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ಕಛೇರಿಯ ಹೆಸರು:- ಲೇಖನ ಸಾಮಗ್ರಿ ಮಳಿಗೆ

ತಿಂಗಳು:- ಜನವರಿ- 01 ರಿಂದ ಜನವರಿ-31 ರವರೆಗೆ

SI No	Name of Stationery Article	Ledger No and Page No	Ledger Balance	Physical Balance As on	Remarks
1	Acrylic Stand for Engagement Pad	III - 1	56	56	
2	Add Gel Roller Pen	III - 160	Nil	Nil	
3	Calculator	III - 3	48 No	48 No	
4	Calling Bell (Table)	III - 5	1 No	1 No	
5	Candles	II - 1	Nil	Nil	
6	Carbon - Pencil Carbon	II - 13	6874qrs	6874qrs	
7	Carbon - Silva Black	II - 20	333rms	333rms	
8	Carbon - T/w Stencil Paper	II - 24	5478qrs	5478qrs	
9	Carbon - Typewriter	II - 30	Nil	Nil	
10	Cello Tape "1"	III - 152	66 No	66 No	
11	Cello Tape 1/2"	III - 153	98 No	98 No	
12	Cello Tape 2"	III - 158	77 No	77 No	
13	Cell	III-163	113 No	113 No	
14	Cotton Tags	II - 37	700 Nol	700 Nol	
15	Colour Pencil	II-231	894	894	
16	Dust Bin	III - 6	Nil	Nil	
17	Duster Cloth	III-164	Nil	Nil	
18	Eraser Ex Fluid	III - 7	193 No	193 No	
19	Fevi Stick	III - 13	Nil	Nil	
20	File - Lamination Spring	III -15	1075 No	1075 No	
21	File - Leather Folder (Special)	III -16	5 No	5 No	
22	File - Nandi Box	III -17	67 No	67 No	
23	File - Plastic Folder (Without Print)	III -18	Nil	Nil	
24	File - Plastic Folder (with Print)	III -20	Nil	Nil	
25	File - Plastic Solo Folder	III -21	14 No	14 No	
26	File - Plastic Tappal Folder	III -22	Nil	Nil	
27	Folding Clips 25mm	III -23	5 box	5 box	
28	Folding Clips 32mm	III -24	5 box	5 box	
29	Folding Clips 41mm	III -25	5 box	5 box	
30	Gem Clips (Ordinary)	II -50	5602 pkt	5602 pkt	
31	Gem Clips (Plastic Coated)	II -221	779 pkt	779 pkt	
32	Gum Bottle - 150ml	III- 26	1265 No	1265 No	
33	Hand Towel 18*12	III -34	6 No	6 No	
34	ID Card Holder&Tag	III -35	200 No	200 No	
35	Ink and Pencil Eraser	III -36	581 No	581 No	
36	Ink Bottle - 350ml (Brill Brand)	III -38	194 No	194 No	
37	Ink Bottle - 60ml (Brill Brand)	III -39	265 No	265 No	
38	Ink Tube for Gestener M/c	II -63	2787 No	2787 No	
39	Ink Tube for Showri M/c	II -70	187 No	187 No	
40	Knife - New	III -43	934 No	934 No	
41	Knife - Old	III -44	40 No	40 No	
42	Magnetic Pin Cussion	III -45	345 No	345 No	
43	Marking Slips/flags 3 Colour	III -46	Nil	Nil	

44	Mouse Pads	III -47	1 No	1 No	
45	Needles	II -71	2388 No	2388 No	
46	Note Books (Spiral)	III -48	300 No	300 No	
47	Packing Tape 1" - Brown	III -52	26 No	26 No	
48	Packing Tape 3" - Brown	III -53	20 No	20 No	
49	Padink Bottle- 110 ML	II -83	2711 No	2711 No	
50	Paper Pins	II -96	505 1/2	505 1/2	
51	Paper Weight	III -54	364 No	364 No	
52	Pen Add Gel (Green)	III -154	Nil	Nil	
