

GOVERNMENT OF ANDHRA PRADESH  
INFORMATION AND PUBLIC RELATIONS DEPARTMENT, HYDERABAD

**APPLICATION FORM FOR STATE LEVEL MEDIA ACCREDITATION FOR THE YEAR 2016-2017**

Category for which applied (tick one): Correspondent  Cameraperson  Freelancer

Nature of Organisation: Print Media  Elec.News Media  Freelancer  News Agency

<b>Specimen Signature of the Journalist</b>

**PART I**  
**PERSONAL DATA**

PASTE ONE PASSPORT SIZE PHOTO.  TWO PHOTOS TO BE ATTACHED
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Name of the Journalist : \_\_\_\_\_  
(Full Name) Surname Name

Father/Husband Name : \_\_\_\_\_

Aadhar Card No : \_\_\_\_\_

(Copy to be enclosed)  
Whether Enrolled under

Journalists Health scheme : Yes/No

If yes card No : \_\_\_\_\_

Date of Birth : 

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Age: \_\_\_\_\_  
(proof to be enclosed)

Place of Birth : \_\_\_\_\_ Dist: \_\_\_\_\_ Nationality: \_\_\_\_\_

Present Designation : \_\_\_\_\_

Name of the organization : \_\_\_\_\_

Org./Office Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Telephone Nos. : \_\_\_\_\_ Fax No: \_\_\_\_\_

Email Address : \_\_\_\_\_

Residential Address : \_\_\_\_\_  
\_\_\_\_\_

Res. Tel. No : \_\_\_\_\_ Mobile No: \_\_\_\_\_

Emoluments/Salary : Rs. \_\_\_\_\_ Per month

Are you engaged in any other work? : \_\_\_\_\_  
(give details) \_\_\_\_\_

Educational Qualifications : \_\_\_\_\_  
(proof to be enclosed)

Professional Qualifications : \_\_\_\_\_  
(proof to be enclosed)

Professional experience ( in chronological order):  
(proof to be enclosed)

Sl. No.	News Media /Organizations worked as journalist	Designation/ post	Period of Service	
			From	To

If accredited in the year 2014-2015 : \_\_\_\_\_  
If so. card no & details  
(proof to be enclosed)

Have you accredited earlier with : \_\_\_\_\_  
I&PR Dept, If so, card nos & details  
(proof to be enclosed)

ESI/PF, if any : \_\_\_\_\_

**DECLARATION**

I promise that I will not engage myself in any work other than journalistic activity. I also promise to surrender my accreditation card to I&PR Dept, within 15 days of my ceasing to be the Editor/Correspondent/Cameraperson of this organization, on whose behalf I am being given accreditation.

Date :

Signature of the applicant

(Please fill as applicable - in case of News paper/periodical fill Part-II-A, for electronic media fill Part-II-B, for Agencies fill Part-II-C, for Freelancers fill Part-II-D,)

(Please fill as applicable - in case of News paper/periodical fill Part-II-A, for electronic media fill Part-II-B, for Agencies fill Part-II-C, for Freelancers fill Part-II-D,)

**PART- II-C**  
**C: News Agency/Photo News Agency**

Name of the Agency : \_\_\_\_\_

Name of the Editor : \_\_\_\_\_

Date of Establishment : \_\_\_\_\_

Registration certificate & no.  
of the Labour Dept.,  
(latest copy to be enclosed) : \_\_\_\_\_

Frequency of distribution of  
News/Photos : \_\_\_\_\_

Method of distribution : \_\_\_\_\_

Number of Subscribers : \_\_\_\_\_

Total No. of press clippings per month :  
(3 months press clippings to be enclosed): \_\_\_\_\_

Details of subjects covered : \_\_\_\_\_

Annual income during the last  
financial year (Annual income  
certificate/IT returns to be enclosed): \_\_\_\_\_

Number of correspondents/  
Camera persons working at present : \_\_\_\_\_

**PART- III**  
**CERTIFICATE BY EDITOR/CHIEF OF BUREAU**

I here by verified and certified that the information given in the application form is true and correct. I also certify that Shri/Ms. \_\_\_\_\_ is on the pay-rolls of our organization and working since \_\_\_\_\_

I further state that I will inform I&PR Dept, within a period of 15 days in case Shri/Ms. \_\_\_\_\_ ceases to be correspondent/cameraperson etc. in the employment of our media organization and his/her accreditation card will be returned to I&PR Dept, Hyderabad immediately

