

**No. 613/1/2021-22/NPCS/NPCS**  
**GOVERNMENT OF INDIA**  
**OFFICE OF THE REGISTRAR OF NEWSPAPERS FOR INDIA**  
**(MINISTRY OF INFORMATION AND BROADCASTING)**

9<sup>th</sup> Floor, Soochna Bhawan, CGO Complex  
Lodhi Road, New Delhi – 110003

Dated: 5.05.2022

**Sub: Chartered Accountant (CA) Empanelment Form Format for empanelment of CA firm to carry out circulation verification work – reg.**

Please find enclosed the CA Empanelment form format for CA firms interested in carrying out circulation work of RNI.

2. This form along with requisite documents should be forwarded through concerned Press Information Bureau (PIB) offices addressed to Press Registrar, RNI. No empanelment form will be directly accepted from the CA firm without endorsement from the PIB offices.

3. This issues with the approval of Press Registrar.

**Encl: As above**

*R. Sonowal*

**(Rina Sonowal Kouli)**

Additional Press Registrar

011-24363242

To,

All **Additional Director General (ADG)**  
Regional and Branch PIB Offices

## CA Empanelment Form (Format)

For all those interested in being on the panel of RNI to be engaged for Circulation Verification work for the year 2021-22

(As per eligibility).

1. Name of CA Concern (Self Proprietorship): \_\_\_\_\_
2. Nature of Concern: (Partnership/Self Proprietorship/LLP): \_\_\_\_\_
3. Number of partners/members: \_\_\_\_\_
4. Office address: \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Phone: \_\_\_\_\_
7. Mobile: \_\_\_\_\_
8. Head Office (complete address): \_\_\_\_\_  
(Separate entries for address line with State)
9. Other Branches: \_\_\_\_\_  
(Detailed with contact details of nodal person)
10. Firm registration number: \_\_\_\_\_
11. Year of Registration: \_\_\_\_\_
12. Membership no. of Head of the concern Proprietor: \_\_\_\_\_
- 13.

Experience of the Concern/Proprietor	No. of Years	Overall Experience (in years)
i) Central Government (Sector wise)		
ii) State Government (Sector wise)		
iii) PSU's		
iv) Others		

14. CAG empanelment number: \_\_\_\_\_  
(At least one must be filled for 13, 14 & 15)
15. RBI empanelment number: \_\_\_\_\_
16. Previous Experience with CV:
  - i) Names of Publications year-wise \_\_\_\_\_
17. PAN No. : \_\_\_\_\_
18. TAN No. : \_\_\_\_\_
19. GST No. : \_\_\_\_\_

- Documents – (1) CAG/RBI empanelment letter.  
(2) Registration with ICAI  
(3) Profile of the concern with experiences

This Form along with documents should be forwarded through concerned regional Press Information Bureau (PIB) offices and should be addressed to the **Press Registrar, Office of the RNI, Sookna Bhawan, (9<sup>th</sup> Floor, CGO Complex, Lodhi Road, New Delhi – 110003.**