User Manual

For

Annexure I - Operationalization Report

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. <u>Note</u>: 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.]



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



4. Click 'Annexure I- Operationalization Report' i.e. required service name under 'Private FM Channels' module in service pane.

BROADCAST SEVA Main of Information and Broads arting contractionary of Point	(View Role) View Profile 🖄 Logout
Search	Home Service Service
MSO-DAS ~ TVI ~	Website Owned by Ministry of Information and Broadcasting, Government of India Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL
HITS 🗸	
LCO Private Fm Channel	
Annexure I – Operationalization Report	
Annexure II - Quarterly Report Annexure III - Calculation of Gross Revenue	
Annexure IV - Auditor Certificate	· · · · · · · · · · · · · · · · · · ·

5. Grid screen for the required, selected service is displayed as under.

	BRÔADCAST SEVA Ministry of Information and Broadcasting GOVERNMENT OF INDIA				(View Role) View	Profile User Manual 🙎 Logout
Home Sen	rices	lization Report				
Ann	exure - I Operationalization Report					
						Search:
S.No.	Application Number	Application Date	¢	Application Status	\$ Action	Remarks \$
1	2021-22/FM/OperationalizationReport/0000105874	10-Aug-2021		Sent Back	Send Back to BO	kjhk jkshf fksjfbawfkj w egew ge wge sg
2	2021-22/FM/OperationalizationReport/0000105819	09-Aug-2021		Submitted	Performance Bank Guarantee (PBG) View Application History	
Star Website Owned by Designed and Deve	filling new application Start partial I Ministry of Information and Broadcasting, Government of India oped by Tata Consultancy Services Ltd and Managed by BEOL	filled application		к (1 ➤ X Showing 1 to 2 of 2 iten	15

- 6. Click 'Start filling new application' to open the form for the required, selected service is displayed as under with company name auto-populated.
- 7. Select values for 'Zone', 'State', 'Category of City', 'Name of the City', 'Frequency (Mhz) fields.
- 8. Enter Channel ID, Address and all other details. Click 'Save and Next' to save the form filled till then and continue filling next pages.

Ann erationa	nexure I - alization Report							
One	Page two	Page three	Page four					
PR	OFORMA F	OR THE OP	ERATIONAI	LIZATION REF	PORT T	O BE SUBMITTED) BY THE PERMISS	SION HOLDER
Perm	ission Holder(Co	ompany) *				Zone *	State *	Category of city *
Su	nsystems					-Select Option-	-Please select-	-Please select- V
1.Nan	ne of the City *			Frequency(MHz)			Channel ID *	
	Please select		~			~	Channel ID	
2.Add	iress of the Pern	nission Holder *						
2.A	Address of the	Permission Hole	der					
					11			
3.Det	ails on the statu	s of the Permissior	n Holder's FM Rad	lio Broadcast facility				
(i) Dat	te of receipt of let	ter of the Intent from	the Grantor *			(ii) Date of application filled	with WPC for frequency alloca	ation *
(i) [Date of receipt of	of letter of the Inte	nt from the Gran	tor		(ii) Date of application	filled with WPC for frequen	cy allocation
						().D. (). ((anay ellegation *	
(iii) Da	ate of Application	tilled with WPC for S	SACEA clearance *			(iv) Date of receipt of freque	ency allocation	

