



कार्यालय रक्षा लेखा प्रधान नियंत्रक
Office of the Principal Controller of Defence Accounts
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No.REC/020/Stationery/22-23

Dated: 08.07.2022

To,

- a) All Sections of PCDA Bengaluru
- b) All sub-offices of PCDA Bengaluru,

**SUB: Requirement of stationery for upcoming 6 months
(i.e. July 22 to Dec 22)-Reg**

This section is responsible for distribution of stationery items along with providing indent of stationery items for procurement through GeM portal by AN II section of this office. This section is proposing to procure stationery items for 6 months period (i.e. July 22 to Dec 22).

Hence all the sections of Main Office and sub-offices (except PAO's) under PCDA Bengaluru are requested to provide the list of stationery items required for 6 months period (i.e. July 22 to Dec 22) as per Annexure A, latest by 20th July 2022, positively.

Please accord priority.

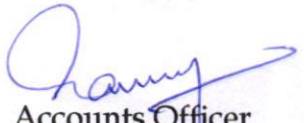
GO(R) has seen.

Encl: Annexure A (in form of Excel sheet)

- ps -
Account Officer
(Record Section)

To

✓ EDP CELL - For uploading in PCDA Bengaluru Website.


Accounts Officer
(Records Sections)

ANNEXURE A

Office /Section Name:

List	Product	Requirement For 6 Months (July 22 to Dec 22)	Remark (If any)
1	ATTENDANCE REGISTER		
2	AUDIT PROGRESS REGISTER		
3	BINDER CLIP		
4	BOX FILE		
5	BROWN SHEET		
6	BROWN TAPE		
7	CALCULATOR		
8	CANDLE		
9	CARBON SHEET		
10	CD MARKER		
11	CELLO TAPE (1 INCH)		
12	CELLO TAPE (1/2 INCH)		
13	CELLO TAPE (2 INCH)		
14	CELLO TAPE (3 INCH)		
15	CHEQUE SAFE STICKER		
16	CLIP FILE		
17	CONTRACT AGREEMENT REGISTER		
18	DAK PAD (PLASTIC)		
19	DAMPER		
20	DOUBLE SIDE GUM TAPE		
21	DRAFT PAD/NOTE PAD A4		
22	DUST BIN		
23	DUSTER CLOTH		
24	ENVELOPE (10 X 8) WITH PRINTING		
25	ENVELOPE (10 X 8) WITHOUT PRINTING		