

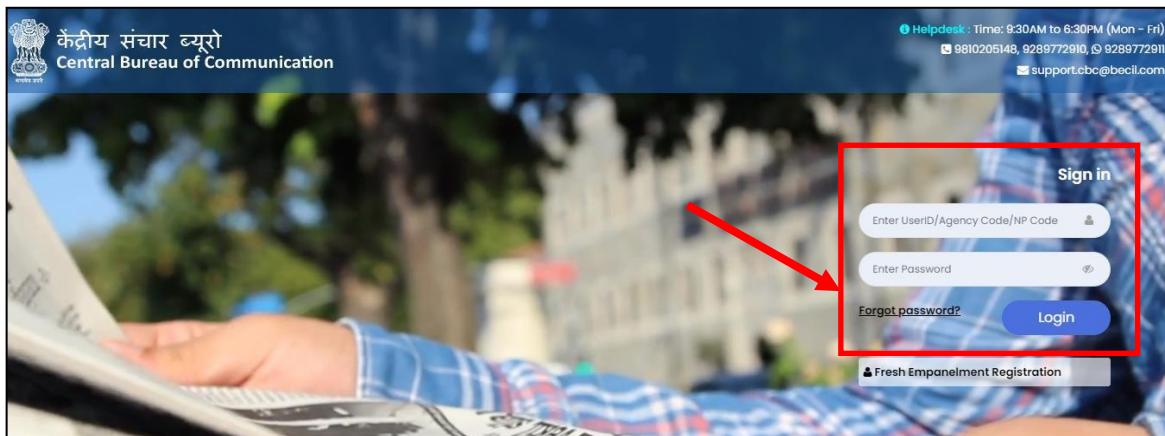


## CRS Release Order & Bill Submission User Manual

### सीआरएस रिलीज ऑर्डर और बिल सबमिशन उपयोगकर्ता मैनुअल

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

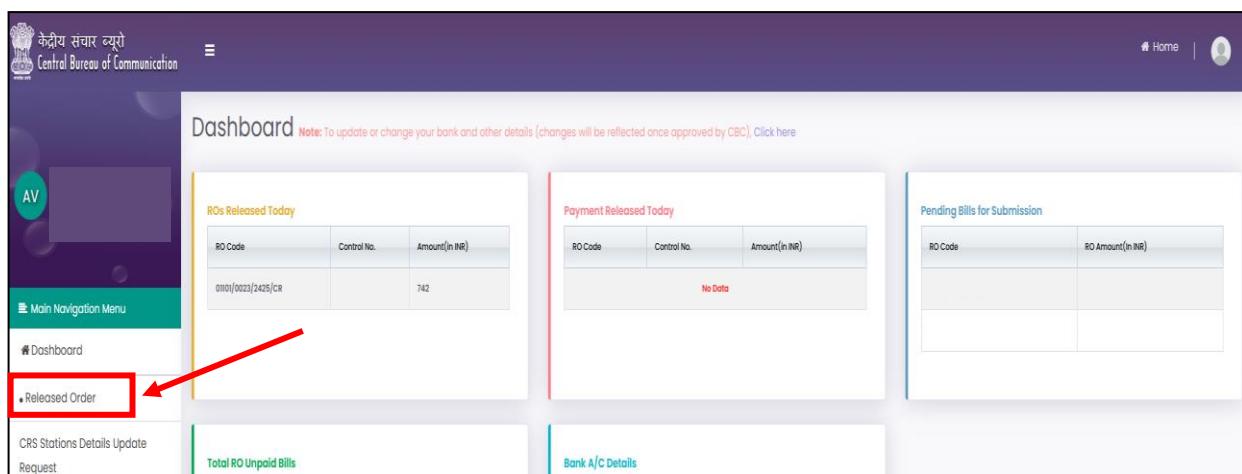
- Enter Agency code/ एजेंसी कोड दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button/ "लॉगिन" बटन पर क्लिक करें



**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 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	[REDACTED]	crs/25-02-2025	742.22	25/02/2025	25/02/2025	26/02/2025	<span style="color:red;">X</span>	<span style="color:red;">X</span>	Bill Not Submitted	
2	[REDACTED]	english	2226.66	15/01/2025	16/01/2025	17/01/2025	<span style="color:green;">✓</span>	<span style="color:green;">✓</span>	Bill Approved	

Search: [ ]

### **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 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	[REDACTED]	crs/25-02-2025	742.22	25/02/2025	25/02/2025	26/02/2025	<span style="color:red;">X</span>	<span style="color:red;">X</span>	Bill Not Submitted	
2	[REDACTED]	english	2226.66	15/01/2025	16/01/2025	17/01/2025	<span style="color:green;">✓</span>	<span style="color:green;">✓</span>	Bill Approved	

Search: [ ]

### **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।

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।

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: \_\_\_\_\_  
GST No.: \_\_\_\_\_ Invoice Number.\*: \_\_\_\_\_ Invoice Amount.\*: \_\_\_\_\_  
Invoice Date \*: dd-mm-yyyy Enter Bill Officer Name: \_\_\_\_\_ Bill Officer Designation\*: \_\_\_\_\_  
Auth. Signatory Name/\*ग्रामाधिका हस्ताक्षरकर्ता का नाम\*: \_\_\_\_\_ Enter Auth Signatory Name: \_\_\_\_\_  
Auth. Signatory Designation/\*ग्रामाधिका हस्ताक्षरी पदनाम\*: \_\_\_\_\_ Enter Auth Signatory Designation: \_\_\_\_\_  
E-mail ID\*: \_\_\_\_\_ Enter E-mail ID: \_\_\_\_\_  
Invoice Attachment/\*बालान अनुलग्नः\* (Only PDF file will be uploaded): \_\_\_\_\_  
Broadcast Certificate/\*प्रसारण प्रमाणयनः\* (Only PDF file will be uploaded): \_\_\_\_\_  
Choose File: \_\_\_\_\_ No file chosen Choose File: \_\_\_\_\_ No file chosen

**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		Aired To		RO Details					Billing Details
DD/MM/YYYY		DD/MM/YYYY		Submit	Reset				Search: _____
Show 10 entries									
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	25/02/2025	✓	✗ Download Invoice Summary(unsigned) Click Here to View RO Click Here to View RO Click Here to Download Creative	Bill Not Submitted

**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' page. At the top, there are filters for 'Aired From' and 'Aired To' with date pickers, and buttons for 'Submit' and 'Reset'. Below is a table with columns: 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 data for an RO code starting with 'CRS/...'. The 'Bill Submission (Step-1)' column has a green checkmark and a link 'Download Invoice Summary(Unsigned)'. The 'Upload Invoice Summary (Step-2)' column has a red 'X' and a link 'Upload Invoice Summary (Stamped and Signed)'. A red arrow points from the text above to this link.

The screenshot shows a modal window titled 'Invoice Summary'. It contains instructions: '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 these is a 'Choose File' input field with the placeholder 'No file chosen'. To the right are 'Submit' and 'Reset' buttons. At the bottom, there is a table identical to the one in the previous screenshot, with the 'Upload' button highlighted by a red box and a red arrow pointing to it.

**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।