



Press Registrar General of India



Web-Application User Manual

Version 1.0

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

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1 Introduction

1.1 Purpose

This document presents a detailed description with screens for the Printer Module of Press Sewa Portal (PRGI). It will give the Keeper (Owner/Manager of Printing Press) an idea of the standard approach to be taken while working on the website.

1.2 Scope

The scope of the website user manual is to inform the user about the following: -

- Printer Signup
- Printer Approving\Rejecting Title Registration Request

1.3 Glossary

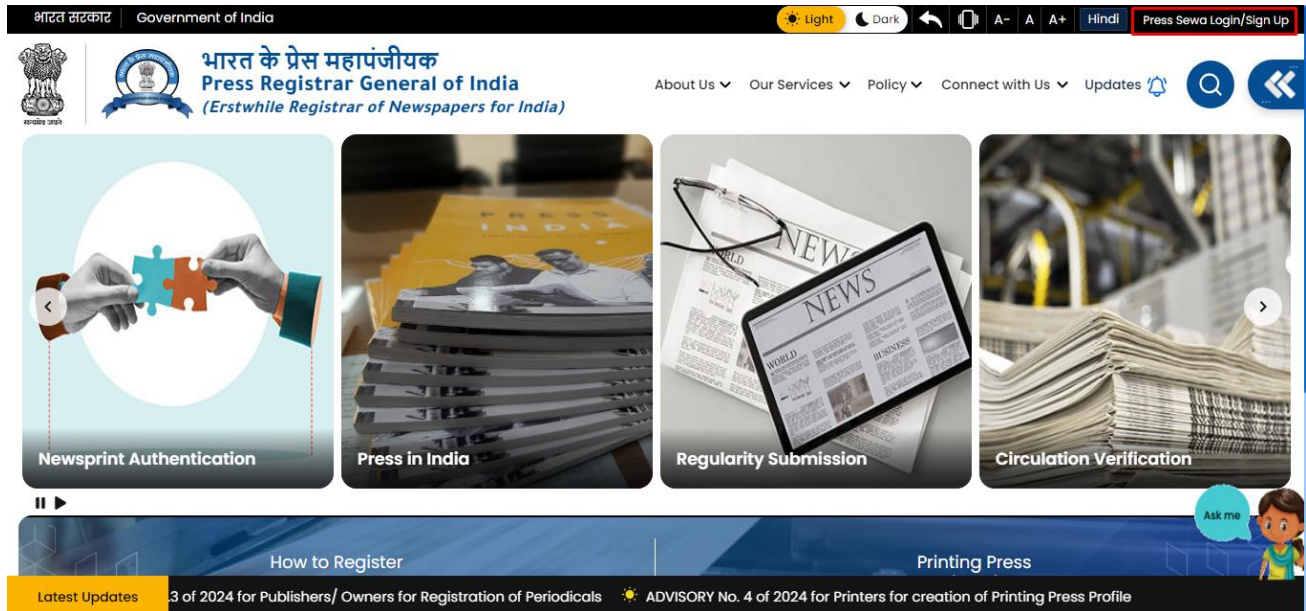
Term	Definition
Owner	Owner of any Verified Title
Publisher	Person that prepares and issues books, journals & Newspaper
Printer	Owner Of Printing Press in case of Individual Ownership and Keeper/ Manager of Press in case of Non -Individual Ownership
PRGI	Press Registrar General of India
DM/SA	Specified Authority



