

**OFFICE OF THE ADMIN BRANCH-II
BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN**

Subject: **REQUEST FOR PROVISION OF THE FOLLOWING ITEMS ON URGENT BASIS**

It is submitted that the following items are required in the Admin Branch-II due to Scrutiny Committee of Daily Wages Employees and Syndicate meeting, on most urgent basis: -

Sr. No.	Name of Item	No. of Quantities	
1.	Stapler Pins (Dollar 24/6)	05-Boxes	
2.	Lead Pencils (DUX)	05-Packets	
3.	Eraser	01-Packet	
4.	Sharpener	01-Box	
5.	Stapler Machine with opener (deli No. 0416)	05-Nos	
6.	Duster Cloths	10-Nos	
7.	Ball Point (0.7 Dollar Gel 1)	Blue	10-Pkts
		Black	10-Pkts
		Red	05-Pkts
8.	Black Marker (Regular)	01-Packet	
9.	Plastic Basket for DAK	04-Nos	
10.	Paper Rim A4 (AA)	30-Nos	
11.	Paper Rim Legal (AA)	20-Nos	

It is therefore requested to grant administrative approval and direct to Purchase Officer to provide the above items on urgent basis/ immediately.

Registrar

[Signature]
27/

JR

[Signature] 26/1/21
A.R (Admin-II)

[Signature]
25/1/21

Financial approval for Rs. *13,000/-*
May Kindly be accorded Please.

PO *[Signature]* PA *[Signature]*

Financial Sanction Accorded for Rs. *13,000/-*

[Signature]
Treasurer

Registrar Office
26 JAN 2021
398

Admin Branch-II
Despatch
26 JAN 2021
No. 106 /Ad