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 <u>https://new.broadcastseva.gov.in/digigov-portal-web-app/jsp/mib/common/login.jsp</u> 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.



BRÔADCAST SEVA Ministry of Information and Broadca Government of India	sting			Hor	ne Page	
Broadcast ISELF CERTIFICATION FOR Seva Login ADVERTISERS	National LCO Register Form	View LCO Registration Details Form	Raise Support Request	View Support Request status	User Manual	
dia 10	101			Existing User Log In		
			Username			
	PL. 1 Y		Enter Userr	name		
	- M/S		Password			
			Enter Pass	word		
			Type the Code s	hown AGNGE	0	
			Please ente	er above code		
	nstructions			LOG IN		
1. If you already have a Broadcast Seva account, please	log in with your User ID and passw	ord.				
2. If you are an aviation permission holder from the Min	estry of Information and Broadcasti	no or have applied for new	N	lot a Member ? Sign (dr	

	BROADCAST SEVA Ministry of Information and Broad	HOME ABOUT	SIGN IN SELF CERTIFICATION F	ers / guidelines and procedures	lext 💀 🚺 🍋
← Back to Lo Regist	government of India				
Addr	ess for Communication			All fields marked with * are mandatory	
Court	try ^a	State*	District		
City*		Address Line 1*	Address Line 2		
, i i i i i i i i i i i i i i i i i i i	9	AUDIEDO LINE I	Autress Line Z		
PINC	ode*				

Login Screen

ł	BROADCAST SEVA Ministry of Information and Broadcasting GOVERNMENT OF INDIA				Hor	ne Page	
Br	oadcast SELF CERTIFICATION FOR ADVERTISERS	National LCO Register Form	View LCO Registration Details Form	Raise Support Request	View Support Request status	User Manual	
	200			Username	Existing User Log In		
		1-1/A		Password			
				Enter Passv	word		
				Type the Code s	hown AGNGE	2)	
				Please ente	r above code		
	Instr	uctions		1	LOG IN		
1.	If you already have a Broadcast Seva account, please log in	with your User ID and passv	word.				
		f to Provide the second Physics of the	the second s	N	iot a Member ? Sign L	qL	

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.

Forgot Usemame		
		All fields marked with * are mandatory
Email ID	OR	Mobile Number
Enter Captcha Details Type the Code shown BXN4M ②		
Please enter above code		

Fig.4: Forgot Username

	BRUADCAST SEVA Ministry of Information and Broadcasting GOVERNMENT OF INDIA	Home About Sign in Self certification for advertisers 🐡 Contact Help
Forgot Pass	sword	
← Back	to Login Jsername *	All fields marked with * are mandatory
	Please enter Username here	
E	Enter Captcha Details * Type the Code shown PRYY4 2	
	Please enter above code	
s	Send OTP on Email/Mobile No	Enter the OTP*
	Send on Email Send on Mobile No.	Please enter OTP here
		Submit OTP Receive OTP

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



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

		BRÔADCAST SEVA Ministry of Information and Broadcasting GOVERNMENT OF INDIA	
Sear	ch d	Home Services Services	
MSC LCO	DAS	Wretsle Owned by Ministry of Information and Broadcasting, Government of India Designed and Developed by Tata Consultancy Services Ltd. and Managed by BEDIL	
	New Application for LCO	Click to open new application for LCO registration	
	Grid for LCO Application Change of Details in Application Grid		
	Surrender Application Grid View		
	Cancellation of LCO Applicant		
	Guidelines		

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

BRÔADCAST SEVA Munistry of Information and Broadcasting GOVERNMENT OF INDIA	Colindividual View Profile User Manual & Logout
Home Services Services > LCO > New Application for LCO Filling Application for LCO	application form
Applicant Details Authorised Signatory Linked MSO Details Area of O	peration Self Declaration Documents Required Fees
Individuals Details	
Are you existing LCO? * ◯ Yes ◯ No	
Expected Customer Base Range	
Type of Applicant *	Name of the Network
Individual or Proprietorship 🗸	Name of the Network
Salutation Name of the Applicant *	
Please Select- V Name of the Applicant	
Date of Birth *	
Permanent Account Number (Write Name as mentioned on your PAN Card) *	Aadhar Card Number (Write Name as mentioned on your Aadhaar Card)
Permanent Account Number (Write Name as mentioned on your PAN Card)	Aadhar Card Number (Write Name as mentioned on your Aadhaar Card)
Pan Or Aadhar V	verification is mandatory
Add	Reset
1.8	
Address Latitude-Degree Latitude-MM Latitude-SS	Longitude-Degree Longitude-MM Longitude-SS Action
Ci	ick on Save & Next to move to next tab
Website Oversel by Ministry of Information and Broadcasting, Government of India Designed and Developed by Tata Consultancy Services Ltd, and Managed by BECIL	

• Individual applicant is required to fill this tab and in Choose Verification field PAN or Adhar 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 Signatory Details for correspondence with the	e Ministry	
Name of the Authorised Signatory *		Designation of the Authorised Signatory *
Select V Name of the Authorised Signatory		Designation of the Authorised Signatory
Date of Authorisation Email ID * Email ID Mobio Number *		
Mobile Number		

- 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.

3

	BROADCAST SEVA Instry of Information and Broadcasting GOVERNMENT OF INDIA	jout
me Services	Filling Application for LCO	
	Applicant Details Authorised Signatory Linked MSO Details Area of Operation Self Declaration Documents Required Fees	
	Linked MSO Details	
	Name of MSO	
	Please Select v	
	MSO Registration Number Registration Validity Upto	
	MSO Registration Number Registration Validity Upto	
	State	
	Please Select v	
	Complete Address of Linked MSO	
	Complete Address of Linked MSO	
	6	
	Agreement with linked MSO	
	From To	
	From	
	Add Reset	
	Registered MSO Name MSO Registration Validity Address From To Action	
	mso5 13/09/2031 line1, line2, gazipur, guzipur,	
	Previous Save & Next	
site Owned by Ministry of In	normation and Broadcasting. Government of India	

