

S.No.	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1		advance for air-tickets dr.shashi kumar	vc	4/7/2016	H-DHR	5/4/2016	
2	8060r	Two day national seminar	dhr	4/7/2016	fo	5/4/2016	
3	5397R	T/C FILE FOR NPS FORMS	estt	4/18/2016	SO(E)	5/4/2016	
4	3532R	ADVANCE/ADJUSTMENT	R	4/19/2016	fo	5/4/2016	
5	118NO.	lecture series	daps	4/19/2016	Cashier	5/4/2016	dispose off
6	8273R	क्रेडिट बेसिस पर पेट्रोल डीजल भरवाये जाने के संबंध में	R	4/21/2016	arf	5/4/2016	
7		caterers service for two-day national seminar on 30th & 31st march 2016	dhr	4/22/2016	FO	5/4/2016	
8		IMPRESTT	PRO	4/22/2016	Cashier	5/4/2016	dispose off
9	8168R	RESEARCH LAB SES REQUIREMENT	R	4/22/2016	fo	5/4/2016	
10	4102R	Imprest	R	4/25/2016	Cashier	5/4/2016	dispose off
11		IMPREST	STR	4/25/2016	Cashier	5/4/2016	dispose off
12	1392F	IMPREST	DAAS	4/26/2016	h-daas	5/4/2016	
13	6418R	ICSSR- INTERNATIONAL SEMINAR	VC	4/27/2016	FO	5/4/2016	
14	4794R	REGISTRATION FIRM FOR FURNITURE/STATIONARY ITEMS	VC	4/27/2016	FO	5/4/2016	
15	8261R	IMPRESTT	VC	4/27/2016	fo	5/4/2016	
16	4679R	NET-COACHING	RCP	4/27/2016	fo	5/4/2016	
17	7356R	IQAC	VC	4/27/2016	arf	5/4/2016	
18	3432R	IN-HOUSE MAILING SYSTEM FOR BBAU	r	4/28/2016	FO	5/4/2016	
19	4137R	आवासीय दूरभाष मोबाइल की प्रतिपूर्ति भाग 2	R	4/28/2016	fo	5/4/2016	
20	8325R	T/C PF SHRI SATYGURU DAYAL LTC	R	4/28/2016	fo	5/4/2016	
21	3567R	Purchasing of plumbing goods	R	4/28/2016	fo	5/4/2016	
22	7288R	LTC OF Dr. Gopal singh	R	4/28/2016	arf	5/4/2016	
23	7367R	PURCHASE OF SONICATOR	R	4/28/2016	SOI	5/4/2016	
24	7886R	T/C PF of Dr. Manish Kumar Verma	R	4/28/2016	arf	5/4/2016	
25	7098R	T/C PF of dr. shashi kant pandey(LTC)	R	4/28/2016	arf	5/4/2016	
26	8328R	INVERTER REPAIRING WORKS	R	4/28/2016	fo	5/4/2016	
27	5647R	IMPREST+1 FILE	R	4/28/2016	FO	5/4/2016	
28	8118r	medical (teaching)+REGISTER & BILL	R	4/28/2016	SOII	5/4/2016	
29		PUMP MAINTENANCEE WORKS	R	4/28/2016	fo	5/4/2016	
30	4584R	PURCHASE JOF JPRINTER CARTRIDGE	R	4/28/2016	fo	5/4/2016	
31	5906R	VC RESIDENCE MAINTENANCE WORK	R	4/28/2016	FO	5/4/2016	

32	6964r	fellowship Mr. Siddhartha kumar 2012-13	R	4/28/2016	fo	5/4/2016	
33	7937r	CST UP PROJ ACCOUNT OPENING	R	4/28/2016	pi-upcst	5/4/2016	
34	7555R	SHIFTING AND FIXING AND FIXING OF MODULAR KITECHEN	R	4/28/2016	vc	5/4/2016	
35	6980R	JRF- MR. AMIT SINGH	R	4/28/2016	fo	5/4/2016	
36		IMPREST		4/28/2016	Cashier	5/4/2016	dispose off
37		242/DAS		4/29/2016	Cashier	5/4/2016	dispose off
38	8096R	estate maintenance works P-2	R	4/29/2016	FO	5/4/2016	
39	4890R	Open parking for SLS	R	4/29/2016	Cashier	5/4/2016	dispose off
40	3402R	INSURANCE RENEWAL FOR VEHICLE	R	4/29/2016	fo	5/4/2016	
41	8243r	REQUIREMENT OF HARD DISK	cc	4/29/2016	FO	5/4/2016	
42	4130R	UGC Project U.C FILE (Dr. V. Elangovan)	daas	5/2/2016	FO	5/4/2016	
43		jrf to srf Ms. Andrey shastri	history	5/2/2016	h-dh	5/4/2016	
44	4491R	ADVANCE/ADJUSTMENT	acad	5/2/2016	FO	5/4/2016	
45	8282R	Allocation of Recruiting Budget (DST-SERB, Start UP Grant (Dr. Jawahar Lal)	vc	5/2/2016	DAC-DR.JL	5/4/2016	
46	6853R	GPAT FELLOWSHIP (BATCH-2012-14)	vc	5/2/2016	Cashier	5/4/2016	dispose off
47	7205R	UGC-MRP(2015-16)	DIT	5/2/2016	FO	5/4/2016	
48	4009R	IMPREST	ESTT	5/2/2016	arf	5/4/2016	
49	8068r	construction of cc floor near.....	R	5/2/2016	FO	5/4/2016	
50		student counseling/interactive...	LAW	5/2/2016	fo	5/4/2016	
51	7631R	Civil Maintenance work P-2	EE	5/2/2016	FO	5/4/2016	
52		Remuneration RCA	RCA	5/3/2016	fo	5/4/2016	
53	4086R	CAUTION MONEY	R	5/3/2016	arf	5/4/2016	
54	6369R	IMPREST	DSW	5/3/2016	fo	5/4/2016	
55		imprest	sgH	5/3/2016	arf	5/4/2016	
56	4150R	Registrar mobile bill payment file	R	5/3/2016	SOII	5/4/2016	
57	4671R	bEiszLV euh fg0 vf/k0	R	5/3/2016	fo	5/4/2016	
58		Transportation of Symposium (Dr. Ambedkar's vision of social justice	V. Babu	5/4/2016	SO	5/4/2016	
59		Imprest	NCC	5/4/2016	steno	5/4/2016	
60	5233R	ANURAG SWAROOP-JRF	DMCJ	5/4/2016	STENO	5/4/2016	
61	624F	M.sc Imprest	dap	5/4/2016	STENO	5/4/2016	
62	5600r	purchase of three seater seat cum- bench	str	5/4/2016	SA	5/4/2016	
63		FEE REFUND	fw	5/4/2016	FO	5/4/2016	

64	4947R	CCDD-2015 FUNDING AGENCY+1 FILE	DES	5/3/2016	SOI	5/4/2016	
65	8231R	CURTAIN WORKS IN SBBT PHASE-II	EO	5/4/2016	VC	5/4/2016	
66		FIELD visit	DAPS	5/4/2016	ARF	5/4/2016	
67	8103R	ADVANCE FOR ACADEMIC ACTIVITY DR. SUTANU MAJI	DAPS	5/4/2016	FO	5/4/2016	
68		;k=k HkRrk izkflr gsrq dk;ksZRrj Lohdz`fr gsrw }kjk izks0lqn'kZu oekZ	dhr	5/4/2016	fo	5/4/2016	