



Office Of The  
Commissioner Inland Revenue  
ZONE-II, RTO-II, KARACHI



No. Admn/CIR/Z-II/RTO-II/2024-25/ 3867

**RTO**  
ZONE-II, R.T.O-II, KARACHI  
Dated:- 05.05.2025

The Additional Commissioner- IR (HQs),  
Regional Tax Office – II,  
Karachi.

Subject: **REQUISITION FOR SUPPLY OF STATIONERY ITEMS FOR ZONE-II,  
R.T.O-II, KARACHI.**

Kindly refer to the above noted subject.

I am directed to state that the requisition of supply of stationery items for  
Zone-II, Regional Tax Office – II, Karachi.

It is kindly requested to supply the following stationery items on urgent basis so  
that smooth working may be possible.

S.#	ITEMS	QUANTITY
1	Stapler Machine	05 Nos X
2	Stapler Machine Pins	20 Packets 01
3	Paper Pins	06 Boxes 01
4	Binder Clip (Small)	12 Nos 06
5	Binder Clip (Big)	12 Nos 06
6	Envelop (A4)	200 Nos 20 (20)
7	Envelop ( Small)	200 Nos 50
8	Flute Pen	06 Nos X
9	Gum Sticks	06 Nos X
10	Registers (for Inward & Dispatch)	24 Nos 02
11	File Rapper (Binder)	100 Nos. 10
12	Legal Paper F4 (Rims)	10 Rims X
13	Paper A4 (Rims)	03 30 Rims 01+02
14	File Covers	200 500 Nos. 50

*1 Issue 01  
12/05/2025*

*Issued to Mr. Javed Ali 05/5/25*

CCIR  
AC (Hqs)  
SO-I  
SO-II  
SO-III  
SO-IV  
SO-V  
SO-VI  
DO  
BA

*8/5*

*Sohail Akhter Hashmi*  
(Sohail Akhter Hashmi)  
Administrative Officer

