

PRESS INFORMATION BUREAU

Information Manual Under Right to Information Act,2005

This information manual contains details about the Press Information Bureau for use of
all Citizens under the Right to Information Act,2005

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Chapter 1

Introduction

The history of Press Information Bureau can be traced back to the first World War Years, when a Central Publicity Board came into existence under the Home Member of the colonial Government. Later a Cell was set up in the Home Department in June 1919 under Dr. L. F. Rushbrook Williams, to prepare every year a report on India, for presentation to British Parliament. In the following year, the functions of the Cell were amplified to provide and supervise “the distribution of correct information on all India questions” and to inform Departments of Government of “particular questions on which public opinion is exercised and on which further information is needed”. Towards the end of 1920, the Cell was rechristened as ‘Central Bureau of Information’ and Dr. L.F.Rushbrook Williams became its Director. The designation of the Head of the Bureau was changed from Director to Principal Information Officer in 1938. Shri J.Natarajan became the first Indian in 1941 to be appointed as Principal Information Officer and the Organization’s name was changed to Press Information Bureau in 1946. The bureau’s functions as visualized by Dr.Williams were as follows:

- (i) To present material in the form required by the Press i.e news stories.
- (ii) To provide an “agency” news service, reporting facts without comment.
- (iii) To exclude any material of a communal nature; and
- (iv) Rigorous exclusion of political or controversial nature, except when attributable to a definite source.

Upon attainment of Independence, the scope of the Bureau underwent further changes. The Bureau was not only to give factual information on the programmes, policies and activities of the Government but was also entrusted with additional and more delicate task of interpreting those facts and Government policies. With the advent of sophisticated media related technology, expansion of Government activities and varied media requirements, the role of PIB has, since independence, been expanding and become more complex.

PIB is the nodal agency of the Central Government to disseminate information to the print, electronic and online media on government’s policies, programme initiatives, welfare activities and achievements. It is an interface between the Government and media, facilitating communication between the two. It acts as a bank of official data and provides background information to all media for launching multi-media campaigns, indicating thrust areas and hence acting as a consortium leader. It is in regular and close contact with all the Ministries and Departments of Government of India at Headquarters and through its Regional/Branch Offices with Central field agencies and media in the States. The Bureau has its Officers attached to all Ministries and Departments of the Central Government. They issue/explain/interpret the Government policies and disseminate factual information. The Bureau disseminates information through Press notes, handouts, backgrounders and features in English, Hindi and Urdu from Headquarters and through Regional languages from its Regional and Branch Offices. The Bureau is therefore able to reach Press in all languages simultaneously. These are made available on Bureau’s website (<https://www.pib.gov.in>). The Regional and Branch Offices of PIB are connected with the Headquarters through all the latest means of communication like Fax, internet etc. The Bureau has 5 Zonal offices headed by DGs

and 34 Branch Offices headed by ADGs. They also provide independent information and PR support to various Government of India organizations in their jurisdiction and to the visiting GOI functionaries through press conferences, press releases, press visits and other media instructions.

The Press Information Bureau, under the Ministry of Information and Broadcasting aims to facilitate the dissemination of information from the Central Government to the media, both print and electronic, through more and more modern, efficient, accurate and fast systems.

- Providing state-of-the art information retrieval facilities from its website.
- Developing an all encompassing electronic photo library, covering development issues as well as photographs of historic interest.
- Providing friendly and efficient media facilitation for its clients.
- Dissemination of information about Government policies, programmes and activities
- Providing feedback from the media to various Government departments and public sector organizations under various Ministries on how these policies and activities are received by the people, through the media.
- Advising the Government on its information strategy.
- Giving source material and launch of multi-media awareness campaigns.
- Providing explanation and background for official pronouncements.

Press Information Bureau in a nutshell performs following functions:-

1. Acts as an interface between the Government and media facilitating communication between the two.
2. Disseminates information to media – Official and non-Official
3. Reaches Government policies, programmes, their implementation and achievements to people through the media
4. Government's spokesman
5. Resource media for multi media campaigns and provision of background information.
6. Indication of thrust areas.
7. Corrects misinformation and issues clarifications
8. Gives feedback from media in Press analysis reports.
9. PR with media
10. Media accreditation to facilitate access to official sources of information.
11. Public relations counseling to Government Ministries & Departments.
12. Fact check on news

DEFINITIONS

Press Communiqué : A Press Communiqué is issued when an important Government decision is to be published or an announcement of a noteworthy nature is to be made. It is formal in character and is always issued over the imprimatur of the Ministry or Department concerned. It is published in the Gazette of India. The Ministry/Department concerned has full responsibility for its issue.

Press Note : A Press Note is also issued over the imprimatur of the Ministry/Department concerned but is less formal in character than the Press Communiqué. It is issued primarily to give publicity to a Government decision.

Hand-out : A hand-out is less formal type of Press Release than either the Press Communiqué or the Press Note. It is issued to convey authentic information pertaining to day to day activities of the Ministries/Departments, proceedings of conferences and meetings etc., speeches by Ministers and senior officials and other information.

Backgrounders : A backgrounder is a self-contained press release meant to help the writers. It can also be used by sub-editors with a spot news story. Backgrounders need not normally go to a press correspondent.

Press Conferences & briefings : To supplement and reinforce conventional written publicity, press conferences and briefings are held. Press Conference are held by a Minister only, or under his direction, by the Secretary of a Ministry/Department. It is open to all correspondents. Press briefings are arranged to explain the background to a event or a news story.

Chapter-2

Particulars of Organization, Function and Duties

PRESS INFORMATION BUREAU, “A ” WING, SHASTRI BHAWAN, DR. RAJENDRA PRASAD ROAD, New Delhi – 110001

1. FUNCTIONS

The Press Information Bureau, as the main authorized channel of communication between the Government and the media, functions upon the basic premise that a democratic Government which depends upon popular backing must ensure that its policies, programmes and its activities are properly presented and interpreted to the public. PIB is therefore an interface between the Government and media, facilitating communication between the two. The main functions of PIB are :

- Communication of information about Government policies, programmes and activities
- Feedback on how these policies and activities are received and
- To advise the Government on its information policy.

The Press Information Bureau employs a variety of means to discharge its functions of putting out information on Government policies, programmes and activities. These include release of written material, photographs, press conferences and briefings and conducted tours. Press releases account for a substantial part of the written material issued by the PIB. They include Press Notes and Handouts, Backgrounders, Press Communiqué, features and newsletters are also issued. To perform these functions, Departmental Publicity Officers of the Bureau are attached to various Ministries and they are expected to communicate to the media their day-to-day activities. As a part of the visual publicity, PIB arranges photo coverage of Government activities and functions. A large number of photo prints are supplied to the print media to supplement written material. PIB also conducts Press Tours to development projects for an on the spot study by the media persons. Such tours are conducted from its Regional /Branch Offices as well as from the Headquarters. The Bureau also facilitates access of the media – both Indian and foreign – to official information by granting accreditation. As on date there are more than 1500 accredited media persons at PIB Headquarters. PIB also analysis the reactions of the Press on topical issues pertaining to various Ministries and other important economic, social and political issues. The Bureau prepares a daily digest of news and views with special emphasis on editorial comments and articles carried by the print media. These digests are prepared after scrutinizing the national dailies, periodicals and feedback material received from the Regional and Branch Offices of the Bureau.

2. ORGANIZATION:

The Press Information Bureau is the nodal agency of the Central Government to disseminate information to the print, electronic and online media, on Government policies, programme initiatives, welfare activities and achievements. PIB is headed by the

Principal Director General (Media & Communication) (Secretary level officer assisted by DG (M&C) and Addl.DG(M&C). Below them are the Departmental Publicity Officers (DPOs)(Directors, Joint Director, Dy. Director, Asstt. Director and MCO). The Departmental Publicity Officers are attached to different Ministries and Departments to assist them in dissemination of information and giving feedback on the peoples reaction, as reflected in the media towards governments policies and programmes and giving professional advise to the Ministry on media affairs. They brief the Minister/Secretary on important issues appearing in the media. They attend important meetings/functions conducted by the concerned Ministry and issue Press Releases or Backgrounders, arrange Press Conferences for the Minister or Secretary or Senior Officials of the Ministry for important announcements. Media people are taken to senior level functionaries in the Ministry by the Departmental Publicity Officers for formal/informal briefings. PIB with its Headquarters in Delhi has 8 regional and 34 Branch Offices linked with each other through modern communication facilities. The Regional and Branch Offices disseminate information emanating from headquarters in their respective regional languages. They also provide independent information and PR support to various Government Organization in their jurisdiction and to the visiting GOI functionaries through press conferences, press releases, press visits and other media instructions. Departmental Publicity Officers of the Bureau are attached to various Ministries and they are expected to communicate to the media their day-to-day activities. PIB supplies a large number of photographs dealing with the activities of the Government to all important newspapers. In addition to this, the publicity of Ministry of Parliamentary Affairs and of the discussions on the working of the various Ministries and Departments in PIB are handled by PIB. Media and Communication Officer or Dy. Director of PIB is on regular duty in the Press Gallery of each of the two Houses of Parliament during its session. To attend to immediate publicity work received in the Bureau after office hours, an officer is available in the News Room duty from 6.00 p.m to 9.00 p.m on weekdays and from 3.00 p.m to 9.00 p.m on holidays through out the year.

A list of Sections/Units of Press Information Bureau are listed below:

1. Sections/Units supporting publicity

- i. Press Relations Section (PRS)
- ii. Press Media Section (PMS)
- iii. Departmental Publicity Section (DPS)
- iv. Feature Unit
- v. Feedback Cell
- vi. Photo Unit
- vii. Hindi Unit
- viii. Urdu Unit
- ix. Fact Check Unit

2. Administration Wing

- i. Administration I (Admn.I) Section
- ii. Administration II (Admn.II)Section
- iii. Administration III(Admn.III)Section
- iv. Vigilance
- v. Cash Section
- vi. Budget & Accounts Section (B&A)
- vii. General Section
- viii. Office Automation Section
- ix. Receipt & Dispatch Section (R&DS)
- x. Official Language Unit (OLU)

1. PRESS RELATIONS SECTION

1. To process the applications received from mediapersons for grant of accreditation at the headquarters of the Govt. of India
2. To process the applications received from accredited mediapersons for renewal of accreditation.
3. To make hospitality arrangements for journalists in the interest of official publicity.
4. To process the applications received from Hqrs./Branch offices of PIB for conducting of press tours.
5. To process the applications received from accredited mediapersons for allotment of Govt. accommodation under press pool.
6. To process the applications for granting financial assistance to journalists from 'Journalists Welfare Fund'.
7. Conducting of press conferences/press briefings.
8. To issue necessary certificate of accreditation to accredited journalists seeking facilities such as Customs duty exemption for import of professional equipment, Railway concession, etc.
9. To grant special accreditation to mediapersons on the occasions of national/international events like IFFI, Pravasi Bharatiya Diwas etc.
- 10 To Coordinate/Conduct Press Tours.

II. PRESS MEDIA SECTION

1. Policy regarding Government relationship with Press Organisation, Foreign Publicity Organisation and maintenance of information about newspapers and news agencies.
2. Purchase of newspapers for Headquarters Office(excluding Defence Wing) and Information Center; references from Regional and Branch Offices regarding purchase of newspapers.

3. Evaluation of publicity, publication of Magazines, periodicals by foreign companies following FDI in print media.
4. Indo-Pakistan Information Consultative Committee
5. Parliament Questions – coordination of.
6. Matters relating to Conference of Information Ministers(SIMCON)/ State Directors Conferences/ Conference of Ministers Information of Non-Aligned Countries(COMINAC)
7. Cultural Exchange Programmes with different countries and Joint Agreements and Joint Commissions , MOUs relating to Information
8. National Integration work.
9. All matters relating to United Nations and its Organisations.
10. Press Legislation and Press Codes.
11. Inter-Media Publicity Coordination Committee.
12. Committees, Conference, Councils and Seminar, Recommendations Reports etc.
13. Press Advising and Censorship.
14. Matters relating to Diaspora
15. All matters relating to SAARC
16. Subscription of news and feature agencies.
17. Engagement of persons on casual assignment basis for outsourcing miscellaneous publicity work.
18. Processing of bills of writers, translators, consultants, urdu computer operators etc.
19. Purchase of photographs.

