

**OFFICE OF THE REGISTRAR OF
NEWSPAPERS FOR INDIA**

**A MANUAL ON
RIGHT TO INFORMATION ACT
2005**

**Ministry of Information and Broadcasting
Government of India**

Contents

Chapter	Name	Page no.
1.	Introduction	01
2.	Particulars of Organization, Functions and Duties	02 - 07
3.	Powers and Duties of Officers and Employees	08 -10
4.	Rules, Regulations, Instructions, Manual and Records for discharging functions	11
5.	Particulars of arrangement to the formulation of policy and implementation	12
6.	A statement of the categories of documents that are held by it or under its control	13
7.	A statement of boards, council, committees and other bodies constituted as its part	14
8.	Name, designations and other particulars of the Public Information Officers	15 -16
9.	Procedure followed in Decision Making Process	17
10.	Directory of Officers and Employees	18
11.	Monthly remuneration received by each of its officers and employees	19 - 20
12.	The Budget allocated to each agency	21
13.	The Manner of execution of Subsidy Programmes	22
14.	Particulars of Recipients of concessions, Permits or authorization granted	23
15.	Norms set for the discharge of functions	24
16.	Information available in an electronic form	25
17.	Particulars of the facilities available to citizens for obtaining information	26
18.	Other useful information	27 - 28

Chapter 1

Introduction

- 1.1. 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.
- 1.2. This handbook provides information about the rules, procedures and working of the Office of the Registrar of Newspapers for India.
- 1.3. The stake holders will benefit from this manual.
- 1.4. The office of the Registrar of Newspapers for India, popularly known as RNI came into being 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. The Regional offices of RNI are at Mumbai, Kolkata, Chennai, Bhopal and Guwahati.
- 1.5. **Abbreviations used**

PRB Act	- Press and Registration of Books Act, 1867.
RNI	- Office of the Registrar of Newspapers for India
PR	- Press Registrar
DPR	- Deputy Press Registrar
APR	- Assistant Press Registrar
DM	- District Magistrate
DAVP	- Directorate of Advertising & Visual Publicity
PIB	- Press Information Bureau
AR	- Annual Return

- 1.6. **Contact persons to get information:**

S. No.	Designation of the Officer	Telephone Number
1.	Deputy Press Registrar [H.Qrs.]	011-26106251
2.	Assistant Press Registrar (New Delhi)	011-26175947
3.	Assistant Press Registrar, Mumbai	022-27572953
4.	Assistant Press Registrar, Chennai	044-24911275
5.	Assistant Press Registrar, Kolkata	033-23378494
6.	Assistant Press Registrar, Guwahati	09435108758
7.	Assistant Press Registrar, Bhopal	0755-2670094

- 1.7. For any other information, publishers can contact the officers at RNI Headquarters during visiting hours on all working days between 4.00 to 5.30 PM.

Chapter 2

Particulars of Organization, Functions and Duties

2.1. **OBJECTIVES**

- Implementation of the Press and Registration of Books Act 1867.
- To implement the Government's Print Media Policy relating to the Registrar of Newspapers for India.
- To familiarize all intending publishers/owners of newspapers regarding the statutory work under the PRB Act 1867, which includes verification and registration of titles.
- To provide information regarding non-statutory functions being dealt with by RNI i.e. circulation verification, import of newsprint, printing machinery and allied equipment, issue of No Newspaper Certificate for registration under the Foreign Contribution (Regulations) Act 1976.

2.2. The Press and Registration of Books Act 1867 contains the statutory duties and functions of RNI.

Under Statutory Functions, the following jobs are covered:

- Processing of applications that come through District Magistrates for title verification.
- Informing District Magistrates about availability of titles for intending publishers for filing declaration.
- Issue of Certificate of Registration to the newspapers published under valid declaration.
- Compilation and maintenance of a Register containing particulars about all the registered newspapers published in the country.
- Scrutiny, analysis and compilation of Annual Statements sent by the publishers of newspapers every year under Section 19-D of the Press and Registration of Books Act, 1867, containing information on circulation, ownership, etc and submission' of the Report to the Government by 31 December every year.