- 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 Filling Application for LCO Applicant Details Authorised Signatory Linked MSO Details Area of Operation Self Declaration Documents Required Fees
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
·Piease Select V ·Select V
Area Name
Area Name
Add Reset
State District Area Name Action
Meghalaya EAST KHASI HILLS Area 21 View /Edt / Delete
Rejesthan BHARATPUR Area 2 View (Edd. / Delete
Previous Save & Next
Tratesta Connel ty Ministry of Indomation and Breadcasting, Government of India

- 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

Filling Application for LCO Application for LCO Application Set Declaration Decuments Required Fees						
. Ablicant Ristmines Alfinanti, Envisiones Section Storates and Section Storates and Section Section 2010						
Declaration Details						
Document for Self Declaration/Under Taking:						
Instructions						
Download Form						
Print the self declaration form on stamp paper of Rs 10.						
Then duly potarize & sign the Self Declaration FORM. Please read the instruction						
Indext the optimized & signed scenned EORM on Documents Required tab						
 Operate uno instanza a anglinea commitma i orient ori podaminarite readenica tas. 						
Please select all the declarations to undertake that you abide by them						
2 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 permitrassociate any person who is not eligible to run a cable television network under the Cable Television Networks (Regulation) Act, 1985 to run/with the running or my/our cable tolevision network.						
cable teavision network. If I shall strike the best of myour ability to provide cable service to the satisfaction of the subscriber(s) of myour cable television network.						
I shall strive to the best of myriour ability to ensure that myriour cable television network is not used for any unlawful purpose.						
I shall obtain the necessary approval/cleanance from the relevant authority for the running of mylour 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.						
2 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.						
Establi ensure that moissr rathe television network shall run in accordance with the Section 8 (Compulsion Intervision Petation 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 F						



- 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

Services	GOVERNMENT OF INDIA	
	Applicant Details Authorised Signatory Linked MSO Details Area or Document Uploads	Coperation Self Declaration Documents Required Fees
	Presse oppose and outwring documents (the moundails the size should be maxie and at size is in OST Certificate	PAN Card *
	Concess Too No Frie Uploaded GST Centricate (Max Size 2 MB (Allowed Type pdf Max Files 1)	COMM TRy COPA.NE240119450 pdf + X FNN Cwart (Max Sear 2 MS (Allowed Type pdf) Max Files 1)
	ITR Copy	Letter of Authorisation
	Choom File No File Uploaded TTR Copy (Max Size 2 MB Allowed Type pdf Max Files 1)	Choose Fair No File Uploaded Letter of Authorisation (Max Size 2 MB) (Allowed Type pdf) Max Files: 1)
	Upload Signed Declaration Form *	
	Choose File GOPA NE240L119450 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 provid	ed by the applicant or is not available)
	Counce File Non File Uploaded Additional Document for Piper 01 of Identity (Mart Sizer 40 MB) Allowed Type PDF (Max Files 1)	

- 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.

	BRÖADCAST SEVA Ministry of Information and Broadcasting Green Nacional Control Information and Broadcasting
me Services	Filling Application for LCO
	Applicant Details Authorised Signatory Linked MSO Details Area of Operation Self Declaration Documents Required Fees
	Fee Payment Details
	The payment is to be made in Bharat Koth (www.bharatikoth.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.
	Peyment Type * Online
	Payment Purpose LCD Registration Fee
	5000 For payment applicant is required to
	Agelication ho j
	37041
	2024-10-03
	Transaction Ref No 🕴 📀
	11234566 Payment Status
	SUCCESS
	Refresh Payment Status Download Details
	Applicant can also verify Past Payment List filled application by clicking on Preview
	Save as Draft Previous Applicant also has option to submit application later on by chossing past payment list
isite owned by Ministry of	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.
- 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.

Sea	rch	He Se	ome Services ervices > LCO > G r	rid for LCO Application				
MS	D-DAS 🗸	ſ	LCO App	lication Data Grid				
LCC) ^						į	Search:
			S. No	Application Number 🛊	Application Date and Time	Application Status	Remarks 🕴	Action ¢ Renewal ¢
	Grid for LCO Application	1	1	MIB/LCO-DAS/NEW-REQUEST/03102024/121802	03-10-2024 15:25:25	Approved		Download Certificate Surrender Application
	Change of Details in Application Grid	L						Change Request
					к	< <u>1</u> > X	Showing 1 to 2 o	(2 items
	Surrender Application Grid View	We De:	Ibsite Owned by Ministry of Infan signed and Developed by Tata (mation and Broadcasting, Government of India Consultancy Services Ltd. and Managed by BECIL				
	Cancellation of LCO Applicant							
	Guidelines							

- 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.

gencies 🗸 🗸	Change of	Details in Application Grid		
vision 🗸			Search:	
DAS 🗸	S. No.	Application Number	Application Status	¢ Action
	1	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/27092024/121743	Approved	View
Ý	2	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/121476	Approved	View
	3	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/121474	Approved	View
	4	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/25092024/121684	Approved	Miew
	5	MIBILCO_CHANGE_REQUEST/CHANGE_REQUEST/23092024/121645	Approved	Mow
	6	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/333333	Approved	Yiaw
	7	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/565654	Approved	View
Grid for LCO Application	8	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/232323	Approved	View
Change of Details in	9	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/11122222	Approved	View
Application Grid	10	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/44444	Pending	View

- 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.

igencies 🔨		Renewal /	Application				
ivision		2 9 Augusta - Standard Alexandro - Station - S				Search	
DAS 💊		S. No.	Application Number	Application Status	Submitted Date	View Application	View Licence
	1		MIB/LCO-RENEW/RENEW-REQUEST/23092024/121643	Rejected	23-09-2024 10:32:11	View	
	2		MIB/LCO-RENEW/RENEW-REQUEST/23092024/121642	Approved	23-09-2024 08:47:41	View	
	3		MIB/LCO-RENEW/RENEW-REQUEST/21092024/121640	Rejected	21-09-2024 14:18:11	View	
	4		MIB/LCO-RENEW/RENEW-REQUEST/20092024/121635	Approved	20-09-2024 16:34:43	View	
	5		MIB/LCO-RENEW/RENEW-REQUEST/20092024/121634	Status Awaited	20-09-2024 14:28:35	View	
	6		MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Status Awaited	19-09-2024 17:55:06	Xxxxx	
	7		MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:48:33	View	
Grid for LCO Application	8		MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:47:49	View	
	9		MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:41:41	View	
Application Grid	10		MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17 31 40	Vew	

- 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.

