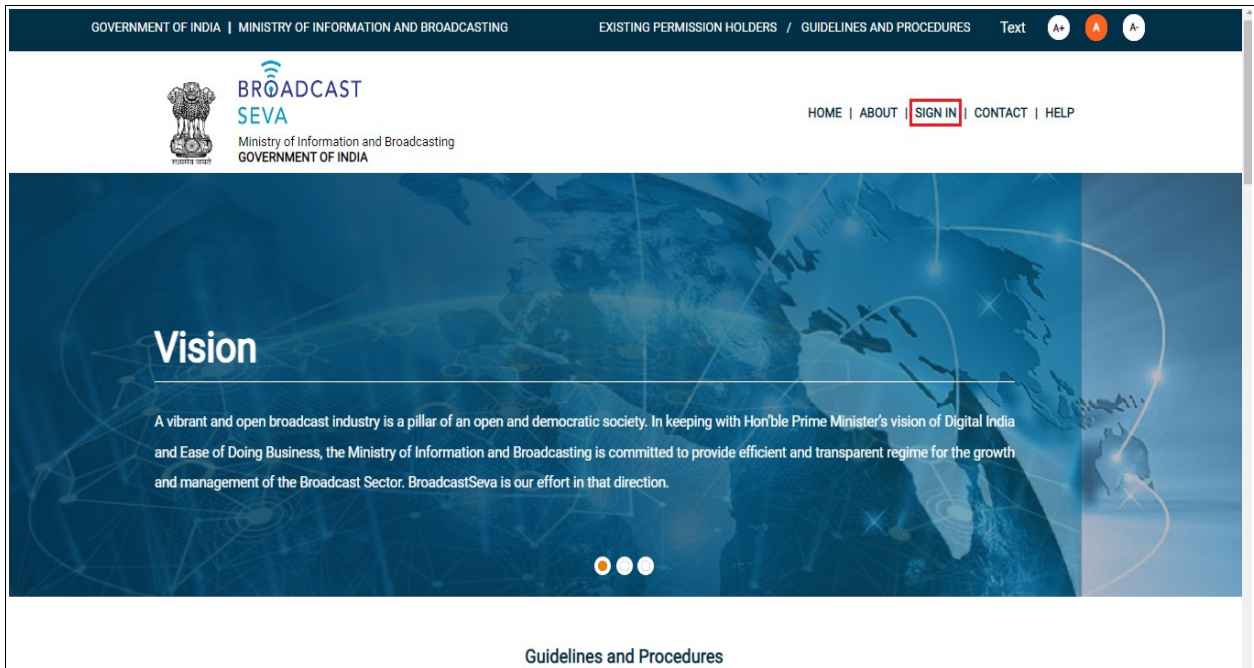


User Manual
For
Annexure II - Quarterly Report
Private FM Channels
Broadcast Seva
Ministry of Information and Broadcasting

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.

