



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

**No: 1445/PEIR-99/113/2022 ESTT SEC-PEIR**

**Dated: 02/12/2024**

From : The Secretary  
to the Government of West Bengal.

To : The Additional Chief Secretary/ Principal Secretary / Secretary  
to the Government of West Bengal.

..... Department.

**Subject: Printing & distribution of State Calendar – 2025 by Saraswaty Press Limited.**

Dear Madam / Sir,

Like every year, Saraswaty Press Limited, a PSU under the administrative ambit of Public Enterprises & Industrial Reconstruction Department, will be printing Government Calendars-2025 (large wall calendars & small desk calendars) and distributing it to about 8228 Government offices, Universities and PSUs etc. during the period 11 December, 2024 to 03 January, 2025.

To help us complete the printing and distribution of the Govt. Calendars to each of the office within the schedule time, I would like to request you to kindly **submit category wise online requisition** in the portal [www.wbcalendarsaraswatypress.in](http://www.wbcalendarsaraswatypress.in), which is now open, by 10<sup>th</sup> of December 2024. Online requisitions can, however, be submitted till 31/12/2024. The schedule of delivery district wise has been enumerated in the enclosed SOP.

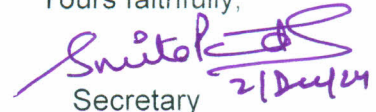
Saraswaty Press Limited will deliver the Government Calendars-2025 to all the offices located at Nabanna, Writers Buildings, Bikash Bhavan, Swasthya Bhavan, Khadya Bhawan, DM Office of North 24 Parganas, South 24 Parganas, Howrah & Hooghly beginning 11 December, 2024. In respect of other recipients, the Calendars will have to be collected from the Sealdah office of SPL as per schedule of delivery as noted in the SOP from the Sealdah office.

**Help line no. 1800-890-8011** and e-mail Id: [logistics@saraswatypress.com](mailto:logistics@saraswatypress.com) may be contacted in case of any further clarification enquiry etc.

We seek your co-operation and help for completing the work of printing and distribution of Government Calendars-2025 to each of the offices within Schedule time.

Enclo: As stated above.

Yours faithfully,

  
Secretary

to the Government of West Bengal

## **SOP FOR DISTRIBUTION & DELIVERY OF GOVERNMENT CALENDAR-2025**

The Printing and distribution of West Bengal Government Calendars for the year 2025 (large wall calendar and small desk calendar) will be done from Saraswat Press as per following schedule:

1. Requisition:

The concerned recipients are requested to send requisition through the online portal :[www.wbcalendarsaraswatpress.in](http://www.wbcalendarsaraswatpress.in). The Portal will remain open from 28-11-2024 to 31-12-2024.

2. Delivery / Collection Schedule of the Districts:

<i>Delivery / Collection Schedule Of the Districts</i>	<i>Districts</i>
12.12.2024 to 23.12.2024	Bankura, Paschim Bardhaman, Purba Bardhaman, Birbhum, Purulia, Murshidabad, Nadia, West Midnapore, Jhargram, East Midnapore, Hooghly, Howrah, Kolkata, North 24 Parganas and South 24 Parganas
16.12.2024 to 29.12.2024	Darjeeling, Jalpaiguri, CoochBehar, Malda, Uttar Dinajpur, Dakshin Dinajpur, Alipurduar and Kalimpong
18.12.2024 to 03.01.2025	Remaining other requisitions

3. Delivery schedule:

Bulk delivery of the Calendars would be done by Saraswat Press Ltd. from 11.12.2024 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 and other recipients may be informed to collect Calendars from Saraswat Press Ltd., Sealdah Office, 32 A.P.C. Road, opposite Sealdah North Railway Station, Kolkata – 700009.

The authorities may collect the Calendars as per schedule from following address: SARASWATY PRESS LTD, 32, A.P.C. Road, Sealdah, Kolkata-700009 (Opposite Sealdah North Station, adjacent to Sealdah flyover).

Contact: Mr. Soumen Mukherjee, Manager Accounts Mobile No.: 9836796790.