

Manual 17

Stationery procurement details

Sr. No.	Particulars	Qty purchased
1	Copier papers A4	210 reams
2.	Copier papers FS	50 reams
3.	Legal Papers	20 reams
4.	100 pgs Register	106
5.	200 pgs Register	59
6.	Office Files	200
7.	File Covers	800
8.	Box Files	72
9.	File Board	500
10	Clip Boxes	60
11	Glue Stick	120
12	Envelops	1500
13	Other miscellaneous items	As required