User Manual

For

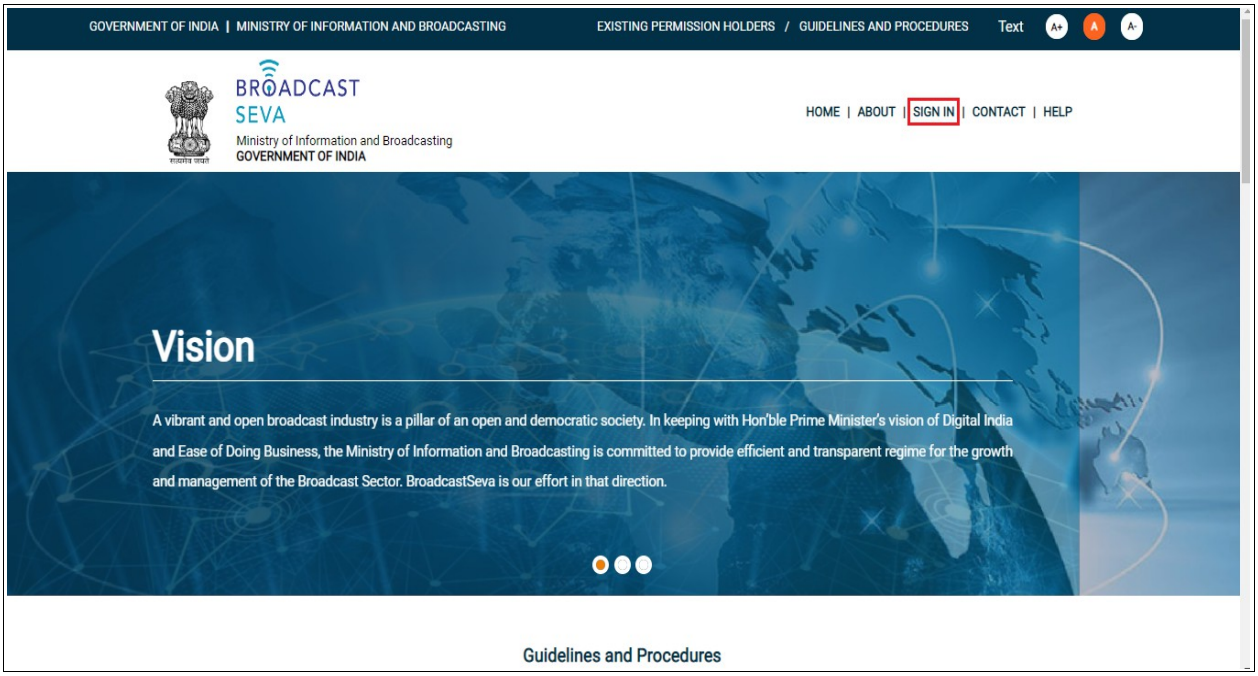
Annexure II - Quarterly Report

Private FM Channels

Broadcast Seva

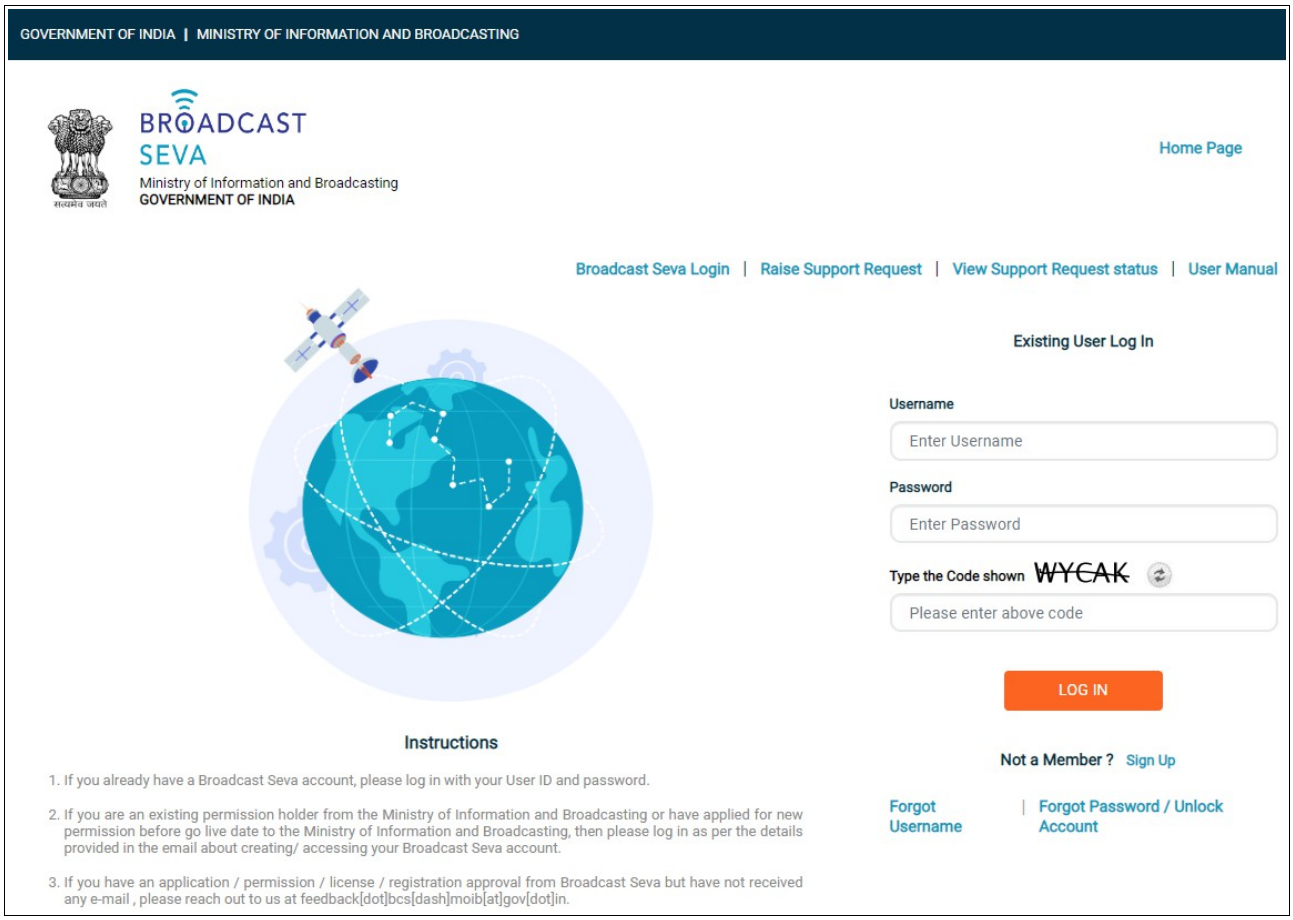
Ministry of Information and Broadcasting

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

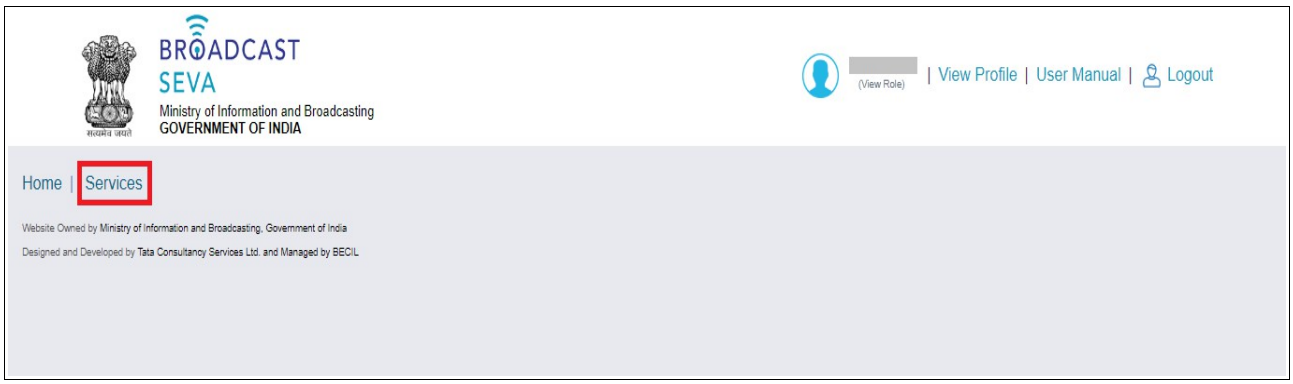


Login Screen as under is displayed.

