



## Bill Submission User Manual बिल सबमिशन उपयोगकर्ता मैनुअल

**Step 1:** To login/लॉगइन करने के लिए

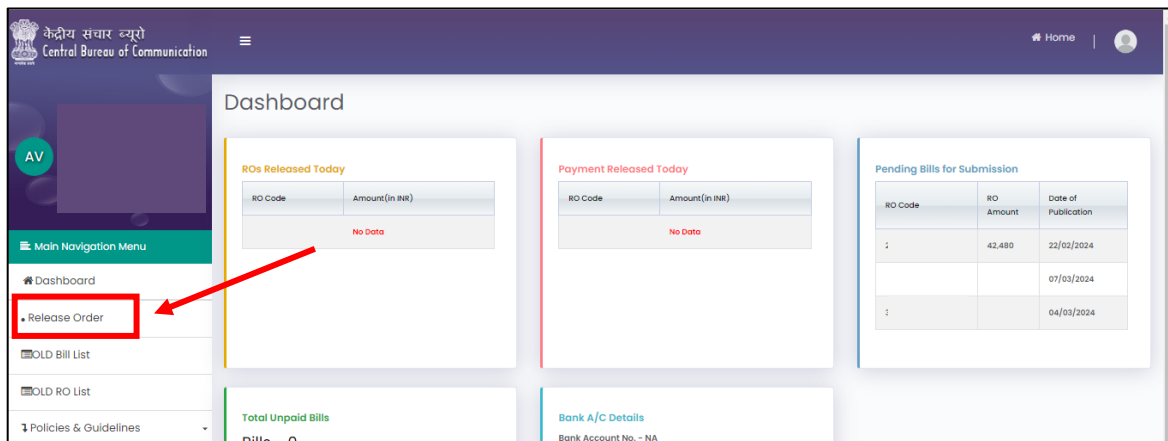
- Enter **Agency code**/ एजेंसी कोड दर्ज करें
- Enter **Password** / पासवर्ड दर्ज करें
- Click on "**Login**" button/ "लॉगिन" बटन पर क्लिक करें



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

नोट : एजेंसी कोड 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



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

RO List

Aired From:

Show  entries Search:

Sr.No.	RO Code	Channel Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledge Receipt
1	<a href="#">Click Here to View RO</a>			0	07/03/2024	06/03/2024	07/03/2024	<a href="#">Submit Bill</a>	
2	<a href="#">Click Here to View RO</a>			0	04/03/2024	04/03/2024	05/03/2024	<a href="#">Submit Bill</a>	

**Step 4: Choose file and click on “Upload” button to upload Telecast Certificate Excel.**  
**फ़ाइल चुनें और टेलिकास्ट 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

Bill Submission

Telecast Certificate Upload Excel\*

No file chosen

[Download demo file](#)

Please follow the excel date format (DD-MM-YYYY)

Time Band List

Sr.No.	Time Band	Rate (Per 10 Second)	Total Spot Per Day	Duration of Spot	No of Days	Total Secondage
1	12NOON-5PM	435	1	50	2	100
2	5PM-11PM	489	1	50	2	100
3	6AM-12NOON	519	1	50	2	100

**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।

Sr.No.	Aired Date	Aired Time	Claimed Spot Duration	Spot Caption	Reason	Status	Amount
1	26-09-2023	07:30:00	20	Beti Bachao Beti Padhao			0
2	26-09-2023	08:00:00	20	Beti Bachao Beti Padhao			0
							Amount: Rs.0
							GST (18%): Rs.0
							Total Amount with GST: Rs.0

Agency Code / Name

RO No.

GST No.\*

Invoice ID.\*

Invoice Date \*

Bill Officer Name\*

Bill Officer Designation\*

Auth. Signatory Name/प्रमाणिक। हस्ताक्षरकर्ता का नाम\*

Auth. Signatory Designation/प्रमाणिक। हस्ताक्षरी पदनाम\*

E-mail ID\*

Invoice Attachment/वातान अनुलग्नक\* (Only PDF file will be uploaded)  
 No file chosen

Telecast Certificate/प्रसारण प्रमाणपत्र  
(Only PDF file will be uploaded)  
 No file chosen

Bill Claim Amount\*

**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

DD/MM/YYYY

Aired To

DD/MM/YYYY

Submit

Reset

Show

10

entries

Search:

Sr.No.	RO Code	Channel Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledgement Receipt	Delete
1	Click Here to View RO				17/07/2023	17/07/2023	20/07/2023	Upload Digital Signed Acknowledgement	Download Acknowledgement	Delete
2	Click Here to View RO				04/07/2023	04/07/2023	08/07/2023	Submit Bill		

**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।

RO List

Aired From: DD/MM/YYYY Aired To: DD/MM/YYYY [Submit] [Reset]

Show 10 entries

Sr.No.	RO Code	Channel Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledgement Receipt	Delete
1	<a href="#">Click Here to View RO</a>				17/07/2023	17/07/2023	20/07/23	<a href="#">Upload Digital Signed Acknowledgement</a>	<a href="#">Download Acknowledgement</a>	<a href="#">Delete</a>
2	<a href="#">Click Here to View RO</a>				04/07/2023	04/07/2023	08/07/2023	<a href="#">Submit Bill</a>		

RO List

Aired From: DD/MM/YYYY [Submit] [Reset]

Show 10 entries

Sr.No.	RO Code	Channel Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledgement Receipt	Delete
1	<a href="#">Click Here to View RO</a>		Test D					<a href="#">Upload Digital Signed Acknowledgement</a>	<a href="#">Download Acknowledgement</a>	<a href="#">Delete</a>
2	<a href="#">Click Here to View RO</a>		testing					<a href="#">Submit Bill</a>		

**Upload Invoice**

Kindly upload the signed copy of bill acknowledgement which you have already downloaded from your login.

Please do not upload your Physical Invoice.

Kindly upload only pdf file with duly signed.

[Choose File](#) No file chosen

[Upload Acknowledgement](#)

**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।