



Press Registrar General of India



Web-Application User Manual

Version 1.0

[\(https://pressewa.prgi.gov.in/\)](https://pressewa.prgi.gov.in/)

**Office: - Office: - 9th Floor, Soochna Bhawan, Lodhi Rd, CGO Complex,
New Delhi, Delhi 110003**



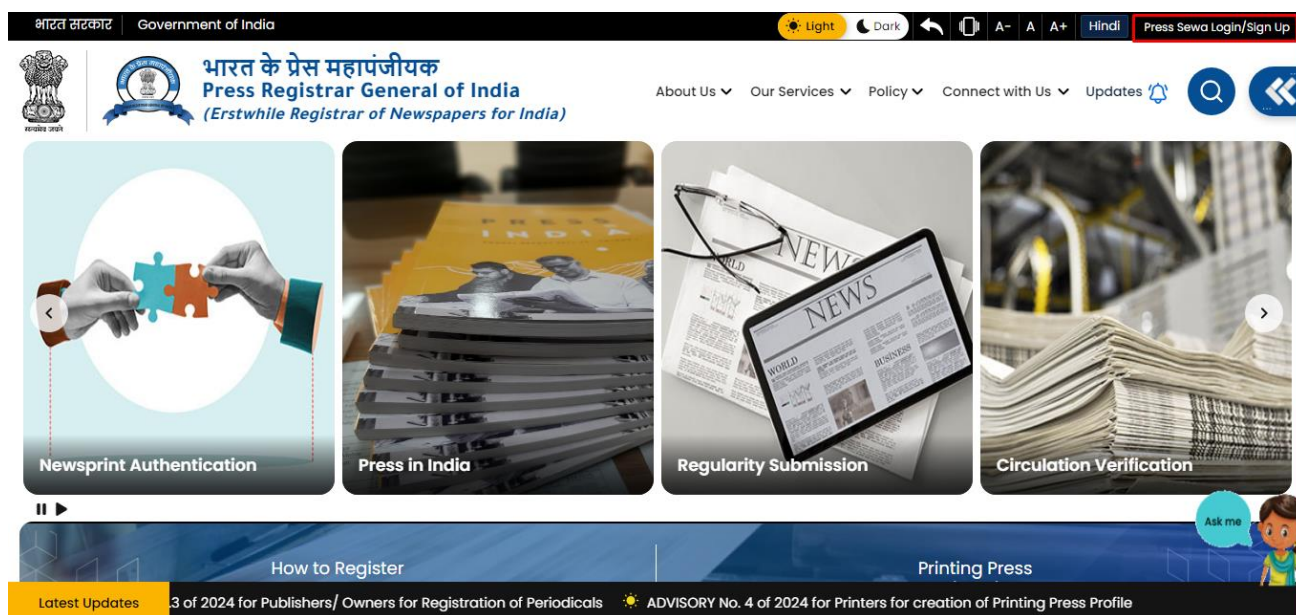
1 Annual Statement E-Filing (Owner/Applicant/Publisher) Penalty

In accordance with the PRP Act 2023, publishers are mandated to submit annual statements for their registered publications. These statements are critical as they document the circulation figures of newspapers for the respective financial year. The collected data is subsequently utilized to compile the annual "Press in India" report by the Registrar of Newspapers for India (RNI).

The submission of the annual statement must adhere to the timelines specified by the RNI. Non-compliance, including the submission of false information or failure to file the annual statements within the prescribed period, can result in penalties or suspension of the publication's registration.

The annual return can be filed through the online press service portal. Owner/publisher can file annual statement by following below steps: -

- Go to PRGI official website: - <https://prgi.gov.in/>
- Click on Press Sewa login/Signup option from the top right corner of the Website home page as shown in the below image.



- On Click of “Press Sewa Login/Sign-Up, User will be redirected to Press Sewa portal page as shown in the below image.



