User Manual for User Management

Version 1.0

June 30th'2026

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

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

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2 Admin Panel Fee Structure

Module helps PRGI user to create and edit user role in PRGI.

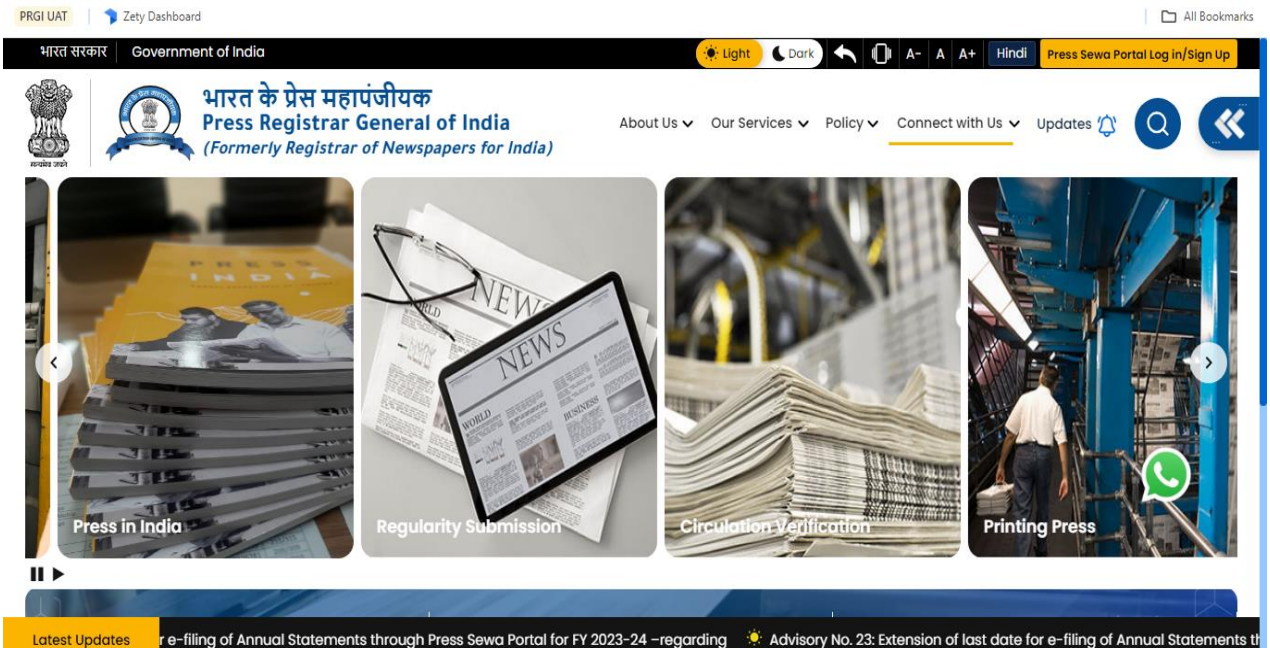
Objective:

