



User Manual for Admin Panel Fee Structure

Version 1.0

June 30th'2026

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

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Admin Panel Fee Structure- PRGI Users

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2 Admin Panel Fee Structure

Module helps PRGI user enable and disable Fees and Penalty for various modules (New Registration, Revise Registration, etc.)

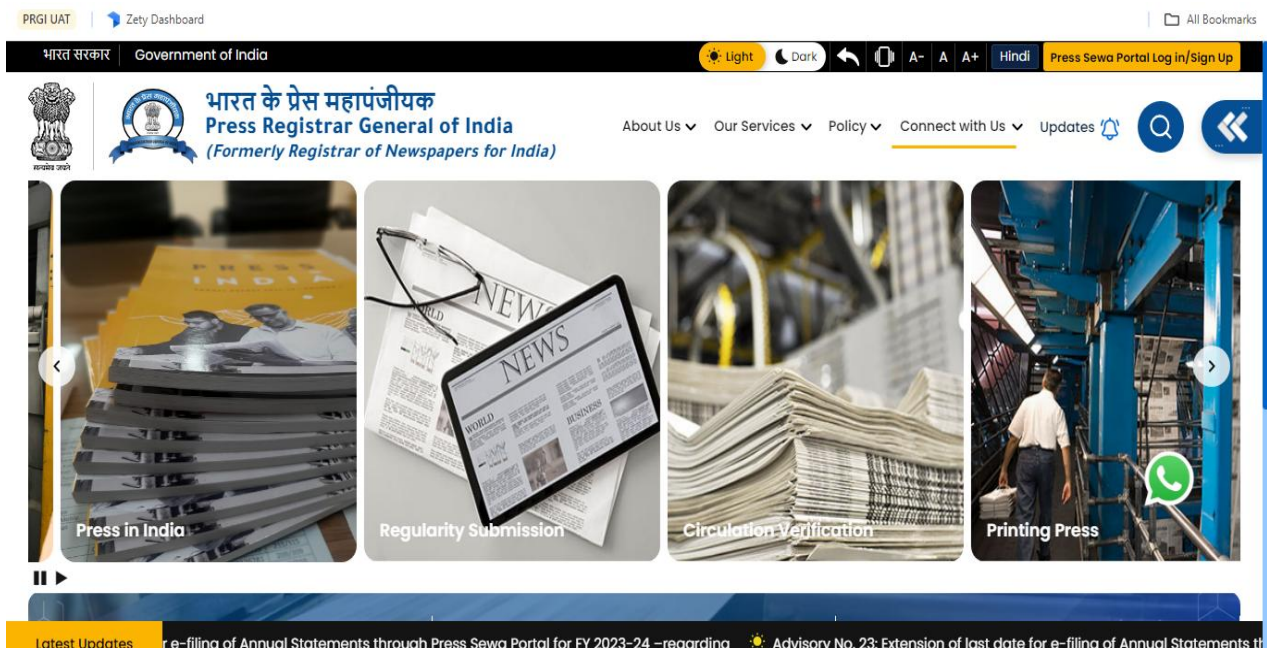
Objective:

To provide a comprehensive and user-friendly guide that enables Press Sewa Portal officer to effectively utilize the Fee Structure module.

2.1 How to Navigate

Regularity file request is raised by Owner/Publisher can apply by following steps: -

- Go to the URL <https://www.prgi.gov.in/>
- You will be redirected to the PRGI website.
- Click on Press Sewa Portal Login In/Sign up as shown in the below figure
- From this page you will be redirected to the login page.
- PRGI Officer will be required to provide Username & Password as shown in the figure below.



- Alternatively, you can directly access the Press Sewa Portal at <https://www.pressewa.prgi.gov.in>

Admin Panel Fee Structure- PRGI Users



प्रेस सेवा पोर्टल
Press Sewa Portal

Login

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

User Name (Email-id) *

Password *

Enter Captcha Code *

Sign Up Forgot Password?