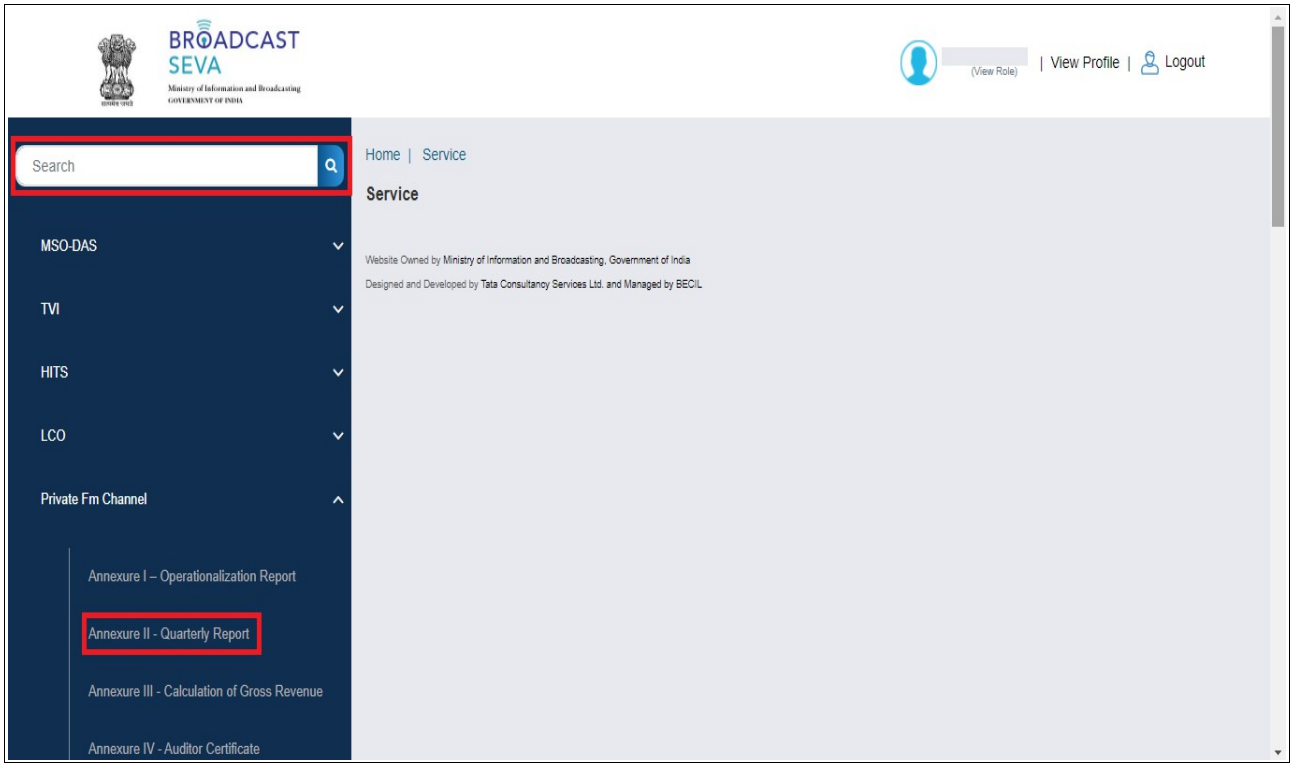
2. On Log In page, enter username (official email ID using which sign up is done) and password and captcha and click 'Log In' button.
   [If a first time user and not a member, click 'Sign Up' to create an account. Refer User Registration user manual. Data for permission holders shall be visible only 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.]



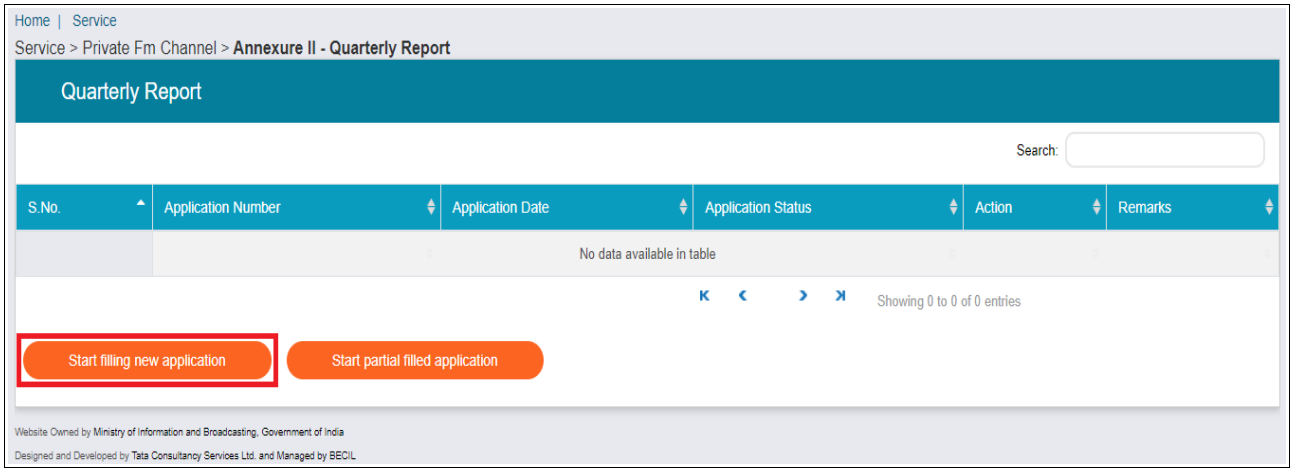
3. On logging in, following screen is displayed. Click 'Services' on top followed by 'Private FM Channels' on the left service pane.

