

User Manual

for

"Posting of **C-**Advertisement"

Information and Public Relations Department Govt.of Jharkhand

General Description:

Various Departments, Districts of the state of Jharkhand sends advertisement to IPRD. IPRD has the authority to publish an ad in newspapers. The department has various sections of user to approve the advertisements. After the advertisement has been approved then It sends to the news agencies.News agencies publish it and after publication of news they send their bill to the IPRD. The context diagram shown in the below is a view of the entire system.



Website Url: www.prdjharkhand.in

x.php



How do You Login to the application ?

□ For various login click "**CAdvertisement**" in the symbolic link as like below on the wesite homepage:



OR

□ Go through the "ADVERTISEMENT" panel and click "New Log-In page of E-Advertisement (From 01.07.2020)" in the home page of website as refer to the below:



The Login panel :



There are nine login panels are as follows:

- > IPRD Login
- > Admin Login
- Department Login
- > District Login
- Board & Nigam Login
- Print Media & Magazine Login
- Electronic Media Login
- Election Department Login
- District Election Login

- : IPRD Officer's can login here only.
- : For Administrator Login Only.
- : Various Dept. Jharkhand Govt..
- : For DPRO's & NIC.
- : For Board & Nigam of Jharkhand Govt.
- : Empanelled Print Media & Magazine.
- : Empanelled Electronic Media.
- : Chief Electoral of Jharkhand.
- : District Election Officer's of Jharkhand

Posting of advertisement:

- □ Please log in properly as provided to you user id and password
- □ After login you will get a window and then click on the as refer to the below screen shot.

ñ	Print Media Advertisement	Report	Home	Electronics Media Advertisement		
						🔏 You are logged in as Prabhat Kr. Singh, Receiver S, IPRD, Govt. of Jharkhand 🔱 Logo
Add Ad	lvertisement Detail					
Ad Type*:		Select-	· · · · · · · · · · · · · · · · · · ·	Advertiser Name*:		
Office Type * :		Select-	· •			
Dept./District Name*:		Select O	ne 🗸	Designation Name*:	Select One 🗸	
RefAd:				Advertiser Dept*:	Select One 🗸	
Last Date(As in ad)*:				Ad Place*:	Select V	
Ad Posted On*:					Messenger Name*:	
Letter Date*:					Messenger Desig*:	-Select V
Letter No.*:			-		Total Word (In Number)*	
					Total Page (In Number)*:	
Mode*	1		Select-	. •		
Advert	Advertisement Level*:		State	District National Others	Comments*:	Give your Comments
Advt. Matter *:			Choose (Please d	File) No file chosen ipload only .doc,.jpg,.jpeg,docx format)		
Term & Condition / BOQ: (<i>Only for tender cases</i>)			Choose (Please u	File No file chosen µpload only .doc,.pdf,.png,.jpg,.jpeg,gif,docx,xls,xlsx format)		
Messe	nger E-mail ID*:					
Mobile	No*:					
				Submit Cancel		

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Note:

- All red star marked (*) filed are mandatory.
- Before upload Matter please check it properly.
- > Before upload Term & Condition for tender case only, please check it properly.
- Please check all data's are correct and proper before submitting.
- After submitted please "forward" it to IPRD then go to the "Advertisement Posting List" you will get all details as you posted. Please note your "Advt.Id" number still you didn't get your "PR No".
- Your advertisement will be verified after receiving the advertisement at IPRD. After verified you will get your receipt in the "Advertisement Posting List" and you will get your "PR No" in the receipt.
- Please keep the "PR No" and your "Letter No" with you for tracking your advertisement status details.

If any quires or any technical support please contact as given below:

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Thank You