

**Renewal Form for Press Accreditation Card  
of Journalists of Print/Electronic media/News Agency/Freelancer of KOLKATA & DISTRICTS  
for the year 2025**

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 News Bureau, 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 31-12-2024 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)

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### 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