Login

Owner/ Publisher/ Printer/ Specified Authority / PRG/ CA

User Name *

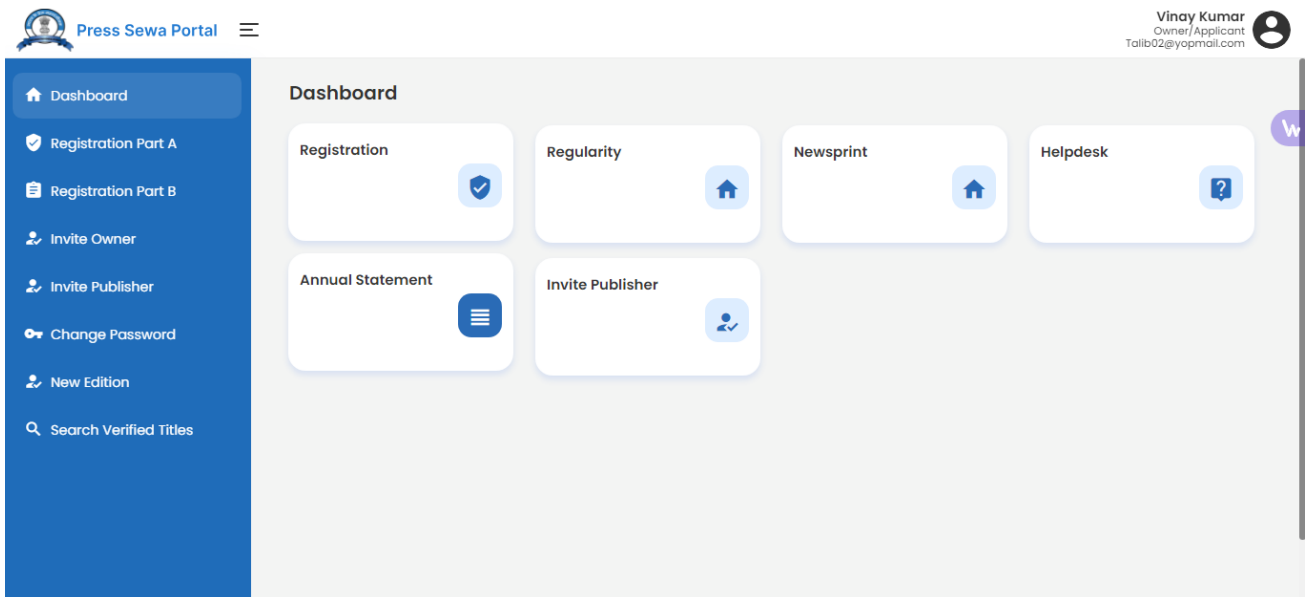
Password *

5 + 2 =

Enter Captcha Code *

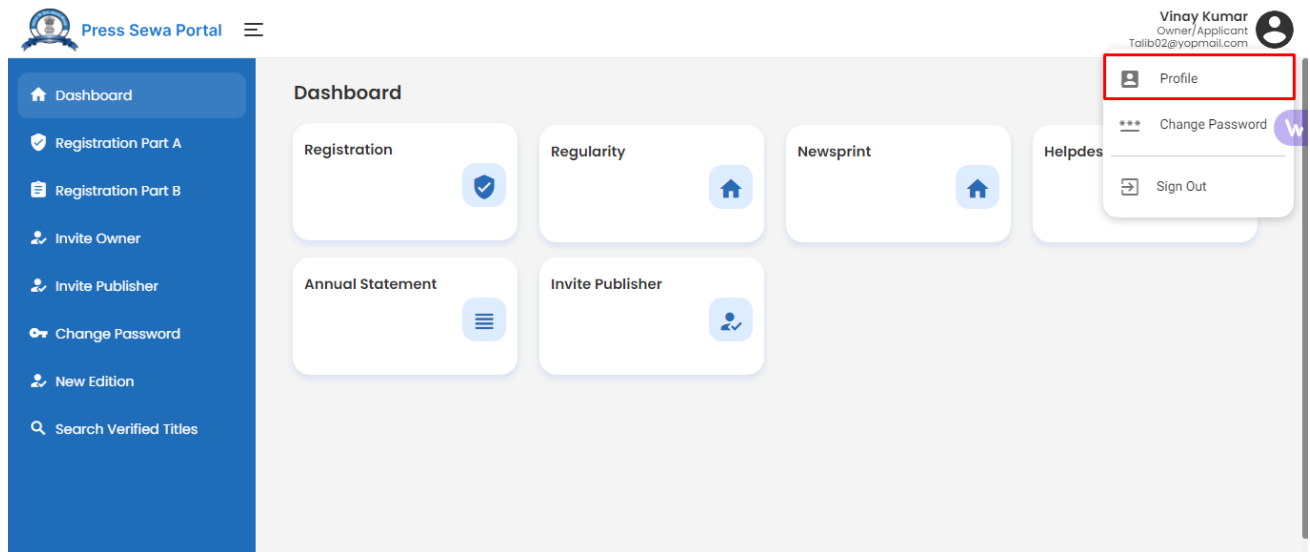
Sign Up [Forgot Password?](#)

- User would be able to login using a valid Login ID & password, Post filing the mandatory fields user needs to click on Login button.
- On successful login, user will be redirected to his/her dashboard as shown in the below image.





- User needs to map their previously registered title to File Annual statement, user can do the same by visiting their profile page as shown in the below image.





- On click of “Profile” user will be redirected to his/her profile page as shown in the below image.

Press Sewa Portal Vinay Kumar
Owner/Applicant
Talib02@yopmail.com

Profile
Dashboard > Profile

Vinay Kumar
8756763453
Talib02@yopmail.com
*Profile image max. size 20 KB and only JPG, JPEG & PNG format are allowed.

Ownership Category *
 Individual Non Individual
 Category of Title *
 Newspaper, Other Periodicals

Whether a Government Organization *
 Yes No
 Nationality
 Indian

Owner Name *
 Vinay Kumar
 Owner's PAN No. *
 HUGY17678U

Upload Owner's PAN Card Copy *
 image.png
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.
 Mobile Number
 8756763453

Email Id
 Talib02@yopmail.com
 Pincode *
 201014

State *
 Uttar Pradesh
 District *
 Ghaziabad

City *
 Ghaziabad
 Place of Business *
 A-98

Date of Birth of Owner/Date of Incorporation
 01/01/1984
Upload DOB Document *
 image.png
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed. Please upload any one: Driving Licence, PAN, Voter ID or any other certificate issued by Govt. bodies.

GST No. (If available)
GST number format is 22AAAAA0000A1Z5, where 22 is the state code, AAAAA0000A is the PAN, 1 is the entity number of the same PAN holder in a state, Z is the default alphabet and 5 is the checksum digit.
GST Certificate (Please Upload If Available)
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.

Import Export Code (If available)
Import Export Code Certificate (Please Upload)
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.

Any other Document

Sr. No.	Document Name	Document No.	Upload Document	Action
No record found				

Nominee Details +

Nominee : 1

Name *
 Vinay
Date of Birth *
 02/02/1988

Email *
 vinay01@yopmail.com
Mobile Number *
 9786574355

Relation *
 Brother

Status
Active

I hereby declare that above entered information is valid and authenticated.

Previous Data Mapping
(Please click on "Previous Data Mapping" to map your already Verified and Registered Title)

Registration v

Title Verification v

Close Update



- Scroll down to the “Previous Data Mapping” section in the profile as shown in the below menu.

Press Sewa Portal

Mahesh Kumar Kaushal
Owner/Applicant
maheshowner2@yopmail.com

Dashboard

Registration Part A

Registration Part B

Invite Owner

Invite Publisher

Change Password

New Edition

Search Verified Titles

Status
Active

I hereby declare that above entered information is valid and authenticated.

Previous Data Mapping
(Please click on "Previous Data Mapping" to map your already Verified and Registered Title)

Registration

Sr. No.	Title Name	Title Code	Old Registration No.(New Registration No.)	Periodicity	Language	Owner Name	Upload Registration Certificate
No record found							

Close Update

- Click on the “Previous Data Mapping” button as shown in the below image.

Press Sewa Portal

Mahesh Kumar Kaushal
Owner/Applicant
maheshowner2@yopmail.com

Dashboard

Registration Part A

Registration Part B

Invite Owner

Invite Publisher

Change Password

New Edition

Search Verified Titles

Status
Active

I hereby declare that above entered information is valid and authenticated.

Previous Data Mapping
(Please click on "Previous Data Mapping" to map your already Verified and Registered Title)

Registration

Sr. No.	Title Name	Title Code	Old Registration No.(New Registration No.)	Periodicity	Language	Owner Name	Upload Registration Certificate
No record found							

Close Update



- When the owner clicks the “Previous Data Mapping” button, a pop-up window will open, as shown in the image below.

Previous Data Mapping
✕

Owner Name *
Mahesh kumar Kaushal

Publication State *
Uttar Pradesh

Or

Registration Number

Note : If You want to map Registered title on basis of Owner Name and Publication State Please clear data filled in Registration Number field.

Search

Registration

Sr. No.	Title Name	Title Code	Old Registration No.(New Registration No.)	Periodicity	Language	Owner Name	Place of Publication
Confirm							

- The applicant/Owner can view the previously registered title in his/her name in the profile section, as shown below.

