

Government of Pakistan  
Pakistan Bureau of Statistics  
Plot No.21, Mauve Area G-9/1  
Islamabad

No.PBS.Misc.(3)/2019-GS.

Islamabad the 12<sup>th</sup> July, 2019

**CIRCULAR**

Subject:- **SUPPLY OF INFORMATION TO MAINTAIN THE INVENTORY/  
RECORD OF PBS (HQ) ISLAMABAD**

It is circulated for general information that it has been decided by the competent authority that to maintain a consolidated inventory/updated record of all existing equipment's installed in various offices, Sections/Branches of PBS (HQ) Islamabad.

2. Accordingly, All Section/Branch Incharge are therefore, requested to provide the information regarding number of available equipment's (proforma attached). The information may be sent to the undersigned within 10 days to process the case further.

3. Your early and active cooperation will be highly appreciated and will lead to timely completion of this activity. Any information/guidance, if so required will be replenished on reporting.

*Mr. Aggel*  
*AS*  
*16/7*

  
(QAZI SAEED UL HASSAN)  
Deputy Director (GS)  
Ph.9106533

Distribution:-

1. APS to Member (RM) PBS, Islamabad.
2. APS to Member (C&S) PBS, Islamabad.
3. All DDG's/CC, PBS, Islamabad.
4. All Directors, PBS, Islamabad.
5. All Chief Statistical Officer/Deputy Census Commissioner Incharge, PBS, Islamabad.
6. All Statistical Officer/Assistant Census Commissioner Incharge, PBS, Islamabad.
7. All Assistant Director (Admn-I/Admn-II/Admn-III-IV/R&S/F&A/B&C/Pension/Transport/Hiring sections PBS, Islamabad.

Dated: 15-7-19

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**Islamabad**

or \_\_\_\_\_ Name of Officer/Section \_\_\_\_\_ Room No. \_\_\_\_\_ Cabin No. \_\_\_\_\_

S.No.	Name of items	Quantity
1	Computers with specification	
2	Laptops	
3	Printers with specification	
4	UPS's	
5	Officer Chairs	
6	Officer Tables	
7	Staff Chairs	
8	Staff Tables	
9	Steel/Wooden Almira's	
10	Cabinets	
11	Sofa's	
12	Tables	
13	Computer chairs	
14	Visitor Chairs	
15	Fax Machines	
16	Photo Copier Machines	
17	Color Printers	
18	Side Rack wooden	
19	Others	
20	AC's	
21	Celling Fan	
22	Bracket Fan	
23	Pedestal Fan	
24		
25		
26		

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Signature of Branch Incharge