

SAVITRIBAI PHULE NATIONAL INSTITUTE OF WOMEN AND CHILD DEVELOPMENT 5, Siri Institutional Area, Hauz Khas, New Delhi - 110016

Stationary requisition for t	the month of	<u></u>	20

Sect	Section Room No Staff Strength			
S.No.	Name of Items	Quantity required	Quantity issued	Remarks
·	Attendance Register			
	Add Gel Pen			
	Ball Pen	1		
	Cello Type			
	Diary Register			
	Duster (White / Yellow)			
	Eraser			
	Envelop (File size/A4/window)			
	File Cover			
	File Board			- h
	Fluid Pen .			
	Gum (Bottle / Stick)			
	Highlighter (Yellow/Red/Blue)			·
	Letter pad			
	Marker			
•	Note Sheet pad			
	Pad Ink (Blue / Black / Red)			·
	Pencil (Soft / Short hand)			
	Packing Type			· · · · · · · · · · · · · · · · · · ·
	Photocopy Paper (A4 Size)			
	Plastic Folder			
	Register			
	Spiral Slip /Note book			
	Slip pad			
****	Shorthand Note Book			·
	Stapler			
	Stapler Pin (small / big)			,
	Stic on Flags			·
	Stic on Plain Pad			
	Tags			
	Tumbler (Glass)			
	U-clip			
	Vim or Surf			
				
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Signature of receiv	er
With date	
Name	
Designation	