

Karnataka Soaps and Detergents Limited.

List of Files Available to the General Public Under Sec 4(1)(a) of RTI Act 2005

Name of the Department	Sl No	List / Title of the Files
Estate	1	Rent agreement with KMF, KSBCL, Indus Tower, BSNL Tower, Reliance
	2	Copy of Rent agreement
	3	Property Tax (Bangalore Complex)
	4	Property Tax calculation books from BBMP
	5	Corporation Bank
	6	Corporation Bank Bills
	7	Reliance Infratel Ltd – Volume 1,2,3,4
	8	Indus Tower(Airtel) – Volume 1,2,
	9	BSNL Tower – Volume 1,2,
	10	KMF – Rent bills
	11	KMF - Volume 1,2,3,4
	12	Godown space for Rent – KSBCL ; Volume 1,2,3,4
	13	Housekeeping Bills
	14	Gardening Bills
	15	Work orders for House Keeping
	16	Work orders for Gardening
	17	Rent Receipts
	18	Board Meeting Minutes,GST Form, TDS Rate chart
	19	Purchase Orders
	20	Advance amount
	21	Maintainance & Repair room things list
	22	List of Housekeeping materials
	23	Miscellaneous File
	24	Bangalore land details
	25	ಕೊಠಡಿ ಹಂಚಿಕೆ ಬಗ್ಗೆ
	26	C.A. Site - Mysore
	27	ಸರ್ಕಾರಿ ಕಟ್ಟಡಗಳ ಮೇಲೆ ಗ್ರಿಡ್ ಸಂಪರ್ಕಿತ ಸೌರಶಕ್ತಿ ಯೋಜನೆಯನ್ನು ಕಾರ್ಯಗತಗೊಳಿಸುವ
	28	Master File
	29	Rent Receipt (Voucher)
	30	Rent Receipt File
	31	Indira Canteen
	32	Re-imburement Bills
	33	RTI - KMF
	34	ಶ್ರೀಗಂಧದ ಸಸಿಗಳನ್ನು ನಮ್ಮ ಸಂಸ್ಥೆಯ ಆವರಣದಲ್ಲಿ ನೆಡುವ ಬಗ್ಗೆ
	35	ಕರ್ನಾಟಕ ಕೈ-ಮಗ್ಗ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತದ ಬೆಂಗಳೂರಿನ 2ನೇ ಹಂತದಲ್ಲಿರುವ ಜಮೀನನ್ನು
	36	ಕಾರ್ಖಾನೆಯಲ್ಲಿರುವ ತೆಂಗಿನ ಮರಗಳನ್ನು ಸ್ವಚ್ಛಗೊಳಿಸಿ ಕಾಯಿ ಸುಲಿಸುವ ಬಗ್ಗೆ;
	37	ರಾಜೀವ್ ಗಾಂಧಿ ಇನ್ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಟೆಕ್ನಾಲಜಿಯವರು ಅವರ ಕಛೇರಿಗಾಗಿ ಸ್ಥಳ ಕೋರಿರುವ ಬಗ್ಗೆ;
	38	ಕೆ.ಎಸ್.ಡಿ.ಎಲ್ ಸಂಸ್ಥೆಗೆ ಗೋದಾಮುಗಳನ್ನು ನಿವೇಶನಗಳನ್ನು ಹಂಚಿಕೆಗಾಗಿ ಪತ್ರ.
Stores	1	Purchase Orders File

Department	2	Stock Ledger
	3	Goods Received Note File (GRN)
Pay Roll	1	SALARY/WAGES PERMANENT STAFF
	2	SALARY/WAGES COMPANY CONTRACT
	3	DR.VARSHA – RETAINERS FEE FILE
	4	K.E.BELLIAPPA. RESIDENT SECURITY OFFICER
	5	CHAIRMAN SALARY FILE.
	6	CHAIRMAN STAFF
	7	DEPUTATIONS FILES
	8	MD,GM,DF OTHERS
	9	PL ENCASHMENT FILE
	10	GRATUITY ACTURISATION
	11	INCENTIVE FILE
	12	MORTALITY CHARGES
	13	DEATH RELIEF FUND(MGT CONTRIBUTION)
	14	DEATH RELIEF FUND SUBSCRIPTION
	15	INTEREST SUBSIDY
	16	HBA LOAN/CANFIN HOMES LOAN
	17	GRATUITY SETTLEMENT
	18	GRATUITY AUDITOR FILE
	19	PROFESSTIONAL TAX FILE.
	20	UNION FILE-recovery and remittances including Divisions and Branches
	21	EX-GRATIA BONUS FILES
	22	SUPLLIMENTARY FILES
	23	KHDC FILE (RECOVERY & REMITTANCE)
	24	KSIC FILE (RECOVERY REMITTANCE)
	25	SALARY CERTIFICATE FILE.
	26	SYNDICATE BANK LOAN/CD (RECOVERY & REMITTANCE FILE)
	27	SOCIETY DUES FILE
	27	NEW APPOINTMENT FILE
	28	LIC RECOVERY & REMITTANCE FILE
	29	POSTAL LIFE INSURANCE
	30	COURT DUES (BOX FILE) RECOVERY & REMITTANCE FILE
	31	L.P.C (FILE) IN
	32	L.P.C. FILE (OUT)
	33	LABOUR WELFARE FUND
	34	UNIFORM STICHING CHARGES
	35	LTC (EXECUTIVES LEAVE TRAVEL CONCESSION)
	36	INCOME TAX
	37	EDUCATION ADAVNCE
	38	FESTIVAL ADVANCE
	39	COMPUTER ADVANCE
	40	SPECIAL FESTIVAL ADVANCE
41	WORKER EDUCATION TOUR ADVANCE	
Civil	1	Removing & Re-fixing New Foldable Door at Engg. Store & Washing Half
	2	Providing Aluminum partition for Accounts (ServeRoom) in KSDL.

