



User Manual for Payment Refund

Version 1.0

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

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Owner /Applicant – Payment Refund

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Owner /Applicant – Payment Refund

1 Payment Refund

The Payment Refund of a New Registration/New Edition/Revise Registration/Ownership Transfer/ Annual Statement applications in the Press Sewa Portal, the Owner/Publisher can raise payment refund to enter the Transaction Number. The Application payment refund can be initiate on the Press Sewa Portal.

2 Objective:

To provide a comprehensive and user-friendly guide that enables Press Sewa Portal users to effectively utilize the Payment Refund Module for the purpose of refund amount which are by mistake paid multiple times for same application.

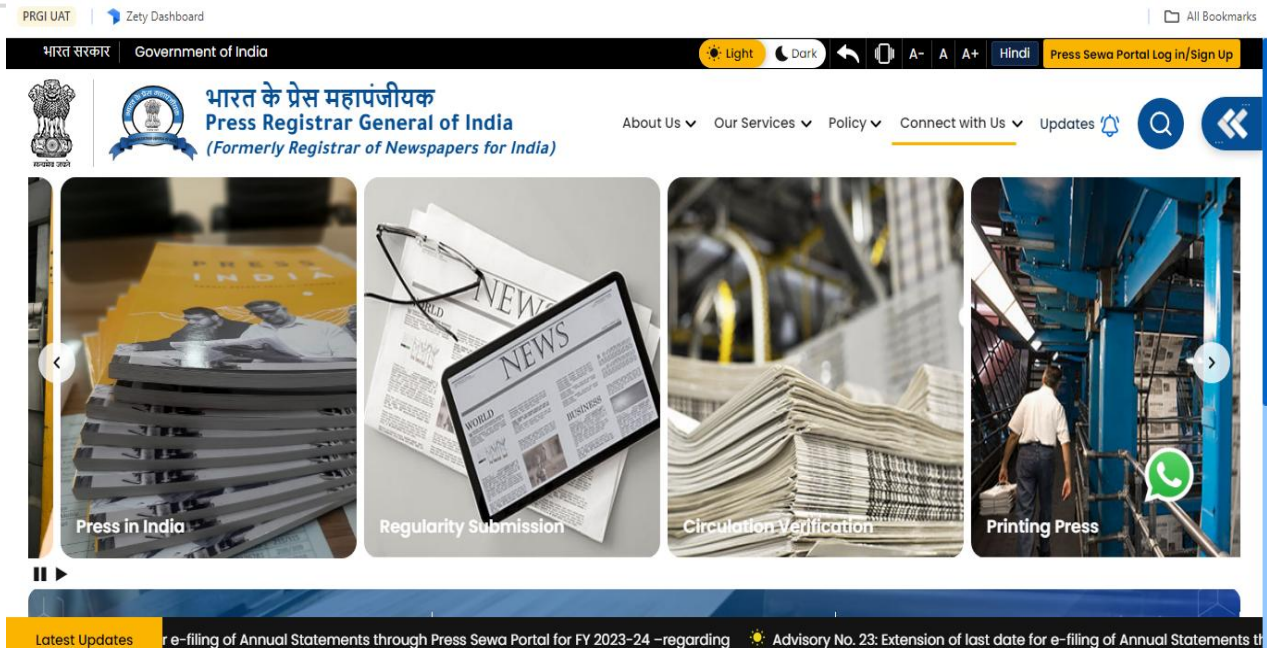
The Payment Refund functionality allows users to submitted the request for revert the payment which are by mistake paid by the Owner/Publisher.

