

List of Files:

File No.	File Name
1.	General Office Orders
2.	Staff Pay Bills
3.	Accounts File
4.	Regular Supply Memos
5.	SOA Approval
6.	SOA Supply Challans
7.	Imprest Statements
8.	SOA Sale Intimations
9.	Monthly Stocks & Sales Statements
10.	Repairs to Building
11.	SOA Sale Bills ('C' Forms)
12.	SOA Sale Bills (W/o 'C' Forms)
13.	Local Purchase Bills
14.	D-VAT
15.	Credit Sales Invoice
16.	Supply Correspondence
17.	General Establishment
18.	DC(H)
19.	Discount Approval
20.	Credit Sales Correspondence
21.	CAG Audit
22.	Sales Performance
23.	Lesser Known Crafts
24.	D/Export & Tourist Sale Correspondence
25.	Mark-Up
26.	General Repairs & Maintenance
27.	ESI
28.	Air Condition
29.	Circulars
30.	Comparative Statements
31.	Local Purchase Correspondence
32.	Computer
33.	Water Cooler
34.	Telephone Bills
35.	Ele.& Water
36.	SOA Correspondence
37.	Presentation to VIP's

38.	Property Tax
39.	Insurance / Fixed Assets
40.	I.I.T Fair
41.	Sales Targets
42.	Miscellaneous
43.	Lorry Way Bills
44.	Internal Audit
45.	Printing & Stationeries
46.	Cohands
47.	Formal Supply Memos
48.	Bank Challans
49.	AC Insurance Claim File
50.	Cauvery Renovation
51.	Work Allocation
52.	Indian Handicrafts & Gifts Fair
53.	Indents
54.	Land Allotment
55.	KSIC
56.	EPCH
57.	State Emporia Association
58.	FIRC
59.	Application For Vacancies
60.	Staff Leave Application
61.	CCTV
62.	Exhibition
63.	Gift Vouchers
64.	Stone Lady with Mirror
65.	Asian Development Bank
66.	Suraj Kund Stocks Supply Challans
67.	Shree Maruthi Enterprises
68.	Handicrafts India
69.	MSIL New Delhi Security Guard File
70.	Courier Bills
71.	Courier POD's
72.	BOB & Amex Credit Card Slip/Summery
73.	Staff Personal Files
74.	Security Staff File
75.	Code No. & Rate List
76.	Quotation & Proforma Invoice
77.	Swarnkala Jewellery
78.	Special Order

