

DIRECTORATE OF ACADEMICS
BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN.
Office # 061-9210071-5



The Treasurer,
Bahauddin Zakariya University
Multan.

ACCOUNTS BRANCH
NO.R 5417 A/C's
Dated 31-7-21



SUBJECT: SUNDRY/STATIONERY ITEMS

It is stated that Director Academic Office needs following items of on urgent basis.

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It is stated that Director Academic Office needs following items of on urgent basis.

| SR.NO | DESCRIPTION | QUANTITY | Price |
|-------|--------------------------------|----------|-------|
| 1. | Wall Clock | 01 No | |
| 2. | Air Cooler (Boss Plastic Body) | 01 No | |

Therefore, it is requested that **Administrative/ financial approval** May kindly be granted for purchase of above items and the expenditure will be met from the Budget head Stationary Items (Director Academic budget head, item no 01) budget 2020-21.

Thanks,

Prof. Dr. Javed Akhtar
Director Academics

Mr. M. Asif