



User Manual for User Management

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 to create and edit user role in PRGI.

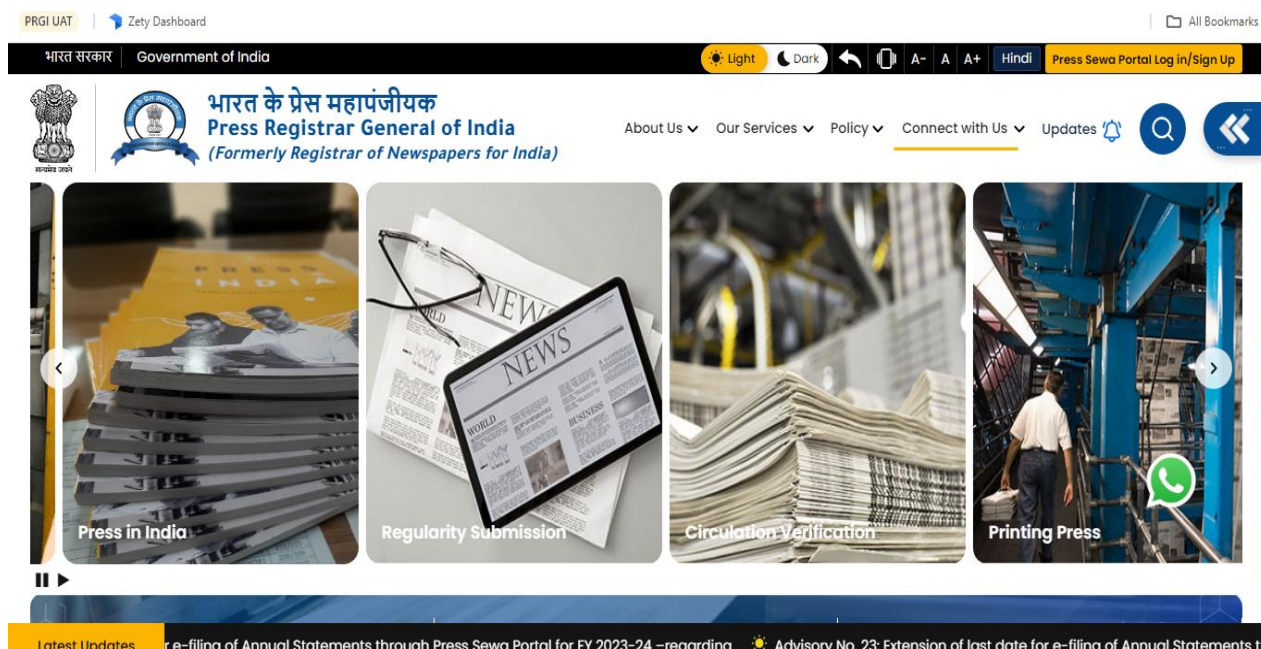
Objective:

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

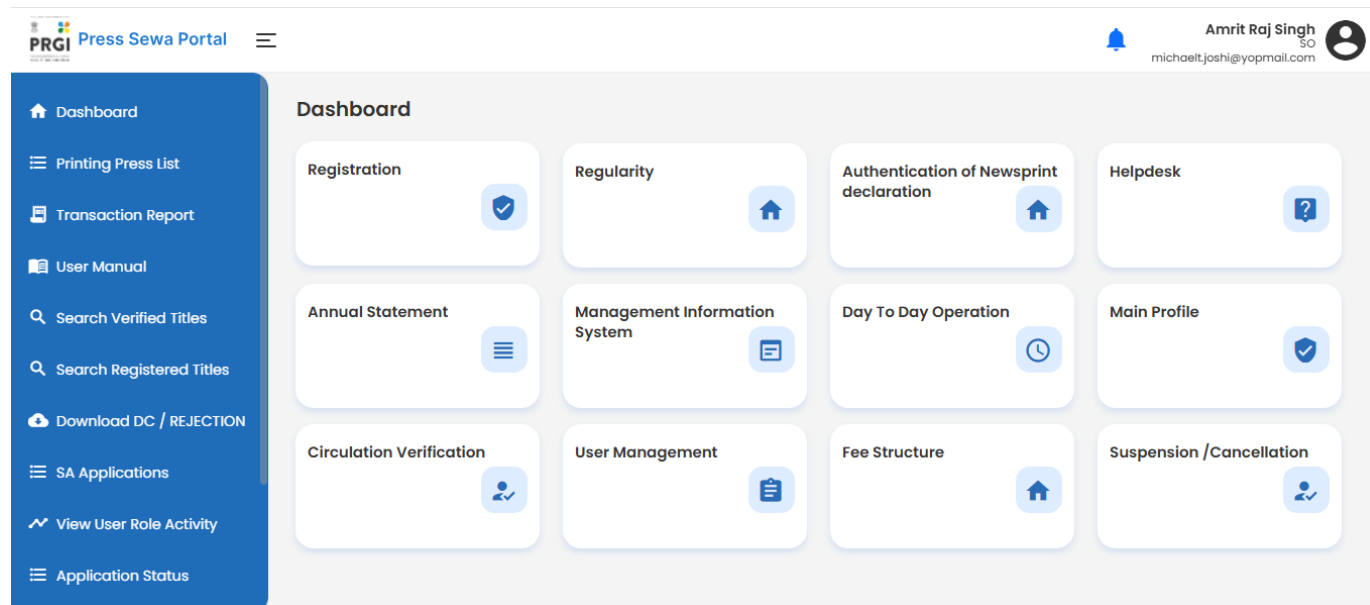
Suspension /Cancellation

Admin Panel Fee Structure- PRGI Users

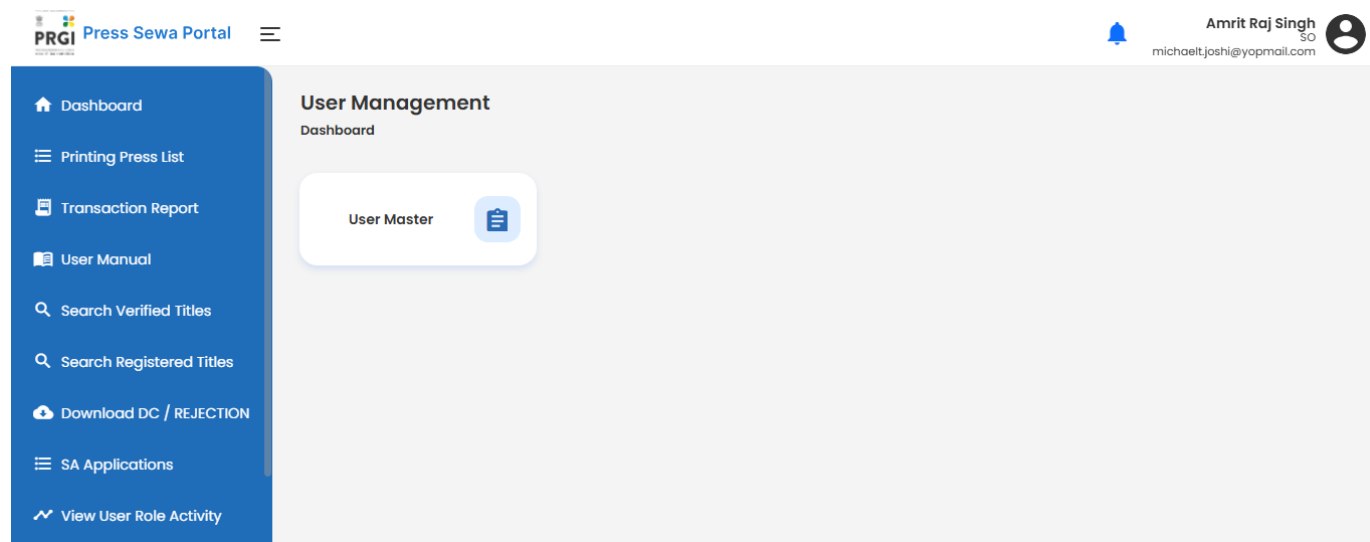
2.2 User Management

1. PRGI Officer can view the user management module by following steps: -

- Click on the “User Management” Menu from the dashboard as shown in the below figure.



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



Admin Panel Fee Structure- PRGI Users

- User Needs to click on “User Master” on click of “User Master” will be redirected user master list.
- User Will have different filter keys to search within the master list visible: -
 - From Date – Date Filter
 - To Date – Date Filter
 - Status – Drop-down
 - Username- Input Field
 - Email ID- Input Field
 - Role- Drop Down
 - State – Drop Down
 - District- Drop Down
 - Search – Button
 - Reset – Button

User Master List

Dashboard > User Master List

From Date		To Date		Status	▼
User Name		Email	Role		
State		District			

Reset
Search

Admin Panel Fee Structure- PRGI Users

- User would be able to view all user created in the master list as shown in the below image.
- User Also have the functionality to download the list of users in .xls format by clicking on “Export to Excel”.


