

No Gen-D/292/21  
Date. 16-8-2021


Subject: **SPECIAL REQUISITION**

The following items are urgently required for the office of the Deputy Registrar (General Branch):-

- |     |                       |                        |
|-----|-----------------------|------------------------|
| 1.  | Paper Ream (A4)       | 10 (Ten Reams)         |
| 2.  | Led Pencil            | 10 (Ten Dozen)         |
| 3.  | Ball Point (Oria)     | 03 (Three Packets)     |
| 4.  | Signo Ball Pen (Blue) | 02 (Two Dozen)         |
| 5.  | Air Freshener         | 02 (Two Nos.)          |
| 6.  | Detol Hand Wash       | 02 (Two Nos.)          |
| 7.  | File Cover            | 200 (Two Hundred Nos.) |
| 8.  | Shopner               | 02 (Two Nos.)          |
| 9.  | Eraser                | 02 (Two Nos.)          |
| 10. | Stapler Machine       | 02 (Two Nos.)          |
| 11. | Stapler Pin (24/6)    | 12 (Twelve Packets)    |
| 12. | Flagging Chits        | 04 (Four Packets)      |
| 13. | Fluid Pen             | 02 (Two Nos.)          |
| 14. | Tissue Paper Box      | 06 (Six Nos.)          |
| 15. | Highlighter           | 03 (Three Nos.)        |
| 16. | Vim Large             | 01 (One No.)           |
| 17. | Capri Soaps           | 04 (Four Nos)          |
| 18. | Glass Toy Nasik       | 06 (Six Nos)           |
| 19. | Tea Set Chiana White  | 12 (Two Set)           |
| 20. | Thermos               | 01 (One No)            |
| 21. | Duster                | 12 (Twelve)            |

The University Purchase Officer may be requested to supply the above said items urgently.

**Deputy Registrar (Gen)**

  
16/8/21

Treasurer sb



**Assistant**

16/8/21