



**DELHI DEVELOPMENT AUTHORITY
NAZARAT BRANCH, New Delhi**

Name of the Branch

Staff Strength.....

Excluding Class-IV

**Stationary clerk may please issue the following stationary items for the month
of**

S.No	Item	Quantity
1.	Ball pen ordinary (Blue/Red)	
2.	Basta cloth	
3.	Cello tape	
4.	Duster	
5.	Dak pad	
6.	Envelop 9" x 4" white	
7.	Envelop 9" x 4" white (window)	
8.	Envelope 16" X 6" craft	
9.	Envelope 16" X 12" craft	
10.	File Board	
11.	Gel Pen	
12.	Gum bottle	
13.	Glass tumbler	
14.	Gum tape (Khaki)	
15.	Water Jug (Plastic)	
16.	Pencil short hand	
17.	Shorthand Note Book	
18.	Register 2 Qr.	
19.	Register 4 Qr.	

20.	Register 4 Qr. TR	
21.	Dispatch Register	
22.	Diary Register	
23.	Register 6 Qr. R/B	
24.	Register 10 Qr. R/B	
25.	Rubber band	
26.	Stamp pad	
27.	Stapler 10D(small)	
28.	Stapler Pin(Small)10D	
29.	Tag Cotton	
30.	Waste Paper (Basket)	
31.	Yellow Envelop	
32.	Slip pad	
33.	File Cover	

Certified that the stationery taken in the previous month has been consumed.

Asstt. Director (Naz)

Signature of the Branch Officer with Seal

Name:-

Designation:-

Section:-

Tel. Extension No:-

Note: Stationary items will be distributed from 11:00 AM to 1:00PM from date 11th to 25th of every month.