

## **Office of the Registrar of Newspapers for India**

### **Citizen's Charter**

---

#### **Motto**

“Our Commitment, better service” is the motto of RNI, and it is the constant endeavor of RNI to provide the best possible service to its stake holders.

#### **Our Mission**

Our mission is to provide prompt and efficient service to every person publishing, or intending to publish, a newspaper or any other periodical. While delivering service we aim at combining promptness and efficiency with courtesy and understanding in an environment of complete transparency.

#### **Our Vision**

Our vision is to make RNI a fully modernized office through use of ICT in its day-to-day work creating an atmosphere where stake holders get all the services on-line, without visiting the office. Our vision is to ensure timely delivery of services to the full satisfaction of stake holders, within framework of the PRB Act.

#### **Our Activities**

The following services are provided by RNI:

- 1) Title verification
- 2) Registration of newspapers
- 3) Issue of revised/duplicate certificates
- 4) Verification of circulation claims of newspapers and Periodicals
- 5) Authentication of Certificate of Registration for import of newsprint.
- 6) Issue of essentiality certificate for import of printing machinery/material.

- 7) Issue of “No Newspaper Certificate” for FCRA benefits.

## **STARTING A NEWSPAPER**

### **The First Step : Title Verification**

The intending applicant has to submit an application to the District Magistrate of the area, from where he wants to bring out the publication, giving details of the proposed newspaper including the proposed title or titles, and request the District Magistrate to have the titles verified by RNI. The format of the application can be downloaded from RNI’s website: [www.rni.nic.in](http://www.rni.nic.in)

### **The Second Step: Declaration**

After receiving the title verification letter from RNI (the letter can also be downloaded from RNI’s website), the printer/publisher has to file a declaration before the District Magistrate for authentication. The declaration is to be made in Form-I (See Rule 3 in the Schedule to the Registration of Newspapers (Central) Rules, 1956). Copies of the form are available with the District Magistrate, and can also be downloaded from RNI website.

### **The Third Step: First Issue**

The First Issue of the newspaper should be published within six weeks from the date on which the declaration is authenticated by the District Magistrate if it is to be published once a week or oftener than that. In case of any other periodicity, the first issue should be published within three months from the date of authentication of declaration.

### **The Fourth Step: Application for Registration**

An application for registration may be made in the format available in the website of RNI, sending therewith an attested copy of the (i) title verification letter ; (ii) authenticated declaration; (iii) No foreign tie-up affidavit (specimen available at RNI website) on a 10 rupee non-judicial stamp paper, duly notarized; (iv) First issue of the

publication after authentication of declaration and the latest issue at the time of making application; (v) content intimation/confirmation in the prescribed form (available at RNI website; (vi) In case owner is different from publisher and printer, a certificate on publication's letter-head mentioning appointment of the publisher/printer.

### **Loss of Registration certificate-Duplicate certificate**

When the original certificate of registration is lost, damaged, or stolen, and if none of the aforesaid circumstances (such as change of publisher/printer etc. requiring a fresh declaration exists), an application may be submitted to the Press Registrar for issue of a duplicate certificate of registration. In this regard adequate documentary proof of having reported the matter to the concerned police authorities, such as a copy of the FIR or a copy of the complaint bearing stamp/seal, of the police officer would be necessary. The documents required for the purpose are:

- (a) An affidavit duly authenticated by Notary or the Magistrate concerned under his signature and office seal.
- (b) Attested photocopy of the latest declaration authenticated by the magistrate concerned.
- (c) A copy of the latest issue of the publication with correct imprint line.
- (d) An Indian Postal Order of Rs. 5/- in favor of DDO, RNI.
- (e) An Affidavit for "No Foreign Tie Up" in the prescribed format (available at RNI's website) on a 10 rupee non-judicial stamp paper duly notarized.

### **Winding – Up? Make a ceasing declaration:**

If, after the declaration, as mentioned earlier, has been authenticated by the Magistrate and the person ceases to be the printer or publisher of the newspaper, he/she should appear

before any Magistrate (District, Presidency or Sub-Division) and make the following statement, in duplicate:

I, \_\_\_\_\_, declare that I have ceased to be the printer or publisher (or the printer and publisher) of the newspaper entitled \_\_\_\_\_.

