

GOVERNMENT OF ANDHRA PRADESH
INFORMATION AND PUBLIC RELATIONS DEPARTMENT, VIJAYAWADA

**APPLICATION FORM FOR STATE / DISTRICT LEVEL MEDIA ACCREDITATION
FOR THE PERIOD FROM 01.04.2018 TO 31.03.2019**

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

Nature of Organisation: Print Media Electronic News Media Freelancer News Agency

Specimen Signature of the Journalist

PART I
PERSONAL DATA

PASTE ONE PASSPORT SIZE PHOTO. TWO PHOTOS TO BE ATTACHED

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

 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 2016-2017 : _____
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 of 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.