

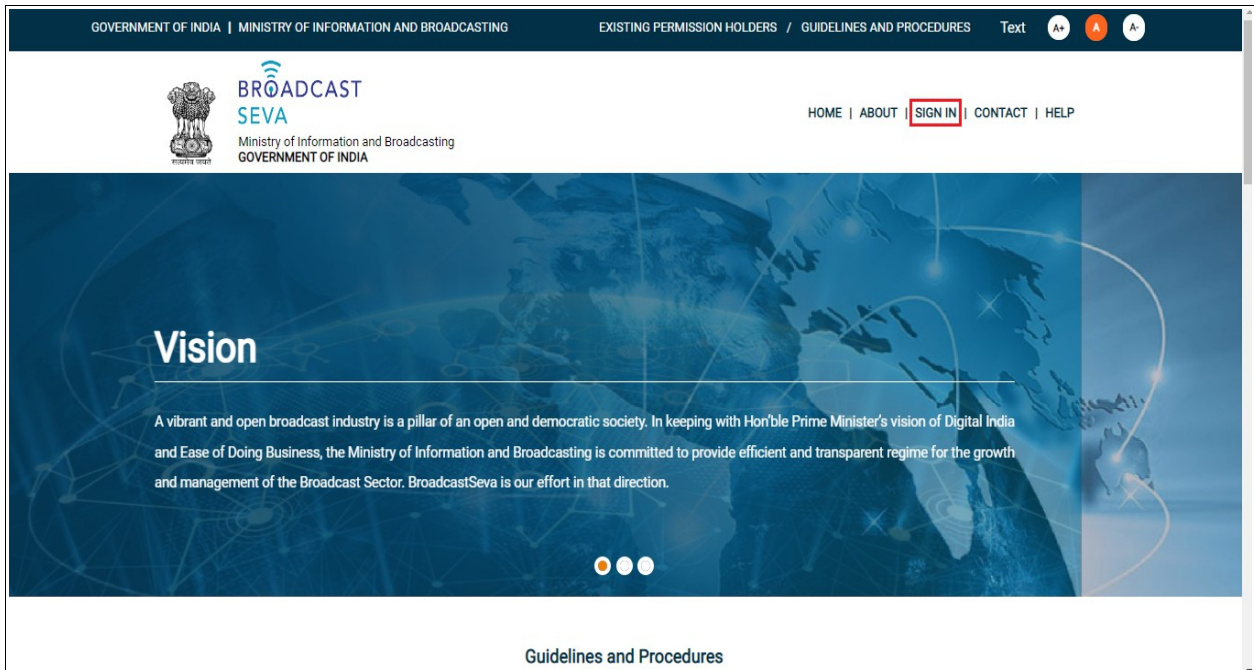
User Manual
For
Submission of
new Performance Bank Guarantee (PBG)

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.

