

अधिसूचनं समाचारपत्रपत्रिकाणाम्



PRGI

PRESS REGISTRAR GENERAL OF INDIA

भारत के प्रेस महापंजीयक

User Manual for Regularity Process

Version 1.0

July 13th'2026

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

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

Owner /Applicant – Regularity Process

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2 Regularity Filing Process

To Regularity file of a periodical in India under the Press and Registration of Periodicals Act, 2023, the owner must intimate the Press Registrar General of India (PRGI) and the PIB officer within 48 hours of

Owner /Applicant – Regularity Process

publication. This intimation can be submitted through the Press Sewa Portal. Physical applications for Regularity are also accepted by the PIB. The PIB officer will accept the periodical's regularity.

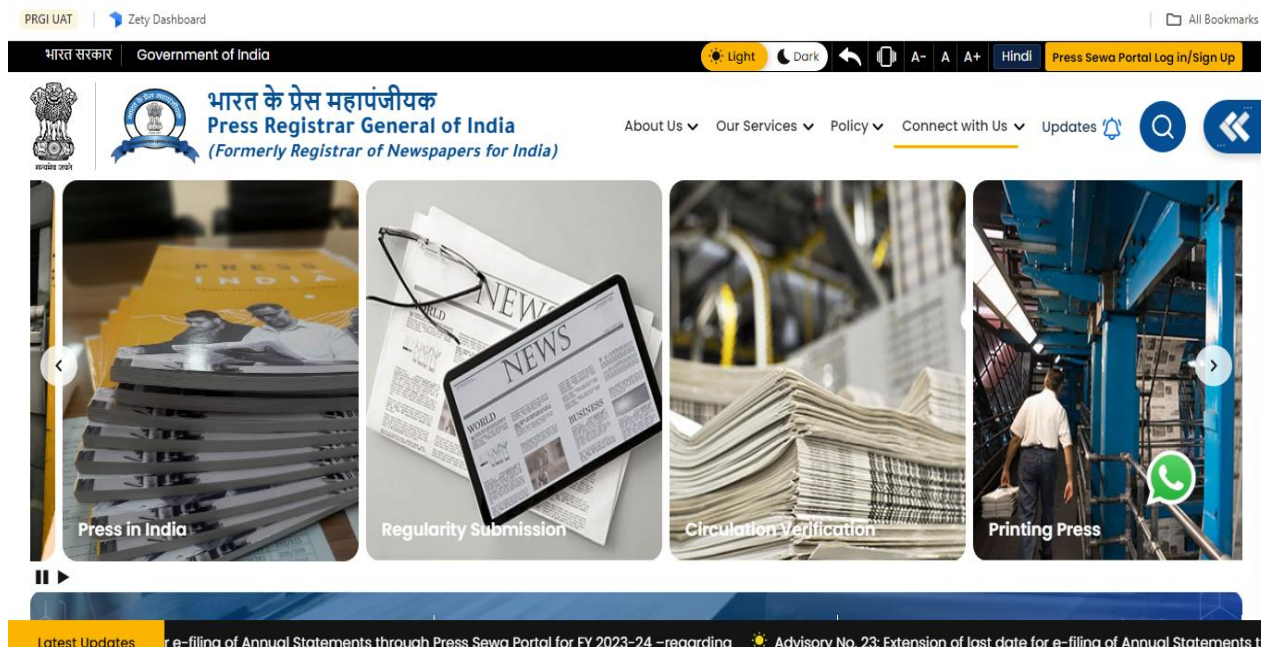
3 Objective:

To provide a comprehensive and user-friendly guide that enables owners to effectively utilize the Regularity Module for the purpose of submitting requests to Regularity publication, and to understand the subsequent approval and notification process involving PRGI and PIB Officer.

3.1 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.
- 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 – Regularity Process



PRGI
PRESS REGISTRAR GENERAL OF INDIA
भारत के प्रेस महापंजीयक
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.



PRGI
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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.

Owner /Applicant – Regularity Process

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
- Updates For Publishers
- Press & Registration of
Periodicals Act, 2023
- Press & Registration of
Periodicals Rules, 2024

