

Owner /Applicant/Publisher – Ownership Transfer



Website User Manual

Version 1.0

22nd May 2025

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

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

Owner /Applicant/Publisher – Ownership Transfer

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1 Ownership transfer

The owner can be apply for Ownership transfer application for the transfer of ownership from Old owner to New Owner on the Press Sewa Portal .

Owner /Applicant/Publisher – Ownership Transfer

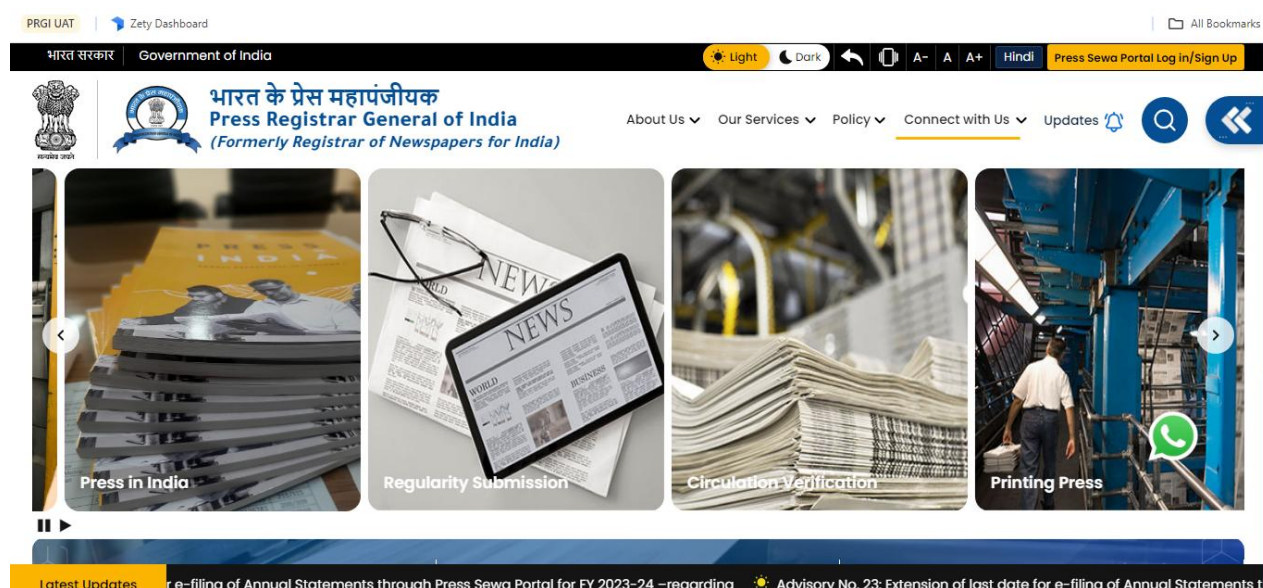
2 Objective:

To provide a comprehensive and user-friendly guide that enables Press Sewa Portal Owner can be effectively utilize the Ownership transfer Module for the purpose of Transfer the ownership of title from Old owner to the New Owner with the help of Press Sewa Portal.

2.1 How to Navigate

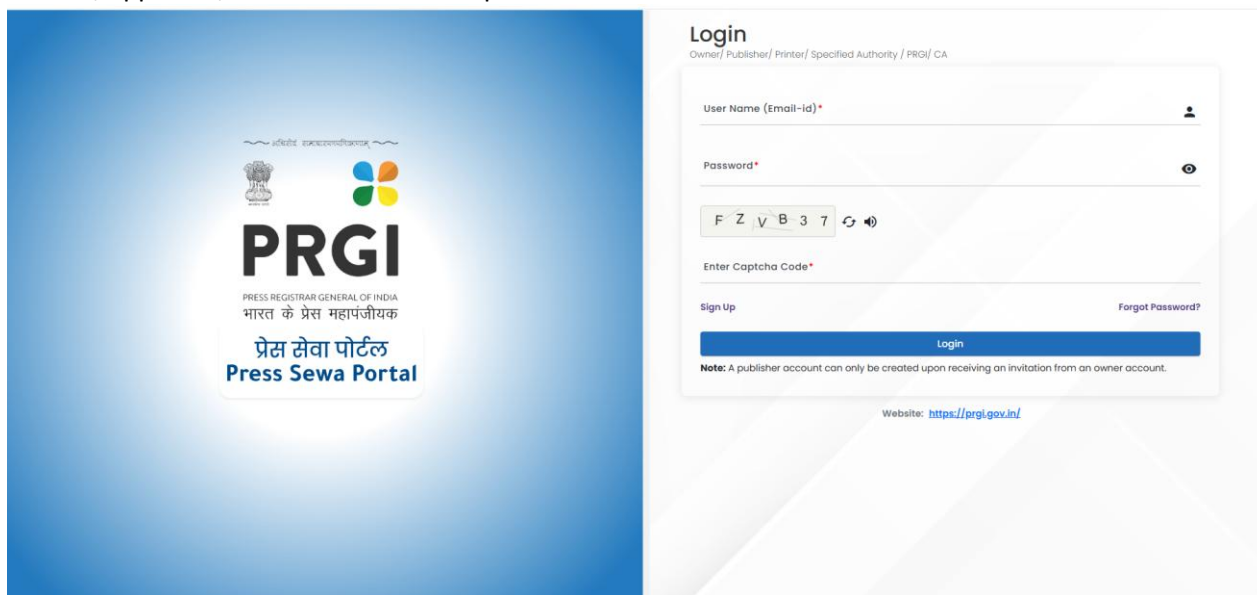
Ownership transfer request is raised by Old Owner. Old Owner can apply for Ownership Transfer request by following below steps: -

