

Registration Branch

02 FEB 2021

Subject: **REQUEST FOR STATIONERY**

No: D/.....³³⁹ / Regn

It is requested that this office require following stationery items for office use. Permission may kindly be granted to purchase the same.

- | | |
|------------------------------|----------|
| 1. Paper Rim (A4 Size) | 20 No. |
| 2. Paper Rim (Legal Size) | 06 No. |
| 3. Ball Point (Blue) | 04 Pkt |
| 4. Ball Point (Black) | 01 Pkt |
| 5. File Cover | 1500 No. |
| 6. Tag/Lasses | 1500 No. |
| 7. Receive/Despatch Register | 04 No. |
| 8. Office Register | 02 No. |
| 9. Stapler Mechine | 06 No. |
| 10. Staple Pins | 03 Pkt |
| 11. Staple Remover | 03 No. |
| 12. Carbon Paper | 01 Pkt |
| 13. Led Pencil with Rubber | 06 Pkt |
| 14. Iron Ruler | 06 No. |
| 15. Hammer (Small Size) | 02 No. |
| 16. Whitener | 03 No. |
| 17. Sharpener | 01 Pkt |
| 18. Scissors | 03 No. |
| 19. Paper Cutter | 06 No. |
| 20. Punching Machine | 06 No. |
| 21. Glu Stick | 06 No. |
| 22. Common Pin | 06 No. |
| 23. Paper Clip | 06 No. |
| 24. Permanent Marker (Black) | 12 No. |
| 25. Clip Folder (Plastic) | 12 No. |

Assistant

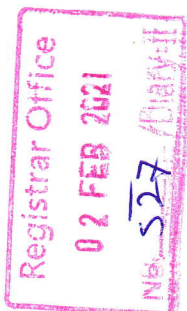
Admin. Officer

Assistant Registrar (Regn)

Registrar

Registration Branch

No: R/.....⁴¹⁶ / Regn



IR 9/16/21
17/2/2021
Mr. M. Asiy