



Website User Manual

Version 1.0

June 20th'2024

(<https://pressewa.prgi.gov.in/#/>)

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



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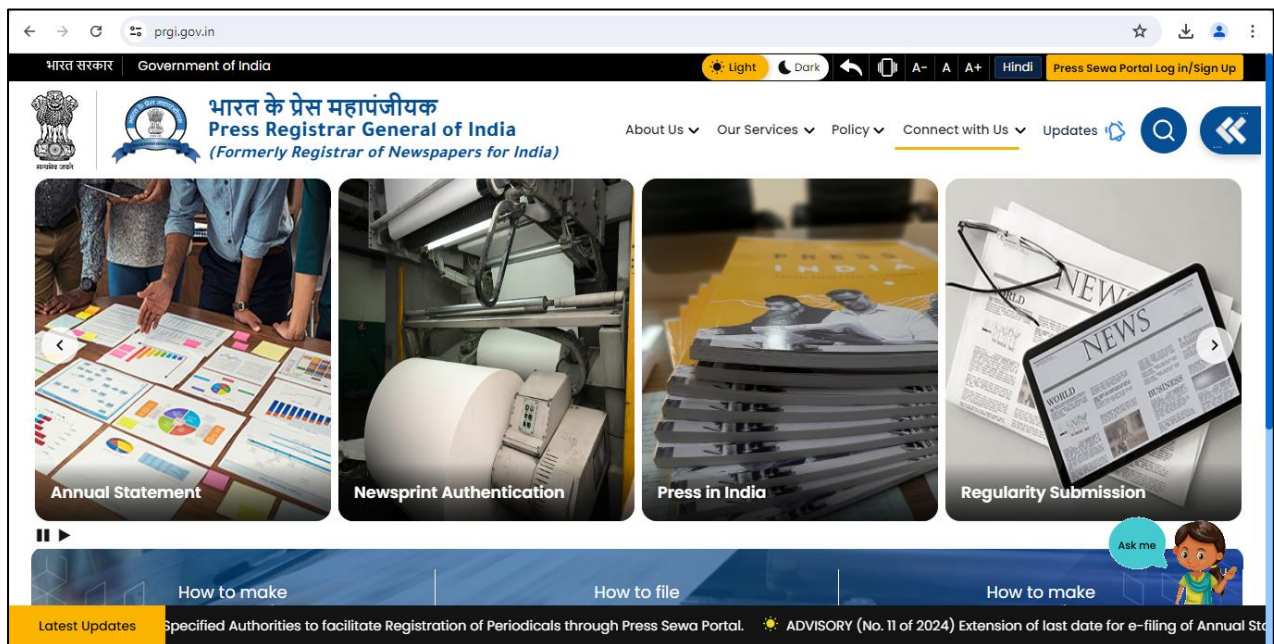
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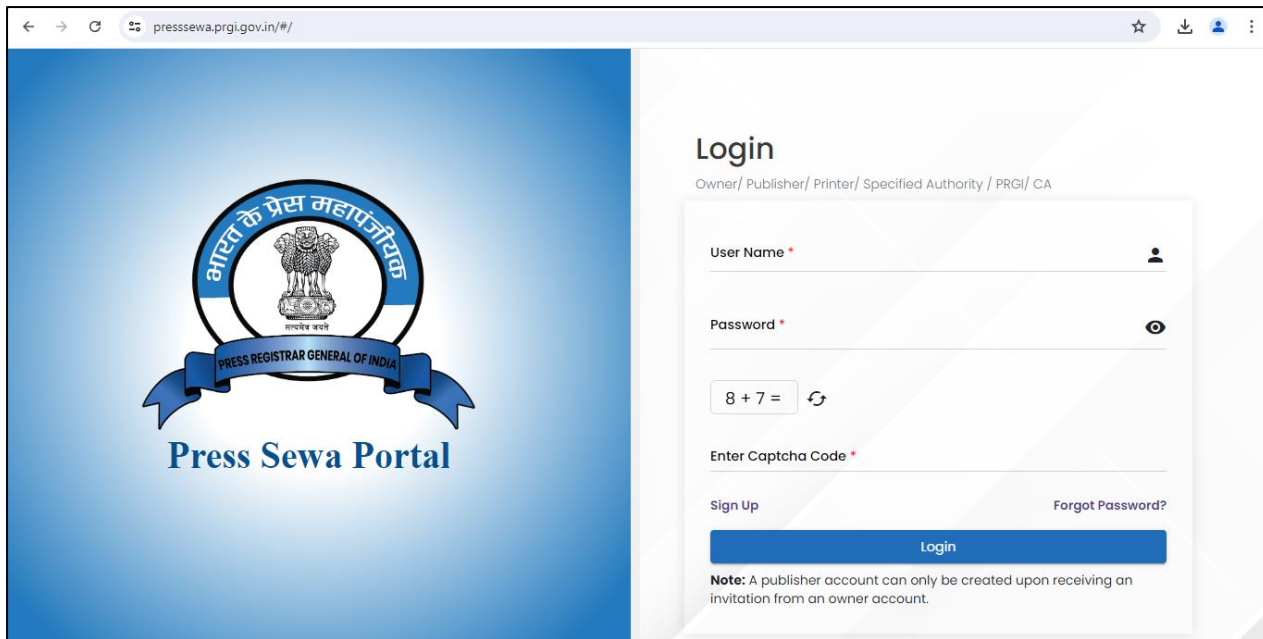
1 Newsprint Certificate