53	Pen - Add Gell (Black)	III -55	200 No	200 No	
54	Pen - Add Gell (Blue)	III- 57	142	142	
55	Pen - Add Gel (Red)	III -59	150 No	150 No	
56	Pen - Ball Point (Reyonlds 0.45)	III -61	264 No	264 No	
57	Pen - CD Marker	III -156	165 No	165 No	
58	Pencil - Black Lead	II -108	15322 No	15322 No	
59	Pencil - Blue Colour	II -122	7 No	7 No	
60	Pencil - Copying	II -124	666	666	
61	Pencil - Drawing Pencil	II- 212	Nil	Nil	
62	Pencil Eraser (Rubber)	III- 65	1 No	1 No	
63	Pencil Green Colour	II- 130	1716 No	1716 No	
64	Pencil Sharpner	III- 67	52 No	52 No	
65	Pencil - Shorthand	II -135	3614	3614	
66	Pen - Highlighter	III- 68	5 No	5 No	
67	Pen - Permanent Marker	III- 70	1 No	1 No	
68	Pen - Racer Gel (Blue)	III -71	4 No	4 No	
69	Pen - Sign Pen (Black)	III -157	Nil	Nil	
70	Pen - Sketch Pen (Black)	III- 73	Nil	Nil	
71	Pen - Sketch Pen (Colour)	III -161	Nil	Nil	
72	Pen Stand	III- 74	54 No	54 No	
73	Pen - Trimax (Black)	III- 75	112 No	112 No	
74	Pen - Trimax (Blue)	III -76	148 No	148 No	
75	Pen - Uniball Eye Fine (Black)	III -159	Nil	Nil	
76	Pen - Uniball Eye Fine (Blue)	III -158	Nil	Nil	
77	Pen - Uniball Eye Fine (Green)	III -159	4 No	4 No	
78	Pockers	III -77	106 No	106 No	
79	Posted Sticking Pad 3x2	III -80	46 No	46 No	
80	Posted Sticking Pad 3x3	III-163	50No	50No	
81	Posted Sticking Pad 3x4	III -81	27 No	27 No	
82	Posted Sticking Pad 3x5	III -82	51 No	51 No	
83	Punching Machine - Double Hole	III -83	61 No	61 No	
84	Punching Machine - Single Hole	III -86	128 No	128 No	
85	Refill - Add Gel (Black)	III -89	152 No	152 No	
86	Refill - Add Gel (Blue)	III -90	Nil	Nil	
87	Refill - Add Gel (Green)	III -92	212 No	212 No	
88	Refill - Add Gel (Red)	III -93	307 No	307 No	
89	Refill - Blue (Reynolds 0.45)	III- 94	613 No	613 No	
90	Refill - Red (Reynolds 0.45)	III -98	369 No	369 No	
91	Refill - Trimax (Blue)	III -102	Nil	Nil	
92	Rubber Band (Medium Size)	III -103	19 pkt	19 pkt	
93	Rubber Stamp Holder	III -104	8 No	8 No	
94	Scale 12" (Metal)	III -105	43 No	43 No	

95	Scale 12" (Plastic)	III -106	25 No	25 No	
96	Scissors	III -107	217 No	217 No	
97	Scribbling Pad	III -111	Nil	Nil	
98	Sealing Wax	II -141	1689 pkt	1689 pkt	
99	Selfink Pad - Cassete	III -149	420 No	420 No	
100	Selfink Pad - Metal	II -153	1556No	1556No	
101	Shorthand Books (Spiral)	III -112	606 No	606 No	
102	Shorthand NoteBooks(Ordinary)	II -168	2087 No	2087 No	
103	Stapler Machine 23/17	III -162	Nil	Nil	
104	Stapler Machine 24/6	III -114	196 No	196 No	
105	Stapler Machine No-10	III -118	96No	96No	
106	Stapler M/c (Small-Pocket)	III -123	45 No	45 No	