Login

Note: A publisher account can only be created upon receiving an invitation from an owner account.

Website: <https://prgi.gov.in/>

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



प्रेस सेवा पोर्टल
Press Sewa Portal

Login

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

User Name (Email-id) *

Password *

Enter Captcha Code *

Sign Up Forgot Password?

Login

Note: A publisher account can only be created upon receiving an invitation from an owner account.

Website: <https://prgi.gov.in/>

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

Admin Panel Fee Structure- PRGI Users


Press Sewa Portal


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SO
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- Dashboard
- Printing Press List
- Transaction Report
- User Manual
- Search Verified Titles
- Search Registered Titles
- Download DC / REJECTION
- SA Applications
- View User Role Activity
- Application Status

Dashboard

Registration

Regularity

Authentication of Newsprint declaration

Helpdesk

Annual Statement

Management Information System

Day To Day Operation

Main Profile

Circulation Verification

User Management

Fee Structure

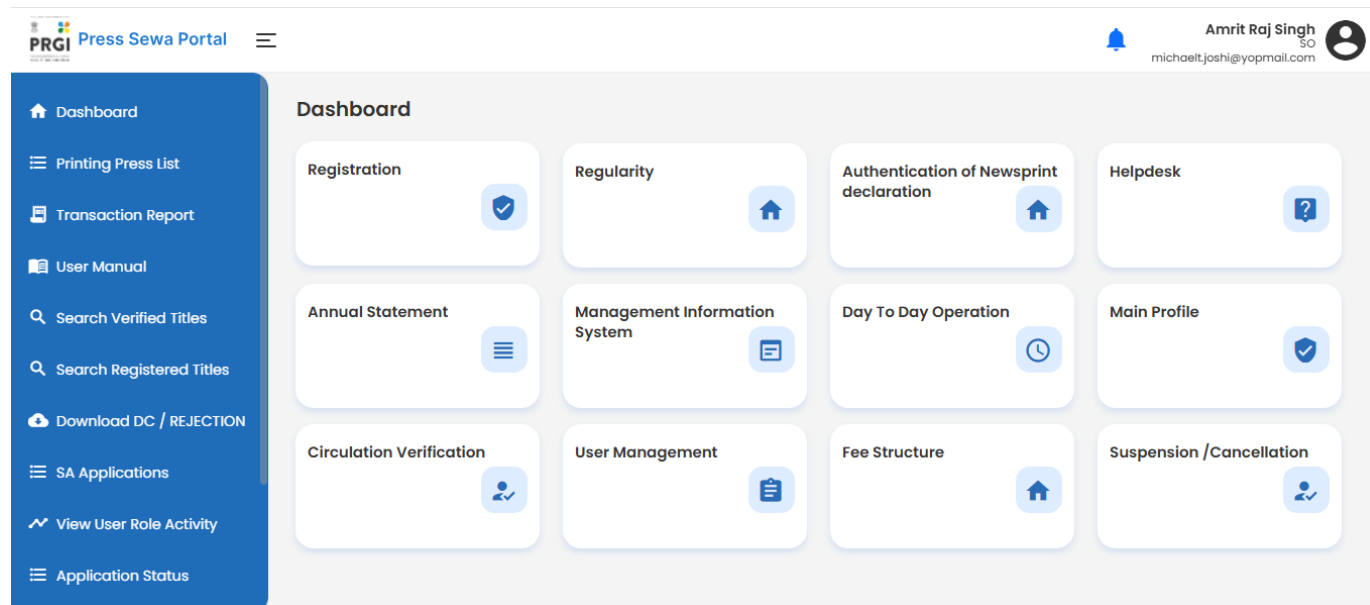
Suspension /Cancellation

Admin Panel Fee Structure- PRGI Users

2.2 Fee structure

1. PRGI Officer can view the Fee Structure by following steps: -

- Click on the “Fee Structure” Menu from the dashboard as shown in the below figure.