Newsprint Certificate request is raised by Publisher/Owner based on regularity and printing frequency. Publisher/owner can apply for Newsprint certificate by following below steps: -

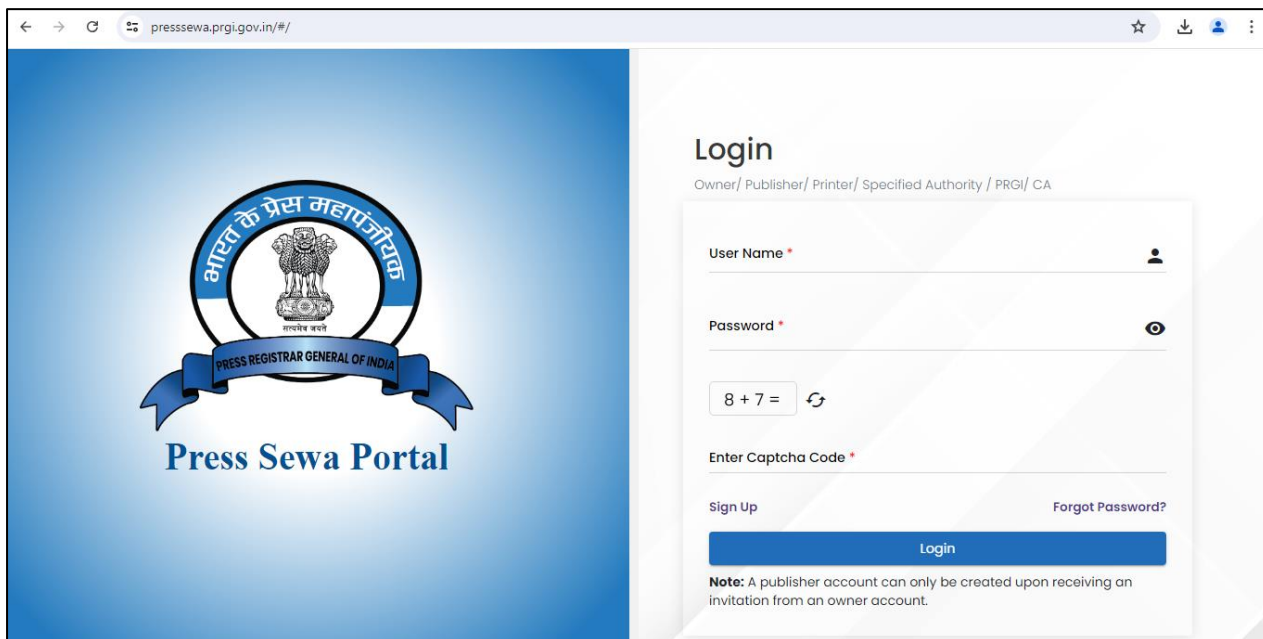
- Go to the URL <https://www.prgi.gov.in/>
- You will be redirected to the PRGI website.
- Click on Newsprint Authentication module as shown in the below figure.