	3	Civil Works pertaining to the Installation of New Talcum powder filling
	4	HRD File
	5	Finance Department File / Daily Report
	6	Company Secretary Office File
	7	Materials Department File
	8	Stores Department File
	9	Production Department (SEP) File
	10	Detergent Division Production File
	11	Cosmetics Plant Production File
	12	CSVO/E&S File
	13	Marketing Department File
	14	Action Taken Report File for PPSRC Meeting
	15	CC TV/Project Cell File
	16	Internal Office Correspondence File
	17	Inward/Outward Ledger
	18	Co-Ordination Committee File
	19	Preventative Action Meeting File (PAM)
	20	Marketing Department - Indent received file
	21	Office Orders File
	22	Sandalwood File
	23	Finance Audit Paras File
	24	Boiler House File
	25	Technical Efficiency Report File
	26	Legal File
	27	MID Meeting Notice
	28	SOD Shimoga File
	29	SOD Mysore File
	30	Export File
	31	Civil Works File
	32	Weekly Report of Sales from CFGS
	33	Hyderabad Branch (Mktg Report)
	34	Chennai Branch (Mktg Report)
	35	Kolkata Branch (Mktg Report)
	36	Delhi Branch (Mktg Report)
	37	Bangalore Branch (Mktg Report)
	38	Mumbai Branch (Mktg Report)
	39	Product Development Committee (PDC) File
	40	Quality Wise Sales Performance Report File
E & S	1	Factory Licence File
	2	KSPCB Consent File
	3	Explosive Licence File
	4	Monthly Return File
	5	Certificate of Pressure Venels & Lifting tackles
Materials	1	Purchase Files of Perfumery & Chemicals
	2	Purchase Files of Packing Material, Engineering & Misc
	3	PNC Committee Files

	4	TSC Committee Files
Public Relation Office	1	Purchase of Telephone instrument
	2	Purchase of Air tickets
	3	Telephone Committee
	4	Club File
	5	New AMC Aquarium
	6	Sahyadri Telecome
	7	New Internet Connection (ACT)
	8	EPABX Digital Phone
	9	Note Sheet Approvels
	10	Diaries
	11	Guest House
	12	Service Report Clixxo
	13	Airtel & BSNL Mobile
	14	News Paper Gururagavendra
	15	Ayudha Pooja file
	16	Designing & Fabrication of reception
	17	Providing Data Card department
	18	Airtel Mobile bills
	19	TATA Sky
	20	Occasion of new Chairman taking charge
	21	Xerox
	22	FTTH
	23	Office telephone BSNL
	24	Factory visit
	25	Shift Memo
	26	Purchase of Multi Funcitonal Mono Laser Printer
	27	Toshiba Photocopier
	28	Original Vehicle Insurance File
	29	RC Book Original
HRD	1	BOARD NOTES -VOL-1
	2	BOARD NOTES -VOL-2
	3	BOARD NOTES
	4	BOARD MINUTES -1
	5	BOARD MINUTES -2
	6	BOARD MINUTES -3
	7	BOARD MINUTES -4
	8	BOARD MINUTES -5
	9	COMMERCE & INDUSTRIES DEPT -1
	10	COMMERCE & INDUSTRIES DEPT -2
	11	COMMERCE & INDUSTRIES DEPT -3
	12	COMMERCE & INDUSTRIES DEPT -4
	13	COMMERCE & INDUSTRIES DEPT -5
	14	FINANCE DEPARTMENT
	15	KSBPE FILES -1
	16	KSBPE FILES -2

17	KSBPE FILES -3
18	KSBPE FILES – Recommendation in the eight annual report of the
19	KSBPE FILES- Implementation of Prime Ministers 15 Points
20	DPAR – CIRCULARS
21	TRAINING FOR SC/ST FROM SOCIAL WELFARE DEPT. -1
22	TRAINING FOR SC/ST FROM SOCIAL WELFARE DEPT. -2
23	STANDING ORDERS
24	REGISTRATION OF APPRENTICEP OTHERS CORRESPONDANCE
25	1983 ರಿಂದ ಕನ್ನಡವನ್ನು ರಾಜ್ಯಾದ್ಯಂತ ಆಡಳಿತ ಭಾಷೆಯಾಗಿ ಕಡ್ಡಾಯವಾಗಿ ಎಲ್ಲಾ
26	CIRCULAR FROM OTHER DEPT (MISC)
27	GOVERNMENT ORDERS /NOTIFICATION (VOL-2)
28	AMMENDMENT TO KCSR RULES
29	LOKAYUKTA RULES 1985
30	GAZETTE NOTIFICATION
31	GOVERNMENT NOTIFICATION PRESS PUBLICATION
32	ADMINISTRATIVE CIRCULARS -1
33	ADMINISTRATIVE CIRCULARS -2
34	ADMINISTRATIVE INSTRUCTIONS FILE
35	PERSONNELS CIRCULARS
36	PERSONNELS CIRCULARS
37	ORIGINAL SETTLEMENT COPIES
38	ಪ್ರೋತ್ಸಾಹ ಧನ ಯೋಜನೆ – ಮೈಸೂರು ಶ್ರೀಗಂಧದೇಣ್ಣೆ ವಿಭಾಗ
39	ಪ್ರೋತ್ಸಾಹ ಧನ ಯೋಜನೆ – ಮೈಸೂರು ಶ್ರೀಗಂಧದೇಣ್ಣೆ ವಿಭಾಗ
40	ಪ್ರೋತ್ಸಾಹ ಧನ ಯೋಜನೆ – ಬೆಂಗಳೂರು ಸಂಕೀರ್ಣ
41	ಪ್ರೋತ್ಸಾಹ ಧನ ಯೋಜನೆ – ಬೆಂಗಳೂರು ಸಂಕೀರ್ಣ
42	PRODUCTIVITY LINED INCENTIVE BONUS
43	PAYMENT OF PRODUCTION INCENTIVE TO MKTG BRANCHES
44	ಕಸಾಮಾನಿ ಪರಿಶಿಷ್ಟ ಜಾತಿ ಮತ್ತು ಪರಿಶಿಷ್ಟ ಪಂಗಡದ ನೌಕರರ ಸಂಘ(ರಿ)
45	KSDL STAFF & EXECUTIVES SC/ST EMPLOYEES WELFARE
46	MYSORE DIVISION UNION
47	SHIMOGA DIVISION UNION
48	DISPOSAL OF OLD RECORDS
49	KSDL EXECUTIVES WELFARE ASSOCIATION
50	JOINT ACTION COMMITTEE FILE
51	ಕಾರ್ಮಿಕ ಸಂಘಗಳ ಚಂದಾಹಣ ಕಡಿತ ಕುರಿತು
52	ಕಾರ್ಮಿಕ ಸಂಘಗಳ ಚಂದಾಹಣ ಕಡಿತ ಕುರಿತು
53	ಕಾರ್ಮಿಕ ಸಂಘಗಳ ಚಂದಾಹಣ ಕಡಿತ ಕುರಿತು
54	SECRET BALLOT
55	SECRET BALLOT
56	FACILITIES OF THE UNIONS IN KSDL
57	FACILITIES OF THE UNIONS IN KSDL
58	ಕಾರ್ಮಿಕ ಸಂಘಗಳಿಗೆ ಮಾನ್ಯತೆ ನೀಡುವ ಸಂಬಂಧ ಗುಪ್ತ ಮತದಾನ ನಡೆಸುವ ಕುರಿತು
59	ಕಾರ್ಮಿಕ ಸಂಘಗಳ ಗುಪ್ತ ಮತದಾನಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಕಡತ
60	ಕಾರ್ಮಿಕ ಸಂಘಗಳ ನಡಾವಳಿ
61	COURT JUDGEMENTS/AMENDMENT TO STATUTORY ACTS