3. Details on the status of the Permission Holder's FM Radio Broadcast facility	
(i) Date of receipt of letter of the Intent from the Grantor *	(ii) Date of application filled with WPC for frequency allocation *
(i) Date of receipt of letter of the Intent from the Grantor	(ii) Date of application filled with WPC for frequency allocation
(iii) Date of Application filled with WPC for SACFA clearance *	(iv) Date of receipt of frequency allocation *
(iii) Date of Application filled with WPC for SACFA clearance	(iv) Date of receipt of frequency allocation
(v) Date of receipt of SACFA clearance *	(vi) Name and Postal Address of Prasar Bharti/ LTI provider *
(V) Date of receipt of SACFA clearance	(vi) Name and Postal Address of Prasar Bharti/ LTI provider
(vii) Date of signing agreement with Prasar Bharti/LTI provider *	(viii) Name and Registered Office Address of System Integrator *
(vii) Date of signing agreement with Prasar Bharti/LTI provider	(viii) Name and Registered Office Address of System Integrator
(ix) Date of signing agreement with System Integrator *	(x) Date of signing GOPA *
(ix) Date of signing agreement with System Integrator	(X) Date of signing GOPA
(xi) Date of issue of permission *	(xii) Date of completion of FM Radio Channel installation *
(xi) Date of issue of permission	(xii) Date of completion of FM Radio Channel installation
(xiii) Date of issue of Wireless Operational License by the WPC *	(xiv) Date of commissioning of broadcast by the Permission Holder *
(xiii) Date of issue of Wireless Operational License by the WPC	(xiv) Date of commissioning of broadcast by the Permission Holder

Choose File No File Uploaded * (Max Size:40 MB Allowed Type:pdf Max Files:10) WOL GOPA	(* marked fields are MANDATORY to fill)	
Website Owned by Ministry of Information and Broadcasting, Government of India Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL		

4. Give the following particulars about the site of CTI		
(a) Area(Open/ Covers Space in sq meters) *	(b) Coordinates *	
	Latitude	Longitude
(a) Area(Open/ Covers Space in sq meters)	Latitude	Longitude
(c) Complete postal Address *	(d) Whether free hold or lease	basis *
(c) Complete postal Address	Please select	
	Please select	
(f) Whether the site is within Municipal/ Corporation/ City Development Au	thority Limits? *	
Please select	~	
5.Give the following particulars about the site of studio		

5. Give the following particulars about the site of studio		
(a) Area(Open/ Covers Space in sq meters) *	(b) Coordinates *	
	Latitude	Longitude
(a) Area(Open/ Covers Space in sq meters)	Latitude	Longitude
(c) Complete postal Address *	(d) Whether free hold or lease basis: *	
(c) Complete postal Address	Please select	~
	Please select	
	Free Hold Lease	
(e) Whether the site is within Municipal /Corporation/City Development Authority Limits ?		
Please select 🗸		
6. Give the following details about the transmission equipment installed		
(a) Effective Radiated Power (ERP) of the transmitter (in KW): *	(b) Effective Height of the Antenna above A	verage Terrain (EHAAT)(in Meters): *
(a) Effective Radiated Power (ERP) of the transmitter (in KW):	(b) Effective Height of the Antenna above A	Average Terrain (EHAAT)(in Meters):
(c) Antenna Polarization: *	(d) Gain of the antenna: *	
(c) Antenna Polarization:	(d) Gain of the antenna:	
(e) Type of Stereophonic Transmission System: *	(f) Pre- emphasis to be employed (in micro-	seconds): *
(e) Type of Stereophonic Transmission System:	(f) Pre- emphasis to be employed (in	n micro-seconds):
(g) Max deviation (in KHz): *	(h) Operational Frequency of Channel(in M	Hz) *
(a) Max deviation (in KHz):	105 50	

6. Give the following details about the transmission equipment installed	
(a) Effective Radiated Power (ERP) of the transmitter (in KW): *	(b) Effective Height of the Antenna above Average Terrain (EHAAT)(in Meters): *
(a) Effective Radiated Power (ERP) of the transmitter (in KW):	(b) Effective Height of the Antenna above Average Terrain (EHAAT)(in Meters):
(c) Antenna Polarization: *	(d) Gain of the antenna: *
(c) Antenna Polarization:	(d) Gain of the antenna:
(e) Type of Stereophonic Transmission System: *	(f) Pre- emphasis to be employed (in micro-seconds): *
(e) Type of Stereophonic Transmission System:	(f) Pre- emphasis to be employed (in micro-seconds):
(g) Max deviation (in KHz): *	(h) Operational Frequency of Channel(in MHz) *
(g) Max deviation (in KHz):	106.60
7. Give the following details about the studio setup	
(a) Number and types of studios/booths: *	(b) Brief Particulars of Mixing and Switching Systems: *
(a) Number and types of studios/booths:	(b) Brief Particulars of Mixing and Switching Systems:
(c) Brief Particulars about Recording /Playback equipment *	(d) Details of ST Link if used
(c) Brief Particulars about Recording /Playback equipment	(d) Details of ST Link if used
	(* marked fields are MANDATORY to fill)
Previous	Save & Next