The following items fall under the non-statutory functions:

- Verification of circulation claims furnished by the publishers in their Annual Statements.
- Issue of Eligibility Certificates to newspapers to enable them to import newsprint.
- Issue of Essentiality Certificate to import printing and allied machinery and materials.
- No newspaper certificate for registration under FCRA with Home Ministry.

2.3. **Following are the services provided by RNI:-**

Title Clearance: The Title Cell 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.

Registration of Newspapers: 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) Attested copy of the Declaration duly authenticated by the concerned District Magistrate/Additional District Magistrate etc.
- c) Affidavit for No Foreign Tie-up duly notarized.
- d) Copy of the first issue of the publication brought out within 42 days in case of dailies and weeklies and 90 days for fortnightly and above.
- e) Copy of the latest issue of the publication.

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. (Prescribed format is available on the website www.rni.nic.in)
- c) Affidavit of No Foreign Tie-up duly notarized.
- 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.

Circulation Check: With advent of new advertisement policy of the government in mid 2006, the circulation verification work is now done by RNI through its empanelled Chartered Accountant firms and that too in respect of those newspapers/ periodicals only which have claimed circulation of above 75,000 copies per publishing day. The details of the circulation scheme and names addresses of empanelled CA firms are available in RNI website at www.rni.nic.in

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 (specimen available in our website www.rni.nic.in) duly filled in and signed by the publisher/owner.
- b) Attested (by a gazetted officer or notary) photocopy of the Annual Statement for the previous financial year, submitted to this office under Section 19-D of the PRB Act 1867,
- c) Annual Return (specimen available in our website www.rni.nic.in) 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) Affidavit of consumption of newsprint during last two years (specimen available in our website www.mi.nic.in) duly signed by the publisher/owner.
- f) 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.

Purchase of Indigenous Newsprint: The small and medium newspapers registered with the Registrar of Newspapers for India can purchase indigenous newsprint as per their requirement by producing Registration Certificate to scheduled mills recognized by the Government.

Essentiality Certificate for import of Printing machinery, Facsimile System etc.: The publisher/owner of newspaper/ periodical registered with the Registrar of Newspapers for India has to submit the following documents for obtaining the Essentiality Certificate for import of the machinery: -

