



# Press Registrar General of India



## Web-Application User Manual

Version 1.0

March 28th'2024

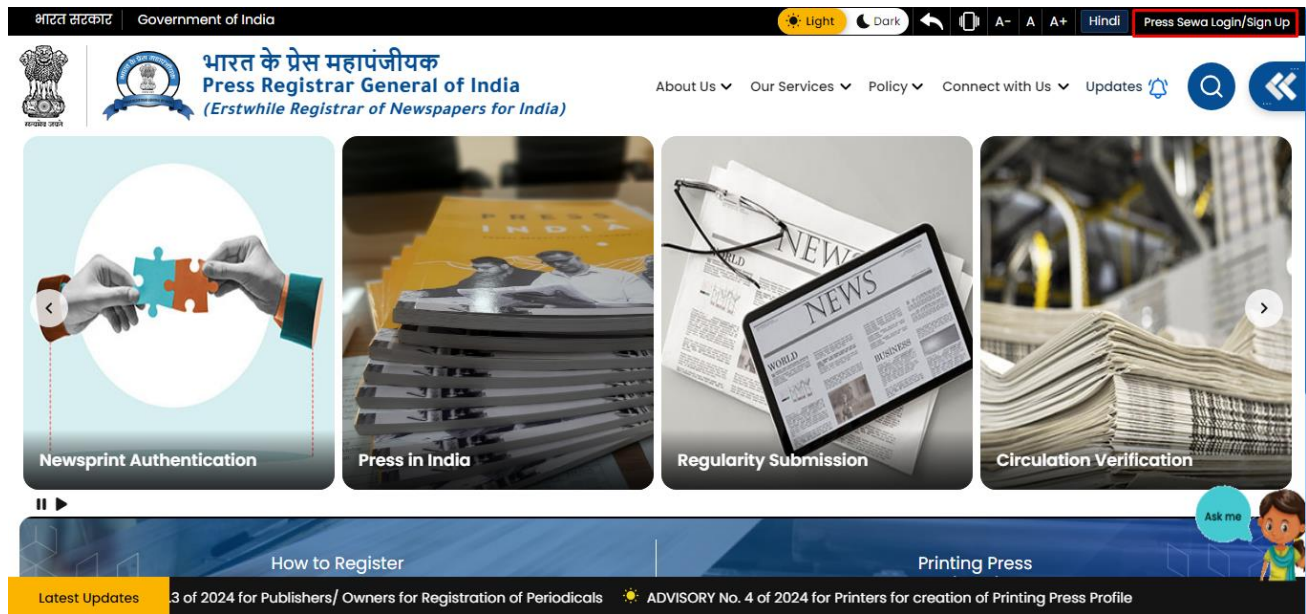
[\(https://pressewa.prgi.gov.in/\)](https://pressewa.prgi.gov.in/)

