

Subject: **PURCHASE OF ITEMS.**

Following items are urgently required for the Purchase Section:-

1.	Imported Paper Ream 80gm A4 Size	20 Ream
2.	Tissue Paper Rose Patel	04 Nos
3.	Stapler Machine Fine Quality	06 Nos
4.	Uni Ball Ball Point	02 Pkt
5.	Try for 3 Stap	01 No
6.	Stapler Pin 24/6	10 Nos
7.	Ereas	06 Nos
8.	Shopner	06 Nos

The case may have submitted to the Competent Authority to accord of administrative for making the purchase of Specific Items.

*on 24/8/2021*  
**PURCHASE OFFICER**

*24/8*  
**PURCHASE ASSISTENT**

*[Signature]*  
**TREASURER**