

West Bengal Form No. 16

## Register of Letters Received

Year .....20

Department .....

1 Consecutive No.	2 Date of receipt in office	3 Letter , etc.			4 Short Subject	5 Reminders		6 Where the letter is placed				7 Brief note of action (Here enter number and date of order issued "File or "Awab" as the case may be)
		From whom received	Number	Date		Number	Date	File number	Serial number	Number of the collection	Number of the file within the collection	

N.B. – Sub –columns file number and “Serial number “ under column 6 are not necessary for District and Commissioners offices and need not be filled these Offices