

**BJECT:- REQUISITION OF STATIONARY ITEMS.**

It is submitted that the following Stationary Items are urgently required for Admin

**Branch-I (Registrar Office): -**

- |   |          |
|---|----------|
| 1. Ream A4 Size (AA) 80 gm                | 70 Nos   |
| 2. Envelop File Size Legal                | 100 Nos. |
| 3. Marker Tempo (Black/Blue)              | 04 pkts  |
| 4. Hand Diary                             | 02 Nos   |
| 5. Binding Tape (4" size)                 | 01 Dozen |
| 6. Binding Tape (2.5" size)               | 01 Dozen |
| 7. Ruler Steel (1 Foot)                   | 02 Nos.  |
| 8. Punch Machine (Large Size)             | 02 Nos.  |
| 9. File Tag (large Size) (Fine Quality)   | 10 pkts  |
| 10. File Tag (medium Size) (Fine Quality) | 10 pkts  |
| 11. File Tag (small Size) (Fine Quality)  | 10 pkts  |

ACCOUNTS B  
12 OCT 2020  
NO.R. - 5229

In view of above, if agreed, the may be sent to **Purchase Officer** to purchase the above stationary items.

Submitted for appropriate orders please.

D.R. (Admin-I)

A.R. (Admin-I)

D.No. 6614 AD-I  
Dated 9/10/2020

Registrar  
a/w

7/10/2020

P/O

12/10/2020  
Me. Indan

Registrar Office  
08 OCT 2020  
No. 6033 (Diary-II)