

**User Manual**

**For**

**Dues calculation based on audited GR -**

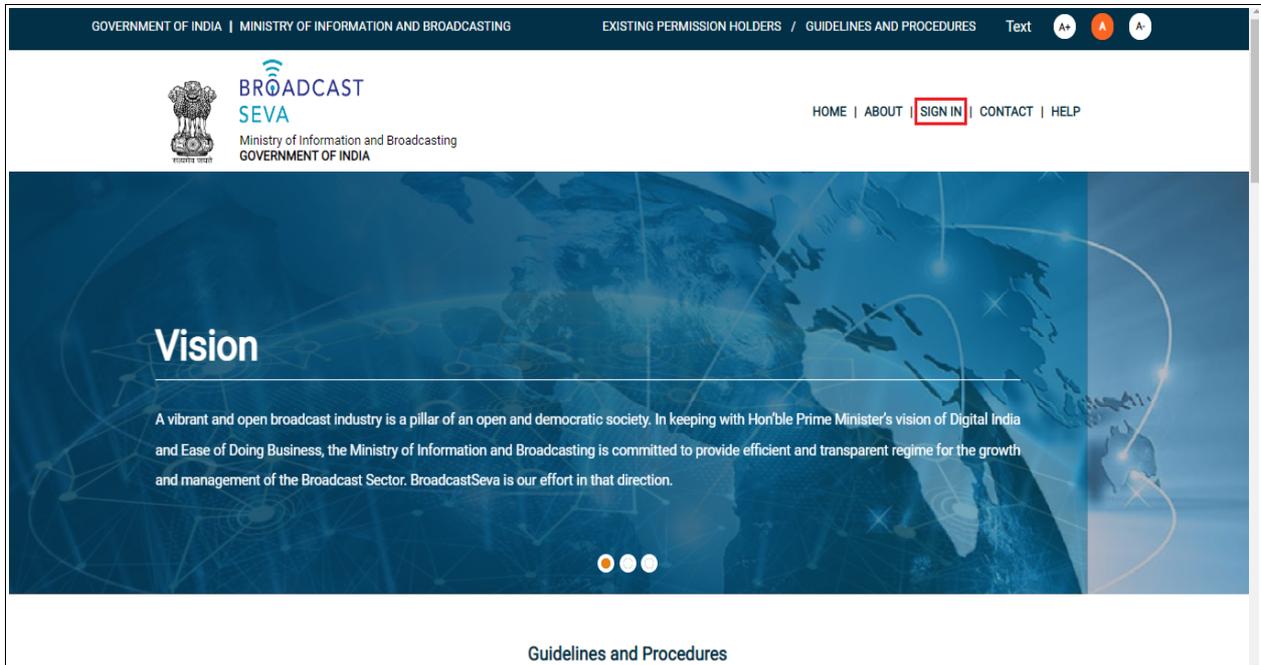
**Payment of balance fee and interest on balance**

**Private FM Channels**

**Broadcast Seva**

**Ministry of Information and Broadcasting**

1. On Broadcast Seva website, click 'Sign In' button on top right as highlighted below.



Login Screen as under is displayed.

- 2. On Log In page, enter username (official email ID using which sign up is done) and password and captcha and click 'Log In' button.

[If a first time user and not a member, click 'Sign Up' to create an account. Refer User Registration user manual. Data for permission holders shall be visible only if username is entered as per Ministry records.

**Note:** If account is locked due to unsuccessful attempts, click 'Forgot Password / Unlock account ' on bottom right to first unlock account and create a new password for the account on Broadcast Seva.]

GOVERNMENT OF INDIA | MINISTRY OF INFORMATION AND BROADCASTING

**BROADCAST SEVA**  
Ministry of Information and Broadcasting  
GOVERNMENT OF INDIA

Home Page

Broadcast Seva Login | Raise Support Request | View Support Request status | User Manual

Existing User Log In

Username  
Enter Username

Password  
Enter Password

Type the Code shown **WYCAK**  
Please enter above code

LOG IN

Not a Member? Sign Up

Forgot Username | Forgot Password / Unlock Account

**Instructions**

1. If you already have a Broadcast Seva account, please log in with your User ID and password.
2. If you are an existing permission holder from the Ministry of Information and Broadcasting or have applied for new permission before go live date to the Ministry of Information and Broadcasting, then please log in as per the details provided in the email about creating/ accessing your Broadcast Seva account.
3. If you have an application / permission / license / registration approval from Broadcast Seva but have not received any e-mail , please reach out to us at feedback[dot]bcs[dash]moib[at]gov[dot]in.

