

Government of India
MINISTRY OF INFORMATION & BROADCASTING
DIRECTORATE OF ADVERTISING & VISUAL PUBLICITY
3th Floor, Soochna Bhawan, Phase 4, C.G.O. Complex, Lodhi Road, New Delhi - 110003

No. 2/7/2006-AV/DA

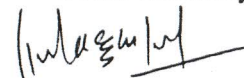
25.11.2010

CIRCULAR

The following instructions may be noted by empanelled AV Producers for compliance:-

1. The producers should attend the briefing at the prescribed time, date and place. If any producer does not attend the briefing meeting, he will not be called for a period of six months. If any producer does not submit the script in time, he will be barred for a period of three months. Further, if a producer does not respond to call for briefing / does not submit the script after attending the briefing, without any valid reason, on two consecutive occasions, he / she can be removed from the list of empanelled producers.
2. No producer shall undertake any work / any addition to a work allocated to him / her in the job order without the written approval form DAVP. For any additional production element, if incorporated by the producer on his / her own, DAVP will not be liable to pay for such work. DAVP will only make the payment for the work allocated to him / her as per the job order.
3. The bill shall be submitted alongwith the master tape. Only one bill (consolidated) per job order will be entertained. DAVP will release the payment as per the rate mentioned in the job order only if the job is completed to the entire satisfaction of the client Ministry as well as DAVP.
4. The payment will be released through NEFT. The NEFT details should reach the undersigned by 06.12.2010 in the enclosed format.

Yours sincerely,



(Rajeev Kumar Jain)

Director (AV)

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Fax: 24369714

Email: rajeevk.jain@nic.in

All Producers as per List