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**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
INFORMATION DEPARTMENT, CIVIL SECRETARIAT, UT-LADAKH
E-mail: secretarypaladakh@gmail.com**

Subject: LADAKH NEWS MEDIA ACCREDITATION GUIDELINES, 2021.

Notification No: 01-ID of 2021

Dated: 16/03/2021

Guidelines for grant of Accreditation to News Media representatives at the UT, District, Sub-Division and Block Headquarters of Ladakh and the norms for constitution of Ladakh Media Accreditation Committee.

1. Short Title: -

- i. These guidelines may be called the UT of Ladakh News Media Accreditation Guidelines, 2021.
- ii. These guidelines shall come into force with immediate effect.
- iii. These guidelines shall apply to the grant of Accreditation to the representatives of News Media Organizations at the UT, District, Sub-divisional and Block Headquarters of Ladakh.

2. Definition: -

In these guidelines unless the context otherwise requires-

- i. "Accreditation" means recognition of Representatives of News Media Organizations by the Administration of UT of Ladakh for the purpose of access to sources of Information in the Administration and also to news materials, written or pictorial, released by, or on behalf of the Director of Information and Public relations and/or other agencies of the Administration of Ladakh
- ii. "Accredited Journalist" means a Journalist who has been granted accreditation under these rule
- iii. "Committee" means the Ladakh Media Accreditation Committee constituted under rule-3.
- iv. "Director" means the Director of Information and Public Relations of the Administration of UT of Ladakh and shall include any Officer of the UT Administration who has been authorized to discharge any or all the duties, functions and responsibilities of the Director of Information and Public Relations
- v. "Government" means the Administration of Ladakh.
- vi. "News Media" shall mean and include Newspaper, wire services, non-wire service, News Agency, News feature agency, Electronic Media Agency, News Portal and News website.



- vii. "Daily Newspaper" shall mean a newspaper published for not less than five days in a week or as defined in Press and Registration of Books Act, 1867.
- viii. "Weekly" and "Fortnightly" Newspaper shall mean which have not less than forty-five or twenty-two issues in a year respectively.
- ix. "Newspaper" shall have same definition as given in the Press and Registration of Books Act, 1867.
- x. "Electronic News Media Organization" will include Radio/Television News Agency.
- xi. "News Portal" means news and current affairs websites which provide continuous news coverage and current affairs features for minimum period of two (2) years- only news portals run by entities registered under Companies Act, Shop and Establishment Act as a media house shall be considered for the accreditation.
- xii. "Working Journalist" means any working journalist as defined in the Working Journalists and other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1995 as amended from time to time.

3. Constitution of the Ladakh Media Accreditation Committee and conduct of the Business of the Committee: -

- i. The Administration of Ladakh shall constitute a Committee called the Ladakh News Media Accreditation Committee to discharge the functions laid down under these guidelines.
- ii. The News Media Accreditation Committee shall consist of the following members namely:

a) Administrative Secretary, Information, UT of Ladakh.	Chairperson
b) Representatives to be nominated by the Ladakh Union of Journalists or Press Clubs (of Leh and Kargil-2 each) from amongst its members.	4 (Four)
c) The representatives of the newspapers published from the Union Territory to be nominated by Administration.	2 (Two)
d) The representatives of the electronic media from the Union Territory of Ladakh to be nominated by the Administration.	2 (Two)
e) The representative of Press Photographers/Cameraperson to be nominated by the Administration.	2 (Two)
f) Assistant Directors (I&PR) of the Districts.	2(Two)
g) Joint Director/Deputy Director, Information and Public Relations Department, UT of Ladakh.	Member Conveyor

At least 2 members of the Committee shall be women, otherwise 2 women representative each from Print and Electronic Media shall be nominated by the Administration.

- iii. The Committee so constituted shall function for a period of two years from the date of its first meeting.

Provided that where it is not reasonably practicable to reconstitute the Committee after expiry of its term, the Administration may extend the term of the Committee last constituted for a period not exceeding three months at a time and one year in all.