### **Circulation Verification**

Circulation verification is got done by RNI through its empanelled Chartered Accountant firms. This is done only for newspapers/periodicals which have claimed circulation of above 75,000 copies per publishing day. The scheme is available at the website of RNI.

### **Eligibility Certificate for import of Newsprint :**

The publisher/owner of newspaper/periodical registered with the Registrar of Newspapers for India, has to submit the following documents for obtaining the Eligibility Certificate for import of newsprint (standard/glazed) :-

- (a) Application form duly filled in and signed by the publisher/owner (specimen available at rni website, [www.rni.nic.in](http://www.rni.nic.in))
- (b) Photocopy of the Annual Statement for the previous financial year duly certified by a Chartered Accountant and attested by Notary public.
- (c) Annual return for import and consumption of newsprint for the previous financial year duly signed by the Publisher/owner and certified by the Chartered Accountant in original.

- (d) Two photocopies of Certificate of Registration issued by the Registrar of Newspapers for India.
- (e) 12 copies of the publication i.e., a copy each of the month published during the previous financial year along with the latest issue of the publication.
- (f) Affidavit of consumption of newsprint during last two years. (Specimen available at rni website, [www.rni.nic.in](http://www.rni.nic.in))

### **Essentiality Certificate for import of Printing machinery**

- (a) Application form duly filled in. (specimen available at RNI's website [www.rni.nic.in](http://www.rni.nic.in) )
- (b) Invoice showing details of the machinery and price duly signed with seal of the supplier in original or photocopy duly attested by Gazetted officer/Notary.
- (c) Justification for import of the machinery or equipment.
- (d) A copy each of the publication where machinery or equipment will be installed.
- (e) Installation Certificate issued by the supplier in original if imported against the certificate issued by the Registrar of Newspapers for India.

### **No Newspaper Certificate**

The publisher/owner of a publication registered with the Registrar of Newspaper for India, has to submit the following documents for obtaining "No Newspaper Certificate" for FCRA Registration with Ministry of Home Affairs :-

- (a) Application form duly filled in and signed by the publisher/owner (specimen available at RNI website [www.rni.nic.in](http://www.rni.nic.in))
- (b) Affidavit about contents of the publication duly signed by the publisher/owner and certified by the concerned First Class Magistrate.
- (c) A photocopy of the letter incorporating the name of the publication with language and periodicity and place of publication, issued by the Ministry of Home Affairs saying that a certificate from office of the Registrar of Newspapers for India may be obtained under Section 1(1) of the Press and Registration of Books Act, 1867.
- (d) Four latest issues of the publication.

### **Annual Report – Press In India**

RNI is required under Section 19G of PRB Act to compile a report and submit the same to the Ministry of Information and Broadcasting, Government of India. The Report titled “Press In India” is to be submitted by 31<sup>st</sup> December every year. The Report is compiled on the basis of the Annual Statements submitted by the publishers under Section 19E of the PRB Act. The Report highlights the state of Print Media in the country state-wise, language-wise and periodicity-wise. The ownership pattern is also highlighted in the Report.

### **Grievance Redressal Mechanism**

The address of the Grievance Officer of the office of RNI is :-

Ms. Himani Sarad

Office of RNI, 9th Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003,

Phone: 011-24369968

Any person not satisfied with any service of the office of the RNI, or aggrieved by any other action or omission by the office, can seek redressal of his/her grievances through the Grievance Officer. Every such person shall be entitled to information about the action taken on his/her grievance within a period of 30 days from the date on which the complaint is received with the Grievance Officer.

If members of the public/publishers desire to meet the Grievance Officer in connection with their grievances, they can do so without prior appointment on all working Wednesdays between 03.00 PM and 5.30 PM in his office.

They can also meet the Press Registrar in connection with their grievances.

If a complainant is not satisfied by the response of the Grievance Officer of RNI/Press Registrar, he/she can refer the matter to the Grievance Officer of the Ministry of Information & Broadcasting, whose particulars are given below :-

**Shri D.K Abdul Kareem,**  
Economic Advisor  
Ministry of Information and Broadcasting,  
Shastri Bhavan, New Delhi.  
PIN - 110 001.

If anyone wishes to offer suggestions for improvement of the services provided by RNI, he/she can send them to the Grievance Officer at the above address, or drop them in the Suggestion Box kept at the reception area of the office of RNI or e-mail us at (1) [prni@nic.in](mailto:prni@nic.in) (2) [dprni@nic.in](mailto:dprni@nic.in).

