

File Pull Back

This feature allows user to '**Pull Back**' forwarded file from the user to whom it was marked. This may be required in case-scenarios where user forwards the file to an unintended person mistakenly, or the person is un-available so the subject matter (file) may be pulled back and re-assigned to someone else. This can only be done until the recipient has received or opened the receipt. This section describes the steps to pull back a receipt.

Important Points:

- ✓ Entry of File must be available in sent list with Pull Back link.
- ✓ File to be pulled back must not be in received (for physical File) or read (electronic File) condition in inbox of recipient.
- ✓ File to be pulled back must not be attached with other File/Receipt in Recipient eFile account.
- ✓ Pull Back link/icon must be available for only those file which are eligible for Pull Back.

STEPS TO FOLLOW:

From File Sent List

1. Click **Pull Back** icon with respect to file to be pulled or Select Files with Pull back Icon and click **Pull Back Menu** in File Sent list.

Comp. No. ↑↓	File No.	Subject	Sent To	Sent On ↑↓	Currently With	Due On ↑↓	Actions
<input checked="" type="checkbox"/>	E 3115438	A/952/2020-QA-01	Test	Yerur Siraj Ahmed, eOffice MMP...	20/06/2020 06:24 AM	Yerur Siraj Ahmed, eOffice MMP...	 
<input type="checkbox"/>	E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	20/06/2020 12:04 AM	Jaskiran, n1d2	
<input type="checkbox"/>	E 3115481	A-12/1128/2020-QA-01	Test	Jaskiran, n1d2	19/06/2020 11:25 PM	Jaskiran, n1d2	
<input type="checkbox"/>	E 3115408	B/23/2020-QA-01	Draft	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:19 PM	Yerur Siraj Ahmed, eOffice MMP...	 
<input type="checkbox"/>	E 3104365	10(2)/2020-RTI	Request for information Under RTI Act, 2005 by Ms....	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:18 PM	Yerur Siraj Ahmed, eOffice MMP...	 
<input type="checkbox"/>	E 3115462	A/958/2020-QA-01	ddss	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:17 PM	Yerur Siraj Ahmed, eOffice MMP...	 
<input type="checkbox"/>	E 3115479	A/965/2020-QA-01	Test Ext1	Yerur Siraj Ahmed, eOffice MMP...	19/06/2020 11:16 PM	Yerur Siraj Ahmed, eOffice MMP...	 