0.11-							
8.Has	s the field streng rt: *	th/ reception sur	vey been carried o	out? Enclose a copy of the			
0	Yes O No						
0.01	an the fallender						
9. Gr	ve the following	details about the	power supply con	nection obtained.			
(a) Lo	oad(kW): *			(b) Supply Voltage(Volts): *	•	(c) Whether 3 phase or single phase:	*
(a)) Load(kW):			(b) Supply Voltage(Vo	Its):	Select One	~
10. Hav adequa	ve the recommen ite Fire Fighting	dations for Fire I equipment instal	-ighting arrangeme led?: *	ents been obtained and	11. Are regulations concer facilities for the same prov	ning tower lightning being followed an /ided?: *	id necessary
	s O No				◯ Yes ◯ No		
12. Whe broadca to enab	ether necessary ast material mac ole it to dispose-	infra-structure fo le by the Permiss off complaints by	or continuous recon sion Holder as requ the public with res	rding and monitoring of irred by the Government spect to the broadcasts	13. Is the Permission Hold for FM sound broadcastin	er complying with the audio and transi g as stipulated in license conditions?:	mission standards *
made b	by the Permissio	n Holder?: *	the public marres	speet to the broadcasts	◯ Yes ◯ No		

0 11 41 6-14 -441-/41			
o.nas die neio strengdn/ reception s report: * ● Yes ○ No	urvey been carried out? Enclose a copy of the	Choose File No Fil Copy of Report (Max Size:40 MB Allo	le Uploaded owed Type:PDF Max Files:1)
9. Give the following details about t	he power supply connection obtained.		
(a) Load(KW): ^	(b) Supply Voltage(Volts): ^	Its):	(c) Whether 3 phase or single phase: *
10. Have the recommendations for Fir adequate Fire Fighting equipment inst	e Fighting arrangements been obtained and alled?: *	11. Are regulations conc facilities for the same pr	cerning tower lightning being followed and necessary rovided?: *
⊖Yes ⊖No		⊖Yes ⊖No	
12. Whether necessary infra-structure broadcast material made by the Permi to enable it to dispose-off complaints made by the Permission Holder?:*	for continuous recording and monitoring of ssion Holder as required by the Government by the public with respect to the broadcasts	13. Is the Permission Ho for FM sound broadcast ◯ Yes ◯ No	older complying with the audio and transmission standards ting as stipulated in license conditions?: *

	Designation of Authorized Person of the Permission Holder *
Name of Authorized Person of Permission Holder	Designation of Authorized Person of the Permission Holder
Signature of Authorized Person of the Permission Holder	Dated*
Signature of Authorized Person of the Permission Holder	Dated
Authenticated by:	
Name of Authenticated Signatory of System Integrator *	Designation of Authenticated Person of System Integrator *
Name of Authenticated Signatory of System Integrator * Name of Authenticated Signatory of System Integrator	Designation of Authenticated Person of System Integrator * Designation of Authenticated Person of System Integrator
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Name of Authenticated Signatory of System Integrator * Name of Authenticated Signatory of System Integrator Signature of Authenticated Signatory of the System Integrator Signature of Authenticated Signatory of the System Integrator	Designation of Authenticated Person of System Integrator * Designation of Authenticated Person of System Integrator Dated* Dated
Name of Authenticated Signatory of System Integrator * Name of Authenticated Signatory of System Integrator Signature of Authenticated Signatory of the System Integrator Signature of Authenticated Signatory of the System Integrator e:- Duly attested copy of Annexure I by Permission Holder and System	Designation of Authenticated Person of System Integrator " Designation of Authenticated Person of System Integrator Dated" Dated tem Integrator may be uploaded on next tab and hard copy may be sent to FM

Enter all other details to complete the form. Click 'Save and Next' to save the form filled till then. Click 'Home' followed by 'Draft List' and select draft number to view the saved form and continue filling the same.

