# Press Registrar General of India

PRESS REGISTRAR GENERAL OF INDIA
भारत के प्रेस महापंजीयक

## User Manual of Revised Registration

**Version 1.1**

**July 13th'2026**

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

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# 1 Introduction

## 1.1 Purpose

This document presents a detailed description with screens for the Press Registrar General of India. It will give the Owner/Applicant/Publisher an idea of the standard approach to be taken while working on the website/Portal.

## 1.2 Scope

The scope of the website/Portal user manual is to provide the user with information about the Periodical Registration Module.

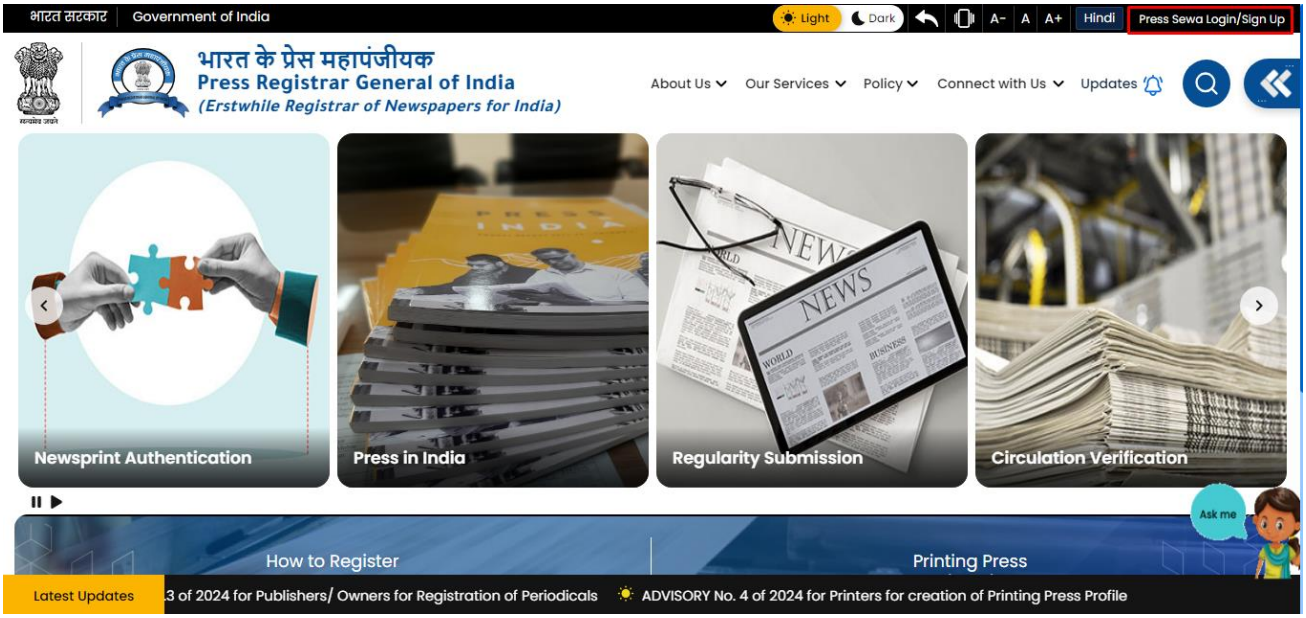
## 1.3 Glossary

| Term | Definition |
|---|---|
| Owner | Owner means an individual, firm or any such legal entity owning a periodical. |
| Printer | Printer means the owner or keeper of a printing press |
| Publisher | Publisher means a person responsible to publish any periodical. |
| Keeper | Keeper means a person who manages the day-to-day operations of a printing press, the owner of which is a non-individual entity. |
| ASO | Assistant Section Officer |
| SO | Section Officer |
| APRG | Assistant Press Registrar General |
| DPRG | Deputy Press Registrar General |
| ADPRG | Additional Director Press Registrar General |
| PRG | Press Registrar General |
| DM | District Magistrate |
| SDM | Sub Divisional Magistrate. |

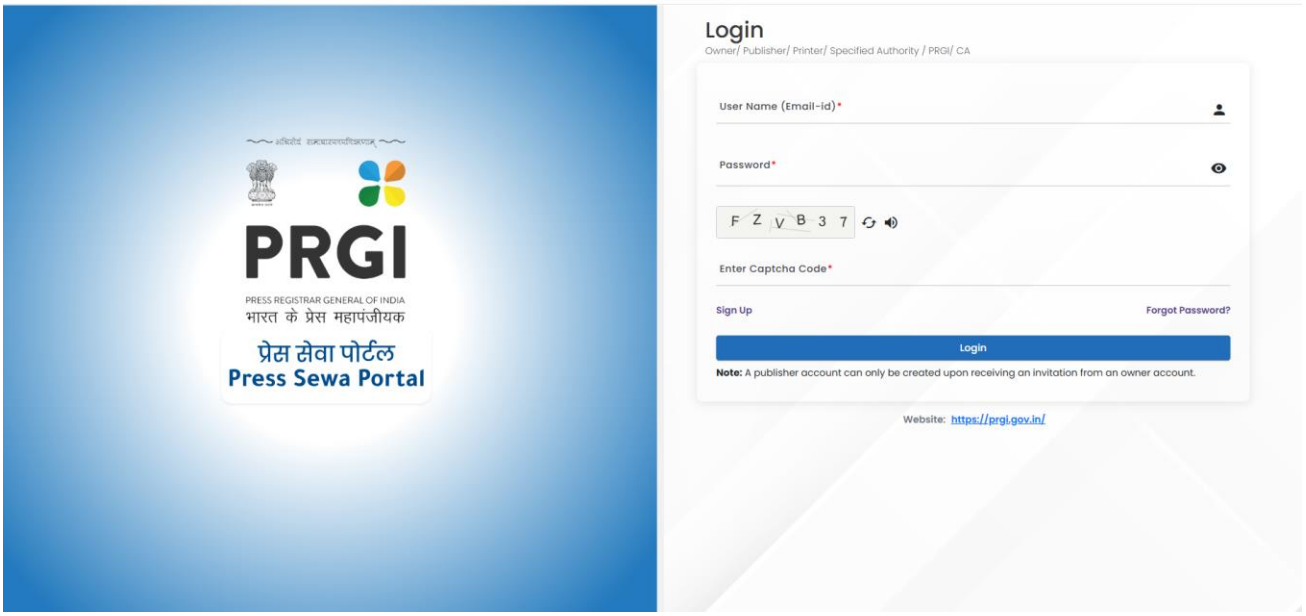
## 2 Revise Registration Application.

