

**Delhi Development Authority**  
**(Nazarat Branch)**  
**REQUISITION OF PAPER FOR ZEROX / PHOTOCOPIER / COMPUTER**

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

Date .....

Name of Branch/Deptt. ....

Photocopier / Zerox Machine No. ....

Computer No. ....

Type of papers

Full Scape(Legal)/A-4/A-3

Sr. No.	Size of paper	Type of paper	No. of Rims Issued
1	A-4	Computer Paper/ Photocopier paper	
2	Full Scape(Legal)	Computer Paper/ Photocopier paper	
3	A-3	Photocopier Paper/ Photocopier paper	

Certified that proper account of papers issued is being maintained by this office and this office has a copier machine / computer/ for which the paper is requisitioned.

Attested Signature of officials  
Authorized to received

Name: .....

Designation .....

Signature of intending officer

Name:

Designation:

Intercom No.

Note:

- ❖ Requisition from Sr. P.S./DD & above only be entertained for issue by Nazarat Branch.
- ❖ Name of official Authorized to receive be clearly mentioned and signature be attested by the indenting Officer.
- ❖ This indent should be filled only for photocopy/computer papers and by the officer to whom the photocopier machine / computer is issued.