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- iv. The Committee shall meet at least once in every three months or more if so required.
- v. One-third of the total members will form the quorum of the meeting.
- vi. At least seven days' notice shall be given for convening a meeting of the Committee, but emergent meetings may be convened after giving 48 hours' notice.
- vii. The decision of the Committee shall be taken as per the Ladakh News Media Accreditation Guidelines 2021, but in case of disagreement the decision shall be taken on the basis of majority of the members present and voting in the meeting subject to the approval of the Administration.

4. Scope of Accreditation-

- i. Accreditation shall be given in accordance with these guidelines to the representatives of News Media Organizations of the following categories, namely: -
 - a) Editor cum Correspondent,
 - b) Cameraman-cum-Correspondent,
 - c) Cameraperson,
 - d) Cartoonist,
 - e) Cartographer,
 - f) Sports Journalist
 - g) Science Journalist; and such other categories as may be recommended from time to time by the Committee.
- ii. Accreditation shall not confer any Official or special status on the representatives of News Media Organizations but shall recognize and identify him/her as a professional journalist dealing with news of public interest.
- iii. Accreditation so granted shall be utilized only for journalistic purposes.
- iv. An accredited journalist shall not print or use the words "accredited to the Administration of Ladakh" on his visiting cards, letterheads or any other form of stationery or publication.
- v. When an accredited journalist ceases to represent the media organization on whose behalf, he/she is accredited, the fact shall be brought to the notice of the Director in writing within fifteen days by both the journalist concerned and the editor concerned (in case of newspaper) and General Manager (in case of Agency) and the accreditation card shall be returned to the Director.
- vi. Accreditation shall be withdrawn if the organization on whose behalf the journalist is accredited ceases its publication or the network ceases to function except for a period not exceeding six months for reasons of industrial dispute or natural calamities.
- vii. Publications containing information of sectional interest such as house journals, technical/professional publications are not eligible for accreditation.
- viii. The accreditation shall be withdrawn as soon as conditions on which it was given cease to exist. Accreditation is also liable to be withdrawn/suspended if it is found to have been misused.
- ix. If an applicant or a Media organization is found to have supplied false/fraudulent/forged information/documents, the representative/media organization shall be debarred from accreditation up to a maximum period of two years but not less than one year as decided by the Committee with the approval of Administration.

(Reporter)

5. General eligibility criteria for Grant of Accreditation-

- i. An applicant for accreditation shall be eligible if:
 - a) he/she has acquired not less than five years' experience as a Working Journalist for UT Level accreditation and not less than three years' experience as a Working Journalist for accreditation at District or Sub-divisional or Block Level.
 - b) Experience of work in a Government media organization viz.-The Press Information Bureau of Government of India, News Services Division of All India Radio, the News Unit of Doordarshan, the Photo Division of Government of India and Information and PR Deptt. of UT/District may be deemed as equivalent to experience of work in a news media organization for the purpose of accreditation. Those Officers having experience of Journalistic Work in Media Units of the Information and Public Relations Department of the UT Administration other than those referred to above, may also be considered for the purpose of accreditation.
- ii. Application for accreditation shall be considered only from media representatives who reside in Ladakh for accreditation at UT Level, District, Sub-divisional and Block levels.

6. Eligibility criteria for Newspapers Seeking Accreditation for Working Journalists under their Employment-

Newspapers of up to fortnightly, periodicity shall be eligible to seek accreditation for Journalists working with them, if they are registered with Registrar of Newspapers for India (RNI) and they belong to the following categories:

- i. The contents of the newspapers has the news and information emanating from the Headquarters of the Administration of Ladakh and/or district Headquarters and shall mainly contain information and/or comments, features, illustration etc. on current, social, political, economic, scientific, cultural and other matters of public interest.
- ii. a) The circulation of a daily newspaper shall not be less than 1,000 (one thousand) copies per publishing day.
 - b) The circulation of a newspaper (weekly or fortnightly) shall not be less than 1,000 (one thousand) copies per publishing issue;
 - c) The circulation of a periodical/magazine (up to fortnightly only) shall not be less than 1,000 (one thousand) copies with a minimum of thirty pages per publishing issue;

Provided that special consideration may be shown to newspapers contributing the Science and Technology and to those published from regions underdeveloped in terms of information and communication.

