

DAVANGERE UNIVERSITY

(4)

No.DcEB/

/20 -20

From,

The Chief/Principal

To,

The Registrar (Evaluation)

Davangere University

Shivagangothri

Davangere - 577 002

Sir,

Sub : Indent for the supply of stationery articles for.....Examinations.

* * * *

I request you to kindly arrange for the supply of the following stationery articles for the conduct of University Examination of.....the total number of candidates taking the examination in this centre is.....

| Sl. No. | Name of the Articles | Stock on hand prior to previous examination | Supplies received for the previous examination | Total | Number used at the previous examination | Balance on hand | Supplies now required | Quantity now supplied |
|---------|----------------------------------|---|--|-------|---|-----------------|-----------------------|-----------------------|
| 01 | White Paper (Cut Sheets) | | | | | | | |
| 02 | Typewriting Carbon (Cut Sheets) | | | | | | | |
| 03 | Typewriting Carbon (Full Sheets) | | | | | | | |
| 04 | Sketch Pen | | | | | | | |
| 05 | White Twine Tags | | | | | | | |
| 06 | Needles | | | | | | | |
| 07 | Thread Roll | | | | | | | |
| 08 | Thabalak Thread | | | | | | | |
| 09 | Candles | | | | | | | |
| 10 | Sealing Wax | | | | | | | |
| 11 | Gum | | | | | | | |
| 12 | Pins | | | | | | | |
| 13 | Match Box | | | | | | | |
| 14 | Cloth Bag | | | | | | | |

*Signature of the Chief Superintendent
with Seal*