

GOVERNMENT OF INDIA
PRESS REGISTRAR GENERAL OF INDIA
(MINISTRY OF INFORMATION & BROADCASTING)

ADVISORY (No. 10 of 2024) for Publishers of Periodicals for e-filing of Annual Statements through Press Sewa Portal for FY 2023-24

It is hereby informed that the e-filing of Annual Statements through [Press Sewa Portal](#) for the Financial Year 2023-24 commences w.e.f. **03.05.2024**. Therefore, publishers whose periodicals are registered with PRGI (formerly RNI) are advised to file the Annual Statement online through the Press Sewa Portal.

2. Section 12(1) of the Press and Registration of Periodicals Act, 2023 prescribes that the Publisher of a periodical shall furnish to the Press Registrar General an Annual Statement in respect of the periodical as may be prescribed at such time in such form and giving such particulars. Non-filing of Annual Statement amounts to violation of the above section. Also, Rule 9 of the Press and Registration of Periodicals Rules, 2024 also provides that publishers who have obtained a Certificate of Registration are required to submit an annual statement pertaining to the previous financial year by 31st May of the current calendar year on the online [Press Sewa Portal](#).

3. Those periodicals whose average daily circulation is more than 2000 are to get their Annual Statements certified by a registered Chartered Accountant (CA). For the same, the CAs are also to register themselves on Press Sewa Portal.

4. A detailed user-guide on how to e-file Annual Statement on the Press Sewa Portal is attached.

In case of any difficulty, our Helpdesk may be contacted for assistance at **011-24369981** or email at it-helpdesk.rni@gov.in.



(Handwritten signature)
3-5-24
(Rajith Chandran M.R.)
Deputy Press Registrar General

USER GUIDE for e-filing ANNUAL STATEMENT FOR 2023-24

1. Accessing the Annual Statement Module

- ✚ Log into the [Press Sewa Portal](#) to access the Annual Statement Module.

2. Profile Creation by Owners and Chartered Accountants

- ✚ Owners must create their profiles on the Press Sewa Portal to map their registered titles.
- ✚ If the circulation exceeds 2000 copies per day, owners are required to request their Chartered Accountant (CA) to create a profile on the Press Sewa Portal. The CA certification will be necessary for such periodicals.
- ✚ CA certification needs to be completed online using the Aadhar-based e-sign facility.

3. Mapping of Titles

- ✚ For owners who are also the publishers, mapping of registered titles can be done from the profile section by selecting "Map previous Titles."
- ✚ If the owner and publisher are different individuals, owners must assign the publisher by providing the publisher's email ID and mobile number. Once assigned, the publisher gains the rights to file the Annual Statement on owner's behalf. The publisher has to provide his/her name as per Aadhar card in the profile details. The publisher should be the same person who is registered as publisher for that periodical with PRGI

4. Filing the Annual Statement

- ✚ After mapping the periodicals, the publisher should proceed to the Annual Statement section to file the required forms.
- ✚ Ensure all forms are completed before submitting them to the CA for certification

5. CA Certification (if applicable)

- ✚ Owners must select their CA from the dropdown menu in the CA verification section.
- ✚ CA Certification is mandatory only if the average circulation exceeds 2000 copies per day.

6. Submission of CA Certified Statement

- ✚ Once the CA certifies and e-signs the Annual Statement, the publisher should submit it online after e-signing.

Note: Periodicals with a circulation of less than 2000 copies per day do not require CA Certification