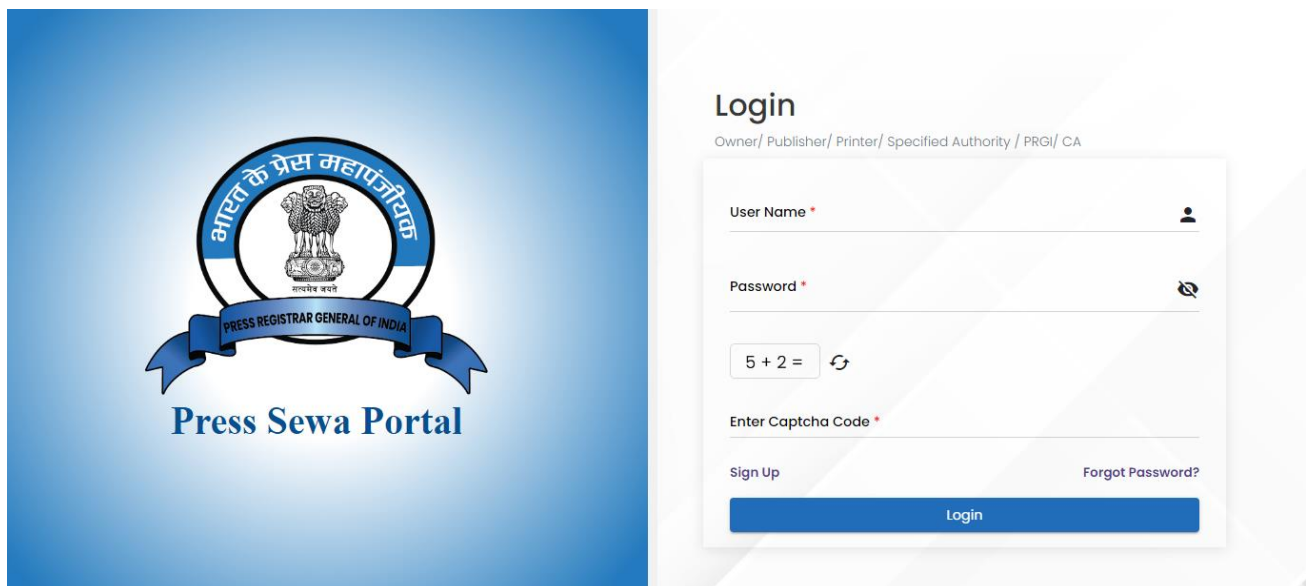
2 Printer Sign-up

The printer can sign up for the portal by following below steps: -

- Go to PRGI's 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 below.



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





User Manual for Keeper

- Printers can Sign up in the PRGI Portal by clicking on the Signup link on the login page, as shown in the figure below.

Press Sewa Portal

Login

Owner / Publisher / Printer / Specified Authority / PRGI / CA

User Name *

Password *

6 + 6 =

Enter Captcha Code *

Sign Up [Forgot Password?](#)

Login

- This will re-direct the user to the Signup details Page where the required details are to be filled.

Press Sewa Portal

Sign Up

User Type *

Date of Birth / Date of Incorporation *

Email ID * [Generate OTP](#)

In case of Govt. Organization, please register with your official email id (e.g. xyz@gov.in or xyz@nic.in)

OTP

Mobile Number * [Generate OTP](#)

OTP

Password * [Generate OTP](#)

Minimum eight characters, at least one uppercase, one lowercase, one number and one special character

Confirm Password *

Sign Up

- The user is required to fill up the following fields:
 - User Type (Keeper) (Select from Dropdown values)
 - Date of Birth/Date of Incorporation – Select the date from the Calendar
 - Email ID (to be verified by filling the OTP sent to the registered email address)
 - Mobile No (to be verified using OTP sent on the registered mobile number)
 - Create Password (Alphanumeric)
 - Confirm Password (Alphanumeric)



User Manual for Keeper

- Click on Sign-up button to register yourself as a keeper as shown in the below figure.

The screenshot shows the registration form for the Press Sewa Portal. The form is titled 'Press Sewa Portal' and features the logo of the Press Registrar General of India. The registration fields are as follows:

- User Type ***: A dropdown menu.
- Date of Birth /Date of Incorporation ***: A date selection field.
- Email ID ***: A text input field with a 'Generate OTP' button. A note below states: 'In case of Govt. Organization, please register with your official email id (e.g. xyz@gov.in or xyz@nic.in)'. There is also a 'Generate OTP' button to the right.
- OTP**: A text input field.
- Mobile Number ***: A text input field with a 'Generate OTP' button to the right.
- OTP**: A text input field.
- Password ***: A text input field with a visibility toggle icon. A note below states: 'Minimum eight characters, at least one uppercase, one lowercase, one number and one special character'.
- Confirm Password ***: A text input field.

At the bottom of the form, there is a red-bordered 'Sign Up' button and a 'Continue to Login' link.

- Printer can log into his/her account by using the same credentials (Email ID & password) that he/she used during the signup process.
- Post successful login Printer will be redirected to his/her profile section to fill the required information as shown below.

Press Sewa Portal

Printer/Keeper
Sameer04@yopmail.com

Dashboard

Update Profile

Publisher Requests

My Press

Printer Profile

Dashboard > Printer Profile

Nature of Ownership*
 Individual Non Individual

Owner / Organization Name * **Photograph of the Printer ***
Only JPG, JPEG, PNG and maximum 300 KB Size allowed.

Address * **Pincode ***

State * **District ***

City * **E-mail ID**
Sameer04@yopmail.com

Mobile No.
7893244578

Date of Birth of Owner/Date of Incorporation
03/02/2002

Upload Owner DOB / DOI Document *
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.

PAN Number * **Upload PAN Card Copy**
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.

