



**Government of West Bengal**  
**Department of Public Enterprises & Industrial Reconstruction**  
**4, Abanindranath Tagore Sarani, (Camac Street), 2<sup>nd</sup> Floor**  
**Kolkata-700016**

**No. 1156/PEIR-99/113/2022 ESTT SEC-PEIR**

**Dated: 01/11/2023**

From : The Secretary  
to the Government of West Bengal.

To : The Director General of Police, West Bengal.

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Dear Sir,

This is to inform you that like previous year, the State Calendar-2024 is in the process of finalisation for printing and distribution by Saraswaty Press Limited, a PSU under PE & IR Department, Government of West Bengal. Hence, you are requested to submit your requisition thorough the online portal: [www.wbcalendarsaraswatypress.in](http://www.wbcalendarsaraswatypress.in) developed by Saraswaty Presss Limited by 30<sup>th</sup> November, 2023.

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

Enclo; As stated.

Yours faithfully,

  
11/11/23

Secretary  
to the Government of West Bengal

## **SOP FOR DISTRIBUTION & DELIVERY OF GOVERNMENT CALENDAR-2024**

To ensure smooth requisition, printing, distribution and delivery of the West Bengal Calendar-2024, 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 30<sup>th</sup> November, 2023. The following steps may kindly be observed:

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

[www.wbcalendarsaraswatypress.in](http://www.wbcalendarsaraswatypress.in)

(b). A Registration screen will 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 15.12.2023 to the following locations: Nabanna, Writers Buildings, Bikash Bhavan, Swasthya 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 15.12.2023 to 27.12.2023 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 Ltd. 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](mailto:logistics@saraswatypress.com)

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