- 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.
- User 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>

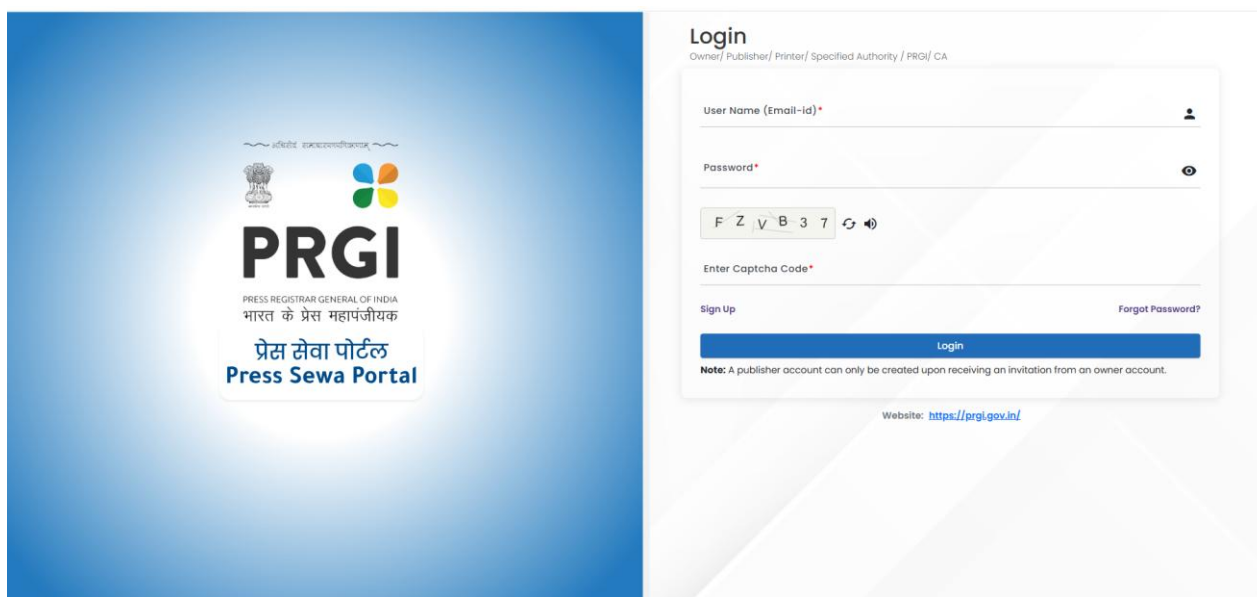
Owner /Applicant/Publisher – Ownership Transfer



The image shows the PRGI Press Sewa Portal login page. On the left is a blue banner with the PRGI logo and text in Hindi and English. On the right is a white login form with the following fields and elements:

- Login** header with subtext: Owner / Publisher / Printer / Specified Authority / PRGI / CA
- User Name (Email-id)*** input field with a user icon.
- Password*** input field with a password icon.
- Captcha image showing the code **F Z V B 3 7** with a refresh button.
- Enter Captcha Code*** input field.
- Sign Up** and **Forgot Password?** links.
- Login** button.
- Note:** A publisher account can only be created upon receiving an invitation from an owner account.
- Website: <https://prgi.gov.in/>

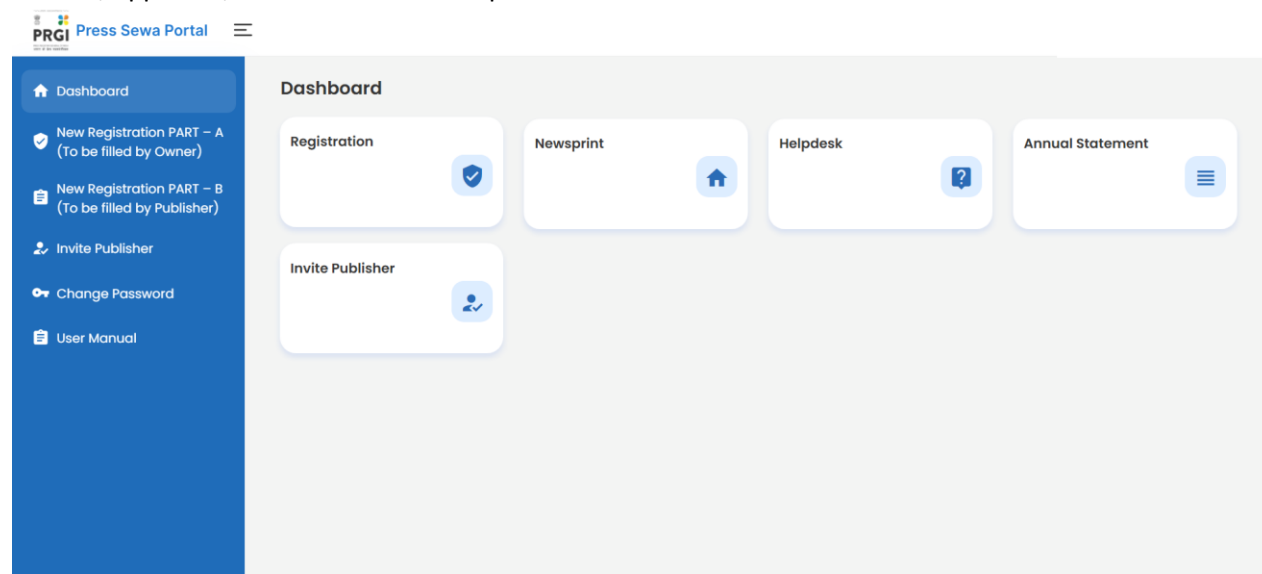
- Click on “Login” button as shown in the figure to successfully login into your respective account.
- Enter the captcha code.