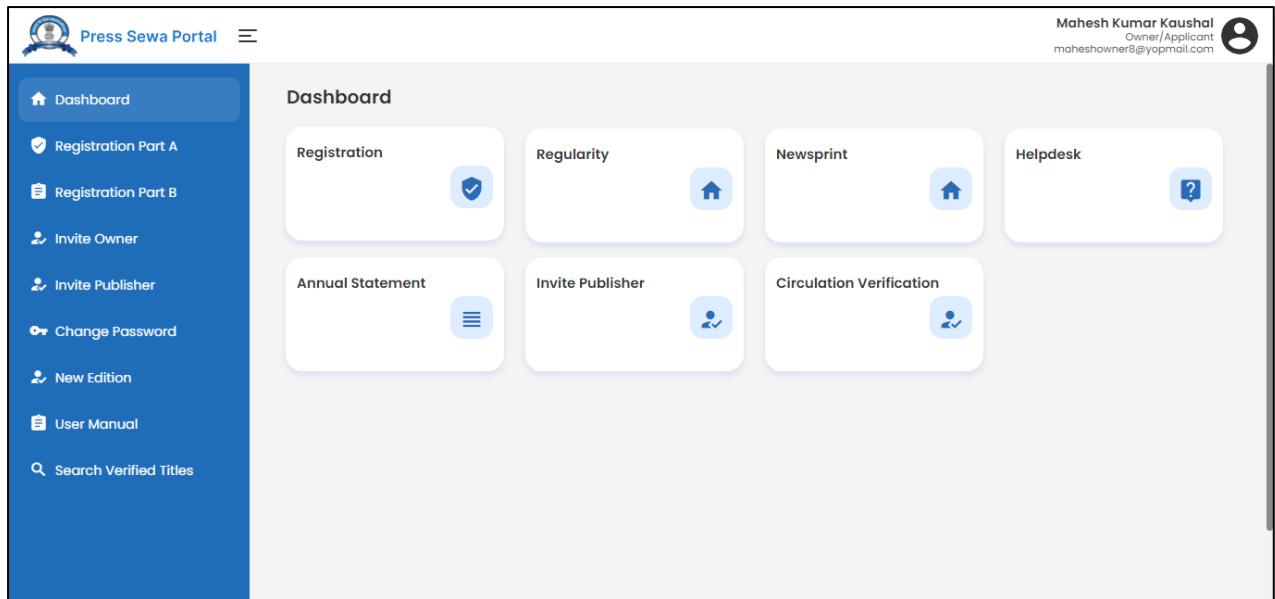
- From this page you will be redirected to the login page.
- User will be required to provide Username & Password as shown in the below figure.
- Alternatively you can directly access the Press Sewa Portal at <https://www.presssewa.prgi.gov.in>



- Click on “Login” button as shown in the figure to successfully login into your respective account.
- Enter the captcha code.



