

Online Advertisement Monitoring and Reporting System

User Registration

User Registration needs to be done by each of the stakeholders like Government Offices, Media Agencies and News Publishers **only once for the first time** using a unique valid official email id, preferably a government email-id.

While registering, a **request letter with signature and seal** ([format given in last page](#)) from the concerned officer for registering in the website has to be uploaded by the concerned Office/Officer.

Once the staff of the Information and Public Relations Department, approves the Registered Users, the Password will be sent to the registered email id.

After receiving the Username and Password registered users can submit the Advertisement Content details to be published in the Newspapers.

Sl. No.	Registration form fields	Remarks
1.	Office Type	Select Office Type from the following:- • Secretariat Department • Head of the Department • District Offices • Agency • Publication Media
2.	Department/District/Office (not applicable for Agency and Media)	Select Department or District or Office from the list
3.	Head of the Department	If Office type is Head of the Department, select Secretariat Department from the list and then select HOD from the list
4.	Office Name	Enter Office Name
5.	Officer Name or Designation or Section	Enter Officer Name or Officer Designation or Section Name
6.	Contact Mobile Number	Dealing hand contact Mobile Number
7.	Office email	Office Email-id is an important field that can preferably be a government email id or any valid email id which will be used for future communications to which passwords and confirmations will be sent.
8.	Additional contact Mobile Number	Additional contact Mobile Number
9.	Additional email-id (Important informations such as passwords will not be sent to this email id.)	A copy of the Advertisement related mails will be sent this email id also (if email-id is given).
10	Office Landline Number	Office Landline Number for contacting during office hours
11	Office Address, District, Pincode	Office complete address with Pin code
12	Officer Signed request letter (format given in last page)	Request letter with signature of the concerned Officer / Section head / Department head and Office seal. The request letter can be in pdf/jpeg/png format and not more than 600 Kb.

Sample request letter for User Registration

To

The Director,

Information and Public Relations Department,

Secretariat, Chennai - 600009

Sub: Request to approve the registered User in "Online Advertisement Processing System" software.

Ref: Your letter no 6668/Advertisement/2023 dated 16.08.2024

Respected Sir,

With reference to your letter cited above, we would like to inform that we have registered our Office details in the online portal <https://advtdipr.in.gov.in> as per your instructions.

We kindly request you to approve the details and send us the login credentials to access the site.

Thanking you.

Yours faithfully,