

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remarks
1	5981/R	Annual Maintenance Contract of Horticulture Work-GBS	EE	11-04-2016	EE	11-07-2016	Give me Biometric
2	-	MOU (DAPS)	Head (DAPS)		RSO office	11-07-2016	-
3	-	Leave Application for Partcipation in Science Outreach Programme (SOP)-Prof. Kaman Singh, DAC	Dean, SPS		R	11-07-2016	Yes if as per rules