

विकास आयुक्त का कार्यालय
(सूक्ष्म, लघु एवं मध्यम उद्यम)

सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय

भारत सरकार

निर्माण भवन, सातवीं मंजिल, मौलाना आजाद रोड,
नई दिल्ली - 110 108



OFFICE OF THE DEVELOPMENT COMMISSIONER
(MICRO, SMALL & MEDIUM ENTERPRISES)

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA

Nirman Bhawan, 7th Floor, Maulana Azad Road,
New Delhi-110 108

Ph. EPABX-23063800, 23063802,23063803, 23063804, 23063805 & 23063806

Udyami Helpline: 1800 180 6763

No. D-15012/2/2018-GA

New Delhi, the 27th August, 2020

OFFICE MEMORANDUM

Subject: Nomination of JS Level officer as Nodal Officer - to coordinate with BOC about diaries and calendar etc. for the year 2021 regarding.

The undersigned is directed to refer to the D.O. letter No.90/02/20-21/MMW, dated 3rd June, 2020 received from Shri Satyendra Prakash, Director General of Bureau of Outreach and Communication, Ministry of Information and Broadcasting addressed to Secretary, Ministry of MSME on the subject cited above (copy enclosed) enclosing therewith a copy of the D.O. No. 331/1/2/2020-TS, dated 7th February, 2020 of Cabinet Secretary addressed to all Secretaries of Government of India about policy and guidelines for printing and distribution of Govt. of India diaries and calendars, and a copy of minutes of the meeting of Group of officers GoO) under the Chairmanship of Secretary (Coordination) Cabinet Secretariat held on 13th February, 2020 requesting all Secretaries to Ministries/Departments to Govt. of India to submit action taken report to Cabinet Secretariat in pursuance of the decision of GoO at the earliest.

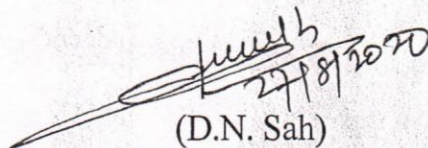
2. Since the above mentioned D.O letter is addressed to Secretary, Ministry of MSME, Ministry of MSME is requested to take up the matter relating to Ministry of MSME and various organization like KVIC, NSIC and Coir Board etc. under their administrative control. Office of Development Commissioner (Micro, Small and Medium Enterprises) is separately writing to Bureau of Outreach and Communication (Ministry of Information and Broadcasting) in respect of DC (MSME) Hqrs., MSME-DIs, MSME-Tool Room (TR) and Technology Development Centres (TDC), MSME-Testing Station (TS) and Training Institute and its PSUs, Autonomous bodies under their administrative control

Contd. Page 2/-

3. A copy the D.O. Letter alongwith all the said documents received from Bureau of Outreach and Communication (BOC) is forwarded herewith with request to take up the matter directly to BOC.

4. This may be treated as "MOST URGENT".

Encl: As above.


(D.N. Sah)
Deputy Director (GA)
Tele No.23062396

Email: sahdinanath62@gmail.com

To

Ministry of MSME

(Kind attention: Smt. Alka Nangia Arora, JS (SME))

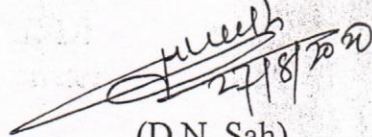
Room No. 122-B, Udyog Bhawan,
New Delhi.

Copy to:-

1. Director (GA) Nirman Bhawan, New Delhi- for necessary action.
2. Director (MSME-DI), Director (MSME-TC & Technology Development Centre), Director (Tool Room) and Director (Training Institute) with request to take up the matter directly with BoC.
3. Assistant Director (Incharge), Hqrs. Branch MSME-DI, Balsahyog, Connaught Circus New Delhi with request to take up the matter directly with BoC.
- ✓ 4. Director (SENET) - with request to upload this O.M. on the website of this office.
5. Hindi section – for Hindi version.
6. Guard folder.

Copy for information to:-

1. PPS to Secretary, Ministry of MSME, Udyog Bhawan, New Delhi.
2. PPS to AS & DC (MSME), Nirman Bhawan, New Delhi.
3. PS to JS (SG)/ ADC (PS)/ADC (SM)/ADC (AS)/DDG (GA)/JS (ARI)/AIA.