62	SUPREME COURT DECISIONS
63	FORMULATION OF SERVICE RULES OF THE COMPANY
64	MEMORANDUM OF WAGE SETTLEMENT 1.1.1982
65	PAY ANAMOLY
66	POLICY ON SECURITY
67	CURCYKARS/ARTICLES/INSTRUCTIONS OF STRIKES
68	POLICY ON LTA - INTRODUCTION OF LTA SCHEME
69	LTC FILE
70	LTC FILE
71	LTC FILE
72	RECRUITMENT POLICY FILE
73	INTERNAL SELECTION NOTIFICATION
74	MANPOWER RECRUITMENT IN SOD, MYSORE/SHIMOGA
75	CREATION OF POSTS IN WORKMEN CADRE
76	CREATION OF POSTS IN EXECUTIVES CADRE
77	CREATION OF POSTS IN EXECUTIVES CADRE
78	SANCTIONED STRENGTH EXECUTIVES
79	SANCTIONED STRENGTH EXECUTIVES
80	CIRCULARS RECIVED FROM THE KARNATAKA STATE EMPLOYERS
81	CIRCULARS RECIVED FROM THE KARNATAKA STATE EMPLOYERS
82	CIRCULARS RECIVED FROM THE KARNATAKA STATE EMPLOYERS
83	CIRCULARS RECIVED FROM THE KARNATAKA STATE EMPLOYERS
85	TEMPORARY/CASUAL APPOINTMENTS OF TYPISTS/
86	REGULARISATION OF 172 CASUAL LABOURS FROM JULY 1990
87	RETRENCHMENT OF CASUAL WORKERS FILE
88	CONTRIBUTION OF AGARABATHI SECTION IN MYSORE
89	SECURITY ARRANGMENTS AT SOD MYOSRE
90	APPOINTMENT ON CONTRACT BASIS
91	FILLING UP OF THE VACANT POSTS PAY SCALE 630-1450
92	FILLING UP OF THE POSTS IN THE PAY SCALE OF 750 & ABOVE
93	RELAXATION OF QUALIFICATION EXPERIENCE
94	EXECUTION OF SERVICE AGREEMENTS
95	PROBATION/CONFIRMATION
96	LIST OF FIXED ASSETS
97	RECRUITMENT OF LIBRARIAN
98	PERONNEL SERVICE RECORD & PERSONNEL TRAINING CARD
99	ಅನುಕಂಪದ ಆಧಾರದ ಮೇಲೆ ನೌಕರಿ ಕೋರಿ ಬಂದಿರುವ ಅರ್ಜಿಗಳು -2
100	ಅನುಕಂಪದ ಆಧಾರದ ಮೇಲೆ ನೌಕರಿ ಕೋರಿ ಬಂದಿರುವ ಅರ್ಜಿಗಳು -3
101	APPLICATIONS TO OUTSIDE AGENCIES -1
102	APPLICATIONS TO SUTABLE JOB FROM OUTSIDE AGENCIES-2
103	VERIFICATION OF CHARACTER AND ANTECANDANTS
104	PROMOTIONS FILE-T.B.A 01.04.1987
105	JOB SPECIFICATION OF LAB-ASST
106	ಕಿರಿಯ ಅಧಿಕಾರಿಗಳ ನೇಮಕಾತಿ
107	SELECTION TO THE POST OF DY.MANAGER- VOL-8
108	PROMOTION POLICY FOR SUPER STAFF AND EXECUTIVES
109	PROMOTION POLICY - VOL-2

110	PROMOTION POLICY - VOL-4
111	PROMOTION POLICY- VOL-6
112	PROMOTION POLICY
113	PAY FIXATION FILE
114	PAY FIXATION
115	ಮೇಲ್ವಿಚಾರಕರ ಹುದ್ದೆ ಭರ್ತಿ ಕುರಿತು ವೇ.ಶ್ರೇ.1720-3300- VOL-1
116	PAY FIXATION
117	PAY FIXATION-IV
118	ಮೇಲ್ವಿಚಾರಕರ ವೇತನ ನಿಗದೀಕರಣದ ಕಡತ
119	PAY FIXATION
120	PAY FIXATION
121	PERFORMANCE REPORT
122	PROMOTION POLICY-VOL-1
123	PAY FIXATION -VOL-2
124	PROMOTION POLICY-5
125	PROMOTION POLICY(UNIONISED CADRE)
126	DEVELOPMENTAL ACTIVITY
127	REVISION OF PAY & PAY FIXATION EXECUTIVES
128	CREATION OF POSTS OF CHARGEMEN
129	CHARGEMEN SELECTION
130	ಚಾರ್ಜಮನ್ ಆಯ್ಕೆ ಕುರಿತು
131	3ನೇ ಕಾಲಮಿತಿ ಬಡ್ಡಿ ಕುರಿತು
132	3 RD T.B.A
133	EXECUTIVES SENIORITY LIST
134	SENIORITY FILE
135	PAY ANOMALY CASES (C-GRADE) STEPPING UP OF PAY TO SEP, D.P
136	ADDITIONAL INCREMENT TO BOILER OPERATORS
137	REVISION OF PAY SCALES PERKS/BENEFITS & ALLOWANCES TO
138	RATIONALISATION OF ITI HOLDERS PAYSACLE
139	PAY-FIXATION -VOL-4
140	REVISION OF PAY SCALE FOR EXECUTIVES
141	REVISION OF PAY SCALE FOR OFFICERS-VOL-1
142	ಅಧಿಕಾರಿ ವರ್ಗದವರ ವೇತನ ಪರಿಷ್ಕರಣೆ ಕುರಿತು
143	ಕೆಎಸ್‌ಡಿಎಲ್ ಸಂಸ್ಥೆಯ ಅಧಿಕಾರಿವರ್ಗದವರಿಗೆ ಮಧ್ಯಂತರ ಪರಿಹಾರ ಬಿಡುಗಡೆ ಮಾಡುವ
144	ಅಧಿಕಾರಿ ವರ್ಗದವರ ವೇತನ ಪರಿಷ್ಕರಣೆ - VOL-1
145	CHANGE OF JOB-DESIGNATION
146	INCHARGE ARRANGEMENT
147	INCHARGE ARRANGEMENT-VOL-3
148	INCHARGE ARRANGEMENT-VOL-4
149	PROVISIONS OF EMPLOYMENT TO KANNADIGAS
150	PRE-AUDITING OF VARIOUS PAYMENTS BY COMPANY
151	OVERTIME BOOKING
152	EMPLOYEES WORKING ON WEEKLY/GENERAL HOLIDAYS
153	CASUAL LABOUR
154	FESTIVAL/EDUCATION ADVANCES
155	SALARAY ADVANCE FILE