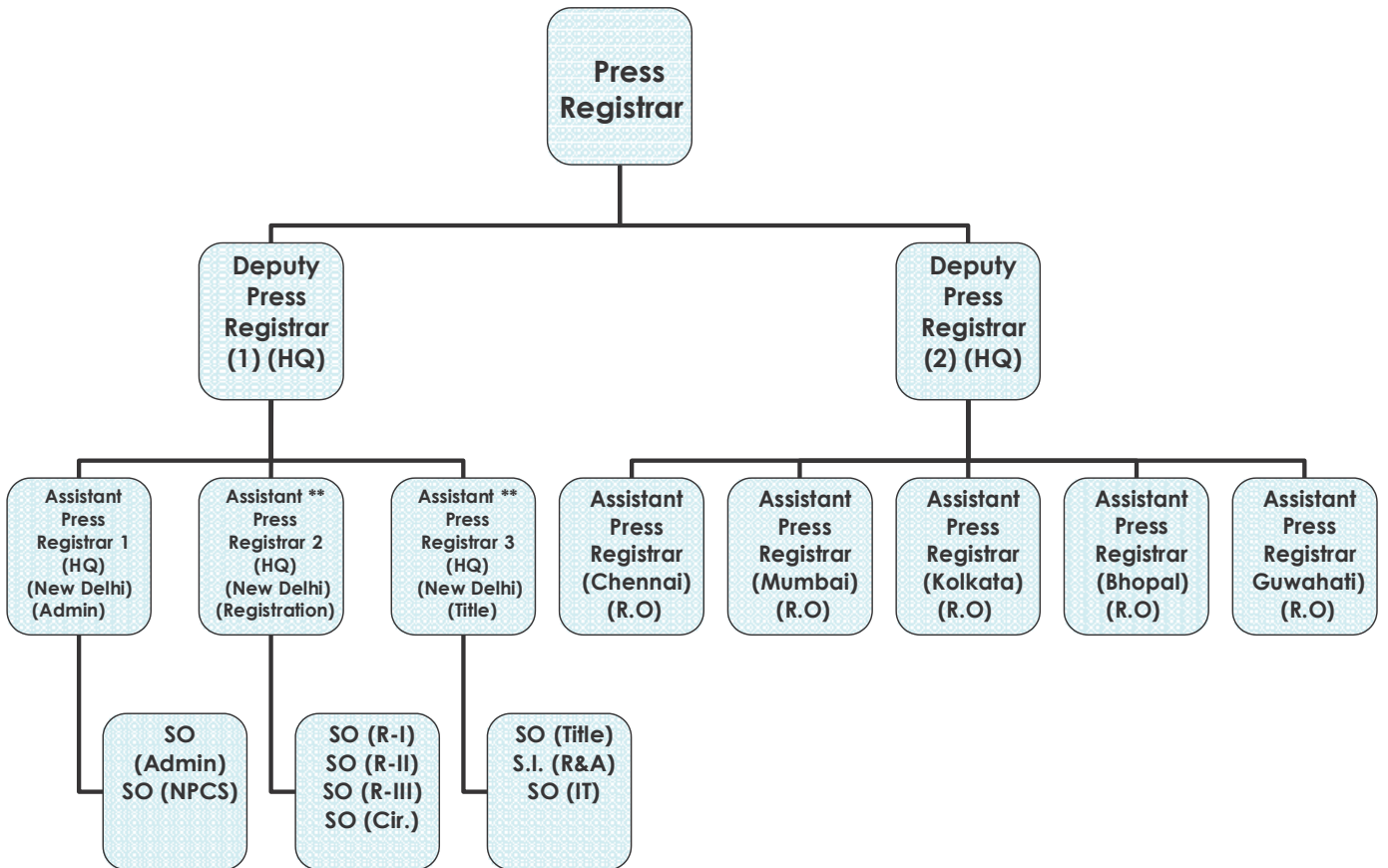
- a) Application form duly filled in.
- b) Invoice showing details of the machinery and price and duly signed with seal of the supplier in original or photocopy duly attested by Gazetted Officer/Notary.
- c) Installation Certificate issued by the supplier in original if already imported against the certificate issued by the Registrar of Newspapers for India in the past.
- d) Justification for import of the machinery or equipment.
- e) A copy each of the publication where machinery or equipment will be installed.

No Newspaper Certificate: The publisher/owner of newspaper/periodical registered with the Registrar of Newspapers for India has to submit the following documents for obtaining the 'No Newspaper Certificate' for registration under FCRA: -

- a) Application form duly filled in duly signed by the publisher/owner.
- 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) A few latest sample issues of the publication.
- e) A copy of Registration Certificate
- f) A copy of the Annual Statement of the previous year, submitted in R.N.I.

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.

Administrative & Personnel Management of officers/employees besides, vigilance, budget & accounts matter pertaining to the Registrar of Newspapers for India. The Headquarters of the Registrar of Newspapers for India is New Delhi. There are five Regional Offices located at Chennai, Mumbai, Kolkata, Bhopal and Guwahati.



**** Posts of Assistant Press Registrar 2 & 3 are Vacant. The work is being looked after by Assistant Press Registrar 1.**

- 2.4. 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.
- 2.5. The following arrangements have been made for the benefit of the publishers:
- Annual Statements will be received at the Regional Offices of RNI, Regional/Branch Offices of Press Information Bureau, Directorate of Advertising & Visual Publicity, Directorate of Field Publicity and the offices of District Information and Public Relations Officers of all the States and Union Territories.
 - Publishers of the North-East Region can contact the Offices of Press Information Bureau for their queries.
 - RNI's website can be used for knowing about the status of the title verification applications and registered publications.
- 2.6. It is the endeavor of RNI to discharge its functions within the stipulated time. For any kind of grievance, officers of RNI can be contacted on phone or in person on all working days
- 2.7 The addresses of the Offices are as under:

Headquarters	Office of the Registrar of Newspapers for India, West Block-8, Wing No.2, R.K. Puram, New Delhi – 110 066. Website: www.rni.nic.in Fax: 011-26176553 & 011-26106251 Telephone: (011) 26108432 & 26107504.
Regional Office: Chennai	Regional Office of Registrar of Newspapers for India 8-28, Rajaji Bhawan, Besant Nagar, Chennai-90. Telephone No.044-2491127
Regional Office: Mumbai	Regional Office of Registrar of Newspapers for India, A-I Wing, Ground Floor, New CGO Complex, CBD Belapur, Navi Mumbai-400614 Telephone No.022-27572953
Regional Office: Kolkata	Regional Office of Registrar of Newspapers for India M.S.O. Building, Block-“DF” 2 nd Floor, P.O.- CC-Block, Salt Lake, Kolkata-700064. Telephone No.033-23378494
Regional Office Bhopal	Regional Office of Registrar of Newspapers for India, No.83, Malviya Nagar, Bhopal, Madhya Pradesh Telephone No.+917552670094
Regional Office Guwahati	Regional Office of Registrar of Newspapers for India, 4 Navagiri Road, 1 st bye-lane, Chandmari, Guwahati-3, Assam. Mobile No.09435108758

- 2.8 Office hours : 9:30 A.M. to 6.00 P.M.
Lunch Break : 1.30 P.M. to 2.00 P.M.

Chapter – 3

Powers and Duties of Officers and Employees

3.1 The duties of officers and employees are as under: -

Designation	Section Officer (Administration)	
Powers	Administrative	<p>To supervise the function of:</p> <p>a) All administrative matters relating to Officers and Officials of the Office.</p> <p>b) Matters relating to accommodation, CGHS. Telephones, security arrangement, daily wages, procure & supply of office furniture, computers, office equipments etc.</p> <p>c) Matters relating to Budget & Accounts</p> <p>d) Maintenance of GPF accounts of Class IV staff</p> <p>e) Maintenance of audit related matters</p> <p>f) Receipts and Issue.</p> <p>g) Coordinate the work of writing of Confidential Reports of all officers and staff and monitoring of vigilance cases, property returns and complaint cases.</p>
	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 on official mailers.
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 with the Ministry of I&B and other related 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

Chapter – 4

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

4.1 The Registrar of Newspapers for India performs its statutory functions under the provisions of the Press and Registration of Books Act 1867. The non-statutory functions are performed on the basis of policy, rules, regulation and instructions issued by the Government from time to time. All the materials relating to the rules, regulations, instructions forms etc. are on the Registrar of Newspapers for India website www.rni.nic.in The website is updated weekly.

4.2

Name/title of the document:	PRESS AND REGISTRATION OF BOOKS ACT 1867	Type of document: RULES
Brief write-up on the document:		
Press and Registration of Books Act 1867 (amended from time to time) is an Act enacted by the Parliament and Office of the Registrar of Newspapers is responsible for its implementation.		
From where one can get a copy. Of Rules, Regulation, instructions, manual and records	Copy of PRB Act can be downloaded From RNI's website. Printed version is also available in leading book shops	
Fee charged by the department For a copy of rules. Regulation, Instructions. manuals and records (if any)	For downloading from the website no fee is charged.	

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

5.1

- Officers of RNI meet the public everyday between 4.00 to 5.30 PM
- RNI interacts with representatives of newspaper industry in response to any issues of mutual interest. Press Registrar also responds to all queries posed from time to time by the newspaper industry and interacts with representatives of the industry.
- The Press Registrar, interacts with representatives of Press at Headquarters as well as outside to understand their concerns and how best to facilitate their work.

