

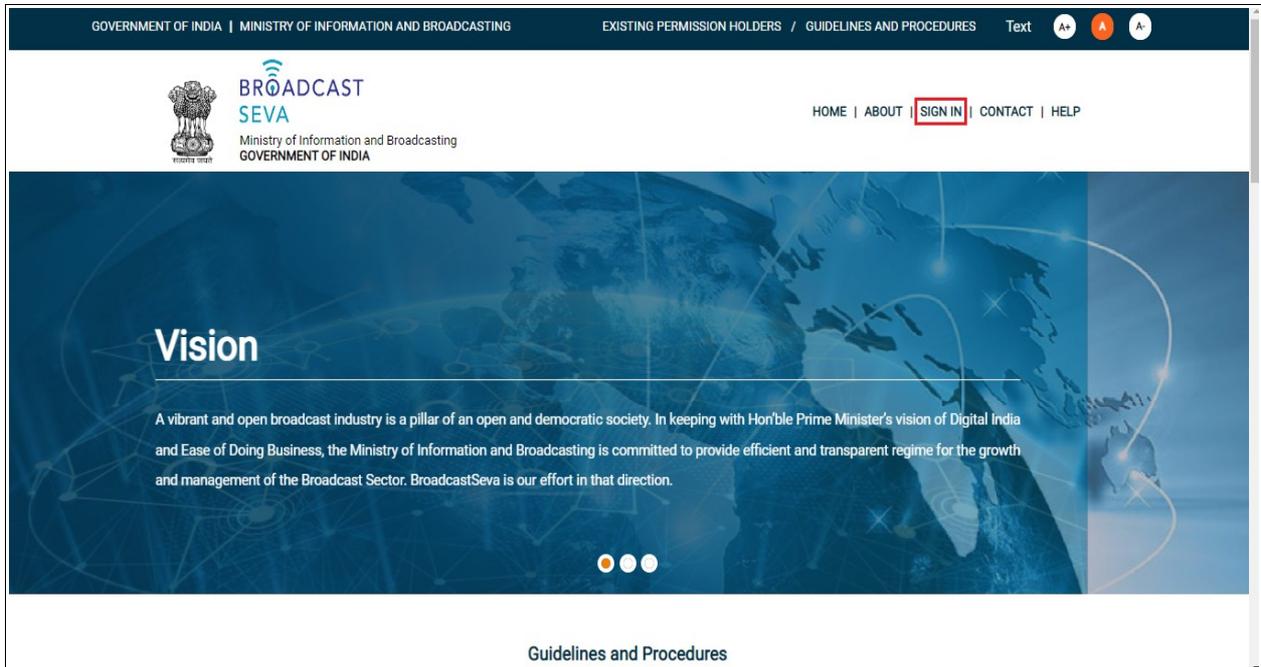
User Manual
For
Annexure I - Operationalization Report

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.

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@bcsmoib.gov.in.