Dashboard

Registration

Regularity

Authentication of Newsprint declaration

Helpdesk

Annual Statement

Invite Publisher

Suspension / Cancellation

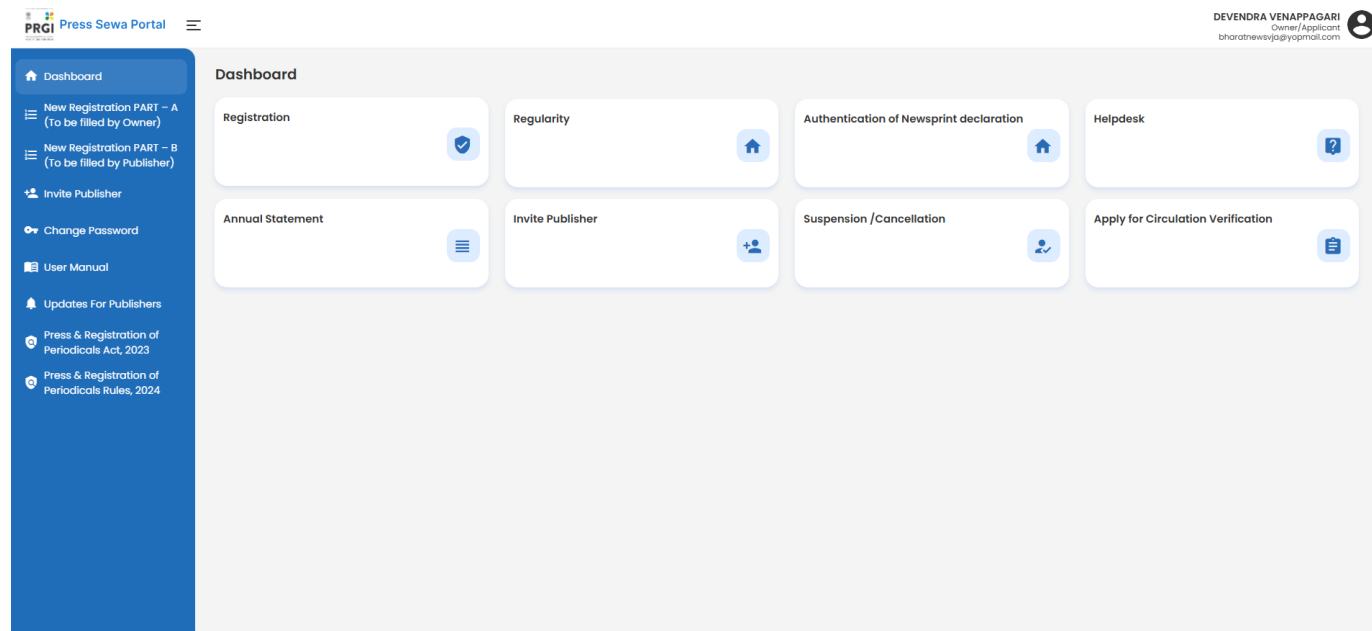
Apply for Circulation Verification

Owner /Applicant – Regularity Process

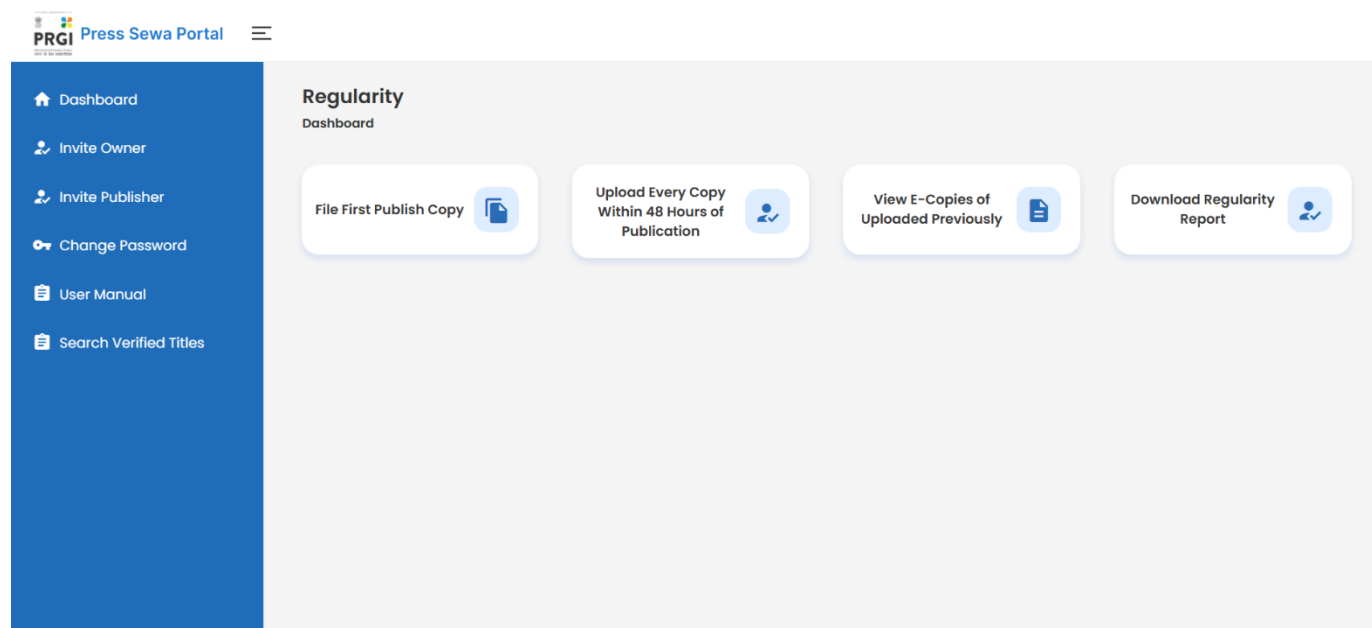
3.2 Apply for Regularity

Owner/Publisher can apply for Regularity request by following steps: -

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



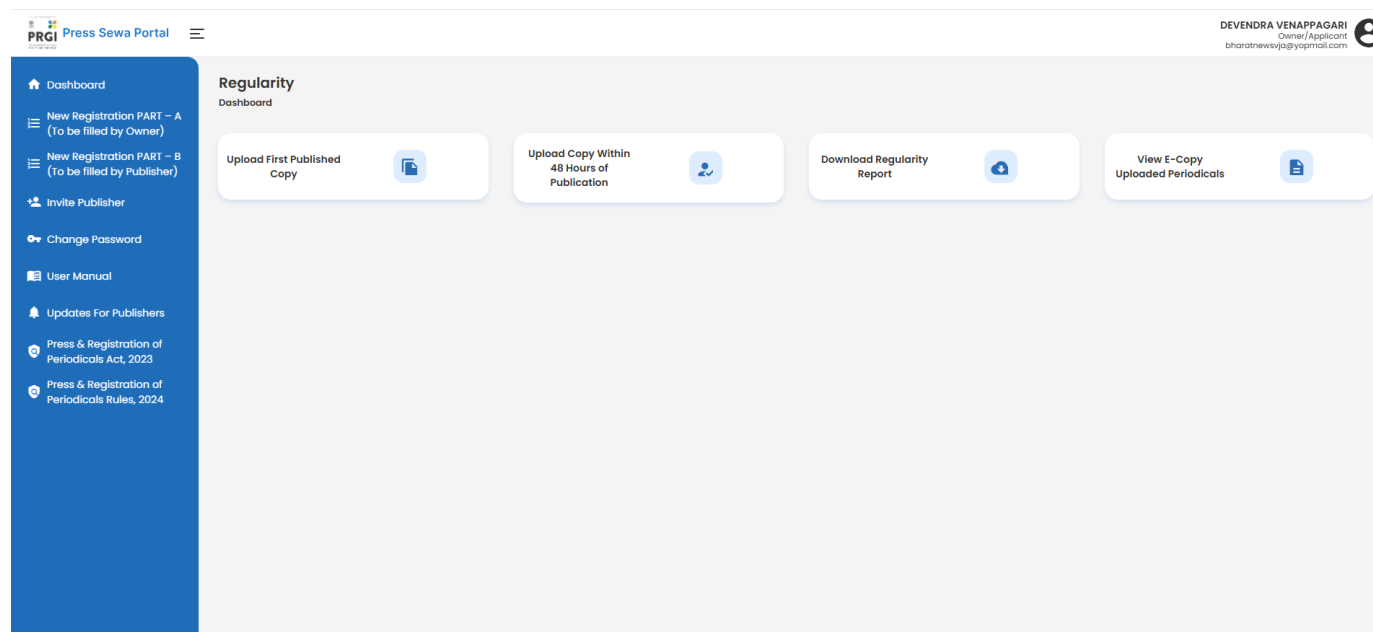
- Owner/Publisher will be redirected to “Regularity” page as shown in the below figure.



Owner /Applicant – Regularity Process

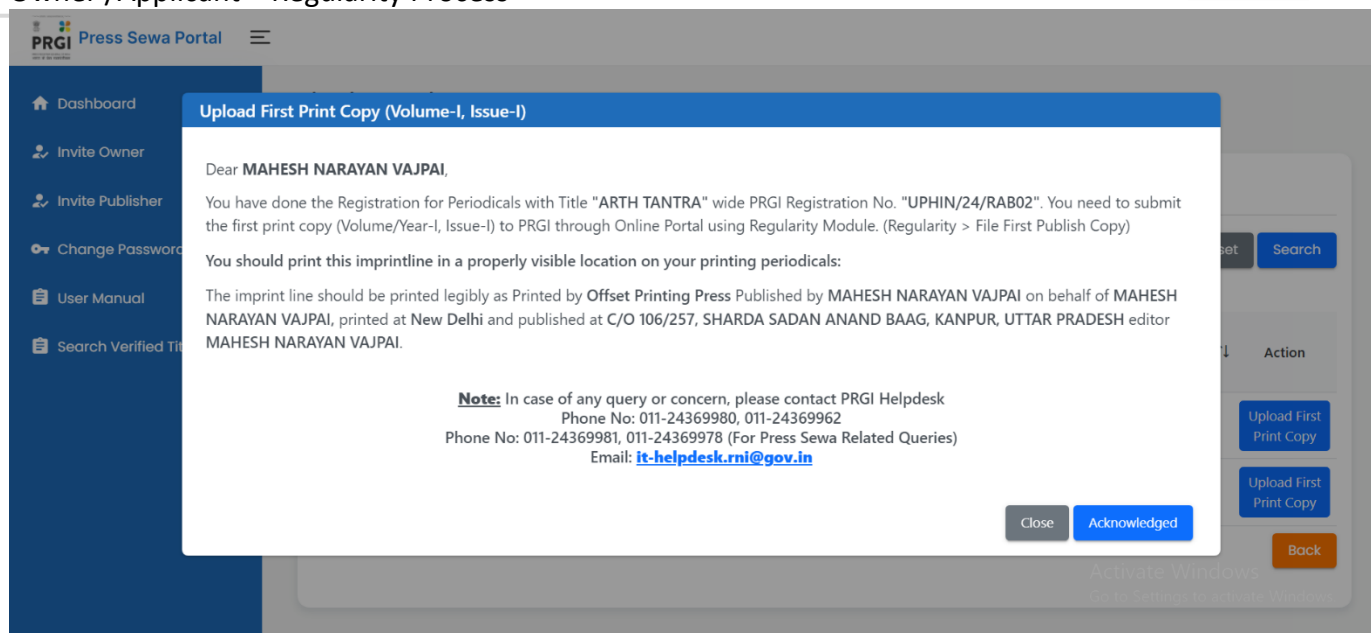
3.3 Upload First Publish Copy

- Click on “File First Publish Copy” Tile from the dashboard, you will be redirected to “File First Publish Copy” page as shown in the below figure.