- Then the PRGI Officer clicks on the “Fee Structure” module from the Dashboard menu, Officer will be redirected to “Fee Structure” page as shown in the below figure.

Admin Panel Fee Structure- PRGI Users

- Dashboard
- Printing Press List
- Transaction Report
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- Search Verified Titles
- Search Registered Titles
- Download DC / REJECTION
- SA Applications
- View User Role Activity
- Application Status

Fee Structure List

Dashboard > Fee Structure List

From Date To Date Module Name Status

Download Excel

Reset

Search

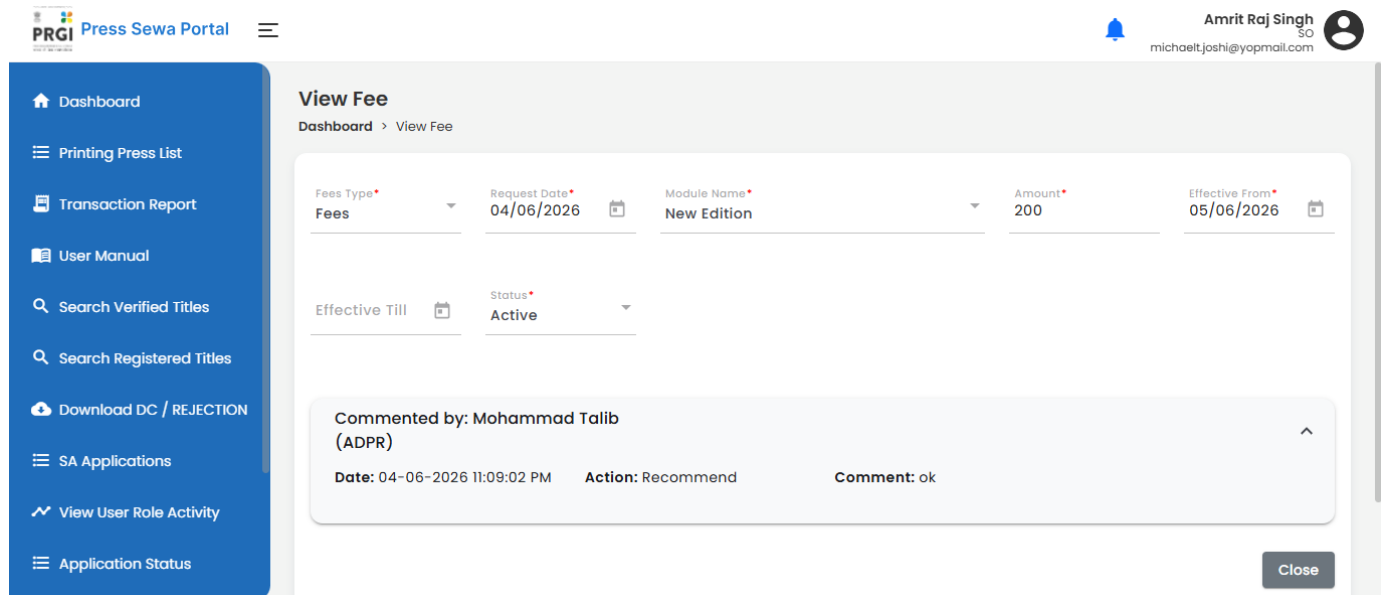
+ Add

Sr. No.	Date of Initiation	Fee Type	Module	Effective From Date	Effective To Date	Amount	Status	Action
1	29/06/2026	Fee	Revised Registration	30/06/2026	NA	1000	Active (Mohammad Talib)	
2	05/06/2026	Fee	New Registration	06/06/2026	NA	10000	Active (Mohammad Talib)	
