

| S.No | File/Letter No. | Subject                                                                                                                                      | From whom Received | Received Date | Sent to          | Sent Date | Remarks |
|------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|------------------|-----------|---------|
| 1    | 7356R           | IQAC                                                                                                                                         | VC                 | 4/27/2016     | soi/SA/ARF       | 09.05.16  |         |
| 2    | 8325R           | T/C PF SHRI SATYGURU DAYAL LTC                                                                                                               | R                  | 4/28/2016     | so(e)            | 09.05.16  |         |
| 3    | 7367R           | PURCHASE OF SONICATOR                                                                                                                        | R                  | 4/28/2016     | SA/arf           | 09.05.16  |         |
| 4    |                 | HONORARIUM                                                                                                                                   | rca                | 5/3/2016      | ldc/arf/FO       | 09.05.16  |         |
| 5    |                 | fnukad 25 ,oa 26 vizSy] 16 dks paMhx< esa ikap {ks=h; nks fnolh; IEesyu esa izks0 izhrh IDIsuk }kjk VSDlh ,oa tyiku esa gq, O;; dh izfriwfrZ | Head               | 5/3/2016      | LDC/arf          | 09.05.16  |         |
| 6    |                 | ICSSR Fellowship Part-II                                                                                                                     | Head               | 5/3/2016      | Steno/arf/fo     | 09.05.16  |         |
| 7    |                 | Imprest                                                                                                                                      | NCC                | 5/4/2016      | steno/arf/FO     | 09.05.16  |         |
| 8    | 5233R           | ANURAG SWAROOP-JRF                                                                                                                           | DMCJ               | 5/4/2016      | H-DMCJ           | 09.05.16  |         |
| 9    | 624F            | M.sc Imprest                                                                                                                                 | dap                | 5/4/2016      | DAP              | 09.05.16  |         |
| 10   |                 | ;k=k HkRrk izkflr gsrq dk;ksZRrj Lohdz`fr gsrw }kjk izks0lqn'kZu oekZ                                                                        | dhr                | 5/4/2016      | LDC/arf          | 09.05.16  |         |
| 11   | 8373R           | LADDER                                                                                                                                       | R                  | 5/5/2016      | fo/SOI/SA/ARF/fo | 09.05.16  |         |
| 12   | 8310R           | LECTURE SERIES                                                                                                                               | DCS                | 5/5/2016      | LDC/arf          | 09.05.16  |         |
| 13   | 4108R           | JRF PANKAJ &RAJ KUMAR PARICHETA                                                                                                              | LAW                | 5/5/2016      | steno/arf        | 09.05.16  |         |
| 14   | 3238R           | NET-JRF/UGC                                                                                                                                  | acad               | 5/5/2016      | fo/ARF/fo        | 09.05.16  |         |
| 15   |                 | GUEST FACULTY PAYMENT(Dr. Richa Srivastava)                                                                                                  | das                | 5/5/2016      | ldc/arf          | 09.05.16  |         |
| 16   |                 | IMPREST                                                                                                                                      | CPC                | 5/5/2016      | steno/arf/fo     | 09.05.16  |         |
| 17   | 8241R           | PURCHASE OF PRINTER                                                                                                                          | DAP                | 5/3/2016      | SA/ARF/FO/VC     | 09.05.16  |         |
| 18   | 8088R           | Dr. Rima kumari DST-start up research grant                                                                                                  | R                  | 5/6/2016      | SA/ARF/fo        | 09.05.16  |         |
| 19   | 7457R           | APPOINTMENT OF JRF                                                                                                                           | DBT                | 5/6/2016      | SA/arf/fo        | 09.05.16  |         |
| 20   | 1424F           | CONTINGENCY& ALLIED EXPENDITURE FILE                                                                                                         | DPS                | 5/6/2016      | SA/ARF           | 09.05.16  |         |
| 21   |                 | part time assistant data entry ICSSR PROJ                                                                                                    | DPS                | 5/6/2016      | SA/arf           | 09.05.16  |         |