156	STAGNATION INCREMENT
157	INCREMENT FOR THE YEAR 1994/1995/1996
158	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 1994 ರಿಂದ 1996ರವರೆಗೆ
159	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 1997
160	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 1998
161	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 1999
162	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 2000-01-02
163	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 2002-03-04
164	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 2005-06
165	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 2007-2009
166	ಕಾರ್ಮಿಕರ ವಾರ್ಷಿಕ ಹೆಚ್ಚಳ 2010-2012
167	STAFF & EXECUTIVES ANNUAL INCREMENTS
168	STAFF & EXECUTIVES ANNUAL INCREMENTS
169	STAFF & EXECUTIVES ANNUAL INCREMENTS
170	STAFF & EXECUTIVES ANNUAL INCREMENTS
171	STAFF & EXECUTIVES ANNUAL INCREMENTS
172	STAFF & EXECUTIVES ANNUAL INCREMENTS
173	GRANT OF SPECIAL PAY TO PA'S/STENOGRAPHERS/TYPIST
174	ವಿಶೇಷ ಭತ್ಯೆ ಮಂಜೂರಾತಿ ಕುರಿತು
175	DA TO STAFF & EXECUTIVES-2
176	DA TO STAFF & EXECUTIVES-3
177	ಅಧಿಕಾರಿ ವರ್ಗದವರ ತುಟ್ಟಿ ಭತ್ಯೆ ಮಂಜೂರಾತಿ ಕಡತ
178	ಅಧಿಕಾರಿ ವರ್ಗದವರ ತುಟ್ಟಿ ಭತ್ಯೆ ಮಂಜೂರಾತಿ ಕಡತ
179	ಬ್ಯಾಂಕ್ ಮೂಲಕ ವೇತನ ಪಡೆಯುವ ಬಗ್ಗೆ.
180	ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರಿಂದ ಹೊರಡಿಸಲ್ಪಟ್ಟ ಸುತ್ತೋಲೆಗಳು/ಆಡಳಿತಾತ್ಮಕ ಸೂಚನೆಗಳು/
181	SPECIAL DRIVE FOR RECRUITMETN OF SC/ST
182	RESERVATION ON PHYSICALLY HANDICAPPED-1
183	RESERVATION ON PHYSICALLY HANDICAPPED-2
184	POLICY FILE ON RESERVATION FOR BACKWARD CLASS &
185	POLICY FILE ON RESERVATION FOR BACKWARD CLASS &
186	POLICY FILE ON RESERVATION FOR BACKWARD CLASS &
187	LA/LC QUESTIONS -VOL-1
188	LA/LC QUESTIONS -VOL-2
189	LA/LC QUESTIONS -VOL-3
190	LA/LC QUESTIONS -VOL-4
191	LA/LC QUESTIONS -VOL-6
192	POLICY ON WELFARE MEASURES
193	CHANGE OF SHIFT TIMINGS
194	ISSUE OF UNIFORMS STICHING CHARGES
195	ISSUE OF UNIFORMS TO SOD,MYSORE
196	ಕನ್ನಡ ಅಭಿಮಾನಿಗಳ ಸಂಘ(ನೋಂ)
197	HOLIDAYS POLICY FILE-VOL-2
198	ರಜಾ ಸುತ್ತೋಲೆಗಳು
199	ರಾಷ್ಟ್ರೀಯ ಹಾಗೂ ಹಬ್ಬದ ರಜಾ ದಿನಗಳ ಘೋಷಣೆ ಕುರಿತು

200	IMPLEMENTATION OF 05 DAYS A WEEK – VOL-1
201	HOLIDAYS FILE(BRANCHES)
202	ಬೆಂಗಳೂರು ಸಂಕೀರ್ಣದಲ್ಲಿ ವಾರದಲ್ಲಿ 5 ದಿವಸಗಳ ಕೆಲಸ ನಿರ್ವಹಿಸುವ ಬಗ್ಗೆ
203	COMPENSATORY OFF FOR EXTRA WORK
204	COMPENSATORY HOLIDAYS FILE
205	POLICY FILE ON TRANSFERS
206	TRANSFER OF EMPLOYEES FROM SOD'SHIMOGA-VOL-3
207	POSTING TO SEP
208	POLICY ON CONVEYANCE & TRANSPORT
209	VEHICLE -1989
210	VEHICLE H.P.TERMINATION
211	VEHICLE ADVANCE
212	VEHICLE ADVANCE –VOL-2
213	MANPOWER STATISTICS-VOL-1
214	MANPOWER STATISTICS FILE-VOL-2
215	EMPLOYEES STATISTICS FILE – VOL-1
216	IMMOVABLE PROPERTY RETURNS
217	STAFF EST FOR MARKETING DEPT.
218	INDUSTRIAL ENGINEERING DEPT. AT BANGALORE COMPLEX
219	PF SUBSCRIPTION ON EL ENCASHMENT
220	PF TRUST FILE
221	E.P.F TRUST-VOL-2
222	ESI-AMMENDMENTS
223	PAYMENT OF GRATUITY (AMMENDMENT)ACT 1984
224	ಕಾರ್ಖಾನೆಯ ಸುತ್ತ ಮುತ್ತಲೂ ನಿಲ್ಲುವ ವಾಹನಗಳನ್ನು ತೆರವು ಮಾಡುವ ಬಗ್ಗೆ.
225	WORKMENS COMPENSATION ACT
226	PAYMENT OF BONUS/EXGRATIA – VOL-1
227	BONUS/EX-GRATIA – VOL-2
228	BONUS/EX-GRATIA – VOL-3
229	BONUS/EX-GRATIA – VOL-4
230	BONUS/EX-GRATIA – VOL-5
231	BONUS/EX-GRATIA – VOL-6
232	SHOPS & ESTABLISHMENT ACT FILE
233	AMMENDMENT TO PAYMENT OF MINIMUM WAGES
234	CONFIDENTIAL REPORTING SYSTEM
235	RULE
236	TA/DA/RULES-VOL-1
237	TA/DA/RULES- VOL-2
238	TA/DA RULES-VOL-3
239	SPECIAL CL FOR SPORTSMEN
240	STAFF AND EXECUTIVES GRATUITY FILE-VOL-1
241	STAFF AND EXECUTIVES GRATUITY FILE-VOL-2
242	GRATUITY CALCULATION –VOL-1
243	GRATUITY CALCULATION –VOL-2
244	GRATUITY CALCULATION(UNIONISED CADRE)
245	GRATUITY CALCULATION(UNIONISED CADRE) 2000-02
246	STAFF & EXECUTIVES GRATUITY