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

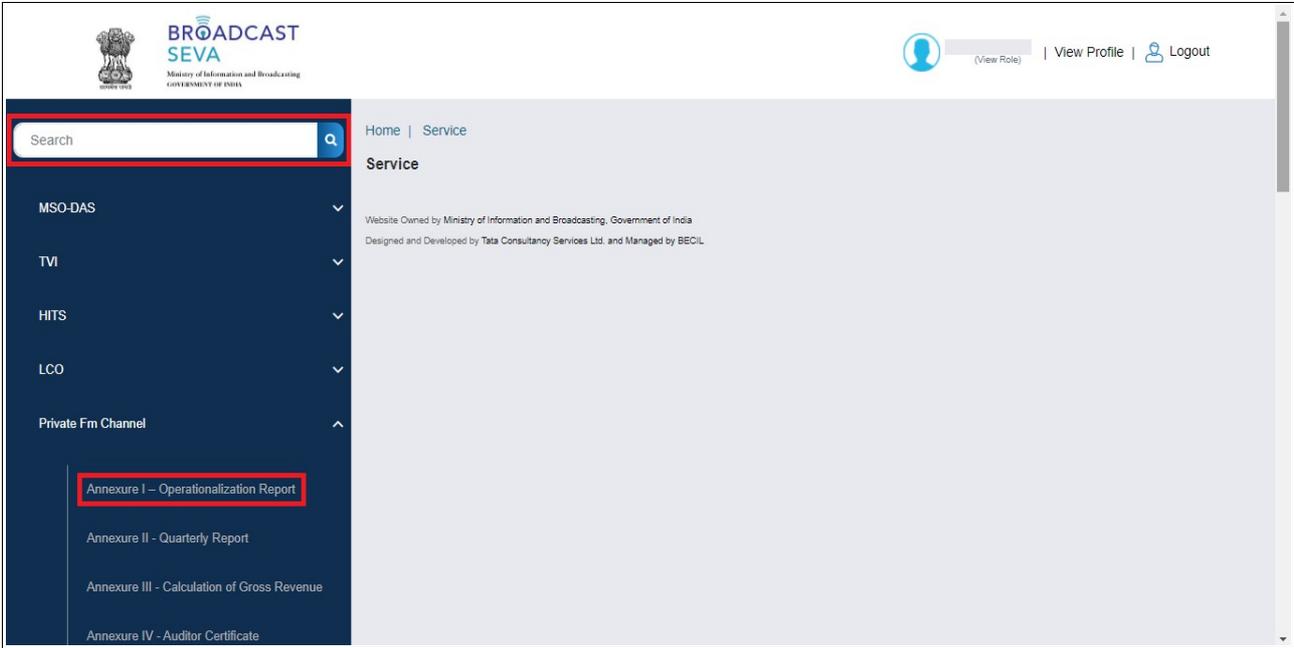
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(View Role) | [View Profile](#) | [User Manual](#) | [Logout](#)

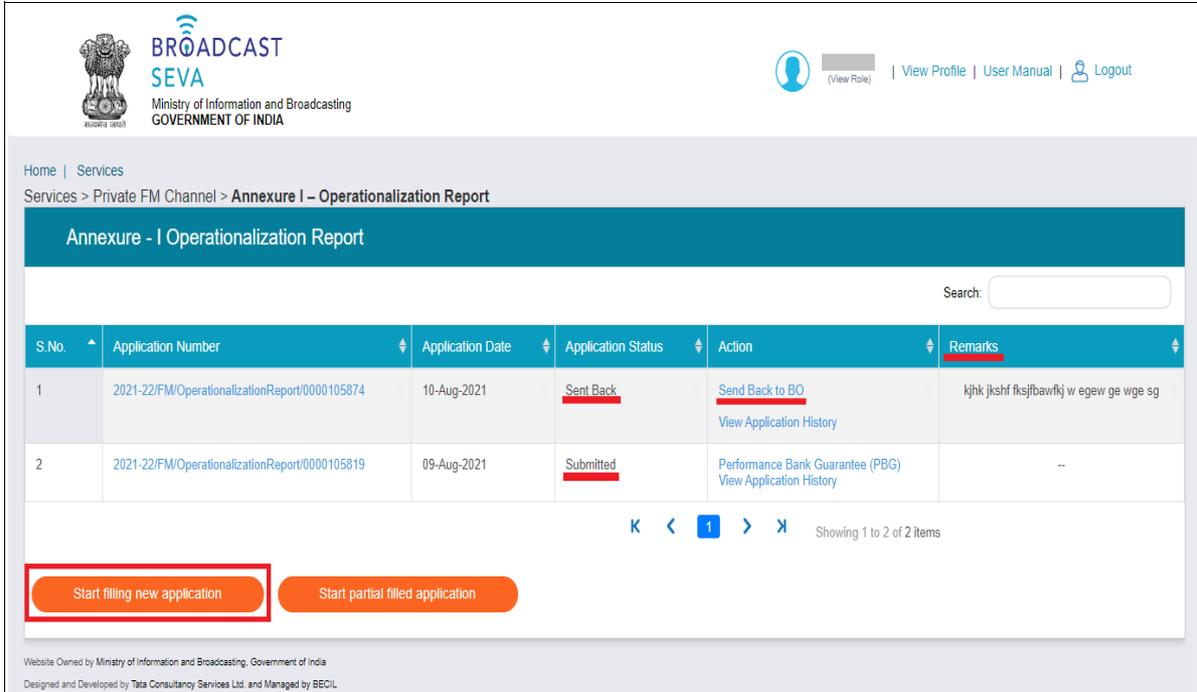
Home | **Services**

Website Owned by Ministry of Information and Broadcasting, Government of India
Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL

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



- 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 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.

