

LIST OF FILE PRESENTLY AVAILABLE WITH HR SECTION 04.05.2018

Sl No.	Name of the File	File number- Current file	Previous volumes including old and closed Files if any
ADM1 FILES			
1.	Housekeeping-Creative	ADM1-004	Volume-1
2.	Delegation of Powers.doc	ADM1-019	--
3.	Conveyance to DGMs & Above.doc	ADM1-048	Volume-1
4.	Bharat Ex-Servicemen Security Services	ADM1-027	--
5.	Wisdom Security Services (Security Guards)	ADM1-027	Volume-11(Closed)
ADM2 FILES			
1.	LA/LC Questions	ADM2-001	Volume-3
2.	General Correspondence with GoK	ADM2-009	Volume-10
3.	Reservation in appointment in Hyderabad-Karnataka Region	ADM2-009(02)	Volume-1
CSL2 FILES			
1.	Registration under Shops & Commercial Establishment Act.docx	CSL2- 010	--
2.	Registration under Shops & Commercial Establishment Act.docx	CSL2- 010(A)	Volume-1
3.	Right to Information Act	CSL2- 007	Volume-3
HR1 FILES			
1.	Attendance of Employees	HR1-001	Volume-8
2.	Contract Basis	HR1-002	Volume-8
3.	General Transfer	HR1-003	Volume-10
4.	Salary Advance	HR1-004	Volume-10
5.	Leave Rules	HR1-009	--
6.	Monthly Attendance Statements	HR1-010	Volume-3
7.	Deputation from GOK	HR1-012	Volume-4
8.	Deputation from MSIL	HR1-013	Volume-10
9.	Deputation from KPCL	HR1-014	Volume-2
10.	Deputation from MPM	HR1-015	Volume-1
11.	Deputation from KHDC	HR1-016	Volume-7
12.	Deputation from KEONICS	HR1-017	Volume-2(Closed)

13.	Deputation from KSFC	HR1-018	Volume-10
14.	Deputation from KSIC	HR1-019	Volume-2 (Closed)
15.	Deputation from KOFL	HR1-021	Volume-1 (Closed)
16.	Sponsored Applications	HR1-022	Volume-3
17.	Performance Based on Incentive	HR1-023	Volume-4
18.	Establishing new Depots	HR1-024	Volume-18
19.	Deputation from GTTC	HR1-025	--
20.	Deputation from KSSIDC	HR1-026	--
21.	Deputation from KFDCL (Fisheries)	HR1-027	Volume-8
22.	Deputation from BABU JAGAJIVANRAM-LIDKAR	HR1-028	Volume-5
23.	Engagement of Consultant Finance	HR1-029	--
24.	Excise Officers posted to Depots	HR1-030	Volume 1
25.	Deputation General	HR1-031	--
26.	Payment of Exgratia	HR1-032	Volume-2
27.	Engaging Consultant Audit	HR1-033	--
28.	Payment of DA HRA IR Revised Pay scales	HR1-034	Volume-2
29.	Canon Detective & Security Services (Support Staff)	HR1-047	Volume-8 (Closed)
30.	Canon Detective & Security Services (Service Tax Related)	HR1-047A	Volume-1(Closed)
31.	KEONICS (DEOs)	HR1-035	Volume-4
32.	Engaging Company Secretary	HR1-036	Volume-1
33.	Deputation from ROGCSU-Raichur	HR1-037	--
34.	Deputation from ROGCSU-Chitradurga	HR1-037(A)	Volume-1(Closed)
35.	Deputation from MC&A	HR1-038	--
36.	Rules governing Travelling allowance on tour	HR1-039	--
37.	Request for transfer	HR1-040	Volume-5
38.	Sanction of leave to the employees	HR1-041	Volume-7
39.	Festival Advance	HR1-042	Volume-1
40.	Engaging Advisor (HR& Admin)	HR1-043	--
41.	Deputation from KSACPL	HR1-044	Volume-3

42.	Deputation from NHDC	HR1-045	--
43.	Redressal of Grievances of working women	HR1-048	--
44.	Deputation from KFDCL (Forest)	HR1-049	--
45.	Deputation from KLAC	HR1-050	Volume-6
46.	Travelling expenses of DEOs	HR1-051	--
47.	Reservation in jobs	HR1-052	Volume-1
48.	Deputation from KCDCL	HR1-053	--
49.	Deputation from RGRHCL	HR1-054	--
50.	General Correspondence	HR1-055	--
51.	KIDWAI	HR1-056	--
52.	Deputation from KS&DL	HR1-057	--
53.	Deputation from BIMUL	HR1-058	--
54.	Deputation from Dharwad Milk Union	HR1-059	--
55.	Deputation from Gulbarga-Bidar Milk Union	HR1-060	Volume-1
56.	Annual Subscription - liquor trade	HR1-061	Volume-1(Closed)
57.	Appointment of Drivers on contract	HR1-062	Volume-1
58.	Medi-claim Insurance to KSBCL	HR1-064	Volume-15
59.	Elections	HR1-065	Volume-1
60.	ESI to Contract Employees	HR1-066	Volume-1(Closed)
61.	Labour Court Cases	HR1-067	--
62.	Report on MD's Tour to Depots	HR1-068	--
63.	Miscellaneous	HR1-069	--
64.	Payment of Professional Fee to Advocates	HR1-070	--
65.	Deputation from Revenue Department (GoK)	HR1-071	--
66.	Deputation from KPTCL	HR1-072	Volume-2
67.	Deputation from KSSR&DI	HR1-074	Volume-2
68.	Deputation from KPWD	HR1-075	--
69.	Deputation from KSCC	HR1-076	--
70.	Deputation from KSWU-Bijapur	HR1-077	--
71.	Project Works	HR1-078	--