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

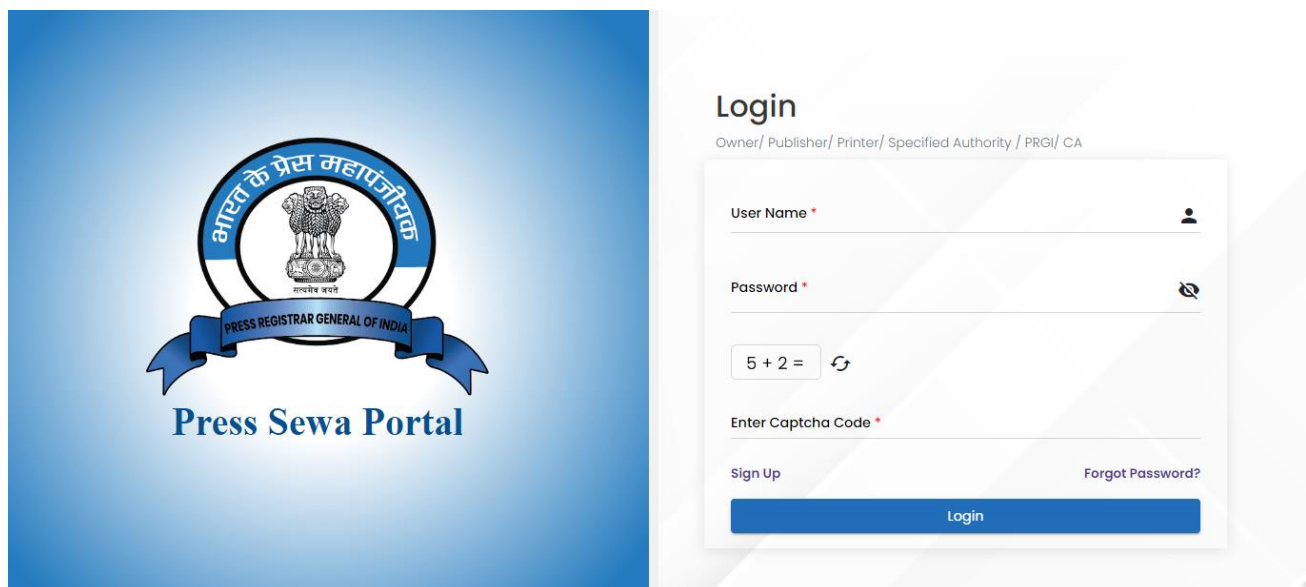


## 1 Pay Annual Statement Penalty

- User can check and make the outstanding penalty amount for a title 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 figure.

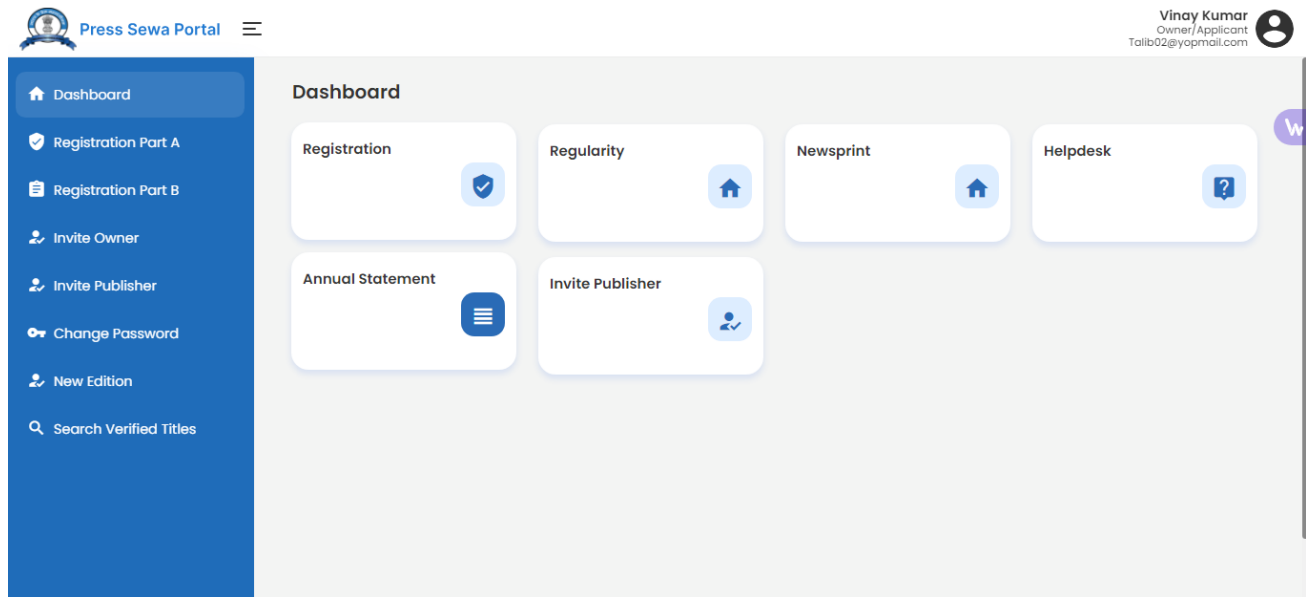


- On Click of “Press Sewa Login/Sign-Up, User will be redirected to PRGI application portal page as shown in the below figure.