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7. **Eligibility criteria for News Agencies seeking accreditation:** The following criteria shall be taken into consideration for the grant of accreditation to news agencies, feature agencies, photo agencies and television news and feature agencies, besides news portals, namely: -

- i. The content of the items circulated/produced by agencies mentioned above shall include news and information emanating from the Headquarters of the Administration of Ladakh as well as district and sub-divisional headquarters
- ii. a) A news agency shall use telegraphic or electronic transmission and receiving facilities and shall have paying subscribers in news media organizations spread over the UT.
b) A news-photo agency shall have a minimum of three paying subscribers and a minimum annual subscription income of Rs.20,000.
c) A feature agency shall have not less than six paying subscribers in media organization
- iii. Wire agencies shall provide services to atleast five news subscribers including audio-visual net-works on a regular commercial basis and shall produce certificate from an established firm of Chartered Accountant, about their subscription income
- iv. A News Portal or news and current affairs websites shall provide continuous news coverage and current affairs features for a minimum period of two (2) years. Only news portals run by entities registered under companies' act, shop and establishment act as a media house shall be considered for the accreditation.

8. **Grant of Accreditation to the Editor-cum-Correspondent-** Editors of small and medium newspapers who also work as correspondents can be given accreditation as Editor-cum-Correspondents provided the following criteria are fulfilled:

- i. The newspaper/periodical concerned qualifies for accreditation as per these guidelines.
- ii. The applicant himself/herself is qualified for grant of accreditation as a correspondent.
- iii. The applicant submits clippings of published dispatches apart from editorial carrying his/her credit line appearing in the newspaper/periodical on whose behalf accreditation is sought for.

9. **Grant of Accreditation to Cameraman-cum-Correspondent-** A Cameraman representing a newspaper/news photo agency/TV News Channel /Web News Channel can be granted accreditation as Cameraman-cum-Correspondent provided he/she satisfies the following criteria:

- i. The applicant is eligible for accreditation as a Cameraperson.
- ii. The organization on whose behalf the accreditation is sought for, qualifies for the grant of such accreditation.
- iii. The applicant produces clipping of his/her dispatches circulated or produced by the media organization on whose behalf accreditation is sought for.

mail

10. Grant of accreditation to freelance journalist- The committee may consider the grant of accreditation to an applicant not attached to any particular news media organization provided that such a person has at least 20 years' experience as a full-time journalist.

Provided that the applicant shall submit two years clippings on his/her credit lines, not less than 20 in numbers, which shall include publication in one national Newspaper.

11. Eligibility criteria for Electronic Media seeking accreditation for their Representatives: -Electronic Media shall only be eligible to seek accreditation for their representatives, if they belong to the following categories, namely:

- i. T.V./Radio News production organization, having air-time arrangements with channels/stations, must have at least one news bulletin/ programme of minimum 15 minutes duration per day.
- ii. Satellite channels, having dedicated at least 15 per cent of their respective air-time to telecast/transmission of news and news related programme per day.
- iii. News magazines, producing organization having telecast/broadcast tie up with T.V. Channels/Stations must have minimum total cumulative programme duration of 60 minutes per week on news and news related contents.
- iv. News websites posting news of public interest in the UT.
- v. Television/News Agency shall supply news clip to at least five subscribing satellite T.V./Radio Organization on regular basis.

12. Procedure for grant of Accreditation-

- i. A media representative who wishes to seek accreditation at the UT Level shall apply to the Deputy Director in a form as prescribed at Annexure-I to these guidelines. Each application shall be accompanied by a letter from the Editor (in case of newspaper) / General Manager (in case of agencies and Electronic media organization) recommending accreditation on behalf of the newspaper/news agency/news media organization concerned as the case may be.
- ii. Application for accreditation at District, Sub-divisional and Block Headquarters shall be submitted in a Form as at Annexure-I to these guidelines through the District Magistrate concerned who shall forward such applications to the Deputy Director after proper verification and with his recommendation.
- iii. Application for accreditation complete in all respects shall be placed before the Committee and accreditation shall be granted on its recommendation.
- iv. Application for renewal of accreditation shall be submitted to the Deputy Director, I & P.R./Collector & District Magistrate as prescribed at Annexure-II to these guidelines.
- v. Accreditation cards shall be issued under the signature of the Joint Director/Deputy Director for a period of one Calendar Year and may be renewed from year to year by the Joint Director/Deputy Director on recommendation of the Editor concerned/Bureau Chief/General Manager (in case of Electronic Media). The said recommendation shall reach Deputy Director before 15 days of the date of expiry of accreditation, failing which the accreditation shall stand cancelled and this would be intimated to the concerned authorities.

