



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, Soचना Bhawan, Lodhi Rd, CGO Complex,
New Delhi, Delhi 110003**



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1 Introduction

1.1 Purpose

The Purpose of this document is to present a detailed description with screen for Registrar of Newspaper of India website. It will give an idea to officials/end users about the standard approach to be taken while working on the website.

1.2 Scope

The scope of the website user manual is to make understand the user following: -

- Title Registration
- Registration

1.3 Glossary

Term	Definition
Owner	Owner of any Verified Title
Printer	Person providing printing services
Publisher	Person that prepares and issues books, journals & Newspaper
Keeper	Owner Of Printing Press
ASO	Assistant Section Officer
SO	Section Officer
APR	Assistant Press Registrar
ADPR	Additional Director Press Registrar
PR	Press Registrar
DM/LA	Local Authentication Authority



2 Owner/Applicant Sign Up

You can Sign up into RNI Portal by following below steps: -

- Click on the URL <https://pressewa.prgi.gov.in/>
- You will be redirected to the RNI website.
- Click on Title Registration module from the scroll bar or Title Registration module from the side bar.
- User will be redirected to title Registration guideline page.
- Click on “Apply” button.
- You will be redirected to the login page as shown in the below figure.
- User/Applicant needs to click on the Signup option as shown in the below figure.



- Once you click on the Signup option you will be redirected to the Signup page as shown in the below figure.



Sign Up

User Type * ▼

Date of Birth * 📅

Email ID * Generate OTP

OTP

Mobile Number * Generate OTP

OTP

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

Confirm Password *

- You will be required to fill in the below-mentioned fields.
 - ❖ User Type – (Drop down) (Owner/Applicant, Chartered Accountant, Printer-Owner of Printing Press)
 - ❖ Date of Birth – (Calendar) (Applicant should not be underaged)
 - ❖ Email Id – (Alphanumeric) (Email Id to be verified by entering the OTP received on entered Email ID)
 - ❖ Mobile Number – (Numeric) (Mobile Number to be verified by entering the OTP received on typed Mobile Number)
 - ❖ Password – (Alphanumeric)
 - ❖ Confirm Password – (Alphanumeric)
- Once user saves all the mentioned fields and generate password, he/she will be redirected to the Login page as shown in the below figure.



Note: - Login page will be same for all the users (Owner/Applicant/Publisher/printer/Local Authentication authority/ RNI Officials)

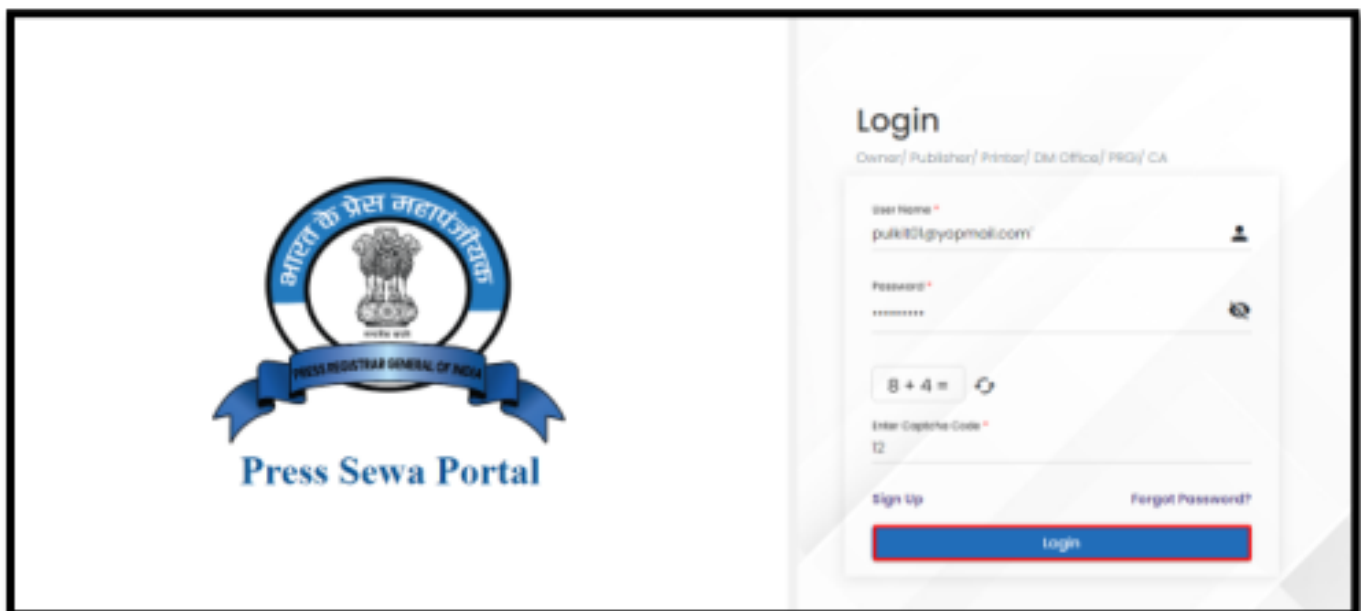
3 Owner/Applicant Login

Owner/ Applicant can login into their account by following below steps: -

- Click on the URL <https://presssewa.prgi.gov.in/>
- You will be redirected to the RNI website.
- Click on Title registration module from the scroll bar or Title registration module from the side bar.
- User will be redirected to title registration guideline page.
- Click on “Apply” button.
- You will be redirected to the login page.
- User will be required to provide Username & Password as shown in the below figure.



- Enter the captcha code. (Captcha is mathematical sum equation, The result of which is to be entered in the text box)
- Click on "Login" button as shown in the figure to successfully login into your respective account.



Note: - User can only login using his/her email id only.

- You will be redirected to the profile section as shown in the below figure.



- User will be required to fill all the details listed below: - (Individual)
 - ❖ Ownership Category – (radio Button)- Individual/Non-Individual. (Mandatory)
 - ❖ Category of Title (Dependent Drop down) (Newspaper/Periodicals) (Mandatory)
 - ❖ Whether a government Organization – (Radio Button)- Yes/No (Mandatory)
 - ❖ Nationality – (Drop Down)- (List to load from Masters) (Mandatory)
 - ❖ Owner Name (Alphabets)- (as per Adhaar Card for individual/Owner, Government Certificate for Institution) (Mandatory)
 - ❖ Owner's Pan No – (Alphanumeric) – Input Box (Mandatory)
 - ❖ Upload Pan card Copy – Upload file – (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed) (Mandatory)
 - ❖ Mobile No – Auto Populates
 - ❖ Email ID – Auto Populates
 - ❖ Pin code- (Numeric) (After entering code, state & District will be auto populated) (Mandatory)
 - ❖ State – (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
 - ❖ District (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
 - ❖ City – (Alphabets) (Mandatory)
 - ❖ Owner Address – (Alphanumeric) (Mandatory)
 - ❖ Date of Birth (DD/MM/YYYY)- Calendar (Mandatory)
 - ❖ Date of Birth Document (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) (Mandatory)
 - ❖ GST No – (Alphanumeric) (Input box)
 - ❖ GST Certificate – Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed)
 - ❖ Import Export Code- (Input Box) (Alphanumeric)
 - ❖ IEC Certificate – Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed)
- Any Other Document- Table
 - ❖ S. No – Auto Populates
 - ❖ Document Name – Input Box – (Alphabets)
 - ❖ Document No - Input Box – (Alphabets)
 - ❖ Upload Document - Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed).
- Nominee Details - Table
 - ❖ Add- Button (On click user will be able to add more than one nominee detail)
 - ❖ Name – (Input Box) (Alphabets) (Mandatory)
 - ❖ Date of Birth – Calendar – (Mandatory)
 - ❖ Email Id - (Input Box) (Alphanumeric) (Mandatory)
 - ❖ Mobile No – Numeric (Mandatory)
 - ❖ Relation – Drop Down – (List to load from Masters) (Mandatory)
- Check Box – (I hereby declare that above entered information is valid and authenticated)