9. Click 'Preview' to see the form as filled, and click 'Print Preview' to take a print out of completed form.

On clicking 'Preview' button-

	Name of Authenticated Signatory of System Integrator * dklfjdsk	Designation of Authenticated Person of System Integrator * kjdklfjds
	Signature of Authenticated Signatory of the System Integrator	Dated* 30/11/2021
Note: FM Ce	Duly attested copy of Annexure I by Permission Holder and System Il directly.	tem Integrator may be uploaded on next tab and hard copy may be sent to

On clicking 'Print Preview' button-

		<u> </u>		
PROFORMA FOR THE OPERATIONALIZATION F HOLDER	REPORT TO BE SUBMITTED BY THE PERMISSION	Print		3 page
Permission Holder(Company) *	Zans '			
Sunsystems	East		-	
State *	Calegory of the "	Destination	Save as PDF	*
Tripura	A+		-	
1.Name of the City	Frequency(MHz) "			
GOMATI	106.50			
Channel ID *		Pages		-
Sunsystems test live 106.6 radio		, ages	740	
2.Addmss of the Permission Halder * Test-87678, Building 7, Lane 6, Phase 10, Tata Euroka Aptint Housing Iane, near Geeta temple, Varanasi - 1378691				
3.Details on the status of the Permission Holder's FM Radio Broadcast				
facility		Pages per sheet		*
(i) Date of receipt of latter of the intent from the Granitor "	(ii) Date of application Slied with WPC for frequency allocation "	The second s		
29/11/2021	30/11/2021			
(III) Date of Application filled with WPC for SACFA clearance "	(iv) Date of receipt of frequency ellocation 1			
36/11/2021	38/11/2021			
(v) Date of receipt of SACEA clearance "	(vi) Name and Postal Address of Prasar Bhatti LTI provider "	Margins	Minimum	-
36/14/2021	ok Test-07678, Building 7, Lane 6, Phase 10, Tata Eureka Aptret Housing			
	lans, near Geeta temple, Varanasi - \$78601			
(vii) Date of signing agreement with Prasar BhartiLTI provider *	(viii) Name and Registered Office Address of System Integrator 1			
36/15/2021	ok Test-67678, Building 7, Lane 6, Phase 10, Tata Eureka Aptint Housing			
	taris, near Georg Ibingas, Varariasi - 21/09/1	Ontions	Headers and foot	ore
(ix) Date of signing agreement with System Integrator *	(ii) Date of signing GDPA *	options		010
36/15/2621	38/19/2021			
(x) Date of issue of permission "	(sii) Date of completion of FM Radio Channel installation "		_	
(xi) Date of lasse of permission " 01/12/2021	(w) Date of completion of FM Radio Channel installation." 62/12/2821		Background graph	nics
(xi) Date of issue of permission " 01/12/2021 (xii) Date of issue of Weekes Countional License by the WDP *	(H) Date of completion of FM Radio Channel installation " 62/12/2021 DAV. Date of commissionine of broadcast by the Permission Holder "		Background graph	nics
(xi) Date of Issue of permasion " 911/22021 (xii) Date of Issue of Wastess Operational License by the WPC " 911/92021	(wi) Date of completion of PM Radio Channel Installation * 69/190821 (wi) Date of commissioning of brandcast by the Plemission Hidder * 5549-9449		Background graph	nics
(xi) David false of permason " entrazzori (xii) David false of Warlins: Operational Lionse by the WPC " extrazzori	(e) De ef completion of PM Radio Diversit Indultation * E47132821 (vid) Oble of commissioning of bracksaf by the Permission Halder * 25507983		Background graph	nics
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(c) Date of state of procession " (c) Date of state of Wheters Operational Liness by the NPC * (c) Date of state of Wheters Operational Liness by the NPC * (c) Date of state of Wheter Operational Liness by the NPC * (c) Date of State of Wheter Operational Liness by the NPC * (c) Date of State of Wheter Operational Liness by the NPC *	(a) (Dia di completion of VI Rado Charves installaton * 6413035 (oli) Oslin d'aceminatoria di Stanktud ky Ba Perminaton Hador * 36631983		Background graph	nics
(c) Date of these of persons " encoded at a set of Workers Operational Libraris by the WPC * encoded at a set of Workers Operational Libraris by the WPC * encoded at a set of the encoded at a set of	 (a) Close of completion of M Rade Coverse installation.¹⁶ 84:192821 (a) Chair of communicary of Installant by Ra Permission Holder.¹⁶ 2450-1983 		Background graph	nics
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PO Date of Asset of Persons" Second Second Contract Contract of the WPC * Second Second Contract Contract ModelSecond Second Seco	(e) One of complete of M Rade Carent inteldies* Ex19287 (b) One of commission of Sector And Sector		Background graph	nics
O Date of the of generation " Organization O	(e) De di dongeles el 114 Badi Caren indefan [®] E13328 (e) Des di communica d'Alexica y de Pension Haler [®] E155195 REPORT TO BE SUBMITTED BY THE PERMISSION		Background graph	nics
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C) Date of the of pression? C) Date of the of pression? C) Date of the of the off t	(e) Constraints of M Rade Carent installers* Ex19287 Ex19287 Ex19287 Ex10 Constraints of M Rade Carent installers* Ex1939 EX19 EX1939 EX19 EX1939 EX19 EX19 EX19 EX19 EX19 EX19 EX19 EX1		Background graph	nics
(c) Date of the of persons." (c) Date of the of persons." (c) Date of the of the off	(e) Constrained of M Base Carent installants" EN30287 (b) Chost of communiting of Samkard by the Persisten Holder" EX59983 EXEPORT TO BE SUBMITTED BY THE PERMISSION 8) Constraines" SLatable SL33 (f) Theffer has bid or keen lases."		Background graph	nics
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10. Click 'Close Preview' to return to the filled form in editing mode.

