



CRS Release Order & Bill Submission User Manual सीआरएस रिलीज ऑर्डर और बिल सबमिशन उपयोगकर्ता मैनुअल

Step 1: To login/लॉगइन करने के लिए

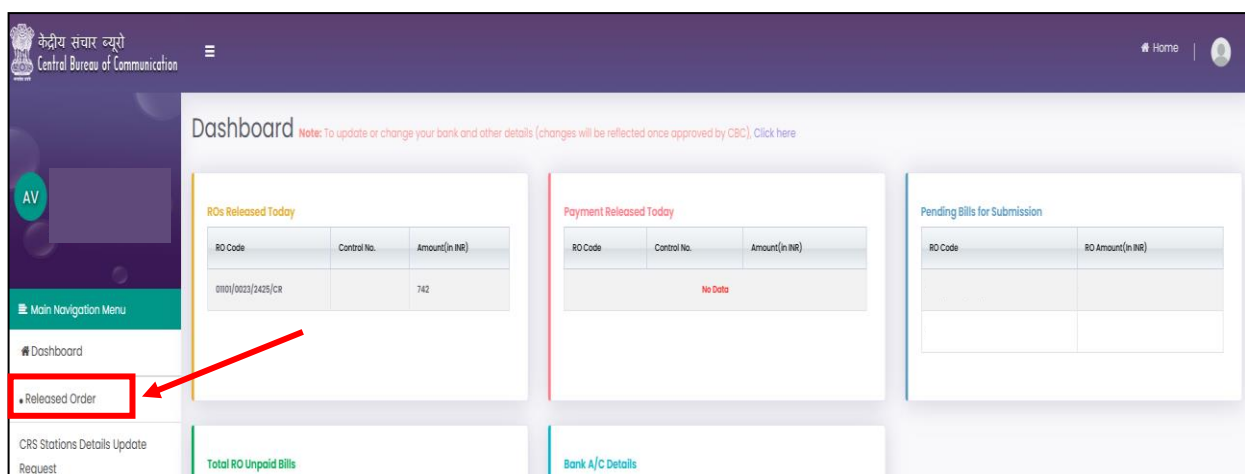
- Enter **Agency code**/ एजेंसी कोड दर्ज करें
- Enter **Password**/ पासवर्ड दर्ज करें
- Click on "**Login**" button/ "लॉगिन" बटन पर क्लिक करें



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 “Click here to view RO” and Download the RO.

आरओ देखने के लिए "क्लिक हेयर टू डाउनलोड आरओ" पर क्लिक करें और आरओ डाउनलोड करें।

RO List

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

Show 10 entries Search:

RO Details							Billing Details		
Sr.No.	RO Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Submission (Step-1)	Upload Invoice Summary (Step-2)	Bill Status
1		crs/25-02/2025	742.22	25/02/2025	25/02/2025	26/02/2025	Click Here to View RO Click Here to View RO Click Here to Download Creative	Submit Bill	Bill Not Submitted
2		english	2226.66	15/01/2025	16/01/2025	17/01/2025	Download Physical Invoice	Download digital Invoice	Bill Approved

Step 4: Click on “Submit Bill” under Bill Submission (Step-1) column.

बिल सबमिशन (चरण-1) कॉलम के अंतर्गत “सबमिट बिल ” पर क्लिक करें।

RO List

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

Show 10 entries Search:

RO Details							Billing Details		
Sr.No.	RO Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Submission (Step-1)	Upload Invoice Summary (Step-2)	Bill Status
1			742.22	25/02/2025	25/02/2025	26/02/2025	Submit Bill		Bill Not Submitted
2			2226.66	15/01/2025	16/01/2025	17/01/2025	Download Physical Invoice	Download digital Invoice	Bill Approved

Step 5: Choose file and click on “Upload” button to upload Broadcast Certificate Excel.

फ़ाइल चुनें और ब्राडकास्ट 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

Broadcast 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.	Rate (Per 10 Second)	Total Spot Per Day	Duration of Spot	No of Days	Total Secondage
1	74	5	10	2	100

Step 6: 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 Claim Amount:							Rs.0

Agency Code / Name

RO No.

RO Amount.

742.22

GST No.

Invoice Number.*

Invoice Amount.*

0

Invoice Date *

dd-mm-yyyy

Bill Officer Name*

Enter Bill Officer Name

Bill Officer Designation*

Enter Bill Officer Designation

Auth. Signatory Name/प्रमाणिक। हस्ताक्षरकर्ता का नाम*

Enter Auth Signatory Name

Auth. Signatory Designation/प्रमाणिक। हस्ताक्षरी पदनाम*

Enter Auth Signatory Designation

E-mail ID*

Enter E-mail ID

Invoice Attachment/चालान अनुसूचक* (Only PDF file will be uploaded)

Choose File

No file chosen

Broadcast Certificate/प्रसारण प्रमाणपत्र*

(Only PDF file will be uploaded)

Choose File

No file chosen

Submit

Step 7: Once bill submitted, you can download the Invoice receipt by clicking on
“Download Invoice Summary(unsigned)”.
एक बार बिल सबमिट हो जाने पर “डाउनलोड इनवॉइस सम्मरी (अहस्ताक्षरित)” पर क्लिक कर
के चालान रसीद डाउनलोड कर सकते हैं

RO List

Aired From

DD/MM/YYYY

Aired To

DD/MM/YYYY

Submit

Reset

Show 10 entries

Search:

RO Details							Billing Details		
Sr.No.	RO Code	Subject	RO Amount	Date Of Issue	Aired From	Aired To	Bill Submission (Step-1)	Upload Invoice Summary (Step-2)	Bill Status
1			742.22	25/02/2025	25/02/2025	26/02/2025	<div>✓</div> <div>Download Invoice Summary (Unsigned)</div>	<div>✗</div> <div>Upload Invoice Summary (Stamped and Signed)</div>	<div>Bill Not Submitted</div> <div>Delete RO</div>

Step 8: Click on "Upload Invoice Summary (Stamped and Signed)". Upload the bill and Click on "Upload".

"अपलोड इनवॉइस सम्मरी(मुद्रांकित और हस्ताक्षरित)" पर क्लिक करें। बिल रसीद अपलोड करें और "अपलोड " पर क्लिक करें।

The screenshot shows the 'RO List' interface. At the top, there are filters for 'Aired From' and 'Aired To' with date pickers and 'Submit' and 'Reset' buttons. Below this is a table with columns for 'Sr.No.', 'RO Code', 'Subject', 'RO Amount', 'Date Of Issue', 'Aired From', 'Aired To', 'Bill Submission (Step-1)', 'Upload Invoice Summary (Step-2)', and 'Bill Status'. The first row shows a bill with a status of 'Bill Not Submitted'. In the 'Upload Invoice Summary (Step-2)' column, there is a button labeled 'Upload Invoice Summary (Stamped and Signed)' which is highlighted with a red box. A red arrow points from the 'Bill Submission (Step-1)' column to this button.

The screenshot shows the 'RO List' interface with an 'Invoice Summary' modal open. The modal contains the following text: 'Kindly upload the signed copy of invoice summary which you have already downloaded from your login .', 'Please do not upload your Physical Invoice.', and 'Kindly upload only pdf file with duly signed.' Below this text is a 'Choose File' button and a text field showing 'No file chosen'. At the bottom of the modal is an 'Upload' button, which is highlighted with a red box. A red arrow points from the 'Upload Invoice Summary (Stamped and Signed)' button in the table to the 'Upload' button in the modal.

Note:

- Upload the signed copy of bill acknowledgment 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।