- E-Sign & Update – Button – User will be able to update and E-Sign the profile section for the data shared by him/her.
- User will be required to fill all the details listed below: - (non-individual)
 - ❖ Ownership Category – (radio Button)- Individual/Non-Individual. (Mandatory)
 - ❖ Category of Title (Dependent Drop down) (Newspaper/Periodicals) (Mandatory)
 - ❖ Whether a government Organization – (Radio Button)- Yes/No (Mandatory)
 - ❖ Nationality – (Drop Down)- (List to load from Masters) (Mandatory)
 - ❖ Type of Non – Individual Ownership – (Drop Down) (List to load from masters) (Mandatory)
 - ❖ Registration No. of Non-Individual Ownership – (Input Box) (Alphanumeric)(Mandatory)
 - ❖ Owner Name (Alphabets)- (as per Adhaar Card for individual/Owner, Government Certificate for Institution) (Mandatory)
 - ❖ Owner's Pan No – (Alphanumeric) – Input Box (Mandatory)
 - ❖ Upload Pan card Copy – Upload file – (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed) (Mandatory)
 - ❖ Mobile No – Auto Populates
 - ❖ Email ID – Auto Populates
 - ❖ Pin code- (Numeric) (After entering code, state & District will be auto populated) (Mandatory)
 - ❖ State – (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
 - ❖ District (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
 - ❖ City – (Alphabets) (Mandatory)
 - ❖ Owner Address – (Alphanumeric) (Mandatory)
 - ❖ Date of Birth (DD/MM/YYYY)- Calendar (Mandatory)
 - ❖ Date of Birth Document (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) (Mandatory)
 - ❖ GST No – (Alphanumeric) (Input box)
 - ❖ GST Certificate – Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed)
 - ❖ Import Export Code- (Input Box) (Alphanumeric)
 - ❖ IEC Certificate – Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed)
- Any Other Document- Table
 - ❖ S. No – Auto Populates
 - ❖ Document Name – Input Box – (Alphabets)
 - ❖ Document No - Input Box – (Alphabets)
 - ❖ Upload Document - Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed).
- Applicant Details – Table
 - ❖ Applicant Name - (Input Box) (Alphabets) (Mandatory)
 - ❖ Date of Birth of Applicant - Calendar – (Mandatory)
 - ❖ Date of Birth Document - Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed) (Mandatory).



- ❖ Authorization Letter from Owner - Upload File- (Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed) (Mandatory).
 - ❖ Applicant Nationality – (Drop Down) (List to load from Masters) (Mandatory)
 - ❖ Applicant Address- (Input Box) (Alphabets) (Mandatory).
 - ❖ Pin code- (Numeric) (After entering code, state & District will be auto populated) (Mandatory)
 - ❖ State – (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
 - ❖ District (Dropdown) (Auto Populates once Pin code is entered) (Mandatory)
 - ❖ City – (Alphabets) (Mandatory).
 - ❖ Applicant Email ID - - (Input Box) (Alphanumeric) (Mandatory)
 - ❖ Applicant Mobile No – Numeric (Mandatory)
- Nominee Details - Table
 - ❖ Add- Button (On click user will be able to add more than one nominee detail)
 - ❖ Name – (Input Box) (Alphabets) (Mandatory)
 - ❖ Date of Birth – Calendar – (Mandatory)
 - ❖ Email Id - (Input Box) (Alphanumeric) (Mandatory)
 - ❖ Mobile No – Numeric (Mandatory)
 - ❖ Relation – Drop Down – (List to load from Masters) (Mandatory)
 - Check Box – (I hereby declare that above entered information is valid and authenticated)
 - E-Sign & Update – Button – User will be able to update and E-Sign the profile section for the data shared by him/her.

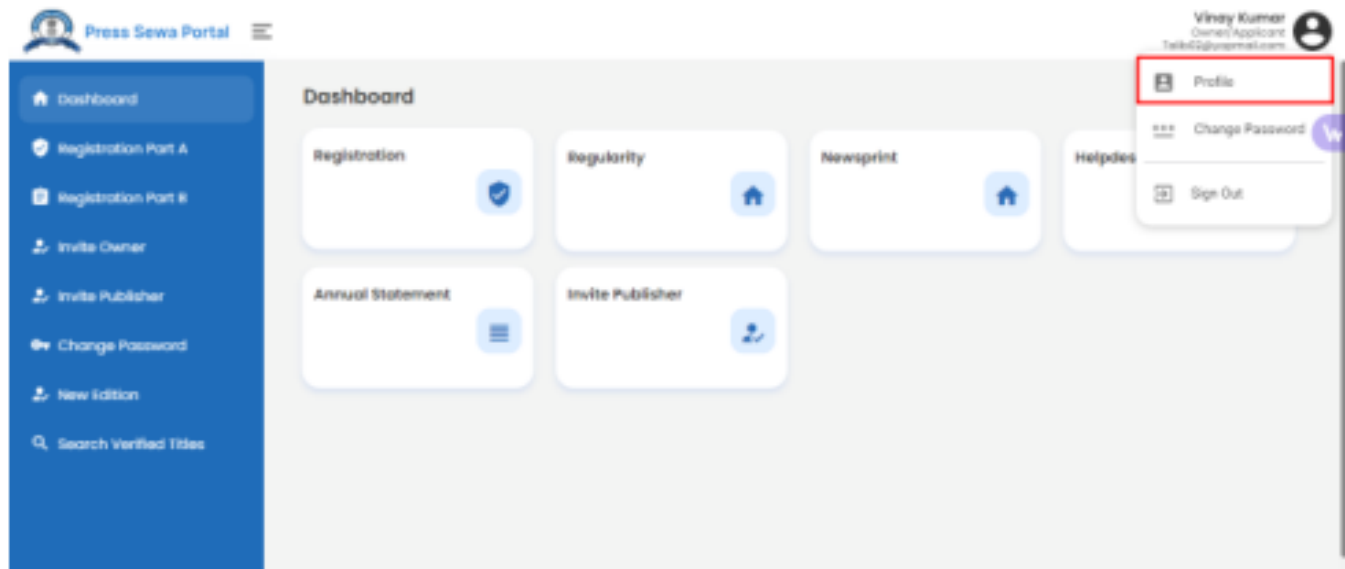
Previous Data Mapping

Previous data mapping helps the user (Owner/Applicant/Publisher) to map his/her previously registered title in the current profile itself.

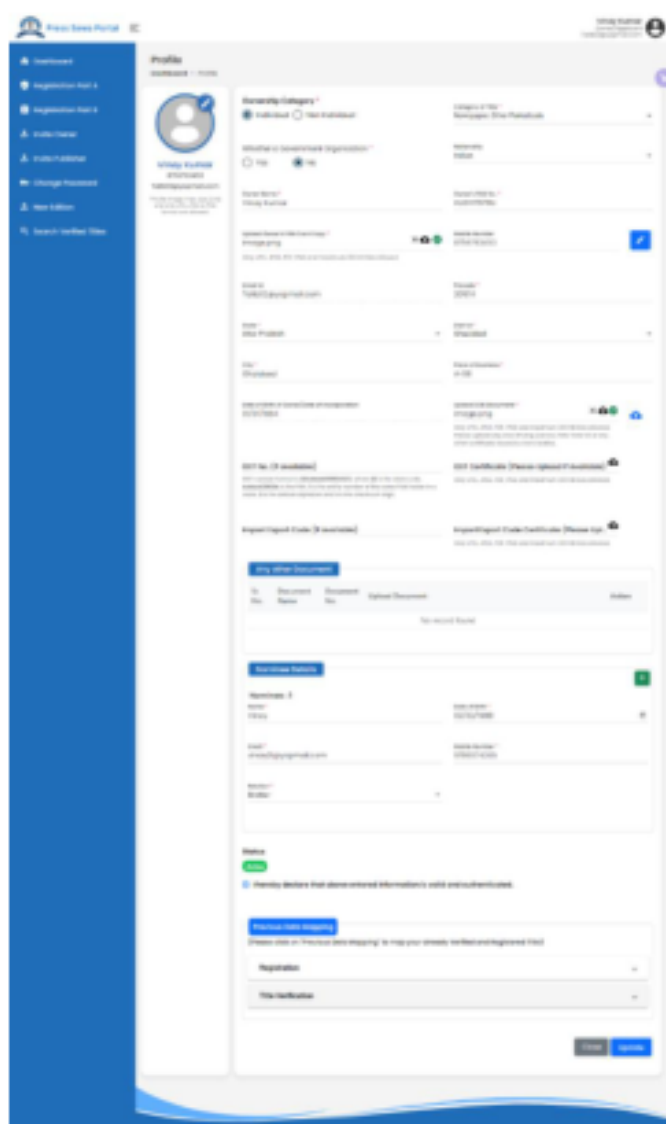
Note: - (You need to update your profile first to map previous data)

Steps to add previously registered title in the current profile are given below: -

- 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.