III. DEPARTMENTAL PUBLICITY SECTION

1. Correspondence with Ministries relating to Press releases and their issue supply of spare copies of Press releases.
2. Correspondence relating to reports and publications and their issues and receipt of reports and publications from various Ministries / Departments, for distribution.
3. Planning of publicity in Hindi and Urdu including correspondence with language newspapers.
4. Publicity campaigns through Branch Offices including Headquarters.
5. Returns from Branch Offices relating to publicity items.
6. Coordination of action on Minutes of Pr. Director General's meeting with Officers, streamlining work of PIB – Instructions relating to.
7. Weekly, Monthly and Annual meetings with Officers.
8. Liaison with Parliament Secretariat.
9. Mailing lists – Supply of publicity material in English.
10. Mailing Lists – Supply of publicity material in Hindi.
11. Public inquiries and maintenance of reference material.
12. Mailing lists of Newspapers and receiving Bureau's material
13. Mailing lists – Supply of publicity material in Urdu.
14. Appreciation and suggestions.
15. Technical Publicity Rules.
16. Purchase of Books for Regional / Branch Offices.
17. Supply of material for MIB.'s budget brief and performance budget.
18. Supply of material and updating information on PIB to various annual year books, Directories, etc.
19. Correspondence relating to distribution of official journal and Gazette of India.
20. Arrangements for the distribution of General Budget and Railway Budget.

21. Holiday Notices.
22. Meetings held by MIB, Secretary, Ministry of I&B and Pr. Director General(M&C) with PIB Officers including issue of Minutes.
23. Mass Media National and International.
24. Action on official languages 'HINDI' returns.
25. Life sketches.
26. List of Central Ministers, State Governors and Chief Ministers etc.
27. Gazettes of India – Payment of Annual Subscriptions.
28. MIB References.
29. Miscellaneous – publicity matters.
30. Control Chart of Press releases.
31. Duty roster for News Room duty
32. Preparation of Annual Report of PIB`

IV FEATURE UNIT

PIB's Feature Unit is responsible for issuing comprehensive write-ups on all aspects coming under PIB's publicity purview. They include the activities going on in different central ministries and departments. The contributors are both in-house or journalists specializing in different subjects. Features are released on PIB's website and on hard copy. They are widely used by newspapers in all languages across the country.

Apart from regular features, which reflect different programmes and policies of the Ministries, we issue **special features** on the occasion of Republic Day, Independence Day and One Year of Government and on request from Principal Director General(M&C) on any topic which needs to be highlighted.

Compilation of feedback report is done on a weekly basis. Photocopies of the features which have been published in the newspapers are sent to concerned journalists and DPOs to be put up before Ministers and Secretaries.

Every month the Unit also issues features on the topic suggested by the Inter Media Publicity Co-ordination Committee (IMPCC) of the Ministry of I & B.

V FEED BACK CELL

The Feedback Cell prepares a Daily Digest of News and Views on each working day, which is sent to PMO, President's Office, all Ministers and Secretaries to the Government and to senior officers of each Ministry/Department. The information is culled from national papers, regional papers and prominent magazines. It provides comprehensive coverage of the news of the day along with specific comments on emerging issues, particularly related to programmes and policies of the Government. Apart from local newspapers, material received from Regional/Branch offices is incorporated in the digest.

A Weekly Media Report on Economic Issues is also prepared on each Monday, which is being sent to PMO.

The Cell also produces Special Digests on Emerging issues, which require the focus of attention of the PMO and concerned Ministries, including the Minister In-Charge. Prominent among these Digests are Union Budget, Railway Budget and Economic Survey. In addition, a weekly digest on 'Public Concerns' is also prepared highlighting the difficulties faced by the cross-section of the society which otherwise should derive the benefit from Government-sponsored schemes and programmes.

The Cell also contributes its mite in various projects handled by the Bureau each year.

VI PHOTO UNIT

1. Keeping records of day to day news photos released in the computer and in the albums.
2. Attending Journalists & Visitors in the Photo Library & Selection of Photos.
3. Coordination of Departmental. of Publicity Officers including PIB Regional/Branch Officers to supply them old photographs as and when required.
4. Maintenance of photo albums of more than Eight Lakhs hard prints as old albums have been in a dilapidated condition.

Photo Publicity Unit

The PPU sit late in the evening to complete the day to day photo releasing work of VIPs like President, Vice President, PM, Cabinet Ministers,

visiting dignitaries from abroad and other official functions of different Ministries round the year.

The pictures are selected, captioned and put on the net for the worldwide release. Apart from this, the help of Photo Division is taken to make the hard prints, which are again captioned and distributed physically to the Press.

PPU Coordinate with the Photo Division and other ministries for the coverage. It maintains the record of the incoming and the released photos. The net is manned from morning till evening.

Due to the exigencies of work PPU functions from morning to late in the evenings till the work is over on the working days. Apart from this the Unit is opened on all Holidays, Gazetted holidays and festivals.

VIII URDU UNIT

Translation, vetting and preparation of digest from Urdu newspapers and periodicals and vetting of Urdu translation from releases, features, articles and speeches of the President, Prime Minister and other VVIPs and VIPs, General Budget, Railway Budget and economic survey and other important assignments occasionally, also providing assistance in vetting and translation at PMs office and residence in connection with the speeches of the Prime Minister. Liaison with the Urdu Press and offering of hospitality to Urdu Journalists, attending to their complaints and problems regarding press matter, accreditation etc. and coordination of publicity in Urdu Newspapers, scanning and monitoring these papers and periodicals of Delhi and other parts of country for their content. Updating the Daily and All India list of Urdu Newspapers and periodicals and other miscellaneous assignments given by the senior officers.

Translation of press releases from Hindi to Urdu and English to Urdu. Proof reading of press releases and features. Monitoring from Urdu newspapers (which include UNI teleprinter) Record entries of features. Special duties include Railway Budget and Film festival duty and annual NRI Conference etc. Translation of press releases from Hindi to Urdu and English to Urdu. Proof reading of press releases and features. Monitoring from Urdu newspapers (which include UNI teleprinter) Record entries of features. Special duties include Railway Budget and annual NRI Conference etc.

Feedback Unit

The Press Information Bureau, the publicity arm of the Central government, launched its own fact-checking arm. The PIB's multilingual website allows anyone to put up for scrutinizing information to be true. The Unit uses their twitter handle to publicize the fake news/misinformation encountered by them.

Admn. I Section

1. All administrative matters relating to: -
 - (i) I.I.S. (All Grades);
 - (ii) C.S.S.(Joint Director/dy. Director and SOs);
 - (iii) C.S.S.S.(Stenographers); All Grades

- (iv) Ex-Cadre post of Hqrs. matter relating to AOs/Stenos/SCDs etc. of Regional/Branch Office..
- 2. Administrative matter inter-alia including recruitment, appointment, promotions, fixation of pay, maintenance of service books, postings and transfers, leave, pension cases including cases of Regional Head grant of increments, maintenance of personal files. Cadre Review.
- 3. All matters relating to training (foreign as well as training in India).
- 4. Grant of honorarium to the Officers and Staff of the Bureau.
- 5. Allocation of work between different Sections.
- 6. Forwarding of applications.
- 7. Casual Leave Account of Officers/PS/Stenos
- 8. All matters relating to
- 9. Implementation of Right to Information

Admn.II Section

- 1. All Personal/Leave/Pension matters relating to Asstts, UDCs, LDCs and all Group 'D' employment in PIB (Hqrs.) and Information Centre.
- 2. Internal Transfer/Posting of Asstts, UDCs, LDCs and all Group 'D' employees of PIB (Hqrs.)
- 3. All administrative matters relating to Casual Labourers (TS).
- 4. Recruitment/Promotion/Seniority List/ ACP Scheme relating to Group 'D' Staff.
- 5. Benevolent Fund.
- 6. Recreation Club.
- 7. Observance of Army Flag Day/Anti Terrorist Day/Sadbhavana Diwas/Quami Ekta Week etc.
- 8. Women's Cell.
- 9. All matters relating to CGHS and First Aid.
- 10. Appointment of AMA.
- 11. Welfare parties for retiring staff etc.

Admn.III Section

- 1. All establishment matters. (Excluding Budget, Continuance of temporary posts/Conversion of Temporary posts into permanent and computers) of Regional/Branch office.
- 2. Nodal Section in establishment matters of non-IIS (excluding A.O., Steno. And SCD)of Regional/Branch Offices, tendering of advice and seeking approval of the Ministry where required.
- 3. Coordination, collection and compilation of all reports regarding establishment matters from Regional/Branch Offices including Hqrs. To be furnished to M/o I&B etc.
- 4. Construction of PIB buildings where land has been allotted by the Govt. excluding Hqrs.
- 5. Inspection of Regional/Branch Offices.

6. Holding Conferences/meeting of Heads of Regional/Branch Offices.
7. Matters related to Accommodation of Regional/Branch Offices including hiring.
8. All co-ordination works.

Vigilance Section

1. Departmental Security instructions, their implications and application.
2. All Vigilance work of the Bureau.
3. Initiation of disciplinary cases/proceedings after approval of the competent authority has been taken by the concerned administrative section.
4. Preparation of "Agreed list."
5. Completion/Maintenance of ACRs.
6. Custody of Secret papers.
7. Property Returns (including purchase and sale of properties)
8. Allocation of work between sections.
9. O&M work of the Bureau.
10. Study by SIU of M/o Finance.
11. Appointment of Grievance Officer, Liaison Officer for SC/ST, Liaison Officer for OBC etc.
12. Control and Management of Departmental Record Room.
13. Grievance cases and furnishing of returns of returns related to grievance.
14. Reporting of loss due to fire, theft etc to concerned authority and decide contribution negligence.

Cash Section

1. Receipt and disbursement of cash, Maintenance of Cash Book etc.
2. Preparation of pay bills in r/o JD(A), DD(A), SOs, AD, MCO(Non IRLA), Assistants, PAs, IAs, UDCs, Stenos, LDCs, NR, Ex-cadre posts, Group 'D', Daily wagers, New Pension scheme employees.
3. Preparation and payment of bills like TA/DA, OTA, Conveyance, Children Education Allowance etc.
4. Preparation and payment of Contingent bills, and Non Plan bills of Hospitality/Entertainment, OAE, Publication, Professional Services, Other charges, Advt. & Publicity and Plan-Revenue/Capital, bills relating to Ministry of Rural Dev./ Health and Family Welfare etc.
5. Reconciliation of Accounts with P&AO (MS) & Budget control and work relating to IRLA Officers etc.
6. Booking of Air Tickets/ Issue of exchange vouchers for air
7. To maintain the GPF account of Non Gazetted staff of PIB, Hqrs.
8. Medical reimbursement/advances.
9. All advances like Car, Computer, Scooter, Cycle etc., House Building Advance, Festival advance etc.
10. Advance/Claim of LTC, Advance/Withdrawal of GPF etc

B&A Section

1. Preparation of Non-Plan Budget including RE and Final Grant.
2. Monthly statement of Non-Plan expenditure.
3. Re-conciliation/Re-appropriation of Non-Plan/Plan expenditure.
4. Distribution of Non-Plan funds under RE/BE/Final Grant.
5. Review of Non-Plan expenditure.
6. Quarterly statement of expenditure on Pay & Allowances.
7. Vote on Accounts.
8. All proposals relating to Non-Plan expenditure.
9. Economy in expenditure – instructions regarding.
10. Abolition of posts – a measure of economy.
11. Creation of Non-Plan posts, upgradation of posts/abolition/conversion/revival of posts.
12. Preparation of material for Annual Report.
13. Performance Budget.
14. Miscellaneous work allotted by Dy. Director.
15. Audit objections and their follow-up.
16. Write off of losses.
17. Review of Imprest money of the Regional/Branch offices and Hqrs.
18. Entertainment Allowance
19. Continuation of temporary posts.
20. SIMCON matters
21. Consultative Committee matters
22. Delegation of Financial and other powers.
23. Advice on Financial and other related matters.
24. Loans and advances to Government servants – Estimates and Distribution of.
25. Recoveries from Ministry of Railways and Ministry of Communications.
26. Family Welfare Budget and its monthly reports.
27. Declaration of Head of Department in Hqrs. and Regional offices and Head of office in Hqrs.
28. Sanctioned Strength – Compilation of the statement showing the permanent and temporary posts.
29. Preparation of Plan Schemes – Five Year Plan & Annual Plan.
30. Preparation of Plan Budget (BE, RE, Final Grant and distribution of funds to Regional offices.
31. Material for Standing Committee on Information Technology.
32. VIP references and other related matters including Parliament Questions on the above subjects.
33. Monthly expenditure statement – Plan Schemes.

General Section

1. Modernisation of PIB Hqrs.
2. Matters related to National Press Centre.
3. Procurement of stationery/binding work.

4. Purchase of furniture and other articles.
5. Liveries.
6. Annual physical verification of stocks maintained by the section.
7. Disposal of unserviceable articles.
8. General “bandobust”, Office cleanliness, fire precautions, repairs, white-washing, electrifications installations, water supply etc.
9. Petty purchases.
10. Employment of mazdoors including payment of bills thereof.
11. Hot & cold weather arrangements and air- conditioning arrangements refrigerators, fans etc.
12. Telephones/Mobile/Broadband connection all matters pertaining to.
13. Maintenance of Conference Hall.
14. Purchase/Maintenance of Staff Car/hiring of DLY Taxis.
15. I/Cards/Library cards.
16. Fording of applications for residence quarters to Dte. of Estates.
17. Write off losses in respect of articles dealt with by the Section.
18. Matter relating to Canteen/ Cafeteria/Fruits& Betal Shop and entertainment.
19. Security and liaison with Nodal Ministry of Shastri Bhawan.