107	Stapler Pin No-10	III -143	Nil	Nil	
108	Stapler Pin No-24/6	III -124	2230 pkt	2230 pkt	
109	Stapler Pins 23/17 (Heavy Duty)	III -130	276 pkt	276 pkt	
110	Sticker Flags 5 Colour	III -131	Nil	Nil	
111	Stickers "immediate"	III -132	27sheet	27sheet	
112	Stickers "secret"	III -132	39 sheets	39 sheets	
113	Stickers "today"	III -133	3 sheets	3 sheets	
114	Stickers "top Priority"	III -133	15 sheets	15 sheets	
115	Stickers "urgent"	III -134	Nil	Nil	
116	Tabalak Thread	II -191	Nil	Nil	
117	Table Tray Plastic	III -134	8No	8No	
118	Tappal Box - Big (18'x12'x12')	III- 135	50 No	50 No	
119	Tappal Box - Small (18'x12'x9)	III -136	Nil	Nil	
120	Tracing Paper-85/90-A3	III -137	Nil	Nil	
121	Tracing Paper-85/90-A4	III -138	Nil	Nil	
122	Tracing Roll GSM 110/115	III -139	80 No	80 No	
123	Tracing Roll GSM 60/65	III -139	50 No	50 No	
124	Tracing Roll GSM 70/75	III -139	76 No	76 No	
125	Type Writer Eraser	III -140	320 No	320 No	
126	Type Writer Ribbon	II- 181	4488 No	4488 No	
127	White Tape 3/4"	II -213	1847 No	1847 No	
128	White Thread Reels	II -200	3555 No	3555 No	
129	White Twin Ball	II -224	Nil	Nil	
130	Whitner Pen	III-169	Nil	Nil	
131	ಸ್ವಿಕ್ಟರ್ "ಕೂಡಲೇ"	III -141	24 sheets	24 sheets	
132	ಸ್ವಿಕ್ಟರ್ "ರಹಸ್ಯ"	III- 141	39 sheets	39 sheets	
133	ಸ್ವಿಕ್ಟರ್ "ಇಂದೇ"	III -142	5 sheets	5 sheets	
134	Sketch Pen (Red)	III-170	200No	200No	
135	ID Card Pouches	III-171	Nil	Nil	

SI No	Computer/Copier Article	Ledger No and Page No	Ledger Balance	Physical Balance As on	Remarks
1	Brother Toner Cartridge- 2150	4	Nil	Nil	
2	Brother Toner Cartridge- 3145	4	2 No	2 No	
3	Cannon Toner Cartridge - LBP2900/303	5	10 No	10 No	
4	Canon Cartridge - FX9	5	2No	2No	
5	Canon Drum Cartridge NPG 28	134	Nil	Nil	

6	Canon LBP 3300 Printer Cartridge (308)	140	11No	11No	
7	Canon Toner 328(Image Class MF4570DN)	7	Nil	Nil	
8	Canon Toner NPG 28(IR 2318L)	132	1 No	1 No	
9	Canon Toner NPG 50 (M/c 2545)	9	1 No	1 No	
10	CD	9	45 No	45 No	
11	Cleaning Blade for Ricoh 6000MP Xerox M/c	144	Nil	Nil	
12	Developer for Richo 6000MP Xerox M/c	143	Nil	Nil	
13	Drum for Richo 6000MP Xerox M/C	143	Nil	Nil	
14	Duplo Ink 430S/ 24LK	151	Nil	Nil	
15	Duplo Ink DU04LH Black for DP-U550	150	Nil	Nil	
16	Duplo Master Roll DRU 55-A3 for DP-U550	150	Nil	Nil	
17	DVD	11	Nil	Nil	
18	Epson Ribbon Cartridge-FX105/Fx1050	12	51 No	51 No	
19	External Hard Disk - 160GB	12	1 No	1 No	
20	Fax Roll (Contronics)	13	18 No	18 No	
21	Fax Rolls (DPAAR)	13	5756 No	5756 No	
22	Floppy	16	60 No	60 No	
23	Fuser Guide Plate for Toshiba 205 Xerox M/C	149	Nil	Nil	
