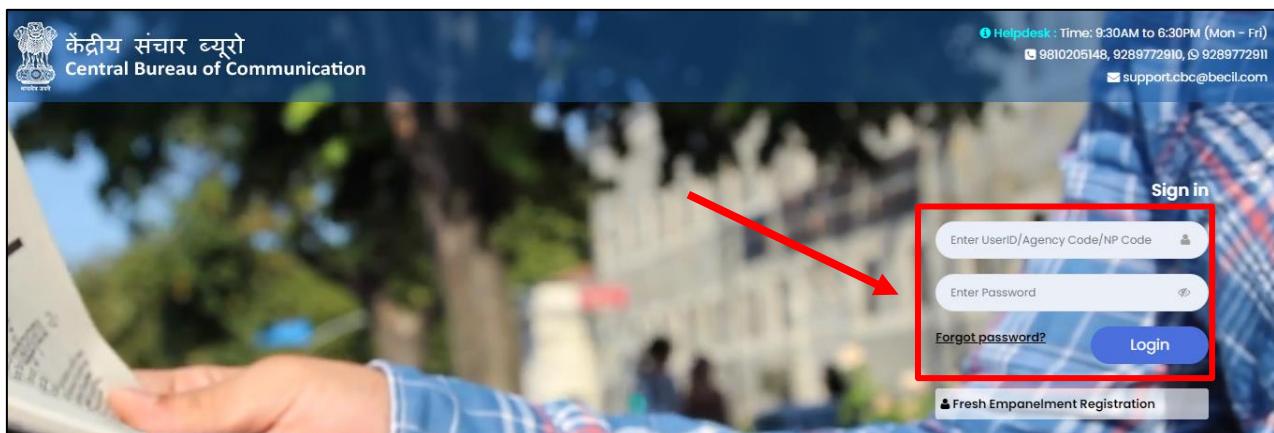




Compliance User Manual कंप्लायंस उपयोगकर्ता मैनुअल

Step 1: To log in / लॉगइन करने के लिए

- Enter NP code/Group code/NP कोड/ ग्रुपकोड दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button/"लॉगिन" बटन पर क्लिक करें



Note: NP code will be a 6-Digit Numeric Code & Group Code will be a 9- Digit Alphanumeric code i.e (V0*****1).

NP कोड एक 6-अंक संख्यात्मक कोड होगा और ग्रुप कोड एक 9- अंकवाणिज्यिक कोड होगा।

Step 2: Here you will see your Dashboard. On the left sidebar click on the “Release Order”.

यहां आप अपने डैशबोर्ड को देखेंगे। बाएं साइडबार पर “रिलीज़ऑर्डर” पर क्लिक करें।

The screenshot shows the 'Dashboard' interface. On the left, there is a 'Main Navigation Menu' with several options: Dashboard, Release Order (which is highlighted with a red box and has a red arrow pointing to it), Bills for Correction, Withheld Bills, Bill Acknowledgement, Regularity Token, Rate Contract (with a 'NEW' badge), Renewal, Rate Revision, and Newspaper Data. The main area displays four cards: 'ROs Released Today' (No Data), 'Payment Released Today' (No Data), 'Pending Bills for Submission' (listing five bills with amounts 1,05,200, 3,11,598, 1,47,280, 3,11,598, and 1,48,904 and dates 30/08/2024, 30/08/2024, 24/01/2023, 30/08/2024, and 30/08/2024 respectively), and 'Bank A/C Details' (with fields for IFSC Code, Bank Account No., Account Holder Name, PAN, GST No., E-mail, and Mobile). Below these cards, there are sections for 'Total Unpaid Bills' (Bills - 2, Amount - Rs. 3,11,345) and 'Rate Revision Application Details' (Application No. 13/08/2024, Submission Date 13/08/2024, and Receipt).

Step 3: Click on “Submit Compliance”.

