

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.  
(CO-ORDINATION BRANCH)

No.F.5(2)/2013/IMP/CDN/TTE/ 7936-40

Dated : 28/9/16

To

1. All Head of Institutions under, DTTE.
2. All Branch in-charges at TTE (HQ) / BTE.


Sub :(1) Regarding Standard Operating Procedure (SOP) for releasing of Advertisements.

(2) Hon'ble supreme Court has approved the Guidelines on Content regulation of Government advertising reg.

Sir/Madam,

I am directed to intimate that a copy of each letter along-with its enclosures received vide No. F. 16(32)/Advt/DIP/2009-10/4683-4690 dt. 01/07/16 and vide letter No. F.16(54)/Advt/DIP/2016-17/4963-70 dated 3/8/16 on the subject cited above, from their respective office are being uploaded on the Department website [www.tte.delhigov.nic.in](http://www.tte.delhigov.nic.in) which may be downloaded for information & necessary action at your end.

Yours faithfully,

  
(PRASAD KUMAR P)  
SUPERINTENDENT (CDN)  
Dated : 28/9/16

No.F.5(2)/2013/IMP/CDN/TTE/ 7936-40  
Copy for information :-

- ✓ 1. The Asstt. Programmer, DTTE (HQ) with the request to upload the above noted information on the website of the Deptt. copies of the letters referred to above are also enclosed.
2. P.S. to Director TTE.
3. P.A. to Spl. Director, TTE.

  
(PRASAD KUMAR P)  
SUPERINTENDENT (CDN)

3489/PAD/11

11-7-16

REMINDER-I

DIRECTORATE OF INFORMATION AND PUBLICITY  
GOVERNMENT OF NCT OF DELHI  
BLOCK NO. IX, OLD SECRETARIAT, DELHI-10054

No. F.16 (32)/Advt/DIP/2009-10/

Dated:

CIRCULAR

This is in continuation of Circular issued by the Directorate vide No.16/32/Advt/DIP/2009-10/4208-4215 dated 02.06.2016, regarding Standard Operating Procedure (SOP) for releasing of advertisements.

It has been observed that the Departments are not following the procedure prescribed in the SOP. The Office of the Principal Accountant General (Audit), Delhi has also observed that the government advertisements are being released without assessing estimated expenditure or expenditure sanction which is violation of GFR. Therefore, it is requested that the estimated cost of each advertisement with the size to be published may be worked out and included in the proposal for administrative approval as per SOP.

In view of the above all Principal Secretaries, Secretaries and HODs are hereby once again requested to ensure strict compliance of the above SOP lest it shall not be possible for DIP to accept the advertisements for release.

(Sandeep Mishra)  
Special Director (I&P)

*Sandeep*  
11-7-16  
PS to DW

*SPI. DW II*

No. F.16 (32)/Advt/DIP/2009-10/4683-4690

Dated: 01/07/16

Copy for compliance to:

1. All Principal Secretaries/Secretaries/Head of Deptt, GNCT of Delhi
2. All Head of Autonomous Bodies/Commissioners/Corporations of GNCTD
3. All Secretaries to Minister, GNCTD
4. PS to Chief Secretary, GNCTD
5. PS to Pr. Secretary to Lt. Governor
6. PS to Pr. Secretary to Chief Minister
7. PS to Secretary to Dy. Chief Minister
8. All Deputy Commissioners, GNCTD

*PS to*  
12/7/16

*AOCC*

(Sandeep Mishra)  
Special Director (I&P)

1318/Ao/A  
13/7/16

Encl: A copy Circular dated 02.6.2016 with SOP with checklist

*15/7/16*

*15/7/16*

*454/COM/TE*  
15/7/16

2073  
Diary No...../Addl. Dir. Br.  
Date.....12/07/2016

2762  
Diary No. .... / Addl. Dir. ...  
Date: 12/8/2016

4137/PADIS  
11-8-16

DIRECTORATE OF INFORMATION AND PUBLICITY  
GOVERNMENT OF NCT OF DELHI  
BLOCK NO. IX, OLD SECRETARIAT, DELHI-10054

No. F.16 (54)/Advt/DIP/2016-17/4963-70

Dated: 3/8/16

CIRCULAR

With reference to Hon'ble Supreme Court's judgement dated 13.5.2015 in Writ petition (civil) No. 13 of 2003 with W.P.(C) No. 197 of 2004 & W.P. (C) No. 302 of 2012 and order dated 18.3.2016 in Review petition (C) N879-1881/2015 in writ petition (civil) No. 13 of 2003, 197 of 2004 & 302 of 2012 (copies of the both are available on the official website of the Directorate), all Principal Secretaries, Secretaries and HODs are hereby informed that the Hon'ble Supreme Court has approved the Guidelines on content regulation of Government advertising except with regard to

- (1) Publication of photographs of the Government functionaries and political leaders along with the advertisement(s).
- (2) Appointment of an Ombudsman
- (3) The recommendation with regard to performance audit by each Ministry
- (4) Embargo on advertisements on the eve of the elections

An excerpt of the guidelines on content regulation of Government advertising from the above mentioned judgement is attached herewith for ready reference. Full Judgement of the Hon'ble Supreme Court is also available at DIP's website.