Authenticate	ed by:		
Name of Auther dkifjdsk Signature of Au	nticated Signatory of System Integrator * thenticated Signatory of the System Integrator	Designation of Authenticated Person of System Integrator * kjdklfjds or Dated*	
<u>Note</u> :- Duly attested FM Cell directly.	copy of Annexure I by Permission Holder and	30/11/2021 System Integrator may be up	loaded on next tab and hard copy may be sent to
Previous	Print Preview	Close Preview	(* marked fields are MANDATORY to

PROFORM	IA FOR THE OF	PERATIONALIZATION	N REPORT TO	O BE SUBMITTE	D BY THE PERMIS	SION HOLDER
Scanned Copy o	of ANNEXURE-I attested	I by Permission Holder and Sy	stem Integrator			
Choose File Scanned Cop	No File Uploaded y of ANNEXURE-I attest	ed by Permission Holder and Sys	tem			
Integrator* (Max Size:40	MB Allowed Type:pdf	Max Files:1)				

11. Click 'Save as Draft' to save the completed form. Following successful draft saved message is displayed.

Draft 'Draft/2021-22/FM/OperationalizationReport/0000103119' updated successfully.	
ΟΚ	

Draft List						
Draft Name	Created Date and Time	Action				
Draft/2021-22/FM/OperationalizationReport/0000103119	04/12/2021 15:03:59	Delete				

- 12. Click draft name to open the same and navigate to last page.
- 13. After signing of printed form, scan and upload the same on last page by clicking 'Choose File' and click 'Submit'.

