

DAVP- The Nodal Advertising Agency of Govt. of India

For about six decades the Directorate of Advertising and Visual Publicity (DAVP) has been the primary multi media advertising agency of the Central Government. It caters to the communication needs of almost all central ministries/departments and autonomous bodies and provides them single window cost effective service. It informs and educates the people, both rural and urban, about the government's policies and programmes and motivates them to participate in development activities, through the medium of advertising in press, electronic media, exhibitions and outdoor publicity tools.

DAVP reaches the people through different means of communication such of press advertisement, print material, audio-visual programmes, outdoor publicity and exhibitions. Some of the major trust areas of DAVPs advertising and publicity are national integration and communal harmony, rural development programmes, Health and Family Welfare, AIDS awareness, Empowerment of Women, Upliftment of Girl Child, Consumer Awareness, Literacy, Employment Generation, Income Tax, Defence, Environment Protection, Roads Safety, Energy Conservation, Promotions of Handicrafts and Preparedness for Natural Disaster.

The set up of DAVP at the Headquarters consists of several wings like Campaign, Advertising, Outdoor Publicity, Printed Publicity, Exhibition, Electronic Data Processing Centre, Mass Mailing, Audio-Visual Cell, Design Studio and Administration and Accounts Wings.

It has two regional offices at Bangalore and Guwahati to coordinate the Directorate's activities in these regions. There are two regional distribution centres at Kolkata and Chennai to look after the distribution of publicity material in the eastern and southern regions respectively.

DAVP has a network of 32 Field Exhibition Units spread all over the country. The Field Exhibition Units of DAVP act as a vital communication link between the government and the people. The Field functionaries stage multi-media exhibitions on social and developmental themes in far flung areas of the country to disseminate information about the policies and programmes of the central government on key national sectors.

Important Activities

During the year, following are the important activities:-

- (i) Designing and running a unique mobile train exhibition called 'Azadi Express', displaying 150 years of India's history – from first war of Independence in 1857 to present.
- (ii) Multi-media publicity campaign on Bharat Nirman.

(iii) A special calendar on Bharat Nirman

(iv) Workshop of Field Exhibition Officer

DAVP continued to digitalize its operations. While increasingly making payments through Electronic Clearance System(ECS) for press advertisements, DAVP also initiated a major step viz. – release orders for display advertisements are now issued electronically on the website to facilitate remotely located newspapers/publications. Release orders for audio and video advertisements have also started being released electronically.

CAMPAIGN

The major issues for Departments handled by the campaign wing are mentioned below:

(1) Deptt. of Income Tax(RSP&PR):

- A number of colour Advertisements were issued on Income Tax Deptt. on file your return.
- Colour Advertisements were issued on 'File your Returns by E-Filing' to make process convenient.
- Colour Advertisements were issued informing companies to pay the Advance Tax in time.
- Tax collection in the country has grown through our vigorous campaign.
- 15,000 copies of each of 6 Booklet of Income Tax on various subjects were printed & distributed.

(2) Ministry of Rural Development:

- Full/Half page colour Advertisements were released on different themes –
 - National Rural Employment Guarantee Programme(NREGA)
 - Pradhan Mantri Gram Sarak Yojna(PMGSY)
 - Indira Awas Yojna(IAY)
 - Total Sanitation Campaign(TSC)

(3) Ministry of Social Justice Empowerment:

- Half-page/qr.page colour advt. released. Campaign to encourage the private companies to employ disabled.

(4) Deptt .of Posts

- Half-page colour advts. released. Campaign on revitalized Indian Postal system.

(5) Ministry of Textiles:

- Half-page colour advts. released. Through our campaigns, Indian handicraft persons and artisans brought closer to their buyers and provided them a market for their products and recognition also.

ADVERTISING

A total number of 9610 advertisements were released to various newspapers throughout the country during the financial year 2008-09 (April 2008 to as on date). Of these 502 were display advertisements and the rest were classified advertisements. Some of these include advertisements on World Population Day, World AIDS day, World Health Day, Malaria Day, Iodine Deficiency Day, Environment Day, World Sight Day, National Rural Employment Guarantee Scheme (NREGA), Indira Gandhi Old Age Pension Scheme, Babu Jagjivan Ram's Remembrance, International Day of Disabled Person, Baba Saheb Ambedkar Hastshilp Vikas Yojana, Sadbhavna Diwas, Bharat Nirman, Azadi Express, Independence Day, Republic Day.