Search	٩	Home Services		
		LCO Surrender Application		
TRP Agencies	~	Applicant Name	Applicant E-mail Id	
TVI Division	~	UNEECOPS TECHNOLOGIES LIMITED	tvi@test.com	
		Registration Number	Expiry Date	
MSO-DAS	× i	DL/2024/1055601586	Wed Sep 26 00:00:00 IST 2029	曲
HITS	~	Surrender Request Letter *	Reason *	
	~	Choose File No File Uploaded	Reason	
New Application	l for LCO	Sumender Request Letter* (Max Size 40 MB Allowed Type pdf Max Files 1)		
Change of Detail Application Grid	es in		c	marked fields are MANDATORY to fil
	Jrid		Submit	
Surrender Applic	cation Grid			

- 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.

Searc	sh	٩	Ho	me Services arvices > LCO > Surrender Application Grid View	
TRP	Agencies	~		Grid For LCO Surrender Application	
TVIC	Division	~			Search:
MSO	DAS	~		S No 🔺 Application Number 🎄 Application Date a	and Time
HITS		~		1 MIB/LCO-DAS/LCO-SURRENDER-REQUEST/03102024/121772 03-10-2024 10:14:39	In-Progress
LCO		^	Wel	K K	1 of 1 items
)			
		•		A	
	Change of Details in Application Grid		/		
	Surrender Application G View	rid			

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

		Mini GO	istry of Infi VERNME	ormation	n and Broadcasting NDIA								
Searc	h	٩	Home Service	Service s > LC	s CO > Cancellation of LC	O Applicant							
TRP#	Igencies	~		Са	ncellation of LCO(A	pplicant)							
TVI D	ivision	~									Search:		
MSO-	DAS	~	ю.	•	Application ID	Applicant Name	Applicant Type	Licence/Registration Number	Registration Date	Current Status	Remarks	Action	•
HITS		~		1	MIB/LCO-DAS/NEW- REQUEST/27092024/121759	SDB	Company	DL/2024/629190886	27-09-2024 16:52:51	Cancelled	ok	Appeal For Re- activation	
LCO		^	4					к (к < 1	Showing 1 to 1	of 1 items		
			Website Own	ned by Mir	istry of Information and Broadcasting. G	overnment of India							
	Change of Details in Application Grid			7									
	Surrender Application Gri View	d											
	Cancellation of LCO Applicant	ľ											

- 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.

ę	Mi Ga	nistry of Information and Broadcasting OVERNMENT OF INDIA			
earch	٩	Home Services LCO Re-activation Form			
TRP Agencies	~	Applicant Name	Applicant E-r	nail Id	
TVI Division	~	SDB	tvi@test.c	com	
		Registration Number	Expiry Date		
MSO-DAS	~	DL/2024/629190886	Tue Oct 0	2 00:00:00 IST 2029	
	~	Request for Re-activation *	Reason *		
	^	Choose File No File Uploaded	Reason		
New Application	n for LCO	Re-activation Request Letter* (Max Size 40 MB Allowed Type pdf Max Files:1)			
	oplication	L			
Change of Detai Application Grid	iils in 1			(* m	arked fields are MANDATORY to fill)
	Srid		Submit		
Surrender Applik View	ication Grid	Website Owned by Ministry of Information and Broadcasting, Government of India			
Cancellation of I Applicant	LCO	Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL			

- 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.

Filling Application for LCO	
Applicant Details Authorised Signatory Director & SHP Linked MSO Det	ails Area of Operation Self Declaration Documents Required Fees
· · · · · · · · · · · · · · · · · · ·	
Company Details	
Yes O No For Existing Local Cable operator	
LCO Experience *	Montha
11	INCITU15
Date of Registration *	Registration Number *
30/09/2024	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 *	Name of the Network
Company	SDB
Corporate Identity Number (CIN) *	Name of the Company *
U74899DL1995PLC073288	UNEECOPS TECHNOLOGIES LIMITED
Date of Incorporation *	
18/10/1995	
Permanent Account Number (Write Name as mentioned on your PAN Card) *	
AAXPI8878G	
Mobile Number *	Email ID *
9999999999	ss@gmail.com
GST Details	
S GST payable on Cable TV Service in Company case 7 *	
Reason *	
NO	
Company Details	
Are you existing LCO? *	
Yes ● No For Non Existing Local Cable Operator	
Expected Customer Base Range	
The definition	New offer Malant
type or pypelicant -	Name of the NetWork
	Name of the Community
U74899DL1995PLC073288	Name or the Company -
Date of Incorporation *	
18/10/1995	
Permanent Account Number (Write Name as mentioned on your PAN Card) *	
AAXPI8878G	
Mobile Number *	Email ID *
	ss@amall.com