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

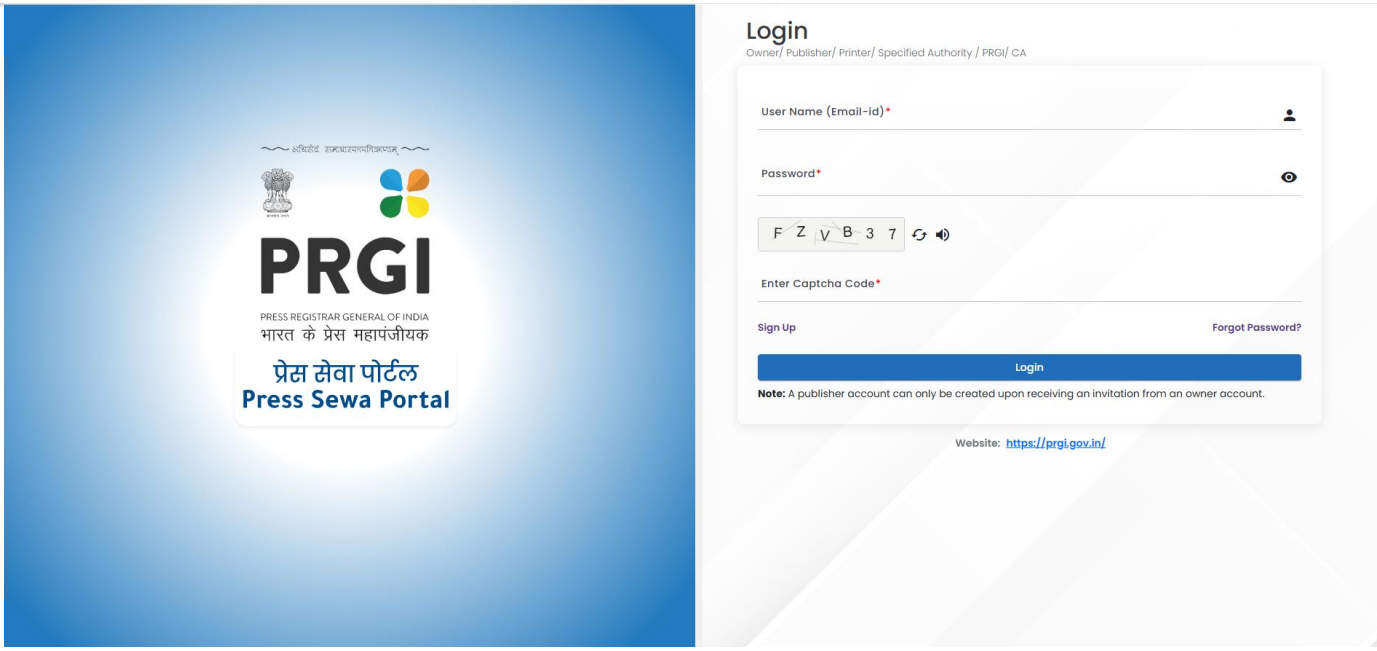
2.1 How to Navigate

Regularity file request is raised by Owner/Publisher can apply by following steps: -

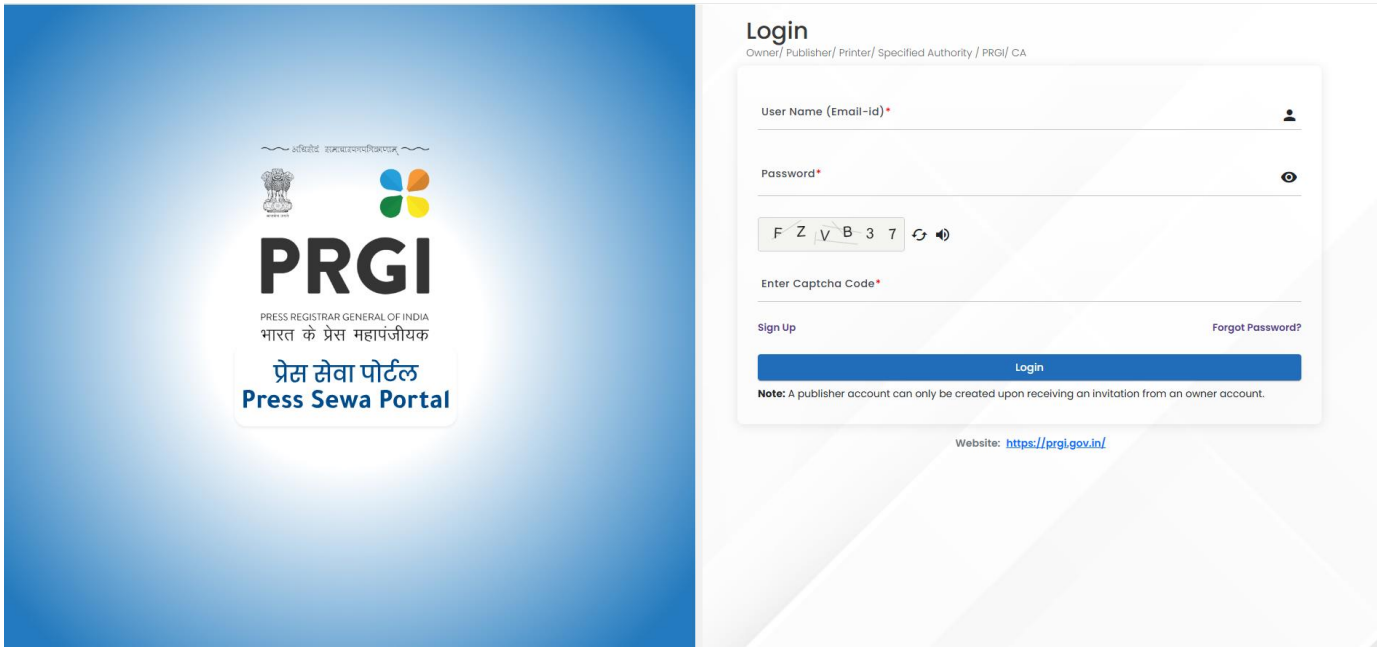
- Go to the URL https://www.prgi.gov.in/
- You will be redirected to the PRGI website.
- Click on Press Sewa Portal Login In/Sign up as shown in the below figure
- From this page you will be redirected to the login page.
- PRGI Officer will be required to provide Username & Password as shown in the figure below.