247	EMPLOYEES GRATUITY FILE
248	EMPLOYEES GRATUITY FILE
249	MEDICAL PRICE LIST
250	REIMBURSEMENT OF MEDICAL EXPENSES IN RESPECT OF
251	MEDICAL RULES -VOL-1
252	MEDICAL FACILITIES TO DEPUTATIONISTS TO KSDL
253	MEDICAL ATTENDANCE RULES - 1996
254	MEDICAL RULES
255	MEDICAL CLAIM-VOL-1
256	MEDICAL CLAIM - VOL-2
257	MEDICAL CLAIM - VOL-3
258	MEDICAL RULES -VOL-4
259	MEDICAL RULES - VOL-6
260	MEDICAL CLAIM - VOL-8
261	MEDICAL EXPENSES - VOL -9
262	MEDICAL EXPENSES - VOL-10
263	MAINTAINING OF AN AMBULANCE VAN
264	WORKS COMMITTEE - VOL-2
265	WORKERS PARTICIPATION IN MANAGEMENT
266	PPRC MEETING FILE - VOL-5
267	TASK FORCE FILE
268	ಸಾರ್ವತ್ರಿಕ ಚುನಾವಣೆ ಬಗ್ಗೆ
269	GENERAL ELECTION - VOL-2
270	CORRESPONDANCE REGARDING DEPUTATIONIST - VOL-1
271	ನಿಯೋಜನೆ ಮೇರೆಗೆ ಕಾರ್ಯನಿರ್ವಹಿಸುವ ಬಗ್ಗೆ - ಗಿಜಿಐ-2
272	ನಿಯೋಜನೆ ಮೇರೆಗೆ ಕಾರ್ಯನಿರ್ವಹಿಸುವ ಬಗ್ಗೆ - ಗಿಜಿಐ-2
273	ಸಂಕಷ್ಟ ಪರಿಹಾರ - ಐ.ಟಿ.ಐ
274	HBA/HPA-THRO M/S HDFC LTD -VOL-2
275	HBA/HPA-THRO M/S HDFC LTD -VOL-3
276	HBA/HPA-THRO M/S HDFC LTD -VOL-3
277	BASIC TRAINING CENTRE
278	WORKERS EDUCATION
279	ವಯೋನಿವೃತ್ತಿ ಹೊಂದುವ ಉದ್ಯೋಗಿಗಳ ವಿವರ
280	SUPERANNUATION-REG
281	DATE OF SUPERANNUATION OF EMPLOYEES & ENHACEMENT OF
282	MOMENTO FOR RETIREMENT
283	FORWARDAL OF APPL FOR EMPLOYEES TO OTHER DEPARTMENT
284	GRANT OF PERMISSION TO TAKE UP THE PART TIME JOB
285	DELIGATION OF POWERS - VOL-2
286	DELIGATION OF POWERS - VOL-1
287	DELIGATION OF POWERS - VOL-2
288	DELIGATION OF POWERS
289	DELIGATION OF POWERS - VOL-2
290	PROBATION EVALUATION REPORTS
291	PEOBATION EVALUATION REPORTS - VOL-2
292	PEOBATION EVALUATION REPORTS - VOL-3
293	VRS FILE

294	VRS FILE
295	VRS FILE- VOL -3
296	VRS FILE – VOL-3
297	VRS FILE – VOL-4
298	VRS FILE – VOL-5
299	VRS FILE - VOL-6
300	VRS FILE – VOL-7
301	ಸಣ್ಣ ಕುಟುಂಬ ಯೋಜನೆಯಡಿ ವಿಶೇಷ ಹೆಚ್ಚಳ ನೀಡಿಕೆ ಕುರಿತು
302	COMMITTEE OF MANAGEMENT
303	APPROACH PAPER ON MARKETING POLICY
304	REHABILITATION OF KSDL – VOL-2
305	INFORMATION TO CABINET SUB-COMMITTEE REGARDING
306	ವಿಚಾರಣೆ ಭತ್ಯೆ
307	REMUNERATION/HONORARIA TO NON OFFICIAL CHAIRMANS
308	ಇಲಾಖಾ ವಿಚಾರಣೆಗೆ ಆಡಳಿತ ಪರ ಸಾಕ್ಷಿದಾರರಾಗಿ ಹಾಜರಾಗುವವರೆಗೆ ಗೌರವಧನ
309	APPOINTMENT OF LEGAL ADVISERS – VOL-2
310	IMPRESSION OF VISITORS
311	APPOINTMENT OF LEGAL ADVISERS
312	ECONOMY MEASURES
313	N.P.C. FILE
314	SHIFT ASSIGNMENT IN TOILET SOAP PLANT
315	ARBITRATION PROCEEDINGS BETWEEN KSDL & EIL
316	CONTROLLING COSTS OF OPERATION
317	AMMENDMENT TO KSDL CONDUCT & DISCIPLINARY ACTION RULES-
318	DISCIPLINARY ACTION PENDING AGAINST THE OFFICERS OF THE
319	AMMENDMENT TO KSDL CONDUCT & DISCIPLINARY ACTION RULES-
320	DISCIPLINARY ACTION PENDING AGAINST THE OFFICERS OF THE
321	ORGANISATION CHART
322	ORGANISATION CHART AND MANPOWER DETAILS
323	ORGANISATION CHART /DEPT WISE CHARTS
324	QUALITY CIRCLE
325	STOPPAGE OF PRODUCTION – VOL-1
326	STOPPAGE OF PRODUCTION – VOL-2
327	CLOSE OF PUBLIC SECTOR UNITS ON SPECIAL OCCATIONS
328	PERSONNEL INFORMATION SYSTEM
329	PERSONNEL INFORMATION SYSTEM
330	KARNATAKA FACTORIES RULES
331	ISSUE OF PASSPORT CERTIFICATE
332	ISSUE OF PASSPORT CERTIFICATE
333	STANDING INSTRUCTIONS
334	JOB CHART FOR DY.MANAGERS PERSONNEL DEPT
335	ORGANISATIONAL DEVELOPMENT IN KSDL
336	CONFLICT OF INTEREST
337	SELECTION OF GM'S (EXTERNAL)
338	FILLING UP OF THE POST OF GM(TECH), GM(FIN), GM(MKTG)
339	SELECTION OF GM'S (EXTERNAL) – VOL-1
340	FILLING UP OF THE POST OF GM(TECH), GM(FIN), GM(MKTG)