Owner/Applicant/Publisher can log in to their account by following below steps: -

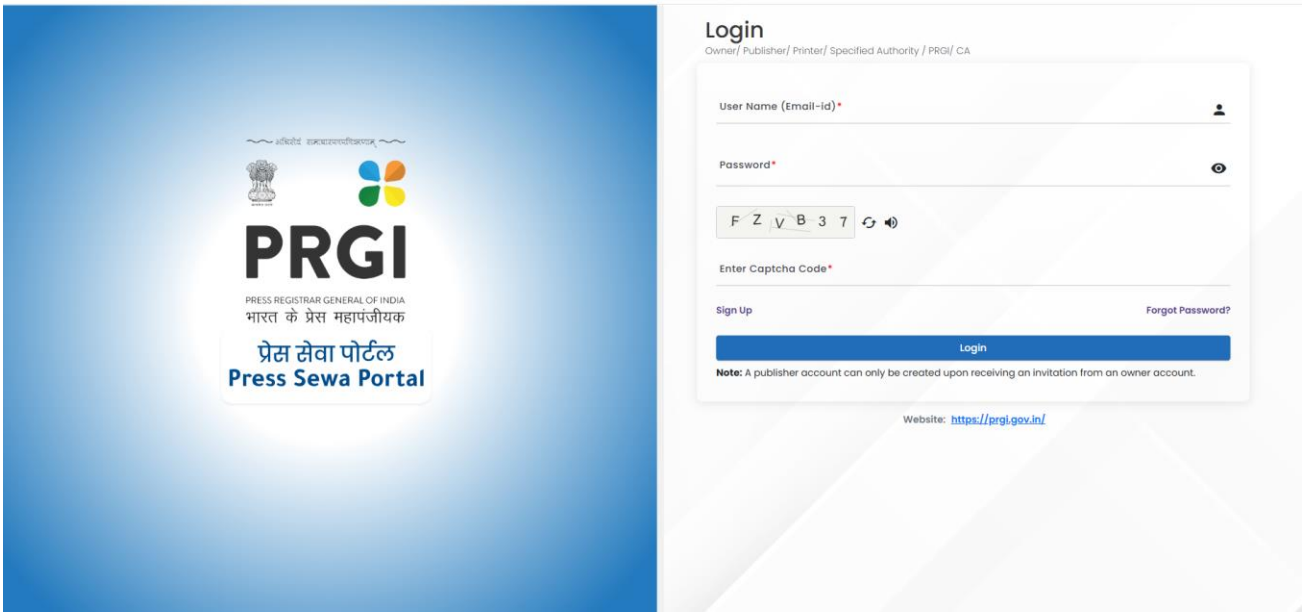
- Go to PRGI official website: - https://prgi.gov.in/
- Click on Press Sewa login/Signup option from the top right corner of the Website home page as shown in the below figure.



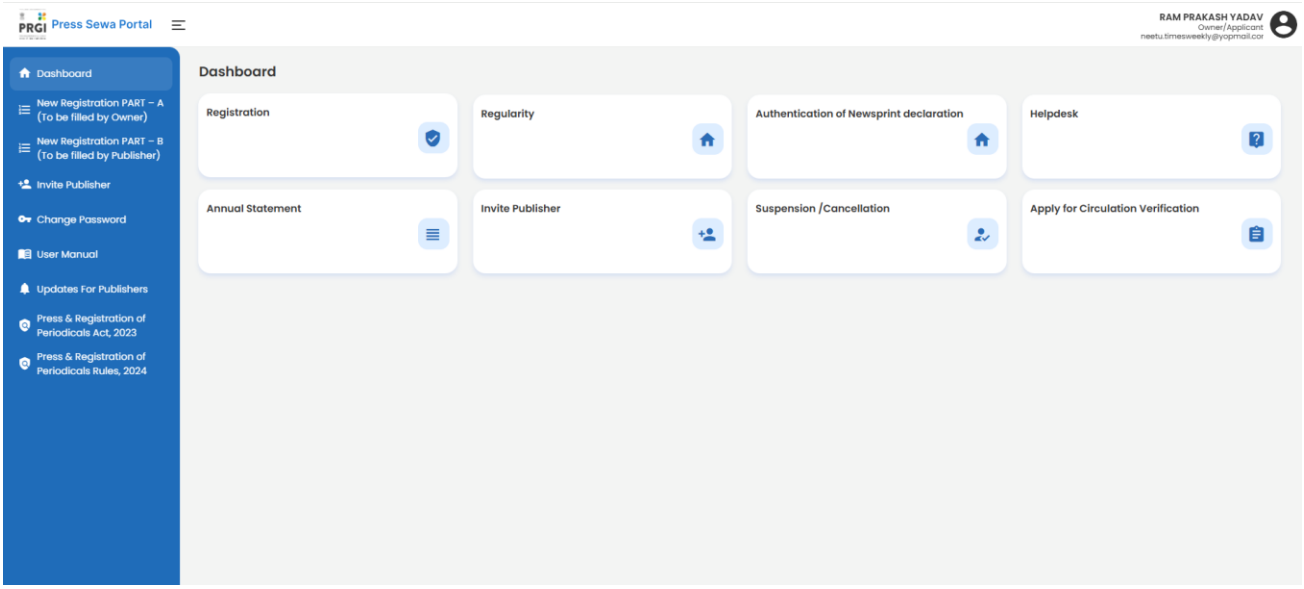

- On Click of "Press Sewa Login/Sign-Up, User will be redirected to the PRGI application portal page as shown below.



- Users will be required to provide their Username and password, as shown in the figure below.




- Post successful login, Owner/Applicant/Publisher will be redirected to their dashboard, as shown in the figure below.