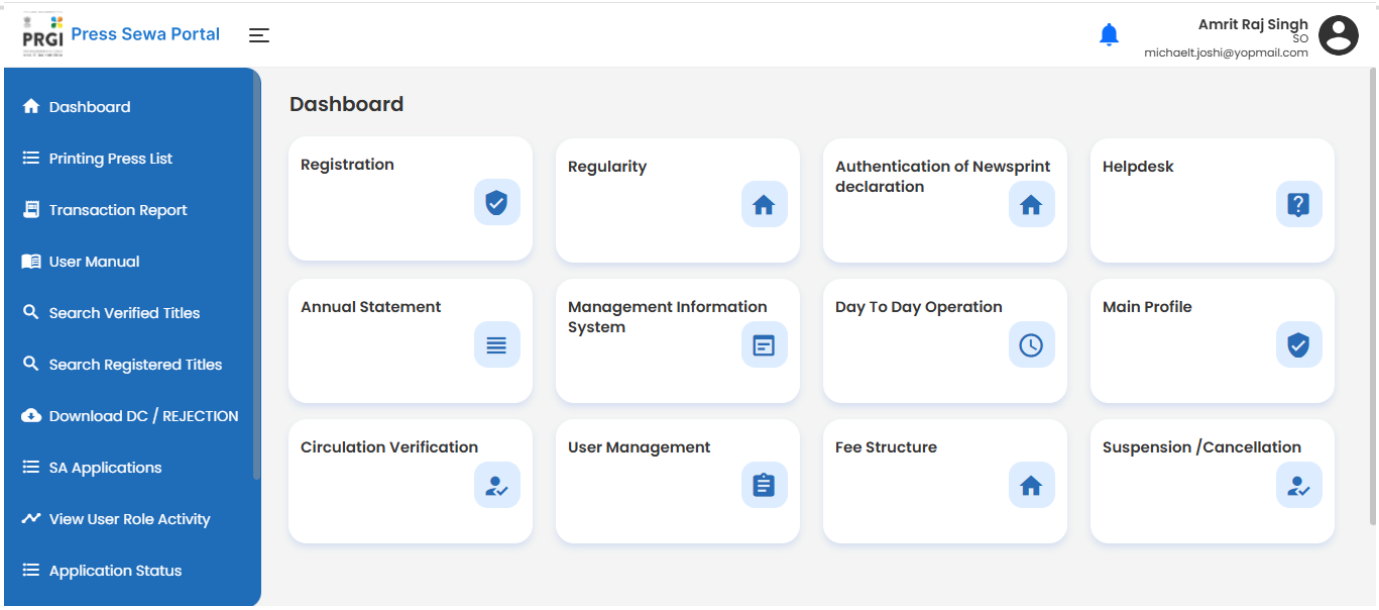
- Alternatively, you can directly access the Press Sewa Portal at https://www.presssewa.prgi.gov.in



