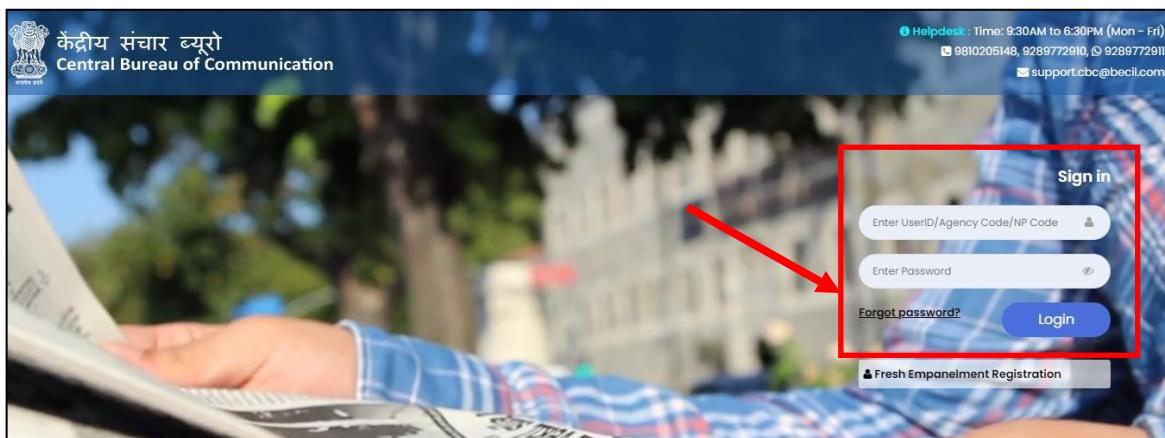




Bill Submission User Manual बिल सबमिशन उपयोगकर्ता मैनुअल

Step 1: To login/लॉगइन करने के लिए

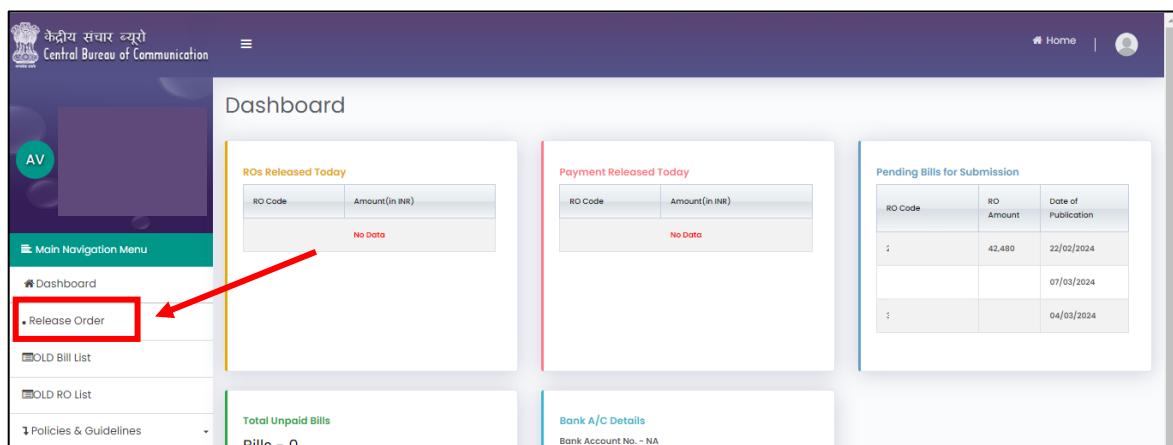
- Enter Agency code/ एजेंसी कोड दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button/ "लॉगिन" बटन पर क्लिक करें



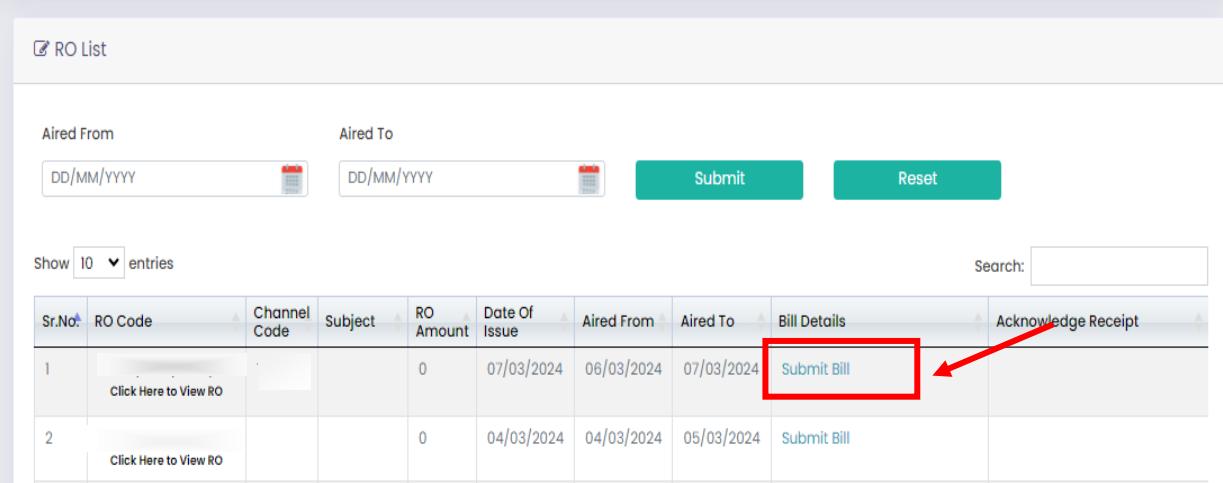
Note: Agency code will be a 6-Digit Alphanumeric code