- The Owner/Publisher needs to acknowledge the pop-up messages that will appear based on the number of registered titles. (For example, if an applicant has 2 registered titles, they will receive 2 pop-up messages to acknowledge, as shown in the below figure).

Owner /Applicant – Regularity Process



Upload First Print Copy (Volume-I, Issue-I)

Dear **MAHESH NARAYAN VAJPAI**,

You have done the Registration for Periodicals with Title "ARTH TANTRA" wide PRGI Registration No. "UPHIN/24/RAB02". You need to submit the first print copy (Volume/Year-I, Issue-I) to PRGI through Online Portal using Regularity Module. (Regularity > File First Publish Copy)

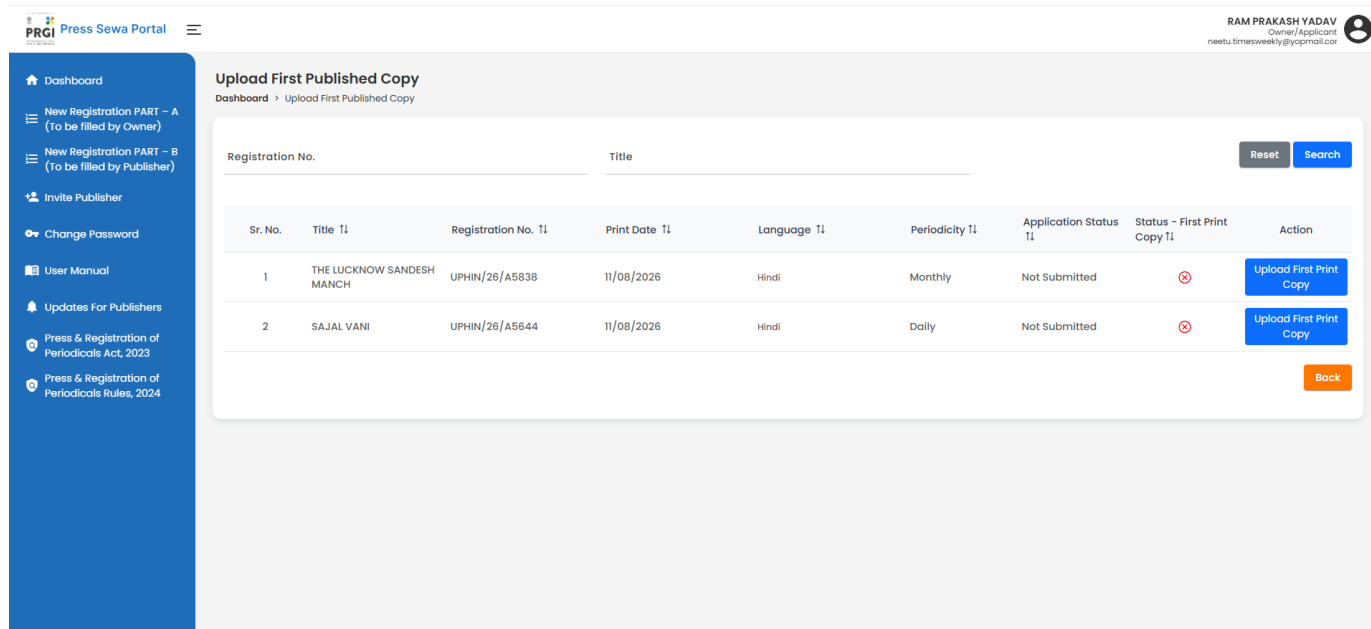
You should print this imprintline in a properly visible location on your printing periodicals:

The imprint line should be printed legibly as Printed by Offset Printing Press Published by MAHESH NARAYAN VAJPAI on behalf of MAHESH NARAYAN VAJPAI, printed at New Delhi and published at C/O 106/257, SHARDA SADAN ANAND BAAG, KANPUR, UTTAR PRADESH editor MAHESH NARAYAN VAJPAI.

Note: In case of any query or concern, please contact PRGI Helpdesk
 Phone No: 011-24369980, 011-24369962
 Phone No: 011-24369981, 011-24369978 (For Press Sewa Related Queries)
 Email: it-helpdesk.rni@gov.in

Close Acknowledged

- On Click of "Acknowledged" button opens the "File First Publish Copy" page as shown in the below figure.



Upload First Published Copy

Dashboard > Upload First Published Copy

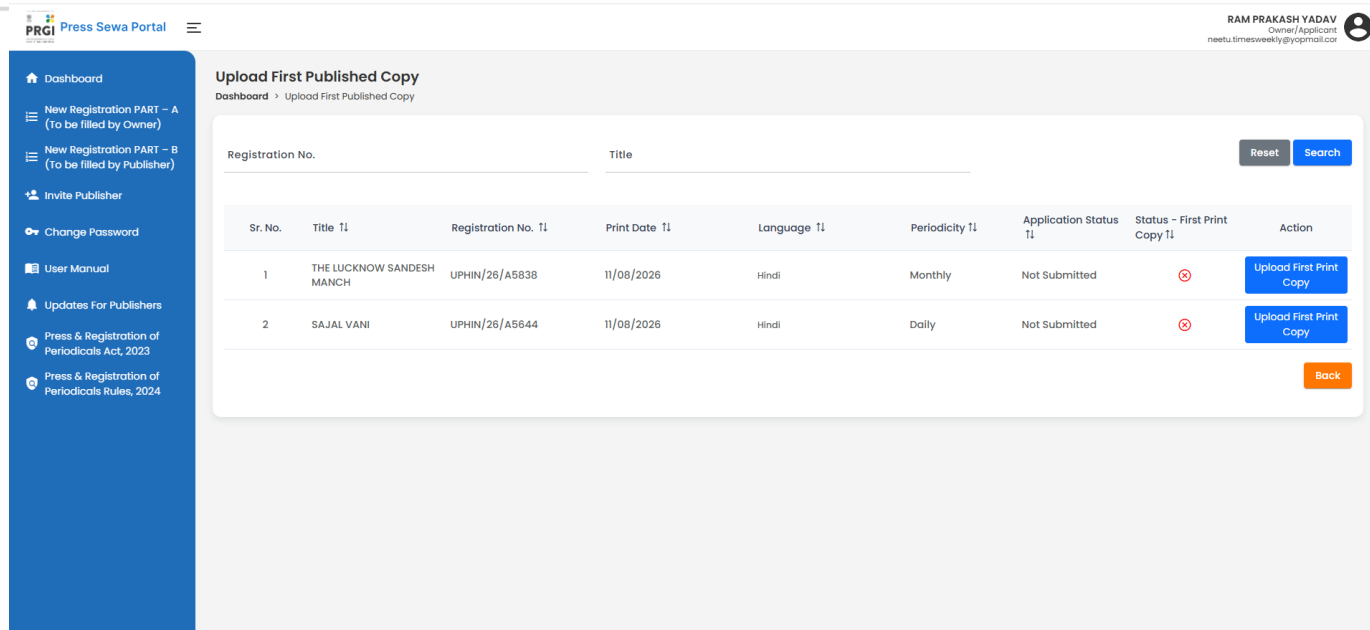
Registration No. Title Reset Search

Sr. No.	Title T1	Registration No. T1	Print Date T1	Language T1	Periodicity T1	Application Status T1	Status - First Print Copy T1	Action
1	THE LUCKNOW SANDESH MANCH	UPHIN/26/A5838	11/08/2026	Hindi	Monthly	Not Submitted	⊗	Upload First Print Copy
2	SAJAL VANI	UPHIN/26/A5644	11/08/2026	Hindi	Daily	Not Submitted	⊗	Upload First Print Copy

Back

- The Owner/Publisher click on "Upload First Print Copy" button for open the upload the First print page as shown in the below figure.