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



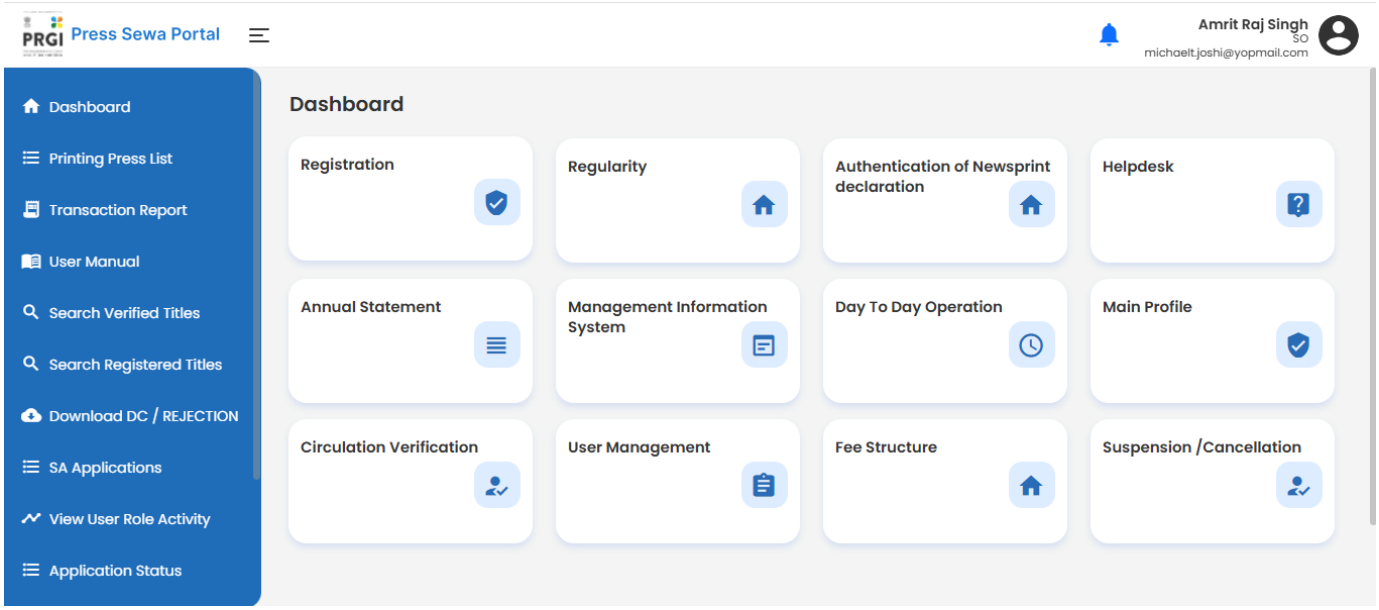
- You will be redirected to the dashboard section as shown in the below figure.


Press Sewa Portal
Amrit Raj Singh
SO
michaelt.joshi@yopmail.com
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

