

Trade wise Raw Material Requirement

Trade **Secretarial Practice (English)**

Sector **OFFICE ADMINISTRATION AND FACILITY MANAGEMENT**

Type of Trade **Non Engineering**

NSQF Level **4**

Affiliated to **NCVT**

DGET Trade Code **DGT/1034**

Duration in Years **1**

Intake Per Unit **24**

Raw Material for **First Year Training**

Total Items **37**

Total Amount **41616 Rs.**

Per Trainee Amount **1734 Rs.**

| S.N. | Name of Item | Unit of Measurement | Rate per Unit in Rs. | Qty | Amount in Rs |
|------|------------------------|---------------------|----------------------|-----|--------------|
| 1 | Shorthand Pencil | Dzns | 72 | 24 | 1728 |
| 2 | Short Hand Note Book | Dzns | 300 | 24 | 7200 |
| 3 | Eraser | Dzns | 60 | 24 | 1440 |
| 4 | Sharpener | Nos. | 10 | 24 | 240 |
| 5 | Scale-12" | Nos. | 12 | 24 | 288 |
| 6 | Cutter | Nos. | 10 | 24 | 240 |
| 7 | Photo Copy Paper A4/A3 | Reams | 250 | 25 | 6250 |
| 8 | Correcting Fluid Pen | Nos. | 40 | 24 | 960 |
| 9 | Cloth Duster | Dzn | 300 | 24 | 7200 |
| 10 | Pen | Nos. | 10 | 24 | 240 |
| 11 | Stapler -Small & Big | Nos. | 100 | 24 | 2400 |
| 12 | File Folder | Nos. | 25 | 24 | 600 |
| 13 | White Board Marker | Nos. | 15 | 40 | 600 |
| 14 | White Board Duster | Nos. | 50 | 6 | 300 |
| 15 | Printer Cartridge | Nos. | 400 | 4 | 1600 |
| 17 | Cleaning Liquid | Bottels | 50 | 4 | 200 |

| S.N. | Name of Item | Unit of Measurement | Rate per Unit in Rs. | Qty | Amount in Rs |
|------|---------------------------------------|---------------------|----------------------|-----|--------------|
| 18 | Box File-Medium Size A4 | NOS. | 40 | 24 | 960 |
| 19 | Awl Pins/ Gem Clips | Pkt | 25 | 4 | 100 |
| 20 | Water Jug | Nos. | 100 | 4 | 400 |
| 21 | Scissor | Nos. | 50 | 2 | 100 |
| 22 | Dustbin | Nos. | 200 | 4 | 800 |
| 23 | Glue stick | NOS. | 25 | 24 | 600 |
| 24 | CD Plain | NOS. | 10 | 48 | 480 |
| 25 | CD (WR) | NOS. | 25 | 48 | 1200 |
| 26 | Ruled Register | NOS. | 100 | 12 | 1200 |
| 27 | Pocker-Small & Big | Nos. | 50 | 2 | 100 |
| 28 | Paper Highlighter | NOS. | 40 | 24 | 960 |
| 29 | Sketch Pens | Pkts | 40 | 4 | 160 |
| 30 | Cello Tape/ Brown Tape with Dispenser | Dozen | 30 | 1 | 30 |
| 31 | Outward Mail Register | No. | 150 | 1 | 150 |
| 32 | Inward Mail Register | No. | 150 | 1 | 150 |
| 33 | Postal Expenditure Register | No. | 150 | 1 | 150 |
| 34 | Peon Book | No. | 150 | 1 | 150 |
| 35 | Visitors Register | No. | 150 | 1 | 150 |
| 36 | Paper Weight | Dzns | 400 | 2 | 800 |
| 37 | Drawing Pins | Pkts | 25 | 2 | 50 |
| 38 | Stapler Pin-Size - No. 10 | Nos. | 10 | 24 | 240 |