

KARNATAKA STATE HANDICRAFTS DEVELOPMENT CORP. LTD., BANGALORE

UNIT NAME: " CAUVERY", KSA&C Emporium, New Delhi

List of Files

2023-24

S.No.	File Name	S.No.	File Name
1	Pay Bill File	30	KSIC File
2	Gen.Office Order File	31	BHEL
3	Accounts File	32	Inspection
4	Consignment DC	33	Special Order
5	Regular Supply Memo	34	MSIL
6	Indent File	35	Printing and Stationery File
7	Consignment Approval	36	Quotation and Proforma Invoices
8	Tax invoice File	37	CCIC
9	Outsourced Staff File	38	Staff leave Application
10	RTI File	39	Saurabh and Sakshi Associates(Outsourced Accountant)
11	Supply Correspondence	40	AMEX
12	DCH Correspondence	41	General Eshtablishment
13	Discount Approval	42	AC File
14	COHANDS	43	Mark Up file
15	Computer file	44	CCTV File
16	Canara Bank Correspondence	45	Standing Order
17	General Repair and Mantainence	46	Shifting of KIC
18	Cons. Correspondence	47	EPCH
19	Lesser Known Craft Statement	48	Circulars
20	Sales Target	49	Property Tax File
21	Electricity and Water Bills	50	Fixed Assets
22	Telephone Bills	51	Biometric System
23	Courier Bills	52	Pending Payment File
24	Insurance	53	Bank Challan File
25	Miscellaneous File	54	Credit Card Slip File
26	Paytm File	55	Imprest File
27	CAG Audit	56	Annual Stock Verification File
28	KS&DL File	57	Internal Auditor File
29	GST Statement	58	Structural Audit File



Incharge

Cauvery-Karnataka State Arts & Crafts Emporium,
C-4, Baba Kharak Singh Marg, New Delhi-11