3	04/06/2026	Fee	New Edition	05/06/2026	NA	200	Active (Mohammad Talib)	
4	30/05/2025	Fee		31/05/2025	NA	0	Active (Vinay Kumar)	
5	21/04/2025	Fee	Circulation Verification	21/04/2025	NA	0	Active (First Entry Backend)	
6	21/04/2025	Fee	Newsprint	21/04/2025	NA	0	Active (First Entry Backend)	
7	21/04/2025	Fee	Ownership Transfer to Legal Heir	21/04/2025	NA	0	Active (First Entry Backend)	
8	21/04/2025	Fee	New Registration	21/04/2025	05/06/2026	0	In-Active (First Entry Backend)	
9	21/04/2025	Fee	Ownership Transfer	21/04/2025	NA	0	Active (First Entry Backend)	
10	21/04/2025	Fee	Revised Registration	21/04/2025	29/06/2026	0	In-Active (First Entry Backend)	

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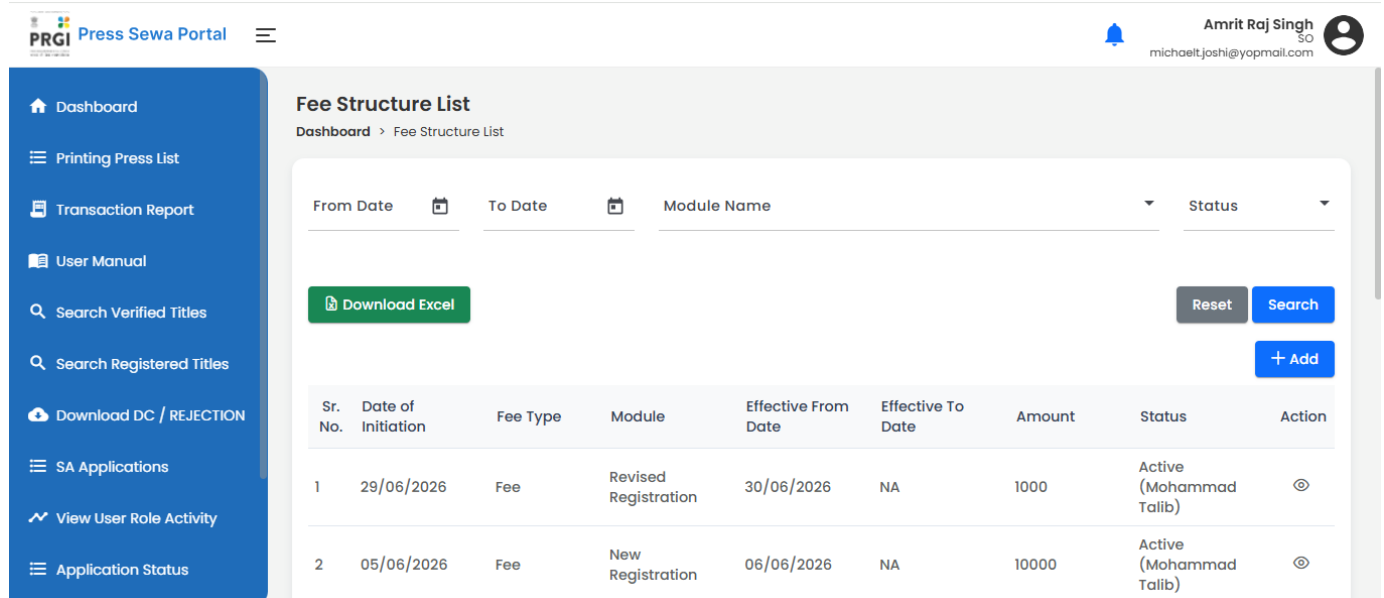
Admin Panel Fee Structure- PRGI Users

- User would be able to view all the fee and penalty created in the system; He/she may click on “Eye” icon to view the complete detail of the application.



