User Manual

For

Annexure III – Calculation of Gross Revenue (GR)

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.

		ADCAST	(Vew Role) View Profile 🕭 Logout
Search	٩	Home Service	
		My View	
		No data found.	
		Upcoming Approvals	My Applications
		No data found.	No data found.
		Website Owned by Ministry of Information and Broadcasting, Government of India Designed and Developed by Tata Consultancy Services Ltd. and Managed by BEOIL	

		BROADCAST SEVA Ministry of Information and Broadcasting GAVERNMENT OF NOM		(View Role) View Profile 🙎 Logout	*
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HITS			~		
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Private Fm C	Channel		^		
Anr	nexure I – C	Operationalization Report			
Ann	nexure II - C	Quarterly Report			
Ann	nexure III -	Calculation of Gross Revenu	Je		
Ann	nexure IV	Auditor Certificate			Ŧ

4. Click 'Annexure III- Calculation of Gross Revenue' 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 auto-populated as provided earlier.

Service > Private F Annexure	m Channel > Annexure III - Calc III: Calculation of Gross R	ulation of Gross Revenue evenue				
				Searc	ch:	
S.No.	Application Number	Application Date	Application Status	Action	Remarks	\$
		 No d 	ata available in table			
Start filling n	ww application Start	partial filled application	к с э я	Showing 0 to 0 of 0 entries		
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	5						
ANN	EXURE - III: (Calculation of Gro	oss Revenue				
Statem	ent of Gross Reven	ue forming part of the Fir	nal Accounts of M/s *				
					,the FM F	Permission Holder	
Financi	al Year *	Zone *	State *	City *		Frequency *	
		Select Ontic	 Select 	× Sele	ict 🗸	Select (
	Select Optic ·	oblock optic	Genedic			Select C	option
	Select Oplit					Select C	Spilon
Note:-	All the amount va	lues that are entered in	the below table should b	be in Rupees			5,001
Note:-	All the amount va	lues that are entered in	the below table should b	be in Rupees			
Note:-	All the amount va	lues that are entered in	the below table should b	pe in Rupees			
Note:-	All the amount va	lues that are entered in Total Revenue as per Rate Card *	the below table should b Discount Trade *	be in Rupees	Agency Commission *	Taxes *	Net as per P&L Account *

- 7. Select values for 'Zone', 'State', 'Category of City', 'City', 'Frequency (Mhz) fields, followed by 'Financial Year' if not auto-populated.
- 8. Enter all required details, with amount only in Rupees whose total is auto-calculated in column A and for each income head.

Financia	al Year *	Zone *	State *	City *			Frequency *	
201	7-2018 All the amount val	North	Himachal	Prac V MAN	DI	>	89.60 Select 99.10 100.10 101.10 102.10 99.11	
	INCOME	Total Revenue	Dis	counts	Agency		100.11 101.11 102.11 88.60	
INCOME S.No. HEADS	Card *	Trade *	Others *	Commission *		89.60 90.60		
		А	в	с	D		91.60 113.60	
1	Advertisement*	A	В	С	D	E	112.60 111.60 110.60 83.60	
2	Promotional Events*	A	В	С	D	E	82.60 81.60	
2.1	Musical/Star Events*	A	В	С	D	E	F	
2.2	Sponsored Programmes*	А	В	С	D	E	F	

		Total Revenue	Disc	ounts			
S.No.	HEADS	as per Rate Card *	Trade *	Others *	Agency Commission *	Taxes *	Net as per P&L Account *
		Α	в	с	D	E	F
1	Advertisement*	11800	5000	4500	500	800	1000
2	Promotional Events*	25000	3000	5000	7000	5500	4500
2.1	Musical/Star Events*	14000	2000	4500	5000	500	2000
2.2	Sponsored Programmes*	11000	1000	500	2000	5000	2500
			Ado	1 (promotional event row)			
3	Marketing Rights*	Α	В	С	D	E	F
4	Commission*	Δ	В	C	D	F	F



You pressed OK!	
	ОК

- 9. Click 'Add row' if another income head along with its details need to be added, and a confirmation prompt message is displayed. Once an income head row is added, it can not be deleted.
 - ° Click 'OK' to confirm addition of an income head row. OR
 - Click 'Cancel' to return if income head neednot be added.

