

**User Manual**  
For  
**BSP- LCO (Local Cable Operator)**  
**Application for LCO users**  
for  
Ministry Of Information and Broadcast  
**GOVERNMENT OF INDIA**

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## 1. Purpose

This user manual provides guidelines and instruction to LCO Users for Registration of LCO for BSP Web application.

The user manual will include the following in detail –

- Sign Up for LCO
- Sign In for LCO
- Application for Registration of Local Cable Operator (LCO).
- Application for Change Request of registered Local Cable Operator (LCO).
- Application for Surrender of Registered Local Cable Operator (LCO).
- Application for Renewal of Registered Local Cable Operator (LCO).
- Application for Appeal against cancellation of Registered Local Cable Operator (LCO).

## 2. Audience / Users

Basic audience/Users are the one listed below –

- LCO users (Company, Individual, Partnership)
- Assistant Section Officer (ASO)
- Section Officer (SO)

## 3. Functionality

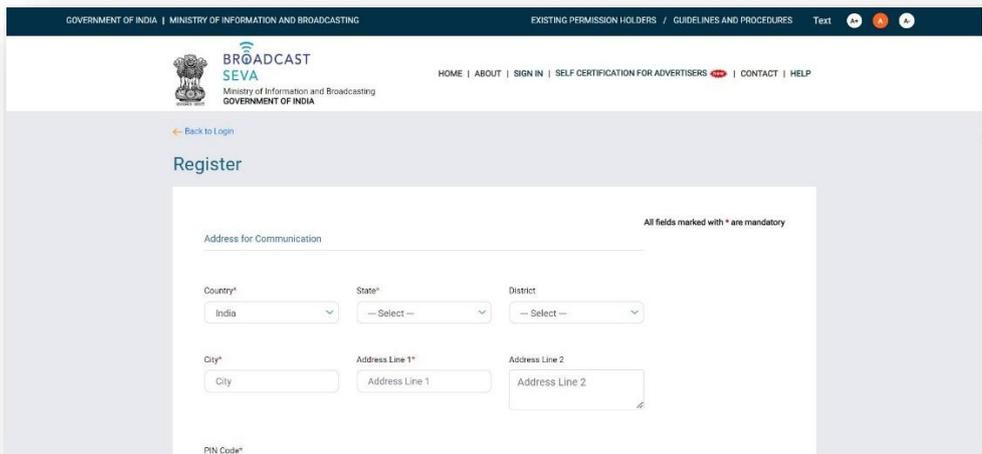
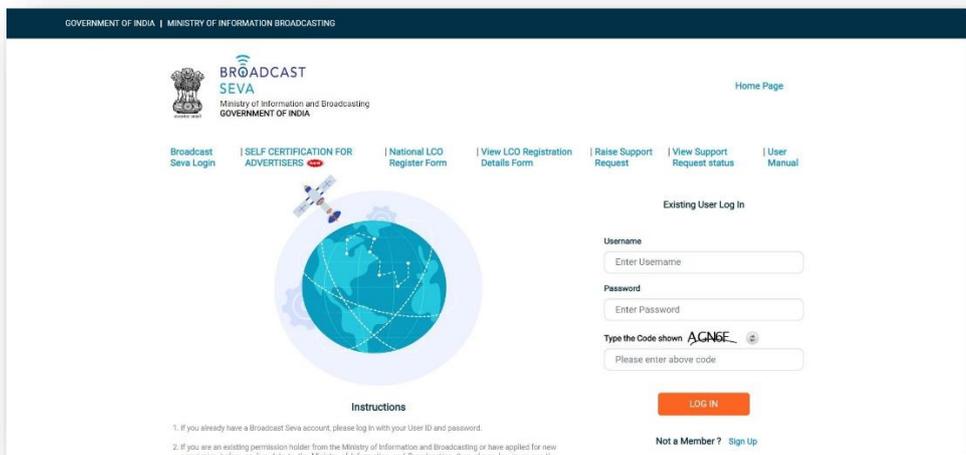
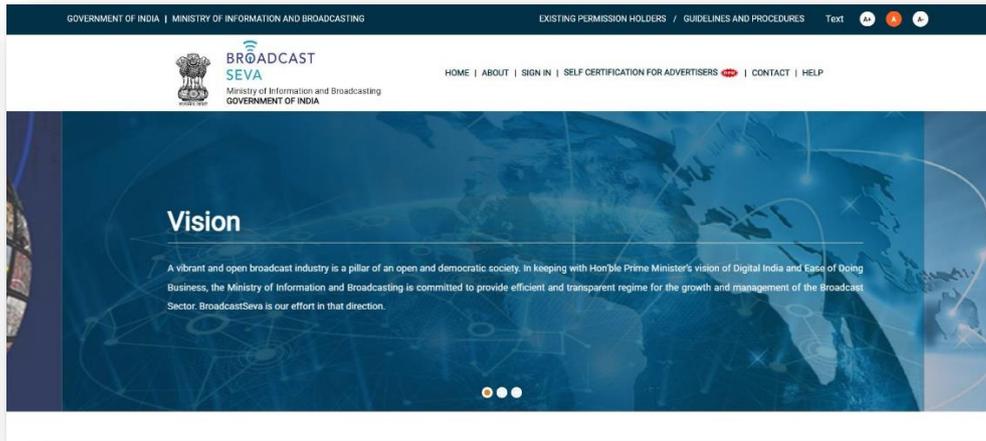
### 1. Prerequisites

User should register and then login with user id and password into the system.

### 2. Sign Up & Logging into the Application

To Sign Up & Login into the application, URL of the web application given below:

- 1) Enter URL <https://new.broadcastseva.gov.in/digigov-portal-web-app/jsp/mib/common/login.jsp> in web browser.
- 2) The Sign up and Login Screen appears as below.
- 3) Users need to click on Sign in link and complete the register process.



## Login Screen

1) Enter the Username and Password provided by the System Administrator (MIB) by entering User Id & Password authenticated user will login into the system.

### 3. Forgot Username & Forgot Password:

Forgot Username and password option will help users to fetch their default Username password, once login into the system. User will be able to change password.

Fig.4: Forgot Username

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HOME | ABOUT | SIGN IN | SELF CERTIFICATION FOR ADVERTISERS | CONTACT | HELP

### Forgot Password

[← Back to Login](#) All fields marked with \* are mandatory

**Username \***  
Please enter Username here

**Enter Captcha Details \***  
Type the Code shown **7RY4**  
Please enter above code

**Send OTP on Email/Mobile No.**  
 Send on Email     Send on Mobile No.

**Enter the OTP\***  
Please enter OTP here

1. User will have to provide Email ID and Mobile number.  
After filling the above information user will get the message with Username.
2. User will have to provide Username
3. OTP received on the registered mobile number/registered email address. After filling the above information user will get the message with password.
4. Users >> LCO Individual User Dashboard/Screen and Application

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LCO Individual (New Role) | [View Profile](#) | [User Manual](#) | [Logout](#)

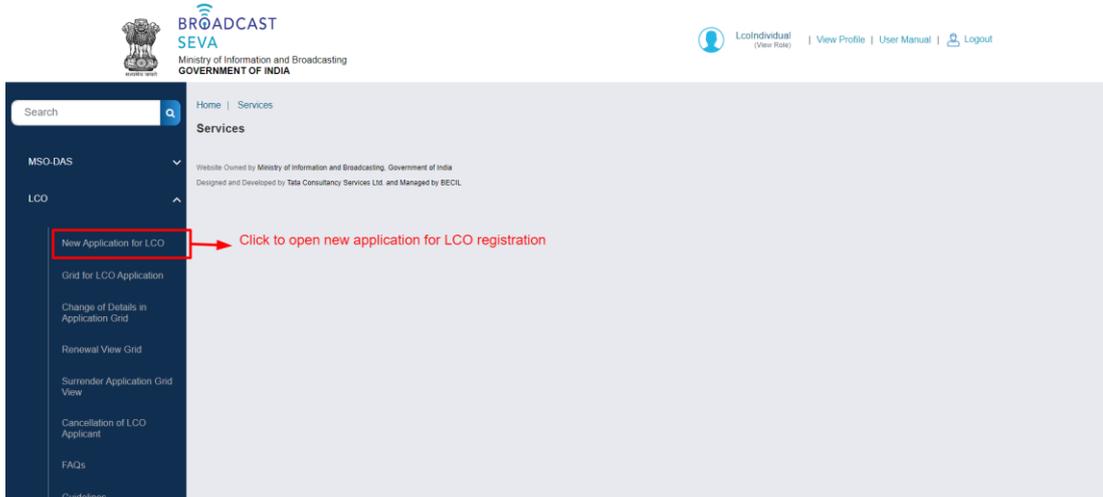
Home | [Services](#)

**Services**

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- MSO-DAS
- LCO
- Track Payment Status
- Support Request

1. **New Application for LCO:** On clicking below Menu user can open the new application for registration of Local Cable Operator for Individual User



2. **Tab 1: LCO Applicant Details Tabs** – User is required to fill all Mandatory fields in the applications to move to next tab.

The screenshot displays the 'New Application for LCO' form. The breadcrumb trail is 'Home | Services > LCO > New Application for LCO'. A red box highlights the 'Applicant Details' tab, which is the first of seven tabs: 'Applicant Details', 'Authorised Signatory', 'Linked MSO Details', 'Area of Operation', 'Self Declaration', 'Documents Required', and 'Fees'. An arrow points to the tabs with the text 'Tabs wise application form'. The 'Applicant Details' section includes the following fields:
 

- 'Are you existing LCO?' with radio buttons for 'Yes' and 'No'.
- 'Expected Customer Base Range' text input field.
- 'Type of Applicant' dropdown menu (set to 'Individual or Proprietorship').
- 'Name of the Network' text input field.
- 'Salutation' dropdown menu (set to '---Please Select---').
- 'Name of the Applicant' text input field.
- 'Date of Birth' date input field.
- 'Permanent Account Number (Write Name as mentioned on your PAN Card)' text input field.
- 'Aadhar Card Number (Write Name as mentioned on your Aadhaar Card)' text input field.

 A red note below these fields states 'Pan Or Aadhar verification is mandatory'. At the bottom, there are 'Add' and 'Reset' buttons, and a table with columns: Address, Latitude-Degree, Latitude-MM, Latitude-SS, Longitude-Degree, Longitude-MM, Longitude-SS, and Action. A red box highlights the 'Save & Next' button with an arrow pointing to it and the text 'Click on Save & Next to move to next tab'. The footer contains the website ownership information.

- Individual applicant is required to fill this tab and in Choose Verification field PAN or Aadhar verification is Mandatory to move to next tab.

3. **Tab 2: Authorised Signatory Tab** – User has option to choose radio button of YES & NO if Authorised Signatory is available. It is required to fill all Mandatory fields to move to next tab if Authorised signatory is available.