Office Automaton Section

1. Plan Scheme related to Computerization and allied technology.
2. Procurement and maintenance of Computers and its accessories/ computer stationery.
3. Procurement and maintenance of Riso/photocopier fax machines and other equipment's related to office automati0ojn and its accessories (except telephone).
4. Computer related training of Officer/Staff.
5. Liaison with NIC/NIC Officers.
6. Liaison with Web Administration Cell.
7. Annual Physical Verification of stocks maintained by the section and write off of losses.

Receipt and Distribution Section

1. Dispatch of Parliament Questions to the Parliament House during Parliament Session.
2. Dispatch of the releases to the Regional and Branch Offices / Press / Correspondents / Cameramen / Local Newspapers through Peons/Dispatch Riders/By Air/By Rail and by Post.
3. Receipt of dak and its distribution to the various Officers/Sections in the Bureau.
4. Dispatch of the letters/files etc. meant for other Ministries/Departments.
5. Maintenance/Repairs of the apparatus / machines e.g. Motor Cycles/ Gestetner/Addressograph Machines/Stitching Machines/Franking Machines etc.
6. Procurement of Service Postage Stamps and the maintenance of their records.
7. The clearing of transportation charges bills concerning Railway/Indian Airlines.
8. Maintenance of the log books concerning Motor Cycles being used in the R&D

- 9 Section and payment of the Petrol Bills concerning thereto.
Issue of telegrams and control of expenditure relating to it.

Chapter –3

Powers and Duties of Officers and Employees

Powers and Duties of Officers and Employees

All administrative and financial powers delegated to Heads of Departments of Government of India under the Delegation of Financial Powers Rules are available with the Principal Director General (M&C). Further, powers of the Head of Office have been delegated to the Deputy Director (Administration).

2 Officers of Indian Information Service at different levels from Media and Communication Officer to Addl. Director General (M&C) function as Departmental Publicity officers. They are attached to different Ministries and Departments to assist them in dissemination of information and giving feedback on the peoples reaction, as reflected in the media towards governments policies and programmes and giving professional advise to the Ministry on media affairs. They brief the Minister/Secretary on important issues appearing in the media. They attend important meetings/functions conducted by the concerned Ministry and issue Press Releases or Backgrounders, arrange Press Conferences for the Minister or Secretary or Senior Officials of the Ministry for important announcements. Media people are taken to senior level functionaries in the Ministry by the DPOs for formal/informal briefings.

3 Publicity were relating to information dissemination on behalf various Ministries/ Departments of Government of India is carried out by officers by Indian Information Service in the Press Information Bureau in accordance with para 119 of the Mannual of Office Procedure (MOP) of the Government of India, O.M. No. 1/4/72-MUC dated 23.11.1972 of Ministry of I&B under Technical Publicity Rules under 1997 of PIB

Chapter –4

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Name/title of the documents	Type of document	Brief write-up on the Documents	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of rules, regulations, instructions, manual and records(if any)
Central News Media Accreditation Rules	Rules	PIB grants accreditation to journalists representing various news organisations, at the headquarters of the Govt. of India. The Accreditation procedure is governed by the Central News Media Accreditation Rules-1999 as approved by the Ministry of I&B.	Director (Press Facility) Room No.115, 'A' Wing, Shastri Bhavan, New Delhi. Tel:23386602.	Nil
Guidelines for allotment of Govt. residential accommodation to journalists under press pool	Instructions	These guidelines which are approved by the Directorate of Estate, are followed by PIB for recommending the cases of accredited journalists for allotment of Govt. residential accommodation under "press pool".	As above	Nil
Guidelines for ex-gratia payment for Journalists' Welfare Fund.	Instructions	These guidelines which are approved by the Ministry of I&B are followed by PIB for recommending the cases of journalists/dependents for ex-gratia payment from "Journalists Welfare Fund" administered by Ministry of I&B.	As above	Nil
Conducted Press Tour Rules-1996.	Rules	PIB conducts Press Tours of journalists to backward, hilly, tribal and other areas for official publicity of various centrally sponsored schemes/Plan	As above	Nil

		Projects. The press tours are governed by the Conducted Press Tour Rules-1996 as approved by the Ministry of I&B.		
Hospitality Rules	Rules	In the interest of official publicity, PIB extends hospitality to Indian and foreign journalists, strictly in accordance with the Hospitality Rules as approved by the Ministry of I&B.	As above	Nil.
Individual files of accredited journalists	Record	PIB maintains and preserves personal files of every journalist who are seeking accreditation	As above	Nil
Files pertaining to CPAC/ Screening Committee meetings.	Record	PIB maintains files related to Constitution of CPAC and its every meeting. Also there are files related to Screening Committee on Govt. Accommodation from Press Pool.	As above	Nil
Guard Files of minutes of meeting of CPAC /Screening Committee.	Record.	A Guard Files containing minutes of previous meetings of CPAC and Screening Committee on Govt. Accommodation from Press Pool are also maintained by PIB	As above	Nil
Registers related to issue of custom duty exemption certificate to journalists	Record	PIB issues authorisation letter to accredited journalists for availing customs duty exemption on import of professional equipment as allowed by the Ministry of Finance and a register containing details of journalists who are being issued the authorisation letters is being maintained by PIB.	As above	Nil
Technical Publicity Rules 1997	Guidelines for publicity	These are set of guidelines for internal use and reference of PIB officers engaged in Information dissemination activities.	Director (Coord)	As specified in RTI Act

Chapter –5

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relations to the formulation of its policy or implementation thereof.

Formulation of Policy.

Sl. No	Subject/Topic	Is it mandatory to ensure public participation(Yes/No)	Arrangements for seeking public participation.
1.	Rules for grant of accreditation to journalists at the headquarters of the Govt. of India.	Yes	The Accreditation Rules are framed after detailed consultation with the members of the Central Press Accreditation Committee which consists of a maximum of 19 members nominated from various journalists' organisations/ associations.

Implementation of Policy

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1.	Grant of accreditation to journalists at the headquarters of the Govt. of India.	Yes	Accreditation cases are processed in accordance with the Accreditation Rules. Central Press Accreditation Committee (CPAC) has been constituted by the Govt. to look into the accreditation cases of journalists. A journalist is granted accreditation only if his case is recommended by the CPAC.

Chapter –6

**A statement of the categories of documents that are held by it
or under its control**

Statement of the categories of documents that are held by it or under its control

Sl.No .	Category of documents	Name of the document and its introduction in online	Procedure to obtain the document.	Held by/under the control of
1.	Unclassified	Central News Media Accreditation Rules-1999 (Introduced online)	Downloadable from PIB's web-site (https://www.pib.gov.in) Hard copy also available from Director (Press Facility), PIB.	Director/Joint Director
2.	Unclassified	Guidelines for allotment of Govt. residential accommodation to journalists under Press Pool (To be introduced online)	Hard copy available from Director (PF), PIB.	-do-
3.	Unclassified	Guidelines for ex-gratia payment from Journalists' Welfare Fund (To be introduced online)	-do-.	-do-
4.	Unclassified	Conducted Press Tour Rules (To be introduced online)	-do-	-do-
5.	Unclassified	Hospitality Rules (To be introduced online)	-do-	-do-
6.	Confidential	Individual files of accredited journalists.	-do-	-do-
7.	Unclassified	Files pertaining to CPAC/Screening Committee meetings	-do-	-do-
8.	Unclassified	Guard Files of minutes of meeting of CPAC/Screening Committee	-do-	-do-
9.	Unclassified	Registers related to issue of custom duty exemption certificates to journalists.	-do-	-do-
10.	Confidential	Technical Publicity Rules 1991	Director (Coordination)	-do-

Chapter –7

**A statement of boards, council, committees and other bodies
constituted as its part**

Statement of boards, council, committees and other bodies constituted as its part

Name and address of the Affiliated Body	Central Press Accreditation Committee(CPAC)
Type of Affiliated Body	Committee
Brief Introduction of the Affiliated Body	The Central Press Accreditation Committee, with a tenure of two years from the date of its first meeting, is constituted by the Govt. to consider and give recommendation/advice on the accreditation cases of journalists at the headquarters of the Govt. of India.
Role of the Affiliated Body	Advisory
Structure and Member of Composition	The Committee consists of Principal Director General (M&C) as its Chairman and a maximum of 19 members nominated from various journalists' organisations/associations.
Head of the Body	Principal Director General (M&C)
Address of main office and its Branches.	Press Information Bureau, Shastri Bhavan, New Delhi-110001.
Frequency of meetings	Once in 3-4 months
Can public participate in the meetings	No
Are minutes of the meetings prepared	Yes

Statement of boards, council, committees and other bodies constituted as its part

Name and address of the Affiliated Body	Screening Committee for allotment of Govt. accommodation to journalists and press-cameramen
Type of Affiliated Body	Committee
Brief Introduction of the Affiliated Body	The Screening Committee for allotment of Govt. accommodation to journalists and press cameramen is constituted on 28 June, 2005 by the Ministry of I&B. The committee considers the cases of allotment of Residential Govt. Accommodation to Journalists under Press Pool.
Role of the Affiliated Body	Advisory
Structure and Member of Composition	The Committee consists of Principal Director General (M&C) as its Chairman and 6 other members including 4 journalists nominated by the Ministry of I&B.
Head of the Body	Principal Director General (M&C)
Address of main office and its Branches.	Press Information Bureau, Shastri Bhavan, New Delhi-1.
Frequency of meetings	No fixed-time
Can public participate in the meetings	No
Are minutes of the meetings prepared	Yes

Chapter –8

The names, designations and other particulars of the Public Information Officers

F. no. I-11013/1/2018-Admn-1
GOVERNMENT OF INDIA
PRESS INFORMATION BUREAU
(Ministry of Information & Broadcasting)

...

New Delhi, Dated the 15th February, 2021

OFFICE ORDER

Subject: Appointment of CPIOs & AA in PIB-Hqrs., New Delhi

In Supersession of all earlier orders, the following officers of Press Information Bureau (Hqrs.) are hereby designated as Appellate Authority (AA) and Central Public Information Officer (CPIO) with immediate effect, in respect of the specific subject matters mentioned against their names, in terms of Section 5 (1) & 19 (1) of the Right to Information Act, 2005:-

Sr. no.	Name & designation of CPIO with address & Telephone Number	Concerned Section/ Unit/	Name of A.A. with address & Telephone Number
1.	Sh. Nimish Rustagi, Director, Room No. 112A, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23388517	Coordination (PMS & DPS)	Ms. Vasudha Gupta, DG, Room no. 102, Shastri Bhawan, New Delhi. Tel. no. : 23381075
2.	Sh. Saurabh Singh, Deputy Director, Room No. 212, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23488115	Social Media Cell & Fact Check Unit	
3.	Sh. R. K. Pillai, Assistant Director, Room No. 221, National Media Centre, Raisina Road, New Delhi. Tel No. 23488064	Administration I, II & III	Sh. B. Narayanan, ADG Room No. 108, National Media Centre, Raisina Road, New Delhi Tel No. 23488165
4.	Sh. Arun Kumar P, Deputy Director, Room No. 713, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23385991	Office Automation Section (OAS) & General Section (GS)	
5.	Smt. Mukta Aggarwal, Deputy Director, Room No.717, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23382145	Official Language Unit (OLU)	
6.	Shri Sadhu Singh Deputy Director, Room no. 714 A Wing, Shastri Bhawan, New Delhi-110001. Tel No. 23384684	Cash Section & Budget & Accounts Section	
7.	Shri Jyoti Swaroop Asthana, Deputy Director, Room No. 219, National Media Centre, Raisina Road, New Delhi. Tel No. 23488088	NMC	

8.	Sh. Manish Gautam, Director, Room No. 10, National Media Centre, Raisina Road, New Delhi Tel No. 23488148	Hindi Unit	Smt. Alpana Pant Sharma, ADG, Room No.105, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23389223
9.	Smt. Tejaswi Menda, Deputy Director Room No. 322, National Media Centre Raisina Road, New Delhi Tel No. 23488347	Press Facilities	Smt. Kanchan Prasad Mandlaus, ADG Room No. 107, National Media Centre Raisina Road, New Delhi Tel No. 23488021
10	Sh. Arun Kumar P, Deputy Director, Room No. 713, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23385991	PM Unit & Feedback	Shri Dhiraj Singh, ADG Room No. 203, National Media Centre Raisina Road, New Delhi Tel No. 23488053

2. In absence of any regular incumbent on account of leave, training, other official duty, tour, the link of that CPIO/AA will automatically be designated as the CPIO/ AA for the work under the regular incumbent for that duration.

3. Also, in case of subsequent changes in work allocation/ transfer/ posting of the officer, the new incumbent will be automatically designated the CPIO/ AA of the work under him/her.

