

**No.10/8/2012-MMW(GENL)
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
DIRECTORATE OF ADVERTISING & VISUAL PUBLICITY
5th FLOOR, SOOCHNA BHAWAN, PHASE-IV
CGO COMPLEX, LODHI ROAD, NEW DELHI-110003**

Updation of Mailing List for DAVP Calendar/Diary-2013

Directorate of Advertising and Visual Publicity DAVP supplies free of cost calendars and diaries to all the Ministries/Department of Govt. of India and their attached/subordinate offices located all over the country. The offices which are yet to provide necessary information for supply of Calendars/diaries of 2013 are hereby informed that complete postal address including room No. and telephone No. of the official along-with other required information may be provided in requisite performa latest by 30th August, 2012 to Director, Mass Mailing Wing, DAVP, M/o I&B, Soochna Bhawan, CGO Complex, New Delhi-110003. Deputy Secretary level Officers and above with a minimum grade pay of Rs.7600 are eligible for diaries. The mailing list in the requisite performa should be countersigned by not less than a Joint Secretary level Officer/Head of the Department. The code number allocated to the office must be mentioned while forwarding the Mailing list to DAVP. Requests without code No. or received after 30th August, 2012 will not be processed. For information and proforma please visit our website <http://www.davp.nic.in>.

**GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
DIRECTORATE OF ADVERTISING & VISUAL PUBLICITY
SOOCHNA BHAWAN, CGO COMPLEX, LODHI ROAD**

No.10/8/2012-MMW(GENL)

New Delhi-110003

Dated /07/2012

Subject:- Updation of mailing list for DAVP Calendars/Diary-2013.

This Directorate produces and distributes Calendars and Diaries free of cost every year to all Central Govt. Ministries/Departments located throughout the country. This office intends to update the existing Mailing list for issue of Calendars/Diaries in the year 2013. To incorporate the necessary increase/decrease, you are requested to please furnish the following details at the earliest not later than 30-08-2012.

- i. Room-wise complete detail (occupied by each Officer) for Calendars.**
- ii. List of Officers, their Designations and Pay scale for (Dy. Secretary level Officers and above with Grade Pay of Rs.7600/-.**

Both the above lists are required to be countersigned by Joint Secretary level Officers or Head of Department.

You are requested to please do within the earmarked quota only. Additional requirement may be met by procuring Calendar and Diary on payment basis, if available. You may kindly contact the undersigned in this connection.

If the above required information is not given in full and within the stipulated time, no action will be taken on such letters/requisitions received subsequently. You may please ensure that code No. allotted to your office has to be mentioned in the letter at the time of making any correspondence with DAVP for Calendars/Diaries. This is must, other-wise the request will not be entertained. The code number can also be seen from DAVP's Website.

**(K. Chinnayan)
Distribution Manager
Tele/Fax:011-24369183**

**GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
DIRECTORATE OF ADVERTISING & VISUAL PUBLICITY
SOOCHNA BHAWAN, CGO COMPLEX, LODHI ROAD NEW DELHI-3**

REQUISITION FORM FOR WALL CALENDAR/ENGAGEMENT DIARY

1. Code No.
2. Name of Ministry/Deptt. With Address/Telephone No.
3. Name of Authorised representative
4. Status of office: Subordinate/Attached
5. Number of Officers in the pay band 3 and above with Grade Pay of Rs.7600/- and above.
(Please append a list of Officers with name, Designation and pay Band)
6. Instructions for collection/dispatch

7. DETAIL OF ROOMS OCCUPIED

- | | |
|--|-------|
| 1. No. of rooms occupied by Group 'A' Officers | _____ |
| 2. No. of PA's rooms | _____ |
| 3. No. of rooms occupied by Section Officers/
Desk Officers | _____ |
| 4. No. of rooms occupied by Sections separately | _____ |
| 5. Other rooms, if any | _____ |
| 7. Sub Offices | _____ |
| Total | _____ |

(Signature and seal of the Officer)

NOTE:-

1. Rooms occupied by Minister/Minister of State/Dy. Minister at Office and Residence are not to be included here as supplies are made to them direct to them direct by DAVP.
2. Please return this form duly filled in.
3. The form must be signed by an Officer of the Secretary level or Head of Department.