A New Advertisement Policy has been formulated, which came into effect from 2 October 2007. The highlights of the policy are as under:

The eligibility criteria has been reduced to 18 months from 36 months. To provide special encouragement for newspapers in languages like Bodo, Garhwali, Dogri, Kashmiri, Khasi, Konkani, Maithili, Manipuri, Mizo, Nepali, Rajasthani, Sanskrit, Santhali, Sindhi, Urdu and tribal languages/dialects as certified by State Governments and newspapers published in J&K, Andaman & Nicobar Islands and North Eastern States can be considered for empanelment after 6 months of regular and uninterrupted publication.

So far as balance in distribution of advertisements are concerned, out of the total value of advertisements released by DAVP in a year and minimum 15% would go to small newspapers, minimum 35% would go to medium newspapers and 50% would go to big category of newspapers. The share for English language newspapers would be 30% and Hindi and other languages would be 35% and 35% respectively.

AUDIO VISUAL

The AV Cell of DAVP undertakes publicity campaigns through radio and video sponsored programmes, jingles and audio-video spots on AIR, Doordarshan, private satellite TV, radio channels, digital theatres, mobiles through sms and DFP units on various issues of social relevance and national importance.

A special campaign on Bharat Nirman has been initiated for Ministry of Information & Broadcasting under which audio and video spots have been produced on various issues like NREGA, Health, Water, National Rural Health Mission which are being broadcast/telecast on AIR/Doordarshan/Pvt. TV Channels/digital theatres. Also, a big campaign has been initiated on the National Rural Health Mission for Ministry of Health and Family Welfare under which audio and video spots have been produced on various health related issues which are being broadcast/telecast on AIR/Doordarshan/Pvt. TV Channels/digital theatres. Major campaigns on Consumer Awareness for Ministry of Consumer Affairs, Income Tax for Ministry of Finance, Anti Ragging for Ministry of Human Resource Development and Earthquake for the Ministry of Home Affairs was also launched and audio-video spots were telecast on private channels by DAVP.

A number of weekly sponsored radio programmes on various developmental issues are being produced by DAVP and are being broadcast from various All India Radio Stations. These include 'Sanwanti Jayen Jeevan ki Rahein' on welfare schemes of Ministry of Social Justice and Empowerment, "Break the Silence" on youth affairs for Ministry of Health & Family Welfare, 'Akash Hamara Hai' & "Poshan Aur Swasthya" on women and child development issues for Ministry of Women and Child Development, "Fantastic Four" & "Koshish Sunhere Kal ki" for Ministry of Environment & Forest and "Nai Aashayen Nai

Dishayen” for Ministry of New & Renewable Energy. These programmes are of 15-30 minutes duration and produced in Hindi and regional languages in interesting drama format. These are broadcast all over the country through Primary Channels and Commercial Broadcasting Service (CBS) stations of AIR. Programme ‘Let’s talk’ is being broadcast from FM, AIR Delhi.

Besides these campaigns, audio/video spots/films were produced on consumer awareness for Department of Consumer Affairs, Empowerment of Disables for Ministry of Social Justice and Empowerment, Anti Ragging for Ministry of Human Resource Development, Pre-natal diagnostic technique(PNDT), Deafness, Mental Health & Anti Tobacco for Ministry of Health and Family Welfare, Processed Food for Ministry of Food Processing Industries, Resurgent India, Gandhi Jayanthi for Ministry of I&B.

New Policy for Empanelment of Electronic Media Channels, 2008 has been formulated. The system of online bill submission was also introduced during this financial year.

PRINTED PUBLICITY WING

This Wing looks after the aspect of the DAVP’s advertising function through printed publicity. The Wing looks into the planning, production and supervision of print jobs viz. Multi colour Posters, Folders, Brochures, Calendars, Diaries, Booklets, Stickers, Wall Hangers, Table Calendars and other miscellaneous items of printed publicity. Preparation of plans/ estimates for various Ministries/ Departments including Ministry of I&B as per the requirements and budget allocations are also done.

DAVP produces printed publicity material in all major Indian languages i.e. Tamil, Telugu, Kannada, Malayalam, Marathi, Gujarati, Bengali, Assamese, Oriya, Punjabi, Urdu and Hindi. This Wing maintains a panel of Printers, Typesetters and Diary Makers to get the work completed in the minimum possible time and controlling cost over runs.