Previous Data Mapping
✕

Owner Name *
Mahesh kumar Kaushal

Publication State *
Uttar Pradesh

Or

Registration Number
110980

Note : If You want to map Registered title on basis of Owner Name and Publication State Please clear data filled in Registration Number field.

Search

Registration

Sr. No.	Title Name	Title Code	Old Registration No.(New Registration No.)	Periodicity	Language	Owner Name	Place of Publication	
<input type="checkbox"/>	1	AIM TO ACHIEVE	MAHBIL05848	110980 (MAHBIL/2010/38423)	Monthly	English,Marathi	PAWAN GIRDHARILAL AGRAWAL	Mumbai Suburban
Confirm								



- After filling in all the mandatory fields, click on the confirm and Update buttons below to save the changes in the My Profile section.

Press Sewa Portal

Mahesh Kumar Kaushal
Owner/Applicant
maheshowner2@yopmail.com

Previous Data Mapping
(Please click on "Previous Data Mapping" to map your already Verified and Registered Title)

Sr. No.	Title Name	Title Code	Old Registration No.(New Registration No.)	Periodicity	Language
1	AIM TO ACHIEVE	MAHBIL05848	110980 (MAHBIL/2010/384:	Monthly	English,Marathi

Please verify that documents against all the mapped title/s have been successfully uploaded and confirm.
Kindly confirm that the titles being mapped by you actually belong to you. In case, you map a title not belonging to you, you will not be able to delete it from your profile.

Confirm

Close Update

- After updating the profile, the user will be redirected to his/her dashboard, as shown in the image below.

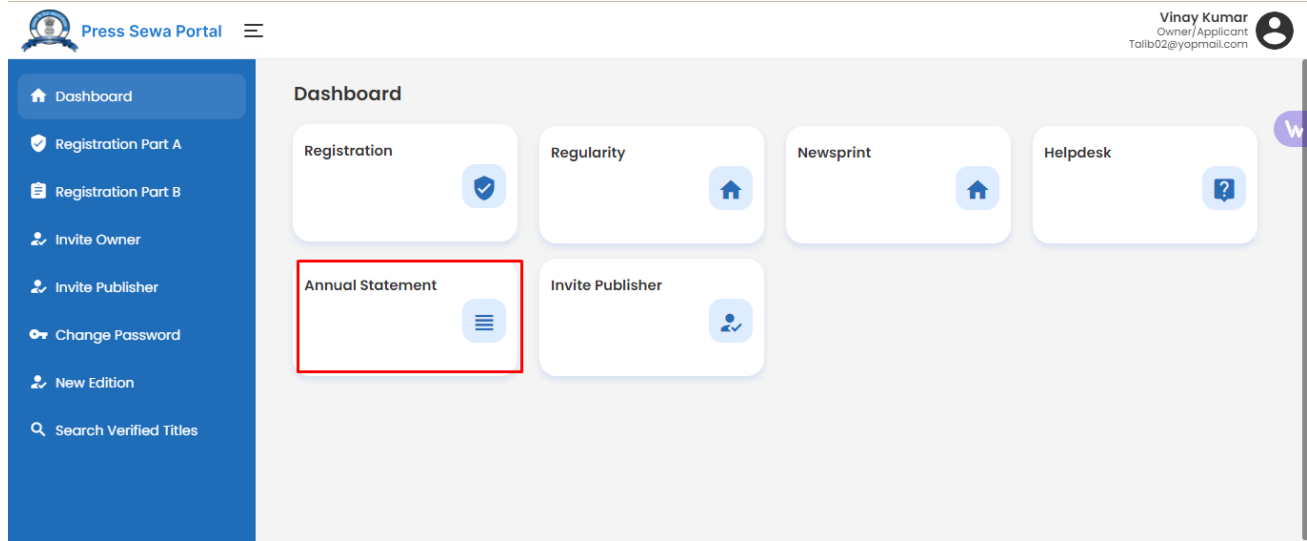
Press Sewa Portal

Vinay Kumar
Owner/Applicant
Talib02@yopmail.com

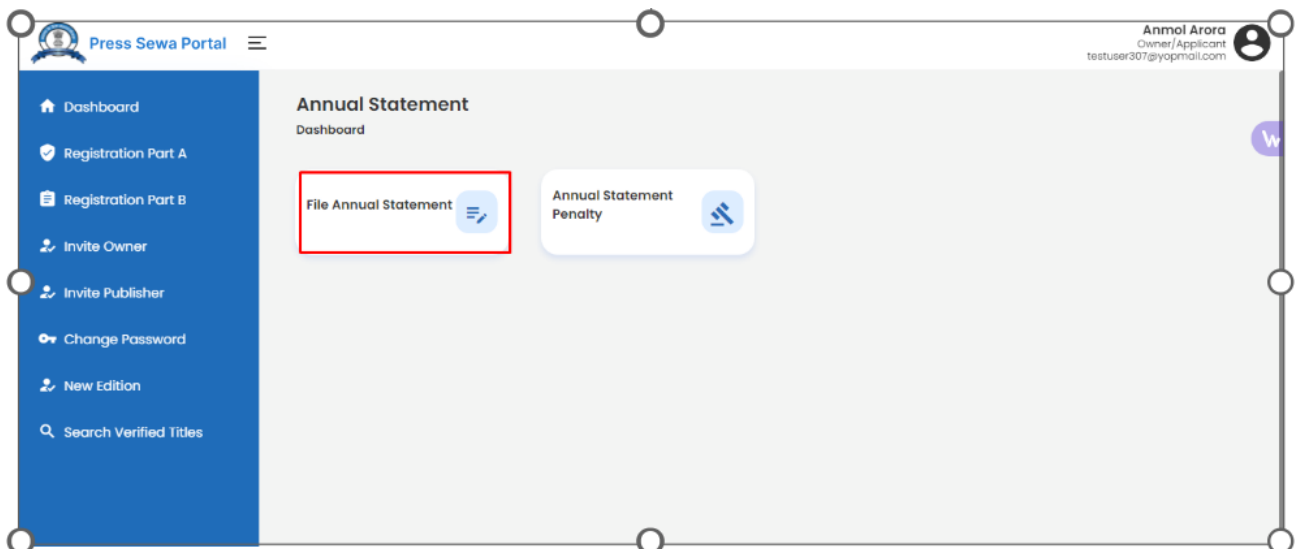
Dashboard

- Registration
- Regularity
- Newsprint
- Helpdesk
- Annual Statement
- Invite Publisher

- To file an Annual Statement for a title, the User must click on the “Annual Statement” tile, as shown in the image below.