- OWNER/APPLICANT/PUBLISHER dashboard has below tiles:

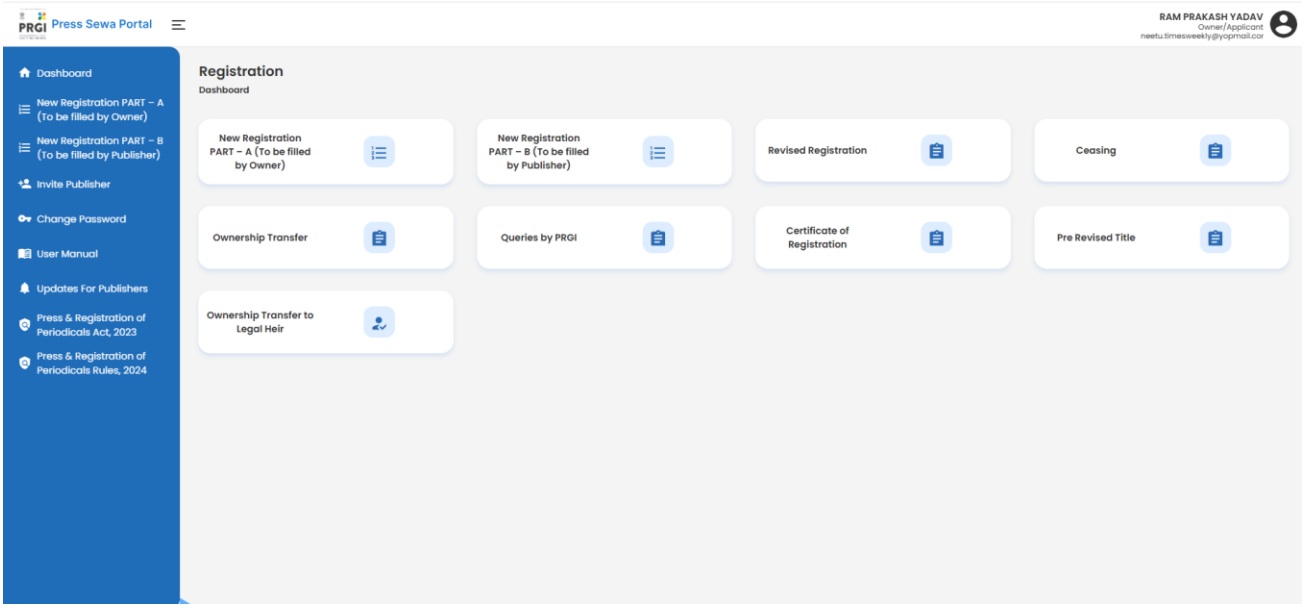
  - Registration: - All the Revise Registration request by Owner/Applicant is visible under this section
  - Newsprint: - All newsprint certificates request by Owner/Applicant/Publisher is visible under this section.

- Helpdesk: - All Helpdesk (Grievance etc.) will be visible under this section.
- Annual Statement: - All annual statement request created/generated will be visible under this section.
- Invite Publisher: - 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.

- On Click of the Registration tile, the user will be redirected to the Registration dashboard page, as shown in the figure below.
  - Registration Part A: - On Click, the user will be redirected to the Registration list page. The Owner/Applicant/Publisher will process the pending registration part A application which is shown listed under the Registration tile.

  - Registration Part B: - On Click, the user will be redirected to the Registration list page. The Owner/Applicant/Publisher will process the pending registration part B application which is shown listed under the Registration tile.

  - Revise Registration: - On Click, the user will be redirected to the Revise Registration list page.