2.1 How to Navigate

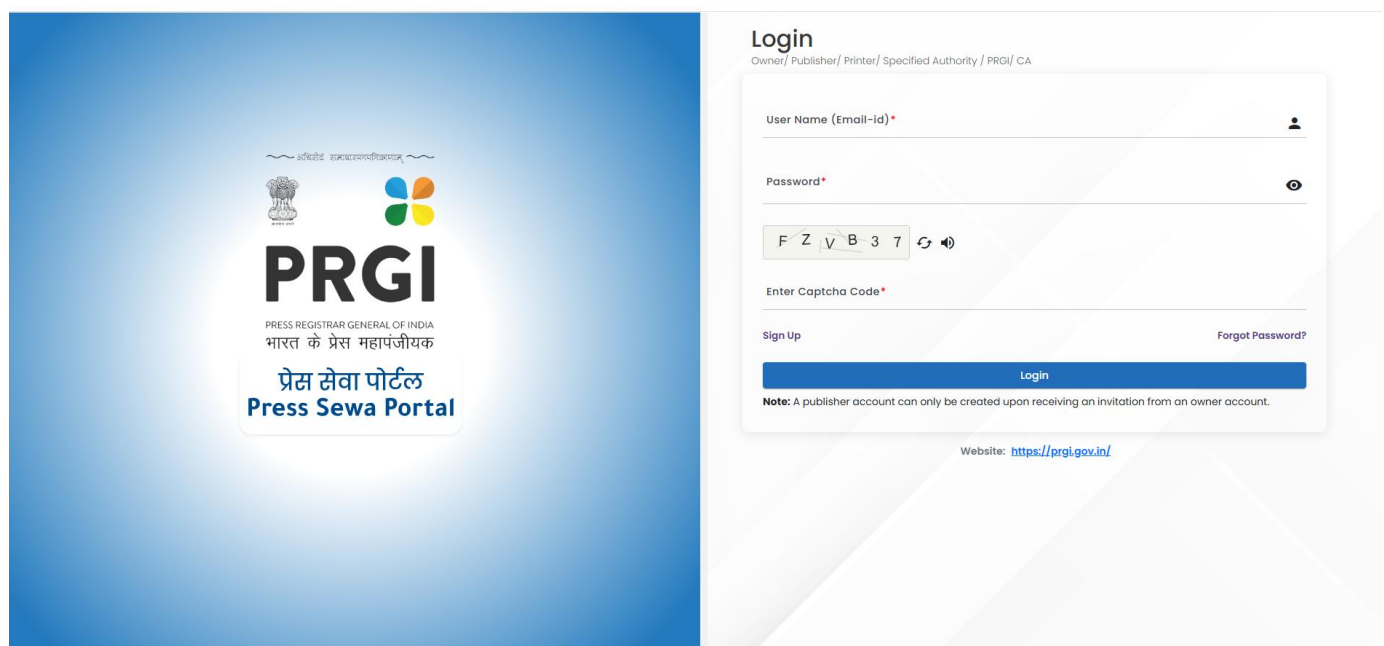
The payment refund request can be raised by the Owner/Publisher by following these steps: -

- 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.
- Owner/Publisher will be required to provide Username & Password as shown in the figure below.

Owner /Applicant – Payment Refund



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



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

Owner /Applicant – Payment Refund



प्रसिद्धि 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/>

- User will be redirected to the dashboard section 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

