

रक्षा लेखा महानियंत्रक

उलान बटार मार्ग, पालम, दिल्ली छावनी- 110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt-110010

No. AN/XIV/14140/II/Wall Calendar & Diaries

Dated: 07.08.2020

To,

- (i) All PCsDA including PCA (Fys) Kolkata
- (ii) All CsDA/CsFA(Fys)/All PIFAs/IFAs

Subject: Wall Calendars and Engagement Diaries for the Year 2021.

The Directorate of Advertising & Visual Publicity (DAVP) supplies Calendars and Diaries to the Ministries/ Department of Govt. of India and their attached/ subordinate offices located all over the country.

2. The PCsDA/CsDA may send the requisition (in the enclosed Proforma) for Engagement Diaries and Wall Calendars for the Year 2021 (in duplicate) in respect of their Main Office and Sub Offices directly to **the Director, Mass Mailing wing, DAVP, MoI&B, Room No. 185 1st Floor, Sookhana bhawan, CGO Complex, New Delhi-110003** under intimation to this HQrs latest by 31.08.2020. While forwarding the requisition the following may please be noted:-

(i) In case of change in postal address or opening of a new office, the same should be communicated to the DAVP. A list containing the details of new offices which have opened after rendition of last report indicating against each such new office the no. of rooms for supply of calendars and nos. of Officers eligible for Diaries is to be attached in duplicate to the proforma. Both the lists are required to be countersigned by PCDA/CDA.

(ii) The requisition should be signed by an officer of the Rank of Joint Secretary or equivalent with official seal with Name.

(iii) The Code Number allotted to the Controller may please be invariably indicated. The Allottee/ code no. of the Department may be checked from the website of DAVP.

3. It may also please be noted that DAVP Diaries are issued only to the officers of the level of Deputy Secretary and above.

This has the approval of Dy.CGDA (AN).

Please acknowledge receipt.



(S C Gupta)
For CGDA

Contd...

Copy to:-

1. Officer in Charge AN-V (Local) : For similar action w.r.t. the requirement in the office of the CGDA, New Delhi and confirm action.
2. IT & S Wing(Local) : with a request to upload the circular on CGDA Website.
3. The Director, Mass Mailing wing , DAVP, MoI&B, Room No. 185 1st Floor Sochara bhawan, CGO Complex, New Delhi-110003 : For information please.

sd/-
(S C Gupta)
Sr.AO(AN)

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Government of India
Ministry of Information & Broadcasting
Directorate of Advertising & Visual Publicity
Room No. 185, Sūochna 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.	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.