

User Manual
For
Operationalization of MSO
Broadcast Seva
Ministry of Information and Broadcast

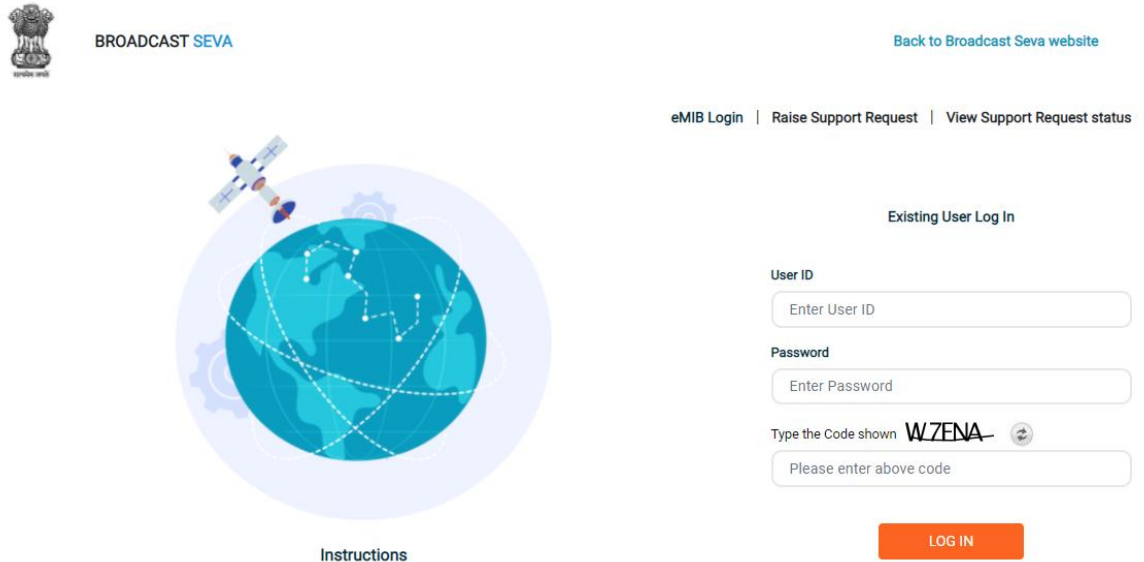
Service 1- Application form for Operationalization of MSO Application

Link for logging in the portal (UAT Environment):

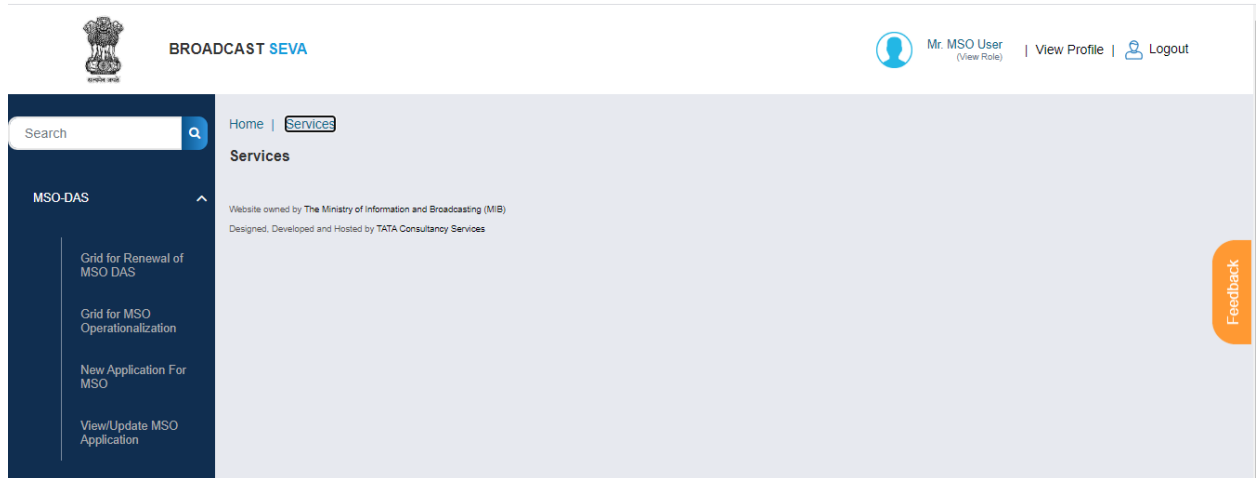
<https://alb-uat-prtweb-589507420.ap-south-1.elb.amazonaws.com/digigov-portal-web-app/>