- Authorised Person is required to fill this tab and in Choose Verification field PAN or Adhar verification is Mandatory to move to next tab if Authorised Signatory is available.

4. **TAB 3: Linked MSO Details** – User has option to move to next tab without filling this tab.

Registered MSO Name	MSO Registration Validity	Address	From	To	Action
ms05	13/09/2031	line1, line2, gazipur, gazipur, BULANDSHAHR - 200304			View /Edit / Delete

- LCO applicant will fill the details in Linked MSO details Tab if MSO is linked.
- Linked MSO Tab is non-mandatory, applicant can move to next tab without filling the details.

#### 5. Tab 4: Area of Operation - User has option to move to next tab without filling this tab.

Home | Services

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LCOIndividual (View Role) | View Profile | User Manual | Logout

Filing Application for LCO

Applicant Details | Authorised Signatory | Linked MSO Details | **Area of Operation** | Self Declaration | Documents Required | Fees

**Area in which TV Network is working/proposed to be set**

State:  District:

Area Name:

State	District	Area Name	Action
Meghalaya	EAST KHASI HILLS	Area 21	View /Edit / Delete
Rajasthan	BHARATPUR	Area 2	View /Edit / Delete

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- LCO Applicants are required to mention all the areas where LCO is operating.
- Area of operation tab is non-mandatory applicant can move to next tab without filling the details.

#### 6. Tab 5: Self Declaration Tab – Applicants are required to check all the box in declaration form to move to next tab

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LCOIndividual (View Role) | View Profile | User Manual | Logout

Filing Application for LCO

Applicant Details | Authorised Signatory | Linked MSO Details | Area of Operation | **Self Declaration** | Documents Required | Fees

**Declaration Details**

Document for Self Declaration/Under Taking:

**Instructions**

- Download Form
- Print the self declaration form on stamp paper of Rs 10.
- Then duly notarize & sign the Self Declaration FORM.
- Upload the notarized & signed scanned FORM on Documents Required tab

Please read the instruction

Please select all the declarations to undertake that you abide by them

- I shall ensure that my/cable television network shall be run in accordance with the provisions of the Cable Television Networks (Regulation) Act, 1995, and the rules made thereunder, regulations, orders, guidelines or the directions issued by the Central Government or the Authority from time to time.
- I shall not permit/associate any person who is not eligible to run a cable television network under the Cable Television Networks (Regulation) Act, 1995 to run with the running or my/cable television network.
- I shall strive to the best of my/cable television network to provide cable service to the satisfaction of the subscribers of my/cable television network.
- I shall strive to the best of my/cable television network to ensure that my/cable television network is not used for any unlawful purpose.
- I shall obtain the necessary approval/clearance from the relevant authority for the running of my/cable television network.
- I shall abide by any direction issued by the Central Government in respect of the running of a cable television network within India.
- I shall transmit or re-transmit channels in the area notified under section 4A of the Act in an encrypted form through a digital addressable system and in the event of failure to do so, our existing registration is liable to be cancelled.
- I shall not insert any local content/channel on my network through any mechanism, unless necessary approval from the relevant authority is obtained.
- I shall ensure that my/cable television network shall run in accordance with the Section 8 (Compulsory transmission of certain channels) of the Cable Television Networks (Regulation Act 1995) and shall carry on my/cable TV network all the mandatory channels as mandated by the Central Government from time to time.
- I have not been convicted for a criminal offence.
- I am not of unsound mind as declared by a competent court.
- I am not an undischarged insolvent.
- I have submitted all the documents as prescribed in the application.
- I hereby declare that the facts provided by me are correct in all respects.

All declarations are required to be checked before downloading the PDF

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Home | Services

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LoIndividual (View Rate) | View Profile | User Manual | Logout

Home | Services

**Filing Application for LCO**

Applicant Details | Authorised Signatory | Linked MSO Details | Area of Operation | Self Declaration | **Documents Required** | Fees

**Document Uploads**

Please upload the following documents (The individual file size should be max 2 MB in size & in the form of PDF).

**GST Certificate**  
Choose File No File Uploaded  
GST Certificate  
(Max Size 2 MB | Allowed Type pdf | Max Files 1)

**PAN Card \***  
Choose File GOPA-NE24DL119450.pdf ✖ X  
PAN Card\*  
(Max Size 2 MB | Allowed Type pdf | Max Files 1)

**ITR Copy**  
Choose File No File Uploaded  
ITR Copy  
(Max Size 2 MB | Allowed Type pdf | Max Files 1)

**Letter of Authorisation**  
Choose File No File Uploaded  
Letter of Authorisation  
(Max Size 2 MB | Allowed Type pdf | Max Files 1)

**Upload Signed Declaration Form \***  
Choose File GOPA-NE24DL119450.pdf ✖ X  
Upload Signed Declaration Form\*  
(Max Size 40 MB | Allowed Type PDF | Max Files 1)

**Additional Document for Proof of Identity (mandatory for the cases where Aadhaar is not provided by the applicant or is not available)**  
Choose File No File Uploaded  
Additional Document for Proof of Identity  
(Max Size 40 MB | Allowed Type PDF | Max Files 1)

Previous Save & Next

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- Please read the instruction in self-declaration form before downloading the PDF.
- Applicant is required to check all the boxes before PDF download and moving to next tab.
- Declaration Form is required to be printed on Stamp paper of RS 10
- Duly Notarized and Signed Self Declaration Form is required to be uploaded in Document required TAB

7. **Tab 6: Document Required Tab** – LCO applicant is required to upload all the required documents to move to next tab

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LoIndividual (View Rate) | View Profile | User Manual | Logout

Home | Services

**Filing Application for LCO**

Applicant Details | Authorised Signatory | Linked MSO Details | Area of Operation | Self Declaration | **Documents Required** | Fees

**Document Uploads**

Please upload the following documents (The individual file size should be max 2 MB in size & in the form of PDF).

**GST Certificate**  
Choose File No File Uploaded  
GST Certificate  
(Max Size 2 MB | Allowed Type pdf | Max Files 1)

**PAN Card \***  
Choose File GOPA-NE24DL119450.pdf ✖ X  
PAN Card\*  
(Max Size 2 MB | Allowed Type pdf | Max Files 1)

**ITR Copy**  
Choose File No File Uploaded  
ITR Copy  
(Max Size 2 MB | Allowed Type pdf | Max Files 1)

**Letter of Authorisation**  
Choose File No File Uploaded  
Letter of Authorisation  
(Max Size 2 MB | Allowed Type pdf | Max Files 1)

**Upload Signed Declaration Form \***  
Choose File GOPA-NE24DL119450.pdf ✖ X  
Upload Signed Declaration Form\*  
(Max Size 40 MB | Allowed Type PDF | Max Files 1)

**Additional Document for Proof of Identity (mandatory for the cases where Aadhaar is not provided by the applicant or is not available)**  
Choose File No File Uploaded  
Additional Document for Proof of Identity  
(Max Size 40 MB | Allowed Type PDF | Max Files 1)

Previous Save & Next

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- In upload documents for GST & ITR, applicant will have to upload document if GST is applicable and ITR is filled.
- Applicant has option to choose GST & ITR in applicant details tab where applicant has option to select YES & NO for GST payable and ITR filled.

#### 8. Tab 7: Fees Tab – LCO applicant is required to pay Rs 5000 for LCO registration.

The screenshot displays the 'Fees' tab of the LCO application portal. The 'Payment Amount' field is set to 5000. A red box highlights this field and the 'Proceed to Pay' button. A red arrow points from the 'Proceed to Pay' button to a text box stating: "For payment applicant is required to click on proceed to pay and complete the payment through bharatkosh portal." Below the form, there are buttons for 'Save as Draft', 'Previous', 'Preview', and 'Submit'. A 'Past Payment List' link is also visible. Text annotations explain that the applicant can verify the application by clicking on 'Preview' and that they will click on 'Submit' after successful payment.

- Applicant has option to verify the application by clicking on preview button and recheck the information filled in the application.
- Applicant is supposed to click on proceed to pay link to complete the payment.
- Applicant will receive a popup after successful or fail payment.
- After successful payment applicant is required to click on Submit button to submit the application.
- Fail Payment application will not be submitted until payment is successfully done.
- Applicant has option to save application in draft and submit by choosing past payment list.

#### 9. Application Submitting

- **Confirmation of Submission-** After submitting the application, a confirmation pop-up will appear, indicating that the application has been successfully submitted.
- **Click 'Ok'**- Click the "Ok" button to proceed.
- **Redirect to Main Grid-** You will be redirected to the main grid of new applications, where your application will be visible.

- **Check Application Status-** You can view the application status under the "Application Status" column in the table on the grid.
- **Indian Applicant** – All Indian applicant has auto approval procedure where after submission of application, Certificate will be generated, and applicant can download.
- **NRI Applicant** – NRI Application will go through approval process and then Certificate will be generated once approved.
- **Further Actions-** Once your application is approved by the Back Office Users (BO Users) application status will get change to 'Approved' and you can perform further process such as **Change Request** or **Surrender, Renewal, Appeal against cancellation** for the same application.
- **Send Back case** – For NRI application send back functionality is available at ministry end where based on reason for sent back to applicant, applicant will review the send back reason and resubmit the application.

Home | Services  
Services > LCO > Grid for LCO Application

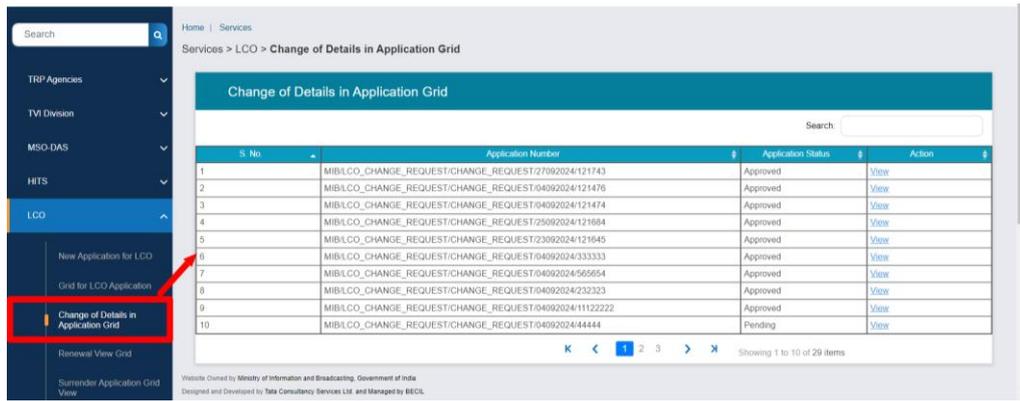
LCO Application Data Grid

S No.	Application Number	Application Date and Time	Application Status	Remarks	Action	Renewal
1	MIB/LCO-DAS/NEW-REQUEST/03102024/121802	03-10-2024 15:25:25	Approved		<a href="#">Download Certificate</a> <a href="#">Surrender Application</a> <a href="#">Change Request</a>	

