

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

DELHI DEVELOPMENT AUTHORITY
NAZARAT BRANCH

Name of the Branch
Staff Strength
Excluding Class-IV

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

S.No	Item	Quantity
1.	All pin	
2.	Ball pen ordinary (Blue/Red)	
3.	Basta cloth	
4.	Carbon	
5.	Cello tape	
6.	Duster	
7.	Dak pad	
8.	Envelop 9" x 4" white	
9.	Envelop 9" x 4" white (window)	
10.	Envelope 16" X 6" craft	
11.	Envelope 16" X 12" craft	
12.	File Board	
13.	Gel Pen	
14.	Gum bottle	
15.	Glass tumbler	
16.	Gum tape (Khaki)	
17.	Jug water (Plastic)	
18.	Pencil lead	
19.	Plastic scale	
20.	Pencil short hand	
21.	Pen Pencil Pot	
22.	Punch	
23.	Pin cushion	
24.	Register 2 Qr.	

25.	Register 4.Qr.	
26.	Register 4 Qr. R/B	
27.	Register 6 Qr. R/B	
28.	Register 10 Qr. R/B	
29.	Rubber band	
30.	Stamp pad	
31.	Shorthand Note Book	
32.	Stapler 10D(small)	
33.	Stapler Pin(Small)10D	
34.	Tag Cotton	
35.	Correction white Fluid	
36.	Basket	
37.	Yellow Envelop	

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:-