Applicant Login:

1. Existing user will login in below screen:



2. On logging in, with credentials- left corner denotes menu where:



- a) Applicant can start the process to New Application for MSO.
 - b) Applicant can view the status of his existing applications (Grid).
 - c) Applicant can view status for his grant for all Application request of MSO(Grid).
3. On clicking on- ‘View/Update MSO Application’ ->See the MSO Operationalization column-> User can click on that request where “Application For MSO Operationalization” link is enabled and then user can able to file request for Operationalization service.

| S. No. | Application Number | Application Date and Time | Application Status | Action | MSO Operationalization |
|--------|-------------------------------|---------------------------|------------------------|---|--|
| 1 | S/NEW-REQUEST/28092021/102849 | 28-09-2021 21:47:39 | Approved | Download Certificate Submit Change Request | Application for MSO Operationaliza |
| 2 | S/NEW-REQUEST/14092021/102845 | 14-09-2021 14:34:56 | Pending | View | -- |
| 3 | S/NEW-REQUEST/12092021/102787 | 12-09-2021 12:56:06 | Sent Back To Applicant | Update | -- |
| 4 | S/NEW-REQUEST/06092021/102761 | 06-09-2021 11:46:04 | Approved | Download Certificate Submit Change Request | Application for MSO Operationaliza |
| 5 | S/NEW-REQUEST/25082021/102683 | 25-08-2021 15:31:53 | Pending | View | -- |
| 6 | S/NEW-REQUEST/27042021/100902 | 11-08-2021 02:31:20 | Pending | View | -- |
| 7 | S/NEW-REQUEST/11082021/102668 | 11-08-2021 01:03:00 | Status Awaited | View | Application for MSO Operationaliza |
| 8 | S/NEW-REQUEST/10082021/1005 | 10-08-2021 23:42:55 | Pending | View | -- |
| 9 | S/NEW-REQUEST/10082021/1004 | 10-08-2021 23:17:44 | Approved | Download Certificate Submit Change Request | Application for MSO Operationaliza |
| 10 | S/NEW-REQUEST/10082021/1003 | 10-08-2021 23:02:12 | Rejected | View | -- |

Applicant Details LCO Uploads

Applicant Details

Name of Registered MSO *

Correspondence Address of the MSO

a) Line 1*

b) Line 2

c) Country*

d) State/UT*

e) District*

f) City/Town/Village*

g) Taluka/Tehsil*

h) PIN Code*

i) Mobile Number/ Landline with Code

Phone No. *

Email *

MSO-Registration Number *

Date of Issue of Registration *

Date of Operationalization *

**Correspondence
Address
from
Existing
Record**

| | | | |
|--------------------------------------|---|-----------------------|--|
| a) Line 1* | <input type="text" value="sdfsdfsdf"/> | b) Line 2 | <input type="text" value="dsfsdfs"/> |
| c) Country* | <input type="text" value="India"/> | d) State/UT | <input type="text" value="Jammu And Kashmir"/> |
| e) District* | <input type="text" value="RAJAURI"/> | f) City/Town/Village* | <input type="text" value="dsfs"/> |
| g) Taluka/Tehsil* | <input type="text" value="dsfs"/> | h) PIN Code* | <input type="text" value="342342"/> |
| i) Mobile Number/ Landline with Code | <input type="text" value="4324"/> <input type="text" value="3243243243"/> | | |

