



USER MANUAL

PIB REGULARITY TOKEN RECEIVING

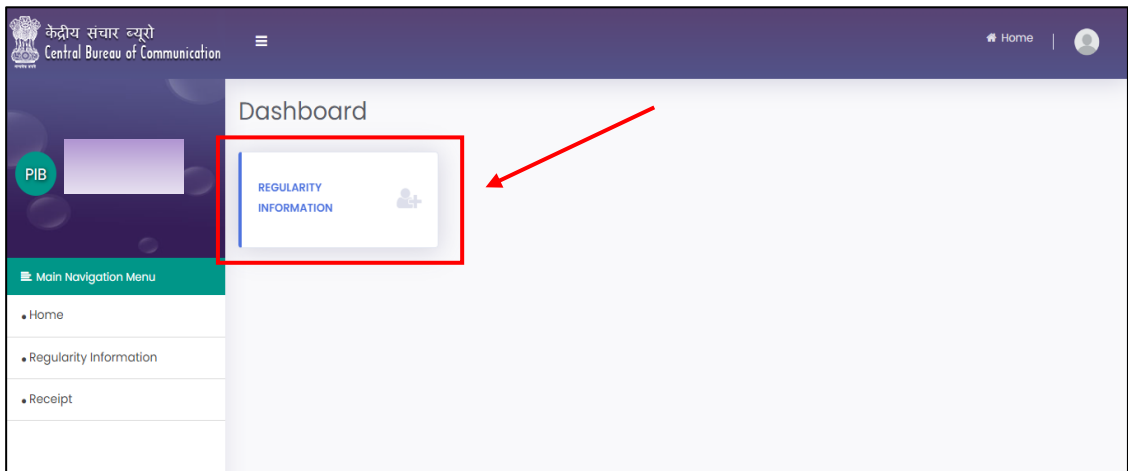
1. Enter **USER ID** and **Password**.



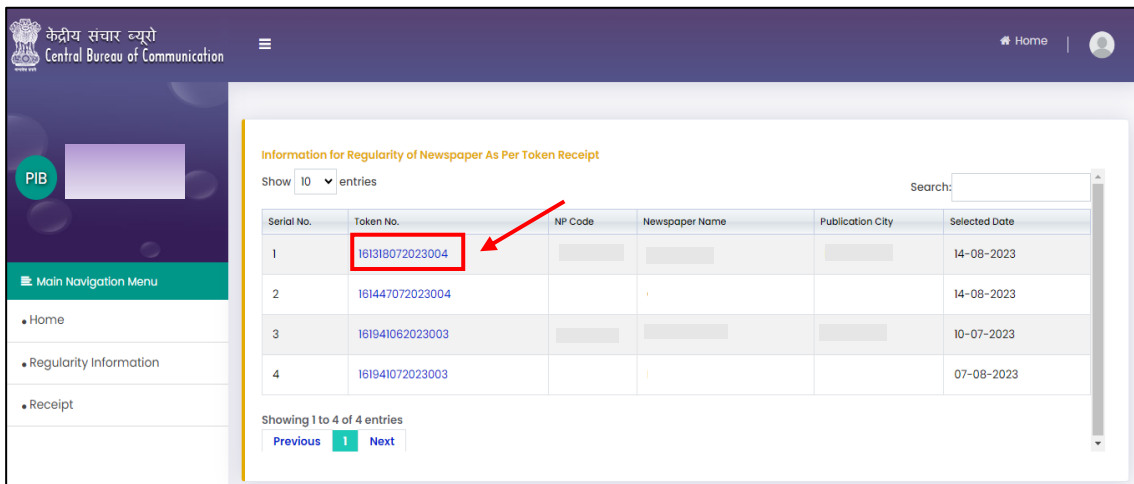
2. Click on the **“Login”** button.



3. Here you will see your Dashboard. Click on the “Regularity Information”.



4. Select the token number of the Newspaper.



5. Check all the details and click on the “Submit” button.

NP Code/एनपी कोड

Please ensure the name of the publication, and publication matches with issues submitted.

Newspaper Name /अखबार का नाम Publication City / प्रकाशन शहर Language / भाषा Periodicity / अवधि

Date on which issues Submitted / दिनांक जिस पर मुद्दों को प्रस्तुत किया गया* Issue submitted for the month / महीने के लिए प्रस्तुत किया गया प्रकाशन*

DD-MM-YYYY Previous month is taken as default.

Date on which the Publisher had physically submitted the issues in PIB Office.

Have the issues been checked to see whether they pertain to different dates / क्या यह देखने के लिए प्रकाशन की जाँच की गई है कि क्या वे अलग-अलग तिथियों से संबंधित हैं?*

No / नहीं Yes / हैं

Sometimes, Publishers submit more than one issue of the same date, hence Officer should check the dates of issues.

Number of issues of different dates submitted / प्रकाशन विभिन्न तिथियों के प्राकलन की संख्या*

Number of issues of different dates submitted has to be entered.

Lowest number of Pages in any issue / किसी भी अंक में पृष्ठों की न्यूनतम संख्या* Are all the issues printed in color? / क्या सभी प्रकाशन रंग में छपे हैं?*

No / नहीं Yes / हैं

Please check the number of pages in issues and enter lowest number of pages. Please check the issues, whether all the issues are printed in color.

Go to Settings to activate Windows. **Submit**

6. On the left sidebar click on the “Receipt” button to print the receipt.

केन्द्रीय संचार ब्यूरो
Central Bureau of Communication

Home

PIB

Main Navigation Menu

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- Receipt**

Reports

Type of report / रिपोर्ट का प्रकार

Date Wise / तिथिवार Search

Month Wise / माहवार

S.No.	NP Code	Newspaper Name	City	Language	Periodicity	Month	Year	No. of Copies	Pertain Different Dates	No. of Pages	Printed in color	Issue Submission Date	Action
1			DELHI	English	Daily (M)	8	2022	31	Y	24	Y	20/09/2022	Print
2			AHMEDABAD	English	Daily (M)	8	2022	29	Y	14	Y	19/09/2022	Print
3			DELHI	English	Daily (M)	8	2022	31	Y	12	Y	21/09/2022	Print
4			MUMBAI	English	Daily (M)	8	2022	31	Y	16	Y	20/09/2022	Print

Activate Windows. Go to Settings to activate Windows.