

Subject:- **SUPPLY OF STATIONERY.**

It is requested that following stationery items are urgently required for day to day needs in Cheque Section. It is stated that these items are not available in the main store of the University.

1-	Stapler Pins ( Regular )	(04) Four Boxes
2-	Duster (Rough Cloth)	(02) Two Meters
3-	Gum Stick (Medium)	(02) Two Nos
4-	Duplicating Paper ( A4 ) Imported	(10) Ten Reams
5-	Ball Points dollar (Blue)	(08) Eight Packets
6-	Stamp Pad Ink	(02) Two Nos
7-	Clippers ( Steel)	(06) Six Nos
8-	Tissue Boxes	(02) Two Boxes
9	Tumblers ( Glass )	(06) Six Nos
10	Correction Pen ( white )	(01) One No
11	High Lighter ( Yellow+Pink)	(02) Two Nos
12	Sotali (Putson)	(05) Five K.G

DEPUTY TREASURER

*3/1/21*  
*2/8/21*

CHEQUE WRITER

TREASURER

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