This image is identical to the one above, showing the PRGI Press Sewa Portal login page with the same fields and elements.

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

Owner /Applicant/Publisher – Ownership Transfer



Note:-

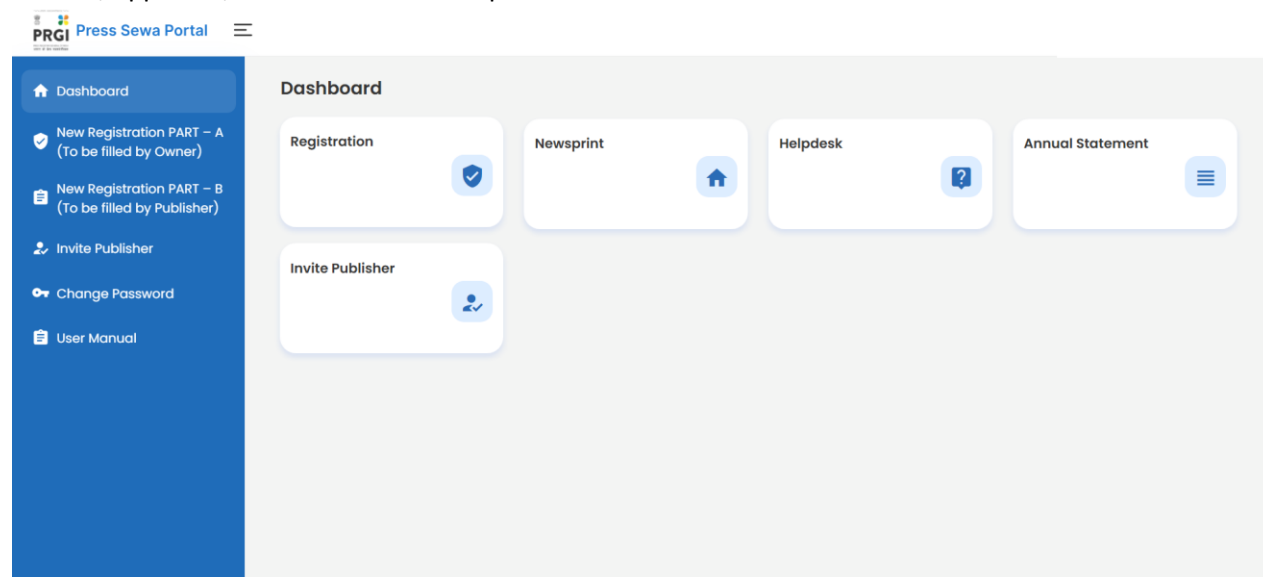
Old Owner – Applicant can Apply for Newsprint Certificate only for those Registered periodicals for which Annual Statement has already been filed.

2.2 Apply for Ownership Transfer

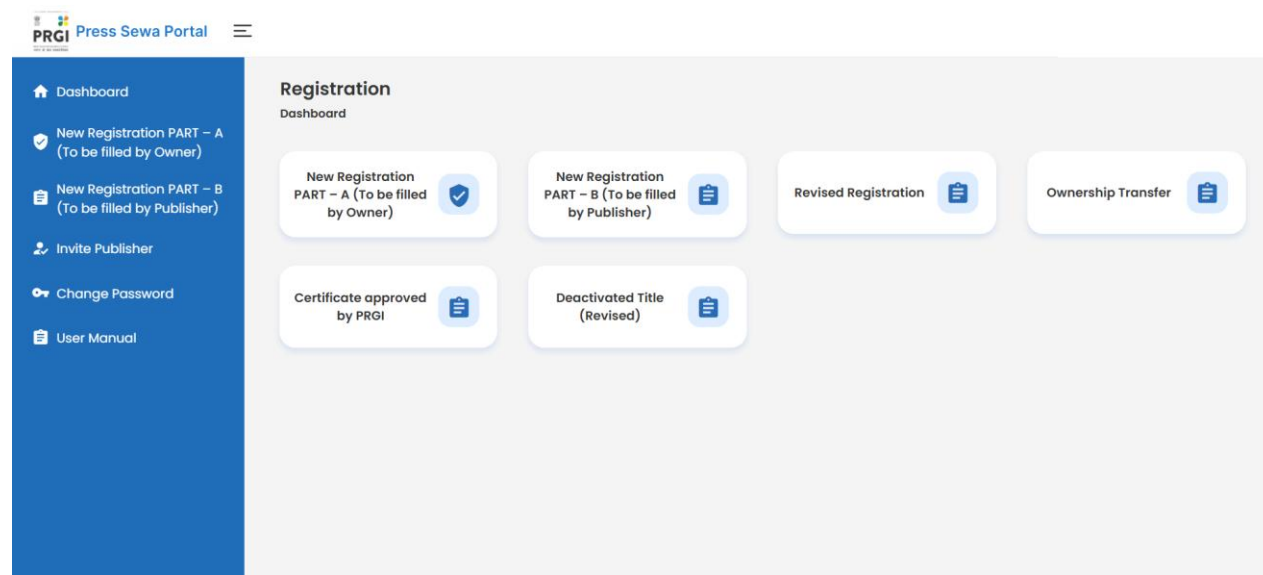
Old Owner can apply for newsprint certificate request by following below request: -

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

Owner /Applicant/Publisher – Ownership Transfer



- Old Owner will be redirected to “Registration Dashboard” page as shown in the below figure.



