
	<p>कार्यालय रक्षा लेखा प्रधान नियंत्रक Office of the Principal Controller of Defence Accounts सं. 107, लोअर अग्रम रोड, अग्रम पोस्ट, बंगलूर - 560 007 No.107, Lower Agram Road, Agram Post, Bangalore-560 007</p>	
फोन नं./Phone No. - 29710474, 29710475	फैक्स नं. /Fax No. - 29710133	

No.REC/020/GEN CORR

Dated 24.05.2023

To,

- I. All Sections of PCDA Bengaluru
- II. All sub-offices of PCDA Bengaluru (except PAOs)

SUB: Requirement of stationery for the upcoming 6 months (i.e. July 23 to Dec 23)- Reg

This section is responsible for distribution of stationery items and providing indent of stationery items for procurement through GeM portal. As the stationery items are getting exhausted, this section will be preparing the list of Items that needs to be procured for the next 6 months (i.e. July 23 to Dec 23).

Hence all the sections and sub-offices (except PAOs) of PCDA Bengaluru are requested to provide the list of stationery items required for 6 months (July 23 to Dec 23) as per Annexure A, latest by 31st May 2023.

GO(R) has seen.

-Sd-
Sr. Account Officer
(Record Section)

Encl: Annexure A (in form of Excel sheet)

Copy to:

The Officer-in-charge
EDP CELL
(Local)

*- for uploading on
PCDA Bengaluru website.*

Abraham George
Sr. Account Officer
(Record Section)

ANNEXURE A

Office /Section Name:

List	Product	Total Consumption in last 6 months	Requirement For 6 Months (July 23 to Dec 23)
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		
26	ENVELOPE (10 X14) WITH PRINTING		