5.2 Implementation of Policy

Sr.No.	Subject/Topic	IS it mandatory to ensure public participation	Arrangement for seeking public participation
1.	Annual Statement & AR4 Forms	Yes. As per PRB Act all the publishers are required to submit annual statements and AR-4 form (statement of daily press) latest by 31st May every year.	From 2013-14 onwards, it has been decided to get the annual statements through online viz. e-filing of annual statements as a part of implementation of 12 th Plan Scheme of Strengthening of RNI H.Qrs.
2.	Form IV statement about ownership and other particulars about newspaper.	Yes. All the publishers are required to publish the form in the first issue every year on the last day of February.	-do-

Chapter – 6

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

6.1

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-III) 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)

Chapter - 7

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

7.1

Name and address of the Affiliated Body	Press Council of India,
Type of Affiliated Body	Council
Brief Introduction of the Affiliated Body	The Press Council of India was first set up in the year 1966 by the Parliament on the recommendations of the First Press commission with the object of preserving the freedom of the press and of maintaining and improving the Standards of press in India. It functions under the Press Council Act 1978. It is a statutory, quasi judicial body which acts as a watchdog of the press. The Press Council of India has been assigned since 1979 the responsibility of functioning as an Appellate Board under this Section to deal with the matters attracting the provisions of Section 6 and 8-B of the PRE Act.
Role of the Affiliated Body	Press Council of India adjudicates the complaints against and by the press for violation of ethics and for violation of the freedom of the press respectively.

Structure and Member Composition	The Press Council is headed by a Chairman, who has by convention, been a retired judge of the Supreme Court of India. The Council consists of 28 other members.
Head of the Body	Chairman: Justice Chandramauli Kumar Prasad Secretary: Mrs. Vibha Bhargava
Address of main office and its Branches	Press Council of India, Soochna Bhavan, 8-C.G.O. Complex, Lodi Road, New Delhi - 110003.
Frequency of Meetings	When a complaint is made to the PCI, an Inquiry Committee is set up and on the basis of the oral and written evidences, decision is made.
Can public participate in the meetings	
Are minutes of the meetings prepared	

Chapter - 8
The names, designations and other particulars
of the Public Information Officers

8.1 OFFICE OF THE REGISTRAR OF NEWSPAPERS FOR INDIA
Assistant Public Information Officer:

S.No.	Designation and Address	STD Code	Phone Number	Fax/E-mail
1.	Assistant Press Registrar 0/0 Registrar of Newspapers for India, M/o Information & Broadcasting, B-2B, Rajaji Bhawan, Besant Nagar, Chennai-600090	044	24911275	044-24911275
2.	Assistant Press Registrar 0/0 Registrar of Newspapers for India, M/o Information & Broadcasting, A-I Wing, Ground Floor, New CGO Ground Floor, New CGO Mumbai-400614.	022	27572953	
3.	Assistant Press Registrar 0/0 Registrar of Newspapers for India, M/o Information & Broadcasting, M.S.O. Building Block-"DF" 2 nd Floor, P.O. CC-Block, Salt Lake, Kolkata- 700064.	033	23378494	033-23342359
4.	Assistant Press Registrar 0/0 Registrar of Newspapers for India, M/o Information & Broadcasting, No.83, Malviya Nagar, Bhopal, Madhya Pradesh	0755	2670094	
5.	Assistant Press Registrar 0/0 Registrar of Newspapers for India, M/o Information & Broadcasting, No.4, Navagiri, 1 st Bye-Lane, Chandmari, Guwahati-3, Assam.			

Public Information Officer:

Sr. No.	Designation and Address	STD Code	Phone Number	Fax/Email
1.	Assistant Press Registrar (Hqrs.), O/O Registrar of Newspapers for India, M/o Information & Broadcasting, West Block-8, Wing-2, RK Puram, New Delhi-I 10066.	011	26175947 (0)	011-26189801 011-26106251

Departmental Appellate Authority:

Sr. No	Designation and Address	STD Code	Phone Number	Fax/Email
1.	Deputy Press Registrar, Office of the Registrar of Newspapers for India, Ministry of Information & Broadcasting, West Block-8, Wing-2, R.K.Puram, New Delhi-I 10066.	011	26106251	011-26106251

Chapter - 9

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.

S1. No.	1
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.