- Click on “Ownership Transfer” Tile from the dashboard, you will be redirected to “Ownership Transfer Request List” page as shown in the below figure.

Owner /Applicant/Publisher – Ownership Transfer

PRGI Press Sewa Portal

Dashboard

New Registration PART – A
(To be filled by Owner)

New Registration PART – B
(To be filled by Publisher)

Invite Publisher

Change Password

User Manual

Ownership Transfer Request List

Dashboard > Ownership Transfer Request List

From Date To Date Application No.

Status Pending

Reset Search

+ Add New

Sr. No.	Application No.	Registration No.	Title Name	Title Edition	Publisher Name	Place of Publication	Status	Request Type	Days Remaining	Action
No record found										

- The Old Owner can initiate the Ownership Transfer request by clicking on “Add New” button.
- On Click of “Add New” button user will get a prompt message as shown in the below figure.

PRGI Press Sewa Portal

Dashboard

New Registration PART – A
(To be filled by Owner)

New Registration PART – B
(To be filled by Publisher)

Invite Publisher

Change Password

User Manual

Ownership Transfer Request List

Dashboard > Ownership Transfer Request List

Checklist for the Ownership Transfer

- Before proceeding with the transfer, please ensure that all editions of the title you wish to transfer have been selected. Additionally, to comply with the PRP Act 2023, you should also select any other related titles linked to this one to avoid potential violations. (Learn more about [Link Title](#))
- Any title on the defunct list will not be transferred. It must be either ceased or reactivated before transfer can be initiated.
- There should be no pending penalties on main titles, editions, or primary and secondary linked titles. Any pending penalty must be cleared before initiating the Ownership transfer.
- Upload affidavit for transfer of Ownership.
- Upload agreement of transfer of Ownership for Individual.
- Upload agreement for transfer of Ownership of a newspaper for Non-Individual.