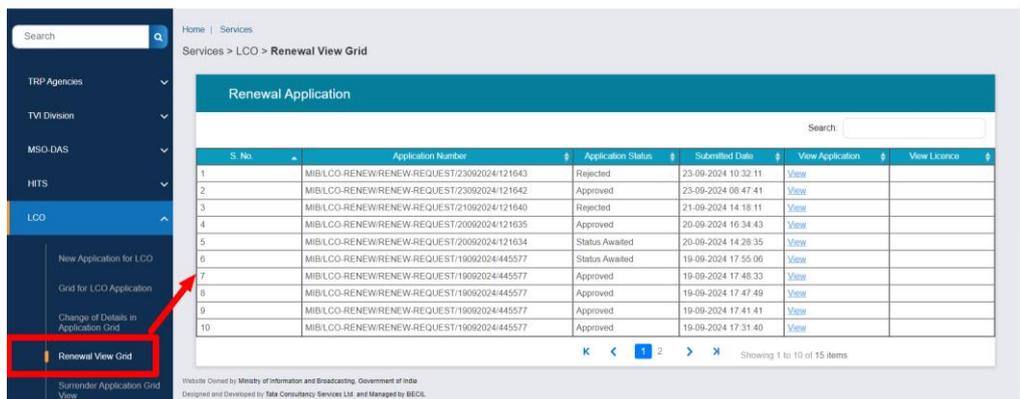
Showing 1 to 2 of 2 items

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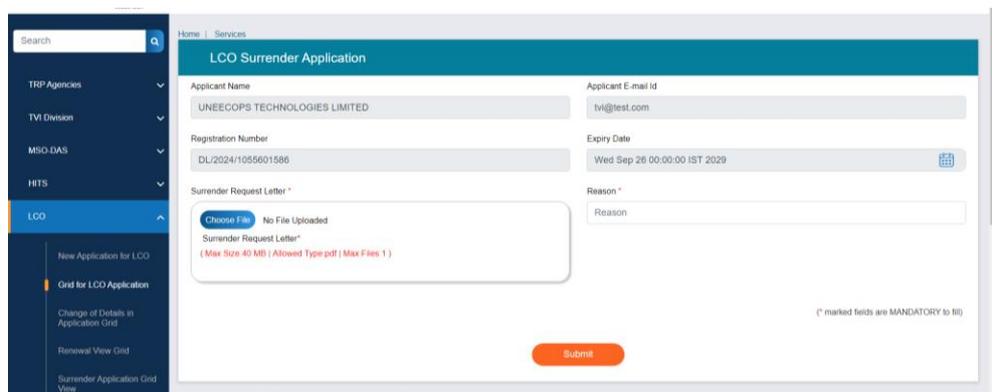
- After successful submission applicant will land to application data grid.
- Applicant can find the status of application in Application Data Grid.
- Applicant can download Certificate and can request for Change in application and application Surrender by clicking on link available in Data Grid.
- Applicant can also view these details by clicking on LCO from services and then on Grid for LCO Application whenever they want by logging in to Dashboard.
- Renewal link will be active in Renewal column of LCO Application Data Grid 1 year before the expiry date.



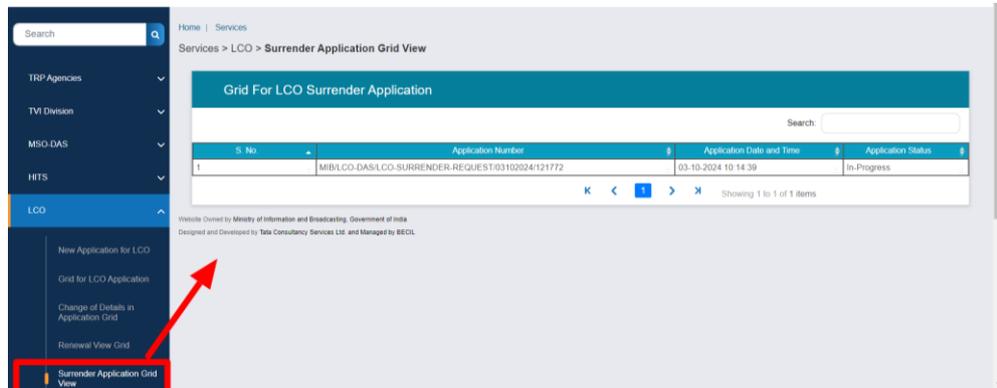
- Change in details application will open same as new application with details available as filled during fresh application submission.
- In Change in details applicant can change only those details which are editable and there is no payment required for Change in Application details.
- After application submission Change in details application will be visible in Change of Details Grid with Status of the application.



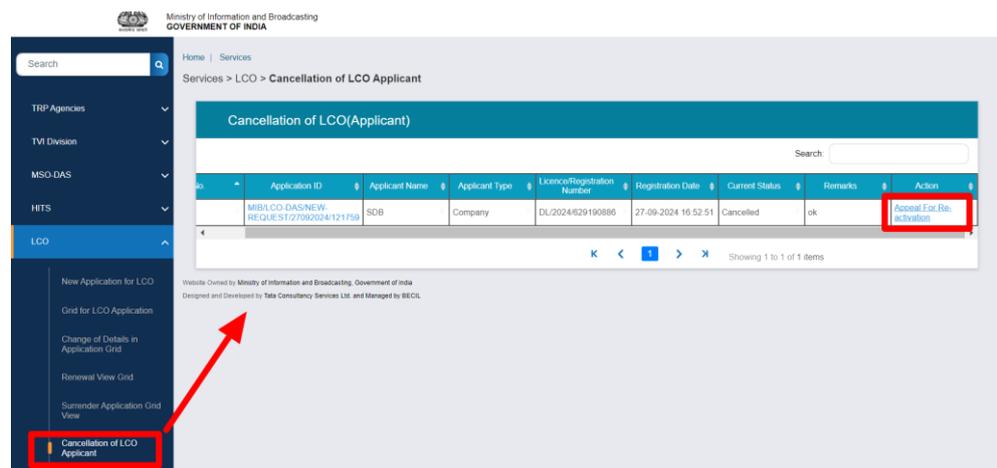
- Renewal application will be available in Renewal View Grid with application status.
- In renewal application applicant can only upload the documents and pay the fees for Registration renewal.
- Amount for Renewal is same as fresh application that is Rs 5000.



- Above Surrender application will open by clicking on Surrender link available in Grid for LCO Application.
- All the details will auto populate except Surrender Request Letter and Reason.
- Applicant will submit Renewal for after uploading Surrender Request letter and mentioning reason of Surrender.



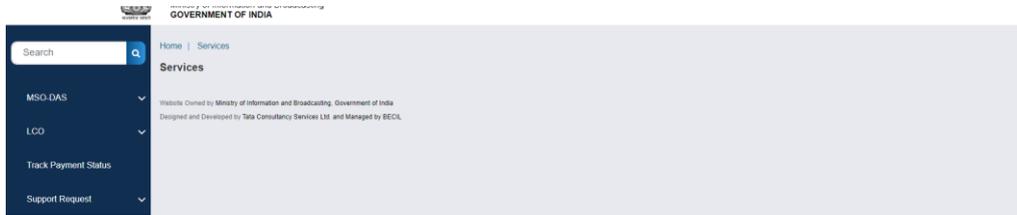
- Surrendered Application and Status of Submitted application will be visible in Surrender View Grid.



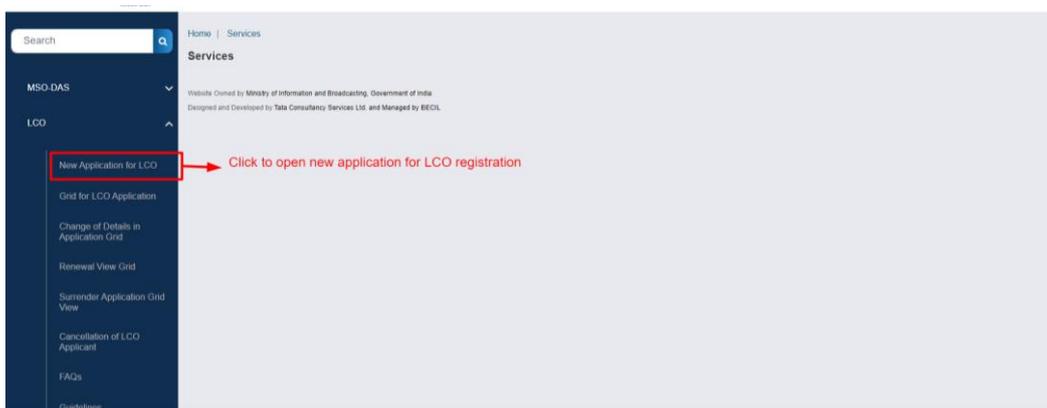
- LCO Registration cancelled by Ministry will be visible in Cancellation of LCO Applicant Grid.
- Applicant can Appeal against the cancellation of LCO registration by clicking on appeal for activation link.

- Above application form will open by clicking on appeal link available in Cancellation of LCO Applicant Grid.
- Details of applicant will auto populate except Request for Re-activation and Reason filed in the application form.
- Applicant can appeal once within 1 month of the date of cancellation done by Ministry.

## 5. Users >> LCO Company User Dashboard/Screen and Application



1. New Application for LCO: On clicking below Menu user will open new application for registration of Local Cable Operator for Company User



2. **Tab 1: LCO Applicant Details Tabs** – User is required to fill all Mandatory fields in the application.

Home | Services

Filing Application for LCO

Applicant Details | Authorised Signatory | Director & SHP | Linked MSO Details | Area of Operation | Self Declaration | Documents Required | Fees

### Company Details

Are you existing LCO? \*  Yes  No → For Existing Local Cable operator

LCO Experience \*  
11 Months

Date of Registration \* 30/09/2024 Registration Number \* ss233

Copy of last registration to be uploaded \*  
Choose File No File Uploaded  
Copy of last registration to be uploaded\*  
( Max Size 40 MB | Allowed Type PDF | Max Files 1 )

Customer Base \*  
123

Type of Applicant \* Company Name of the Network SDB

Corporate Identity Number (CIN) \* U74899DL1995PLC073288 Name of the Company \* UNEECOPS TECHNOLOGIES LIMITED

Date of Incorporation \* 18/10/1995

Permanent Account Number (Write Name as mentioned on your PAN Card) \* AAXPI8878G

Mobile Number \* 9999999999 Email ID \* ss@gmail.com

### GST Details

Is GST payable on Cable TV Service in Company case ? \*  
 Yes  No

Reason \* NO

### Company Details

Are you existing LCO? \*  Yes  No → For Non Existing Local Cable Operator

Expected Customer Base Range

Type of Applicant \* Company Name of the Network SDB

Corporate Identity Number (CIN) \* U74899DL1995PLC073288 Name of the Company \* UNEECOPS TECHNOLOGIES LIMITED

Date of Incorporation \* 18/10/1995

Permanent Account Number (Write Name as mentioned on your PAN Card) \* AAXPI8878G

Mobile Number \* 9999999999 Email ID \* ss@gmail.com

### GST Details

### Choose Verification

Pan Number

Details have been successfully validated

### Income Tax Return

Has the applicant filled any income Tax Returns ? \*

Yes  No

Reason \*

### Registered Office Address

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 with Code

Same as Above

### Premises Details

#### Address for Premises

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 with Code

Enter Your Geo Location(The Geo Location will be of Registered Office Address)

Latitude: N

Longitude: E

Address	Latitude-Degree	Latitude-MM	Latitude-SS	Longitude-Degree	Longitude-MM	Longitude-SS	Action
---------	-----------------	-------------	-------------	------------------	--------------	--------------	--------

- For company user there are two type of application – Application for existing LCO and Application for Non-Existing LCO.

