Go to the sent tab in the receipts/file menu and we can see the all sent receipts and on the right side corner of the row we can see the **Pull Back** option.

Send	View   Copy   Gener	ate Acknowledgement							
0		r <u>Receipt No.</u>	¥	<u>Subject</u>	▼ <u>Sender</u>	* Sent to	▼ <u>Sent On</u>	▼ <u>Due On</u> ▼	v
2	E 59	59/2019/0/o ASST.GM/IT/CO/RCIL		For Testing purpose only .	vik	ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL	01/07/19 11:45		Initiate Action
	E 323	323/2019/0/o ASST.GM/IT/CO/RCIL		Noting	RailTel	ANKITA CHAUDHARY,O/o DY.MANAGER/IT/CO/RCIL	27/06/19 04:43		Initiate Action
-		-					27/06/19		

By clicking the pullback option, it will open the remarks window to type the **Pull- back remarks** and press "Ok" button. The receipt will come back to sender's Receipts Inbox.

ent	Alert	
•	Reason For Pull-Back	
SST.GM/IT/CO/RCIL	Remarks *	/o DY.MANAGER/IT/CO/RCIL
ASST.GM/IT/CO/RCIL		/o DY.MANAGER/IT/CO/RCIL
ASST.GM/IT/CO/RCIL		/o DY.MANAGER/IT/CO/RCIL
DASST.GM/IT/CO/RCIL	OK Cancel	0/o ASST.GM/IT/CO/RCIL
	· · · · · · · · · · · · · · · · · · ·	<b>1</b> ,0/o

Pulled back Receipts/Files are returned back in the respective inbox.