GST Details

	Choose Verification		
	Pan Number ~		
	Details have been successfully validated		
	Verify Pan		
	Income Tax Return		
	Has the applicant filled any income Tax Returns ? *		
	Reason *		
	NO		
	Registered Office Address		
	a) Line 1*	b) Line 2	
	C-185, PHASE-1 NARAINA INDUSTRIAL AREA, NA,		
	NEW DELHI, 110028, Delhi	h	
	c) Country*	d) State/UT*	
	e) District*	f) City/Town/Village*	
	NORTH EAST	Delhi	
	g) Taluka/Tehsil*	h) PIN Code*	
	Delhi	111111	
Si	me as Above ⊡ Premises Details		
Si	ume as Above Premises Details Address for Premises		
5	ime as Above Premises Details Address for Premises		
Si	a) Line 1*	b) Line 2	
5	a) Line 1*	b) Line 2	
5	a) Line 1*	b) Line 2 d) State/UT*	
Si	a) Line 1*	b) Line 2 d) State/UT* Select ~	
5	a) Line 1* c) Country* India	b) Line 2 d) State UT* Select ~ 1) Cdy/Town/Village*	
5	a) Line 1*	b) Line 2 d) State/UT* Select ~ f) Cdy/Town/Village*	
5	ane as Above C Premises Details Address for Premises a) Line 1* c) Country* India o) District*	b) Line 2 d) State UT* Select ~ 1) Céty/Town/Village* 	
5	ame as Above	b) Line 2 d) State UT* Select ~ f) Cdy/Town/Village* 	
5	ame as Above	b) Lme 2 d) State/UT* Select ~ f) City/Town/Vilage* h) PIN Code*	
5	ame as Above	b) Line 2 d) State/UT* Select ~ f) Cdy/Town/Village* h) PIN Code*	
5	ane as Above Premises Details Address for Premises a) Line 1* c) Country* India c) Distict* ··· Select c) Taluka/Tehsil* Distict*	b) Line 2 d) State UT* Select ~ 1) Cêy/Town/Vilage* 	
S	eme as Above	b) Line 2 d) State/UT* Select ~ f) City/Toom/Village* 	
5	ene as Above	b) Line 2 d) State/UT* Select ~ 1) Cty/Town/Village* 	
5	ane as Above Premises Details Address for Premises a) Line 1* c) Country* India c) Country* India c) District* c. Select g) Taluka/Tehsil* i.Landline wth Code j.Landline wth Code j.Land	b) Line 2 d) State/UT* Select f) City/Town/Village* b) PIN Code* b) Discover b) Discover <td></td>	
5	ane as Above Premises Details Address for Premises a) Line 1* c) Country* India c) Select s) Select	b) Line 2 d) State UT* Select ~ 1) Cdy/Town/Vilage* h) PIN Code* Longitude: E Degree MM SS	
S	Premises Details Address for n	b) Line 2 d) State UT*	
5	<form></form>	<form></form>	

• 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 pupolated 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.

BRÖADCAST SEVA Ministry of Information and Broadcasting government To inform		bildsar View Profile User Manual 🛎 Logo
Filing Application for LCO		
Applicant Details Authorised Signatory Director & SI	HP Linked MSO Details Area of Oper	ration Self Declaration Documents Required Fees
Authorised Signatory Details for corresponden	ce with the Ministry	
Name of the Authorised Signatory *	Designation of the Author	orised Signatory *
Mrs.	MD	
Date of Authorisation *	Email ID *	
24/05/1999	ss@gmail.com	
Mobile Number *		
9999999999		
Choose Verification		
Aadhar Number	~	
Details have been successfully validated Aadhar Number	Verify Aadha	N
Previous		Save & Next
	EXPRESSION SUBJECT SUB	Exact Sector Sec

- 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: Director, Executive & SHP TAB User is required to fill all Mandatory Tabs to move to next tab

is he/she citizen of India? [●] ○ Yes ○ No	
Salutation Director identification Number (DIN) *Please Select- Gender * Onale O Transgender Date of Appointment *	Name of Director * Name of Director Date of Birth * Date of Birth Email ID *
Date of Appointment Image: Control of Control o	Email ID Does the Director have a valid passport? * O Yes O No

- 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.

Select	~
Name of Individual *	Date of Birth of Individual *
Please Select Name of Individual	Date of Birth of Individual
Gender *	Is heishe citizen of India? *
Male Female Transgender	○ Yes ○ No
Aardhar Card Number (Write Name as mentioned on your Aardhaar Card)	
Permanent Account Number (Write Name as mentioned on your PAN Card) *	
Permanent Account Number (Write Name as mentioned on your PAN Card)	
Email ID of Share Holding Company *	Mobile no. of Shareholder company *
Email ID of Share Holding Company	+91 Mobile no. of Sharebolder company

- 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.

Type of Shareholder *	
Company	
Corporate Identity Number (CIN)/ Registration Number of Company *	Name of the Shareholder Company *
Company Registration Number	Name of the Shareholder Company
Date of Incorporation *	Certificate of Incorporation *
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 *	(Max Size 40 MB Allowed Type PDF Max Files.1)
Whether FDI in the company is available * ○ Yes ○ No	(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) *	(Max Size 40 MB Allowed Type PDF Max Files.1)
Whether FDI in the company is available * O Yes O No Permanent Account Number (Write Name as mentioned on your PAN Card) * Permanent Account Number (Write Name as mentioned on your PAN Card)	(Max Size 40 MB Allowed Type PDF Max Files 1)
Whether FDI in the company is available * O Yes O 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) *	(Max Size 40 MB Allowed Type PDF Max Files.1) % of Total Direct & Indirect FDI of the company *
Whether FDI in the company is available * O Yes O 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% sh	(Max Size 40 MB Allowed Type PDF Max Files.1) % of Total Direct & Indirect FDI of the company * % of Total Direct & Indirect FDI of the company
Whether FDI in the company is available * O Yes O No Permanent Account Number (Write Name as mentioned on your PAN Card) * Permanent Account Number (Write Name as mentioned on your PAN Card) * 9 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 *	(Max Size 40 MB Allowed Type PDF Max Files.1) % of Total Direct & Indirect FDI of the company * % of Total Direct & Indirect FDI of the company Mebile 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.

Salutaton Name of NRI/Foreigner *Please Select- Vame of NRI/Foreigner Passport Number * Passport Number	Valid Upto *	
Please Select. Name of NR/Foreigner Passport Number Passport Number	Valid Upto *	
Passport Number * Passport Number	Valid Upto *	
Passport Number	Valid Linto	
	valid opto	
% 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% sh		
Email ID of Share Holding Company *	Mobile no. of Shareholder company *	
Email ID of Share Holding Company	+91 V 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.

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 *	
U Yes U No	
Yes ⊖ No % of Shares held in the Applicant Company (only for shareholder more than 10% share holding) *	
Ures ⊖ 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	
Tes ⊖ 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 *

- 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.

Name of MSO						
Please Select		~				
MSO Registration Number			Registration Validity Upto			
MSO Registration Numb	er		Registration Validity Upto			
State						
Please Select		~				
10000 000000						
Complete Address of Linked I	MSO					
Complete Address of	Linked MSO					
						10
Agreement with linked MSO						
From			То			
From			То			Ē
	(Add	Reset			
Registered MSO Name	MSO Registration Validity		Address	From	То	Action

- 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.

