



Central Bureau of Communication
केंद्रीय संचार ब्यूरो

USER MANUAL

AV PRODUCTION EMPANELMENT

+ You can Sign up/Login via the Website.

IMPORTANT INSTRUCTIONS:

- All the mandatory fields marked with * have to be filled.
- If by chance a connection is lost or the user refreshes the page, then before the final submission data didn't save in the database.
- All details will be filled with caution.
- All the documents should be uploaded in "pdf" format.

Required Documents/Materials for AV Production Empanelment (General Pool):-

- Copy of last 5 Financial Year's Income Tax Return.
- Balance sheet and profit and loss accounts of company for last 5 years (FY 2017-18, 2018-19, 2019-20, 2020-21, 2021-22), duly verified by a Chartered Accountant (CA), indicating his/her membership no. in seal.
- Copy of work orders of last 3 completed financial years (FY- 2019-20, 2020-21 and 2021-22) of AV-Production jobs for the Government, Public Sector Undertakings or Private sector.
- Pen drive of Show reel of AV-Production work undertaken in the last 3 years.
- Cancelled cheque with branch code of the bank and IFSC code of the account in which payments will be made by CBC.
- Salary Slip and Bank Statements of the employee and bank statements of the employer of last 6 months.
- Proof of Online Payment of Rs. 10,000/- as processing fee (non-refundable).

Required Documents/Materials for AV Production Empanelment (Startup Pool):-

- Recognition Certificate as Start-Ups by Department for Promotion of Industry and Internal Trade (DPIIT), Government of India OR Ministry of, Micro, Small and Medium Enterprises (MSME) OR NITI Aayog.
- Degree / diploma from the Institutes set up by the Central Government or affiliated with UGC / AICTE in the area of film making or related fields like sound recording, editing, acting, directing, cinematography, etc.

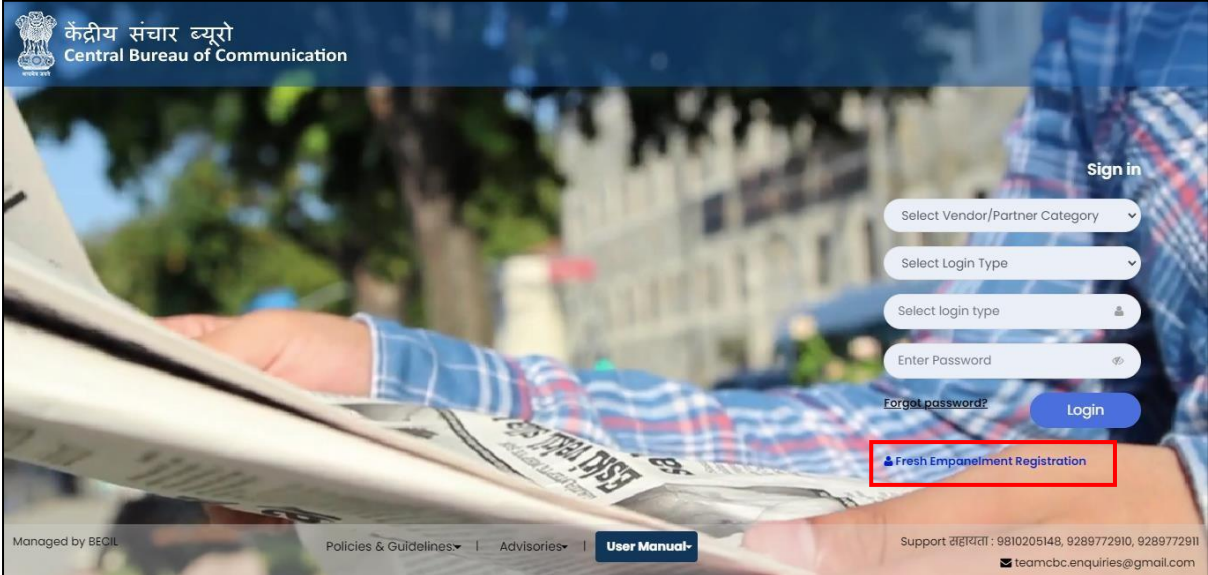
OR

Awards won either from the Central Government or State Government or any International Award for their films, documentaries, audio productions, web / digital content etc.