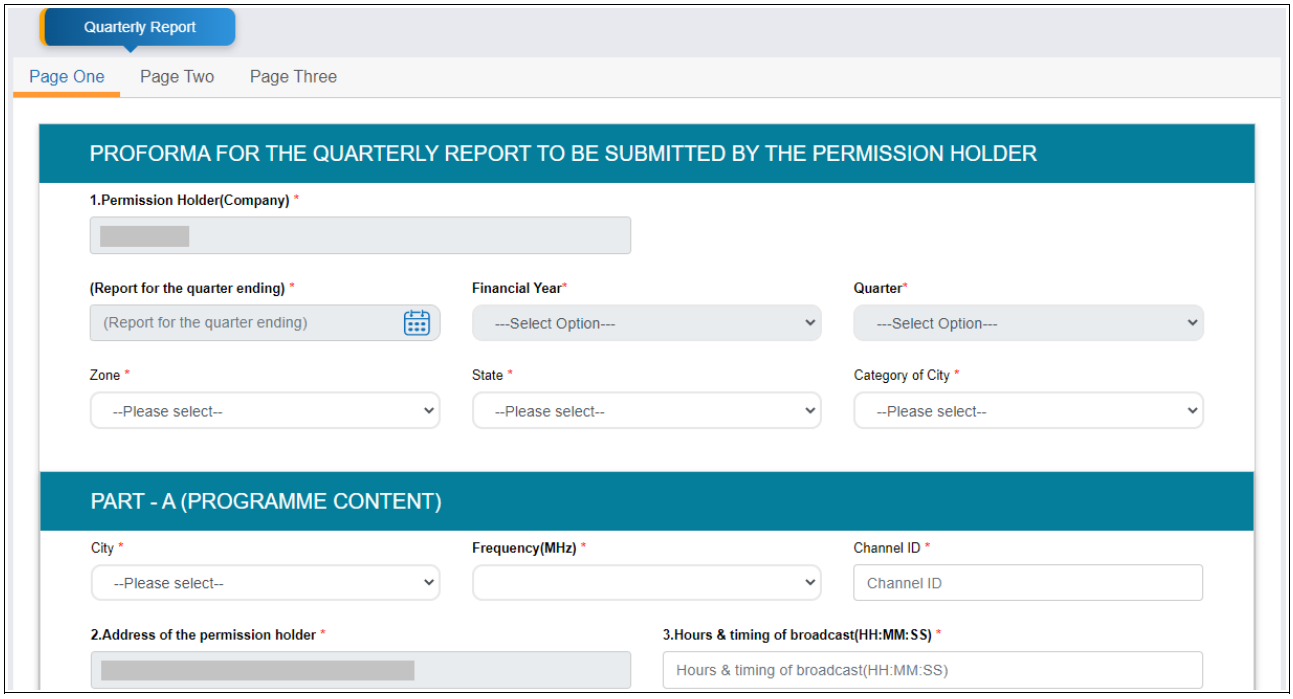


4. Click 'Annexure II- Quarterly Report' i.e. required service name under 'Private FM Channels' module in service pane.

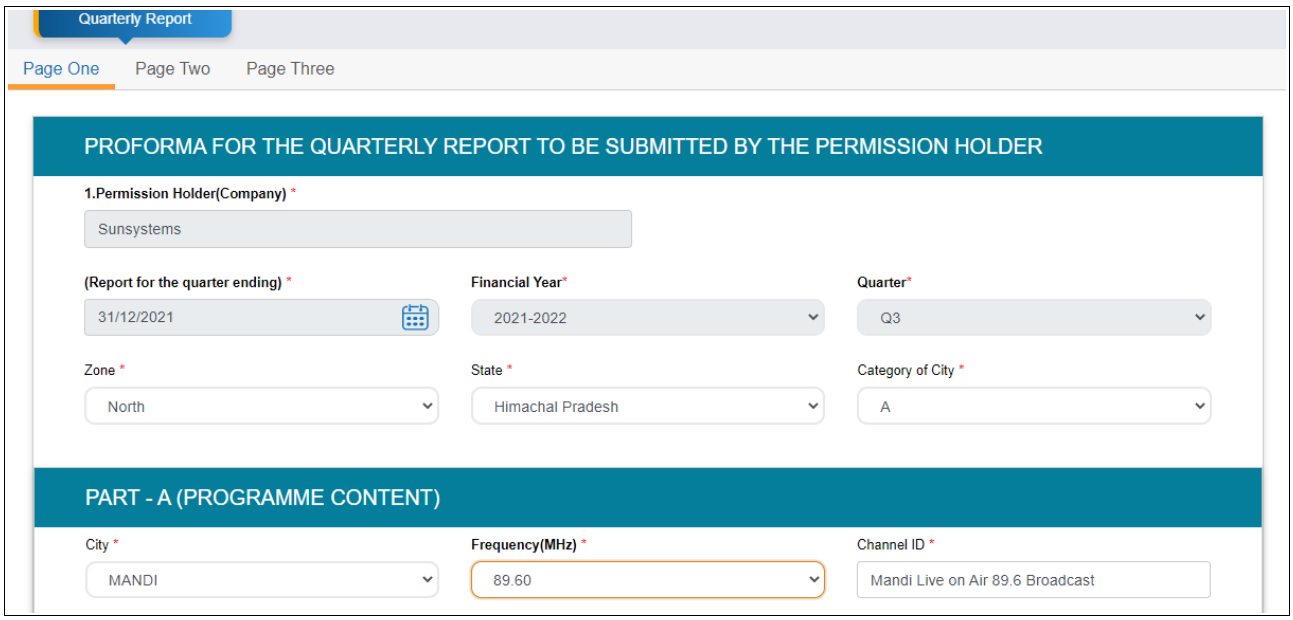


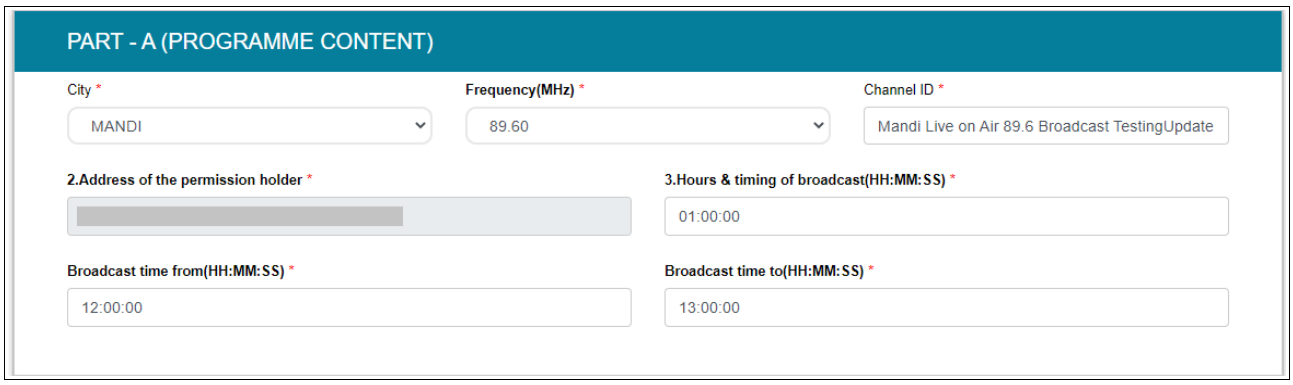
5. Grid screen for the required, selected service is displayed as under.
6. Click 'Start filling new application' to open the form with company name and address auto-populated as provided earlier.