341	FILLING UP OF THE POST OF GM(TECH), GM(FIN), GM(MKTG)
342	ಶೀಘ್ರ ಲಿಪಿಗಾರರ ಹುದ್ದೆಯ ಸಂದರ್ಶನಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಕಡತ
343	ಕಾರ್ಮಿಕರ/ಕಿರಿಯ ಸಹಾಯಕರ ವೇತನದಲ್ಲಿ ತಾರತಮ್ಯವಿರುವ ಬಗ್ಗೆ.
344	CONTRACT LABOURS
345	TECHNOLOGY INFORMATION & FORECASTING
346	KSBPE GUIDELINES ON SERVICE MATTERS
347	CADRE & RECRUITMENT RULES (DRAFT)
348	SELECTION OF MANAGERS & SR.MANAGERS - VOL-2
349	STORES MANNUAL
350	STORES MANPOWER - VOL-1
351	STORES MAN POWER - VOL-2
352	APPOINTMENT OF (SUP/ACCOUNTS) ON CONTRACT BASIS
353	CHEMIST ON CONTRACT BASIS FILE
354	CHEMIST ON CONTRACT BASIS FILE - VOL-3
355	APPOINTMENT OF INTER ICWA/CA CANDIDATES AS
356	APPOINTMENT OF SUPERVISOR(A/c's) ON CONTRACT BASIS
357	APPOINTMENT OF SUPERVISOR(A/c's) ON CONTRACT BASIS
358	ತಡವಾಗಿ ಕೆಲಸಕ್ಕೆ ಬಂದ ಬಗ್ಗೆ ವರದಿ
359	IMPROPER RECORDING OF ATTENDANCE/ NON FURNISHING OF
360	ಸಮವಸ್ತ್ರ ಧರಿಸದೆ ಕಛೇರಿ ಬಂದ ವರದಿ
361	ಅಧಿಕಾರಿಗಳು ಕೆಲಸಕ್ಕೆ ತಡವಾಗಿ ಬಂದ ಬಗ್ಗೆ ವರದಿ
362	ಅಧಿಕಾರಿಗಳು ಕೆಲಸಕ್ಕೆ ತಡವಾಗಿ ಬಂದ ಬಗ್ಗೆ ವರದಿ
363	REVIEW AND RECONSTITUTION OF COMMITTEES CONSITUTES BY
364	ವಾಲ್ ಕ್ಯಾಲೆಂಡರ್ /ಡೆಸ್ಕ್ ಡೈರಿ ಖರೀದಿ
365	MOVABLE /IMMOVABLE PRPOERTY RETURNS - VOL-1
366	MOVABLE /IMMOVABLE PRPOERTY RETURNS - VOL-2
367	LEGAL OPINION
368	SERVICE RULES
369	RULES ON ACCEPTANCE OF RESIGNATION
370	GUIDELINES FOR FIELD STAFF APPOINTMEST
371	PANEL OF ENQUIRY OFFICERS
372	CONSIDERATION OF APPOINTMENT ON CONTRACT BASIS
373	ISSUE OF LTC/CTC FOR DEPUTATION
374	ENGAGEMENT OF APPRENTICE
375	INHOUSE TRAINING-IMPROVING SHOPFLOOR SUPERVISION
376	RESIDENTIAL ACCOMMEDATION TO THE MARKETING PERSONNEL
377	ISSUE OF CODE NUMBERS TO DEPS
378	NOMINATION OF NODAL OFFICER
379	DIS INVESTMENT IN PSVS
380	DISINVESTMENT IN PSVS
381	DEPUTATION OF OFFICERS ABROAD
382	ಭೂಕಂಪ ಸಂತ್ರಸ್ತರಿಗೆ ನೆರವು ನೀಡುವ ಬಗ್ಗೆ.
383	ಸಮನ್ವಯ ಸಮಿತಿ ಸಭೆಯ ನಡವಳಿಗಳು
384	ಕೆಎಸ್‌ಡಿಎಲ್ ಎಂಪ್ಲಾಯಿಸ್ ಯೂನಿಯನ್
385	CONVERSION JOBS TO OTHERS INDUSTRIES/AGENCIES
386	ಹೊಸ ಉತ್ಪನ್ನಗಳ ಬಿಡುಗಡೆ ಕಾರ್ಯಕ್ರಮ