Headend Details

Address

| | | | |
|--------------------------------------|---|-----------------------|---|
| a) Line 1* | <input type="text"/> | b) Line 2 | <input type="text"/> |
| c) Country* | <input type="text" value="India"/> | d) State/UT* | <input type="text" value="--- Select ---"/> |
| e) District* | <input type="text" value="--- Select ---"/> | f) City/Town/Village* | <input type="text"/> |
| g) Taluka/Tehsil* | <input type="text"/> | h) PIN Code* | <input type="text"/> |
| i) Mobile Number/ Landline with Code | <input type="text"/> <input type="text"/> | | |

CAS Details

Name/Make of CAS *

Version of CAS *

Vendor of CAS *

Date of Installation *

SMS Details

Make of SMS *

Version of SMS *

Add
Reset

| Make of SMS | Version of SMS | Action |
|-------------|----------------|--------|
|-------------|----------------|--------|

| Name/Make of CAS | Version of CAS | Vendor of CAS | Date of Installation | Action |
|------------------|----------------|---------------|----------------------|--------|
|------------------|----------------|---------------|----------------------|--------|

Other Operational Details

Name of the areas where you are providing digital cable TV service or multiple select please select the option along with Ctrl button)

Maharashtra

AHMEDNAGAR

AKOLA

AMRAVATI

AURANGABAD

1. Name of the areas where you are providing digital cable TV service

Name of the areas where you are providing digital cable TV service

Number of Mandatory channel being carried or multiple select please select the option along with Ctrl button)

DD Bangla

DD Bharati

DD Bihar

DD Chandana

DD Cine

2. Number of Mandatory channel being carried

Mandatory Channels to being carried in the Network required

Number of Mandatory satellite being carried or multiple select please select the option along with Ctrl button)

GALAXY 23

Others

THAICOM 5

3. Number of Mandatory satellite being carried

Number of Mandatory satellite being carried

AMKAVAIL
AIRANGARAD

2. Number of Mandatory channel being carried
(For multiple select please select the option along with Ctrl button)

- DD Bangla
- DD Bharati
- DD Bihar
- DD Chandana
- DD Circle

2. Number of Mandatory channel being carried

Mandatory Channels to being carried in the Network required

3. Number of Mandatory satellite being carried
(For multiple select please select the option along with Ctrl button)

- GALAXY 23
- Others
- THAICOM 5
- THAICOM 3
- DAS 10

3. Number of Mandatory satellite being carried

Number of Mandatory satellite being carried

4. Number of Mandatory local channels being carried *

4. Number of Mandatory local channels being carried

5. Confirm that you are transmitting all the channels, including local channels, only in digital and encrypted format.

6. Confirm that you are not carrying any unpermitted satellite channel

7. Confirm that your STB's are being supplied by you BIS compliant

8. Confirm that you are entering seeding data of STB's in the Management Information System(MIS) of the M/o I &B at www.digitalindiamib.com website.

9. Does the seeding data enter in the MIS match actual number of STB's installed by you.
 Yes No

10. Indicate the date on which you had last update data in MIS *

10. Indicate the date on which you had last update data in MIS

11. Do you have Toll-free helpline number
 Yes No

12. Is your website operational
 Yes No

13. Have you notified the names and contact details of the nodal officer for public grievance redressal?
 Yes No

| Address | Number of local channels | Last update date | Mandatory Channels to being carried in the Network required | Name of the areas where you are providing digital cable TV service | Number of Mandatory satellite being carried | Action |
|--|--------------------------|------------------|---|--|---|--------|
| <input type="button" value="Save & Next"/> | | | | | | |

- This form is divided into 3 tabs- Each tab has both mandatory and non-mandatory fields.
- At the end of each tab there is an option for – ‘Save and Next’.
- User can save and then continue filling application at a later date or time.