This issues with the prior approval of the Competent Authority.

*[Signature]*  
(Nalin Chauhan)  
Deputy Director (Advt)

No. F.16 (54)/Advt/DIP/2016-17

Dated:

Copy for compliance to:

1. PS to Pr. Secretary to Lt. Governor
2. PS to Pr. Secretary to Chief Minister
3. PS to Secretary to Dy. Chief Minister
4. PS to Chief Secretary, GNCTD
5. All Secretaries to Minister, GNCTD
6. All Principal Secretaries/Secretaries/Head of Deptt, GNCT of Delhi
7. All Head of Autonomous Bodies/Commissioners/Corporations of GNCTD
8. All Deputy Commissioners, GNCTD

*[Signature]*  
(Nalin Chauhan)  
Deputy Director (Advt)

*20/10/16  
11/8/16  
PS to ...*

*Pro (cont)  
OS (cont)*

*6/9/cont  
15/9/16*

*[Handwritten signatures and initials]*

6. The contents of the guidelines suggested by the court appointed Committee may be usefully extracted hereinbelow:-

**"GUIDELINES ON CONTENT REGULATION OF GOVERNMENT ADVERTISING"**

- (1) These Guidelines shall be called the Government Advertisement (Content Regulation) Guidelines 2014.
- (2) They shall come into force with effect from.....

**2. APPLICATION:**

- (1) These Guidelines shall apply to all Government advertisements other than Classified Advertisements.
- (2) These Guidelines shall apply to the content of all Government Advertising till a suitable legislation is enacted by the Government to prevent the misuse of public funds on advertisements to gain political mileage as distinct from legitimate Government messaging.
- (3) These Guidelines shall apply to all –
  - (a) institutions of Government;
  - (b) public sector undertakings;
  - (c) local bodies and other autonomous bodies/ organizations established under a Statute.

**3. DEFINITIONS:**

In these Guidelines unless the context otherwise requires:

- (a) "Classified Advertisements" include public notices, tenders, recruitment notices, statutory notifications.
- (b) "DAVP Guidelines" means the existing guidelines of the Directorate of Advertising and Visual Publicity of the Ministry of Information and Broadcasting dealing with the eligibility and empanelment procedures and rates of payment and such other matters;
- (c) "Government" means Central Government, State Governments/Union Territory Administrations and also includes local bodies, public sector undertakings and other autonomous bodies/organisations established under a Statute.
- (d) "Government advertising" means any message, conveyed and paid for by the government for placement in media such as newspapers, television, radio, Internet, cinema and such other media but does not include classified advertisements; and includes both copy (written text/audio) and creatives (visuals/video/multi media) put out in print, electronic, outdoor or digital media.

**OBJECTS:**

The objects of these Guidelines are:-

- (a) to prevent arbitrary use of public funds for advertising by public authorities to project particular personalities, parties or governments without any attendant public interest.
- (b) neither to belittle the need nor to deny the authority of the Union and State Governments and its agencies to disseminate information necessary for public to know on the policies and programmes of

Government but only to exclude the possibility, of any misuse of public funds on advertisement campaigns in order to gain political mileage by the political establishment;

(c) to address the gap in the existing DAVP Guidelines which only deal with the eligibility and empanelment of newspapers/journals or other media, their rates of payment, and such like matters and not on how to regulate the content of Government advertisements;

(d) to ensure that "all government activities satisfy the test of reasonableness and public interest, particularly while dealing with public funds and property";

(e) to ensure that government messaging is well co-ordinate, effectively managed in the best democratic traditions and is responsive to the diverse information needs of the public.

## 5. GOVERNMENT ADVERTISEMENT TO INFORM CITIZENS

Subject to these Guidelines Government may place advertisements or purchase advertising space or time in any medium to inform citizens about their rights and responsibilities, about government policies, programmes, services or initiatives, or about dangers or risks to public health, safety or the environment.

## 6. THE FIVE PRINCIPLES OF CONTENT REGULATION:

While placing advertisements or purchasing advertising space in any media, the Government shall be guided by the following principles, namely:-

### (1) Advertising Campaigns to be related to Government responsibilities:

While it is the duty of the Government to provide the public with timely, accurate, clear, objective and complete information about its policies, programmes, services and initiatives since the public has a right to such information, the content of government advertisements should be relevant to the governments' constitutional and legal obligations as well as the citizens' rights and entitlements.