Close Accept

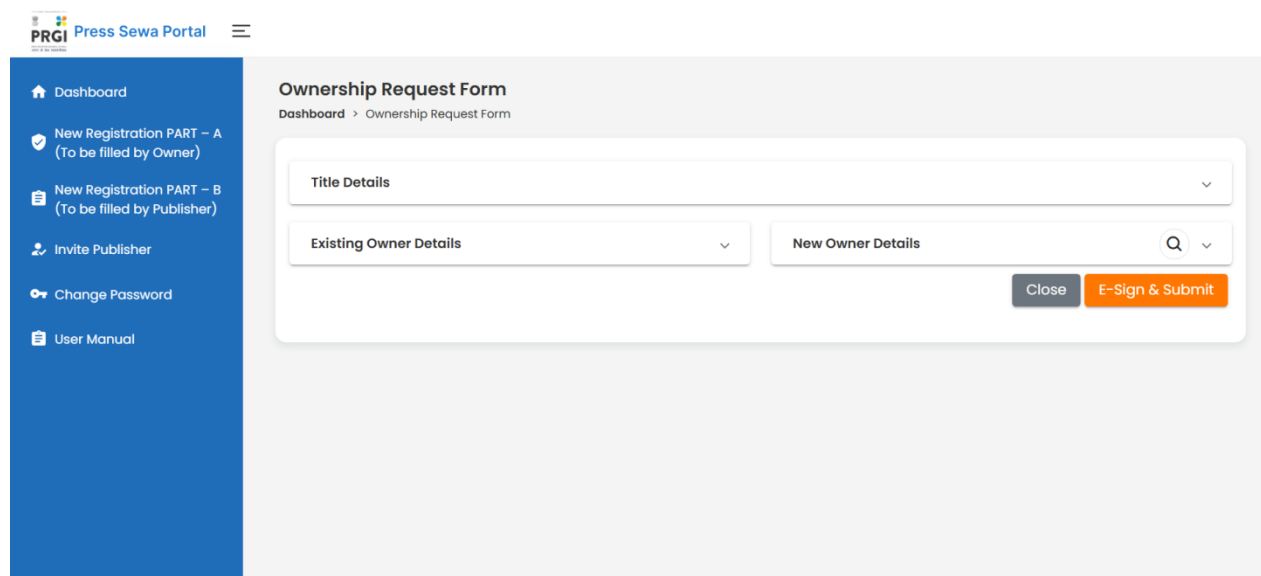
Reset Search

+ Add New

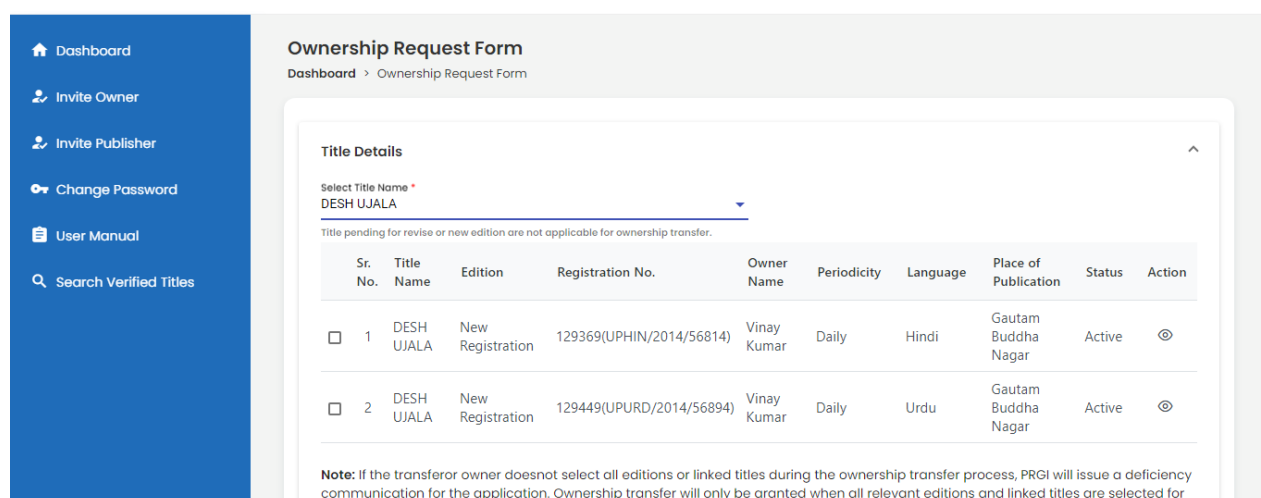
Sr. No.	Application No.	Registration No.	Title Name	Title Edition	Publisher Name	Place of Publication	Status	Request Type	Days Remaining	Action
No record found										

Owner /Applicant/Publisher – Ownership Transfer

- Old Owner needs to Accept the post reading the message displayed, post that user will be redirected Ownership Request Form as shown in the below figure.



- Old Owner needs to select title from “Title Details” bar for which they want to initiate Ownership Transfer Request as shown in the below figure.



Sr. No.	Title Name	Edition	Registration No.	Owner Name	Periodicity	Language	Place of Publication	Status	Action	
☐	1	DESH UJALA	New Registration	129369(UPHIN/2014/56814)	Vinay Kumar	Daily	Hindi	Gautam Buddha Nagar	Active	
☐	2	DESH UJALA	New Registration	129449(UPURD/2014/56894)	Vinay Kumar	Daily	Urdu	Gautam Buddha Nagar	Active	

Note: If the transferor owner doesnot select all editions or linked titles during the ownership transfer process, PRGI will issue a deficiency communication for the application. Ownership transfer will only be granted when all relevant editions and linked titles are selected for

- The Old Owner would be able to view the list of title and its editions available for Ownership Transfer Request with checkbox enabled.
- The Old Owner may select the check box against the title for which he/she wants to initiate the request.

- Old Owner needs to fill out the required details of Old Owner and New Owner listed below: -

Owner /Applicant/Publisher – Ownership Transfer

- Old Owner Details
 - Ownership Category – Auto Filled
 - Nationality- – Auto Filled
 - Owner’s Name– Auto Filled
 - Owner’s Address – Auto Filled
 - Email ID – Auto Filled
 - Mobile Number – Auto Filled
 - State – Auto Filled
 - District – Auto Filled
 - City – Auto Filled
 - Pin code – Auto Filled
 - Upload Transfer Document – Upload File
 - Upload any Supporting Document - Upload File
- New Owner Details – User may search the New Owner Detail by clicking on search Icon as shown below.

Add Owner Details
×

Owner Name

Email

Mobile No.

Reset

Search

Sr. No.	Owner Name	Email	Mobile	Address	State	District
No record found						

Submit

Note: - New Owner details will only be available on search if the new owner has registered him/herself on Press Sewa Portal.

- Ownership Category – Auto Filled
- Nationality- – Auto Filled
- Owner’s Name– Auto Filled
- Owner’s Address – Auto Filled
- Email ID – Auto Filled
- Mobile Number – Auto Filled
- State – Auto Filled
- District – Auto Filled
- City – Auto Filled
- Pin code – Auto Filled
- Upload Transfer Document – Upload File
- Upload any Supporting Document - Upload File

Owner /Applicant/Publisher – Ownership Transfer

[Dashboard](#)
[Invite Owner](#)
[Invite Publisher](#)
[Change Password](#)
[User Manual](#)
[Search Verified Titles](#)

Ownership Request Form

Dashboard > Ownership Request Form

Title Details

Select Title Name *

DESH UJALA

Title pending for revise or new edition are not applicable for ownership transfer.

Sr. No.	Title Name	Edition	Registration No.	Owner Name	Periodicity	Language	Place of Publication	Status	Action	
☒	1	DESH UJALA	New Registration	129369(UPHIN/2014/56814)	Vinay Kumar	Daily	Hindi	Gautam Buddha Nagar	Active	
☒	2	DESH UJALA	New Registration	129449(UPURD/2014/56894)	Vinay Kumar	Daily	Urdu	Gautam Buddha Nagar	Active	

Note: If the transferor owner doesnot select all editions or linked titles during the ownership transfer process, PRGI will issue a deficiency communication for the application. Ownership transfer will only be granted when all relevant editions and linked titles are selected for transfer.

Old Owner Details

Ownership Category

☒ Individual
☐ Non-Individual

Nationality
Indian

Owner's Name
Vinay Kumar

Owner's Address
Ghaziabad

Email ID
vinay6656@yopmail.com

Mobile No.
9876543256

State
Uttar Pradesh

District
Ghaziabad

City
Ghaziabad

Pincode
201014

Upload Transfer Docum...
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.

Upload any supporting ...
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.

