

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Office of Registrar of Newspapers for India.
		(ii) Head of the organization	Press Registrar.
		(iii) Vision, Mission and Key objectives	<p>The Office of the Registrar of Newspapers for India came into existence on 1st July, 1956, on the recommendation of the First Press Commission in 1953.</p> <p>The Press and Registration of Books Act, 1867 contains the duties and functions of the RNI.</p> <p>On account of some more responsibilities entrusted upon RNI during all these years, the office is performing both statutory as well as some non-statutory functions.</p>

		<p>(iv) Function and duties</p>	<p>STATUTORY FUNCTIONS</p> <ol style="list-style-type: none"> 1. Compilation and maintenance of a Register of Newspapers containing particulars about all the newspapers published. 2. Issue of Certificate of Registration to the newspapers published under valid declaration; 3. Scrutiny and analysis of annual statements sent by the publishers of newspapers every year under Section 19-D of the Press and Registration of Books Act containing information on circulation, ownership etc; 4. Informing the District Magistrates about availability of titles, to intending publishers for filing declaration; 5. Ensuring that newspapers are published in accordance with the provisions of the Press and Registration of Books Act 1867 and the Rules made there under. 6. Verification under Section 19-F of the PRB Act, of circulation claims furnished by the publishers in their Annual Statements; and 7. Preparation and submission to the Government on or before 31st December each year, a report containing all available information and statistics about the press in India with particular reference to the emerging trends in circulation and in the direction of common ownership units etc.
		<p>(v) Organization Chart</p>	<p>Details are given in the following links: http://rni.nic.in/general/organisation-setup.aspx</p>
		<p>(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the</p>	<p>Details are enclosed as <u>Annexure-1</u></p>

		committees/ Commissions constituted from time to time have been dealt	
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	<ul style="list-style-type: none"> (i) Powers and duties of officers (administrative, financial and judicial) (ii) Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived and (iv) Exercised (v) Work allocation 	Details are enclosed as <u>Annexure-2</u>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<ul style="list-style-type: none"> (i) Process of decision making Identify key decision making points (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability 	<p>All decisions are taken based on the rules and regulations issued by / procedure follow in the Government of India. Decision on all financial matters is taken at the level of Press Registrar. Also, the decision on Title and Registration are taken under the provisions of Press and Registration of Books Act, 1867. (Annexure-X)</p> <p>Citizen's Charter is given in the following links: http://rni.nic.in/pdf_file/Citizen'sharter.pdf</p>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<ul style="list-style-type: none"> (i) Nature of functions/ services offered (ii) Norms/ standards for functions/ service delivery (iii) Process by which these services can be accessed 	<p>Standard norms for discharge of functions as follow in the central government offices are also followed in RNI (enclosed as <u>Annexure-Y</u>)</p> <p>Details are given in the following links: http://rni.nic.in/pdf_file/Procedurefortitleverification.pdf (for Title verification) and http://rni.nic.in/all_page/procedure_reg.aspx (for registration)</p>

		(iv) Time-limit for achieving the targets	There is no pre determined targets. However, the process of title verification and title registration normally takes about 30 to 45 days.
		(v) Process of redress of grievances	Details are given in the following links: http://mi.nic.in/general/grievance_redresssal.aspx
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction. (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders	Press and Registration of Books Act, 1867. Rules, regulations etc issued by the Government of India are followed in RNI also.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents (ii) Custodian of documents/categories	Details enclosed as <u>Annexure-3</u>
1.7	Boards, Councils, Committees and other	(i) Name of Boards, Council, Committee etc. (ii) Composition (iii) Dates from which constituted	Not Applicable Not Applicable Not Applicable

	Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(iv) Term/ Tenure	Not Applicable
		(v) Powers and functions	Not Applicable
		(vi) Whether their meetings are open to the public?	Not Applicable
		(vii) Whether the minutes of the meetings are open to the public?	Not Applicable
		(viii) Place where the minutes if open to the public are available?	Not Applicable
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	Details are given in the following links: http://rni.nic.in/all page/contact us.aspx
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration	The remuneration to employees is given as per their entitlement after following the prescribed Rules & Regulations issued by Government of India.
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Shri Pushpavant, APR (Regn.) & CPIO (Tel: 24369971) Shri Jyoti Swaroop Asthana, APR (Admn.) & CPIO (Tel:) Shri Joyce Philip, APR (NPCS) & CPIO

	information officers [Section 4(1) (b) (xvi)]		(Tel: 24369972) Shri R K Bhardwaj, DPR (Regn.) & FAA (Tel: 24369965) Ms. Himani Sarad, DPR (Admn.) & FAA (Tel: 24369968)
		(ii) Address, telephone numbers and email ID of each designated official.	All CPIOs and FAAs are based at 9 th Floor, Sochna Bhawan, CGO Complex, New Delhi – 110003.
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	None
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	None