Service

Annexure I - Operationalization Report

Page One Page two Page three Page four

PROFORMA FOR THE OPERATIONALIZATION REPORT TO BE SUBMITTED BY THE PERMISSION HOLDER

Permission Holder(Company) * **Zone *** **State *** **Category of city ***

Sunsystems -Select Option- -Please select- -Please select-

1.Name of the City * **Frequency(MHz) *** **Channel ID ***

--Please select-- Channel ID

2.Address of the Permission Holder *

2.Address of the Permission Holder

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

3.Details on the status of the Permission Holder’s FM Radio Broadcast facility

<p>(i) Date of receipt of letter of the Intent from the Grantor *</p> <input type="text" value="(i) Date of receipt of letter of the Intent from the Grantor"/> 	<p>(ii) Date of application filled with WPC for frequency allocation *</p> <input type="text" value="(ii) Date of application filled with WPC for frequency allocation"/> 
<p>(iii) Date of Application filled with WPC for SACFA clearance *</p> <input type="text" value="(iii) Date of Application filled with WPC for SACFA clearance"/> 	<p>(iv) Date of receipt of frequency allocation *</p> <input type="text" value="(iv) Date of receipt of frequency allocation"/> 
<p>(v) Date of receipt of SACFA clearance *</p> <input type="text" value="(v) Date of receipt of SACFA clearance"/> 	<p>(vi) Name and Postal Address of Prasar Bharti/ LTI provider *</p> <input type="text" value="(vi) Name and Postal Address of Prasar Bharti/ LTI provider"/>
<p>(vii) Date of signing agreement with Prasar Bharti/LTI provider *</p> <input type="text" value="(vii) Date of signing agreement with Prasar Bharti/LTI provider"/> 	<p>(viii) Name and Registered Office Address of System Integrator *</p> <input type="text" value="(viii) Name and Registered Office Address of System Integrator"/>
<p>(ix) Date of signing agreement with System Integrator *</p> <input type="text" value="(ix) Date of signing agreement with System Integrator"/> 	<p>(x) Date of signing GOPA *</p> <input type="text" value="(x) Date of signing GOPA"/> 
<p>(xi) Date of issue of permission *</p> <input type="text" value="(xi) Date of issue of permission"/> 	<p>(xii) Date of completion of FM Radio Channel installation *</p> <input type="text" value="(xii) Date of completion of FM Radio Channel installation"/> 
<p>(xiii) Date of issue of Wireless Operational License by the WPC *</p> <input type="text" value="(xiii) Date of issue of Wireless Operational License by the WPC"/> 	<p>(xiv) Date of commissioning of broadcast by the Permission Holder *</p> <input type="text" value="(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)





(* marked fields are MANDATORY to fill)

Save & Next

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Page One **Page two** Page three Page four

PROFORMA FOR THE OPERATIONALIZATION REPORT TO BE SUBMITTED BY THE PERMISSION HOLDER

4. Give the following particulars about the site of CTI

(a) Area(Open/ Covers Space in sq meters) *

(b) Coordinates *

Latitude Longitude

(c) Complete postal Address *

(d) Whether free hold or lease basis *

--Please select--

- Please select--
- Free Hold
- Lease

(f) Whether the site is within Municipal/ Corporation/ City Development Authority Limits? *

--Please select--

5. Give the following particulars about the site of studio

(a) Area(Open/ Covers Space in sq meters) *

(b) Coordinates *

Latitude Longitude

5. Give the following particulars about the site of studio

(a) Area(Open/ Covers Space in sq meters) *

(b) Coordinates *

Latitude Longitude

(c) Complete postal Address *

(d) Whether free hold or lease basis: *

--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 Average Terrain (EHAAT)(in Meters): *