(cont.)



- vi. If the Committee for reasons duly recorded in its minutes decides not to grant accreditation to an applicant the fact of such a decision shall be communicated to the applicant and the news media organization concerned with the approval of Administration.
- vii. The aggrieved applicant and/or news media organization shall be entitled to make a representation to the Committee for reconsideration and appeal to the Administration.

13. Provisional Accreditation: -Accreditation on a provisional basis may be granted by the Joint Director/Deputy Director with approval of Administration on recommendation of minimum of four members of the Committee till the next meeting of the Committee if the applicant fulfils all the qualifications laid down for grant of accreditation. In absence of the Committee, provisional accreditation may be granted by the Joint Director/Deputy Director on approval of the Administration.

14. The maximum number of Journalist who may be accredited:

- i. The maximum number of journalists who may be granted accreditation by the Administration of the UT, District, Sub-division and Block levels shall be kept within such reasonable limits as may be determined periodically by the Administration after taking into account.
 - (a) The limitations of the press information service of the Administration.
 - (b) The capacity to provide necessary facilities for accredited Journalists and
 - (c) Importance of the places of reporting for the newspaper/news agency/news media organization. For determining the total number of such Journalists, the Administration may seek the recommendations of the Committee.
- ii. The maximum number of accredited journalists at UT level for each of the Newspaper, periodical and News Agencies shall be limited to two only. In special cases on request from the National News Agencies, a maximum of three representatives may be given accreditation.
- iii. Daily newspapers and news agencies, Weeklies and fortnightlies published from Ladakh will be entitled to accreditation at District/Sub-divisional/Block levels subject to the conditions prescribed in these guidelines. In exceptional circumstances newspapers published from outside the UT with considerable circulation in Ladakh and news agency and News Media Organizations of repute can be given accreditation at the District, Sub-divisional and Block level.
- iv. For granting accreditation in case of weeklies and fortnightlies the main criteria shall be content study of the paper and the material published in the paper shall justify the necessity for its journalist's day to day collection of news from Official sources and day to day contact with such sources.



- v. Not more than one accredited journalist and one accredited photographer of a newspaper/news agency/news media organization shall claim facilities for attending one official function.

15. i. Suspension/Withdrawal of Accreditation of a Media Representative: Accreditation of a Media representative shall be withdrawn if,

- a) S/he uses information and facilities accorded to him/her for non-journalistic purposes
- b) In course of his/her duties as correspondent he/she behaves in an undignified or unprofessional manner.
- c) S/he ignores or violates the conditions on which information and facilities are provided by Administration or acts contrary to any provisions of these guidelines.
- d) When an Editor (in case of Newspaper)/General Manager (in case of agency) desires for cancellation of accreditation granted to its correspondent or correspondents, he/she shall apply to the Joint Director/Deputy Director for cancellation of accreditation. Joint Director/Deputy Director on receipt of such application will cancel the accreditation and place the same in the next meeting of the Committee for information.
- e) S/he has been granted accreditation on submission of false information to the Committee.

Provided that in case the newspaper/news agency/news media organization itself is responsible for such willful publication of false, mala fide baseless or incorrect report, it will be liable to disaccreditation.

Action for withdrawal/suspension of accreditation shall be taken by the Joint Director/Deputy Director in consultation with the Media Accreditation Committee

- ii. provided that in each case, the representative of the News Media Organization concerned shall be given an opportunity of a personal hearing by the Media Accreditation Committee before any action is taken.
- iii. The accreditation may be withdrawn for a period not exceeding two years and during this period, he/she shall not be eligible for the grant of further accreditation provided that no decision to withdraw the accreditation of a media representative shall be taken by the committee except at a meeting attended by at least two-third of its members. However, the decision of the Administration for suspension/withdrawal will be final.

