ANNEXURE 'A'

FILE NAMING SYSTEM TEMPLATE - KIR DIVISION (FNS TEMPLATE)

	Basic Head		Primary Head		Secondary Head		Teritiary		
S.NO	Zone/PU/CTI/RDSO/RB		Division/Workshop/Training Institute etc		Department		Category		Additional Column for further categorization
	Title (4 Characters)	Description	Title (4 Characters)	Description	Title (6 Characters)	Description	Title (4 Characters)	Description	(This column is user editable and can be used for further classification with any information as per requirement)