(c) Antenna Polarization: *

(d) Gain of the antenna: *

(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) *

6. Give the following details about the transmission equipment installed

<p>(a) Effective Radiated Power (ERP) of the transmitter (in KW): *</p> <input type="text" value="(a) Effective Radiated Power (ERP) of the transmitter (in KW):"/>	<p>(b) Effective Height of the Antenna above Average Terrain (EHAAT)(in Meters): *</p> <input type="text" value="(b) Effective Height of the Antenna above Average Terrain (EHAAT)(in Meters):"/>
<p>(c) Antenna Polarization: *</p> <input type="text" value="(c) Antenna Polarization:"/>	<p>(d) Gain of the antenna: *</p> <input type="text" value="(d) Gain of the antenna:"/>
<p>(e) Type of Stereophonic Transmission System: *</p> <input type="text" value="(e) Type of Stereophonic Transmission System:"/>	<p>(f) Pre- emphasis to be employed (in micro-seconds): *</p> <input type="text" value="(f) Pre- emphasis to be employed (in micro-seconds):"/>
<p>(g) Max deviation (in KHz): *</p> <input type="text" value="(g) Max deviation (in KHz):"/>	<p>(h) Operational Frequency of Channel(in MHz) *</p> <input type="text" value="106.60"/>

7. Give the following details about the studio setup

<p>(a) Number and types of studios/booths: *</p> <input type="text" value="(a) Number and types of studios/booths:"/>	<p>(b) Brief Particulars of Mixing and Switching Systems: *</p> <input type="text" value="(b) Brief Particulars of Mixing and Switching Systems:"/>
<p>(c) Brief Particulars about Recording /Playback equipment *</p> <input type="text" value="(c) Brief Particulars about Recording /Playback equipment"/>	<p>(d) Details of ST Link if used</p> <input type="text" value="(d) Details of ST Link if used"/>

(* marked fields are MANDATORY to fill)

Page One Page two Page three Page four

PROFORMA FOR THE OPERATIONALIZATION REPORT TO BE SUBMITTED BY THE PERMISSION HOLDER

8. Has the field strength/ reception survey been carried out? Enclose a copy of the report: *

Yes No

9. Give the following details about the power supply connection obtained.

<p>(a) Load(kW): *</p> <input type="text" value="(a) Load(kW):"/>	<p>(b) Supply Voltage(Volts): *</p> <input type="text" value="(b) Supply Voltage(Volts):"/>	<p>(c) Whether 3 phase or single phase: *</p> <input type="text" value="--Select One--"/>
---	---	---

10. Have the recommendations for Fire Fighting arrangements been obtained and adequate Fire Fighting equipment installed?: *

Yes No

11. Are regulations concerning tower lightning being followed and necessary facilities for the same provided?: *

Yes No

12. Whether necessary infra-structure for continuous recording and monitoring of broadcast material made by the Permission Holder as required by the Government to enable it to dispose-off complaints by the public with respect to the broadcasts made by the Permission Holder?: *

Yes No

13. Is the Permission Holder complying with the audio and transmission standards for FM sound broadcasting as stipulated in license conditions?: *

Yes No

Authorized By:

Page One Page two **Page three** Page four

PROFORMA FOR THE OPERATIONALIZATION REPORT TO BE SUBMITTED BY THE PERMISSION HOLDER

8.Has the field strength/ reception survey been carried out? Enclose a copy of the report: *

Yes No

Choose File No File Uploaded

Copy of Report

(Max Size:40 MB | Allowed Type:PDF | Max Files:1)

9. Give the following details about the power supply connection obtained.

(a) Load(kW): * (b) Supply Voltage(Volts): * (c) Whether 3 phase or single phase: *

(a) Load(kW): (b) Supply Voltage(Volts): --Select One--

10. Have the recommendations for Fire Fighting arrangements been obtained and adequate Fire Fighting equipment installed?: *

Yes No

11. Are regulations concerning tower lightning being followed and necessary facilities for the same provided?: *

Yes No

12. Whether necessary infra-structure for continuous recording and monitoring of broadcast material made by the Permission Holder as required by the Government to enable it to dispose-off complaints by the public with respect to the broadcasts made by the Permission Holder?: *

Yes No

13. Is the Permission Holder complying with the audio and transmission standards for FM sound broadcasting as stipulated in license conditions?: *

Yes No

Authorized By:

Authorized By:

Name of Authorized Person of Permission Holder * <input type="text" value="Name of Authorized Person of Permission Holder"/>	Designation of Authorized Person of the Permission Holder * <input type="text" value="Designation of Authorized Person of the Permission Holder"/>
Signature of Authorized Person of the Permission Holder <input type="text" value="Signature of Authorized Person of the Permission Holder"/>	Dated* <input type="text" value="Dated"/>

Authenticated by:

Name of Authenticated Signatory of System Integrator * <input type="text" value="Name of Authenticated Signatory of System Integrator"/>	Designation of Authenticated Person of System Integrator * <input type="text" value="Designation of Authenticated Person of System Integrator"/>
Signature of Authenticated Signatory of the System Integrator <input type="text" value="Signature of Authenticated Signatory of the System Integrator"/>	Dated* <input type="text" value="Dated"/>

Note:- Duly attested copy of Annexure I by Permission Holder and System Integrator may be uploaded on next tab and hard copy may be sent to FM Cell directly.

