

रक्षा लेखा महानियंत्रक
उलान बटार मार्ग, पालम, दिल्ली छावनी- 110010
Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt-110010

No. AN/XIV/14140/II/Wall Calendar & Diaries

Dated: 07-08-2018

To,

- (i) All PCsDA including PCA (Fys) Kolkata
- (ii) All CsDA/CsFA(Fys)/All PIFAs/IFAs

Subject: Wall Calendars and Engagement Diaries for the Year 2019.

The requirement of Engagement Diaries and Wall Calendars for the Year 2019 in respect of PCsDA/CsDA, for their Main Office and sub offices may please be sent directly to **the Director, Mass Mailing wing, DAVP, MoI&B, Room No. 185 1st Floor, Soochana bhawan, CGO Complex, New Delhi-110003** in duplicate under intimation to this HQrs latest by 15-08-2018. It may be insured that the requirement is furnished in the prescribed Proforma (enclosed) as per the guidelines issued by this HQrs office vide Circulars No. AN/XIV/14140/II/1988 dated 11-06-87 and AN/XIV/14140/II/2002 dated 16-02-2001. It may please be noted that the requisition should be signed by an officer of the Rank of Joint Secretary or equivalent with official seal with Name. The Code Number allotted to the Controller may please be invariably indicated.

2. It may be noted that DAVP Diaries are issued only to the officers of the level of Deputy Secretary and above.
3. Both the lists are required to be countersigned by the PCDA/CDA.
4. In view of the above, all PCsDA/CsDA/CsFA(Fys) are requested to furnish their demand latest by 15-08-2018 directly to **the Director, Mass Mailing wing, DAVP, MoI&B, Room No. 185 1st Floor, Soochana Bhawan, CGO Complex, New Delhi-110003** under intimation to HQrs office.

This has the approval of Dy.CGDA(AN)


Please acknowledge receipt.


(Vijay Raina)
For CGDA

Contd...

Copy to:

1. AN-V (Local) : For similar action w.r.t. the requirement in the office of the CGDA, New Delhi and confirm action.
2. EDP Center (Local) : with a request to upload the circular on CGDA Website.
3. **The Director,** : For information please.
Mass Mailing wing ,
DAVP, MoI&B, Room No. 185 1st Floor
Soochana bhawan, CGO Complex,
New Delhi-110003


(Vijay Raina)
Sr.AO(AN)

Government of India
 Ministry of Information & Broadcasting
 Directorate of Advertising & Visual Publicity
 Room No. 185, Sookhna Bhawan, CGO Complex, Lodhi Raod, New Delhi-110003

REQUISITION FORM FOR DAVP WALL CALENDARS/ DIARIES- 2018

1.	Allottee/Code No. :	
2.	Name of Office:	
3.	Ministry:	
4.	Complete Postal Address (Including Room No., Pin Code etc.)	
5.	Telephone/Fax No. :	
6.	Mobile number of the Dealing Officer:	
7.	E-mail address of the Requesting Officer:	
8.	Email address of the Head of the Department:	
9.	Number of officers with Level-12 & above as per 7 th Pay Commission or Grade Pay Rs.7600/- & above. (Please separately append a list of officers with name, designation & Grade Pay or Level)	<i>In figures:</i> <i>In Words:</i>
10.	Total number of rooms occupied by the Office:	<i>In figures:</i> <i>In words:</i>
11.	DETAIL OF ROOMS OCCUPIED :	
	a) Number of rooms occupied by group 'A' officers:	
	b) No. of PA's rooms:	
	c) No. of rooms occupied by Section Officers/ Desk Officers:	
	d) No. of rooms occupied by Section separately:	
	e) Sub-offices: (Please append a list of Sub Offices with full Address)	
	Total:-	<i>In figures:</i> <i>In words:</i>
12.	Authorised Signatures : (By Joint Secretary or Equivalent Officer or Head of the Department with Name & Office Seal of his name.)	

NOTE:

- i. Rooms occupied by the Cabinet Minister/Minister of State/Dy. Minister at office and/ or residence are not to be included in the Requisition Form as supplies to them are made directly by DAVP.
- ii. Please return this Requisition Form dully filled in by Speed Post at the earliest.