

**Government of India**  
**Office of the Registrar of Newspapers for India**  
(Ministry of Information and Broadcasting)

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**Guidelines for visitors to the o/o of RNI, New Delhi**

In order to serve better the interests of all visitors to the office of Registrar of Newspapers for India (RNI), New Delhi, the system of dealing with visitors has been modified and streamlined with immediate effect.

1. RNI has provided detailed FAQs (Frequently Asked Questions) and all other necessary information regarding procedures for different activities at the official website ([rni.nic.in](http://rni.nic.in)) for those who desire to apply for title verification, registration, getting Eligibility Certificates (ECs) or Provisional ECs or submitting Annual Statements or Annual Returns. All persons desirous of visiting o/o RNI, New Delhi are requested to go through the website carefully for resolution of their issues / queries. If still any clarification is required, an email may be sent to [pqrc-rni@nic.in](mailto:pqrc-rni@nic.in).
2. Only the applicants for title verification in case of unregistered titles or publishers and/or owners of titles in case of registered publications would be able to meet the officers of RNI, New Delhi. Thus, RNI officers would interact, facilitate and resolve queries *in person* **only** from the persons who have either applied for title verification in case of unregistered titles or the publishers and/or owners of titles in case of registered publications.
3. If any persons who has applied for title verification in case of unregistered titles or publishers and/or owners of titles in case of registered publications desires to depute a representative for meeting with RNI officers, they may send their representative (having a photo ID) with an authority letter addressed to the Press Registrar clearly stating the nature of query.
4. All visitors (either persons who have applied for title verification in case of unregistered titles or publishers and/or owners of titles in case of registered publications or their authorized representatives) are requested to carry a valid photo ID proof during the visiting hours.
5. The new timings for the RNI officers for meeting the visitors at the o/o RNI, New Delhi would be **04:30pm to 05:30pm on all working days**.
6. If any visitor reaches the o/o RNI, New Delhi outside the visiting hours, efforts would be made to resolve the query / issue at the reception. If the visitor is not satisfied, then he / she would be given a visitor number and the likely time for meeting RNI officer/s during the visiting hours on that day.
7. RNI officer/s would meet all visitors in the designated areas at the reception in the o/o RNI and no visitor would be permitted to visit any of the sections or restricted areas in the o/o RNI, New Delhi.
8. If any visitor is not satisfied, then the officers of RNI may direct him / her to meet the Dy. Press Registrar. If the visitor is still not satisfied, he / she may be directed to meet the Press Registrar.
9. Visitors coming from outside Delhi / New Delhi /NCR region may prefer to send an email, at least three working days in advance, with a subject line "Issues for meeting during visiting hours for title application number....." or "Issues for meeting during visiting hours for registration number....." to the Asst. Press Registrar ([aprhni@nic.in](mailto:aprhni@nic.in)) with a copies to [pqrc-rni@nic.in](mailto:pqrc-rni@nic.in) and [prrni@nic.in](mailto:prrni@nic.in)) stating the nature of query / issue and date they desire to visit the RNI office. This would help RNI officers to collect necessary data / information for faster resolution of their issue/s or query/ies during the meeting. Clearer the query / issue, easier and faster would be its resolution.
10. RNI prefers to send all important documents and/or certificates to the applicants by speed post only. However, if any publisher and/or owner is desiring to collect some important document / certificate by hand either himself /herself or through an authorized representative, they should provide a written request to the Press Registrar along with a copy of photo ID proof of the person collecting the document / certificate by hand.
11. All publishers and owners of registered titles are again requested to update their mobile numbers and email IDs in the RNI database for speedily providing latest updates about their issues / queries.

All visitors to the o/o of RNI, New Delhi are requested to kindly help and cooperate for better service from the officers of RNI.

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