



Central Bureau of Communication
केंद्रीय संचार ब्यूरो

USER MANUAL

TV EMPANELMENT

Please note that the window for the same will be opened every month from 1st to 7th.

IMPORTANT INSTRUCTIONS:

- All the mandatory fields marked with * have to filled.
- Few fields are non-editable in the Form. The details are fetch from your previously updated data.
- Do not use any special character while filing the form
- All the documents should be uploaded in "pdf" format.

Required Documents for TV Channel:-

- Government permission Uplinking & Downlinking certificate of the channel.
- Uplinking & Downlinking Payment Receipt(Bhart Kosh)
- EMMC certificate telecasting over the last 6 months
- Fixed point chart (FPC) for the previous 6 months from 6AM to 11PM, during which the channel operated
- Scanned copy of cancelled cheque
- Teleport operator certificate
- Last year's certificate duly signed by the Auditor /Company
- A letter attested by senior management level executive, giving name, designation & signature
- A letter indicating whether or not the channel would be able to provide a third party certification of the advertisement telecast for CBC/ Government of India
- A signed list of the different C&S. TV channel in the Group/Holding Company/ Company to which the applicant channel belongs to
- Pan Card

VENDER LOGIN FOR FRESH EMPANELMENT

- 1) <https://www.cbcindia.gov.in/cbc/vendor-login>
- 2) Click on "**Fresh Empanelment Registration**".

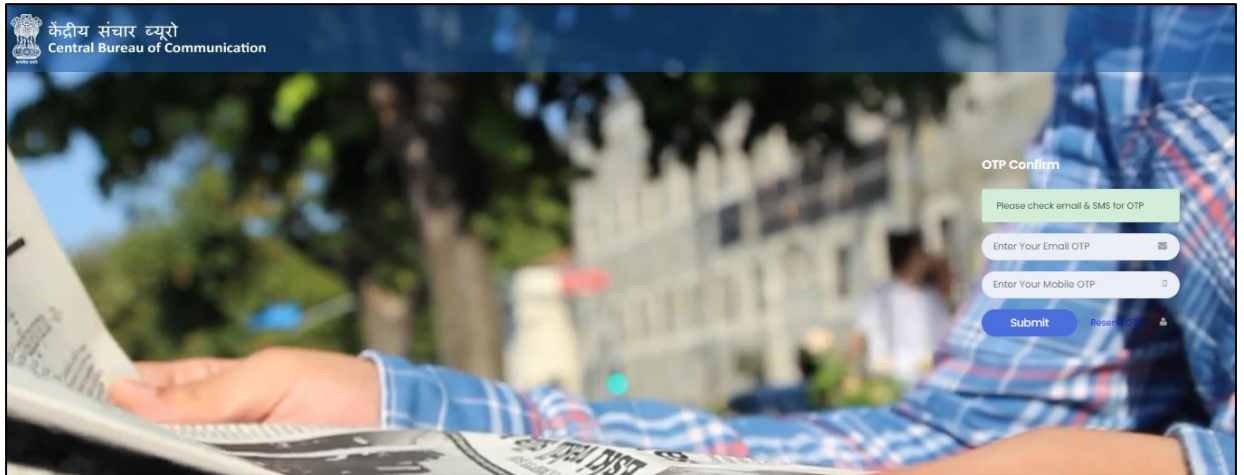


- 3) A) Enter all required details
 - a) Select the "**AV**" option in the "**Select Vendor/Partner Category**".
 - b) Select the "**TV**" option in the "**Select Wing Type**".
 - c) Enter "**Email**" and "**Mobile No.**".
 - d) Click on "**Sign Up**" button.



