File Movement Register Sheet										
S.N.	File No/ Reference No	File Name	Date of Receipt	Recived From	Recived From Location	Date of Forwarding	Sent To	Status	Purpose	
1	L/2025001	Leave Application File	01-09-2025	Clerk	Office	05-09-2025	President	Under Process	Review	
2	P/2025002	Purchase Bill - Food	02-09-2025	HR Manager	Hr Office	06-09-2025	Analyst	Forwarded	Clarification	
3	F/2025 003	Annual Expense Bill	03-09-2025	Team Lead / Team Leader	It Office	07-09-2025	IT Manager	Approved	Verification	
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