West Bengal Form No. 19

Register of Letters Issued

Year……..20 Department …….

Consecutive No.	Date	To whom addressed	Short subject	Where the draft is placed.			No. and date of reply received	Reminder		Value of Stamp		Remarks
				File No and Serial No. of letter in file	No. and title of the collection	No. of file within the collection		No.	Date	Rs.	P.	