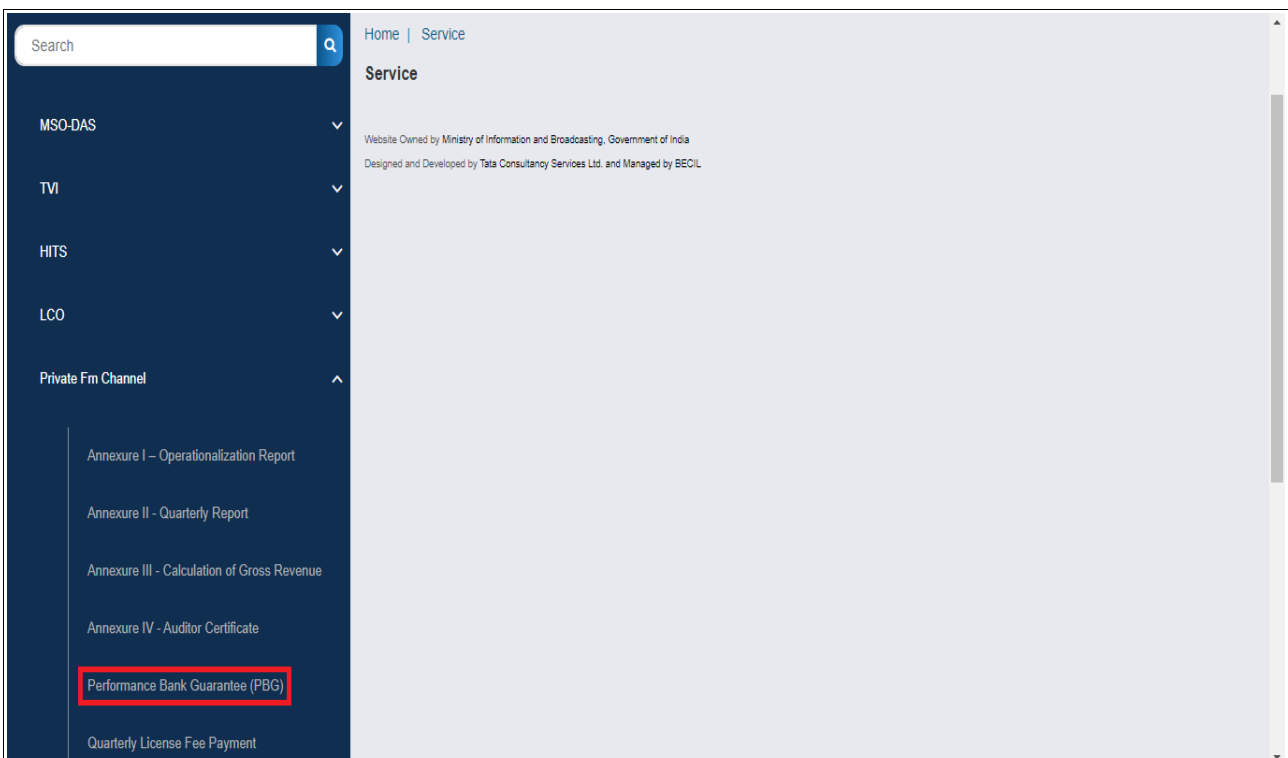
2. On Log In page, enter username (official email ID using which sign up is done) and password and captcha and click 'Log In' button.

[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.

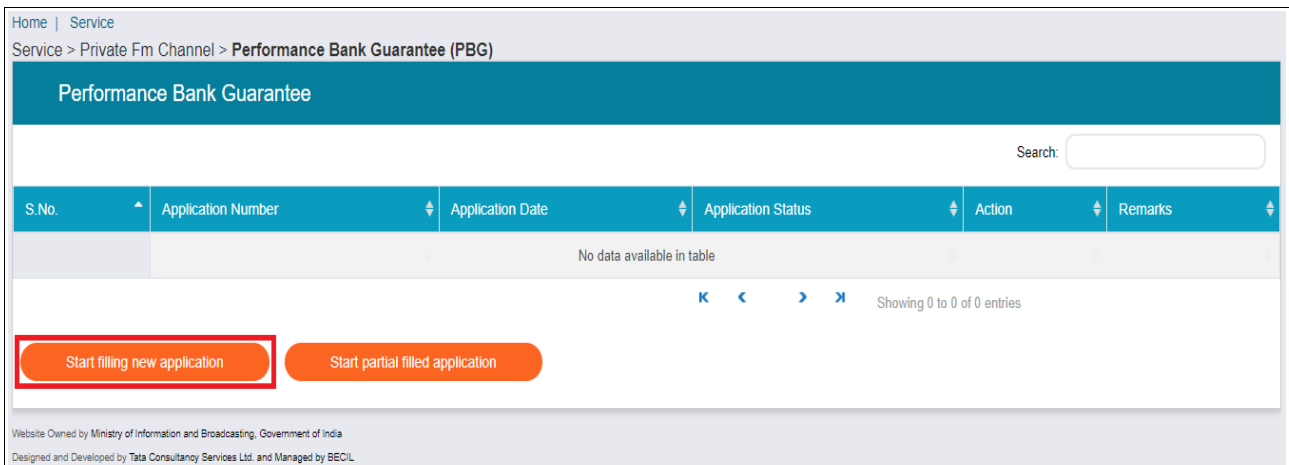
Note: If account is locked due to unsuccessful attempts, click 'Forgot Password / Unlock account ' on bottom right to first unlock account and create a new password for the account on Broadcast Seva.]

