

Subject: **PURCHASE OF STATIONERY ITEMS.**

Following items are urgently required for the Purchase Section:-

1.	Paper Ream 80gm, A4 Size (Double A)	40 Reams
2.	Flapper Patti	100 Nos
3.	Stapler Machine	02 Nos
4.	Ball Pen, Piano Jelflo, Blue	20 Pkts
5.	Stapler Pin Opener	02 Nos
6.	Highlighters	06 Nos
7.	Stapler Pins Dollar	01 Box (20Pkts)
8.	Gum Sticks Large Size	04 Nos
9.	Correction Pen	02 Nos
10	Water Glass	06 Nos

The case may submitted to the Competent Authority to accord of administrative and financial approval for making the purchase of above Items. Expenditure will charged form from the Budget Head "9-Miscellaneous" sub head "Office Stationery".

[Handwritten Signature]
31/3/2021

PURCHASE OFFICER

[Handwritten Signature]
31/3/21
DEALING OFFICIAL