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



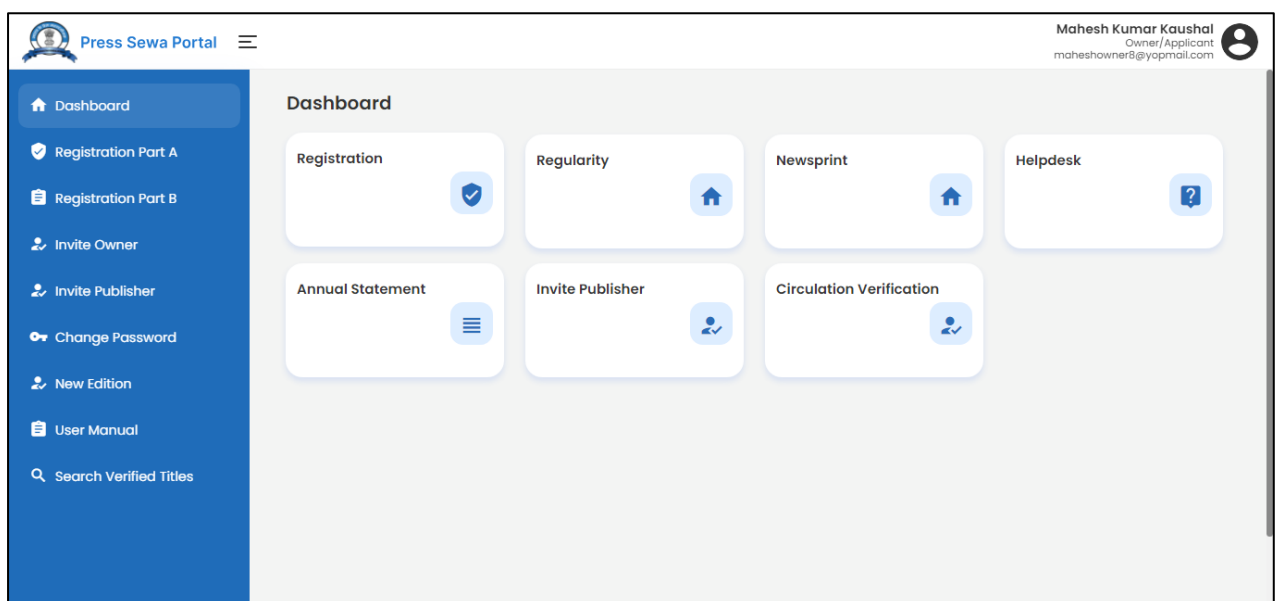
Note:-

Owner – Applicant – Publisher can Apply for Newsprint Certificate only for those Registered periodicals for which Annual Statement has already been filed.

1.1 Apply for Newsprint Certificate

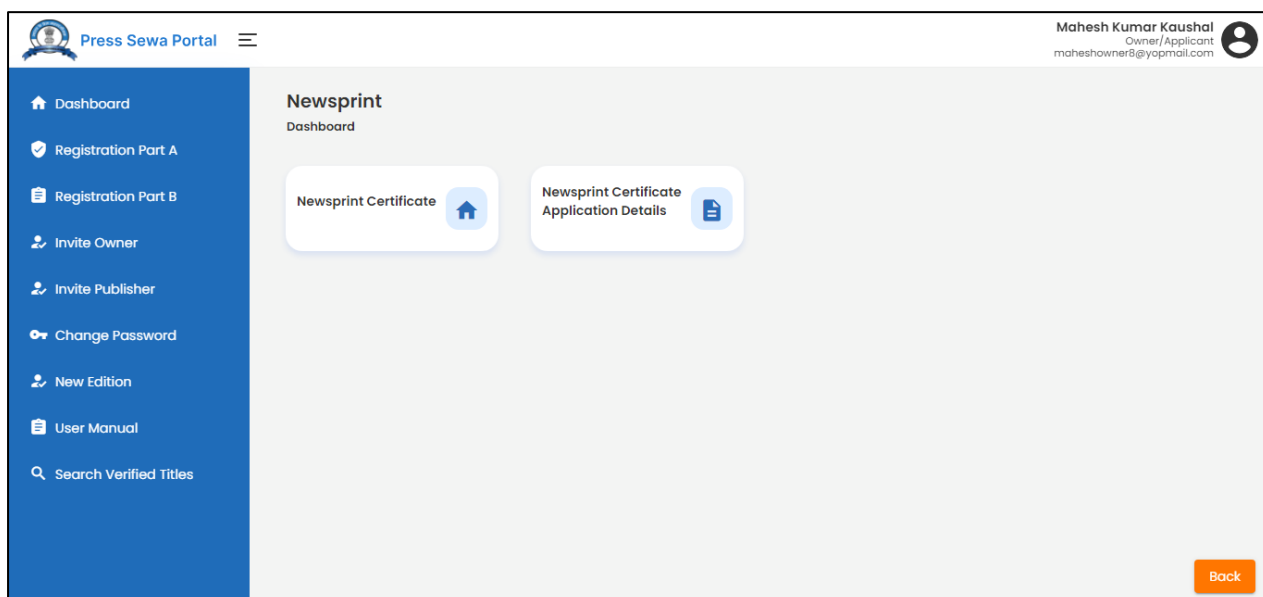
Publisher can apply for newsprint certificate request by following below request: -

- Click on the “Newsprint Certificate” tile from the dashboard as shown in the below figure.