Owner /Applicant – Regularity Process



PRGI Press Sewa Portal

RAM PRAKASH YADAV
Owner/Applicant
neetu.timesweekly@yahoo.com

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

Updates For Publishers

Press & Registration of
Periodicals Act, 2023

Press & Registration of
Periodicals Rules, 2024

Upload First Published Copy

Dashboard > Upload First Published Copy

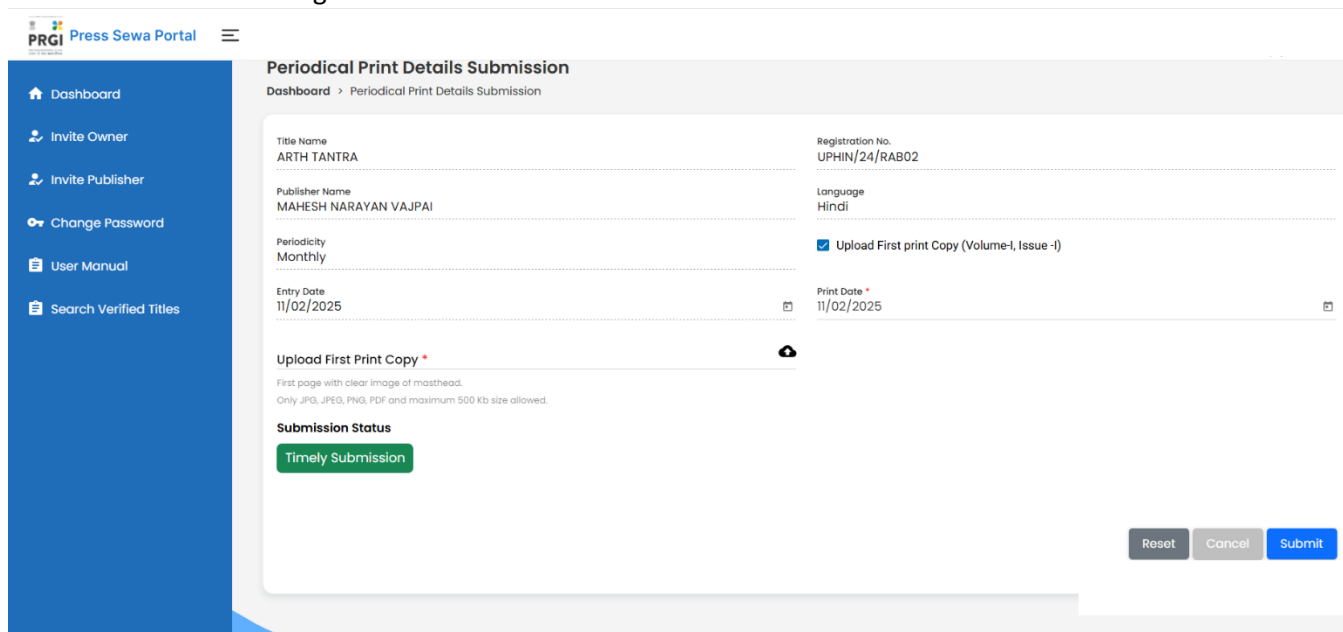
Registration No. Title

Reset Search

Sr. No.	Title	Registration No.	Print Date	Language	Periodicity	Application Status	Status – First Print Copy	Action
1	THE LUCKNOW SANDESH MANCH	UPHIN/26/A5838	11/08/2026	Hindi	Monthly	Not Submitted	⊗	Upload First Print Copy
2	SAJAL VANI	UPHIN/26/A5644	11/08/2026	Hindi	Dally	Not Submitted	⊗	Upload First Print Copy

Back

- The Owner/Publisher click on “Upload First Print Copy” button for open the upload the First print page as shown in the below figure.



PRGI Press Sewa Portal

Periodical Print Details Submission

Dashboard > Periodical Print Details Submission

Title Name
ARTH TANTRA

Registration No.
UPHIN/24/RAB02

Publisher Name
MAHESH NARAYAN VAJPAI

Language
Hindi

Periodicity
Monthly

Entry Date
11/02/2025

Print Date
11/02/2025

☒ Upload First print Copy (Volume-I, Issue -I)

Upload First Print Copy *

First page with clear image of masthead.
Only JPG, JPEG, PNG, PDF and maximum 500 Kb size allowed.

Submission Status

Timely Submission

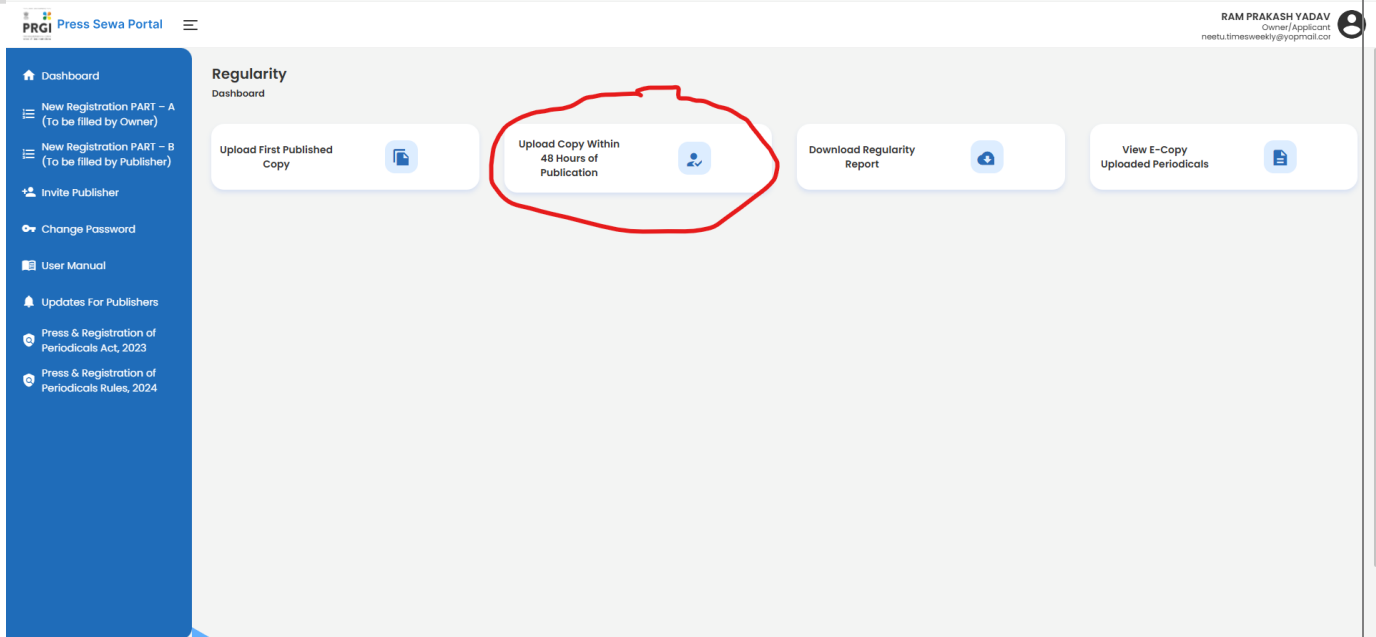
Reset Cancel Submit

- The Owner/Publisher Upload the First Print Copy only JPG, JPEG, PNG and PDF file format then click on submit button as shown in the above figure.

