Press Registrar General of India

PRESS REGISTRAR GENERAL OF INDIA
भारत के प्रेस महापंजीयक

User Manual of Annual Statement

Version 1.1

13th July'2026

(https://presssewa.prgi.gov.in/)

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

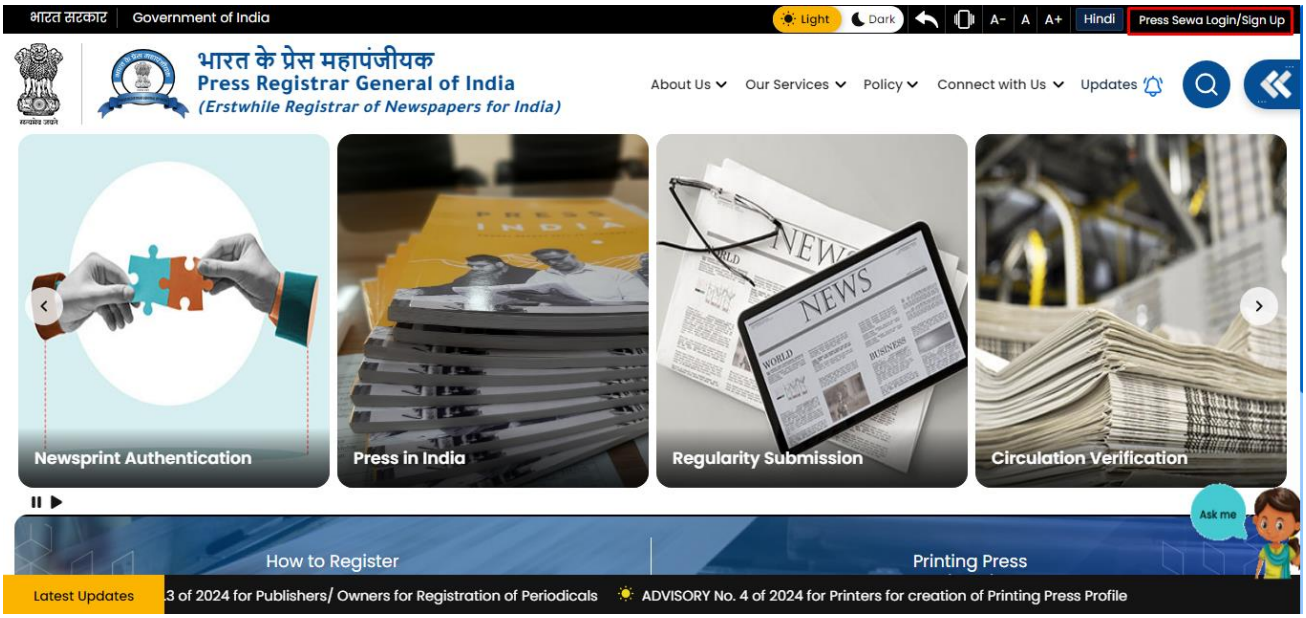
1 Annual Statement E-Filling (Owner/Applicant/Publisher) Penalty

In accordance with the PRP Act 2023, publishers are mandated to submit annual statements for their registered publications. These statements are critical as they document the circulation figures of newspapers for the respective financial year. The collected data is subsequently utilized to compile the annual "Press in India" report by the Registrar of Newspapers for India (RNI).

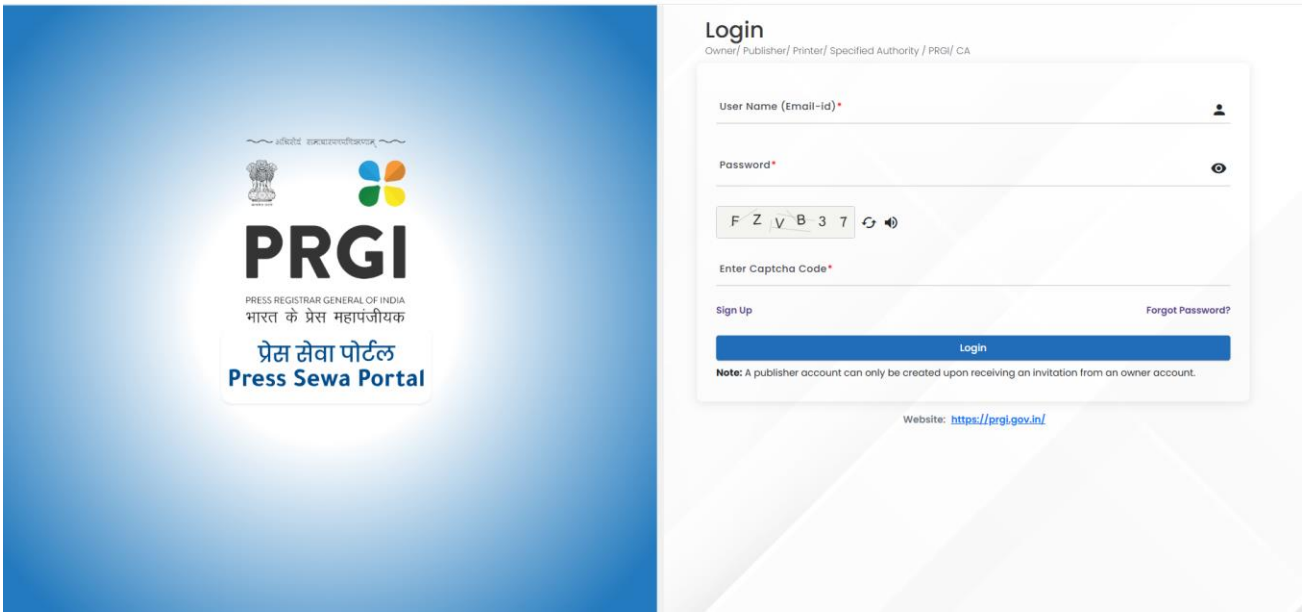
The submission of the annual statement must adhere to the timelines specified by the RNI. Non-compliance, including the submission of false information or failure to file the annual statements within the prescribed period, can result in penalties or suspension of the publication's registration.

The annual return can be filed through the online press service portal. Owner/publisher can file annual statement by following below steps: -

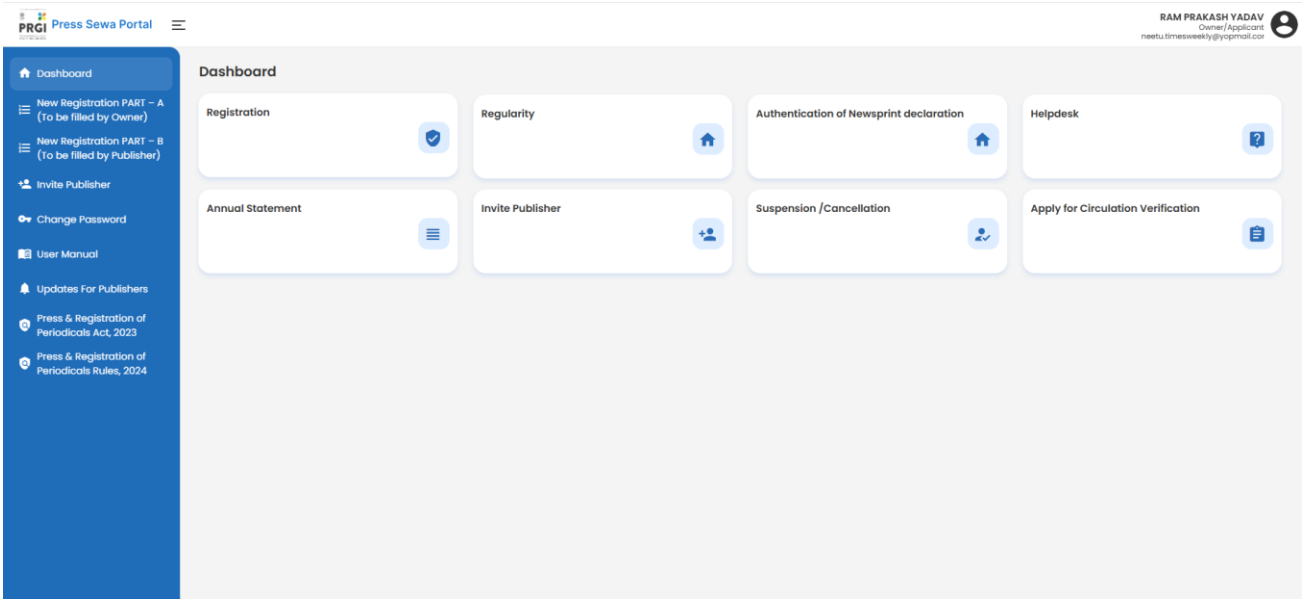
- Go to PRGI official website: - https://prgi.gov.in/
- Click on Press Sewa login/Signup option from the top right corner of the Website home page as shown in the below image.



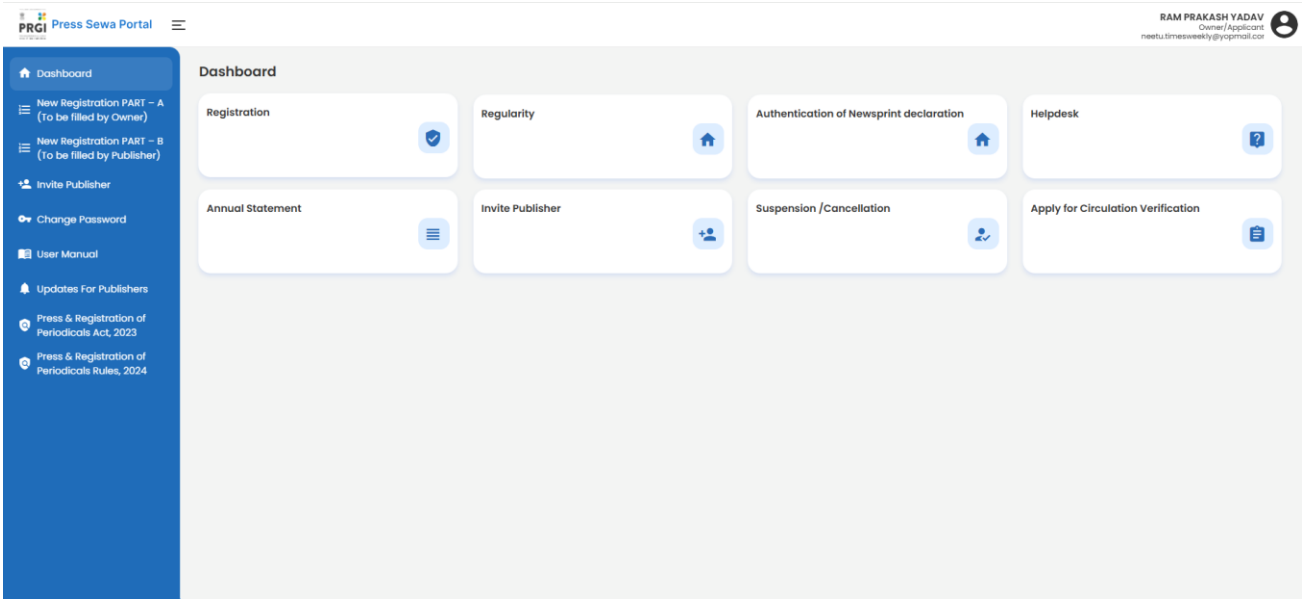
- On Click of “Press Sewa Login/Sign-Up, User will be redirected to Press Sewa portal page as shown in the below image.



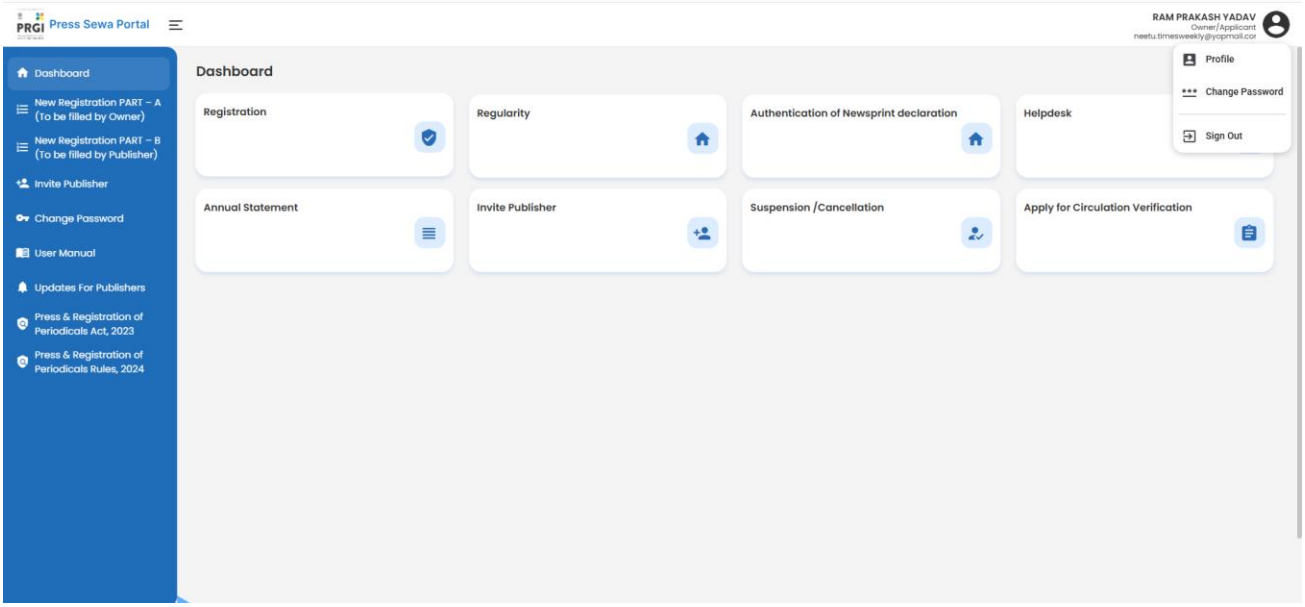
- User would be able to login using a valid Login ID & password, Post filing the mandatory fields user needs to click on Login button.
- On successful login, user will be redirected to his/her dashboard as shown in the below image.

