

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 September
-2024 for smooth functioning of Court work.

Sr. #	NAME OF ITEMS	QTY
1.	Yellow Ream	01 ✓
2.	Double-A White Paper Ream	01 ✓
3.	Copy mate White Paper Ream	01 (2) ✓
4.	Paper Pin	01 ✓
5.	Stamp Pad	01 ✓
6.	Tag Bunch	01 ✓
7.	Shorthand Note Book	03 ✓
8.	Shorthand Pencils	03 ✓
9.	Eraser	01 ✓
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. 144 / Dated 05/09/2026.

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

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

Allowed
✓
05-09-2026
Muhammad Asad Ullah Siddiqui
 Senior Civil Judge (Civil Division)
 Okara



Delivery Note

Invoice No.

SCJ-2026-0291

Date

09/05/2026 12:41

Customer

Ms. Sobia Tirmazi Civil Judge Class-I Okara

Mobile: 03015719991

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	1.00 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	3.00 Pc(s)
9 Rubber, 0104, Bahadur	1.00 Pc(s)
10 Sharpener, 0105, ORO	1.00 Pc(s)
11 Gel Pen Black, 0123, Dollar	2.00 Pc(s)
12 Ball Point Black, 0131, Dollar/Signature	3.00 Pc(s)
13 Ball Point Blue, 0128, Dollar	3.00 Pc(s)
14 Pointer Black, 0106, Piano	2.00 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 Gum, 0110, Nafees	1.00 Pc(s)
19 Tape, 0125, Excell	1.00 Pc(s)
20 Hand Wash, 0136, Lifybouy 200ml	1.00 Pc(s)
21 Tissue Box, 0135, Rose Petal	2.00 Pc(s)

Above mentioned items received in good condition

Received by:

Date:

8-9-26

Authorized Signatory