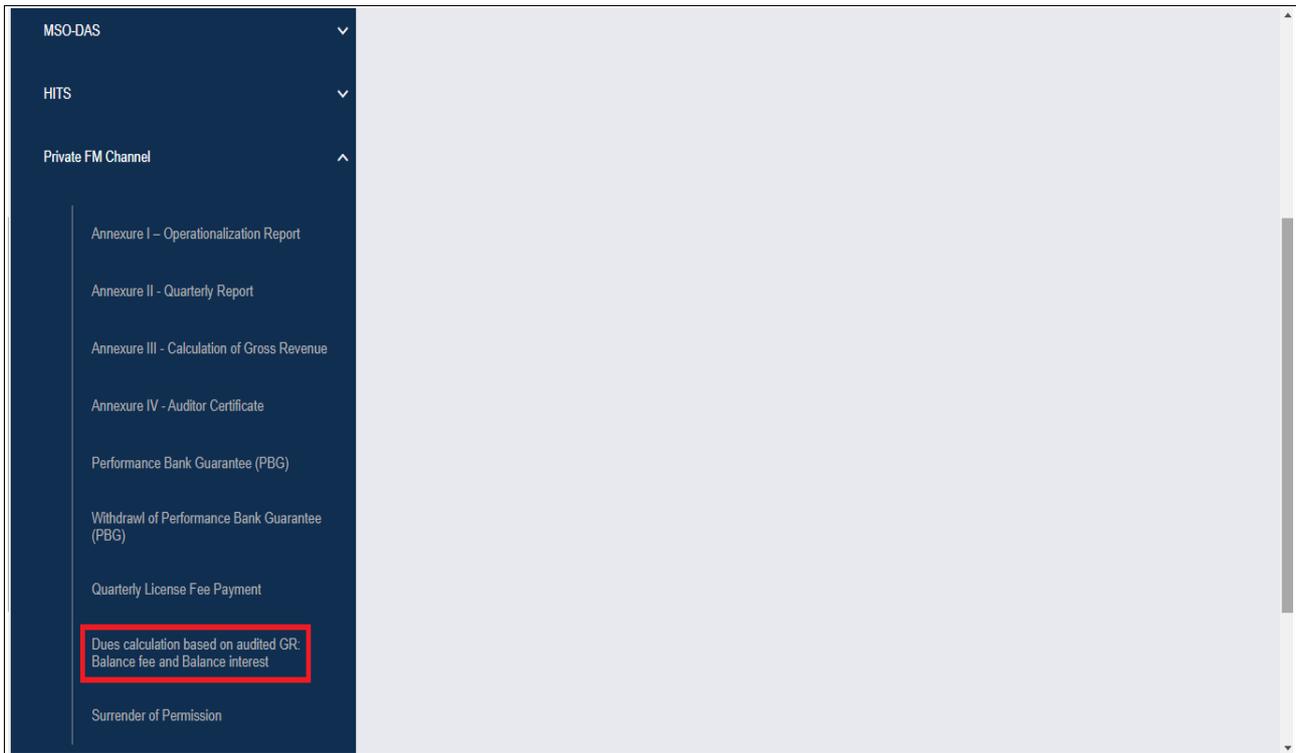
- 3. On logging in, following screen is displayed. Click 'Services' on top followed by 'Private FM Channels' on the left service pane.

**BROADCAST SEVA**  
Ministry of Information and Broadcasting  
GOVERNMENT OF INDIA

(View Role) | View Profile | User Manual | Logout

Home | **Services**

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4. Click 'Dues calculation based on audited GR: Balance fee and interest on balance' i.e. required service name under 'Private FM Channels' module in service pane.
5. Grid screen for the required, selected service is displayed as under.
6. Click 'Start filling new application' to open the form for the required, selected service as displayed below.