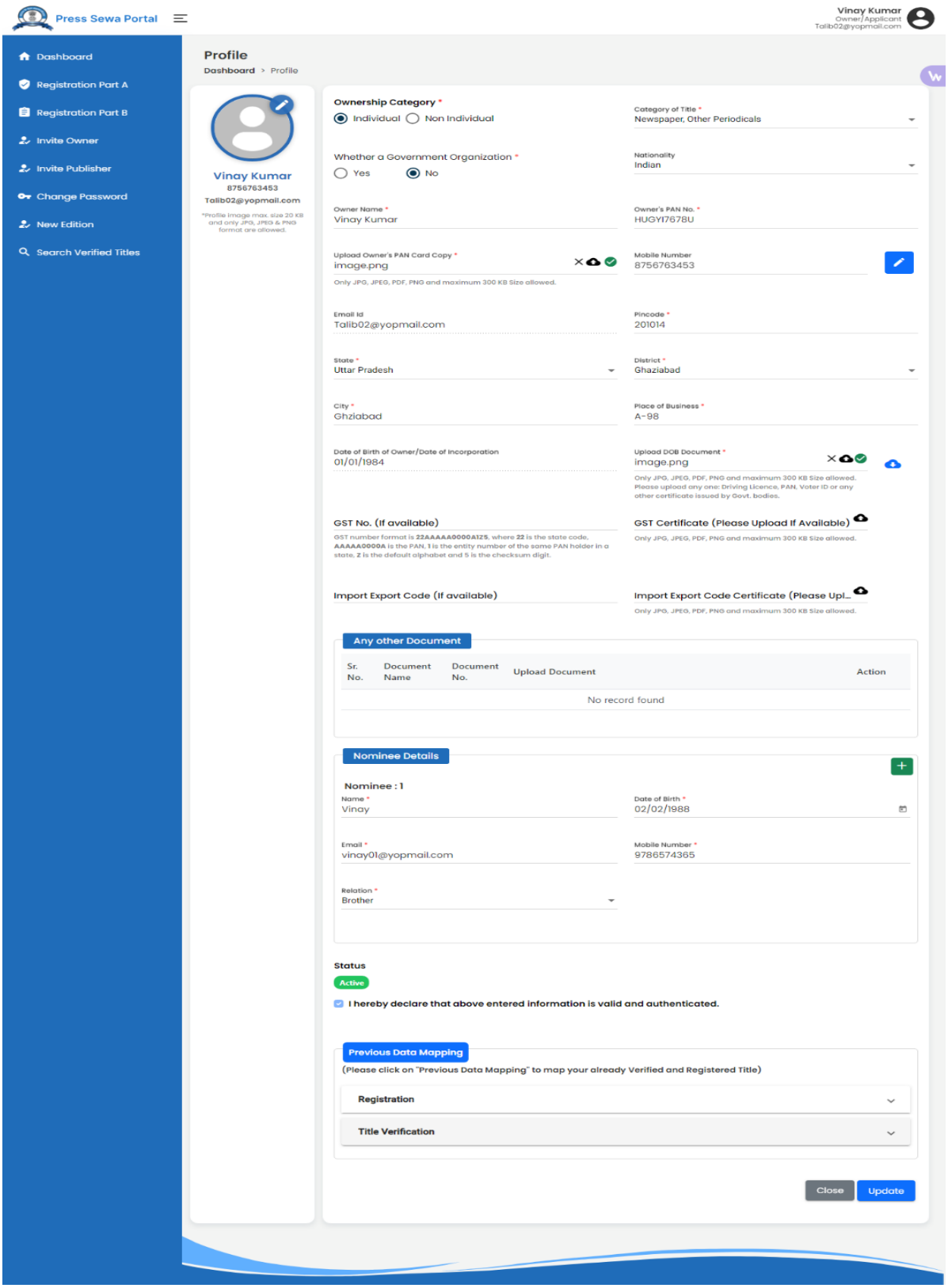


- User needs to map their previously registered title to File Annual statement, user can do the same by visiting their profile page as shown in the below image.

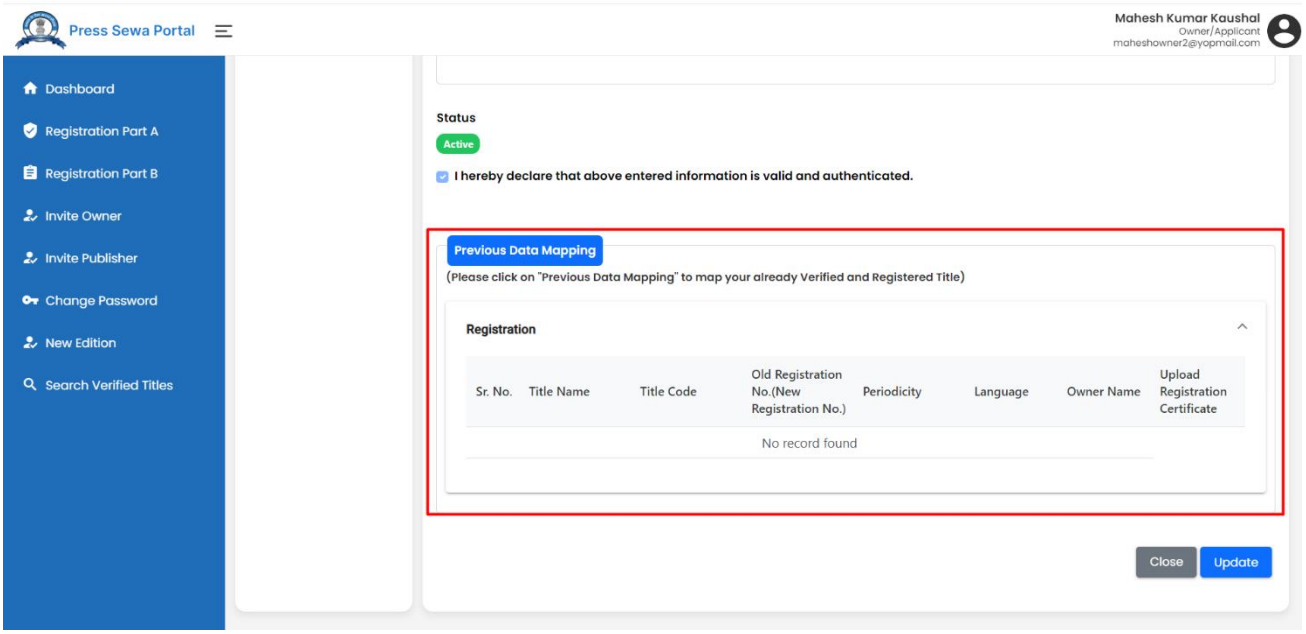


- On click of “Profile” user will be redirected to his/her profile page as shown in the below image.

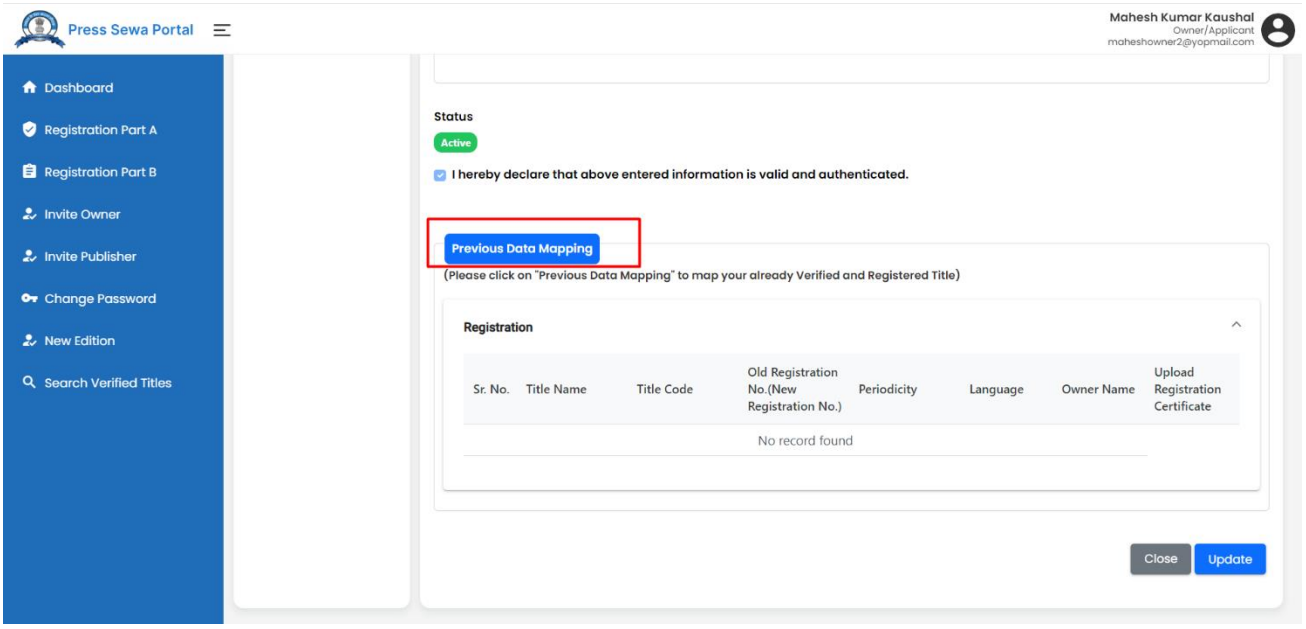




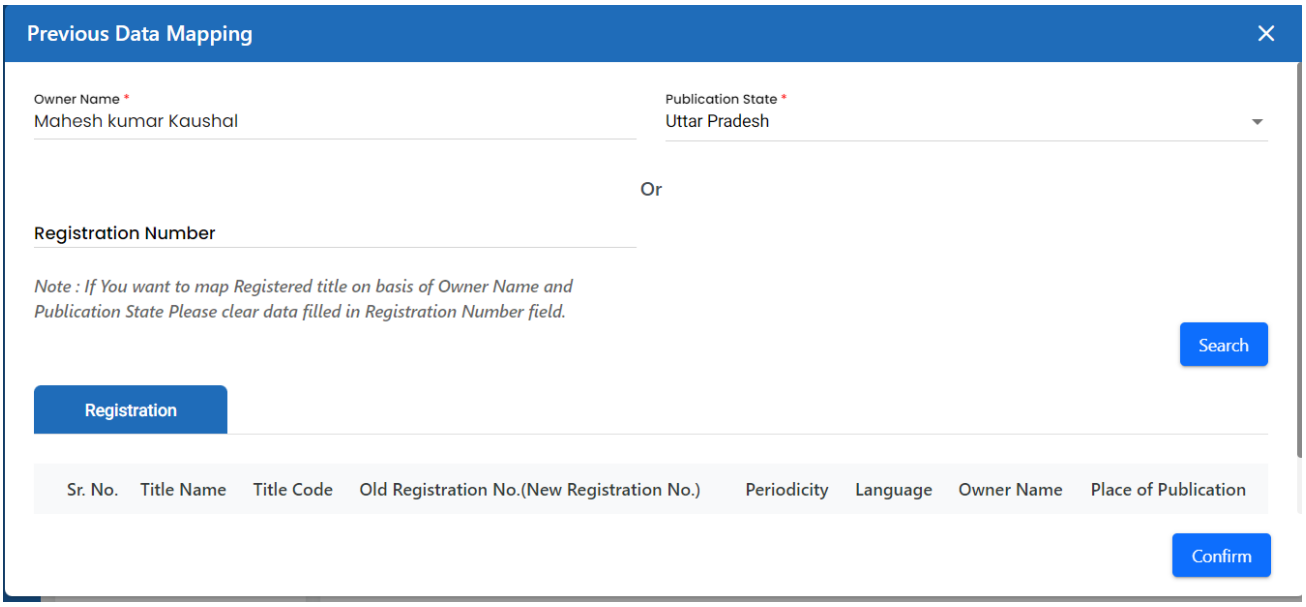
- Scroll down to the “Previous Data Mapping” section in the profile as shown in the below menu.



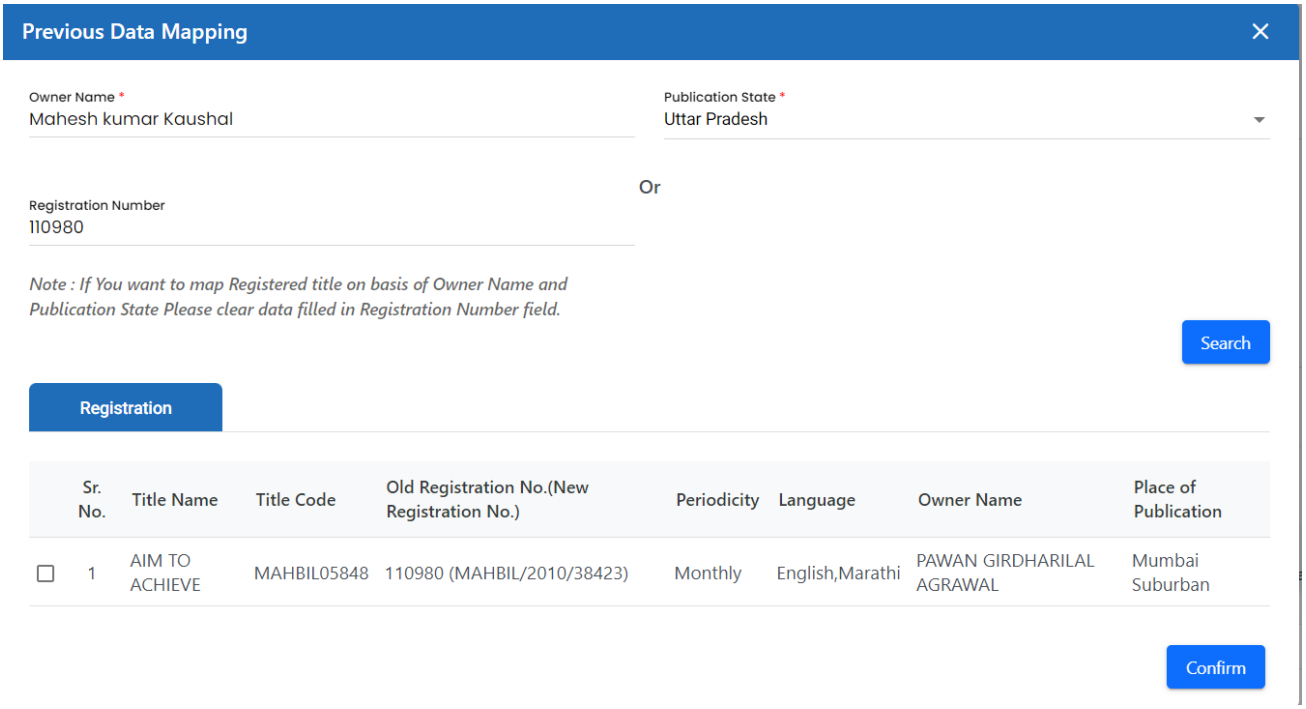
- Click on the “Previous Data Mapping” button as shown in the below image.