GST Number * **GST Certificate (Please Upload if Available)**
GST number format is 22AAAAA0000A1Z, where 22 is the state code, AAAA0000A 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.
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.

Whether a Citizen of India*
 Yes No

Nationality *
Indian

Court Case(s) *
 Yes No

Close Update

- Printer Needs to fill the below mentioned mandatory fields: -
 - Nature of Ownership- Individuals to be selected if the press is owned by a single person. Non-individual option is to be selected if the Press is owned by a company/ trust etc.
 - Owner/Organisation Name – Name as per GST / PAN card or any other valid id
 - Photograph of Printer – upload file (Only JPG, JPEG, PNG and maximum 300 KB Size allowed)
 - Address : Exact address where the Printing Machinery is installed (not the corporate office or branch office)
 - Pin code: The exact pin code of the address where the Printing Machinery is installed
 - State: Will be auto-filled from Pincode
 - District: Will be auto-filled from Pincode
 - City: Will be auto-filled from Pincode
 - Mobile Number (Auto Populates) Will be auto-filled from pin-code
 - Email ID (Auto Populates) (Data is captured while filling the Signup Page)
 - Date of Birth of Owner/Date of Incorporation – Auto Populates



User Manual for Keeper

- Upload DOB/DOI Document – Upload File (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed. Please upload anyone: Driving Licence, PAN, Voter ID or any other certificate issued by Govt. bodies)
 - Pan card Number:
 - Upload Pan Document – Upload File (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.)
 - GST Number: As per GST certificate
 - Upload GST Certificate Document – Upload File (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.)
 - Whether a Citizen of India – Radio Button (Yes/No)
 - Nationality – Drop Down (By default Indian)
 - Court Case – Radio Button (Yes/No)
 - In case of court case selection is yes, details are to be provided with the case number, court name and brief of the case.
- Post Filling all the mandatory fields Printer needs to click on “Update” button as shown in the below figure.

Press Sewa Portal

Printer/Keeper
Sameer04@yopmail.com

Yes No

Share-Holding Pattern in the Ownership (Individual)

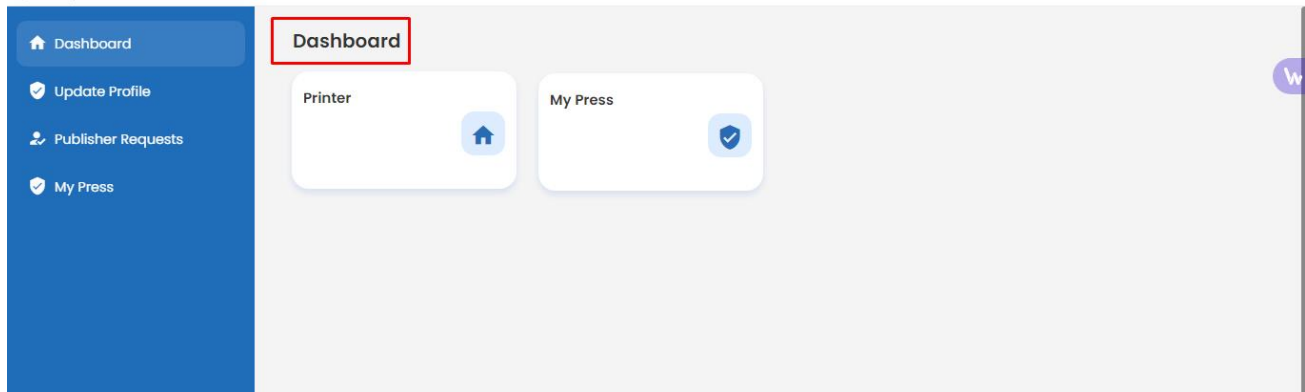
Sr. No.	Name	Address	Position	Share Value	Relation
1	Sagar Printing Press	A-13	Owner	100	Self

