

ANNUAL INDENT OF STATIONARY ARTICLES AND PAPERS FOR THE YEAR 2023-24

Indent No : **50012**

Date: 08-01-2024

To,

The Director of Printing and Stationery, Assam
Bamunimaidam, Guwahati-21

Sir,

Annual Indent of paper and Stationary articles required for the office of the undersigned for the year 2022-23 is submitted herewith for making necessary arrangement for supply.

1. I certify that the indent has been carefully prepared and strictly worked out according to the instruction laid down in this indent for taking into consideration
2. I have satisfied myself that the varieties and quantity of stationery articles and papers indented for are essentially necessary for use in this Office/Department.
3. Every care will be taken in exercise utmost economy and to prevent the use of the Government Stationery articles and papers on any purpose other than public service.

Signature of indending Officer	<i>Mamoy Das</i>
Name n block letter	Dr Dinesh ch. Deka
Designation Impression rubber seal
Signature of Controlling Officer	<i>Mamoy Das</i>
Designation impressing rubber seal

Direction for marking on packages:-

Name of consignee with full Address.....

(Name of Post Office and Railway Station should be written in Block Letters).....

khanapara ghy paltan bazar guwahati-781001

Contact No 5555555555

Numerical strength of the Office Establishment using stationary & paper

Head of Department ...**Director A&H Verty Dept Assam**

No. of Gazetted Officers**3**.....

No. of Assistants**11**.....

No. of Stenographers**14**.....

No. of grade IV staff using stationery articles**28**.....

Total.....

No. of Sections of Department**3**.....

No. of Type Writter machines in use**2**.....

No. of Xerox Machines**1**.....

No of shourie Duplicating Machine in use

No of Computers**1**.....

No. of other brand of duplicating machines (hand operated) in use

No. of other brand of duplicating machines (Automatic) in use.....