

User Manual

For

Application for Permission of HITS (Head end in the Sky)

Broadcast Seva

Ministry of Information and Broadcast

Service 1- Application form for permission for setting up of Community Radio Station

Link for logging in the portal:

<https://new.broadcastseva.gov.in/digigov-portal-web-app/#>.

Applicant Login:

1. Existing user will login in below screen:



BROADCAST SEVA

[Back to Broadcast Seva website](#)

[eMIB Login](#) | [Raise Support Request](#) | [View Support Request status](#)



Existing User Log In

User ID

Password

Type the Code shown **WZENA**

LOG IN

[Instructions](#)

2. On logging in, with credentials- left corner denotes menu where:
 - a. Applicant can start the process to get license for HITS broadcaster.
 - b. Applicant can view draft status in case of incomplete application (application in progress).
 - c. Applicant can view the status of his existing applications (Grid).

3. On clicking on- 'New Application'

Head Office Address

a) Line 1*

9TH FLOOR, NIRMAL BUILDING NARIMAN POINT MUMBAI MH
400021 IN

c) Country*

--- Select ---

e) District*

--- Select ---

g) Taluka/Tehsil

i) Landline Number with STD Code

b) Line 2

d) State/UT*

--- Select ---

Please select State

f) City/Town/Village*

hsh

h) PIN Code*

939939

Same as Head Office Address

Correspondence Address

a) Line 1*

9TH FLOOR, NIRMAL BUILDING NARIMAN POINT MUMBAI MH
400021 IN

c) Country*

--- Select ---

e) District*

--- Select ---

g) Taluka/Tehsil

i) Landline Number with STD Code

b) Line 2

d) State/UT*

--- Select ---

Please select State

f) City/Town/Village*

hsh

h) PIN Code*

939939

Same as Head Office Address

Corporate Office Address

a) Line 1*	b) Line 2
9TH FLOOR, NIRMAL BUILDING NARIMAN POINT MUMBAI MH 400021 IN	
c) Country*	d) State/UT*
--- Select ---	--- Select --- <small>Please select State</small>
e) District*	f) City/Town/Village*
--- Select ---	hsh
g) Taluka/Tehsil	h) PIN Code*
	939939
i) Landline Number with STD Code	

Next

- New Application form is divided into 8 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.

1st Tab requests for the detail of the company including CIN, Head office address, Corporate office address etc. (screens as updated above)

2nd Tab ask for Regional office details with address and contact details

Home | Services

Details of Company **Regional Offices** Authorised Contact Person Directors Equity & SHP Transmission of Channel Uploads Fees

Regional Offices

Do you have Regional Offices?

Yes No

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

3rd Tab ask for Authorised Person details with address and contact

Home | Services

Details of Company Regional Offices **Authorised Contact Person** Directors Equity & SHP Transmission of Channel Uploads Fees

Authorised Contact Person

Update Authorised Contact Person

Yes No

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4th Tab ask for Director and Key Executive details (with address and contact details)

Details of Company Regional Offices Authorised Contact Person **Directors** Equity & SHP Transmission of Channel Uploads Fees

1. Enter the details of Directors

Designation *

-Select Option-

1. Name *

---Select 1. Name

3. Does He/She has any Shares in the Company? *

Yes No

DIN Attachment *

No File Uploaded

5. Is He/She citizen of India? *

Yes No

7. Email ID *

7. Email ID

9. Does He/She has a valid passport? *

Yes No

Pan Attachment *

No File Uploaded

2. Date of Birth *

2. Date of Birth

4. Director Identification Number (DIN) *

4. Director Identification Number (DIN)

6. Date of Appointment *

6. Date of Appointment

8. Telephone Number/Mobile Number *

8. Telephone Number/Mobile Number

10. PAN of the Director *

10. PAN of the Director

11. Residential Address

a) Line 1 *

c) Country *

India

e) District *

--- Select ---

g) Taluka/Tehsil

i) Landline Number with STD Code

b) Line 2

d) State/UT *

--- Select ---

f) City/Town/Village *

h) PIN Code *

Same as Residential Address

12. Permanent Address

a) Line 1*

c) Country*

e) District*

g) Taluka/Tehsil

i) Landline Number with STD Code

b) Line 2

d) State/UT*

f) City/Town/Village*

h) PIN Code*

Same as Company Address

13. Official Address

a) Line 1*

c) Country*

e) District*

g) Taluka/Tehsil

i) Landline Number with STD Code

b) Line 2

d) State/UT*

f) City/Town/Village*

h) PIN Code*

5th Tab ask for Equity and SHP details

- Applicant to update Equity and Shareholding pattern details
- Applicant to further update Details of Shareholder's equity/shares
- Applicant to fill personal information, Residential, Permanent and Official Address
- Applicant to further update Details of Indian Company holding equity/shares in Applicant Company
- Save & Next

Home | Services

Details of Company Regional Offices Authorised Contact Person Directors **Equity & SHP** Transmission of Channel Uploads Fees