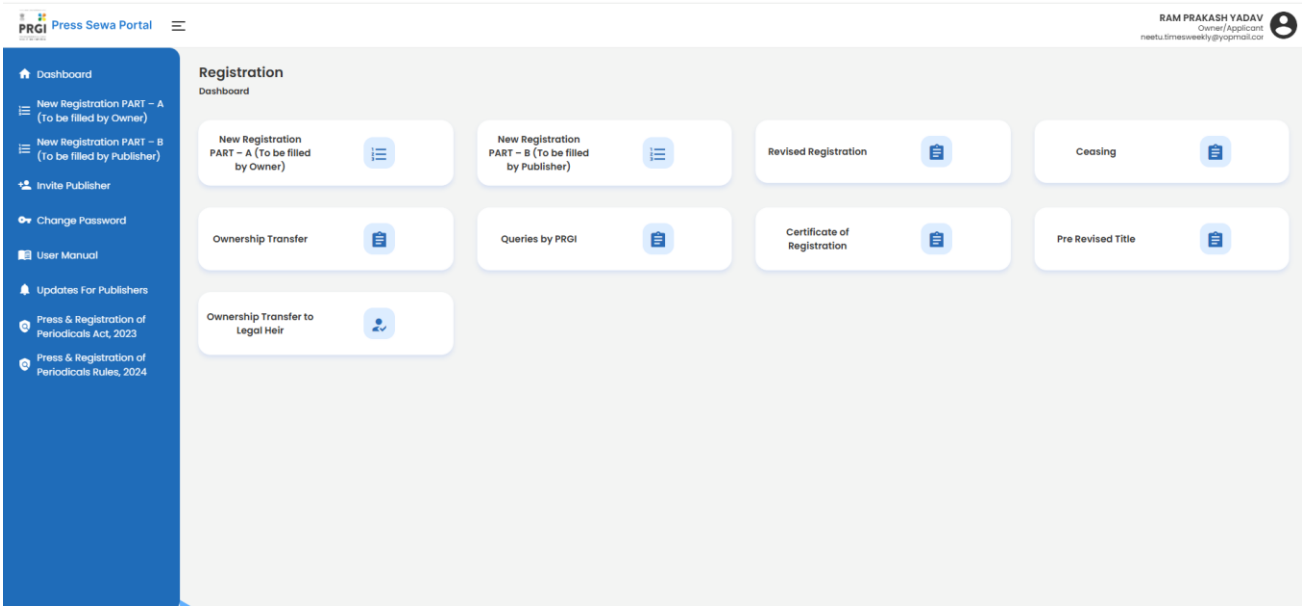

# 3 Revise Registration Request

## 3.1 "Applying" Revise Registration Request

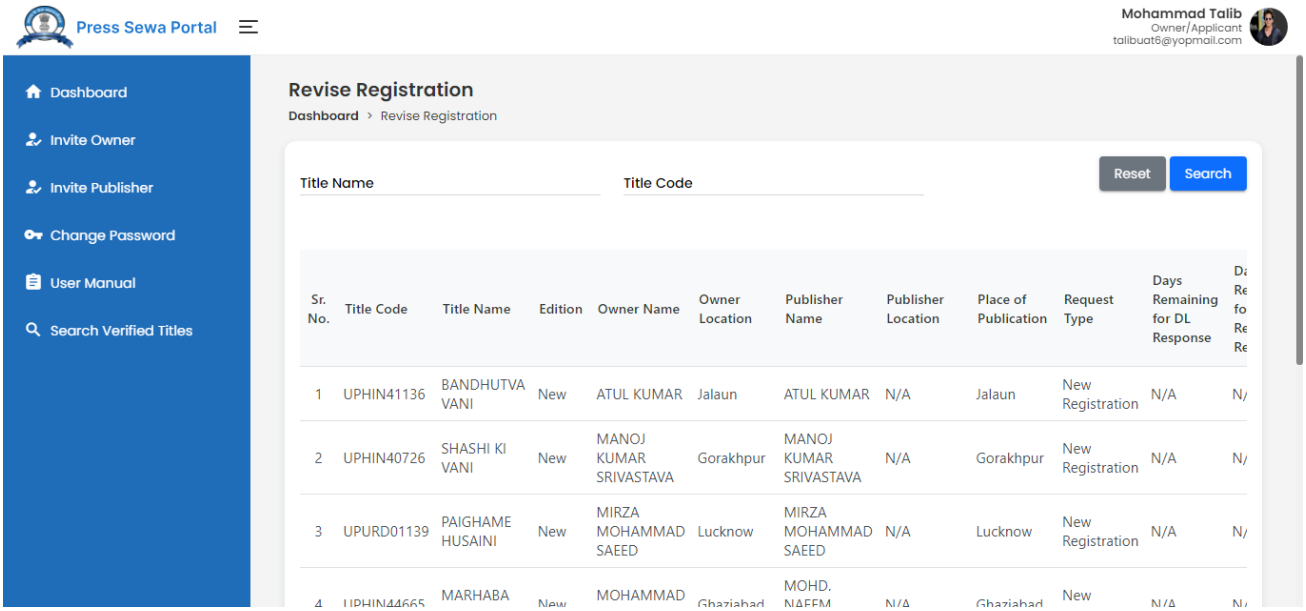
Owner/Applicant/Publisher → Keeper Approval → E-Sign & payment → Submitted to Specified Authority & PRGI → Revise Application Approval → Revise Certificate

An OWNER/APPLICANT/PUBLISHER can view the list of all Revise Registration requests raised by the owner/applicant/publisher in their dashboard.

- Click on the Revise Registration menu from the dashboard as shown in the figure below.

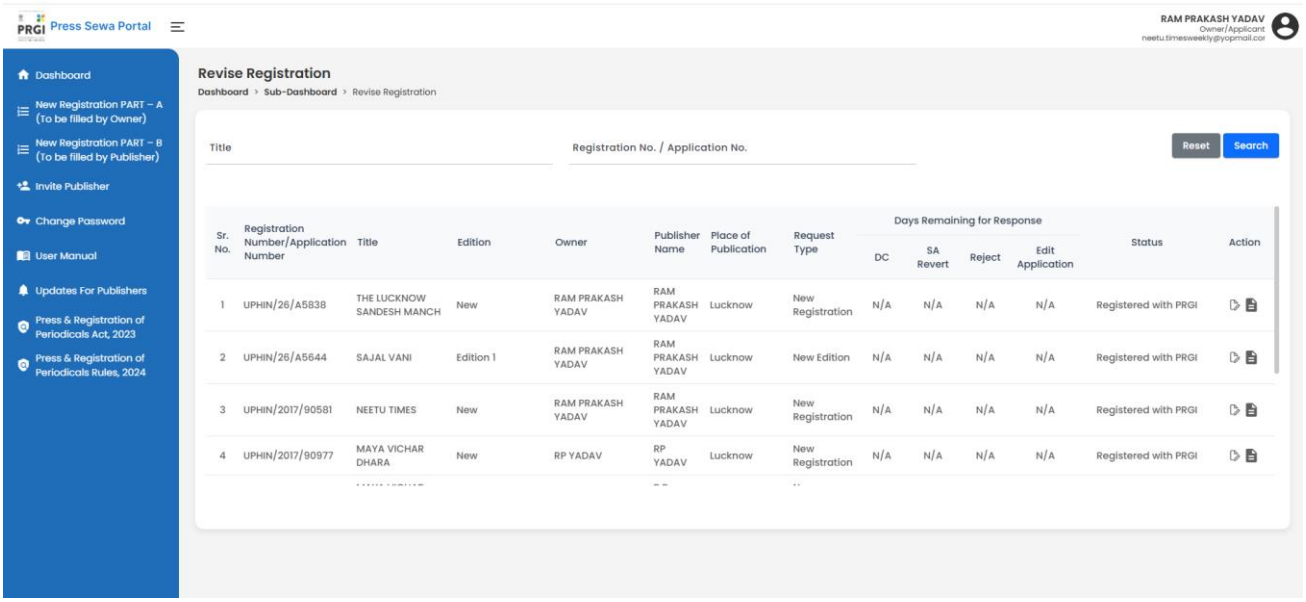



- You can view all the Revise Registration requests in the list format as shown in the figure below.