### **Information available in electronic form**

RNI's website contains all the basic information regarding title verification, registration, etc. The procedural formalities and the forms are also available. Intending publishers can check the

availability of the name of the proposed newspaper through the website. After submitting the application for verification of title, she/he can check the status of her/his application from this site. The registered titles are also displayed at the site.

### **Facility available to Citizens for obtaining information.**

**Website:** [www.rni.nic.in](http://www.rni.nic.in)

The following information is available:

- a) List of verified titles
- b) List of registered newspapers
- c) Highlights of Press In India
- d) PRB Act, 1867
- e) Central Rules
- f) Forms
- g) Application status of title verification
- h) Guidelines to publishers
- i) Notifications
- j) Address list for submission of Annual Statements
- k) Citizen"s Charter
- l) Duty of a publisher
- m) Grievance Redressal
- n) Check list for registration
- o) Discrepancy letters regarding title/registration.
- p) List of Deblocked titles
- q) Scheme for circulation check
- r) RTI Act, 2005

### **Frequently Asked Question (FAQ) and their answers**

#### **Which publications are required to be registered with RNI ?**

As per Rule 5 of PRB Act, 1867, no newspaper shall be published in India except in conformity with the rules laid down in the Act. A newspaper means "any printed periodical work containing public news or comments on public news". Hence, any

publication coming under this category of newspaper is required to be registered with RNI.

### **How to start a newspaper?**

The first step to start a newspaper is to get the title (name of the proposed newspaper) verified from RNI. For this the publisher has to make an application for title verification (format available on RNI's website) indicating the name, language, periodicity, owner's name and place of publication of the newspaper proposed, and submit it to the District Magistrate concerned. The District Magistrate after ensuring the credentials of the applicant, will forward the application to the RNI, who in turn checks the availability of the title. RNI informs the DM and publisher, the availability/non-availability of the title by issuing a letter of title verification/title rejection. Decision on a title application is taken within 30 working days of receipt of title application in RNI. After this, the publisher has to file a declaration with the District Magistrate in the prescribed format available ([www.rni.nic.in](http://www.rni.nic.in)) and can start publication. The first issue of the newspaper should be printed within 42 days from the date of authentication of the declaration if it is a daily or weekly and in case of other periodicals, within 90 days. The application for registration (format available at [www.rni.nic.in](http://www.rni.nic.in)) can be submitted to the RNI along with an attested copy of the declaration, copy of title verification, first issue of the newspaper and a „No Foreign Tie Up“ affidavit duly attested by a Notary. The newspaper should contain volume number, issue number, title prominently displayed on the cover page and all pages. The title should be printed strictly as approved by the RNI; date line and page number on all pages; and an imprint line containing the name of printer, publisher, owner and editor, address of the place of publication and name and address of the printing press. First issue brought out after filing the declaration for registration after title verification would be Volume. I and Issue I. The Volume would change on completion of every year. If the printer and publisher are different persons, separate declarations with the DM are required. If the owner is different from publisher, a certificate in the letter head of the newspaper is required to be given by the owner, authorizing the person concerned as publisher. A registration request complete in all respects is

decided within 30 working days of the receipt of application in RNI and registration certificate issued to the publisher.

### **What are the formalities required after registration?**

A copy of the newspaper should be delivered to the RNI whenever it is printed. The issue after the last day of February should contain the Form No. IV duly filled in (Statement regarding ownership and other particulars of the newspaper. Specimen available at RNI website). It is also mandatory to submit an annual statement (on financial year basis viz. 1<sup>st</sup> April to 31<sup>st</sup> March) in form II (format available at [www.rni.nic.in](http://www.rni.nic.in)). The Annual Statement should be submitted to RNI from 1<sup>st</sup> April to 31<sup>st</sup> May every year. In case of daily newspapers, an additional form AR-4 (Annexure-X) may also be submitted.

### **When to file fresh declaration?**

Whenever there is a change of publisher, printer, owner, periodicity and printing press, the publisher/printer has to make a fresh declaration with the DM concerned and send the same to RNI for incorporating the change(s) and issuing a Revised Certificate of Registration. However, in case there is change of Editor or price of the newspaper, no declaration is required to be filed. Simple intimation to RNI would suffice.

\*\*\*\*\*