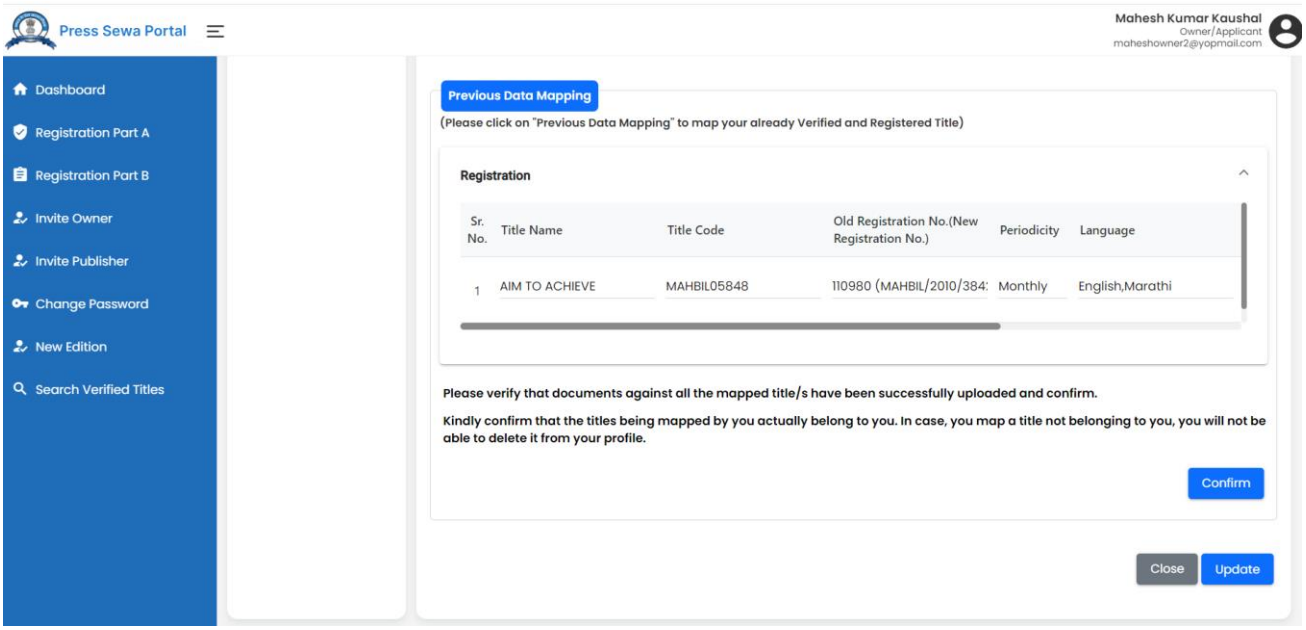
- When the owner clicks the “Previous Data Mapping” button, a pop-up window will open, as shown in the image below.



- The applicant/Owner can view the previously registered title in his/her name in the profile section, as shown below.

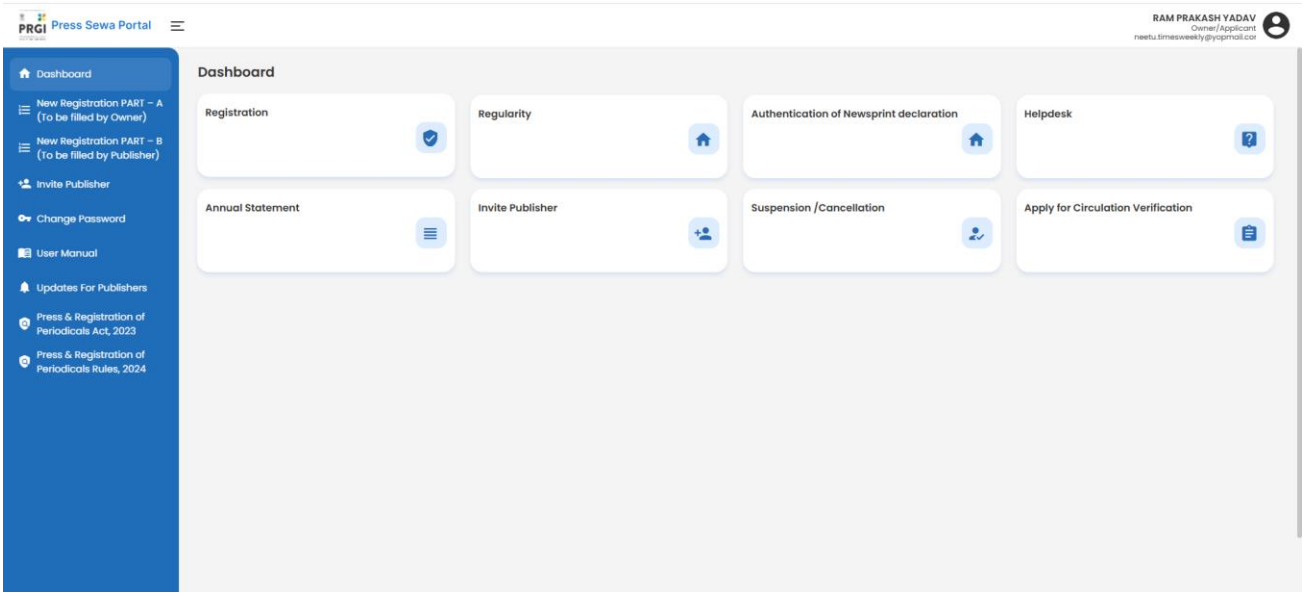


- After filling in all the mandatory fields, click on the confirm and Update buttons below to save the changes in the My Profile section.

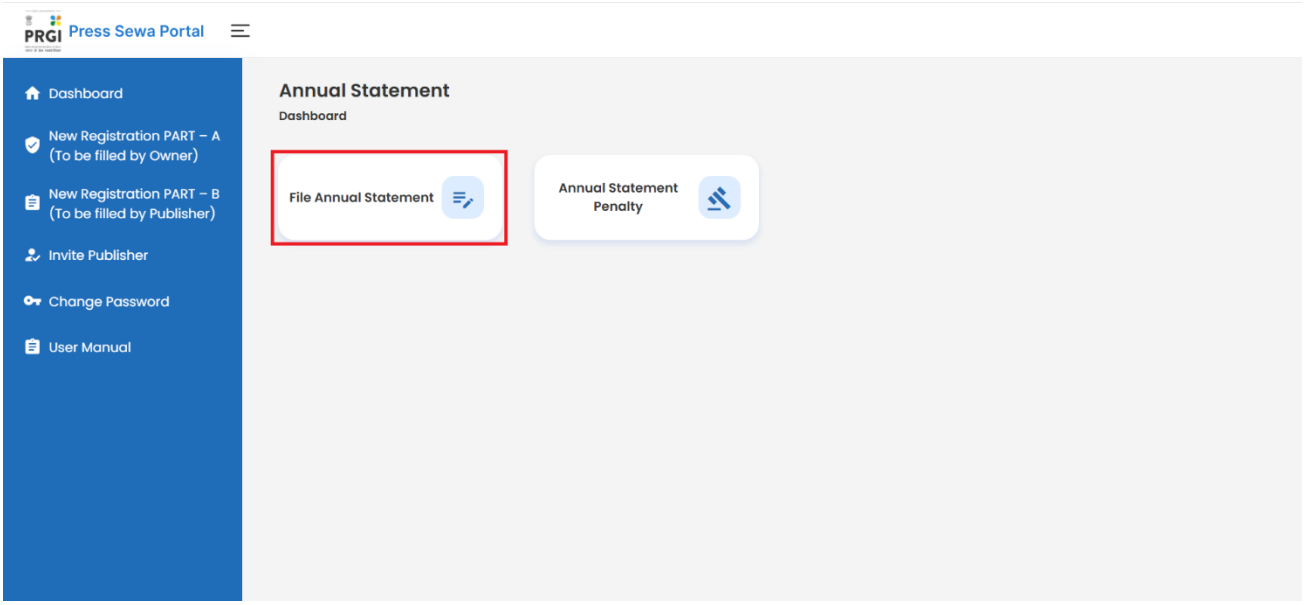


- After updating the profile, the user will be redirected to his/her dashboard, as shown in the image below.

- To file an Annual Statement for a title, the User must click on the “Annual Statement” tile, as shown in the image below.

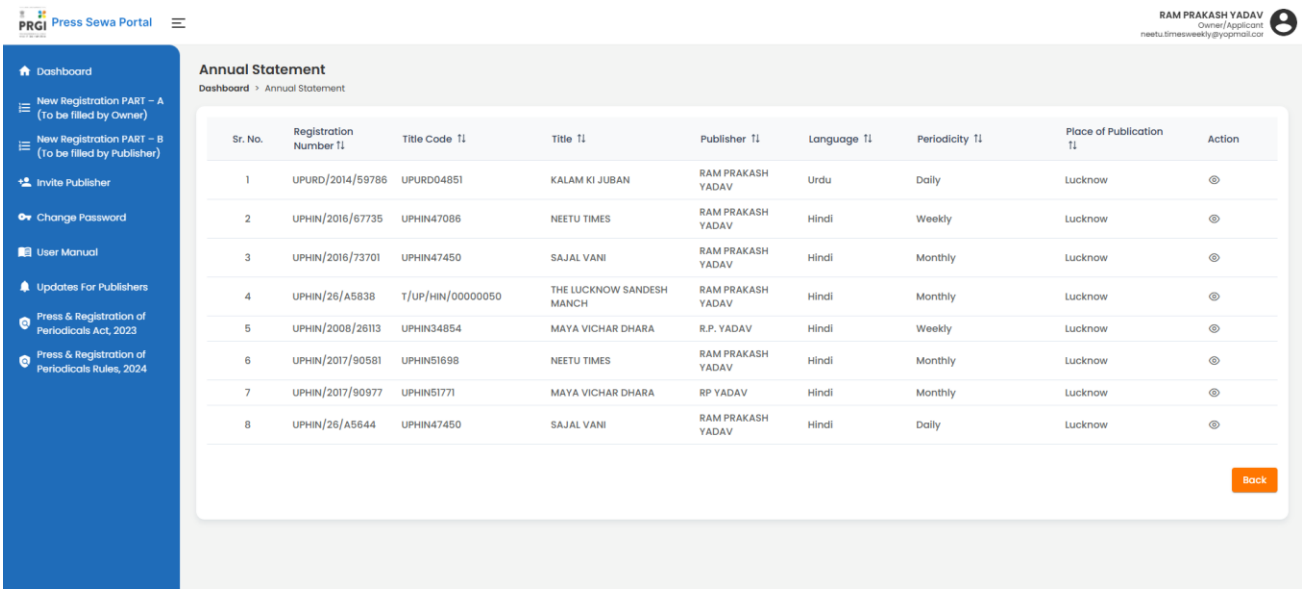


- On Click of Annual Statement tile user will be redirected to Annual Statement Dashboard as shown in the below image.