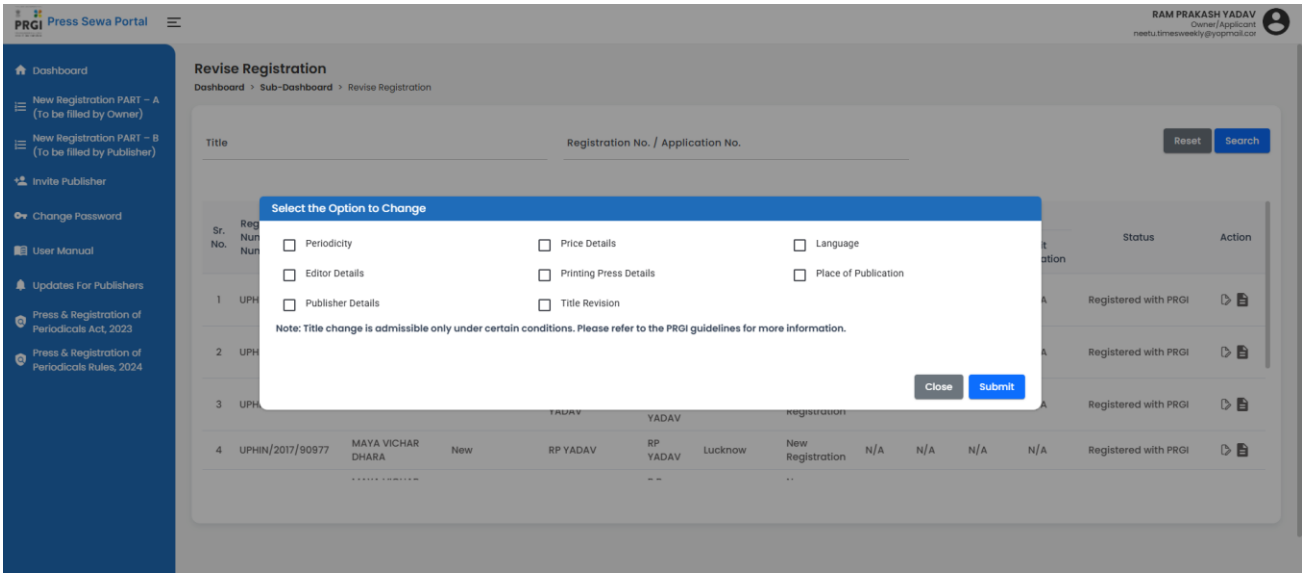



- There are filters given in the Revise Registration list page, such as “Title Name” & “Title Code”, to refine the search results.
- If the filter is clogged with data, the user will be able to reset or clear the filter using the "Reset" button.

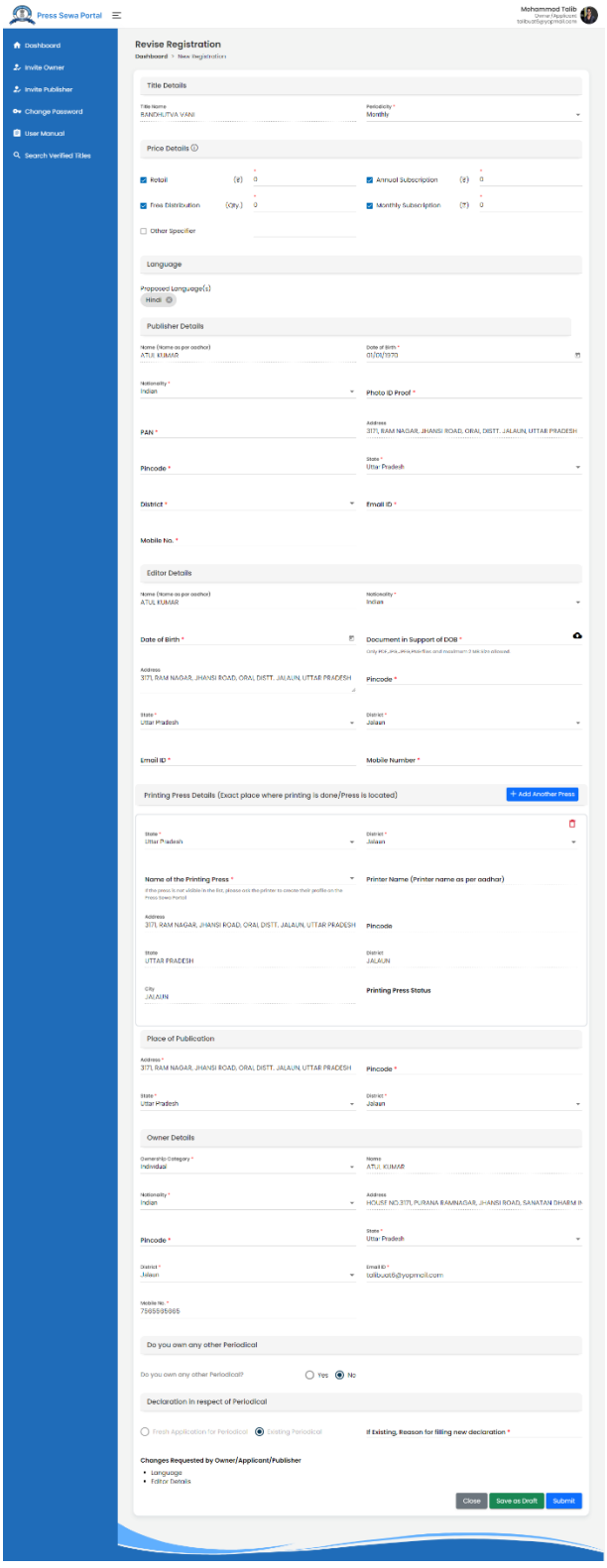
- You need to click on the “Edit” icon under the action menu to apply a Revise Registration request, as shown in the figure below.



