

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	7931R	PAYMENT OF SANITATION AGENCY	EO	17.10.16	SANITATION	24.11.16	
2	9470R	REQUIREMENT OF CHEMICALS	VC	20.10.16	ARF/SOI/SA/ARF/FO/ARF/Soi/ARF/FO/ARF/SOI/ARF/SOI	24.11.16	
3	8649R	PROPOSAL FOR SPORTS POLICY & DSPORTS BUDGET-2016-17	R	27.10.16	ARF/SOI/SA/ARF/FO/ARF/Soi/ARF/SO/SA/ARF/SOI/SA/ARF	24.11.16	
4	9561R	SANITATION PAYMENT VOL-III	R	28.10.16	SOI/SA/ARF	24.11.16	
5	9190R	DR. SHIKHA PRUCHASE OF VV-VIS SPECT.....+1 FILE	STORE	07.11.16	SA/SO/ARF/FO/ARF/SOI/SA/ARF	24.11.16	
6		DR.JAVEED AHMAD BHAT(PROJ FELL)BBAU-STOCKHOLM UNIVERSITY PROJECT	DPS	17.11.16	VC	24.11.16	
7	8587R	SUMERSIBBLE/TUBWELL PUMP REPAIRING WORK	R	17.11.16	SA/ARF	24.11.16	
8	5107R	PROVIDING FIXING OF GRANITE & STAINLESS STEEL LETTERING OF MAIN GATE	R	18.11.16	SA/ARF	24.11.16	
9	9627R	PURCHASE OF ROTAVAPOR	R	18.11.16	SA/ARF/FO	24.11.16	

10		CAUTION MONEY	RCA	18.11.16	VC	24.11.16	
11		BUDGET FILE	CPD	21.11.16	LDC/ARF /FO	24.11.16	
12		LTC ADVANCE OF DR. JAY SHANKAR SINGH, DEM	VC	21.11.16	FO/ARF	24.11.16	
13	7415R	ADVANCE TO CONDUCT SEMESTER EXAMINATION DEC-2015	DAC	21.11.16	LDC/ARF /CASHIE R	24.11.16	disposed off
14	3152R	OPERATION AND MAINTENANCE OF CENTRAL AC PLANT OF AUDITORIUM	R	22.11.16	EE	24.11.16	
15		imprest	DIT	22.11.16	STENO/A RF/FO	24.11.16	
16	9116R	T/C PF OF SHRI BS SAINI LTC	R	22.11.16	STENO/A RF/FO	24.11.16	
17		ICSSR PROJ- PAYMENT TO RESEARCH STAFF-DR. SHASHI KUMAR	DHR	22.11.16	SA/ARF	24.11.16	
18		MUFFLE FURNANCE	DES	23.11.16	SA/ARF	24.11.16	
19	3060R	ROAD WORK AT ABH	R	23.11.16	SA/ARF	24.11.16	
20	8846R	ABHISHEK KUMAR(CSIR-JRF)	R	23.11.16	STENO/A RF/FO	24.11.16	
21	9318R	DR. MADHUKAR SAXENA-FELLOWSHIP GRANT	R	23.11.16	sa/ARF	24.11.16	
22	5617R	RETRO REFLECTIVE GUIDE MAP	R	23.11.16	SA/ARF	24.11.16	
23	6992R	MEDICAL REIMBURESEMENT(RETIRED EMPLOYEE)	VC	23.11.16	ARF/SOII	24.11.16	
24	9066R	DR. DEEPTI BARNWAL	R	23.11.16	STENO	24.11.16	
25	9391R	MINUTES OF THE MEETING OF SPS	R	23.11.16	STENO/A RF/FO	24.11.16	
26	9172R	T/C FILE PURCHASE OF POSTAGE STAMP(ADVANCE)	R	23.11.16	CASHIER	24.11.16	disposed off
27	8682R	ELECTRICAL MAINTENANCE WORK OF ADMINISTRATIVE BLOCK	R	23.11.16	LDC	24.11.16	
28	7949R	ACADEMIC ACTIVITIES- PROF. SANJAY KUMAR	R	23.11.16	STENO/F O/VC	24.11.16	
29	3630r	purchase of kitchen equipments & mess for the hostels	STR	24.11.16	FO	24.11.16	
30	9486R	PHOTOCOPY AND PRINTER MACHINE	STR	24.11.16	FO	24.11.16	

