

No. DPE-GM-12/0004/2019-FTS-10562
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan,
Block No. 14, C. G. O. Complex,
Lodi Road, New Delhi-110003
Dated: 13th February, 2020

OFFICE MEMORANDUM

Subject: Printing and distribution of Government of India calendars and diaries to various Ministries/Departments/PSUs/ Attached and Subordinate Office etc.

The undersigned is directed to enclose a D.O. letter no. 331/1/2/2020-TS dated 07.02.2020 from the Cabinet Secretary on the above mentioned subject for necessary action and strict compliance by every CPSE under the respective jurisdiction of concerned administrative Ministry/Department.

2. This issues with the approval of competent authority.



(P.K. Sharma)

Deputy Secretary

Tel: 011-24363066

To,

The Secretary
(All the administrative Ministries/Departments concerned with CPSEs).

Copy to:

Chief Executives of CPSEs

राजीव गाँवा
Rajiv Gauba



सत्यमेव जयते



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

7th February, 2020

46141
10/2/20
D.O. No. 331/1/2/2020-TS

Dear Secretary,

As you may be aware, the Bureau of Outreach and Communication (BOC), under the Ministry of Information & Broadcasting, is entrusted with printing and distribution of Govt. of India calendars and diaries to various Ministries/Departments/PSUs. These are provided free of cost to Ministries/Departments based upon the annual requisitions placed by them. In addition, customized diaries and calendars are also printed and provided by BOC, on chargeable basis, to Departments/PSUs on demand.

2. It has, however, been observed that various Ministries/Departments and PSUs & other organizations under their administrative control, are printing calendars, desk calendars and diaries in addition to those supplied by BOC. This results in duplication of efforts and wastage of financial resources. In this regard, it is also relevant that the usage of paper calendars and diaries has been on the decline, primarily on account of various digital tools and applications available on the Mobile, iPad, Desktop etc.

3. It has, therefore, been decided that Ministries/Departments, as well their PSUs and attached/ subordinate offices, may henceforth make use of printed diaries and calendars supplied by BOC only. Ministries/Departments & PSUs may not undertake such activity on their own. BOC will decide the number of diaries and calendars for each Ministry/Department, including their PSUs, taking into account the employee strength and other requirements and intimate them accordingly. The Ministry/Department concerned may request BOC for additional requirement, if any, with full justification. PSUs/autonomous bodies will be supplied diaries/calendars on chargeable basis. BOC will plan the schedule of printing and distribution of diaries and calendars every year in such a way that the entire distribution is completed on or before 31st December every year.

4. BOC will also make available mobile app of Government diaries and calendars for use by Ministries/Departments etc.

5. These instructions will be effective for the printing of diaries and calendars for the year 2021 onwards. All Ministries/ Departments/PSUs and autonomous bodies are requested to strictly comply with these instructions.

With regards

Yours sincerely,

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3/2/20
(Rajiv Gauba)

Sh. Sailesh
Secretary,
Department of Public Enterprises
New Delhi

Issue
Instructions
to
all CPSE's

AS(RKC)

10/2