New Owner Details

Ownership Category *

☐ Individual
☐ Non-Individual

Nationality

Owner's Name

Owner's Address

Email ID

Mobile No.

State

District

City

Pincode

Transfer Documents
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.

Upload any supporting ...
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.

PAN No.

PAN Copy
Only JPG, JPEG, PDF, PNG and maximum 300 KB Size allowed.

[Close](#) [E-Sign & Submit](#)

- Post completing the form Old Owner needs to E-Sign & Submit the application to submit the application at his/her end.
- On Click of E-Sign & Submit user will be redirected to E-Sign page.
- On Successful E-Sign User would be able to view his/her application in the Ownership Transfer Request List page under Status – “Pending with New Owner” as shown in the below figure.

Owner /Applicant/Publisher – Ownership Transfer

[Dashboard](#)
[Invite Owner](#)
[Invite Publisher](#)
[Change Password](#)
[User Manual](#)
[Search Verified Titles](#)

Ownership Transfer Request List

Dashboard > Ownership Transfer Request List

From Date

To Date

Application No.

Status

Pending with New owner

Reset

Search

+ Add New

Sr. No.	Application No.	Registration No.	Title Name	Title Edition	Publisher Name	Place of Publication	Status	Request Type	Action
1	O/UP/2024/1104/2648/71	129449(UPURD/2014/56894)	DESH UJALA	New Registration	MANISH JAIN	Gautam Buddha Nagar	Submitted to new Owner	TRANSFER OUT	👁

Ownership Transfer Request by New Owner

- New Owner would login into his/her account, and the post login user will be redirected to his/her dashboard as shown in the below figure.



Press Sewa Portal

☰

[Dashboard](#)
[New Registration PART – A
\(To be filled by Owner\)](#)
[New Registration PART – B
\(To be filled by Publisher\)](#)
[Invite Publisher](#)
[Change Password](#)
[User Manual](#)