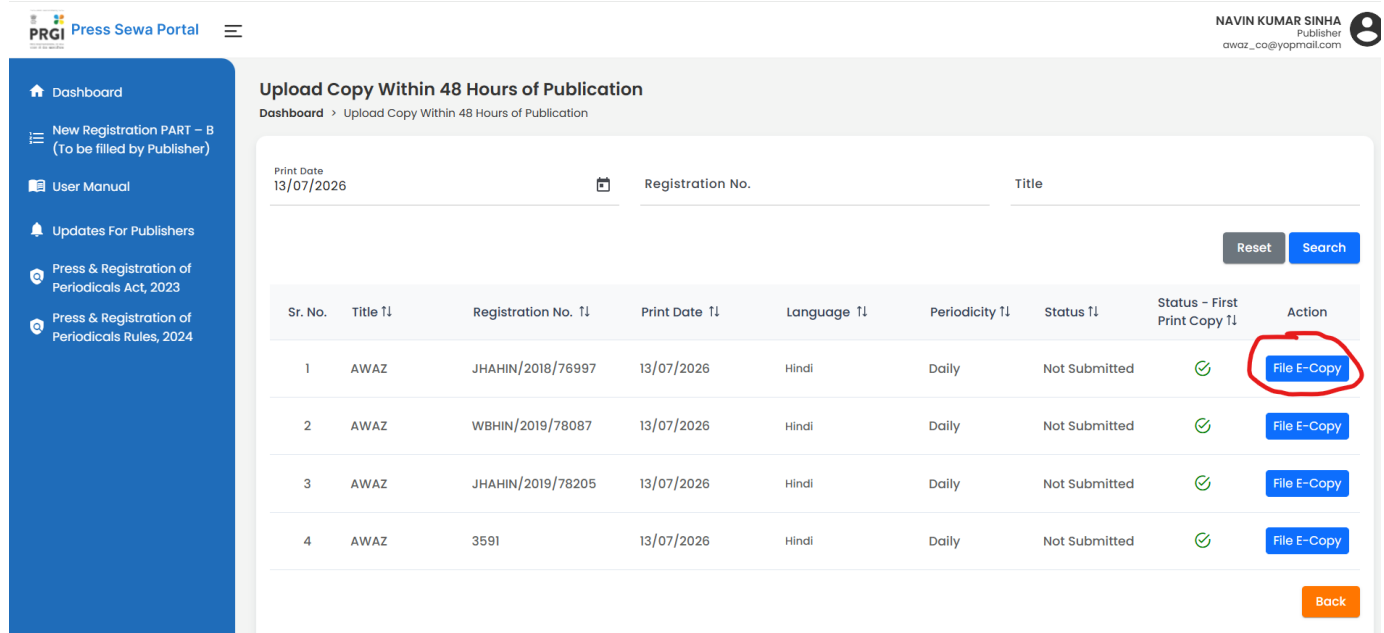
3.4 Upload Copy Within 48 Hours of Publication

- On Click “Upload Every Copy Within 48 Hours of Publication” Tile from the dashboard, you will be redirected to “Upload Every Copy Within 48 Hours of Publication” page as shown in the below figure.

Owner /Applicant – Regularity Process

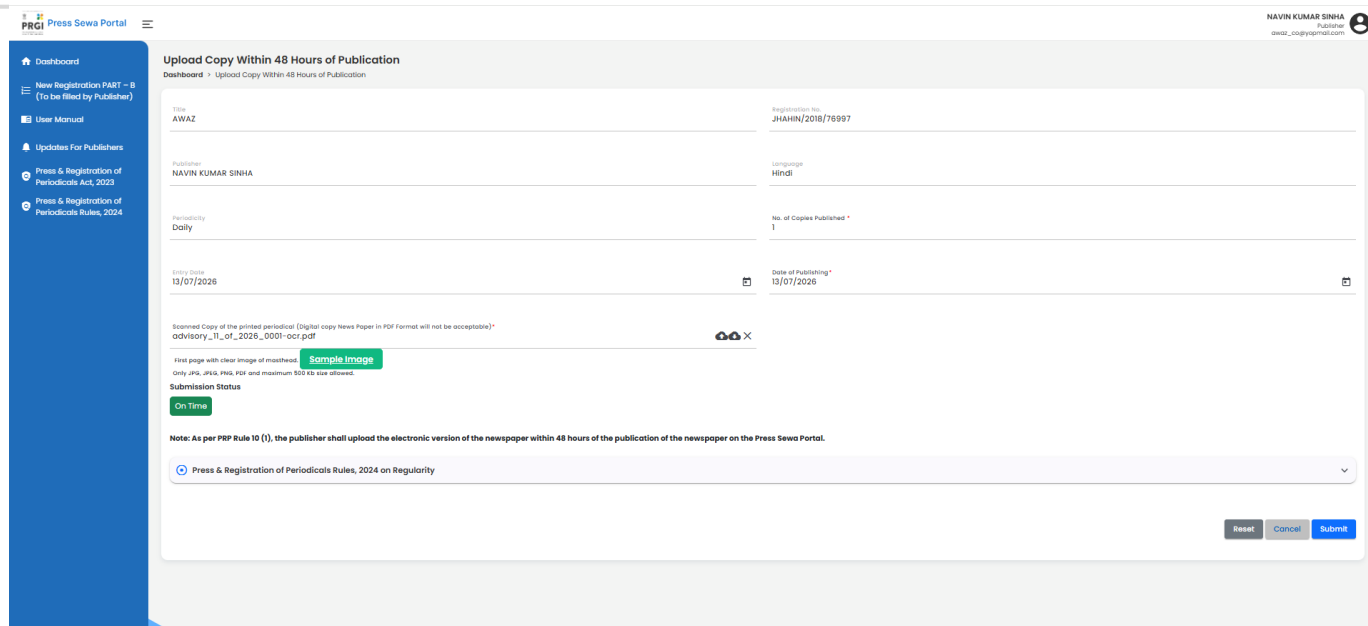


- The Owner/Publisher can Upload Every Copy Within 48 Hours of Publication on the page of “Upload Every Copy Within 48 Hours of Publication” as shown in the below figure.



- The Owner/Publisher click on “Upload Every Copy Within 48 Hours of Publication” to open the Periodical Print Details Submission page as shown in the below figure.

Owner /Applicant – Regularity Process



PRGI Press Sewa Portal

Dashboard

Upload Copy Within 48 Hours of Publication

Dashboard > Upload Copy Within 48 Hours of Publication

Title: AWAZ

Registration No.: JHAHN/2018/76997

Periodicity: Daily

No. of Copies Published: 1

Print Date: 13/07/2026

Date of Publishing: 13/07/2026

Scanned Copy of the printed periodical (Digital copy News Paper in PDF Format will not be acceptable)*
advisory_t1_of_2026_0001-ocr.pdf

First page with clear image of masthead. [Sample Image](#)

Only JPG, JPEG, PNG, PDF and maximum 500 KB size allowed.

