

No. 331/1/2/2020-TS

भारत सरकार Government of India

मंत्रिमंडल सचिवालय Cabinet Secretariat

राष्ट्रपति भवन Rashtrapati Bhavan.

सचिव (डायरी) एवं म.नि. (भा.कृ.अनु.प.) का कार्यालय

Office of Secy. (DARE) & DG (ICAR)

Office Dy. No. 373455


Date 17/2/2020

New Delhi, Dated the 14<sup>th</sup> 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 13<sup>th</sup> 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.

  
(Dr. Tina Soni)

Deputy Secretary to the Government of India

Tel: 2379 2357

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(2-pages)

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)

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to issue order to all ICAR Institutes  
ICAR website

20  
Govt. of India  
Sh. Manoj

21/2/2020



डायरी से  
Dy. No. 110/2020  
दिनांक/Date 25/02/2020  
अ.स. (कृ. ज्ञान प्र. नि.)  
US Section (DKMA)

**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.



- (iii) 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/Diaries 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 vote of thanks to the Chair.

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