



COMPLAINT RESOLUTION CELL (CRC)

BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN



CASPAM Building, Ph. No: 061-9210071-74 Ext: 4232, E-Mail: fp.pcp@bzu.edu.pk

No.CRC/2021/-----943-----

Date: 03-08-2021

Purchase Officer,
B.Z University,
Multan.



Subject: **LIST OF REQUIRED OFFICE WORK STATIONARY.**

Dear Sir,

It is requested to please issue the following items.

Sr. No.	Required Items	Quantity
1.	DAK Register	02
2.	Dispatch Register	03
3.	Receiving Register	03
4.	Attendance Register	1
5.	Duster for Cleaning	01 Packet
6.	Stapler Pin Box	10
7.	Stapler	01
8.	Punch Machin	01
9.	Ball Point Box	02
10.	Solution Tape	01
11.	VIP Office Files	25
12.	Highlighter + Whitener Pen	05+05
13.	Stapler Pin Puller	02
14.	Paper Rim A4 Size <i>(Double A)</i>	20
15.	Water Set + Tea Set	01+01

Best Regards,

Prof. Dr. Habib-ur Rehman Athar
Professor (IP&AB)
Focal Person
CRC for Pakistan Citizen Portal

*on file
03/8/2021
Mr. M. Asif*