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O/o GM(Admn & PR)  
Bharat Sanchar Bhawan,  
Corporate Office, New Delhi-1  
Tel No 23037668, Fax 23766145



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)

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No. 6-4/2015-Admn-II

Dated: 19.11.2015

Sp  
24/11  
GM Admn. 2  
Gm cem-mktg. 1

To

The Chief General Managers,  
All Telecom Circles/Districts  
BSNL

DCM (A)

Subject : Printing of Calenders and diaries for the year 2016 – Reg.

The Competent Authority has approved the proposal allowing the circles to get their requirement of diaries/calenders printed on need basis on following the prescribed procedures.

The calenders for the year 2016 may be got printed with following specifications:

- Size of the sheets : 22”(H) X 17” (W)
- Conceptualization & Designing for No. of sheets: 6 sheets +1 fly leaf (14 pages)
- Color: Sheet - 4 color & leaf - 4 color
- 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. Circles may, if required, download the designs from intranet for the purpose. They are also advised to make changes, where necessary, in their weekly off and RH as per regional requirement and festivals of the concerned State.

The diaries for the year 2016 (one date/one page) should have

- BSNL Logo, Year and BSNL inscription on cover and BSNL diary and year inscribed on first page.
- General portion contains information like telephone numbers of Board of Directors and senior officers working in Corporate Office as well as in Circle, other information regarding BSNL provided by the Circle.

This has the approval of Competent Authority.

BZ

Endst. No. Stock/Prd/Diaries/2016/13

(ASHUTOSH GUPTA)  
Deputy General Manager (Admn)

Copy to

All SSA's Head/Unit Head C.O.

for n/action/~~report~~ into the

matter ~~please~~. in to diaries 2016 as per above instructions please.

A

6/2/16  
AD (O&M) Circle office chd.