

90/15/2017-18-MMW(D)  
Government of India  
Ministry of Information & Broadcasting  
Directorate of Advertising & Visual Publicity  
Room No. 185, 1<sup>st</sup> Floor, Soochna Bhawan, CGO Complex, Lodhi Raod, New Delhi-110003

Dated: 24/08/2017

**Updating of Mailing List for DAVP Calendars/Diaries-2018**

Directorate of Advertising & Visual Publicity (DAVP) 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. The offices which are yet to provide necessary information for supply of Calendars/ Diaries-2018 or want to modify their requirement are hereby requested to send in their requisitions in the prescribed Requisition Form (attached with this Advisory) latest by 30<sup>th</sup> September, 2017 to Shri Raju Dhabre, ADO, Directorate of Advertising & Visual Publicity (DAVP), Ministry of Information and Broadcasting, Mass Mailing Wing, Room No.-185, 1<sup>st</sup> Floor, Soochna Bhawan, CGO Complex, Lodhi Raod, New Delhi-110003.

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.

ALL OFFICES NEED TO FILL THE REQUISITION FORM, even if they do not have to modify their requirements or addresses. This is to ensure updation of their addresses including Email addresses and Phone numbers, in DAVP data base. The offices located in Delhi/NCR also need to fill in and send the Requisition Forms afresh.

It may be noted that DAVP Diaries are issued only to the officers of the level of Deputy Secretary and above (with Level-12 & above as per 7<sup>th</sup> Pay Commission or Grade Pay of Rs.7600/- & above).

The Allottee/Code number allocated to the office must be mentioned while forwarding requisition to DAVP. In case of change in postal address or opening of a new office, the same should also be communicated. For checking/finding Allottee / Code No. of the department, please visit DAVP website [http://www.davp.nic.in/Calendar\\_Diary.html](http://www.davp.nic.in/Calendar_Diary.html) . Requests received without Allottee/Code No. after 30<sup>th</sup> September, 2017 will not be processed.

For any clarification, call: 011-2436 9183.

18-  
24/8/2017  
(K.K. Pant)  
Joint Director,  
Mass Mailing Wing



**Government of India**  
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**Directorate of Advertising & Visual Publicity**  
**Room No. 185, Sookna Bhawan, CGO Complex, Lodhi Raod, New Delhi-110003**

REQUISITION FORM FOR DAVP WALL CALENDARS/ DIARIES- 2018

|     |   |  |
|-----|---|--|
| 1.  | Allottee/Code No. :   |  |
| 2.  | Name of Office:   |  |
| 3.  | Ministry:   |  |
| 4.  | <b>Complete Postal Address</b><br>(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.  | <b>Number of officers with Level-12 &amp; above as per 7<sup>th</sup> Pay Commission or Grade Pay Rs.7600/- &amp; above.</b><br>(Please separately append a list of officers with name, designation & Grade Pay or Level) | <i>In figures:</i><br><br><i>In Words:</i> |
| 10. | <b>Total number of rooms occupied by the Office:</b>  | <i>In figures:</i><br><i>In words:</i>     |
| 11. | <b>DETAIL OF ROOMS OCCUPIED :</b>   |  |
|     | 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:<br>(Please append a list of Sub Offices with full Address)  |  |
|     | <b>Total:-</b>  | <i>In figures:</i><br><i>In words:</i>     |
| 12. | <b>Authorised Signatures</b> :<br>(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.