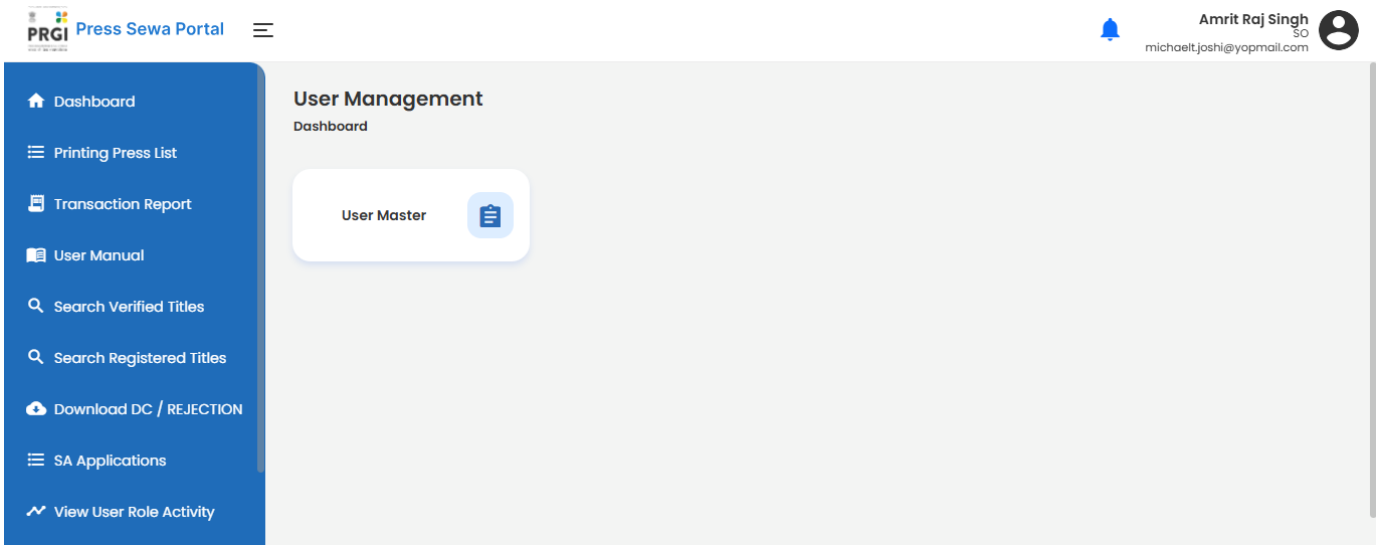
2.2 User Management

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

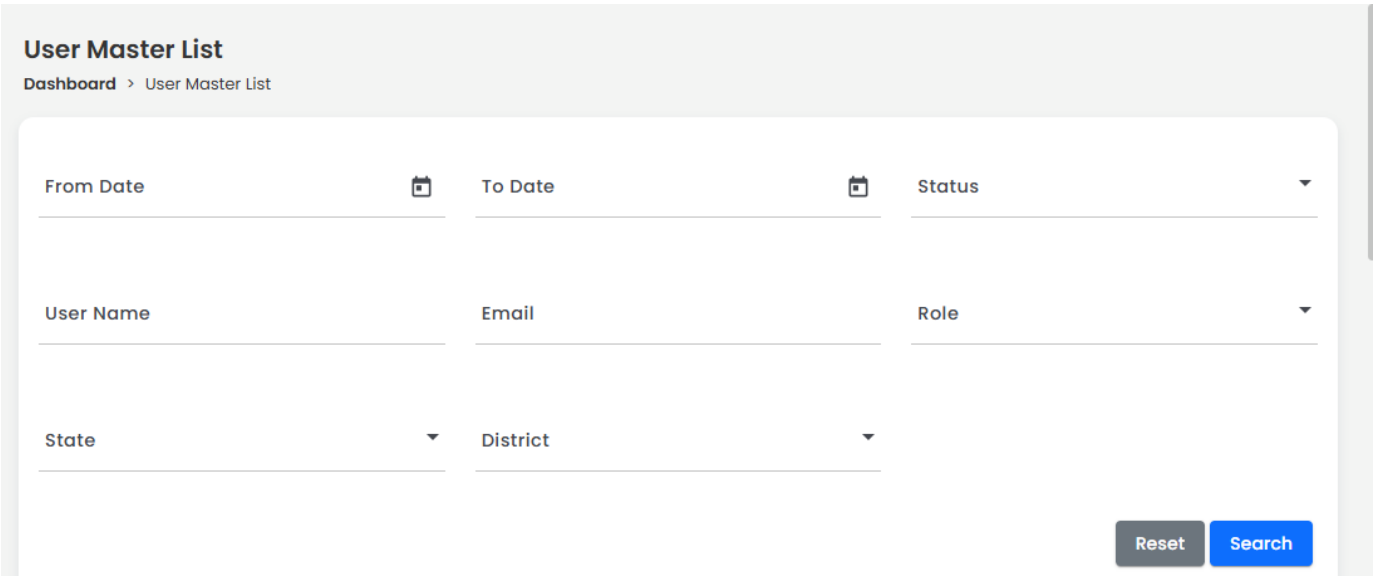
   - Click on the “User Management” Menu from the dashboard as shown in the below figure.



