

Subject: Purchase of Crockery

It is submitted that the following Crockery items are required for the office of the Controller of Examinations. It is requested that Purchase Officer may be directed to make necessary arrangements from the Budget Head "Controller's Confidential Fund (40200012)" as per following detail:-

i)	Cup with Saucer	two dozen	280072
ii)	Glass	two dozen	
iii)	Plate Melamine Large	one dozen	
iv)	Plate Melamine Medium	one dozen	
v)	Table Spoon	one dozen	
vi)	Tea Spoon	one dozen	
vii)	Thermos	two Nos.	
viii)	Sugar Pot	two Nos.	
ix)	Milk Pot	two Nos.	
x)	Pot (Donga) with Spoon	five Nos.	
xi)	Dish with spoon	three Nos.	
xii)	Kiwi Renews & Polish	six Nos.	
xiii)	Glint	six Nos.	
xiv)	Air freshener	six Nos.	
xv)	Tissue Paper	six box	

PS to Controller of Examinations

Controller of Examinations

Purchase Officer

Financial approval for Rs. 280072
May Kindly be accorded Please

P.O. 29/3/21
Financial Sanction Accorded for Rs. 280072

Treasurer

Mr. M. Asif