Home | Services

Services > Private FM Channel > Dues calculation based on audited GR: Balance fee and Balance interest

### Dues calculation based on audited GR: Balance fee and Balance interest

**Note:**  
Please select 'Payment already made to BharatKosh' on page 2 to submit previous payments. Ensure to select previous unpaid amount before selecting the amount of payment as on present date. It is mandatory to submit payment application every quarter even in the case when excess amount is already paid and selected amount for payment is 0.

Search:

S.No.	Application Number	Application Date	Application Status	View Acknowledgement Receipt
No data available in table				

Showing 0 to 0 of 0 entries

[Start filling new application](#) [Start partial filled application](#)

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Dues calculation based on audited GR

Page One Page Two

### Dues calculation based on audited GR

#### Balance and Interest on Balance

Financial Year \*  
---Select Option---

Frequency row	Zone	State	Category of City	City	Frequency (MHZ)	Date of submission of audited GR	Quarters to which balance is applicable	Annual License Fee	4% of Audited GR	Previous Excess Amount, if any	Balance payable	Delay (in days)	Interest on Fee
---------------	------	-------	------------------	------	-----------------	----------------------------------	---	--------------------	------------------	--------------------------------	-----------------	-----------------	-----------------

(\* marked fields are MANDATORY to fill)

[Save & Next](#)

7. Select value for 'Financial Year' field whose balance needs to be checked for payment.

- 8. Details of channel-wise balance fee/ interest on balance/ both as applicable are displayed. Verify and select the channel frequency rows for which payment needs to be made. Select amount for balance fee payable/ interest on balance/ both and click 'Save and Next'. Selected amount is confirmed as added in payment amount using the prompt message. Click 'OK' to proceed.

**Dues calculation based on audited GR**

**Balance and Interest on Balance**

Financial Year \*  
2021-2022

Frequency row	Zone	State	Category of City	City	Frequency (MHZ)	Date of submission of audited GR	Quarters to which balance is applicable	Annual License Fee	4% of Audited GR	Previous Excess Amount, if any	Balance payable	Delay (in days)	Interest on Fee
<input checked="" type="checkbox"/>							Apr-June : 2020 Jul-Sep : 2020 Oct-Dec : 2020 Jan-Mar : 2021			0	<input checked="" type="checkbox"/>	298	<input checked="" type="checkbox"/>

(\* marked fields are MANDATORY to fill)

Save & Next

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- 9. Similarly, select payment amount channel-wise and by selecting another financial year for which payment is pending.
- 10. Click 'Save & Next' button to proceed to page two for payment.

**Dues calculation based on audited GR**

**Selection for Fee Payment**

Frequency row	Zone	State	Category of City	City	Frequency (MHZ)	Date of submission of audited GR	Quarters to which balance is applicable	Annual License Fee	4% of Audited GR	Previous Excess Amount, if any	Balance payable	Delay (in days)	Interest on Fee
<input checked="" type="checkbox"/>							Apr-June : 2020, Jul-Sep : 2020, Oct-Dec : 2020, Jan-Mar : 2021				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

**Total Amount: \***  
(Balance + Interest on Balance)

**Selected Amount: \***  
(Balance + Interest on Balance)

**Selected Amount: \***  
(Balance Fee)

**Payment Type** ?

--Select--
v

**Selected Amount: \***  
(Balance Fee)

**Payment Type** ?

--Select--
v

--Select--

Payment already made to Bharatkosh

Online

**Selected Amount: \***  
(Interest on Balance Fee)

**Payment Type** ?

--Select--
v

(\* marked fields are MANDATORY to fill)

Previous
Preview

Back
Save as Draft
Submit

11. Select 'Payment Type' as 'Online' to make payment online, or as 'Payment already made to BharatKosh' if payment is done through BharatKosh externally.
  - For online payment-
    - a. Select 'Proceed to Pay'. A confirmation message prompt is displayed. Click 'OK' to proceed.
    - b. A message window is displayed stating that a new tab shall be opened in browser for payment on which back and refresh buttons should not be clicked. Click 'OK' to confirm. A new browser tab opens with respect to online payment prompting to wait till applicant details are displayed.

**ANNUAL PAYMENT OF BALANCE FOR FM RADIO C**

**Payment Mode**

Online (Credit/Debit Card, Net Banking etc.)

Offline (NEFT, RTGS etc.)

