

**RAJESH MALHOTRA**  
**DIRECTOR [Media & Communications]**  
**(Election Commission )**

**GOVERNMENT OF INDIA**  
**PRESS INFORMATION BUREAU**  
**SHASTRI BHAVAN**  
**NEW DELHI**

☎ 23382325

**Dated: 5th January ,2017**

**CIRCULAR**

**Sub: On-line System for submission of Application for issuance of ECI's "Authority Letter" to Media persons for coverage of General Elections to the Legislative Assemblies of Punjab, Goa, Uttarakhand , Uttar Pradesh and Manipur .**

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Sir/Madam,

Applications are invited from Delhi-based Media persons for ECI's "Authority Letter" for coverage of Polling and counting during the General Elections to the Legislative Assemblies of Punjab, Goa, Uttarakhand , Uttar Pradesh and Manipur .

**The Polling will be held in Single phase for the Legislative Assemblies of Punjab (on 04.02.2017), Goa (on 04.02.2017) & Uttarakhand (on 15.02.2017) , and Manipur in 2 Phases on ( on 04.03.2017 & 08.03.2017). Uttar Pradesh will have 7 phases on 11.02.2017, 15.02.2017, 19.02.2017,23.0.2017, 27.02.2017, 04.03.2017 & 08.03.2017.**

**The counting of votes in all states will take place on 11.03. 2017.**

**(a) FOR DELHI BASED PIB ACCREDITED CORRESPONDENTS & CAMERAPERSONS**

Delhi-based PIB accredited correspondents/camerapersons (**both Indian and foreign media persons**) are requested to fill up their form online by following steps:

- 1. Please visit website- <http://pib.nic.in/election>**
2. Log on by user ID and password you have created for PIB accreditation.
3. In case you forget your password or user ID then click the link given below the login box to recover these. **Do not create new user ID or password in any case.**
4. Application form with your full particulars will appear with your photo.
5. Select the "State" for which Authority letter is required for polling or counting or for both.
6. See the preview of your form. If it is not ok , make correction.
7. Click Submit Tab to finally submit the form.
8. A declaration form will appear, check I Agree Box and then press Submit Button.

9. Finally, **take a Print out of the Application form** submitted on-line and after duly signing and getting endorsed from Editor/ Chief of Bureau submit the Application Form along with **TWO Stamp Size Photographs** , to the undersigned in the Room No. 103A, A-Wing, PIB, Shastri Bhawan New Delhi .

**India-based PIB Accredited Foreign correspondents/camerapersons are requested to follow the above stated procedure (a) ( Point 1to9) on-line and route their Printed on-line application to the undersigned through Publicity Division of MEA along with Two Stamp Size photographs, a photo copy of Passport and relevant pages of J-Visa showing its validity date etc.**

- (b) **For Delhi based Non-PIB Accredited Journalists** , who are on the regular pay roll of the media organizations based in Delhi also requested to fill up their application Form online by following steps :

1. **Please visit website- <http://pib.nic.in/election>**
2. If you have not registered yourself in PIB Accreditation System before then **Select Link for given New User to Create User ID and Password** else log on by User ID and password you have.
3. In “Create New User option” a Registration Form will appear, fill this form to create User ID and password.
4. Log on by user ID and password you have created for yourself.
5. General information form will appear, fill the form and press Save & Next button. In this form select city option is mandatory for all Non-PIB Accredited applicants.
6. Address form will appear, fill the form and press Save & Next button. In this form
7. Select “ state” for which Authority letter are required for polling or counting or for both.
8. See the preview of your form if it is not ok make correction.
9. Click Submit Tab to finally submit the form.
10. A declaration form will appear, check **I Agree Box** and then **press Submit Button**.
11. **The filling of the form need not be at one go. The save feature shall ensure that partially filled form is saved and maybe edited later. But once you will press Submit button the form will be locked and it cannot be edited.**
12. Finally, take a Print out of the Application form submitted on-line and after duly signing and getting endorsed from Editor/ Chief of Bureau submit the Application Form along with **THREE Stamp Size Photographs** , to the undersigned in the Room No. 103A, A-Wing, PIB, Shastri Bhawan New Delhi .

**The Authority Letters to Delhi based Non- Accredited media persons will be issued only after obtaining necessary security clearance.** In view of this, the non Accredited journalists in this category may submit their applications online and deposit their online filed application forms immediately so that necessary security clearance is obtained well in time.

**MOST IMPORTANT:-**

- (c) *Printed copy of online submitted application form duly signed and endorsed by the Editor/ Chief of Bureau should reach the undersigned not later than, 11<sup>th</sup> January ,2017(WEDNESDAY) Requests received thereafter will not be entertained.*

**Important:** Media persons (electronic & print) based/working outside Delhi and those deployed by media organizations for collecting polling/ counting **data** should apply to the Chief Electoral Officers of the concerned state.

( For any technical help , Please Contact at 23386489)

Yours sincerely,

**(RAJESH MALHOTRA)**

1. All Editors/Chiefs of Bureau of both print and electronic media & News Agencies
2. All Accredited Correspondents/Camerapersons
3. DG (News) Doordarshan/All India Radio
4. JS, XP Division, MEA
5. Director, Photo Division, Soochna Bhavan, New Delhi