

Distribution and Delivery of Government Calendar, 2023

Government of West Bengal
Department of Public Enterprises & Industrial Reconstruction
4, Abanindranath Tagore Sarani (Camac Street)
Kolkata – 700016.

No. 872-PEIR-99/113/2022-ESTT SEC-PEIR Date: 28/11/2022

From: Secretary
to the Government of W.B.

To: The District Magistrate (All)
The Commissioner of Police (All)
The Superintendent of Police (All)

Dear Madam/ Sir,

I am happy to share that Government of West Bengal has decided that Printing and Distribution of [West Bengal Calendar – 2023](#), and onwards, will henceforth be done by Saraswaty Press Ltd., a PSU under the Department of Public Enterprises and Industrial Reconstruction, Government of West Bengal. Online requisition for the Calendars are to be sent within 5th December, 2022 by logging into a portal developed for the same purpose by Saraswaty Press Ltd. as follows:
www.wbcalendarsaraswatypress.in

An SOP on the method of requisition, distribution and delivery, cost, etc. is being enclosed herewith for your kind information and taking necessary action.

Encl: As stated

Yours faithfully,

Sd/- Secretary
To the Government of West Bengal

SOP FOR DISTRIBUTION & DELIVERY OF GOVERNMENT CALENDAR – 2023

To ensure smooth requisition, printing, distribution and delivery of the West Bengal Calendar -2023, the following steps are to be followed:

1. Requisition:

An online requisition portal for the Government of West Bengal Calendar has been developed by Saraswaty Press Limited through which requisitions are requested to be submitted by 5th December, 2022. The following steps may kindly be observed:

(a) Duly authorised persons may log-in with DDO code and mobile number for requisition of calendar, into the following link: www.wbcalendarsaraswatypress.in

(b) A Registration screen will be appear.

(c) Fill-in the registration details: DDO Code, Mobile no. Name of contact person. Designation, Department, Email id, Address and click "Submit".

(d) After registration, a verification OTP will be sent to Registered mobile no.

(e) Enter the verification OTP sent to Registered mobile no.

(f) Fill-in the requirement of large Wall Calendar and smaller Desk Calendar (g) Click "Submit" to confirm the requisition.

2. Delivery:

Bulk Delivery will be done by Saraswaty Press Ltd. by 15.12.2022 to the following locations: Nabanna, Writers Buildings, Bikash Bhavan, Sasthya Bhavan, Khaddya Bhavan, DM Offices at the District Head Quarters at North 24 Parganas, South 24 Parganas, Howrah and Hooghly.

All other Districts may arrange to collect from Saraswaty Press Ltd., Sealdah Office, 32 A.P.C. Road, Sealdah, Kolkata – 700009 during 15.12.2022 to 31.12.2022. as per schedule of delivery to be displayed on the portal.

3. Cost:

Calendars will be available to the Government office free of cost.

4. Order for the large Wall Calendar and the smaller Desk Calendar to be placed centrally by the Finance Department to Saraswaty Press Ltd. Cost Invoice will be raised by Saraswaty Press accordingly.

5. For the orders already sent, uploading in the Portal, will be done by Saraswaty Press Ltd. itself.

6. In case of any difficulty, please mail with details to: logistics@saraswatypress.com

For any further assistance please call SPL Helpline no. 1800 890 8011