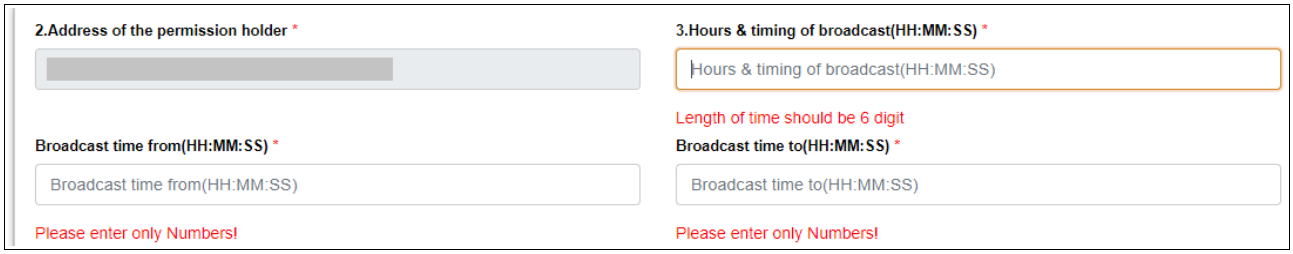


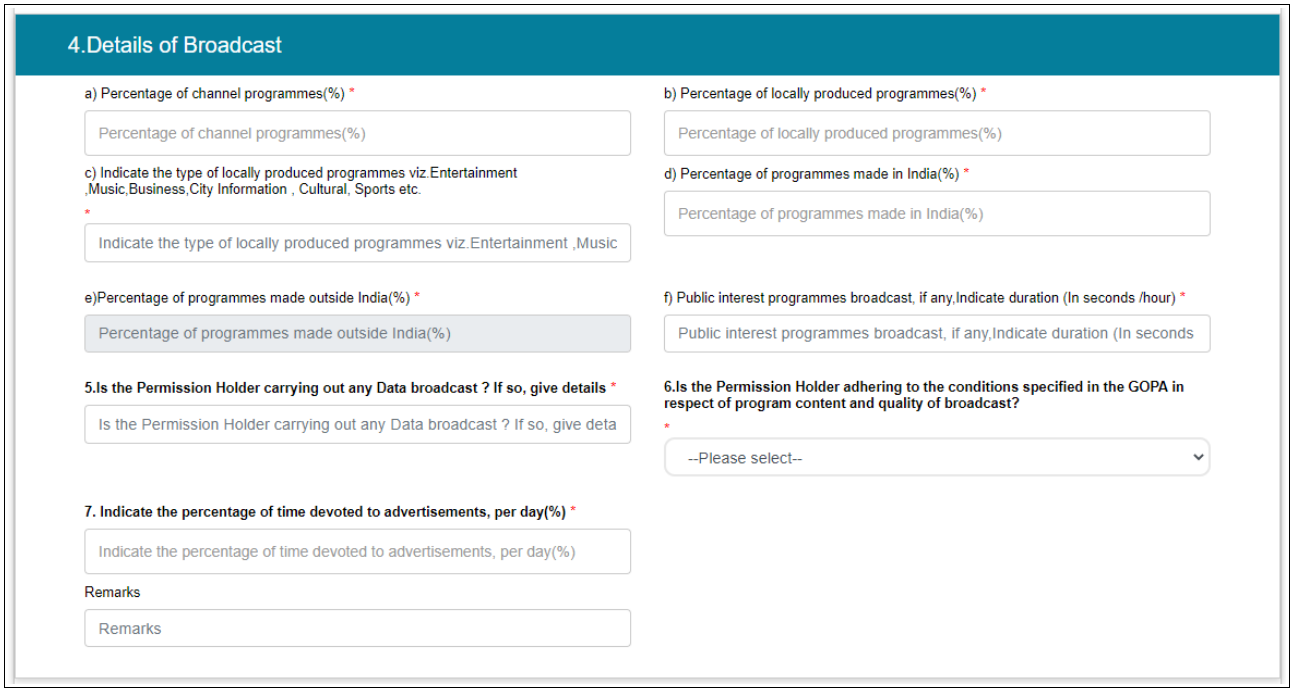


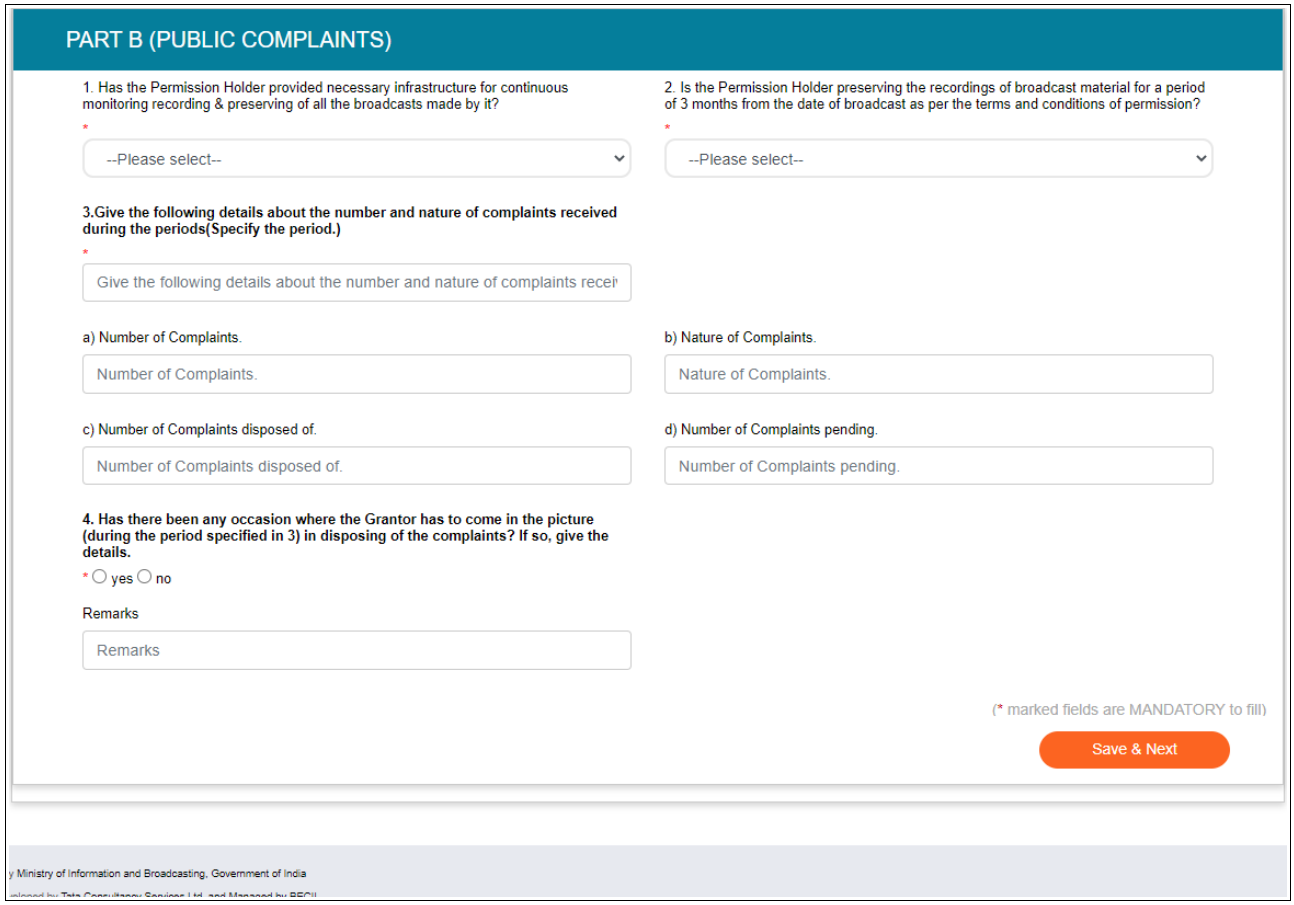
7. Select values for 'Zone', 'State', 'Category of City', 'City', 'Frequency (Mhz) fields.
    - For first submission, the fields are enabled. Select the values for the quarter end date, financial year and quarter.
8. Verify channel ID, address and all other values.
9. Enter all required details.
10.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

