



No.6-1/2017-Admn.II

Dated: 09-11-2017

To,

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

Sub: - Printing of Calendar and diaries for the year 2018.

The competent authority has approved the proposal allowing the circles to get their requirement of diaries /calendar printed on need bases on following the prescribed procedures.

The calendar for the year 2018 may 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 design will be uploaded on BSNL intranet site. Circle may, if required, download the design 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.

The diaries for the year 2018 (one date/one page) should have:

- (i) BSNL Logo, Year and BSNL inscription on cover of BSNL Diary.
- (ii) General portion should contain information like telephone nos. of Board of directors and senior officers of Corporate office as well as of Circle office. Other information regarding BSNL services etc. may be included as per circle requirement.

This has approval of competent authority.


09.11.2017
(Mayank Mishra)
DGM (Admn.)