

GOVERNMENT OF INDIA
OFFICE OF THE PRESS REGISTRAR GENERAL OF INDIA
(MINISTRY OF INFORMATION & BROADCASTING)
NEW DELHI

ADVISORY (No. 25 of 2024)

Subject: Transfer of Ownership of Titles/Periodicals through Press Sewa Portal (PSP).

The facility for Transfer of Ownership of Titles/Periodicals is being enabled through Press Sewa Portal (www.pressewa.prgi.gov.in) with effect from today, 1st November, 2024. The process involves the following key steps:

- a) **Initiating a Transfer Request by the current owner (Transferor):** Current owners (transferors) may log in to the PSP, navigate to the "Ownership Transfer" section under the Registration module, and fill out the transfer request form.
- b) **Accepting the transfer by the new owner (Transferee):** The new owner should create a profile on the Press Sewa Portal and log in to receive the transfer request initiated by the transferor.
- c) **Document Submission:** Ownership Transfer Affidavit, Affidavit by the new owner along with relevant identity proof documents, should be uploaded on Press Sewa Portal. The application is to be submitted by paying a Transfer Fee of Rs. 1,000 (Rupees One Thousand only) and e-signing. The application will be submitted simultaneously to PRGI and the Specified Authority through the Portal.
- d) **All editions of a title should be transferred together.**

The specific steps involved in the processing is attached below for your further reading. In case of any query or concern, please contact PRGI Helpdesk at:

- a. **Dedicated Helpline for Press Sewa Portal:**
Phone No: 011-24369981, 011-24369978
- b. **Email:** it-helpdesk.rni@gov.in
- c. **Online Helpdesk:** If you encounter any difficulty with the Press Sewa Portal, you can reach out to the Online Helpdesk by generating the token here: <https://prgi.gov.in/online-meeting>
- e. Owners/Publishers can also log their issues through our grievance portal at <https://www.pressewa.prgi.gov.in>

This issues with the approval of Press Registrar General

(Rajith Chandran M.R.)
Deputy Press Registrar General

DETAILED STEPS INVOLVED IN TRANSFER OF OWNERSHIP OF TITLES/PERIODICALS THROUGH PRESS SEWA PORTAL (PSP)

I. Parties involved: The transfer involves two parties: the current owner (transferor) and the new owner (Transferee) or authorized representatives of the owners in case of non-individual owners/institutions/organizations/companies/trusts etc. Both the Parties should have profiles/log in credentials on Press Sewa Portal and should be able to Log in using the same.

II. Steps to be followed by the Current owner

- i. Log in to the Press Sewa Portal (PSP)
- ii. Navigate to the "**Ownership Transfer**" section under the Registration tile in the dashboard. Click on the "**Ownership Transfer**" option under the Registration module on the dashboard.
- iii. Click on "**Add New.**" Select the titles to be transferred. **It may be noted that all editions of a title should be selected and transferred together.**
- iv. The current owner may search and select the new owner's details by using the new owner's email ID.
- v. The current owner may submit the **Affidavit/Undertaking** as per the format available here <https://prgi.gov.in/updates/format>
- vi. In addition, the current owner may also upload **Notarized Ownership Transfer Affidavit** as per the format available here: https://rni.nic.in/proforma/pdf_file/ownership.pdf
- vii. After completing the form, the first owner may e-sign using Aadhaar. The application will be transferred to the account of the new owner for further action.

III. Steps to be followed by the New Owner:

- i. The new owner shall navigate to the "Ownership Transfer" section under the Registration tile in the dashboard.

- ii. The status of the title to be transferred to this owner will be visible in “Pending” tab and the status will be shown as ‘Transfer In’.
- iii. The new owner can accept the transfer request by Aadhaar-based e-signing.
- iv. The new owner shall navigate again to the "Ownership Transfer" section under the Registration tile in the dashboard. The status of the application will be shown as “Payment Pending.”
- v. The new owner may pay “Ownership Transfer Fee” of Rupees One Thousand and once payment is completed, the application will be submitted simultaneously to the Specified Authority and PRGI.

IV. The following may be ensured while applying for Ownership Transfer:

- i. **All editions*** of a title should be transferred simultaneously.

*** The editions of a particular title/periodicals with the same title are to be categorized as illustrated below:**

Case I: *The Owner has a periodical titled ‘Aaj ka Deshkal’ in Uttar Pradesh (Hindi) with periodicity daily. In that case, all the periodicals with the title ‘Aaj ka Deshkal’ in Uttar Pradesh in Hindi language but with periodicity other than daily i.e. weekly or monthly, etc., will be considered editions of the same title – to be transferred mandatorily.*

Case II: *The owner has a periodical titled ‘Pragati Kaal’ in Uttar Pradesh (in Hindi) and owns another periodical with the same title in Rajasthan (in Hindi), both the periodicals have to be transferred together - to be transferred mandatorily.*

Case III. *The owner has a periodical titled ‘Pragati Kaal’ in Uttar Pradesh (in Hindi), and the same owner has the same title in any other language in Uttar Pradesh (in Hindi) – to be transferred mandatorily*

Case IV: *The owner has a periodical titled ‘Pragati Kaal’ in Uttar Pradesh (in Hindi), and the same person owns another periodical with the same title in Rajasthan (in Hindi), and if the same person owns a periodical with the same title in Rajasthan (in any other language), all the three would be considered as same title and should be selected for transfer together - to be transferred mandatorily*

Case V: *The owner has a periodical titled 'Pragati Kaal' in Uttar Pradesh (in Hindi), and same person owns the same title in any other state other than Uttar Pradesh and in any other language other than Hindi - **Transfer is Optional***

- ii. Any title in the **defunct list** will not be transferred. It must be either ceased or reactivated before the transfer is initiated.
- iii. There should be no penalty pending on any edition of the title to be transferred.
- iv. The following documents are to be mandatorily uploaded:
 - a. Ownership Transfer Affidavit in [given format](#)
 - b. Affidavit by the Owner in [given format](#)

Note: *The ownership transfer facility is limited to effect a change of ownership in records only. Any further revision of particulars such as changes in periodicity, publisher, editor, price, printing press, etc. may be carried out through the Revised Registration facility on Press Sewa Portal by the new Publisher assigned by the new Owner.*