Date:

Signature of the Editor/Chief of Bureau  
Name & Office seal:

**Part -IV**

**BASIC GUIDELINES FOR FILLING THE APPLICATION FORM**

1. Please fill the form clearly and in bold letters.
2. Part I is mandatory for all categories of applicants.
3. In part II fill as applicable.
4. Part III is to be filled by Editor/bureau Chief applications recommended for their organizations.
5. Read part IV carefully before filling the form as per enclosed guidelines
6. All the copies enclosed should be self attested by the applicant

**DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM**

**GENERAL REQUIREMENTS**

1. Three recent passport size photographs with name & details on the back side.
2. Letter from the Editor/Head of the Editorial Department addressed to the Commissioner, I&PR Dept., seeking accreditation of the Correspondent/Cameraperson.
3. Copies of appointment letters showing Post, salary, terms, conditions etc., issued by the present employer in favour of the applicant.
4. Latest salary slip/salary certificate.
5. Copies of the Service Certificates.

**OTHER DOCUMENTS REQUIRED:**

**a. Newspaper/Periodicals**

1. Circulation Certificate issued by ABC/RNI/CA showing the latest circulation of the Newspaper/Periodical.
2. Last six months' Issues In case of Daily Newspaper, Weekly, Fortnightly & monthly

**b. Electronic Media:**

1. Permission letter from the Ministry of Information & Broadcasting in the case of Satellite news channels.
2. Registration certificate from Commissioner of Labour Department in the case of Cable News channels.

**c. News Agency/Photo News Agency**

1. Latest list of subscribers
2. Copies of agreement made with the subscribers to supply news on regular basis.
3. Details of payments received from subscribers during the last 6 months.
4. CA certificate/IT returns of the annual income of the agency earned during the last one year.
5. Clippings of published news/news-features/news photos during the last one year with the credit-line of the Agency.

### **TERMS AND CONDITIONS OF ACCREDITATION**

- a) Accreditation is personal and not transferable;
- b) Accreditation shall not confer any official status or any special status for media persons
- c) Accreditation shall be issued to media persons to pursue the profession of journalism and not for any other purposes;
- d) An accredited media persons shall not use the words “Accredited to the Government of Andhra Pradesh” on visiting cards, letter heads or in any other form.
- e) When an accredited media representative ceases to represent the media organization on whose behalf he/she is accredited or when the newspaper or periodical or News agency or Media Unit ceases to function, the fact shall be brought to the notice of the Commissioner in Writing within (fifteen) 15 days by both the representatives and the Editor/Bureau Chief/ Head of the Satellite Channel & Cable network and the accreditation card shall be returned to the Commissioner I&PR Department.
- f) If the representative fails to surrender the accreditation card within three months from the date of he/she ceases to represent the organization, he/she shall not be extended the accreditation facility for a period of two years, even if he/she shall represent any other organization.
- g) If any accredited Media representative ceases to represent the media organization and fails to surrender the card the organization also should be made accountable and the Media organization should not be issued another card applied in place of the un surrendered card, even if the organization is eligible otherwise.
- (h) Any loss of accreditation card should be reported immediately to nearest Police Station. For issue of duplicate card, a sum of Rs.100/- to be deposited in the Accounts section of I&PR Department Hyderabad. Original receipt along with the police report is to be enclosed with the application form.

### **WITHDRAWAL OF ACCREDITATION**

The Commissioner/Director/Committee may suspend, withdraw the accreditation issued to any media representative under the following circumstances namely:

- (a) If an accredited representative is engaged in non-journalistic activities or conducts himself / herself in an unprofessional or undignified manner or uses his professional offices for unprofessional or unethical purpose.
- (b) If He engaged himself in work other than journalistic such as soliciting/promoting business or advertisements etc.
- (c) If an accredited representative is found to have given false information about himself/herself or about his/her organization.
- (d) If the organization ceases to function or ceases to fulfill the conditions of eligibility and If the representative ceases work in the organization.
- (e) If the Editor or Bureau Chief or Head of the Media Unit or Electronic Media wants cancellation of accreditation to their representatives.
- (f). If the Newspaper/Periodical/News agency do not give accurate and authentic circulation figures, gross annual income and other data as prescribed in the rules.