UGC-MRP(2015-16)	DIT	5/2/2016	SA	5/2/2016	
35		UGC (NON-NET) 2015-16	VC	5/2/2016	Cashier	5/2/2016	dispose off
36	4009R	IMPREST	ESTT	5/2/2016	STENO	5/2/2016	
37	8068r	construction of cc floor near.....	R	5/2/2016	SA	5/2/2016	
38	4098R	PARTICLE SIZE ANALYSER	R	5/2/2016	SA	5/2/2016	
39	7476R	प्रशासनिक भवन खण्ड स0.4 स्थित पुरानी.....	R	5/2/2016	SA	5/2/2016	
40		student counseling/interactive...	LAW	5/2/2016	LDC	5/2/2016	
41	7631R	Civil Maintenance work P-2	EE	5/2/2016	SA	5/2/2016	