

Subject: **REQUEST FOR STATIONERY**


It is requested that this office require following stationery items for office use.  
Permission may kindly be granted to purchase the same.

- |   |           |
|---|-----------|
| 1. Paper Rim (A4 Size)                                    | 20 No.    |
| 2. Ball Point (Blue)                                      | 06 Packet |
| 3. File Cover (VIP Double hole)                           | 500 No.   |
| 4. Lasses (Big size)                                      | 500 No.   |
| 5. Stapler Machine  | 10 No.    |
| 6. Staple Pins  | 03 Packet |
| 7. Led Pencil with Rubber                                 | 12 Packet |
| 8. Whitener   | 06 No.    |
| 9. Sharpener  | 01 Packet |
| 10. Punching Machine                                      | 06 No.    |
| 11. Glu Stick   | 06 No.    |
| 12. Paper Clip  | 06 No.    |
| 13. Permanent Marker (Black)                              | 12 No.    |
| 14. Clip Folder (Plastic)                                 | 12 No.    |
| 15. Flash (32 GB Kingston)                                | 02 No.    |
| 16. Computer Mouse  | 01 No.    |
| 17. Borer   | 02 No.    |
| 18. Screw Driver  | 01 Set    |
| 19. Air Freshener   | 02 No.    |
| 20. Tea Set   | 01 No.    |
| 21. Tea Kettle  | 01 No.    |
| 22. Printer Cartridge (80 A)<br>(Laser Jet Pro 400 M401d) | 01 No.    |



  
Assistant

No: D/..... / Regn  
604

  
Admin. Officer

  
Deputy Registrar (Regn)

  
Registrar

No: D/..... / Regn  
607

  
P.O.

  
03/8/2021  
Mr. M. Asif



Registration Branch

29 JUL 2021

No: R/..... / Regn  
2089

03 AUG 2021