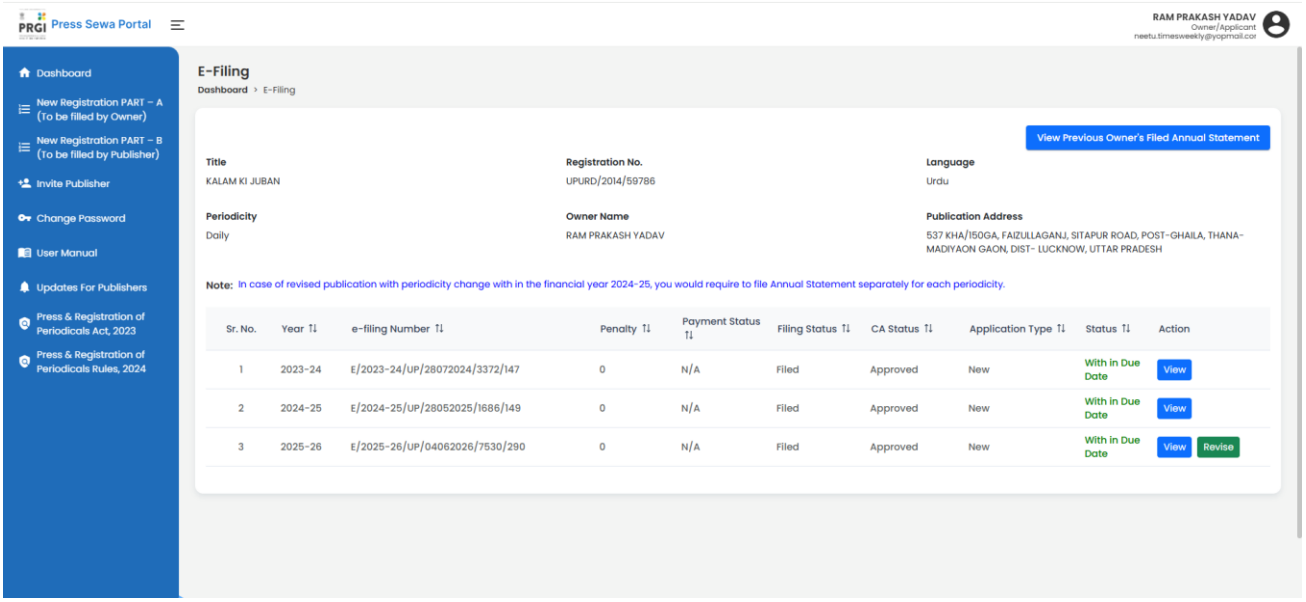


Note: -

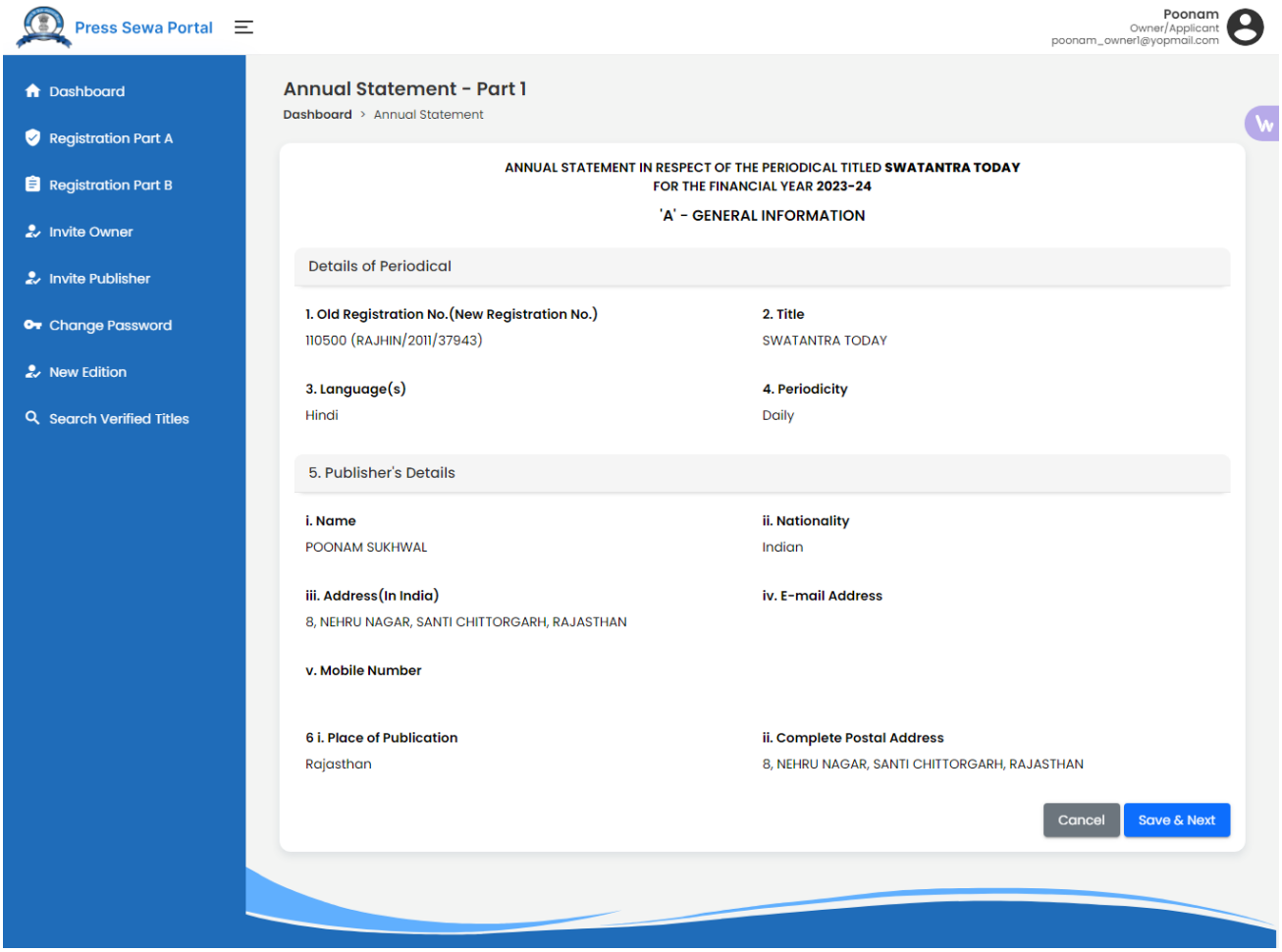
- If the owner (applicant on behalf of a non-individual owner in case of non-individual ownership) is the publisher for their title, then the owner could file an annual statement of the desired title.
- If the publisher is different from the owner (or the applicant in the case of a non-individual owner), then the owner must invite the publisher to file an annual statement for a title.
- On Click of "File Annual Statement", the user will be redirected to the Annual statement list page as shown in the below image.



- The user can proceed to file the annual statement by clicking on the “view” icon available under the action column head, On clicking the “view” icon, the user will be redirected to the Annual Statement E-Filling page as shown in the below image: -

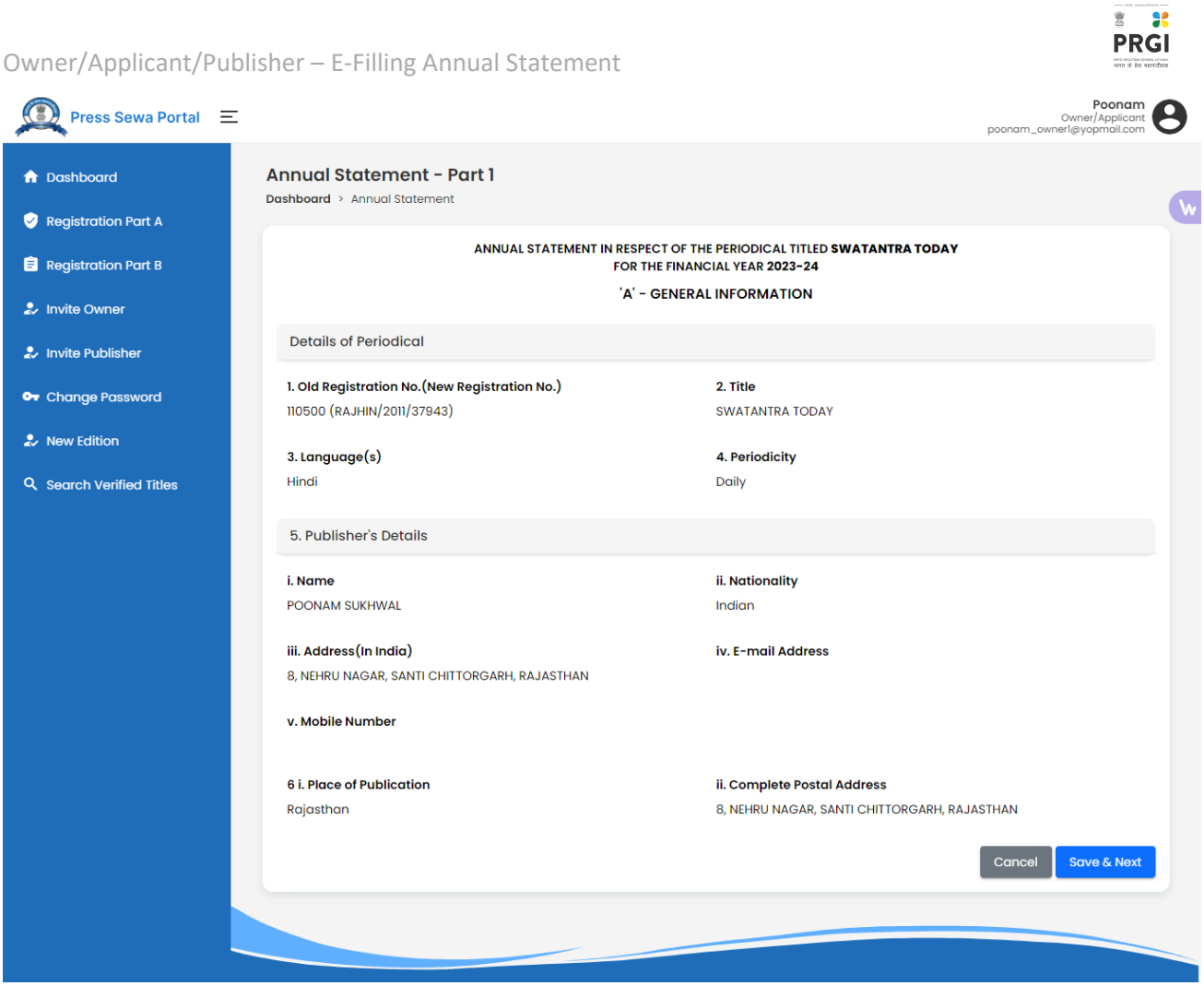


- The user will be able to view a list of all the mapped titles against which he/she can file the Annual Statement, as shown in the image below. Only those titles which were mapped by the user will be visible here for filing.
- The user can file an Annual Statement against a title by clicking on the “File” button under the action column head, as shown in the image below.
- Users will be redirected to the “Annual statement part – 1” page, as shown in the below image.

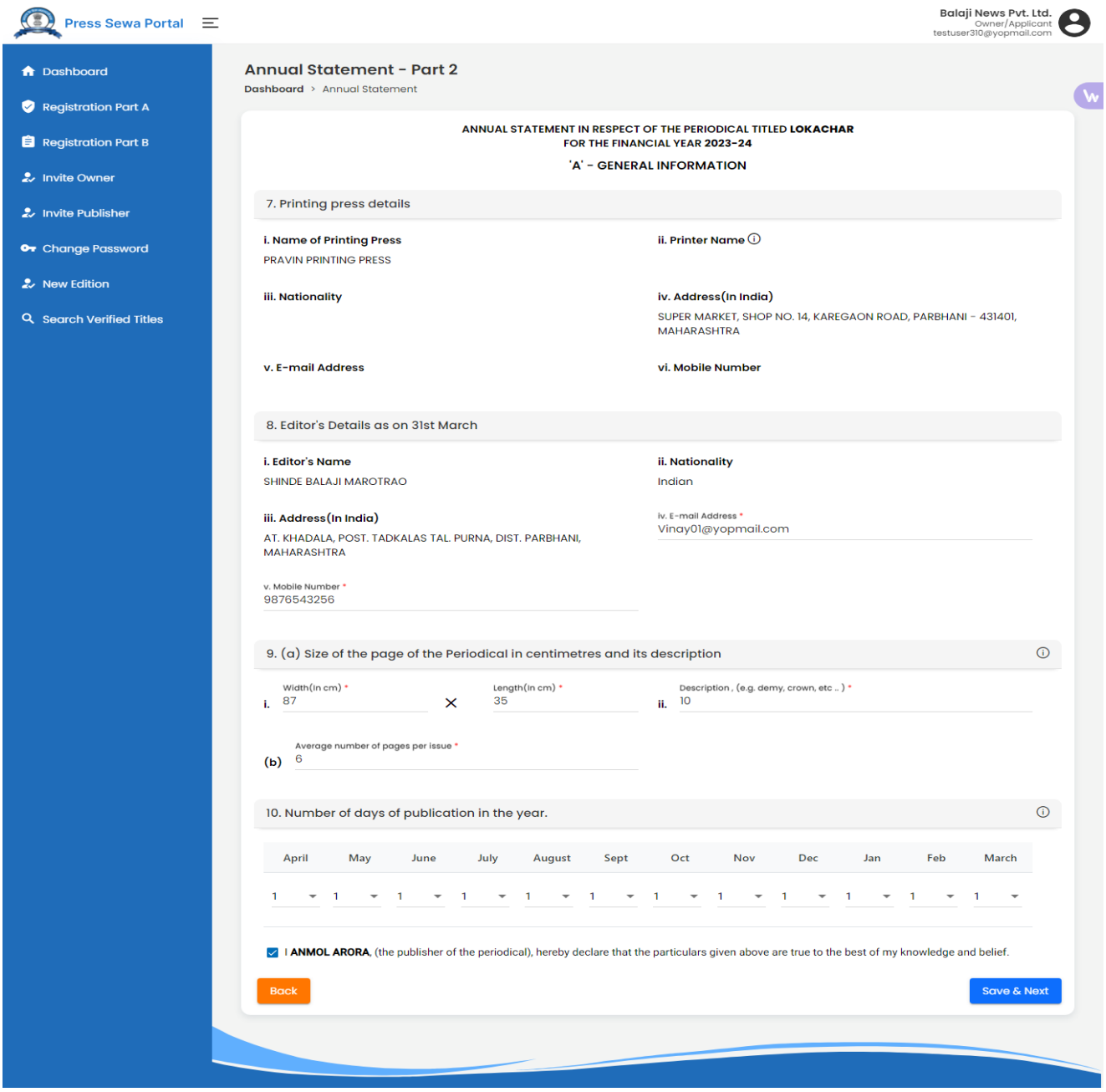


- The user needs to fill out the details below in Form – 1.
    - Details of Periodicals
        - Old Registration Number/ (New Registration Number) – field data will auto-populate from user profile
        - Title– field data will auto-populate from user profile
        - Language(s) – field data will auto-populate from user profile
        - Periodicity– field data will auto-populate from user profile
    - Publisher's Details
        - Publisher Name– field data will auto-populate from user profile
        - Nationality– field data will auto-populate from user profile
        - Address (In India) – field data will auto-populate from user profile
        - E-mail Address– field data will auto-populate from user profile
        - Mobile Number– field data will auto-populate from user profile
        - Place of Publication– field data will auto-populate from user profile
        - Complete Postal Address– field data will auto-populate from user profile

- Post filling the information User needs to click on Save & Next Button as shown in the below image.



- On Click of “Save & Next” User will be redirected to Annual Statement – Part-2 form as shown in the below image.