4. Need to fill Tab 2: LCO tab

The screenshot shows a web interface for 'Operationalization' with three tabs: 'Applicant Details', 'LCO', and 'Uploads'. The 'LCO' tab is active. Below the tabs is a header 'LCO Details'. The form contains the following fields:

- Name ***: A text input field with the placeholder 'Name'.
- Postoffice Registration Number ***: A text input field with the placeholder 'Postoffice Registration Number'.
- Registration issued by the post office ***: A text input field with the placeholder 'Registration issued by the post office' and a calendar icon on the right.
- LCO Address**: A section header for the address fields.
- a) Line 1***: A text input field.
- b) Line 2**: A text input field.
- c) Country***: A dropdown menu with 'India' selected.
- d) State/UT***: A dropdown menu with '--- Select ---' selected.

e) District*

--- Select ---

f) City/Town/Village*

g) Taluka/Tehsil*

h) PIN Code*

i) Mobile Number/ Landline with Code

Registration valid upto *

Registration valid upto

Add

Reset

| Name | Postoffice Registration Number | Registration issued by the post office | Address | Registration valid upto | Action |
|--|--------------------------------|--|---------|-------------------------|--------|
| <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px 15px; background-color: #f4a460;">Previous</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px 15px; background-color: #f4a460;">Save & Next</div> </div> | | | | | |

5. Fill the Tab 3 details: Upload

End user will upload mandatory /required document related this request.

Applicant Details
LCO
Uploads

Uploads

List of LCO's

Choose File No File Uploaded

List of LCO*

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

Post Office Registration number

Choose File No File Uploaded

Post Office Registration number*

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

Satellite List

Choose File No File Uploaded

Satellite List*

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

Other

Choose File No File Uploaded

Other*

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

9

Satellite List

[Choose File](#) No File Uploaded

Satellite List*

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

Other

[Choose File](#) No File Uploaded

Other*

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

Local Channel

[Choose File](#) No File Uploaded

Local Channel*

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

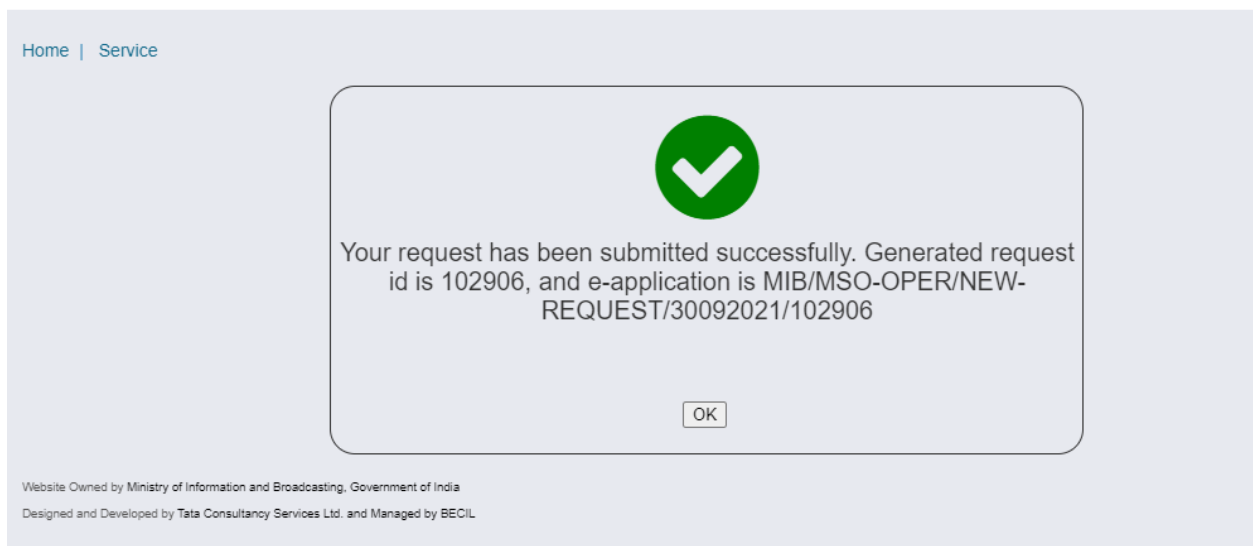
[Previous](#) [Save as Draft](#) [Preview](#) [Submit](#)

User can save request via using “Save as Draft” feature.