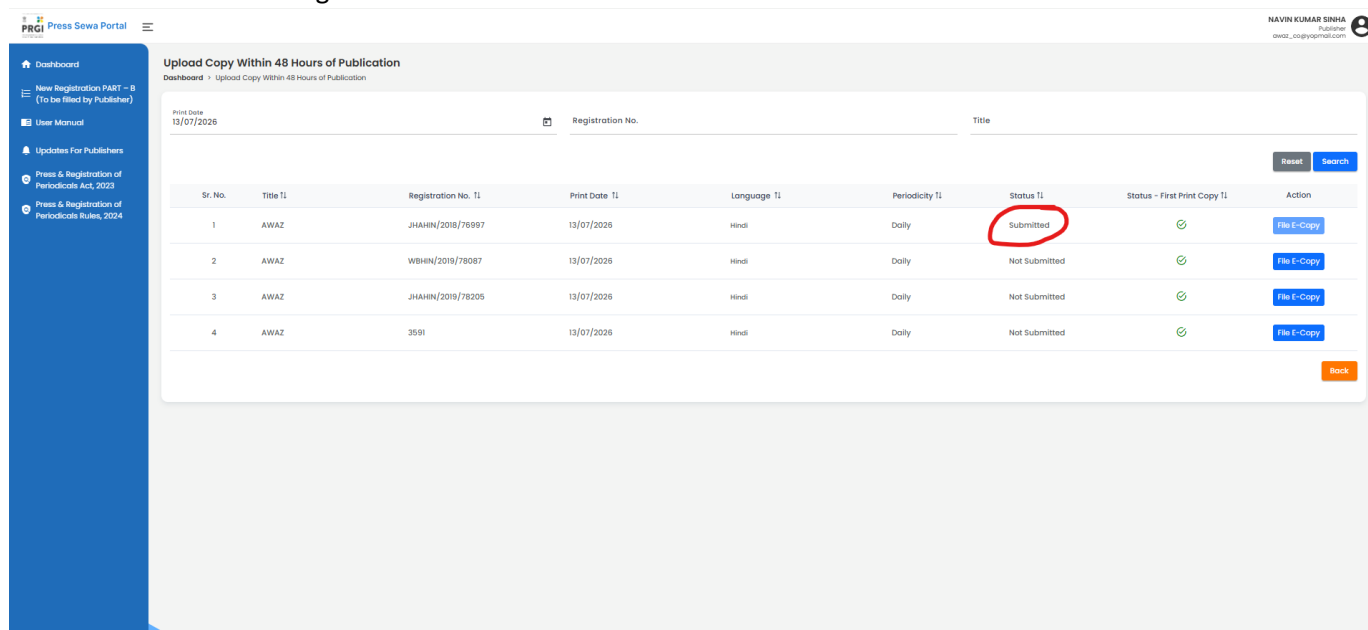
Submission Status: **On Time**

Note: As per PRP Rule 10 (1), the publisher shall upload the electronic version of the newspaper within 48 hours of the publication of the newspaper on the Press Sewa Portal.

[Press & Registration of Periodicals Rules, 2024 on Regularity](#)

[Reset](#) [Cancel](#) [Submit](#)

- The Owner/Publisher will enter details “No. of Copies Published”, “Date of Publishing” and “Scanned Copy of the printed periodical (Digital copy News Paper in PDF Format will not be acceptable)” Only JPG, JPEG, PNG, PDF and maximum 500 KB size allowed as shown in the above figure.
- Submission status will show the status of filed regularity “On Time”, “Delayed” depending on periodicity of title and submission date.
- Users will click on Regularity act below and after reading the act, user will click on Submit button to file the regularity application which will directly transfer to State PIB Officer for further process (approval / rejection).
- After submitting file, it will redirect to list page where status of an application will show as “Submitted” as shown in below figure.



PRGI Press Sewa Portal

Dashboard

Upload Copy Within 48 Hours of Publication

Dashboard > Upload Copy Within 48 Hours of Publication

Print Date: 13/07/2026

Registration No.

Title

[Reset](#) [Search](#)

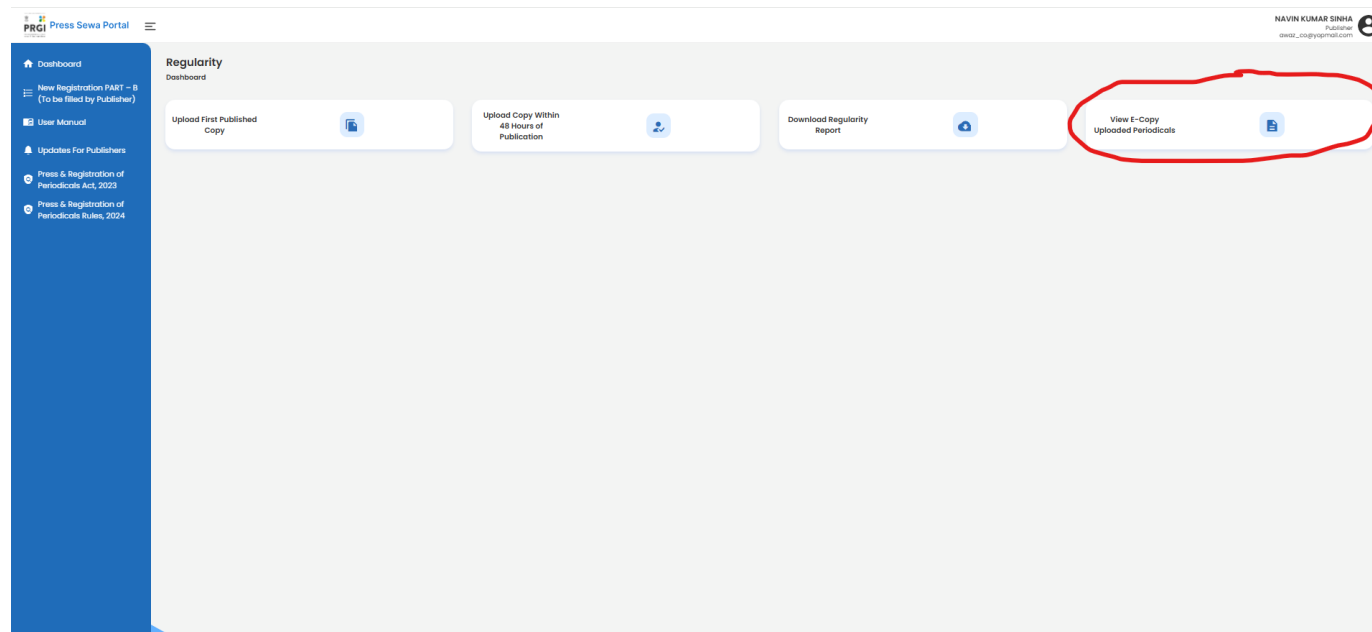
Sr. No.	Title T1	Registration No. T1	Print Date T1	Language T1	Periodicity T1	Status T1	Status - First Print Copy T1	Action
1	AWAZ	JHAHN/2018/76997	13/07/2026	Hindi	Daily	Submitted	✓	File E-Copy
2	AWAZ	WBHN/2019/78087	13/07/2026	Hindi	Daily	Not Submitted	✓	File E-Copy
3	AWAZ	JHAHN/2019/78205	13/07/2026	Hindi	Daily	Not Submitted	✓	File E-Copy
4	AWAZ	3591	13/07/2026	Hindi	Daily	Not Submitted	✓	File E-Copy

[Back](#)

