



USER MANUAL

RATE REVISION

IMPORTANT INSTRUCTIONS:

- All the mandatory fields marked with * have to filled.
- Do not use any special character while filing the form.
- All the documents should be uploaded in "PDF" format (Documents should be less than 10 MB)
- All details should be filled carefully. After submitting the form you cannot change any information.

List of Required Documents: -

- Annexure – A (Signed by CA)
- Copy of annual return form-2 submitted to RNI along with receiving proof(2022-2023)
- Circulation certificate as per policy (self-attested) (if more than 25,000 than RNI/PIB is mandatory)
- ABC certificate (If Circulation base is “ABC”)

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



2 Click on "Login" button.



3 On the sidebar, click on "Rate Revision".

The screenshot shows a dashboard with a sidebar on the left. The sidebar contains a 'Main Navigation Menu' with the following items: Dashboard, Company Detail, Account Detail, Download Annexure A, Renewal, **Rate Revision** (highlighted with a red box), Regularity Token, Policies & Guidelines, Empaneled Vendors, and Renewal User Manual. Below the menu is a user profile section with a circular logo and text: '910205148, 9289772910, 189...', 'i teamcbc.enquiries@gmail.com'. The main content area has a header with 'DOWNLOAD ANNEXURE-A' and a download icon. Below are several data cards: 'ROs Released Today' with a table (RO Code, Amount(in INR), No Data); 'Payment Released Today' with a table (RO Code, Amount(in INR), No Data); 'Bills to be Submitted Physical' with a table (Control No, RO Code, Published On, No Data); 'Total Unpaid Bills' showing 'Bills - 0' and 'N/A'; and 'Bank A/C Details' with information for THE SAKALA (Bank Account No., Account Holder Name, PAN Number, GST). A red arrow points from the 'Rate Revision' menu item to the 'ROs Released Today' card.

4 Enter your "RNI E-filing Number" and click on submit button.

The screenshot shows a web form titled 'Print Rate Revision (NP Code - 320123)'. The form has a header with 'संचार ब्यूरो Bureau of Communication' and a 'Home' link. Below the header is a sidebar with a 'Navigation Menu' containing: Dashboard, Company Detail, Account Detail, Download Annexure A, Renewal, Regularity Token, Policies & Guidelines, and Empaneled Vendors. The main content area has a form with a red box around the 'RNI E-filing No. / आरएनआईई-फाइलिंग नं.' field, which contains the placeholder text 'Enter RNI E-filing Number'. Below the field is a green 'Submit' button. A red arrow points from the 'Submit' button to the 'RNI E-filing No.' field.

5 Fill all the required details.

Application Form for Print Rate Revision (NP Code -)

Newspaper Name / अख़बार का नाम <input type="text"/>	Place of Publication / प्रकाशन का स्थान * <input type="text"/>	Circulation Base / परिचय आधार * Select circulation base
Existing Circulation / वर्तमान संचलन <input type="text"/>	Circulation(As per RNI) / संचलन (आर० एन० आई० के अनुसार) * <input type="text"/>	RNI E-filing No. / आर० एन० आई० ई-फाइलिंग नंबर * <input type="text"/>
RNI Registration No. / पंजीकरण संख्या * <input type="text"/>	Circulation(As per Annexure-A) / संचलन (अनुबंध-क के अनुसार) * Enter Circulation(As per Annexure-A)	
UDIN No. / यूडीएन नं. * Enter UDIN No.	Sold Copies as per Circulation Verification Certificate / परिचय सत्यापन प्रमाण पत्र के अनुसार बेची गई प्रतियां * Enter Sold Copies as per Circulation Verification Certific	
Certificate Validity From Date / दिनांक से प्रमाणपत्र की वैधता * dd-mm-yyyy	Certificate Validity To Date / दिनांक तक प्रमाणपत्र की वैधता * dd-mm-yyyy	Certificate Issue Date / प्रमाणपत्र जारी करने की तिथि * dd-mm-yyyy

6 Upload the required documents and click on "Submit" button.

* Upload documents only in PDF format, Max Size 10MB should not exceed.

Please Upload Documents

Annexure - A (Signed by CA) / अनुलग्नक - ए (सीए द्वारा हस्ताक्षरित)

[Sample File](#) *

Choose file

Browse

Upload

Copy of annual return form-2 submitted to RNI along with receiving proof(2022-2023) / प्रमाण प्राप्त करने के साथ आरएनआई को जमा किए गए वार्षिक रिटर्न फॉर्म - 2 की प्रति(2022-2023) *

Choose file

Browse

Upload

Circulation certificate as per policy (self-attested) (if more than 25,000 than RNI/PIB is mandatory) / पॉलिसी के अनुसार सर्कुलेशन सर्टिफिकेट (स्व-सत्यापित) (यदि सर्कुलेशन 25,000 से अधिक है तब आरएनआई/पी.आई.बी सर्टिफिकेट अनिवार्य है) *

Choose file

Browse

Upload

Submit

7

Upload the required documents, if "Circulation Base" is "ABC" and click on "Submit" button.

• Regularity Taken

1 Policies & Guidelines

1 Empaneled Vendors

• Renewal User Manual

Support: 5810205148, 9289772910, 89772911
teamcbc.enquiries@gmail.com

* Upload documents only in PDF format. Max Size 30MB should not exceed.

Please Upload Documents

Annexure - A (Signed by CA) / अनुसूचक - ए (सीए द्वारा हस्ताक्षरित)
(Sample File) *

Choose file Browse Upload

Upload ABC certificate (Jan-Jun 2022)

Choose file Browse Upload

Upload ABC certificate (Jul-Dec 2022)

Choose file Browse Upload

Copy of annual return form-2 submitted to RNI along with receiving proof(2021-2022) / प्रमाण प्राप्त करते के साथ आरएमआई को जमा किए गए वार्षिक रिटर्न फॉर्म - 2 की प्रतियां(2021-2022) *

Choose file Browse Upload

ABC Circulation (Jan-Jun 2022)

Circulation Jan - Jun

ABC Circulation (Jul-Dec 2022)

Circulation Jul - Dec

Average Circulation (Jan- Dec)

Average Circulation

Activate Window 