

Subject: **DEMAND OF STATIONARY**

It is stated that the following items of stationary is urgently required in Deputy Treasurer (S) office.

Sr. No.	Description	Qty
1	UniBall Eye (Micro) Pen (Blue)	01-Box
2	Rose Petal Tissue	04-No.
3	Air Freshener	01-No.
4	Duster cloth	03. No.
5	VIP File Cover	02-Dozen
6	Highlighter Pen (Yellow + Pink)	02-No
7	Stapler	01-No
8	Lead Pencil	01-Pack
9	Paper A4 Size (80gm) AA	01-Ream


TREASURER


DEPUTY TREASURER

03/00/21

PURCHASE OFFICER