24	Fuser Unit for Modi Xerox 238	137	Nil	Nil	
25	Fuser Unit for Tosiba 352	16	Nil	Nil	
26	Gestener Copy Printerink CPI7(5308+)	17	5 No	5 No	
27	Heat/Hot Roller for Ricoh 6000MP Xerox M/c	145	Nil	Nil	
28	Heat Roller for Sharp ARM205	151	Nil	Nil	
29	Heat Roller For Toshiba 205 Xerox M/C	17	2 No	2 No	
30	Heat Roller for Toshiba 352 Xerox M/C	160	Nil	Nil	
31	HP Colour Laserjet Cartridge - 6000AB	18	4 No	4 No	
32	HP Colour Laserjet Cartridge - 6001CA	18	4 No	4 No	
33	HP Colour Laserjet Cartridge - 6002AY	19	4 No	4 No	
34	HP Colour Laserjet Cartridge - 6003AM	19	4 No	4 No	
35	HP Colour Laserjet Cartridge - 6470A	20	4 No	4 No	
36	HP Colour Laserjet Cartridge CB 540A	20	3 No	3 No	
37	HP Colour Laserjet Cartridge CB 541A	21	4 No	4 No	
38	HP Colour Laserjet Cartridge CB 542A	21	4 No	4 No	
39	HP Colour Laserjet Cartridge CB 543A	22	4 No	4 No	
40	HP Colour Laserjet Cartridge - Q7561A	22	8 No	8 No	
41	HP Colour Laserjet Cartridge - Q7562A	23	8 No	8 No	
42	HP Colour Laserjet Cartridge - Q7563A	23	10 No	10 No	
43	HP Colour Laserjet Cartridge - Q7581A	24	6 No	6 No	
44	HP Colour Laserjet Cartridge - Q7582A	24	5 No	5 No	
45	HP Colour Laserjet Cartridge - Q7583A	25	5 No	5 No	
46	HP Inkjet Cartridge 15D Black (840C)	25	55 No	55 No	
47	HP Inkjet Cartridge - 17 Tricolour	26	228 No	228 No	
48	HP Inkjet Cartridge - 21 Black	26	53 No	53 No	
49	HP Inkjet Cartridge - 22 Tricolour	145	Nil	Nil	
50	HP Inkjet Cartridge - 23D Tricolour	27	11 No	11 No	
51	HP Inkjet Cartridge - 27 Black	27	71 No	71 No	

52	HP Inkjet Cartridge - 28 Tricolour	28	Nil	Nil
53	HP Inkjet Cartridge - 45A Black	28	10 No	10 No
54	HP Inkjet Cartridge - 818 Black	141	Nil	Nil
55	HP Inkjet Cartridge - 851 Black	29	10 No	10 No
56	HP Inkjet Cartridge - 852 Black	29	25 No	25 No
57	HP Inkjet Cartridge - 853 Black	30	31 No	31 No
58	HP Inkjet Cartridge - 854 Tricolour	30	11 No	11 No
59	HP Inkjet Cartridge - 855 Black	31	4 No	4 No
60	HP Inkjet Cartridge - 857 Colour	31	23 No	23 No
61	HP Inkjet Cartridge - 901 Black	146	Nil	Nil
62	HP LaserJet Cartridge - 3903 F	32	3 No	3 No
63	HP Laserjet Cartridge - 8061X	32	14 No	14 No
64	HP Laserjet Cartridge - C3906F	33	19 No	19 No
65	HP Laserjet Cartridge - C4096A	33	51 No	51 No
66	HP Laserjet Cartridge - C4127X	34	11 No	11 No
67	HP Laserjet Cartridge - C4129X	34	61 No	61 No
68	HP Laserjet Cartridge - CB435A	35	6 No	6 No
69	HP Laserjet Cartridge-CB436A	36	8 No	8 No
70	HP Laserjet Cartridge - CC388A	37	6No	6No
71	HP Laserjet Cartridge CE505A	38	11 No	11 No
72	HP Laserjet Cartridge - Q2610A	39	65 No	65 No