On clicking 'OK' or selecting 'Yes' to add an income head, provide the additional details.

		Total Revenue	Dis	scounts				
S.No.	HEADS	as per Rate Card *	Trade *	Others *	Agency Commission *	Taxes *	Net as per P&L Account *	
		А	в	с	D	E	F	
1	Advertisement*	11800	5000	4500	500	800	1000	
2	Promotional Events*	25000	3000	5000	7000	5500	4500	
2.1	Musical/Star Events*	14000	2000	4500	5000	500	2000	
2.2	Sponsored Programmes*	11000	1000	500	2000	5000	2500	
2.3	Income Hea	А	В	С	D	E	F	

User Manual – FM Annexure III : Calculation of Gross Revenue (GR)

3	Marketing Rights*	0	В	С	D	E	F
4	Commission*	0	В	С	D	E	F
5	Royalties*	А	В	С	D	E	F
6	Sale of recorded cassettes,CDs etc*	A	В	С	D	E	F
7	Rent-Premises*	А	В	С	D	E	F
8	Rent-Equipment*	А	В	С	D	E	F
9	Interest/Dividend*	A	В	С	D	E	F
10	Related Party Transactions*	A	В	С	D	E	F
10.1	Goods Sold*	0	В	С	D	E	F

10.2	Services Rendered*	0	В	С	D	E	F	
10.3	Production*	0	В	С	D	E	F	
10.4	Marketing*	A	В	С	D	E	F	
				Add (related party transactio	n row)			
Add Incom yes O r 11	ne Head * no	A	В	Add (related party transactio	n row)	E	F	
Add Incom ● yes ○ r 11	Income Head *	A slated Party Transaction	B ons (Serial Number 1)	Add (related party transactio	remaining services an	E d should not be added in	F n calculation again.	

10. Before column-wise total row, select checkbox at the bottom if related party transaction amount figures are already added earlier in previous income heads and need to be excluded for total calculation to avoid duplicacy.

10.4	Marketing*	25	5	5		5	5	5	
			Add (I	related party t	transaction r	ow)			
Add Incom	e Head *								
.) yes 🔍 r	10								
	Amount for Re	elated Party Transactio	ns (Serial Number 10 abo	ve) is already i	ncluded in re	maining services and s	hould not be added in	calculation again.	
	Total	54774	12101	40000					
	Total	51774	13101	13606		9555	7906	7606	
	Total	51774	Total GR for Ar	nnual Fee:	25067	9555	7906	7606	
	IOLEI	51/74	Total GR for Ar	13606 nnual Fee: A-(B+C)] *	25067	9555	7906	7606	
<u> </u>	TURI	4% of	Total GR for Arr [/	13606 nnual Fee: A-(B+C)] * +C)]x4% *	25067	9555	7906	7606	
		4% of	Total GR for Ar	13606 Innual Fee: A-(B+C)] * +C)]x4% *	25067	9555	7906	7606	
	Notes:	4% of	Total GR for Ar [/ GR for Annual Fee: [A-(B-	13606 nnual Fee: A-(B+C)] * +C)]x4% *	25067 1003	9555		7606	
	Notes: The income heads a	4% of are only indicative an	Total GR for Ar [/ GR for Annual Fee: [A-(B d illustrative and the Au-	nual Fee: A-(B+C)] * +C)]x4% *	25067 1003	9555	e FM Permission Ho	older.	