1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		None

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Details enclosed as <u>Annexure-5</u>
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F.No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	i. Rs.7,00,000/- (RE)
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	ii. Domestic Tour undertaken by Shri Satyendra Prakash, Press Registrar & HOD a) Nagpur (Maharashtra) b) 07.02.2020 c) 2 (PR & APR) d) Rs.52149/- (To & fro tickets for two officials)
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded	Details enclosed as <u>Annexure-6</u>

		<p>comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>Other details viz. notice/tender, etc. are available at the following links: http://www.rni.nic.in/miscellaneous/tendars.aspx</p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not applicable
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Nil
		(ii) Annual accounts of all legal entities who are provided grants	

		by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	NIL
2.6	`CAG & PAC paras [F No. 1/6/2011-IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Nil

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	<p>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as</p>	NIL

		<p>part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	
3.2	<p>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</p>	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy</p>	NIL
3.3	<p>Dissemination of information widely and in such form and manner which is easily accessible to</p>	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	<p>RNI has an effective website www.rni.nic.in and all major developments including guidelines, procedures and circulars are uploaded in the said website.</p>

	the public [Section 4(3)]		
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	These are available both in electronic format and Printed format.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Most materials are Free of cost. However the annual report - PRESS IN INDIA , published by RNI annually is a priced publication.

4. E.Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Mostly in Hindi and English
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	The information was last updated in 2018-19
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	These are available on RNI website www.rni.nic.in
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	All related information is available in RNI website www.rni.nic.in
		(ii) Details of information made available	
		(iii) Working hours of the facility	9.30 am to 6.00 pm
		(iv) Contact person & contact details (Phone, fax email)	Details are available in the following links: http://rni.nic.in/all_page/contact us.aspx

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	<p>(i) Grievance redressal mechanism</p> <p>(ii) Details of applications received under RTI and information provided</p> <p>(iii) List of completed schemes/ projects/ Programmes</p> <p>(iv) List of schemes/ projects/ programme underway</p> <p>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</p> <p>(vi) Annual Report</p> <p>(vii) Frequently Asked Question (FAQs)</p> <p>(viii) Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the d) Performance against the benchmarks set in the Citizen's Charter</p>	<p>RNI has a dedicated section that looks after grievances and RTI applications of individuals. On an average, it receives about 50 applications per month. The information categorized as 'GENERAL' under Annexure-3 is provided by RNI as per provisions of RTI Act, 2005 on RTI applications.</p> <p>Nil</p> <p>PRESS IN INDIA is published annually by RNI.</p> <p>Details are available in the following links: http://rni.nic.in/pdf_file/FAQ.pdf</p> <p>Details are available in the following links: http://rni.nic.in/pdf_file/Citizen'sharter.pdf</p>
4.6	Receipt & Disposal of RTI applications	(i) Details of applications received and disposed	On an average, RNI receives around 50 applications per month.

	& appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(ii) Details of appeals received and orders issued	All these applications and appeals have been disposed off within prescribed time limit.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	RNI drafts replies on parliament questions concerning newspapers/periodicals. The same is then transmitted to Ministry of Information and Broadcasting.

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	<p>(i) Name & details of (a) Current CPIOs & FAAs</p> <p>(b) Earlier CPIO & FAAs from 1.1.2015</p>	<p>Shri Pushpavant, APR (Regn.) & CPIO (Tel: 24369971) Shri Jyoti Swaroop Asthana, APR (Admn.) & CPIO (Tel:) Shri Joyce Philip, APR (NPCS) & CPIO (Tel: 24369972)</p> <p>Shri R K Bhardwaj, DPR (Regn.) & FAA (Tel: 24369965) Ms. Himani Sarad, DPR (Admn.) & FAA (Tel: 24369968)</p>
		<p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out (b) Report of the audit carried out</p>	Nil
		<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p>	

		<p>(a) Date of appointment (b) Name & Designation of the officers</p>	
		<p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted (b) Name & Designation of the officers</p>	
		<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted (b) Name & Designation of the Officers</p>	NIL