(* marked fields are MANDATORY to fill)

[Previous](#) [Preview](#) [Save & Next](#)

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-

Authenticated by:

Name of Authenticated Signatory of System Integrator * dklfjds	Designation of Authenticated Person of System Integrator * kjdklfjds
Signature of Authenticated Signatory of the System Integrator	Dated* 30/11/2021

Note:- Duly attested copy of Annexure I by Permission Holder and System Integrator may be uploaded on next tab and hard copy may be sent to FM Cell directly.

(* marked fields are MANDATORY to fill)

[Previous](#) [Print Preview](#) [Close Preview](#) [Save & Next](#)

On clicking 'Print Preview' button-

10. Click 'Close Preview' to return to the filled form in editing mode.

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*

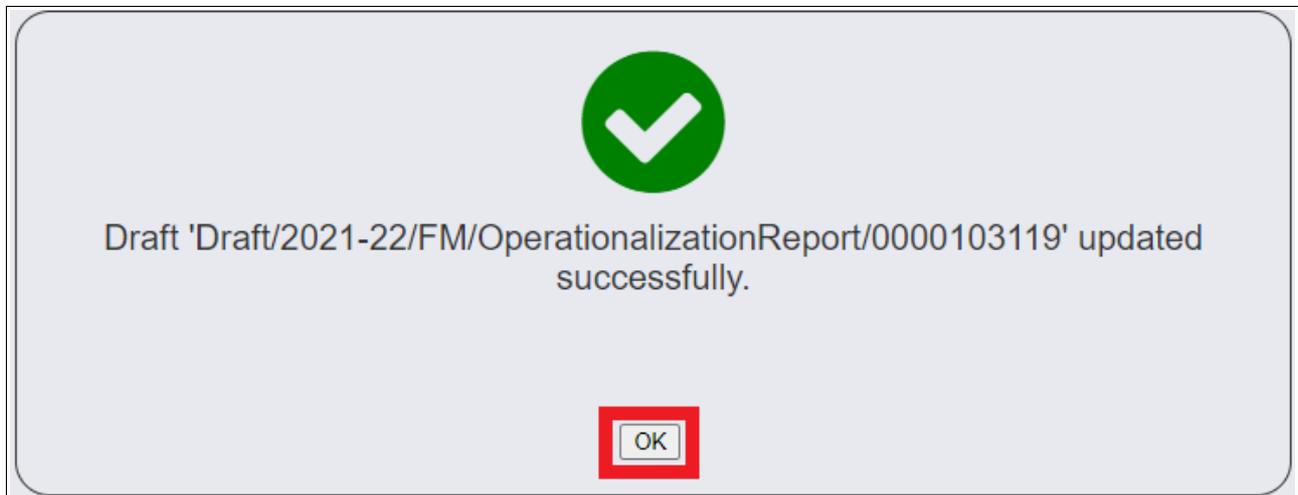
Choose File No File Uploaded

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

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



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.

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Are you sure you want to submit this application?

OK Cancel

Home | Service

Annexure I - Operationalization Report

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

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**

Successful submission message as under is displayed.