- Applicants has to fill all mandatory fields in the application.
  - CIN number is mandatory and it gets vefied throng MCA and Name of company gets auto populated once CIN gets verified.
  - Pan Number of the company is mandatory and it can be verified from the Chosse verification filed.
  - PAN gets verified through Company name and Date of Registration
  - Wrong PAN will give a POP up of Invalid Pan Number
  - Wrong Name will give a POP up of Name not matching with PAN
  - Wrong Registration date will give a POP up of Date not matching with PAN.
  - In Enter Geo Location applicant must mention Registered Office Address Geo Location.
  - Applicant can't move to next tab without filling Mandatory field.
  - Applicant can't move to next tab without verifying PAN.
- 3. Tab 2: Authorised Signatory Tab-** User is required to fill all Mandatory fields to move to next tab.

The screenshot shows the 'Authorised Signatory' tab in the Broadcast Seva portal. The form is titled 'Authorised Signatory Details for correspondence with the Ministry'. It contains the following fields:

- Name of the Authorised Signatory: Mrs. GRUHANI REDDY
- Designation of the Authorised Signatory: MD
- Date of Authorisation: 24/05/1999
- Email ID: ss@gmail.com
- Mobile Number: 9999999999

Below these fields is a 'Choose Verification' section with an 'Aadhar Number' dropdown and a 'Verify Aadhar' button. The 'Verify Aadhar' button is highlighted with a red box. At the bottom of the form are 'Previous' and 'Save & Next' buttons.

- Authorised Person is required to fill this tab and in Choose Verification field PAN or Aadhar verification is Mandatory to move to next tab.
- 4. Tab 3: Director, Executive & SHP TAB** – User is required to fill all Mandatory Tabs to move to next tab

The screenshot shows the 'Director & SHP' form with the following fields and their highlighted status:

- Director Identification Number (DIN) \* (highlighted)
- Aadhar Card Number (Write Name as mentioned on your Aadhaar Card) (highlighted)
- Permanent Account Number (Write Name as mentioned on your PAN Card) \* (highlighted)

- Applicant is required to provide Director/Executive details with DIN number, Aadhar and Pan details.
- Max 15 Directors details can be added in the application.
- PAN or Aadhar any one verification is Mandatory.
- DIN number will be verified through MCA and Name of Director will auto populate once DIN is verified.
- Name of Aadhar should match for successful verification of Aadhar.
- Name and DOB of Director should match with PAN details for successful verification of PAN.
- Wrong Aadhar number will give a message of Invalid Aadhar number.
- Name not matching with Aadhar details will give a message of Name not matching with Aadhar.
- Wrong PAN number will give a message of Invalid PAN number.
- Name not matching with PAN details will give a message of Name not matching with PAN details.
- DOB not matching with PAN details will give a message of Date not matching with

**Individual Share Holder Details - Details of Shareholder with more than 10% shares are required to be shared.**

The screenshot shows the 'Shareholder Details' form with the following fields and their highlighted status:

- Type of Shareholder (highlighted)
- Aadhar Card Number (Write Name as mentioned on your Aadhaar Card) (highlighted)
- Permanent Account Number (Write Name as mentioned on your PAN Card) \* (highlighted)
- Choose Verification (highlighted)

- Applicant is required to provide Shareholder details by choosing type of Shareholder from dropdown.
- For Individual Shareholder applicant can verify anyone (PAN or Aadhar) details by choosing option available in Choose Verification field.
- For Individual Share holder Proof of Identity is required.

- Name of Aadhar of Individual Shareholder should match for successful verification of Aadhar.
- Name and DOB of Individual shareholder should match with PAN details for successful verification of PAN.
- Wrong Aadhar number will give a message of Invalid Aadhar number.
- Name not matching with Aadhar details will give a message of Name not matching with Aadhar.
- Wrong PAN number will give a message of Invalid PAN number.
- Name not matching with PAN details will give a message of Name not matching with PAN details.
- DOB not matching with PAN details will give a message of Date not matching with

**Company Shareholder details- Details of Shareholder with more than 10% shares are required to be shared.**

**Shareholder Details**  
(only for share holder more than 10% shares)

Type of Shareholder \*  
Company

Corporate Identity Number (CIN): Registration Number of Company \*  
Company Registration Number

Name of the Shareholder Company  
Name of the Shareholder Company

Date of Incorporation \*  
Date of Incorporation

Certificate of Incorporation \*  
Choose File No File Uploaded  
Certificate \*  
( Max Size 40 MB | Allowed Type PDF | Max Files 1 )

Whether FDI in the company is available \*  
 Yes  No

Permanent Account Number (Write Name as mentioned on your PAN Card) \*  
Permanent Account Number (Write Name as mentioned on your PAN Card)

% of Shares held in the Applicant Company (only for shareholder more than 10% share holding) \*  
% of Shares held in the Applicant Company (only for shareholder more than 10% st

% of Total Direct & Indirect FDI of the company \*  
% of Total Direct & Indirect FDI of the company

Email ID of Share Holding Company \*  
Email ID of Share Holding Company

Mobile no. of Shareholder company \*  
+91 Mobile no. of Shareholder company

- Applicant is required to provide Shareholder details by choosing type of Shareholder from dropdown.
- For Company Shareholder CIN number is verified and certificate of incorporation is supposed to be uploaded.
- PAN number of company is required to be verified.
- Applicant can verify Pan by choosing PAN from dropdown option in Choose verification field.
- Name of company and Date of registration should match with PAN details for successful verification.
- Wrong PAN will show a pop-up message of invalid PAN number.
- Wrong Date of registration will show a pop-up message of Date nit matching with PAN details.
- Wrong Company name will show a pop up message of name not matching with Pan details.

**NRI Shareholder Details - Details of Shareholder with more than 10% shares are required to be shared.**

**Shareholder Details**  
(only for share holder more than 10% shares)

Type of Shareholder \*  
NRI/Foreigner

Salutation Name of NRI/Foreigner \*  
---Please Select--- Name of NRI/Foreigner

Passport Number \* Valid Upto \*  
Passport Number Valid Upto

% of Shares held in the Applicant Company (only for shareholder more than 10% share holding) \*  
% of Shares held in the Applicant Company (only for shareholder more than 10% st

Email ID of Share Holding Company \* Mobile no. of Shareholder company \*  
Email ID of Share Holding Company +91 Mobile no. of Shareholder company

**Residential Address**

a) Line 1 \* b) Line 2

- Applicant is required to provide Shareholder details by choosing type of Shareholder from dropdown.
- Applicant is required to share NRI shareholder details, and all mandatory field is required to be filled.

**Foreign Company Shareholder details - Details of Shareholder with more than 10% shares are required to be shared.**

**Shareholder Details**  
(only for share holder more than 10% shares)

Type of Shareholder \*  
Foreign Company

Foreign Company Registration Number (FCRN) \* Name of the Shareholder Company \*  
Company Registration Number Name of the Shareholder Company

Date of Incorporation \* Certificate of Foreign Company Registration \*  
Date of Incorporation Choose File No File Uploaded  
Certificate \*  
(Max Size 40 MB | Allowed Type: PDF | Max Files: 1)

Whether FDI in the company is available \*  
 Yes  No

% of Shares held in the Applicant Company (only for shareholder more than 10% share holding) \*  
% of Shares held in the Applicant Company (only for shareholder more than 10% st

Email ID of Share Holding Company \* Mobile no. of Shareholder company \*  
Email ID of Share Holding Company +91 Mobile no. of Shareholder company

**Residential Address**

- For NRI Company Shareholder FCRN number is required, and Certificate of Foreign Company Registration is supposed to be uploaded.
- PAN number of company is required to be verified.
- Applicant can verify Pan by choosing PAN from dropdown option in Choose verification field.
- Name of company and Date of registration should match with PAN details for successful verification.
- Wrong PAN will show a pop-up message of invalid PAN number.
- Wrong Date of registration will show a pop-up message of Date nit matching with PAN details.

- Wrong Company name will show a pop up message of name not matching with Pan details.

5. **TAB 4: Linked MSO Details** – User has option to move to next tab without filling this tab.

Registered MSO Name	MSO Registration Validity	Address	From	To	Action
mso5	13/09/2031	line1, line2, gazipur, gazipur, BULANDSHAHR - 200304			View /Edit / Delete

- LCO applicant will fill the details in Linked MSO details Tab if MSO is linked.
- Linked MSO Tab is non-mandatory, applicant can move to next tab without filling the details.

6. **Tab 5: Area of Operation** - User has option to move to next tab without filling this tab.

State	District	Area Name	Action
Meghalaya	EAST KHASI HILLS	Area 1	View /Edit / Delete
Rajasthan	BHARATPUR	Area 2	View /Edit / Delete

- LCO Applicants are required to mention all the areas where LCO is operating.
- Area of operation tab is non-mandatory applicant can move to next tab without filling the details.

7. **Tab 6: Self Declaration Tab** – Applicants are required to check all the box in declaration form to move to next tab

**Declaration Details**

Document for Self Declaration/Under Taking:

**Instructions**

- Download Form
- Print the self declaration form on stamp paper of Rs 10.
- Then duly notarize & sign the Self Declaration FORM.
- Upload the notarized & signed scanned FORM on Documents Required tab

Please read the instruction

Please select all the declarations to undertake that you abide by them

- I shall ensure that my/our cable television network shall be run in accordance with the provisions of the Cable Television Networks (Regulation) Act, 1995, and the rules made thereunder, regulations, orders, guidelines or the directions issued by the Central Government or the Authority from time to time.
- I shall not permit/associate any person who is not eligible to run a cable television network under the Cable Television Networks (Regulation) Act, 1995 to run/with the running or my/our cable television network.
- I shall strive to the best of my/our ability to provide cable service to the satisfaction of the subscriber(s) of my/our cable television network.
- I shall strive to the best of my/our ability to ensure that my/our cable television network is not used for any unlawful purpose.
- I shall obtain the necessary approval/clearance from the relevant authority for the running of my/our cable television network.
- I shall abide by any direction issued by the Central Government in respect of the running of a cable television network within India.
- I shall transmit or re-transmit channels in the area notified under section 4A of the Act in an encrypted form through a digital addressable system and in the event of failure to do so, our existing registration is liable to be cancelled.
- I shall not insert any local content/channel on my network through any mechanism, unless necessary approval from the relevant authority is obtained.
- I shall ensure that my/our cable television network shall run in accordance with the Section 8 (Compulsory transmission of certain channels) of the Cable Television Networks (Regulation Act 1995) and shall carry on my/our cable TV network all the mandatory channels as mandated by the Central Government from time to time.
- I have not been convicted for a criminal offence.
- I am not of unsound mind as declared by a competent court.
- I am not an undischarged insolvent.
- I have submitted all the documents as prescribed in the application.
- I hereby declare that the facts provided by me are correct in all respects.