		District	
Please Select	*	Select	~
Area Name			
Area Name			
			4
	Add	Roset	
State	Add	Reset	Action
State Meghalaya	Add District EAST KHASH HILLS	Reset Area Name Area 21	Action Vew Ect/Delete
State Minghalaya Rajasihan	District EAST RAASI MILLS BHARATPUR	Reset Area Name Area 21 Area 2	Action Vew Est / Delete Vew (Est / Delete
Stato Moghaliya Rajashban	District EAST ROMSI HILLS RHARATPUR	Reset Area Name Area 21 Area 2	Action Vew Edit / Delete Vew (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



- 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



	BROADCAST SEVA Ministry of Information and Broadcasting	Condividual View Profile User Manual 2 Logout
Home Services	Filling Application for LCO	
	Applicant Details Authorised Signatory Linked MSO Details	Area of Operation Self Declaration Documents Required Fees
	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 und After payment is successful, furnish below the details of Challan.	Ser the Ministry of "Information & Broadcasting".
	Payment Type * Online	
	Payment Purpose LCO Registration Fee	
	Payment Amount 1 9	For payment applicant is required to
	Proceed to Pay Application No ? ?	click on proceed to pay and complete the payment through bharatkosh portal.
	37041	-
	Payment Date 📩 🤨	
	2024-10-03	
	Transaction Ref No * 🤭	
	11234566	
	SUCCESS	
	Refresh Payment Status Download Details	
	Reset Payment Defails	Applicant can also verify Past Payment List filled application by clicking on Preview
	Save as Draft Previous	Applicant also has option to submit application later on by chossing past payment list
website Owned by Ministry of In	formation and broedcasting, lowernment of india	and click on submit button Applicant will click on Submit but

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

- 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.

Searc	h Q	Hon Ser	ne Services vices > LCC	> Gr	d for LCO Application							
MSO	-DAS 🗸	Γ	LCO	App	ication Data Grid							וח
										Search:		
	New Application for LCO		S. No.	•	Application Number	Application Date and Time	Application Status	\$	Remarks 🍦	Action 🔶	Renewal	
	Grid for LCO Application	1	1		MIB/LCO-DAS/NEW-REQUEST/03102024/121802	03-10-2024 15:25:25	Approved	1		Surrender Application		
	Change of Details in Application Grid		•			00-10-0001-10-07-10				Change Request		
						к	< 1 →	Х	Showing 1 to 2 of	2 items		-
	Surrender Application Grid View	Webs	ite Owned by Minist	y of Inform	nation and Broadcasting, Government of India onsultancy Services Ltd. and Managed by BECIL							
	Cancellation of LCO Applicant											

- 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.

P Agencies 🗸 🗸	Change of	Details in Application Grid		
vi Division		Second for a construction of the	Search:	
ISO-DAS 🗸	S. No.	Application Number	Application Status	Action
	1	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/27092024/121743	Approved	View
its 🗸	2	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/121476	Approved	Mow
	3	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/121474	Approved	Mew
	4	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/25092024/121684	Approved	View
	5	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/23092024/121645	Approved	View
	6	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/333333	Approved	View
	7	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/565654	Approved	View
Grid for LCO Application	8	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/232323	Approved	View
Change of Details in	9	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/11122222	Approved	View
Application Grid	10	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/44444	Pending	View

- 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.

RP Agencies	~	Renew	al Application			
TVI Division	~					Search
MSO-DAS	· •	S No.	Application Number	Application Status	Submitted Date	View Application
		1	MIB/LCO-RENEW/RENEW-REQUEST/23092024/121643	Rejected	23-09-2024 10:32:11	View
HITS	×	2	MIB/LCO-RENEW/RENEW-REQUEST/23092024/121642	Approved	23-09-2024 08:47:41	Maw
		3	MIB/LCO-RENEW/RENEW-REQUEST/21092024/121640	Rejected	21-09-2024 14:18:11	Mew
	^	4	MIBILCO-RENEW/RENEW-REQUEST/20092024/121635	Approved	20-09-2024 16:34:43	Sterver
		5	MIB/LCO-RENEW/RENEW-REQUEST/20092024/121634	Status Awaited	20-09-2024 14:28:35	Shew
	for LCO	6	MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Status Awaited	19-09-2024 17:55:06	Mew
		7	MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:48:33	Maw
Grid for LCO Ap	dication	8	MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:47:49	Maw
	an state	9	MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:41:41	Max
Application Grid	s in	10	MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:31:40	View

- 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.

	LCO Surrender Application		
TRP Agencies	Applicant Name	Applicant E-mail Id	
VI Division	UNEECOPS TECHNOLOGIES LIMITED	tvi@test.com	
	Registration Number	Expiry Date	
ISO-DAS	DL/2024/1055601586	Wed Sep 26 00:00:00 IST 2029	
IITS	Surrender Request Letter *	Reason *	
	Choose File) No File Uploaded	Reason	
1	Surrender Request Letter* (Max Size 40 MB) Allowed Type pdf (Max Eles 1)		
www.vppication.ic	Contraction of the second of the second of the second of the		
Grid for LCO Appli	ication		
Change of Details Application Grid	(m)	C ma	rked fields are MANDATORY to f
Renewal View Gri	a:		

- 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.

	0.000 (010	-								
Sear	ch	Q	Home Services							
			Services > LCO > Surrender	Application Grid View						
TRP	Agencies		Grid For LCO St	urrender Application						
TVII	Division									
									Search:	
MSC	DAS		S. No.	Application Number				\$	Application Date and Time	Application Status
HITS			1	MIB/LCO-DAS/LCO-SURRENDER-REQUEST/03102024/121772				03-10	-2024 10:14:39	In-Progress
					к	<	1	> >	Showing 1 to 1 of 1 items	
			Website Owned by Ministry of Information and Bro	adcasting, Government of India						
			Designed and Developed by Tata Consultancy Ser	nices Ltd. and Managed by BECIL						
			7							
	Change of Details in Application Grid									
	Surrender Application G	irid								

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

		Minit GOV	stry of Informatio	on and Broadcasting								^
Search		٩	Home Service Services > L0	es CO > Cancellation of LC	O Applicant							
TRP Agencies		~	Ca	ancellation of LCO(A	oplicant)							
TVI Division		ř								Search:		
MSO-DAS		~	io. 🔸	Application ID \$	Applicant Name	Applicant Type	Licence/Registration Number	Registration Date	Current Status	Remarks	Action	•
HITS		~		MIB/LCO-DAS/NEW- REQUEST/27092024/121759	SDB	Company	DL/2024/629190886	27-09-2024 16:52:51	Cancelled	ok	Appeal For Re- activation	
LCO		^	4				к (K < 1	Showing 1 to 1 of	1 items		
New Applic			Website Owned by Mi	inistry of information and Broadcasting, Go	vernment of India							
Grid for LC			Designed and Develo	ped by Tata Consultancy Services Ltd. and	Managed by BECIL							
Change of I Application	Details in Grid		1									
Renewal Vi												
Surrender A View												
Cancellation Applicant	n of LCO											Ţ

- 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.