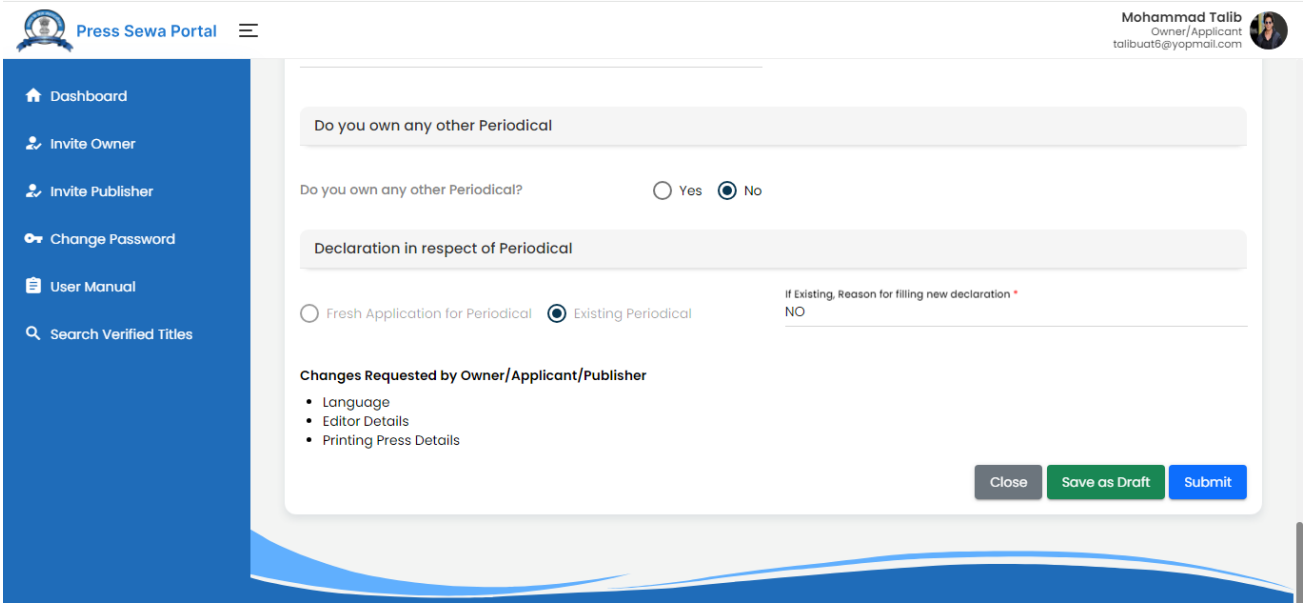

- Once you click on the “Edit” button, you will be able to view a pop-up screen as shown in the figure below.



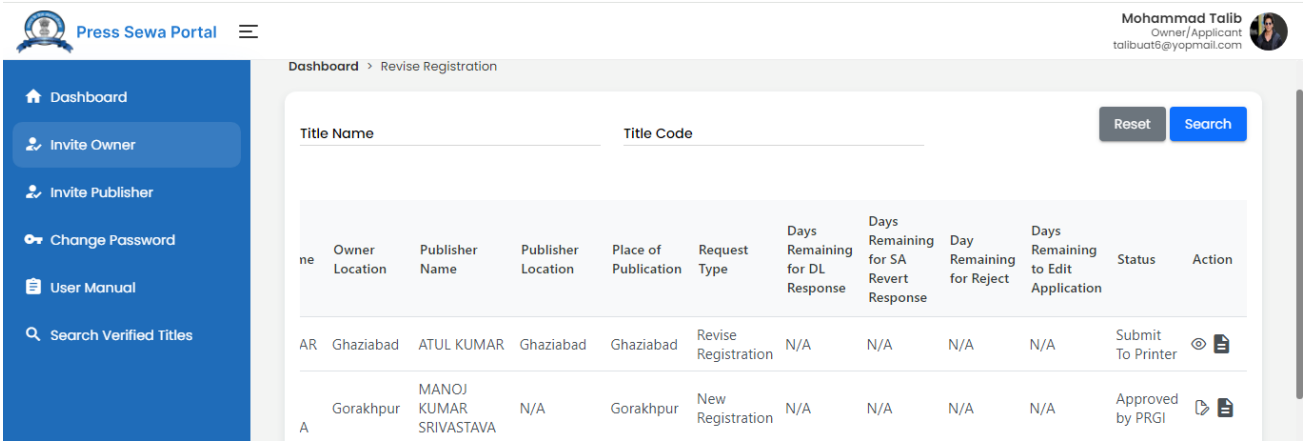

- Owner/Applicant/Publisher needs to select the check box against the Details for which he/she is applying for revise registration.
- Owner/Applicant/Publisher needs to click on “Submit” button to proceed.
- On Click of “Submit” button user will be redirected to revise registration application form as shown in the below figure.




- Details field for which user is applying for change would be editable in the revise registration application form, User would be able to update the me and post updating the new details please click on “Submit” button as shown below: -




- On Click of "Submit" button application for revise registration will be successfully submitted to printer as shown in the below figure.




**Note: -**

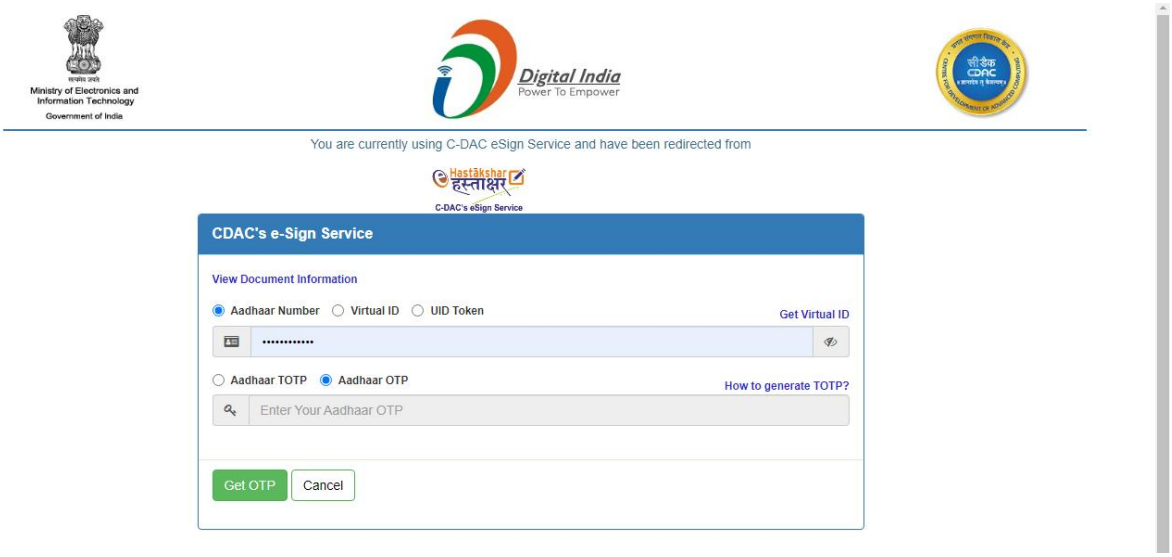
- ❖ Revise Registration Application - Change in Details (Place of Publication & Publisher) application will require Specified Authority (DM/SDM) approval.

  Application will be submitted to Specified Authority (DM/SDM) & PRGI post Keeper approval on Revise Application submitted by Owner/Applicant/Publisher.

- ❖ Revise Registration Application - Change in Details (Periodicity, Price Details, Language, Editor Details, Printing press Details) does not require specific authority approval.
- ❖ All request of revise registration submitted by government organizations do not require specific authority approval.

