

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

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

**Branch-I:** -

- |     |   |          |
|-----|---|----------|
| 1.  | Ream A4 Size (AA) (80 gram)                         | 37 Nos   |
| 2.  | Ball Point (Solo) <b>Blue</b>                       | 05 Pkts. |
| 3.  | Ball Point (Solo) <b>Red</b>                        | 05 Pkts. |
| 4.  | Uni-Ball Signo Gel Ink Roller Ball ( <b>Black</b> ) | 01 pkt   |
| 5.  | Uni-Ball Signo Gel Ink Roller Ball ( <b>Blue</b> )  | 01 pkt   |
| 6.  | Sharpener ( <b>Dux</b> )                            | 01 Box   |
| 7.  | Eraser (AL 30) <b>Pelikan</b>                       | 01 Box   |
| 8.  | Led Pencil <b>Goldfish HB</b>                       | 05 Pkts  |
| 9.  | Highlighter <b>Signature</b> (green color)          | 01 Box   |
| 10. | Gum Stick ( <b>amox/UHU</b> ) Large size            | 01 Box   |
| 11. | Stapler Machine (standard size)                     | 05 Nos.  |
| 12. | Correction Fluid (Dollar)                           | 01 Box   |

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

Submitted for appropriate orders please.

D.R. (Admin-I)

D.O (Admin-I)

Registrar  
24/3

**ACCOUNTS BRANCH**  
NO.R 4974 A/C's  
Dated 25-3-21

TR

Registrar Office  
22 MAR 2021  
NIP: 1563

24/3

P.O.  
25/3/2021  
M.A. M. Asif

D.No. 2308 AD-I  
Dated 24/3/2021