73	HP Laserjet Cartridge - Q2612A	40	2 No	2 No
74	HP Laserjet Cartridge - Q2613A	42	12 No	12 No
75	HP Laserjet Cartridge - Q5949A	43	88 No	88 No
76	HP Laserjet Cartridge - Q7115A	44	55 No	55 No
77	HP Laserjet Cartridge - Q7516A	45	16 No	16 No
78	HP Laserjet Cartridge - Q7551A	46	36 No	36 No
79	HP Laserjet Cartridge - Q7553A	46	7 No	7 No
80	Ink Cartridge for Franking M/C	47	Nil	Nil
81	Kilburn Drumkit MK413/414/2035	47	39 No	39 No
82	Kilburn Toner 1560	48	6 No	6 No
83	Kilburn TonerTK 410/2035/5Y2B017	48	Nil	Nil
84	Kilburn Tonner 1530	133	Nil	Nil
85	Konica Minolta BIZHUB 210(Toner)	49	10 No	10 No
86	LexMark Printer Cartridge X264/x363/x364	142	Nil	Nil
87	Master Roll CPMT-15 (Gestener 5308b+)	49	5 No	5 No
88	Modi Developer 1025	50	31 No	31 No
89	Modi Drum 1025	51	3 No	3 No
90	Modi Drumkit 238	52	2 No	2 No
91	Modi Drum Kit-5620/1025	52	1 No	1 No
92	Modi Toner -5835/5834/5816/5825	53	15 No	15 No
93	Panasonic Film Roll For KX FP 701	160	Nil	Nil
94	Panasonic Toner Cartridge KXFAT 411E	152	Nil	Nil
95	Panasonic Xerox Toner-8020	53	26 No	26 No
96	Panasonic Xerox Drum -KXMB772/KX FAD 93E	54	5 No	5 No
97	Pendrive 16GB	136	Nil	Nil
98	Pendrive 4GB	55	Nil	Nil
99	Pendrive 8GB	57	Nil	Nil

100	Postage Ink - For Franking M/c	147	Nil	Nil
101	Proline Martix Printer Ribbon P-1000	135	Nil	Nil
102	Ricoh Black Xerox Toner MP 2030	157	Nil	Nil
103	Ricoh Cleaning Blade- 4615/1305	58	9 No	9 No
104	Ricoh Cyon Xerox Toner MP 2030	157	Nil	Nil
105	Ricoh Developer-DSM618/1230D	59	71 No	71 No
106	Ricoh Drum Dsm618/1230D	60	74 No	74 No
107	Ricoh Drum Kit 1305/ 4621	61	Nil	Nil
108	Ricoh Drumkit - 4000B	62	7 No	7 No
109	Ricoh Drum Kit-620D	63	11 No	11 No
110	Ricoh Drumkit - MP5000B	64	10 No	10 No
111	Ricoh Fuser Unit MP 2000 Xerox M/C	159	Nil	Nil
112	Ricoh Gestenter Blade DSM 618	65	2 No	2 No
113	Ricoh Magenta Xerox Toner MP 2030	158	Nil	Nil
114	Ricoh MP DrumKit -2000LA	66	7 No	7 No
115	Ricoh Officio Cartridge SP 1100 SF	148	Nil	Nil
116	Ricoh Toner-1230D/ DSM 618	67	4 No	4 No
117	Ricoh Toner -1305(4621/4615)	68	39 No	39 No
118	Ricoh Toner 6210D (M/C 6000)	148	2 No	2 No
119	Ricoh Toner - MD4500E (4000B)	137	Nil	Nil
120	Ricoh Xerox Colour Toner MP 2030	69	Nil	Nil
121	Ricoh Yellow Xerox Toner MP 2030	158	Nil	Nil
122	Riso Ink G1 RA -4200	70	25 No	25 No
123	Riso Master Roll S 4207/3192(A4 Size)	70	2 No	2 No
124	Riso Master Roll S-579/S-549	130	45 No	45 No
125	Riso Master Z Type-73 S-4370	71	10 No	10 No
126	Riso RN Black Ink - S4207	72	Nil	Nil
127	Riso RN Master Roll S-3191(S-4207) B4 Size	73	4 No	4 No