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 Aired To

DD/MM/YYYY DD/MM/YYYY

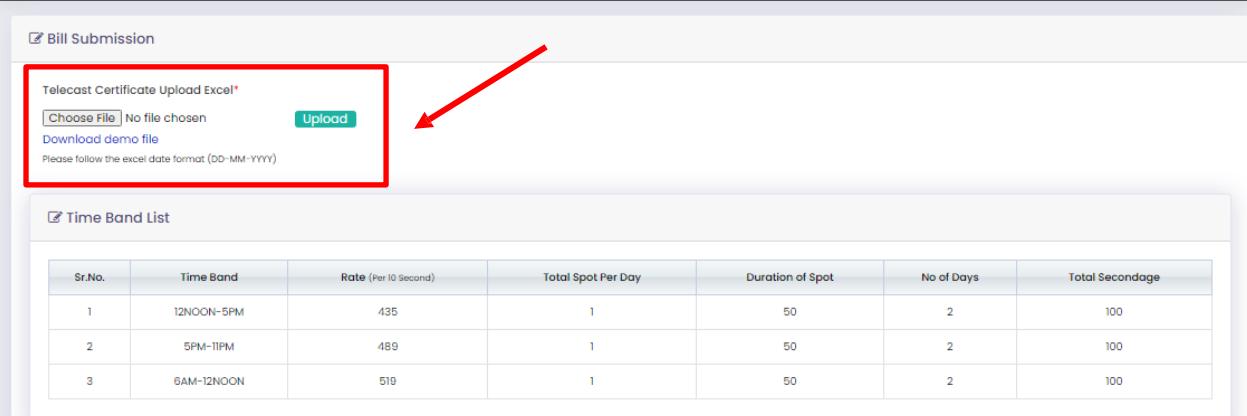
Submit Reset

Show 10 entries Search:

Sr.No.	RO Code	Channel Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledge Receipt
1	Click Here to View RO			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 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*

Choose File No file chosen [Upload](#)

[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.: 1 Enter GST Number

Invoice ID:
Invoice Date: dd-mm-yyyy No file chosen

Bill Officer Designation:
Auth. Signatory Name: Auth. Signatory Designation: Enter Bill Officer Name
Enter Auth Signatory Name Enter Auth Signatory Designation

E-mail ID:
Invoice Attachment: Choose File No file chosen
Telecast Certificate: Choose File No file chosen

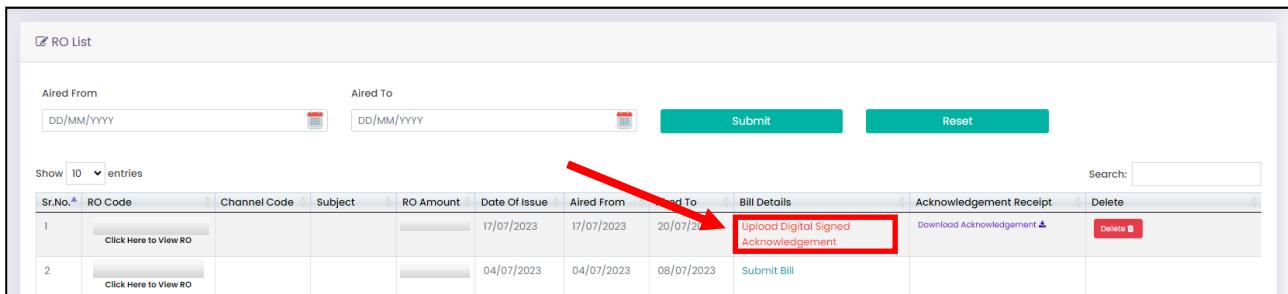
Bill Claim Amount:
Enter bill claim amount

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 एक्नॉलेजमेट" पर क्लिक करके।

RO List									
Aired From		Aired To		Bill Details				Acknowledgement Receipt	
DD/MM/YYYY		DD/MM/YYYY		Submit				Reset	
Show 10 entries				Search: <input type="text"/>					
Sr.No.	RO Code	Channel Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Details	Acknowledgement Receipt
1	Click Here to View RO			17/07/2023	17/07/2023	20/07/2023		Upload Digital Signed Acknowledgement	Download Acknowledgement <input type="button" value="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

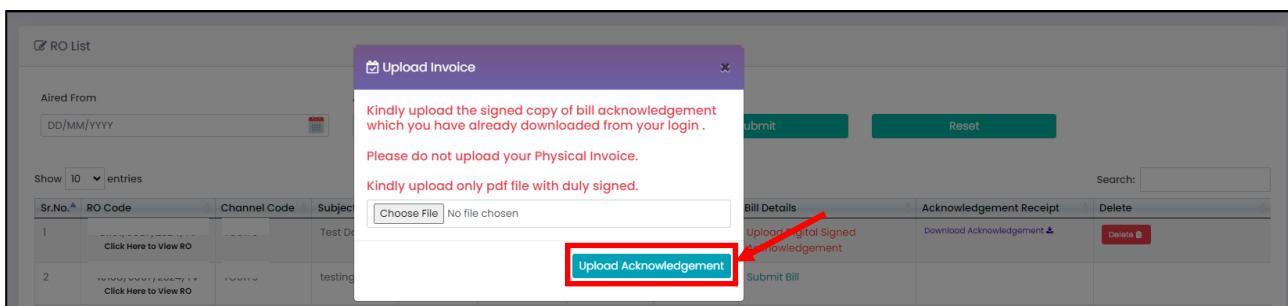
Aired From: DD/MM/YYYY Aired To: DD/MM/YYYY

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	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		

Search: []



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	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		

Search: []

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।