16. Review of Accreditation by the Committee: -

- i. There shall be review of all accreditations, once in a year by the Committee.
- ii. For purposes of such a review information regarding circulation revenue etc. may be called for and the accredited news representatives may be asked to provide clippings of published dispatches or photographs or dope sheets from the newspaper/news agency/news media organization concerned.

17. Amendments-

The Ladakh News Media Accreditation Committee or the Joint Director/Deputy Director may make recommendations to the Administration for amendment of these guidelines from time to time as considered necessary.

By the order of the Hon'ble Lieutenant Governor

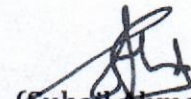
**Sd/-
(Padma Angmo) IIS
Secretary Information
& Public Relations Department
UT Ladakh**

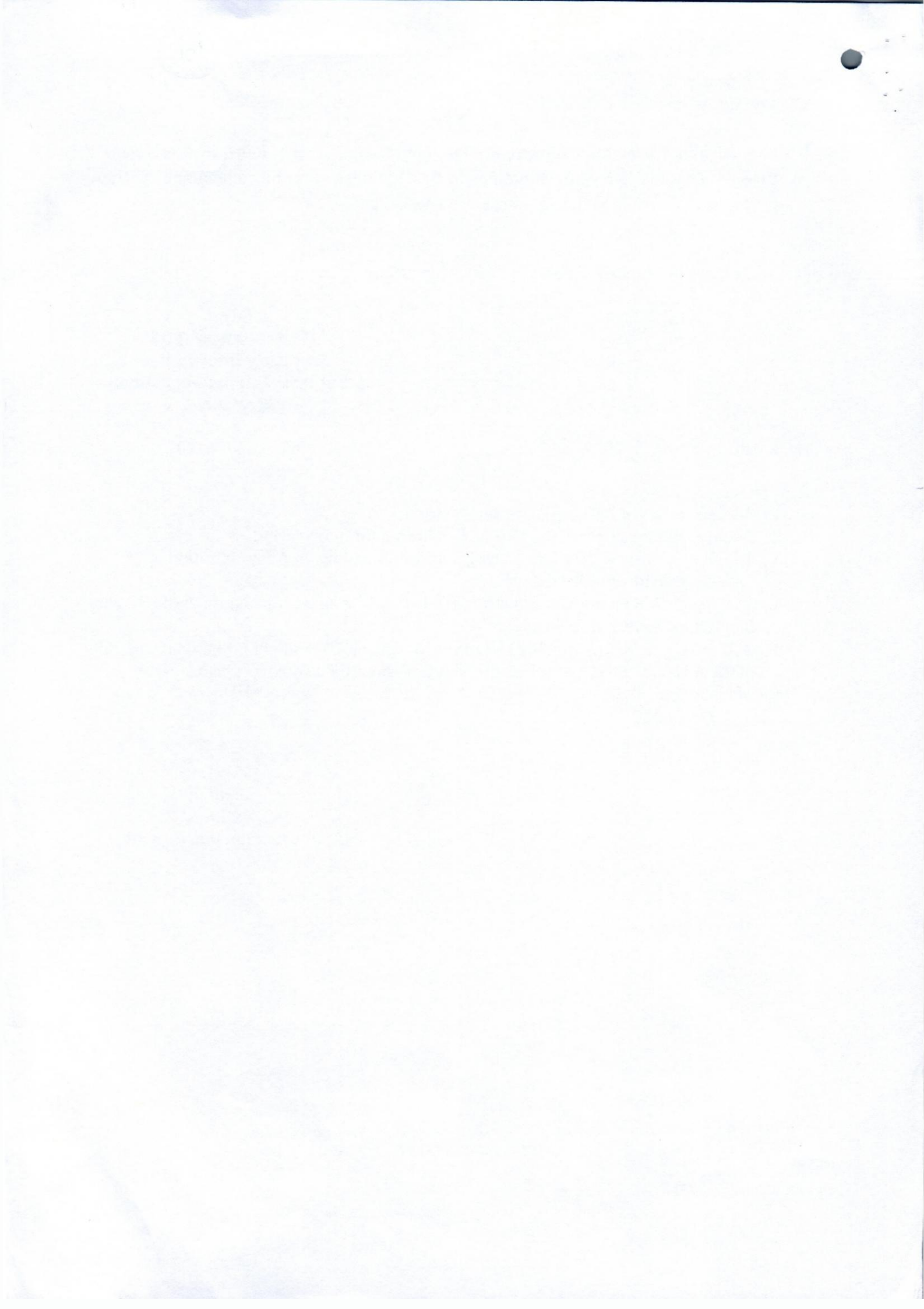
No: LA(Info)/Media/3/2021/611-622

Dated: 16/03/2021

Copy to the:-

1. All Secretaries of UT Ladakh for information.
2. Deputy Commissioner/CEO, LAHDC Leh/Kargil for information.
3. The District Informatics Officer, NIC, Leh, for uploading on Administration of UT Ladakh website and District website.
4. OSD to Hon'ble Lieutenant Governor, UT-Ladakh for kind information of the Hon'ble Lieutenant Governor, UT-Ladakh.
5. OSD to Advisor to the Hon'ble Lieutenant Governor, UT-Ladakh for kind information of the Advisor to the Hon'ble Lieutenant Governor, UT-Ladakh.
6. Office copy


(Suhail Ahmed)
Deputy Director,
Information Department



APPLICATION FORM FOR ACCREDITATION OF NEWS MEDIA REPRESENTATIVES AT THE UT/DISTRICT/SUBDIVISION/BLOCK HEADQUARTERS OF LADAKH

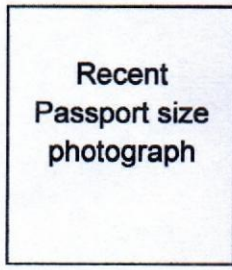
To
The Deputy Director,
Information & Public Relations Department,
UT Ladakh

(Through the Collector and District Magistrate concerned in case of District, Sub division and Block level correspondents)