(D.N. Sah)
Deputy Director (GA)

सत्यनकाश
महानिदेशक
SATYENRA PRAKASH
Director General
दूरभाष/Tele: 24369521
फैक्स/Tele: 24369608

Received on 07/02/20
File No. 1579
21677
Initial of सत्यमेव जयते
Official ()

भारत सरकार
Government of India
विज्ञापन और दृश्य प्रचार निदेशालय एवं
लोक संपर्क और संचार ब्यूरो
DIRECTORATE OF ADVERTISING
& VISUAL PUBLICITY AND BUREAU OF
OUTREACH AND COMMUNICATION

सूचना और प्रसारण मंत्रालय
Ministry of Information and Broadcasting
फेज-V, सूचना भवन, दूसरी मंजिल, सी.जी.ओ.
कॉम्प्लेक्स, लोधी रोड, नई दिल्ली- 110003
Phase-V, Sookhna Bhawan, 2nd Floor, C.G.O.,
Complex, Lodhi Road, New Delhi - 110003
ई पत्र / Email : dgdayp@nic.in
Visit us at : http://www.dayp.nic.in

D. No. 90/02/20-21/MMW

ASDC 15.7.20

Dear Sir,

DDG (DPS)
28/7/20
3rd June, 2020
DDK

I invite your reference to the D.O. No. 331/1/2/2020-TS dated 07th February, 2020 of Cabinet Secretary addressed to all Secretaries of the Government of India about policy and guidelines for printing and distribution of Government of India diaries and calendars and also the Minutes of Meeting of Group of Officers under the Chairmanship of Secretary (Coordination), Cabinet Secretariat, held on 13.02.2020 with various Ministries and Departments of the Government circulated to all Ministries vide Cabinet Secretariat letter No. 331/2/2020-TS dated 14.02.2020.

2. It has been decided that all Ministries/Departments, their PSUs and Autonomous Bodies etc. will use only the Government of India diaries and calendars printed and distributed by Bureau of Outreach & Communication, and no exclusive diaries and calendars would be printed by any Ministries/Departments, PSUs, Autonomous Bodies etc. either directly or through BOC. I may mention that BOC has been supplying the Government of India diaries and calendars to the Ministries/Departments free. However, the supplying of diaries and calendars to PSUs, Autonomous Bodies and other institutions have been on payment basis, the rates of which are indicated by way of advisory after tendering process is complete.

3. It has also been decided that BOC would decide the number of diaries and calendars for each Ministry/Department for free distribution and to their PSUs, Autonomous Bodies etc. on payment basis. Those numbers have been fixed on the basis of their requisition for diary and calendar for the year 2020. BOC has accordingly prepared a list of Ministry/Department-wise requirement of diaries and calendars for the year 2021. The details of free and paid copies of diaries and calendars for your Ministry/Department are as under:

Sl.No.	Ministry/Dept/PSU/ Autonomous Body	Quota of Calendars	Quota of Diaries	Free/Paid
1	Ministry of Micro, Small & Micro Enterprises	3188	239	Free
2	Autonomous Body/PSUs ≠ 3	515	700	Paid
	Total	3633	939	

123/1400/120
24/2/2020
20/03/2020
157/180
Date: 07/02/20
Udyog Bhawan

Sir, this issue is handled by CA Section
DDG (DPS) 24.7.20

33339
28/7/20

24/07/20

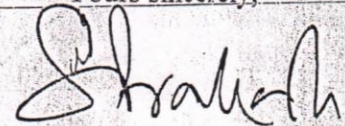
4. You may like to have the same verified and have the consent of your Ministry/Department conveyed by 20th June, 2020 positively. Additional requirement of diary and/or calendar, if any, may please also be conveyed along with full justification for the same as mentioned in Cabinet Secretary's above referred communication to enable BOC to consider the enhancement in the quota of your Ministry/Department. I may, however, reiterate that the intent of above referred decision is to minimize the use of physical diary and calendar, and instead encourage the Ministries/Departments/Offices to increasingly use App-based diary and calendar so that the cost of printing and distribution of physical copies of diaries and calendars are substantially reduced.

5. You may consider nominating an officer of the level of Joint Secretary in your Ministry as Nodal Officer who can coordinate with BOC about the total no. of diaries and calendars needed by the Ministry/Department, including its PSUs, Autonomous Bodies and other institutions, if any. The Nodal Officer in BOC for this purpose is Ms. Ranjana Dev Sarmah, Additional Director General, Tel. No. 24369529, E-mail ID rds.boc@gmail.com/ Shri K.K. Pant, Director, Tel No. 24362512, Email ID davp.mnw@gmail.com.

6. I shall request for an early communication in this regard as BOC has to start the tendering process etc. immediately in order to meet the timelines fixed by the Cabinet Secretariat for printing and distribution of the diaries and calendars.

With kind regards,

Yours sincerely,



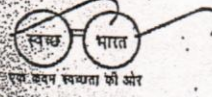
(Satyendra Prakash)

Shri Arvind K. Sharma,
Secretary,
Ministry of Micro, Small &
Medium Enterprises,
Room No.169,
Udhyog Bhawan,
New Delhi.110011

राजीव गाँवा
Rajiv Gauba



सत्यमेव जयते



11

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.

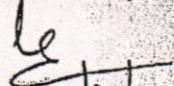
3. It has, therefore, been decided that Ministries/Departments, as well their PSUs and attached/ subordinate offices, may henceforth make use of printed diaries and calendars supplied by BOC only. Ministries/Departments & PSUs may not undertake such activity on their own. BOC will decide the number of 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) 20

No. 331/1/2/2020-TS
 भारत सरकार Government of India
 मंत्रिमंडल सचिवालय Cabinet Secretariat
 राष्ट्रपति भवन Rashtrapati Bhavan.

