

Government of the People's Republic of Bangladesh
Office of the Upazila Family Planning Officer
Manda, Naogaon

Need Assessment(Non-Clinical)
Financial Year 2024-2025

Sl No	Description	Require Qty	Present position in store	Remark's
Revenue Budget				
Stationary Item's				
1	Cashbook Register(120 page)	1	0	
2	Registers(60 page)	10	0	
3	Ballpoint pen	100	0	
4	Calculator	3	0	
5	Stapler machine (Semi Large)	3	0	
6	Staples (packet)	10	0	
7	Scissors	2	0	
8	Knife	2	0	
9	Pen Holder	4	0	
10	Waste Bin	2	0	
11	File's with Board	50	0	
12	Paperweight	5	0	
13	Punch Machine	2	0	
14	Calling Bell	2	0	
15	Wall Clock	2	0	
16	Envelopes	200	0	
17	Highlighter	4	0	
18	Marker	4	0	
19	Ruler	5	0	
20	Notebook	4	0	
21	Scotch tape	2	0	
22	Printer paper(A4 Size) Packet	20	0	
23	Clipboard	3	0	
24	Glue stick	4	0	
25	Duster's	10	0	
26	Water Jug (Plastic)	2	0	
27	Water Jug (Glass)	2	0	
28	Flower broom	10	0	
29	broom	5	0	
30	Toilet Soap	10	0	
31	Handwash	4	0	
32	Toilet Towel	3	0	
33	Mop	4	0	
34	Stamp Pad	5	0	
35	Bucket	3	0	
36	Bodna/Water Pot	3	0	
37	Stock register	1	0	
38	Folder	5	0	
39	Memo register	1	0	

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40	Letter receive register	1	0	
41	Water Glass	24	0	
Computer Accessories			0	
41	Pendrive	3	0	
42	A4 size Offset paper	10	0	
43	Printer cartridges (Canon LBP 6030/6230)	10	0	
44	Multi Plug	3	0	
45	Paper Bin	3	0	
46	Keyboard	3	0	
47	Mouse	3	0	
48	Scanner	1	0	
49	Printer (canon)	1	0	
Computer Repair's			0	
50	RAM	2	0	
51	Mothersboard	1	0	
52	Coolling fan	3	0	
53	Power supply	2	0	
54	Power cable	2	0	
55	Printer Cable	2	0	
56	Wi fi device	3	0	
57	USB HUB	3	0	
58	Router	1	0	
59	Sperakers	2	0	
Electrical Instruments			0	
60	Multi Plug	2	0	
61	Energy Bulb(LED)	6	0	
62	Ceiling Fan	2	0	
63	Swich's	20	0	
64	Socket's	10	0	
65	Water heater	2	0	
Furniture Purchase			0	
66	Swivel chair with arm rest	4	0	
67	Visitor's Chairs	12	0	
68	Half Secretariate Table	4	0	
Computer/Laptop purchase				
69	Laptop	1	0	
70	Projector	1	0	

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Development Budget				
Stationary Item's				
71	Printed MIS1,2,3 Reporting form(Copy)	9000	0	
72	Printed Upatto jachai form(Copy)	1000	0	
73	Printed CC reporting Form(Copy)	1000	0	
74	Printed Advance tour program form (Copy)	4000	0	
75	Ballpoint Pen	1100	0	
76	A4 size paper (Packet)	3	0	
77	Pencil	90	0	
78	Eraser	90	0	
79	Stapler	90	0	
80	Staples	90	0	
81	Cash book register (60 page)	1	0	
82	File's with Board	200	0	
83	Calculator	90	0	
84	Carbon paper	2	0	
85	Stock register	1	0	
Mail Bag				
86	Mail Bags For FWA, FWV, FPI	80	0	
Furniture Purchase				
87	Half Secretariate table	2	0	
88	Visitor Chair For FWA	12	0	
89	Swivel Chair with arm rest for FPI	2	0	
Office Equipment:				
90	Water Glass	78	0	
91	Plastic Jug 3L	14	0	
92	Tea Cup Set	14	0	
93	Duster	14	0	
94	Resolation Register(60 Page)	14	0	
95	Attendance Register	13	0	
96	File's with Board	30	0	
Electrical Equipment				
97	Electrical Wire 3/36 (Gauze)	200	0	
98	Electrical Wire 3/29 (Gauze)	100	0	
99	4 x 6 pvc Board Power	6	0	
100	4 x 4 pvc Board Power	24	0	
101	Boby Swich 1 No.	50	0	
102	Socket (Boby)	6	0	

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103	Indicator (boby)	6	0	
104	Cut Out (Boby)	6	0	
105	Batton holder	24	0	
106	Sealing Rose	6	0	
107	Channel Batton 1 Inch	20	0	
108	Channel Batton 1.5 Inch	20	0	
109	LED Bulb 15 watt	20	0	
110	Multi plug Large	15	0	



মোঃ আব্দুল রহমান প্রামানিক
উপজেলা পরিবার পরিকল্পনা কর্মকর্তা (সঃ দঃ)
মান্দা, নাগোয়া।
পরিচিতি নং ১০০১৫৮