

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remark
1	8952R	REQUIRMENT OF WHITE BOARD	VC	03.07.17	FO/HEAD DRM	07.09.17	
2	6315R	PURCHASE OF ELECTRIC MATERIAL	GBS	03.07.17	FO/ARF	07.09.17	
3	10409R	REQUIREMENT OF AC	VC	14.07.17	FO/PROF KAMAN SINGH	07.09.17	
4	10624R	REQUIREMENT OF PRINTER	VC	21.07.17	FO/VC	07.09.17	
5	10849R	DST-INSPIRE FELLOWSHIP MR.PRANESH KUMAR UNDER DR SUDIPTA SAHA	R	29.08.17	STENO/A RF/FO/V C	07.09.17	
6	10831R	C V RAMAN INTERNATIONAL FELOW DR OLFA BEN TUNISIA UNDER THE GUIDANCE OF DR RAJESH KUMAR	R	04.09.17	FO/DEN SES	07.09.17	
7	4452R	CARTRIDGE/TONER	DEM	04.09.17	FO/ARF	07.09.17	
8		TEMPORARY FILE FOR BUDGET OF CPD	CPD	04.09.17	FO/VC	07.09.17	
9		PURCHASE OF LAPTOP FOR SC/ST COCHING CENTRE	VC	06.09.17	FO/ARF	07.09.17	
10	6022r	PURCHASE OF CARTRIDGE	DCS	06.09.17	FO/ARF	07.09.17	
11	7897R	t/c pf PAYMENT OF DPW-II	DPW	06.09.17	SOI	07.09.17	
12	10578R	IMPREST MONEY FOR REGISTRAR OFFICE	R	07.09.17	ANKIT	07.09.17	
13	10924R	T/C PF OF DR SUTANU MAJI LTC	R	07.09.17	ANKIT	07.09.17	
14	4114R	PAYMENT OF BONUS & DAILY FOR THE YEAR 2004-05	R	07.09.17	FO	07.09.17	
15		UGC-BSR GRANT DR JAWAHAR LAL HEAD: CONSUMABLES	DAC	07.09.17	SA	07.09.17	
16		HONORARIUM DR NEHA ANAND STUDENT COUNSELING CENTRE	DSW	07.09.17	FO	07.09.17	
17		T/C MONITORING AND INVESTMENT OF FUND II	VC	07.09.17	SOII	07.09.17	
18		PAYMENT MODE THROUGH PREPAID CARD A/C	VC	07.09.17	ARF	07.09.17	

19		ICSSR RESEARCH PROJECT PROF SANATAN NAYAK	VC	07.09.17	ARF	07.09.17	
20	10240R	PF OF SMT MIONAKSHI KHARE AR	R	07.09.17	FO	07.09.17	
21		JRF SALARY FILE DR VENKATESH KUMAR R	VC	07.09.17	ARF	07.09.17	
22	10638R	JRF RECRUIT MENT COMMITTEE HCMV DR G SUNIL BABU, DR SANGEETA SAXENA	DBT	07.09.17	SA	07.09.17	
23		IMPREST MONEY FOR COE OFFICE	COE	07.09.17	ANKIT	07.09.17	
24		DD RELATED TO 6TH CONVOCATION JAN-2016	COE	07.09.17	FO/SO/C ASHIER	07.09.17	
25	10063R	MAJOR EQUIPMENTS DR DEVESH KUMAR, (PROJECT QUANTUM MECHANICAL MOLECULAR MECHANICAL STUDIES OF DRUG-DNA INTERACTIONS	VC	07.09.17		07.09.17	
26		T/C MONITORING AND INVESTMENT OF FUND II	FO	07.09.17	VC	07.09.17	
27		JRF SALARY FILE DR VENKATESH KUMAR R	DAA	05.09.17	FO/VC	06.09.17	
28		PAYMET MODE THROUGH PREPAID CARD A/C	FINANCE	06.09.17	FO/VC	06.09.17	
29		REPAIRING OF PROJECTOR AND LAPTOP BATTERY	STORE	06.09.17	LDC	06.09.17	
30		PURCHASE OF CARTRIDGE FOR DEAN SES OFFICE	SES	06.09.17	ARF	06.09.17	
31	10450R	PERFORMANCE OF BOOKLET TO SUBMISSION OF (MHRD)	VC	06.09.17	ARF	06.09.17	
32	9702R	DR. DEEPTI BARNWAL CONTINGENCY	VC	06.09.17	ARF	06.09.17	
33		LLM FOURTH SEMESTER STUDENTS KE SODH WORK KE PAYMENT REGARDING	VC	06.09.17	ARF	06.09.17	
34		RECRUITMENT OF JUNIOR RESEARCH FELLOW IDENTIFICATION ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	VC	06.09.17	ARF	06.09.17	
35		PRINTING OF PRSCRIPTION PAD FOR HEALTH CENTER	VC	06.09.17	ARF	06.09.17	
36	4611R	MEDICAL REIMBURSEMENT OF VICE CHANCELLOR	R	06.09.17	ANKIT/S O/ARF	06.09.17	
37		PURCHASE OF LAPTOP FOR SC/ST COCHING CENTRE	VC	06.09.17	FO	06.09.17	
38	3269R	Payment of Electricity bill of University Campus	VC	06.09.17	FO/CASHI ER	06.09.17	

39		ADVANCE FOR INTERNET CONNECTION TYPE C/HOSTELS /RESIDENCE	CC	06.09.17	LDC	06.09.17	
40	6203R	NEW BANK A/C OPENING FILE (VISHAKHA BOYS HOSTEL BLOK B	KBH	06.09.17	ARF	06.09.17	
41		RECRUITMENT OF JUNIOR RESEARCH FELLOW IDENTIFICATION AND FUNCTIONSL ANALYSIS OF ANTIAPOPTOTIC HCMV DR G SUNIL BABU AND DR SANGEETA SAXENA	VC	06.09.17	ARF	06.09.17	
42		ANNUAL REPORT 2015-16 VOL-11	SC-ST	06.09.17	ARF	06.09.17	
43	6022r	PURCHASE OF CARTRIDGE	DCS	06.09.17	FO	06.09.17	
44		IMPREST MONEY FOR DES	DES	06.09.17	ANKIT	06.09.17	
45	6027R	Dr. Rima kumari DST-start up YS CONTINGENCY	DES	06.09.17	SA	06.09.17	
46		ADJUSTMENT OF DEBIT CARD FOR ABH	ABH	06.09.17	ANKIT	06.09.17	
47		T/C MONITORING AND INVESTMENT OF FUND II	FINANCE	06.09.17	VC	06.09.17	
48	4992R	CONSTITUTION OF FINANCE COMMITTEE OF THE UNIVERSITY	PS-FO	06.09.17	ARF/FO	06.09.17	