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

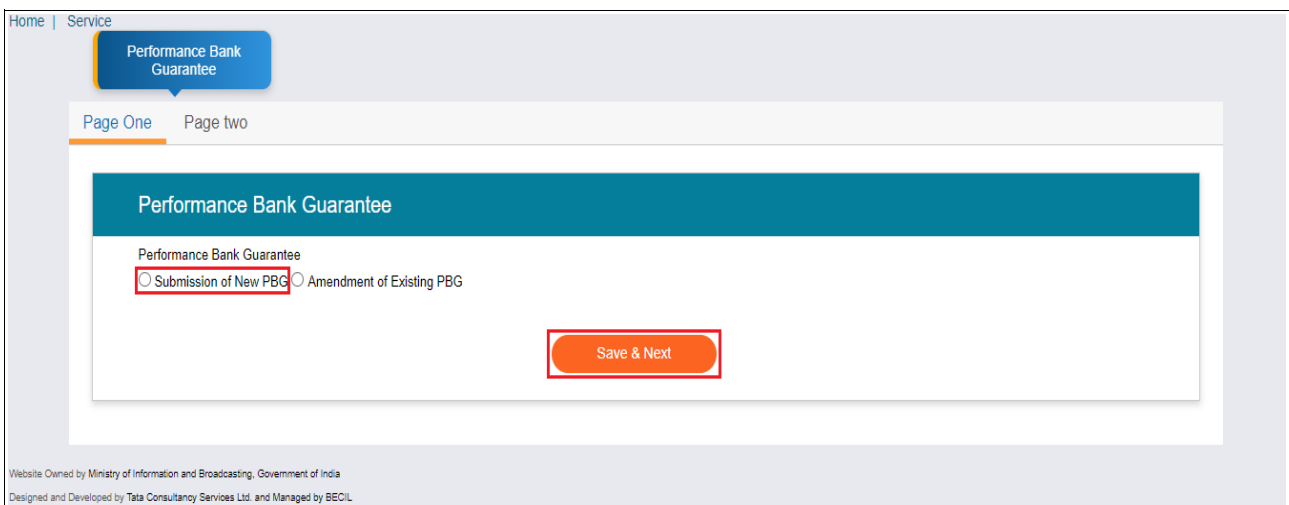
4. Click 'Performance Bank Guarantee (PBG)' i.e. required service name under 'Private FM Channels' module in service pane, or enter the same in service search bar on top.



5. Grid screen for the required, selected service is displayed as under. Click 'Start filling new application'.



6. Click the required service.
 - a. For a new PBG, click 'Submission of New PBG'.
 - b. For revision in a PBG, click 'Amendment of Existing PBG'.



7. Click 'Save & Next' button to view the required service screen.

Performance Bank Guarantee

Page One Page two

Performance Bank Guarantee

Performance Bank Guarantee

Permission Holder (Company) *

Sunsystems

Zone * State * City * Category of City *

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

Frequency * NOTEF (INR) / NOTMF * Channel ID *

--Please select-- NOTEF (INR) / NOTMF Channel ID

Performance Bank Guarantee

PBG Number *

PBG Number

Date of Issue * PBG amount * PBG Valid Upto * Claim Date Upto *

Date of Issue PBG amount PBG Valid Upto Claim Date Upto

8. Select values of 'Zone', 'State', 'City', 'Category of City' and 'Frequency'. NOTEF/ NOTMF and Channel ID values are auto-populated upon channel frequency selection.
9. Enter Performance Bank Guarantee (PBG) details.
 - a. Provide PBG number and PBG amount. Select date of issue, PBG valid upto and claim date upto.
 - b. Mention bank of issuing PBG, IFSC code and email ID of bank.
 - c. Click to download 'Format of PBG for Reference' as required for sample copy of agreement with bank.
 - d. Upload scanned copy of agreement with bank by clicking 'Choose File' button.
 - e. Click 'Add' button to save the entered details of PBG which would then be added in tabular grid form towards the last.Repeat above steps to enter details of another PBG.