128	Riso RP Master Roll-A3 Size(S3379)	74	80 No	80 No
129	Riso RP Soy Ink-S4203	75	47 No	47 No
130	Riso RZ Master Roll-S4248	76	26 No	26 No
131	Royal Black Magic Dot Matrix Ribbon	77	250 No	250 No
132	Samsung Toner Cartridge (109)	77	1 No	1 No
133	Samsung Toner Cartridge 1640(108)	78	3 No	3 No
134	Sharp Cleaning Blade ARM 205	80	4 No	4 No
135	Sharp Developer AR455SD/ARM452/450N	81	50 No	50 No
136	Sharp Developer AR 5631/ 270 SD/ 271 SD	82	2 No	2 No
137	Sharp Developer ARM205	83	15 No	15 No
138	Sharp Drum AR455DR/ARM452/450N	84	50 No	50 No
139	Sharp Drum ARM205	85	3 No	3 No
140	Sharp MXM 2700G/MX4501 Cyan Toner Cartridge	86	1 No	1 No
141	Sharp MXM 2700G/MX4501 Magenta Toner Cartridge	86	1 No	1 No
142	Sharp MXM 2700G/MX4501 Yellow Toner Cartridge	87	1 No	1 No
143	Sharp Roller - FO9CR(A 656/650)	87	7 No	7 No
144	SharpToner ARM (201 BT)	88	13 No	13 No
145	Sharp Toner ARM452/450N/455ST	88	41 No	41 No

146	Sharp Toner AZ 1217	89	20 No	20 No	
147	Sharp Toner Cartridge 305/350	89	9 No	9 No	
148	Sharp Toner MXM-453 N (MX500)	90	Nil	Nil	
149	Sharp Xerox Toner for AR 5516 (020ST)	146	Nil	Nil	
150	Toshiba Blade 1560	91	1 No	1 No	
151	Toshiba Blade 203	91	1 No	1 No	
152	Toshiba Developer 1560	92	1 No	1 No	
153	Toshiba Developer Unit 205 Xerox M/c	149	Nil	Nil	
154	Toshiba Drum 1560	92	1 No	1 No	
155	Toshiba Drum 203	93	1 No	1 No	
156	Toshiba Drumkit 1560	94	2 No	2 No	
157	Toshiba Drumkit-2060/2860	95	14 No	14 No	
158	Toshiba Drumkit-2500D	96	10 No	10 No	
159	Toshiba Drum Kit 282	134	Nil	Nil	
160	Toshiba Duplo Ink - 600CC/514k	97	8 No	8 No	
161	Toshiba E-Studio Toner 2340D	98	52 No	52 No	
162	Toshiba E Studio 250 Copier Toner	99	4 No	4 No	
163	Toshiba E-Studio Blade D - 205	100	7 No	7 No	
164	Toshiba E-Studio Developer 205	101	19 No	19 No	
165	Toshiba E-Studio Drum-205	102	18 No	18 No	
166	Toshiba E Studio Drum&Developer-206	103	10 No	10 No	
167	Toshiba E Studio Drum Kit -200	104	48 No	48 No	
168	Toshiba-E-Studio Drum Kit-352	105	46 No	46 No	
169	Toshiba E Studio Toner 1600D	106	7 No	7 No	
170	Toshiba E-Studio Toner 1640D/205	107	Nil	Nil	
171	Toshiba E Studio Toner -2060/2030	108	2 No	2 No	
172	Toshiba E Studio Toner 2820C (TFC 28D Black)	156	Nil	Nil	
173	Toshiba E Studio Toner 2820 C (T FC 28D Cyan)	155	Nil	Nil	
174	Toshiba E Studio Toner 2820c (TFC 28D Magenta)	156	Nil	Nil	
175	Toshiba E Studio Toner 2820 C (T FC 28D Yellow)	155	Nil	Nil	
176	Toshiba E Studio Toner-352	109	17 No	17 No	
177	Toshiba E-Studio Toner 3580	110	20 No	20 No	
178	Toshiba E-Studio Toner T4530D (455 M/C)	159	Nil	Nil	