+ Add

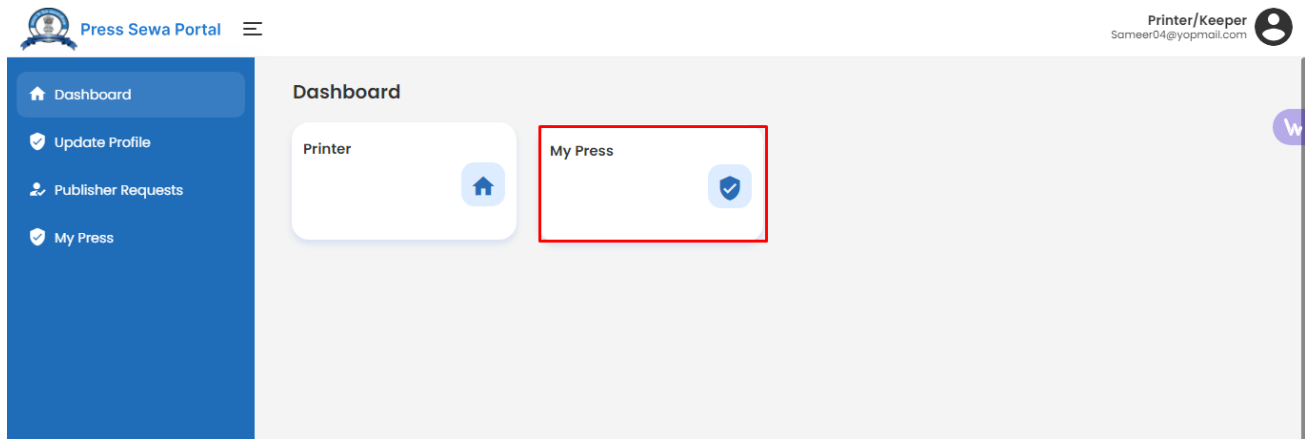
Court Case(s)*
 Yes No

Close Update

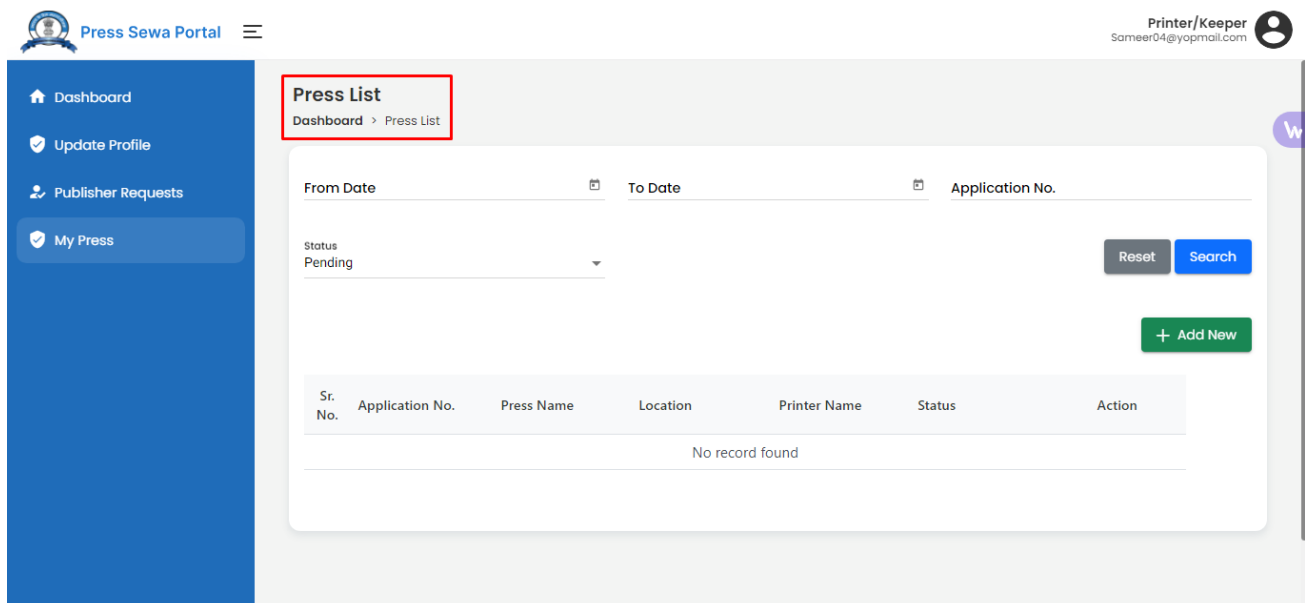
- Post Updating the profile user will be redirected to his/her dashboard as shown in the below figure.



- Printer needs to update his/her press details by clicking on “My Press” tile available on dashboard as shown in the below figure.

