



USER MANUAL

REGULARITY TOKEN GENERATION

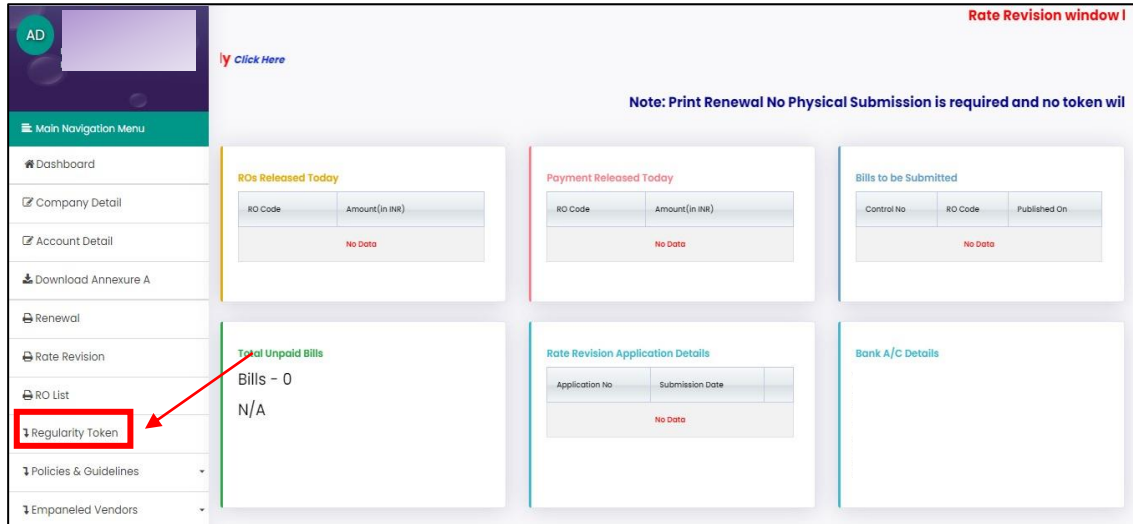
1. Enter your NP code (6-digit) and Password.



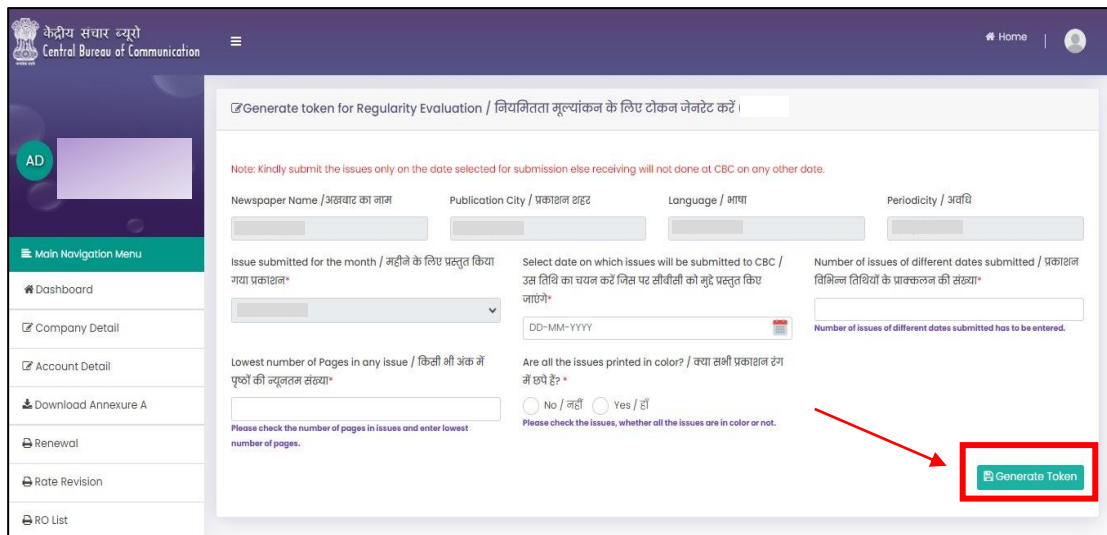
2. Click on "login" button.



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



4. Enter all required details and Click on “Generate Token”.



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

The screenshot shows the CBC website interface. The header includes the logo and name 'केन्द्रीय संचार ब्यूरो Central Bureau of Communication'. The main content area is titled 'Generate token for Regularity Evaluation / नियमितता मूल्यांकन के लिए टोकन जनरेट करें'. A red box highlights the 'Token Receipt' button in the top right corner, with a red arrow pointing to it. The form contains several input fields and sections:

- Note:** Kindly submit the issues only on the date selected for submission else receiving will not done at CBC on any other date.
- Form Fields:** Newspaper Name / अखबार का नाम, Publication City / प्रकाशन शहर, Language / भाषा, Periodicity / अवधि.
- Issue submitted for the month / महीने के लिए प्रस्तुत किया गया प्रकाशन***: Input field.
- Select date on which issues will be submitted to CBC / उस तिथि का चयन करें जिस पर सीबीसी को सूहे प्रस्तुत किए जाएंगे***: Input field.
- Number of issues of different dates submitted / प्रकाशन विभिन्न तिथियों के प्राक्कलन की संख्या***: Input field.
- Number of issues of different dates submitted has to be entered.**
- Lowest number of Pages in any issue / किसी भी अंक में पृष्ठों की न्यूनतम संख्या***: Input field.
- Are all the issues printed in color? / क्या सभी प्रकाशन रंग में छपे हैं? ***: Radio buttons for No / नहीं and Yes / हाँ.
- 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.**

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