179	Toshiba Fuser Kit 2060	135	Nil	Nil	
180	Toshiba Fuser Upper Cover for 205 Xerox M/c	147	Nil	Nil	
181	Toshiba Recovery Blade 203	111	1 No	1 No	
182	Toshiba Toner - 1560	131	1 No	1 No	
183	Toshiba Tray 205 Xerox M/c	112	1 No	1 No	
184	Transfer Unit for Xerox Work Centre 238	138	Nil	Nil	
185	TVS Dot Matrix Ribbon 355	113	25 No	25 No	
186	Tvs Ribbon Cartridge-HD 7xx/9xx	114	43 No	43 No	
187	TVS Ribbon Cassette 132/136 Colounm	140	10 No	10 No	
188	TVS Ribbon Cassette 80 Colounm	115	253 No	253 No	
189	Web Roller For Ricoh 6000 MP	144	Nil	Nil	
190	Wep Drum Cartridge 0165/1600+	116	Nil	Nil	

191	Wep Ribbon Cartridge 132 Coloum	117	160 No	160 No	
192	Wep Ribbon Cartridge - LQ2100	118	5 No	5 No	
193	Wep Toner Cartridge 1600+(0164)	119	Nil	Nil	
194	Work Center Drum Cartridge 5020	120	1 No	1 No	
195	Work Center Drum Cartridge 5225	121	Nil	Nil	
196	Work Center Toner-5020	139	17 No	17 No	
197	Work Center Toner Cartridge 5225	122	3 No	3 No	
198	Work Centre Drum Cartridge Pro 420	123	4 No	4 No	
199	Work Centrer Toner PE16D2/series	124	20 No	20 No	
200	Work Centre Toner 415/518/520	125	09 No	09 No	
201	Xerox Phaser Cartridge 3117/3122/3124/3125	126	1 No	1 No	
202	Sharp ARM 205 Toner	127	Nil	Nil	
203	Sharp Black Toner MX2700 (MX 2749)	128	Nil	Nil	
204	Panasonic Toner KXFA7 92E	129	Nil	Nil	
205	Canon Fixing film unit IR 2318L	161	Nil	Nil	
206	Ricoh Drum 4621	161	Nil	Nil	
207	Ricoh Developer 4621	162	Nil	Nil	
208	Panasonic Drum Cartridge KXFAT 412E	162	Nil	Nil	
209	HP Inkjet Cartridge Black 950/951	163	Nil	Nil	
210	HP Inkjet Cartridge Cyan 951	163	Nil	Nil	
211	HP Inkjet Cartridge Yellow 951	164	Nil	Nil	
212	HP Inkjet Cartridge Magenta 951	164	Nil	Nil	
213	Work Centre Toner 238	165	Nil	Nil	
214	Richo Wep Roller for 4000B xerox M/C	165	Nil	Nil	
215	HP Laserjet Cartridge 278A	166	Nil	Nil	
216	HP Inkhet Cartridge 940XL Black	166	Nil	Nil	
217	HP Inkhet Cartridge 940XL Cyan	167	Nil	Nil	
218	HP Inkhet Cartridge 940XL Magenta	167	Nil	Nil	
219	HP Inkhet Cartridge 940XL Yellow	168	Nil	Nil	

ನಮೂನೆ					
ಕಛೇರಿಯ ಹೆಸರು:- ಸರ್ಕಾರಿ ಲೇಖನ ಸಾಮಗ್ರಿ ಮಳಿಗೆ					
ಉಗ್ರಾಣದ ಹೆಸರು:- ಲೇಖನ ಸಾಮಗ್ರಿ ಉಗ್ರಾಣ					
ತಿಂಗಳು:-					
ಆಕ್ಟೋಬರ್- 01					
ರಿಂದ					
ಆಕ್ಟೋಬರ್-30					
ರವರಿಗೆ ಜನವರಿ- 01 ರಿಂದ ಜನವರಿ-31 ರವರಿಗೆ					
SI No	Name of Paper Article	Ledger /Page No	Ledger Balance	Physical Balance As on	Remarks
1	A4 Size Envelopes(Brown Colour)		—	—	
2	Az Paper A3 9/1/2x12x1 80GSM With Printing (H.C.Old)		—	—	
3	Azurlaid Paper 21 Kg				

4	Azur laid Paper A3 5.2 KG	1	4213 Rms	4213 Rms	
