

# Delivery Note

SCJ-2026-0424

05-10-2026 08:56 AM

Date

Customer

Ms. Sobia Tirmazi Civil Judge Class-I Okara

Mobile: 03015719991

Product

Quantity

|                                                       |             |
|-------------------------------------------------------|-------------|
| Yellow Paper, 80G, Legal , 0099 , Civil Courts        | 1.00 Pc(s)  |
| Double A, 80G, Legal size , 0098 , Civil Courts       | 1.00 Pc(s)  |
| Copymate Ream White, 70G, Legal , 0100 , Civil Courts | 3.00 Pc(s)  |
| Paper Pins , 0180 , Desi                              | 1.00 Pkt(s) |
| Stamp Pad , 0109 , Crystal                            | 1.00 Pc(s)  |
| Tag Guchi , 0126 , Desi                               | 1.00 Pc(s)  |
| Shorthand notebook , 0102 , Rizwan                    | 3.00 Pc(s)  |
| Lead pencil , 0103 , Dollar                           | 3.00 Pc(s)  |
| Rubber , 0104 , Bahadur                               | 2.00 Pc(s)  |
| Sharpener , 0105 , ORO                                | 1.00 Pc(s)  |
| Gel Pen Black , 0123 , Dollar                         | 2.00 Pc(s)  |
| Ball Point Black , 0131 , Dollar/Signature            | 3.00 Pc(s)  |
| Ball Point Blue , 0128 , Dollar                       | 3.00 Pc(s)  |
| Pointer Black , 0106 , Piano                          | 2.00 Pc(s)  |
| Pointer Red , 0120 , Dollar                           | 2.00 Pc(s)  |
| Ink for Stamp Pad , 0108 , Crystal/Youth              | 1.00 Pc(s)  |
| Stapler Pins New , 0179 , Kinbor                      | 1.00 Pkt(s) |
| Gum , 0110 , Nafees                                   | 1.00 Pc(s)  |
| Tape , 0125 , Excell                                  | 1.00 Pc(s)  |
| Hand Wash , 0136 , Lifybouy 200ml                     | 1.00 Pc(s)  |
| Tissue Box , 0135 , Rose Petal                        | 2.00 Pc(s)  |

Above mentioned items received in good condition

Received by :

Date:

05/10/26

Authorized Signatory

Ms. Sobia Tirmazi

To



**Learned Senior Civil Judge (Civil Division),**  
Okara.

Subject: **APPLICATION FOR PROVISION OF MONTHLY STATIONARY.**

Dear Sir,

I have the honour to submit that following stationary items are essential for the month of October-2025 for smooth functioning of Court work.

| Sr. # | NAME OF ITEMS              | QTY             |
|-------|----------------------------|-----------------|
| 1.    | Yellow Ream                | <del>02</del> ① |
| 2.    | Double-A White Paper Ream  | 01 ✓            |
| 3.    | Copy mate White Paper Ream | <del>01</del> ③ |
| 4.    | Paper Pin                  | 01 ✓            |
| 5.    | Stamp Pad                  | 01 ✓            |
| 6.    | Tag Bunch                  | 01 ✓            |
| 7.    | Shorthand Note Book        | 03 ✓            |
| 8.    | Shorthand Pencils          | 03 ✓            |
| 9.    | Eraser                     | 02 ✓            |
| 10.   | Sharpener                  | 01 ✓            |
| 11.   | Gel Pencil (Black)         | 02 ✓            |
| 12.   | Ballpoint (Black)          | 03 ✓            |
| 13.   | Ballpoint (Blue)           | 03 ✓            |

|     |                           |      |
|-----|---------------------------|------|
| 14. | Pointer (Black)           | 02 ✓ |
| 15. | Pointer (Red)             | 02 ✓ |
| 16. | Black Ink                 | 01 ✓ |
| 17. | Stapler Pin               | 01 ✓ |
| 18. | Gum                       | 01 ✓ |
| 19. | Tape                      | 01 ✓ |
| 20. | Hand Wash                 | 01 ✓ |
| 21. | Tissue Red Petal (Deluxe) | 02 ✓ |

It is requested that the requisite sanction for receiving the stationary items may very kindly be allowed, please.



Yours faithfully,

*M Ashraf*  
**Muhammad Ashraf**  
 Reader

End. No. 169 /Dated 3-10 /2026.

Forwarded in original to the Learned Senior Civil (Civil Division), Okara for necessary action, please.

*Allowed Issue.*

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

*Sobia Tirmazi*  
**Sobia Tirmazi**  
 Civil Judge Class-I,  
 Okara.