

FILE LIST

SN	CATEGORY	FILE #	DESCRIPTION	LOCATION
1	MANAGEMENT	1A	INTER OFFICE MEMOS	
2		1B	OFFICE ORDERS	
3		1C	IMS	
4		1D	COMPANY'S REGISTRATION	
5		1E	LEGAL MATTER	
6		1F	MAIL - INCOMING	
7		1G	MAIL - OUTGOING	
8		1H	ANO - DOCUMENTS	
9	MARKET	2A	GENERAL CORRESPONDANCE - CUSTOMER	
10		2B	ENQUIRY	RACK
11		2C	CONTRACT	
12		2D	P.O. / QUOTATION	
13		2E	GENERAL CORRESPONDANCE - SUPPLIER	
14		2F	CATERING	
15		2G	COMPLETION CERTIFICATES	
16		2H	VENDOR REGISTRATION	
17	MOSPHERE	3A	MEDICAL	
18	MAN	4A	PERSONNEL FILE	RACK
19		4B	CV	
20		4C	SOCIAL INSURANCE	
21		4D	APQ CERTIFICATES	
22		MACHINE	5A	PRADO - 8718 YY
23	5B		PICK UP - 7061 ML	
24	5C		YARIS - 5032 BS	
25	5D		CALIBRATION	
26	5E		CATALOGUES	
27	5F		FORKLIFT - MITSUBISHI	
28	5G		BUS - 66 SEATER (TATA)	
29	5H		RENTAL VEHICLES	
30	5i		MACHINE & EQUIPMENTS	
31	5J		VEHICLE INSURANCE	
32	5K		BUS - 66 SEATER (ASHOK LEYLAND)	
33	5L	TRUCK / HIAB		
34	MATERIAL	6A	INCOMING / OUTGOING	
35		6B	PERMANENT ISSUE	
36	MONEY	7A	TIME SHEET - DAILY	
37		7B	TIME SHEET - MONTHLY	
38		7C	IOU	
39		7D	INVOICE COPY	
40		7E	RENTS - ELECTRIC / WATER / OFFICE FACILITY	
41		7F	RENTS - MUNICIPALITY / POST OFFICE	
42		7G	SALARY SLIP	
43		7H	TELEPHONE BILL	
44		7i	BANK COMMUNICATIONS	
45		7J	CASH / PAYMENT VOUCHER	
46		7K	BANK PAYMENT VOUCHER	
47		7L	JOURNAL VOUCHER	
48		7M	RECEIPT VOUCHER	
49		7N	FINANCIAL REPORT	
50	GENERAL	8A	BMB	
51		8B	GURANTEE CARDS	
52		8C	FORMS	