

**Office of the Controller General of Defence Accounts**  
**Ulan Batar Road, Palam, Delhi Cantt-110010**

SPEED POST/ Most Immediate Circular  
No. AN/XIV/14140/II/Wall Calendar & Diaries/2011  
Dated: 17-06-2011

To,

- (i) All PCsDA including PCA (Fys) Kolkata
- (ii) All CsDA/CsFA(Fys)
- (iii) Jt. CDA (AF) Nagpur/JCFA(Fys) Ambajhari, Nagpur
- (iv) IFA(CC) HQ, Central Command  
(Chief Engrs. Building) Nehru Road Lucknow Cantt-226002

Subject: Wall Calendars and Engagement Diaries for the Year 2012.

The requirement of Engagement Diaries and Wall Calendars for the Year 2012 in respect of PsDA/CsDA, for their Main Office and sub offices may please be sent directly to Distribution Manager, Directorate of Advertisement & Visual Publicity, Mass Mailing Wing, General Section –'B' Block Barrack, K.G.Marg, New Delhi-110001 in duplicate under intimation to this HQrs latest by 10-07-2011. It may please be ensured that the requirement is furnished in the prescribed Proforma as per the guidelines issued by this HQrs office vide Circulars No. AN/XIV/14140/II/1988 dated 11-06-87, AN/XIV/14140/II/2002 dated 16-02-01 and AN/XIV/14140/II/Wall Calendars & Diaries/2011 dated 16/06/2011. It may please be noted that the requisition should be signed by an officer of the Rank of Joint Secretary or equivalent i.e. CDA with official seal with Name. The Code Number allotted to the Controller may please be indicated.

2. The following information is required to be submitted in full detail, indicating their allotted Code Number, otherwise the number of Calendars and Diaries may be drastically reduced for the Year 2012. Room wise detail may be given in the following manner:-

<u>SI No</u>	<u>Name &amp; Designation of the Officer</u>	<u>Room No.</u>
1.	Shri 'X'	1
2.	Shri 'Y'	7
3.	Shri 'Z'	13

likewise.

3. For Diaries, Deputy Secretary level Officers (Pay Band-3, Grade Pay Rs. 7600/-) and above are entitled to receive the same. Therefore, a list containing names of such officers, their designation and scales of pay may be furnished as per the following manner.

<u>SI No</u>	<u>Name &amp; Designation</u>	<u>Pay Band</u>	<u>Grade Pay</u>
1.	Shri 'X'	PB-3 (15,600-39,100)	7600
2.	Shri 'Y'	PB-4 (37400-67000)	8700

P. T. O.

4. Both the lists are required to be countersigned by CDA/PCDA.

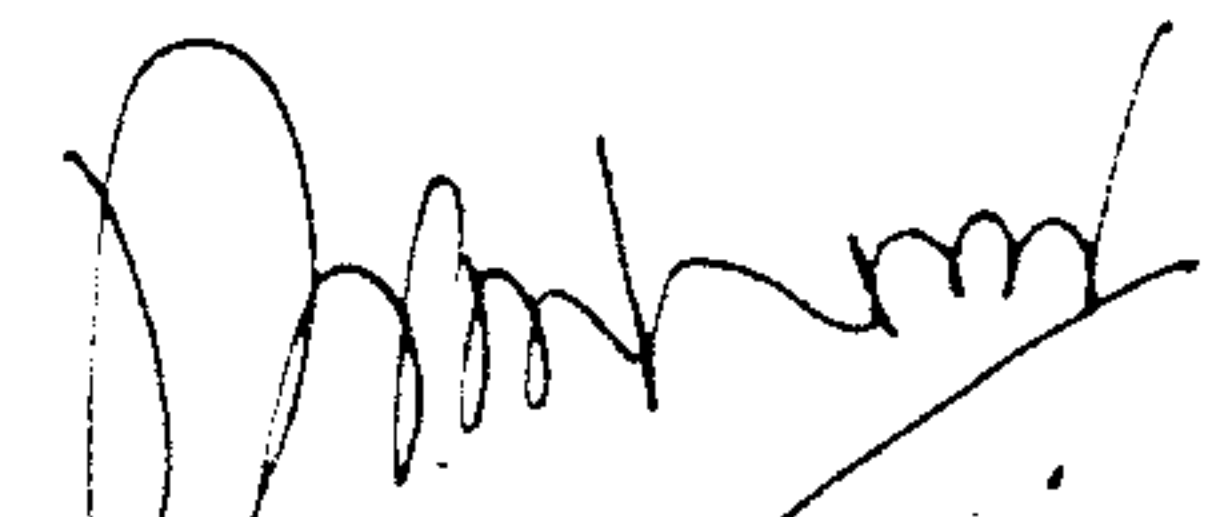
5. In view of the above, all PCsDA/CsDA/CsFA(Fys) are requested to furnish their demand latest by 10-07-2011 directly to the Distribution Manager, Directorate of Advertisement & Visual Publicity, Mass Mailing wing, General Section -'B' Block Barrack, K.G.Marg, New Delhi-110001 under intimation to HQrs office.

Please acknowledge receipt.

Sd/ —  
(R.K. Bhatt)  
For C.G.D.A

✓ Copy to:-

- ✓ 1. AN-V (Local) ---- For similar action w.r.t the requirement in the office of the CGDA, New Delhi.
- ✓ 2. EDP Center (Local) --- with a request to upload the circular on CGDA website.
  
3. Distribution Manager, ---- For information please.  
Directorate of Advertisement & Visual Publicity  
Mass Mailing Wing,  
General Section-'B' Block Barrack,  
K.G.Marg, New Delhi-110001

  
(R.K. Bhatt)  
For C.G.D.A