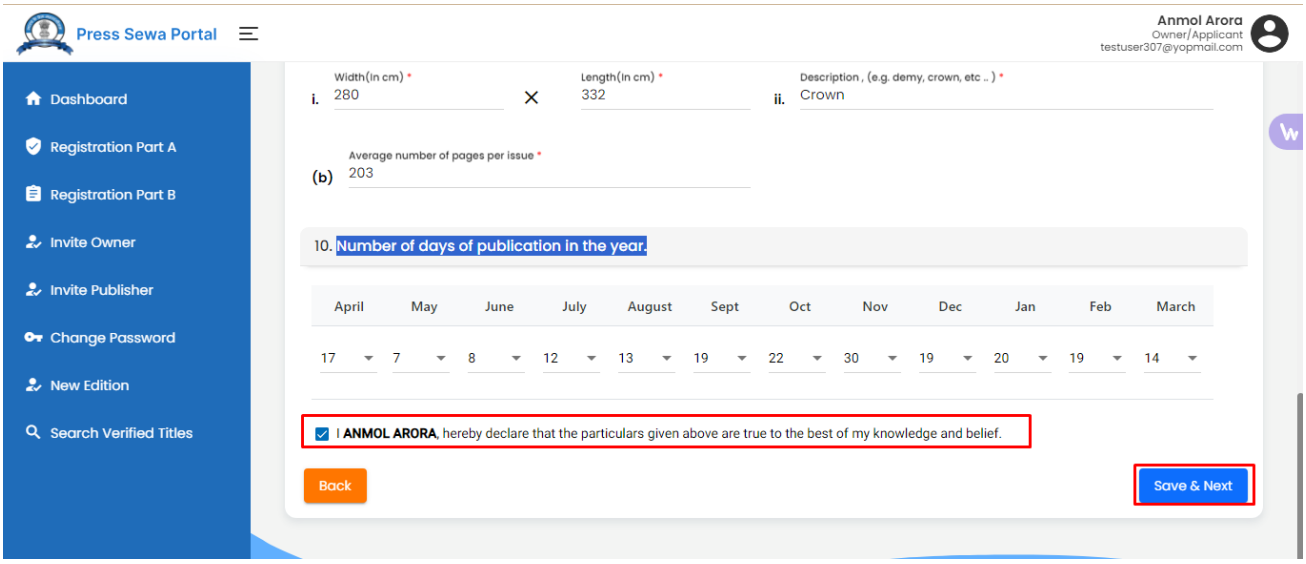


- User Needs to Fill details below in Form – 2.
  - Printing Press Details
    - Printing Press Name– field data will auto-populate from Registration Data
    - Printer Name– field data will auto-populate from Registration Data
    - Nationality– field data will auto-populate from Registration Data
    - Address (In India) – field data will auto-populate from Registration Data
    - E-mail Address– field data will auto-populate from Registration Data
    - Mobile Number– field data will auto-populate from Registration Data
  - Editor Details as on 31st March
    - Editor Name– field data will auto-populate from Registration Data
    - Nationality– field data will auto-populate from Registration Data
    - Address (In India) – field data will auto-populate from Registration Data

- E-mail Address– field data will auto-populate from Registration Data
- Mobile Number– field data will auto-populate from Registration Data

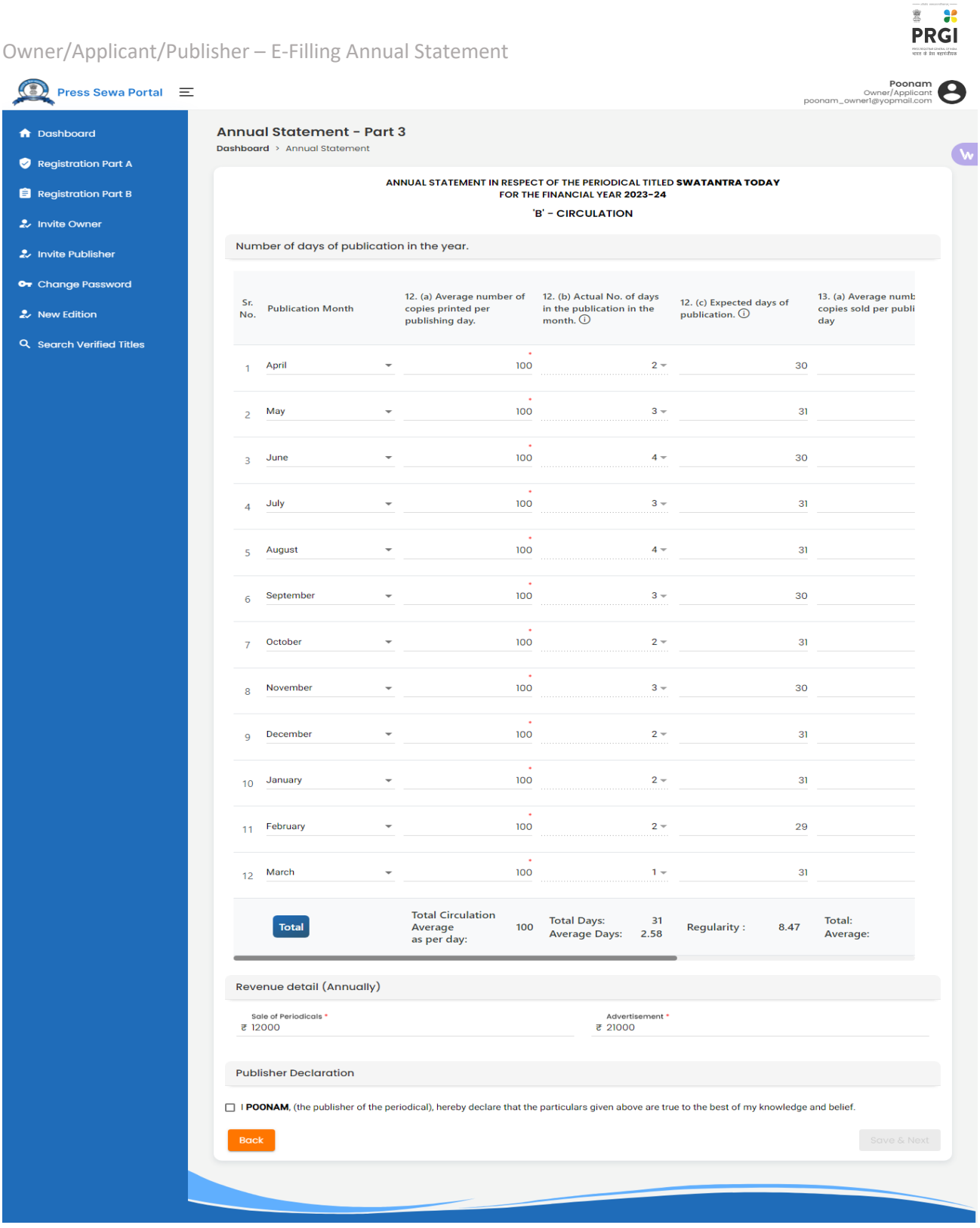
- Size of the page of the Periodicals/Newspaper in centimeters and its description
  - Width in CM – Input Box (Numeric) User shall specify the width of the newspaper here
  - Length in CM- Input Box (Numeric) User shall specify the length of the newspaper here
  - Description - Input Box (Alphanumeric)
  - Average number of Pages per issue – Input Box (Numeric) User should specify the Average number of pages printer for a newspaper/magazine/any other publication.
- Number of days of publication in the year. (User Declares No of Days he/she is printing a publication in a month of an year)

- User needs to Acknowledge the details shared by him/her by clicking on “Check Box” and further clicking on “Save & Next” button available as shown in the below image.



- On Click of “Save & Next” button user will be redirected to “Annual Statement Part 3’ Page as shown in the below image.

Note: If user has not printed any copy in any month, then he will select zero (0) for that particular month.



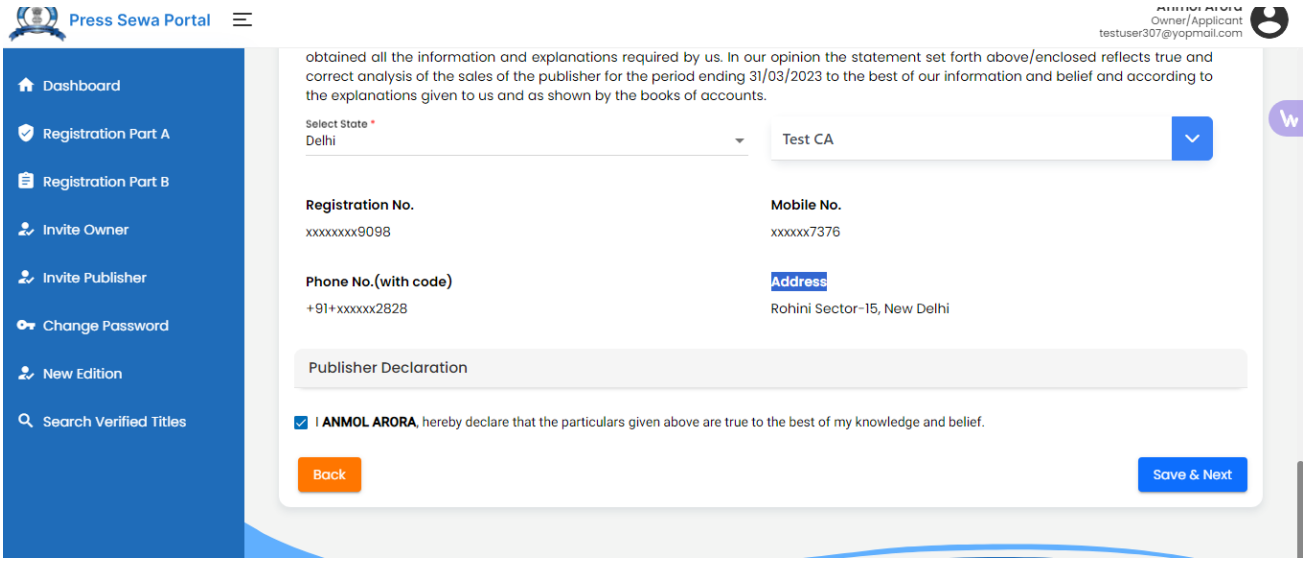
- User Needs to declare below given details in Annual Statement Part – 3 form : -
  - Number of days of publication in the year.
    - Publication Month- List of All the months to load by default.
    - Average number of copies printed per publishing day- Input Box (Numeric)
    - No. of days in the publication in the month. - Drop Down (Value from 1 to 31 is visible) the values (No. of day) will auto populate form step-II.
    - Average number of copies sold per publishing day - Input Box (Numeric)

- Average price per copy - Input Box (Numeric)
- Average number of copies distributed free per publishing day (including complimentary, voucher, exchange, bonus, sample, and office copies)- Input Box (Numeric)

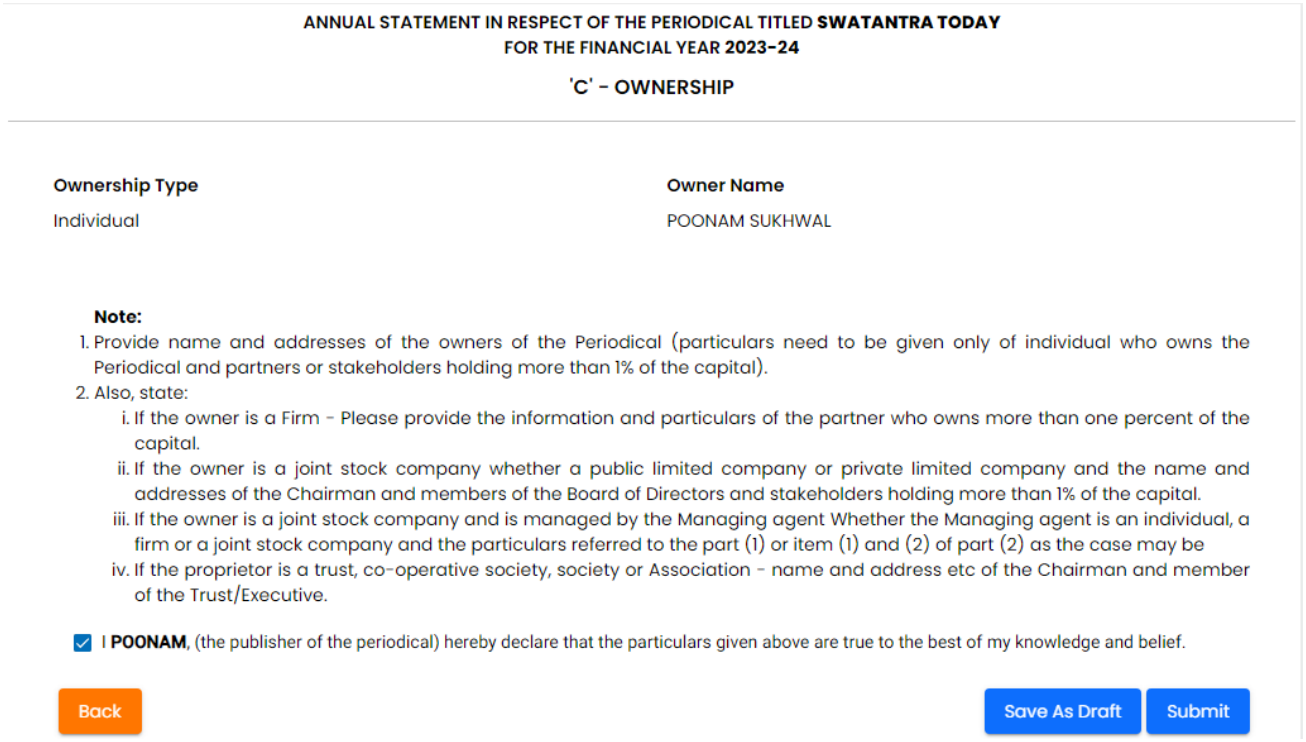
- Revenue detail (Annually)
  - Selling of Newspaper & Periodicals – Input Box (numeric)
  - Advertisement – Input Box (numeric)
- Certificate by Charted Accountant – (If the Number of Printed copies is more than =>2000, Section is enabled to user to fill the details)
  - Select State – Drop-down (List of all the states to load)
  - Search Box – Input Box (User enters CA Name/Details)
  - Registration No. – Auto Populates based on CA details Entered.
  - Mobile No.- Auto Populates based on CA details Entered.
  - Phone No. (with code)- Auto Populates based on CA details Entered.
  - Address- Auto Populates based on CA details Entered.
- Publisher Declaration
  - Check Box – I Poonam Sharma, hereby declare that the particulars given above are true to the best of my knowledge and belief.

Note: -

- If the number of printed copies (claimed circulation) is more than 2000, then the application will be submitted to the Chartered Accountant CA and assigned by the owner/publisher.
- If a user is not able to see his/her CA in the PRGI portal, he/she may request the CA to register him/herself on the PRGI portal.
- After successful signup and profile completion by the CA, the User (owner/publisher) can see his/her CA in the CA detail section.



- On Click of "Save & Next" Application will be submitted to CA details entered and redirected to Annual Statement Form – 4 as shown in the below image.



ANNUAL STATEMENT IN RESPECT OF THE PERIODICAL TITLED SWATANTRA TODAY FOR THE FINANCIAL YEAR 2023-24

'C' - OWNERSHIP

Ownership Type
Individual

Owner Name
POONAM SUKHWAL

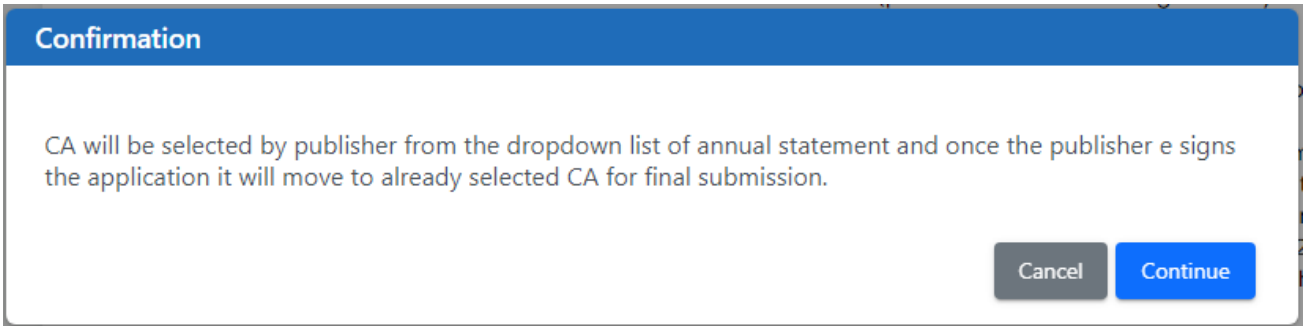
Note:

1. Provide name and addresses of the owners of the Periodical (particulars need to be given only of individual who owns the Periodical and partners or stakeholders holding more than 1% of the capital).
2. Also, state:
   i. If the owner is a Firm - Please provide the information and particulars of the partner who owns more than one percent of the capital.
   ii. If the owner is a joint stock company whether a public limited company or private limited company and the name and addresses of the Chairman and members of the Board of Directors and stakeholders holding more than 1% of the capital.
   iii. If the owner is a joint stock company and is managed by the Managing agent Whether the Managing agent is an individual, a firm or a joint stock company and the particulars referred to the part (1) or item (1) and (2) of part (2) as the case may be
   iv. If the proprietor is a trust, co-operative society, society or Association - name and address etc of the Chairman and member of the Trust/Executive.

