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| **Outward Document Register (Work/Task Outside AEGTIPL) - ADM/F/03.00 DFP : Retained** |
| **Maintained by : Designation : Emp Code :** |
| **Sl. No.** | **Date** | **Running Number** | **Work received from (Name , Department & Emp code)** | **Received Work/Task Description** | **Target Date for Completion of Work/Task** | **Financial Requirement for Task/work (if any)** | **Date of Report to next level (via Whatasapp/whatsapp Group / Email** | **Remarks** |
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