

28<sup>th</sup> December, 2005

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**PUBLISHER MEMBERS AND AUDITORS**

**NOTIFICATION NO. 754**

**Guidelines for new Publisher Members  
having average circulation below 15,000 copies  
for a title**

Bureau's Council of Management at its recent meeting considered the existing Bureau's guidelines pertaining to maintenance of books and records by publisher members. In order to encourage small publications to have their circulation figures certified by the Bureau and to minimise record keeping by such small publications, Council decided to simplify the guidelines for maintenance of books of accounts and other documents for a satisfactory circulation audit for such publications having average circulation upto 15,000 copies for a title. The prescribed requirements stands revised as under w.e.f. 1<sup>st</sup> January, 2006.

**I) PRINT ORDER**

Consolidated print order may be prepared

**II) NEWSPRINT CONSUMPTION REGISTER**

Periodic reconciliation of newsprint consumption and wastage to be carried out as under –

i)	Daily Publications	..	Fortnightly
ii)	Weekly	..	Monthly
iii)	Monthly & Others	..	Half-yearly

**III) NEWSPRINT STOCK REGISTER**

One consolidated register showing all receipts and consumption of newsprint with the necessary details may be considered as adequate.

**IV) MACHINE ROOM RETURNS**

Details should atleast include start and finish time preferably with machine break timings.

**V) AGREEMENT WITH OUTSIDE PRINTERS**

No formal agreement necessary. Instead, printer's bills and/or statement of account, with correspondence to cover the supply of newsprint, conversion of reels into sheets and percentage of wastage etc. to be maintained.

**VI) AGENTS' SUPPLY REGISTER**

Details of total copies supplied to the agent – paid & free copies to be maintained. Details of unsolds to be maintained

**VII) CASH SALES RECORDS**

Centre wise details of copies supplied to hawkers in cash and cash received to be maintained

**VIII) RETURNS REGISTER**

Unsold / returns register to be maintained

**IX) POSTAGE / DESPATCH RECORD FOR SUBSCRIBERS**

Details of subscription copies despatched to be maintained

**X) BANKING OF CASH COLLECTION**

Banking of cash collection only relating to sale of copies to be banked on the following day.

**XI) ADVANCE WRITTEN INDENTS / MONTHLY CONFIRMATIONS**

This requirement is waived. Auditors may however seek direct confirmations from the agents.

**XII) CASH COVERING NOTES**

This requirement is waived.

Sd /-  
Secretary General