Chapter - 10

Directory of Officers and Employees

Office of the Registrar of Newspapers for India

West block-8, Wing-2, R.K. Puram, New Delhi-110066

Website Addresses: [a] www.mib.nic.in/rni [b] www.rni.nic.in

Email Address: pqrc-rni@nic.in

Facilitation Counter: 26107504

Fax Number: 26189801

EPABX Nos: 26189871, 26108432/Intercom Nos.: 201-226

As on 06/03/2017

S.No.	Name and Designation	Telephone Number(office)
1.	Shri S.M. Khan, Press Registrar	26108788
2.	Ms. Himani Sarad, Deputy Press Registrar(Admn.)	26106251
3.	Shri R.K. Bharadwaj, Deputy Press Registrar(Reg.)	26162625
4.	Shri B.K. Biswas, Assistant Press Registrar(Admn.)	26163892
5.	Shri R.K. Pillai, Assistant Press Registrar(Reg.)	26175947
6.	Smt. Babita Saxena, Section Officer(Admn.) with addition charge of DDO, Cash	26106090
7.	Section Officer(Stores),(vacant)	26164038
8.	DDO Cash (vacant)	26106992
9.	Smt. Prem Lata, Section Officer, Registration-I	26189871
10.	Shri N.S. Rawat, Section Officer, Registration-II	26189871
11.	Shri R.P. Meena, Registration Supervisor, Registration-III	26189871
12.	Ms. Anju Susan James, Registration Supervisor, Title Cell	26189871
13.	Shri S.B. Chaturvedi, Sr. Statistical Officer, NP & CS	26163841
14.	Shri Syed Mohammad Sadiq, Assistant Director (OL)	26176015
15.	Shri K. Ezhilan, Senior Systems Analyst, NIC	26162632

Chapter – 11
Monthly Remuneration Received by Officers posted in O/o RNI, New Delhi
as on 06th March 2017

S.No.	Name of Incumbent	Designation	Basic Pay
1.	Shri S.M. Khan	Press Registrar	211300/-
2.	Ms. Himani Sarad	Deputy Press Registrar(Admn.)	122100/-
3.	Shri R.K. Bharadwaj	Deputy Press Registrar(Reg.)	96900/-
4.	Shri B.K. Biswas	Assistant Press Registrar(Admn.)	
5.	Shri R.K. Pillai	Assistant Press Registrar(Reg.)	80000/-
6.	Smt. Harvinder Phalwaria	Principal Pvt. Secretary	78500/-
7.	Shri S.M. Sadiq	Assistant Director(OL)	75400/-
8.	Smt. Kalawati Thind	Private Secretary	69000/-
9.	Smt. Babita Saxena	Section Officer	63100/-
10.	Smt. Prem Lata	Section Officer	70000/-
11.	Shri N.S. Rawat	Section Officer	70000/-
12.	Shri S.B. Chaturvedi	Sr. Statistical Officer	75600/-
13.	Shri R.P. Meena	Registration Supervisor	68000/-
14.	Ms. Anju Susan James	Registration Supervisor	46200/-
15.	Shri A.K. Aggarwal	Assistant Section Officer	52000/-
16.	Shri A.K. Sharma	Assistant Section Officer	66000/-
17.	Shri Gautam Singh	Assistant Section Officer	46200/-
18.	Shri Harish Bhandari	Assistant Section Officer	53600/-
19.	Shri Jagat Singh	Assistant Section Officer	46200/-
20.	Shri Kuldeep Tickoo	Assistant Section Officer	47600/-
21.	Smt. Lalita Nahar	Assistant Section Officer	46200/-
22.	Shri Naresh Kumar Rustagi	Assistant Section Officer	46200/-
23.	Shri Ng. Bening Moyon	Assistant Section Officer	47600/-
24.	Shri N.S. Negi	Assistant Section Officer	47600/-
25.	Smt. N. Vijayalakshmi	Assistant Section Officer	50500/-
26.	Shri Ranjeet Yadav	Assistant Section Officer	46200/-
27.	Shri Satya Paul	Assistant Section Officer	49000/-