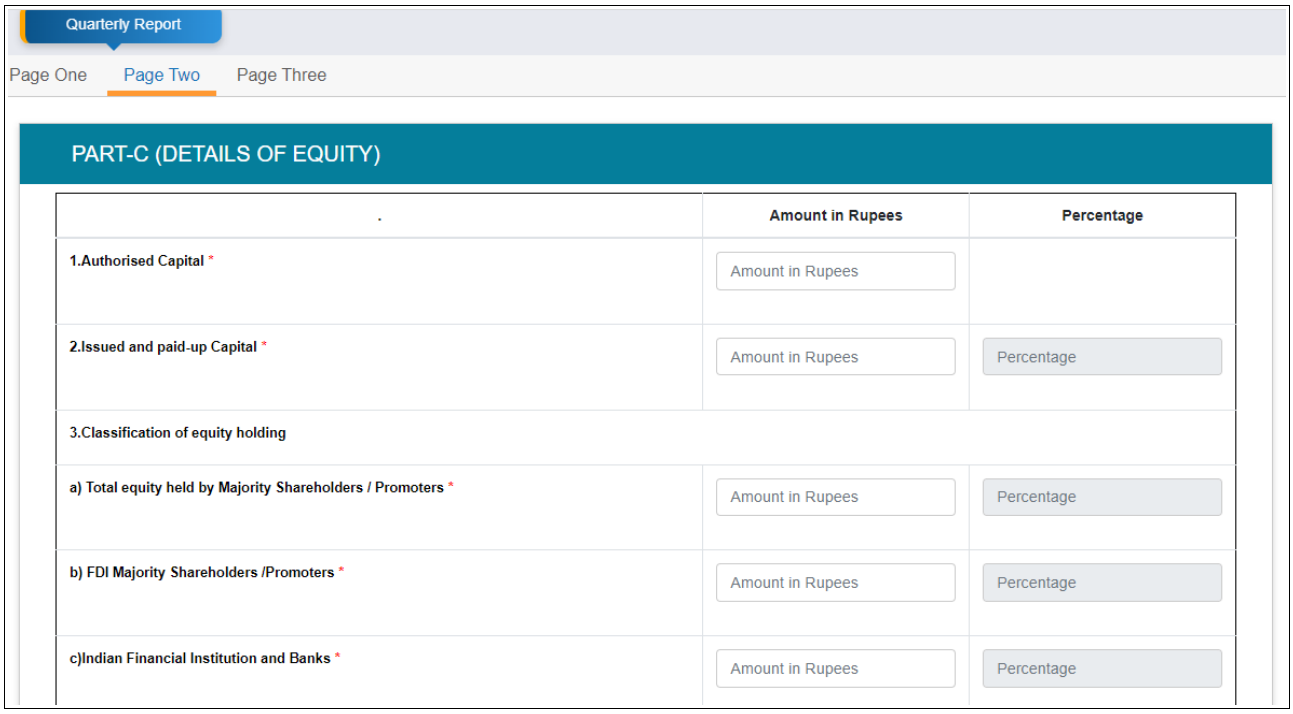


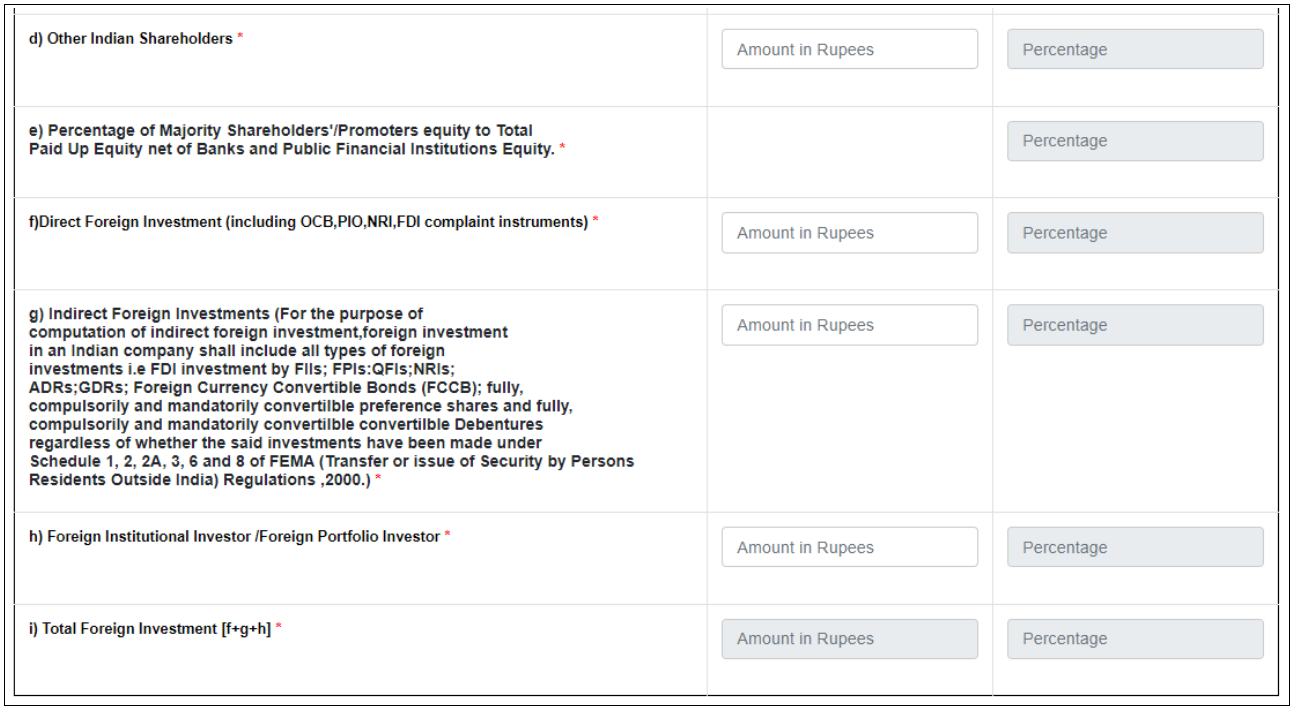

PART - A (PROGRAMME CONTENT)
City *
MANDI
Frequency(MHz) *
89.60
Channel ID *
Mandi Live on Air 89.6 Broadcast TestingUpdate
2.Address of the permission holder *
3.Hours & timing of broadcast(HH:MM:SS) *
01:00:00
Broadcast time from(HH:MM:SS) *
12:00:00
Broadcast time to(HH:MM:SS) *
13:00:00

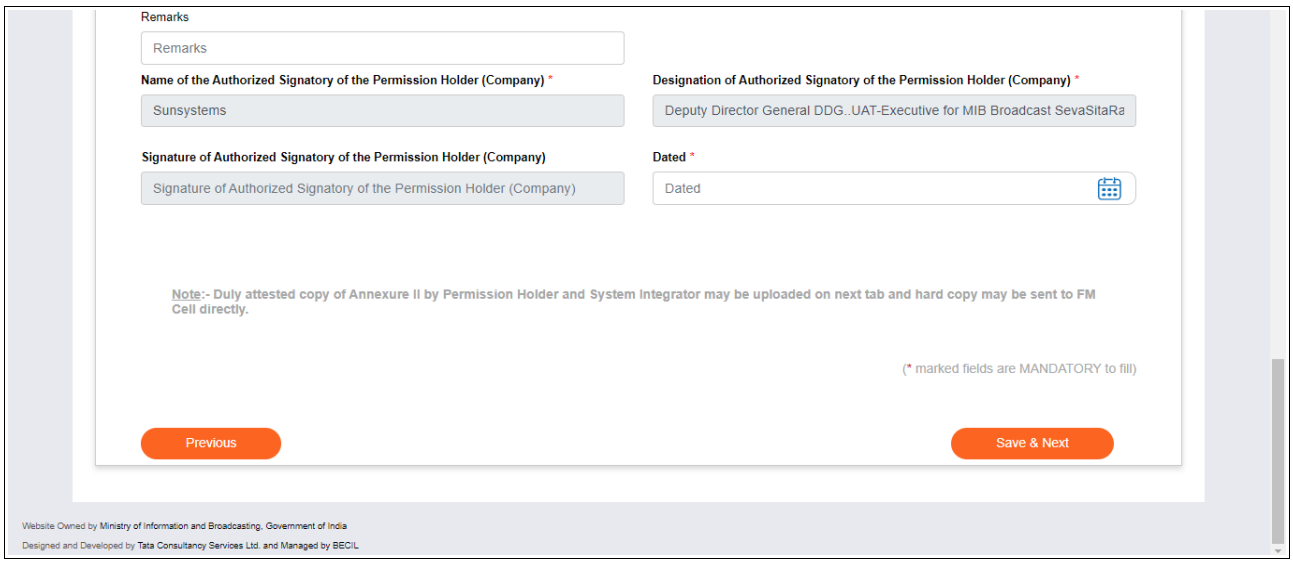

2.Address of the permission holder *
3.Hours & timing of broadcast(HH:MM:SS) *
Hours & timing of broadcast(HH:MM:SS)
Length of time should be 6 digit
Broadcast time from(HH:MM:SS) *
Broadcast time from(HH:MM:SS)
Please enter only Numbers!
Broadcast time to(HH:MM:SS) *
Broadcast time to(HH:MM:SS)
Please enter only Numbers!


