



DELHI POLLUTION CONTROL COMMITTEE

An Autonomous Body Under Administrative Control Of
DEPT. OF ENVIRONMENT, GOVT. OF N.C.T. DELHI
4TH & 5TH FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-06.

MATERIAL ISSUE NOTE

NOTE:- The stationery will be issued in the 1st week of every month between 2:30 P.M. to 5:30 P.M.

Section/Cell Name: S.No. _____

Date:

Name of Indenter: Designation:-

Sl. No.	Particulars of Items	Quantity Required	Quantity Issued	Store Ledger Folio No.	Remarks
1.	Pilot Pen				
2.	Ball Pen				
3.	Pencils				
4.	Note Sheet				
5.	Writing Pads				
6.	Register Line				
7.	Photo State (A4)				
8.	Photo State (Legal)				
9.	File Cover				
10.	File Board				
11.	Officer Glass				
12.	Stapler				
13.	Stapler Pin				
14.	Tags				
15.	Highlighter				
16.	Rubber				
17.	Sharpener				
18.	Duster				
19.	Soaps				
20.	Washing Power				
21.	Glass				
22.	Cello Tap				
23.	Towels				
24.	White Flude				
25.	Punching Machine				
26.	Flag				
27.	Envelops (window)				
28.	Glustick				
29.	Gum Bottle				
30.	Tea Sets				
31.	Dak Pad				
32.	Diary Register				
33.	Movement Register				
34.	Dispatch Register				
35.	Ink Pad				
36.					
37.					

Indented by

Approved

Signature of the Employees