Dashboard

Registration

Newsprint

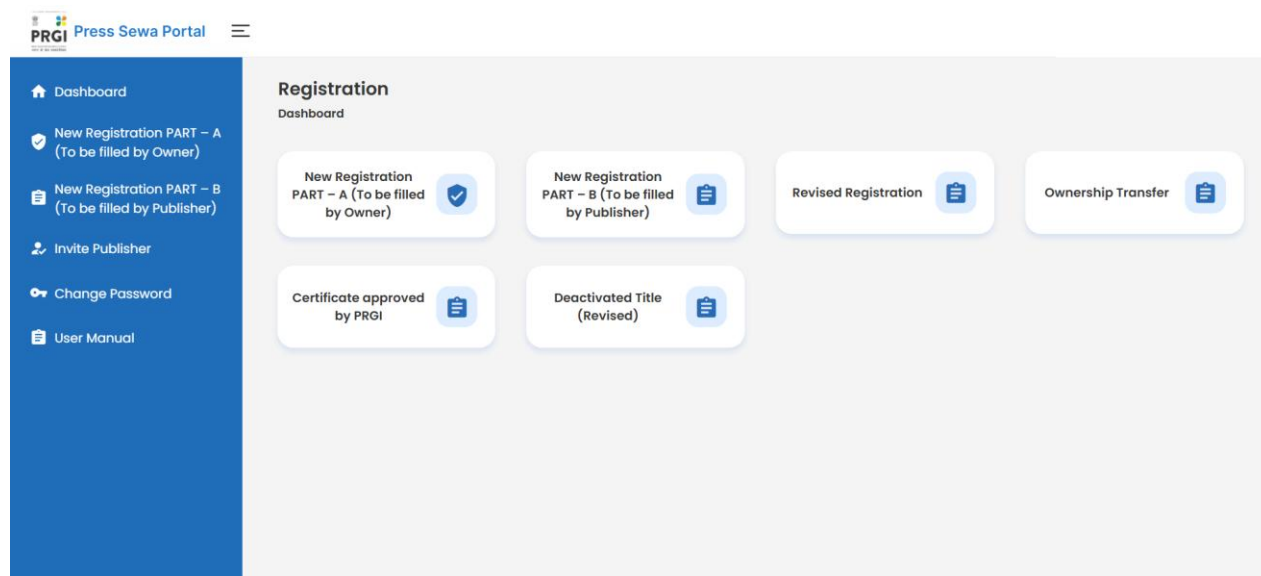
Helpdesk

Annual Statement

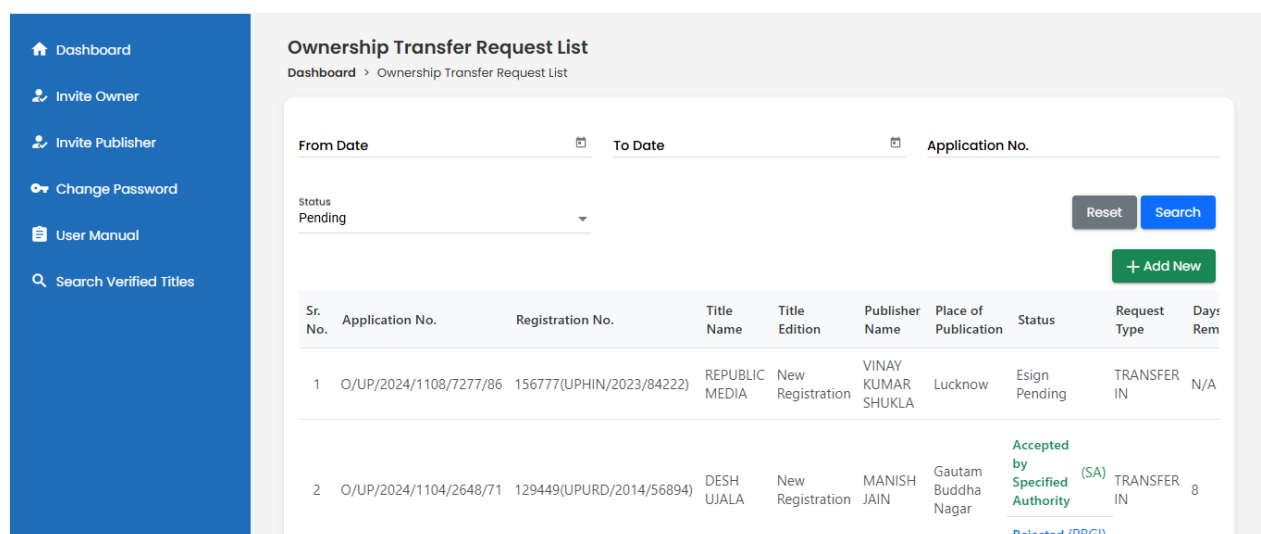
Invite Publisher

Owner /Applicant/Publisher – Ownership Transfer

- New Owner can view the Ownership transfer request in the Registration tile as shown in the below figure.



- New Owner can view the list of all the pending Ownership Transfer Request under Ownership transfer tile as shown in the below figure.



- New Owner may act on an application by clicking on view icon available under action column head.

Owner /Applicant/Publisher – Ownership Transfer

- On Click of “View” icon New Owner can view the detail view the application filed as shown in the below figure.

[Dashboard](#)
[Invite Owner](#)
[Invite Publisher](#)
[Change Password](#)
[User Manual](#)
[Search Verified Titles](#)

Ownership Change Request View

Dashboard > Ownership Change Request View

Old Owner Details

Ownership Category *

☒ Individual
 ☐ Non-Individual

Nationality

Indian

Owner's Name

Vinay Kumar

Owner's Address

Ghaziabad

Email ID

vinay6656@yopmail.com

Mobile No.

9876543256

State

Uttar Pradesh

District

Ghaziabad

City

Ghaziabad

Pincode

201014

Uploaded Transfer Document

[20241108110055571_screenshot-apis-uneecopscloud-mi-ut-2024-11-04-11_48_35.png](#)

Supporting Documents

[20241108110100885_screenshot-apis-uneecopscloud-mi-ut-2024-11-05-14_52_45.png](#)

New Owner Details

Ownership Category *

☒ Individual
 ☐ Non-Individual

Nationality

Indian

Owner's Name

Vinay Kumar

Owner's Address

Ghaziabad

Email ID

Vinay4567@yopmail.com

Mobile No.

9087654325

State

Uttar Pradesh

District

Ghaziabad

City

Ghaziabad

Pincode

201014

Uploaded Transfer Document

[20241108110216942_screenshot-apis-uneecopscloud-mi-ut-2024-11-05-14_52_45.png](#)

Supporting Documents

[20241108110222366_Ownership Transfer.jpg](#)

PAN No.

UYTVG7685R

PAN Copy

[202411013121241094_SO Dashboard.png](#)

Title Details

Sr. No.	Title Name	Edition	Registration No.	Owner Name	Periodicity	Language	Place of Publication	Status	Action
1	REPUBLIC MEDIA	New Registration	156777(UPHIN/2023/84222)	VINAY KUMAR SHUKLA	Monthly	Hindi	Lucknow	Active	👁

