



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



No. Admn-I/ZONE-IV/RTO-II/KHI/2025/2932

DATED: 30.04.2025

To

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

Subject:

REQUISITION OF OFFICE STATIONERY FOR THE MONTH OF MAY  
2025 – REQUEST REGARDING

Please refer to the subject cited above.

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 (Rims)	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.

(FAISAL NABI)

DEPUTY COMMISSIONER-IR (HQs)



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