

**No. 22-01/2021-PO**  
**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**(PO Division)**

**Dak Bhawan, Sansad Marg**  
**New Delhi-110001.**

Dated: 14th June, 2021  
15th

To

All CPMsG/All PMsG  
CGM, BD Dte/ Parcel Dte./PLI Dte/ CEPT  
Director RAKNPA/ Directors, All PTCs  
Addl. Director General, APS, New Delhi  
All GMs (Finance)/ DAPs

**Subject: Fixing a timeline for registration of publications as Registered Newspapers (for new registration and renewal) and issuance of without Prepayment (WPP) License to RNPs- reg.**

This is regarding fixing a timeline for ensuring registration of publication (newspapers or magazines) for the cases of new registration as well as renewal of Registered Newspapers (RNPs) and issuance of without prepayment (WPP) license to the RNPs.

2. As of now, there is no prescribed time limit for registration of the RNPs. Therefore, the processes of registering and renewing the registration of publication take different time in different circles to complete. Hence, to bring uniformity, clarity and promoting ease of doing business pan-India, it has been decided to introduce a time line for fresh registration and also for renewal of registration of publication as RNP as mentioned in the next point.

3. A) In the view of above presented points, it has been decided to fix the number of days for completing all the procedural formalities from submitting the application form to appropriate authority till registration/ renewal of the publication as Registered Newspaper as follows:

S.No.	Type	No. of days within which registration/ renewal of RNP should be completed*
1.	For New Registration	30 Days from the receipt of application form in Divisional office
2.	For Renewal	15 Days from the receipt of application form in Divisional office

*\*Provided all the formalities are duly completed by the proprietor/ the publisher or the manager of the newspaper and submitted the application form along with updated and valid documents to the competent authority.*


B) Also, for issuing without pre-payment (WPP) License number, the application is first submitted in Divisional Office with complete formalities as mentioned in Clause 144 of P.O. Guide Part I. Thereafter, Divisional Office will forward the complete case to Circle Office/ Region Office for issuing the WPP license. The valid license for posting of a newspaper without prepayment of postage is to be issued by Pr. CPMG/ CPMG/ PMG.

S.No.	Type	No. of days within which WPP License should be issued**
1.	For New WPP License	30 days from the receipt of application in Divisional Office till issuance of License by Circle Office/ Region Office.
2.	For Renewal of WPP License	15 days from the receipt of application in Divisional Office till issuance of License by Circle Office/ Region Office

*\*\*Provided all the formalities are duly completed by the proprietor/ the publisher or the manager of the newspaper and submitted the application form along with updated and valid documents to the competent authority.*

*## These timelines **shall not be** applicable in exceptional circumstances for example in situations of pandemic, calamity or "force majeure" events etc. in a part of India or whole of India.*

4. Also, it is pertinent to mention that the competent authority should take a call to accept or reject the application seeking registration/ renewal/ WPP license within the prescribed number of days mentioned above in para 3. In case of rejection, intimation has to be given to the publisher/ the manager of the publication along with the reason for rejection.
5. These instructions should be brought to the notice of all the concerned officer/ officials and the publishers of all the registered newspapers registered in the Circles.
6. The order shall come into effect from **01.07.2021**.
7. This issues with the approval of the competent authority.

  
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Copy to:

1. PSO to Secretary (Posts)
2. Sr.PPS to Director General Postal Services

3. PPS/ PS to Addl. DG (Co-ordination)/  
Member (Banking)/ Member (O)/ Member (P)/  
Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
6. Director General, P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. CGM, CEPT for uploading the order on the India Post website.
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