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


PART B (PUBLIC COMPLAINTS)
1. Has the Permission Holder provided necessary infrastructure for continuous monitoring recording & preserving of all the broadcasts made by it?
--Please select--
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?
--Please select--
3.Give the following details about the number and nature of complaints received during the periods(Specify the period.)
Give the following details about the number and nature of complaints recei
a) Number of Complaints.
Number of Complaints.
b) Nature of Complaints.
Nature of Complaints.
c) Number of Complaints disposed of.
Number of Complaints disposed of.
d) Number of Complaints pending.
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
Remarks
(* marked fields are MANDATORY to fill)
Save & Next
y Ministry of Information and Broadcasting, Government of India

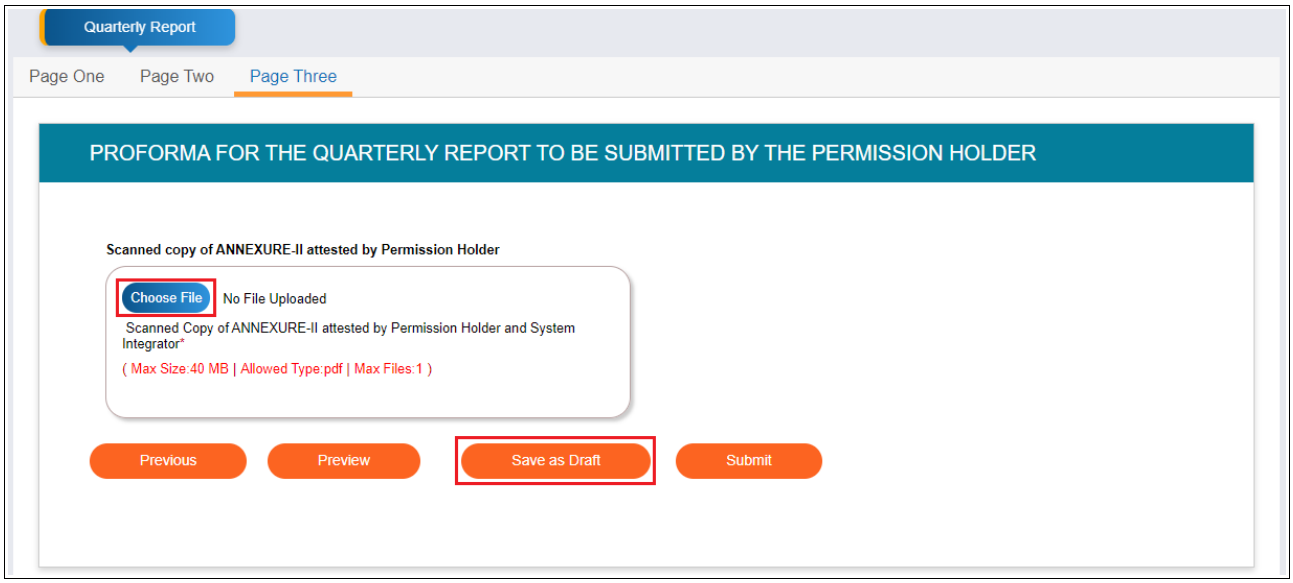

Quarterly Report
Page One
Page Two
Page Three
PART-C (DETAILS OF EQUITY)
Amount in Rupees
Percentage
1.Authorised Capital *
Amount in Rupees
2.Issued and paid-up Capital *
Amount in Rupees
Percentage
3.Classification of equity holding
a) Total equity held by Majority Shareholders / Promoters *
Amount in Rupees
Percentage
b) FDI Majority Shareholders /Promoters *
Amount in Rupees
Percentage
c)Indian Financial Institution and Banks *
Amount in Rupees
Percentage


d) Other Indian Shareholders *
Amount in Rupees
Percentage
e) Percentage of Majority Shareholders'/Promoters equity to Total Paid Up Equity net of Banks and Public Financial Institutions Equity. *
Percentage
f)Direct Foreign Investment (including OCB,PIO,NRI,FDI complaint instruments) *
Amount in Rupees
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 FIIs; 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.) *
Amount in Rupees
Percentage
h) Foreign Institutional Investor /Foreign Portfolio Investor *
Amount in Rupees
Percentage
i) Total Foreign Investment [f+g+h] *
Amount in Rupees
Percentage

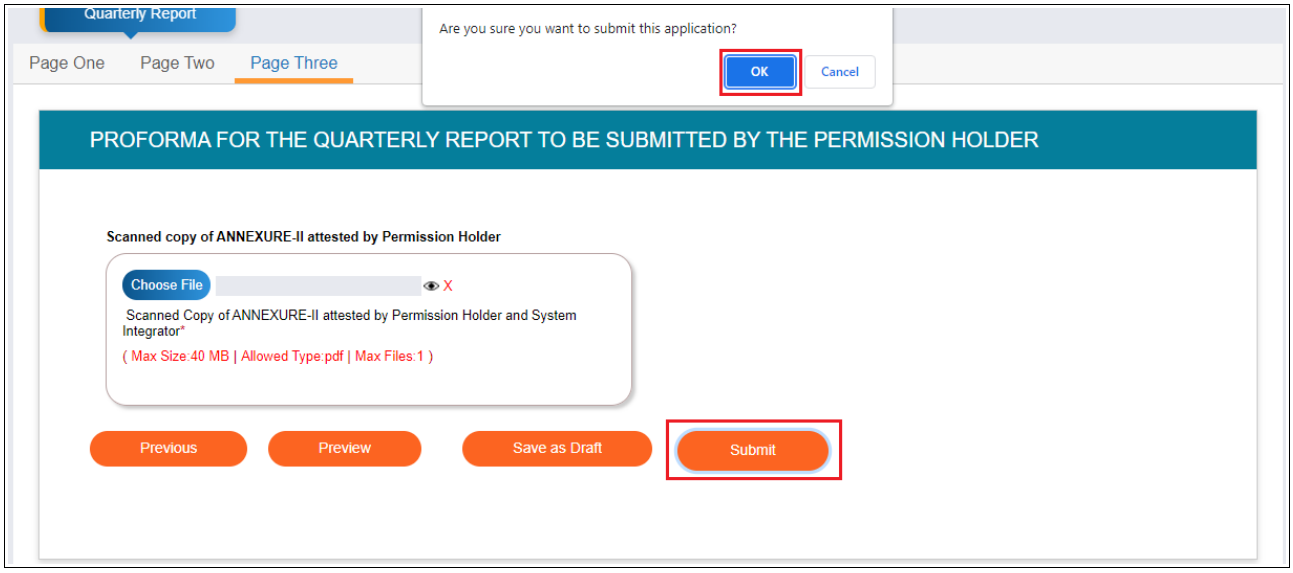


Click 'Save and Next' to save the form filled till then. Click 'Home' followed by 'Draft List' and select draft number to view the saved form and continue filling the same.

