

Requirements for cases under Section 14 of Press Council Act, 1978 is mentioned under regulation 3 of Press Council (Procedure for Inquiry) Regulations, 1979:-

- a) File a formal complaint.
- b) Original (Print Version) or self-attested legible photocopy of the impugned news clippings and provide self-attested translation of the impugned news item in English/Hindi (Please note downloaded web-site version of the news clipping is not admissible).
- c) Copy of letter to the editor issued by you in respect to the aforesaid news item in terms of Regulation 3 (1)(c) of the Press Council (Procedure for Inquiry), Regulations, 1979.(Clear copy)
- d) File Declaration in terms of Rule 3(2) of the Press Council (Procedure for Inquiry), Regulations, 1979, in the enclosed format that the matter is not sub-judice.
- e) Give the complete address of the respondent(s) newspaper.
- f) Provide your complete address and Mobile Number.
- g) Time limit to file complaint is two months in case of dailies and four months in case of weeklies/fortnightly and monthly. If there is delay in filing complaint a prayer for condonation of delay be made for consideration.