

Government of the People's Republic of Bangladesh
Office of the Upazila Family Planning Officer
Naogaon Sadar, 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	Calulator	4	0	
5	Stapler machine (Semi Large)	4	0	
6	Staples (packet)	20	0	
7	Scissors	4	0	
8	Knife	4	0	
9	Pen Holder	4	0	
10	Waste Bin	4	0	
11	File's with Board	100	0	
12	Paperweight	10	0	
13	Punch Machine	4	0	
14	Calling Bell	4	0	
15	Wall Clock	4	0	
16	Envelopes	200	0	
17	Highlighter	4	0	
18	Marker	4	0	
19	Ruler	4	0	
20	Notebook	4	0	
21	Scotch tape	2	0	
22	Printing paper(A4 Size) Packet	20	0	
23	Clipboard	4	0	
24	Glue stick	4	0	
25	Duster	12	0	
26	Water Jug (Plastic)	0	0	
27	Water Jug (Glass)	0	0	
28	Flower broom	10	0	
29	broom	5	0	
30	Toilet Soap	10	0	
31	Handwash	6	0	
32	Toilet Towel	4	0	
33	white Mop	8	0	
34	Stamp Pad	5	0	
35	Bucket	4	0	
36	Bodna/Water Pot	4	0	
37	Stock register	1	0	
38	Folder	6	0	
39	Memo register	1	0	
40	Letter receive register	1	0	
41	Water Glass	24	0	



মোঃ আব্দুর রহমান প্রামানিক
পরিচিতি নং-১০০১৫৮
উপজেলা পরিবার পরিকল্পনা কর্মকর্তা
নওগাঁ সদর, নওগাঁ।



মোঃ আনোয়ারুল আজিম
উপপরিচালক
পরিবার পরিকল্পনা, নওগাঁ
আইডি নং-৪৪০০২৮

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Sl No	Description	Require Qty	Present position in store	Remark's
75	Ballpoint Pen	984	0	
76	A4 size paper (Packet)	21	0	
77	Pencil	82	0	
78	Eraser	82	0	
79	Stapler	82	0	
80	1000 Staples(20*50) Box	82	0	
81	Cash book register (60 page)	1	0	
82	File's with Board	82	0	
83	Calculator	82	0	
84	Carbon paper	2	0	
85	Stock register	1	0	
Mail Bag				
86	Mail Bags For FWA, FWV, FPI	94	0	
Furniture Purchase				
87	Half Secretariate table	10	0	
88	Visitor Chair	24	0	
89	Swivel Chair with arm rest for FPI	4	0	
Office Equipment:				
90	Water Glass	72	0	
91	Plastic Jug 3L	12	0	
92	Tea Cup Set	12	0	
93	Duster	24	0	
94	Resolution Register(60 Page)	12	0	
95	Attendance Register /Other Register	24	0	
96	File's with Board	24	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	
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	


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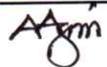
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Computer Accessories				
41	Pendrive	4	0	
42	A4 size Offset paper	25	0	
43	Printer cartridges (HP Leser Jet P1102)& canon	10	0	
44	Multi Plug	4	0	
45	Paper Bin	4	0	
46	Keyboard	4	0	
47	Mouse	4	0	
48	Scanner	1	0	
49	Printer (canon)	1	0	
Computer Repairing				
50	RAM	2	0	
51	Mother board	2	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	Speaker	2	0	
Electrical Instruments				
60	Multi Plug	4	0	
61	Energy Bulb(LED)	6	0	
62	Ceiling Fan	0	0	
63	Swich's	24	0	
64	Socket's	6	0	
65	Water heater	2	0	
Furniture Purchase				
66	Swivel chair with arm rest	4	0	
67	Visitor's Chairs	10	0	
68	Half Secretariate Table	0	0	
Computer/Laptop purchase				
69	Laptop	1	0	
70	Projector	1	0	
Development Budget				
Stationary Item's				
71	Printed MIS1,2,3 Reporting form(C	2400	0	
72	Printed Upatto jachai form(Copy)	500	0	
73	Printed CC reporting Form(Copy)	500	0	
74	Printed Advance tour program for	2000	0	



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আইডি নং-৪৫০০২৮