Dashboard

Registration 

Regularity 

Newsprint 

Helpdesk 

Annual Statement 

Invite Publisher 

Payment Refund 

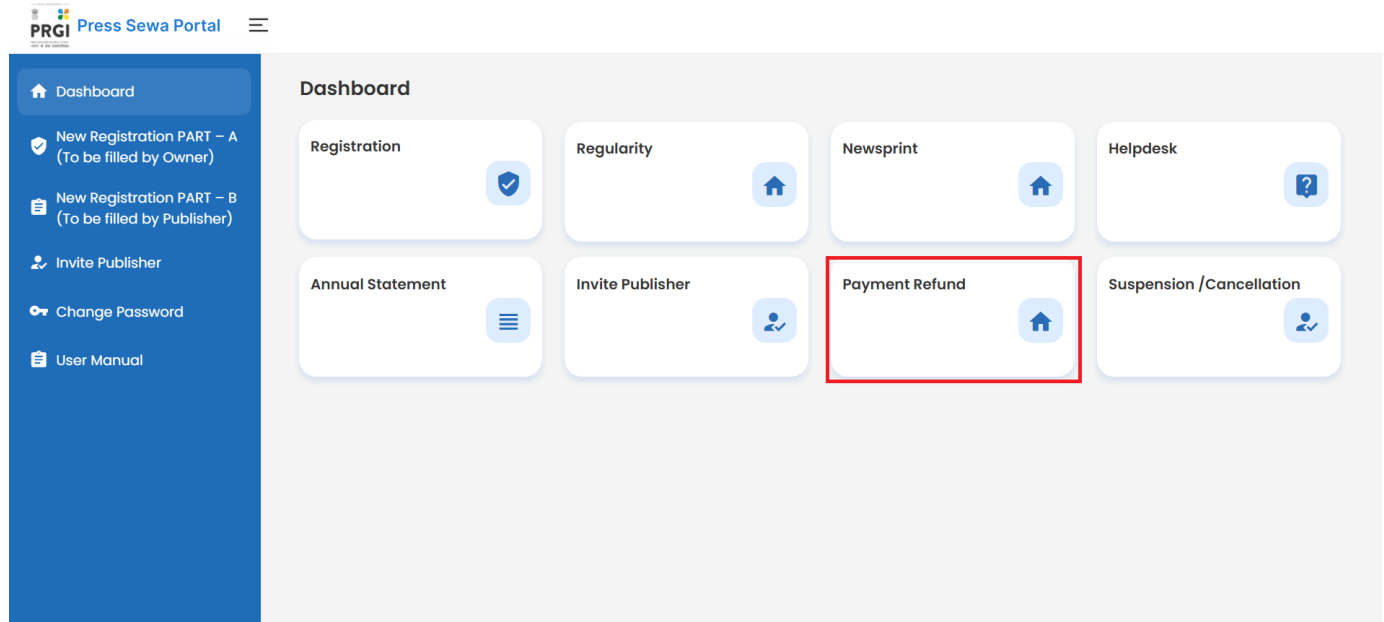
Suspension /Cancellation 

Owner /Applicant – Payment Refund

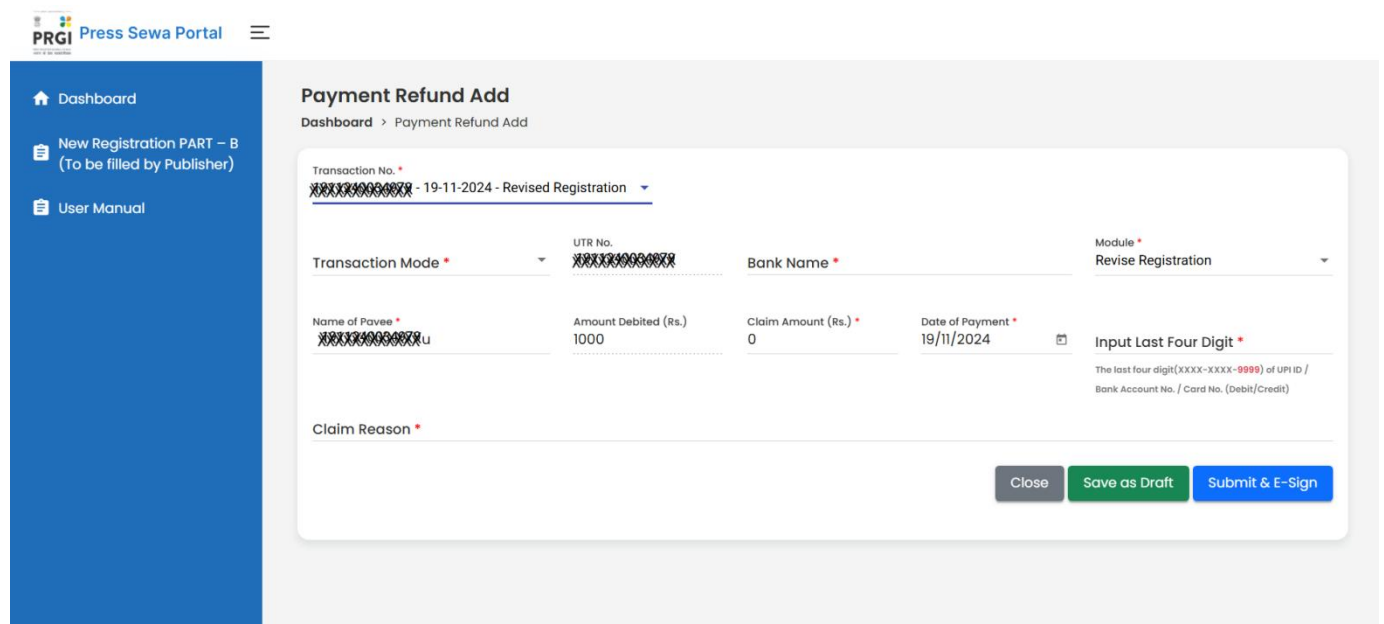
2.2 Payment Refund Module

1. Owner/Publisher can apply the Payment Refund by following steps: -

- Click on the “Payment Refund” tile menu from the dashboard as shown in the below figure.



