

O/o PGM(Admn.&PR)  
(Admn.& PR C E L L)  
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भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)

No.6-1/2018-Admn.II

Dated: 20-11-2018

To,

The Chief General Managers,  
All Telecom Circles/Districts  
BSNL.

**Sub: Printing of Calendars and diaries for the year 2019-reg.**

The decision of the competent authority is hereby conveyed in connection with above subject. The details are as below:-

- (i) Circles are permitted to get their requirement of calendars printed on need basis following the prescribed procedures.
- (ii) Diaries shall not be printed for BSNL Corporate office <sup>for</sup> the year 2019 as an austerity measures in view of the financial constraints.

The calendar for the year 2019 may be got printed with following specifications:

- a) **Size of the Sheets:** 24"(H) x17"(W).
- b) **Conceptualization & designing for No. of Sheets:** 6 Sheets+1 fly leaf: (Total 14 pages)
- c) **Color:** Sheet- 4 color & leaf-4 color.
- d) **Concept of Art Work and Design:** Final bilingual (Hindi& English with all Gazetted and Restricted Holidays).

All the creative designs will be uploaded on BSNL intranet site. Circle may, if required, download the designs from intranet for the purpose. They are also advised to make changes wherever necessary, in their weekly off and RH as per regional requirement and festivals of concerned state.

This has the approval of the competent authority.

  
20.11.2018

(Mayank Mishra)  
Jt.GM (Admn.)