4. This issues with the approval of competent authority.

(Beena Yadav)
ADG (Nodal Officer of RTI)
Tel: 23488048

To,

- 1 All Concerned.
- 2 Ministry of I&B {US (PPC/IFC)}.
- 3 All Officers/Sections/Units at PIB (Hqrs.)
- 4 All Regional/ Branch Offices.
- 5 PPS to Pr. DG (M&C)/ PS to Dir (A)
- 6 Intra net (NIC, PIB).
- 7 Guard File.

Chapter –9

Procedure followed in Decision Making Process

Procedure followed Publicity/Information dissemination related matters.

The PIB is the nodal agency of the Central Government to disseminate information to the print and electronic media. Officers of the Indian Information Service (IIS) cadre are attached to different Ministries and Departments to assist them in dissemination of information. There is no specific channel for submission of publicity related matters by the Departmental Publicity Officers. The DPOs have access to the Minister and Secretary of the Ministry/Department allocated to them. The publicity material received from the Ministries are scrutinized and Principal Director General (M&C) is generally consulted before releasing any important press release. The work relating information dissemination and publicity of the Ministries and Department of the Government of India is under taken in accordance with para 119 of the Manual of Office Procedure (MOP) O.M. NO 1/4/72-M dated 23.11.1972 of the Ministry of I&B and Technical Publicity Rules, 1991 of PIB.

Procedure followed in administrative matters.

The procedure followed to take a decision for various administrative matters is done in accordance with the procedure prescribed in the Fundamental Rules & Supplementary Rules (FRs & SRs), the General Financial Rules (GFRs), Delegation of Financial Power Rules (DFPRs) and the Manual on Office Procedure (MoP). The procedures and the level of disposal of cases have been prescribed in the Fundamental Rules & Supplementary Rules (FRs & SRs), the General Financial Rules (GFRs), Delegation of Financial Power Rules (DFPRs) and the Manual on Office Procedure (MoP). The decision making process is initiated at the Section level. The Section Officer submits the case to the Under Secretary/ Deputy secretary level Officer who is designated as Deputy Director/Joint Director respectively in PIB. The case then moves to the Additional Director General (A) and then finally to the Principal Director General (M&C) While exercising the powers of Head of Department, the Principal Director General (M&C) is the final authority who vets the decision. However, while exercising the powers of a Ministry/Department, the Integrated Finance Division i.e. the AS&FA vets the final decision.

Chapter –10

Norms set by it for the discharge of its functions

1. GENERAL TERMS OF ACCREDITATION

- 1.1 Accreditation will be given in accordance with these rules to news media representatives of various categories in different types of News-Media organisations as per eligibility conditions laid down in schedule I and within the Quota limits specified in Schedule II & III of these rules.
- 1.2 Accreditation shall be granted only to those representatives who reside at Delhi or its periphery.
- 1.3 Accreditation shall not confer any official or special status on news media representatives, but shall only recognise their identity as a professional working journalist.
- 1.4 Accreditation of representatives of only those media organisation will be considered which have been functioning or operating for at least one year, continuously.
- 1.5 The publication should carry at least 50 per cent of its contents as news and/or comments of general public interest. It should also include news and information emanating from the headquarters of the Government of India.
- 1.6 Publications containing information of sectional interest such as house journals, technical/professional publications etc. are not eligible for accreditation.
- 1.7 The organisations owned and run by Cable Operators providing Cable television service through Cable Television Network will not be eligible for accreditation.
- 1.8 Accreditation shall be withdrawn as soon as the conditions on which it was given cease to exist. Accreditation is also liable to be withdrawn/suspended if it is found to have been misused.
- 1.9 If an applicant or a media organisation is found to have supplied false/fraudulent/forged information/documents the representative/media organisation shall be debarred from accreditation upto a maximum of five years but not less than two years, as decided by CPAC.
- 1.10 The CPAC reserves to itself the right to recommend or reject grant of accreditation. In all accreditation cases, decision of the CPAC will be final.

2. PROCEDURE FOR ACCREDITATION

- 2.1 The procedure for accreditation shall be laid down by the Principal Director General in consultation with the CPAC.
 - 2.2 The Principal Director General can call for any information and documents considered necessary for the purpose of ensuring credibility and genuineness of cases of accreditation, at the time of accreditation or at its renewal or at any other time if so required.
-

Schedule – I

ELIGIBILITY CONDITIONS

(Rule 6.1)

(A) News Representatives

Sl. No.	Category	Conditions
1.	Correspondents/Camera man and other categories except freelance	Minimum 5 years professional experience as a full time working journalist/cameraman in news organisation(s).
2.	Freelance Correspondents / Camerapersons	(a) Minimum 15 years professional experience as a full time working journalist. (b) Annual income not less than Rs. 36,000/- per financial year from the journalistic work only, for correspondents and still photographers. (c) For TV camerapersons/correspondent-cum-cameramen, a minimum revenue of Rs. 5 lakh per year from news related programmes.

(B) News Organisations (Print Media)

Sl. No.	Category	Conditions
1.	Newspapers(Daily)	Circulation should not be less than 10,000 copies of 4 full size pages per publishing day.
2.	Newspaper (Weekly/fortnightly)	Circulation should not be less than 10,000 copies of 4 full size pages or 8 pages of tabloid size per publishing day.
3.	Periodicals/Magazines (Upto fortnightly only)	Circulation should not be less than 10,000 copies with a minimum of 40 pages per publishing day.
4.	Wire News Agency	(a) Annual Revenue not less than Rs. 20.00 lakh (b) Should have at least 30 news subscribers.

5.	News Agency/News Agency Photo Feature	(a) Annual Revenue not less than Rs. 2.50 lakh (b) Should have at least 20 paying subscribers.
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(C) **News Organisations (Electronic Media)**

Sl. No.	Category	Conditions
1.	<u>TV Programme Production/ Telecast Organisations</u> (i)TV/Radio News Production Organisations having air time arrangements with Channels/Stations (ii)Satellite Channels (iii)News magazine producing organisations having telecast/ broadcast tie-up with TV Channels/Stations.	(a) Should have at least one news bulletin/programme of minimum 15 minutes duration per day. (b) At least 15 percent of their respective air-time (approx. 3.5 hours in a 24 hours cycle) dedicated to telecast/transmission of news and news related programmes per day. (c) A minimum total cumulative programme duration of 60 minutes per week on news and news related contents.
2.	Television/Radio News Agencies	(a) A minimum annual revenue of Rs. 15.00 lakh from news clips etc. (b) Should supply news clips to at least 5 subscribing Satellite TV/Radio organisation on regular basis.

- (D) Foreign News Media Representatives and Organisations will also be governed by the same eligibility as mentioned at (A), (B) and (C) of this schedule. However, **no foreign freelance journalist** will be eligible for grant of accreditation.

Schedule – II

**SCHEDULE OF QUOTAS FIXED FOR VARIOUS CATEGORIES OF
NEWSPAPERS/MEDIA ESTABLISHMENTS**

(Rule 6.1)

PRINT MEDIA

1. Newspapers Belonging To Chains And Common	Maximum
No. of	
<u>Ownership Units With Aggregate Circulation :</u>	<u>Accreditation</u>
1. Between 75000 and One lakh	10
2. Between 1 lakh and 2 lakh	12
3. Between 2 lakh and 3 lakh	22
4. Between 3 lakh and 5 lakh	30
5. Between 5 lakh and 10 lakh	40
6. 10 lakh and above	45
2. <u>Dailies with Circulation :</u>	
1. Between 10,000 and 15,000	01
2. Between 15,000 and 25,000	02
3. Between 25,000 and 35,000	03
4. Between 35,000 and 50,000	04
5. Between 50,000 and 75,000	05
6. Between 75,000 and one lakh	08
7. 1 lakh and above	10
3. <u>Periodicals with Circulation :</u>	
1. Between 10,000 and 25,000	02
2. Between 25,000 and 75,000	03
3. Between 75,000 and 1 lakh	04
4. Between 1 lakh to 1.5 lakh	06
5. Between 1.5 lakh to 2 lakh	08
6. 2 lakh and above	12
7. Periodicals belonging to chains with common ownership/multi-lingual editions and combined circulation above 5 lakh	15

4.	Cartoonist and Cartographers of Newspapers	01
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5. Cameramen :

1.	Circulation between 10,000 and 25,000	01
2.	Circulation between 25,000 and one lakh	03
3.	Circulation between one lakh and 5 lakh	08
4.	Circulation above 5 lakh	15

6. News Agencies (Wire) with Gross Annual Revenue:

1.	Between Rs. 20 lakh and 1 crore	12
2.	Between Rs. 1 crore and Rs. 5 crore	18
3.	Between Rs. 5 crore and Rs. 10 crore	25
4.	Rs. 10 crore and above	40
	(Having services in one or more languages)	

7. News Feature Agencies with Gross Annual Revenue :

1.	Between Rs. 2.50 lakh and 5 lakh	02
2.	Rs. 5 lakh and above	04

8. Indian News Photo Agencies with Gross Annual Revenue:

1.	Between Rs. 2.50 lakh and Rs. 5 lakh	02
2.	Rs. 5 lakh and above	05
3.	Photo (Wire) Agencies	10

9. Foreign Based Dailies and Periodicals

05

10. Foreign News Agencies:

1.	Foreign News Agencies	10
2.	Foreign Photo News Agencies	05

**SCHEDULE OF QUOTAS FIXED FOR VARIOUS CATEGORIES OF
ELECTRONIC MEDIA**

(Rule 6.1)

1. TV News Production/Telecast/Organisation:

- | | |
|---|--|
| ➤ The Electronic Media Organisation having news Bulletins/current affairs programmes of a minimum of 15 minutes per day | 3 Cameramen and
3 Correspondents |
| ➤ An electronic media organisation having news Bulletins/Current Affairs programmes of more than 15 minutes and upto 30 minutes per day | 5 Cameramen
and
5 Correspondents |
| ➤ An electronic media organisation having news Bulletins/Current Affairs programmes for more than 30 minutes per day | 10 Cameramen
and
10 Correspondents |
| ➤ A TV Programme production/telecast organization producing a minimum total cumulative programme duration of 60 minutes per week on news and news related contents. | 2 Cameramen
and
2 Correspondent |

2. Electronic Media News Agencies:

The eligibility of quota of accreditation in respect of TV/Radio News Agencies from news and news related programmes with a verifiable revenue will be as follows:

- | | |
|---|--|
| ➤ Revenue of Rs. 15 lakh to 25 lakh per annum | 2 Cameramen
and
2 Correspondents |
| ➤ Revenue of more than Rs. 25 lakh to 75 lakh per annum | 4 Cameramen
and
4 Correspondents |

- | | |
|--|--|
| ➤ Revenue of over 75 lakh and upto 2 crore per annum | 6 Cameramen
and
6 Correspondents |
| ➤ Revenue of more than 2 crore and upto Rs. 10 crore per annum | 8 Cameramen
and
8 Correspondents |
| ➤ Revenue of more than Rs. 10 crore Per annum | 10 Cameramen
and
10 Correspondents |

3. Foreign Electronic Media:

- | | |
|--|--|
| ➤ Radio Broadcasting Organisations | 3 Correspondents |
| ➤ TV News Telecasting Organisation and News Agencies | 5 teams of one
Cameramen and
one Correspondent
each |
| ➤ TV and Radio News Channels with hourly telecast of News and current affairs programmes | 8 teams of one
Correspondent and
one cameraman each |

ANNEXURE

RULES FOR GRANT OF ACCREDITATION TO NEWS MEDIA REPRESENTATIVES AT THE HEADQUARTERS OF THE GOVERNMENT OF INDIA AND THE NORMS FOR THE CONSTITUTION OF CENTRAL PRESS ACCREDITATION COMMITTEE

1. SHORT TITLE

These rules may be called 'The Central Newsmedia Accreditation Rules, 1999'.

2. COMMENCEMENT AND SCOPE

- 2.1 These rules shall come into force from the date of notification by the Government.
- 2.2 These rules shall apply to the grant of accreditation to representatives of news media organisations at the headquarters of the Government of India and shall supercede all previous rules in this regard.

3. AMENDMENTS

The Central Press Accreditation Committee or the Principal Director General can make recommendations to the Central Government for amendment of the rules from time to time as considered necessary.

4. DEFINITIONS

- 4.1 "Central Press Accreditation Committee" means a Committee constituted by the Government of India under these Rules.
- 4.2 Newspaper' shall have the same definition as given in the Press and Registration of Books Act, 1867.

- 4.3 News Media shall include newspapers, wire service and non-wire service news agencies, News Feature Agencies, Electronic Media Agencies and organisations containing news and comments on public news.
- 4.4 A 'Daily Newspaper' shall be published on not less than five days in a week or as defined in the PRB Act.
- 4.5 A 'Weekly' and 'Fortnightly' newspaper shall have not less than 45 or 22 issues in a year, respectively.
- 4.6 Principal Director General means the Principal Director General to the Government of India, hereinafter referred to as the Principal Director General.
- 4.7 Working Journalist means any working journalist as defined in the Working Journalist (conditions of Service and Miscellaneous Provision) Act, 1955.
- 4.8 Accreditation means recognition of news media representatives by the Government of India for purpose of access to sources of information in the Government and also to news materials, written or pictorial, released by the Press Information Bureau and/or other agencies of the Government of India.
- 4.9 Electronic News Media Organisation (Television or Radio) will include any TV/Radio News Programme Production Unit and TV/Radio News Agency.