### (2) Advertisement materials should be presented in an objective, fair and accessible manner and be designed to meet the objectives of the campaign:

- (i) The material shall be presented in a fair and objective manner and shall be capable of fulfilling the intended objectives;
- (ii) Government shall exercise due caution while deciding the content, layout, size and design of the message including the target area and the creative requirement of the intended communication in order to ensure that the maximum reach and impact are achieved in the most cost effective manner;
- (iii) Content of advertisement must enable the recipients of the information to distinguish between facts and analysis and where information is presented as a fact, it should be accurate and verifiable;
- (iv) Pre-existing policies, products, services and initiatives should not be presented as new unless there has been a substantial change or modification of such policies, products or services;
- (v) Content of advertisement should provide information in a manner that accommodates special needs of disadvantaged individuals or groups identified as being within the target audience;

- (vi) Multiple formats may be used to ensure equal access;
- (vii) Every effort shall be made to pre-test the material in case of large scale campaign with target audiences.

**(3) Advertisement materials should be objective and not directed at promoting political interests of ruling party:**

- (i) Display material must be presented in objective language and be free of political argument or partisan standpoint;
- (ii) Government advertising shall maintain political neutrality and avoid glorification of political personalities and projecting a positive impression of the party in power or a negative impression of parties critical of the government.
- (iii) Advertisement materials must not –
  - (a) Mention the party in government by name;
  - (b) directly attack the views or actions of others in opposition;
  - (c) include party political symbol or logo or flag
  - (d) aim to influence public support for a political party, candidate for election; or
  - (e) refer to link to the websites of political parties or politicians.
- (iv) Government advertisement materials should avoid photographs of political leaders and if it is felt essential for effective Government messaging, only the photographs of the President/Prime Minister or Governor/Chief Minister should be used;
- (v) Government advertisements shall not be used at patronizing media houses or aimed at receiving favourable reporting for the party or person in power

**(4) Advertisement Campaigns be justified and undertaken in an efficient and cost-effective manner:**

- (a) Since it is the responsibility of government to safeguard the trust and confidence in the integrity and impartiality of public services and hence it should be the policy of governments to use public funds in such a manner as to obtain maximum value for taxpayers' money;
- (b) Advertisement campaigns must be justified and undertaken in an efficient and cost-effective manner;
- (c) The Government shall –
  - (i) decide and announce beforehand, a list of personalities on whose birth or death, advertisements could be released every year and specify which Ministry/Department could release the same;
  - (ii) avoid the issue of multiple advertisements by different departments and PSUs of the same Government in Commemorative Advertisements and shall issue a single advertisement only;
- (d) Though advertising by governments should remain regulated all the time, it is particularly important to scrupulously follow these principles before and during the elections. As far as possible, during the period prior to elections, only those advertisements required by law (such as public health and safety advisories, or job and contract advertisements) alone be released by governments;
- (e) Advertisement campaigns should only be need based; and

- (f) In case of large volume advertisement campaigns, post-campaign impact assessment is necessary to be included in the planning process itself and shall identify the indicators to measure success when the campaign has ended.
- (5) **Government advertising must comply with legal requirements and financial regulations and procedures:**

Governments shall ensure that all Advertisements comply with:-

- (i) Relevant laws regarding privacy, intellectual property rights, election laws and consumer protection laws apart from laws in respect of broadcasting and media and
- (ii) Copyright laws and ownership rights associated with works subject to copyright are fully respected.

#### COMPLIANCE AND ENFORCEMENT:

- (1) The Government shall appoint an Ombudsman who shall be an eminent expert independent of the Government to receive complaints of violations of Guidelines and to recommend action in accordance with the Guidelines.
- (2) Heads of government departments and agencies shall be responsible for ensuring compliance with these Guidelines and shall follow a procedure of certification of compliance before advertisements are released to the media.
- (3) As part of the performance audit of the Ministry/Département/Agency –
- (a) there shall be separate audit of the compliance of Advertisement Guidelines by the Ministry/Department/Agency concerned; and
- (b) The annual report of such ministry/department/ agency shall publish the findings of such audit and the money spent on advertising.
- (4) The regulatory bodies of print and electronic media will be within their powers to impose sanctions against such media groups acting against these Guidelines in seeking or obtaining government advertisements.

#### 8. GENERAL:

- (1) These Guidelines shall be in addition to and not in derogation of the existing Guidelines which are in place under the existing Advertisement Policy of Government.
- (2) These Guidelines are equally applicable to State Governments and its agencies. The State Governments shall undertake amendments to whatever policies they have in this regard and observe the Guidelines strictly in letter and spirit.
- (3) The Ombudsman may recommend suitable changes to the Guidelines to deal with new circumstances and situations.
- (4) The Government shall take necessary steps to initiate necessary legislation on the subject, given its importance for democracy, human rights and good governance."

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