5	Buff Paper 3.925kg(A3size)		925 Rms	925 Rms	
6	Cloth Line Covers(Green Colour) 20"x15"	11	—	—	
7	Colour Copier Paper 75 GSM A4 Size	12	24 Rms	24 Rms	
8	Copier A3 JK (80 GSM) 420mmX297mm		128 Rms	128 Rms	
9	Copier A3 TNPL				
10	Copier A4 JK (80 GSM)	14	3121 Rms	3121 Rms	
11	Copier A4 Size 75 Gsm MPM				
12	Copier A4 TNPL		—	—	
13	Copier F/s JK (346x245MM)		—	—	
14	Copier Fullscape TNPL		—	—	
15	Copier Paper A4 Size 80 Gsm MPM		—	—	
16	Corigated Box 21x12x21	19	10 No	10 No	
17	Corigated Box 21x4.5x18	20	104 No	104 No	
18	Corigated Box 26.5x36x51 Cms	120	300 No	300 No	
19	Cover 5x10"Maplitho 70 Gsm	21	—	—	
20	Cover 5x11" Maplitho 70 Gsm	26	—	—	
21	Covers 10"x 12"	29	—	—	
22	Covers 12"x 15"/16" 70Gsm Maplitho	30	—	—	
23	Covers 4"x 5"	31	—	—	
	Covers 4x9" 60Gsm		—	—	
24	Covers 4x9 (Azur laid)		—	—	
25	Covers 4x9 Maplitho 70/80GSM	36	1011750 No	1011750 No	
26	Covers Envelopes (Brown) A5	43	—	—	
27	Covers Khaki (Craft Paper)A4 Size		—	—	
28	Cream Wove 80 Gsm A-1 Size	44	108 Rms	108 Rms	
29	Cream Wove Paper A/4 2.2Kg 85 Gsm	46	1094 Rms	1094 Rms	
30	Duplicating Paper 2.3kg		4858 Rms	4858 Rms	
31	File Boards 10x14"(25.4x36cms)	56	8875 No	8875 No	
32	File Wrappers 10x14 (110-120 Grams)	105	2 No	2 No	
33	File Wrappers 10x14 ,60/70 Gram	60	30 No	30 No	
34	JK Copier A3 75Gsm(420x297mm)	106	—	—	
35	JK Copier F/s 75Gsm(215x345MM)	110	306 Rms	306 Rms	
36	Karft Paper MGR 90 Gsm 61x86		—	—	
37	Kores Brand Copier Fullscape 80gsm(346mmx215mm)		—	—	
38	Kores Brand Copier Paper 80 Gsm A3 Size(420mmx297mm)		—	—	
39	Kores Brand Copier Paper A4 Size 80GSM (210mmx297mm)		—	—	

40	Multi Colour Copier Paper (Kores Brand)	70	108 Rms	108 Rms	
41	Note Sheets -Pads	71	3504 Pds	3504 Pds	
42	Pink Paper 80GSM A1 Size	76	15 Rms	15 Rms	
43	R C Sheets 9 1/2x12x1 80gsm with Print (H.Court)		—	—	
44	Running Computer Sheets 10x12x1(70 GSM)	77	—	—	
45	Running Computer Sheets 10x12x2 80 Coloum (80gsm)		—	—	
46	Running Computer Sheets 10x12x3 80Gsm		—	—	
47	Running Computer Sheets 15x12x3-70 GSM	78	20000 Sheets	20000 Sheets	
48	Running Computer Sheets9.1/2x12x1(Azur laid)	79	4,72,000 Sheets	4,72,000 Sheets	
49	Running Computers Sheets 10x12x1 (80 Gsm)	80	—	—	
50	Running Computers Sheets 10x12x3 (70GSM)		—	—	
51	Running Computers Sheets 15x12x1 80gsm	81	23000Sheets	23000Sheets	
52	Running Computers Sheets 15x12x2	82	174000 Sheets	174000 Sheets	
53	Typewriting Thin Paper 4.3kg		—	—	
54	White Printing Paper 1.97kg Cream Woven(A4size)	83	15875 Rms	15875 Rms	
55	White Printing Paper 3.925kg Creamwoven(A3size)	100	11092 Rms	11092 Rms	