31	4209F	IMPREST	IGB	24.11.16	STENO/ARF	24.11.16	
32	8124R	TELEPHONE BIL FILE	TELE	24.11.16	LDC	24.11.16	
33	3228R	IMPREST	R	24.11.16	STENO	24.11.16	
34	3579R	हिन्दी पखवारा	हि०प्र०	24.11.16	LDC	24.11.16	
35	3180R	LECTURE & SPECIAL LECTURES	VC	22.11.16	CASHIER	24.11.16	disposed off
36	8111R	JRF-MS. DEEPTI SINGH	DPS	24.11.16	STENO	24.11.16	
37	4703R	ADVANCE/IMPREST	lib	24.11.16	STENO/ARF	24.11.16	
38	8978R	PAY FIXATION OF DR. G. SUNIL BABU	VC	24.11.16	FO	24.11.16	DISCUSSION
39	9071R	PROF. RANA PRATAP SINGH MRP RESEARCH PROJECT	VC	24.11.16	ARF	24.11.16	
40		104ISC-2017	VC	24.11.16	FO	24.11.16	
41	7205R	UGC-MRP 2015-16	VC	24.11.16	ARF	24.11.16	
42	9387R	LOAD EXTENSION OF UNI	VC	24.11.16	arf	24.11.16	
43	6781R	DR. SHIV KUMER- CONTINGENCY	VC	24.11.16	ARF	24.11.16	
44		SOCIAL SCIENCE CONGRESS-15	VC	24.11.16	ARF	24.11.16	
45		GROUND WATER PROJECT-II DR. V.DUTTA	VC	24.11.16	FO	24.11.16	
46	8995R	छात्रावास का रखरखाव एवं अनु०कार्य	VC	24.11.16	FO	24.11.16	
47	9537R	NOTICE BOARD	VC	24.11.16	FO	24.11.16	
48		REPAIR OF REVOLVING CHAIR IN DEPTT OF ECONOMICS	VC	24.11.16	FO	24.11.16	
49		CAUTION MONEY	VC	24.11.16	ARF	24.11.16	
50	9556R	ESTABLISHMENT OF LABS AND RESOURCE CENTERS	VC	24.11.16	FO	24.11.16	
51	9378R	PARTITION IN ROOM NO.-304	VC	24.11.16	ARF	24.11.16	
52	9512R	WATER COOLER AND WATER PURIFIER	VC	24.11.16	FO	24.11.16	
53	8777R	REPAIR FLOORING IN COMPUTER LAB	VC	24.11.16	ARF	24.11.16	
54	9611R	TRAVEL- APPROVAL (BY CAR) OF EXTERNAL EXAMINER	VC	24.11.16		24.11.16	
55	4647R	STAFF SALARY	VC	24.11.16	ARF	24.11.16	

56		REIMBURSEMENT OF LUNCH ADVANCE	VC	24.11.16	ARF	24.11.16	
57	3255R	INTERNET CONNECTION TYPE-A RESIDENCE/ANTIVIRUS	VC	24.11.16	FO	24.11.16	
58	8224R	REQUEST FOR COMPUTER, PRINTER AND AC	vc	24.11.16	ARF	24.11.16	
59	8294R	CONTRACTUAL FACULTIES PAYMENT	VC	24.11.16	ARF	24.11.16	
60	8128R	बायोसाइन्स एवं बायोटेक्नोलोजह विधापीठ भवन का अनु० कार्य	VC	24.11.16	FO	24.11.16	DISCUSSION
61	8721R	REFUND OF FEE- KELVIN KAMAL, ATIF AZAJ, MS. SHIVANGI---BBA LLB	VC	24.11.16	FO	24.11.16	
62	9612R	PURCHASE OF COMPUTER/LAPTOP	VC	24.11.16	ARF	24.11.16	
63	4906R	BRAILLE SECTION 2014-15	VC	24.11.16	ARF	24.11.16	
64	7457R	APPOINTMENT OF JRF DBT PROJ (PILOT)	VC	24.11.16	ARF	24.11.16	
65	9144R	T/C PF OF SHRI RAMA SHANKAR SINGH FO(PERMISSION FOR PURSUING PG	VC	24.11.16	FO	24.11.16	
66		SPECIAL ENTRANCE TEST 2016	VC	24.11.16	ARF	24.11.16	
67	9484R	REQUIREMENT OF LOUDSPEAKER AND MIKE & AUDIO SPEAKER	VC	24.11.16	FO	24.11.16	
68	9615R	PARTITION OF SHIFTING CHAMBER	VC	24.11.16	ARF	24.11.16	
69	9182R	RETURN OF PG SCHOLARSHIP FOR PROF. COURSE FOR SC/ST CANDIDATES MS. SANJU&NIKITA	VC	24.11.16	ARF	24.11.16	
70		GOVERNMENT E- MARKET PLACE	VC	24.11.16	FO	24.11.16	
71		CANCELLATION BILL NANDITA SHUKLA SINGH	VC	24.11.16	FO	24.11.16	DISCUSSION
72	4573R	PRINTING OF THE PROCEEDINGS	VC	24.11.16	FO	24.11.16	
73		ESTABLISHMENT OF LAB OF FOOD ANALYSIS &.....	SHS	24.11.16	FO	24.11.16	
74		RESOURCE PERSON FILE	CPD	24.11.16	LDC	24.11.16	
75		IMPREST	CPD	24.11.16	STENO	24.11.16	
76	6886R	IRON MADE HUT	EO	24.11.16	SA	24.11.16	