5. THE CENTRAL PRESS ACCREDITATION COMMITTEE

- 5.1 The Government of India shall constitute a Committee called the Central Press Accreditation Committee (hereinafter referred to as the CPAC) to discharge the functions laid down under these rules.
- 5.2 The CPAC shall consist of Principal Director General as Chairperson and a maximum of 19 other members, representing Associations /Organisations of working journalists/mediapersons who should otherwise be eligible for accreditation under these rules.
- 5.3 The CPAC once constituted shall function for a period of two years from the date of its first meeting.
- 5.4 The CPAC shall meet generally once in a quarter or more frequently, as considered necessary.

- 5.5 The decisions of the CPAC shall be taken on the basis of majority of the members present and voting.
- 5.6 There will be a Standing Sub-Committee of the CPAC consisting of five Delhi based members to consider and take decisions on the accreditation cases of urgent nature and other related matters. These cases will be placed before the CPAC at its next meeting.
- 5.7 The Principal Director General will have the power to grant regular accreditation in cases where an accredited news media representative changes his organisation to another accredited organisation.

3. Rules regulating the Entertainment Grant of the Press Information Bureau

- 3.1 The grant is meant for Hospitality of foreign and Indian editors, correspondents, other categories of journalists, etc. in the interest of official publicity.
- 3.2 Provision will be made every year by inclusion of funds for this purpose through the regular budget of the Press Information Bureau under the Sub-Head "other Administrative Expenses" or other head of account prescribed for the purpose.
- 3.3 The grant will be operated on by the Principal Director General and no expenditure against the grant will be incurred without his prior approval. He is empowered to sanction "On Account" advances for meeting on the spot expenses in this connection. The contingent bills in which the funds are drawn from the treasury will be accompanied by detailed vouchers from hotels, clubs. etc. and a certificate in the form given at the end of these rules.
- 3.4 If Hospitality is arranged at clubs which are open only to members and their guests, the officer authorised by the Principal Director General to incur expenditure in this behalf should submit the club's bill, duly supported by detailed vouchers which, after countersignature by the Principal Director General, will be attached to the contingent bill. A proper receipt should be taken from the Officer at the time of payment.
- 3.5 In case where Hospitality is arranged at an Officer's residence as per rule 9, if it is not possible or expedient to support a payment by a voucher, the expenditure incurred by the Officer will be reimbursed to him on furnishing a certificate specifying therein full particulars (including the number of guests entertained) of the claim as required under Rule 206 of the Treasury Rules, Vol.I.
- 3.6 When arrangements for Hospitality are made at places where bills for items of food presented are exclusive of tipping charges, tips may be paid up to but not exceeding in any case 10% of the total Hospitality Charges incurred.
- 3.7 The number of invitees on each occasion will be decided by Principal Director General keeping in view the context in which such hospitality is extended. However, it shall not exceed seventy for luncheons and dinners and one hundred for Receptions. Principal Director General may try to keep the number of invitees to the barest minimum in view of the budgetary constraints. Care shall be taken to ensure that the expenditure

is kept to the minimum without comprising with the quality of the entertainment.

- 3.8 (i) The maximum limit of expenditure per head will be as per the tariffs fixed by ITDC, Ashok Hotel, from time to time for same or similar menu and other items.
- (ii) Alcoholic beverages and smokes may not be served ordinarily. But these may be served when the Principal Director General entertains a journalist personally. When alcoholic beverages and smokes are served, the expenditure thereon per head will be limited to Rs.120/- and Rs.30/- respectively including taxes.
- 3.9 The grant may also be utilised by the Principal Director General for personally entertaining the category of persons (as under Rule 1) in a less formal fashion in his own home or elsewhere, in the manner considered most appropriate for the occasion or purpose, but reimbursement will be made subject to a ceiling of Rs.100/- for lunch/dinner and Rs.50/- for reception/evening party, inclusive of soft drinks but exclusive of alcoholic drinks and smokes – expenditure on which is subject to a limit of Rs.120/- and Rs.30/- per head respectively, including taxes as prescribed 8(ii) above.
- 3.10 The overall ceiling on the expenditure in a financial year will be the approved Budget provision under the distinct sub-head “Other Administrative Expenses” or other relevant head of accounts prescribed for the purpose. The Budget provision will not be increased by re-appropriation without the approval of Government.
- 3.11 Ministry of I&B will be empowered to make relaxation of any rule/provision whenever required in the interest of official publicity.

4. **GUIDELINES FOR ALLOTMENT OF GOVERNMENT ACCOMMODATION TO THE JOURNALISTS AND PRESS CAMERAMEN**

- 4.1 The allotment of accommodation in Press Pool shall be made after taken into consideration the recommendations of the Screening Committee set up by the Ministry of Information & Broadcasting, headed by Principal Director General, of which Joint Secretary/Addl. Secretary, Ministry of Urban Development & Poverty Alleviation and Director of Estates shall be ex officio members and four journalists to be nominated by the Ministry of Information & Broadcasting as members.
- 4.2 The Screening Committee will have a tenure of two years from the date of its first meeting and will be reconstituted every two years. Except the ex officio members, no other member will continue as member for more than two terms.
- 4.3 The Press Pool shall consist of 100 units.
- 4.4 Journalists/press-cameramen will be divided into the following two categories for the purpose of allotment of Government accommodation from the Press Pool:
- ❖ Journalists drawing emoluments upto to Rs.10,000/- per month (excluding conveyance allowance) – Category-I, and
 - ❖ Journalists drawing emoluments between Rs.10,001/- and Rs.20,000/- p.m. (excluding conveyance allowance) – Category-II.
 - ❖ Journalists drawing emoluments upto Rs.10,000/- p.m. may be allotted Type –IV accommodation and
 - ❖ Journalists drawing emoluments between Rs.10,001/- to Rs.20,000/- p.m. may be allotted accommodation in Type IV-Special.
- 4.5 The duration of allotment shall be 5 years for Category-I and 3 years for category-II.
- 4.6 The facility of allotment of Government accommodation to journalists/press-cameramen shall be available for a period of five years and the system would be phased out thereafter.
- 4.7 There would be periodic review of accreditation of press correspondents/news cameramen by the Ministry of Information & Broadcasting and the result of such review would be informed to the Directorate of Estates to enable cancellation of allotment. The non-

entitled journalists shall be allowed 6 months time to vacate the premises – two months on payment of normal rent and another four months on twice the rent. in case where a person becomes ineligible because of change of rule, retention would be allowed for a period of six months –four months at normal rent and two months on double the rent. In case of death, the family of the deceased allottee shall be allowed retention for a period of 6 months on payment of normal license fee.

- 4.8 Only those journalist/press-cameramen who do not own a house or flat as an owner or a holder of power of attorney in his/her or in the name of a family member or a dependent in the NCT of Delhi, which besides Delhi, includes the municipal limits of Ghaziabad, NOIDA, Gurgaon, Faridabad, Bahadurgarh and Sahibabad shall be eligible for allotment of accommodation from the Press Pool. Any transfer of ownership within a period of 5 years period to the application/allotment shall tender the applicant ineligible. Subsequent acquiring of a house by a journalist either as an owner or a holder of power of attorney in his name or in the name of his family members or dependent in the NCT of Delhi, will render him ineligible for retaining of Govt. accommodation of such a house.
- 4.9 No correspondent, unless accredited by the Press Information Bureau of the Government of India, would be eligible for Government accommodation. Journalist who are not Indian Nationals and / or who do not represent the Indian Media, though accredited with PIB, will not be eligible for Govt. accommodation.
- 4.10 Editors/Editor-cum-Correspondents and freelance journalists as well as journalists engaged on contract basis, though accredited, will not be eligible for allotment of Government accommodation from the Press Pool.
- 4.11 Allottee shall be required to pay flat rate of license free under FR 45-A plus House Rent Allowances recoverable from the employer.
- 4.12 No request for allotment of accommodation to journalist/press-cameramen from the discretionary quota of Ministry of Urban Development & Poverty Alleviation over and above 100 units allocated shall be considered.

.....

5. CONDUCTED PRESS TOURS RULES – 1996

5.1 Short Title and Commencement:-

- (a) These Rules may be called the Conducted Press Tour Rules 1996.
- (b) They shall come into force on the 15th of January, 1996.
- (c) All other rules and instructions on the subject are hereby superseded.

5.2 Application:-

These rules shall apply to :-

- (i) Conducted tours of journalists and photographers to backward, tribal, hilly and other areas, for their on the spot studies and assessment of developmental activities there.
- (ii) Conducted tours of journalists, photographers, authors, poets, artists, script writers etc., organised in the interest of Government Publicity for Plan projects.

5.3. (a) The list of persons proposed to be invited to participate in the conducted tours, the itinerary, the level of expenditure to be incurred and the composition of the team will be approved by the Principal Director General himself before the commencement of the tour.

- (b) The Press party including the conducting officer shall not exceed 10 persons at any time. The total period of the tour shall not exceed 10 days.

5.4 (a) Mode of travel, that is, whether by road, rail, steamer or air and the class of travel will be decided by Principal Director General depending on the standing of the participants and/or of their parent organisation, destination, journey-time and other factors.

- (b) Whenever any travel concession is admissible to any individual/group under the rules of the railways, or shipping services or airlines, the actual expenditure will be limited to the fare after availing of the concessions.

5.5 After the composition and itinerary of the Press Tour is approved by Principal Director General, Joint Director in-charge of the regions and Joint Director (PR) (for tours to be undertaken from the Headquarters) at

the Headquarters shall have the authority to sanction expenditure for the press tour, within the limits prescribed under these rules and subject to availability of funds placed at their disposal by Principal Director General for the purpose. They may also draw 'On Account' advance equivalent to the amount sanctioned for the purpose.

5.6 Expenses on lodging at places of halt shall be sanctioned by Principal Director General keeping in view the local conditions, facilities and standing of the participant's and/or of their organisations and shall not exceed the following ceilings in accordance with the discretion of the Principal Director General:-

- (a) Metropolitan cities: Upto Rs.2,000/- per head per day as decided by Principal Director General, or actual expenditure of the bill whichever is less.
- (b) Other places: Upto Rs.1,000/- per head per day as decided by Principal Director General, or the actual expenditure whichever is less.
- (c) For the purpose of covering expenses on boarding and food at the place of stay: Upto Rs.400/- per head per day, or actual expenditure whichever is less, depending upon the standing of the participant and/or his present organisation. No expenditure on food is allowed during journey if the fare is inclusive of food. In other cases: a ceiling of Rs.150/- per head per day of travel or actuals whichever is less. Tips not exceeding 10% of the bill at hotels or restaurants will be allowed within the ceilings mentioned in here, if service charges are not included in the bill.

5.7 (a) Where a journalist etc. is to join the Press Party from a place other than the place from where the Press Party originates mode of journey by the shortest route for onward and return journeys and a single day's halt at the place where the tour starts before the commencement of the tour or following the conclusion of the tour will be allowed in accordance with the provisions of rules 4(a) and 6 respectively.

- (b) Members of the party who normally reside outside the place from where the tour starts, should as far as possible, be requested to join the party enroute, instead of coming to the place where the tour starts if the programme permits of such an arrangement.

5.8. (a) The conducting officer will be treated as a member of the party. He will travel with the party and stay with it at the same hotel/guest house etc., at Government expenses and will draw daily allowance on the analogy of Government of India's decision No.13 below SR 36 of the SR and SR Volume 1.

- (b) Other officials, if any, accompanying the party will draw raveling allowance and daily allowance from their respective Departments as admissible under the normal rules.
- 5.9 The Conducting Officer will be responsible for disbursement of Cash and Payment of bills within the limits defined in these rules and for submission of accounts with bills, vouchers etc., within three weeks from the date of conclusion of tour. The Joint Director in-charge of the region will scrutinize the bills, vouchers etc., submitted by the conducting officer and invite clarifications where necessary and settle the accounts. He will also render account of the 'On Account' advance within three weeks of the drawl of the advance.
- 5.10 The conducting officer will submit a report to Principal Director General, within a month of the completion of the tour. The report shall include the actual statement of expenditure incurred, places covered during the tour, together with the write ups of journalists and also the press clippings.
- 5.11 No expenditure will be incurred from Government funds on serving alcoholic drinks.

