

No. 22-1/2020-PO (Pt. II)  
Government of India  
Department of Posts  
(PO Division)  
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Dak Bhawan, Sānsad Marg,  
New Delhi 110001

Dated: 22<sup>nd</sup> March, 2021

To  
All the CPMsG

**Subject: Regarding Clarification in respect of correct format of printing of WPP/License Number on the Magazines**

This is regarding correct format of printing of WPP/ License number on the magazines registered as Registered Newspapers.

2. Instances have come to the notice that the prescribed format of printing of WPP License number by the RNP magazines having WPP license is not being followed. For illustration, the words "Postage Prepaid in Cash" are being printed on the magazines availing WPP (without prepayment) license.

3. In this context, the format of printing WPP License number as prescribed in P.O. Guide Part I and Consolidated Rulings, 2008 are reiterated as under:

As per the Clause 144(4) (ii) of P.O. Guide Part I:

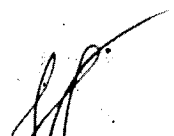
*The licensee should arrange to print the License No. along with the words 'Licensed to post without pre-payment' below the 'Registration No. ....' Printed on the paper when the paper is posted without a wrapper.*

As per the Rule 23(c) of the Consolidated Rulings, 2008 issued vide letter no.22-17/2008-PO dated 05.05.2008: Printing of Price and WPP/License Number-

*Ministry of Law has clarified that publications that are free of cost are not eligible for postal registration. As such, printing of the price of the newspaper is a must to show that it is not free. Printing of License Number for permission to post without pre-payment of postage is also mandatory if the newspaper has obtained any such license from the concerned CPMG/PMG. The license number is required to be printed along with the words – 'Licensed to post without prepayment' below or after the Postal Registration Number. The licensee may also use the abbreviated version, instead of the complete phrase as above, by substituting the phrase with the term "WPP" as prefix before the license number.*

4. In the correct format of printing WPP license number on the magazine the license number is required to be printed along with the words – '**Licensed to post without prepayment**' below or after the Postal Registration Number or the term "**WPP**" as prefix before the license number may also be used. It is important to note here that the words "Postage Prepaid in cash" should not be printed on such magazines.

5. This is for information and further necessary action.



(Sukrit Gupta)  
ADG (PO)