	G A	nistry of Information and Broadcasting VVERNMENT OF INDIA				1
Search	٩	Home Services LCO Re-activation Form				
TRP Agencies	~	Applicant Name		Applicant E-mail Id		11
TVI Division	~	SDB		tvi@test.com		
	, i	Registration Number		Expiry Date		
MSO-DAS	~	DL/2024/629190886		Tue Oct 02 00:00:00 IST 2029		
HITS	~	Request for Re-activation *		Reason *		
LCO	^	Charges File Internet		Reason		
New Applicati	ion for LCO	Re-activation Request Letter (Max Files 1)				
Change of De Application G	Application etails in Frid				(* marked fields are MANDATORY to fill)	
	w Grid		Su	bmit		
Surrender Ap View	plication Grid	Website Owned by Ministry of Information and Broadcasting. Government of India				
Cancellation of Applicant	ofLCO	Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL				

- 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

		BRÔADCAST SEVA Ministry of Information and Broadcasting GOVERNMENT OF INDIA
Search	٩	Home Services Services
MSO-DAS	~	Webclin Curined by Ministry of Information and Broadcasting, Government of India
LCO	~	Click to apply for LCO service
Track Payment Status		
Support Request	~	

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

		BRÔADCAST SEVA Ministry of Information and Broadcasting Government of India
Searc	h c	Home Services Services
LCO		Website Owend by Messity of Information and Bracksasting, Government of India Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL
	New Application for LCO Grid for LCO Application	Click to open new application for LCO Registration
	Change of Details in Application Grid Renewal View Grid	
	Surrender Application Grid View Cancellation of LCO Applicant	
	FAQs Guidelines	

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

Applicant Details Authorised Signatory Partner Details Linked MSO E	Details Area of Operation Self Declaration Documents Required Fees
Partnership Details	
Are you existing LCO?* For existing Local Cable operator	
LCO Experience *	
Years	Months
Date of Registration *	Registration Number *
Contract Descriptions (CD)	Registration Number
Date of Registration	
Date or Registration (200	
Copy of last registration Copy of last registration to be uploaded * Choose File No File Uploaded	
Copy of last registration to be uploaded * Choose File No File Uploaded Copy of last registration to be uploaded*	
Choose File No File Uploaded * Choose File No File Uploaded * Choose File No File Uploaded * (Max Size 40 MB Allowed Type PDF Max Files:1)	
Copy of last registration to be uploaded * Choose File No File Uploaded * Choose File No File Uploaded* (Max Size 40 MB Allowed Type PDF Max Files:1)	
Use of 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) stomer Base *	

Home Services Services > LCO > N	ew Application for LCO Filling Application for LCO		Â
	Applicant Details Authorised Signatory Partner Details Linked MSO	Details Area of Operation Self Declaration Documents Required Fees	
	Partnership Details		P
	Are you existing LCO? * For New LCO operator		
	Expected Customer Base Range		
	Expected Customer base Range	Name of the Network	
	Partnership	Name of the Network	
	Name of the Partnership Firm/AOP/BOP	Partnership deed registration number	
	Name of the Fatureship Finn AOF/ DOF	Paluteisnip deed registration number	
	Registration Date *	Permanent Account Number (Write Name as mentioned on your PAN Card) *	
	Registration Date	Permanent Account Number (Write Name as mentioned on your PAN Card)	
	Email Id *	Mobile Number *	
	Email Id	Mobile Number	
	Customer Base *		-
	Customer Base		
	Tune of Applicant *	Name of the Network	
	Partnershin	Name of the Network	
	i annormp		
	Name of the Partnership Firm/ AOP/ BOP *	Partnership deed registration number *	
	Name of the Partnership Firm/ AOP/ BOP	Partnership deed registration number	
	Registration Date *	Permanent Account Number (Write Name as mentioned on your PAN Card) *	
	Registration Date	Permanent Account Number (Write Name as mentioned on your PAN Card)	
	Email Id *	Mobile Number *	
	Email Id	Mobile Number	
	GST Detaile		
	 Yes O No 		
	Choose Verification		
	Please Select V		
			•
	Income Tax Return		Î
	Has the applicant filled any income Tax Returns ?*		
	○ Yes ○ No		
	Registered Office Address		
	a) Line 1*	b) Line 2	
			8
		4	
	c) Country*	d) State/UT*	
	India 🗸	Select V	
	e) District*	f) City/Town/Village*	
	Select ~		
	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*		h	d) State/UT*		A	
	India		~	Select		~	
	e) District*			f) City/Town/Village*			
	Select	-	~				
	g) Taluka/Tehsil*			h) PIN Code*			
	i) Landline with 0	Code					
Enter Your	Geo Location(The Geo Locat	ion will be of Registered	Office Address)				
Latitude: N	1			Lonaitude: E			
Degree	MM	SS		Degree	ММ	SS	
Dogroo				203.00			
			Add	Reset			
Address	Latitude-Degree	Latitude-MM	Latitude-SS	Longitude-Degree	Longitude-MM	Longitude-SS	Actio
						Seve 8	Next
						Save a	NCAL

- 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.