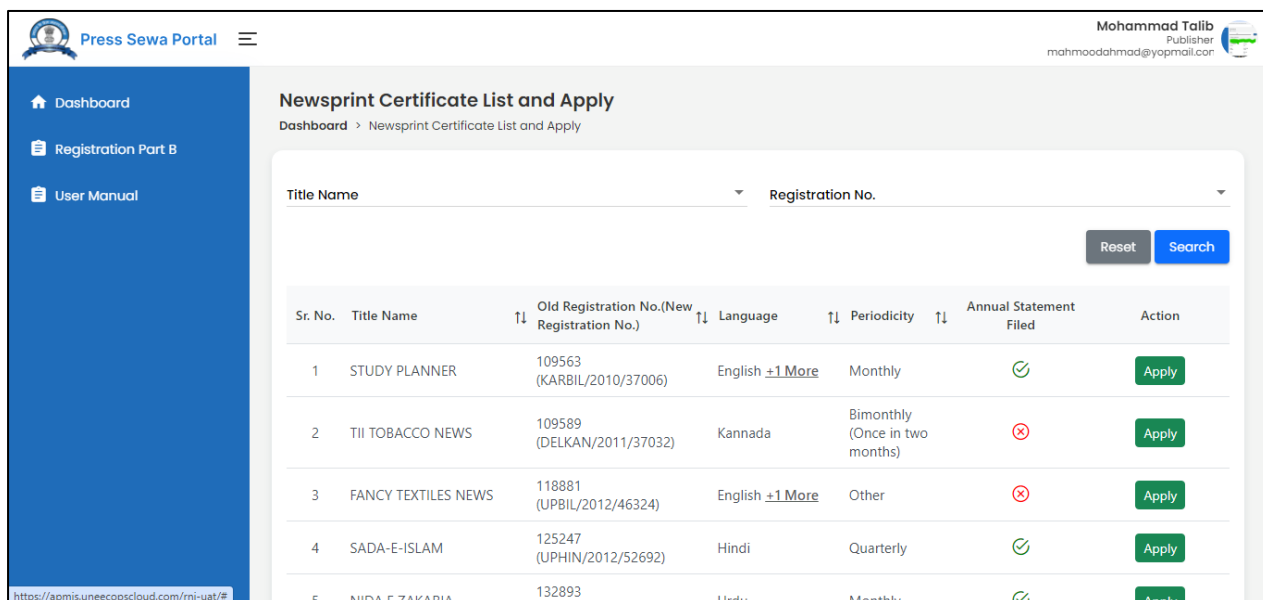




- Publisher will be redirected to “Newsprint Certificate Dashboard” page as shown in the below figure.



- Click on “Newsprint Certificate” Tile from the dashboard, You will be redirected to “Newsprint Certificate List and Apply” page as shown in the below figure.



- Publisher can view the list of all the titles for which he/she can apply for newsprint certificate as shown in the below figure.



Press Sewa Portal Mohammad Talib
Publisher
mahmoodahmad@yopmail.com

Newsprint Certificate List and Apply
Dashboard > Newsprint Certificate List and Apply

Title Name Registration No.

Reset Search

Sr. No.	Title Name	Old Registration No.(New Registration No.)	Language	Periodicity	Annual Statement Filed	Action
1	STUDY PLANNER	109563 (KARBIL/2010/37006)	English +1 More	Monthly	✓	Apply
2	TII TOBACCO NEWS	109589 (DELKAN/2011/37032)	Kannada	Bimonthly (Once in two months)	✗	Apply
3	FANCY TEXTILES NEWS	118881 (UPBIL/2012/46324)	English +1 More	Other	✗	Apply
4	SADA-E-ISLAM	125247 (UPHIN/2012/52692)	Hindi	Quarterly	✓	Apply
5	NIDA E ZAKARIA	132893	Urdu	Monthly	✓	Apply

<https://apmis.unecopscloud.com/rni-uat/#>

- Owner/Publisher can easily apply for “Newsprint Certificate” by clicking on “Apply” button under action column as shown in the below figure.

RNI Portal Mahipal Singh
OWNER/APPLICANT

Newsprint Certificate List and Apply
Dashboard > Newsprint Certificate List and Apply

Title Name Registration No.

Reset Search

Sr. No.	Title Name	Registration No.	Language	Periodicity	Last 5 Yrs Annual Statement Filed	Action
1	Apni Kahani	R/DL/ASS/0623/70	English	Daily	✓	Apply

- Once Owner/Publisher clicks on “Apply” button, He/she will be redirected to “Newsprint Certificate Application Form” as shown in the below figure.