Jobs done / undertaken during April – December, 2008

Job	No. of Jobs	No. of Items	No. of Copies	Amount Committed
Poster	12	82	16,76,000	67,76,165
Folder	16	43	8,13,000	22,97,600
Booklet	34	169	19,10,800	2,89,58,456
Calendar	14	16	6,44,000	1,82,66,000
Diary	13	16	1,38,600	72,81,940
Misc.	6	6	54,000	3,93,000
Total	95	332	52,63,400	6,39,73,161

Job Statement from April, 2008 – December, 2008

Non-Plan (I&B)

Job	No. of Jobs	No. of Items	No. of Copies	Amount committed April, 2008 to December, 2008 (Rs.)
Poster	2	15	1,30,000	9,61,550
Folder	11	37	7,73,000	16,86,300
Booklet	20	70	5,97,100	56,59,130
Calendar	2	2	3,50,000	1,08,00,000
Diary	2	2	60,000	23,00,000
Misc.	4	4	20,000	54,000
Total	41	130	20,02,100	2,14,60,980

Against Sanction/ Advance Deposit

Job	No. of Jobs	No. of Items	No. of Copies	Amount committed and expected to be committed from April, 2008 to December, 2008 (Rs.)
Poster	10	67	15,46,000	58,14,615
Folder	5	6	40,000	6,11,300
Booklet	14	99	13,13,700	2,32,99,326
Calendar	12	14	2,94,000	74,66,000
Diary	11	14	78,600	49,81,940
Misc.	2	2	34,000	3,39,000
Total	54	202	32,61,300	4,25,12,181

List of Jobs undertaken during April, 2008 to December, 2008

S.No.	Name of the Job	Language	Quantity
1.	Azadi Express – Poster	Hindi English	10,000 5,000
2.	Azadi Express – Booklet	English Hindi	10,000 10,000
3.	Azadi Express – Folder	Hindi English Urdu	30,000 15,000 10,000
4.	Azadi Express – Envelope	Hindi / English	10,000
5.	DAVP Engagement Diary – 2009	Hindi / English	50,000
6.	Pocket Diary DAVP – 2009	Hindi / English	10,000
7.	IFFI – 2008 – Brochure	English	5,000
8.	Indian Panorama – Poster	English/ Hindi	1,000

9.	Folder for Territorial Army	English	20,000
10.	Hand out for Territorial Army	English	6,000
11.	IAF Executive Diary – 2009	English	10,000
12.	IAF Telephone Index – 2009	English	4,000
13.	IAF Photo – Poster	English	2,500
14.	IAF Wall Calendar – 2009	English	1,00,000
15.	NSI Planner – 2009	English Hindi	7,000 3,000
16.	7 Kinds of Posters for Labour	English	1,40,000
17.	Report to the People – Booklet (4 Year of UPA Govt.)	English Hindi	11,000 13,000
18.	Regulation for IFFI – 2008 – Folder	English	3,000
19.	Frequently Asked Questions with Answers on Flagship Programme – Booklet		
20.	Kit Folder on Price Rise	English / Hindi	500
21.	54 th National Film Awards – Brochure	English / Hindi	1,600
22.	PIB Telephone Directory – Booklet	English	2,500
23.	Akashvani Sangeet Sammelan – Booklet	English / Hindi	5,600
24.	Appeal for the use of Hindi – Wall Hanger	Hindi	5,000
25.	DAVP Calendar – 2009	English / Hindi	3,00,000
26.	Teacher's Day – Poster	English / Hindi	35,000
27.	Posters on Nutrition (4 types):- Child's Health is Nation Ensure Nutrition of Girl Child Prepare Infant Food Mixes Prevent Anaemia	English Hindi Urdu Punjabi Gujarati Marathi Bengali Assamese Oriya Tamil Telugu Malayalam Kannada	1,00,000 1,20,000 10,000 5,000 15,000 20,000 10,000 5,000 5,000 15,000 15,000 10,000 10,000
28.	Ready Reckoner on Fruits and Vegetables Preservation and Nutrition	English Hindi Urdu Punjabi Gujarati Marathi Bengali Assamese Oriya Tamil Telugu Malayalam Kannada	12,000 23,000 1,000 1,000 3,000 3,000 1,000 1,000 1,000 3,000 3,000 2,000 2,000
29.	39 th International Film Festival – Poster	Bilingual	1,500
30.	Indian Panorama Regulation – Booklet	Bilingual	1,000