10.4	Marketing*	25	5	5		5	5	5	
			Add	related party t	ransaction r	ow)			
Add Incom	e Head *								
🔾 yes 오 i	0								
	Amount for Re	alated Party Transaction	ns (Serial Number 10 abc	ove) is already i	ncluded in rei	maining services an	d should not be added ir	n calculation again.	
	Total	51620	13080	13535		9535	7885	7585	
			Total GR for A	nnual Fee:	25005				
			[A-(B+C)] *					
		4% of	GR for Annual Fee: [A-(B	8+C)]x4% *	1000				
	Notes:								
	The income heads a	are only indicative and	d illustrative and the Au	ditor would in	clude all the	relevant Heads of	the FM Permission H	older.	
	The income from the	Related Parties sha	all tally with the Related	Parties scher	fule as per a	ccounting standar	ds no 18		

lame of Authorized Person of Permission H	older (Company) *	Designation of Authorized Person of	Permission Holder (Company) *
Authorized Name		Authorized Designation	
ignature of Authorized Person of Permissio	on Holder (Company)	Date *	
Authorized Signature		Authorized Date	
ime and Details of Auditor(s)			
ame and Details of Auditor(s)		LDI Number *	
ame and Details of Auditor(s)		UDI Number *	

CA Company *			UDI Number *			
CA Company			UDI Number			
Name of CA/ Proprieto	٢*	Membership Number *		Si	gnature of CA/ Proprietor	
Name of CA/ Prop	rietor	Membership Numbe	F		Signature of CA/ Proprietor	
Place *			Data *			
Place			Date)
Note:- Duly attested copy of An	nexure III by Permissior	Holder and CA/ Propreit	or may be upload	ed on next	tab and hard copy may be sent to FM	Cell directly

	Star Chartered for SunSytems		MUDI-23324 Test			
	Name of CA/ Proprietor * Shri Ram Chandra Kripalu Bhajman	Membership Number *	I	Signature of CA/ Proprietor Signature of CA/ Proprietor		
	Place *		Date *			
	Karnal		26/11/2021			
<u>Note</u> :- Duly	attested copy of Annexure III by Permission H	lolder and CA/ Propreit	or may be uploaded on I	next tab and hard copy may be sent to FM C	ell directly.	
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Ministry of Information and E loped by Tata Consultancy :	Broadcasting, Government of India Services Ltd. and Managed by BECIL					

ANN	ANNEXURE - III: Calculation of Gross Revenue									
Statement of Gross Revenue forming part of the Final Accounts of M/s *										
Suns	ystems				,the FN	Permission Holder				
Financi	al Year *	Zone *	State *	City *		Frequency *				
2017-2	018	North	Himachal Prade	sh MANDI		89.60				
<u>Note</u> :-	All the amount valu	ies that are entered	in the below table she	ould be in Rupees						
S.No.	INCOME HEADS	Total Revenue as per Rate Card *	Trade *	Others *	Agency Commission	Taxes *	Net as per P&L Account *			
		A	В	С	D	E	F			
1	Advertisement*	11800	5000	4500	500	800	1000			
2	Promotional Events*	39000	8000	9000	9000	6500	6500			
2.1	Musical/Star Events*	14000	2000	4500	5000	500	2000			
2.2	Sponsored Programmes*	11000	1000	500	2000	5000	2500			

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	b save the completed form till sig	ning of the same is done.
--------------------------	------------------------------------	---------------------------

CA Company * Star Chartered for SunSytems		UDI Number * MUDI-23324 Test	
Name of CA/ Proprietor * Shri Ram Chandra Kripalu Bhajman	Membership Number * M-Num-Star-242321	Signature of CA/ Proprietor	
Place * Karnal		Date * 26/11/2021	
Note:- Duly attested copy of Annexure III by Permiss Print Preview	ion Holder and CA/ Propreito	tor may be uploaded on next tab and hard copy may be sent to FM Cell directly. (* marked fields are MANDATORY to fill) Close Preview	