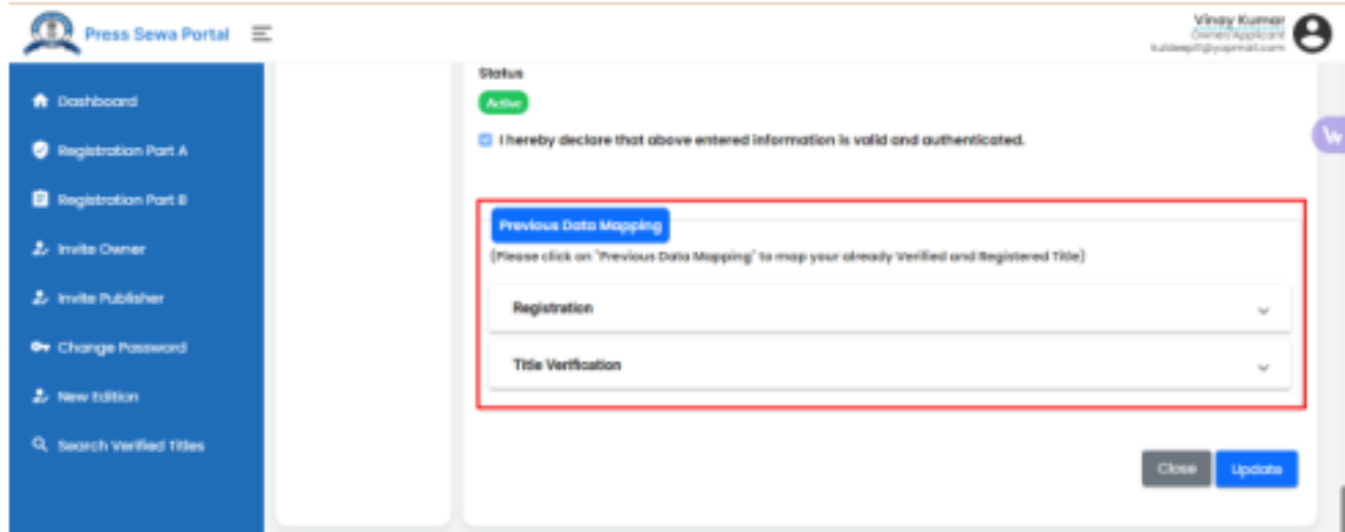


- On click of "Profile" user will be redirected to his/her profile page as shown in the below figure.

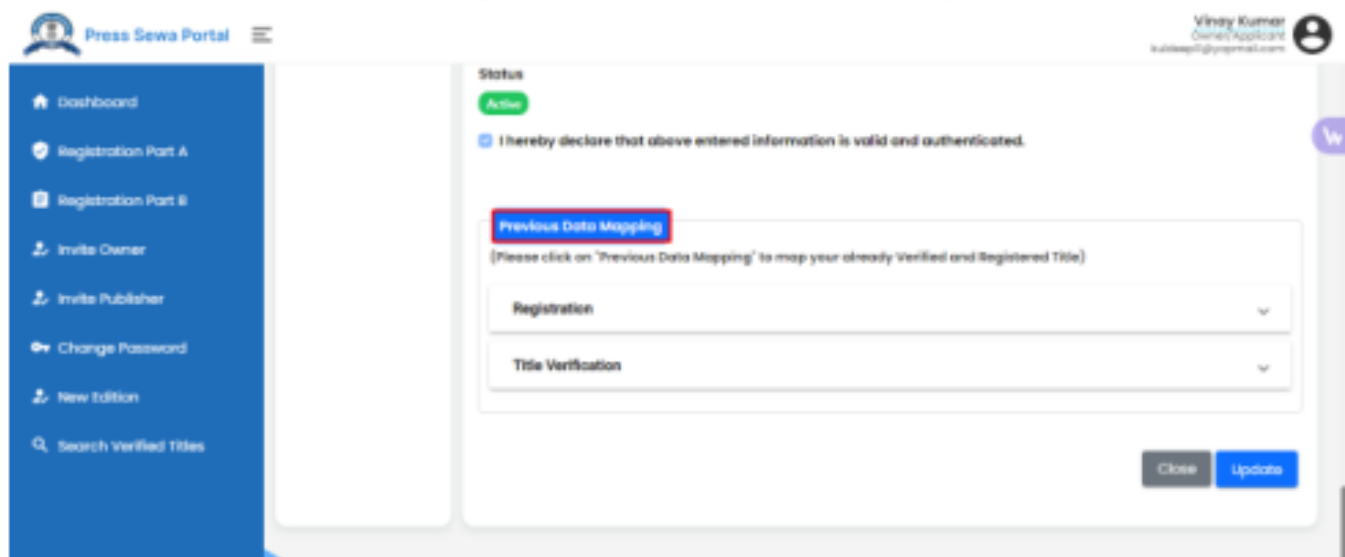




- Scroll down to the “Previous Data Mapping” section in the profile as shown in the below menu.



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





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

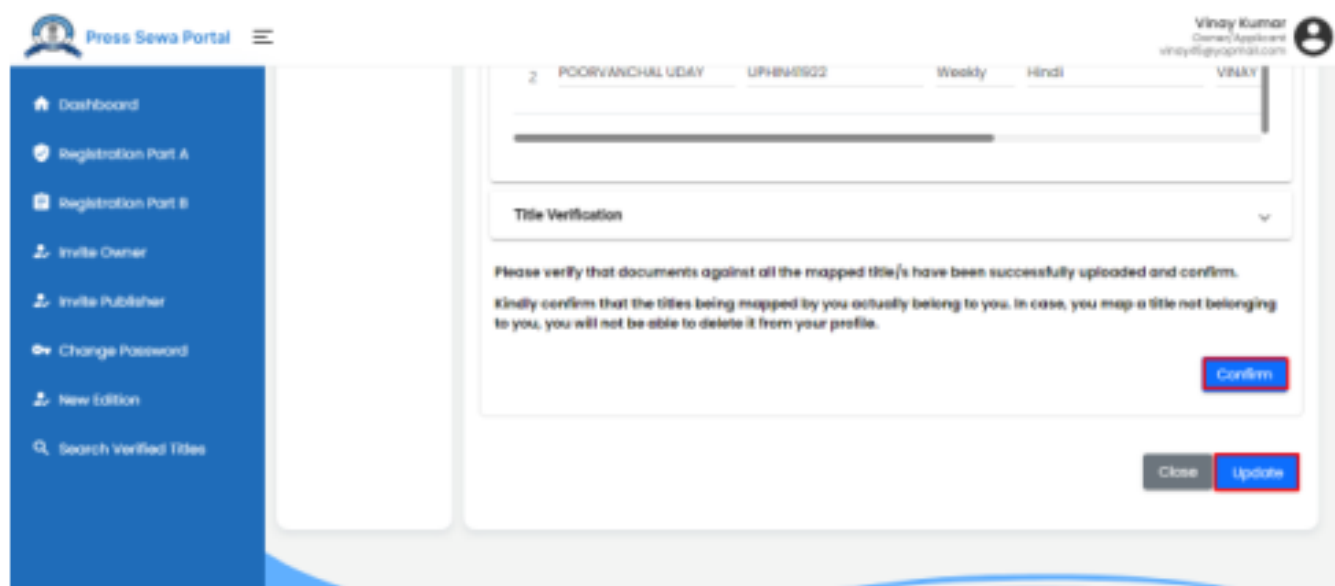
Sr. No.	Registration Name	Title Code	Periodicity	Language	Owner Name	Place of Publication
No record found						

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

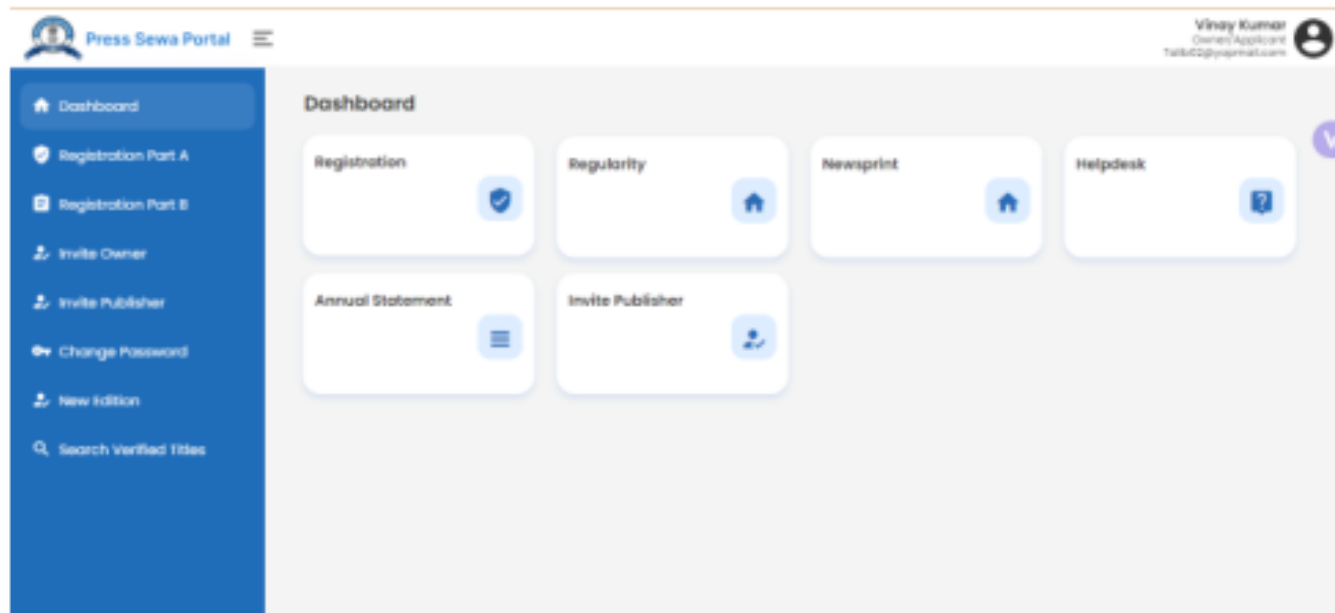
Sr. No.	Registration Name	Title Code	Periodicity	Language	Owner Name	Place of Publication	
<input type="checkbox"/>	1	VNART	UPHN39904	Half Yearly	Hindi	VINAY KUMAR DWEDI	Rae Bareilly
<input type="checkbox"/>	2	POORVANCHAL UDAY	UPHN41922	Weekly	Hindi	VINAY KUMARI SINGH	Vareanasi
<input type="checkbox"/>	3	SANKALP TARU	UPHN42266	Weekly	Hindi	VINAY KUMAR HARSH	Kanpur Nagar