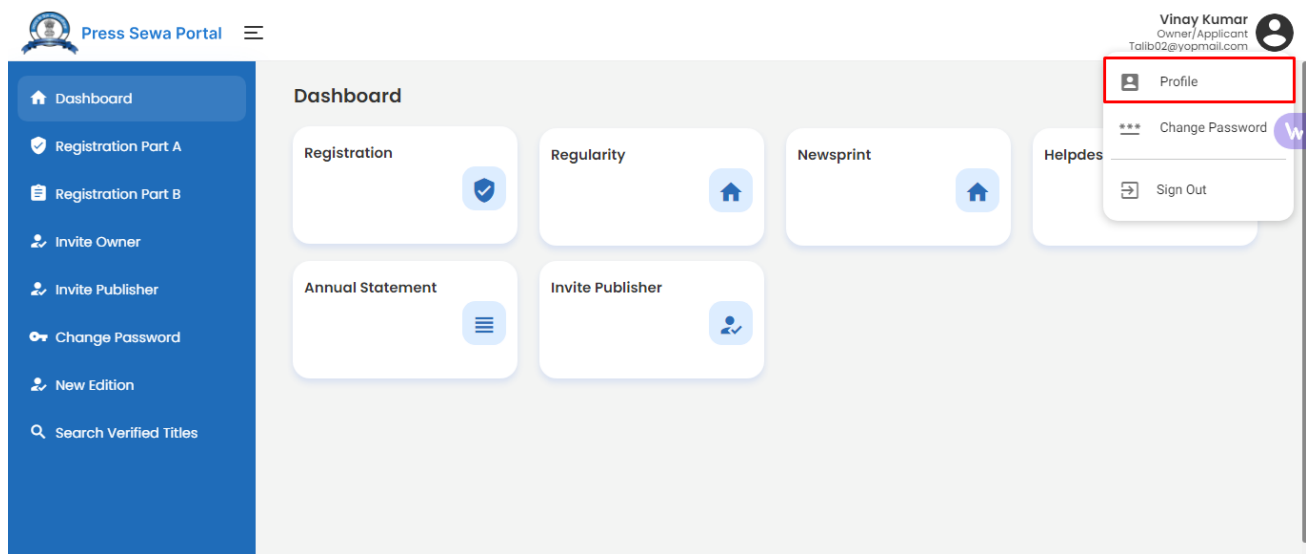




- Users will login using a valid Login ID & password and click on Login button.
- On successful login user will be redirected to his/her dashboard as shown in the below figure.



- User needs to map his/her previously registered title to make the penalty payment of Annual statement, user can do the same by visiting his/her profile page as shown in the below figure.







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

The screenshot shows the user profile page on the Press Sewa Portal. The user is Vinay Kumar, an Owner/Applicant with the email kuldeep11@yopmail.com. The status is 'Active'. A declaration checkbox is checked. The 'Previous Data Mapping' button is highlighted with a red box. Below it, there are two dropdown menus: 'Registration' and 'Title Verification'. At the bottom right, there are 'Close' and 'Update' buttons.

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

This screenshot is identical to the one above, showing the user profile page. The 'Previous Data Mapping' button is highlighted with a red box, indicating the next step in the process.



- On Click of “Previous Data Mapping” button a pop-up window will open as shown in the below figure.

### Previous Data Mapping

Owner Name \*  
Vinay Kumar

Publication state \*  
Uttar Pradesh

Search

Registration

Sr. No.	Registration Name	Title Code	Periodicity	Language	Owner Name	Place of Publication
No record found						

Confirm

- Applicant/Owner will be able to view previous registered title in his/her name in the profile section only as shown below.

Press Sewa Portal

Vinay Kumar  
Owner/Applicant  
kuldeep11@yopmail.com

### Previous Data Mapping

Owner Name \*  
Vinay Kumar

Publication state \*  
Uttar Pradesh

Search

Registration

Sr. No.	Registration Name	Title Code	Periodicity	Language	Owner Name	Place of Publication	
<input type="checkbox"/>	1	VIVART	UPHIN39904	Half Yearly	Hindi	VINAY KUMAR DIWEDI	Rae Bareli
<input type="checkbox"/>	2	POORVANCHAL UDAY	UPHIN41922	Weekly	Hindi	VINAY KUMARI SINGH	Varanasi
<input type="checkbox"/>	3	SANKALP TARU	UPHIN42266	Weekly	Hindi	VINAY KUMAR HARSH	Kanpur Nagar