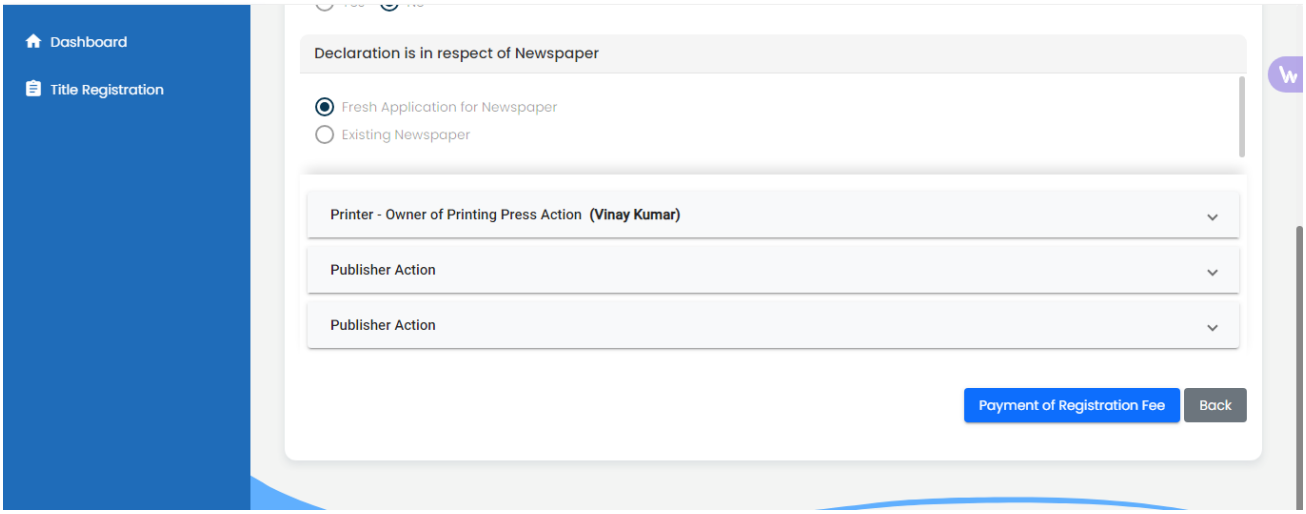
- ❖ Price and Publisher change request is considered as single request and no other checkbox will be enabled for selection if in case user selects any other check box apart from either of the two checkboxes.

- Post Approval from Printer Owner/Applicant/Publisher E-Signs the application by clicking on "Submit" button as shown in the below figure.
- Once the user Clicks on the "Submit" Button, he/she is redirected to the E-Sign page, where the Owner/Applicant/Publisher can apply for E-Sign via "Aadhar number," "Virtual ID," or "UID Token," as shown in the figure below.

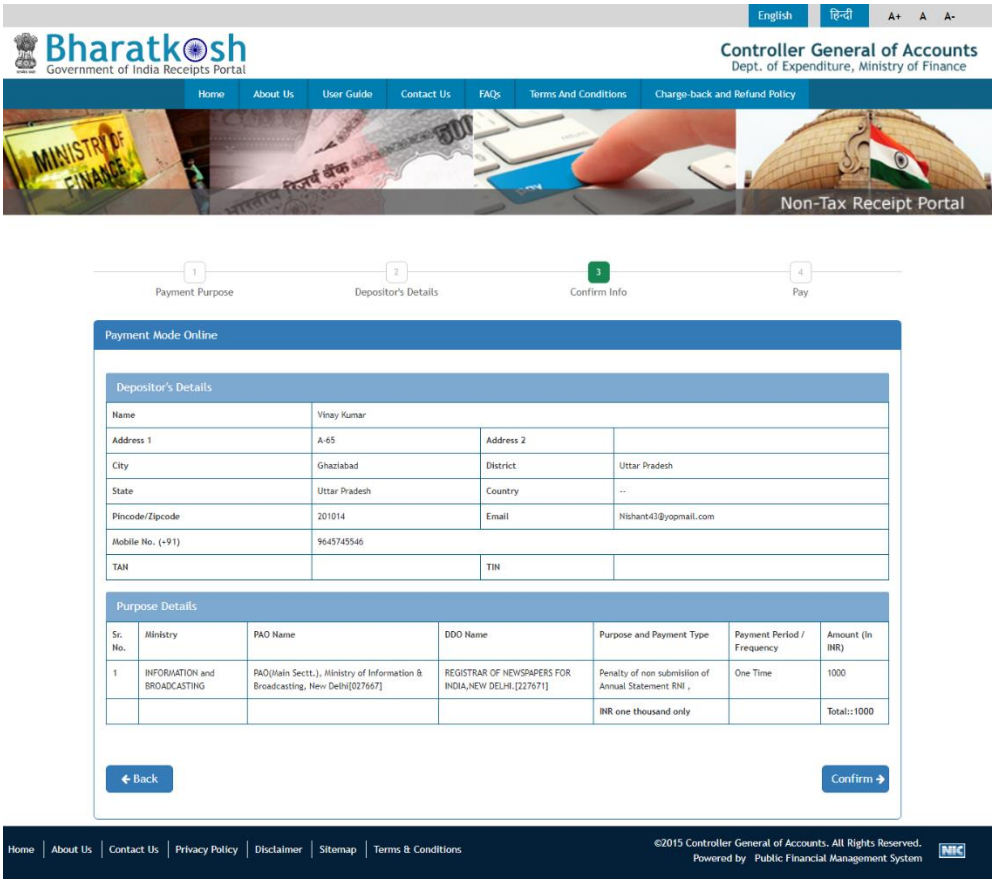



- User can E-Sign the document using his Aadhar details and provide the OTP delivered on the mobile phone.
- Owner/Applicant/Publisher will be redirected to his/her dashboard after the successful E-Sign of the document.