Sir,

I, the news representative of..... (Name of the Print Media /Electronic Media Organization) with the particulars appended herewith may kindly be granted accreditation by the Union Territory of Ladakh to work with my headquarters at

- (1) Name in full (in block letters) :
- (2) Father's Husband's name in full (in block letters) :
- (3) (a) Present residential address, telephone No:
(b) Office address in full, Telephone No:
- (4) Permanent Home address:
- (5) Nationality:
- (6) Date and place of birth:
- (7) Name and address of the Print / Electronic Media Organization on whose behalf accreditation is being sought:
- (8) Designation:
- (9) Are you working only as News Representative/ Editor or also as General Manager:
- (10) Whether employed whole-time or part-time?
(a) Give details and state the salary/emoluments:
(b) Are you coming under EPF, If yes, please attach EPF slip along with salary slip for last one year:



(11) Are you engaged in any other work? (Please give details):

(12) Educational and other qualifications:

(13) Professional & Experience (in chronological order):

Print/Electronic Media where Salaried posts were held	Post held	Period of service		Salary drawn
		From	to	
(1)	(2)	(3)	(4)	(5)

(14) Were you accredited with Central/UT Administration, if so, please give details:

(15) Since when residing at the headquarters of UT/District/Sub division/Block: (Strike out which is not applicable)

(16) Places of stay during the last five years with full address:

I agree to abide by the Ladakh News Media Accreditation Rules, 2021 as amended from time to time, of the Information & Public Relations Department and to accept the decisions of Union Territory of Ladakh the said Department.

I do hereby declare that there are no dues pending against me towards rent of the Government quarters, dues of electricity/water charges.

