**NATIONAL INSTITUTE FOR RESEARCH IN DIGITAL HEALTH & DATA SCIENCE**

ANSARI NAGAR, NEW DELHI

# Requisition slip for stationary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Division/Section: | | …………………………………………. | | Date: | | | ………………… |
| Name & Designation: | | …………………………………………. | |  | | |  |
| **S. No.** | **Name of article** | | **Qty. Required** | | **Qty. Issued** | **Store Register entry details** | | |
|  | Scissor | |  | |  |  | | |
|  | Stapler | |  | |  |  | | |
|  | Double Hole Punch/ Single Hole Punch | |  | |  |  | | |
|  | Glass | |  | |  |  | | |
|  | Calculator | |  | |  |  | | |
|  | Electric Kettle\* | |  | |  |  | | |
|  | Board Marker/ Permanent Marker | |  | |  |  | | |
|  | Mouse Pad | |  | |  |  | | |
|  | Paper Cutter | |  | |  |  | | |
|  | Pen Drive\* | |  | |  |  | | |
|  | Hard Disk\* | |  | |  |  | | |
|  | Pen Stand | |  | |  |  | | |
|  | Scale | |  | |  |  | | |
|  | Sponge | |  | |  |  | | |
|  | Soap | |  | |  |  | | |
|  | Stamp\* | |  | |  |  | | |
|  | Steel Bottle\* | |  | |  |  | | |
|  | Towel | |  | |  |  | | |
|  | Tonner | |  | |  |  | | |
|  | Rules Book | |  | |  |  | | |
|  | Spiral Pad | |  | |  |  | | |
|  | Tissue Paper\* | |  | |  |  | | |
|  | Wall Clock\* | |  | |  |  | | |
|  | Duster | |  | |  |  | | |
|  | Router Dongle\* | |  | |  |  | | |

**\* Marked Items should be issued to the Section/Division Head only.**

Sign. of Section Head: …………………………………….

Receiver sign: ……………………………………….

Sign. of issue clerk: …………………………………

Store Officer: ………………………………………