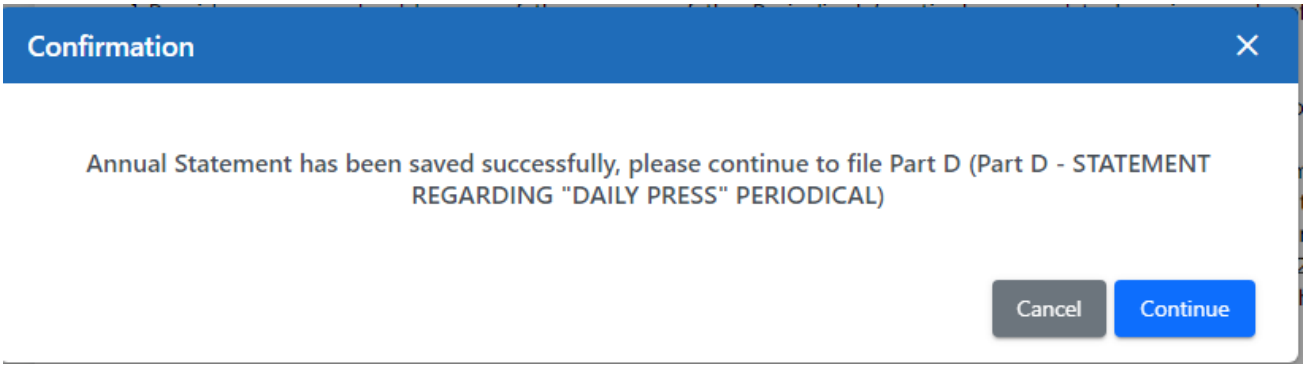
☑ I **POONAM**, (the publisher of the periodical) hereby declare that the particulars given above are true to the best of my knowledge and belief.

Back | Save As Draft | Submit

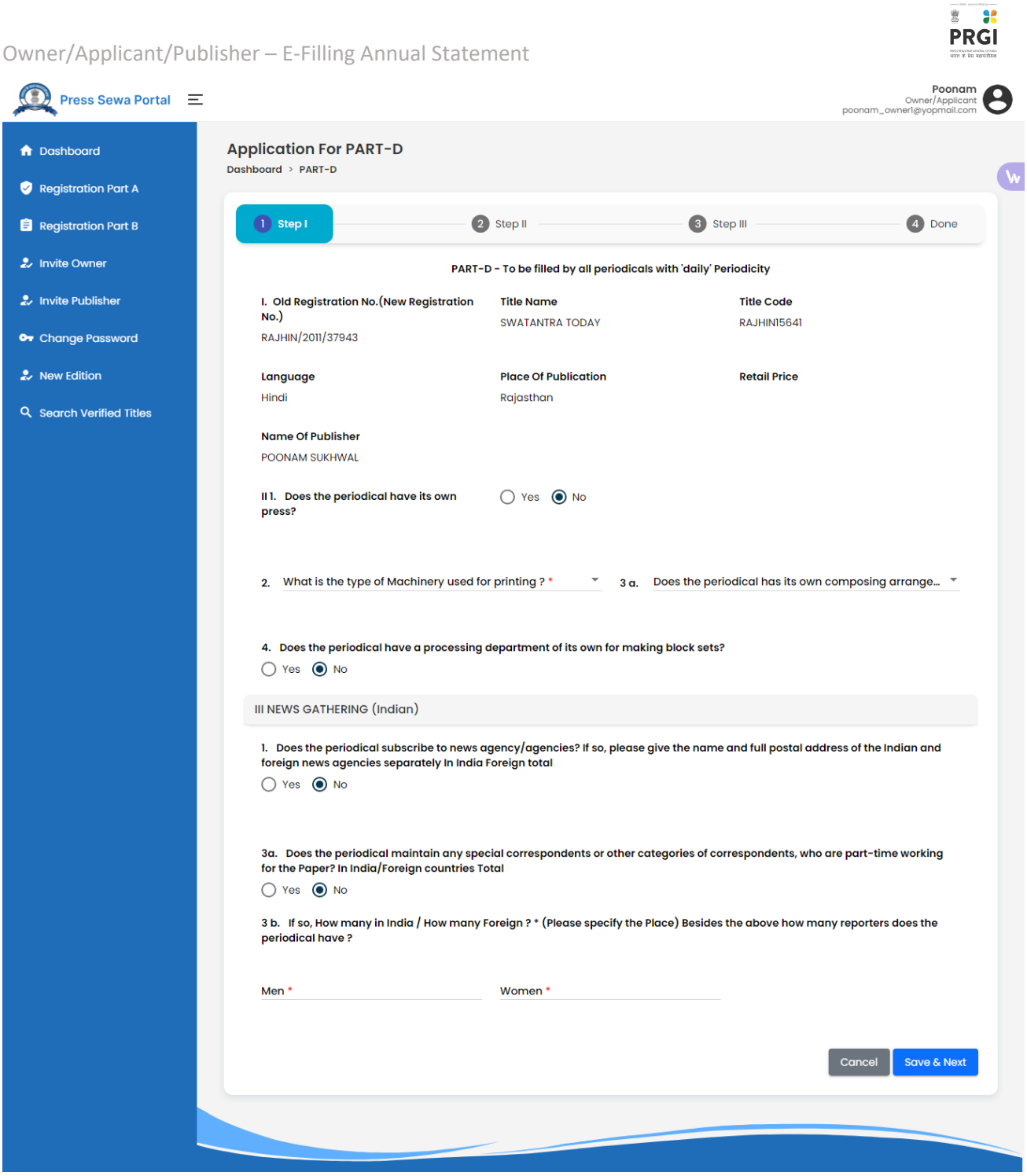
- User will be required to fill below-mentioned Details in Annual Statement Form – 4
  - Ownership Type- Auto Populates
  - I _____, hereby declare that the particulars given above are accurate to the best of my knowledge and belief. – Check Box.
- User needs to click on "Submit" button to Submit the annual statement, On click of "Submit" button a confirmation Pop-up will be visible as shown in the below image.



On clicking the "Continue" button, the User's Annual statement will be partially filed. The user needs to fill out all the required details in the supportive Annexure, as shown in the image below.



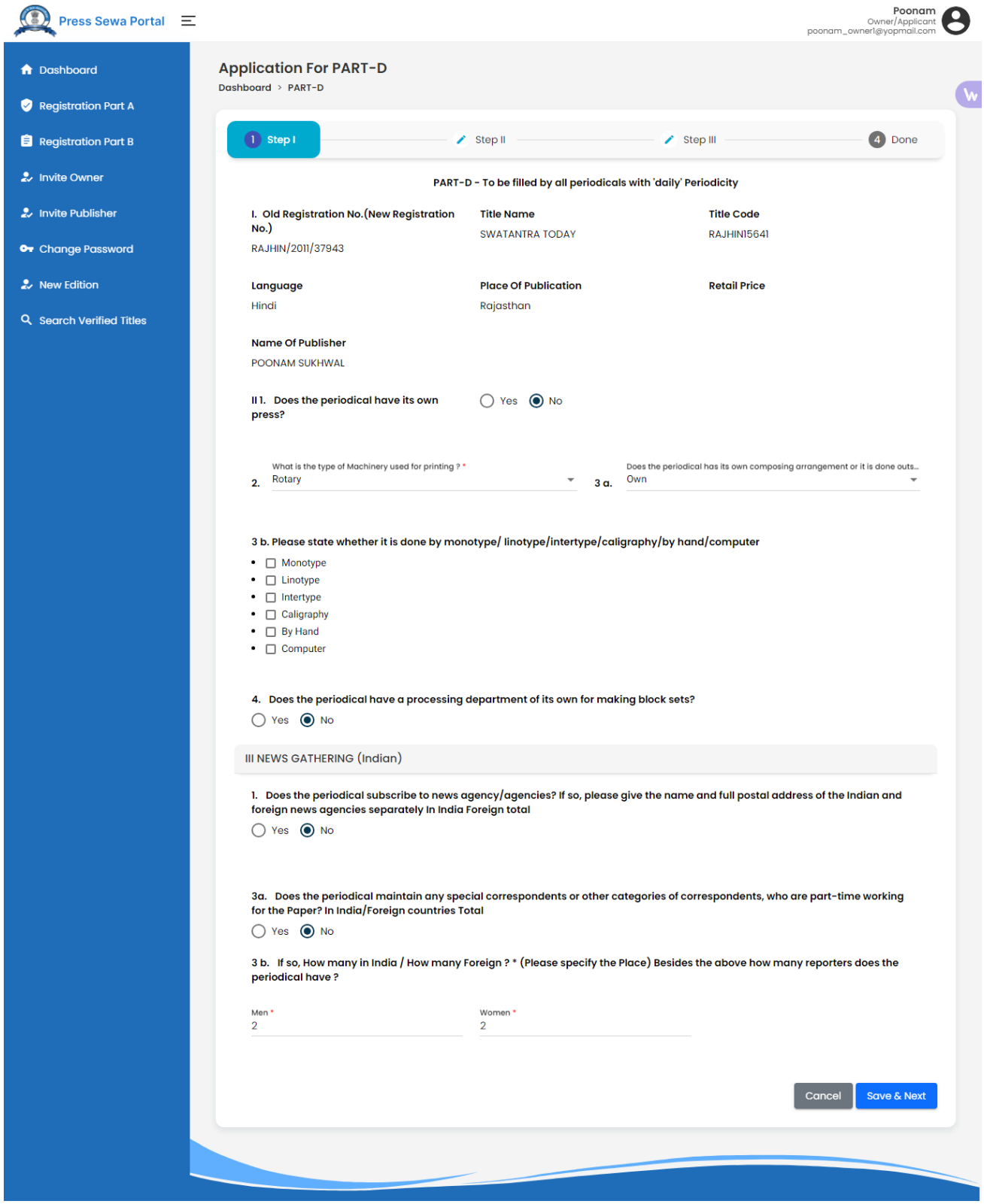
- On Click of the “Continue” Button user will be redirected to “Application for Annexure” page as shown in the below image: -



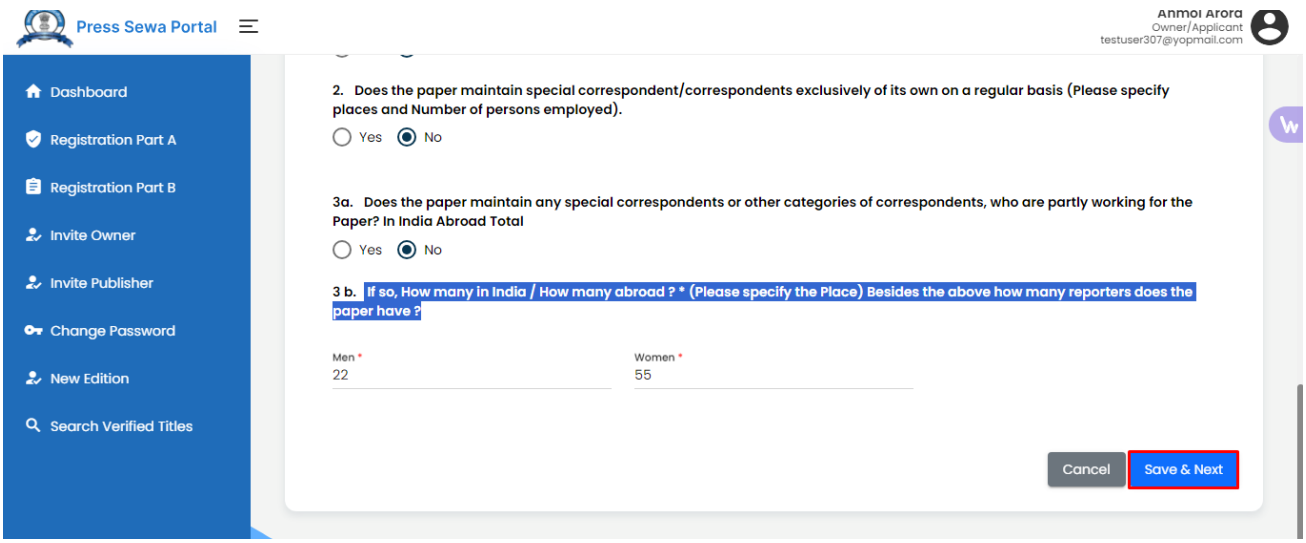
- User will be required to fill below details of Step -1 of annexure: -
  - ANNEXURE - STATEMENT REGARDING "DAILY PRESS" PERIODICALS

- Registration Number - field data will auto-populate from Registration Data
- Title Name- field data will auto-populate from Registration Data
- Title Code- field data will auto-populate from Registration Data
- Language- field data will auto-populate from Registration Data
- Place Of Publication- field data will auto-populate from Registration Data
- Retail Price- field data will auto-populate from Registration Data
- Name Of Publisher- field data will auto-populate from Registration Data
- Does the paper have its own press? (Yes/No)- field data will auto-populate from Registration Data
- What is the type of Machinery used in Printing- To be specified from already provided values.
- Does the paper have its own composing arrangement or is it done outside
- Does the paper have a processing department for making block sets? Yes/NO