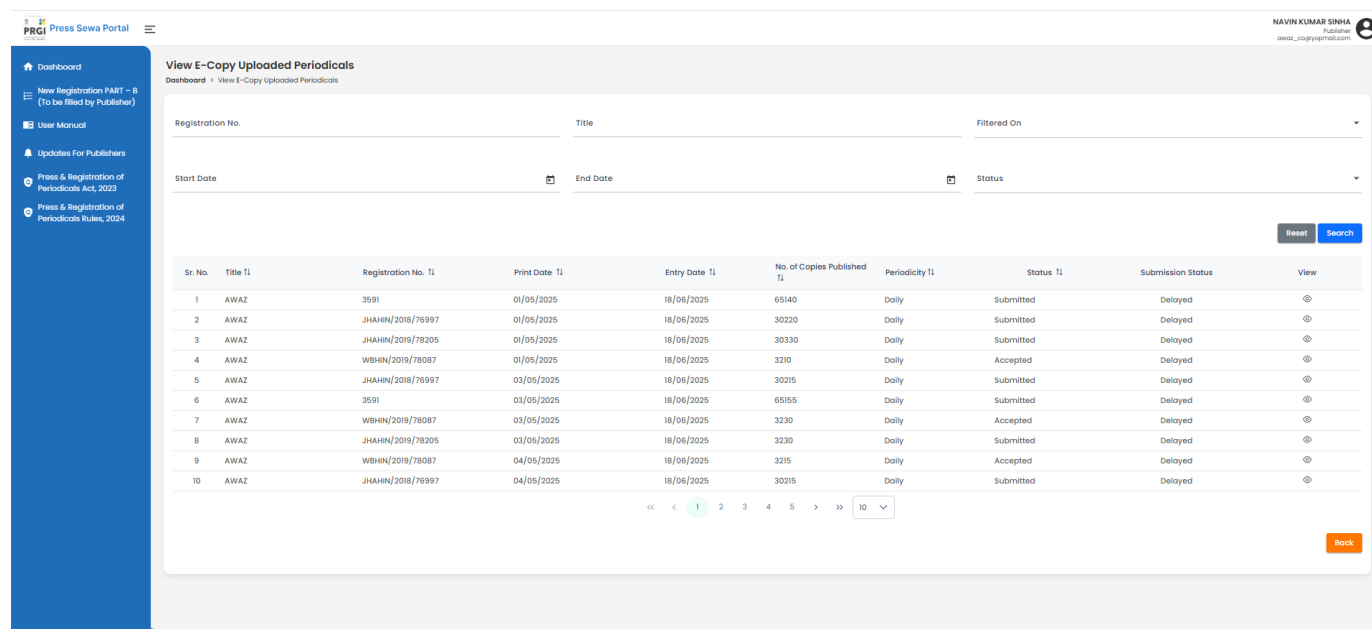
3.5 View E-Copies of Uploaded Previously

Owner /Applicant – Regularity Process

- Click on “View E-Copies of Uploaded Previously” Tile from the dashboard, you will be redirected to “View E-Copies of Uploaded Previously” page as shown in the below figure.
- The Owner/Publisher after the click on “View E-Copies of Uploaded Previously” button the View page of Previously Uploaded E-Copies as shown in the below figure.



- The Owner/Publisher after the click on “View E-Copies of Uploaded Previously” button the View page of Previously Uploaded E-Copies as shown in the below figure.



- The Owner/Publisher can view the details of all titles which regularity has been submitted and click on view for any title to see the details of regularity submission against the title as shown in below figure.

Owner /Applicant – Regularity Process

PRGI Press Sewa Portal

- Dashboard
- Invite Owner
- Invite Publisher
- Change Password
- User Manual
- Search Verified Titles

First Print Copy / Regularity Details View

Dashboard > First Print Copy / Regularity Details View

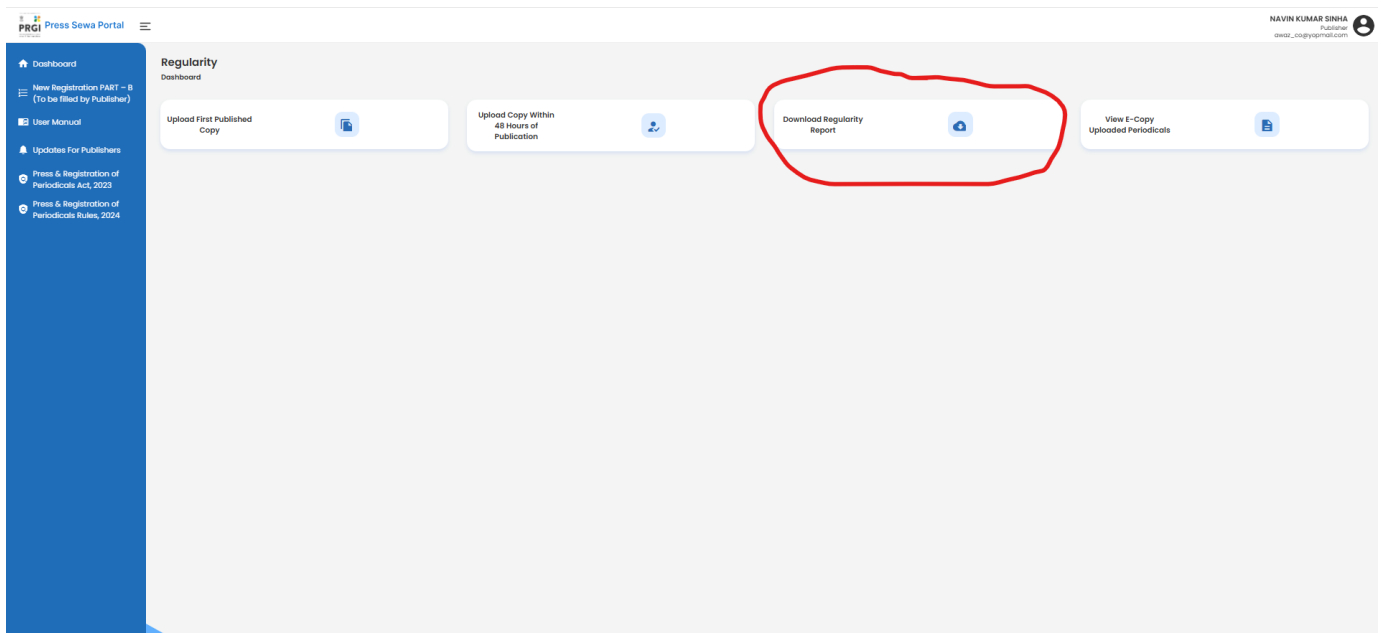
Title Name EXPRESS NARAD	Registration No. 20243	Publisher Name MAHESH CHANDRA SANBHADHAR
Language Hindi	Periodicity Weekly	No. of Copy/Copies 100
Entry Date 11/02/2025	Print Date 11/02/2025	Uploaded Photo b3fd5189-c5b3-4da8-a25c-1201fc67eb81

