



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



No.Admn/CIR/Z-II/RTO-II/2024-25/2456

RTO
ZONE-II, R.T.O-II, KARACHI
Dated: 20.01.2025

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

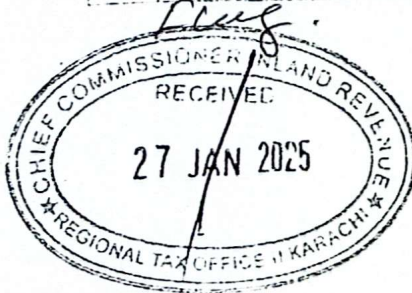
Subject: **REQUISITION FOR SUPPLY OF STATIONERY ITEMS FOR ZONE-II, R.T.O-II, KARACHI.**

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
01	Ball Points (Blue)	20 Pens
02	Signature Pen	10 Pens
03	Stapler Machine	05 Nos
04	Stapler Machine Pins	30 Packets
05	Pencils	01 Packet
06	Paper Pins	06 Boxes
07	Eraser	06 Nos 05
08	Jam Clip	06 Packets 02
09	Binder Clip (Small)	12 Nos
10	Binder Clip (Big)	12 Nos 02
11	Envelop (A4)	200 Nos
12	Envelop (Small)	200 Nos 100
13	Flute Pen	06 Nos
14	Gum Sticks	06 Nos
15	Registers (for Inward & Dispatch)	24 Nos
16	File Rapper (Binder)	100 Nos.
17	Legal Paper F4 (Rims)	50 Rims ✓
18	Paper A4 (Rims)	50 Rims 03
19	File Covers	500 Nos. 50



RIAZ AHMED)
Deputy Commissioner-IR (HQs)

ISSUED

ACKNOWLEDGMENT OF STATIONARY

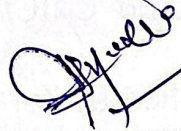
FOR THE MONTH OF 30 Jan 2025

Jawahir Ali, Staff of CIR, Zone-II

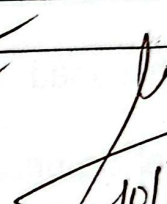
S.NO	ITEMS	QUANTITY
1	A-4 Rim ✓	3 ✓
2	File Cover ✓	50 ✓
3	Small Envelop ✓	100 ✓
4	Jam Clip ✓	2 - Pen ✓
5	Flag ✓	4 ✓
6	Rubber ✓	5 ✓

7. clip

Signature & Date



30/01/2025


30/01/2025

Name :

JAWAHIR ALI

Designation:

Staff of CIR, Zone-II

Office Stamp:

CIR Zone II