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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

DEPARTMENT OF GOVERNMENT INFORMATION

Issuance of Official Media Accreditations for the year 2025

IT is the responsibility of a government to ensure a free and unhindered environment for media personnel and media institutions to enable them to perform their duty without restrictions. In compliance with this policy, the Department of Government Information committed in creating a better and quality media culture in Sri Lanka, henceforth would issue Media Accreditations to journalists with the intention of assisting them to engage in their career while enriching the standards of the profession and protecting the dignity of the trade.

Persons who gather news and information, write, edit and disseminate them over electronic, print or web media to all kinds of receivers are considered as journalists for the purpose of issuance of media accreditations. Media accreditations will be issued only to such professional media personnel who are active in the trade.

Under this, media accreditations will not be issued for the following professionals.

- I. Persons who hold the posts that are not relevant to the journalism directly, such as management assistants or coordinators served in the media institutions.
- II. Professionals who engaged in publicity work in media firms, commercials and video production institutions, and the firms where news and current affairs do not report.
- III. Artistes engaged in performing art sectors such as cinema, theater and tele drama.



01. Common instructions for the recommendation of applications for Media Accreditations.

- I. It is the responsibility of the heads of all printed, electronic, and web media firms and authorized officer to recommend only the applications submitted by the professional journalists served in their firms in obtaining this media accreditation.
- II. If any authorized officer will be nominated to recommend the applications relevant to journalists/media professionals, the information of the said officer including the name of the authorized officer, National Identity Card number, designation, official telephone number, specimen signature, and the official seal, could be sent to the Media Accreditation Unit of the Department of Government Information at the beginning itself of the year 2025, it will be helpful for smooth functioning of issuance of the media accreditation. If such a nominated officer should be changed for any reason, the details of the new officer should be sent as earliest possible.
- III. The applications submitted by the trainees who are not the journalists/ media professionals of your media institution, should not be recommended. (Trainees are not issued Media Accreditations for whatever reason).
- IV. The details of the journalists/media professionals who submit the applications in your institution should be furnished in a table prepared according to the following format (Table 01), and the relevant details should be confirmed under the letterhead of your institution and sent with a covering letter with the signature and the official seal of the head of the institution or authorized officer indicating his/her recommendation for issuance of media accreditation. The applications that are not in a prescribed format will be rejected.

<i>Serial No.</i>	<i>Name</i>	<i>National Identity Card Number</i>	<i>Designation</i>	<i>Division Served</i>

(Table 1)

- V. The head of the relevant media institution or his/her authorized officer should send a covering letter with her/his signature placing the official seal confirming the relevant information and recommending the issuance of media accreditation for them under the letterhead of the institution, indicating the details of provincial journalists who submit the applications through your institution as per the table (2). The applications that are not in a prescribed format will be rejected. Further, the relevant details should be submitted separately in district wise. In addition, the soft copy of the name list should be sent to the E- mail address media.accre@gmail.com. (The head of the media institution or his/her authorized officers should draw attention to include only the journalists to this name list who provide the reports actively at present.)

<i>Serial No</i>	<i>Name of the Provincial Journalist</i>	<i>National Identity Card Number</i>	<i>Permanent Address</i>	<i>Phone Number / Numbers of the Journalist</i>	<i>District and the Area Covered by the Journalist</i>

(Table 02)

- VI. The full responsibility for the name list and the details included therein to obtain Media Accreditation should be assigned to the head of the media institution or his/her authorized officers who endorsed the name list and relevant details. Every page of the letter including the request to obtain Media Accreditation should be endorsed and placed the seal by the respective officer.
- VII. In addition to the over all name list, each application should be separately endorsed and placed the official seal by the head of the media institution or his/her authorized officer.
- VIII. This media accreditation is issued once per year. The requests made by the media institution from time to time will not be considered and such requests will be rejected.
- IX. It is the responsibility of the head of the media institution to hand over the media accreditation of a journalist who has been dismissed from the service of the media institution or who has resigned from the post to the Director General of the Government Information. A new Media Accreditation will not be issued to another person appointed for such dismissed/resigned person without handing over the said media accreditation, and the head of the media institution or his/her authorized officers should be responsible for not recommending such an application for a new media accreditation.
- X. The Director General of Government Information remains the right to cancel the relevant Media Accreditation if any complaints have been received regarding the misusing of this Media Accreditation for achieving personal objectives after an investigation. In such an instance, it is the responsibility of the head of the media institution or his/her authorized officers who has recommended the issuance of media accreditation to hand over the said media accreditation to the Department of Government Information within two days upon the notice of the Director General of Government Information or his/her authorized representative.