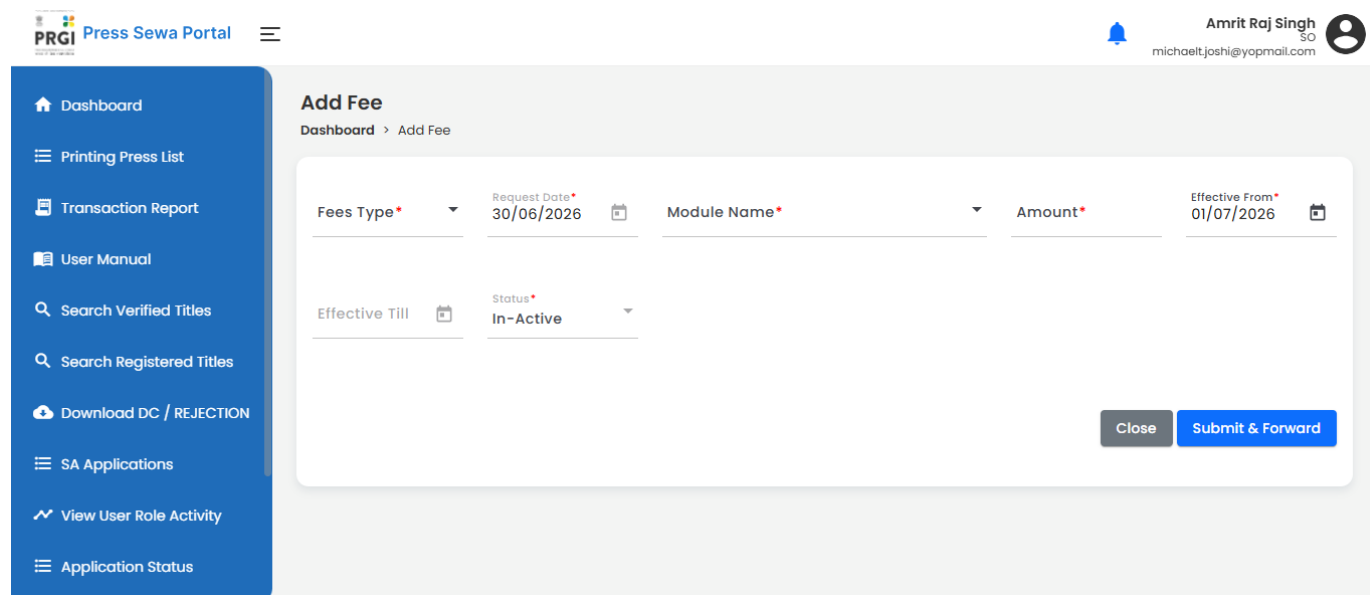
2.3 Add Fee & Penalty

- PRGI user can Add and update Penalty/Fee for any module in the press sewa portal by clicking on “Add” button available in the fee structure List page.



Admin Panel Fee Structure- PRGI Users

- On Click of “Add” user will be redirected to Add Fee/Penalty Page as shown in the below screen.



The screenshot shows the 'Add Fee' form in the PRGI Press Sewa Portal. The form is titled 'Add Fee' and has a breadcrumb 'Dashboard > Add Fee'. The form fields are as follows:

Fees Type*	Request Date*	Module Name*	Amount*	Effective From*
	30/06/2026			01/07/2026

Below the main form, there are additional fields:

Effective Till	Status*
	In-Active

At the bottom right of the form, there are two buttons: 'Close' and 'Submit & Forward'.