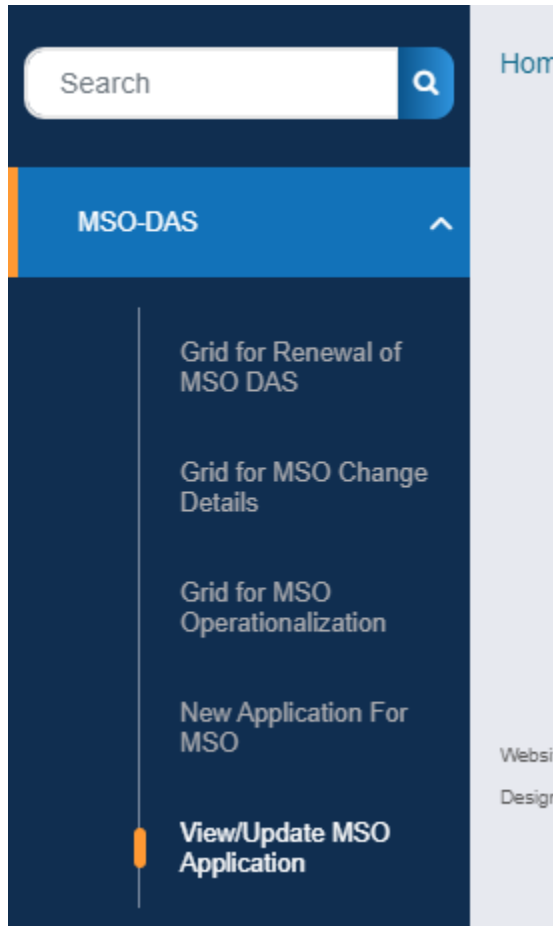
User can do any required changes in previous tab using Previous button.

User can take Preview of this request using “Preview “button.

Once application is submitted.



6. Once application is submitted- applicant can check status by clicking on ‘Grid for MSO Application’.



The status can be – ‘In progress’ for application. That means – it can either be pending with the Ministries (MSO Department).

The status can be – ‘Send Back to Applicant’. That mean Applicant must update that application request in certain places as guided by Ministry.

The status can be -“Approved” for application. That means application request for operationalization has been approved from Ministries (MSO Department) and required changes has been implemented in system.

| Grid for MSO Operationalization | | | | |
|---------------------------------|--|---------------------------|------------------------|------------------------------|
| | | | | Search: <input type="text"/> |
| S. No. | Application Number | Application Date and Time | Application Status | Action |
| 1 | MIB/MSO-OPER/NEW-REQUEST/30092021/102906 | 30-09-2021 11:09:18 | Pending | View |
| 2 | MIB/MSO-OPER/NEW-REQUEST/28092021/102855 | 28-09-2021 22:05:20 | Approved | |
| 3 | MIB/MSO-OPER/NEW-REQUEST/12092021/102788 | 12-09-2021 13:09:46 | Pending | View |
| 4 | MIB/MSO-OPER/NEW-REQUEST/11082021/102681 | 11-08-2021 11:17:34 | Approved | |
| 5 | MIB/MSO-OPER/NEW-REQUEST/11082021/102657 | 11-08-2021 10:48:53 | Pending | View |
| 6 | MIB/MSO-OPER/NEW-REQUEST/11082021/102656 | 11-08-2021 00:43:12 | Pending | View |
| 7 | MIB/MSO-OPER/NEW-REQUEST/11082021/102647 | 11-08-2021 00:23:37 | Sent Back To Applicant | Update |
| 8 | MIB/MSO-OPER/NEW-REQUEST/11082021/102645 | 11-08-2021 00:16:55 | Rejected | View |
| 9 | MIB/MSO-OPER/NEW-REQUEST/11082021/102644 | 11-08-2021 00:04:11 | Approved | |
| 10 | MIB/MSO-OPER/NEW-REQUEST/10082021/102638 | 10-08-2021 23:52:50 | Approved | |