31.	Implementation of National Common Minimum Programme – Booklet	English / Hindi	30,000
32.	-do-	11 Regional Languages	55,000
33.	DAVP Small Calendar – 2009	English / Hindi	50,000
34.	Invitation Card for Azadi Express Closing Ceremony	English	500
35.	Identity Card for Soochna Bhawan	English	5,000
36.	Achievement of UPA Govt. States – Booklet	73 Booklets in different languages	11,20,000
37.	National Action Plan on Climate Change – Booklet	English	2,000
38.	Single Sheeter Wall Calendar for ADG	English	50,000
39.	Seven Sheeter Wall Calendar for ADG (Recruiting)	English	30,000 with envelope 2,000 copies
40.	Information Diary for Army (Recruiting)	English	20,000
41.	PM-1 Cultural Heritage & Development – Folder	English Hindi	30,000 30,000
42.	PM-2 Telecom Revolution and Economic Growth – Folder	English Hindi	30,000 30,000
43.	PM-1 (Old) Global Indian – Booklet	Oriya Urdu Assamese Punjabi Bengali Gujarati Marathi	5,000 5,000 10,000 10,000 10,000 10,000 10,000
44.	PM-2 (old) Science & Technology-Booklet	-do-	-do-
45.	PM-3 (old) Change for the Brave New world – Booklet	-do-	-do-
S.No.	Name of the Job	Language	Quantity
46.	PM-5 Political & Economical Transformation in South Asia – Folder	English Hindi	30,000 30,000
47.	PM-6 Building a Secular Democratic & Modern India – Booklet	English Hindi	30,000 30,000
48.	PM-7 Federalism Prospects & Challenges – Booklet	English Hindi	30,000 30,000
49.	PM-10 India-Asean Relation for Peace & Prosperity	English Hindi	30,000 30,000
50.	PM-3 Rising Oil Prices – Folder	Gujarati Marathi Bengali Assamese Oriya Urdu Punjabi	20,000 20,000 20,000 10,000 10,000 10,000 10,000
51.	Facts about India's initiative for seeking International cooperation in Civil Nuclear	English	1,000

	Energy – Booklet		
52.	-do-	Hindi	1,000
53.	India Initiative for international cooperation in civil nuclear energy – Booklet	English Hindi	9,000 9,000
54.	-do-	11 Regional Languages	55,000 (5,000 each)
55.	PM-7 Federalism prospects & challenges - Booklet	Oriya Urdu Punjabi	5,000 5,000 10,000
56.	PM-6 Building a secularism democratic – Booklet	Oriya Urdu Punjabi	5,000 5,000 10,000
57.	PM-7 Political & economical transformation – Folder	Oriya Punjabi Urdu	5,000 10,000 5,000
58.	PM-5 Motion of confidence	English Hindi	30,000 30,000
59.	PM-6 India on the Move – Booklet	English Hindi	30,000 30,000
60.	Indian Panorama Book IFFI – 2008	English	5,000
61.	Fringe Benefit – Booklet	English Hindi	10,000 10,000
62.	Valuation of Perquisites – Booklet	English	15,000
63.	How to compute your capital gain – Booklet	English	15,000
64.	Income from home property – Booklet	English	15,000
65.	Taxation of salaried employees Pensioners & senior citizens – Booklet	English	15,000
66.	Tax Deduction at Source other than salary – Booklet	English	15,000
67.	TDS on salary	English	15,000

S.No.	Name of the Job	Language	Quantity
68.	Filing your tax return – Booklet	English	15,000
69.	ADG Movement Table Pad	English	10,000 + Box
70.	ADG Movement Publicity – Folder (two types)		10,000 (5,000 each)
71.	ADG (Mov.) Information Organizer with Box (Cover)		2,600 + 2,600 Cover
72.	Meeting Pad (Leatherite) – Folder	English	2,000
73.	IAF Investiture Brochure		700
74.	ADG Movement Single Sheet Wall Calendar – 2009	English	10,000
75.	ADG Movement Pocket telephone Diary	English	6,000
76.	ADG Movement Spiral Slip Pad	English	30,000
77.	Table Planner for ADG Movement	English	5,000 + 5,000 Envelopes
78.	ADG Movement 7 Sheeter wall Calendar	English	16,000 + 1,000 Envelopes