387	KSBPE-NEWS LETTERS
388	PARTICIPATION OF OFFICERS/EMPLOYEES AS FACULTY/ GUEST
389	ಭದ್ರತಾ ವಿಭಾಗದ ವರದಿಗಳು
390	ಭದ್ರತಾ ವಿಭಾಗದ ವರದಿಗಳು
391	PAYMENT OF REMUNERATION PRESENTING /ENQUIRY/ OFFICER &
392	RQUESTING THE GOVT(C&I DEPT) FOR A DEPUTATION OF
393	REVISION OF WAGES/PAY SCALE TO THE EMPLOYEES OF PSE's
394	JOB CHART FOR OFFICERS
395	INTRODUCTION OF MOU SYSTEM IN STATE P.S.E's
396	PROPOSED INDEFINITE DHARANA BY KSDL EMPLOYEES UNION ON
397	REPORT ON WORK SHOP ORGANISED BY KSBPE ON 19.02.1996 -
398	DELAY IN PROCESSING TENDER NOTIFICATION-MEMO ISSUED TO
399	SPONSORING OF EMPLOYEES OR THEIR DEPENDED CHILDREN FOR
400	SURPRIZE VISIT TO THE PLANT
401	POSTING OF STAFF & EXECUTIVE TO SHOP FLOOR
402	MONTHLY MEETING WITH UNIONS
403	RECOVERY OF DEMAND LOAN
404	HIRE PURCHASE SHEME
405	HIRE PURCHASE SCHEME - VOL-1
406	IN HOUSE COMPUTER TRAINING
407	GUIDELINES FOR PREVENTION OF HARASSMENT OF WOMEN IN
408	ಮಹಿಳಾ ಮತ್ತು ಮಕ್ಕಳ ಅಭಿವೃದ್ಧಿ ಇಲಾಖೆ, ಕರ್ನಾಟಕ ವಿಧಾನ ಮಂಡಲದ ಮಹಿಳಾ
409	ಲೋಕಾಯುಕ್ತ
410	ಹುತಾತ್ಮರ ದಿನಾಚರಣೆ
411	CHANGE OF NAME
412	ಹಿರಿಯ ಕಾರ್ಮಿಕರ ಪದೋನ್ನತಿ ಕಡತ
413	MEDICLAIMS GROUP INSURANCE SCHEME
414	SPONCERSHIP (MBA)
415	ಭವಿಷ್ಯನಿಧಿ ಟ್ರಸ್ಟ್‌ಗೆ ಚುನಾವಣೆ ನಡೆಸುವ ಬಗ್ಗೆ
416	ಕಂಪನಿಯ ಉದ್ಯೋಗಿಗಳಿಗೆ ಕಂಪ್ಯೂಟರ್ ಖರೀದಿಗೆ ಸಾಲ ಮಂಜೂರು ಮಾಡುವ ಬಗ್ಗೆ.
417	MARTH'R'S DAY (OBSERVATION OF SILENCE ON 30TH JANUARY
418	CORRESPONDANCE WITH LABOUR DEPT.
419	MINORITY OF INDUSTRY
420	G.S.F WORKERS UNION (HMKP)
421	GSF EMPLOYEES ALLIED EMPLOYEES UNION (AITUC)
422	GSF EMPLOYEES UNION (INTUC)
423	KSDL STAFF AND EXECUIVES ASSOCIATION
424	CONDUCT G DISCIPLINARY ACTION RULES- WITH DIVISIONS
425	LEGAL ADVISER ON DISCIPLINARY CASES
426	DISCIPLINARY ACTION
427	REVIEW OF PENDING DISCIPLINARY CASES
428	PAPER CUTTINGS RES-STRIKES/LOCKOUTS
429	L.T.A ON DIVISIONS
430	PUBLIC RETLATIONS SOCIETY OF INDIA
431	POLICY OF RECRUITMENTS -DIVISIONS
432	CORRESPNDENCE WITH DIVISION

433	STATASTICAL INFORMATION REG-RECRUITMENT MADE
434	STATASTICAL INFORMATION REG-PROMOTION MADE
435	C.R.E COMPLAINT
436	WELFARE MEASURES -DIVISIONS
437	WELFARE MEASURES-GOVERNMENT DEPARTMENTS
438	WORKING HOURS – DIVISIONS
439	HOLIDAYS IN BANGALORE COMPLEXHOLIDAYS IN BANGALORE
440	HOLIDAYS- SOD(M) AND SOD (S)
441	TRANSFERS FILE
442	PROVIDING TRANSFERT TO BE EMPLOYEES OF THE COMPANY
443	ಕಾರ್ಮಿಕ ವರ್ಗದವರ ಸಾರಿಗೆ ಭತ್ಯೆ
444	PAYMENT OF CONVEYANCE ALLOWANCE –DIVISIONS
445	MINUTES OF THE STAFF MEETING OF PERSONNEL DEPT.
446	STATASTICAL INFORMATION TO THE GOVT.
447	RE-ORGANISATION OF STORES DEPT.
448	FURNISHING OF INFORMATION
449	STEPS TO EMPLOYEE SCIENCE AND TECHNOLOGICAL PERSONNEL
450	CORRESPONDENCE WITH DIVISIONS ON P.F
451	CLARIFCTIONS TO DIVISIONS E.S.I ACT
452	PAYMENT OF BONUS – DIVISIONS
453	COMPLAINCE OF VARIOUS STATUTORY RECRUITMENTS
454	CONFIDENTIAL REPORT SYSTEM-DIVISIONS
455	LEAVE RULES –DIVISIONS
456	LEAVE ENASHMENT-DIVISIONS
457	KSDL GRATUITY RULES AND CLARIFICATIONS TO DIVISIONS
458	MEDICAL ATTENDANCE RULES – DIVISIONS
459	WORKS COMMITTEE MINUTES
460	SELECTION COMMITTEE PROCEEDINGS
461	MODEL QUESTION PAPERS
462	CORRESPONDANCE –FINANCE DEPT.
463	CORRESPONDANCE – INTERNAL AUDIT
464	CORRESPNDANCE – MATERIALS DEPT
465	CORRESPONDANCE – STORES DEPT
466	CORRESPONDANCE – MAINTENANCE
467	CORRESPONDANCE – PRODUCTION DEPT.
468	CORRESPONDANCE – MARKETING DEPT.
469	CORRESPONDANCE – COMPANY SECRETARY
470	CORRESPONDANCE – SECURITY DEPT.
471	CORRESPONDANCE – TIME OFFICE
472	CORRESPONDANCE – CANTEEN
473	CORRESPONDANCE – MID
474	CORRESPONDANCE – R&D DEPT.
475	CORRESPONDANCE – PPC DEPT.
476	CORRESPONDANCE – SOD – SHIMOGA
477	CORRESPONDANCE – SOD – MYSORE
478	CORRESPONDANCE – PAY ROLL
479	CORRESPONDANCE – E&S DEPT.