72.	Board Notes	HR1-079	Volume-2
73.	Correspondence with other State Bvrgs. Corps	HR1-080	--
74.	Conduct & Disciplinary Rules of KSBCL	HR1-081	Volume-1
75.	Payment of Snack Allowance to HK Personnel	HR1-082	Volume-1
76.	Deputation from Sericulture, GoK	HR1-083	Volume-2
77.	Maintenance of Records at IML & Spirit Depots	HR1-084	--
78.	Monthly Compliance Report	HR1-085	--
79.	Deputation from Urban Development Dept	HR1-086	--
80.	ISO 9001	HR1-088	Volume-1
81.	Audit Enquiries & IAW letters	HR1-089	--
82.	Work Allocation to Depot Staff	HR1-090	--
83.	Spirit-IML Operations Meeting Agenda Etc	HR1-091	Volume-1
84.	Deputation from NGEF (Hubli)	HR1-092	Volume-1
85.	Deputation from DCC Bank, Bidar	HR1-093	--
86.	Status of pending Legal Matters	HR1-094	--
87.	Appointment of Retired AG officers for Inspection Team	HR1-095	--
88.	Leave Travel Allowance [LTA]	HR1-096	--
89.	Customer Complaints Register & Redressal	HR1-099	Nil
90.	Revision of Minimum Wages to Outsourced Employees	HR1-100	Volume-1
91.	Foreign Tours undertaken by MDs	HR1-101	--
92.	Binding of Files in HR-1 section	HR1-102	--
93.	Appointment of Personnel on Cont & Ind.Consultancy basis	HR1-103	Volume-4
94.	Deputation from KSMB	HR1-104	--
95.	Deputation from KMF-BUBR&RNR (KMF-B'lore)	HR1-105	--
96.	Gratuity to Contract Employees	HR1-106	--
97.	Snack Allowance to DEOs, Depot Support Staff & Security Guards	HR1-107	--
98.	Farewell to Officers/Employees retiring on Superannuation	HR1-108	--
99.	Compensation to all staff of the Corporation	HR1-109	--

100.	Deputation from BMTC	HR1-110	--
101.	E-Office Compliance	HR1-111	--
102.	Transfer through Employees Counselling Portal	HR1-112	Volume-3
103.	Adoption of Pay Scales under New HR Policy	HR1-113	Volume-3
104.	Shifting of VAT Works from Operations to F&A	HR1-114	--
105.	Funding of Course Fee to Officers	HR1-115	--

HR3 FILES			
1.	Pay & Allowance	HR3-001	Volume-1(Closed)
2.	Coverage under PF Act.doc	HR3-002	Volume-2
3.	Cadre & Recruitment Rules of KSBCL.doc	HR3-003	--
4.	Applicability of Contract Labour(R& A) Act1970.doc	HR3-004	Volume-2
5.	Organisational Hierarchy	HR3-005	Volume-3
HR4 FILES			
1.	Organisation	HR4-001	Volume-3
2.	Training	HR4-002	Volume-8
3.	General Holidays	HR4-004	Volume-3
HR5 FILES			
1.	Surprise Inspection to Hassan Depot	HR5-001	--
2.	Surprise Inspection to Tumkur Depot	HR5-002	--
3.	Surprise Inspection to Bangarpet Depot.doc	HR5-003	--
4.	Inspection of Mangalore Depot.doc	HR5-004	--
5.	Surprise Inspection to Yeshwanthpur Depot.doc	HR5-005	--
6.	Surprise Inspection to Whitefield Depot.doc	HR5-006	--
7.	Inspection of Hubli Depot.doc	HR5-007	--
8.	Sree Renuka Sugars-Kokatnur.doc	HR5-008	--
9.	Stock variation at Bagalkunte Depot.doc	HR5-009	--
10.	Inspection of Sakalavara-1.doc	HR5-010	--
11.	Lokayukta Trap-IML Depot Hubli.doc	HR5-011	--
12.	Excess Stock Issuance at Kushalnagar Depot.doc	HR5-012	--