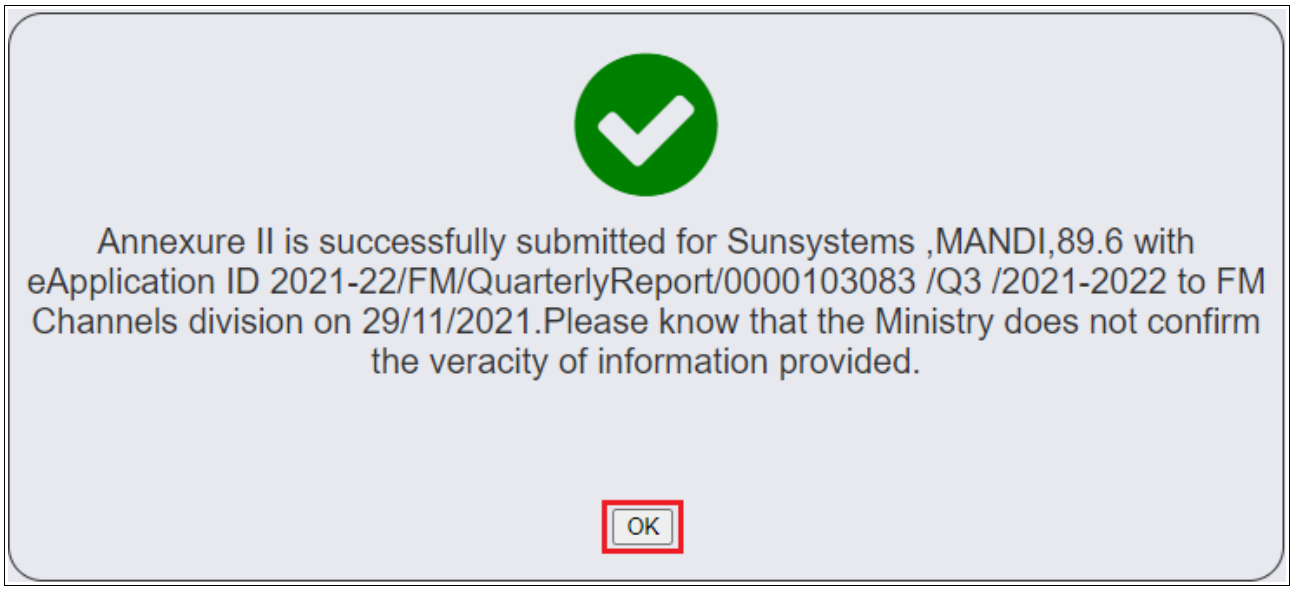
11. Click 'Preview' and 'Print Preview' to take a print out of the application form and get the same signed. Return to the application form by clicking 'Close Preview'.
    Click 'Save as Draft' to save the completed form till signing of the same is done.

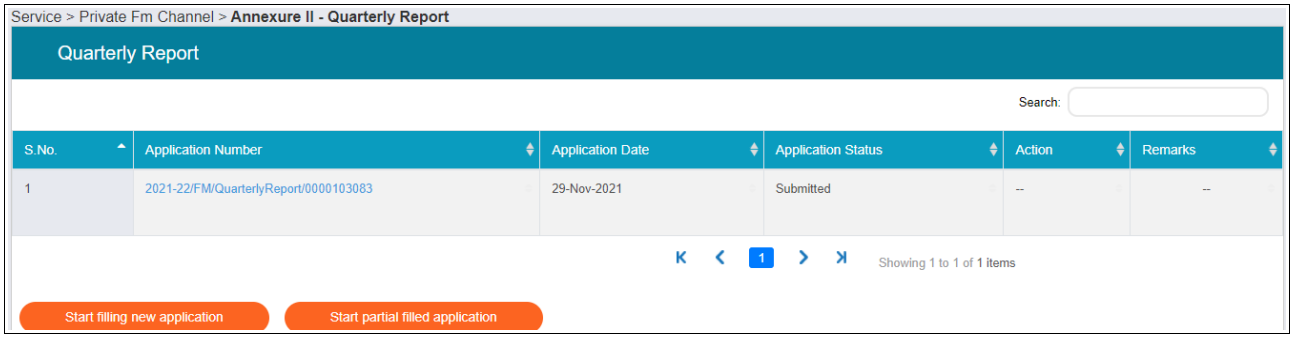


12. Scan and upload signed copy of the form on last page by clicking 'Choose File'.

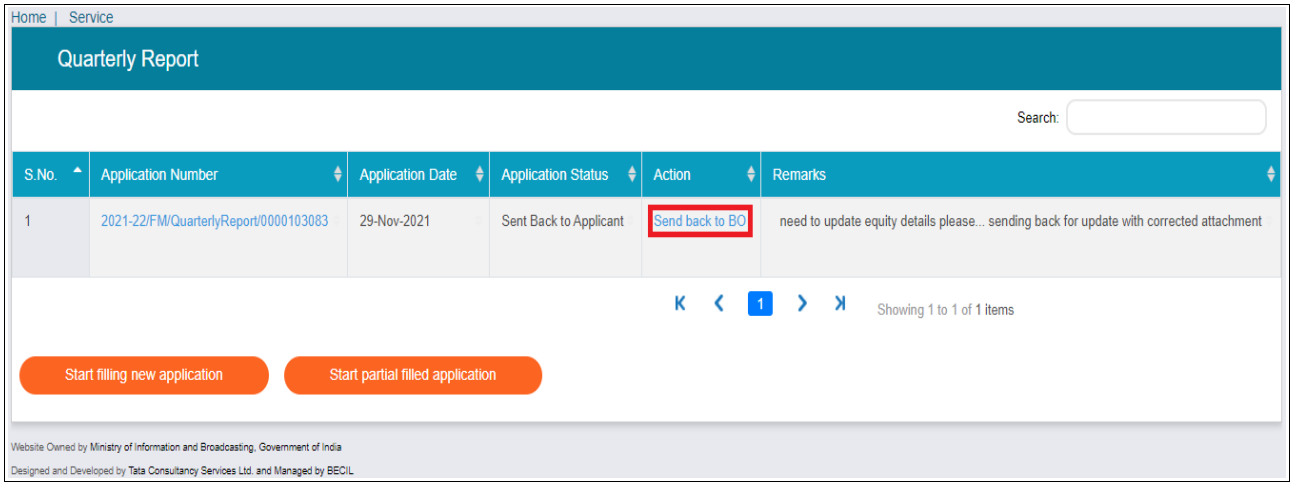


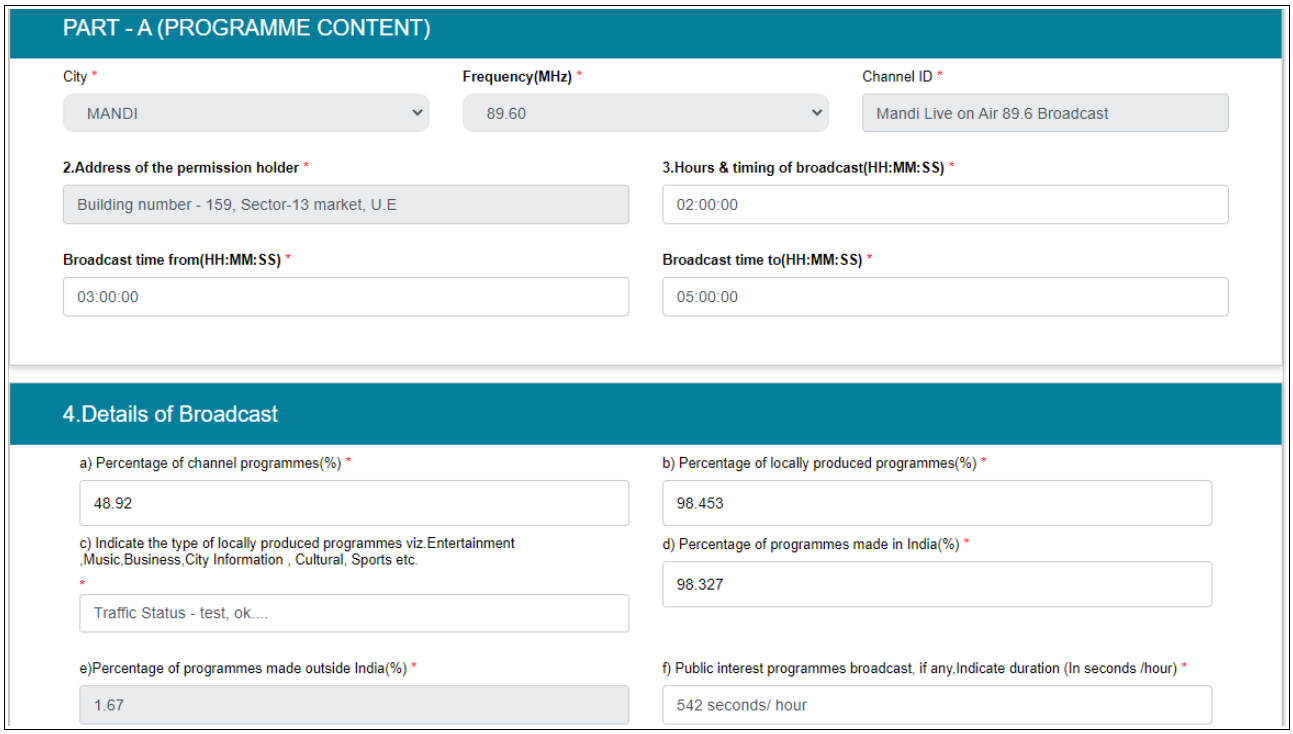
13. Click 'Submit' to submit the completed form along with its scanned, signed copy and confirm submission to Ministry by clicking 'OK'.
14. Following successful submission message is displayed. Click 'OK' to return to the grid of service to view its status as 'Submitted'.

