

GOVERNMENT OF TELANGANA
DEPARTMENT OF INFORMATION AND PUBLIC RELATIONS :: HYDERABAD.

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**Application form for Empanelment of small newspapers for fixation of rates
(Telugu, English, Hindi and Urdu)**

Last Date:06.05.2016.

Part - A:

1. Name of the Newspaper :
2. Name of the Publisher :
3. Address with telephone No. :
4. Mail ID :
5. Name of the Editor :
 - a) Educational Qualification :
(enclose copies)
 - b) Existing Accreditation No. :
6. Address with Telephone No. :
7. Mail ID :
8. Language : Telugu / Urdu / Hindi / English
9. Date of establishment :
10. Date of Empanelment in I&PR :
(if existing)
11. Place of publication :
12. PAN No. of Publisher :
13. R.N.I. No. & Year(enclose copy):
14. No. of pages :
15. No. of Editions(give details) :

16. Size of the paper : Cm x Cm
17. Colour or Black & White : Colour / B&W
18. Price (per copy) :
19. No. of papers printed daily :
- a) If colour No. of colour pages :
20. Circulation (ABC or IRS or CA) :
(Enclose certificate of proof of circulation for the last 18 months)
21. Name of the press where newspapers is printed with address & telephone No. :
22. Is it own press or outside press :
(If outside press, certificate from the owner of the press certifying the No. of copies printed per issue). :
- a) Capacity of press : copies/hour
- b) Type of press : Web offset/sheetfed

Part - B

In case of C.A./RNI certification of circulation:

23. Quantity of news print used per day :
24. If the newspaper is distributed through agents, list of agents with addresses and telephone nos. :
25. Enclose District wise & Mandal wise circulation :

Part - C

26. If the newspaper is DAVP empanelled : Yes/No
27. If yes :
- a) DAVP code :
- b) No. of copies :
- c) Rate for sq.cm. :

Part - D - Staff

28. Enclose list of staff details with :
names, address, phone numbers,
salary particulars, working in office &
field.

Part - E

29. Give details of other publications if :
any by the same Publisher

Names of the publication	Language	Periodicity	RNI
1	2	3	4

30. Give details of other publications if :
any by the same Editor

Names of the publication	Language	Periodicity	RNI
1	2	3	4

DECLARATION

1. I affirm that all the information given by me is true and nothing has been concealed.
2. The paper is regular for (18) months and has circulation of not less than 5000 copies per day.
3. The paper is not suspended/black listed/cancelled in the past.

Signature of the publisher/Editor

Date :

Place :

II. TERMS AND CONDITIONS FOR EMPANELMENT AND RATE FIXATION FOR SMALL NEWSPAPERS:

1. The paper should invariably possess registration number allotted by Registrar of Newspapers for India(enclose copy).
2. Empanelment shall be allowed 18 (eighteen) months from the date of RNI Certificate.
3. The paper should invariably have a regularity of (18) months publication without any interruption and continuity of publication.
4. Circulation shall not be less than 5,000 copies per day.
5. The empanelment of the paper should not have been cancelled or black listed or under suspension in the past.
6. Chartered Accountant's Certificate in support of circulation should be furnished by the newspaper concerned(in case ABC or IRS figures not available).
7. Printer and Publisher certificate should be furnished.
8. The size of the newspaper should be minimum (4) pages in demy size.
9. The contents of the newspapers shall include news emanating from the Government and its departments on social, political, economic, developments and other matters of public interest & public importance. The newspaper should contain 50% news out of the total print area, such as articles, reports, editorial, current news but not fiction.
10. A daily newspaper shall be published not less than (Six) 6 days in a week. Advertisements shall be given only to the newspapers published 25 days in a month.
11. The newspaper will be suspended from empanelment by the department with immediate effect if.
 - A) It is found to have submitted false information regarding circulation.
 - B) Found to have discontinued the publication, change its periodicity or its title or have become irregular or changes its premises/ press without due intimation.
 - C) Indulge in un-ethical practices or anti-national activities.
 - D) Convicted by the court of law for such activities.
12. A committee will be constituted to examine and scrutinize the applications and inspect the newspaper offices where ever required.
13. The committee will decide the category of newspaper & rates of advertisement.
14. Enclose balance sheet for last (2) financial years (2013-14, 2014-15).
15. Enclose copies of IT returns for last (2) assessment years (2014-15, 2015-16).
16. Enclose copies of RNI returns for 2014-15 and 2015-16.
17. Enclose list of staff with particulars.
18. Commissioner, I&PR reserves the right for rejection of any/ all applications without assigning any reason/s whatsoever. All decisions taken by the Commissioner, I&PR Department would be final and no further representation/correspondence in this regard will be entertained.

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