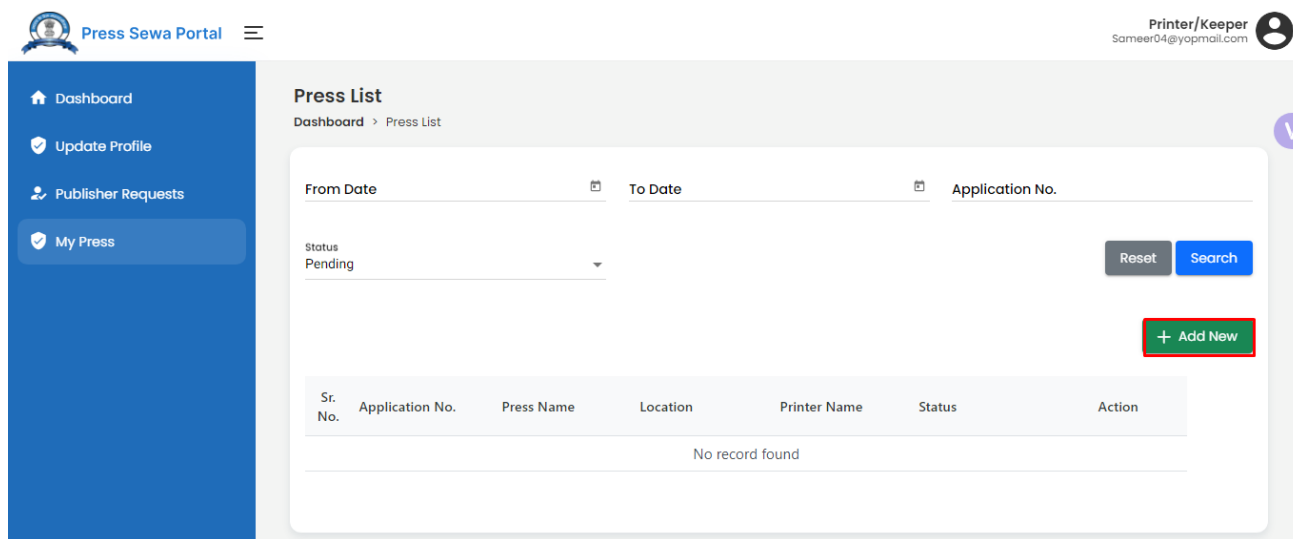


- On click of “My Press” tile user will be redirected to My press Details Page as shown in the below figure.





- The printer can Add a press to his/her account by clicking on the “Add” button available on the My Press List page, as shown in the figure below.



- On click of “Add” button user will be redirected to Add Press page as shown in the below figure.



- Dashboard
- Update Profile
- Publisher Requests
- My Press

Add Press

Dashboard > Add Press

Part A: Details of Printer

Nature of Ownership <input checked="" type="radio"/> Individual <input type="radio"/> Non Individual	Printer's Name (As per Aadhaar card) Sagar Printing Press	Photograph of the Printer screencapture-presssewa-prgi-gov-in-2024-03-04-11_40_45.png
Address A-13	Pincode 201014	State Uttar Pradesh
District Ghaziabad	City Ghaziabad	Email ID Sameer04@yopmail.com
Mobile No. 7893244578	Owner Date of Birth / Date of Incorporation 03/02/2002	Upload Owner DOB / DOI Document screencapture-presssewa-prgi-gov-in-2024-03-04-11_40_45.png
PAN No. UINHJ7678Y	Upload PAN Card Copy screencapture-presssewa-prgi-gov-in-2024-03-04-11_40_45.png	GST Number IOAABCU9395JIZ9
GST Certificate (Please Upload if Available) screencapture-presssewa-prgi-gov-in-2024-03-04-11_39_28.png	Whether a Citizen of India <input checked="" type="radio"/> Yes <input type="radio"/> No	Nationality Indian

Share-holding pattern in the Ownership (Individual/Non-Individual)

Sr. No.	Name	Address	Position	Share Value	Relation	Upload Document
1	Sagar Printing Press	A-13	Owner	100	Self	screencapture-presssewa-prgi-gov-in-2024-03-04-11_37_45.png

Court Case/s

Yes No

Details of the Court Case/s

Sr. No.	Court Name	Case No.	Details
No record found			

Part B: Details of Printing Press and Machinery

Printing Press Details

Name(s) of the printing press(es) *

Address of the Premises on which the Printing Press is installed *

Pincode * State * District *

City *

Upload Section IV

Only .jpg, .jpeg, .png, .pdf, .max: 300 KB file allowed.
Increase if Press already declared under Section IV under FRB Act 1987.