Figure 287

2. Enter **Pull Back remarks** and click **OK** in the Pull Back Confirmation pop up to pull back the selected File.

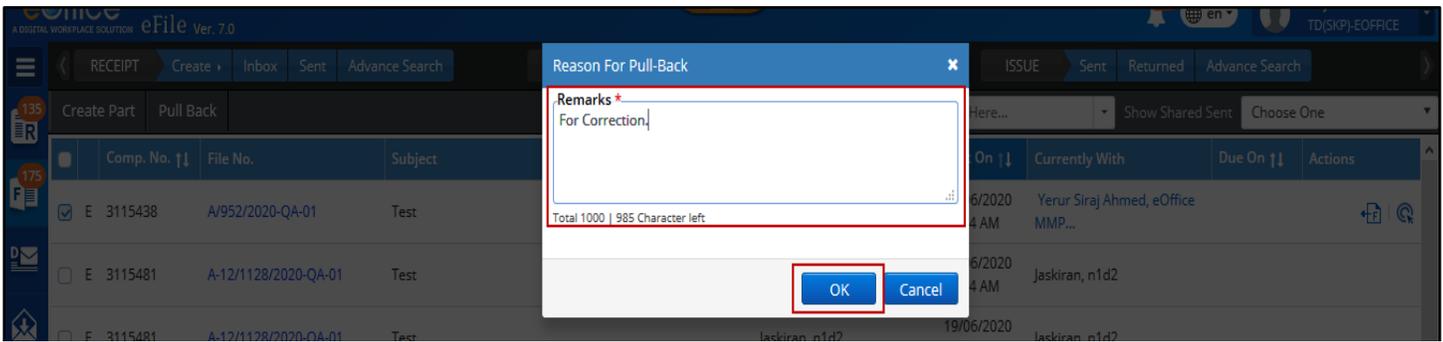


Figure 288

From Advance Search Output List

1. Click **Pull Back** action menu/link available in searched output record of Advance Search.

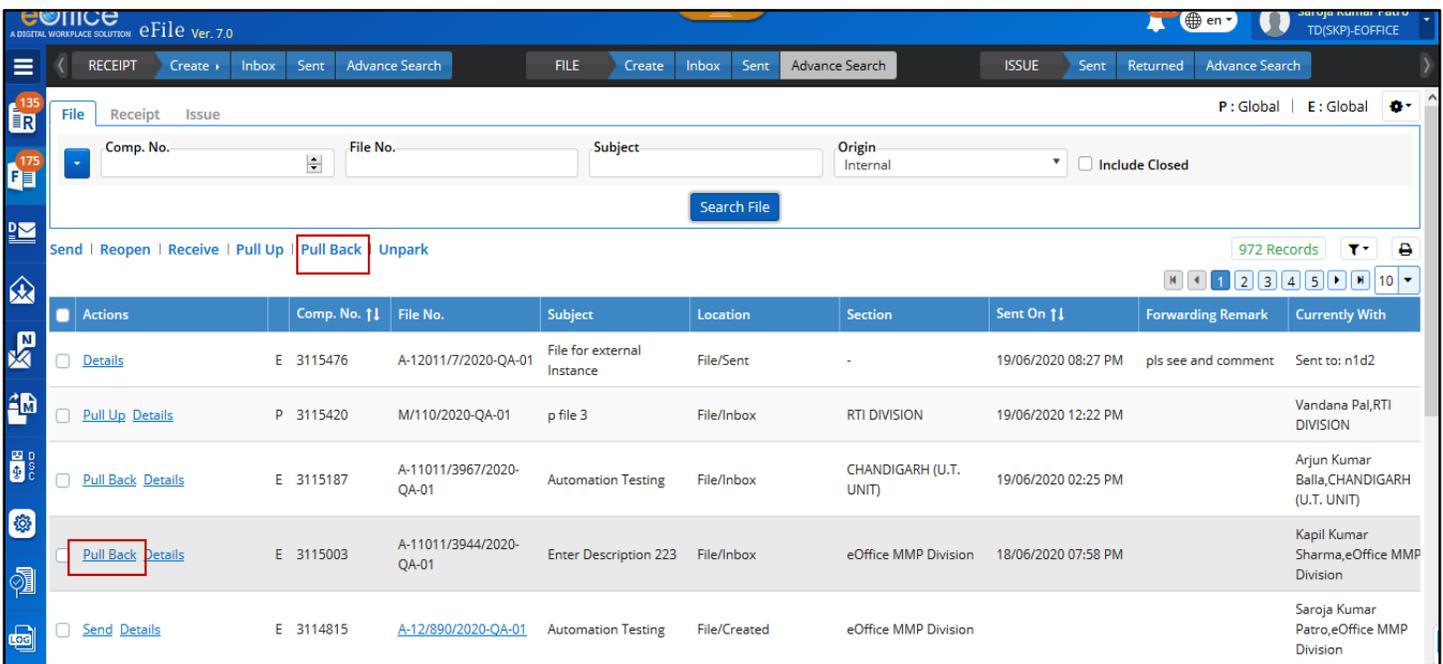


Figure 289

2. Enter **Pull Back** remarks and click **OK** in the Pull Back Confirmation pop up to pull back the selected File.

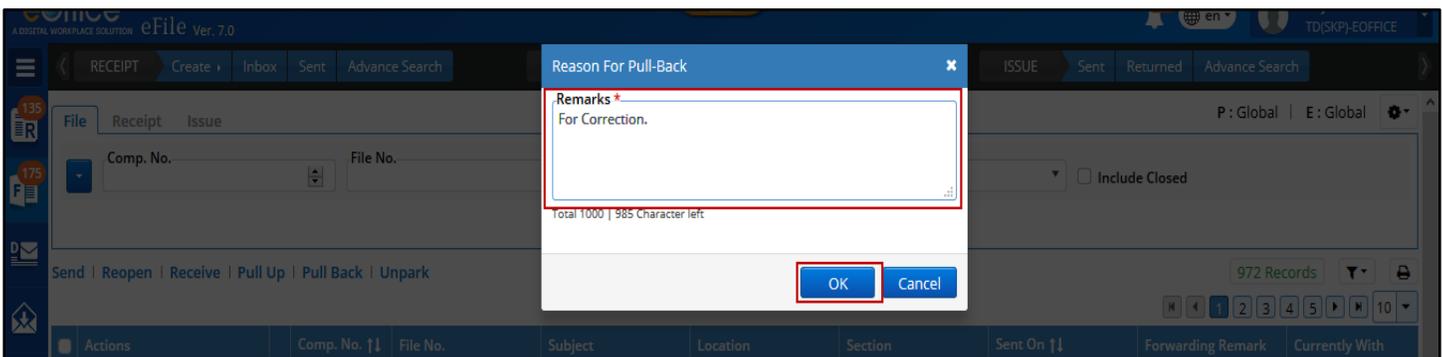


Figure 290

Note:

- Files forwarded from Inbox/Created should be placed in respective folder once Pulled Back.
- Files forwarded from Inbox Folder should be placed in Inbox Folder (*if available*) else in Inbox (*If inbox folder is deleted*) once pulled back
- File should be removed from the inbox of user from whom it was pulled back.
- Record of pulled back receipt should be removed from sent list.
- Pull back remarks should be maintained in the movement history of the pulled back File.