Performance Bank Guarantee

PBG Number *

Date of Issue *

PBG amount *

PBG Valid Upto *

Claim Date Upto *

Bank of issuing PBG *

IFSC Code *

Email ID of bank *

Copy of PBG *

Choose File No File Uploaded

copy of pbg document*

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

Add
Reset

10. Click 'View' button under action column of table to verify entered details and take a preview of the same by clicking 'Preview' button. Click 'Print Preview' to download the same in PDF format and click 'Close Preview' to return to form.

- Click 'Edit' to change the entered details if required and click 'Update' to confirm the change(s).
- Click 'Delete' button for a PBG row to delete the corresponding PBG.

Add
Reset

Format of PBG for Reference

PBG number	Date of Issue	PBG amount	PBG Valid Upto	Claim Date Upto	Bank of issuing PBG	IFSC Code	Email ID of bank	Copy of PBG	Action
								View	View / Edit / Delete

(* marked fields are MANDATORY to fill)

Back
Previous
Save as Draft
Submit
Preview

Performance Bank Guarantee

PBG Number *

Date of Issue * PBG amount * PBG Valid Upto * Claim Date Upto *

Bank of issuing PBG * IFSC Code *

Email ID of bank *

Copy of PBG *
copy of pbg document
.pdf

PBG number	Date of Issue	PBG amount	PBG Valid Upto	Claim Date Upto	Bank of issuing PBG	IFSC Code	Email ID of bank	Copy of PBG	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	View	View / Edit / Delete

(* marked fields are MANDATORY to fill)

Close Preview
Print Preview

11. Verify all details with Total Required PBG amount = {annual license fee - valid PBG amount} INR entered, and click 'Submit' button to provide the same to Ministry. A confirmation prompt message is displayed as shown below. Click 'OK' button to confirm submission to Ministry. Click 'Cancel' button to return to form and only if details need to be verified.

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

Are you sure you want to submit this application?

OK
Cancel

Add
Reset


Format of PBG for Reference

PBG number	Date of Issue	PBG amount	PBG Valid Upto	Claim Date Upto	Bank of issuing PBG	IFSC Code	Email ID of bank	Copy of PBG	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	View	View / Edit / Delete

(* marked fields are MANDATORY to fill)

Back
Previous
Save as Draft
Submit
Preview

12. Following successful submission is displayed. Click 'OK' button to view the application grid with application number and its status as 'Submitted'.



Performance Bank Guarantee (PBG) of amount █████ INR for Channel Frequency █████ is successfully submitted with application number 2021-22/FM/PBG/0000103126/ to FM Cell, Ministry of Information & Broadcasting on 05/12/2021 .Please know that the Ministry does not confirm the veracity of information provided.

OK

Home | Service

Performance Bank Guarantee

Search:

S.No.	Application Number	Application Date	Application Status	Action	Remarks
1	2021-22/FM/PBG/0000103126	05-Dec-2021	Submitted		--

K < 1 > ⌂ Showing 1 to 1 of 1 items

Start filling new applicationStart partial filled application

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

Service > Private Fm Channel > Performance Bank Guarantee (PBG)

Performance Bank Guarantee

Search:

S.No.	Application Number	Application Date	Application Status	Action	Remarks
1	2021-22/FM/PBG/0000103126	05-Dec-2021	Sent Back to Applicant	Send Back to BO	claim date is too near, please provide at least till second quarter of next year.. sending back for update

Showing 1 to 1 of 1 items

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

- 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 by clicking 'Edit' button for the PBG record row to be updated, update details, upload revised scanned copy of PBG and click 'Update' button. Click 'Submit' button and confirm submission by clicking 'OK' button. Once confirmed, successful update message is displayed with application status as 'Re-submitted'.

Copy of PBG *

Annexure I - demo.pdf

copy of pbg document
(Max Size: 40 MB | Allowed Type: PDF | Max Files: 1)

PBG number	Date of Issue	PBG amount	PBG Valid Upto	Claim Date Upto	Bank of issuing PBG	IFSC Code	Email ID of bank	Copy of PBG	Action
8767	29/11/2021	550000	29/11/2021	14/12/2021	hgh	76fhgf	c.chaba@tcs.com	View	View Edit Delete

(* marked fields are MANDATORY to fill)

- Once accepted by Ministry, application status shall be visible as 'Approved' in the application grid.