6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		<p>The following information is available in the website:</p> <ul style="list-style-type: none"> a) List of verified titles b) List of registered newspapers c) Highlights of Press in India d) PRB Act 1867 e) Central Rules 1956 f) Forms g) Application status of title verification h) Schemes/Guidelines to publishers i) Notifications j) Address list for submission of Annual Statements k) Citizen Charter l) FAQs m) Duty of a Publisher n) Grievance Redressal o) Check list for registration
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by	<ul style="list-style-type: none"> (i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website? 	NIL

	Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)		
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Transparency and accountability in the working of public authority is not only vital to contain corruption and to hold Governments and their instrumentality accountable to be governed, but also vital for the success of Democracy in any country. Democracy requires an informed citizenry and evolving of practical regime of right to information for citizens to secure access to information under the control of public authority; promote honesty and transparency in public life. To ensure public participation in the functioning of the government the "Right to Information Act 2005" was enacted and it came into force with effect from 12th October, 2005.

The office of the Registrar of Newspapers for India, popularly known as RNI came into existence on 1st July, 1956, on the recommendation of the First Press Commission in 1953. The Office of the Registrar of Newspapers is responsible for implementation of the Press and Registration of Books Act 1867. The Registrar of Newspapers for India has its Headquarters at New Delhi.

FOLLOWING ARE THE SERVICES PROVIDED BY RNI:-

Title Verification: RNI verifies and approves titles for publication in the country. Applications are received from the concerned District Magistrate or Commissioner of Police under section 6 of the Press and Registration of Books Act, 1867. The availability of title is examined with reference to a computerized database of titles maintained in the office. Titles are finally approved at the level of Press Registrar.

Title Registration: Once the title is verified, the Publisher must complete registration of the title within a period of two years. The following documents are required for registration:-

- a) Copy of the Title Verification Letter.
- b) Declaration duly authenticated by the District Magistrate/ADM/CMM/DCP, etc.
- c) Copy of the first issue of publication published within 42 days in the case of newspaper published weekly or oftener and 90 days in the case of any other newspaper.
- d) Agreement between the publisher/owner of the newspaper and keeper of the printing press.

In case the registration of the title is not completed within the stipulated period of two years from the date of title verification, the title is deblocked automatically and becomes available for allotment to other applicants.

Revised Registration Certificate: The publisher must apply for the Revised Certificate of Registration in case of change of Publisher, Printer, Printing Press, Place of Publication and Periodicity. He/She is required to submit the following documents on the basis of which Revised Registration is issued: -

- a) Original Certificate of Registration issued by the Office of the Registrar of Newspapers for India and in case it is lost, he/she is required to submit the affidavit for loss of certificate duly notarized along with an IPO of Rs. 5/-.
- b) Attested copy of the latest declaration duly authenticated by District Magistrate/Addl. District Magistrate concerned.
- c) Agreement between the publisher/owner of the newspaper and keeper of the printing press.
- d) Latest issue of the publication.
- e) In case of change of Editor or price, declaration before DM is not required. The publisher can intimate these changes in writing. The changes will be entered in the records of Registrar of Newspapers for India.
- f) In case of change of ownership, the previous owner of the publication has to file an affidavit for transfer of ownership duly certified by a First Class Magistrate and the latest declaration filed by the present publisher/ printer of the publication.

Verification of Circulation Claims: The work of carrying out spot circulation verification based on the circulations claims made by publishers have been delegated by the Press Registrar to Regional/Branch Units of PIB across the country under Section 19 (I) of the PRB Act, 1867 since 14.06.2017.

Annual Report - Press in India: RNI is required under Section 19G of PRB Act to compile a report and submit the same to the Government of India, Ministry of Information & Broadcasting. The Report titled "Press in India" is to be submitted by 31 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, & periodicity wise. The ownership pattern is also highlighted in the Report.

The Office of the Registrar of Newspapers for India has the facility for the public

to meet officers on all working days between 4.00 to 5.30 PM. Publishers can meet the officers during this period for their queries as well as grievance redressal. It is also necessary that the publishers should furnish the complete documents, so that RNI faces no difficulty in processing the files in time. Strict adherence of the PRB Act guidelines such as filing declarations with the District Magistrates concerned, submission of annual statements by the publishers in time etc., are essential for the effective functioning of RNI.

It is the endeavor of RNI to discharge its functions within the stipulated time.

Address of RNI:

Office of Registrar of Newspapers for India, Ministry of Information & Broadcasting, 9th Floor, Sookna Bhawan, CGO Complex, New Delhi.