	State	ement of Gross Reve	nue forming part o	of the Final Accounts o	of Mile *				Print		3 page
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			A	в		D	E			Derault	
	1	Advertisement*	11800	5005	4500	500	860	1900	Options	Minimum	
	2	Promotional Events*	39900		5660	9800	6500	6500		Custom	
	2.1	Musical/Star Events*	16000	2540	4500	5800	580	2000		Background grap	ohics
	2.2	Sporsored Programmes*	11000	1000	560	2800	50.00	2500			
	2.3	Promotional (14300	50.00	4000	2800	1000	2000			
	3	Marketing Rights*	25		5						
	4	Commission*	75	5	5	5	5	55			
	5	Royalities*	25		5	5	5				
	6	Sale of recorded casestee, CDs etc ²	ы	5	5		5	8			
	7	Rard-Premises*	575	5	5	5	555	5			
	4	Rent-Equipment*	70				5	(a.)			
	9	Interest. Dividend*	25	5	5	5	5	5			
	10	Related Party Transactions*	154	21	н	20	21	21			
	90.5	Goods Sold*	-					i trans		Save	Cancel

	CA Company *		UDI Number *		
	Star Chartered for SunSytems		MUDI-23324 Test		
	Name of CA/ Proprietor *	Membership Number *		Signature of CA/ Proprietor	
	Shri Ram Chandra Kripalu Bhajman	M-Num-Star-242321			
	Place *		Date *		
	Karnal		26/11/2021		
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Designed and Develop	ed by Tata Consultancy Services Ltd. and Managed by BECIL				

	Star Chartered for SunSytems		MUDI-23324 Test	MUDI-23324 Test			
	Name of CA/ Proprietor *	Membership Number *		Signature of CA/ Proprietor			
	Shri Ram Chandra Kripalu Bhajman	M-Num-Star-24232	1	Signature of CA/ Proprietor			
	Place *		Date *				
	Karnal		26/11/2021				
Note:- Duly	y attested copy of Annexure III by Permissior	1 Holder and CA/ Proprei	tor may be uploaded o	n next tab and hard copy may be sent to	FM Cell directly.		
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F	Preview			Save as Draft Sav	re & Next		



Home Service		
Draft List		
Draft Name	Created Date and Time	Action
Draft/2021-22/FM/CalculationofGrossRevenue/0000103079	27/11/2021 17:28:12	Delete

12. Successful draft saved message is displayed. Click 'OK' to navigate to Draft List.

Alternatively click 'Home' followed by 'Draft List', and select draft number to view the saved form and continue filling the same.

	Star Chartered for SunSytems		MUDI-23324 Test	t	
	Name of CA/ Proprietor * Membership Number * Shri Ram Chandra Kripalu Bhajman M-Num-Star-2423			Signature of CA/ Proprietor Signature of CA/ Proprietor	
	Place * Karnal		Date *		
<u>Note</u> :- Du	ly attested copy of Annexure III by Permissio	on Holder and CA/ Propreit	or may be uploaded	on next tab and hard copy may be sent to Fi	M Cell directly.
	Preview			(* marked fields are MAN	DATORY to fill)

ANNEXURE - III: Calculation of Gross Revenue	
Page One Page two	1
ANNEXURE - III: Calculation of Gross Revenue	
Scanned Copy of ANNEXURE-III attested by Chartered Accountant *	1
Choose File Scanned Copy of ANNEXURE-III attested by Chartered Accountant* (Max Size 40 MB Allowed Type:pdf Max Files:1)	
(* marked fields are MANDATORY to fill)	
Previous Back Save as Draft Submit	
bsile Owned by Ministry of Information and Broadcasting, Government of India	
signed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL	Ŧ

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

• Validate all fields to match with values in scanned copy before submitting the same.



ANNEXURE - III: Calculation of Gross Revenue Page One Page two	Are you sure you want to submit this application? OK Cancel
ANNEXURE - III: Calculation of Gros Scanned Copy of ANNEXURE-III attested by Chartere Choose File © X Scanned Copy of ANNEXURE-III attested by Chart (Max Size:40 MB Allowed Type:pdf Max Files:1	ed Accountant * tered Accountant*)
Previous	(* marked fields are MANDATORY to fill) Back Save as Draft Submit
Website Owned by Ministry of Information and Broadcasting, Government of India Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL	

- 14. Click 'Submit' to submit the completed form along with its scanned, signed copy and confirm submission to Ministry by clicking 'OK'.
- 15. Following successful submission message is displayed. Click 'OK' to view service grid to pay calculated balance as per audited GR.