480	CORRESPONDANCE- QAD DEPT.
481	STAFF MATTER – QAD DEPT.
482	STAFF MATTER-PERSONNEL
483	STAFF MATTER – DISPATCH
484	PERSONNEL MEMBERS AND IDENTIFICATION BADGES
485	GUEST HOUSE IN MYSORE /SHIMOGA
486	TELEPHONE AND PABX
487	PURCHASE OF LIBRARY BOOKS
488	MISCALLANEOUS CORRESPONDANCE
489	POLICY FILE
490	BLOOD DONATION
491	CORRESPONDANCE GRANT OF HBA/HRA AND FORWARDAL TO
492	KSBPE-TRAINING PROGRAMME
493	INDUCTION PROGRAMME FOR MARKETING PERSONNEL
494	MARKETING TRAINING PROGRAGME
495	TRAINING/SEMINOR REPORTS
496	APPRENTISHP TRAINING
497	TRAINING OF DGTD OFFICIALS
498	PROCUREMENTS OF TRAINING EQUIPMENTS AIDS
499	SPONSERSHIP OF STUDENTS TRAINING/PROJECT WORK
500	FACTORY VISIT
501	MEMBERSHIP WITH NIPM
502	MEMBERSHIP WITH B.M.A
503	KARNATAKA STATE EMPLOYEES ASSOCIATION
504	MEMBERSHIP WITH IIMM
505	SUPERANNUATION/RETIREMENT –DIVISIONS
506	EMPLOYEES FEDERATION OF SOUTHERN INDIA
507	SUBSCRIPTION TO LABOUR LAW JOURNAL
508	CORRESPONDANCE WITH IIM
509	FORWARDAL OF POSTAL ORDERS
510	REGARDING PENSION
511	FACTORY INSPECTION FILE
512	COMPLIANCE REPORT/FACTORY INSPECTION
513	PERSONNEL ACTIVITY
514	ADVERTISEMENT
515	BUDGET FILE
516	LIST OF FIXED ASSETS
517	EMPLOYMENT EXCHANGE
518	INDUSTRIEAL ENGS.JOB
519	PRINTING OF VISITING CARDS
520	PRIME MINISTERS “SHARMA AWARDS”
521	HOME ORDERLY TO EXECUTIVS
522	SECURITY ARRANGEMENTS IN PUBLIC SECTORS
523	NO ACTION PLAN
524	GO SLOW PRODUCTION
525	SUBSISTANCE ALLOWANCE
526	PERFORMANCE APPRAISAL SYSTEM
527	RESIGNATION

528	COMPENSATION PACKAGE PAY SCALE & FRINGE
529	GROUP INSURANCE
530	MIS REPORTS/PLANT PERFORMANCE SUMMARY REPORTS
531	CELEBRATION OF MAHA GANAPATHI POOJA
532	AYUDA POOJA
533	EDUCATION SCHEME/WORKERS EDUCATION/FINE
534	VISIT OF "SAROJINI MAHISHI COMMITTEE"
535	PROVISION OF EMPLOYMENT TO KANNADIGAS
536	ಕನ್ನಡ ಸಾಹಿತ್ಯ ಸಮ್ಮೇಳನದ ಬಗ್ಗೆ
537	TEACHING OF KANNADA (KANNADA IMPLIMENTATION USED AS
538	PERSONNEL DATA
539	SECURITY
540	ಕಾರ್ಮಿಕರ ಚಲನವಲನದ ಬಗ್ಗೆ
541	FURNITURES AND EQUIPMENTS
542	IDENTITY BADGES, TEMERORY, PERMANENT, SHIFT MOVEMENT
543	COMMUNICATION - NOTICE BOARD
544	ESTATE AND HOUSE KEEPING PROPERTY-TAX
545	VISITORS FILE (VIP)
546	OFFICIAL DEALINGS WITH MP'S, MLA'S/MLC'S REGARDING VISIT TO
547	ENQUIRY FILE
548	NIGHT INSPECTION FILE
549	VEHICLE MAINTAINANCE FILE
550	CMD'S INSTRUCTIONS (CIRUCULARS)
551	CMD'S GREETINGS FILE
552	CLEANIING CONTRACT
553	REVIEW OF CONTRACT LABOUR
554	WORK ALLOCATION
555	REVIEW OF FUCNTIONS OF PERSONNEL DEPARTMENT
556	HOUSE BUILDING CO-OPERTATIVE SOCIETY FILE
557	MATERIAL INDENTING TRANSPERTATIONS
558	INCENTIVE BONUS FILE
559	THE RIGHT TO INFORMATION ACT 2005 - VOL-3
560	THE RIGHT TO INFORMATION ACT 2005 - VOL-3
561	THE RIGHT TO INFORMATION ACT 2005 - VOL-2
562	KSDL EXECUTIVE STAFF AND ASSOCIATION - VOL-2
563	ಉದ್ಯೋಗಿಗಳ ಸಮವಸ್ತ್ರದ ಬಗ್ಗೆ

Marketing
Departme
nt

1	Sales Promotions & Distribution Expenses File
2	Trade Scheme Expenses File
3	Consumer Offer Expenses File
4	Trade Mark Registration File
5	Van Auto & DSR Expenses File
6	Incentive File
7	Customer Compliant File
8	All Branches Correspondence Files
9	Price List File
10	Advertisement Expense Files

	11	Bar Code File
	12	Man Power File
	13	Production Plan
	14	Product indent File
SECRETARIAL DEPARTMENT	1	Board Meeting Notice, Agenda and Minutes
	2	Annual General Meeting Notice, Agenda and Minutes
	3	Audit Committee Meeting Notice and Minutes
	4	CSR Committee Meeting and Trust Meeting Notice and Minutes
	5	Investment Committee Notice and Minutes
	6	Documents related to Internal Complaints Committee
	7	Statutory Registers
	8	List of Shareholders
	9	Appointment and Cessation of Directors
	10	Disclosure of Interest filed by Directors
	11	Documents pertaining to Resolution by Circulation
	12	Documents pertaining to Directors' Remuneration
	13	Correspondence with Government/AG's office/Shareholders
	14	Attendance register of various meetings attended by Directors and
	15	List of proxies during AGM
	16	Memorandum of Association and Articles of Association
	17	Common Seal
	18	Certificate of Incorporation
	19	Books and Registers under the Companies Act 1956 and 2013
	20	Files in connection with Equity Holdings by the GoK
	21	Filed related to Claimed Dividend and Unclaimed dividend
	22	Documents related to CSR Contributions
	23	Files concerning Transfer of Shares/Issue of Duplicate Share Certificates
	24	Files pertaining to filing of returns with MCA and GOI
	25	Trademark related documents
	26	Documents and Filings pertaining to Labour Department
	27	Documents and Filings under Drugs & Cosmetic Act, 1940