“सबमिट कंप्लायंस” पर क्लिक करें।

The screenshot shows the 'Release Order List' page. At the top, there is a note: 'Note: Compliance should be submitted within 24hrs of RO publishing Date'. Below this are fields for 'Published From' (DD/MM/YYYY) and 'Published To' (DD/MM/YYYY), and buttons for 'Search' and 'Reset'. There is also a 'Download RO List' button. Below these, there is a table with columns: Sr.No., RO Code, Subject, Date of Publication, RO Amount, Color Type & Size, Display Type, Compliance Submission (Step-1), Bill Submission (Step-2), Upload Invoice Summary (Step-3), and Bill Status. The first row shows an RO with RO Code 223355, Subject English, Date of Publication 28/08/2024, RO Amount 223355, Color Type & Size Color(52 X 33), Display Type Display, and a 'Compliance Submission (Step-1)' button with a red box and arrow highlighting it. The second row shows an RO with RO Code 52064, Subject English, Date of Publication 23/08/2024, RO Amount 52064, Color Type & Size Color(25 X 16), Display Type Display, and a 'Compliance Submission (Step-1)' button.

Step 4: Fill all the required details and upload the documents in PNG/JPG format. Click on "Submit" button.

सभी आवश्यक विवरण भरें और दस्तावेज़ PNG/JPG प्रारूप में अपलोड करें। "सबमिट" बटन पर क्लिक करें।

The screenshot shows a form titled 'Add Compliance'. It includes fields for RO Code, Newspaper Code, Periodicity, Published on, Language, Publication Place, State, Remark, and two file upload fields for newspaper and advertisement images. A red arrow points to the 'Submit' button at the bottom right.

Documents to be upload/अपलोड करने के लिए दस्तावेज़:

- Upload Full Page Photograph/Scanned Image:** Upload an image of the full page of the newspaper on which the advt. was published.
पूरे पेज का फोटोग्राफ/स्कैन की गई छवि अपलोड करें: समाचार पत्र के पूरे पृष्ठ की छवि अपलोड करें जिस पर विज्ञापन प्रकाशित किया गया था।
- Upload Advt. Photograph/Scanned Image Published:** Upload a close-up image of the advt. published that is legible to read/view.
विज्ञापन अपलोड करें फोटोग्राफ/स्कैन की गई प्रकाशित छवि: विज्ञापन की क्लोज़अप छवि अपलोड करें। प्रकाशित जो पढ़ने/देखने में सुपान्य है।
 - ❖ Image should be in **PNG/JPG** format and size should be less than **10 MB**.
छवि **PNG/JPG** प्रारूप में होनी चाहिए और आकार **10 MB** से कम होना चाहिए।
 - ❖ **E-paper is not permitted. The uploaded images must be photographs or scanned image.**
ई-पेपर की अनुमति नहीं है। अपलोड की गई छवियां, फोटोग्राफ या स्कैन की गई छवि होनी चाहिए।

Step 5: After submitting the compliance you can check and edit the compliance by clicking on “Edit”.

कंप्लायांस सबमिट करने के बाद आप “एडिट” पर क्लिक करके अनुपालन की जांच और एडिट कर सकते हैं।

Release Order List Download RO List

Note: Compliance should be submitted within 24hrs of RO publishing Date

Published From Published To

DD/MM/YYYY DD/MM/YYYY

Search Reset

Show 10 entries Search:

RO Details							Billing Details			
Sr.No	RO Code	Subject	Date of Publication	RO Amount	Color Type & Size	Display Type	Compliance Submission (Step-1)	Bill Submission (Step-2)	Upload Invoice Summary (Step-3)	Bill Status
1	Click Here to View RO Click Here to Download Creative	print media campaign for the upcoming Vadhan Port foundation stone laying by Hon'ble PM at Palghar	30/08/2024	61584	Color(50.5 X 32.5)	Display for PSU	✓ Compliance can be edited within 24 hours of the publishing date. (Edit)	✗ Submit Bill		Bill Not Submitted

Note: Compliance can be edited within 24 hours of the publishing date.

नोट : अनुपालन को प्रकाशन तिथि के 24 घंटों के भीतर एडिट किया जा सकता है।