**Payment Amount** \* ?

**Application No** \* ?

**Payment Date** \* ?

**Transaction Ref No** \* ?

**Payment Status** ?

[Refresh Payment Status](#) | [Download Details](#)

[Reset Payment Details](#)

[Past Payment List](#)

Are you sure want to proceed for payment?

**OK** Cancel

**Proceed to Pay**

Redirecting to new tab, Please do not close current tab to continue your form filling after payment, after successful payment do click on 'Refresh Payment Status' to reflect payment status. Or click on 'Reset Payment Details' to reset payment.

**OK**

Home | Services  
**Please wait...**  
**Proceeding to Payment.....**  
**Don't press back or refresh button...**

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**Payment**

Applicant Details

Applicant Name\*

Address Details

Address Line 1*	Address Line 2*
Landmark	District*
State*	Country*
PIN Code*	

- c. Verify details, enter remarks and click 'Submit'.
- d. Pay the selected amount online and submit to proceed.
- e. Transaction ID is displayed with payment status as success on payment response page. Click 'OK'.

**Contact Details**

Mobile No.\*  Alternate Mobile No.

EmailID\*  Alternate Email ID

Application Type\*  
 Payment of Balance and Interest on Balance

Service Name\*  
 Dues Calculation Based on Audited GR

Application Number

Remarks\*

Fee Details		
Select	Service Description	Payment Amount
<input checked="" type="checkbox"/>	Dues Calculation Based on Audited GR	<input type="text"/>
<b>Total</b>		<input type="text"/>

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Home | Services

Payment Transaction ID

Applicant Name:

Service Name: Dues Calculation Based on Audited GR

Response:

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- f. Payment acknowledgment page is shown. Click 'Download details' to download the same.
- g. Click 'OK' to proceed. Payment transaction details with application number are displayed.



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Home | Services

Please wait...  
Redirecting to Payment Acknowledgement Page.....  
Don't press back or refresh button...

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Home | Services

Payment Acknowledgement

Payment Details

Payment Status : SUCCESS	Payment Date: <input type="text"/>
BharatKosh Transaction ID: <input type="text"/>	Broadcast Seva ID: <input type="text"/>
Payment Amount (INR): <input type="text"/>	Payment Mode: Online
Payment Purpose: ANNUAL PAYMENT OF BALANCE FOR FM RADIO CHANNELS	

Applicant Details

Applicant Name: <input type="text"/>	Address: <input type="text"/>
Mobile No: <input type="text"/>	Email: <input type="text"/>

Application Details

Application Name: Payment of Balance and Interest on Balance	Service Name: Dues Calculation Based on Audited GR
Application No: <input type="text"/>	

OK
Download Details

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Home | Services

Search:

Sr. No.	Payment Transaction Id	Application Reference No	Application Name	Payment Date/Time	Payment Mode	Payment Status	Action
1	<input type="text"/>	<input type="text"/>	Dues Calculation Based on Audited GR	<input type="text"/>	Online	SUCCESS	<a href="#" style="color: white; text-decoration: none;">Download Details</a>

- h. Navigate to the application tab of browser and system displays payment status as 'Success'. Click 'OK'.
- i. Details of payment are auto-populated in the payment details section under payment type, as displayed in screenshot below.  
Repeat step 11 and the above steps if 'Selected amount (Interest)' is not zero.

The screenshot shows the 'Broadcast Seva' web application interface. At the top left is the Government of India logo and the text 'SEVA Ministry of Information and Broadcasting GOVERNMENT OF INDIA'. A notification box at the top center displays 'Your payment status is : SUCCESS' with a blue 'OK' button highlighted by a red box. The top right contains user navigation links: '(View Role) | View Profile | User Manual | Logout'. Below the header, there are navigation tabs for 'Home' and 'Services', with a dropdown menu for 'Dues calculation based on audited GR'. The main content area shows 'Page One' and 'Page Two' tabs, with 'Page Two' selected. A teal header bar reads 'Dues calculation based on audited GR'. Below this is a section titled 'Selection for Fee Payment' containing a table with the following columns:

Frequency row	Zone	State	Category of City	City	Frequency (MHZ)	Date of submission of audited GR	Quarters to which balance is applicable	Annual License Fee	4% of Audited GR	Previous Excess Amount, if any	Balance payable	Delay (in days)	Interest on Fee
---------------	------	-------	------------------	------	-----------------	----------------------------------	---	--------------------	------------------	--------------------------------	-----------------	-----------------	-----------------