- 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.

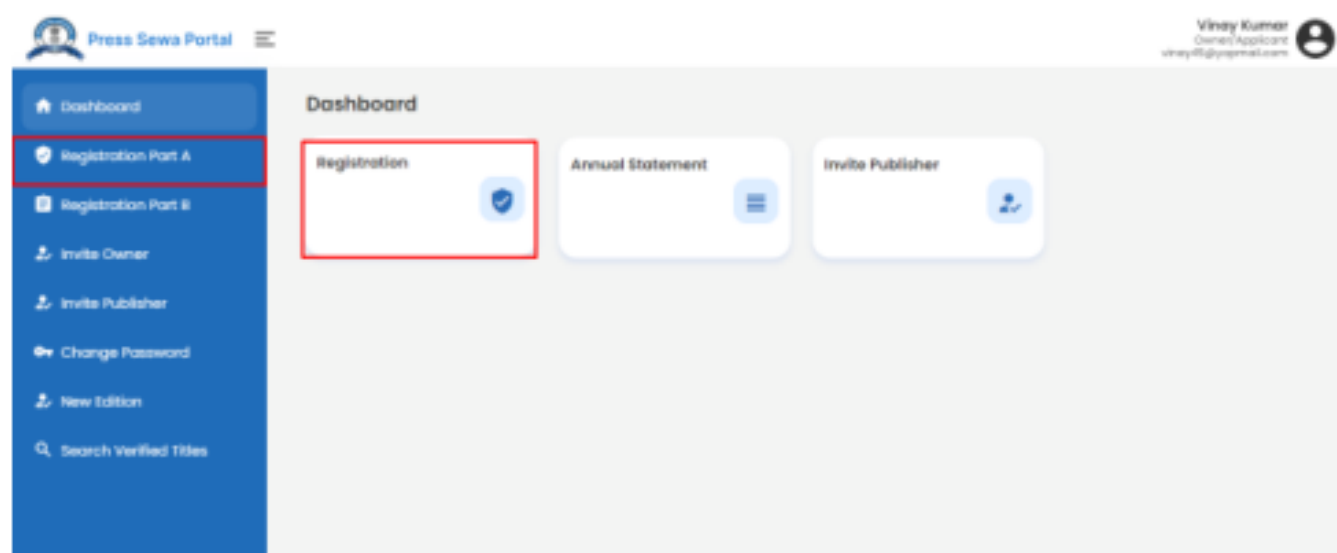




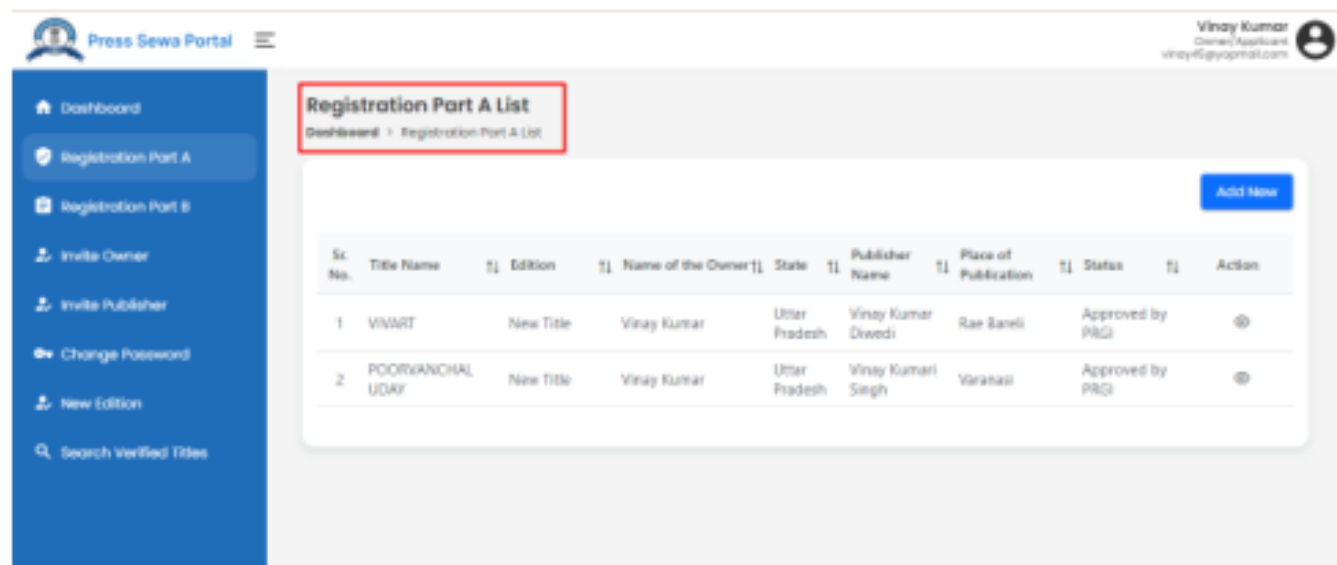
4 Applying for Title Registration Application

Applicant/Owner can submit Registration request by following steps: -

- Click on Registration Part A from side menu or Registration tile from the dashboard or side panel as shown in the below figure.



- User will be redirected to Registration Part A list Page as shown in the below figure.





- Click on “Add New” Button, On Click of “Add New” button a pop-up window will open as shown in the below figure.

- Owner/Applicant needs to select whether he/she is applying for a Fresh/New Registration request or for Already Verified Title.
- Post Selection of Type of application, User (Owner/Applicant) will be redirected to Procedure and guideline page as shown in the below figure.

- To Understand the process and procedure for Title Registration guidelines are given, User is required to go through these guidelines to avoid Title Cancellation/Rejection on the title applied.
- User will have to accept the procedure of Title Registration and Guidelines for title Registration by selecting the check box, after selecting the check box user needs to click on “Apply now” button.
- Once a user/applicant clicks on the Apply now button he/she will be redirected to title Registration form as shown in the below figure.