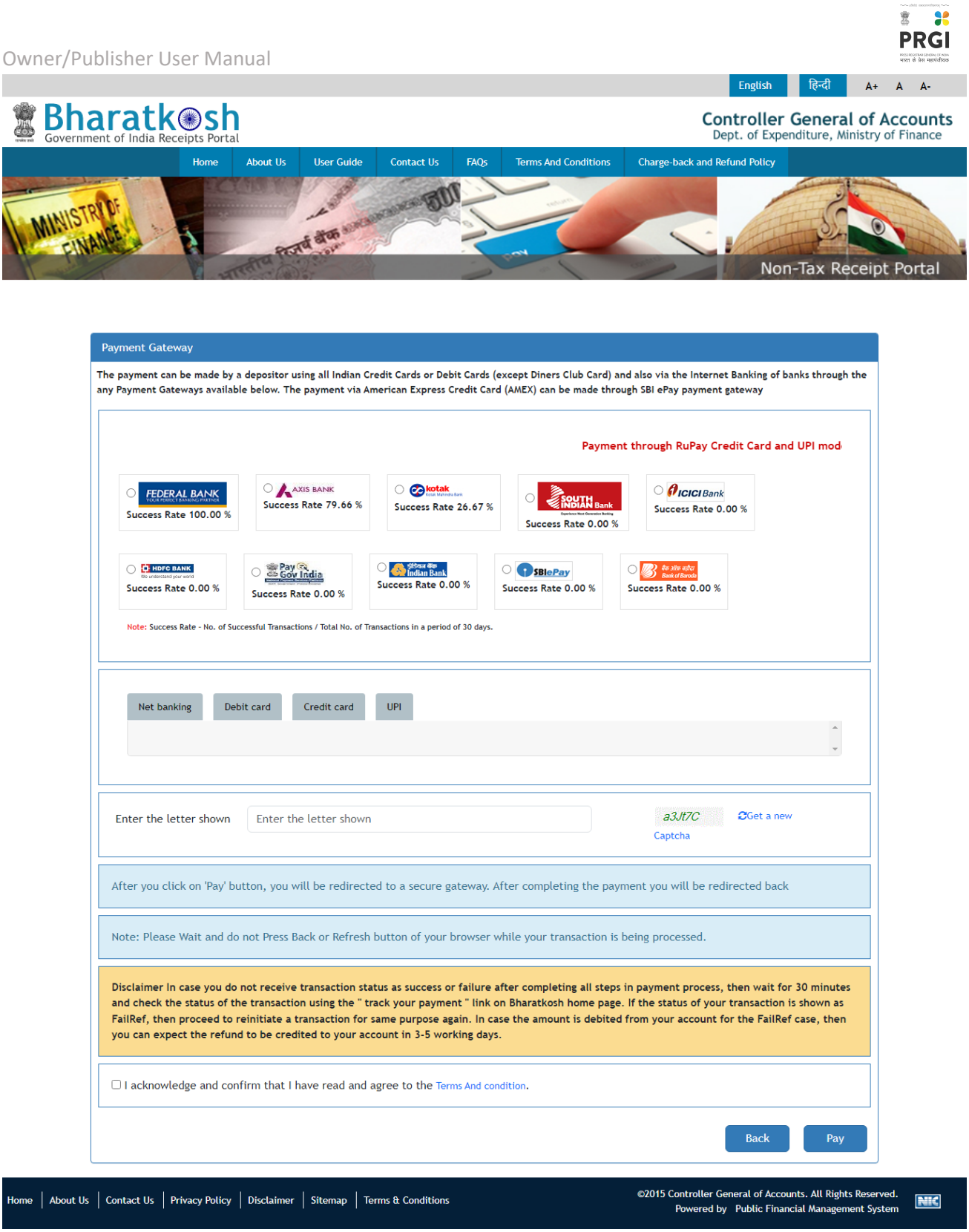
Post Approval from Printer, Publisher is required to E-Sign & Make Payment for a registration application as shown in the below image.



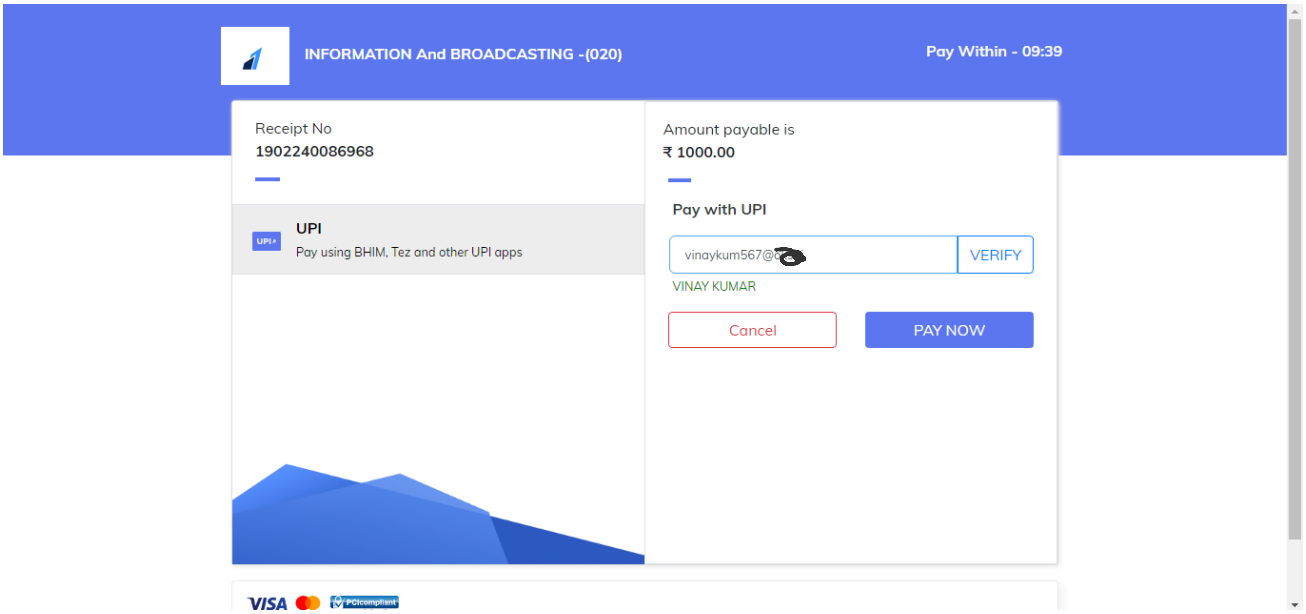

• On Click of “Payment of Registration Free” button, user will be redirected to Bharatkosh payment page as shown in the below image.




- User (Publisher) can proceed with payment by clicking on Confirm Button, On Click of “Confirm” user will be redirected to Payment Gateway page as shown in the below image, User needs to select payment mode and fill the captcha given and click on “Pay” button




- On Click of “Pay” button, user will be redirected to Service provider of the bank/Payment mode selected as shown in the below figure.




- Post providing the necessary details for the payment mode selected, user can complete his/her payment for an application and will be redirected to Payment Successful page.