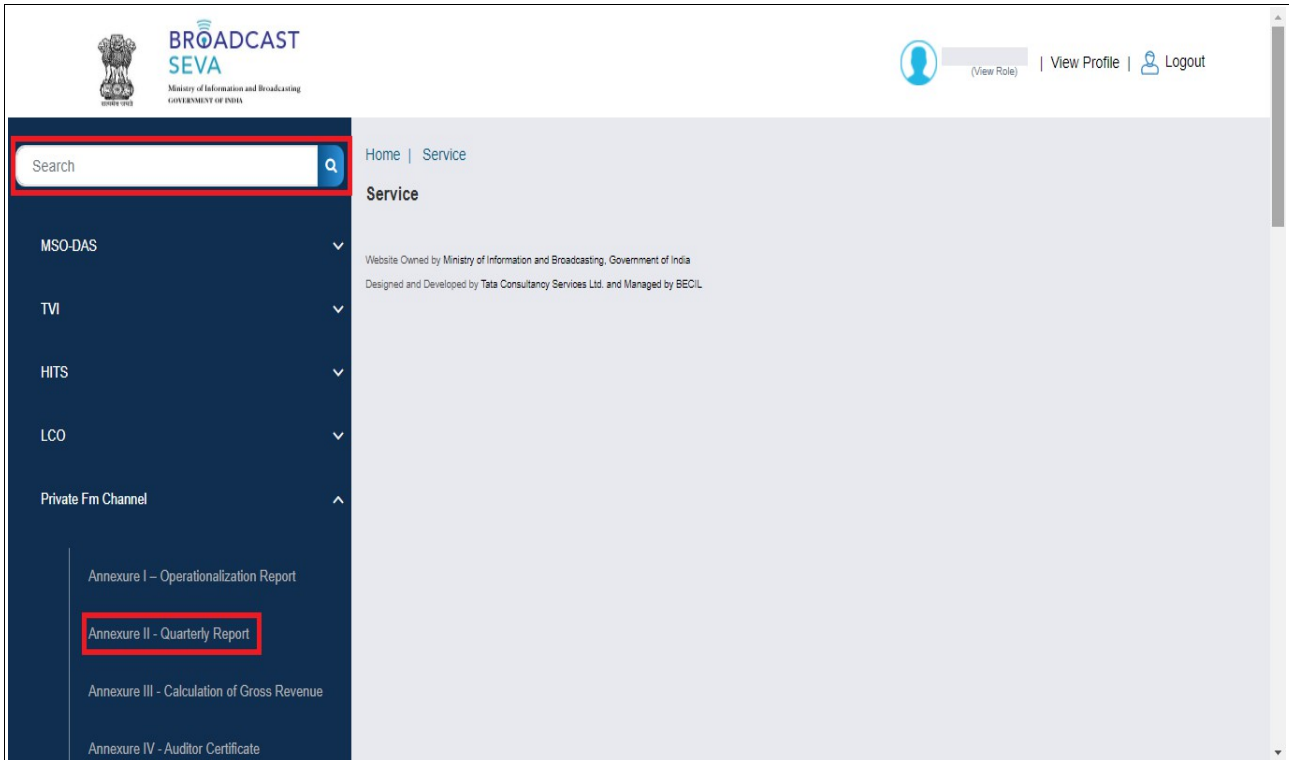
BROADCAST SEVA
Ministry of Information and Broadcasting
GOVERNMENT OF INDIA

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

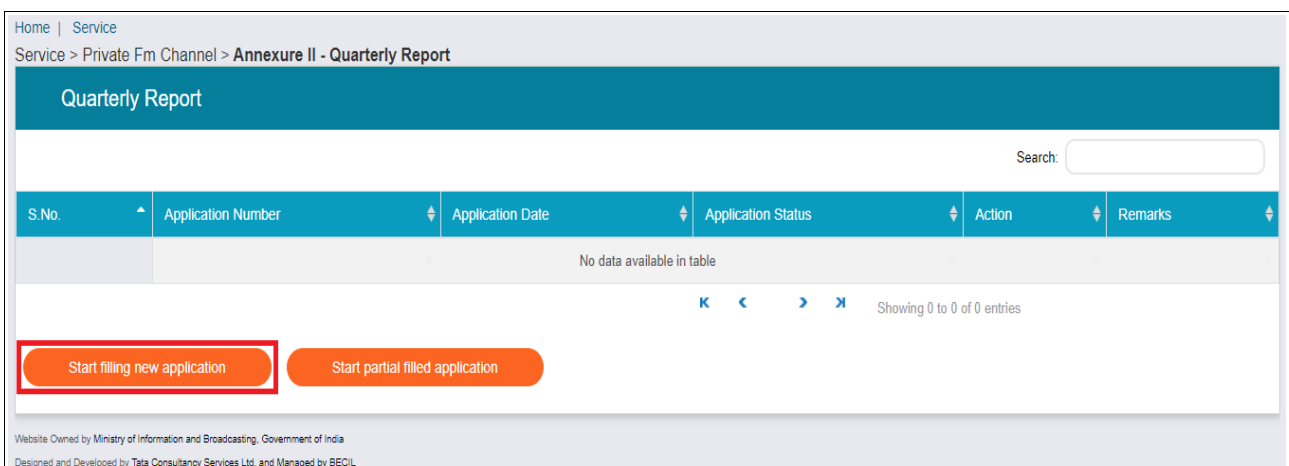
Home | **Services**

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

4. Click 'Annexure II- Quarterly Report' 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 with company name and address auto-populated as provided earlier.



