

Dated 24th September, 2025

The Additional Commissioner (HQs)
Chief Commissioner's Secretariat
Regional Tax Office-II,
Karachi.

SUB:

**REQUEST FOR SUPPLY OF STATIONERY FOR OFFICE USE
FOR THE MONTH OF SEPTEMBER, 2025**

Kindly refer to the above.

It is respectfully requested to please provide following stationery items for office use &

oblige.

S.NO.	STATIONERY ITEM	QUANTITY REQUESTED
1.	PAPER A4 SIZE	05 Rims ✓
2.	FILE COVER	150 PCS 100 ✓
3.	BALL POINT	10 PCS 04 ✓
4.	STAPLER PIN	04 PACKET ✓
5.	MARKER	02 PCS 01 ✓
6.	FILE TAG	04 PACKET 02 ✓

Thanking you,

(QAZI MUHAMMAD ASHFAQ)
SO-I
O/O. CCIR, RTO-II, KARACHI.

Handwritten signature and date:
24-09-2025