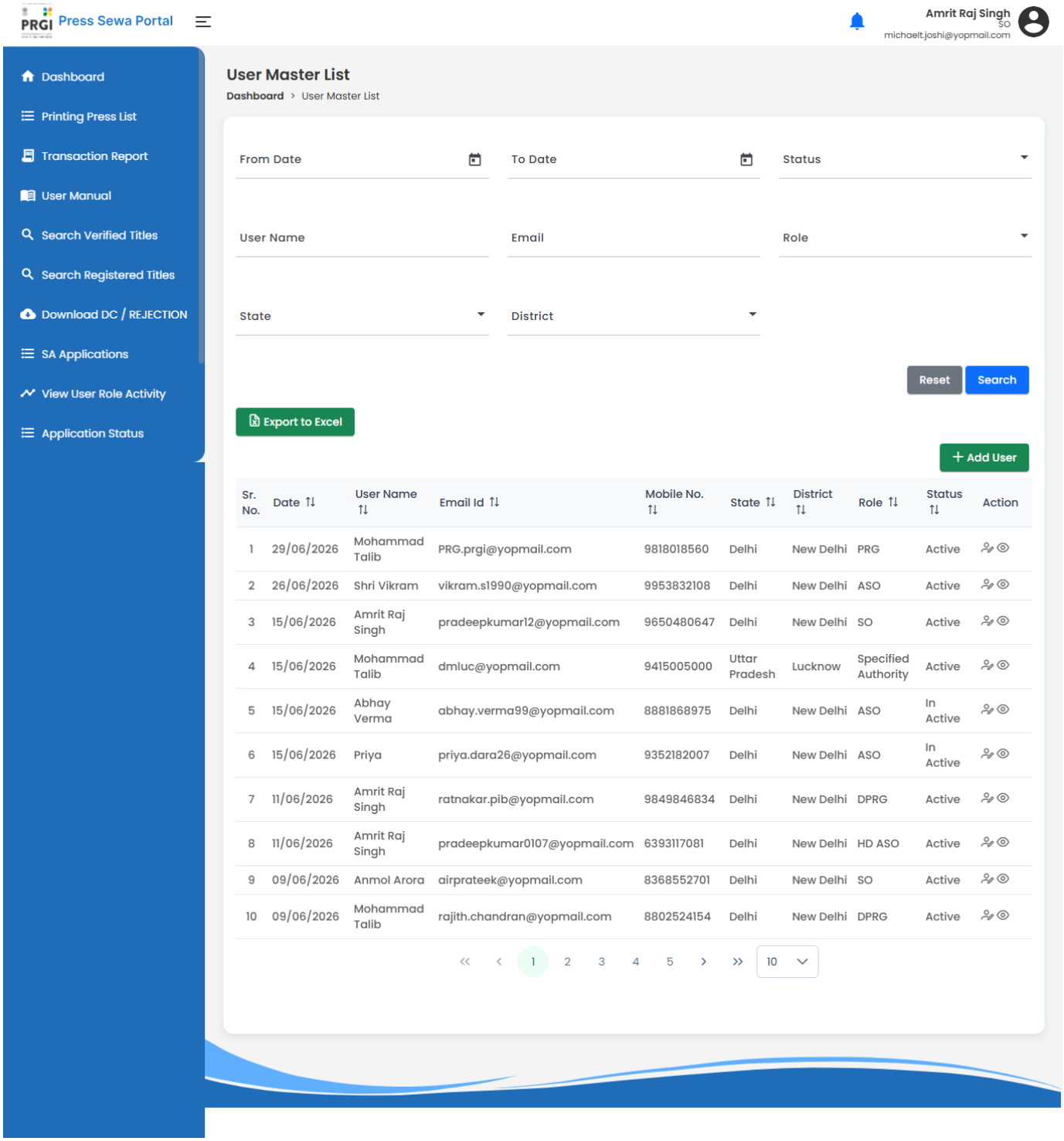
- Then the PRGI Officer clicks on the “User Management” module from the Dashboard menu, Officer will be redirected to “User Management” Dashboard page as shown in the below figure.