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

Application For Title Verification

Dashboard > Title Verification List > Add New

Step 1
Step 2
Step 3
Done

Owner/Applicant Details

Name of Owner (In English) Vinay Kumar	Name of Owner/Applicant (In Hindi) *
Place of business (Building No./Shop No./Street No.) Chhatrabad	Pincode 201014
State Uttar Pradesh	District Ghazabad
City Ghazabad	Mobile No. 9876543210
Email ID Rajgov35@yopmail.com	Identity Proof (PAN Card/Voter ID/Driving License) * PAN Card
Identity Proof Details TYGHI67877	ID Proof Document screenshot-presssewa-prgi-gov-in-2024-03-04-1_40_45.png screenshot.png
Nature of Ownership of Title (Individual / Non Individual) Individual	Category of Title *
<small>We are populating your data from previously submitted application.</small>	
Nationality (For Individual Owner / Applicant) Indian	Whether the Proposed Title are some Titles of Foreign Publicati.. *
Whether Owner / Applicant has any Foreign Direct Investment.. *	

Save & Next

- User/applicant will be required to fill all the mandatory fields listed below: -
 - ❖ Name of the owner/applicant (In English) (Auto Populates)
 - ❖ Name of Owner/Applicant (In Hindi) (Translated Version of Name in Hindi) (Mandatory)
 - ❖ Complete Address (Alphabets) (Mandatory) (Auto Populates from Profile Section)
 - ❖ Pin code (Post filling the pin code state and district field will be auto populated) (Owner residence address) (Auto Populates from Profile Section)
 - ❖ Mobile Number (Auto Populates from Profile Section) (Registered Email Id is auto populated)
 - ❖ Email Id (Auto-Populate) (Registered) (Auto Populates from Profile Section)
 - ❖ Identity Proof- (Auto Populates from Profile Section)
 - ❖ Upload ID Proof - (PAN Card, Voter ID, Driving License) (Only JPG, JPEG, PDF, PNG and maximum 250 KB Size allowed) (Auto Populates from Profile Section)
 - ❖ Nature of Ownership – (Auto Populates from Profile Section)



- ❖ Category of Title (Newspaper/Periodicals) (Mandatory)
- ❖ Nationality - (Auto Populates from Profile Section)
- ❖ Owner/applicant needs to declare whether the proposed title is same titles of foreign Publication by selecting Yes/No from the drop down. (Mandatory)
- ❖ Owner/applicant needs to declare whether Owner/Applicant has any foreign Direct Investment in the business by selecting Yes/No from the drop down (If in case option selected is “Yes” the Owner/applicant needs to provide the percentage of foreign direct investment) (Mandatory)

Note: -

If the user has proposed the same title which is in the foreign publication, then he/she is required to file for approval physically for the same with the Ministry of Information and Broadcasting.

User Needs to Also declare foreign investment in his/her business along with the percentage of the same, User needs to upload a foreign direct investment document if the percentage share is more than ≥ 26 Percent.



- Click on Save & next to proceed to step 2 as shown in the below figure.
- User/applicant will be required to fill in the Publisher, Share Holding Pattern in the Ownership (individual) details in step 2 as shown in the below figure, If Owner & Publisher are same then click on the check box “Same as Owner” which will populate owner details in place of publisher.

Press Sewa Portal Viney Kumar
Owner/Applicant
kumarv@pji@gmail.com

Application For Title Verification

Dashboard > Title Verification List > Add New

Step 1 Step 2 Step 3 Done

Publisher Details

Same as Owner

Name of Publisher in English * Address (Building No./Shop No./Street No.) *

Publisher should be individual person

Pincode * State * ▾

District * ▾ City * ▾

Email ID * Mobile No. *

Publisher will be able to login through this email id

Share-Holding Pattern in the Ownership (Individual)

Sr. No.	Name	Place of Business	Position	Share Value(%)	Relation	Upload Document
1	Viney Kumar	Ghaziabad	Owner	100	Self	<small>Only PDF, JPEG, PNG and maximum 300 KB size allowed</small>

Place of Publication

Pincode * State of Proposed Publication * ▾

City/District of Proposed Publication * ▾ Place of Business *

Back Save & Next

- Owner/Applicant will be required to fill the Share holding pattern in the ownership, In case of ownership type as “Individual” data will be auto- Populate in the fields whereas in case ownership type is “Non-Individual” Owner/Applicant needs to fill in the required details in the fields as given below: -



Share-holding pattern in the ownership (Individual)

Sr. No.	Name	Address	Position	Share Value(%)	Relation	Upload Document
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No record found

- ❖ S.No – Auto Populates
- ❖ Name – Input Box (Alphabet) (Mandatory) (Auto Populates in case of Ownership type – Individual).
- ❖ Address- Input Box (Alphanumeric) (Mandatory) (Auto Populates in case of Ownership type – Individual).
- ❖ Position – Input Box (Alphabet) (Mandatory) (Auto Populates in case of Ownership type – Individual).
- ❖ Share Value – Input Box (Numeric) (Mandatory) (Auto Populates in case of Ownership type – Individual).
- ❖ Relation – Drop Down (list to load from Masters) (Auto Populates in case of Ownership type – Individual).
- ❖ Upload Document – Upload file.

Note: - Percentage value of shareholder should be $\leq 100\%$ only.

Note: - Please note that Publisher/Printer will be required to use the same email address for login into the system for filling the registration application.



- Click on Save & Next to proceed for Step 3 of title Registration application submission as shown in the below figure.

Press Sewa Portal Viney Kumar
Owner/Applicant
kumarv@ppswa.com

Application For Title Verification

Dashboard > Title Verification List > Add New

Step 1 Step 2 **Step 3** Done

Details of Proposed Titles

Language in which Proposed Publication is to be printed in each and every issue * Periodicity of Proposed Publication *

You can add multiple languages.

The Name of Proposed Title should be written both in English and Hindi and also the meaning of the Title should be given in specified box.

<input type="checkbox"/>	Sr. No.	Title Name in English	Title Name in Hindi	Meaning of Title in English	Probability	Probability Criteria	Action
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="⊕"/>

Note:

- Please check probability first before proceeding further.
- Special characters (@, #, & etc.) are not allowed in "Title Name" (English & Hindi) and "Meaning of Title in English".
- User can enter 10 titles, only 5 titles will be forwarded for Verification.
- Title name in Hindi should be exact transliteration of Title name in English.
- In case of probability more than 75%, the chances to get the title are good as per current data experience with us.

Classification of Periodicals *

Content of Publication *

- User/applicant will be required to provide below details in step 3 for the title applied: -
 - ❖ Language – (Input Box) (Alphabets)
 - ❖ Periodicity of the Proposed Publication (Drop-down) (Annual, Bi-Monthly, Daily, fortnightly, Half Yearly, monthly etc.)
 - ❖ Title Name in English – (Input Box) (Alphabets)
 - ❖ Title Name in Hindi – (Input Box) (Translated Version of Name in Hindi)
 - ❖ Meaning of Title in English – (Input Box) (Alphabets)
 - ❖ Classification of Periodicals – (Drop Down) (Administration, Agriculture, Arts, Astrology etc.)
 - ❖ Content Of Publication – (Input Box) (Alphabets) (Nature of Article to be published in the publication)



- Owner/Applicant can add/enter up to 10 title & Check probability, But finally can proceed with only 5 title by selecting the check box against the title selected
- Owner/Applicant can check the probability of title by clicking on “Check probability” button as shown in the below figure.

Probability Meter: -

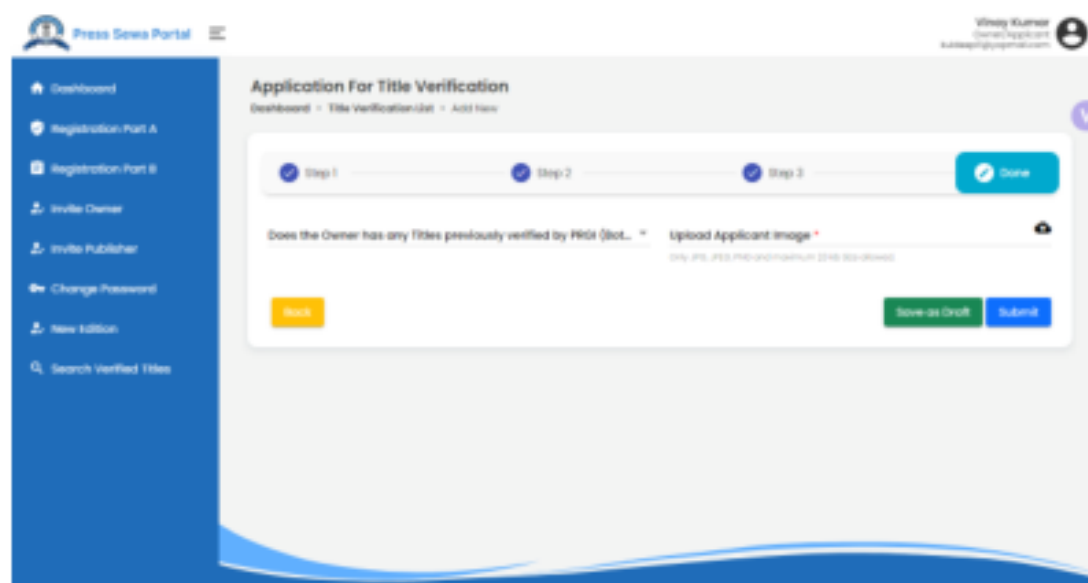
- a) The check Probability button enables the user to check the score of his/her applied title.
 - b) The probability meter enables the user to check whether the applied title does not exist already in the previously verified title by RNI.
 - c) System also check whether there is any other similar sounding title that exists in the RNI Database.
 - d) If the Probability score is 0 for any applied title then user can still proceed with the title Registration application.
- Post Filling all the required details Click on “Save and next” button to proceed with step 4 of title Registration as shown in the below figure.

