

S.No	File/Letter No.	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	4098 R	Particle Size Analyser, D.Pharma.	AR/Snp	29.4.16	FO	2/May	For need full.
2	8349 R	Akilesh Yadav, Fee Concession Orphan Category.	Hod	29.4.16	AR/A	2/May	For need full.
3	5525 R	Ph.D Viva-Voce , TA For External Members	VC	29.4.16	AR/A	2/May	For need full.
4	8307 R	File of Orientation Programme CPDHE New Delhi.	VC	29.4.16	AR/Estt	2/May	For need full.
5	6953 R	PF of Shri. Gokaran Prasad, AR.	VC	29.4.16	AR/Estt	2/May	For need full.
6	8350 R	T/C Pf of Shri.O.P.Saini Assistant Librian.	VC	29.4.16	AR/Estt	2/May	For need full.
7	8335 R	Reissue passport of Dr. Sangeeta Saxena.	VC	29.4.16	AR/Estt	2/May	For need full.
8	8313 R	T/C PF Of Ram Parvesh Pal RA (Paternity Leave)	VC	29.4.16	AR/Estt	2/May	For need full.
9	8351 R	Purchase of A.C, Computer center.	Dir-CC	29.4.16	AR/Snp	2/May	For need full.
10	7476 R	प्रशासनिक भवन खंड सा। 4 स्थित पुरानी लाइब्ररी मे एल्युमिनियम पार्टिसन एवं 10 नग स्थित	EE	29.4.16	FO	2/May	For need full.
11	8352 R	Confirmation Letter, Dr. Manoj Kumar.	HoD	29.4.16	AR/Estt	2/May	For need full.
12	8068 R	Construction of CC floor near A-Type Residence.	EO	29.4.16	FO	2/May	For need full.
13	8353 R	T.A Approval File for practical Examination, DES	Hod	29.4.16	VC	2/May	For approval

14	8354 R	Cycle/Bike Stand For Ashoka Boys Hostal.	Warden	29.4.16	AR/Snp	2/May	For need full.
15	8355 R	Air Cooler For Study Room	Warden	29.4.16	AR/Snp	2/May	For need full.
16	5355 R	UPCST Project, Regarding Annual Report/UC/SA of project.	Hod	29.4.16	RSO	2/May	For need full.
17	5613 R	MHRD/UGC, Corespondence.	So/Estt	2.5.16	RSO	2/May	For need full.
18	3247 R	PF of Dr. Beer Singh Bhadauriya Prof. DAM	VC	2.5.16	AR/Estt	2/May	By hand Kashyap Sir
19	8357 R	National Service Scheme Approval for Programme. NSS.	Hod	2.5.16	VC	2/May	For approval
20	8358 R	National Fellowship For Higher Education NFHE, Mohd BAQIR.	AR/A	2.5.16	AR/A	2/May	For need full.
21	4733 R	RGNF File of Sh. Surendra Singh Research School.	AR/A	2.5.16	AR/A	2/May	For need full.
22	6688 R	हिन्दी प्रकोष्ठ पुरष्कार योजना .	Hod	2.5.16	VC	2/May	For approval
23	8365 R	Requiremeant of Cooler.	AR/Snp	2.5.16	VC	2/May	For approval
24	6952 R	Water coolar & Airconditionar	AR/Snp	2.5.16	EO	2/May	For need full.