

Government of India
Directorate of Advertising & Visual Publicity
Ministry of Information & Broadcasting
PHASE-IV, SOOCHNA BHAWAN, C.G.O. COMPLEX,
LODHI ROAD, NEW DELHI-110003

File Number: 01/ABS/"ADVISORY"/2017-18

11th August 2017

ADVISORY

All publications are hereby informed that while submitting bills of Print Media (Newspapers), the following check-list must be strictly adhered to

1. Revenue stamp on original copy of Online bill or Manual bill where total passed amount is Rs. 5,000/- or more.
2. Both Online and Manual Bills have to be submitted in duplicate. Full print of Online bill should be there (if there are two pages then both should be attached), depicting web address of DAVP.
3. Tear sheet of Newspaper where the Advertisement is published.
4. Full copy of Newspaper where the tear-sheet doesn't reflect station of publication.
5. DAVP key number should be readable and matching with the bill.
6. Firm/Company's stamp, duly signed by the publisher/representative should be affixed on Online and Manual bill.
7. PAN number/GST number on manual bill.
8. Page number of advertisement published should match with the page number mentioned on the Online bill.

This above check list must be strictly adhered w.e.f 01st September 2017. Non compliance of this would result in rejection of bills.



Prashant Pathrabe
Director (Account)

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निदेशक / Director
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