Applicant Details Autorised Signatory Partiel Details	Linked MSO D	etailis Area of Operation Self Declaration Documents Required Fees
Authorised Signatory Details for correspondence wit	th the Ministry	
Name of the Authorised Signatory *		Designation of the Authorised Signatory *
-Select- V Name of the Authorised Signatory		Designation of the Authorised Signatory
Date of Authorisation *		Email ID *
Date of Authorisation	=	Email ID
Mobile Number *		
Mobile Number		
Choose Verification		
Please Select	~	

- 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.

Salutation	Name of the Partner/Person/Individual *		Date of Birth *	dth
-Please Select- ~	Name of the Partner/Person/Individual		Date of Birth	
Male © Female © Transge Stake in the Partnership/AOF Percentage of sharehold Email Id of Partner * Email Id of Partner Upload PAN Card *	nder /BOP * er partner	Aadhar Card Number (Write N Aadhar Card Number (W Permanent Account Number (Permanent Account Number (Name as mentioned on your Aadhaar Can Vritle Name as mentioned on your Aad Writle Name as mentioned on your PAN C Writle Name as mentioned on your PAN C	dy/16-digit Virtual ID Ihaar Card)/16-digit Vi Card) * bur PAN Card)
Choose File No File U Upload PAN Card* (Max Size 40 MB Allowed	sloaded 1 Type PDF Max Files.1)			

- 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					
Please Select		~			
MSO Registration Number			Registration Validity Upto		đ
MSO Registration Numb	ber		Registration Validity Upto		iii
State					
Please Select		~			
Complete Address of Linked	MSO				
Complete Address of	Linked MSO				
complete Address of					4
Agreement with linked MSO					
From			То		
From		曲	То		Ē
		Add	Reset		
Registered MSO Name	MSO Registration Validity		Address	From T	o Action
mso5	13/09/2031	line1, line2,	gazipur, gazipur, BULANDSHAHR - 200304		View /Edit / Delete
Previous					Save & Next
mation and Broadcasting, Government of India					
tonancy services cro. and Managed by BECIL					

- 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.

31816		District	
Please Select	*	Select	~
Area Name			
Area Name			
			4
	_		
	Add	Reset	
	Add	Reset	
State	Add	Reset Area Name	Action
State Moghalaya	Add District EAST KHASH HILLS	Area Name Area 21	Action View (Ed.) Device
Gtate Meghalaya Rejesthan	Add District EAST RHASHRLLS BHARATPUR	Reset Area Name Area 21 Area 2	Adion View (Ed.1 Doleto View Cd.1 Doleto
State Moghsinya Rejesthan	Add Disidici EAST KONSH HILLS BHARATPUR	Reset Area Name Area 21 Area 2	Action View Est Davide View Est / Davide
Ettata Maghalaya Rajasthan	Add District EAST ROWSH HILLS BHARATPUR	Reset Area Name Area 21 Area 2	Action View /Edi / Delete View /Edi / 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



- 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

BRÔADCAST SEVA Ministry of Information and Broadcasting GOVERNMENT OF INDIA	CoPartner View Prolife User Manual & Logout
Services s > LCO > New Application for LCO Filling Application for LCO	
Applicant Details Authorised Signatory Partner Details Link	xed 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	in size & in the form of PDF).
Document for Partnership Deed / AOI/ BOI *	GST Certificate
Choose File No File Uploaded Document for Partnership Deed / AOI/ BOI* (Max Size 2 MB Allowed Type pdf Max Files.1)	Choose File Deloaded GST Certificate (Max Size 2 MB Allowed Type pdf Max Files: 1)
PAN Card *	ITR Copy
Choose File Deloaded PAN Card* (Max Size 2 MB Allowed Type pdf Max Files 1)	Choose File Diploaded ITR Copy (Max Size 2 MB Allowed Type pdf Max Files: 1)
Letter of Authorisation *	Challan Copy of fee deposited *
Choose File Letter of Authorisation (Max Size 2 MB Allowed Type pdf Max Files:1.)	Choose Filo No File Uploaded Challan Copy of fee deposited (Max Size 2 MB Allowed Type pdf Max Files.1)
Upload Signed Declaration Form *	
Choose File Do Tele 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 Diploaded Additional Document for Proof of Identity (Max Size 40 MB Allowed Type PDF Max Files 1)	
Previous	Save & Next
ted by Ministry of Information and Broadcasting. Government of India	

- 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.

The payment is to be made in Bharat Kosh (www.bharatkosh.gov) only. Payment is to be made towards 'Processing fee for LCO registration' purpor After payment is successful, furnish below the details of Challan.	se under the Ministry of "Information & Broadcasting".
Payment Type * Online	
Payment Purpose LCO Registration Fee	
Raymant Amount, ' 🌖 5000	For payment applicant is required to
Proceed to P	click on proceed to pay and complete the payment through bharatkosh portal.
37041	
Payment Date + (2)	
2024-10-03	
Transaction Ref No 🔭 😰	
11234566	
Payment Status 🥝	
SUCCESS	
Refresh Payment Status Download Details Reset Payment Details	Applicant can also verify filled application by clicking on Preview
Save as Draft Previous	Applicant also has option to submit application Preview Submit

- 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.

Search Q	Home Services Services > LCO	> Grid for LCO Application					
MSO-DAS 🗸	LCO	Application Data Grid					
LCO ^						Search:	
	S. No.	Application Number	Application Date and Time	Application Status \$	Remarks 🕴	Action 🕴	Renewal 🛊
Grid for LCO Application	1	MIB/LCO-DAS/NEW-REQUEST/03102024/121802	03-10-2024 15:25:25	Approved		Download Certificate Surrender Application	
Change of Details in Application Grid			00.10.000.10.000.10	0		Change Request	
			к	К (1) Х	Showing 1 to 2 o	if 2 items	
Surrender Application Grid View	Website Owned by Ministry Designed and Developed by	of Information and Broadcasting, Government of India Tate Consultancy Services Ltd. and Managed by BECIL					
Cancellation of LCO Applicant							

- 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.

gencies 🗸 🗸	Change of	Details in Application Grid		
vision 🗸			Search:	
DAS 🗸	S. No.	Application Number	Application Status	Action
	1	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/27092024/121743	Approved	View
	2	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/121476	Approved	View
	3	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/121474	Approved	Maw
	4.	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/25092024/121684	Approved	View
	5	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/23092024/121645	Approved	Mow
	6	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/333333	Approved	View
	7	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04002024/565654	Approved	Maw
Grid for LCO Application	8	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/232323	Approved	View
Change of Details in	9	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/11122222	Approved	View
Application Grid	10	MIB/LCO_CHANGE_REQUEST/CHANGE_REQUEST/04092024/44444	Pending	View

- 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.