02. Basic matters that should be attentive by the applicants when apply for a Media Accreditation and classification of Media Accreditation

- I. The official media accreditation will be issued for the year 2025 according to the below mentioned criteria relevant to each type of media accreditation under the following classification. When submitting the applications, special attention should be drawn by the applicants and those who recommend the media accreditation in respect of these criteria.
 - A. Journalist
 - B. Provincial Journalist
 - C. Freelance Journalist
 - D. Foreign Journalists (Temporary)
 - E. Media Administrator
 - F. Technical
 - G. Media Services
- II. A journalist / professional media person who receives an official media accreditation not exceeding the valid period for a media firm, has resigned/has been removed from a media institution mentioned in the media accreditation, a new media accreditation will only be issued to work in another media firm or to work as a freelance journalist after handing over the official media accreditation to the Director General of Government Information. Such a journalist/a professional media person should draw attention in that respect in submitting the application for media accreditation.
- III. A journalist/a professional media person who is serving in a recognized media institution at least more than 06 months, should only apply for this official media accreditation. (Media Accreditations are not issued for trainees).
- IV. All the applicants should submit their applications along with a copy of the official identity card and a copy of the National Identity Card or valid passport or valid driving license endorsed by placing the signature of the head of the department with his name and designation and placing his official seal with the name of the media institution. (When necessary, the power of examining the official identity card of an applicant remains with the Director General of Government Information or his/her authorized representative.)

- V. On the occasion of failure to submit the office identity card, a copy of the appointment letter certified by the head of the institution, placing an official seal comprising his signature, name, designation, and the name of the media institution, should be submitted.
- VI. All the parts of the application should be written in clear handwriting or printed correctly. The unclear or incomplete applications are rejected without any acknowledgment, and correctly completed applications should be resubmitted if it is necessary to obtain media accreditations.
- VII. Two clear colour photographs, 1"x1.5" (2.6cm x 3.7cm) in size, without editing in any manner taken within one calendar month to the date of applying should be submitted with the application. One of them should be properly affixed in the relevant cage of the application. The other one enclosed in an envelope in safe manner should be annexed with the application. The applications with the photos not in the expected quality as required by the department will be rejected by the Media Accreditation Unit of the Department of Government Information. In addition, the applications with an unclear photo and not in the prescribed size will also be rejected.
- VIII. Honorific epithets and educational qualifications will not be included in the media accreditation. The name of the journalist and the profession will only be indicated in the media accreditation.
- IX. The media accreditations will not be issued under anonymous names for the journalists who write news or feature articles /copies of the programs and who wish to remain anonymous.
- X. Having drawn attention to the matters mentioned in the Section 03, in forwarding applications for obtaining the media accreditation, the applicant should be responsible to submit only the application in a prescribed format identifying the relevant type of media accreditation. The applications that are not in the prescribed format, will be rejected.

03. The criteria for issuance of each type of media accreditation and the manner in which submitting the application and additional documents need to be submitted.

A. Journalist

- I. Staff journalists attached to Media Institutions in the Print (Newspaper, Magazine and Periodical) Electronic (television and Radio), and Web Media sectors will be issued the media accreditations under this category - Journalist.
- II. The photo of the applicant for the media accreditation under this type should be taken according to Section 02 VII of the *Gazette* Notification and submitted along with the application.
- III. Following conditions are applied for each type of media institutions.

a. Newspaper, Magazine and Periodicals

- The copies of the publications of the previous six (06) months from the date of applying for the media accreditation (only as required) and the registration certificate of the Department of National Archives should be submitted to confirm the newspaper, magazine and periodical that the media accreditation applied for, is published continuously.
- The registration certificate of the Sri Lanka Press Board should be submitted for all the newspaper, magazine and periodicals that the media accreditations are applied.
- Supplementary publications issued along with a certain newspaper, are not considered as separate newspapers and such applications should be submitted only by the name of the main newspaper. (Media accreditations are issued by the name of the main newspaper but not by the name of the supplements.)