Keeper Details for this Press

Name of Keeper (Printer) * Email ID * Mobile No. *

Pincode * State * District *

City *

Sr. No.	Machine type	Machine Model	No. of Tower in - Machinery Details	Capacity (Copies/Hr)	Power Rating(KVH)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add

Periodicals being Printed by this Press

Previous Data Mapping

Sr. No.	Registration No.	Title Code	Publisher Name	No. of Copies	Action
No record found					

Close Save E-Sign & Submit

- My Press page has two sections Namely Part A & Part B, Part A details gets auto populated from Printer Profile. User needs to update Information in The Part B as mentioned below: -
 - Name of Printing Press – Input Field (Alphabets)



- Address of the Premises on which the Printing Press is installed- Input Box (Alphanumeric)
 - Pin code – Input Box (Numeric)
 - State- Drop Down (Auto populates based on the Pin code entered)
 - District- Drop Down (Auto populates based on the Pin code entered)
 - City – Input Box (Alphabets)
 - Upload Section IV document – Upload File (Only JPG, JPEG, PDF, PNG max: 300 KB Size allowed. In case if Press already declared under Section IV under PRB Act 1867.)
 - Name of Keeper - Input Field (Alphabets)
 - Email Id – Input Field (Alphanumeric)
 - Mobile Number – Input Field (Numeric)
 - Pin code – Input Box (Numeric)
 - State- Drop Down (Auto populates based on the Pin code entered)
 - District- Drop Down (Auto populates based on the Pin code entered)
 - City – Input Box (Alphabets)
 - Machine Type – Input Box (Alphabets).
 - Machine Model - Input Box (Alphanumeric).
 - No. of Tower in - Machinery Details - Input Box (Numeric)
 - Capacity (Copies/Hr) - Input Box (Numeric)
 - Power Rating (KWH)- Input Box (Numeric)
 - Photograph of Machinery – Upload file (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed).
- Printer can also map Title for which he/she is printing currently by providing details in “Periodicals Being Printed by this press”.
 - User needs to click on “Previous Data Mapping” button to map title to his/her profile.

Periodicals being Printed by this Press Previous Data Mapping

Sr. No.	Registration No.	Title Code	Publisher Name	No. of Copies	Action
No record found					

Close Save E-Sign & Submit



- A pop-up screen with the printing press name (with same name and already present in PRGI database) and registered title will populate with reference to the printing press name and State entered. User will have to select all his printing presses. In some cases if the same press is mentioned as XYZ offset and XYZ printers, user will have to select all the Presses which are under his ownership/ management. In case user does not map his presses which are present in the PRGI database, there are chances that some other user can map them).

Printing Press and Title Details ✕

Printing Press Name Nutan Printing Press	State Uttar Pradesh	District Ghaziabad
---	------------------------	-----------------------

	Printing Press Name	Address	State	District
<input checked="" type="checkbox"/>	NUTAN PRINTING PRESS	MALIWADA, GHAZIABAD, UTTAR PRADESH	UTTAR PRADESH	GHAZIABAD
<input checked="" type="checkbox"/>	NUTAN PRINTING PRESS	MALI WARA, GHAZIABAD, (U.P.)	UTTAR PRADESH	GHAZIABAD

Presently following Newspapers/Periodicals are being printed at this Printing Press

	Title Name	Title Code	Registration No.	Periodicity
<input type="checkbox"/>	VYAPARI SHANKHNAD		UPHIN/2004/14744	WEEKLY
<input type="checkbox"/>	DEEKSHA YUG		UPHIN/2008/27215	WEEKLY

Close
Confirm

- After filling out all the mandatory fields, the Printer needs to click on the “Submit & forward” button, as shown in the figure below.

🏠 Dashboard
🛡️ Update Profile
👤 Publisher Requests

Sr. No.	Making Year	Model	Serial Number	Printing Capacity/Hours	Delete
1	2007	VFTYIFUGIUH	STTGJ1765	45000	

+ Add

Presently following Newspapers/Periodicals are being printed at this printing press

Sr. No.	Title	Periodicity	Registration Number	Status	Action
No record found					

+ Add



- After filling out all the mandatory details, the printer needs to E-Sign and Submit the details of his/her Press by clicking on the “E-Sign & Submit” button, as shown in the figure below.

The screenshot shows the 'Press Sewa Portal' interface. On the left is a navigation menu with options: Dashboard, Update Profile, Publisher Requests, and My Press. The main content area has a header with 'Printer/Keeper' and an email address. Below this is a table for machinery details with columns: No. of Tower in - Machinery Details, Capacity (Copies/Hr), Power Rating(KVH), Photograph of Machinery, and Delete. A file upload area is present with a note: 'Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.' Below the table is a section titled 'Periodicals being Printed by this Press' with a 'Previous Data Mapping' button. A table below this section has columns: Sr. No., Registration No., Title Code, Publisher Name, No. of Copies, and Action. The table currently shows 'No record found'. At the bottom right are buttons for 'Close', 'Save', and 'E-Sign & Submit'.

- On click of “E-Sign &Submit” button user gets redirected to E-Sign page as shown in the below figure.

