

ANNEXURE I



MA

GOVERNMENT OF KERALA
INFORMATION AND PUBLIC RELATIONS DEPARTMENT

APPLICATION FOR MEDIA ACCREDITATION

(to be filled by the applicant)

Name in full (Capital letters)	
Father's Name	
Age & Date of Birth	
Permanent Residential Address	
Location of work	
Educational qualification	
Name of Media & Address of Regd. Office	
Post (s) held & period	
Total years of experience	

Name (s) of Media/Agency served earlier & period (attach attested copy)	
Date of joining in the present institution	
Duration of experience in the Media in which he/she is now working in	
Present designation (as per HR records)	
Scale of pay & total gross monthly salary	
Provident Fund No.	
Provident Fund subscription amount	
Whether has availed Accreditation previously	
<p>The particulars given above are true to the best of my knowledge and belief.</p> <p>Station : Signature :</p> <p>Date : Name :</p> <p>Designation :</p>	

For office use :—

To be filled by the Management

Name of Media/News Agency :

Address of Registered Office :

Periodicity :

Audited circulation/viewership :

Category in which placed
in case of print media : E/D/C/B/A

Date of commencement of
publication/telecasting :

Confirmation Order

I certify that Shri/Smt.
has been working as since
.....(date, month, year) in this institutions and that he/she is a confirmed
employee and his/her present salary is ₹ in the scale of
Retirement age of employees in this office is.....We agree to abide by the accreditation
rules of the I & PRD from time to time.

Place:

Date:

(office seal)

Name & signature* with seal

To be filled by the District Information Officer	
Name of DIO and District	:
Whether eligible for accreditation	: Yes/No
Total No. of Accreditation eligible for the Institution (Reporter & Cameraman)	:
Category in which Institution belongs	: E/D/C/B/A
No. of vacancies unfilled	:
Any other information regarding the application	:
Check list of Attached Documents	
1. Application	Yes/No
2. Appointment letter	
3. Confirmation letter	
4. Promotion order, if any	
5. Proof of age (attested copy)	
6. Attested copies of Educational Qualification(s): (attested copies)	
7. Salary slip	
8. PF details (remittance slip)	
9. Two photographs	
10. Recommendation letter by competent authority	

Statement

(To be filled by the DIO)

The application of(Name)
.....(Designation) from (Name
of media) received on has been thoroughly verified. The information furnished in the
application is true and correct. I recommend this application for accreditation.

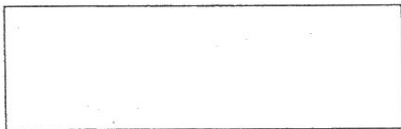
Station :

Date :

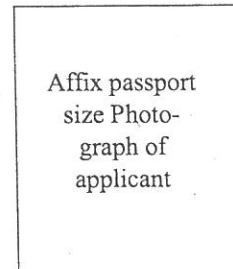
Name :

Signature (with seal)

- Note:*
1. DIO should verify all documents and certificates with originals before recommending.
 2. Ensure all columns that are duly filled in.
 3. Any additional information, if needed, may file with the application.
 4. Incomplete application will be rejected forthwith.
 5. A copy of every application for Press and Editorial accreditation should be filed in the district office for reference with markings of actions taken thereof.



Specimen Signature of applicant



Affix passport
size Photo-
graph of
applicant

ANNEXURE II

Print Media

Eligibility condition to B, A categories of media to forward application for Accreditation and enlisting in Media list.

- I. News papers on daily periodicity, comes under the category of B and A should have published at least 25 days in a calendar month.

They should produce following documents and testimonials with the application for the accreditation.

- II. (a) Regularity/continuity certificate from the Director, I & PRD, for the last two years showing monthly wise details.
- (b) PF statement of the staff members of the institution with name and account number. (If there is an information from labour department, which states PF is not applicable, then accreditation can be sanctioned)

ANNEXURE III

(a) *Granting of Press Facilities/Press Identity

Notwithstanding anything contained in the above bye-laws Government will have the discretion to grant press and other media facilities to the following categories of print/broadcasting/electronic media person.

- I. Applicant must have two years of working experience and should have completed 21 years of age.
 - (i) To media person representing newspapers and news agencies or electronic media for a maximum period of six months. E/D/C category and English news papers and News channels may be issued cards for a maximum period of one calendar year. It is limited to one for each institution E/D/C category and English news papers and News channels may be issued more number of cards as I&PR Director feels it essential.
 - (ii) To media persons to facilitate coverage of special function or events for maximum period of one month.
 - (iii) To the media persons of new weeklies, fortnightlies dealing with current affairs which have a certified circulation of more than 25000 copies for a maximum period of one year.
 - (iv) To those media persons who replace accredited correspondents on leave and other short vacancies.
 - (v) An identity card, with the photograph of the person concerned, sanctioned and signed by the Director of Information and Public Relations will be issued.