Download PDF

All declarations are required to be checked before downloading the PDF

Previous

Save & Next

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- Please read the instruction in self-declaration form before downloading the PDF.
- Applicant is required to check all the boxes before PDF download and moving to next tab.
- Declaration Form is required to be printed on Stamp paper of RS 10
- Duly Notarized and Signed Self Declaration Form is required to be uploaded in Document required TAB

**8. Tab 7: Document Required Tab** – LCO applicant is required to upload all the required documents to move to next tab

[Home](#) | [Services](#)

**Filing Application for LCO**

[Applicant Details](#) | [Authorised Signatory](#) | [Director & SHP](#) | [Linked MSO Details](#) | [Area of Operation](#) | [Self Declaration](#) | **[Documents Required](#)** | [Fees](#)

**Document Uploads**

Please upload the following documents (The individual file size should be max 2 MB in size & in the form of PDF)

**GST Certificate**

[Choose File](#) No File Uploaded  
GST Certificate  
( Max Size 2 MB | Allowed Type pdf | Max Files 1 )

**PAN Card \***

[Choose File](#) No File Uploaded  
PAN Card\*  
( Max Size 2 MB | Allowed Type pdf | Max Files 1 )

**Certificate of Incorporation \***

[Choose File](#) No File Uploaded  
Certificate of Incorporation\*  
( Max Size 2 MB | Allowed Type pdf | Max Files 1 )

**Memorandum of Association \***

[Choose File](#) No File Uploaded  
Copy of Memorandum of Association\*  
( Max Size 2 MB | Allowed Type pdf | Max Files 1 )

**Copy of Articles of Association \***

[Choose File](#) No File Uploaded  
Copy Of Article of Association\*  
( Max Size 2 MB | Allowed Type pdf | Max Files 1 )

**Balance Sheet duly signed by CA**

[Choose File](#) No File Uploaded  
Balance Sheet duly signed by CA  
( Max Size 2 MB | Allowed Type pdf | Max Files 1 )

**ITR Copy**

[Choose File](#) No File Uploaded  
ITR Copy  
( Max Size 2 MB | Allowed Type pdf | Max Files 1 )

**Letter of Authorisation \***

[Choose File](#) No File Uploaded  
Letter of Authorisation  
( Max Size 2 MB | Allowed Type pdf | Max Files 1 )

**Upload Signed Declaration Form \***

[Choose File](#) No File Uploaded  
Upload Signed Declaration Form\*  
( Max Size 40 MB | Allowed Type PDF | Max Files 1 )

**Additional Document for Proof of Identity (mandatory for the cases where Aadhaar is not provided by the applicant or is not available)**

[Choose File](#) No File Uploaded  
Additional Document for Proof of Identity  
( Max Size 40 MB | Allowed Type PDF | Max Files 1 )

[Previous](#)

[Save & Next](#)

## 10. Tab 8: Fees Tab – LCO applicant is required to pay Rs 5000 for LCO registration.

The screenshot displays the 'Filing Application for LCO' interface, specifically the 'Fees' tab. The page shows 'Fee Payment Details' with a 'Payment Amount' of 5000. A red box highlights the 'Payment Amount' field and the 'Proceed to Pay' button. A red arrow points from the 'Proceed to Pay' button to a text box stating: 'For payment applicant is required to click on proceed to pay and complete the payment through bharatkosh portal.' Below the form, there are buttons for 'Save as Draft', 'Previous', 'Preview', and 'Submit'. A red box highlights the 'Preview' and 'Submit' buttons. A red arrow points from the 'Submit' button to a text box stating: 'Applicant will click on Submit button after successful payment'. Another red box highlights the 'Past Payment List' link, with a text box stating: 'Applicant also has option to submit application later on by choosing past payment list and click on submit button'. A final text box states: 'Applicant can also verify filled application by clicking on Preview'.

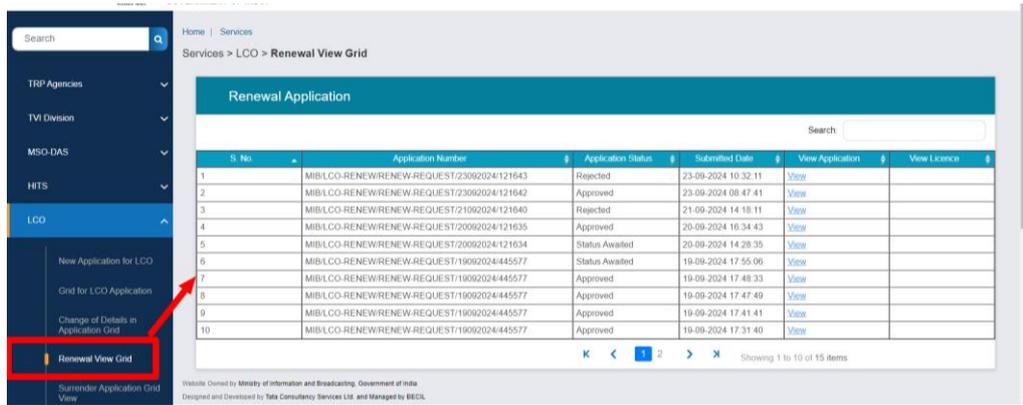
- Applicant has option to verify the application by clicking on preview button and recheck the information filled in the application.
- Applicant is supposed to click on proceed to pay link to complete the payment.
- After successful payment applicant is required to click on Submit button to submit the application.
- Applicant has option to save application in draft and submit by choosing past payment list.

## 11. Application Submitting

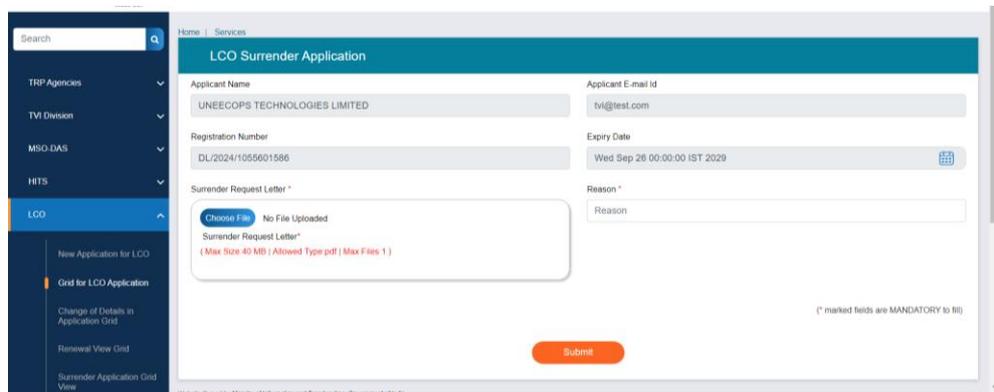
- **Confirmation of Submission-** After submitting the application, a confirmation pop-up will appear, indicating that the application has been successfully submitted.
- **Click 'Ok'**- Click the "Ok" button to proceed.
- **Redirect to Main Grid-** You will be redirected to the main grid of new applications, where your application will be visible.
- **Check Application Status-** You can view the application status under the "Application Status" column in the table on the grid.
- **Further Actions-** Once your application is approved by the Back Office Users (BO Users) application status will get change to 'Approved' and you can perform further process such as **Change Request** or **Surrender, Renewal, Appeal against cancellation** for the same application.

- After successful submission applicant will land to application data grid.
- Applicant can find the status of application in Application Data Grid.
- Applicant can download Certificate and can request for Change in application and application Surrender by clicking on link available in Data Grid.
- Applicant can also view these details by clicking on LCO from services and then on Grid for LCO Application whenever they want by logging in to Dashboard.
- Renewal link will be active in Renewal column of LCO Application Data Grid 1 year before the expiry date.

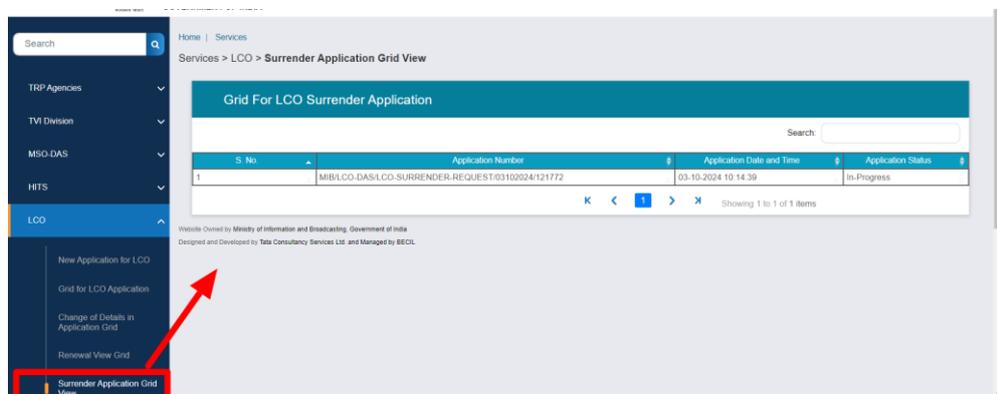
- Change in details application will open same as new application with details available as filled during fresh application submission.
- In Change in details applicant can change only those details which are editable and there is no payment required for Change in Application details.
- After application submission Change in details application will be visible in Change of Details Grid with Status of the application.



- Renewal application will be available in Renewal View Grid with application status.
- In renewal application applicant can only upload the documents and pay the fees for Registration renewal.
- Amount for Renewal is same as fresh application that is Rs 5000.



- Above Surrender application will open by clicking on Surrender link available in Grid for LCO Application.
- All the details will auto populate except Surrender Request Letter and Reason.
- Applicant will submit Renewal for after uploading Surrender Request letter and mentioning reason of Surrender.



- Surrendered Application and Status of Submitted application will be visible in Surrender View Grid.