The screenshot shows the 'CDAC's e-Sign Service' page. At the top, it says 'You are currently using C-DAC eSign Service and have been redirected from' followed by logos for the Ministry of Electronics and Information Technology, Digital India, and CDAC. The main form is titled 'View Document Information' and has three radio buttons: 'Aadhaar Number' (selected), 'Virtual ID', and 'UID Token'. There is a 'Get Virtual ID' link. Below this is a text input field for the Aadhaar number. The second section has radio buttons for 'Aadhaar TOTP' and 'Aadhaar OTP' (selected), with a 'How to generate TOTP?' link. There is a text input field for the Aadhaar OTP. At the bottom are 'Get OTP' and 'Cancel' buttons.

- User will have to e-sign the Document using his Aadhar Card.
- The printer will be redirected to his/her dashboard after the successful E-Sign of the document.
- Post E-Signing, the document applications get forwarded to the RNI Department (SO) for approval.



2.1 Title Registration Request Approval by Printer

The printer can sign in to his/her account by following below steps: -

- Click on the URL www.pressewa.prgi.gov.in
- You will be redirected to the Press Sewa Portal.
- Click on the Registration module or Login/Signup button present at the top right corner of the website.
- This will redirect the user to the login page, as shown in the below figure.



Login

Owner/ Publisher/ Printer/ DM Office/ PRGI/ CA

User Name *



Password *



10 + 6 =

Enter Captcha Code *

[Sign Up](#)

[Forgot Password?](#)

Login

- Enter your Username, Password, & Captcha code and click on the login button to successfully log into the system, as shown in the figure below.



Login

Owner/ Publisher/ Printer/ DM Office/ PRGI/ CA

User Name *

Vikrant54@yopmail.com



Password *

.....



10 + 6 =

Enter Captcha Code *

16

[Sign Up](#)

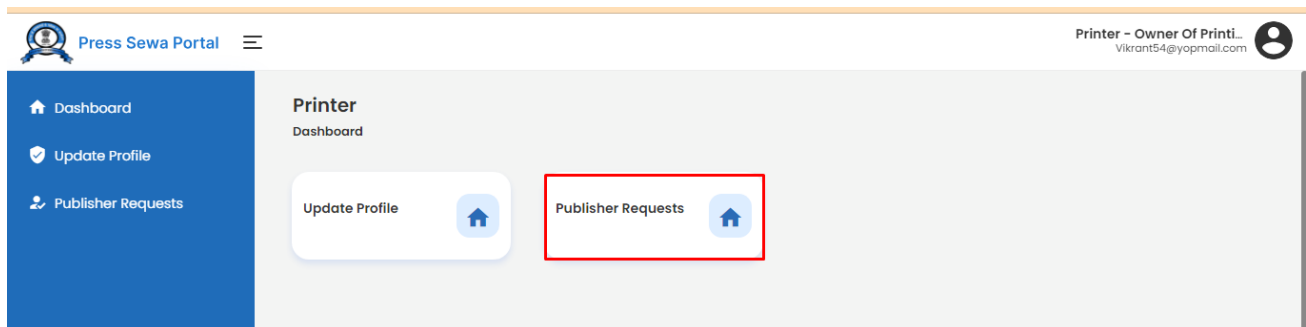
[Forgot Password?](#)

Login

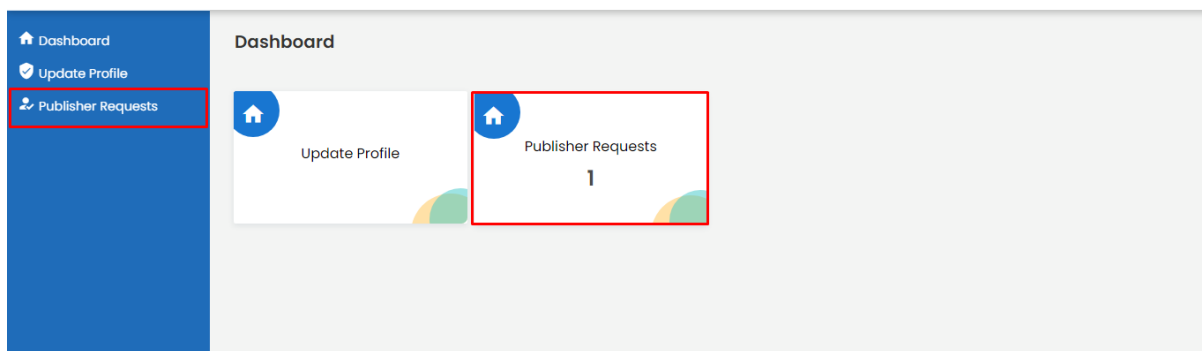
- User will be redirected to their respective dashboard as shown in the below figure.



