

OFFICE OF THE CHIEF EXECUTIVE OFFICER (SHABDARTH)  
DIRECTORATE OF INFORMATION AND PUBLICITY  
GOVERNMENT OF NCT OF DELHI  
BLOCK No. IX, OLD SECRETARIAT, DELHI-110054

No. 16(52)/DIP/Advt / 2015-16 1455

Dated: 06/08/15

To

The HoDs of all Departments,  
Autonomous Bodies, Boards,  
Corporations of Government of NCT of Delhi

SUB: Regarding sending soft copy of advertisements/notices/tenders sufficiently in advance for publication

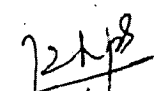
Madam/Sir,

It has been observed that various departments are sending advertisements/notices for publication at the last moment. Moreover, only hard copies of advertisements/notices that too only in English language are received in late evening hours for publication on the next day. It becomes almost impossible to entertain such requests.

In view of above, all the Departments are hereby requested to send soft copy of the notice/advertisement to be published on e-mail id 'dipadvtnctd@gmail.com' and in pen drive/CD also at least 03 working days before the date of publications with the name of contact person, phone number and email-id to get the draft design approved, otherwise the hardcopy of the letter will not be accepted by this Directorate. The soft copy in English, Hindi, Urdu & Punjabi languages must also be sent.

Departments must ensure that in addition to English and Hindi newspapers, each advertisement must also be published in at least one Urdu and One Punjabi language newspaper. These instructions may be strictly followed to ensure timely publication of advertisements/notices.

Yours sincerely,

  
Additional Director