13.	Inspection of Sagar Depot.doc	HR5-013	--
14.	Inspection of Haveri Depot.doc	HR5-014	--
15.	Inspection of Shidlaghatta Depot.doc	HR5-015	--
16.	Inspection of Devanahalli Depot.doc	HR5-016	--
17.	Inspection of Hongasandra Depot.doc	HR5-017	--
18.	Inspection of Haveri & Sagar Depots.doc	HR5-018	--
19.	Inspection of Sakalavara-2 Depot.doc	HR5-019	--
20.	Inspection of Cheemasandra Depot.doc	HR5-020	--
21.	Inspection of Yadgir Depot.doc	HR5-021	--
22.	Inspection of Honnavara Depot.doc	HR5-022	--
23.	Inspection of Virajpet.doc	HR5-023	--
24.	Inspection of Gulbarga Depot.doc	HR5-024	--
25.	Inspection of IML Depot, Belgaum	HR5-025	--
26.	Inspection of IML Depot, Vaderahalli (Now Madanayakanahalli)	HR5-026	--
27.	Inspection of IML Depot, Shimoga	HR5-027	--
28.	Inspection of IML Depot, Chikkamagalur	HR5-028	--
29.	Inspection of IML Depot, BIJAPUR	HR5-029	--
30.	Inspection of IML Depot, BAGALKOT	HR5-030	--
31.	NOTICE TO 29 IML DEPOTS	HR5-031	--
TENDER RELATED FILES			
1.	Tender for Security Guards/Escort Security Guards	ADM1-027	Volume 1&2 (Closed)
2.	Tender for Support Staff	HR1-047	Volume-1(Closed)
3.	Tender for Housekeeping to HO	ADM1-004	Volume-1(Closed)
4.	Availing Data Entry Operators (DEOs) from KEONICS	HR1-035	Volume-1(Closed)

LIST OF FILE PRESENTLY AVAILABLE WITH ADMIN SECTION

Sl.No.	Name of the File	File Number Current File	Previous Volumes including Old and Closed if any
1	Circular File	ADM1-002	3
2	Identity Cards	ADM1-003	2
3	Miscellaneous Expenditure	ADM1-006	3
4	Telephones	ADM1-008	7
5	Printing	ADM1-009	12
6	Stationery	ADM1-011	6
7	Transport	ADM1-012	10
8	Office Expenses	ADM1-013	9
9	Expenditure On Official Meetings	ADM1-014	--
10	Expenditure On Other Meetings	ADM1-015	--
11	Purchase Of Flower Bouquet.	ADM1-017	3
12	Courier Service	ADM1-018	12
13	General Expenditure	ADM1-025	4
14	Weighing Scale	ADM1-030	--
15	Mobile Connections	ADM1-033	12
16	Public Relations	ADM1-034	7
17	Printing & Supplies Of Diaries	ADM1-037	3
18	Approval For Purchase Of Furniture To Depot	ADM1-039	--
19	Furniture To Depots	ADM1-040	5
20	Maintenance Of Ornamental Plants	ADM1-042	--
21	Books & Periodicals	ADM1-043	--
22	Record Cell	ADM1-045	---
23	Issue Of Office Equipments	ADM1-049	--
24	Computer Stationery	ADM1-051	20

25	Rodent Control Services	ADM1-052	2
26	Supply Of Drinking Water Pet Jars	ADM1-053	10
27	Office Furnishing	ADM3-001	--
28	Computers Consumables	ADM3-003	19
29	Purchase Of UPS Systems	ADM3-004	17
30	Purchase of Inverters	ADM3-005	01
31	Purchase Of DG Sets	ADM3-006	11
32	Procurement Of Air Conditioners	ADM3-007	07
33	Purchase Of Fire Extinguishers	ADM3-011	06
34	Fax & Scanners	ADM3-012	06
35	Procurement Of Hydraulic Pallets & Plastic Pallets	ADM3-014	13
36	Procurement Of Transparent Adhesives Tapes	ADM3-015	01
37	Procurement Of Vertical Blinds	ADM3-016	
38	Purchase Of Cars	ADM3-019	06
39	Purchase Of Cars (Fuelling)	ADM3-019A	12
40	Procurement Of Epabx System	ADM3-020	02
41	Purchase Of News Paper	ADM3-024	03
42	Supplies Made To CM's & EM's Office	ADM3-025	07
43	AMC Of UPS Systems	ADM3-027	03
44	Vehicles Provided To CM's & EM's Office	ADM3-028	03
45	Purchase Of Copier Paper	ADM3-029	02
46	Replacement Of Batteries	ADM3-030	03
47	Repairs to D G Sets	ADM3-026	04
48	Repairs to HPT	ADM3-031	02
49	Refilling of Fire Extinguishers	ADM3-011	06
50	Payment of Mobile Bills	ADM1-033	01
51	Bharath Seva Dala School	ADM1-030	01
52	Maintenance of Vehicles	ADM3-019(M)	01