- On Click of Annual Statement tile user will be redirected to Annual Statement Dashboard as shown in the below image.



Note: -

- If the owner (applicant on behalf of a non-individual owner in case of non-individual ownership) is the publisher for their title, then the owner could file an annual statement of the desired title.



Owner/Applicant/Publisher – E-Filing Annual Statement

- If the publisher is different from the owner (or the applicant in the case of a non-individual owner), then the owner must invite the publisher to file an annual statement for a title.
- On Click of “File Annual Statement”, the user will be redirected to the Annual statement list page as shown in the below image.

Sr. No.	Old Registration No. (New Registration No.)	Title Code	Title Name	Publisher	Language	Periodicity	Place of Publication	Action
1	110980 (MAHBIL/2010/38423)	MAHBIL05848	AIM TO ACHIEVE	PAWAN GIRDHARILAL AGRAWAL	English ±1 More	Monthly	Maharashtra	File

- The user can proceed to file the annual statement by clicking on the “view” icon available under the action column head, On clicking the “view” icon, the user will be redirected to the Annual Statement E-Filing page as shown in the below image: -

Sr. No.	Year	e-filing Number	Penalty	Payment Status	Filing Status	CA Status	Action
1	2023-24		0	NA	Not File	N/A	File

- The user will be able to view a list of all the mapped titles against which he/she can file the Annual Statement, as shown in the image below. Only those titles which were mapped by the user will be visible here for filing.



- The user can file an Annual Statement against a title by clicking on the “File” button under the action column head, as shown in the image below.
- Users will be redirected to the “Annual statement part – 1” page, as shown in the below image.

Annual Statement - Part 1
Dashboard > Annual Statement

**ANNUAL STATEMENT IN RESPECT OF THE PERIODICAL TITLED SWATANTRA TODAY
FOR THE FINANCIAL YEAR 2023-24**

'A' - GENERAL INFORMATION

Details of Periodical

1. Old Registration No. (New Registration No.) 110500 (RAJHIN/2011/37943)	2. Title SWATANTRA TODAY
3. Language(s) Hindi	4. Periodicity Daily

5. Publisher's Details

i. Name POONAM SUKHWAL	ii. Nationality Indian
iii. Address (In India) 8, NEHRU NAGAR, SANTI CHITTORGARH, RAJASTHAN	iv. E-mail Address
v. Mobile Number	

6 i. Place of Publication
Rajasthan

ii. Complete Postal Address
8, NEHRU NAGAR, SANTI CHITTORGARH, RAJASTHAN

Cancel Save & Next

- The user needs to fill out the details below in Form – 1.
 - Details of Periodicals
 - Old Registration Number/ (New Registration Number) – field data will auto-populate from user profile
 - Title– field data will auto-populate from user profile
 - Language(s) – field data will auto-populate from user profile
 - Periodicity– field data will auto-populate from user profile
 - Publisher's Details
 - Publisher Name– field data will auto-populate from user profile
 - Nationality– field data will auto-populate from user profile
 - Address (In India) – field data will auto-populate from user profile
 - E-mail Address– field data will auto-populate from user profile
 - Mobile Number– field data will auto-populate from user profile
 - Place of Publication– field data will auto-populate from user profile



- Complete Postal Address– field data will auto-populate from user profile

- Post filling the information User needs to click on Save & Next Button as shown in the below image.

The screenshot shows the 'Annual Statement - Part 1' form on the Press Sewa Portal. The form is titled 'ANNUAL STATEMENT IN RESPECT OF THE PERIODICAL TITLED SWATANTRA TODAY FOR THE FINANCIAL YEAR 2023-24' and is categorized as 'A' - GENERAL INFORMATION. The form is divided into two main sections: 'Details of Periodical' and '5. Publisher's Details'. The 'Details of Periodical' section includes fields for '1. Old Registration No. (New Registration No.)', '2. Title', '3. Language(s)', and '4. Periodicity'. The '5. Publisher's Details' section includes fields for 'i. Name', 'ii. Nationality', 'iii. Address (In India)', 'iv. E-mail Address', 'v. Mobile Number', '6 i. Place of Publication', and 'ii. Complete Postal Address'. The form is filled with the following data:

Details of Periodical	
1. Old Registration No. (New Registration No.)	2. Title
110500 (RAJHIN/2011/37943)	SWATANTRA TODAY
3. Language(s)	4. Periodicity
Hindi	Daily

5. Publisher's Details	
i. Name	ii. Nationality
POONAM SUKHWAL	Indian
iii. Address (In India)	iv. E-mail Address
8, NEHRU NAGAR, SANTI CHITTORGARH, RAJASTHAN	
v. Mobile Number	
6 i. Place of Publication	ii. Complete Postal Address
Rajasthan	8, NEHRU NAGAR, SANTI CHITTORGARH, RAJASTHAN

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save & Next'.



- On Click of “Save & Next” User will be redirected to Annual Statement – Part-2 form as shown in the below image.

Press Sewa Portal
☰

Balaji News Pvt. Ltd.
Owner/Applicant
testuser310@yopmail.com

Dashboard
Annual Statement – Part 2
w

- [Dashboard](#)
- [Registration Part A](#)
- [Registration Part B](#)
- [Invite Owner](#)
- [Invite Publisher](#)
- [Change Password](#)
- [New Edition](#)
- [Search Verified Titles](#)

Dashboard > Annual Statement

**ANNUAL STATEMENT IN RESPECT OF THE PERIODICAL TITLED LOKACHAR
FOR THE FINANCIAL YEAR 2023-24
'A' – GENERAL INFORMATION**

7. Printing press details

<p>i. Name of Printing Press PRAVIN PRINTING PRESS</p>	<p>ii. Printer Name ⓘ</p>
<p>iii. Nationality</p>	<p>iv. Address (In India) SUPER MARKET, SHOP NO. 14, KAREGAON ROAD, PARBHANI - 431401, MAHARASHTRA</p>
<p>v. E-mail Address</p>	<p>vi. Mobile Number</p>

8. Editor's Details as on 31st March

<p>i. Editor's Name SHINDE BALAJI MAROTRAO</p>	<p>ii. Nationality Indian</p>
<p>iii. Address (In India) AT. KHADALA, POST. TADKALAS TAL. PURNA, DIST. PARBHANI, MAHARASHTRA</p>	<p>iv. E-mail Address * Vinay01@yopmail.com</p>
<p>v. Mobile Number * 9876543256</p>	

9. (a) Size of the page of the Periodical in centimetres and its description ⓘ

<p>Width (In cm) * i. 87</p>	×	<p>Length (In cm) * 35</p>	<p>ii. Description, (e.g. demy, crown, etc...) * 10</p>
<p>Average number of pages per issue * (b) 6</p>			

10. Number of days of publication in the year. ⓘ

April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March
1	1	1	1	1	1	1	1	1	1	1	1

I **ANMOL ARORA**, (the publisher of the periodical), hereby declare that the particulars given above are true to the best of my knowledge and belief.