- Owner/Publisher clicks on the "Payment Refund" tile menu, applicant will be redirected to “Payment Refund ” page as shown in the below figure.



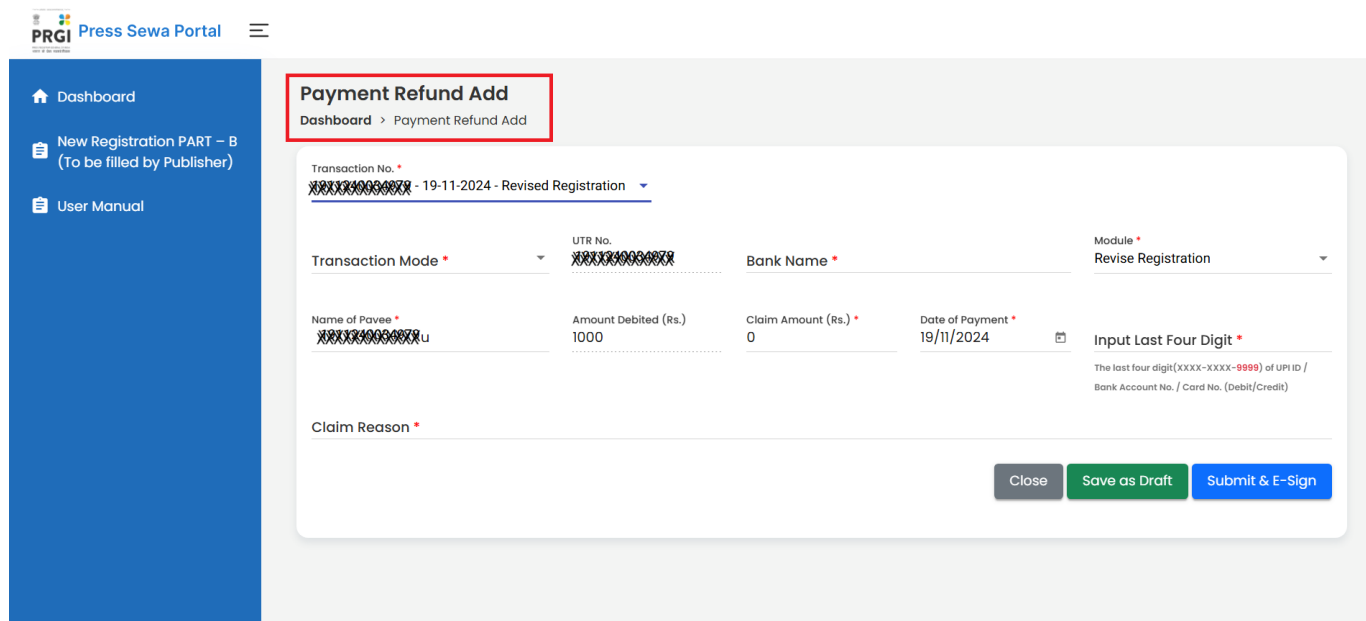
The screenshot shows the 'Payment Refund Add' form in the PRGI Press Sewa Portal. The sidebar on the left contains: Dashboard, New Registration PART – B (To be filled by Publisher), and User Manual. The form title is 'Payment Refund Add' with a breadcrumb 'Dashboard > Payment Refund Add'. The form fields are as follows:

- Transaction No. *: XXXXXXXXXX - 19-11-2024 - Revised Registration
- Transaction Mode *: [Dropdown]
- UTR No. *: XXXXXXXXXX
- Bank Name *: [Text]
- Module *: Revise Registration
- Name of Payee *: XXXXXXXXXX
- Amount Debited (Rs.): 1000
- Claim Amount (Rs.): 0
- Date of Payment *: 19/11/2024
- Input Last Four Digit *: [Text]
- Claim Reason *: [Text]

At the bottom right of the form are three buttons: 'Close', 'Save as Draft', and 'Submit & E-Sign'. A note below the 'Input Last Four Digit' field states: 'The last four digit(XXXX-XXXX-9999) of UPI ID / Bank Account No. / Card No. (Debit/Credit)'.

Owner /Applicant – Payment Refund

- Click on “Payment Refund” tile menu, Owner / Publisher will be redirected to “Payment Refund” page as shown in the below figure.



The screenshot shows the PRGI Press Sewa Portal interface. On the left is a blue sidebar with navigation links: Dashboard, New Registration PART – B (To be filled by Publisher), and User Manual. The main content area is titled 'Payment Refund Add' and contains a form with the following fields:

- Transaction No. ***: A dropdown menu showing 'XXXXXXXXXX - 19-11-2024 - Revised Registration'.
- Transaction Mode ***: A dropdown menu.
- UTR No. ***: A text field with 'XXXXXXXXXX'.
- Bank Name ***: A text field.
- Module ***: A dropdown menu showing 'Revise Registration'.
- Name of Payee ***: A text field with 'XXXXXXXXXXU'.
- Amount Debited (Rs.) ***: A text field with '1000'.
- Claim Amount (Rs.) ***: A text field with '0'.
- Date of Payment ***: A date picker showing '19/11/2024'.
- Input Last Four Digit ***: A text field.
- Claim Reason ***: A text area.

At the bottom right of the form are three buttons: 'Close', 'Save as Draft', and 'Submit & E-Sign'.

- Search Filters - The following filters are available for refining your search:

Filter Name	Description
Transaction No.	Select the Transaction Number for the application payment search.
Transaction Mode	RTGS, NEFT, IMPS, UPI, Debit Card, Credit Card.
UTR No.	Enter the UTR Number.
Bank Name	Enter the Bank name.
Name of Payee	Owner Name.
Module	Select the module category: New Registration, New Edition, Revise Registration, Annual Statement, Ownership Transfer (Legal Heir).
Amount Debited (Rs.)	Enter the Debited Amount.
Claim Amount (Rs.)	Enter the Claim Amount.
Date of Payment	Select the Date of Payment
Input Last Four Digit	Enter the last 4 digit of Debit/Credit Card Number.
Claim Reason	Enter the reason for payment refund request.

Once the **Search** Filter are available as per the following columns:

Column	Description
From Date	Enter the From Date of payment refund request.
To Date	Enter the To Date of payment refund request.
Transaction No.	Enter the Transaction Number of payment refund request.
Status	Current Status of payment refund request..

Owner /Applicant – Payment Refund

- Dashboard
- New Registration PART – B
(To be filled by Publisher)
- User Manual

Payment Refund List

Dashboard > Payment Refund List

From Date

To Date

Transaction No.

Status
ALL

Reset

Search

+ Add

Sr. No.	Application Date	Transaction No.	Module	Amount Claimed (Rs.)	Status	Action
No record found						