



OFFICE OF THE  
COMMISSIONER INLAND REVENUE  
ZONE-I, REGIONAL TAX OFFICE II,  
KARACHI



NO.Admn-I/AO/ZONE-I/RTO-II/2024-25/ 2867

Dated: 07.05.2025

To,

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

**SUB: STATIONERY & MISCELLANEOUS ITEMS.**

Kindly refer to the above subject.

I am directed to say that this office is facing acute shortage of following Items, therefore you are requested to kindly provide the same for the office use of this zone.

S.NO.	ITEM DESCRIPTION	QUANTITY
01	Computer Paper A4	50 (Rim) — 02 ✓
02	Computer Paper Legal	20 (Rim) X
03	File Cover	1000 — 50 ✓
04	Envelopes (small) & A-4	1000 — 50 ✓
05	Ball Points (Blue & Black) (10 Nos in One Packet)	30 — 02 Pcs. ✓
06	Signature Pen (Blue & Black) (10 Nos in One Packet)	10 — 01 ✓
07	Stapler Pin	24 (Packet) 01 ✓
08	Inward/Dispatch Register	12 — 02 ✓

CCIR  
AC (HQs)  
SO-I  
SO-II  
SO-III  
SO-IV  
SO-V  
SO-VI  
SO-VII  
AO  
DDO  
DBA

*Received on  
09/5/2025*

( RIAZ AHMED )  
DEPUTY COMMISSIONER (HQ)