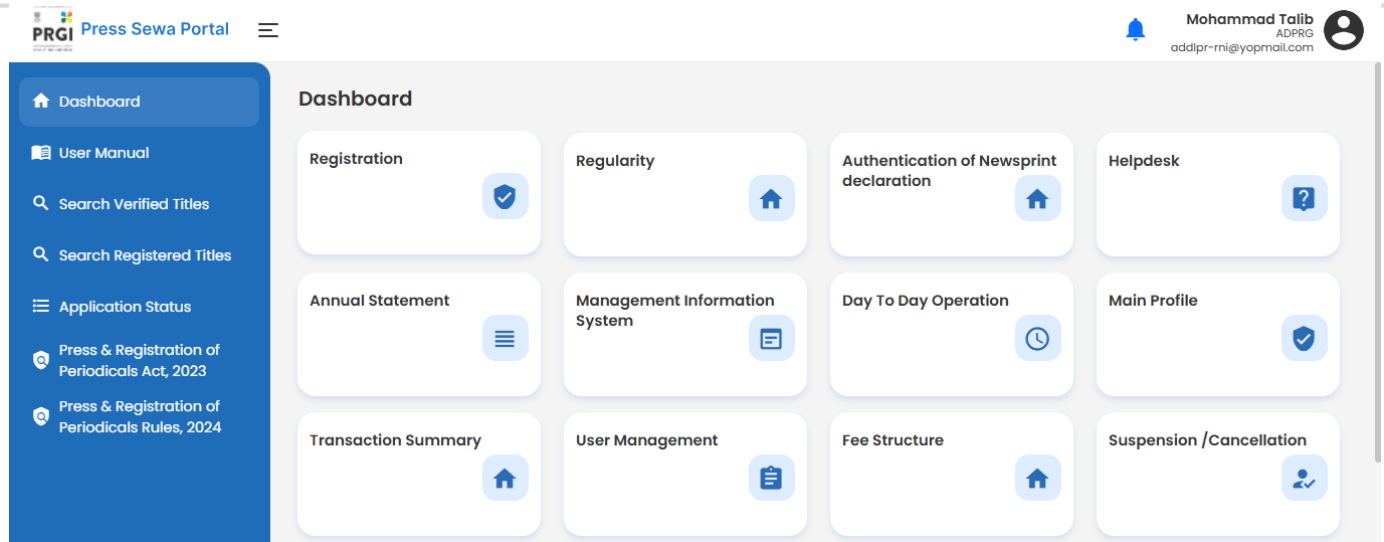
- User will be have below fields in the Add fee form as described below: -
 - Fee Type – User would select the Fee type as either penalty or Fee for any module.
 - Request Date – Request date will auto populate based on the date of creation of request.
 - Module Name – User will select the Module on which he/she wants to add fee/Penalty.
 - Amount – User will enter the amount in INR.
 - Effective Date - Effective Date will be the from which the updated fee/penalty will be visible to end user post approval.
 - Status – Status will be shown an active once the application is approved by higher PRGI user.
- Post filling the complete application form data user will click on “submit and forward” button to send for approval to higher officer.
- The application will be forwarded to selected PRGI stakeholder for further approval.