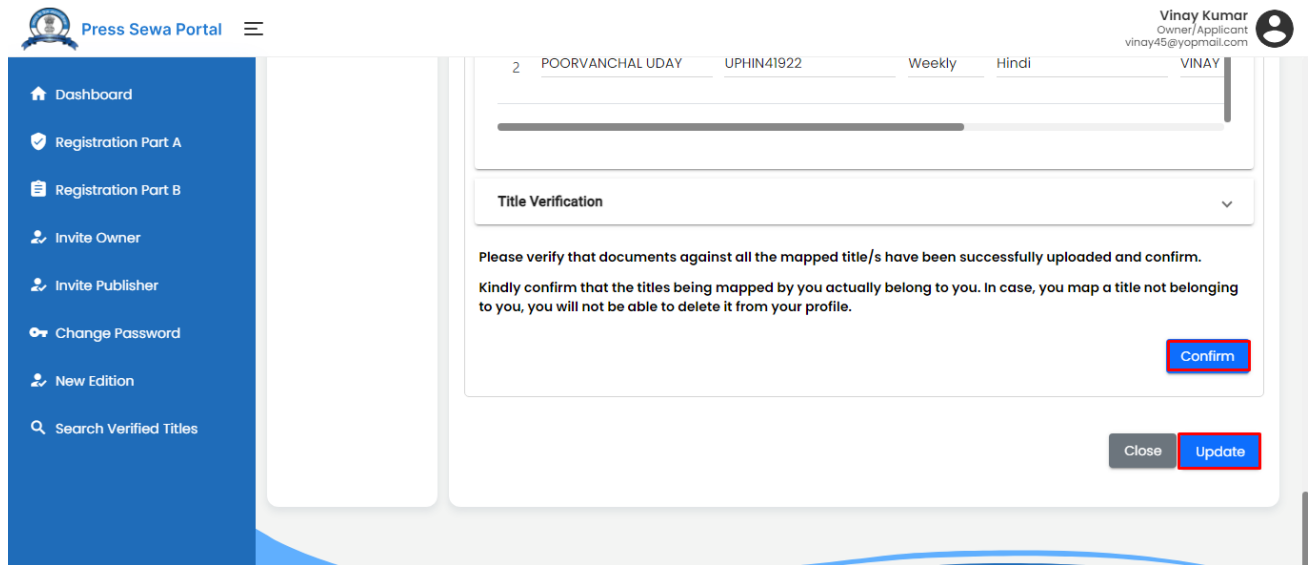
Confirm

No record found

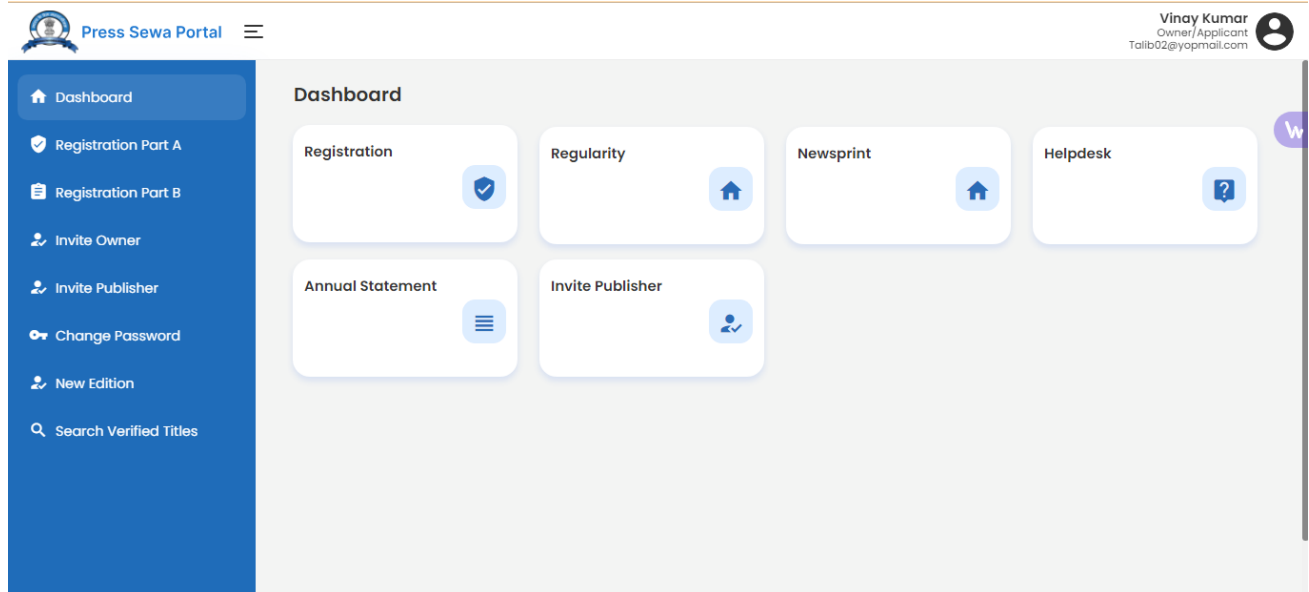
Upload Registration Certificate



- Post filling all the mandatory field click on confirm and Update button