Ministry of Information and Broadcasting  
GOVERNMENT OF INDIA

Home | Services  
Services > LCO > Cancellation of LCO Applicant

Cancellation of LCO(Applicant)

Application ID	Applicant Name	Applicant Type	Licence/Registration Number	Registration Date	Current Status	Remarks	Action
MIB/LCO-DAS/NEW-REG/EST/27/000204/121759	SDB	Company	DL/2024/629/190886	27-09-2024 16:52:51	Cancelled	ok	<a href="#">Appeal for Re-activation</a>

Showing 1 to 1 of 1 items

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- LCO Registration cancelled by Ministry will be visible in Cancellation of LCO Applicant Grid.
- Applicant can Appeal against the cancellation of LCO registration by clicking on appeal for activation link.

Ministry of Information and Broadcasting  
GOVERNMENT OF INDIA

Home | Services  
LCO Re-activation Form

Applicant Name: SDB  
Applicant E-mail Id: tvl@test.com

Registration Number: DL/2024/629/190886  
Expiry Date: Tue Oct 02 00:00:00 IST 2029

Request for Re-activation \*  
Reason \*

Choose File No File Uploaded  
Re-activation Request Letter\*  
( Max Size 40 MB | Allowed Type pdf | Max Files 1 )

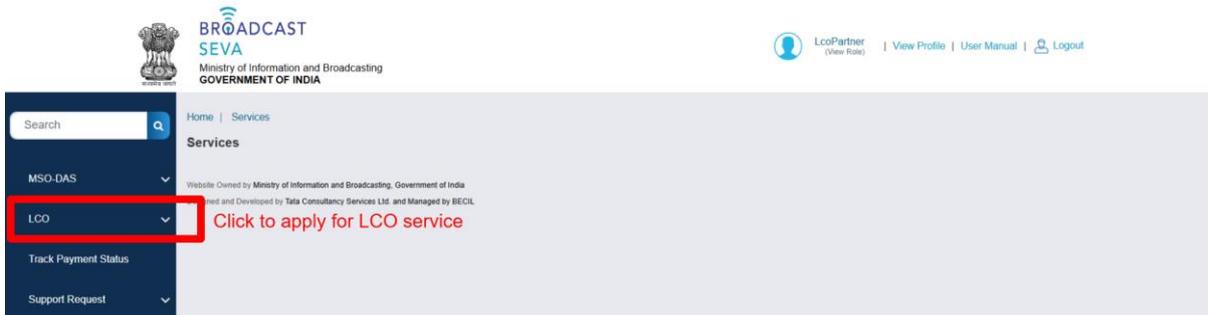
(\* marked fields are MANDATORY to fill)

Submit

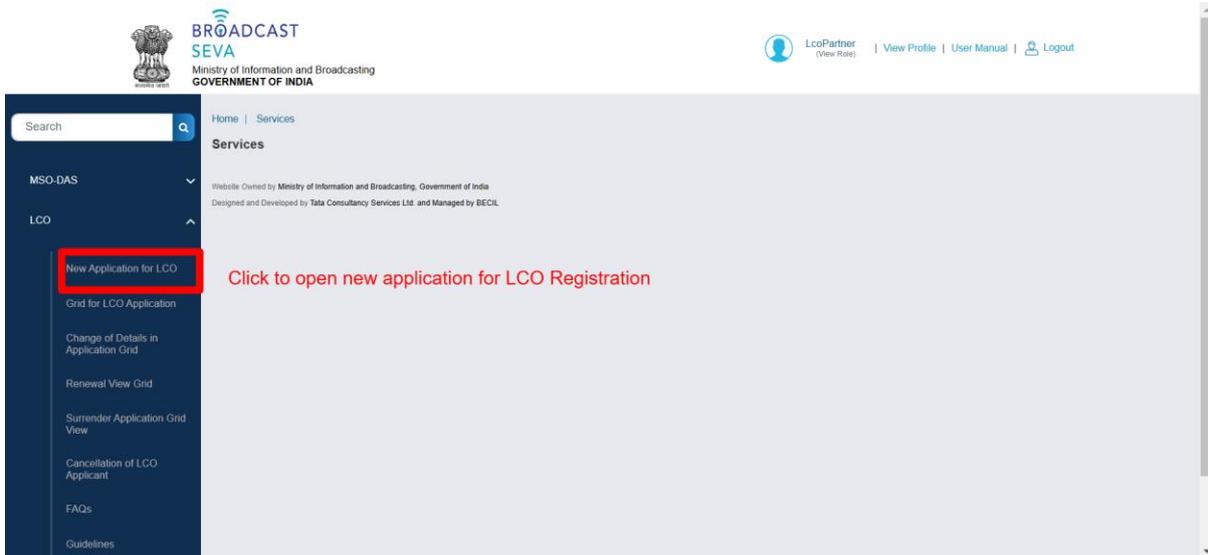
Website Owned by Ministry of Information and Broadcasting, Government of India  
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- Above application form will open by clicking on appeal link available in Cancellation of LCO Applicant Grid.
- Details of applicant will auto populate except Request for Re-activation and Reason filed in the application form.
- Applicant can appeal once within 1 month of the date of cancellation done by Ministry.

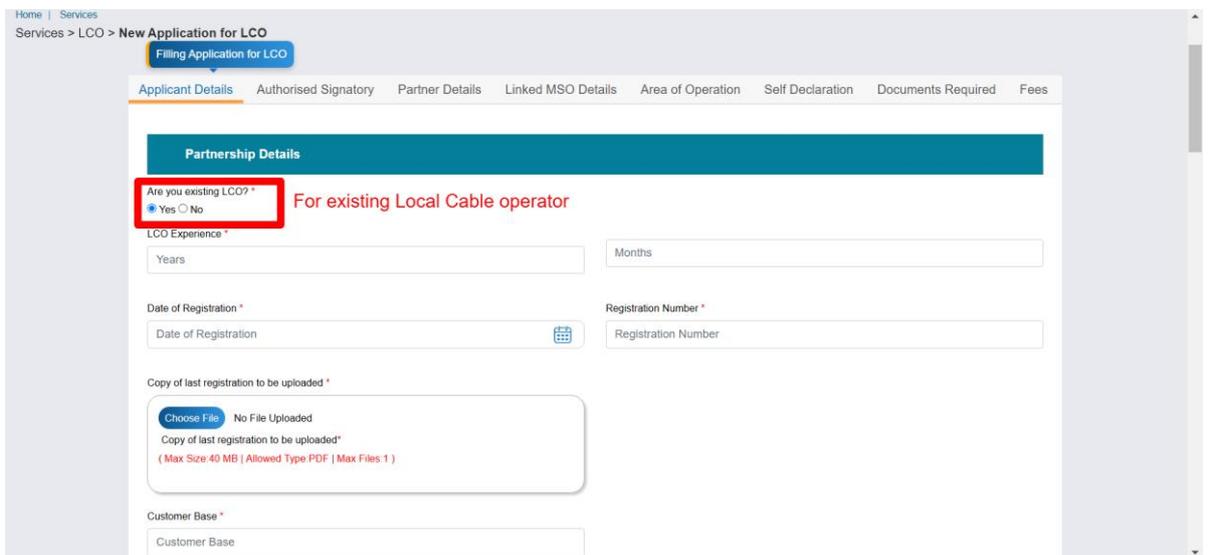
## 6. Users >> LCO Partner User Dashboard/Screen and Application



1. New Application for LCO: On clicking below Menu user will open new application for registration of Local Cable Operator for Partner User



2. Tab 1: LCO Applicant Details Tabs – User is required to fill all Mandatory fields in the application.



Home | Services  
Services > LCO > **New Application for LCO**

Filling Application for LCO

Applicant Details | Authorised Signatory | Partner Details | Linked MSO Details | Area of Operation | Self Declaration | Documents Required | Fees

### Partnership Details

Are you existing LCO? \*  
 Yes  No **For New LCO operator**

Expected Customer Base Range  
Expected Customer Base Range

Type of Applicant \*  
Partnership

Name of the Partnership Firm/ AOP/ BOP \*  
Name of the Partnership Firm/ AOP/ BOP

Registration Date \*  
Registration Date

Email Id \*  
Email Id

Name of the Network  
Name of the Network

Partnership deed registration number \*  
Partnership deed registration number

Permanent Account Number (Write Name as mentioned on your PAN Card) \*  
Permanent Account Number (Write Name as mentioned on your PAN Card)

Mobile Number \*  
Mobile Number

---

Customer Base \*  
Customer Base

Type of Applicant \*  
Partnership

Name of the Partnership Firm/ AOP/ BOP \*  
Name of the Partnership Firm/ AOP/ BOP

Registration Date \*  
Registration Date

Email Id \*  
Email Id

Name of the Network  
Name of the Network

Partnership deed registration number \*  
Partnership deed registration number

Permanent Account Number (Write Name as mentioned on your PAN Card) \*  
Permanent Account Number (Write Name as mentioned on your PAN Card)

Mobile Number \*  
Mobile Number

### GST Details

Is GST payable on Cable TV Service in Company case? \*  
 Yes  No

**Choose Verification**  
--Please Select--

---

### Income Tax Return

Has the applicant filled any income Tax Returns? \*  
 Yes  No

### Registered Office Address

a) Line 1\*  
b) Line 2  
c) Country\*  
India  
d) State/UT\*  
--- Select ---  
e) District\*  
--- Select ---  
f) City/Town/Village\*  
g) Taluka/Tehsil\*  
h) PIN Code\*  
i) Landline with Code

Same as Above

### Premises Details

#### Address for Premises

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 with Code

Enter Your Geo Location(The Geo Location will be of Registered Office Address)

Latitude: N

Longitude: E

Address	Latitude-Degree	Latitude-MM	Latitude-SS	Longitude-Degree	Longitude-MM	Longitude-SS	Action
<input type="button" value="Save &amp; Next"/>							

- For Partner user there are two type of application – Application for existing LCO and Application for Non Existing LCO.
- Applicants has to fill all mandatory fields in the application.
- Pan Number of the company is mandatory and it can be verified from the Choose verification filed.
- PAN gets verified through Company name and Date of Registration
- Wrong PAN will give a POP up of Invalid Pan Number
- Wrong Name will give a POP up of Name not matching with PAN
- Wrong Registration date will give a POP up of Date not matching with PAN.
- In Enter Geo Location applicant must mention Registered Office Address Geo Location.
- Applicant can't move to next tab without filling Mandatory field.
- Applicant can't move to next tab without verifying PAN.

### 3. Tab 2: Authorised Signatory Tab- User is required to fill all Mandatory fields to move to next tab.

Home | Services  
Services > LCO > New Application for LCO

Filling Application for LCO

Applicant Details **Authorised Signatory** Partner Details Linked MSO Details Area of Operation Self Declaration Documents Required Fees

**Authorised Signatory Details for correspondence with the Ministry**

Name of the Authorised Signatory \*  
--Select-- Name of the Authorised Signatory

Designation of the Authorised Signatory \*  
Designation of the Authorised Signatory

Date of Authorisation \*  
Date of Authorisation

Email ID \*  
Email ID

Mobile Number \*  
Mobile Number

**Choose Verification**  
--Please Select--

Previous Save & Next

- Authorised Person is required to fill this tab and in Choose Verification field PAN or Adhar verification is Mandatory to move to next tab.