Quarterly Report

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

1. Permission Holder(Company) *

[Empty text field]

(Report for the quarter ending) * **Financial Year*** **Quarter***

(Report for the quarter ending) [Calendar icon] --Select Option-- --Select Option--

Zone * **State *** **Category of City ***

--Please select-- --Please select-- --Please select--

PART - A (PROGRAMME CONTENT)

City * **Frequency(MHz) *** **Channel ID ***

--Please select-- [Empty text field] Channel ID

2. Address of the permission holder * **3. Hours & timing of broadcast(HH:MM:SS) ***

[Empty text field] Hours & timing of broadcast(HH:MM:SS)

7. Select values for 'Zone', 'State', 'Category of City', 'City', 'Frequency (Mhz) fields.
 - For first submission, the fields are enabled. Select the values for the quarter end date, financial year and quarter.
8. Verify channel ID, address and all other values.
9. Enter all required details.
10. Click 'Save and Next' to save the form filled till then and continue filling next page.

Quarterly Report

Page One Page Two Page Three

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

1. Permission Holder(Company) *

Sunsystems

(Report for the quarter ending) * **Financial Year*** **Quarter***

31/12/2021 [Calendar icon] 2021-2022 Q3

Zone * **State *** **Category of City ***

North Himachal Pradesh A

PART - A (PROGRAMME CONTENT)

City * **Frequency(MHz) *** **Channel ID ***

MANDI 89.60 Mandi Live on Air 89.6 Broadcast

PART - A (PROGRAMME CONTENT)

City * <input type="text" value="MANDI"/>	Frequency(MHz) * <input type="text" value="89.60"/>	Channel ID * <input type="text" value="Mandi Live on Air 89.6 Broadcast TestingUpdate"/>
2.Address of the permission holder * <input type="text"/>	3.Hours & timing of broadcast(HH:MM:SS) * <input type="text" value="01:00:00"/>	
Broadcast time from(HH:MM:SS) * <input type="text" value="12:00:00"/>	Broadcast time to(HH:MM:SS) * <input type="text" value="13:00:00"/>	

2.Address of the permission holder * <input type="text"/>	3.Hours & timing of broadcast(HH:MM:SS) * <input style="border: 2px solid orange;" type="text" value="Hours & timing of broadcast(HH:MM:SS)"/>
Broadcast time from(HH:MM:SS) * <input type="text" value="Broadcast time from(HH:MM:SS)"/>	Broadcast time to(HH:MM:SS) * <input type="text" value="Broadcast time to(HH:MM:SS)"/>
Please enter only Numbers!	Please enter only Numbers!

4.Details of Broadcast

<p>a) Percentage of channel programmes(%) * <input type="text" value="Percentage of channel programmes(%)"/></p> <p>c) Indicate the type of locally produced programmes viz Entertainment ,Music,Business,City Information , Cultural, Sports etc. * <input type="text" value="Indicate the type of locally produced programmes viz. Entertainment ,Music"/></p> <p>e)Percentage of programmes made outside India(%) * <input type="text" value="Percentage of programmes made outside India(%)"/></p> <p>5.Is the Permission Holder carrying out any Data broadcast ? If so, give details * <input type="text" value="Is the Permission Holder carrying out any Data broadcast ? If so, give deta"/></p> <p>7. Indicate the percentage of time devoted to advertisements, per day(%) * <input type="text" value="Indicate the percentage of time devoted to advertisements, per day(%)"/></p> <p>Remarks <input type="text" value="Remarks"/></p>	<p>b) Percentage of locally produced programmes(%) * <input type="text" value="Percentage of locally produced programmes(%)"/></p> <p>d) Percentage of programmes made in India(%) * <input type="text" value="Percentage of programmes made in India(%)"/></p> <p>f) Public interest programmes broadcast, if any.Indicate duration (In seconds /hour) * <input type="text" value="Public interest programmes broadcast, if any.Indicate duration (In seconds)"/></p> <p>6.Is the Permission Holder adhering to the conditions specified in the GOPA in respect of program content and quality of broadcast? * <input type="text" value="--Please select--"/></p>
--	--

PART B (PUBLIC COMPLAINTS)

1. Has the Permission Holder provided necessary infrastructure for continuous monitoring recording & preserving of all the broadcasts made by it?
*

2. Is the Permission Holder preserving the recordings of broadcast material for a period of 3 months from the date of broadcast as per the terms and conditions of permission?
*

3. Give the following details about the number and nature of complaints received during the periods (Specify the period.)
*

a) Number of Complaints.

b) Nature of Complaints.

c) Number of Complaints disposed of.

d) Number of Complaints pending.