79.	AAD Diary	English	2,000
80.	AAD 7 Sheeter Wall Calendar	English	3,000
81.	CASB Single Sheet Wall Calendar	English	7,000
82.	CASB Executive Diary	English	4,500
83.	CASB Table Calendar	English	3,000
84.	CASB Pocket Calendar	English	50,000
85.	DGR Executive Diary	English	7,000
86.	DGR 7 Sheet Wall Calendar	English	12,000
87.	DGR Table Calendar	English	8,000
88.	DGR Organizer	English	1,000
89.	ADG Movement Leather Pad	English	2,000
90.	ADG Movement Poster	English	6,000
91.	ADG Movement Info. Brochure	English	6,000
92.	PM-1 Cultural Heritage 7 Reg. Languages	English	60,000
93.	PM-2 Telecom Revolution 7 Reg. Lang.	English	60,000
94.	Poster for the welfare of Minorities	English, Hindi & 11 Regional Lang.	1,15,000
95.	Folder for the welfare of Minorities	English, Hindi & 11 Regional Lang.	1,70,000

EXHIBITIONS

The Exhibition Division of DAVP organized a total of 327 exhibitions spread over 1092 days during the period from April to October 2008. Some of the highlights of exhibition programmes are as under:

Azadi Express mobile exhibition train

The Azadi Express mobile exhibition train, which was flagged off at Safdarjung Station, New Delhi on 28th September 2007 by the Human Resources Development Minister, Shri Arjun Singh, continued its all-India tour during 2008-09 as part of the celebration of the 150th year of the First War of India's Independence and the 60th Year of Independent India.

The sixteen-coach exhibition train, through photographs, murals, dioramas and audio-visuals, depicted the saga of popular upsurge leading to the 1857 uprising, the role nationalist leaders and thinkers played during the long freedom struggle leading to Independence in 1947, and the fast pace of progress India has made in various fields since then.

After visiting northern, western, southern, central, eastern and north-eastern parts of the country, Azadi Express entered Bihar on 1st April 2008 and halted at Katihar. Shri Nikhil Kumar Chaudhury, MP, and several other dignitaries were the first to see the exhibition on the opening day.

After halting at three stations in Bihar, including Patna, the mobile exhibition train had its first stoppage in UP at Varanasi. At Kanpur station, the Minister of State for Home, Shri. Sriprakash Jaiswal saw the exhibition and was highly appreciative of the theme and presentation of events. Altogether the train halted at 9 stations in UP, including Lucknow.

Towards the end of its journey, Azadi Express halted at the historic city of Meerut. Supplementing the exhibition train, DAVP organized an exhibition of some rare photographs connected with the freedom struggle and the 1857 events at Bhaivali ground in Meerut in coordination with the Heritage Society and the Government Freedom Struggle Museum. Commemorating the great 'Delhi Chalo' march of 10th May 1857, Azadi Express rolled out of Meerut for Delhi on 10th May evening.

Azadi Express returned to Delhi on the 11th May 2008 after seven and a half month long journey, during which over 80 lakh people witnessed the exhibits when the exhibition train called on 74 major stations.

At every station, mini exhibition highlighting local heroes of the freedom struggle was put up on the platform alongside Azadi Express. At all the stations, there was been tremendous response from the people. Due to heavy rush of visitors the exhibition time had to be extended on most of the days.

Both print and electronic media gave extensive coverage to the Azadi Express exhibition train at every station it halted. The response from the media was such that some newspapers even came out with colourful special reports. All India Radio, Doordarshan and private channels and local cable TVs made extensive coverage of the exhibition.

1857 – Kranti Yatra

Field Exhibition Units of DAVP in various parts of the country organized exhibition programmes relating to India's freedom struggle. Exhibition sets such as 1857 – Kranti Yatra, Freedom Struggle of India, Dandi March, Mahatma Gandhi and Satyagraha.

Multi-media Public Information Campaigns

Exhibition Units of DAVP participated in multi-media public awareness campaigns organized in various blocks across the country. Exhibition sets such as Flagship Programmes, Bharat Nirman and Resurgent India were displayed in these campaigns.

