

To,

**SAJID MEHMOOD SAJID,**  
Learned Senior Civil Judge, (Family Division)  
Okara.



Subject:

**APPLICATION FOR MONTHLY STATIONERY**

Dear Sir,

I have the honour to submit that the following stationery items are required for the month of September 2026 for smooth functioning of court work.

| Sr. No. | Name of Item               | Quantity |
|---------|----------------------------|----------|
| 1.      | Paper Ream Yellow          | 2 ✓      |
| 2.      | Double AA Paper Ream White | 2 ✓      |
| 3.      | Copy mate Paper Ream White | 2 ✓      |
| 4.      | Paper Ream Blue            | 1 ✗      |
| 5.      | Paper Pin                  | 1 ✓      |
| 6.      | Stamp Pad                  | 2 ✓      |
| 7.      | Tag Guchi                  | 1 ✓      |
| 8.      | Short Hand Notebook        | 3 ✓      |
| 9.      | Short Hand Pencil          | 4 ✓      |
| 10.     | Rubber                     | 2 ✓      |
| 11.     | Sharpener                  | 2 ✓      |
| 12.     | Gel pen Black              | 6 ✓      |
| 13.     | Ball Point Black           | 6 ✓      |
| 14.     | Ball Point Blue            | 6 ✓      |
| 15.     | Pointer Black              | 6 ✓      |
| 16.     | Pointer red                | 2 ✓      |
| 17.     | Black ink                  | 2 ✓      |
| 18.     | Stapler Pin                | 2 ✓      |
| 19.     | Stapler                    | 1 ✓      |
| 20.     | Gum                        | 2 ✓      |
| 21.     | Tape                       | 2 ✓      |
| 22.     | Hand Wash                  | 2 ✓      |
| 23.     | Tissue                     | 2 ✓      |

It is requested that the requisite stationery items may kindly be allowed.

Submitted Please.

Yours faithfully,

**Shiraz Munawar**  
Reader to this court



No. 268

Dated: 05/09/2026

Forwarded in original to the learned Senior Civil Judge, (Civil Division) Okara for favorable consideration.

**Sajid Mehmood Sajid**  
SCJ (Family Division),  
Okara

*Allowed*

**Muhammad Asad Ullah Siddiqui**  
Senior Civil Judge (Civil Division)  
Okara

5-09-2026



# Delivery Note

Invoice No.

SCJ-2026-0290

Date

09/05/2026 12:34

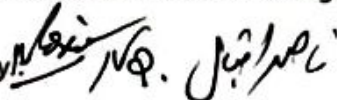
Customer

Mr. Sajid Mehmood Sajid Senior Civil Judge (Family  
Division) Okara

Mobile: 03214076676

| Product                                                 | Quantity    |
|---------------------------------------------------------|-------------|
| 1 ✓ Yellow Paper, 80G, Legal, 0099, Civil Courts        | 1.00 Pc(s)  |
| 2 ✓ Double A, 80G, Legal size, 0098, Civil Courts       | 1.00 Pc(s)  |
| 3 ✓ Copymate Ream White, 70G, Legal, 0100, Civil Courts | 2.00 Pc(s)  |
| 4 Paper Pins, 0180, Desi                                | 1.00 Pkt(s) |
| 5 ✓ Stamp Pad, 0109, Crystal                            | 2.00 Pc(s)  |
| 6 Tag Guchi, 0126, Desi                                 | 1.00 Pc(s)  |
| 7 ✓ Shorthand notebook, 0102, Rizwan                    | 3.00 Pc(s)  |
| 8 ✓ Lead pencil, 0103, Dollar                           | 4.00 Pc(s)  |
| 9 ✓ Rubber, 0104, Bahadur                               | 2.00 Pc(s)  |
| 10 ✓ Sharpener, 0105, ORO                               | 2.00 Pc(s)  |
| 11 ✓ Gel Pen Black, 0123, Dollar                        | 4.00 Pc(s)  |
| 12 ✓ Ball Point Black, 0131, Dollar/Signature           | 6.00 Pc(s)  |
| 13 ✓ Ball Point Blue, 0128, Dollar                      | 6.00 Pc(s)  |
| 14 ✓ Pointer Black, 0106, Piano                         | 6.00 Pc(s)  |
| 15 ✓ Pointer Red, 0120, Dollar                          | 2.00 Pc(s)  |
| 16 Ink for Stamp Pad, 0108, Crystal/Youth               | 1.00 Pc(s)  |
| 17 Stapler Pins New, 0179, Kinbor                       | 1.00 Pkt(s) |
| 18 Stapler, 0116, Nafees                                | 1.00 Pc(s)  |
| 19 ✓ Gum, 0110, Nafees                                  | 2.00 Pc(s)  |
| 20 ✓ Tape, 0125, Excell                                 | 2.00 Pc(s)  |
| 21 Hand Wash, 0136, Lifybouy 200ml                      | 1.00 Pc(s)  |
| 22 Tissue Box, 0135, Rose Petal                         | 2.00 Pc(s)  |

Above mentioned items received in good condition

Received by: 

Date: 07-5-26

Authorized Signatory: 