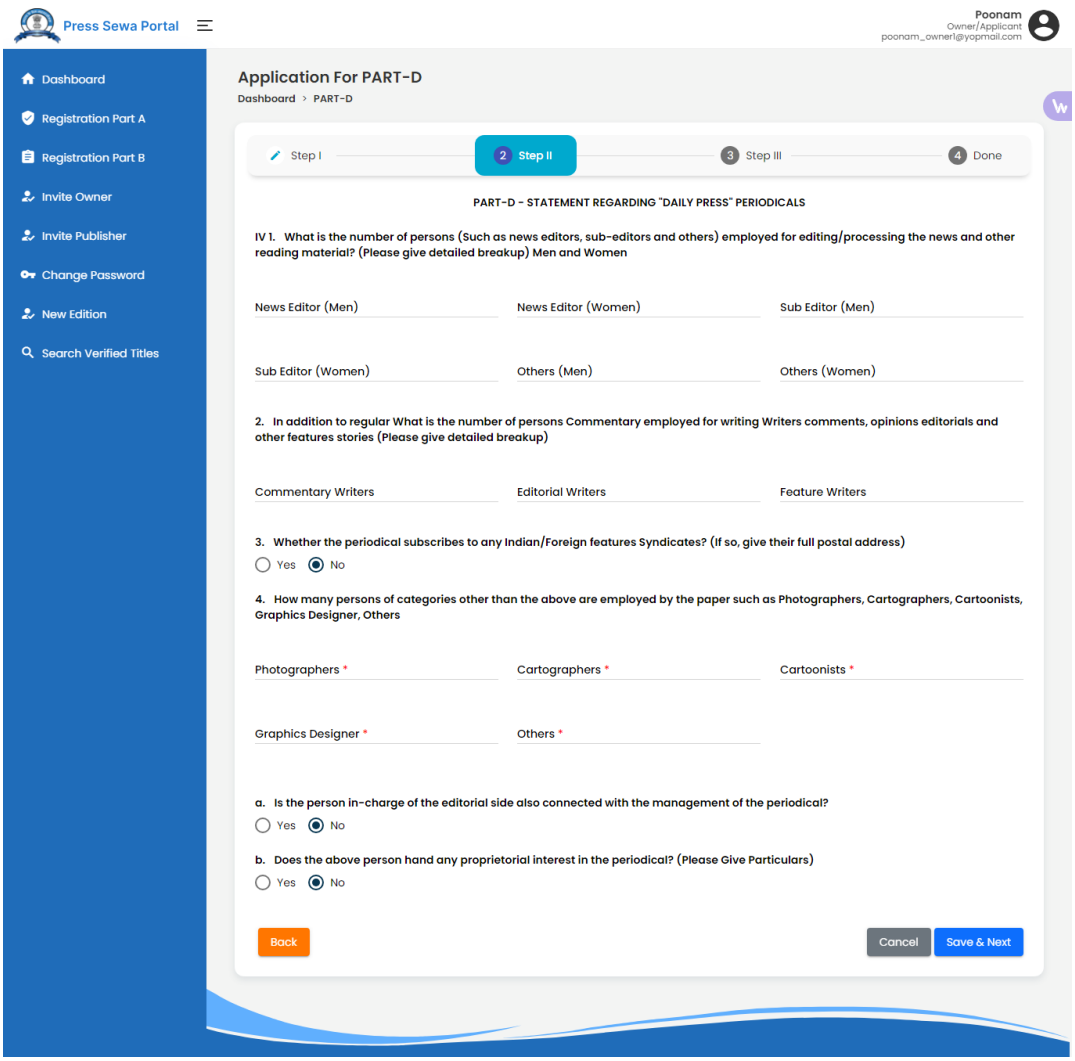
- III NEWS GATHERING (Indian/Foreign)
  - Does the paper subscribe to news agencies/agencies? If so, please give the name and full postal address of the Indian and foreign news agencies separately In India Abroad total. – Radio Button – (Yes/No)
  - Does the paper maintain special correspondent/correspondents exclusively of its own on a regular basis (Please specify places and Number of persons employed).- – Radio Button– (Yes/No)
  - Does the paper maintain any special correspondents or other categories of correspondents, who are partly working for the Paper? In India Abroad Total. – Radio Button– (Yes/No)
  - If so, How many in India / How many abroad? * (Please specify the Place) Besides the above how many reporters does the paper have ?-
    - Men – Input Box (Numeric)
    - Women – Input Box (Numeric).


Press Sewa Portal
Poonam
Owner/Applicant
poonam_owner1@yopmail.com
Dashboard
Registration Part A
Registration Part B
Invite Owner
Invite Publisher
Change Password
New Edition
Search Verified Titles
Application For PART-D
Dashboard > PART-D
Step I
Step II
Step III
Done
PART-D - To be filled by all periodicals with 'daily' Periodicity
I. Old Registration No.(New Registration No.)
RAJHIN/2011/37943
Title Name
SWATANTRA TODAY
Title Code
RAJHIN15641
Language
Hindi
Place Of Publication
Rajasthan
Retail Price
Name Of Publisher
POONAM SUKHWAL
II 1. Does the periodical have its own press?
Yes
No
2. What is the type of Machinery used for printing ? *
Rotary
3 a. Does the periodical has its own composing arrangement or it is done outs...
Own
3 b. Please state whether it is done by monotype/ linotype/intertype/caligraphy/by hand/computer
Monotype
Linotype
Intertype
Caligraphy
By Hand
Computer
4. Does the periodical have a processing department of its own for making block sets?
Yes
No
III NEWS GATHERING (Indian)
1. Does the periodical subscribe to news agency/agencies? If so, please give the name and full postal address of the Indian and foreign news agencies separately In India Foreign total
Yes
No
3a. Does the periodical maintain any special correspondents or other categories of correspondents, who are part-time working for the Paper? In India/Foreign countries Total
Yes
No
3 b. If so, How many in India / How many Foreign ? * (Please specify the Place) Besides the above how many reporters does the periodical have ?
Men *
2
Women *
2
Cancel
Save & Next

- Post Filling all the mandatory details User needs to click on “Save & Next” Button as shown in the below image.

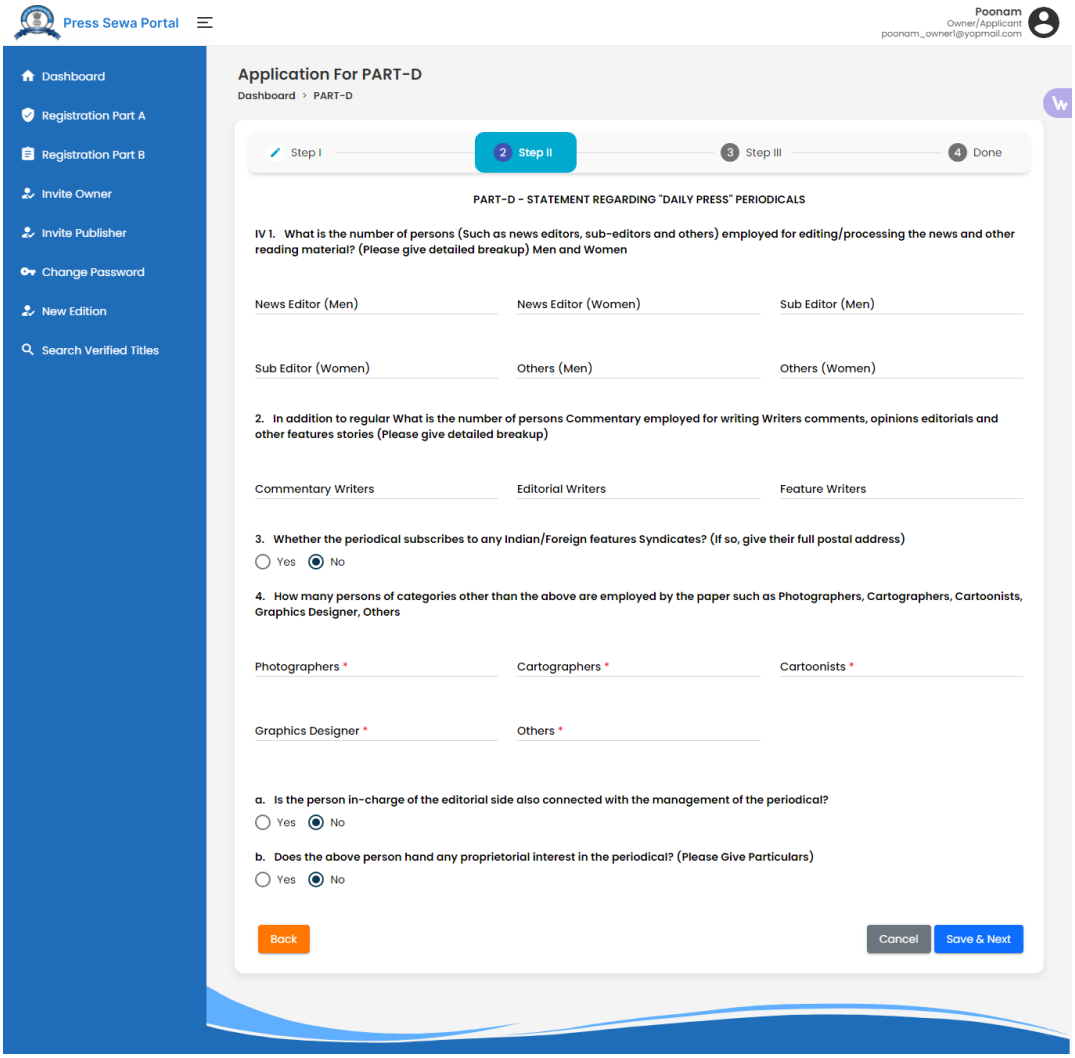


- On Click of “Save & Next” button user will be redirected to “Application of Annexure” Step -II as shown in the below image: -

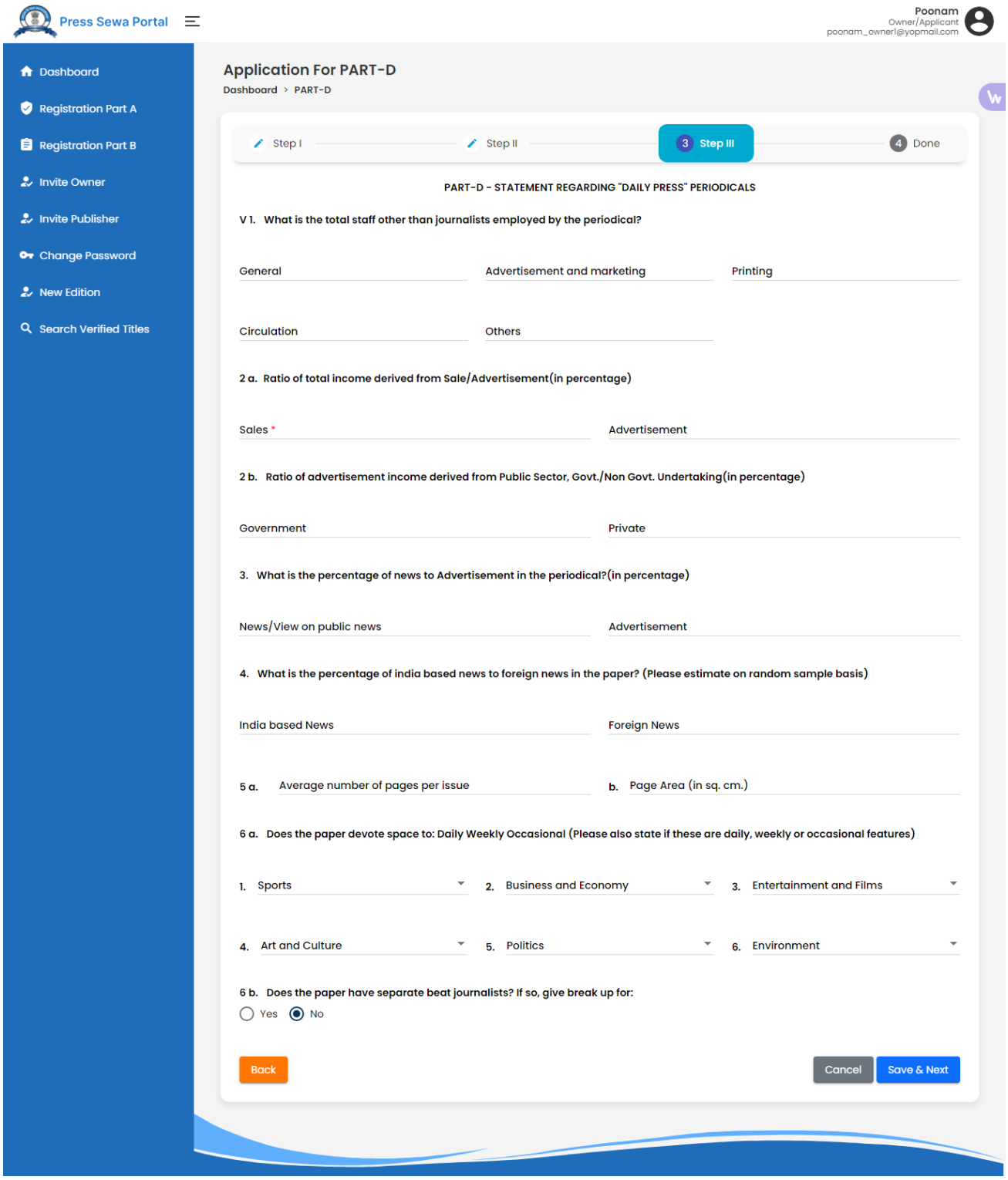


- User will be required to fill below mentioned details in Step-II form: -
  - What is the number of persons (Such as news editors, sub-editors and others) employed for editing/processing the news and other reading material? (Please give detailed breakup) Men and Women
    - News Editor (Men) – Input Box (Numeric)
    - New Editor (Women)- Input Box (Numeric)
    - Sub Editor (Men) – Input Box (Numeric)
    - Sub Editor (Women) – Input Box (Numeric)
    - Others (Men) – Input Box (Numeric)
    - Others (Women) – Input Box (Numeric)
  - What is the number of persons Commentary employed for writing Writers comments, editorials, and other Editorials features? (Please give detailed Writer's breakup) Feature Writers: -
    - Commentory Writers – Input Box (Numeric)
    - Editorial Writers – Input Box (Numeric)
    - Feature Writers – Input Box (Numeric)
  - Whether the paper subscribes Indian Foreign to any Indian/Foreign features Syndicates? (If so, give their full postal address) – Radio Button (Yes/NO)