2.4 Approval of Fee application request

- PRGI higher Officer can view the Fee Structure by following steps: -

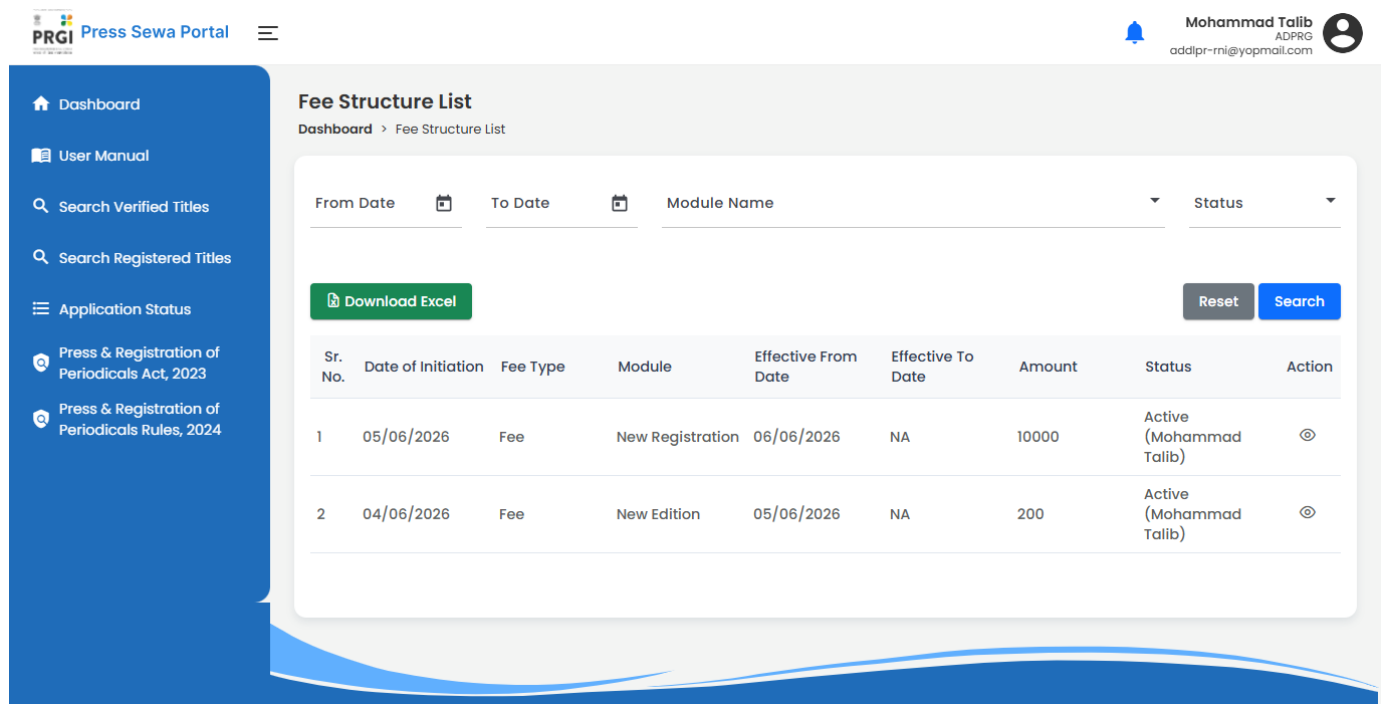
- Click on the “Fee Structure” Menu from the dashboard as shown in the below figure.

Admin Panel Fee Structure- PRGI Users



The screenshot shows the Admin Panel Dashboard for PRGI Users. The left sidebar contains the following menu items: Dashboard, User Manual, Search Verified Titles, Search Registered Titles, Application Status, Press & Registration of Periodicals Act, 2023, and Press & Registration of Periodicals Rules, 2024. The main dashboard area displays a grid of 12 modules: Registration, Regularity, Authentication of Newsprint declaration, Helpdesk, Annual Statement, Management Information System, Day To Day Operation, Main Profile, Transaction Summary, User Management, Fee Structure, and Suspension /Cancellation. The 'Fee Structure' module is highlighted with a house icon.

- Then the PRGI Officer clicks on the “Fee Structure” module from the Dashboard menu, Officer will be redirected to “Fee Structure” page as shown in the below figure.



The screenshot shows the Fee Structure List page. The left sidebar is identical to the dashboard. The main content area has a breadcrumb trail: Dashboard > Fee Structure List. Below the breadcrumb, there are filters for From Date, To Date, Module Name, and Status. A 'Download Excel' button is present. A 'Reset' button and a 'Search' button are also visible. The table below lists the fee structure details:

Sr. No.	Date of Initiation	Fee Type	Module	Effective From Date	Effective To Date	Amount	Status	Action
1	05/06/2026	Fee	New Registration	06/06/2026	NA	10000	Active (Mohammad Talib)	👁️
2	04/06/2026	Fee	New Edition	05/06/2026	NA	200	Active (Mohammad Talib)	👁️

- User will be able to see all the pending request in the list page available; User may act on an application by clicking on “View” icon.
- User would be able to view the complete application details on click of view icon submitted by the SO user.
- User may either Accept/Reject the application.