

Documents Maintained in Different Sections of the F&A Department	
A. Establishment Section	
1	SERVICE BOOKS OF ALL WORKMEN AND CLASSIFIED STAFF (BOTH CDA AND IDA PATTERN)
2	CISF REIMBURSEMENT FILE
3	BALMER LAWRIE PAYMENT FILE
4	LTC WORKMEN FILE
5	TA/DA AND LTC OF CLASSIFIED STAFF
6	OFFICE ORDERS AND NOTICES
7	MEDICAL REIMBURSEMENT OF HOSPITALS
8	MEDICAL REIMBURSEMENT OF INSERVICE CLASSIFIED AND WORKMEN
9	MEDICAL REIMBURSEMENT OF CLASSIFIED AND WORKMEN PENSIONERS
10	TA DA ORDERS RELATING TO BALMER LAWRIE
11	REGISTER PF SERVICE BOOK MOVEMENT
12	BILL REGISTER
13	REGISTER OF TA/DA ADVANCES
14	REGISTER OF BALMER LAWRIE PAYMENTS
15	REGISTER OF LTC ADVANCES PAID
16	REGISTER OF BILLS AND DOCUMENTS MOVEMENT
B. Pay Roll Section	
1.	Incentive File
2.	I.Tax file regarding savings
3.	leave encashment file for retiring and serving employees
4.	Canteen, Electric charges, Water charges
5.	GSLI,
6.	MIS REPORT FILE etc.
C. EPF & GPF Section	
1.	File of approved C.L.applications of all classified staff including Executives
2.	File of approved E.L.applications, LHP, LHP(Ctd), of all classified staff including Executives
3.	Transfer Allowance order file of all classified staff including Executives
4.	S.R. Register and application file
5.	File of Non swiping applications
6.	File of C.off applications
7.	EPF nominations file (vol.4 No.s)
8.	EPF nominations file (vol.1 No.s) retired/expired
9.	EPF/PF Statements/schedules/letters file
10.	EPS Challan File
11.	EPF Loan application (applied) file
12.	PF Loan application (applied) file
13.	File of important papers/orders file

14.	EPF/PF Ack.file
15.	EDLI FILE
16.	EPF/PF File for retired employee
17.	EPF/PF File for deceased employees
18.	Register for EPF/PF loan applied
19.	Register for EPF/PF retired employees
20.	Register for EPF/PF for deceased employees
21.	Register for EPF/PF loan recovery
D. Bills Section & Payments	
1.	BI-Metallic Blanks bills
2.	Advance Settlement Bills
3.	Purchase Order Copies
4.	Communication files to Vendors / others
5.	Misc. File
6.	Payment processed Bills / Vouchers
7.	Bank Records
E.Costing & Sales	
1	Temple Files
2	University Files
3	Bank remittance Files
4	Different Central Units/Firms Files
5	Die Job Order File
6	Job work File
7	Invoice Files
8	Bank Collections Files
9	MSTC Invoice File
10	MSTC Commission Entry File
11	Commemorative Coin Public Booking File
12	Commemorative Coin Saifabad Counter sale File
13	Commemorative Coin Order Forms
14	Inter-unit Sales File
15	Local Auction Files
16	E-Auction File
17	Bullion Weekly Statement File
18	TDS Certificates