

**DELHI DEVELOPMENT AUTHORITY  
(NAZARAT BRANCH)  
Requisition of Consumable Items for Computer**

**Note:** Timing of Distribution from **11:00 AM to 1:00PM.**

1. Name of Branch/ Department.
2. Printer No.
3. Particulars of Items required.
4. Required quantity.
5. Date of issue of previous cartridge.

**CERTIFICATE BY THE BRANCH OFFICER**

Certified that the cartridge has been used only for official work and proper account of required item is being maintained by this office and cartridge earlier issued has been used/consumed. Please issue the cartridge as mentioned in column No. 3 and 4 above.

**Name and Signature of Branch  
Officer with Stamp**

Name of official authorized to receive the cartridge.

Attested Signature of Official

Authorized to receive by the Branch Officer with Name & Designation.