Back
Save & Next



- User Needs to Fill details below in Form – 2.
 - Printing Press Details
 - Printing Press Name– field data will auto-populate from Registration Data
 - Printer Name– field data will auto-populate from Registration Data
 - Nationality– field data will auto-populate from Registration Data
 - Address (In India) – field data will auto-populate from Registration Data
 - E-mail Address– field data will auto-populate from Registration Data
 - Mobile Number– field data will auto-populate from Registration Data
 - Editor Details as on 31st March
 - Editor Name– field data will auto-populate from Registration Data
 - Nationality– field data will auto-populate from Registration Data
 - Address (In India) – field data will auto-populate from Registration Data
 - E-mail Address– field data will auto-populate from Registration Data
 - Mobile Number– field data will auto-populate from Registration Data
 - Size of the page of the Periodicals/Newspaper in centimeters and its description
 - Width in CM – Input Box (Numeric) User shall specify the width of the newspaper here
 - Length in CM- Input Box (Numeric) User shall specify the length of the newspaper here
 - Description - Input Box (Alphanumeric)
 - Average number of Pages per issue – Input Box (Numeric) User should specify the Average number of pages printer for a newspaper/magazine/any other publication.
 - Number of days of publication in the year. (User Declares No of Days he/she is printing a publication in a month of an year)
- User needs to Acknowledge the details shared by him/her by clicking on “Check Box” and further clicking on “Save & Next” button available as shown in the below image.

Press Sewa Portal Anmol Arora
Owner/Applicant
testuser307@yopmail.com

Width (in cm) * Length (in cm) * Description , (e.g. demy, crown, etc ..) *

i. 280 X 332 ii. Crown

Average number of pages per issue *

(b) 203

10. Number of days of publication in the year.

April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March
17	7	8	12	13	19	22	30	19	20	19	14

I ANMOL ARORA, hereby declare that the particulars given above are true to the best of my knowledge and belief.



- On Click of “Save & Next” button user will be redirected to “Annual Statement Part 3’ Page as shown in the below image.

Note: If user has not printed any copy in any month, then he will select zero (0) for that particular month.

Press Sewa Portal ☰ Poonam Owner/Applicant poonam_owner@yahoo.com

Annual Statement - Part 3

Dashboard > Annual Statement

ANNUAL STATEMENT IN RESPECT OF THE PERIODICAL TITLED **SWATANTRA TODAY FOR THE FINANCIAL YEAR 2023-24**

'B' - CIRCULATION

Number of days of publication in the year.

Sr. No.	Publication Month	12. (a) Average number of copies printed per publishing day.	12. (b) Actual No. of days in the publication in the month. ①	12. (c) Expected days of publication. ②	13. (a) Average number of copies sold per publication day
1	April	100	2	30	
2	May	100	3	31	
3	June	100	4	30	
4	July	100	3	31	
5	August	100	4	31	
6	September	100	3	30	
7	October	100	2	31	
8	November	100	3	30	
9	December	100	2	31	
10	January	100	2	31	
11	February	100	2	29	
12	March	100	1	31	

Total Total Circulation Average as per day: 100 Total Days: 31 Average Days: 2.58 Regularity : 8.47 Total: Average:

Revenue detail (Annually)

Sale of Periodicals * ₹ 12000 Advertisement * ₹ 21000

Publisher Declaration

I **POONAM**, (the publisher of the periodical), hereby declare that the particulars given above are true to the best of my knowledge and belief.

Back **Save & Next**

- User Needs to declare below given details in Annual Statement Part – 3 form : -
 - Number of days of publication in the year.
 - Publication Month- List of All the months to load by default.



- Average number of copies printed per publishing day- Input Box (Numeric)
- No. of days in the publication in the month. - Drop Down (Value from 1 to 31 is visible) the values (No. of day) will auto populate form step-II.
- Average number of copies sold per publishing day - Input Box (Numeric)
- Average price per copy - Input Box (Numeric)
- Average number of copies distributed free per publishing day (including complimentary, voucher, exchange, bonus, sample, and office copies)- Input Box (Numeric)
- Revenue detail (Annually)
 - Selling of Newspaper & Periodicals – Input Box (numeric)
 - Advertisement – Input Box (numeric)
- Certificate by Chartered Accountant – (If the Number of Printed copies is more than =>2000, Section is enabled to user to fill the details)
 - Select State – Drop-down (List of all the states to load)
 - Search Box – Input Box (User enters CA Name/Details)
 - Registration No. – Auto Populates based on CA details Entered.
 - Mobile No.- Auto Populates based on CA details Entered.
 - Phone No. (with code)- Auto Populates based on CA details Entered.
 - Address- Auto Populates based on CA details Entered.
- Publisher Declaration
 - Check Box – I Poonam Sharma, hereby declare that the particulars given above are true to the best of my knowledge and belief.

Note: -

- If the number of printed copies (claimed circulation) is more than 2000, then the application will be submitted to the Chartered Accountant CA and assigned by the owner/publisher.
- If a user is not able to see his/her CA in the PRGI portal, he/she may request the CA to register him/herself on the PRGI portal.
- After successful sign up and profile completion by the CA, the User (owner/publisher) can see his/her CA in the CA detail section.



obtained all the information and explanations required by us. In our opinion the statement set forth above/enclosed reflects true and correct analysis of the sales of the publisher for the period ending 31/03/2023 to the best of our information and belief and according to the explanations given to us and as shown by the books of accounts.

Select State *
Delhi

Test CA

Registration No. xxxxxxxx9098 Mobile No. xxxxxx7376

Phone No.(with code) +91+xxxxxx2828 Address Rohini Sector-15, New Delhi

Publisher Declaration

I ANMOL ARORA, hereby declare that the particulars given above are true to the best of my knowledge and belief.

Back Save & Next

- On Click of “Save & Next” Application will be submitted to CA details entered and redirected to Annual Statement Form – 4 as shown in the below image.