TRP Agencies	~	Renewa	I Application				
TVI Division	~					Search:	
MSO-DAS	~	S. No.	Application Number	Application Status	Submitted Date	View Application	View Licence
		1	MIB/LCO-RENEW/RENEW-REQUEST/23092024/121643	Rejected	23-09-2024 10:32 11	View	
HITS	~~	2	MIB/LCO-RENEW/RENEW-REQUEST/23092024/121642	Approved	23-09-2024 08:47:41	Manw	
		3	MIB/LCO-RENEW/RENEW-REQUEST/21092024/121640	Rejected	21-09-2024 14:18:11	View	
	 1 	4	MIB/LCO-RENEW/RENEW-REQUEST/20092024/121635	Approved	20-09-2024 16:34:43	View	
		5	MIB/LCO-RENEW/RENEW-REQUEST/20092024/121634	Status Awaited	20-09-2024 14 28 35	View	
	i i	6	MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Status Awaited	19-09-2024 17 55:06	View	
		7	MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:48:33	View	
	· /	8	MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:47:49	View	
Change of Details in		9	MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:41:41	View	
Application Grid	/	10	MIB/LCO-RENEW/RENEW-REQUEST/19092024/445577	Approved	19-09-2024 17:31:40	View	

- 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.

Search	0	Home Services		
		LCO Surrender Application		
TRP Agencies	~	Applicant Name	Applicant E-mail Id	
TVI Division	~	UNEECOPS TECHNOLOGIES LIMITED	tvi@test.com	
		Registration Number	Expiry Date	
MSO-DAS	Ý	DL/2024/1055601586	Wed Sep 26 00:00:00 IST 2029	
	~	Surrender Request Letter *	Reason *	
	^	Choose File No File Uploaded	Reason	
		Surrender Request Letter*		
New Application	n for LCO	(wax 5/20 40 WB Milowed Type por wax Hies, I)	J	
Grid for LCO Ap	plication			
Change of Deta Application Grid	ails in J			(* marked fields are MANDATORY to fill)
	Grid		Submit	
Surrender Applin View	ication Grid	L		

- 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.

Searc	th d	3	Home Services Services > LCO > Surrender	Application Grid View				
TRP#	Agencies	~	Grid For LCO S	urrender Application				
TVI D	livision	~				Search:		
MSO-	DAS	~	S. No.	Application Number		Application Date and Time	Application Status	¢
HITS		、	1	MIB/LCO-DAS/LCO-SURRENDER-REQUEST/03102024/121772		03-10-2024 10:14:39	In-Progress	
LCO		^	Vebsite Owned by Ministry of Information and Br Designed and Developed by Tata Consultancy Se	readcasting. Government of India envices Ltd. and Managed by BECIL				
			1					
	Change of Details in Application Grid							
	Renewal View Grid							
	Surrender Application Grid	1						

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

		Mini GOV	stry of Informatic	on and Broadcasting								^
Search		2	Home Servic Services > L(es CO > Cancellation of LC	O Applicant							
TRP Agencies		~	Ca	ancellation of LCO(A	oplicant)							
TVI Division		~								Search:		
MSO-DAS		~	ło. 🔷	Application ID \$	Applicant Name	Applicant Type	Licence/Registration Number	Registration Date	Current Status	Remarks	¢ Action	
HITS		~	-	MIB/LCO-DAS/NEW- REQUEST/27092024/121759	SDB	Company	DL/2024/629190886	27-09-2024 16:52:51	Cancelled	ok	Appeal For Re- activation	
LCO		^					к (н х	Showing 1 to 1 of	f 1 items		
New Applic			Website Owned by M Designed and Develo	inistry of Information and Broadcasting, G pod by Tata Consultancy Services Ltd. an	wemment of India I Managed by BECIL							
Grid for LC				1								
Change of Application	Details in Grid		_ /									
Renewal Vi												
Surrender A View		4										
Cancellation Applicant	n of LCO											

- 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.

	G S	inistry of Information and Broadcasting OVERNMENT OF INDIA			
Search	٩	Home Services LCO Re-activation Form			
TRP Agencies	~	Applicant Name	A	pplicant E-mail Id	
TVI Division	~	SDB		tvi@test.com	
		Registration Number	E	xpiry Date	
MSO-DAS	~	DL/2024/629190886		Tue Oct 02 00:00:00 IST 2029	
HITS	~	Request for Re-activation *	R	leason *	
LCO	^	Chores File. No File Heleaded		Reason	
New Apple	cation for LCO	Reactive recognition Reactive recognition (Max Size 40 MB Allowed Type pdf Max Files 1)			
Change of Application	CO Application I Details in n Grid			c	" marked fields are MANDATORY to fill)
			Submit		
Surrender View		Website Owned by Ministry of Internation and Broadcasting, Government of India			
Cancellati Applicant	on of LCO	Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL			

- 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.

		BROADCAST SEVA Ministry of Information and Broadcasting GOVERMMENT OF INDIA	() M	t NSC User View Profile User Manual 2 Logout
Search Draft List	٩	Heme I Services Home Click to open Darft List		
		My View		
		No data found.		
		Upcoming Approvals No data found.	My Applications	
		Website Owned by Minister of Information and Broadcasting, Government of India Designed and Developed by Taka Consultancy Services Ltd. and Managed by BCCIL		

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

Home > Drait t	191		
Draft List			
	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 10:49:16	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 14:50:28	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/20240912154445907	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/20240912005623255	12/09/2024 00:56:23	Delete
	Draft/PS-NEW-REGISTRATION/20240912005622076	12/09/2024 00:56:22	Delete
418 Records found,	displaying 1 to 15 Records.	First Prev 1 2 3	4 5 6 7 8 9 10 N
Website Owned by Minist	ry of Information and Broadcasting, Government of India		

- 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.