

Government of India
Ministry of Information & Broadcasting
Directorate of Advertising & Visual Publicity
Mass Mailing Wing
'B' Block Barracks, K.G. Marg
New Delhi-110001

Date : 01.09.2009

Sub :- **Updation of Calendar/Diary-2010 Mailing List**

This Directorate produces and distributes calendars and diaries free of cost every year to all Central government Ministries/Departments located throughout the country. This office intends to update the existing Mailing list for issue of calendar/diaries in the year 2010. To incorporate the necessary increase/decrease, you are requested to please furnish the following details at the earliest not later than 15/09/2009.

Room wise complete detail (occupied by each Officers) for Calendars.

List containing Name of officer, his Designation and pay scale (Dy. Secretary Level Officer 12,000 to 16,500) and above (Old Scale) – for Diaries Grade Pay Rs. 7600 Rs. 15600-39100 (Revised scale)

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

If the above required information is not given in full and within the stipulated time no action will be taken on such letters/requisitions. This may please be ensured that code No. allotted to your office has to be mentioned in the letter, at the time of making any correspondence with the DAVP for Calendar/Diaries. This is must, otherwise the request will not be entertained.

(K.Chinnayan)
Distribution Manager
Tele/Fax No : 011-23382581

Ref. No. 76/3/2009-MMW(DM)

**Directorate of Advertising & Visual Publicity
Mass Mailing Wing
'B' Block Barracks
K.G. Marg
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REQUISITION FORM FOR WALL CALENDAR/ENGAGEMENT DIARY

Code No. :

Name of Ministry/Deptt. with Address/
Telephone/Name of Authorised representative
(Please check address and indicate corrections,
if any) :

Status of office delete not applicable :
Sub ordinate/Attached

Total number of rooms occupied
(Please give details in the format given below) :

Number of officer in the Pay band 3 & above
With Grade Pay Rs. 7600/- & above)
(Please append a list of officers with name,
Designation & Salary Scale) :

Instructions for collection/dispatch :

Signature to be signed by Joint Secretary or
Equivalent officers with Name (Capital)
Office seal (in his own name) :

DETAIL OF ROOMS OCCUPIED (REF NO.3)

- | | | |
|----|---|-------|
| 1. | Number of rooms occupied by group 'A' officer | |
| 2. | No. of PA's room | |
| 3. | No. of rooms occupied by Section Officer/
Desk Officer | |
| 4. | No. of rooms occupied by Section separately | |
| 5. | Other rooms, if any | |
| 6. | Sub Offices | |

TOTAL

NOTE : 1 Rooms occupied by Minister/Minister of State/Dy. Ministers at office and/or residence are not to be included here as supplies are made to them direct by DAVP.

2. Please return this form duly filled in.