as shown in the below figure to save the changes in my profile section.

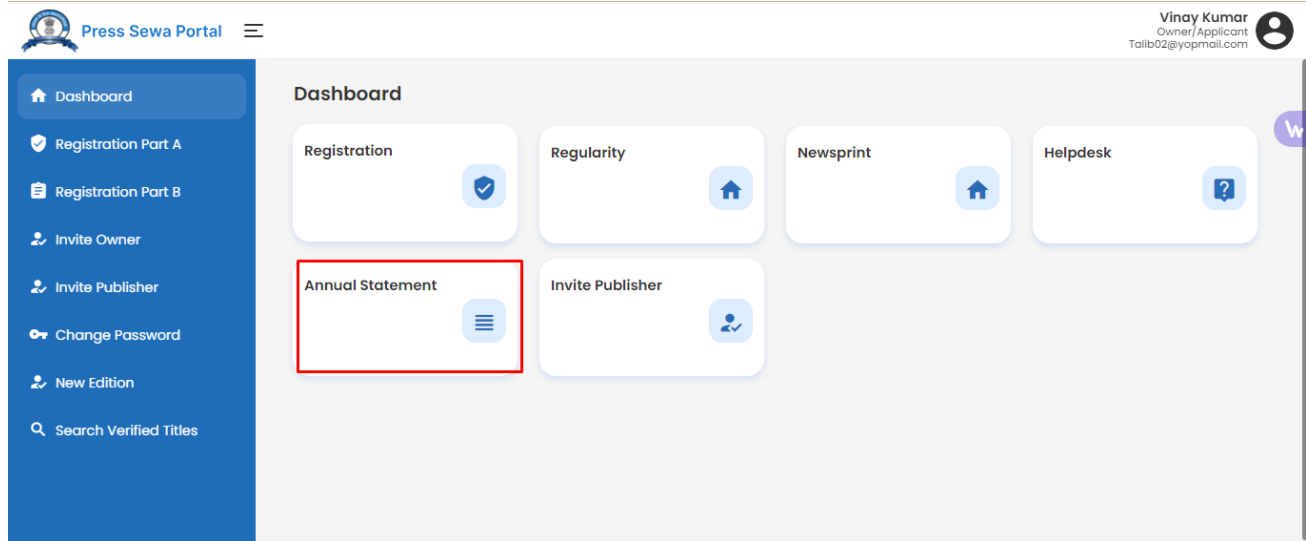


- Post updating the profile user will be redirected to his/her dashboard as shown in the below image.