- Maximum 03 media accreditations are issued for monthly published periodicals while maximum 02 media accreditations are issued periodicals published once per 02 months. Maximum 01 media accreditation is issued for the periodicals published once per 03 months. Media accreditations are not issued for the 06 months or annually published periodicals/magazines.
- Media accreditations are not issued for the professionals who publish the handbooks in the field of different subjects or publications outside the news and current affairs.

b. Electronic (radio and television) media institutions.

- The radio and television media institutes should forward their applications for media accreditation along with the copies of the licenses issued by the Sri Lanka Telecommunication Regulation Commission and the Ministry in charge of the subject of mass media issued for the electronic telecast services with the certification of the staff officer of the media institution by placing his name, signature, and official seal.
- A maximum of 10 media accreditations are issued only to the journalists in the news division of the Cable TV Institutes, Satellite Institutes, and Internet Protocol Television (IPTV) Institutes that telecast a minimum of 5 news and current affair programs per week. Further, the relevant institutes should forward the details of the programs on their channels.
- Further, the Cable TV Institutes, Satellite Institutes, and Internet Protocol Television (IPTV) Institutes that apply for media accreditation should forward their applications along with copies of the licenses issued by the Sri Lanka Telecommunication Regulation Commission and the Ministry in charge of the subject of mass media issued for the electronic telecast services endorsed by the staff officer of the media institution by placing his name, signature, and official seal.

c. Web Media Institutes

- This media accreditation will be issued only to journalists of websites where their basic function is the dissemination of news.
- Media accreditations will be issued only to the journalists who serve on websites registered for the Year 2025 in the ministry in charge of the subject of mass media and report news and current affairs. (Media accreditations will not be issued for posts such as web chairperson / website controller/ Governor/ administrative director) (A copy of the registration certificate issued by the ministry in charge the subject of mass media should be forwarded with the application.)
- All the news websites that apply for media accreditation should obtain the business registration as a media institute. (When applying for media accreditation, a copy of the business registration certificate should be forwarded by certifying a staff officer of the institute with his name, his signature, and his official seal.)
- In the issuance of media accreditation, special attention should be drawn to the activeness of the website, objectives and number of subscribers, daily updating, and other relevant matters.
- Only the web sites that are being updated continuously on a daily basis for a minimum period of six months will be eligible for media accreditations. A minimum of 50% of the content of such websites should specifically be news and current affairs.
- A maximum of two Media Accreditations per each language will be issued for websites.

- When it is felt that further references are necessary before issuing Media Accreditations to web journalists, the decision whether to issue Media Accreditations to such web journalists will be taken only after obtaining reports from the relevant parties with regard to such applications.
- The media accreditations will not be issued to the professionals attached to the websites of public institutions, including ministries, departments, and Government-associated institutes.

d. Foreign Media Institutions

- Media Accreditations will be issued to residential representatives / staff reporters who have been assigned by internationally recognized Media Institutions and serve in the relevant media institute permanently in Sri Lanka.
- Media accreditations will be issued to such journalists only after the information furnished by them are verified from the relevant foreign media institution.
- It is compulsory for the applicant to submit his or her letter of employment issued by the head of his or her foreign media employer.
- If the need arises that further references are necessary, before issuing Media Accreditations to any journalist, the decision to issue Media Accreditation to such journalists will be made only after obtaining reports from the relevant parties with regard to such applications.

B. Provincial Journalists

- I. Except the Provincial journalists who have been issued media accreditation with a validity period up to 31st December 2025, only other provincial journalists should forward their applications for media accreditation for the Year 2025.
- II. The media accreditations for journalists of web media institutes will be issued subject to the maximum media accreditations issued to the web media institutes.
- III. The applications that will be forwarded to obtain this type of media accreditation, the photo of the relevant applicant taken according to the Section 02. VII of the *Gazette* notifications should be forwarded.
- IV. When submitting applications, it should be written as “Provincial Media Accreditation” on top left-hand corner of the envelope.