Page One Page two Page three Page four
PROFORMA FOR THE OPERATIONALIZATION REPORT TO BE SUBMITTED BY THE PERMISSION HOLDER
Scanned Copy of ANNEXURE-I attested by Permission Holder and System Integrator
Choose File No File Uploaded Scanned Copy of ANNEXURE-I attested by Permission Holder and System Integrator
(Max Size:40 MB Allowed Type:pdf Max Files:1)
Previous Back Save as Draft Submit

14. On clicking 'Submit', a confirmation prompt is displayed. Click 'OK' to submit the form.

		SEVA Ministry of Information and Broadcasting GOVERMENT OF INDE	Are you sure you want to submit this application?	(View Role)	View Profile 🙎 Logout
Home	Service A Operatio	nnexure I - onalization Report			
	Page One	Page two Page three Pag	e four		
	PI	ROFORMA FOR THE OPERAT	IONALIZATION REPORT TO BE SUBMITTED BY TI	HE PERMISSION H	OLDER
	Sc.	anned Copy of ANNEXURE-I attested by Perm	ission Holder and System Integrator		
		Choose File Scanned Copy of ANNEXURE-I attested by Per Integrator*	» X nission Holder and System		
		(Max Size:40 MB Allowed Type:pdf Max File:	(1)		
		Previous Back	Save as Draft Submit		

Successful submission message as under is displayed.



Click 'OK' to navigate to service grid with submission application number and status displayed.



- 15. View status in the service grid, and take necessary action to do the needful on viewing Remarks if sent back by Ministry.
 - a. On clicking 'Send back to BO', form is displayed in editable mode.
 - b. Make the required updates as per remarks.
 - c. Upload revised scanned copy of signed annexure
 - d. Click 'Update' and confirm by clicking 'OK' to re-submit the corrected form as required.

Service	Service > Private Fm Channel > Annexure I – Operationalization Report							
A	Annexure - I Operationalization Report							
S.No.	Application Number	Application Date	Application Status	Action	Remarks			
1	2021-22/FM/OperationalizationReport/0000103119	04-Dec-2021	Sent Back	Send Back to BO	WPC signed copy needs to be uploaded too, sending back for correction			

(ix) Date of signing agreement with System Integrator *	(x) Date of signing GOPA *
30/11/2021	30/11/2021
(xl) Date of issue of permission *	(xii) Date of completion of FM Radio Channel installation *
01/12/2021	02/12/2021
(xiii) Date of issue of Wireless Operational License by the WPC *	(xiv) Date of commissioning of broadcast by the Permission Holder *
02/12/2021	25/03/1993
Choose File A1.pdf ● X AT_A_GLANCE_26April2017.pdf ● X QUARTERLY616604_FM.pdf ● X * (Max Size:40 MB Allowed Type:pdf Max Files:10) WOL ☑ GOPA ☑	
	(* marked fields are MANDATORY to fill)
	Save & Next

	BROADCAST SEVA	Do you want to delete this Attached file?	(View Role) View Profile & Logout
Service Ai Operatio	nnexure I - malization Report		
Page One	Page two Page three Page t	bur	
PF	ROFORMA FOR THE OPERATIO	DNALIZATION REPORT TO BE SUBMITTED BY T	HE PERMISSION HOLDER
Sca *	anned Copy of ANNEXURE-I attested by Permis	ion Holder and System Integrator	
	Choose File	sion Holder and System	
	Max Size:40 MB Allowed Type:pdf Max Files:1		
	Previous Update		

	BROADCAST SEVA Maining of Information and Broadcasting COVENNEST OF INDU	Are you sure you want to update this application?	(View Role)	View Profile 🙎 Logout
Service A Operatio	Annexure I - onalization Report			
Page One	Page two Page three Page for	ur		
PI Sc.	ROFORMA FOR THE OPERATIO anned Copy of ANNEXURE-I attested by Permiss Choose File A11.pdf TX Scanned Copy of ANNEXURE-I attested by Permiss Integrator* (Max Size:40 MB Allowed Type:pdf Max Files:1)	NALIZATION REPORT TO BE SUBMITTED BY T	HE PERMISSION HO	DLDER
	Previous Update			

16. Successful update / re-submission message is displayed for confirmation as under. Click 'OK' to see status as 'Re-submitted'. Click 'View Application History' under Action column to see the details of application before re-submission(s).



Annexure - I Operationalization Report								
S.No.	Application Number	Application Date	Application Status	Action	Remarks			
1	2021-22/FM/OperationalizationReport/0000103119	04-Dec-2021	Re-Submitted					