

Handwritten notes in the top left corner, possibly "N/A" and "2021".

CE/CC/365
04-08-2021

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

It is submitted that the following item is 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 & 4 Inch Blade)	04
7	Paper Cutter	03
8	Pointer (Uni Ball)	24
9	Board Marker (Black + Blue + Red)	24
10	Water Pad Paper Damper	05
11	Tissue Paper (Rose Petals) Luxury	24
12	Air Room Freshener	06

*Forwarded to the TR/PO.
For the purchase/Provision
of above items please.*

Incharge Computer Cell
Computer Section