Press Sewa Portal

Mohammad Talib
Publisher
mahmoodahmad@yopmail.com

Newsprint Certificate Application Form

Dashboard > Newsprint Certificate Application Form

Application Date
01/07/2024

Title Details

Title Name STUDY PLANNER	Registration No. 109563 (KARBIL/2010/37006)	Registration Date 29/04/2011
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Period for which Newsprint certificate is required

From Date	To Date
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Publisher Details

Publisher Name SMT. RENUKA LAXMAN UPPAR	Place of Publication Dharwad
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- Publisher/Owner will be required to fill below mentioned fields: -
 - Title Name – (Auto-Populated)
 - Registration No- (Auto-Populated)
 - Registration Date- (Auto-Populated)
 - From Date – (Calendar – Publisher/Owner needs to select the from date range for which he/she wants to apply for newsprint Certificate)
 - To Date – (Calendar- Publisher/Owner needs to select the To date range for which he/she wants to apply for newsprint Certificate)
 - Publisher Name – (Auto-Populated)
 - Place of Publication – (Auto-Populated)
 - Address – (Auto-Populated)
 - Period for which newsprint certificate is required (Generally the last financial year should be given here, in which newsprint was imported)– (Drop-down) (Publisher/Owner Select the year range).
 - Quantity of Imported Newsprint in Previous Year – (Input Box) (Publisher submits the quantity consumed in metric ton)
 - Value of Imported Newsprint in previous year- (Input Box) (Publisher Submits the value of imported newsprint in Rs.)
 - Quantity of Newsprint Consumed during the last financial year– (Input Box) (Publisher submits the consumed newsprint detail in Metric ton).
- Post filling all the required/mandatory fields by Owner/Publisher, He/she can click on “Apply for Newsprint Certificate” button as shown in the below figure for generating request for Newsprint Certificate.
- Once the newsprint self-declaration is authenticated by the PRGI, the same will be available for download on the application page itself.