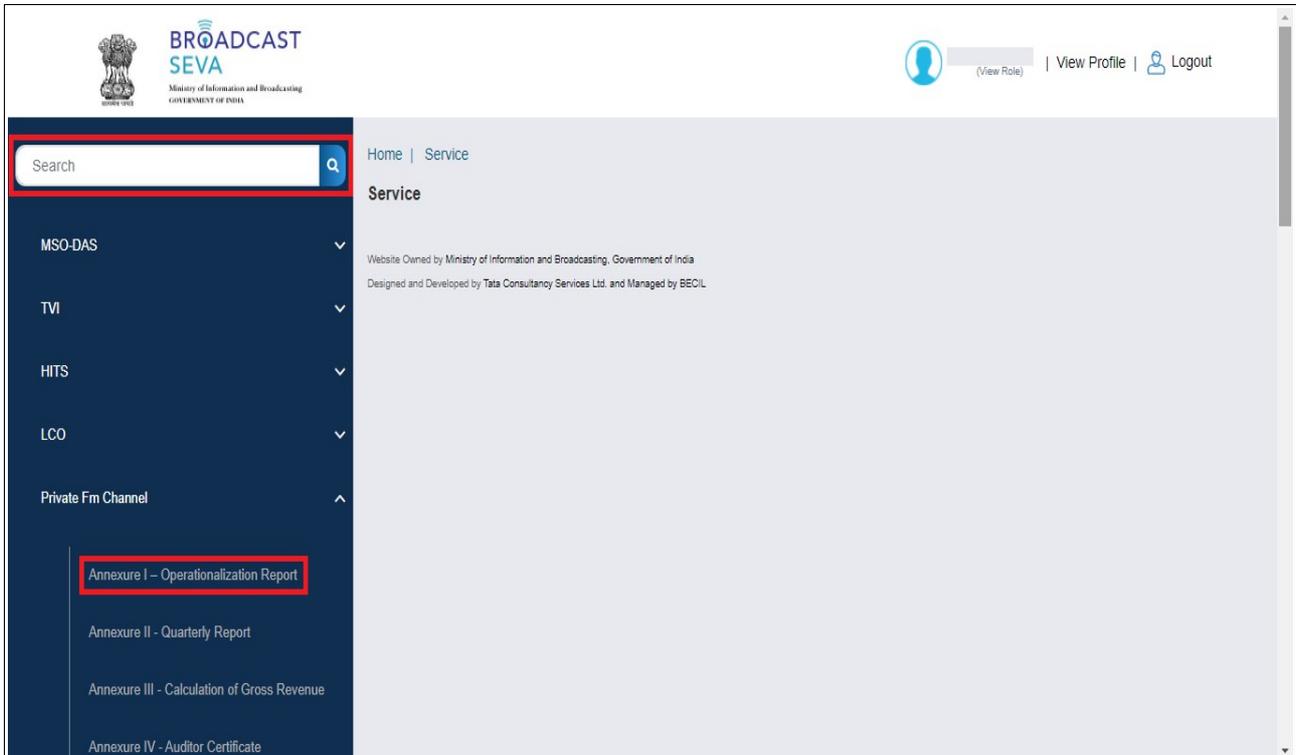


Annexure I: Operationalization Report is successfully submitted with eApplication ID 2021-22/FM/OperationalizationReport/0000103119 to FM Cell, Ministry of Information & Broadcasting on 04/12/2021 for Company Sunsystems, City [REDACTED], Frequency. [REDACTED]

Please know that the Ministry does not confirm the veracity of information provided.

Payment is due for 10508 days i.e. from date of operationalization 25/03/1993 till 31/12/2021 to be paid by 09/04/1993 to avoid incurrance of daily interest on payment.

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 > Private Fm Channel > Annexure I – Operationalization Report

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 *	30/11/2021	(x) Date of signing GOPA *	30/11/2021
(xi) Date of issue of permission *	01/12/2021	(xii) Date of completion of FM Radio Channel installation *	02/12/2021
(xiii) Date of issue of Wireless Operational License by the WPC *	02/12/2021	(xiv) Date of commissioning of broadcast by the Permission Holder *	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



Do you want to delete this Attached file?

OK Cancel

 (View Role) | [View Profile](#) | [Logout](#)