- Copy of at least three (3) AV production job orders in the last one (1) year for the Government, Public Sector Undertakings or Private sector.
- Pen drive of Show reel of AV production jobs undertaken in the last one (1) year.
- ECS Mandate form (issued by the concerned bank), Cancelled Cheque of the account in which payments will be made by CBC.
- Proof of online Payment of Rs. 10,000/- as processing fee (non-refundable).

VENDER LOGIN FOR FRESH EMPANELMENT

1. <https://cbcmib.gov.in/cbc/vendor-login>
2. Click on “Fresh Empanelment Registration”.



The screenshot shows the 'Sign in' section of the Central Bureau of Communication (CBC) website. The header includes the CBC logo and name in Hindi and English. The main content area features a background image of a person reading a newspaper. On the right side, there is a 'Sign in' form with the following fields: 'Select Vendor/Partner Category' (dropdown), 'Select Login Type' (dropdown), 'Select login type' (radio button), 'Enter Password' (text field with eye icon), and a 'Forgot password?' link. A blue 'Login' button is positioned below these fields. A red box highlights the 'Fresh Empanelment Registration' link, which is accompanied by a small blue icon. At the bottom of the page, there is a footer with 'Managed by BECIL', 'Policies & Guidelines', 'Advisories', 'User Manual', and 'Support' contact information.

3. A) Enter all required details
 - Select the “AV” option in the “Select Vendor/Partner Category”.
 - Select the “AV- Production” option in the “Select Wing Type”.
 - Enter Your Email, Mobile No, and GST No.
 - Click on “Sign Up” button once you have entered all the required fields.



The screenshot shows the 'Sign up' section of the Central Bureau of Communication (CBC) website. The header includes the CBC logo and name in Hindi and English. The main content area features a background image of a person reading a newspaper. On the right side, there is a 'Sign up' form with the following fields: 'AV' (dropdown), 'AV-Production' (dropdown), 'Enter Email' (text field with envelope icon), 'Enter Mobile Number' (text field with mobile phone icon), and 'Enter GST Number' (text field with person icon). A blue 'Sign up' button is positioned below these fields and is highlighted with a red box. At the bottom of the page, there is a footer with 'Managed by BECIL', 'Policies & Guidelines', 'Advisories', 'User Manual', and 'Support' contact information.

B) You will receive OTP on your registered Email as well as on your Mobile No.

- Enter both received **OTP**.
- Click on **“Submit”** button.
- **Set your password** and Click on **“Submit”** button
(The best practice is to use a combination of numeric, special characters, uppercase and lowercase alphabets)