4. Has there been any occasion where the Grantor has to come in the picture (during the period specified in 3) in disposing of the complaints? If so, give the details.
* yes no

Remarks

(* marked fields are MANDATORY to fill)

[Save & Next](#)

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Quarterly Report

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PART-C (DETAILS OF EQUITY)

	Amount in Rupees	Percentage
1. Authorised Capital *	<input type="text" value="Amount in Rupees"/>	
2. Issued and paid-up Capital *	<input type="text" value="Amount in Rupees"/>	<input type="text" value="Percentage"/>
3. Classification of equity holding		
a) Total equity held by Majority Shareholders / Promoters *	<input type="text" value="Amount in Rupees"/>	<input type="text" value="Percentage"/>
b) FDI Majority Shareholders /Promoters *	<input type="text" value="Amount in Rupees"/>	<input type="text" value="Percentage"/>
c) Indian Financial Institution and Banks *	<input type="text" value="Amount in Rupees"/>	<input type="text" value="Percentage"/>

d) Other Indian Shareholders *	<input type="text" value="Amount in Rupees"/>	<input type="text" value="Percentage"/>
e) Percentage of Majority Shareholders'/Promoters equity to Total Paid Up Equity net of Banks and Public Financial Institutions Equity. *		<input type="text" value="Percentage"/>
f) Direct Foreign Investment (including OCB,PIO,NRI,FDI complaint instruments) *	<input type="text" value="Amount in Rupees"/>	<input type="text" value="Percentage"/>
g) Indirect Foreign Investments (For the purpose of computation of indirect foreign investment,foreign investment in an Indian company shall include all types of foreign investments i.e FDI investment by FII; FPIs;QFIs;NRIs; ADRs;GDRs; Foreign Currency Convertible Bonds (FCCB); fully, compulsorily and mandatorily convertible preference shares and fully, compulsorily and mandatorily convertible convertible Debentures regardless of whether the said investments have been made under Schedule 1, 2, 2A, 3, 6 and 8 of FEMA (Transfer or issue of Security by Persons Residents Outside India) Regulations ,2000.) *	<input type="text" value="Amount in Rupees"/>	<input type="text" value="Percentage"/>
h) Foreign Institutional Investor /Foreign Portfolio Investor *	<input type="text" value="Amount in Rupees"/>	<input type="text" value="Percentage"/>
i) Total Foreign Investment [f+g+h] *	<input type="text" value="Amount in Rupees"/>	<input type="text" value="Percentage"/>

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.

11. Click 'Preview' and 'Print Preview' to take a print out of the application form and get the same signed. Return to the application form by clicking 'Close Preview'.
Click 'Save as Draft' to save the completed form till signing of the same is done.

12. Scan and upload signed copy of the form on last page by clicking 'Choose File'.

Draft List		
Draft Name	Created Date and Time	Action
Draft/2021-22/FM/QuarterlyReport/0000103083	29/11/2021 17:46:39	Delete

Quarterly Report


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Are you sure you want to submit this application?

OK Cancel

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

Scanned copy of ANNEXURE-II attested by Permission Holder


Choose File  X

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

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

Previous Preview Save as Draft Submit

- 13. Click 'Submit' to submit the completed form along with its scanned, signed copy and confirm submission to Ministry by clicking 'OK'.
- 14. Following successful submission message is displayed. Click 'OK' to return to the grid of service to view its status as 'Submitted'.



Annexure II is successfully submitted for Sunsystems ,MANDI,89.6 with eApplication ID 2021-22/FM/QuarterlyReport/0000103083 /Q3 /2021-2022 to FM Channels division on 29/11/2021.Please know that the Ministry does not confirm the veracity of information provided.

OK

Service > Private Fm Channel > **Annexure II - Quarterly Report**

Quarterly Report

Search:

S.No.	Application Number	Application Date	Application Status	Action	Remarks
1	2021-22/FM/QuarterlyReport/0000103083	29-Nov-2021	Submitted	--	--

Showing 1 to 1 of 1 items

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

- In case the application is in sent back status, view remarks provided by Ministry and click 'Send back to BO' under Action column to view the form in editable mode.
- Revise and complete the form by doing the needful as per remarks, upload revised scanned copy of signed annexure and click 'Update'.

