

**GOVERNMENT OF INDIA STATIONERY OFFICE**

**3, CHURCH LANE, KOLKATA-700001.**

Ph.:2248-6280/6289 FAX No.:2243-7380

E-Mail: [coskol@wb.nic.in](mailto:coskol@wb.nic.in) [dcj-kol@wb.nic.in](mailto:dcj-kol@wb.nic.in) [dca.giso@nic.in](mailto:dca.giso@nic.in)

No. ....

Date :.....

To,  
The **Valuable Indentor** .....

.....  
.....  
.....

Sub: Requirement for Declaration of Direct Demanding Officer  
for Stationery Articles.

Ref: .....

Dated .....

Sir,

With reference to above, you are requested to kindly furnish the following information to this office at an early date along with a copy of the order issued by the competent authority regarding creation of your office.

1. Name of the office with complete postal address & Ministry.
2. Date of opening.
3. Whether the office has shifted from some other station or whether the office was opened in lieu of some other office closed. If yes, details of the earlier office.
4. Whether the present office is permanent or temporary.
5. If temporary, how long the office is likely to continue.
6. Existing staff strength:-
  - a. No. of Gazetted Officers.
  - b. No. of Clerks.
  - c. No. of Class IV Staff using Stationery Articles.
7. No. of Typewriters, Duplicating Machine, Computer & Photocopier Machines.
8. Name & Address of Controlling Officer.
9. Approximate distance to Controlling Office.
10. Mode of Adjustments: Free of Cost/Cash settlement basis/On advance cash payment basis.
11. "Head of Accounts" and the Designation & Address of the Accounts Officer.

On the receipt of aforesaid information, necessary sanction for drawal of stationery items may be issued.

Encl:

1. Indent Form (SO-154)
2. Rate List

Yours Faithfully,

  
Asstt. Controller (Supply)  
Govt. of India, Stationery Office  
3, Church Lane, Kolkata-700 001

**Asstt. Controller (Supply)**