### 4. Tab 3: Partner Details Tab- User is required to fill all Mandatory fields to move to next tab.

Applicant Details Authorised Signatory **Partner Details** Linked MSO Details Area of Operation Self Declaration Documents Required Fees

**Partner Details**

Salutation  
--Please Select--

Name of the Partner/Person/Individual \*  
Name of the Partner/Person/Individual

Date of Birth \*  
Date of Birth

Gender \*  
 Male  Female  Transgender

Stake in the Partnership/AOP/BOP \*  
Percentage of shareholder partner

Email Id of Partner \*  
Email Id of Partner

Upload PAN Card \*  
Choose File No File Uploaded  
Upload PAN Card\*  
(Max Size: 40 MB | Allowed Type: PDF | Max Files: 1)

**Choose Verification**  
--Please Select--

Aadhar Card Number (Write Name as mentioned on your Aadhaar Card)/16-digit Virtual ID  
Aadhar Card Number (Write Name as mentioned on your Aadhaar Card)/16-digit Vi

Permanent Account Number (Write Name as mentioned on your PAN Card) \*  
Permanent Account Number (Write Name as mentioned on your PAN Card)

- Applicant is required to share partner details with Aadhar and Pan details.
- Applicant is required to verify any one of PAN or Aadhar from Choose verification field.
- All mandatory fields are required to fill with verification option to move to next tab.

5. **TAB 4: Linked MSO Details** – User has option to move to next tab without filling this tab.

**Linked MSO Details**

Name of MSO

MSO Registration Number

Registration Validity Upto

State

Complete Address of Linked MSO

Agreement with linked MSO  
 From:  To:

Registered MSO Name	MSO Registration Validity	Address	From	To	Action
mso5	13/09/2031	line1, line2, gazipur, gazipur, BULANDSHAHR - 200304			View / Edit / Delete

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- LCO applicant will fill the details in Linked MSO details Tab if MSO is linked.
- Linked MSO Tab is non-mandatory, applicant can move to next tab without filling the details.

6. **Tab 5: Area of Operation** - User has option to move to next tab without filling this tab.

**Area in which TV Network is working/proposed to be set**

State:  District:

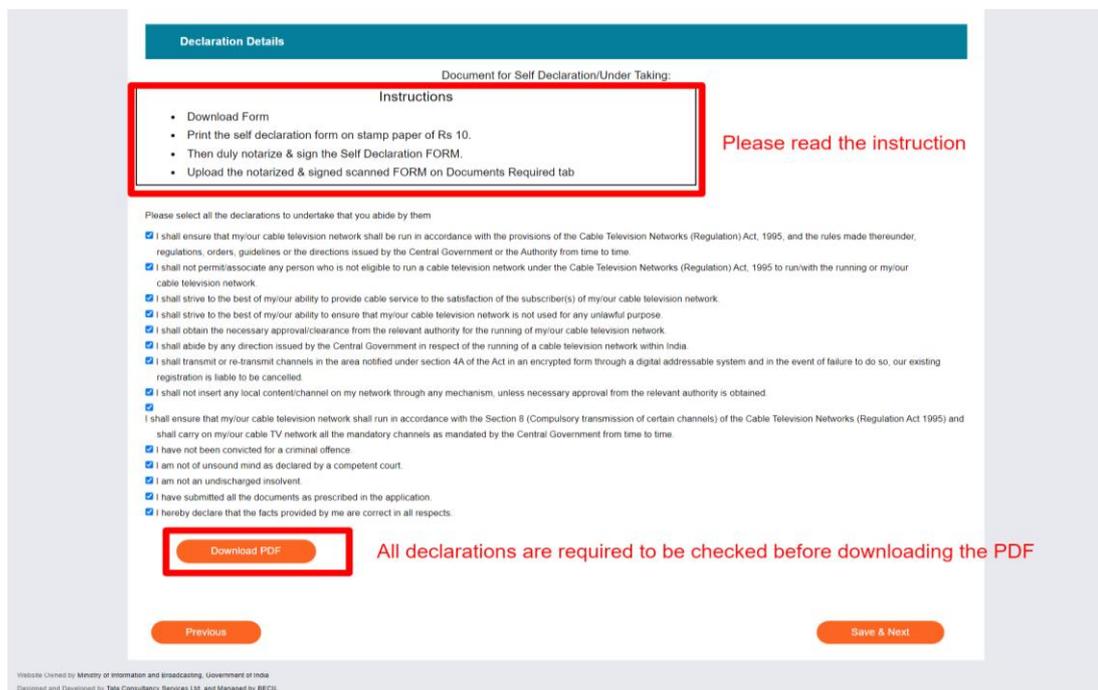
Area Name

State	District	Area Name	Action
Meghalaya	EAST KHASI HILLS	Area 21	View / Edit / Delete
Rajasthan	BHARATPUR	Area 2	View / Edit / Delete

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- LCO Applicants are required to mention all the areas where LCO is operating.
- Area of operation tab is non-mandatory applicant can move to next tab without filling the details.

**7. Tab 6: Self Declaration Tab** – Applicants are required to check all the box in declaration form to move to next tab



**Declaration Details**

Document for Self Declaration/Under Taking:

**Instructions**

- Download Form
- Print the self declaration form on stamp paper of Rs. 10.
- Then duly notarize & sign the Self Declaration FORM.
- Upload the notarized & signed scanned FORM on Documents Required tab

Please read the instruction

Please select all the declarations to undertake that you abide by them

- I shall ensure that my/our cable television network shall be run in accordance with the provisions of the Cable Television Networks (Regulation) Act, 1995, and the rules made thereunder, regulations, orders, guidelines or the directions issued by the Central Government or the Authority from time to time.
- I shall not permit/associate any person who is not eligible to run a cable television network under the Cable Television Networks (Regulation) Act, 1995 to run/with the running or my/our cable television network.
- I shall strive to the best of my/our ability to provide cable service to the satisfaction of the subscriber(s) of my/our cable television network.
- I shall strive to the best of my/our ability to ensure that my/our cable television network is not used for any unlawful purpose.
- I shall obtain the necessary approval/clearance from the relevant authority for the running of my/our cable television network.
- I shall abide by any direction issued by the Central Government in respect of the running of a cable television network within India.
- I shall transmit or re-transmit channels in the area notified under section 4A of the Act in an encrypted form through a digital addressable system and in the event of failure to do so, our existing registration is liable to be cancelled.
- I shall not insert any local content/channel on my network through any mechanism, unless necessary approval from the relevant authority is obtained.
- I shall ensure that my/our cable television network shall run in accordance with the Section 8 (Compulsory transmission of certain channels) of the Cable Television Networks (Regulation Act 1995) and shall carry on my/our cable TV network all the mandatory channels as mandated by the Central Government from time to time.
- I have not been convicted for a criminal offence.
- I am not of unsound mind as declared by a competent court.
- I am not an undischarged insolvent.
- I have submitted all the documents as prescribed in the application.
- I hereby declare that the facts provided by me are correct in all respects.

**Download PDF** All declarations are required to be checked before downloading the PDF

**Previous** **Save & Next**

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- Please read the instruction in self-declaration form before downloading the PDF.
- Applicant is required to check all the boxes before PDF download and moving to next tab.
- Declaration Form is required to be printed on Stamp paper of RS 10
- Duly Notarized and Signed Self Declaration Form is required to be uploaded in Document required TAB

**8. Tab 7: Document Required Tab** – LCO applicant is required to upload all the required documents to move to next tab

The screenshot displays the 'Documents Required' tab of the LCO application process. The page header includes the 'BROADCAST SEVA' logo and navigation links for 'LcoPartner', 'View Profile', 'User Manual', and 'Logout'. The breadcrumb trail shows 'Services > LCO > New Application for LCO'. The main navigation bar contains tabs for 'Applicant Details', 'Authorised Signatory', 'Partner Details', 'Linked MSO Details', 'Area of Operation', 'Self Declaration', 'Documents Required' (active), and 'Fees'. The 'Document Uploads' section contains a list of required documents, each with a 'Choose File' button and a 'No File Uploaded' status. The documents listed are: Document for Partnership Deed / AOI/ BOI\*, GST Certificate, PAN Card\*, ITR Copy, Letter of Authorisation\*, Challan Copy of fee deposited\*, Upload Signed Declaration Form\*, and Additional Document for Proof of Identity (mandatory for the cases where Aadhaar is not provided by the applicant or is not available). At the bottom of the page, there are 'Previous' and 'Save & Next' buttons. The footer text reads: 'Website Owned by Ministry of Information and Broadcasting, Government of India. Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL.'

- User will submit the application again after updating the changes.
- Application Submission pop-up will be shown to the user same as shown at the time of submission of fresh application.

9. **Tab 8: Fees Tab** – LCO applicant is required to pay Rs 5000 for LCO registration.

**Fee Payment Details**

The payment is to be made in Bharat Kosh (www.bharatkosh.gov) only  
 Payment is to be made towards 'Processing fee for LCO registration' purpose under the Ministry of 'Information & Broadcasting'  
 After payment is successful, furnish below the details of Challan.

**Payment Type**  
 Online

**Payment Purpose**  
 LCO Registration Fee

**Payment Amount**  
 5000

**Application No**  
 37041

**Payment Date**  
 2024-10-03

**Transaction Ref No**  
 11234566

**Payment Status**  
 SUCCESS

Refresh Payment Status | Download Details  
 Reset Payment Details

Save as Draft Previous **Past Payment List** Preview Submit

For payment applicant is required to click on proceed to pay and complete the payment through bharatkosh portal.

Applicant can also verify filled application by clicking on Preview

Applicant also has option to submit application later on by choosing past payment list and click on submit button

Applicant will click on Submit button after successful payment

- Applicant has option to verify the application by clicking on preview button and recheck the information filled in the application.
- Applicant is supposed to click on proceed to pay link to complete the payment.
- After successful payment applicant is required to click on Submit button to submit the application.
- Applicant has option to save application in draft and submit by choosing past payment list.

## 10. Application Submitting

- **Confirmation of Submission-** After submitting the application, a confirmation pop-up will appear, indicating that the application has been successfully submitted.
- **Click 'OK'-** Click the "Ok" button to proceed.
- **Redirect to Main Grid-** You will be redirected to the main grid of new applications, where your application will be visible.
- **Check Application Status-** You can view the application status under the "Application Status" column in the table on the grid.
- **Further Actions-** Once your application is approved by the Back Office Users (BO Users) application status will get change to 'Approved' and you can perform further process such as **Change Request** or **Surrender, Renewal, Appeal against cancellation** for the same application.