Home | Service

Quarterly Report

Search:

S.No.	Application Number	Application Date	Application Status	Action	Remarks
1	2021-22/FM/QuarterlyReport/0000103083	29-Nov-2021	Sent Back to Applicant	Send back to BO	need to update equity details please... sending back for update with corrected attachment

Showing 1 to 1 of 1 items

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

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PART - A (PROGRAMME CONTENT)

City * Frequency(MHz) * Channel ID *

2.Address of the permission holder * 3.Hours & timing of broadcast(HH:MM:SS) *

Broadcast time from(HH:MM:SS) * Broadcast time to(HH:MM:SS) *

4.Details of Broadcast

a) Percentage of channel programmes(%) * <input type="text" value="48.92"/>	b) Percentage of locally produced programmes(%) * <input type="text" value="98.453"/>
c) Indicate the type of locally produced programmes viz Entertainment Music,Business,City Information , Cultural, Sports etc. * <input type="text" value="Traffic Status - test, ok...."/>	d) Percentage of programmes made in India(%) * <input type="text" value="98.327"/>
e)Percentage of programmes made outside India(%) * <input type="text" value="1.67"/>	f) Public interest programmes broadcast, if any,Indicate duration (In seconds /hour) * <input type="text" value="542 seconds/ hour"/>

Quarterly Report

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Do you want to delete this Attached file?

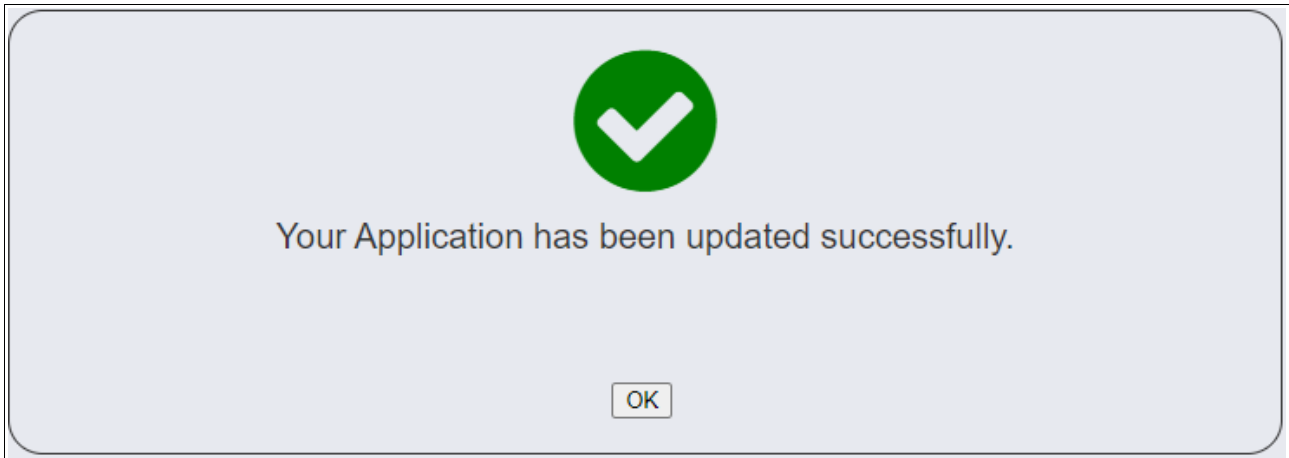
PROFORMA FOR THE QUARTERLY REPORT TO BE SUBMITTED BY THE PERMISSION HOLDER

Scanned copy of ANNEXURE-II attested by Permission Holder

AT_A_GLANCE_26April2017.pdf

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

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



17. Successful update message is displayed. Click 'OK' to return to grid of the service to see its status as 'Re-submitted'. Click 'View Application History' under Action column to see the details of application before re-submission(s).

Home Service						
Quarterly Report						
Search: <input type="text"/>						
S.No.	Application Number	Application Date	Application Status	Action	Remarks	
1	2021-22/FM/QuarterlyReport/0000103083	29-Nov-2021	Re-Submitted	--	--	