28.	Shri Sesei Lhungdim	Assistant Section Officer	23430/- (as per 6th CPC)
29.	Shri S.R. Lamkang	Assistant Section Officer	46200/-
30.	Shri Vijay Anand	Assistant Section Officer	47600/-
31.	Shri Vipin	Assistant Section Officer	44900/-
32.	Shri Abhishek Kumar	Registration Assistant	38700/-
33.	Shri Anand Chaturvedi	Registration Assistant	38700/-
34.	Shri Iftekhar Alam	Registration Assistant	38700/-
35.	Shri K. Vivekanand Rajesh	Registration Assistant	38700/-
36.	Shri Rajanish Prasad	Sr. Hindi Translator	64100/-
37.	Smt. Janki Gairi	Personal Assistant	68000/-
38.	Smt. Bhumi Chand	Personal Assistant	71300/-
39.	Smt. Ashmita Kapoor	Steno Grade-D	27900/-
40.	Shri Ankit Chauhan	Jr. Statistical Officer	39900/-
41.	Shri Ghanshyam Singh	Jr. Statistical Officer	36500/-
42.	Shri Dada Rao	Senior Secretariat Assistant	33300/-
43.	Shri Dharampal Singh	Senior Secretariat Assistant	41100/-
44.	Shri Ram Rattan	Senior Secretariat Assistant	41100/-
45.	Shri Jag Mohan Singh	Junior Secretariat Assistant	36400/-
46.	Shri Raj Kumar	Junior Secretariat Assistant	36400/-
47.	Shri Tribhuwan Singh	Record Sorter	36400/-
48.	Shri Jagat Singh	Daftry	36400/-
49.	Shri Radheyshyam Pant	Daftry	36400/-
50.	Shri Amit Kumar Chaturvedi	Peon	20300/-
51.	Shri Devinder Kumar	Peon	36400/-
52.	Shri Devinder Singh	Peon	32000/-
53.	Shri Mohan Singh	Peon	32200/-
54.	Shri Nand Ram	Peon	32000/-
55.	Shri Pyarelal	Peon	35300/-
56.	Shri S.S. Negi	Peon	32000/-
57.	Shri Vinod Kumar	Peon	32000/-
58.	Shri Raj Kumar	Safaiwala	28400/-
59.	Shri Rambir	Chowkidar	32000/-

Chapter - 12
The Budget Allocated to each Agency

(Particulars of Budget Allocations for 2014-15)

12.1. The budget allocations under 12th Plan Scheme of Strengthening of RNI H.Qrs. for the year 2014-15 is Rs.25.00 lakhs is as detailed below:-

PLAN

[Rupees in Lakhs]

Sl. No.	Name of the sub-head	Allocation made during 2014-15
1.	Professional Services	17.56
2.	Office Expenses [IT]	7.44
	Total	25.00

12.2. The budget allocations (non-plan) of RNI H.Qrs. for the year 2014-15 is Rs.474.00 lakhs is as detailed below:-

NON-PLAN

[Rupees in Lakhs]

Sl. No.	Name of the sub-head	Allocation made during 2014-15
1.	Salary	370.00
2.	Wages	10.00
3.	O.T.A.	0.14
4.	Medical Expenses	9.50
5.	Domestic Travelling Exp.	3.31
6.	Office Expenses	60.00
7.	Rent, Rates & Taxes	1.44
8.	Other Admn. Exp.	1.66
9.	Publications	0.81
10.	Minor Works	9.00
11.	Office Expenses (IT)	3.20
12.	Professional Services	4.94
	Total	474.00