- 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



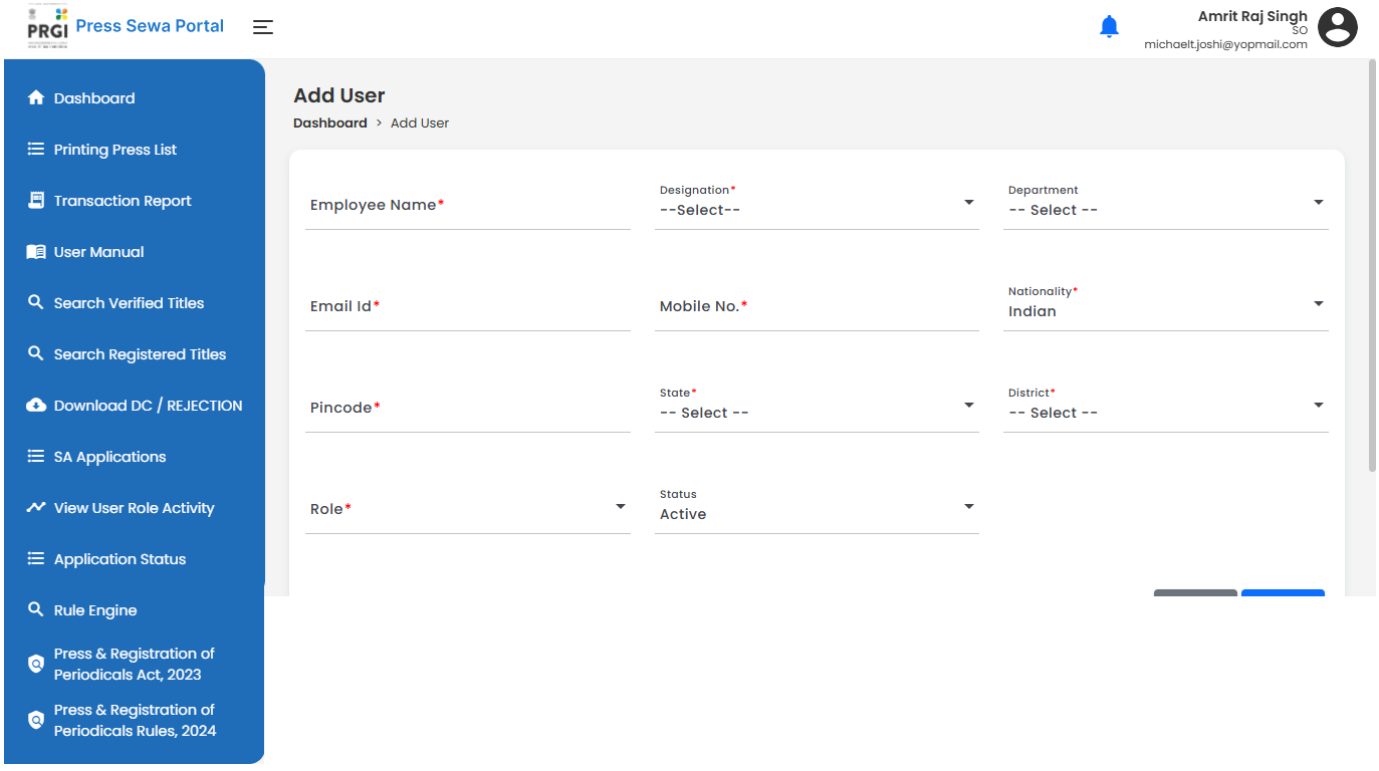
- User would be able to view all user created in the master list as shown in the below image.
- User Also have the functionality to download the list of users in .xls format by clicking on “Export to Excel”.



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	

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.