C. Freelance Journalist

- I. The applicant should have a minimum period of one-year continuous service as a Freelance Journalist in a nationally recognized electronic or print media institution.
- II. Along with the application submitted by freelance journalists, a letter from at least one of the media institutions in a letterhead of the relevant institution should be forwarded indicating that he or she provides news, feature articles and current affairs to the relevant institution with the certification of the head of the institution or his authorized representative with his signature and official seal.
- III. In order to confirm, that the applicant is publishing news reports / current affairs articles or program features / entertainment program, the photographs of not less than 12 photocopies or CDs containing published articles under the applicant’s name within the last six months from the date of submission of the application, should be presented.
- IV. The media accreditations for freelance journalists of web media institutes will be issued subject to the maximum media accreditations issued to the web media institutes.

- V. The applications that will be forwarded to obtain this type of media accreditation, the photo of the relevant applicant taken according to the Section 02. VII of the *Gazette* Notifications should be forwarded.

D. Foreign Journalist- Temporary

- I. Temporary Media Accreditations will be issued to foreign journalists who arrive in Sri Lanka to cover special events to compile articles and to do documentary programs that are of news and current affairs value.
- II. The applicant should submit letter of employment issued by the head of the foreign media institution and the approval letter issued by the Ministry of Foreign affairs with the application.
- III. The applicant should submit his/her application along with the valid passport and photocopy of the page which includes the personal information of the Passport holder.
- IV. The applications that will be forwarded to obtain this type of media accreditation, the photo of the relevant applicant taken according to the section 02. VII of the *Gazette* Notifications should be forwarded. The photo of the passport cannot be submitted for this purpose.

E. Media Administrator

- I. A maximum of three Media Accreditations will be issued for a maximum of three officers in one media institution who are directly involved in the media administration of a nationally recognized media organization.
- II. Media Accreditations will not be issued to Marketing Development Directors / Managers / Welfare officers and others who engage in sales promotion sectors of Media Institutions.
- III. The applications that will be forwarded to obtain this type of media accreditation, the photo of the relevant applicant taken according to the Section 02. VII of the *Gazette* notifications should be forwarded.

F. Technical

- I. Media Accreditation under the category 'Technical' will be issued to electronic media technicians who directly engage in field media activities.
- II. The applications that will be forwarded to obtain this type of media accreditation, the photo of the relevant applicant taken according to the Section 02. VII of the *Gazette* notifications should be forwarded.

G. Media Services

- I. Media accreditations under the category 'Media Services' will be issued to those who involve in media activities that are directly connected with outdoor media coverage for News and Current Affairs Units of media institutions.
- II. The applications that will be forwarded to obtain this type of media accreditation, the photo of the relevant applicant taken according to the Section 02. VII of the *Gazette* notifications should be forwarded.

04. General Conditions

- I. Media accreditations should be used only for media activities. If it is abused or used ignoring media ethics, the Director-General of Government Information remains the powers to recall or cancel such Media Accreditations.
- II. Applications for media Accreditations for the Year 2025 will be accepted until March 31, 2025. Applications received after the deadline and the incomplete applications will be rejected.

- III. Applications could be downloaded from www.dgi.gov.lk or www.news.lk and the duly filled applications could either be sent under the registered post to the address Director-General, Department of Government Information, No.163, Kirulapone Road, Colombo 5 or handed over to the above address.
- IV. In requesting a new media accreditation for a misplaced media accreditation, a copy of the police complaint lodged in respect of misplacing media accreditation, should be forwarded with the application.
- V. When complaints are received about abusing the media accreditation in pursuing personal objectives, the Director-General of Information remains the absolute authority to and cancel the media accreditations.
- VI. The authority in making the final decision with regard to the issuance of media accreditations and effecting changes as required to the above terms and conditions and provisions is vested in the Director-General of the Department of Government Information.

H. S. K. J. BANDARA,
Director General of Government Information.

Department of Government Information,
Colombo 05,
05th December, 2024.

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