6. SCHEME FOR CONSTITUTION AND ADMINISTRATION OF THE JOURNALISTS WELFARE FUND

TITLE OF THE SCHEME	The Scheme may be called the 'Journalists Welfare Fund'.								
PERIOD OF OPERATION	It shall come into force with effect from the financial year 2001-02 and shall be operative in the subsequent years.								
PURPOSE OF THE FUND	<p>To provide one time ex-gratia relief on urgent basis to: -</p> <ul style="list-style-type: none">(i) members of the family of the journalists who suffer loss of life, or(ii) journalists who suffer permanent disability, rendering them incapable of discharging their duties <p>due to unnatural causes and in the course of their duty.</p> <p>(iii) Cases of extreme hardship on account of untimely death of the sole bread-earner who is a journalist may also be considered for assistance from the Fund.</p>								
CONSTITUTION AND ADMINISTRATION OF THE FUND	<p>The Fund will be constituted under the Ministry of Information and Broadcasting and will be administered by a Committee comprising: -</p> <p><u>Patron(s)</u> Minister/Minister of State of the Ministry of Information & Broadcasting, Government of India.</p> <table><tr><td>Secretary(I&B)</td><td>- Chairperson</td></tr><tr><td>AS&FA</td><td>- Member</td></tr><tr><td>PDG</td><td>- Member</td></tr><tr><td>JS(P)</td><td>- Member</td></tr></table>	Secretary(I&B)	- Chairperson	AS&FA	- Member	PDG	- Member	JS(P)	- Member
Secretary(I&B)	- Chairperson								
AS&FA	- Member								
PDG	- Member								
JS(P)	- Member								

Dy. Secretary/Director, - Member
Secretary
Ministry of I&B handling
Press matters.

CORPUS OF THE FUND

- The Fund will be set up with the receipts of:
- (i) Need based Grant made by the Government of India;
 - (ii) Any amount received from donations for the purpose;
- The amounts available in the fund would be kept in the section 'Reserve Funds bearing interest' in the Public Account of India.

INCOME TO THE FUND

Interest at the rate of 9% per annum shall be allowed on the balances available in the fund at the end of the year.

PAYMENTS FROM THE FUND

The payment should be restricted to the interest earnings only. The actual principal should not be allowed to be eroded.

ELIGIBILITY FOR AVAILING ASSISTANCE FROM THE FUND

- A journalist as defined below shall be eligible for relief from the Fund, provided that-
- a) He/she is a citizen of India,
 - b) He/she is ordinarily resident of India, and
 - c) He/she should be accredited to PIB at the Headquarters of the Govt. of India or at the Headquarters (Capitals) of the State Governments.

A Journalist for the purpose of this scheme would mean to be a Working Journalist as defined under the Working Journalists and Other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955 and who is performing field duty.

PROCEDURE FOR SANCTION FROM THE FUND

Proposals for assistance from the Fund will be initiated by the Principal Director General with specific recommendation and supporting documents.

The recommendation will be considered and decided by the Committee. However, in cases of urgency, the decision may be taken with the approval of the Chairman of the Committee and reported to the next meeting of the Committee.

ASSISTANCE AVAILABLE UNDER THE FUND

One time ex-gratia relief of an amount of Rs.1.00 lakh may be provided to the victim of permanent disability or dependents of the deceased.

ACCOUNTS AND AUDIT

The Committee shall maintain proper accounts and other relevant records and prepare an annual statement of accounts. The Fund shall be non-lapsable in nature as the accounts are closed to balance.

The Fund shall be subject to internal audit of Chief Controller of Accounts, M/o I&B and statutory audit of Comptroller and Auditor General of India.

RELATIONSHIP OF THE FUND WITH GENERAL REVENUES

The periodic contributions to the Fund shall be kept within the Government Account in the section "Reserve Fund bearing interest" in the Public Account of India. The fund would be classified under the Major Head '8121-General and Other Reserve Funds'.

GENERAL

Grant of financial assistance from the Fund to any working journalist is not a matter of right. Assistance would be extended depending on the Committee's satisfaction regarding the eligibility/merits of the cases and the financial resources available for the purpose. The Committee reserves the right to reject or accept any application without assigning any reasons therefore.

Guidelines for commissioning of features by Regional/Branch Offices and PIB Hqrs.

1. Only journalists/academics/specialized writers may be invited to write features for PIB on suitable remuneration. PIB officials/staffers willing to contribute may be encouraged to do so without any remuneration as publicising developments in their assigned areas of activity comes under the domain of their responsibility. Similarly, other Government officials who volunteer to write for PIB on their own volition in the fields they are working would not get any remuneration. They will have to be content with their bylines and the subjective satisfaction of seeing their names in newspapers/Journals along with their write-ups.
2. All contributors must have adequate and in-depth experience of writing in their fields of specialization.
3. All write-ups irrespective of language should be written in simple words which may be understood by any literate person.
4. The models of content and style can be seen from feature released from the HQ. All subject that come under the purview of PIB's publicity covered in the feature and are available for guidance for all prospective writers on PIB's website; pib.nic.in
5. Writers should be given honoraria depending on the content and wordage of each write-up. The minimum remuneration to the writers with at least 5 years experience should be Rs. 500/-. Senior writers with 10 years experience in the field be considered for payment up to Rs. 750/-. At the HQ all distinguished contributors who are invited to write may be considered for honoraria up to Rs. 1000/-. The honoraria may be fixed only with prior approval of the competent authority and subject to availability of funds.
6. If a regional/branch office would like to commission their features at national level, it would be released first by the Headquarters and thereafter by the concerned office and no vice-versa. The features by regional/branch office to be commissioned by Hqrs should be of national interest and perspective.
7. The features/write-ups should be written exclusively for PIB.

8. If Regional/Brach office would like to release a feature at national level, prior permission from Hqrs is necessary.
9. PIB offices will obtain prior approval of competent authority(PIO/Regional head) for expenditure sanction before commissioning and assigning the features to a Journalist/Academician etc. to ensure timely payment.
10. Editorial right will be with PIB.

Chapter –11

Information available in an electronic form

This Handbook is also available in electronic form in Press Information Bureau's website, www.pib.nic.in

Chapter –12

Particulars of the facilities available to citizens for obtaining information

Detailed information on the Press Information Bureau is available in the Bureau's website, pib.nic.in

Chapter –13
Other Information

1 Application Procedure for requesting information.

Apply in writing or through electronic means in English or Hindi or in the official language of the area, to the C-PIO/C-APIO, specifying the particulars of the information sought for. (list of C-PIO and C-APIOs available in Chapter-8)

Reasons for seeking information are not required to be given; Pay fees as prescribed below (if not belonging to the below poverty line category).

2 Payment of fee.

A request for obtaining information under sub-section (1) of section 6 of the Act shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Section Officer (cash), Press information Bureau, Shastri Bhawan, New Delhi 110001.

1. The fee charged is rupees two for each page for information requested in print /photocopy form, rupees fifty for information provided on a floppy and Rs. 100 for CD.
2. If further fees are required, then the same will be intimated in writing with calculation details of how the figure was arrived at;
3. Applicant can seek review of the decision on fees charged by the C-PIO by applying to the appropriate Appellate Authority;
4. No fee will be charged from people living below the poverty line.
5. Applicant will be provided information free of cost if the C- PIO fails to comply with the prescribed time limit.

3 Time limit to get the information.

1. 30 days from the date of application
2. 48 hours for information concerning the life and liberty of a person

3. 5 days shall be added to the above response time, in case the application for information is given to Central- Assistant Public Information Officer.
4. If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation).

Failure to provide information within the specified period is a deemed refusal.

FORMS :

1. **Application for seeking Information : FORM –A** The application form should be simple and the Dealing hand at the facilitation counter should give reasonable assistance to the applicant to fill up the forms.
2. **Performa for acknowledgement.**
3. **Performa for transfer of application. – FORM -B**
4. **Performa for rejection order – FORM –C**
5. **Format of register to be maintained by the Public Information officer.**

The forms are as follows:

Form 'A'
Form of application for seeking information
(See rule 3)

I.D.No _____
(For official use)

To

The Competent Authority,

.....
.....

1. Name of the Applicant :
2. Address :
3. Particulars of information.
(a) Concerned department :
- (b) Particulars of information required :
 - i. Details of information required :
 - ii. Period for which information asked for :
 - iii. Other details :
4. I state that the information sought does not fall within the restrictions contained in the Right to Information Act, 2005 and to the best of my knowledge it pertains to your office.
5. A fee of Rs. _____ has been deposited in the office of the Competent authority
Vide No _____ dated _____.

Place :

Date :

Signature of Applicant

E-mail address, if any

Tel. No. (Office)

(Residence)

Note :- (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated: _____

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the Shri. _____ between 11 A.M to 1 P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.
6. *The applicant may also consult Web-site of the department from time to time to ascertain the status of his application.*

Signature and Stamp of the
Authority accepting the application

E-mail address:.....

Web-site :

Tel.No

Dated

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

No. F. _____

Date :

.....

To,

Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____
addressed to the undersigned regarding supply of information on

2. The requested information does not fall within the jurisdiction of this
Competent Authority and, therefore, your application is being referred
herewith to Shri _____
3. This is supersession of the acknowledgement given to your on _____

Yours faithfully,

Competent Authority.

E-mail address :

Web-site :

Tel.No.....

Form 'C'
Rejection Order
[See rule 8&9]

From_____

No. F._____

Dated :

.....

To,

Sir/ Madam,

Please refer to your application, I.D. No._____ dated
_____ addressed to the undersigned regarding supply of
information on _____

2. The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority , within 30 days of the issue of this order.

Your faithfully,

Competent Authority.

E-mail address :.....

Web-site :

Tel. No.....

FORMAT OF REGISTER TO BE MAINTAINED BY THE COM PETENT AUTHORITY

[illegible]

[illegible]

PRESS INFORMATION BUREAU

Information Manual

Under

Right to Information Act, 2005

1. PRESS RELATIONS SECTION

1. To process the applications received from media persons for grant of accreditation at the headquarters of the Govt. of India
2. To process the applications received from accredited media persons for renewal of accreditation.
3. To make hospitality arrangements for journalists in the interest of official publicity as required
4. To process the applications for granting financial assistance to journalists under 'Journalist Welfare Scheme'.
5. Conducting of press conferences/press briefings.
6. To issue necessary certificate of accreditation to accredited journalists seeking facilities as Railway concession, CGHS, etc.
7. To grant special accreditation to media persons on the occasions of national/international events like IFFI etc..

Chapter –4

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Name/title of the documents	Type of document	Brief write-up on the Documents	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of rules, regulations, instructions, manual and records(if any)
Central News Media Accreditation Guidelines	Guidelines	PIB grants accreditation to journalists representing various news organizations, at the headquarters of the Govt. of India. The Accreditation procedure is governed by the Central News Media Accreditation Guidelines-1999 as approved by the Ministry of I&B.	Press Relations Section, Room No.320, National Media Centre, New Delhi. Tel:23488371. Available on pib.gov.in	Nil
Guidelines for assistance under Journalist Welfare Scheme (JWS)	Guidelines	PIB processes the application received from journalists/dependents under JWS for consideration of JWS committee for financial assistance under "Journalist Welfare Scheme" by Ministry of I&B.	As above	Nil

Hospitality Rules	Rules	In the interest of official publicity, PIB extends hospitality to Indian and foreign journalists, strictly in accordance with the rules of Government of India	Press Relations Section, RoomNo.320, National Media Centre, New Delhi. <u>Tel:23488371.</u>	Nil.
Files pertaining to Central Press Accreditation Committee (CPAC)	Record	PIB maintains files related to Constitution of CPAC and its meetings.	As above	Nil
Guard Files of minutes of meeting of CPAC	Record.	A Guard File containing minutes of previous meetings of CPAC is maintained by PIB	Confidential as it pertains to third party information. Other parts of the minutes, not concerning third party information can be shared.	Nil
Individual files of accredited journalists	Record	PIB maintains records of journalists, accredit by PIB	Confidential	Nil

Chapter -5

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relations to the formulation of its policy or implementation thereof.

Formulation of Policy.

Sl. No	Subject/Topic	Is it mandatory to ensure public participation(Yes/No)	Arrangements for seeking public participation.
1.	Rules for grant of accreditation to journalists at the headquarters of the Govt. of India.	No	The Accreditation Rules were framed after detailed consultation with the members of the Central Press Accreditation Committee which consists of a maximum of members nominated from various journalists' organizations/ associations.

Implementation of Policy

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1.	Grant of accreditation to journalists at the headquarters of the Govt. of India.	No	Accreditation applications are processed in accordance with the Accreditation Guidelines, as amended from time to time by M/o I&B. Central Press Accreditation Committee (CPAC) is constituted by the Govt. to recommend accreditation to journalists as per the guidelines.

