



सां/No. : 5-1(708)/2020-PD

दिनांक/Dated: 25.02.2020

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं/ . Office Memorandum No.	विषय/ Subject
1.	Cabinet Secretary, Government of India D.O. letter 331/1/2/2020-TS dated 07.02.2020.	Govt. of India instructions on Printing and Distribution of calendars and diaries to varies Ministries /Deptt./PSUs by Bureau of Outreach and Communication (BOC).

The instructions contained in the above mentioned OM may be complied with by all the National Labs./Instts./Units and Hqrs. of CSIR.

भवदीय/Yours faithfully

(सिद्धार्थ दे)
25/2/2020

(सिद्धार्थ दे / Siddhartha Dey)
अवर सचिव (नीति प्रभाग)/US (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy.

राजीव गाँवा
Rajiv Gauba



सत्यमेव जयते



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.O. No. 331/1/2/2020-TS

7th 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/ 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,

(Rajiv Gauba)

Dr. Shekhar C. Mande
Secretary,
Deptt. of Scientific & Industrial Research
New Delhi

1. HoD, - for DSIR, CEL, NRDC, CDC
BNC, SKD

2. DS (PD) - CSIR Hw + labs.

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Tel: 011-23016696, 23011241 Fax: 011-23018638 E-mail: cabinetsec@nic.in

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उप सचिव (केंद्र का 0)
डायरी सं 12
दिनांक 12/2/2020

कार्यालय संयुक्त सचिव सी एस आई आर /
डी. एन. आई. आर.
पत्र डायरी सं 208
फाइल डायरी सं 11-02-2020

371
डायरी संख्या/Diary No. 371
प्राप्त/Received on 18-02-2020
प्रेष/Sent on 11-02-2020
Office of DG, CSIR & Secretariat

Dr. Shekhar C. Mande
14/2/2020

US (PD)
BNC
11/2/20