Office Hours: 9:30 AM to 6:00 PM (Monday to Friday)

Designation	Section Officer (Administration)	
Powers	Administrative	To supervise the function of: a) All administrative matters relating to Officers and Officials of the Office. b) Matters relating to accommodation, CGHS. Telephones, security arrangement, daily wages, procure & supply of office furniture, computers, office equipments etc. c) Matters relating to Budget & Accounts d) Maintenance of GPF accounts of Class IV staff e) Maintenance of audit related matters f) Receipts and Issue. g) Coordinate the work of writing of Confidential Reports of all officers and staff and monitoring of vigilance cases, property returns and complaint cases.
	Financial	The Deputy Press Registrar has delegated some financial powers to meet recurring and nonrecurring contingent expenditure
	Others	Supervise Court cases relating to administration and attend complaint cases and liaise with all concerned agencies/ departments
Duties	Supervision of Establishment Section, maintenance of Service Books of non-gazetted officers, grant of leave, pension and gratuity) cases, transfers and postings, housekeeping functions, budget and accounts, receipt and issue, vigilance work, O&M work etc.	
Designation	Assistant Director (Official Language)	
Powers	Administrative	Deals with the promotion and implementation of various Government schemes on official languages
	Financial	None.
	Others	
Duties	Hindi teaching scheme and its implementation, Hindi training, furnishing returns in Hindi etc.	
Designation	Section Officer (Title Section)	
Powers	Administrative	Handling all the matters relating to verification of titles from all over India forwarded by the District Magistrates/Regional Office of RNI etc.
	Financial	None.

	Others	
Duties	Examination of availability of titles, maintenance of index cards, correspondence regarding title verification, etc.	
Designation	Section Officer/Registration Supervisors (Registration Sections)	
Powers	Administrative	To deal with the cases meant for registration of verified titles being published from all over India under the prescribed rules of the PRB Act. Maintenance of statistical data for registered Publication year wise/state wise and help in preparation / compilation of Press in India Report. Dealing with all court cases relating to registration
	Financial	None.
	Others	
Duties	Administration of PRB Act in respect of the concerned States, issuance of Registration Certificates in respect of newspapers published from concerned states etc.	
Designation	Section Officer (Newsprint & Coordination Section)	
Powers/Duties	Administrative	To deal with issue of: - a) 'Eligibility Certificate' for impart of newsprint to actual users holding Registration Certificate only. b) 'Essentiality Certificate' for import of printing machinery by registered newspaper c) Issue of 'No Newspaper Certificate' to registered publication who want registration under Foreign Contribution (Regulation) Act, 1976. d) To coordinate the work relating to RNI within the office as well as Ministry/Departments. e) To handle all Parliament Question. f) Coordination of RTI matters.
	Financial	None.
Designation	Assistants/Registrations/Upper Division Clerk	
Duties	Administrative	To assist the Section Officer for disposal of assigned work of the section. Maintenance of Registers and other related data
Designation	Lower Division Clerks	
Duties	Administrative	All the clerical office work including maintenance of various registers, diary or dispatch works, receipt or delivery, of dak, maintenance of office records etc

Annexure-3**Title and nature of the record/ manual /instruction.**

Sr. No	Category of the document	Name of the Document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	General	List of all valid titles verified by RNI	Full list of valid titles verified by RNI is available at the website www.rni.nic.in	Section officer (title section)
2	General	Register of Certificate of Registration	Extract of the Registration detail of a newspaper can be obtained by submitting an application along with an Indian postal order for Rs.5/-only	Section officer (R-IV) Section
3	Confidential	Circulation Assessment letter.	Can be provided only to the publisher/owner or their authorized representative.	Assistant Press Registrar (H.Qrs.)
4	Confidential	Service Books of officers and employees	This is available for inspection only to the concerned official	Section officer (Admn)
5	General	Manual of Office Procedure	As per the provisions of RTI Act, an application can be submitted along with necessary fee of Rs.10/-only	Section officer (Admn)