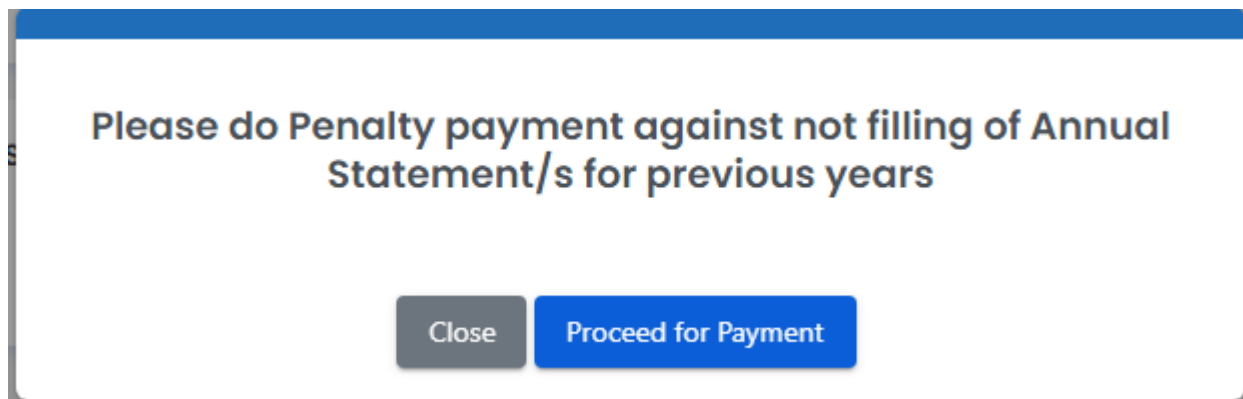




- To make penalty payment of a title User needs to click on “Annual Statement” tile as shown in the below figure.

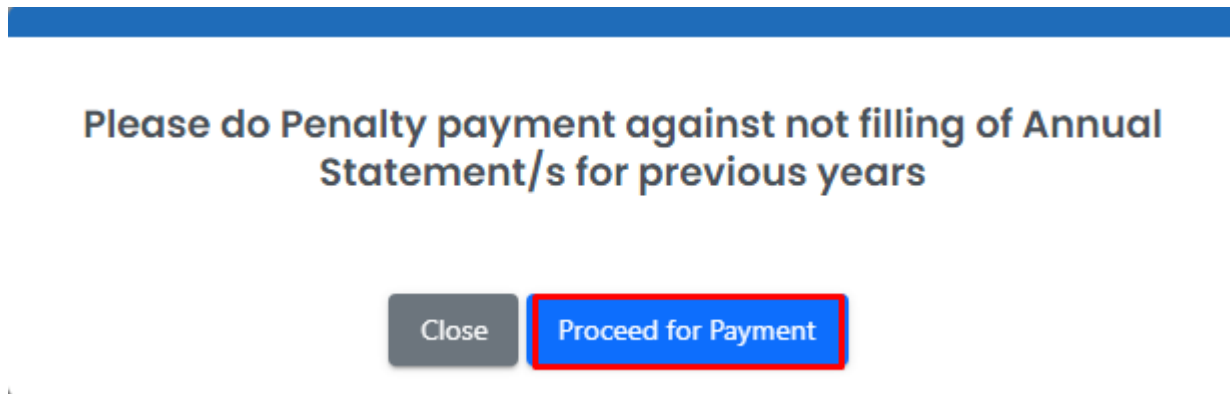


- On Click of Annual Statement tile user will get a pop-up message as shown in the below figure.