Chapter –6

A statement of the categories of documents that are held by it or under its control

Statement of the categories of documents that are held by it or under its control

Sl.No	Category of documents	Name of the document and its introduction in online	Procedure to obtain the document.	Held by/under the control of
1.	Unclassified	Central News Media Accreditation Guidelines. Now, the process of accreditation is completely online.	Downloadable from PIB's web-site (https://www.pib.gov.in) Hard copy also available from Press Relations Section, PIB.	ADG (PF) /Director(PF)
2.	Unclassified	Guidelines for financial assistance under Journalist Welfare Scheme	-do-	-do-
3.	Confidential	Individual files of accredited journalists.	NA	-do-
4.	Unclassified	Files pertaining to CPAC	Hard copy available from Press Relations Section, PIB.	-do-
5.	Unclassified	Guard Files of minutes of meeting of CPAC/	Partly confidential where it pertains to third party information	-do-

Chapter –7

A statement of boards, council, committees and other bodies constituted as its part

Statement of boards, council, committees and other bodies constituted as its part

Name and address of the Affiliated Body	Central Press Accreditation Committee(CPAC)
Type of Affiliated Body	Committee
Brief Introduction of the Affiliated Body	The Central Press Accreditation Committee, with a tenure of two years from the date of its first meeting, is constituted by the Govt. to consider and give recommendation/advice on the accreditation applications of journalists at the headquarters of the Govt. of India.
Role of the Affiliated Body	Advisory
Structure and Member of Composition	The Committee consists of Principal Director General (M&C) as its Chairman and a maximum of 25 members nominated from various Journalists' organizations/associations.
Head of the Body	Principal Director General (M&C)
Address of main office and its Branches.	Press Information Bureau, Shastri Bhavan, New Delhi-110001.
Frequency of meetings	Once in quarter or more
Can public participate in the meetings	No
Are minutes of the meetings prepared	Yes

No.S-12015/1/2018-Press
Government of India
Ministry of Information & Broadcasting
'A' Wing, Shastri Bhawan, New Delhi

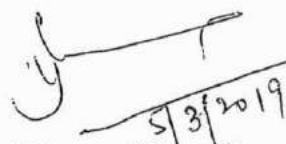
5th March,
Dated 28th February, 2019

OFFICE MEMORANDUM

Subject : Revised guidelines for Journalist Welfare Scheme – reg.

In supersession to the guidelines issued vide this Ministry's O.M. of even number dated 28.3.2018, the undersigned is directed to convey the approval of the Government of India to the revised guidelines for Journalist Welfare Scheme for grant of financial assistance to the journalists and their families in extreme hardship. A copy of the guidelines is forward herewith.

(Hindi version will follow)


5/3/2019

(Prem Chand)

Under Secretary to the Govt. of India
PH.2338 57 95.

Encl: as above.

To

Principal Director General
Press Information Bureau
Shastri Bhawan
New Delhi.

Copy to :

1. All Media Units, Ministry of I&B
2. All members of JWS Committee
3. Press Council of India, Soohna Bhawan, New Delhi.
4. PRS Section, PIB, NMC, Raisina Road, New Delhi

Copy for information to :-

1. PS to HMSIB (IC)
2. Sr. PPS to Secretary, I&B
3. PPS to JS (P&A)

4. AD, OL, MIB with request to provide Hindi version of the OM.

MINISTRY OF INFORMATION & BROADCASTING
GUIDELINES FOR JOURNALIST WELFARE SCHEME
(as modified w.e.f. March 5th, 2019)

- | | |
|--------------------------|--|
| 1. TITLE OF THE SCHEME | The Scheme may be called the Journalists Welfare Scheme |
| 2. PERIOD OF OPERATION | It shall come into force with effect from 5 th March, 2019. |
| 3. PURPOSE OF THE SCHEME | <p>It is government's constitutional responsibility to look after the vulnerable, therefore, it is the constant endeavour of the Ministry of Information and Broadcasting to give support to the journalists and their families in extreme hardship in a time bound and transparent manner. Accordingly, the scheme aims at providing one time ex-gratia relief on urgent basis to journalists and their families.</p> <p>A journalist for the purpose of this scheme would mean,</p> <ul style="list-style-type: none">(i) a working journalist as defined under the Working Journalists and other Newspaper employees (Condition of Service) and Miscellaneous Provisions Act, 1955, or(ii) 'Media Personnel' whose principal avocation is that of reporting/editing for news channels of radio or TV and who is employed as such, either whole-time or part-time, in or in relation to, one or more such establishments and includes news editor, reporter, photographer, cameraman, photo journalist, freelance journalists, but does not include any such person who –<ul style="list-style-type: none">a) is employed mainly in a managerial or administrative capacity, orb) is being employed in a supervisory capacity, performs, either by the nature of the duties attached to his office or by reason of the powers vested in him, function mainly of a managerial nature. |

Family for the purpose of this Scheme will mean the journalist, spouse, dependent parents and dependent children.

4. CONSTITUTION
AND
ADMINISTRATIO
N OF THE
SCHEME

The Scheme will be constituted under the Ministry of Information & Broadcasting and will be administered by a Committee comprising:-

Secretary(I&B)	-	Chairperson
Principal DG , PIB	-	Member
JS(P&A)	-	Member

Non-official Members : for a period of two years with effect from March 20, 2018 -

Sl. No.	Name of the Non-official Members	Concerned organization
1.	Shri Bhadauria	Vikas TV Journalist, ABP News
2.	Smt. Anirudh	Richa Freelance Journalist and TV News Anchor.
3.	Shri Ashok Upadhyay	Chief of UNI
4.	Shri Sujit Thakur	India today
5.	Ms. Sipra Das	Freelance photojournalist.
6.	Shri Ravindra Singh	TV Journalist Zee News

The Committee shall meet at least once in a quarter to take decision on the cases received during the period. However, in cases of urgent/emergent nature received in the Ministry which require immediate financial assistance, the Chairperson depending upon the urgency of the cases may convene meeting of the Committee as frequently as deemed necessary

5. ELIGIBILITY
FOR AVAILING
ASSISTANCE
FROM THE
SCHEME

A journalist shall be eligible for relief from the Scheme, provided that -

- 1) He/she is a citizen of India,
- 2) He/she is ordinarily resident of India,
- 3) He/she should be accredited to PIB at the Headquarters of the Govt. of India or at the Headquarters (Capitals) of the State/UT Governments.

- 4) Journalists who are not presently accredited to either the Government of India or any State/UT Government shall also be eligible for relief from the Scheme if they have been journalists as defined under these guidelines for a minimum period of five continuous years.

6. PROCEDURE FOR
SANCTION FROM
THE SCHEME

Proposals received for assistance from the Scheme will be processed by the Principal Director General (Media & Communication), Press Information Bureau (PIB) and will be sent to the Committee with specific recommendation and supporting documents. The recommendation will be considered and decided by the Committee. Secretarial assistance to the Committee will be provided by officers within the Ministry in conjunction with PIB, however, such officers will not be a part of the Committee.

Decision of Government of India nominees, who are aware of government rules, procedure on financial matters and responsible for ensuring financial propriety, shall be final.

7. APPLICATION
FORM

The application for the grant of financial assistance under this scheme shall be submitted to the Principal DG (M&C), PIB in the form prescribed in schedule-I. Any other additional information may be asked by the Committee. The Committee may amend the application format as and when required.

The Committee may also *suo moto* take up cases for grant of financial assistance even if an application has not been received from the journalist/beneficiaries.

8. ASSISTANCE
AVAILABLE
UNDER THE
SCHEME

- (i) Upto Rs.5 lakh may be provided to the family under extreme hardship on account of death of the journalist.
- (ii) Upto Rs.5 lakh may be provided to the journalist in case of permanent disability rendering the journalist incapable of earning a livelihood.

- (iii) Upto Rs.3 lakh may be provided towards the cost of treatment of major ailments such as cancer, renal failure, heart ailments requiring by-pass/ open heart surgery, angioplasty, brain hemorrhage and paralytic attack etc. This would be subject to the medical expenditure not being covered under CGHS, or any other insurance/ departmental health schemes, etc.

Provided that in case of non-accredited journalist the financial assistance would not be made available where such journalist is above the age of 65 years.

Provided further that the Committee may relax the age parameter of 65 years having regard to the circumstances/merit of the case.

- (iv) Upto Rs.2 lakh may be provided in case of accidents causing serious injuries necessitating hospitalization. This would be subject to the medical expenditure not being covered under CGHS, or any other insurance/departmental health schemes, etc. However, in case of non-accredited journalists, the quantum of assistance available for cases (ii), (iii) and (iv) above will be limited to Rupees One Lakh for journalists having worked as such for 5 continuous years and thereafter Rupees One Lakh for every additional 5 years of working in the same manner subject to the maximum ceiling provided in each case.

9. EXCEPTION

Notwithstanding anything contained in these guidelines, the Committee if it feels necessary in very special/ exceptional cases may recommend higher level of assistance or suggest any other deviation of the guidelines for approval of Hon'ble Minister of Information & Broadcasting.

10. PAYMENT FROM THE SCHEME

The payments shall be made from the budgetary allocations earmarked for the Journalist Welfare Scheme during the financial year. Benefits under the scheme shall be transferred only to the Aadhaar seeded bank accounts of the beneficiary.

11. GENERAL

Grant of financial assistance from the Scheme to any working journalist is not a matter of right. Assistance would be extended depending on the Committee's satisfaction regarding the eligibility/merits of the cases and the financial resources available for the purpose. The Committee reserves the right to reject or accept any application without assigning any reasons therefor.

**PRESS INFORMATION BUREAU
GOVERNMENT OF INDIA**

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***GUIDELINES FOR GRANT OF ACCREDITATION TO NEWS MEDIA
REPRESENTATIVES AT THE HEADQUARTERS OF THE
GOVERNMENT OF INDIA AND THE NORMS FOR THE
CONSTITUTION OF CENTRAL PRESS ACCREDITATION
COMMITTEE (As amended on 13th September, 2012)***

1. SHORT TITLE

These guidelines may be called 'The Central Newsmedia Accreditation Guidelines, 1999'.

2. COMMENCEMENT AND SCOPE

- 2.1 These guidelines shall apply to the grant of accreditation to representatives of news media organizations at the headquarters of the Government of India and shall supercede all previous rules in this regard.

3. AMENDMENTS

The Central Press Accreditation Committee or the Principal Director General can make recommendations to the Central Government for amendment of the guidelines from time to time as considered necessary.

4. DEFINITIONS

- 4.1 "Central Press Accreditation Committee" means a Committee constituted by the Government of India under these Guidelines.
- 4.2 'Newspaper' shall have the same definition as given in the Press and Registration of Books Act, 1867.
- 4.3 'News Media' shall include newspapers, wire service and non-wire service news agencies, News Feature Agencies, Electronic Media Agencies and organisations containing news and comments on public news.
- 4.4 A 'Daily Newspaper' shall be published on not less than five days in a week or as defined in the PRB Act.
- 4.5 A 'Weekly' and 'Fortnightly' newspaper shall have not less than 45 or 22 issues in a year, respectively.

4.6 'Principal Director General' means the Principal Director General, PIB, Government of India, hereinafter referred to as the Pr.DG.

4.7 'Working Journalist' means any working journalist as defined in the Working Journalists Conditions of Service and Miscellaneous Provision Act, 1955.

4.8 'Accreditation' means recognition of news media representatives by the Government of India for purpose of access to sources of information in the Government and also to news materials, written or pictorial, released by the Press Information Bureau and/or other agencies of the Government of India.

4.9 'Electronic News Media Organization' (Television or Radio) will include any TV/Radio News Programme Production Unit and TV/Radio News Agency.

5. **THE CENTRAL PRESS ACCREDITATION COMMITTEE**

5.1 The Government of India shall constitute a Committee called the Central Press Accreditation Committee (hereinafter referred to as the CPAC) to discharge the functions laid down under these guidelines.

5.2 The CPAC shall consist of Pr. DG as Chairperson and a maximum of 25 other members, representing Associations/Organizations of working journalists/media persons who should otherwise be eligible for accreditation under these guidelines.

5.3 The CPAC once constituted shall function for a period of two years from the date of its first meeting.

5.4 The CPAC shall meet generally once in a quarter or more frequently, as considered necessary.

5.5 The decisions of the CPAC shall be taken on the basis of majority of the members present and voting.

5.6 There will be a Standing Sub-Committee of the CPAC consisting of five Delhi based members to consider and take decisions on the accreditation cases of urgent nature and other related matters. These cases will be placed before the CPAC at its next meeting.

5.7 The Pr. DG will have the power to grant regular accreditation in cases where an accredited news media representative changes his organization to another accredited organization.

6. **GENERAL TERMS OF ACCREDITATION**

6.1 Accreditation will be given in accordance with these guidelines to news media representatives of various categories in different types of News-Media

organizations as per eligibility conditions laid down in schedule I and within the Quota limits specified in Schedule II & III of these guidelines.