Note: -

If the user has proposed the same title which is in the foreign publication, then he/she is required to file a approval for the same by the Ministry of Information and Broadcasting.

User Needs to Also declare foreign investment in his/her business along with the percentage of the same, User needs to upload a foreign direct investment document if the percentage share is more than >26 Percent

- User/applicant needs to declare all the previously registered title in his/her name if any, by typing in the initials of previous registered tile which would load a list of all the similar sounding title as shown in the below figure.





- User/applicant will be required to submit information related to the title in step 4 of title Registration request as shown in the below figure.

- Click On “Submit” Button which would provide a preview of Title Registration application.
- Click on “E-Sign” button to E-sign the application.
- Once the User Clicks on “E-Sign” 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.

- User E-Sign the Document using valid process through OTP Generation, Post E- Sign User is redirected to his/her dashboard, Owner/Applicant will invite publisher to fill the registration details required.

Note: -

In Case of Non-individual Aadhar of owner/Applicant will be valid.



In Case the name provided by the applicant/Owner in the application do not match the name as per the Aadhar database the application is liable to be rejected.

5 Registration

Post Registration Part A process is completed by any Publisher/owner; owner/applicant is required to complete Registration Part B process within 180 days from the date of Registration of title.

Title Registration process involves below users: -

Publisher → Printer/Keeper → Publisher E-Sign & Make Payment → AUTHENTICATED AUTHORITY (DM/SDM) → PRGI Department

Owner as a Publisher/Printer: -

1. Owner files a title Registration request from his/her dashboard, Owner provides the mandatory information required for generating a title registration request.
2. Owner invites Publisher for providing Title registration details.

Publisher: -

1. Publisher receives invite from Owner with link to register on RNI portal.
2. Publisher logs into his/her account after validating his email address. Publisher validates the information provided by the owner during the title registration process.

Printer: -

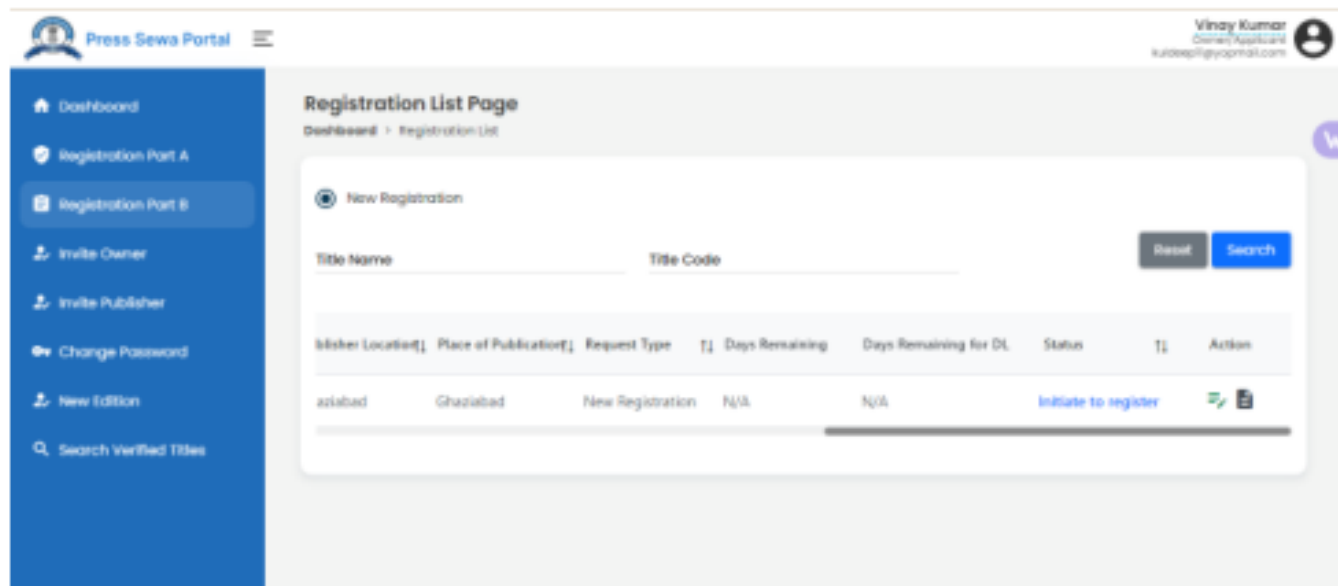
1. Keeper Sign's up for generating his/her login credentials through RNI website. Once the Owner/publisher files a title registration request it flows to the keeper dashboard for Registration.
2. Keeper logs into his/her account validates the information filed by the owner. Once the details are verified and accepted by keeper, after that request flows to the local AUTHENTICATED AUTHORITY (DM/SDM).



5.1 Title Registration by Publisher

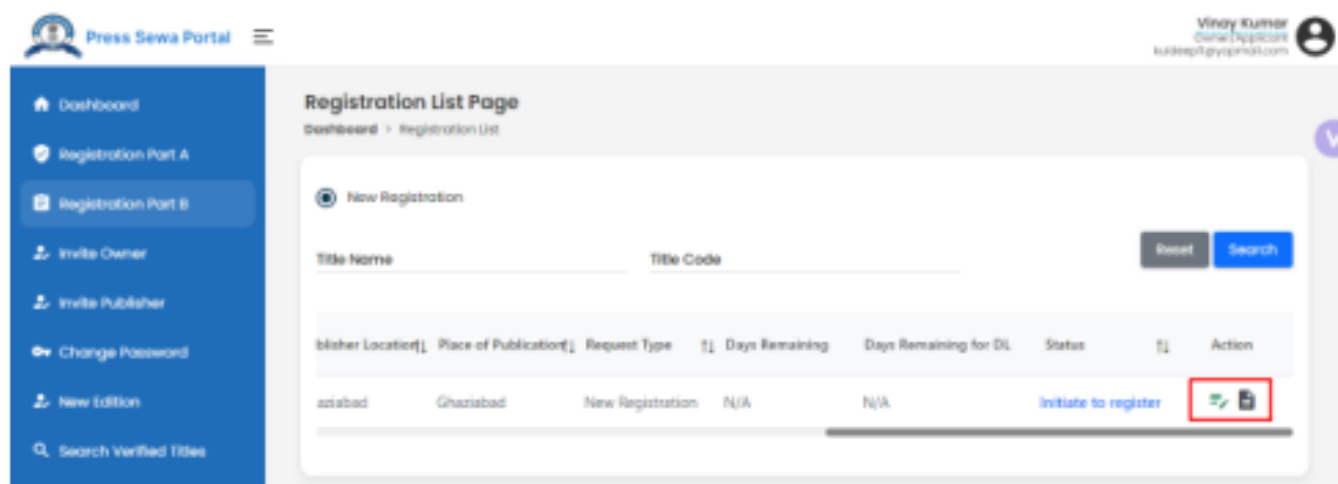
Publisher can register a title by following below steps: -

- Click on Registration tile or registration menu in the login dashboard from the side panel as shown in the below figure.
- Once you click on the registration tile you can view the list of titles Registration application filed by Owner as shown in the below figure.



- Publisher can register a title by clicking on the “Initiate to Register” button under action column head as shown in the below figure.

Note: - The Email ID of the publisher will be same as shared earlier during the title Registration application submitted by the applicant/owner.



- Post the user clicks on register button, applicant/owner will see a pop-up window asking to invite the publisher in case the publisher is different from the owner shown in the below figure.



If Owner is not the Publisher, please click here to [Invite the Publisher](#) and proceed for Title Registration Process.

If Owner is the Publisher, please proceed for Title Registration Process.

Cancel

Proceed

- If the Owner/applicant is the publisher of the title registered, then he/she can proceed to register a title by clicking on Proceed button as shown in the below figure.

If Owner is not the Publisher, please click here to [Invite the Publisher](#) and proceed for Title Registration Process.

If Owner is the Publisher, please proceed for Title Registration Process.

Cancel

Proceed

- If the Publisher is different from the owner, then applicant/owner will have to invite publisher by clicking on “Invite the Publisher” hyperlink from these pop-up window as shown in the below figure.

Registration List Page
Dashboard > Registration List

New Registration
 Ceasing Registration
 Re-Publication
 Revise Registration
 Defunct List

If Owner is not the Publisher, please click here to [Invite the Publisher](#) and proceed for Title Registration Process.
 If Owner is the Publisher, please proceed for Title Registration Process.

Reset Search

Name	Type	Status	Action
netal sharma	Unregistered		
vjay verma	Unregistered		
Unregistered	Unregistered		
Unregistered	new registration	Initiate to register	

- On click of “Invite Publisher” hyperlink Owner/applicant is redirected to “Invite Publisher” Page as shown in the below figure.



