

केंद्रीय संचार ब्यूरो Central Bureau of Communication

USER MANUAL

REGULARITY TOKEN GENERATION

1. Enter your NP code (6-digit) and Password.



2. Click on "login" button.



3. Here you will see your Dashboard. On the left sidebar click on the "Regularity Token" button.

AD	ly Click Here	Note: Print Renewal No Ph	Rate Revision window I ysical Submission is required and no token wil	
🗮 Main Navigation Menu				
#Dashboard	ROs Released Today	Payment Released Today	Bills to be Submitted	
Company Detail	RO Code Amount (in INR)	RO Code Amount(in INR)	Control No RO Code Published On	
🕼 Account Detail	No Data	No Data	No Data	
🕹 Download Annexure A				
🖨 Renewal	1			
🕀 Rate Revision	Total Unpaid Bills	Rate Revision Application Details	Bank A/C Details	
🖶 RO List	Bills - 0	Application No Submission Date		
1 Regularity Token		No Data		
l Policies & Guidelines	•			
LEmpaneled Vendors				

4. Enter all required details and Click on "Generate Token".

केंद्रीय संचार ब्यूरो Central Bureau of Communication	=		# Home 🕘	
AD	중Generate token for Regularity Evaluation / @ Note: Kindly submit the issues only on the date selected fo	यमितता मूल्यांकन के लिए टोकन जेनरेट करें । r submission else receiving will not done at CBC on any of	ther date.	
	Newspaper Name / अक्षयाद का नाम Publication	City / stabilist elec Language / Hilli	Periodicity / sidia	
E Main Novigation Menu ∯Dashboard	lssue submitted for the month / महीने के लिए प्रस्तुत किया गया प्रकाशन*	Select date on which issues will be submitted to CBC / उस तिथि का चयन करें जिस पर सीबीसी को मुद्दे प्रस्तुत किए जाएंगे*	Number of issues of different dates submitted / प्रकाशन विभिन्न तिथियों के प्राक्कलन की संख्या*	
🕼 Company Detail	Ŷ	DD-MM-YYYY	Number of issues of different dates submitted has to be entered.	
🕼 Account Detail	Lowest number of Pages in any issue / किसी भी अंक में पृष्ठों की न्यूनतम संख्या®	Are all the issues printed in color? / क्या सभी प्रकाशन रंग में छपे हैं? *		
🕹 Download Annexure A		No/ ਗਈYes / ਈ		
₽ Renewal	Please check the number of pages in issues and enter lowest number of pages.	Predse check the issues, whether dit the issues the in color or not.		
🖨 Rate Revision			🖺 Generate Token	
🖨 RO List				

5. Once token is generate, download the receipt by clicking on the "Token Receipt".

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	@Generate token for Regularity Eve	≜ Token Receip	t				
AD	Note: Kindly submit the issues only on the date selected for submission else receiving will not done at CBC on any other date,						
	Newspaper Name /अखबार का नाम	Publication	City / प्रकाशन शहर	Language / भाषा	Periodicity / अवधि		
E Main Navigation Menu							
#Dashboard	issue submitted for the month / महीने के लिए प्रस्तुत किया गया प्रकाशन*		Select date on which issues will be submitted to CBC / उस तिथि का चयन करें जिस पर सीबीसी को मुद्दे प्रस्तुत किए जाएंगे*		Number of issues of different dates submitted / प्रकाशन विभिन्न तिथियों के प्राक्कलन की संख्या®		
↓Release Order					Number of issues of different dates submitted has to be entered.		
1 Add Compliance	Lowest number of Pages in any issue / किसी भी अंक में पच्चों की न्यनतम संख्या*		Are all the issues printed in color? / क्या सभी प्रकाशन रंग में छपे हैं? *				
l Regularity Token			🚫 No / नहीं 🕥 Yes	/ हॉ			
₽Reports •	Please check the number of pages in issues and enter lowest number of pages.		Please check the issues, whether all the issues are in color or not.				
l Miscellaneous -							
↓ Policies & Guidelines ・							

IMPORTANT NOTE: After downloading the "Token Receipt" fill the required details in the receipt and submitted it to the concern department office.