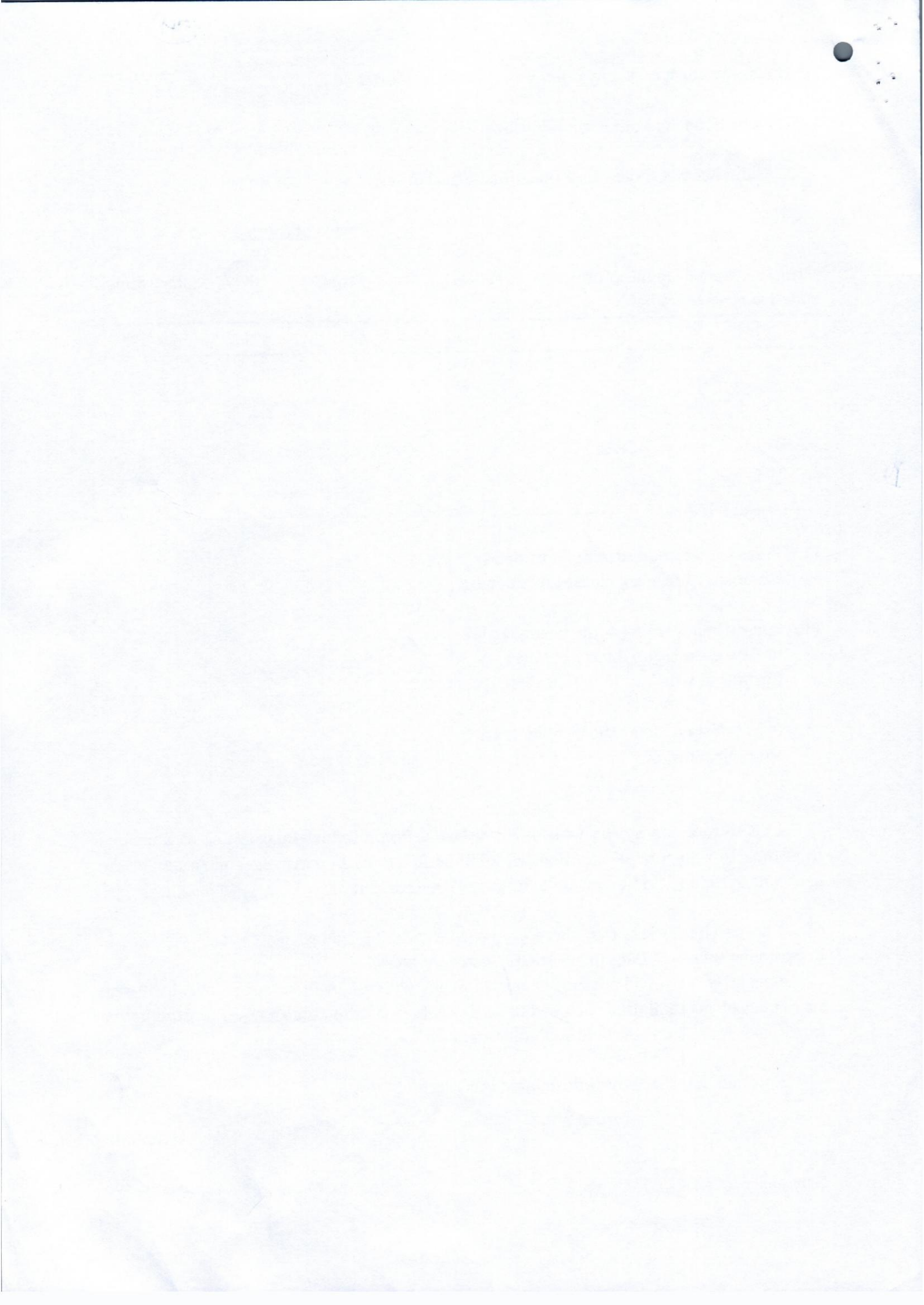
I promise that I will not engage myself in any work other than journalistic. I will also surrender my accreditation card within 15 days of my ceasing to be a news representative from this Print /Electronic Media/Media Organization.

Certified that the above information is correct.

Yours faithfully,

Date.....

Signature of the News-representative



TO BE FILLED IN BY THE EDITOR GENERAL MANAGER OF THE PRINT/ELECTRONIC MEDIA/MEDIA ORGANISATION

- 1. Information about the newspaper-
 - (a) Name and address of newspaper:
 - (b) Name of the Editor:
 - (c) Periodicity of publication (Daily/ Weekly/Fortnightly).
 - (d) Language:
 - (e) When established:
 - (f) Subjects covered:
 - (g) Areas covered:
 - (h) Circulation (Attested copies of circulation certificates from R.N.I. and Chartered Accountant should be attached),
Circulation figures in UT Ladakh to be shown in case of papers, published outside the UT:
 - (i) No. of News Representatives accredited at present (in the category for which this application is submitted):
 - (j) Group/Chain to which the paper belongs:

- 2. Information about the News Feature Agency-
 - (a) Name and address of the Electronic Media:
 - (b) Name of the General Manager:
 - (c) When established:
 - (d) Number of Newspapers served regularly: on commercial basis (Attach list)
 - (e) Annual revenue (Attach a Photostat copy of the certificate from a Chartered Accountant verifying the revenue of the agency, received as subscriptions from news media organizations):
 - (f) Frequency, volume of service and method of Distribution:

(g) Type of coverage in which interested:

(h) Any other information, if any:

3. Information about the Electronic Media

(i) Name and address of

(a) T.V./Radio News/Satellite Channel/
News Magazine/News Website
Production Organization:

(b) Name of the General Manager:

(c) When established:

(d) Number of bulletin/Programme duration
Per day/Air time dedicated to telecast of
News per day/ Cumulative programmes
duration per week on news:

(ii) Name & address of

a) T.V./Radio News Agencies Manager:

b) Name of the General Manager:

c) When established:

d) Accrual of Annual Revenue from
News Clips/details of supply of
News clips to Satellite TV/Radio
Organization on regular basis:

e) Any other information if any:

4. Certified that Shri/Smt./Ms..... is
working as a full-time /part-time News representative and he/she is being paid a salary
of Rs..... (Rupees..... ..) per month whose salary
EPF (if any) Slips (attested) are attached. The information furnished by him/her is
correct to the best of my knowledge.

I undertake to inform the Deputy Director, I & P.R. within a period of 15 days of
his/her ceasing to be a correspondent/media representative.

Date:

Name and Signature of the Editor
General Manager with office stamp

Verification Report and recommendations of the Collector and District Magistrate in case of District/Subdivision Block level correspondents

Date:

Signature of the Collector and District Magistrate with office seal

NOTE -

1. Please furnish reply to every column.
2. This form is to be submitted in triplicate along with three attested copies of passport size photographs of the applicant.
3. A letter from the Editor/General Manager to the Assistant Director of Information and Public Relations requesting for grant of accreditation is necessary.
4. Attested copies of certificates in support of entries in columns 12 to 14 should be attached.
5. Please attach a copy of the terms and conditions of your appointment including pay and other emoluments in the present organization.
6. Please attach some recent copies of the newspaper/periodical news feature materials, as the case may be.
7. The application will be considered in accordance with the conditions laid down in the Rules for Accreditation notified by the Government.
8. The application for accreditation to District/Subdivision Block level correspondents should be recommended by the concerned Collector and District Magistrate.
9. Incomplete application will not be accepted.

APPLICATION FORM FOR RENEWAL OF ACCREDITATION

To

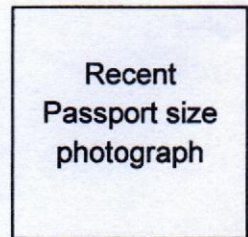
The Deputy Director,
Information & Public Relations Department,
UT Ladakh.

(Through the Collector and District Magistrate concerned in case of District, Sub division and Block level correspondents)

Sir,

I, the News Representative of..... (Name of Print / Electronic Media Organization) with the particulars appended herewith request you to please renew my accreditation for another one year from..... to

- 1. Name in full:
- 2. Designation:
- 3. Name of Print/Electronic Media Organization:
- 4. Present residential address:
- 5. Accreditation Card No:
- 6. Period of validity:
- 7. Station:



I do hereby declare that there is no due pending against me towards rent of the Government quarters, dues of electricity/water charges.

Date:

Signature of the News Representative

RECOMMENDATION BY THE EDITOR/GENERAL MANAGER

Certified that Shri/Ms./Smt..... (Name and designation of the News Representative should be mentioned) with his/her headquarter at..... is working as a full-time / part-time News representative in our organization and he / she is being paid a salary of Rs..... (Rupees.....) per month

whose salary/EPF (if any) Slips (attested) are attached. The information furnished/ by him/ her is correct to the best of my knowledge.

His/her accreditation may kindly be renewed for another one year from.....to.....and his/her accreditation card is sent herewith.

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Date:

Name and Signature of the Editors

Signature of General Manager
with office stamp and seal

Date.....