Fee Details

Account Head	Fee Amount	Status
Ownership transfer Fee	Rs. 1000	Pending

Existing Owner Action Against Ownership Transfer

Action *

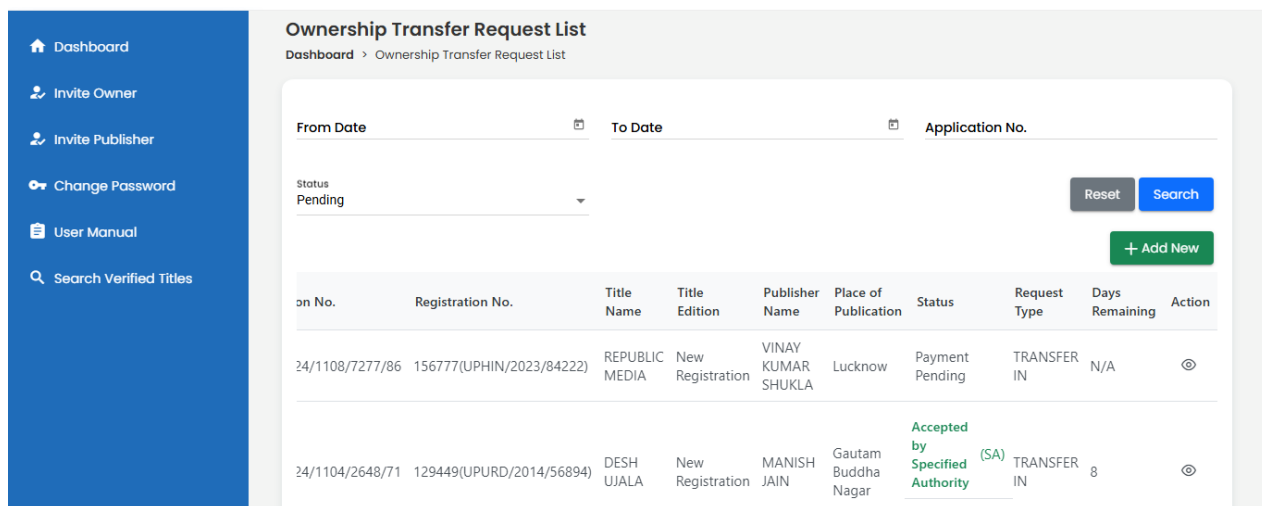
Remarks *

Close

E-Sign & Submit

Owner /Applicant/Publisher – Ownership Transfer

- New Owner may take the required action on the application (Accept/Reject) & Share an remark
- New Owner would need to E-Sign & Submit the application post taking the required action, On Click of E-Sign user would be redirected to E-Sign.
- Post Successful E-Sign user needs to make payment on the same application, user may act on the application by clicking on “View” Icon under action column head on “Ownership Transfer request List Page” as shown in the below figure.



Ownership Transfer Request List
Dashboard > Ownership Transfer Request List

From Date: To Date: Application No.:

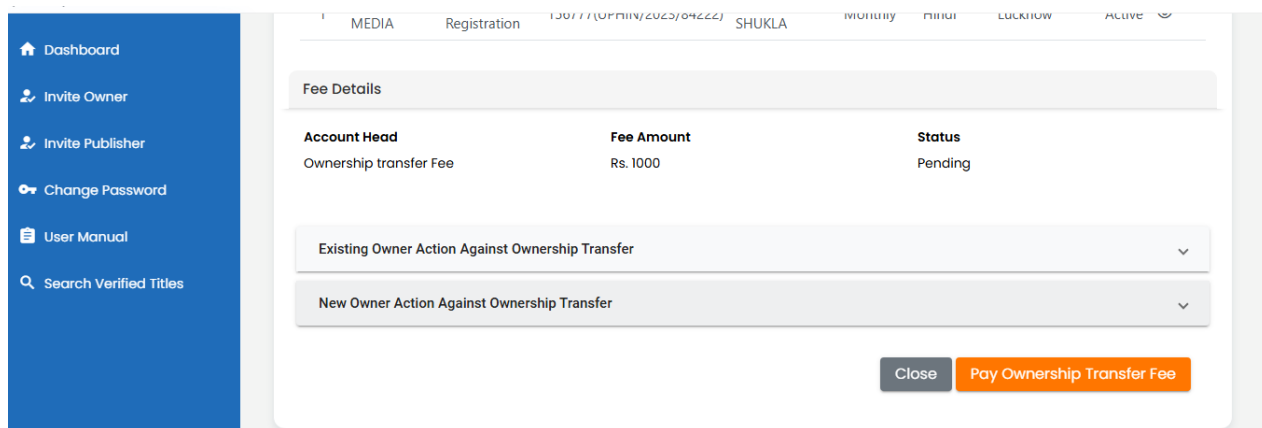
Status: Pending

Reset Search

+ Add New

Application No.	Registration No.	Title Name	Title Edition	Publisher Name	Place of Publication	Status	Request Type	Days Remaining	Action
24/1108/7277/86	156777(UPHIN/2023/84222)	REPUBLIC MEDIA	New Registration	VINAY KUMAR SHUKLA	Lucknow	Payment Pending	TRANSFER IN	N/A	View
24/1104/2648/71	129449(UPURD/2014/56894)	DESH UJALA	New Registration	MANISH JAIN	Gautam Buddha Nagar	Accepted by Specified Authority (SA)	TRANSFER IN	8	View

- On Click of View Icon New Owner would be able to see “ Pay ownership Transfer fee” button enabled as shown in the below figure.



Fee Details

Account Head	Fee Amount	Status
Ownership transfer Fee	Rs. 1000	Pending

Existing Owner Action Against Ownership Transfer

New Owner Action Against Ownership Transfer

Close Pay Ownership Transfer Fee

Owner /Applicant/Publisher – Ownership Transfer

- On Click of “Pay Ownership Transfer fee” user will be redirected to Bharat Kosh Payment page as shown in the below figure.

The screenshot shows the Bharat Kosh Government of India Receipts Portal. The header includes the logo, navigation links (Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, Charge-back and Refund Policy), and the title "Controller General of Accounts, Dept. of Expenditure, Ministry of Finance". The main content area displays a progress bar with four steps: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. Below the progress bar, the "Payment Mode Online" section is active, showing the "Depositor's Details" form. The form includes fields for Name (Vinay Kumar), Address 1 (Gharahad), and Address 2.

- On Successful Payment “Payment receipt” would be generated as shown in the below figure.

The screenshot shows the "Payment Successful" confirmation page. The page features a sidebar with navigation links: Dashboard, Invite Owner, Invite Publisher, Change Password, User Manual, and Search Verified Titles. The main content area displays the following payment details:

Receipt No. :	471
Registration No./ ARN No. :	156777(UPHIN/2023/84222)
Payee Name :	Vinay Kumar
Owner Name :	Vinay Kumar
Title Name :	REPUBLIC MEDIA
Mobile No. :	9087654325
Payment Head :	TRANSFER OF OWNERSHIP OF PERIODICALS (PRGI)
Email ID :	Vinay4567@yopmail.com
Total Amount Paid(Rs.) :	1000
Transaction No. :	0811240119202
Order Id :	187811240811957
Transaction Date :	08/11/2024, 11:19 AM
Status :	SUCCESS

At the bottom right, there are buttons for "Close" and "Print".