

**Renewal Form for Press Accreditation Card
of Journalists of Print/Electronic media/News Agency/Freelancer of KOLKATA & DISTRICTS
for the year 2024**

1. Name of the Journalist (in Block letter) :
2. (a) Address with PIN (in Block letter)
(Attach proof, if address is changed) :
:
:
:
(b) Phone/Mobile :
- (c) E-mail :
3. Press Card no. (Attach self-attested photocopy) :
4. Name of the Media House :
5. Name of the Head of the Media House :
(a) Office address with PIN :
:
(b) Phone :
(c) Fax :
(d) E-mail of the House :

PLEASE ATTACH THE FOLLOWING DOCUMENTS

A. For Print media

- 1) Circulation certificate issued by ABC/CA showing latest circulation
- 2) Issues of last one month for daily newspapers & last six months for periodicals (excepting the media houses sending issues regularly to I&CA dept)
- 3) Duly filled in & signed Annexure-I on letterhead of the Media House
- 4) Photocopy of Press Card

B. For Electronic media

- 1) Details of news & current affairs telecast in a day/ fixed point chart for minimum last one week
- 2) Duly filled in & signed Annexure-I on letterhead of the Media House
- 3) Photocopy of Press Card

C. For News Agency

- 1) List of subscribers with name (in separate sheet)
- 2) Clippings of published news/ photos for last one year
- 3) Duly filled in & signed Annexure-I on letterhead of the Media House
- 4) Photocopy of Press Card

D. For Freelancer (Not applicable for Districts)

- 1) Self attested 24 by-line published/telecast articles in case of Freelancer Reporter & self attested 24 by-line published photograph/telecast video clippings in case of Freelancer Photographer in the last one year.
- 2) Photocopy of Press Card

Put your specimen signature in the following box

**Affix your
passport
size
photo**

.....
Full signature of the Journalist with date

Annexure-I

To be submitted in the Letterhead of the Media House in **DUPLICATE**

Certified that Mr/Mrs/Miss.....posted as (designation).....in.....District/ Kolkata is still continuing in this organisation. His/ Her Press Accreditation Card bearing no.....validity of which will expire on 31-12-2023 may be renewed for next one year.



.....
Signature of Editor/ Executive Editor with **designation seal**
(for Print media)

.....
Signature of Channel Head/ CEO with **designation seal**
(for Electronic media)

.....
Signature of Director (News) with **designation seal**
(for AIR & Doordarshan)

.....
Signature of Regional Manager/ Manager with **designation seal**
(for News Agency)

ACKNOWLEDGEMENT

(to be filled in by the applicant)

Received the Renewal Form for Press Accreditation Card from
Mr/Mrs/Miss.....
of (organisation).....bearing Press Card no.....on.....

.....
for Director of Information/ DICO/ SDICO, Siliguri
Information & Cultural Affairs Department
Government of West Bengal