CIRCULAR

Sub: Printing and distribution of Government of India calendars and diaries to various Ministries/Departments/PSUs/Attached and Subordinate offices etc.,-reg.

I am directed to invite a reference to the subject cited above and to find enclosed herewith a copy of the Office Memorandum No.D-42011/01/2020-Genl.dated 14th February 2020 received from the Cabinet Secretary, Government of India, New Delhi and forwarded by the Under Secretary, Ministry of Textiles, New Delhi which is self explanatory.

In this connection, all the Main Institutes of CSB are requested to go through the contents and to strictly comply with the instructions mentioned in the above O.M. from the year 2021 onwards.

Receipt of the Circular may be acknowledged.

To
01] The Director, CSR&TI, Mysore
02] The Director, CSR&TI, Berhampore
03] The Director, CSR&TI, Pampore
04] The Director, CTR&TI, Ranchi
05] The Director, CSTRI, Bangalore
06] The Director, CMER&TI, Lahdoigarh
07] The Director, NSSO, Bangalore
08] The Director, CSGRC, Hosur
09] The Director, BTSSO, Bilaspur
10] The Director, SBRL, Bangalore
11] The Scientist D & Head, MSSO, Guwahati
12] Regional Office, Central Silk Board, Bhubaneswar
13] Regional Office, Central Silk Board, Guwahati
14] Regional Office, Central Silk Board, Hyderabad
15] Regional Office, Central Silk Board, Kolkata
विषय: विभिन्न मंत्रालयों/विभागों/सार्वजनिक क्षेत्र उपक्रमों/संबद्ध के अधीन नमूना साधन विकल्प के भारत सरकार के कैंपस अथवा क्षेत्रों के मुद्रण एवं संविधान के उपयोग में।

उपर्युक्त विषय के संदर्भ में, मुख्य कैबिनेट सचिव, भारत सरकार, नई दिल्ली से प्राप्त एवं अतिरिक्त सचिव, वस्त्र मंत्रालय, भारत सरकार, नई दिल्ली द्वारा अनुचित कार्यालय जापन स. डी-42011/01/2020-सामान्य, दिनांक 14.02.2020 की प्रति, जो स्वतः स्पष्ट हैं, संलग्न कर अनुसंधान करने का निर्देश हुआ है।

इस संबंध में, केंद्रीय रेशम बोर्ड के सभी मुख्य संस्थाओं से अनुरोध है कि वे विषय-समस्या को पूरे ध्यान से पढ़ें और उपर्युक्त कार्यालय जापन में उल्लिखित अनुदेशों का वर्ष 2021 से सक्षम रूप से अनुपालन करें।

कृपया परिपत्र की प्रार्थित की सूचना दें।

(डॉ. नरेन्द्र रेवेली)
निदेशक (वित्त)

सेवा में,
1. निदेशक, केरेअवप्रसं, मैसुरु
2. निदेशक, केरेअवप्रसं, बहरमपुर
3. निदेशक, केरेअवप्रसं, पापपौर
4. निदेशक, केंद्रकार्यप्रामण, रांची
5. निदेशक, केरेअवप्रसं, वंगलूरू
6. निदेशक, केरेअवप्रसं, लाहौड़गढ
7. निदेशक, बुजाबीसं, वंगलूरू
8. निदेशक, केरेअवप्रसं, होसूरू
9. निदेशक, बुजाबीसं, बिलासपुर
10. निदेशक, रेजिओल, वंगलूरू
11. वाजनिक-डी एवं प्राध्यात्मिक, मूर्तिक्षेत्र, गुवाहाटी
12. केंद्रीय कार्यालय, केंद्रीय रेशम बोर्ड, भुवनेश्वर
13. केंद्रीय कार्यालय, केंद्रीय रेशम बोर्ड, गुवाहाटी
14. केंद्रीय कार्यालय, केंद्रीय रेशम बोर्ड, हैदराबाद
15. केंद्रीय कार्यालय, केंद्रीय रेशम बोर्ड, कोलकाता।
OFFICE MEMORANDUM

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

The undersigned is directed to forward herewith a copy of D.O. letter No.331/1/2//2/2020-TS dated 7th February, 2020(copy enclosed) received from Cabinet Secretary on the above mentioned subject for strict compliance.

Encl: As above

To

All Attached/Subordinate offices, PSUs, Autonomous Bodies under the Ministry of Textiles
D.O. No. 331/1/2/2020-TS
February, 2020

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/ subordinated 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.

Yours sincerely,

Rajiv Gauba
CABINET SECRETARY
GOVERNMENT OF INDIA

Shri Ravi Kapoor
Secretary,
Ministry of Textiles
New Delhi

Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004
Tel: 011-23016696, 23011241 Fax: 011-23018638 E-mail : cabinetsecretary@nic.in