



DEPARTMENT OF FORESTRY & RANGE MANAGEMENT  
FACULTY OF AGRICULTURAL SCIENCES & TECHNOLOGY  
BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN

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No. DF&RM 842 /FAS&T Dated. 16-11 /2020



**The Chairman,**  
Department of Forestry  
& Range Management.  
Bahauddin Zakariya University,  
Multan.

Subject: **REQUISITION FOR DEMAND OF OFFICE FURNITURE**

It is requested that following gazetted furniture may be required urgently for office, please.

**Requested by/ Complainer Name:** Mr. Muhammad Abbas Sarwar

**Location:** Department of Forestry

**Work:**

| Sr.No. | Particulars  | Quantity |
|--------|--------------|----------|
| 01     | Office Table | 01       |
| 02     | Office Chair | 01       |

The expenditure will be charged from the budget Major Head, "Department of Forestry & Range Management (FAST-UCA); Sub Head, **Furniture & Fixcher.**

Thanks and Regards

*Search in the store  
first please*

*5/11/20*  
Signature of Requesting Officer/Official

*The store has been searched but no furniture  
found over there.*

*5/11/20*

*chairman*  
*A Requisition to purchase office  
may be submitted pl.*

*CHAIRMAN*  
Department of Forestry & Range Mgt.  
Faculty of Agric. Sci. & Technology  
Bahauddin Zakariya University, Multan