



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



No. Admn/CIR/Z-II/RTO-II/KHI/2024-25/3509

★  
**RTO**  
ZONE-II, R.T.O-II, KARACHI  
Dated: 08.04.2025

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.

I am directed to say that the following stationery items are required 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 2
3	Paper Pins	06 Boxes 2
4	Binder Clip (Small)	12 Nos X
5	Binder Clip (Big)	12 Nos X
6	Envelop (A4)	200 Nos 25
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 141 ②
11	File Rapper (Binder)	100 Nos. X
12	Legal Paper F4 (Rims)	10 Rims X
13	Paper A4 (Rims)	25 Rims 35
14	File Covers	500 Nos. 25

17 items on  
issued on  
11/04/2025

Mr. Jawahar  
⑦ items  
received  
⑧ items  
S.

CIR  
(Hqs)  
-I  
-II  
-III  
-IV  
-V  
-VI

u.l.gar  
what as  
per the  
stock.

(BABAR JAHANGIR KHAN)  
Deputy Commissioner-IR (HQs)