Invite Publisher
Dashboard > Invite Publisher

Select Title Application Number *
T/UP/2024/99

Name *
Vinay Kumar

Nationality *
Indian

Place of Business *
Ghaziabad

Pincode *
201014

State *
Uttar Pradesh

District *
Ghaziabad

Email *
kukdeepit@gmail.com

Mobile Number *
8796546789

Invite Publisher

- Owner/Applicant will have selected the title for which he/she wants to invite the publisher by selecting the title name as shown in the below figure.

Invite Publisher
Dashboard > Invite Publisher

- Select -
T/UP/2024/99

Name *
Vinay Kumar

Nationality *
Indian

Place of Business *
Ghaziabad

Pincode *
201014

State *
Uttar Pradesh

District *
Ghaziabad

Email *
kukdeepit@gmail.com

Mobile Number *
8796546789

Invite Publisher

- Once the Owner/applicant selects the title, Publisher details gets auto-populated as shown in the below figure.



Invite Publisher

Dashboard > Invite Publisher

- Select -

TNP/2024/55

Name *
Vinay Kumar

Nationality *
Indian

Place of Business *
Ghaziabad

Pincode *
201014

State *
Uttar Pradesh

District *
Ghaziabad

Email id *
kuddeepit@jyopmail.com

Mobile Number *
8796546789

Invite Publisher

- Owner/Applicants needs to click on “invite Publisher” button as shown in the below figure.

RNI Portal

Sheetal Sharma
Owner/Applicant
Sheetal01@jyopmail.com

Select Title Name *
Dank Sachna(TNP/BL/0000059)

Name *
Vijay Verma

Nationality *
Indian

Address *
C-101

Pincode *
201014

State *
Uttar Pradesh

District *
Ghaziabad

Email id *
Vijay01@jyopmail.com

Mobile Number *
8988757857

Invite Publisher

- In Case the Owner itself is the publisher then he/she can proceed with the registration process by clicking on “Proceed” button as shown in the below figure.

If Owner is not the Publisher, please click here to [Invite the Publisher](#) and proceed for Title Registration Process.

If Owner is the Publisher, please proceed for Title Registration Process.

Cancel Proceed



- On click of “Proceed” button applicant/owner will be redirected to “Application for Title Registration” page as shown in the below figure.

- User is required to fill below mentioned mandatory fields for completing registration process:
 - Title Name: - (Auto Populate)
 - Periodicity: - (Drop-Down)
 - Price details: - (Price Detail field will populate as per the periodicity selected by Owner/applicant)
 - Retail (in INR/Rupee) – Input Box (Numeric)
 - Free Distribution (Quantity) - – Input Box (Numeric)
 - Other Specifier (5 times in a week or 4 times a 3 Years,etc.) – Input Box (Numeric)
 - Annual Subscription (in INR) – Input Box (Numeric)
 - Monthly Subscription (in INR) – Input Box (Numeric)
 - Language in which it will be published.



Press Sewa Portal

Vinay Kumar
Owner/Applicant
kulkdeep1@gmail.com

Publisher Details [If you want to change the Publisher Details, Please click here](#)

Name Vinay Kumar	Date of Birth 02/04/1991
Nationality Indian	Photo ID Proof screencapture-apmis-uneecapscloud-mi-ust-2024-04-03-15_42_51.png screencapture-apmis-uneecapscloud-mi-ust-2024-04-03-15_42_51.png
PAN TYBHJ7878T	Place of Business Ghaziabad
State Uttar Pradesh	District Ghaziabad
Pincode 201014	Email ID kulkdeep1@gmail.com

o Publisher Details: -

- Name – Input Box (Alphabet) (Auto Populate from Profile Section)
- Date of Birth – Calendar (Auto Populate from Profile Section)
- Nationality- Drop Down (List to load from Masters) (Auto Populate from Profile Section)
- Photo ID Proof – Upload file (Auto Populate from Profile Section)
- PAN – Input Box (Alphanumeric) (Auto Populate from Profile Section)
- Address (Auto Populated) (Auto Populate from Profile Section)
- State (Auto Populated) (Auto Populate from Profile Section)
- District (Auto Populated) (Auto Populate from Profile Section)
- Pin code (Auto Populated) (Auto Populate from Profile Section)
- Email (Auto Populated) (Auto Populate from Profile Section)
- Mobile no (Auto Populated) (Auto Populate from Profile Section)

Publisher Details [If you want to change the Publisher Details, Please click here](#)

Name Vinay Kumar	Date of Birth 1992/02/11
Nationality Indian	Photo ID Proof 333575.png 333575.png
PAN TY08H0956T	Address A-11
State Uttar Pradesh	District Ghaziabad
Pincode 201014	Email ID PulkR1gyopmail.com
Mobile No. 8732492365	



Note: - User can Edit Publisher details by clicking on hyperlink text “ Click Here” adjacent to Publisher details head.

o Editor Detail: -

If the Editor detail is same as publisher/Printer/Applicant/Owner then below details will auto populate.

- Name – Input Box (Alphabet) (Auto Populate from Profile Section)
- Date of Birth – Calendar (Auto Populate from Profile Section)
- Nationality- Drop Down (List to load from Masters) (Auto Populate from Profile Section)
- Document in Support of Date of Birth – Upload File (Only JPG, JPEG, PDF, PNG max: 2 MB Size allowed)
- Address (Input box – Alphabets)
- Pin code (input Box- Numeric)
- District – (Auto populates when Pin code is entered)
- State – (Auto populates when Pin code is entered)
- Email ID – Input Box (Alphanumeric)
- Mobile Number – Input Box (Numeric)

Editor Details		<input type="checkbox"/> Same as Owner Details	<input type="checkbox"/> Same as Publisher Details
Name *	Nationality *	Indian	
Date of Birth *	Document in Support of DOB *	<small>Only JPG, JPEG, PDF, PNG max. 2 MB Size allowed</small>	
Address *	Pincode *		
State *	District *		
Email ID *	Mobile Number *		

o Printer/Printing Press Details: -

- State – Drop Down (List to Load from masters)
- District – Drop Down (List to load from masters) (Dependent on State Field)
- Name of Printing Press – Drop Down (List to load based on selection of State and District)



- Keeper Name – Input Box (Auto populates on selection of Printing Press Name)
- Address – Input Box (Alphanumeric)
- Pin code – Input Box (Numeric)
- State – Drop Down (Auto populates based on Pin code entered)
- District – Drop Down (Auto populates based on Pin code entered)

Printing Press Details (Exact place where printing is done/Press is located)
 + Add Another Press

State *	District *
Name of the Printing Press *	Printer Name
Address	Pincode
State	District
City	

Note: - In case your Press Name is not available you may request your press keeper to create his profile in the RNI Data base.

- Place of publication
 - Address – (Input Box) (Alphabets)
 - Pin code (Input Box) (Numeric)
 - State (Auto Populate)
 - District (Auto Populate)

Note: - Pin code entered needs to be same for the state the publisher has opted for.

Press Sewa Portal

Vinay Kumar
Owner/Applicant
kuddepl@gopmat.com

Place of Publication

Place of Business Ghaziabad	Pincode 201014
State Uttar Pradesh	District Ghaziabad



o Owner details: -

- Ownership Category – Input Box (Auto Populates from Owner Profile)
- Name (Auto Populated)
- Nationality (Auto Populated)
- Address (Auto Populated)
- State (Auto Populated)
- District (Auto Populated)
- Pin code (Auto Populated)
- Email (Auto Populated)
- Mobile Number (Auto Populated)

Press Sewa Portal

Vinay Kumar
Owner/Applicant
kuldeep1@gmail.com

Owner Details

Ownership Category Individual	Name Vinay Kumar
Nationality Indian	Place of Business Ghaziabad
State Uttar Pradesh	District Ghaziabad
Pincode 201014	Email ID kuldeep1@gmail.com
Mobile No. 8796546789	

- User (Owner/applicant/publisher) will have to click on radio button to select Yes & No as an option to verify whether the user is owner of any other newspaper.
- Users will have to click on the radio button to state whether the title registered is for Fresh Application for newspaper or an existing newspaper.
- Post filling in all the required/mandatory details user can submit the application by clicking on “Submit” button as shown in the below figure.



Press Sewa Portal

Vinay Kumar
Owner/Applicant
kuroep@gyopmat.com

Mobile No:
8706546780

Do you own any other Periodical

Do you own any other Periodical? Yes No

Declaration is in respect of Newspaper

Fresh Application for Newspaper Existing Newspaper

Registration Fees Payment Details

Save as Draft Submit

- User will get preview of the Application for title registration form to review the filled details before submission as also shown in the below figure.

