

Subject: **DEMAND FOR COMPUTER SECTION CONTROLLER OFFICE**

It is submitted that the following items^{are} required to be used in the computer cell, controller office. It is therefore requested that the demand may kindly be forwarded to the purchase section to supply the same as early as possible.

Sr.No	Item Description	Quantity
1	Binding Hard Card Legal Size	1000
2	Binding Tape 3 inch	24
3	Staples Pins 23/20 (H-13) 20mm	03
4	Staples Pins 23/13 (H) 17mm	03
5	Packing Tape	12
6	Scissors (3 or 4 Inch Blade)	04
7	Paper Cutter	03
8	Pointer (Uni Ball)	24
9	Board Marker (Black + Blue + Red)	12
10	Stapler Regular Size	03
11	Water Pad Paper Damper	05
12	Tissue Paper (Rose Petals)	12
13	Air Room Freshener	06

may be forwarded to the Treasurer / Purchase Officer for the provision of above items at the earliest possible.

Adj. CE:

Incharge Computer Cell
Computer Section

[Signature]
14/06/2021

[Signature]
14/06

COE.
amt.
14/6/21.

Tr.
[Signature]
17/6/2021
Mr. M. Asif