Services > LCO > Grid for LCO Application

LCO Application Data Grid

S.No.	Application Number	Application Date and Time	Application Status	Remarks	Action	Renewal
1	MIB/LCO-DAS/NEW-REQUEST/03102024/121802	03-10-2024 15:25:25	Approved		<a href="#">Download Certificate</a> <a href="#">Surrender Application</a> <a href="#">Change Request</a>	

Showing 1 to 2 of 2 items

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- After successful submission applicant will land to application data grid.
- Applicant can find the status of application in Application Data Grid.
- Applicant can download Certificate and can request for Change in application and application Surrender by clicking on link available in Data Grid.
- Applicant can also view these details by clicking on LCO from services and then on Grid for LCO Application whenever they want by logging in to Dashboard.
- Renewal link will be active in Renewal column of LCO Application Data Grid 1 year before the expiry date.

Services > LCO > Change of Details in Application Grid

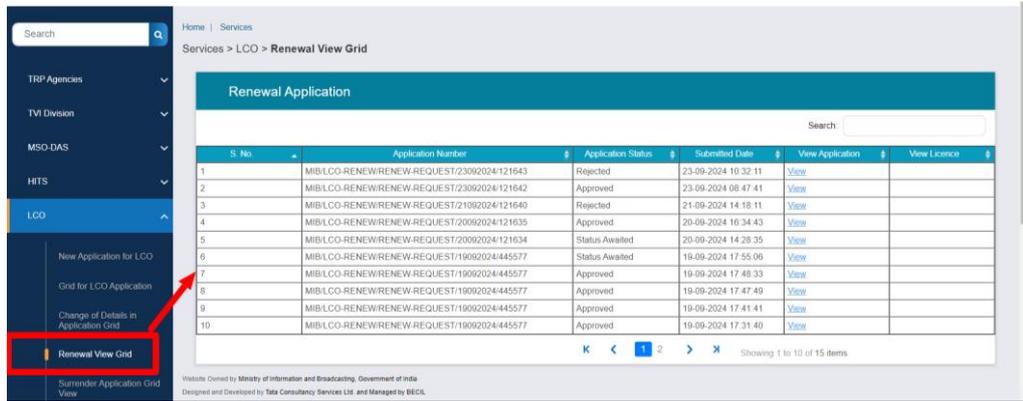
Change of Details in Application Grid

S.No.	Application Number	Application Status	Action
1	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/27092024/121743	Approved	<a href="#">View</a>
2	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/121476	Approved	<a href="#">View</a>
3	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/121474	Approved	<a href="#">View</a>
4	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/25092024/121684	Approved	<a href="#">View</a>
5	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/23092024/121645	Approved	<a href="#">View</a>
6	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/333333	Approved	<a href="#">View</a>
7	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/565654	Approved	<a href="#">View</a>
8	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/232323	Approved	<a href="#">View</a>
9	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/112222	Approved	<a href="#">View</a>
10	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/444444	Pending	<a href="#">View</a>

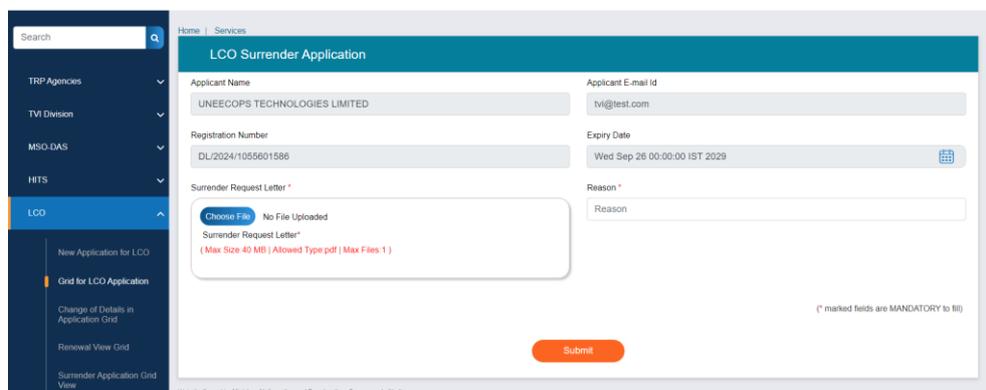
Showing 1 to 10 of 29 items

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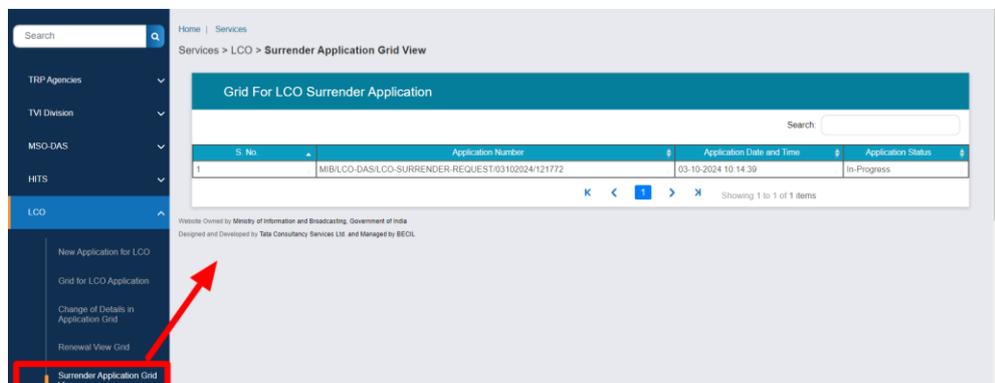
- Change in details application will open same as new application with details available as filled during fresh application submission.
- In Change in details applicant can change only those details which are editable and there is no payment required for Change in Application details.
- After application submission Change in details application will be visible in Change of Details Grid > with Status of the application.



- Renewal application will be available in Renewal View Grid with application status.
- In renewal application applicant can only upload the documents and pay the fees for Registration renewal.
- Amount for Renewal is same as fresh application that is Rs 5000.



- Above Surrender application will open by clicking on Surrender link available in Grid for LCO Application.
- All the details will auto populate except Surrender Request Letter and Reason.
- Applicant will submit Renewal for after uploading Surrender Request letter and mentioning reason of Surrender.



- Surrendered Application and Status of Submitted application will be visible in Surrender View Grid.

Ministry of Information and Broadcasting  
GOVERNMENT OF INDIA

Home | Services  
Services > LCO > Cancellation of LCO Applicant

Cancellation of LCO(Applicant)

Application ID	Applicant Name	Applicant Type	Licence/Registration Number	Registration Date	Current Status	Remarks	Action
MIB/LCO-DAS/NEW-REQUEST/27060204/121759	SDB	Company	DL/2024/629190886	27-09-2024 16:52:51	Cancelled	ok	Appeal for Re-activation

Showing 1 to 1 of 1 items

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- LCO Registration cancelled by Ministry will be visible in Cancellation of LCO Applicant Grid.
- Applicant can Appeal against the cancellation of LCO registration by clicking on appeal for activation link.

Ministry of Information and Broadcasting  
GOVERNMENT OF INDIA

Home | Services  
LCO Re-activation Form

Applicant Name: SDB  
Applicant E-mail Id: tvi@test.com

Registration Number: DL/2024/629190886  
Expiry Date: Tue Oct 02 00:00:00 IST 2029

Request for Re-activation \*

Choose File No File Uploaded  
Re-activation Request Letter\*  
( Max Size 40 MB | Allowed Type pdf | Max Files 1 )

Reason \*

Reason

(\* marked fields are MANDATORY to fill)

Submit

Website Owned by Ministry of Information and Broadcasting, Government of India  
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- Above application form will open by clicking on appeal link available in Cancellation of LCO Applicant Grid.
- Details of applicant will auto populate except Request for Re-activation and Reason filed in the application form.
- Applicant can appeal once within 1 month of the date of cancellation done by Ministry.

## 7. Draft Forms

In Draft form, user can edit or continue the last applied application that has not been submitted to the BO users for approval.

The screenshot shows the Broadcast SEVA dashboard. The top navigation bar includes the logo, 'BROADCAST SEVA', 'Ministry of Information and Broadcasting GOVERNMENT OF INDIA', and user information 'Mr. MSO User (View Role) | View Profile | User Manual | Logout'. The sidebar on the left has a 'Draft List' menu item highlighted with a red box and an arrow pointing to the main content area. The main content area shows a 'Home' breadcrumb, a search bar, and a 'Click to open Draft List' link. Below this are sections for 'My View', 'Upcoming Approvals', and 'My Applications', all showing 'No data found.' The footer contains website ownership and development information.

- User will open the Draft list through the sidebar menu showing on the dashboard of the user.

The screenshot shows the 'Draft List' page. The breadcrumb is 'Home > Draft List'. The page title is 'Draft List'. Below the title is a table with the following columns: 'Draft Name', 'Created Date and Time', and 'Action'. The table contains 15 rows of draft applications. The first row is highlighted with a red border. The 'Action' column for each row contains a 'Delete' button. At the bottom of the table, it says '418 Records found, displaying 1 to 15 Records.' and there is a pagination control showing 'First | Prev | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next | Last'.

Draft Name	Created Date and Time	Action
Draft/PS-NEW-REGISTRATION/20240920112218077	20/09/2024 11:22:18	Delete
Draft/LCO-NEW-APPLICATION/960	19/09/2024 10:48:16	Delete
Draft/LCO-NEW-APPLICATION/955	19/09/2024 10:26:29	Delete
Draft/LCO-NEW-APPLICATION/951	18/09/2024 15:07:14	Delete
Draft/LCO-NEW-APPLICATION/950	18/09/2024 14:54:36	Delete
Draft/LCO-NEW-APPLICATION/949	18/09/2024 14:50:26	Delete
Draft/MSO-NEW-REGISTRATION/934	16/09/2024 17:17:52	Delete
Draft/PS-NEW-REGISTRATION/20240912165923936	12/09/2024 16:59:24	Delete
Draft/PS-NEW-REGISTRATION/20240912165231113	12/09/2024 16:52:31	Delete
Draft/PS-NEW-REGISTRATION/2024091215445907	12/09/2024 15:44:46	Delete
Draft/PS-NEW-REGISTRATION/20240912150257586	12/09/2024 15:02:58	Delete
Draft/PS-NEW-REGISTRATION/2024091201003664	12/09/2024 01:00:37	Delete
Draft/PS-NEW-REGISTRATION/20240912005745668	12/09/2024 00:57:46	Delete
Draft/PS-NEW-REGISTRATION/20240912005023255	12/09/2024 00:50:23	Delete
Draft/PS-NEW-REGISTRATION/20240912005632076	12/09/2024 00:56:22	Delete

- User Can delete the required drafted application by clicking on delete button.
- User can open the drafted application by clicking on the draft application number under the drafted name column.
- Same Processes and validations will be followed for application submission.
- **(Note):** User needs to pay again the application fee if any of the drafted application of payment status as 'Success' has been deleted, no refund will be given to the user.