Chapter - 13

The Manner of Execution of Subsidy Programmes

- 13.1. RNI issues Eligibility Certificates for import of Standard and Glazed newsprint. The certificate is given to the publications registered with the office of the Registrar of Newspapers on the basis of an affidavit filed by them on the utilization of quantity of indigenous and imported newsprint in the previous two financial years. A return indicating the consumption of imported newsprint during the previous three financial years is also obtained from the publications duly certified by a Chartered Accountant. Along with this, an issue of each month for the previous financial year as also a copy of the mandatory Annual Statement deposited with RNI under PRB Act 1867 is also required to be sent by the publication to get EC for import.
- 13.2 As per newsprint policy declared by the Ministry of Commerce for importing newsprint no import license is required. Newsprint can be imported on Actual User Conditions by those who hold Certificate of Registration issued by the Office of the Registrar of Newspapers for India.
- 13.3 RNI also issues Essentiality Certificates to the newspaper owners for import of printing machinery and allied equipment. This Certificate allows the publications to get customs duty concession on import of printing machinery.
- 13.4 'No Newspaper Certificate' is given to publications for FCRA Registration with Ministry of Home Affairs. Procedure/requirements to get a 'No Newspaper Certificate' too are available in the website of this office at www.rni.nic.in under Citizen's Charter.

Chapter-14

Particulars of Recipients of Concessions, Permits or Authorization granted

14.1.

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Name of Programme▪ Type
(Concession/Permits/Authorization)▪ Objective▪ Targets set
(For the last year)▪ Eligibility▪ Criteria for the eligibility▪ Pre-requisites▪ Procedure to avail the benefits▪ Time limit for the
Concession/Permits/
Auhorisations▪ Application fee
(Where applicable)▪ Application format
(Where applicable)▪ List of Attachments | <p>Eligibility Certificates for import of Newsprint &</p> <ul style="list-style-type: none">➤ Essentiality Certificates for import of Printing machinery like Newspaper➤ Page Facsimile System <p>Authorization</p> <p>To ensure that the import is made by the actual user.</p> <p>As per the applications received.</p> <p>Newspapers registered with RNI.</p> <p>All the registered newspapers are eligible.</p> <p><u>For Eligibility Certificate:</u> Sample issues, annual return showing the import and consumption particulars for the previous 3 year and affidavit of consumption during previous 2 years, two copies of the Registration Certificate, annual statement of previous year is to be furnished along with application.</p> <p><u>For Essentiality Certificate:</u> Invoice of the machinery to be imported, justification for import, copy of Registration Certificate and sample issues of the newspaper to be submitted along with the application.</p> <p>Certificate should be produced to the Customs Authorities while importing</p> <p>The authorization for ECs issued is valid till the end of that financial year only.</p> <p>Nil.</p> <p>Application form is available in RNI's Website
www.rni.nic.in</p> <p>Forms available in RNI'S website
www.rni.nic.in</p> |
|---|---|

All the registered newspapers are eligible to avail the benefit.

Chapter – 15

Norms set for the discharge of functions

- 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 eligibility certificate for import of printing machinery & allied material.
6. 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.

Chapter-16

Information available in an electronic form

16.1. **RNI's** website contains all the basic information regarding the title verification, registration etc. The formalities to be completed and the forms are also available in the website. The intending publisher can check the availability of the name of the proposed titles through the website. After submitting the application for verification of title, the status of the application online. The registered titles are also available online.

Chapter 17

Particulars of the facilities available to citizens for obtaining information

17.1 Website www.rni.nic.in

The following information is available in the website:

- a) List of verified titles
- b) List of registered newspapers
- c) Highlights of Press in India
- d) PRB Act
- 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) Duty of a Publisher
- m) Grievance Redressal
- n) Check list for registration

17.2. Visiting Days/Hours for general public.

Publishers or their authorized representatives can meet the officers of RNI on all working days between 4.00 P.M. to 5.30 P.M. in order to find out the status of their applications/requests pending with RNI.

17.3. Press in India

'Press in India', an Annual Publication of RNI, containing the statistical analysis of Indian Press, compiled on the basis of the data provided by the publishers in their annual statements, every year, is available for sale with the office of RNI. The highlights of the "Press in India" is also available in the RNI's website.

Chapter – 18

Other useful information

18.1. Frequently asked question and their answers by public.

What are the criteria for title verification?

Title verification guidelines are available in RNI's website www.rni.nic.in

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. The status of Title Verification application can be checked online. Decision on a title application is taken within 15 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) and can start publication after the magistrate authenticates the same. 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) 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 12 months. 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 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. 1st April to 31st March) in form II (format available at www.rni.nic.in). The Annual Statement should be submitted to RNI from 1st April to 31st 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 in writing would suffice.