Close

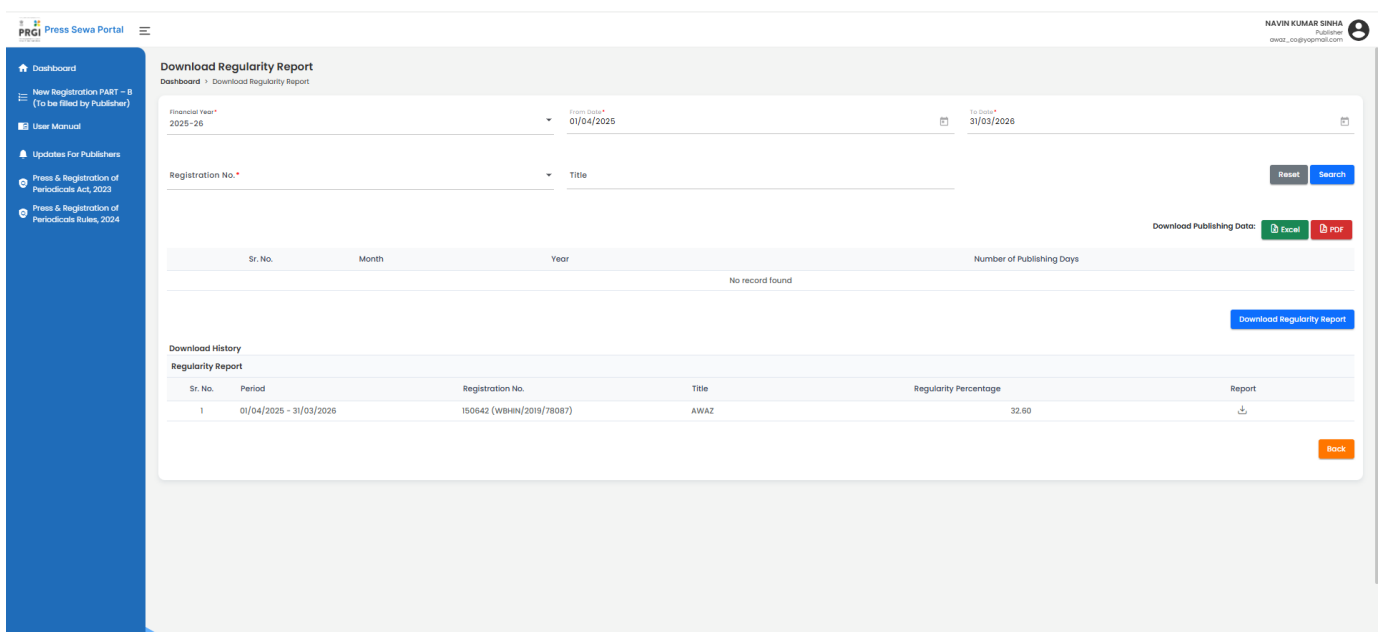
Owner /Applicant – Regularity Process

3.6 Download Regularity Report

- Owner/Publisher after the click on “Download Regularity Report” button the View page of Download Regularity Report as shown in the below figure.

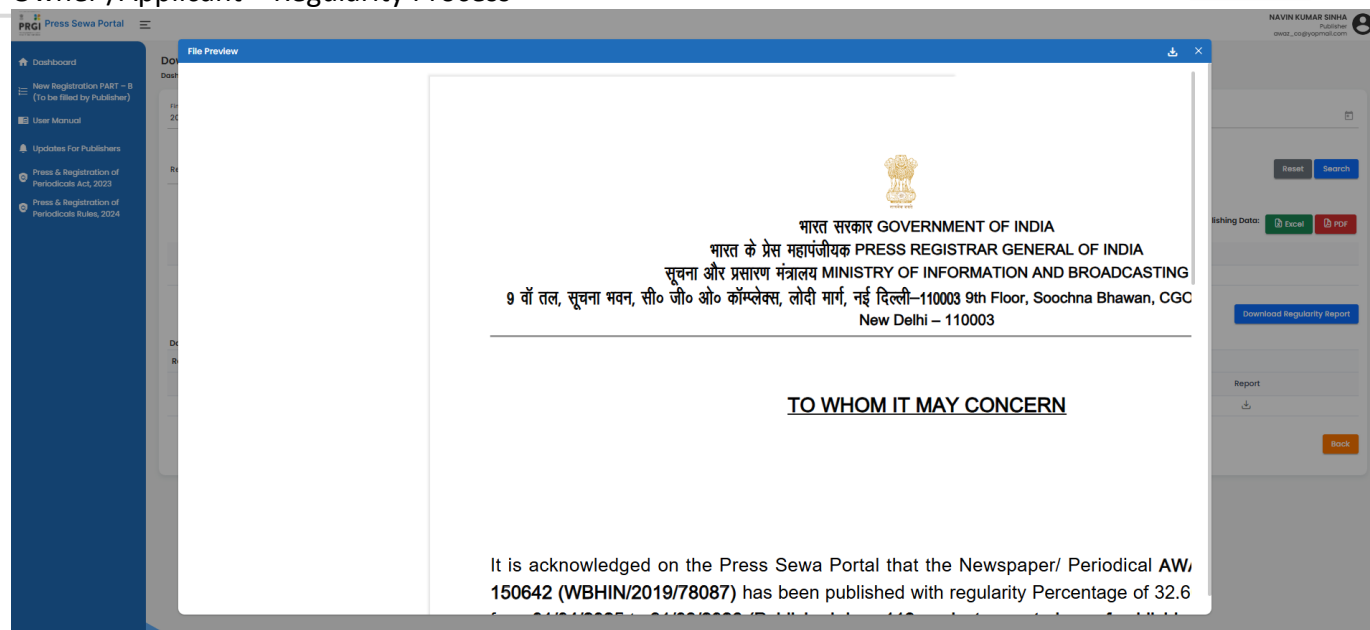


- The Owner/Publisher can Download the “Regularity Report” as View page as shown in the below figure.



- Once clicked on Download icon, it will show the preview of Regularity Certificate as shown below figure:

Owner /Applicant – Regularity Process



- User can click on download icon to save the certificate on system in PDF format.

3.7 Periodicity & Logics

- Daily:
 - Description: Users can file regularity on a daily basis.
 - Logic: A user can file a new regularity exactly 1 day (24 hours) after the previous filing.
 - Example: If a user files a regularity at 9:00 AM on January 1st, they can file again at 9:00 AM on January 2nd.
- Weekly:
 - Description: Users can file regularity at 7-day intervals throughout the year.
 - Logic: A user can file a new regularity exactly 7 days (168 hours) after the previous filing. The day of the week remains the same.
 - Example: If a user files a regularity on a Monday, the next regularity can be filed on the following Monday.
- Fortnightly:
 - Description: Users can file regularity at 14-day intervals throughout the year.
 - Logic: A user can file a new regularity exactly 14 days (336 hours) after the previous filing.

Owner /Applicant – Regularity Process

- Example: If a user files a regularity on January 1st, the next regularity can be filed on January 15th.
- Monthly:
 - Description: Users can file regularity every month on the same date as the initial filing.
 - Logic:
 - The system stores the day of the month when the user first files the regularity.
 - For subsequent months, the user can file on the same day of the month.
 - If the month of filing does not have the date, then the last day of the month is considered.
 - Example:
 - If a user files on January 15th, they can file again on February 15th, March 15th, and so on.
 - If a user files on January 31st, they can file again on February 28th (or 29th in a leap year), March 31st, April 30th, and so on.
- Bi-Monthly:
 - Description: Users can file regularity once every 60 days, based on the initial filing date.
 - Logic: A user can file a new regularity exactly 60 days after the previous filing.
 - Example: If a user files a regularity on January 1st, the next regularity can be filed on March 2nd.
- Quarterly:
 - Description: Users can file regularity at 90-day intervals.
 - Logic: A user can file a new regularity exactly 90 days after the previous filing.
 - Example: If a user files a regularity on January 1st, the next regularity can be filed on April 1st.
- Half-Yearly:
 - Description: Users can file regularity at 180-day intervals.
 - Logic: A user can file a new regularity exactly 180 days after the previous filing.
 - Example: If a user files a regularity on January 1st, the next regularity can be filed on June 30th.
- Annual:

Owner /Applicant – Regularity Process

- Description: Users can file regularity once a year (365 days). The next filing is allowed after 365 days.
 - Logic: A user can file a new regularity exactly 365 days after the previous filing.
 - Example: If a user files a regularity on January 1st 2024, the next regularity can be filed on January 1st 2025.
- Bi-Annual:
 - Description: Users can file regularity once every two years (730 days).
 - Logic: A user can file a new regularity exactly 730 days after the previous filing.
 - Example: If a user files a regularity on January 1st, 2024, the next regularity can be filed on January 1st, 2026.
- Four-Monthly: * Description: Users can file regularity once every 120 days. * Logic: A user can file a new regularity exactly 120 days after the previous filing. * Example: If a user files a regularity on January 1st, the next regularity can be filed on May 1st.
- Once in 19 Days: * Description: Users can file regularity after every 19-day interval. * Logic: A user can file a new regularity exactly 19 days after the previous filing. * Example: If a user files a regularity on January 1st, the next regularity can be filed on January 20th.
- 10th Day in a Month: * Description: Users can file regularity on the 10th of every month. * Logic: The user can only file the regularity on the 10th day of every month. * Example: User can file regularity on 10th January, 10th February, 10th March and so on.