

Trade wise Raw Material Requirement

Trade **Stenographer Secretarial Assistant (English)**

Sector **OFFICE ADMINISTRATION AND FACILITY MANAGEMENT**

Type of Trade **Non Engineering**

NSQF Level **4**

Affiliated to **NCVT**

DGET Trade Code **DGT/1021**

Duration in Years **1**

Intake Per Unit **24**

Raw Material for **First Year Training**

Total Items **41**

Total Amount **45882 Rs.**

Per Trainee Amount **1911.75 Rs.**

S.N.	Name of Item	Unit of Measurement	Rate per Unit in Rs.	Qty	Amount in Rs
1	Shorthand Pencil	Number	5	288	1440
2	Short Hand Note Book	Number	35	288	10080
3	Eraser	Number	5	24	120
4	Sharpener	Number	5	24	120
5	Scale 12"	Number	18	24	432
6	Cutter	Number	10	24	240
7	Photo Copy Paper A4	Number	190	24	4560
8	Photo Copy Paper A3	Number	330	6	1980
9	Correcting Fluid Pen	Number	25	144	3600
10	Cloth Duster	Number	45	144	6480
11	Pen	Number	5	24	120
12	Stapler (Small)	Number	40	12	480
13	Stapler (Big)	Number	120	12	1440
14	File Folder	Number	14	24	336
15	White Board Marker	Number	25	48	1200
16	White Board Duster	Number	45	6	270
17	Printer Cartridge	Number	150	6	900
18	DMP Stencil (For Computer)	Number	30	72	2160
19	Cleaning Liquid	Number	90	6	540
20	Box File- Medium Size A4	Number	68	24	1632
21	Awl Pins/ Gem Clips	Number	48	6	288
22	Water Jug	Number	38	6	228
23	Scissor	Number	78	3	234
24	Dustbin	Number	170	6	1020
25	Glue stick	Number	18	24	432
26	CD Plain	Number	11	48	528

S.N.	Name of Item	Unit of Measurement	Rate per Unit in Rs.	Qty	Amount in Rs
27	CD (WR)	Number	22	48	1056
28	Ruled Register	Number	72	12	864
29	Pocker (Small)	Number	38	2	76
30	Pocker (Big)	Number	68	2	136
31	Paper Highlighter	Number	22	24	528
32	Sketch Pens	Number	28	6	168
33	Cello Tape/ Brown Tape with Dispenser	Number	24	12	288
34	Outward Mail Register A4	Number	80	1	80
35	Inward Mail Register A4	Number	80	1	80
36	Postal Expenditure Register A4	Number	72	1	72
37	Peon Book	Number	72	1	72
38	Visitors Register	Number	142	1	142
39	Paper Weight	Number	48	24	1152
40	Drawing Pins	Number	94	2	188
41	Stapler Pin Size - No. 10	Number	6	20	120