Service

Annexure I - Operationalization Report

Page One Page two Page three Page four

PROFORMA FOR THE OPERATIONALIZATION REPORT TO BE SUBMITTED BY THE PERMISSION HOLDER

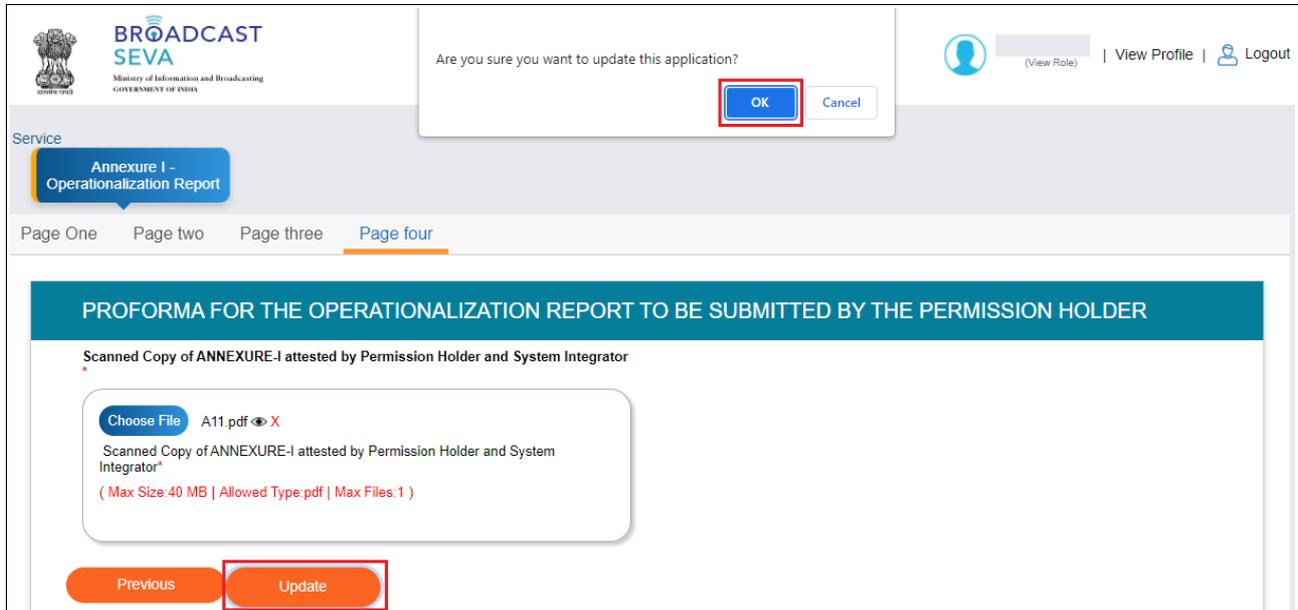
Scanned Copy of ANNEXURE-I attested by Permission Holder and System Integrator

Choose File X

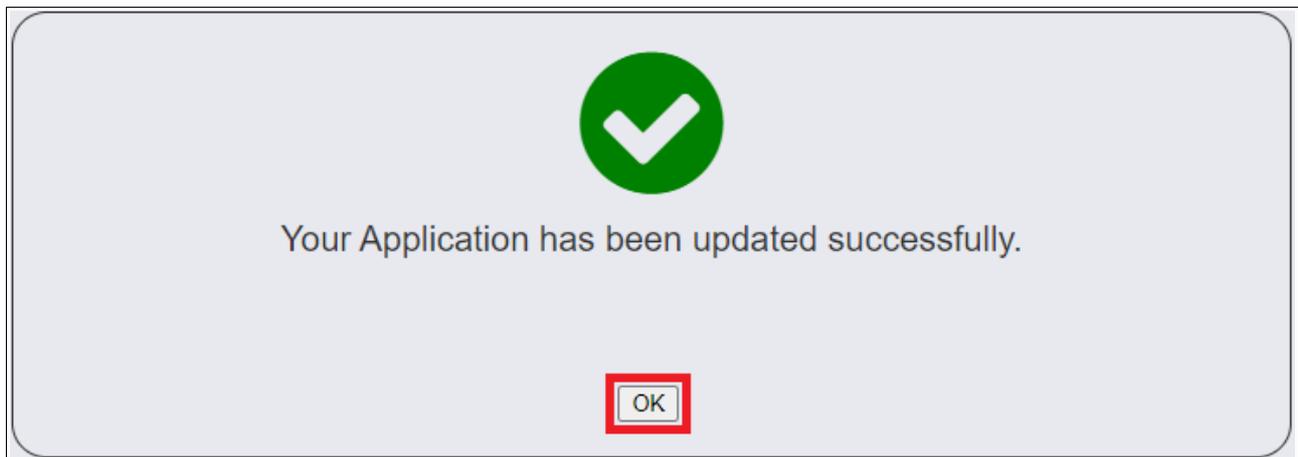
Scanned Copy of ANNEXURE-I attested by Permission Holder and System Integrator

(Max Size:40 MB | Allowed Type:pdf | Max Files:1)

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		--