- 6.2 Accreditation shall be granted only to those representatives who reside at Delhi or its periphery.
- 6.3 Accreditation shall not confer any official or special status on news media representatives, but shall only recognize their identity as a professional working journalist.
- 6.4 Accreditation of representatives of only those media organization will be considered which have been functioning or operating for at least one year, continuously.
- 6.5 The publication should carry at least 50 per cent of its contents as news and/or comments of general public interest. It should also include news and information emanating from the headquarters of the Government of India.
- 6.6 Publications containing information of sectional interest such as house journals, technical/professional publications etc. are not eligible for accreditation.
- 6.7 The organizations owned and run by Cable Operators providing Cable television service through Cable Television Network will not be eligible for accreditation.
- 6.8 Accreditation shall be withdrawn as soon as the conditions on which it was given cease to exist. Accreditation is also liable to be withdrawn/suspended if it is found to have been misused.
- 6.9 If an applicant or a media organization is found to have supplied false/fraudulent/forged information/documents the representative/media organization shall be debarred from accreditation upto a maximum of five years but not less than two years, as decided by CPAC.
- 6.10 The CPAC reserves to itself the right to recommend or reject grant of accreditation. In all accreditation cases, decision of the CPAC will be final.
- 6.11 Pr. DG, PIB shall submit, in the prescribed format as annexed, a monthly statement for all applications seeking accreditation to the M/o I&B indicating number of applications disposed of during the month. The respective lists of the applications approved, rejected and pending at the end of the month should be annexed with the statement.
- 6.12 The Ministry may consider and review the applications rejected by CPAC or pending with CPAC/Ministry, on case to case basis and may decide in exceptional cases, with the approval of Minister of Information and Broadcasting for grant of accreditation in exception to the provisions of the guidelines and with reasonable justifications.

7. PROCEDURE FOR ACCREDITATION

- 7.1 The procedure for accreditation shall be laid down by the Pr. DG in consultation with the CPAC.
- 7.2 The Pr. DG can call for any information and documents considered necessary for the purpose of ensuring credibility and genuineness of cases of accreditation, at the time of accreditation or at its renewal or at any other time if so required.

Schedule – I

ELIGIBILITY CONDITIONS

(Rule 6.1)

(A) *News Representatives*

Sl. No.	Category	Conditions
1.	Correspondents/Cameraman and other categories except freelance	Minimum 5 years professional experience as a full time working journalist/cameraman in news organisation(s). Working Journalist seeking accreditation should also be getting the gross salary at least equivalent to the total emoluments of the lowest grade as notified by the Govt. for the journalists in the light of the recommendation of the wage board. (Rs.4500/- per month as on 1.10.2005). Latest revision of pay scales will be taken into account. For accreditation on behalf of news organisations, the journalist should be working full-time for the organisation and persons working on honorarium/retainership/part-time basis will not be treated as working journalist for the purpose of accreditation
2	Cameraman-cum-Correspondent	Minimum 5 years of professional experience as a full-time working journalist as a cameraman /correspondent. His/Her designation should be shown as Cameraman-cum-correspondent in the appointment letter and the Editor/head of the organization should specifically recommend for his/her accreditation in this category..
3.	Freelance Correspondents / Camerapersons	(a) Minimum 15 years professional experience as a full time working journalist. (b) Annual income not less than Rs. 36,000/- per

		financial year from the journalistic work only, for correspondents and still photographers. (c) For TV camerapersons/correspondent-cum-cameramen, a minimum revenue of Rs. 5 lakh per year from news related programmes.
4.	Journalists of Long and Distinguished Service	Pr.DG. may issue accreditation card to a freelance journalist in the category of Long and Distinguished Service subject to the following conditions : a) Journalist should have attained the age of 65 years. b) He/She has been in the profession of journalism for at least 30 years in reputed news organisation(s) whose correspondents are accredited with PIB c) He/She should have been accredited with PIB for at least 20 years and hold valid accreditation on the date of application. d) Journalists associations/unions having representation in the CPAC should recommend their case to Pr .DG. for issue of I/card. e) The accreditation card will be eligible for automatic renewal annually for a period of 5 years from the date of issue of the accreditation card.
5.	Technicians	The technician must be working full time with the organization.Editor /head of the organization should specifically recommend for his /her accreditation in this category.

(B) News Organisations (Print Media)

<u>Sl. No.</u>	<u>Category</u>	<u>Conditions</u>
1.	Newspapers(Daily)	Circulation should not be less than 10,000 copies of 6 full size pages or 12 pages of tabloid size per publishing day.
2.	Newspaper (Weekly/fortnightly)	Circulation should not be less than 10,000 copies per publishing day. The size of the newspaper should be 6 full size pages or 12 pages of tabloid size for weekly newspaper; and 8 full size pages

		or 16 pages of tabloid size for fortnightly newspaper.
3.	Periodicals/Magazines (Upto fortnightly only)	Circulation should not be less than 10,000 copies with a minimum of 40 pages per publishing day.
4.	Wire News Agency	(a) Annual Revenue not less than Rs. 20.00 lakh (b) Should have at least 30 news subscribers.
5.	News Photo Agency/News Feature Agency	(a) Annual Revenue not less than Rs. 2.50 lakh (b) Should have at least 20 paying subscribers.

(C) *News Organisations (Electronic Media)*

Sl. No.	Category	Conditions
1.	<u>TV Programme Production/ Telecast Organisations</u> (i)TV/Radio News Production Organisations having air time arrangements with Channels/Stations (ii)Satellite Channels (iii)News magazine producing organisations having telecast/broadcast tie-up with TV Channels/Stations.	Should have at least one news bulletin/programme of minimum 30 minutes duration per day. At least 15 percent of their respective air-time (approx. 3.5 hours in a 24 hours cycle) dedicated to telecast/transmission of news and news related programmes per day. A minimum total cumulative programme duration of 60 minutes per week on news and news related contents.
2.	Television News Agencies	(a) A minimum annual revenue of Rs. 20.00 lakh from news clips etc. (b) Should supply news clips to at least 5 subscribing Satellite TV News telecasting organisation on regular basis.
3.	Radio News Agencies	a) A minimum annual revenue of Rs.15.00 lakhs from news clips etc. b) Should supply news clips to at least 5 subscribing Radio organisations on regular basis.
4.	Online Media	1) The general terms and conditions prescribed for the representatives of print

		<p>and visual media will also be applicable in case of online editors, correspondents, camerapersons .</p> <ol style="list-style-type: none"> 2) A news site / portal means a website which has at least 1/3rd of its visible content related to news & current affairs originally reported by its own correspondents. 3) The publications on behalf of which accreditation has already been given will accommodate their online journalists within their existing quota. 4) The site should have paid subscribers. However, it should not be insisted on the subscribers right now but some preference will be given to the news sites having subscribers. 5) Online news agencies will be governed as per the existing rules prescribed for news agencies 6) The site should have a minimum annual revenue of either Rs.20 lakhs from its news portions only OR Rs.2.5 crores from the entire website including its news portion. 7) The site should be updated regularly and at least 6 times daily. 8) The news portal should be observing the laws of the land in terms of content, service, promotions, finances and any other aspect of functioning. 9) The news site should have been functioning for at least one year. 10) The domain name of the site should be registered for at least the next 5 years from the date of application. 11) The site should have at least 10,000 page views per day of its news-portion. 12) The issue of determining the authenticity of the site may be decided in consultation with VSNL in case of any doubt. 13) In the event of a website/portal found involved in any activity perceived as cyber crime now or in future, all accreditations given to representatives of that website/portal will be withdrawn at
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		the discretion of the Pr.DG(M&C).
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- (D) Foreign News Media Representatives and Organisations will also be governed by the same eligibility as mentioned at (A), (B) and (C) of this schedule. However, no foreign freelance journalist will be eligible for grant of accreditation.

Schedule – II

**SCHEDULE OF QUOTAS FIXED FOR VARIOUS CATEGORIES OF
NEWSPAPERS/MEDIA ESTABLISHMENTS**

(Rule 6.1)

PRINT MEDIA

1. Newspapers Belonging To Chains And Common Ownership Units With Aggregate Circulation :	Maximum No. of Accreditation
1. Between 75000 and One lakh	15
2. Between 1 lakh and 2 lakh	18
3. Between 2 lakh and 3 lakh	33
4. Between 3 lakh and 5 lakh	45
5. Between 5 lakh and 10 lakh	60
6. 10 lakh and above	67
 2. Dailies with Circulation :	
1. Between 10,000 and 15,000	01
2. Between 15,000 and 25,000	03
3. Between 25,000 and 35,000	04
4. Between 35,000 and 50,000	06
5. Between 50,000 and 75,000	07
6. Between 75,000 and one lakh	12
7. 1 lakh and above	15
 3. Periodicals with Circulation :	
1. Between 10,000 and 25,000	03
2. Between 25,000 and 75,000	04
3. Between 75,000 and 1 lakh	06
4. Between 1 lakh to 1.5 lakh	09
5. Between 1.5 lakh to 2 lakh	12
6. 2 lakh and above	18
7. Periodicals belonging to chains with common ownership/multi-lingual editions and combined circulation above 5 lakh	22

4.	Cartoonist and Cartographers of Newspapers	01 each
5.	<i>Cameramen :</i>	
1.	Circulation between 10,000 and 25,000	02
2.	Circulation between 25,000 and one lakh	04
3.	Circulation between one lakh and 5 lakh	12
4.	Circulation above 5 lakh	22
6.	<i>News Agencies (Wire) with Gross Annual Revenue:</i>	
1.	Between Rs. 20 lakh and 1 crore	18
2.	Between Rs. 1 crore and Rs. 5 crore	27
3.	Between Rs. 5 crore and Rs. 10 crore	37
4.	Rs. 10 crore and above	60
	(Having services in one or more languages)	
7.	<i>News Feature Agencies with Gross Annual Revenue :</i>	
1.	Between Rs. 2.50 lakh and 5 lakh	03
2.	Rs. 5 lakh and above	06
8.	<i>Indian News Photo Agencies with Gross Annual Revenue:</i>	
1.	Between Rs. 2.50 lakh and Rs. 5 lakh	03
2.	Rs. 5 lakh and above	07
3.	Photo (Wire) Agencies	15
9.	<i>Foreign Based Dailies and Periodicals</i>	07
10.	<i>Foreign News Agencies:</i>	
1.	Foreign News Agencies	15
2.	Foreign Photo News Agencies	07

**SCHEDULE OF QUOTAS FIXED FOR VARIOUS CATEGORIES OF
ELECTRONIC MEDIA
(Guideline 6.1)**

1. *TV News Production/Telecast/Organisation:*

- | | |
|---|---------------------------------------|
| ➤ The Electronic Media Organisation having news Bulletins/current affairs programmes of a minimum of 30 minutes per day | 5 Cameramen and
5 Correspondents |
| ➤ An electronic media organisation having news Bulletins/Current Affairs programmes of more than 30 minutes and upto 2 hours per day | 8 Cameramen and
8 Correspondents |
| ➤ An electronic media organisation having news Bulletins/Current Affairs programmes for more than 2 hours per day | 15 Cameramen and
15 Correspondents |
| ➤ A TV Programme production/telecast organization producing a minimum total cumulative programme duration of 60 minutes per week on news and news related contents. | 3 Cameramen and
3 Correspondents |

2. *Electronic Media News Agencies:*

The eligibility of quota of accreditation in respect of TV/Radio News Agencies from news and news related programmes with verifiable revenue will be as follows:

a) Radio News Agencies

- | | |
|--|---------------------------------------|
| ➤ Revenue of Rs. 15 lakh to Rs. 25 lakh per annum | 3 Cameramen and
3 Correspondents |
| ➤ Revenue of more than Rs. 25 lakh to Rs. 75 lakh per annum | 6 Cameramen and
6 Correspondents |
| ➤ Revenue of over Rs. 75 lakh and upto Rs. 2 crore per annum | 9 Cameramen and
9 Correspondents |
| ➤ Revenue of more than Rs. 2 crore and upto Rs. 10 crore per annum | 12 Cameramen and
12 Correspondents |
| ➤ Revenue of more than Rs. 10 crore Per annum | 15 Cameramen and
15 Correspondents |

b) TV News Agencies

- | | |
|--|---------------------------------------|
| ➤ Revenue of Rs. 20 lakh to Rs. 2.5 crores per annum | 3 Cameramen and
3 Correspondents |
| ➤ Revenue of more than Rs. 2.5 crores to Rs.5 crores per annum | 6 Cameramen and
6 Correspondents |
| ➤ Revenue of over Rs. 5 crores to Rs. 10 crores per annum | 9 Cameramen and
9 Correspondents |
| ➤ Revenue of more than Rs. 10 crore per annum | 12 Cameramen and
12 Correspondents |

3. Foreign Electronic Media:

- | | |
|--|--|
| ➤ Radio Broadcasting Organisations | 4 Correspondents |
| ➤ TV News Telecasting Organisation and News Agencies | 8 teams of one
Cameramen and one
Correspondent each |
| ➤ TV and Radio News Channels with hourly telecast of News and current affairs programmes | 12 teams of one
Correspondent and
one cameraman each |

3. Online Media

(Guidelines under process)

5. Quota for the 'Technician' category:

The number of technicians per organization shall be the same as the number of camerapersons allotted to it under the same schedule of these guidelines.