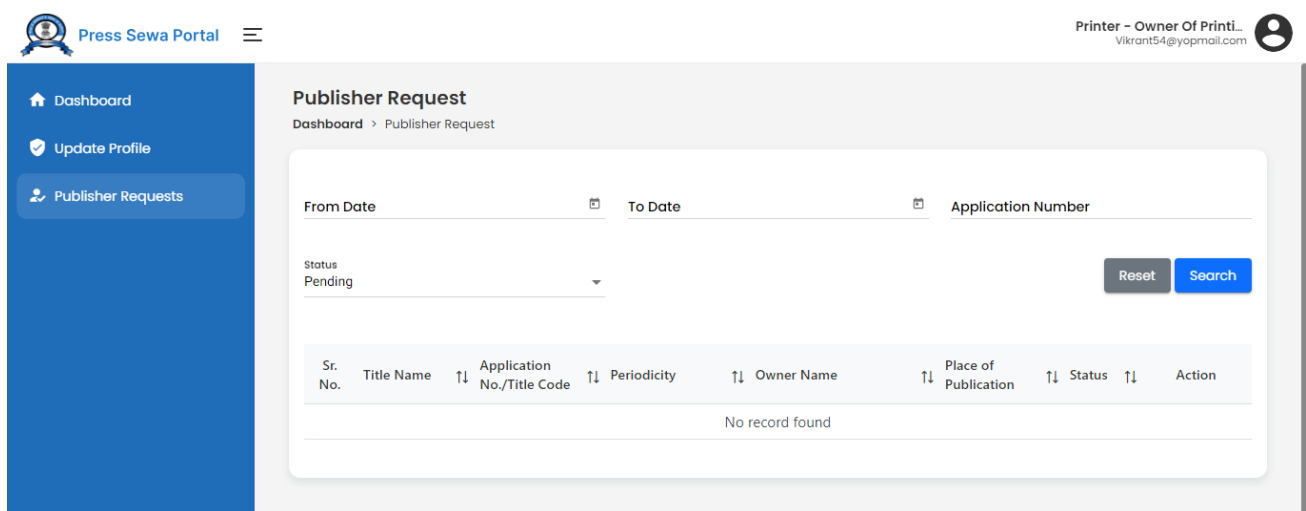
- The printer can view the number of requests pending from his/her end under the publisher request section from the dashboard, as shown in the figure below.



- Printer can view the detailed description of the request generated by the publisher by clicking on the publisher requests tile or from the side panel as shown in the below figure.



- Printer can view the request in the list view as shown in the below figure.



- Printer can view the detailed description of the request by clicking on “View” icon under action column tab as also shown in the below figure.



User Manual for Keeper

Dashboard > Pending Verifications

From Date To Date Title Name

Reset Search

Sr. No.	Title Name ↑↓	Periodicity ↑↓	Owner Name ↑↓	Place of Publication ↑↓	Status ↑↓	Action
1	Masik Dosh vidosh	Monthly	Shubhanshu	New Delhi	Pending	<input type="button" value="⊙"/>

Dashboard > Pending Verifications > View

Registration Application

Title Details

Title Name: Masik Dosh vidosh Periodicity: Monthly

Price Details *

Monthly Subscription: ₹ 98 Language: Hindi, English

Publisher Details

Name: Shubhanshu Nationality: Indian Address: House no 443

- Printer can either Accept/Reject a request by selection the option available as a drop-down under action field or can mark the reason of rejection in the comment field as shown in the below figure.

New Newspaper Existing Newspaper

First Print Copy Details

First print copy of Newspaper Submit to RNI

Keeper Action

Action * Comment

This field is required

Cancel Submit

- Printer E-Signs the document by clicking on E-Sign button as shown in the below figure.



Dashboard

Update Profile

Publisher Requests

New Newspaper Existing Newspaper

First Print Copy Details




First print copy of Newspaper Submit to RNI

Keeper Action


Action * Comment

Cancel E-sign

- Once the User Clicks on “Submit” Button he/she is redirected to E-Sign page, where user can apply for E-Sign via “Aadhar number”, “Virtual ID”, “UID Token” as shown in the below figure.

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



C-DAC's eSign Service

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?

Get OTP
Cancel

- User can e-Sign the Document using his Aadhar card. It is to be noted that name in the profile must be the same as the Aadhar card.
- The module is also undergoing further development, so please download the updated document later for facility regarding revision in Press details.