



Bill Submission User Manual बिल सबमिशन उपयोगकर्ता मैनुअल

Step 1: To login/लॉगइन करने के लिए

- Enter Agency code/ एजेंसी कोड दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button/ "लॉगिन" बटन पर क्लिक करें

Helpdesk : Time: 9:30AM to 6:30PM (Mon - Fri)
9810205148, 9289772910, 9289772911
support.cbc@bccl.com

Kेंद्रीय संचार व्यूरो
Central Bureau of Communication

Sign in

Enter UserID/Agency Code/NP Code

Enter Password

Forgot password?

Login

Fresh Empanelment Registration

Note: Agency code will be a 6-Digit Alphanumeric code

नोट : एजेंसी कोड एक 6-अंक का अक्षरांकीय कोड होगा

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

यहां आप अपने डैशबोर्ड को देखेंगे। बाएं साइड बार पर " रिलीज़ आर्डर" पर क्लिक करें

Home | User Profile

Dashboard

AV

Main Navigation Menu

Release Order

OLD Bill List

OLD RO List

Policies & Guidelines

ROs Released Today

RO Code	Amount (in INR)
No Data	

Payment Released Today

RO Code	Amount (in INR)
No Data	

Pending Bills for Submission

RO Code	RO Amount	Date of Publication
28102/0001/2324/00	42,480	22/02/2024
39105/0001/2324/00		07/03/2024
39108/0002/2324/00		04/03/2024

Total Unpaid Bills
Bills - 0

Bank A/C Details
Bank Account No. - NA

Step 3: Click on “Submit Bill”
“सबमिट बिल” पर क्लिक करें

The screenshot shows a table titled "RO List" with two rows of data. The columns include Sr.No., RO Code, Channel Code, Subject, RO Amount, Date Of Issue, Aired From, Aired To, Bill Details, and Acknowledge Receipt. The "Bill Details" column for the first row contains a blue link labeled "Submit Bill". A red arrow points from the text above to this link.

Sr.No.	RO Code	Channel Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledge Receipt
1	Click Here to View RO		campaign survey.	0	07/03/2024	06/03/2024	07/03/2024	Submit Bill	
2	Click Here to View RO			0	04/03/2024	04/03/2024	05/03/2024	Submit Bill	

Step 4: Choose File and click on “Upload” button to upload Broadcast Certificate Excel.
फ़ाइल चुनें और ब्रॉडकास्ट सर्टिफिकेट एक्सेल अपलोड करने के लिए “अपलोड” बटन पर क्लिक करें।

Note: Click on “Download Demo File” to download the sample file for your reference.
नोट: अपने संदर्भ के लिए नमूना फ़ाइल डाउनलोड करने के लिए “डाउनलोड डेमो फ़ाइल” पर क्लिक करें

The screenshot shows a form titled "Bill Submission". It includes a section for "Broadcast Certificate Upload Excel" with a "Choose File" button, an "Upload" button, and a "Download demo file" link. A red box highlights this section, and a red arrow points from the text above to it. Below this is a table titled "Time Band List" with three rows of data.

Sr.No.	Time Band	Rate (Per 10 Second)	Total Spot Per Day	Duration of Spot	No of Days	Total Secondage
1	7AM-11AM	1030	2	30	2	120
2	11AM-6PM	1035	2	30	2	120
3	6PM-11PM	1568	2	30	2	120

Step 5: Fill all the required details and upload the documents. Click on "Submit" button.
सभी आवश्यक विवरण भरें और दस्तावेज़ अपलोड करें। "सबमिट" बटन पर क्लिक करें।

Excel Uploaded Data								
Sr.No.	Aired Date	Aired Time	Claimed Spot Duration	Spot Caption	Reason	Status	Amount	
No Data								
						Amount:	Rs.0	
						Discount:	Rs.0	
						GST (18%)	Rs.0	
						Total Amount with GST:	Rs.0	
Agency Code / Name		RO No.	GST No.*					
<input type="text"/>		<input type="text"/>	<input type="text"/>					
Invoice ID.*		Invoice Date *	Bill Officer Name*					
<input type="text"/>		<input type="text"/>	<input type="text"/>					
Bill Officer Designation*		Auth. Signatory Name/प्रमाणिक हस्ताक्षरकर्ता का नाम*	Auth. Signatory Designation/प्रमाणिक हस्ताक्षरी पदवाना*					
<input type="text"/>		<input type="text"/>	<input type="text"/>					
E-mail ID*		Invoice Attachment/बालान अनुलग्नक* (Only PDF file will be uploaded)	Broadcast Certificate/प्रसारण प्रमाणपत्र (Only PDF file will be uploaded)					
<input type="text"/>		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen					
Bill Claim Amount*								
<input type="text"/>								
<input type="button" value="Submit"/>								

Step 6: Once bill submitted, you can download the Acknowledgement receipt by clicking on "Download Acknowledgement".
एक बार बिल जमा हो जाने के बाद, आप एक्नॉलेजमेंट रसीद डाउनलोड कर सकते हैं "डाउनलोड एक्नॉलेजमेंट" पर क्लिक करके।

RO List										
Aired From		Aired To								
Sr.No.	RO Code	Channel Code	Subject	Download Creative	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledge Receipt
1	Click Here to View RO			Click Here to Download Creative		09/04/2024	09/04/2024	19/04/2024	Bill Submitted	Download Acknowledgement
2	Click Here to View RO			Click Here to Download Creative		09/04/2024	09/04/2024	19/04/2024	Bill Submitted	Download Acknowledgement

Step 7: Click on "Upload Digital Signed Acknowledgement". Upload the bill acknowledgement and Click on "Upload Acknowledgement".

"अपलोड डिजिटल साइंड एक्नॉलेजमेंट" पर क्लिक करें। बिल रसीद अपलोड करें और "अपलोड एक्नॉलेजमेंट" पर क्लिक करें।

The screenshot shows the 'RO List' interface. At the top, there are date selection fields ('Aired From' and 'Aired To') and 'Submit' and 'Reset' buttons. Below is a table with columns: Sr.No., RO Code, Channel Code, Subject, Download Creative, RO Amount, Date Of Issue, Aired From, Aired To, Bill Details, Acknowledgement Receipt, and Delete. Row 4 is highlighted with a red box around the 'Upload Digital Signed Acknowledgement' button. A red arrow points from this button to a modal window titled 'Upload Invoice'. The modal contains instructions: 'Kindly upload the signed copy of bill acknowledgement which you have already downloaded from your login.', 'Please do not upload your Physical Invoice.', and 'Kindly upload only pdf file with duly signed.' It has a 'Choose File' input field showing 'No file chosen' and a red box around the 'Upload Acknowledgement' button. A red arrow points from this button to the 'Upload Acknowledgement' button in the main table row.

Note:

- Upload the signed copy of bill acknowledgement which you have already downloaded from your login.
बिल पावती की हस्ताक्षरित प्रति अपलोड करें जिसे आपने अपने लॉगिन से पहले ही डाउनलोड कर लिया है।
- Kindly Upload only PDF file.
कृपया केवल पीडीएफ फाइल ही अपलोड करें।