Annexure-5

EXPENDITURE UP TO 31.01.2020					
					(Rs. in Thousand)
S. No.	Object-Head		RE (2019-20)	Expenditure	Balance
ESTABLISHMENT					
1	01.01.01	Salary	59200	39308	19892
2	01.01.06	Medical Expenses	700	488	212
3	01.01.11	D.T.E	700	533	167
4	01.01.13	Office Expenses	8300	6343	1957
5	01.01.16	Publications	100	67	33
6	01.01.20	Other Administrative Expenses	150	228	-78
7	01.01.27	Minor Works	200	146	54
8	01.01.28	Professional Services	2000	1163	837
9	01.96 01.96.13	Swachhta Action Plan (SAP) Office Expenses	200	136	64
10	01.99 01.99.13	Office Expenses (IT)	50	4	46
CENTRAL SECTOR SCHEME					
11	06.01.13	Office Expenses	1600	1060	540
12	06.01.27	Minor Works	6000	818	5182
13	06.01.28	Professional Services	6,000	4178	1822
14	06.99 06.99.13	Office Expenses (IT)	1000	329	671

INFORMATION RELATED TO PROCUREMENTS

S.No.	Subject	Firm	Amount (In Rs.)	Period
1.	EPABX System	Sunline Communications	1,27,732/-	09.09.2019 to 08.09.2020
2.	Computer and Peripherals	Techspert	2,38,985/-	01.09.2019 to 31.08.2020
3.	Online UPS System and Batteries	Him IT Solutions	51,600/-	22.07.2019 to 21.07.2020
4.	Hot and Cold Water Dispenser	Sanvi Enterprises	68,400/-	29.07.2019 to 28.07.2020
5.	Photocopier	M/s Copier Maintenance	40 paisa per copy/-	01.04.2019 to 31.03.2020

Procedure followed in Decision Making Process

9.1 RNI functions under the Press and Registration of Books Act, 1867 (amended from time to time)

9.2. Press Registrar is the final authority for verification of titles and its registration; verification of circulation claims; issue of Eligibility Certificates for import of newsprint, Newspaper Page Facsimile System and No Newspaper Certificates for registration under FCRA.

9.3. Any amendment made in the PRB Act by the approval of the Parliament, is notified through the Government of India Gazette. Newsprint import policy declared by the Ministry of Commerce every year is also published in the Government of India Gazette.

9.4. Press Registrar is the Registrar of Newspapers for India appointed by the Central Government under section 19A and includes any person appointed by the Central Government to perform all or any of the functions of the Press Registrar. Besides the policies, budgetary provisions are implemented after the approval of the Ministry of Information and Broadcasting.

9.5. In the day-to-day functioning of the office, Press Registrar's decision will be final. The

Ministry of Information & Broadcasting issues policies and budgetary provisions. Amendment to the PRB Act can be made with the approval of the Parliament.

Subject on which the decision is to be taken	Newsprint import policy
Guideline Direction, if any	Policy is notified by the Ministry of Information & Broadcasting
Process of Execution	RNI implements the policy
Designation of the officers involved in decision making	Joint Secretary (P&A), Ministry of I&B
Contact information of above mentioned officers	Shastri Bhawan, New Delhi.

If not satisfied by the decision, where and how to appeal.	Secretary, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi.
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Annexure-Y

15.1 The Registrar of Newspapers for India is entrusted with the responsibility of implementation of the provisions of the Press and Registration of Books Act, 1867. Its Citizens' Charter is a commitment of its services by the Office of Registrar of Newspapers for India, to every person publishing, or intending to publish, a newspaper.

Every citizen publishing, or intending to publish, a newspaper or a periodical, avails the service of the Office of the Registrar of Newspapers for India (RNI). ("Newspaper" means any printed periodical work containing public news or Comments on public news.) This Charter is a commitment of RNI to provide to every such person courteous and prompt service in the transparent, equitable and accountable manner.

The following services are provided by RNI:

1. Title verification
2. Registration of newspapers
3. Issue of revised/duplicate certificates of Registration
4. Verification of circulation claims
5. Issue of No- Newspaper Certificates for registration under F.C.R.A.

Following is the time limit for disposal of services provided by RNI:

- (a) **Title Clearance** - 15 days from the date of the title application being received in RNI from District Magistrate's Office. However, the time limit varies with reference to quantum of work received during a particular period. Normally, the title applications are cleared well before 15 days.
- (b) **Registration** - If complete documents are received, the Registration Certificate is issued with 30 days from the date of receipt of documents.
- (c) **Circulation** - Within 15 days from the date of receipt of complete assessment report from the Chartered Accountant Firm.

Every office of RNI will display prominently in its reception area the particulars of officers responsible for various services including redressal of grievances and the time when the public can meet them.

All grievances will be acknowledged within seven days of receipt in RNI. Substantive replies to each grievance will be given within 30 days of its receipt.

RNI welcomes suggestions for improvement of its services. Suggestions can be sent to the Grievance Officer or dropped in the suggestion box kept in the reception area of its office.