ANNUAL STATEMENT IN RESPECT OF THE PERIODICAL TITLED **SWATANTRA TODAY**
FOR THE FINANCIAL YEAR 2023-24
'C' - OWNERSHIP

Ownership Type	Owner Name
Individual	POONAM SUKHWAL

Note:

- Provide name and addresses of the owners of the Periodical (particulars need to be given only of individual who owns the Periodical and partners or stakeholders holding more than 1% of the capital).
- Also, state:
 - If the owner is a Firm - Please provide the information and particulars of the partner who owns more than one percent of the capital.
 - If the owner is a joint stock company whether a public limited company or private limited company and the name and addresses of the Chairman and members of the Board of Directors and stakeholders holding more than 1% of the capital.
 - If the owner is a joint stock company and is managed by the Managing agent Whether the Managing agent is an individual, a firm or a joint stock company and the particulars referred to the part (1) or item (1) and (2) of part (2) as the case may be
 - If the proprietor is a trust, co-operative society, society or Association - name and address etc of the Chairman and member of the Trust/Executive.

I POONAM, (the publisher of the periodical) hereby declare that the particulars given above are true to the best of my knowledge and belief.

Back Save As Draft Submit

- User will be required to fill below-mentioned Details in Annual Statement Form – 4
 - Ownership Type- Auto Populates
 - I _____, hereby declare that the particulars given above are accurate to the best of my knowledge and belief. – Check Box.
- User needs to click on “Submit” button to Submit the annual statement, On click of “Submit” button a confirmation Pop-up will be visible as shown in the below image.



Confirmation

CA will be selected by publisher from the dropdown list of annual statement and once the publisher e signs the application it will move to already selected CA for final submission.

On clicking the “Continue” button, the User's Annual statement will be partially filed. The user needs to fill out all the required details in the supportive Annexure, as shown in the image below.

Confirmation ✕

Annual Statement has been saved successfully, please continue to file Part D (Part D - STATEMENT REGARDING "DAILY PRESS" PERIODICAL)

- On Click of the “Continue” Button user will be redirected to “Application for Annexure” page as shown in the below image: -



- Dashboard
- Registration Part A
- Registration Part B
- Invite Owner
- Invite Publisher
- Change Password
- New Edition
- Search Verified Titles

Application For PART-D

Dashboard > PART-D

1 Step I 2 Step II 3 Step III 4 Done

PART-D - To be filled by all periodicals with 'daily' Periodicity

I. Old Registration No.(New Registration No.)	Title Name	Title Code
RAJHIN/2011/37943	SWATANTRA TODAY	RAJHINI5641

Language	Place Of Publication	Retail Price
Hindi	Rajasthan	

Name Of Publisher
POONAM SUKHWAL

II 1. Does the periodical have its own press? Yes No

2. What is the type of Machinery used for printing ? * **3 a. Does the periodical has its own composing arrange...**

4. Does the periodical have a processing department of its own for making block sets?
 Yes No

III NEWS GATHERING (Indian)

1. Does the periodical subscribe to news agency/agencies? If so, please give the name and full postal address of the Indian and foreign news agencies separately In India Foreign total
 Yes No

3a. Does the periodical maintain any special correspondents or other categories of correspondents, who are part-time working for the Paper? In India/Foreign countries Total
 Yes No

3 b. If so, How many in India / How many Foreign ? * (Please specify the Place) Besides the above how many reporters does the periodical have ?

Men * _____ **Women *** _____

Cancel Save & Next

- User will be required to fill below details of Step -1 of annexure: -
 - ANNEXURE - STATEMENT REGARDING "DAILY PRESS" PERIODICALS



- Registration Number - field data will auto-populate from Registration Data
- Title Name- field data will auto-populate from Registration Data
- Title Code- field data will auto-populate from Registration Data
- Language- field data will auto-populate from Registration Data
- Place Of Publication- field data will auto-populate from Registration Data
- Retail Price- field data will auto-populate from Registration Data
- Name Of Publisher- field data will auto-populate from Registration Data
- Does the paper have its own press? (Yes/No)- field data will auto-populate from Registration Data
- What is the type of Machinery used in Printing- To be specified from already provided values.
- Does the paper have its own composing arrangement or is it done outside
- Does the paper have a processing department for making block sets? Yes/NO
- III NEWS GATHERING (Indian/Foreign)
 - Does the paper subscribe to news agencies/agencies? If so, please give the name and full postal address of the Indian and foreign news agencies separately In India Abroad total. – Radio Button – (Yes/No)
 - Does the paper maintain special correspondent/correspondents exclusively of its own on a regular basis (Please specify places and Number of persons employed).- – Radio Button– (Yes/No)
 - Does the paper maintain any special correspondents or other categories of correspondents, who are partly working for the Paper? In India Abroad Total. – Radio Button– (Yes/No)
 - If so, How many in India / How many abroad? * (Please specify the Place) Besides the above how many reporters does the paper have ?-
 - Men – Input Box (Numeric)
 - Women – Input Box (Numeric).



- Dashboard
- Registration Part A
- Registration Part B
- Invite Owner
- Invite Publisher
- Change Password
- New Edition
- Search Verified Titles

Application For PART-D

Dashboard > PART-D

Step I Step II Step III Done

PART-D - To be filled by all periodicals with 'daily' Periodicity

I. Old Registration No.(New Registration No.)	Title Name	Title Code
RAJHIN/2011/37943	SWATANTRA TODAY	RAJHINI5641

Language	Place Of Publication	Retail Price
Hindi	Rajasthan	

Name Of Publisher
POONAM SUKHWAL

II 1. Does the periodical have its own press? Yes No

2. What is the type of Machinery used for printing ? *	3 a. Does the periodical has its own composing arrangement or it is done outs... Own
Rotary	Own

3 b. Please state whether it is done by monotype/ linotype/intertype/caligraphy/by hand/computer

- Monotype
- Linotype
- Intertype
- Caligraphy
- By Hand
- Computer

4. Does the periodical have a processing department of its own for making block sets?
 Yes No

III NEWS GATHERING (Indian)

1. Does the periodical subscribe to news agency/agencies? If so, please give the name and full postal address of the Indian and foreign news agencies separately in India Foreign total
 Yes No

3a. Does the periodical maintain any special correspondents or other categories of correspondents, who are part-time working for the Paper? In India/Foreign countries Total
 Yes No

3 b. If so, How many in India / How many Foreign ? * (Please specify the Place) Besides the above how many reporters does the periodical have ?

Men *	Women *
2	2

Cancel Save & Next



- Post Filling all the mandatory details User needs to click on “Save & Next” Button as shown in the below image.

