

90/28/2022-23-MMW
Government of India
Ministry of Information & Broadcasting
Central Bureau of Communication.

Room No. 185,1st Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

ADVISORY

Subject: Distribution of GOVERNMENT OF INDIA CALENDARS to the Ministries/Departments of Govt. of India, reg.

Central Bureau of Communication (CBC) supplies Calendars and Diaries free of cost to the Ministries/Departments of Govt. of India and their attached /subordinate offices located all over the country.

All the Ministries/Departments of Govt. of India and their attached /subordinate offices should fill the Google form: <https://forms.gle/QaErG3rGApEndbaZ6> and provide necessary information for supply of Calendars 2024.


A requisition form is also attached with this Advisory and needs to be uploaded in the Google form. The attached Requisition Form should be countersigned by an officer of not less than Joint Secretary Level or by the Head of the Department failing which the request would be rejected.

IT IS MANDATORY TO FILL THE REQUISITION FORM, even if they have requested earlier or do not have to modify their requirements or addresses. This is to ensure updating of their addresses including Email addresses and Phone numbers, in-CBC data base and confirmation of delivery.

A proper authorization letter indicating name, signature of bearer by competent authority is to be presented at distribution Counter MM Wing, CBC, Ground Floor, Soochna Bhawan for physical collection of Calendars for offices based in Delhi.

For any clarification, call: 011-2436 9183. Email: cbcalendar2024@gmail.com

This issues with the approval of competent authority.


(Tushar Karmakar)
Production Manager (Outdoor Publicity)
In charge M.M. Wing
Central Bureau of communication

तुषार करमाकर / Tushar Karmakar
उत्पादन प्रबंधक (बा.प्र.)
Production Manager (O.P.)
केन्द्रीय संचार ब्यूरो / CBC

Government of India
Ministry of Information & Broadcasting
Directorate of Advertising & Visual Publicity
Room No. 185, Soochna Bhawan, CGO Complex, Lodhi Raod, New Delhi-110003

REQUISITION FORM FOR DAVP WALL CALENDARS

1.	Allottee/Code No. :	
2.	Name of Office:	
3.	Ministry:	
4.	Complete Postal Address (Including Room No., Pin Code etc.)	
5.	Telephone/Fax No. :	
6.	Mobile number of the Dealing Officer:	
7.	E-mail address of the Requesting Officer:	
8.	Email address of the Head of the Department:	
9.	Number of officers with Level-12 & above as per 7 th Pay Commission or Grade Pay Rs.7600/- & above. (Please separately append a list of officers with name, designation & Grade Pay or Level)	In figures: In Words:
10.	Total number of rooms occupied by the Office:	In figures: In words:
11.	DETAIL OF ROOMS OCCUPIED :	
	a) Number of rooms occupied by group 'A' officers:	
	b) No. of PA's rooms:	
	c) No. of rooms occupied by Section Officers/ Desk Officers:	
	d) No. of rooms occupied by Section separately:	
	e) Sub-offices: (Please append a list of Sub Offices with full Address)	
	Total:-	In figures: In words:
12.	Authorised Signatures : (By Joint Secretary or Equivalent Officer or Head of the Department with Name & Office Seal of his name.)	

NOTE:

- I. Rooms occupied by the Cabinet Minister/Minister of State/Dy. Minister at office and/ or residence are not to be included in the Requisition Form as supplies to them are made directly by DAVP.
- II. Please return this Requisition Form dully filled in by Speed Post at the earliest.