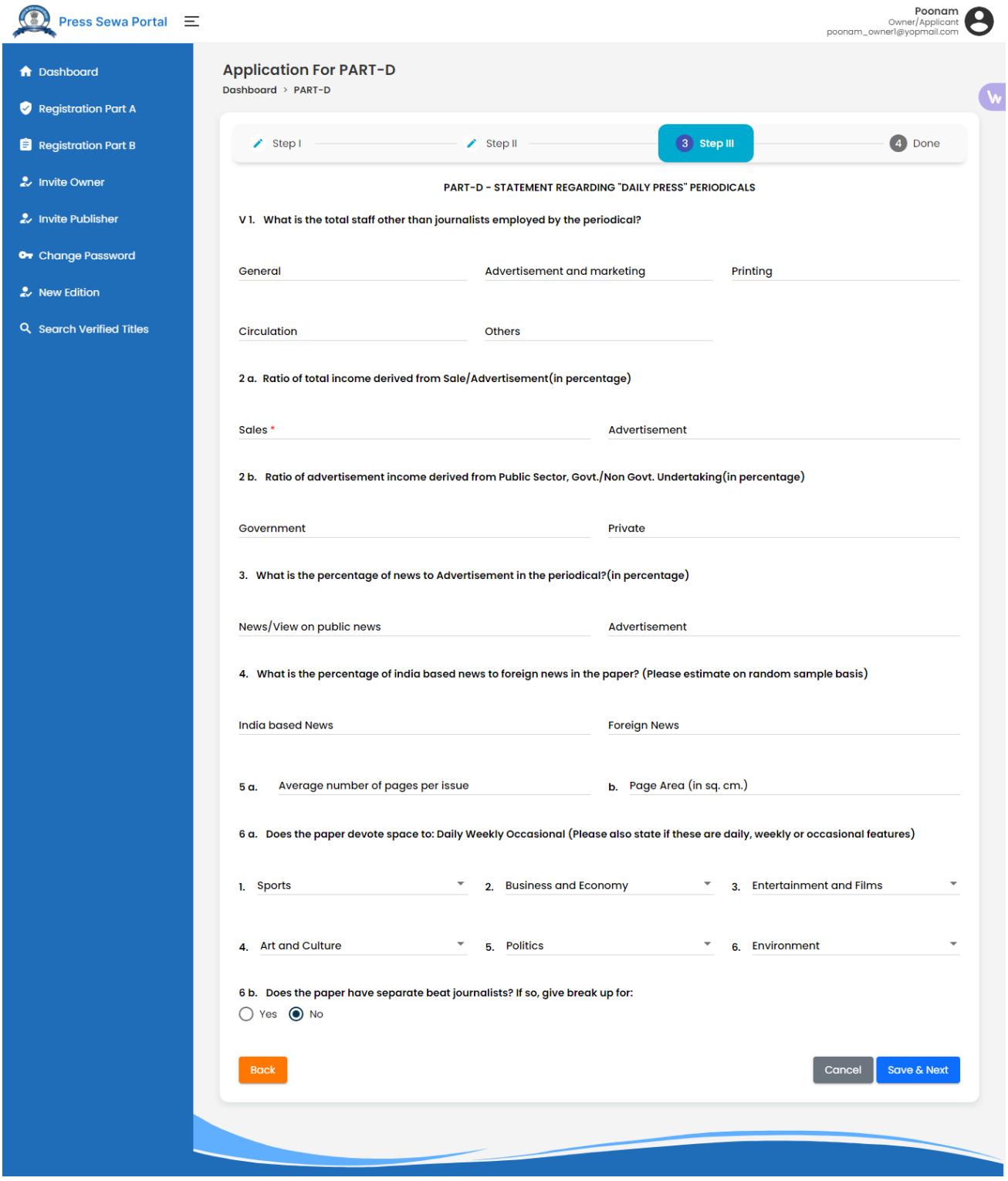
- How many persons of categories other than the above are employed by the paper such as Photographers, Cartographers, Cartoonists, Others
  - Photographers - Input Box (Numeric)
  - Cartographers - Input Box (Numeric)
  - Cartoonists- Input Box (Numeric)
  - Other - Input Box (Numeric)
- Is the person in-charge of the editorial side also connected with the management of the paper? – Radio button - (Yes/NO)
- Has he any proprietorial interest in the paper? (Please Give Particulars) – radio Button (Yes/NO)



- User needs to click on “Save& Next” Button to proceed to fill Step – III



- On click of “Save & next” button user will be redirected to “Application of Annexture” Step- III page as shown below.

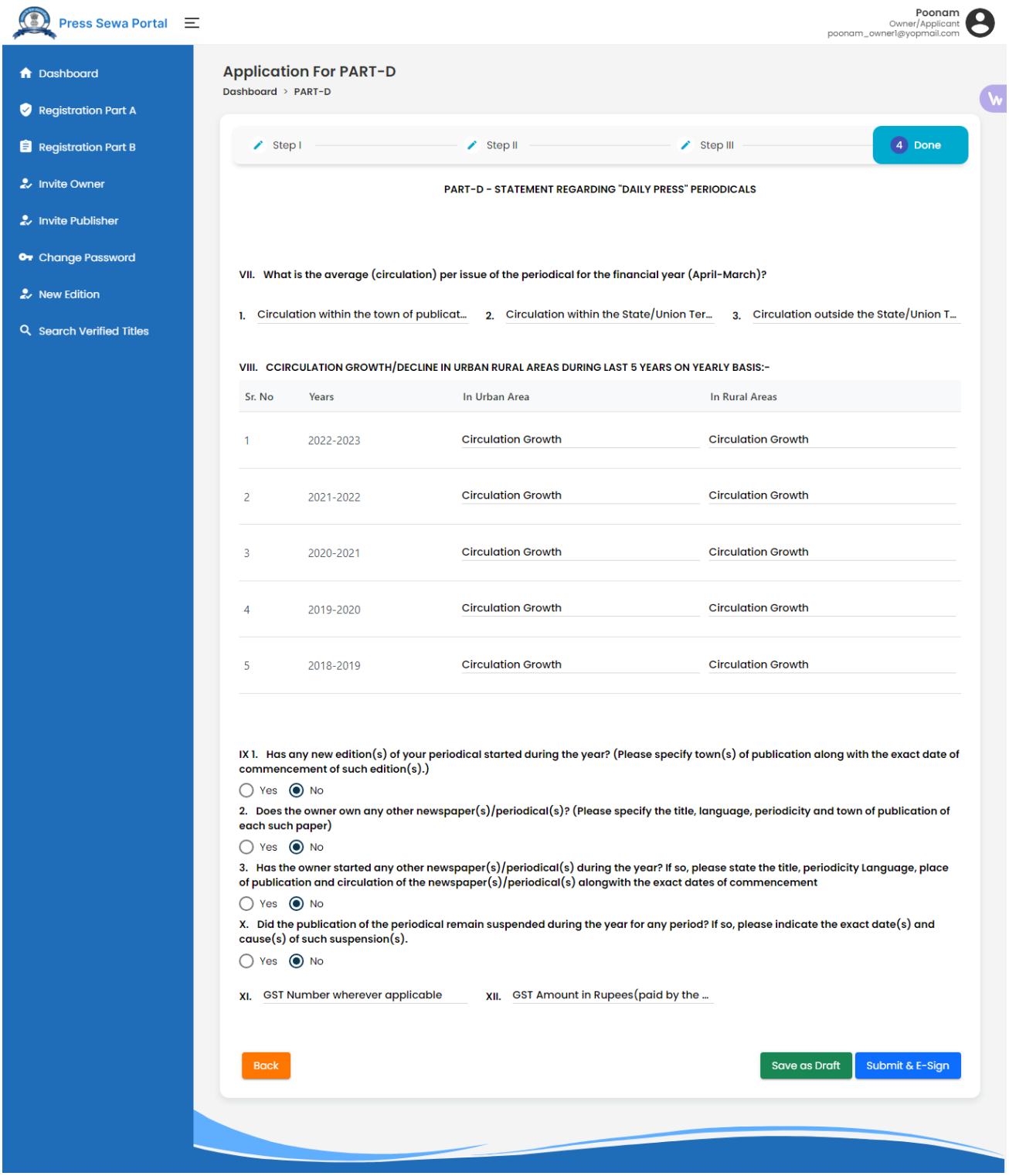


- User will be required to fill below mandatory details in Step – III Form: -

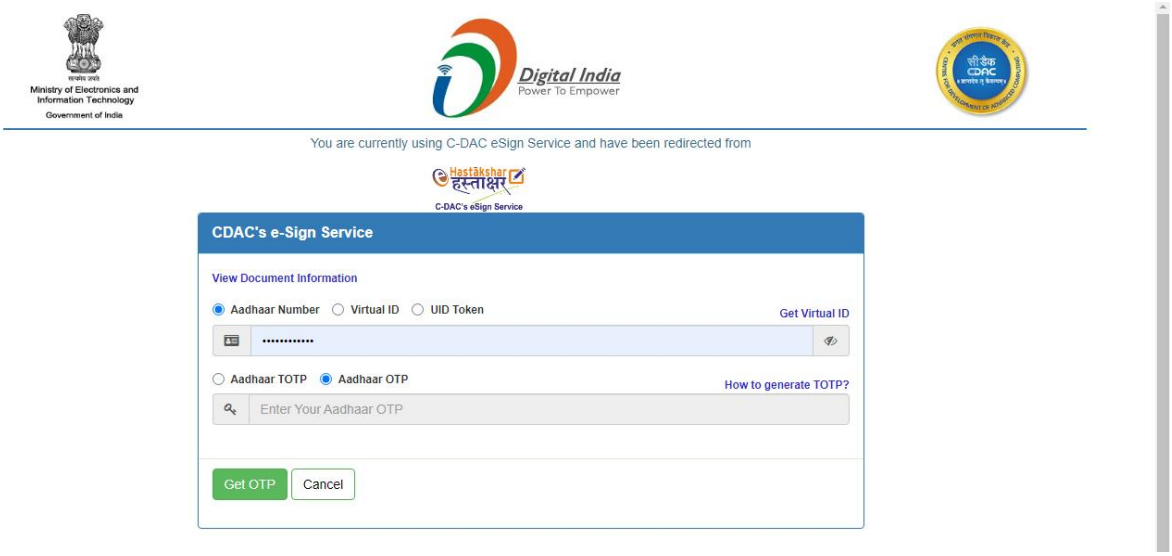
- What is the total staff other than journalists employed by the paper?
  - General – Input Box (Numeric)
  - Advertisement – Input Box (Numeric)
  - Printing– Input Box (Numeric)
  - Circulation– Input Box (Numeric)
  - Others– Input Box (Numeric)
- Ratio of total income derived from Sale/Advertisement (in percentage)
  - Sales– Input Box (Numeric)
  - Advertisement– Input Box (Numeric)
- Ratio of advertisement income derived from Public Sector, Govt./Non Govt. Undertaking (in percentage)
  - Government– Input Box (Numeric)
  - Non-Government – Input Box (Numeric)
- What on an average is the ratio of reading matter to matter Advertisement in the paper?(in percentage)
  - Reading matters– Input Box (Numeric)
  - Advertisement– Input Box (Numeric)
- What on an average is the ratio of home news to foreign news in the paper? (Please estimate on random sample basis)
  - Home News – Input Box (Numeric)
  - Foreign News - Input Box (Numeric)
- Average Number of Pages Per Issue– – Input Box (Numeric)
- Page Area in Sqr cms – Input Box (Numeric)
- Does the paper devote space to: Daily Weekly Occasional (Please also state if these are daily, weekly or occasional features)
  - Sports – Drop Down (List to Load From Masters)
  - Commerce – Drop Down (List to Load From Masters)
  - Film – Drop Down (List to Load From Masters)
  - Arts- – Drop Down (List to Load From Masters)
  - Women– Drop Down (List to Load From Masters
  - Youth & Children– Drop Down (List to Load From Masters)
- Does the paper have separate journalists? If so, give break up for:- Radio Button – (Yes/NO)

- Post Filling all the required fields user needs to click on “Save & Next” button.

- On click of Save & next button user will be redirected to Annual Application Step – IV page as shown in the below image.



- User will be required to fill below given mandatory details in Step – IV form: -
  - Does the paper publish
    - Photos- radio Button (Yes/NO)
    - Cartoons- radio Button (Yes/NO)
    - Maps- radio Button (Yes/NO)
    - Drawings- radio Button (Yes/NO)
    - Graphics- radio Button (Yes/NO)
  - What is the average (circulation) per issue of the paper for the year (April-March)?
    - Circulation within the town of Publication- Input Box (Numeric)
    - Circulation within the state/UT (Excluding town of Publication) - Input Box (Numeric)
    - Circulation outside the state/UT (Excluding town of Publication) - Input Box (Numeric)
  - CIRCULATION GROWTH IN URBAN RURAL AREAS DURING LAST 5 YEARS ON YEARLY BASIS: -
    - Year – List of Year will auto populate.
    - In urban Areas – Input Box (Numeric)
    - In Rural Areas– Input Box (Numeric)
  - Did any new edition(s) of your paper start during the year? (Please specify town(s) of publication along with the exact date of commencement of such edition(s).)- Radio Button (Yes/NO)
  - Does the owner own any other newspaper(s)/periodical(s)? (Please specify the title, language, periodicity, and town of publication of each such paper)- Radio Button – Yes/NO
  - Did the owner start any other newspaper(s)/periodical(s) during the year? If so, please state the title, periodicity Language, place of publication and circulation of the newspaper(s)/periodical(s) along with the exact dates of commencement – Yes/NO
  - Did the publication of the paper remain suspended during the year for any period? If so, please indicate the exact date(s) and cause(s) of such suspension(s).- Radio Button -Yes/NO
  - GST Number Wherever application – Input Box (Alphanumeric)
  - GST Amount in Rupee (paid by the Publisher/owner) – Input Box (Numeric)
- User will click on “Submit & E-Sign” Button to submit the Annual Statement E-Filling application.
- Once the User Clicks on “Submit & E-Sign” Button he/she is redirected to E-Sign page, where authentication authority can apply for E-Sign via “Aadhar number”, “Virtual ID”, “UID Token” as shown in the below image.



- User E-Sign the Document using valid process through OTP Generation.
- Post E-Sign Successful will be redirected to his/her dashboard post successful E-Sign of the document.

Note: -

- If the periodicity of a Publication is Daily, user will be required to fill all the annexure.
- If the Circulation of any Publication is =>2000 then CA details are mandatory.
- Once the application is e-signed by the publisher, it will not be the final submission to PRGI. The application will go to the selected CA and will be considered as final submission only after e-signing by the CA.

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