Innovations in Administration

In celebration of the Civil Service Day 2008 on 21st April, DAVP organized an exhibition titled Innovations in Administration at Vigyan Bhavan, New Delhi in coordination with the Department of Administrative Reforms & Public Grievances. The Exhibition was inaugurated by the Prime Minister.

Various innovative practices in administration of state and central governments were highlighted, including those that received the Prime Minister's Award for Excellence in Public Administration.

Exhibitions on Health Topics

Health education has been one of the main focus of activities of the Field Exhibition Units. The units organized various programmes in rural and interior areas on topics such as AIDS Awareness, Healthy Mother Healthy Child, Swast Bharat Swast Gram, Immunisation, etc. Such health education exhibitions were also organized in various dispensaries in urban and rural areas.

VIGILANCE

DETAILS OF VIGILANCE SET UP IN DAVP AT ITS HEADQUARTERS AND IN THE FIELD OFFICES

DAVP have set up a full-fledged Vigilance Section in June, 2004 at its Headquarters in New Delhi. The Vigilance Section is functioning under overall supervision of DG. In this work, he is assisted by ADG, Dy. Director (Admn.) and other subordinate staff.

1. PREVENTIVE VIGILANCE ACTIVITIES DURING THE PERIOD

- i) No. of regular inspection conducted during the period Nil
- ii) No. of surprise inspections Nil

2. SURVEILLANCE AND DETECTION ACTIVITIES DURING THE PERIOD

- i) Details of the areas selected for keeping surveillance Nil
- ii) No. of persons identified for being kept under Surveillance Nil

Punitive Activities (no. to be indicated against 4(i) to 4(x) where the Appointing Authority is other than President)

- i) No. Of complaints/references received during the period 14
- ii) No. of cases in which preliminary inquiry was conducted 5
- iii) No. of cases where preliminary inquiry report were received 4
- iv) No. of cases in which charge sheets for major penalty were issued 2
- v) No. of cases in which charge sheets for minor penalty were issued Nil
- vi) No. of persons on whom major penalty was imposed Nil
- vii) No. of person on whom minor penalty was imposed Nil
- viii) No. of persons placed under suspension 1
- ix) No. of persons against whom administrative action such as issuance of warning, etc. was taken. 2
- x) No. of persons prematurely retired under relevant provisions of rules: Nil

A multi media campaign on various topics like Health, Rural development, AIDS, Income Tax, Service Tax, against Child Labour was launched by DAVP. Multi media publicity Campaign was planned and executed by DAVP in association with Ministry of Health and Family Welfare on National Rural Health Mission & AIDS and Publicity Campaign on various themes viz. Awareness of Eye Diseases in the North Eastern States, World AIDS Day, Pulse Polio, Anti Tobacco, National T B Day, etc. was also undertaken.

Income Tax campaign on e-governance is being launched with active participation of DAVP. Some press advertisements were released on Tax Return Preparer Services(TRPS) at your doorstep, File your Returns by e-filing, Advance Tax, Income Tax Ombudsman, Pay their Service Tax in time..

A number of advertisements were released on the major schemes of the Ministry of Rural Development. Display advertisements on National Rural Employment Guarantee Act (NREGA), Pradhan Mantri Gram Sadak Yojna(PMGSY), Indira Awas Yojana and Total Sanitation Campaign were issued on all India basis.

Press advertisements on Mahatma Gandhi, Independence Day, Republic Day and Martyrdom Day were released all over India in 2007. Campaign on Bharat Nirman was undertaken through press advertisements, audio-visual and outdoor publicity. Besides DAVP Calendar 2008 and Executive Dairies, 21 calendars and 19 dairies have been designed and printed by the Directorate, besides production of booklets on various issues.

DAVP provided publicity support during the 38th International Film Festival of India (IFFI) held in Goa. IFFI Regulation booklet, Regulation Folder were brought out by DAVP for the festival in record time.

The para-military forces namely, CRPF, BSF, SSB and CISF etc. brought out press advertisements highlighting their activities on respective raising days.

Plan (I&B)

Job	No. of Jobs	No. of Items	No. of Copies	Amount committed from April, 2008 to December, 2008 (Rs.)
Poster	-	-	-	-
Folder	-	-	-	-
Booklet	-	-	-	-

Calendar	-	-	-	-
Diary	-	-	-	-
Misc.	-	-	-	-
Total	-	-	-	-