1. Equity & SHP Details

1.1 SHP as on date *
03/03/2022

1.2. Authorised Share Capital of the Company *
100

1.3. Share Paid Up Capital *
200

2. Details of Shareholders holding 10% or more equity/shares

1. Type of Share Holder * ---Select Option---	1. Name * ---Select 1. Name
3 Direct Investment 3.1 Number of Shares * 3.1 Number of Shares	3.2 % of total paid up shares * 3.2 % of total paid up shares
4 Portfolio Investment 4.1 Number of Shares * 4.1 Number of Shares	4.2 % of total paid up shares * 4.2 % of total paid up shares
5. Date of Birth * 5. Date of Birth	6 Citizenship * Indian
7. Email ID * 7. Email ID	8. Telephone Number/Mobile Number * 8. Telephone Number/Mobile Number
9. Does He/She has a valid passport? * <input type="radio"/> Yes <input type="radio"/> No	10. PAN No. of ShareHolder/Company * 10. PAN No. of ShareHolder/Company

3. Details of shareholders holding less than 10% equity

S.No.	Category of Shareholders	Share Holding			
		Direct Investment		Indirect Investment	
		No. of Shares	No. of Shares	% of total paid up Shares	% of total paid up Shares
1	Indian Individual	5	55.0	5	5.0
2	Indian Company	5	5.0	55	% of total paid up Shares
3	Foreign Individual	5	5.0	5	5.0
4	Foreign Company	5	No. of Shares	5	5.0
5	FII	5	5.0	5	5.0
6	NRI	5	5.0	5	5.0
7	OCB	5	5.0	5	5.0
8	PIO	5	5.0	5	5.0
9	Any Other	5	5.0	5	5.0

6th Tab Applicant to furnish details for Transmission of Channel

- i. Satellite Details
- ii. Teleport details
- iii. Capacity of teleport details

Details of Company Regional Offices Authorised Contact Person Directors Equity & SHP Transmission of Channel Uploads Fees

Transmission of Channel

Multiple Satellite

Yes No

Whether the Satellite is Indian

Yes No

Name of the Satellite for hiring *

Name of the Satellite for hiring

GSO Orbital Location of the Satellite *

GSO Orbital Location of the Satellite

Signal Strength is primary Zone over India *

Signal Strength is primary Zone over India

Height of Antenna *

Height of Antenna

Capacity of Antenna *

Capacity of Antenna

Name of Company for which satellite /transponder proposed to be hired *

Name of Company for which satellite /transponder proposed to be hired

Uplinking Frequency(MHz) *

Uplinking Frequency(MHz)

Downlinking Frequency(MHz) *

Downlinking Frequency(MHz)

STV Number of the teleport used to uplink

STV Number of the teleport used to uplink

Transponders Details

Type of Transponder

Bandwidth(MHz)

Type of Transponder

Bandwidth(MHz)

Action

Teleport Details

Location of Teleport details

Name of Teleport

a) Line 1*

b) Line 2

c) Country*

d) State/UT*

e) District*

f) City/Town/Village*

g) Taluka/Tehsil

h) PIN Code*

i) Landline Number with STD Code

Capacity of Teleport Details

Number Of Channels *

Number of Satellite(s) *

Number of proposed earth stations constituting Teleport *

Approx. date for commissioning Teleport *

Antenna size of the Teleport, EIRP *

Number of Satellite(s)

Number Of Channels

Action

Name of the Satellite for hiring

GSO Orbital Location of the Satellite

Name of Company for which satellite /transponder proposed to be hired

Uplinking Frequency(MHz)

Action

1

11

1

11

View

(* marked fields are MANDATORY to fill)

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7th Tab

MHA Security Clearance, non refundable Fees and License Agreement

Details of Company Regional Offices Authorised Contact Person Directors Equity & SHP Transmission of Channel **Uploads** Fees

Issuance of Letter

Date Of Submission for security Clearance for MHA approval *

10/03/2022



Security Clearance for MHA approval

Yes No

Clearance certificate MHA *
Document4 - Copy (4).pdf

Download Sample Document

Date of Submission for Clearance Certificate Received from DoS *

10/03/2022



Clearance Certificate for Dept.of Space

Yes No

Clearance certificate DOS *
Document4 - Copy (3).pdf

Date of Non Refundable Entry fee for HITS - challan copy *

10/03/2022



Non Refundable Entry fee for HITS - challan copy

Yes No

8th Tab

Fees submission and Submission of application of approval

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Home | Services'. Below this is a secondary navigation bar with several menu items: 'Details of Company', 'Regional Offices', 'Authorised Contact Person', 'Directors', 'Equity & SHP', 'Transmission of Channel', 'Uploads', and 'Fees'. The 'Fees' item is highlighted with an orange underline. Below the navigation bars is a teal header section labeled 'Processing Fees'. Underneath this header is a form area. The first element in the form is a dropdown menu labeled 'Payment Type' with a question mark icon. The dropdown menu is currently set to '--Select--'. Below the dropdown menu are three orange buttons: 'Previous', 'Preview', and 'Close'.

Once application is submitted- applicant can check status by clicking on 'HITS Submitted Application'.

1. The status can be – 'In progress' for application, that means – it can either be pending with the Application Owner or Ministries.
2. The Status can be –'Approved' once it is approved at all levels
3. The Status can be – 'Rejected' basis the criteria for application is not met