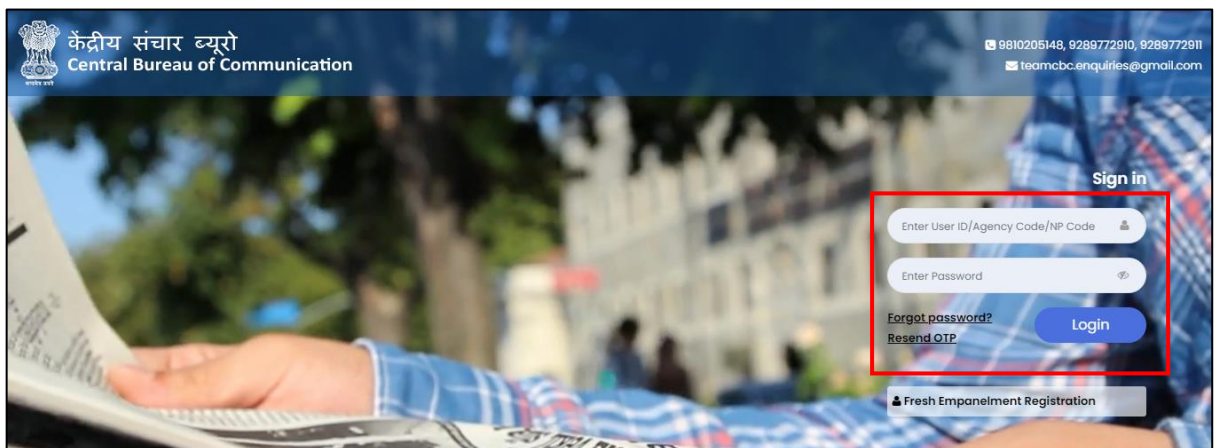
B) You will receive OTP on your email as well as on your mobile number.

- Enter both received OTP.
- Click on **“Submit”** button.
- Set your password
(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) Enter **“User ID”** and **“Password”**, then click on **“Login”** button.



5) Read all the instruction carefully. Tick the box and Click on" Agree & Submit" Button.

Instruction for Fresh Empanelment of TV Channel

1. All the fields marked with (*) are mandatory.
2. Do not use any special character while filling the form.
3. All the documents should be uploaded in PDF format.
4. All details should be filled with carefully. After submission of your application you can not update any information.

Required Documents for TV Fresh Empanelment

- Uplinking & Downlinking certificate of the channel
- Uplinking & Downlinking Payment Receipt(Bharat Kosh)
- EMMC certificate telecasting over the last 6 months
- Fixed point chart (FPC) for the previous 6 months from 6AM to 11PM, during which the channel operated
- Scanned copy of cancelled cheque
- Teleport operator certificate
- Last year's certificate duly signed by the Auditor /Company
- A letter attested by senior management level executive, giving name, designation & signature
- A letter indicating whether or not the channel would be able to provide a third party certification of the advertisement telecast for CBC/ Government of India
- A signed list of the different C&S. TV channel in the Group/Holding Company/ Company to which the applicant channel belongs to
- Scanned copy of PAN Card

I have read all the instruction / मैंने सभी निर्देश पढ़ लिए हैं।

Activate Windows
Go to Settings to activate Windows.

6) Select "Regional" or "National" and click on the "Submit" button.

केंद्रीय संचार ब्यूरो
Central Bureau of Communication

Home

Fresh Empanelment of TV

Form type

Regional / क्षेत्रीय National / राष्ट्रीय

AV Last Login: 01-Feb-2023 : 12:00 AM

Main Navigation Menu

Dashboard

7) Fill all the required details in the "Basic Information" tab and click on "Next" button.

a) If you are already empaneled and you have the "GROUP CODE" then click on "Existing User" and Enter your "Agency Code."

Empanelment of TV Channel - Regional

Basic Information TV Information Account Details Upload Document

Applying for First Time / पहली बार आवेदन करना* Agency Code / एजेंसी कोड*

Fresh User / नया उपयोगकर्ता Enter Agency Code

Existing User / मौजूदा उपयोगकर्ता

Owner Name / मालिक का नाम* Enter Owner Name

E-mail ID / ई मेल आईडी* Enter E-mail ID

Mobile No. / मोबाइल नंबर* Enter mobile no.

Address / पता* Enter address

State / राज्य* Select State

District / जिला* Select District

City / नगर* Select City

Phone No. (with STD code) / फोन नंबर (एररटीडी कोड के साथ) Enter phone number

Next

AV Last Login: 02-Feb-2023 : 11:47 AM

Main Navigation Menu

Dashboard

Fresh Empanelment

Policies & Guidelines

Empaneled Vendors

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

b) If you are applying for first time, then click on **“Fresh User”**.