Home S	Service									
D	ues calc	culation based on a	udited GR: B	alance fee and E	Balance inte	rest				
									Search:	
S.No.	•	Application Number	\$	Application Date	¢	Application Status		¢	View Acknowledgement Receipt	¢
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s	Start filling new application Start partial filled application									
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- 16. Click 'Annexure III: Calculation of GR' under service pane to view the grid of service and check application status as 'Submitted'.
- 17. 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.
- 18. Revise and complete the form by doing the needful as per remarks, upload revised scanned copy of signed annexure and click 'Update'.

Service	Service > Private Fm Channel > Annexure III - Calculation of Gross Revenue											
A	Annexure III: Calculation of Gross Revenue											
					Search:							
S.No.	Application Number	Application Date	Application Status 🕴	Action 🔶	Remarks \$							
1	2021-22/FM/CalculationofGrossRevenue/0000103079	27-Nov-2021	Sent Back to Applicant	Send Back to BO	Sending back - Testing Please correct for figures on so-and-so, not matching with scanned attachment provided							
				к	C 1 > X Showing 1 to 1 of 1 items							
	Start filing new application Start partial filled application											
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ANN	EXURE - III: C	alculation of Gro	oss Revenue				
Statem	ent of Gross Revenu	e forming part of the Fi	nal Accounts of M/s *				
Suns	systems				,the l	M Permission Holder	
Financi	al Year *	Zone *	State *	City *		Frequency *	
20	17-2018 🗸	North	Himachal Pr	rac 👻 MAI	IDI	♥ 89.60	~
<u>Note</u> :-	All the amount valu	les that are entered ir	n the below table shou	Ild be in Rupees			
			Disco	ounts			
C N	INCOME HEADS	as per Rate Card *	Trade *	Others *	Agency Commission *	Taxes *	Net as per P&L Account *
5.NO.							
5.NO.		Α	В	С	D	E	F

10.4	Marketing*	6150	50	100	500	5000	500				
	Add (related party transaction row)										
Add Incom	Add Income Head *										
⊖ yes ● no											
_ ,	Amount for Re	ated Party Transaction	ns (Serial Number 10 abo	ve) is alreadv included	in remaining services and	should not be added in calcu	ilation again.				
	Amount for Re	elated Party Transaction	ns (Serial Number 10 abo	ve) is already included	in remaining services and	should not be added in calcu	ilation again.				
	Amount for Re Total	elated Party Transaction	ns (Serial Number 10 abo	ve) is already included	in remaining services and	should not be added in calcu	llation again.				
	C Amount for Re	elated Party Transaction	ns (Serial Number 10 abo 13146 Total GR for Ar	ve) is already included 13701 Inual Fee: A-(B+C)] *	in remaining services and 10250	should not be added in calcu 12901	llation again. 8101				

User Manual – FM Annexure III : Calculation of Gross Revenue (GR)

ANNEXURE - III: Calculation of Gross Revenue	Do you want to delete this Attached file? Cancel Cancel
Page One Page two ANNEXURE - III: Calculation of Gro	iss Revenue
Scanned Copy of ANNEXURE-III attested by Charten Choose File GOPA_FM_PHASE_III.pdf Scanned Copy of ANNEXURE-III attested by Charten (Max Size:40 MB Allowed Type:pdf Max Files:1	ed Accountant * tered Accountant*)
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19. 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											
Annexure III: Calculation of Gross Revenue											
						s	earch:				
S.No.	Application Number	¢	Application Date \$		Application Status	¢	Action 🔶	Remarks	÷		
1	2021-22/FM/CalculationofGrossRevenue/0000103079	0	27-Nov-2021		Re-Submitted				- 0		
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Start filling	g new application Start partial filled application										
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