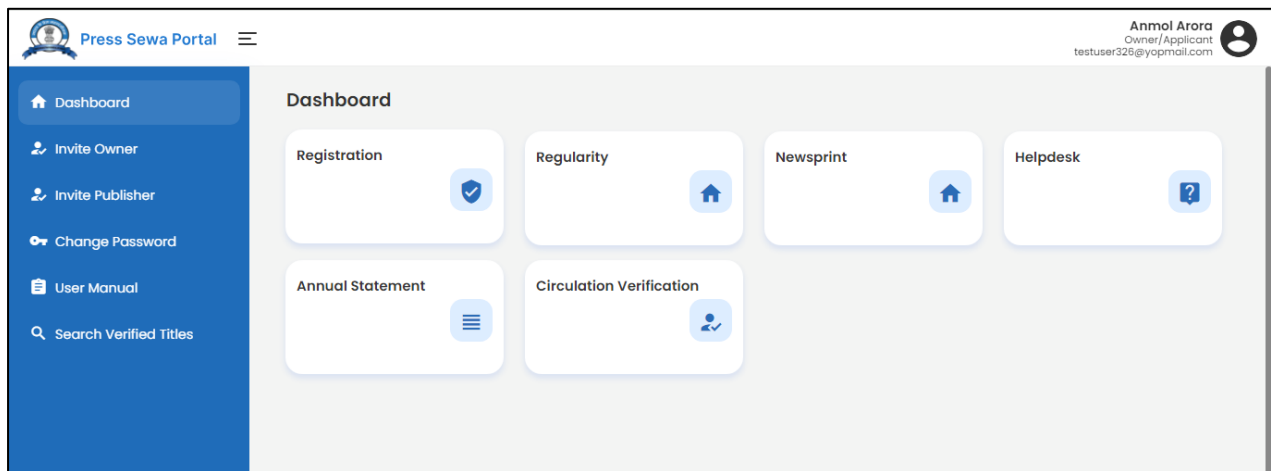


Owner/Applicant/Publisher – E-Filing Newsprint Certificate

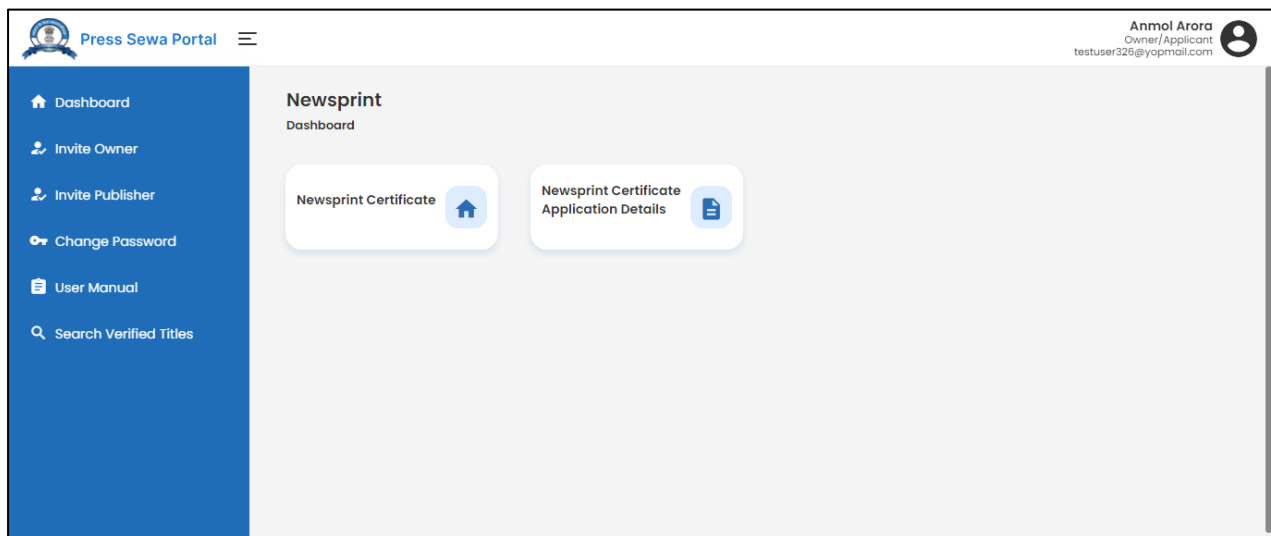
1.2 Download Newsprint Certificate

User can download newsprint for applied application by following below steps :-

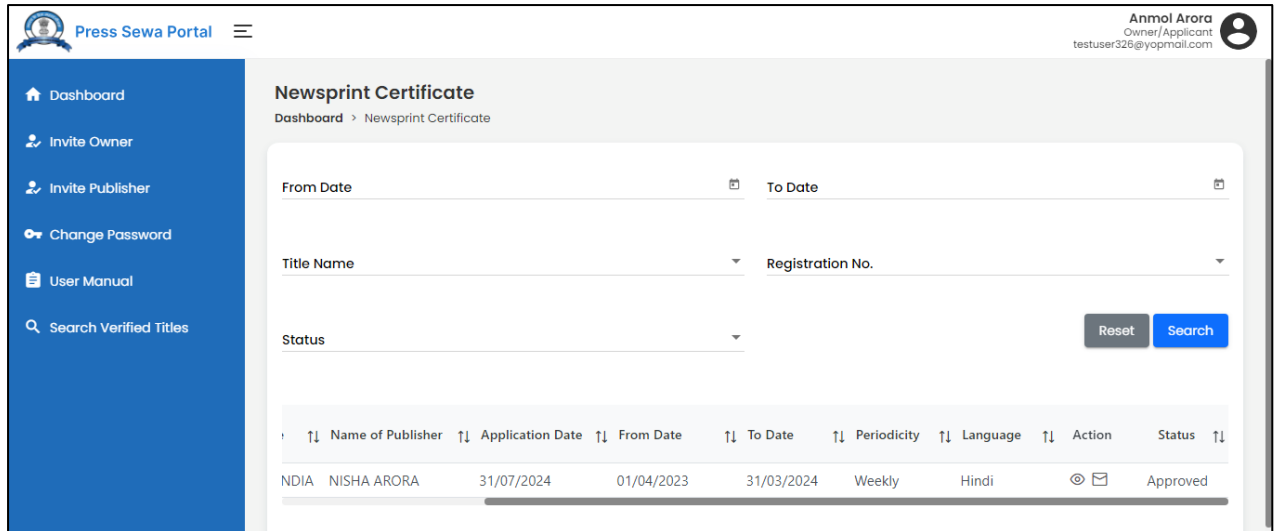
- User needs to login into his/her Press Sewa Account.
- Post Successful login users will be redirected to user dashboard as shown in the below figure.