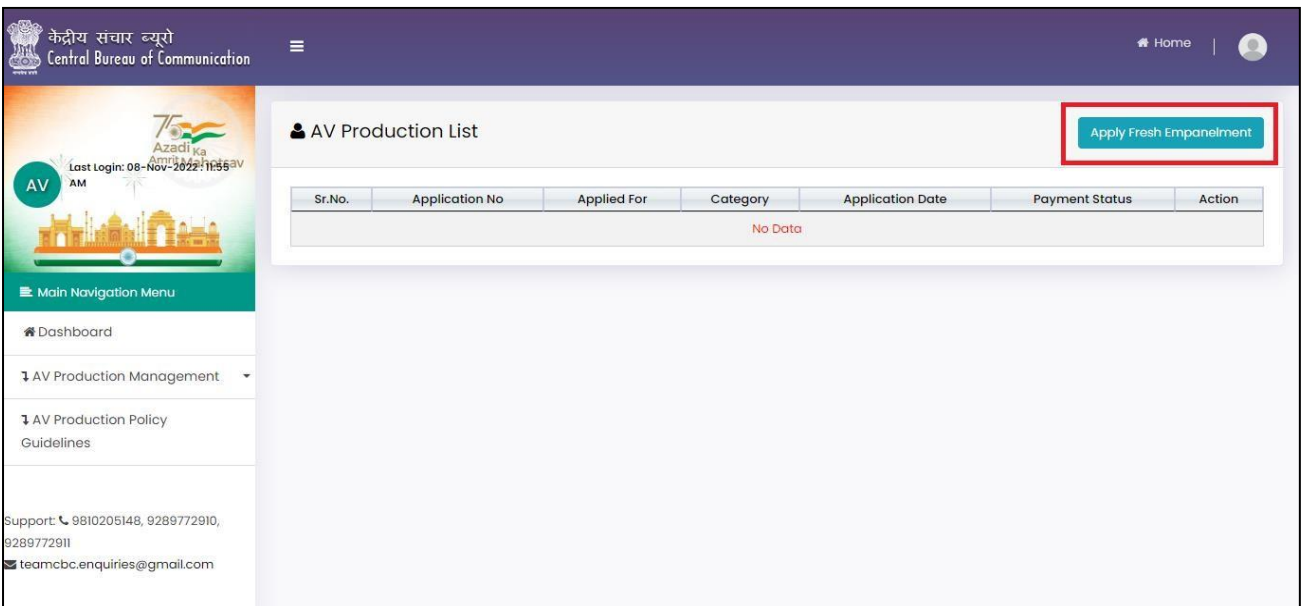
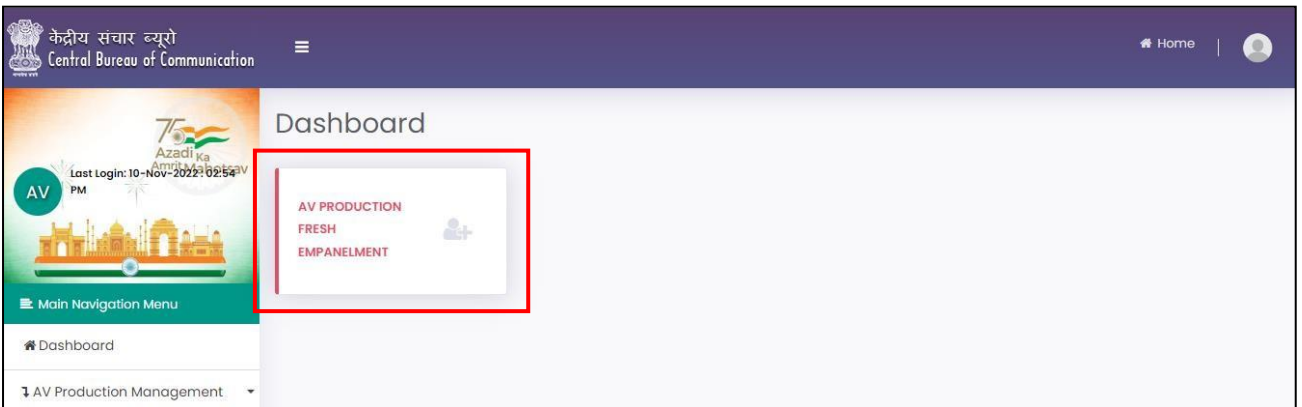


#NOTE: Once you have completed the registration, you will be notified via email and a 6-digit User Id which a combination of Alphanumeric will be sent to you.

4. Now Login with your User ID and password (*****) and click on **“Login”** Button.
 - Select the **“AV”** option in the **“Select Vendor/Partner Category”**.
 - Select the **“AV- Production”** option in the **“Select Wing Type”**.
 - Select the **“User Id”** option in the **“Select Login Type”**.
 - Enter your **“User Id”** and **“Password”**.
(**“User Id”** will be your 6-digit alphanumeric code provided by CBC via Email to you)
 - Click on **“Login”** Button.



