

NATIONAL HIGHWAY AUTHORITY
Admn Wing (Store Section)

DEMAND FOR STATIONERY ITEMS (CONSUMABLE / NON – CONSUMABLE)

Name of Section: _____ Date: _____

Sr. No.	Name of Items	Quantity Demanded	Quantity Issued	Purpose of Use
1.				
2.				
3.				
4.				
5.				

Concerned AD {
Signature: _____
Name: _____
Designation: _____

Recommendation of Section Head: _____

Signature: _____
Name: _____
Designation: _____
Date: _____

Approved / Not Approved _____

(Signature of DD(General Admn) HQ / DD/AD(Admn) Region/
 Project or PD of a project where DD/AD(Admn) is not posted).

Issued By:

Received By:

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Date: _____

Date: _____