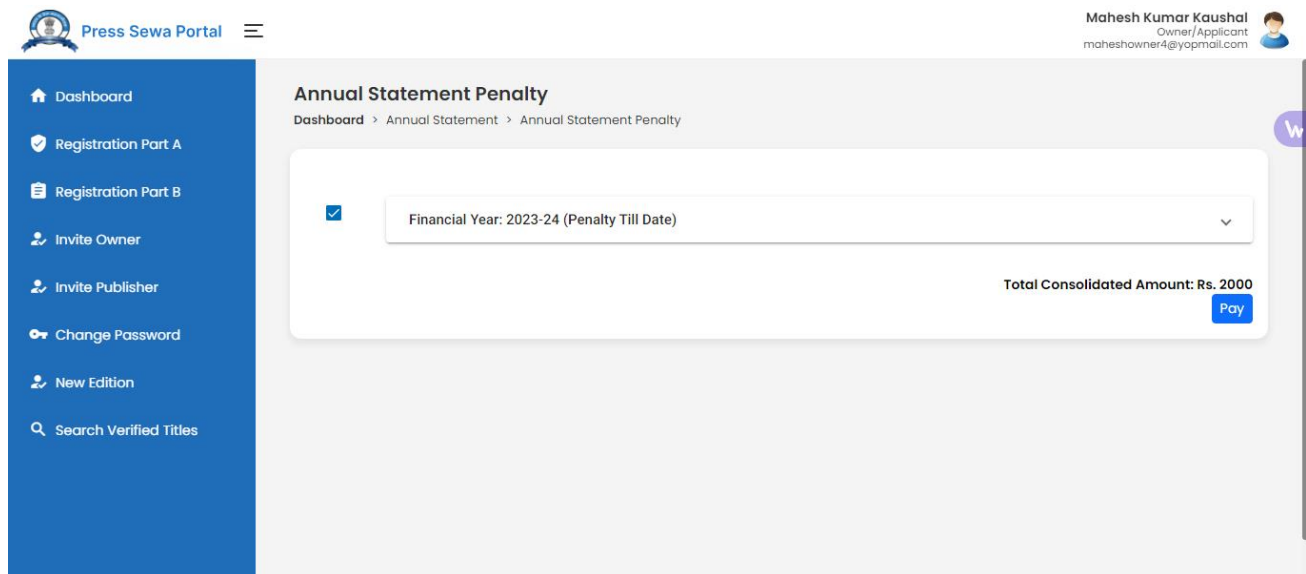




- User needs to click on “Proceed for payment” as shown in the below figure.



- On Click of view “Annual Statement Penalty” tile user will be redirected to Annual Statement Penalty payment page as shown in the below image.



- User can view the financial year for which Annual Statement penalties are pending for a title as shown in the below image.



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

### Annual Statement Penalty

Dashboard > Annual Statement > Annual Statement Penalty

Financial Year: 2023-24 (Penalty Till Date) ⌵

Total Consolidated Amount: Rs. 2000 Pay

- Users can view the details of the title for which annual statement is pending for a Financial Year by clicking on down arrow available as shown in the below image.

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

### Annual Statement Penalty

Dashboard > Annual Statement > Annual Statement Penalty

Financial Year: 2023-24 (Penalty Till Date) ⌵

Total Penalty: 2000 Pay

Sr. No.	Registration No.	Title Name	Annual Statement File Status	Pay	Penalty	Status	Action
1	67925		File	<span>Pay</span>	2000	N/A	<span>Raise Concern</span>

Total Consolidated Amount: Rs. 2000 Pay



- User Can raise a concern for a title if in case they have already made the payment, but it is still showing in the list view by clicking on “Raise Concern” button available as shown in the below image.

Financial Year: 2023-24 (Penalty Till Date) ^

Total Penalty: 2000 Pay

Sr. No.	Registration No.	Title Name	Annual Statement File Status	Pay	Penalty	Status	Action
1	67925		File	<span>Pay</span>	2000	N/A	<span>Raise Concern</span>

Total Consolidated Amount: Rs. 2000 Pay

- Users can make payment for a pending penalty for an title by clicking on “Pay” button available as shown in the below image.

Press Sewa Portal ☰

Mahesh Kumar Kaushal  
Owner/Applicant  
maheshowner4@yopmail.com

### Annual Statement Penalty

Dashboard > Annual Statement > Annual Statement Penalty

Financial Year: 2023-24 (Penalty Till Date) ^

Total Penalty: 2000 Pay

Sr. No.	Registration No.	Title Name	Annual Statement File Status	Pay	Penalty	Status	Action
1	67925		File	<span>Pay</span>	2000	N/A	<span>Raise Concern</span>

Total Consolidated Amount: Rs. 2000 Pay



- On Click of “Pay” button user will be redirected to Bharatkosh Payment gateway page as shown in the below image.

Payment Mode Online						
<b>Depositor's Details</b>						
Name	Mahesh Kumar Kaushal					
Address 1	KBHB BASNI JODHPUR		Address 2			
City	Jodhpur	District	Rajasthan			
State	Rajasthan	Country	--			
Pincode/Zipcode	342005	Email	maheshowner4@yopmail.com			
Mobile No. (+91)	9990999012					
TAN		TIN				
<b>Purpose Details</b>						
Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	INFORMATION and BROADCASTING	PAO(Main Sectt.), Ministry of Information & Broadcasting, New Delh[027667]	REGISTRAR OF NEWSPAPERS FOR INDIA,NEW DELHI.[227671]	Penalty of non submission of Annual Statement RNI ,	One Time	2000
				INR two thousand only		Total::2000

- Users may validate the pre-filled information before making the penalty payment.
- Post Validating the information user needs to confirm the details by clicking on “Confirm” button as shown in the below figure.

