|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Inward Document Register (Work/Task within AEGTIPL) - ADM/F/04.00 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 Wprk/Task** | **Financial Requirement for Task/work (if any)** | **Date of Report to next level (via Whatasapp/whatsapp Group / Email** | **Remarks** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Note 1 : Soft copy of this ISO QMS Document to be send by email to Level I/II/III/IV/V every saturday on or before 6.00 pm without fail.  Note 2 : Incase of any clarification or esculation of issues then user may reach to Level I/II/III/IV/V.  Note 3 : In case if user wish to make any suggestions in this ISO QMS Document then in the Word Document kindly use Red color font. | | | | | | | | |
| This ISO QMS Record is property of Adityaa Energy Global Trading (India) Private Limited., Reproduction by copying or usage of coined texts in this document should be done with prior written permission only and any such violations if found then may be subject to legal, professional or other privilege or may be otherwise protected by other legal rules. – [www.adityaaenergy.com](http://www.adityaaenergy.com/) | | | | | | | | |