- You will see the dashboard once you logged in, Click on **“AV Production fresh Empanelment”** and Click on **“Apply Fresh Empanelment”**.



6. Select “Applying For”: General Pool or Startup Pool and then proceed further.

The screenshot shows the 'Empanelment of AV Production' form. The 'Applying for:' dropdown menu is highlighted with a red box and shows 'Please Select'. The form includes fields for 'Name of Production House / Agency', 'Mobile No. of Production House / Agency', 'Address', 'Contact Name', 'Designation', 'Address', 'Phone No.', 'Mobile No.', and 'E-mail ID'. The 'Address' section has radio buttons for 'Head Office' and 'Corporate Office'. The 'Contact Name' field contains 'ygyuy', 'Designation' contains 'uihiu', and 'Address' contains 'uihuh'. The 'Phone No.' and 'Mobile No.' fields are empty. The 'E-mail ID' field is empty.

7. After selecting “General pool/Startup pool” fill the required information and click on “Next” button.
#(Note: All documents should be uploaded in PDF format and should be less than 2MB each)

The screenshot shows the 'Empanelment of AV Production' form. The 'Applying for:' dropdown menu is set to 'General Pool'. The form includes fields for 'Name of Production House / Agency', 'Mobile No. of Production House / Agency', 'Address', 'Contact Name', 'Designation', 'Address', 'Phone No.', 'Mobile No.', and 'E-mail ID'. The 'Address' section has radio buttons for 'Head Office' and 'Corporate Office'. The 'Contact Name' field contains 'ygyuy', 'Designation' contains 'uihiu', and 'Address' contains 'uihuh'. The 'Phone No.' and 'Mobile No.' fields are empty. The 'E-mail ID' field is empty. There is a link for 'Annexure-I (Click Here to Download)'.

Phone No. Mobile No. * E-mail ID *
 Enter Phone No. Enter Mobile No. Enter E-mail ID

Branch Offices

Contact Person*	Address*	Designation*	Phone No.	Mobile No.*	E-mail ID*	Action
<input type="text" value="test comn"/>	<input type="text" value="test add"/>	<input type="text" value="test desg"/>	<input type="text" value="45454545"/>	<input type="text" value="5645645645"/>	<input type="text" value="test@ddd.com"/>	<input type="button" value="Add"/>

Incorporation Status: * Incorporation No.:

Certificate Details

Certificate Number: Certificate Issuing Year: Certificate Issued By:

Owner/Promoter Details

Category*	Name*	Mobile No*	Email*	Action
-----------	-------	------------	--------	--------

<input type="text" value="Owners"/>	<input type="text" value="sadsad"/>	<input type="text" value="3254222222"/>	<input type="text" value="ddd@ddd.com"/>	<input type="button" value="Add"/>
-------------------------------------	-------------------------------------	---	--	------------------------------------

Financial Details

ECS Mandate Form [\(Click Here to Download\)](#)

IFSC Code * Bank Name * Branch *
 MICR * Bank Account Number for Receiving Payment * Account Holder Name *
 PAN No. * GST No. * TAN No. *
 PAN Card / पैन कार्ड* GST Certificate / जीएसटी प्रमाणपत्र* TAN Number / टैन नंबर*
 Branch Address * Cancelled cheque / रद्द चेक *

Years	Amount*	IT Return File*	Balance Sheet*	Profit & Loss A/C Statement*
FY 2017-18	<input type="text" value="Annual average turn"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
FY 2018-19	<input type="text" value="Annual average turn"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
FY 2019-20	<input type="text" value="Annual average turn"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
FY 2020-2021	<input type="text" value="Annual average turn"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
FY 2021-2022	<input type="text" value="Annual average turn"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen

8. Fill all the required details in the “AV Production Information” Tab.

The screenshot shows the 'Empanelment of AV Production' form. The 'AV Production Information' tab is selected and highlighted with a red box. The form includes a 'Category of AV-Production' dropdown menu, a 'Sectoral Expertise' section with checkboxes for various sectors, and an 'Award' table with columns for Type, Name, Remarks, Certificate, and Action. The 'Add' button is visible in the table. The 'Previous' and 'Submit' buttons are at the bottom right.