VIEW

Title Details

Title Name	Periodicity
Masik Dosh videsh	Monthly

Price Details *

Monthly Subscription	Language
₹ 00	Hindi, English

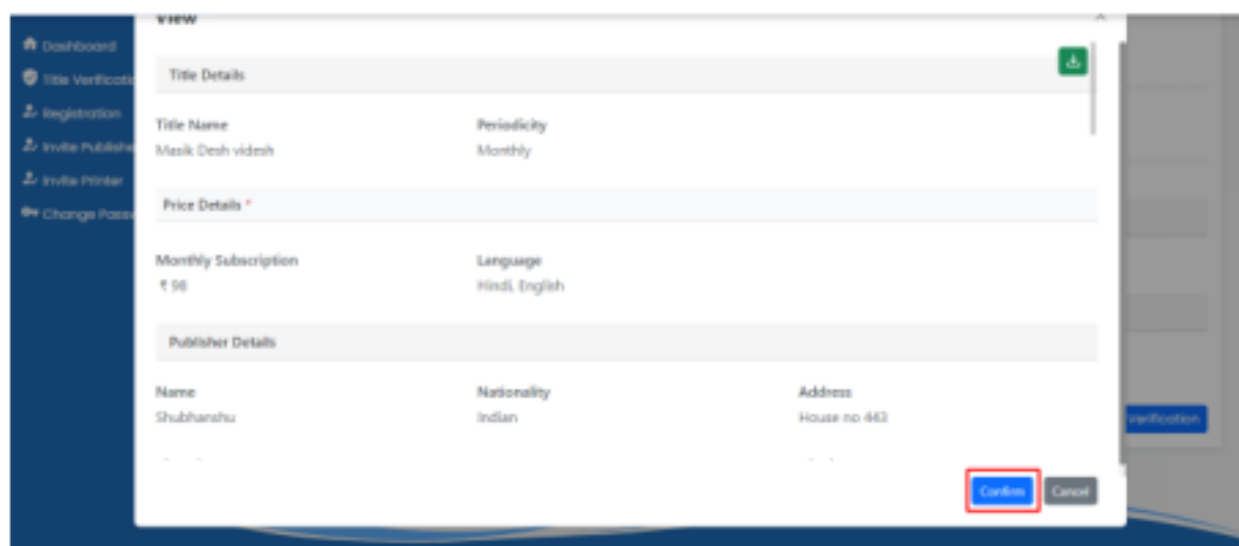
Publisher Details

Name	Nationality	Address
Shubhanshu	Indian	House no 443

Confirmation

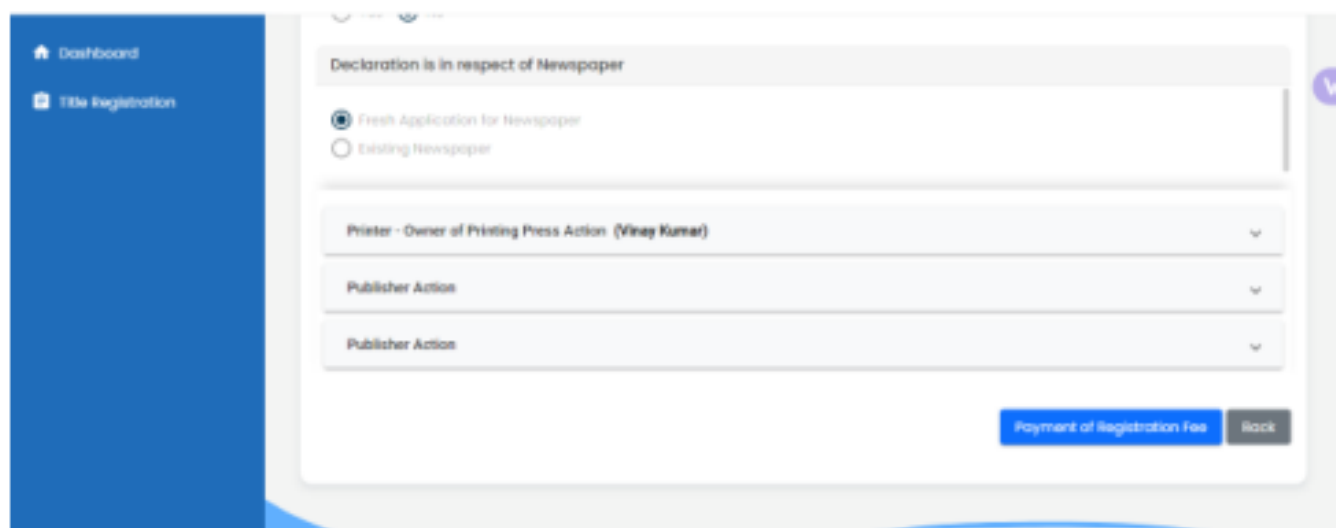
Confirm Cancel

- Click on the confirm button to forward the application to the Printer for Registration as shown in the below figure.



• The application is then forwarded to Printer for Registration of the details submitted by owner/publisher.

• Post Approval from Printer, Publisher is required to E-Sign & Make Payment for a registration application as shown in the below image.



• On Click of “Payment of Registration Fee” button, user will be redirected to Bharatkosh payment page as shown in the below image.



The screenshot displays the 'Bharatkosh' website interface. At the top, there is a navigation bar with the logo and the text 'Controller General of Accounts, Dept. of Expenditure, Ministry of Finance'. Below this is a secondary navigation bar with links for Home, About Us, User Guide, Contact Us, FAQs, Terms and Conditions, and Charge back and Refund Policy. A banner image shows a hand holding a card over a keyboard, with the text 'Non-Tax Receipt Portal' overlaid. A progress indicator shows four steps: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info (highlighted in green), and 4. Pay. The main content area is titled 'Payment Mode Online' and contains two tables. The first table, 'Depositor's Details', has fields for Name, Address 1, City, State, Pincode/Postal, Mobile No. (LTD), and Tax. The second table, 'Purpose Details', has columns for Sr. No., Ministry, PMS Name, PMS Code, Purpose and Payment Type, Payment Period/Frequency, and Amount (in INR). Below the tables are 'Back' and 'Confirm' buttons. The footer contains links for Home, About Us, Contact Us, Privacy Policy, Disclaimer, Storage, and Terms & Conditions, along with copyright information for the Controller General of Accounts and the Public Financial Management System.

Depositor's Details			
Name	MAY KUMAR		
Address 1	8 45	Address 2	
City	Delhi	State	Uttar Pradesh
State	Uttar Pradesh	Country	---
Pincode/Postal	201004	Email	Minard@gmail.com
Mobile No. (LTD)	94079046		
Tax		TIN	

Purpose Details						
Sr. No.	Ministry	PMS Name	PMS Code	Purpose and Payment Type	Payment Period/Frequency	Amount (in INR)
1	INFORMATION and BROADCASTING	Ministry of Information & Broadcasting, New Delhi(2747)	REGISTRATION OF MEMBERS FOR PMS, NEW DELHI (2747)	Remedy of non submission of Annual Statement (RS) -	One Time	1000
				RS one thousand only		Rs=1000

- User (Publisher) can proceed with payment by clicking on Confirm Button, On Click of "Confirm" user will be redirected to Payment Gateway page as shown in the below image, User needs to select payment mode and fill the captcha given and click on "Pay" button



English

Bharatkosh
Government of India Receipts Portal

Controller General of Accounts
Dept. of Expenditure, Ministry of Finance

Home | About Us | User Guide | Contact Us | FAQs | Terms And Conditions | Charge-back and Refund Policy

MINISTRY OF FINANCE

Non-Tax Receipt Portal

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 mod

 Success Rate 100.00 %	 Success Rate 79.66 %	 Success Rate 26.67 %	 Success Rate 0.00 %	 Success Rate 0.00 %
 Success Rate 0.00 %	 Success Rate 0.00 %	 Success Rate 0.00 %	 Success Rate 0.00 %	 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

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 Fail/Ref, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your account for the Fail/Ref 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 Service provider of the bank/Payment mode selected as shown in the below figure.



INFORMATION And BROADCASTING - (020) Pay Within - 09:39

Receipt No
1902240086968

Amount payable is
₹ 1000.00

UPI
Pay using BHIM, Tez and other UPI apps

vinaykum6570

VINAY KUMAR

VISA

- Post providing the necessary details for the payment mode selected, user can complete his/her payment for an application and will be redirected to Payment Successful page.

Press Sewa Portal Vinay Kumar
Publisher
Nishant43@jyopmail.com

Dashboard
Title Registration

Payment Successful

Mobile No.: 9545745548
Email ID: Nishant43@jyopmail.com
Amount Paid: 1000
Transaction ID: 17063381871380220248955317