Empanelment of TV Channel - Regional

Basic Information TV Information Account Details Upload Document

Applying for First Time / पहली बार आवेदन करना*

Fresh User / नया उपयोगकर्ता

Existing User / मौजूदा उपयोगकर्ता

Owner Name / मालिक का नाम* Enter Owner Name

E-mail ID / ईमेल आईडी* Enter E-mail ID

Mobile No. / मोबाइल नंबर* Enter mobile no.

Address / पता* Enter address

State / राज्य* Select State

District / जिला* Select District

City / नगर* Select City

Phone No. (with STD code) / फोन नंबर (एसटीडी कोड के साथ) Enter phone number

Next

8) Fill all the required details in the **“TV information”** tab and click on **“Next”** button.

Empanelment of TV Channel - Regional

Basic Information TV Information Account Details Upload Document

Name of Parent Company/Group / मूल कंपनी/ समूह का नाम* Enter company name

Name of Channel / चैनल का नाम* Select Channel Name

Uplinking Valid Upto / अपलिकिंग कब तक वैध है* dd-mm-yyyy

Downlinking valid upto / डाउन-लिकिंग कब तक मान्य है* dd-mm-yyyy

Language of Channel / चैनल की भाषा* Select Language

Legal Status of Company / कंपनी की कानूनी स्थिति* Select Legal Status of Company

Director/CEO/Head of Company/Channel/ निदेशक/सीईओ/कंपनी/चैनल के प्रमुख* Enter Head of Company

Month of Launch of Channel / चैनल के लॉन्च का महीना* Select month of launch

Genre of Channel / चैनल की श्रेणी* Select genre of channel

Streaming Start Date / स्ट्रीमिंग प्रारंभ दिनांक* dd-mm-yyyy

Year of Launch of Channel / चैनल के शुभारंभ का वर्ष* Select Year of Launchings to activate Windows

Next

Delhi Office / दिल्ली कार्यालय :-

Contact Name / संपर्क नाम* Enter Contact Name

Address / पता* Enter Address

State / राज्य* Select state

District / जिला* Select district

City / नगर* Select City

Phone No. / फोन नंबर Enter Phone No.

Mobile No. / मोबाइल नंबर* Enter Mobile No.

E-mail ID / ईमेल आईडी* Enter E-mail ID

Head Office / प्रधान कार्यालय :-

Same as Delhi Office

Contact Name / संपर्क नाम* Enter Contact Name

Address / पता* Enter address

State / राज्य* Select State

District / जिला* Select district

City / नगर* Select City

Phone No. / फोन नंबर Enter Phone No.

Mobile No. / मोबाइल नंबर* Enter Mobile No.

E-mail ID / ईमेल आईडी* Enter E-mail ID

Next

9) Fill all the mandatory details on “Account Details” tab and click on “Next” Button.

Empanelment of TV Channel - Regional

Basic Information TV Information **Account Details** Upload Document

Bank Account Number / बैंक खाता संख्या* Enter Bank Account Number

Account Holder Name / खाता धारक का नाम* Enter Account Holder Name

IFSC Code / आईएफएसी कोड* Enter IFSC Code

Bank Name / बैंक का नाम* Enter Bank Name

Branch / शाखा* Enter Branch Name

Branch Address / शाखा पता* Enter Branch Address

PAN No. / पैन नंबर* Enter PAN No.

GST No. / जीएसटी संख्या Enter GST No.

ESI Account Details / ईएसआई खाता विवरण

Account No. / खाता नंबर Enter Account No.

No. of Employees Covered / कवर किए गए कर्मचारियों की संख्या Enter No. of Employees Covered

EPF Account Details / ईपीएफ खाता विवरण

Account No. / खाता नंबर Enter Account No.

No. of Employees Covered / कवर किए गए कर्मचारियों की संख्या Enter No. of Employees Covered

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

Activate Windows
Go to Settings to activate Windows

Previous Next

10) Upload all the required documents and click on “Submit” button.
(All documents should be in PDF format and should be 2MB each)

Empanelment of TV Channel - Regional

Basic Information TV Information Account Details **Upload Document**

Note: Upload documents only in PDF format. Maximum size of each document is 2 MB.