सचिव (DARE) एवं सचिव (मा.क. प्रचार) का कार्यालय
 Office of Secy. (DARE) & DG (ICAR)
 Office Dy. No. 333455
 Date 17/2/2020

New Delhi, Dated the 14th February, 2020

Subject: Policy and guidelines regarding printing and distribution of Government of India diaries and calendars to Ministries/Departments/PSUs/Attached and Subordinate offices etc. by Bureau of Outreach and Communication under the Ministry of Information & Broadcasting.

Kindly find enclosed a copy of minutes of meeting of Group of Officers (GoO) under the Chairmanship of Secretary (Coordination), Cabinet Secretariat held at 04.30 P.M. on 13th February, 2020 on the above mentioned subject. Representatives from Ministries/Departments of Government of India participated in the meeting through Video Conferencing.

2. It is requested that, an action taken report may be sent to this Secretariat in pursuance of the decisions of the GoO at the earliest.

(Signature)
 14.02.2020
 (Dr. Tina Soni)

Deputy Secretary to the Government of India
 Tel: 2379 2357
 Encl: Doc. No. CD(TS) - 09/2020
 (2-pages)

सचिव (DARE) एवं सचिव (मा.क. प्रचार) का कार्यालय
 Dy. No. 333455
 दिनांक/Date: 25/02/2020

- To
- (i) Secretary, D/o Military Affairs and Chief of Defence Staff;
 - (ii) Chairman Railway Board, M/o Railways;
 - (iii) Secretaries to all Ministries/Departments of Government of India

Internal Circulation (Only one copy)
 Secy (C)/JS(SS)/DS(TS)/SO to CS

(copy D)
APCD
PD (DKMA)

US (DKMA)
to issue order to all
ICAR website
21/02/2020
Sh. Manoj
Sh. Manoj

9

Subject: Policy and guidelines regarding printing and distribution of diaries and calendars to Ministries/Departments/ PSUs/ Attached and Subordinate offices etc by Bureau of Outreach and Communication under the Ministry of Information & Broadcasting.

A meeting was held through Video Conferencing under the Chairmanship of Secretary (Co-ordination), Cabinet Secretariat in the Committee Room, Cabinet Secretariat, Rashtrapati Bhavan on 13.02.2020 at 04.30 P.M. on the above subject. Representatives of Ministries/Departments participated through Video Conference.

2. Participants to the meeting were apprised that while Bureau of Outreach and Communication (BOC), under the M/o Information & Broadcasting, prints and distributes annually Government of India calendars and diaries to various Ministries/Departments/PSUs etc. Some of them are also printing their own diaries and calendars, leading to duplication of efforts and wastage of financial resources. Requisite information in this context has been sought vide circular dated 05.02.2020.

3. In view of the reduced usage of paper calendars and diaries and the availability of various digital tools and applications providing electronic versions of the same on cellphones, iPads, PCs/laptops etc., a decision has been taken that all Ministries/Departments/PSUs/Attached/Subordinate Offices may henceforth make use of printed diaries and calendars supplied by BOC only and not undertake such activity on their own. BOC will decide the number of diaries and calendars for each Ministry/Department, including their PSUs etc. 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 etc. 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. BOC will also make available mobile app of Government diaries and calendars for use by Ministries/Departments etc. Instructions to this effect have been issued vide DO letter dt. 7.02.2020 of Cabinet Secretary to Secretaries of all Ministries/Departments, which are to be strictly complied with.

4. Concerns were raised by some Ministries/Departments on problems that may arise in their communication strategy and outreach efforts in the event of discontinuance of their customized calendars/diaries. Issues related to making specific provisions for certain classes of citizens like the disabled/blind, as well as those pertaining to dissemination of region specific information were also highlighted. It was decided that customisation shall be done for the blind etc. by BOC. Outreach/Communication aspects need to be strategised by Ministries separately in consultation with BOC.

5. After detailed deliberations, followings directions were given:

- (i) Instructions as issued by Cabinet Secretary may be strictly complied with by all Ministries/Departments/PSUs etc;
- (ii) Ministries/Departments may provide information sought about calendars/diaries printed by them or their PSUs/Subordinate & attached bodies etc, without routing the same through BOC, latest by 14.02.2020.

- BOC may fix the quantities of calendars and diaries required by various Ministries/Departments in consultation with them and make a plan for distributing them by the end of December and submit the same to this office.
- (iv) BOC may also develop and popularize electronic application of Govt. of India Calendars/Diaris which can be used on computers, mobiles etc.
 - (v) BOC may also advise Ministries/Departments on the communication/promotional strategy to be adopted by them as and when it is taken up with BOC.

The meeting ended with a vole of thanks to the Chair.