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|----|-------|-------------------------------------------------------------------------|--------|----------|-------------------|----------|-------------|
| 22 | 7000R | JRF-2011                                                                | DE     | 5/6/2016 | STENO/ARF<br>/fo  | 09.05.16 |             |
| 23 | 4137R | आवासीय दूरभाष मोबाइल की प्रतिपूर्ति भाग 2                               | vc     | 5/6/2016 | Cashier           | 09.05.16 | dispose off |
| 24 |       | Transportation of Symposium (Dr. Ambedkar's<br>vision of social justice |        | 5/4/2016 | cashier           | 09.05.16 | dispose off |
| 25 | 4679R | NET-COACHING                                                            | VC     | 5/6/2016 | arf/fo            | 09.05.16 |             |
| 26 | 8157R | PRINTING/SUPPLY                                                         |        | 5/6/2016 | soi/arf/fo/<br>VC | 09.05.16 |             |
| 27 | 4278R | IMPREST                                                                 | ACAD   | 5/6/2016 | STENO/arf         | 09.05.16 |             |
| 28 | 28NO  | IMPREST                                                                 | DAM    | 5/6/2016 | STENO/arf         | 09.05.16 |             |
| 29 |       | जी०पी०ए०टी० छात्रवृत्ति प्रकरण पत्रावली-2                               | fw     | 09.05.16 | R                 | 09.05.16 |             |
| 30 | 6927R | IMPREST                                                                 | sports | 09.05.16 | steno/arf         | 09.05.16 |             |
| 31 | 3255R | INTERNET CONNECTION TYPE-A<br>RESIDENCE/ANTIVIRUS                       | CC     | 09.05.16 | SA                | 09.05.16 |             |
| 32 |       | CONTRACTUAL FACULTIES PAYMENT                                           |        | 09.05.16 | FO                | 09.05.16 |             |
| 33 | 4185R | CENTRAL LIBRARY AC PLANT                                                | EO     | 09.05.16 | SA                | 09.05.16 |             |
| 34 | 3566R | ENGAGEMENT OF LDC(02 NOS)                                               | VC     | 09.05.16 | FO                | 09.05.16 |             |
| 35 | 8371R | SHS LABORATORY WORK                                                     | R      | 09.05.16 | SA                | 09.05.16 |             |
| 36 | 8372R | POWER SUPPLY EXTENSION TO SHADE<br>NET/POLYHOUSE                        | R      | 09.05.16 | SA                | 09.05.16 |             |
| 37 | 8389R | HONORARIUM FILE OF WARDEN                                               | R      | 09.05.16 | FO                | 09.05.16 |             |
| 38 | 7146R | PF OF DR. ALKA                                                          | R      | 09.05.16 | FO                | 09.05.16 |             |
| 39 | 8387R | GENERAL STORE                                                           | R      | 09.05.16 | soi               | 09.05.16 |             |
| 40 | 4846R | DG SET MAINTENANCE WORK                                                 | R      | 09.05.16 | fo                | 09.05.16 |             |
| 41 | 3675r | GUNNER FOR HON'BLE VC                                                   | R      | 09.05.16 | LDC/arf           | 09.05.16 |             |
| 42 | 8423R | PURCHASE OF UPS                                                         | R      | 09.05.16 | LDC               | 09.05.16 |             |
| 43 | 8424R | PURCHASE OF KEY BOARD FOR FINANCE SECT.                                 | R      | 09.05.16 | LDC               | 09.05.16 |             |
| 44 | 7935R | Purchase of online UPS & Fax Machine                                    | R      | 09.05.16 | SA                | 09.05.16 |             |
| 45 | 7300r | केन्द्रीय पुस्तकालय अनु० कार्य                                          | R      | 09.05.16 | SA                | 09.05.16 |             |
| 46 | 8377R | RE-CONSTRUCTION OF MAIN GATE NEAR SBH                                   | R      | 09.05.16 | SOI               | 09.05.16 |             |
| 47 | 3609R | CONTINGENCY FROM SERB PROJ                                              | R      | 09.05.16 | SA                | 09.05.16 |             |
| 48 | 8069R | CO-OPERATIVE GENERAL STORE                                              | R      | 09.05.16 | SA                | 09.05.16 |             |

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|----|-------|-----------------------------------------------------------|------|----------|-----------|----------|--|
| 49 | 2544F | ONE YEAR LLM                                              | SLS  | 09.05.16 | STENO/arf | 09.05.16 |  |
| 50 | 5628R | INDO-RUSSIAN PROJ.(MAIN FILE)                             | DAP  | 09.05.16 | SA        | 09.05.16 |  |
| 51 | 8110R | PUCHASE OF FURNITURES FOR RCA                             | R    | 09.05.16 | SA        | 09.05.16 |  |
| 52 | 7999R | ESTABLISHMENT OF NURSERY                                  | R    | 09.05.16 | LDC       | 09.05.16 |  |
| 53 | 3545R | Plantation work P-ii                                      | R    | 09.05.16 | STENO/arf | 09.05.16 |  |
| 54 | 6772R | supply of electical goods P-3                             | R    | 09.05.16 | SA        | 09.05.16 |  |
| 55 | 4117R | Payment of Vc's Mobile bill                               | R    | 09.05.16 | LDC/arf   | 09.05.16 |  |
| 56 | 3164R | PROPOSAL/PURCHASE OF PUMPING SET                          | R    | 09.05.16 | SA        | 09.05.16 |  |
| 57 | 3163R | IMPREST P-5                                               | R    | 09.05.16 | STENO/arf | 09.05.16 |  |
| 58 | 8279R | टाइप-ए आवास अनुरक्षण कार्य                                | R    | 09.05.16 | ldc       | 09.05.16 |  |
| 59 | 8201r | national flag                                             | R    | 09.05.16 | FO        | 09.05.16 |  |
| 60 | 1828F | Imprest                                                   | DPR  | 09.05.16 | steno/arf | 09.05.16 |  |
| 61 | 5070R | IMPREST                                                   | CGH  | 09.05.16 | steno     | 09.05.16 |  |
| 62 |       | PURCHASE OF LAB EUIPMENT                                  | DAPS | 09.05.16 | SA        | 09.05.16 |  |
| 63 | 5650R | CASH ADVANCE P-2                                          | EO   | 09.05.16 | SA        | 09.05.16 |  |
| 64 | 4189R | AMC CEILING FANS & EXAUST FANS P-2                        | R    | 09.05.16 | STENO     | 09.05.16 |  |
| 65 | 8224R | REQUEST FOR COMPUTER, PRINTER AND AC                      | R    | 09.05.16 | ARF       | 09.05.16 |  |
| 66 | 7253R | OPEN GATE & MS RAILING OF BOTANICAL GARDEN+2FILE ATTACHED | R    | 09.05.16 | SA        | 09.05.16 |  |
| 67 | 5960r | REQUIREMENT OF COMPUTER/PRINTER                           | R    | 09.05.16 | SA        | 09.05.16 |  |
| 68 | 6980R | JRF- MR. AMIT SINGH                                       | R    | 09.05.16 | FO        | 09.05.16 |  |
| 69 | 6992R | Medical reimbursement(Retired Employee)                   | R    | 09.05.16 | STENO     | 09.05.16 |  |