Uplinking & Downlinking certificate of the channel / चैनल का अपलिंकिंग और डाउनलिंकिंग प्रमाणपत्र* Choose file Browse Upload

Uplinking & Downlinking Payment Receipt (Bharat Kosh) If don't have valid Uplinking & Downlinking Certificate then Uplinking & Downlinking Payment Receipt (Bharat Kosh) is mandatory. Choose file Browse Upload

EMMC certificate telecasting over the last 6 months / पिछले 6 महीनों में प्रसारित ईएमसी प्रमाणपत्र* Choose file Browse Upload

Fixed point chart (FPC) for the previous 6 months from 6AM to 11PM, during which the channel operated / पिछले 6 महीनों के लिए सुबह 6 बजे से रात 11 बजे तक फिक्स्ड पॉइंट चार्ट (एफपीसी), जिसके दौरान चैनल संचालित होता है* Choose file Browse Upload

Scanned copy of cancelled cheque / टूट किए गए चेक की स्कैन कॉपी* Choose file Browse Upload

Teleport operator certificate / टेलीपोर्ट ऑपरेटर प्रमाणपत्र* Choose file Browse Upload

Last year's certificate duly signed by the Auditor / Company / पिछले वर्ष का प्रमाणपत्र लेखापरीक्षक/कंपनी द्वारा विधिवत हस्ताक्षरित* Choose file Browse Upload

A letter attested by senior management level executive, giving name, designation & signature / बरिष्ठ प्रबंधन स्तर के कार्यकारी द्वारा सत्यापित पत्र, नाम, पदनाम और हस्ताक्षर* Choose file Browse Upload

A letter indicating whether or not the channel would be able to provide a third party certification of the advertisement telecast for C&C/ Government of India / एक पत्र यह दर्शाता है कि चैनल तृतीयपक्षी/भारत सरकार के लिए प्रसारित विज्ञापन के तीसरे पक्ष के प्रमाणिकरण प्रदान करने में सक्षम होगा या नहीं* Choose file Browse Upload

A signed list of the different C&S. TV channel in the Group/Holding Company/ Company to which the applicant channel belongs to / विभिन्न सी एस एन टीवी चैनल की एक हस्ताक्षरित सूची/ ग्रुप/होल्डिंग कंपनी/कंपनी में टीवी चैनल जिससे आवेदनक संबंधित है* Choose file Browse Upload

Scanned copy of PAN Card / पैन कार्ड की स्कैन कॉपी* Choose file Browse Upload

I affirm that all the information given by me is true and nothing has been concealed / मैं पुष्टि करता हूँ कि मेरे द्वारा दी गई सभी जानकारियाँ सत्य हैं और कुछ भी छुपाया नहीं गया है*

Activate Windows
Go to Settings to activate Windows

Previous Submit

#NOTE: After submission you get the reference number which will be used for future reference.

11) Fill all the required details and click on **“Proceed”** button. Submit the application fees i.e Rs10,000/-.You will get the payment receipt on successful payment, which you can download.

Application Fees

If you are doing payment from Corporate Banking, Kindly wait for 7 days. Your payment status will be automatically updated after 7 days.

Billing Address / बिलिंग पते का पता :-

Amount / राशि * 10000

Email ID / ईमेल आईडी * ABC@gmail.com

First Name / पहला नाम * ABC

Last Name / अंतिम नाम * ABC

Mobile No. / मोबाइल नंबर * 9876543210

Address / पते का पता * ABC

Pin Code / पिन कोड * Enter Pincode

Country / देश * INDIA

State / राज्य * Delhi

City / सिटी * DELHI

Shipping Address / शिपिंग पता :-

Same As Billing Address / बिलिंग पते के समान

First Name / पहला नाम * Enter First Name

Last Name / अंतिम नाम * Enter Last Name

Mobile No. / मोबाइल नंबर * Enter Mobile

Address / पता * Enter Address

Pin Code / पिन कोड * Enter Pincode

Country / देश * INDIA

State / राज्य * Select State

City / सिटी * Enter City

Activate Windows
Go to Settings to activate Windows.

Proceed