

NOTICE FOR CA EMPANELMENT

The Office of Press Registrar General of India (PRGI) invites applications from CAG/RBI empanelled Chartered Accounts/Chartered Accountant Firms, who desire to be empanelled with the Office of PRGI to carry out Circulation Verification work.

Circulation Verification of Newspapers is a statutory exercise undertaken by Press Registrar General of India as per the provisions of the Press & Registration of Periodicals Act, 2023. The primary objective of this exercise is to ascertain the correctness and genuineness of the circulation figures submitted by the publisher in the Annual Statement through desk audit. The Desk audit envisages data integration and data driven auditing through a transparent and faceless methodology. The circulation verification exercise is currently undertaken through online mode of Press Sewa Portal.

*** Chartered Accountants presently empanelled with the Press Registrar General of India (PRGI) for circulation verification assignments shall also submit this form as a fresh application in order to be considered for empanelment.**

The CA empanelment form is available on the below link:

(<https://forms.gle/68EdC5KGvxyWzGEy7>)

Interested firms / CAs need to submit all details through above link and submit the application by **30.09.2026**.

O/o PRGI, New Delhi
www.prgi.gov.in

Terms & Conditions for Empanelled Chartered Accountants (CAs)

Payment to CA

A fixed remuneration of **₹25,000/- (Rupees Twenty Five Thousand only)** plus applicable GST shall be paid to the empanelled Chartered Accountants for conducting Circulation Verification (CV) of Newspapers/Periodicals through Desk Audit.

SOP for Payment to CA

In cases where the Circulation Verification audit becomes incomplete due to submission of incomplete documents or non-response from the publisher, the following method of Payment shall be followed:

Sl. No	Processing Status/Scenario	Payment to CA
1	First Deficiency Communication is issued by the CA based on preliminary scrutiny of documents and the publisher has not responded within stipulated time and therefore, the CV application is rejected by PRGI.	No Payment
2	Second Deficiency Communication is issued by CA after processing the applications & supporting documents; However, the publisher has not responded within stipulated time and then application is rejected by PRGI.	50% of the Fee with GST
3	Application has been processed and after submitting the CA Report & CA Certificate in full, the CV certificate is not issued to the publisher for some reasons.	Full payment with GST
4	Application has been processed and the CV Certificate is issued to the publisher.	Full payment with GST

Other terms:

1. At no stage of the verification process, CA firm is supposed to make any direct or indirect contact with publisher, being audited upon. If a complaint is found of such nature, the application will be withdrawn and the firm will get blacklisted from PRGI for any audit assignment.
2. Upon receipt of a CV application on the Press Sewa Portal, the empaneled Chartered Accountant must process the application within one week (7 days) of its receipt, by means of issuance of Deficiency Communication or submission of final report. Failure to process the application within the stipulated timeline will result in cancellation of the allocated CV application and removal of the CA from the empaneled list.
3. Blacklisting or disempanelment of the CA firm by ABC/CAG/RBI/ICAI will make the firm liable for disempanelment from PRGI.