

From,

Sadaf Liaqat
Civil Judge 1st Class-MS-30
Renala Khurd

To,

The Senior Civil Judge (Civil Division),
Okara.

No. 285 Dated 03-09 /2026



Subject:

APPLICATION FOR MONTHLY STATIONERY

Respected Sir,

I have the honour to submit that the following stationery Items are required for the month for Sep 2026 for smooth functioning for court work.

Sr.No	Name of Item	QTY
1	Yellow Ream	2 ①
2	Double AA white Paper Ream	2 ①
3	Copy mate white Paper Ream	1 ②
4	Paper pin	1 ✓
5	Stamp Pad	1 ✓
6	Tag Guchi	1 ✓
7	Short hand Notebook	2 ✓
8	Short hand Pencil	5 ✓
9	Rubber	4 ✓
10	Sharpener	3 ✓
11	Gel Pen Black	8 ✓
12	Pointer Red	4 ✓
13	Ball Point Black	4 ✓
14	Ball Point Blue	4 ✓
15	Pointer Black	4 ✓
16	Black Ink	2 ①
17	Stapler Pin	2 ①
18	Gum	2 ①
19	Tape	2 ①
20	Hand Wash	1 ✓
21	Tissue	2 ✓
22	Stapler	2 ①
23	Soap	1 ✓
24	High Lighter	2 ①

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

Submitted Please,

Yours Truly,

Allowed
Muhammad Asad Ullah Siddique
Senior Civil Judge (Civil Division)
Okara
2026

Sadaf Liaqat,
Civil Judge,
Renala Khurd.





Delivery Note

Invoice No.

SCJ-2026-0263

Date

09/03/2026 15:02

Customer

Ms. Sadaf Liaqat Civil Judge Class-I Renala Khurd

Mobile: 03224713373

	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	1.00 Pkt(s)
5	Stamp Pad, 0109, Civil Courts	1.00 Pc(s)
6	Tap Ghucchi, 0126, Civil Courts	1.00 Pc(s)
7	Shorthand notebook, 0102, Civil Courts	2.00 Pc(s)
8	Lead pencil, 0103, Civil Courts	5.00 Pc(s)
9	Rubber, 0104, Civil Courts	4.00 Pc(s)
10	Sharpener, 0105, Civil Courts	3.00 Pc(s)
11	Gel Pen Black, 0123, Civil Courts	4.00 Pc(s)
12	Pointer Red, 0120, Civil Courts	4.00 Pc(s)
13	Ball Point Black, 0131, Civil Courts	4.00 Pc(s)
14	Ball Point Blue, 0128, Civil Courts	4.00 Pc(s)
15	Pointer Black, 0106, Civil Courts	4.00 Pc(s)
16	Ink for Stamp Pad, 0108, Civil Courts	1.00 Pc(s)
17	Stapler Pins New, 0179, Civil Courts	1.00 Pkt(s)
18	Gum, 0110, Civil Courts	1.00 Pc(s)
19	Tape, 0125, Civil Courts	1.00 Pc(s)
20	Hand Wash, 0136, Lifybouy 200ml	1.00 Pc(s)
21	Tissue Box, 0135, Rose Petal	2.00 Pc(s)
22	Stapler, 0116, Civil Courts	1.00 Pc(s)
23	Soap Lux, 0167, Lux	1.00 Pc(s)
24	Highlighter, 0122, Civil Courts	1.00 Pc(s)

Above mentioned items received in good condition

Received by :

Sadaf Liaqat

Date:

Authorized Signatory

Sadaf Liaqat