9. Select the “Category of AV-production”.

On the basis of category A,B or C, creative content gets modified.

I. Creative content for “Category A” and then click on “Submit” button.

The screenshot shows the 'Empanelment of AV Production' form with the 'Category of AV-Production' dropdown menu set to 'A', highlighted with a red box. The form includes a section for 'Please provide Creative Team Details' with a note: '**Maximum size for uploading a file is 2MB.' Below this is an 'Employer Bank Statement' field with a file name '1669611485-1122F0040-teammember-EmpbankStmt.pdf' and 'Browse' and 'Upload' buttons. A table for 'Creative Team Details' has columns for Job Type, Name, Designation, Working Since, Salary Slip, and Bank Statement. The 'Add' button is visible at the bottom left of the table. The 'Previous' and 'Submit' buttons are at the bottom right.

928977291
teamcbc.enquiries@gmail.com

Documentary Film Enter Total Number	Choose file Browse Upload	Choose file Browse Upload
Corporate Film Enter Total Number	Choose file Browse Upload	Choose file Browse Upload
Feature Film Enter Total Number	Choose file Browse Upload	Choose file Browse Upload
Short Film (Fiction) Enter Total Number	Choose file Browse Upload	Choose file Browse Upload
TV Serial Enter Total Number	Choose file Browse Upload	Choose file Browse Upload
Web Series Enter Total Number	Choose file Browse Upload	Choose file Browse Upload
Game Show Enter Total Number	Choose file Browse Upload	Choose file Browse Upload
Reality Show (for TV or Web) Enter Total Number	Choose file Browse Upload	Choose file Browse Upload

Video Song Enter Total Number	Choose file Browse Upload	Choose file Browse Upload
Music Video Enter Total Number	Choose file Browse Upload	Choose file Browse Upload
Animation Film (2D//3D) Enter Total Number	Choose file Browse Upload	Choose file Browse Upload

Sectoral Expertise

- Social & Public welfare
- National Integration, Defence, Diplomacy, Planning and Democracy
- Environment & Energy
- Economy, Finance & Infrastructure
- Culture, Tourism and Energy
- Legal, Administration, Persona, Vigilance and Investigation

Award

Type	Name	Remarks	Certificate	Action
Add				

[Previous](#) [Submit](#)

II. Creative content for “Category B” and then click on “Submit” Button.

AV Production Policy Guidelines

Support: ☎ 9810205148, 9289772910, 9289772911
✉ teamcbc.enquiries@gmail.com

Creative Content (Last 3years)

Total Number	Job Order/Aggrement/Contract	Completion Certificate/Payment Receipt
Sponsored Radio Programmes / Radio Serials (duration at least 10 minutes) <input type="text" value="Enter Total Number"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>
Radio Series / Web Radio Series (each Series of duration at least 15 minutes) <input type="text" value="Enter Total Number"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>
Audio Spot / Audio Jingle (of duration at least 1 minutes) <input type="text" value="Enter Total Number"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>
Audio song (of duration at least 3 minutes) <input type="text" value="Enter Total Number"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>

Sectoral Expertise

Social & Public welfare aaa
 National Integration, Defence, Diplomacy, Planning and Democracy

Economy, Finance & Infrastructure
 Culture, Tourism and Energy

III. Creative content for “Category C” and Click on “Submit” button.

Support: ☎ 9810205148, 9289772910, 9289772911
✉ teamcbc.enquiries@gmail.com

Creative Content (Last 3years)