**Payment Purpose**  
ANNUAL PAYMENT OF BALANCE FOR FM RADIO CHANNELS

**Payment Mode**  
 Online (Credit/Debit Card, Net Banking etc.)  
 Offline (NEFT, RTGS etc.)

**Payment Amount** \* ?

[Proceed to Pay](#)

**Application No** \* ?

**Payment Date** \* ?

**Transaction Ref No** \* ?

**Payment Status** ?  
SUCCESS

[Refresh Payment Status](#) | [Download Details](#)  
[Reset Payment Details](#)

[Past Payment List](#)

Selected Amount: \* (Interest on Balance Fee)

Payment Type \* ?  
Payment already made to Bharatkosh

Challan Number/UTR/Transaction Reference Number \*  
Challan/UTR/Transaction Date \*  
dd-mm-yyyy

Challan Amount \*  
Bharat Kosh Challan \*  
Choose File No File Uploaded  
Bharat Kosh Challan  
( Max Size:40 MB | Allowed Type:PDF | Max Files:1 )

(\* marked fields are MANDATORY to fill)

Previous Preview Back Save as Draft Submit

For payment already done externally via BharatKosh, select payment type as 'Payment already made to BharatKosh' and provide the following details -

- a. Challan number / Transaction Reference number/ UTR
- b. Challan/Transaction/UTR Date
- c. Challan amount, which shall be auto-poulated as selected amount
- d. Scanned copy of BharatKosh Challan receipt by clicking 'Choose File', where 'x' icon allows to delete the attachment and eye icon enables to view the attachment.

(Interest on Balance Fee)

Are you sure you want to submit this application?  
OK Cancel

Payment Type \* ?  
Payment already made to Bharatkosh

Challan Number/UTR/Transaction Reference Number \*  
Challan/UTR/Transaction Date \*  
Challan Amount \*  
Bharat Kosh Challan \*  
Choose File No File Uploaded  
Bharat Kosh Challan  
( Max Size:40 MB | Allowed Type:PDF | Max Files:1 )

(\* marked fields are MANDATORY to fill)

Previous Preview Back Save as Draft Submit

12. Click 'Preview' and 'Print Preview' if a copy of application is required to be downloaded in pdf format.
13. Click 'Submit' Following successful submission message is shown and amount is highlighted in green as paid. Click 'OK' on the message to move to application grid with status visible as 'Submitted'.
14. Once payment is acknowledged by Ministry, click 'Download receipt' under View Acknowledgment receipt column of application grid.



Balance payment is done and form successfully submitted  
with eApplication ID 2022-23/FM/BalancePayment/26072022/0000116996  
to FM Cell, Ministry of Information & Broadcasting on [REDACTED]  
for Company [REDACTED], City [REDACTED], Frequency [REDACTED]

Please know that the Ministry does not confirm the veracity of information provided but validates paid fee. Once the payment is processed at Ministry's end, updates in dues shall be reflected and notified.

Home | Services

**Dues calculation based on audited GR: Balance fee and Balance interest**

**Note:** Please select 'Payment already made to BharatKosh' on page 2 to submit previous payments. Ensure to select previous unpaid amount before selecting the amount of payment as on present date. It is mandatory to submit payment application every quarter even in the case when excess amount is already paid and selected amount for payment is 0.

Search:

S.No.	Application Number	Application Date	Application Status	View Acknowledgement Receipt
1	2022-23/FM/BalancePayment/26072022/0000116996	26-Jul-2022	Submitted	-

K < 1 > X    Showing 1 to 1 of 1 items

Start filling new application

Start partial filled application

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Home | Services

Services > Private FM Channel > **Dues calculation based on audited GR: Balance fee and Balance interest**

### Dues calculation based on audited GR: Balance fee and Balance interest

**Note:**  
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Search:

S.No.	Application Number	Application Date	Application Status	View Acknowledgement Receipt
1	2022-23/FM/BalancePayment/26072022/0000116996	26-Jul-2022	Submitted	<a href="#">Download Receipt</a>

K < 1 > X Showing 1 to 1 of 1 items

[Start filling new application](#) [Start partial filled application](#)

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