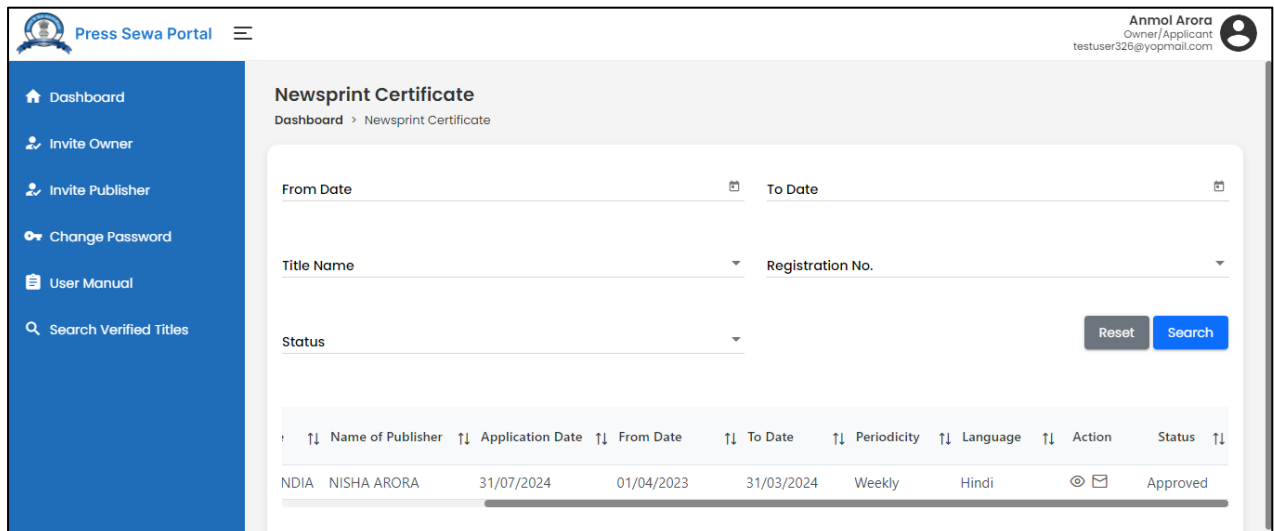
- Click on “Newsprint” tile from the dashboard menu.
- On click of “Newsprint tile” user will be redirected to “Newsprint Dashboard” as shown in the below image.



- Click on “Newsprint Certificate Application details” tile from Newsprint Dashboard.
- On click of “Newsprint Certificate Application details” tile user will be redirected to “Newsprint certificate” page as shown in the below figure.



- User can download the Newsprint certificate by clicking on “Folder” icon as shown in the below figure



- On Click of “Folder” icon Newsprint certificate will be download as shown in the below figure.



1.3 Newsprint Certificate pdf Format

Self-declaration for import of Newsprint

1. I **NISHA ARORA** do hereby certify that I am the publisher/owner of **SUCCESS INDIA** which is registered with Press Registrar General of India (PRGI) vide Registration Number **115031 (UTTHIN/2012/42474)** and published from **Hardwar** with a GST No. **N/A** and fulfil the criteria of Actual User's condition laid down in Notification No. 09/2015-2020 dated 3.6.2016 of the Directorate General of Foreign Trade (DGFT) concerning the import of newsprint.
2. In terms of the above-mentioned notification of DGFT, I solemnly affirm and declare that the above-mentioned publication has imported a total of **79.0** Metric Tons of Newsprint for a value of Rupees **5450** and has actually consumed **88.0** Metric Tons from the above quantity of import during the FY **2023-24**
3. I also certify that the Annual Statement for the year **2023-24** regarding the above publication as per the Press and Registration of Periodicals (PRP) Act, 2023, has been filed online to the PRGI.

Place: Gautam Buddha Nagar	Signature of publisher/owner
Date: 31-07-2024	NISHA ARORA
	Import Export Code: N/A

Note: Any false information shall disqualify the publication concerned from future import of newsprint besides any other action under any other law for making a false declaration against the publisher.

Authentication by Press Registrar General of India

Certified that the above-mentioned publication holds registration certificate from PRGI in terms of DGFT's Notification No. 09/2015-2020 dated 3.6.2016.

Place: PRGI HQ, New Delhi.	Mohammad Talib
Date: 31-07-2024	PRESS REGISTRAR GENERAL

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