Total Number	Job Order/Aggrement/Contract	Completion Certificate/Payment Receipt
AD Film / Digital film / video spot (of duration at least 20 seconds) <input type="text" value="Enter Total Number"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>
Short film (Fiction) (of duration at least 2 minutes) <input type="text" value="Enter Total Number"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>
Audio Spot / Audio Jingle (of duration at least 20 seconds) <input type="text" value="Enter Total Number"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>
Video song / Music video (of duration at least 20 seconds) <input type="text" value="Enter Total Number"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>
Animation Spot (2D/3D) (of duration at least 20 seconds) <input type="text" value="Enter Total Number"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="text" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>

Sectoral Expertise

10. If Applying For “Startup Pool: Owner/Promoter” Details will display as below.

Certificate Details

Certificate Number: Certificate Issuing Year: Certificate Issued By:

Owner/Promoter Details

Category*	Name*	Mobile No*	Email*	Name of the Degree / Diploma in AV – Production*	Name of the Field of the Degree / Diploma in AV – Production*	Institution is Govt. Affiliated*	Name of the affiliated Body*	Course duration (Degree / Diploma in AV – Production) in Months*	Action
<input type="text" value="Ownr"/>	<input type="text" value="sadsar"/>	<input type="text" value="87932"/>	<input type="text" value="sg@gr"/>	<input type="text" value="ashgdgu"/>	<input type="text" value="vhguyg"/>	<input type="text" value="Yes"/>	<input type="text" value="fgyuugj"/>	<input type="text" value="77"/>	<input type="button" value="Add"/>


Financial Details

ECS Mandate Form (Click Here to Download)


IFSC Code* Bank Name* Branch*

MICR* Bank Account Number for Receiving Payment* Account Holder Name*

11. If Applying For “Startup Pool: Creative Content” will display as below.



केन्द्रीय संचार ब्यूरो
Central Bureau of Communication

Home | 

Empanelment of AV Production

Basic Information | **AV Production Information**

Category of AV-Production:

Creative Content (Last 3 Years)

Name	Total Number	Job Order	Completion Certificate & Payment Slip	Action
<input type="text" value="Name"/>	<input type="text" value="Total Number"/>	<input type="button" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="button" value="Choose file"/> <input type="button" value="Browse"/> <input type="button" value="Upload"/>	<input type="button" value="Remove"/>
<input type="button" value="Add"/>				

Sectoral Expertise

Social & Public welfare aad
 National Integration, Defence, Diplomacy, Planning and Democracy
 Environment & Energy

Economy, Finance & Infrastructure
 Culture, Tourism and Energy
 Legal, Administration, Person, Vigilance and Investigation

12. After submission you get the reference number which will be used for future reference.

13. Fill all the required details and submit the application fees i.e Rs 10,000/- .You will get the payment receipt on successful payment, which you can download.

AV
Last Login: 10-Nov-2022 10:19 PM
75 Azadi Ka Amrit Mahotsav

Main Navigation Menu

- Dashboard
- AV Production Management
- AV Production Policy Guidelines

Support: 9810205148, 9289772910, 9289772911
teamcbc.enquiries@gmail.com

Application Fees

Billing Address / बिल भेजने का पता :-

Amount / राशि *	Email ID / ईमेल आईडी *	First Name / पहला नाम *
<input type="text" value="10000"/>	<input type="text" value="test@ddd.com"/>	<input type="text" value="corp"/>
Last Name / अंतिम नाम *	Mobile No. / मोबाइल नंबर *	Address / भेजने का पता *
<input type="text" value="ame"/>	<input type="text" value="2385495645"/>	<input type="text" value="sadasdsad"/>
Pin Code / पिन कोड *	Country / देश *	State / राज्य *
<input type="text" value="Enter Pincode"/>	<input type="text" value="INDIA"/>	<input type="text" value="Select State"/>
City / सिटी *		
<input type="text" value="Enter City"/>		

Shipping Address / शिपिंग पता :-

Same As Billing Address / बिलिंग पते के समान

First Name / पहला नाम *	Last Name / अंतिम नाम *	Mobile No. / मोबाइल नंबर *
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter Mobile"/>