

Subject:- **Purchase of Material for printing of File Khaki Envelops and Sticker/Labal for Confidential Printing Press**

Case for the Purchase of raw material for Printing of Envelops and Stiker/Label was forwarded to TR office vide letter no.220/UPP dated 30-11-2020. But raw material is not yet received. While Controller of Examinations Office letter No171/CPS dated 09-02-20. Reminder for the said demand is received.

So, it is requested that following raw material which has been already demanded (copy enclosed) may kindly by Purchased and Supply on urgent basis.

No.	Name items/specification	Qty
1	Craft Paper 23 ½ "x35" Gms 90	40 Reams
2	Yellow Paper Size 17"x27" Gms 50	2 Reams
3	Ring Rabar Middle Size	1 Packet

Submitted for Administrative and Financial approval from competent authority.

Amal 11/02/21
Assistant (Press/Job)

E. R. Sharma 11/2/21
Manager
University Printing Press

amr 11/2/21
Controller of Examinations

[Signature]
Treasurer