The screenshot shows the Press Sewa Portal interface. On the left is a blue sidebar with navigation options: Dashboard, Registration Part A, Registration Part B, Invite Owner, Invite Publisher, Change Password, New Edition, and Search Verified Titles. The main content area displays a form with the following questions and inputs:

- Question 2: "Does the paper maintain special correspondent/correspondents exclusively of its own on a regular basis (Please specify places and Number of persons employed)." with radio buttons for Yes and No. The "No" option is selected.
- Question 3a: "Does the paper maintain any special correspondents or other categories of correspondents, who are partly working for the Paper? In India Abroad Total" with radio buttons for Yes and No. The "No" option is selected.
- Question 3b: "If so, How many in India / How many abroad ? * (Please specify the Place) Besides the above how many reporters does the paper have ?". Below this question are two input fields: "Men *" with the value "22" and "Women *" with the value "55".

At the bottom right of the form, there are two buttons: "Cancel" and "Save & Next". The "Save & Next" button is highlighted with a red border.

- On Click of “Save & Next” button user will be redirected to “Application of Annexure” Step -II as shown in the below image: -



Press Sewa Portal

Poonam
Owner/Applicant
poonam_owner@yahoo.com

Application For PART-D
Dashboard > PART-D

Step I
2 Step II
Step III
Done

PART-D - STATEMENT REGARDING "DAILY PRESS" PERIODICALS

IV 1. What is the number of persons (Such as news editors, sub-editors and others) employed for editing/processing the news and other reading material? (Please give detailed breakup) Men and Women

News Editor (Men)	News Editor (Women)	Sub Editor (Men)
Sub Editor (Women)	Others (Men)	Others (Women)

2. In addition to regular What is the number of persons Commentary employed for writing Writers comments, opinions editorials and other features stories (Please give detailed breakup)

Commentary Writers	Editorial Writers	Feature Writers
--------------------	-------------------	-----------------

3. Whether the periodical subscribes to any Indian/Foreign features Syndicates? (If so, give their full postal address)

Yes No

4. How many persons of categories other than the above are employed by the paper such as Photographers, Cartographers, Cartoonists, Graphics Designer, Others

Photographers *	Cartographers *	Cartoonists *
Graphics Designer *	Others *	

a. Is the person in-charge of the editorial side also connected with the management of the periodical?

Yes No

b. Does the above person hand any proprietorial interest in the periodical? (Please Give Particulars)

Yes No

Back
Cancel
Save & Next

- User will be required to fill below mentioned details in Step-II form: -
 - What is the number of persons (Such as news editors, sub-editors and others) employed for editing/processing the news and other reading material? (Please give detailed breakup) Men and Women
 - News Editor (Men) – Input Box (Numeric)
 - News Editor (Women)- Input Box (Numeric)
 - Sub Editor (Men) – Input Box (Numeric)
 - Sub Editor (Women) – Input Box (Numeric)
 - Others (Men) – Input Box (Numeric)
 - Others (Women) – Input Box (Numeric)
 - What is the number of persons Commentary employed for writing Writers comments, editorials, and other Editorials features? (Please give detailed Writer’s breakup) Feature Writers: -
 - Commentary Writers – Input Box (Numeric)
 - Editorial Writers – Input Box (Numeric)
 - Feature Writers – Input Box (Numeric)
 - Whether the paper subscribes Indian Foreign to any Indian/Foreign features Syndicates? (If so, give their full postal address) – Radio Button (Yes/NO)



- How many persons of categories other than the above are employed by the paper such as Photographers, Cartographers, Cartoonists, Others
 - Photographers - Input Box (Numeric)
 - Cartographers - Input Box (Numeric)
 - Cartoonists- Input Box (Numeric)
 - Other - Input Box (Numeric)
- Is the person in-charge of the editorial side also connected with the management of the paper? – Radio button - (Yes/NO)
- Has he any proprietary interest in the paper? (Please Give Particulars) – radio Button (Yes/NO)

Press Sewa Portal Poonam
Owner/Applicant
poonam_owner@yopmail.com

Application For PART-D
Dashboard > PART-D

Step I **2 Step II** Step III Done

PART-D - STATEMENT REGARDING "DAILY PRESS" PERIODICALS

IV 1. What is the number of persons (Such as news editors, sub-editors and others) employed for editing/processing the news and other reading material? (Please give detailed breakup) Men and Women

News Editor (Men) _____ News Editor (Women) _____ Sub Editor (Men) _____

Sub Editor (Women) _____ Others (Men) _____ Others (Women) _____

2. In addition to regular What is the number of persons Commentary employed for writing Writers comments, opinions editorials and other features stories (Please give detailed breakup)

Commentary Writers _____ Editorial Writers _____ Feature Writers _____

3. Whether the periodical subscribes to any Indian/Foreign features Syndicates? (If so, give their full postal address)

Yes No

4. How many persons of categories other than the above are employed by the paper such as Photographers, Cartographers, Cartoonists, Graphics Designer, Others

Photographers * _____ Cartographers * _____ Cartoonists * _____

Graphics Designer * _____ Others * _____

a. Is the person in-charge of the editorial side also connected with the management of the periodical?

Yes No

b. Does the above person hand any proprietary interest in the periodical? (Please Give Particulars)

Yes No

Back Cancel Save & Next



- On click of “Save & next” button user will be redirected to “Application of Annexure” Step- III page as shown below.

Press Sewa Portal
☰

Poonam
Owner/Applicant
poonam_owner1@yopmail.com

Dashboard
Registration Part A
Registration Part B
Invite Owner
Invite Publisher
Change Password
New Edition
Search Verified Titles

Application For PART-D

Dashboard > PART-D

Step I
Step II
3 Step III
4 Done

PART-D - STATEMENT REGARDING "DAILY PRESS" PERIODICALS

V1. What is the total staff other than journalists employed by the periodical?

General	Advertisement and marketing	Printing
Circulation	Others	

2 a. Ratio of total income derived from Sale/Advertisement(in percentage)

Sales *	Advertisement
---------	---------------

2 b. Ratio of advertisement income derived from Public Sector, Govt./Non Govt. Undertaking(in percentage)

Government	Private
------------	---------

3. What is the percentage of news to Advertisement in the periodical?(in percentage)

News/View on public news	Advertisement
--------------------------	---------------

4. What is the percentage of india based news to foreign news in the paper? (Please estimate on random sample basis)

India based News	Foreign News
------------------	--------------

5 a. Average number of pages per issue **b. Page Area (in sq. cm.)**

6 a. Does the paper devote space to: Daily Weekly Occasional (Please also state if these are daily, weekly or occasional features)

1. Sports	2. Business and Economy	3. Entertainment and Films
4. Art and Culture	5. Politics	6. Environment

6 b. Does the paper have separate beat journalists? If so, give break up for:

Yes No

Back
Cancel
Save & Next

- User will be required to fill below mandatory details in Step – III Form: -



- What is the total staff other than journalists employed by the paper?
 - General – Input Box (Numeric)
 - Advertisement – Input Box (Numeric)
 - Printing– Input Box (Numeric)
 - Circulation– Input Box (Numeric)
 - Others– Input Box (Numeric)
- Ratio of total income derived from Sale/Advertisement (in percentage)
 - Sales– Input Box (Numeric)
 - Advertisement– Input Box (Numeric)
- Ratio of advertisement income derived from Public Sector, Govt./Non Govt. Undertaking (in percentage)
 - Government– Input Box (Numeric)
 - Non-Government – Input Box (Numeric)
- What on an average is the ratio of reading matter to matter Advertisement in the paper?(in percentage)
 - Reading matters– Input Box (Numeric)
 - Advertisement– Input Box (Numeric)
- What on an average is the ratio of home news to foreign news in the paper? (Please estimate on random sample basis)
 - Home News – Input Box (Numeric)
 - Foreign News - Input Box (Numeric)
- Average Number of Pages Per Issue– – Input Box (Numeric)
- Page Area in Sqr cms – Input Box (Numeric)
- Does the paper devote space to: Daily Weekly Occasional (Please also state if these are daily, weekly or occasional features)
 - Sports – Drop Down (List to Load From Masters)
 - Commerce – Drop Down (List to Load From Masters)
 - Film – Drop Down (List to Load From Masters)
 - Arts– – Drop Down (List to Load From Masters)
 - Women– Drop Down (List to Load From Masters)
 - Youth & Children– Drop Down (List to Load From Masters)
- Does the paper have separate journalists? If so, give break up for:- Radio Button – (Yes/NO)
- Post Filling all the required fields user needs to click on “Save & Next” button.



- On click of Save & next button user will be redirected to Annual Application Step – IV page as shown in the below image.

Press Sewa Portal ☰

Poonam
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poonam_owner1@yopmail.com

- [Dashboard](#)
- [Registration Part A](#)
- [Registration Part B](#)
- [Invite Owner](#)
- [Invite Publisher](#)
- [Change Password](#)
- [New Edition](#)
- [Search Verified Titles](#)

Application For PART-D

Dashboard > PART-D

Step I
Step II
Step III
4 Done

PART-D – STATEMENT REGARDING "DAILY PRESS" PERIODICALS

VII. What is the average (circulation) per issue of the periodical for the financial year (April-March)?

1. Circulation within the town of publicat... 2. Circulation within the State/Union Ter... 3. Circulation outside the State/Union T...

VIII. CCIRCULATION GROWTH/DECLINE IN URBAN RURAL AREAS DURING LAST 5 YEARS ON YEARLY BASIS:-

Sr. No	Years	In Urban Area	In Rural Areas
1	2022-2023	Circulation Growth	Circulation Growth
2	2021-2022	Circulation Growth	Circulation Growth
3	2020-2021	Circulation Growth	Circulation Growth
4	2019-2020	Circulation Growth	Circulation Growth
5	2018-2019	Circulation Growth	Circulation Growth

IX.1. Has any new edition(s) of your periodical started during the year? (Please specify town(s) of publication along with the exact date of commencement of such edition(s).)

Yes No

2. Does the owner own any other newspaper(s)/periodical(s)? (Please specify the title, language, periodicity and town of publication of each such paper)

Yes No

3. Has the owner started any other newspaper(s)/periodical(s) during the year? If so, please state the title, periodicity Language, place of publication and circulation of the newspaper(s)/periodical(s) alongwith the exact dates of commencement

Yes No

X. Did the publication of the periodical remain suspended during the year for any period? If so, please indicate the exact date(s) and cause(s) of such suspension(s).

Yes No

XI. GST Number wherever applicable XII. GST Amount in Rupees(paid by the ...

Back
Save as Draft
Submit & E-Sign

Press Registrar General of India Page 28 | 30



- User will be required to fill below given mandatory details in Step – IV form: -
 - Does the paper publish
 - Photos- radio Button (Yes/NO)
 - Cartoons- radio Button (Yes/NO)
 - Maps- radio Button (Yes/NO)
 - Drawings- radio Button (Yes/NO)
 - Graphics- radio Button (Yes/NO)
 - What is the average (circulation) per issue of the paper for the year (April-March)?
 - Circulation within the town of Publication- Input Box (Numeric)
 - Circulation within the state/UT (Excluding town of Publication) - Input Box (Numeric)
 - Circulation outside the state/UT (Excluding town of Publication) - Input Box (Numeric)
 - CIRCULATION GROWTH IN URBAN RURAL AREAS DURING LAST 5 YEARS ON YEARLY BASIS: -
 - Year – List of Year will auto populate.
 - In urban Areas – Input Box (Numeric)
 - In Rural Areas– Input Box (Numeric)
 - Did any new edition(s) of your paper start during the year? (Please specify town(s) of publication along with the exact date of commencement of such edition(s).)- Radio Button (Yes/NO)
 - Does the owner own any other newspaper(s)/periodical(s)? (Please specify the title, language, periodicity, and town of publication of each such paper)- Radio Button – Yes/NO
 - Did the owner start any other newspaper(s)/periodical(s) during the year? If so, please state the title, periodicity Language, place of publication and circulation of the newspaper(s)/periodical(s) along with the exact dates of commencement – Yes/NO
 - Did the publication of the paper remain suspended during the year for any period? If so, please indicate the exact date(s) and cause(s) of such suspension(s).- Radio Button -Yes/NO
 - GST Number Wherever application – Input Box (Alphanumeric)
 - GST Amount in Rupee (paid by the Publisher/owner) – Input Box (Numeric)
- User will click on “Submit & E-Sign” Button to submit the Annual Statement E-Filing application.
- Once the User Clicks on “Submit & E-Sign” Button he/she is redirected to E-Sign page, where authentication authority can apply for E-Sign via “Aadhar number”, “Virtual ID”, “UID Token” as shown in the below image.



You are currently using C-DAC eSign Service and have been redirected from



CDAC's e-Sign Service

View Document Information

Aadhaar Number Virtual ID UID Token [Get Virtual ID](#)

Aadhaar TOTP Aadhaar OTP [How to generate TOTP?](#)

- User E-Sign the Document using valid process through OTP Generation.
- Post E-Sign Successful will be redirected to his/her dashboard post successful E-Sign of the document.

Note: -

- If the periodicity of a Publication is Daily, user will be required to fill all the annexure.
- If the Circulation of any Publication is $\Rightarrow 2000$ then CA details are mandatory.
- Once the application is e-signed by the publisher, it will not be the final submission to PRGI. The application will go to the selected CA and will be considered as final submission only after e-signing by the CA.