Press Sewa Portal


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User Master List

Dashboard > User Master List

From Date
To Date
Status

User Name
Email
Role

State
District

Reset
Search

Export to Excel

+ Add User

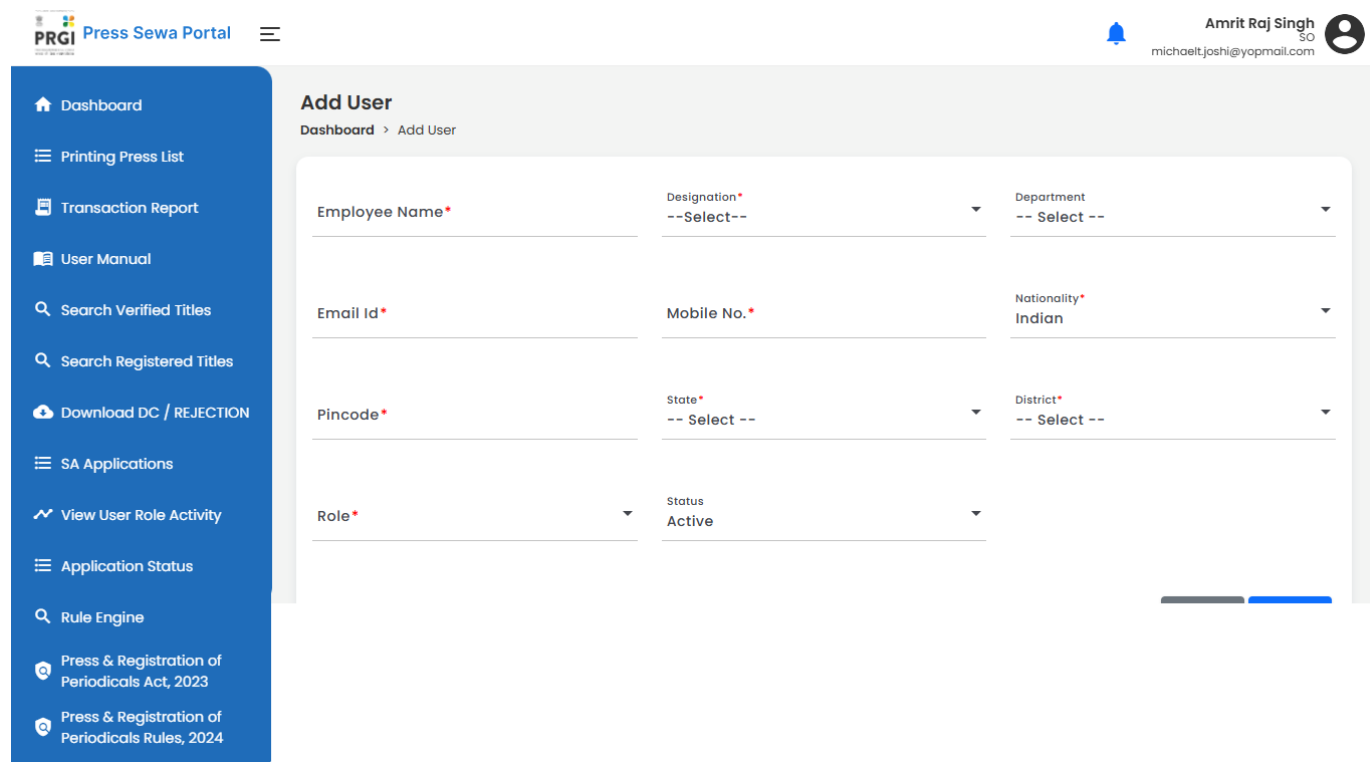
Sr. No.	Date ↑↓	User Name ↑↓	Email Id ↑↓	Mobile No. ↑↓	State ↑↓	District ↑↓	Role ↑↓	Status ↑↓	Action
1	29/06/2026	Mohammad Talib	PRG.prgi@yopmail.com	9818018560	Delhi	New Delhi	PRG	Active	 
2	26/06/2026	Shri Vikram	vikram.s1990@yopmail.com	9953832108	Delhi	New Delhi	ASO	Active	 
3	15/06/2026	Amrit Raj Singh	pradeepkumar12@yopmail.com	9650480647	Delhi	New Delhi	SO	Active	 
4	15/06/2026	Mohammad Talib	dmluc@yopmail.com	9415005000	Uttar Pradesh	Lucknow	Specified Authority	Active	 
5	15/06/2026	Abhay Verma	abhay.verma99@yopmail.com	8881868975	Delhi	New Delhi	ASO	In Active	 
6	15/06/2026	Priya	priya.dara26@yopmail.com	9352182007	Delhi	New Delhi	ASO	In Active	 
7	11/06/2026	Amrit Raj Singh	ratnakar.pib@yopmail.com	9849846834	Delhi	New Delhi	DPRG	Active	 
8	11/06/2026	Amrit Raj Singh	pradeepkumar0107@yopmail.com	6393117081	Delhi	New Delhi	HD ASO	Active	 
9	09/06/2026	Anmol Arora	airprateek@yopmail.com	8368552701	Delhi	New Delhi	SO	Active	 
10	09/06/2026	Mohammad Talib	rajith.chandran@yopmail.com	8802524154	Delhi	New Delhi	DPRG	Active	 

<< < 1 2 3 4 5 > >> 10

Admin Panel Fee Structure- PRGI Users

2.3 Add User

- PRGI user can Add a user in the press sewa portal by clicking on “Add” button available in the user master list page.
- On click of “Add User” user will be redirected Add user form; Form will have below fields which are to be filled by the user: -
 - Employee Name – Input Field
 - Designation – Drop-down
 - Department- Drop - down
 - Email ID – Input Field
 - Mobile No. – Input Field
 - Nationality – Drop Down (India)
 - Pin code – Input Field
 - State – Drop Down
 - District – Drop Down
 - Role – Drop Down
 - Status – Drop Down
 - Cancel – Drop Down
 - Submit – Drop Down



- Once user completed the form filling, he/she needs to click on “Submit” button to save the record.