

**Government of India  
Directorate of Advertising & Visual Publicity  
Ministry of Information & Broadcasting**

**Updation of Mailing List for DAVP Calendars / Diary 2012**

Directorate of Advertising and Visual Publicity (DAVP) supplies free of cost calendars and diaries to all the Ministries / Department 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 of 2012 are hereby informed that complete postal address including room No. and telephone No. of the official along with other required information may be provided in requisite performa latest by 15<sup>th</sup> August, 2011 to Director, Mass Mailing Wing, DAVP, M/o I & B, 'B' Block Barracks, Kasturba Gandhi Marg, New Delhi-110 001. Deputy Secretary level officers with pay scale of Rs. 12000-16000 and above (pre-revised) and Rs. 15600-39100 and above (revised) with grade pay of Rs. 7600 are eligible for diaries. The mailing list in the requisite performa should be countersigned by not less than a Joint Secretary level officer/Head of the Department. The code number allocated to the office must be mentioned while forwarding the Mailing list to DAVP. Requests without code no. or received after 15<sup>th</sup> August, 2011 will not be processed. For information and performa, please visit our website <http://www.davp.nic.in>.



Director (MM)  
for Director General, DAV.P., Govt. of India  
Phone : 011-23387794

10/8/2009/MMW(GEN)

**Directorate of Advertising & Visual Publicity**  
**Mass Mailing Wing**  
**10<sup>th</sup> Floor, Soochna Bhawan,**  
**C.G.O. Complex, Phase -IV**  
**Lodi Road, New Delhi-110 003**

No.10/8/2011-MMW (GENL)

Dated: 07.07.2011

Sub: Updation of Mailing List for DAVP Calendar/Diary -2012.

This Directorate produces and distribute 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 2012. To incorporate the necessary increase/decrease, you are requested to please furnish the following details at the earliest not later than 15.08.2011.

Room wise complete detail (occupied by each officer) for calendars.

List containing Name of Officer, his Designation and Pay Scale (Dy. Secretary Level Officer 12000 to 16500) 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.

You are requested to please do within the earmarked quota only. Additional requirement may be met by procuring calendar and diary on payment basis, if available. You may kindly contact the undersigned in this connection.

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 you office has to be mentioned in the letter, at the time of making any correspondence with DAVP for Calendars/Diaries. This is must, otherwise the request will not be entertained.



( K. Chinnayan)

Distribution Manager

Tele/Fax:011- 2436 9183

**Directorate of Advertising & Visual Publicity**  
**Mass Mailing Wing**  
**10<sup>th</sup> Floor, Sookna Bhawan,**  
**C.G.O. Complex, Phase -IV**  
**Lodi Road, New Delhi-110 003**

REQUISITION FORM FOR WALL CALENDAR/ENGAGEMENT DIARY

Code No.

Name of Ministry/Dept. with Adress/  
 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/despatch

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

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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. Minister at office and/or residence are not to be included here as supplies are made to them direct by D.A.V.P.
2. Please return this form duly filled in.

**Directorate of Advertising & Visual Publicity  
Mass Mailing Wing**

Subject:- Change of Address of Mass Mailing Wing – regarding

The Mass Mailing Wing has been shifted from Kasturba Gandhi Marg to Soochna Bhawan, C.G.O. Complex. The new address of MMW is as under:-

**DISTRIBUTION MANAGER  
D.A.V.P. (M/O I & B)  
MASS MAILING WING  
10<sup>TH</sup> FLOOR, SOOCHNA BHAWAN  
CGO COMPLEX, PHASE-IV  
LODI ROAD, NEW DELHI-110 003  
TEL.NO. 24369183**

All concerned are requested to send their correspondences on the address mentioned above.



(AKASH LAXMAN)  
Director (MM)  
Telephone: 24369367