



OFFICE OF THE
COMMISSIONER-INLAND REVENUE
ZONE-IV, RTO-II, KARACHI



No. CIR/Zone-IV/RTO-II/Stationery/2025/2739

Dated: 07-04-2025

TO,

The Additional Commissioner-IR (HQs)
RTO-II,
Karachi.

Sub: REQUISITION OF OFFICE STATIONERY FOR THE MONTH OF APRIL - 2025- REQUEST REGARDING.

I am directed to refer to the above cited subject.

I am further directed to request you to please provide the following office stationery at the earliest, as this office is facing acute shortage of following stationery, thereby causing delay / problems in office work.

S.#	Description	Quantity
1	File Covers	3000
2	Inward Register	06 No.
3	Dispatch Register	06 No.
5	Paper A4 Size	60 Rim
6	Paper Large Size	6 Rim
7	Envelope A4	500 Nos.
8	Envelope Normal	2000 Nos.
9	Gum Stick	18 Nos.
10	Ball pen	8 Pkt
11	High Lighter	8 Nos.
12	Staplers machines	12 Nos.
13	Staplers pins	24 Pkt
14	Pin remover	12 Nos.
15	Calculator	6 Nos.
16	Wrapper	200 No.
17	Tag	12 Bundle
18	Writing Pad	18 Nos.
19	Hole punch	6 Nos.
20	Signature pen	18 Nos.

18 issued on
15.04.2025

(May 15/4/25)
= 18

IR
(Hqs)

Waqar

(FAISAL NABI)
DEPUTY COMMISSIONER-IR (HQs)