Address 1	KBHB BASNI JODHPUR		Address 2			
City	Jodhpur	District	Rajasthan			
State	Rajasthan	Country	--			
Pincode/Zipcode	342005	Email	maheshowner4@yopmail.com			
Mobile No. (+91)	9990999012					
TAN		TIN				
<b>Purpose Details</b>						
Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	INFORMATION and BROADCASTING	PAO(Main Sectt.), Ministry of Information & Broadcasting, New Delhi[027667]	REGISTRAR OF NEWSPAPERS FOR INDIA,NEW DELHI.[227671]	Penalty of non submission of Annual Statement RNI ,	One Time	2000
				INR two thousand only		Total::2000

- User needs to selects the payment gateway through which he/she would be making payments by selecting bank type as shown in the below figure.



**Payment Gateway**

The payment can be made by a depositor using all Indian Credit Cards or Debit Cards (except Diners Club Card) and also via the Internet Banking of banks through the any Payment Gateways available below. The payment via American Express Credit Card (AMEX) can be made through SBI ePay payment gateway

**Payment through RuPay Credit Card and UPI mode is available through Kotak Bank, HDFC Bank, SBIePay and Bank of Barod**

<input type="radio"/> <b>FEDERAL BANK</b> Success Rate 100.00 %	<input type="radio"/> <b>AXIS BANK</b> Success Rate 81.71 %	<input type="radio"/> <b>SOUTH INDIAN Bank</b> Success Rate 0.00 %	<input type="radio"/> <b>ICICI Bank</b> Success Rate 0.00 %	<input type="radio"/> <b>HDFC BANK</b> Success Rate 0.00 %
<input type="radio"/> <b>Pay Gov India</b> Success Rate 0.00 %	<input type="radio"/> <b>State Bank of India Bank</b> Success Rate 0.00 %	<input type="radio"/> <b>SBIePay</b> Success Rate 0.00 %	<input type="radio"/> <b>Kotak</b> Success Rate 0.00 %	<input type="radio"/> <b>AS. JAIN &amp; CO. (Bank of Barod)</b> Success Rate 0.00 %

Note: Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.

Net banking   Debit card   Credit card   UPI

- Post Selection of Bank, user needs to select the payment mode through which he/she is opting to make payment from the available options as shown in the below figure.

Net banking   Debit card   Credit card   UPI

- Post selecting the payment mode user needs to enter the dynamic captcha available for security reasons as shown in the below figure.

Net banking   Debit card   Credit card   UPI

Enter the letter shown   Enter the letter shown   **husLif**   [Get a new Captcha](#)

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes

- Post filling the captcha user needs to select the declaration check box available as shown in the below figure.



## Owner/Applicant/Publisher – User Manual


After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

**Disclaimer** In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as FailRef, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

I acknowledge and confirm that I have read and agree to the [Terms And condition](#).

- Post entering all the necessary details user should click on "Pay" Button available as shown in the below image.

Enter the letter shown   [Get a new Captcha](#)

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

**Disclaimer** In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as FailRef, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

I acknowledge and confirm that I have read and agree to the [Terms And condition](#).



- On click of “Pay” button user will be redirected to chosen payment mode page as selected.

The screenshot shows a payment interface for 'INFORMATION And BROADCASTING -(020)'. The header includes a logo and the text 'Pay Within - 08:10'. The main content area is divided into two columns. The left column displays 'Receipt No 2703240088554' and a 'UPI' section with the text 'Pay using BHIM, Tez and other UPI apps'. The right column shows 'Amount payable is ₹ 2000.00' and a 'Pay with UPI' section with an input field for 'Enter Your VPA', a 'VERIFY' button, a 'Cancel' button, and a 'PAY NOW' button. At the bottom, there are logos for VISA, Mastercard, and iDcompliant.

- Post making the payment user will be redirected to the Annual Statement list page with a message of “Successful payment.”
- On Successful payment user will get a Payment successful screen as shown in the below screen. User can also download the Receipt by clicking on Download icon.

**Payment Successful**

**Registration No./ ARN No. :** R/DL/MUL/9182/861789; R/DL/MUL/0000018

**Mobile No. :** 9999999912

**Payment Head :** Penalty for non submission of Annual Statement PRGI

**Email ID :** aarush.mishra2@yopmail.com

**Amount Paid(Rs.) :** 2000

**Transaction No. :** 171162019130403202428153311

**Status :** SUCCESS

**Close** **Print**



- On click of Download icon payment receipt will be downloaded as shown in the below figure.

