

Office of Registrar of Newspaper for India  
Ministry of Information & Broadcasting  
9<sup>th</sup> Floor, Sochna Bhawan, CGO Complex, Lodhi Road,  
New Delhi – 110003

15<sup>th</sup> November , 2021


**NOTICE FOR PUBLISHERS**

With a view to expedite and streamline the complaint redressal for the visitors coming to the office of the Registrar of Newspapers for India (RNI) in New Delhi, it has been decided to restart the online token generation system for visitors seeking clarifications on their proposals pending in this office.

Accordingly, starting from November 16, 2021, officers / section heads dealing with various registration/title and other related matters, **will meet the visitors jointly between 4:00 pm to 5:00 pm on Tuesday to Friday**. Visitors can make prior appointment for meeting the officials, **through the online token generation window available on RNI website (<http://rni.nic.in>)** as per the following guidelines. No manual token will be considered for the meeting.

**Guidelines for issuing online taken**

1. Starting November 16, 2021, visitors' entry to RNI, seeking clarification on their pending issues will be restricted by prior appointments fixed through online token generation.
2. Visitors can book their slots through the facility available on RNI website, **a week in advance till 12:00 noon** the day before appointment date. Opening day for each weekly window will be intimated (and prominently displayed) sufficiently in advance on the RNI website.
3. **Five tokens** will be generated per day. In case of a public holiday on any of these days, no alternate day will be considered.
4. However, before personally approaching this office, visitors are requested to give a minimum of 45 working days after submission of applications (in all categories such as Title Verification, Registration, Revised Registrations and after submission of documents following issuance of Discrepancy letters from this office). **Tokens will not be generated in such cases.**

  
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5. Also in case of appointment once made, the publication will not be given appointment for that month again.
6. Visitors representing publications (other than Owner/ Publisher) will be required to bring an authorization letter from the Publisher, while **all visitors will be required to carry a valid photo ID**. It would be appreciated if the same can be uploaded online while submitting the request for appointment/token generation.
7. Visitors who have booked their slots may **still wait for response (s), if any, from this office regarding their pending proposals before actually paying the visit**, since the effort of this office is to expedite their grievance redressal and may have sent them a reply before due date of their visit. **Such responses, if any, will be sent to their official/registered mail ID.**

Generation and rejection of token will be RNI's discretion and cannot be contested. Office of RNI will not entertain visitors except on the day, time designated/indicated as above. No manual token will be considered for the meeting.

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**Issued in public interest with the approval of competent authority in RNI**

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