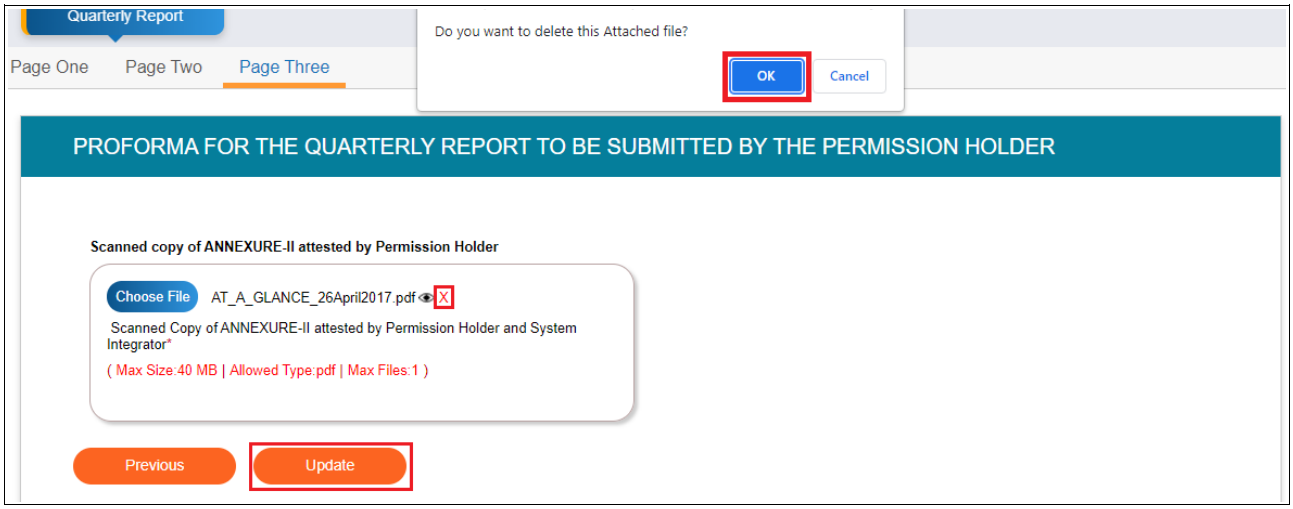




15. In case the application is in sent back status, view remarks provided by Ministry and click 'Send back to BO' under Action column to view the form in editable mode.
16. Revise and complete the form by doing the needful as per remarks, upload revised scanned copy of signed annexure and click 'Update'.




PART - A (PROGRAMME CONTENT)
City *
MANDI
Frequency(MHz) *
89.60
Channel ID *
Mandi Live on Air 89.6 Broadcast
2.Address of the permission holder *
Building number - 159, Sector-13 market, U.E
3.Hours & timing of broadcast(HH:MM:SS) *
02:00:00
Broadcast time from(HH:MM:SS) *
03:00:00
Broadcast time to(HH:MM:SS) *
05:00:00
4.Details of Broadcast
a) Percentage of channel programmes(%) *
48.92
b) Percentage of locally produced programmes(%) *
98.453
c) Indicate the type of locally produced programmes viz.Entertainment ,Music,Business,City Information , Cultural, Sports etc.
*
Traffic Status - test, ok....
d) Percentage of programmes made in India(%) *
98.327
e)Percentage of programmes made outside India(%) *
1.67
f) Public interest programmes broadcast, if any,Indicate duration (In seconds /hour) *
542 seconds/ hour


Quarterly Report
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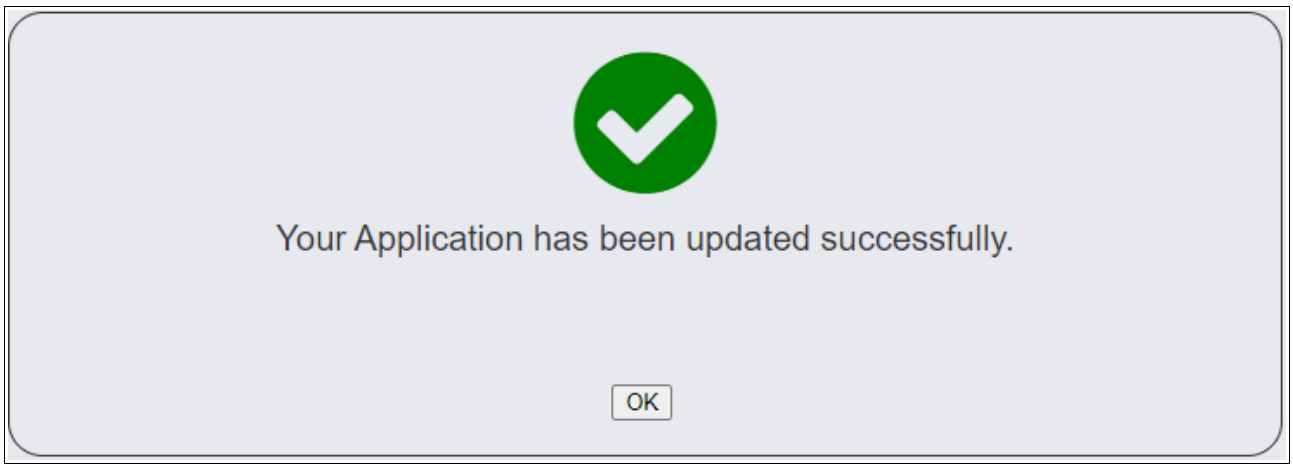
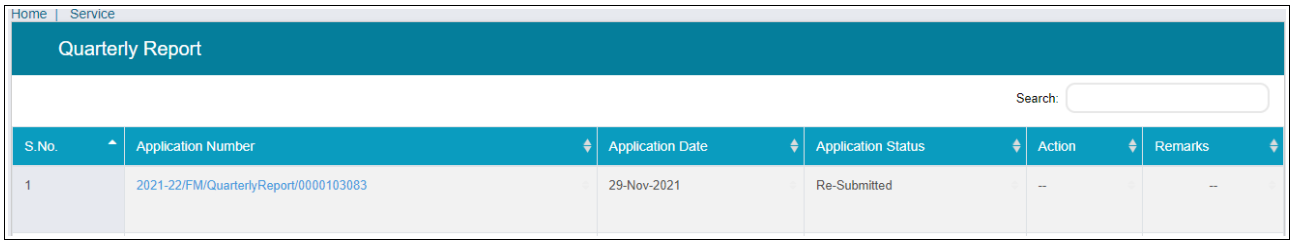
Page Three
Do you want to delete this Attached file?
OK
Cancel
PROFORMA FOR THE QUARTERLY REPORT TO BE SUBMITTED BY THE PERMISSION HOLDER
Scanned copy of ANNEXURE-II attested by Permission Holder
Choose File
AT_A_GLANCE_26April2017.pdf
Scanned Copy of ANNEXURE-II attested by Permission Holder and System Integrator*
(Max Size:40 MB | Allowed Type:pdf | Max Files:1)
Previous
Update



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).