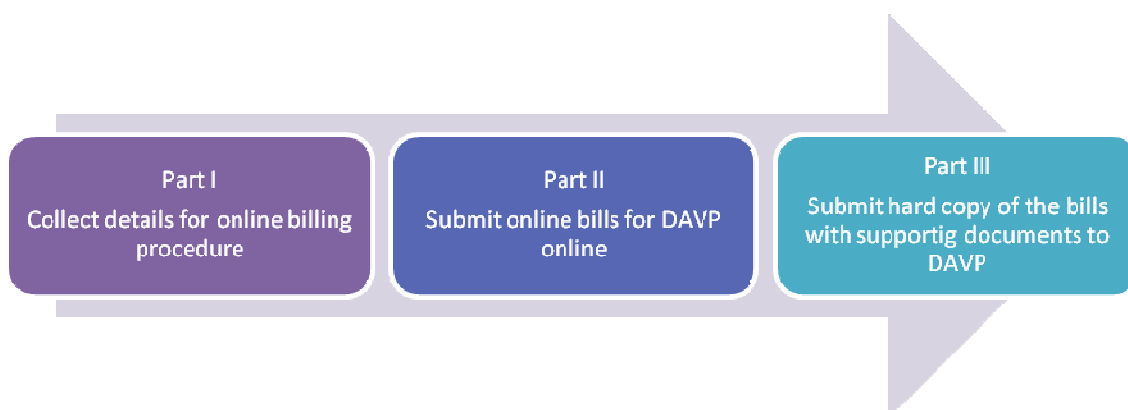


DAVP Online Bill Submission Guide
for
Community Radio Stations

OBJECTIVES

This tutorial provides a detailed explanation of the online billing procedure for DAVP. It gives stepwise information for each stage of the DAVP online billing procedure. The aim of the tutorial is to provide information on DAVP online billing procedure and also clarify some of the commonly faced problems while applying for DAVP online billing procedure.

The DAVP online billing procedure can be divided into 3 parts.



Part I

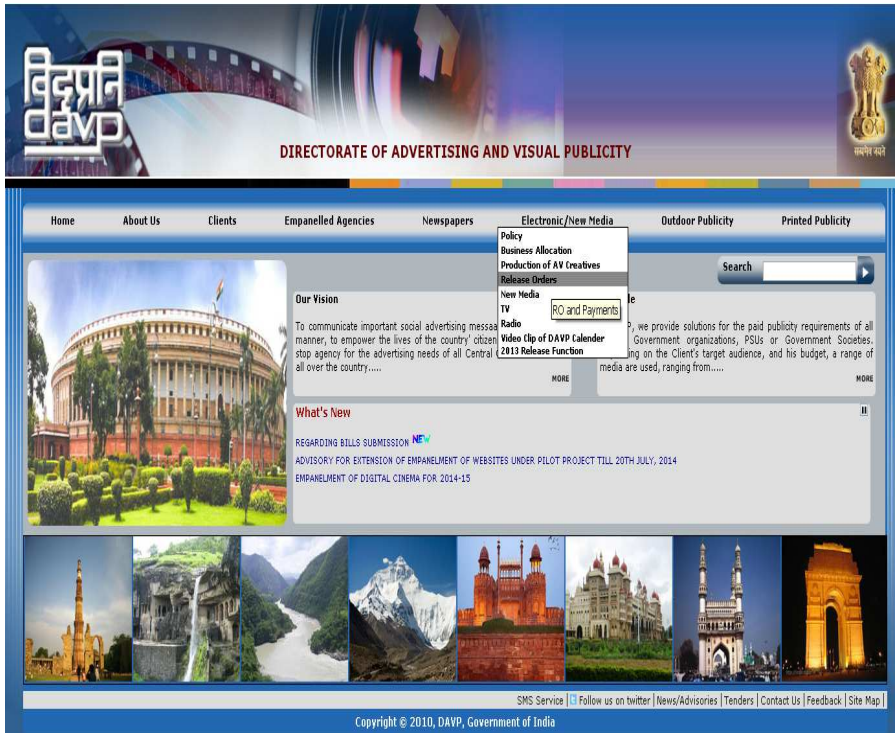
The applicant should have the required details and documents before initiating the online billing process. The applicant should collect the following details about the CRS before applying for DAVP online billing:

DETAIL REQUIRED	INSTRUCTION
Username	DAVP will provide you a new username for downloading the Release Order (RO), creative's and submitting online bills. This username will be the Agency Code of your Community Radio Station provided by DAVP.
Password	DAVP will provide you a new password for online bill submission.
Landline Number	Provide direct landline number of the Community Radio Station.
CRS Bill No	Provide the Community Radio Station's invoice number.
Bill Date	Provide the Community Radio Station's bill date.
Select Date	Provide the date when the spot was played ie if campaign is from 27.02.2014 to 03.03.2014 and the first date when the spot was played is 27.02.2014 then that date is to be entered.
Spots/ Day	Provide the number of spots that are played per day as per the release order.
Spot Duration	Provide the duration of spot that are played as per the release order.

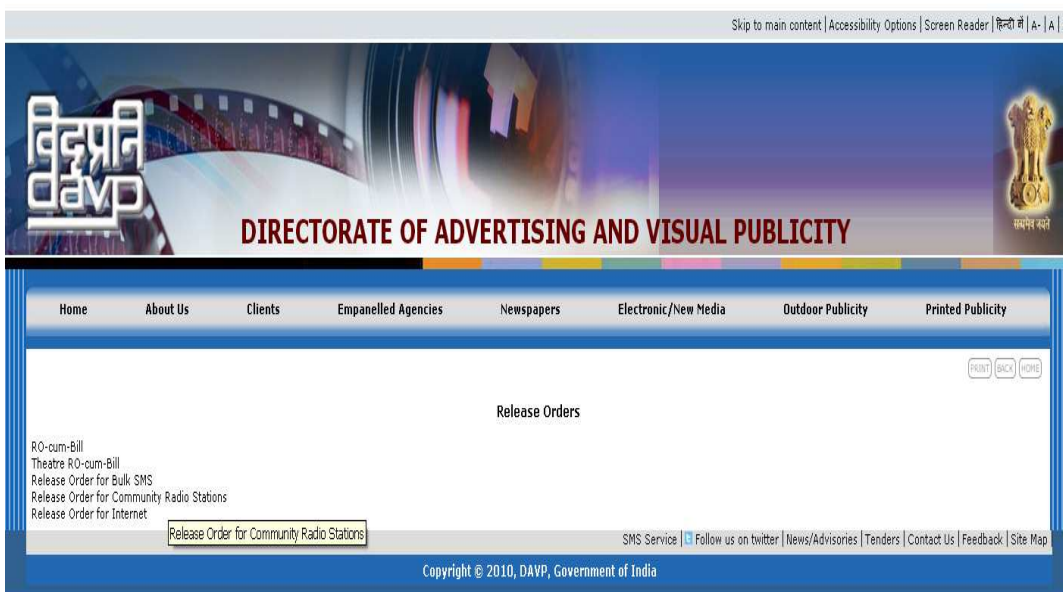
Part II

Now the applicant is ready to submit the bill online

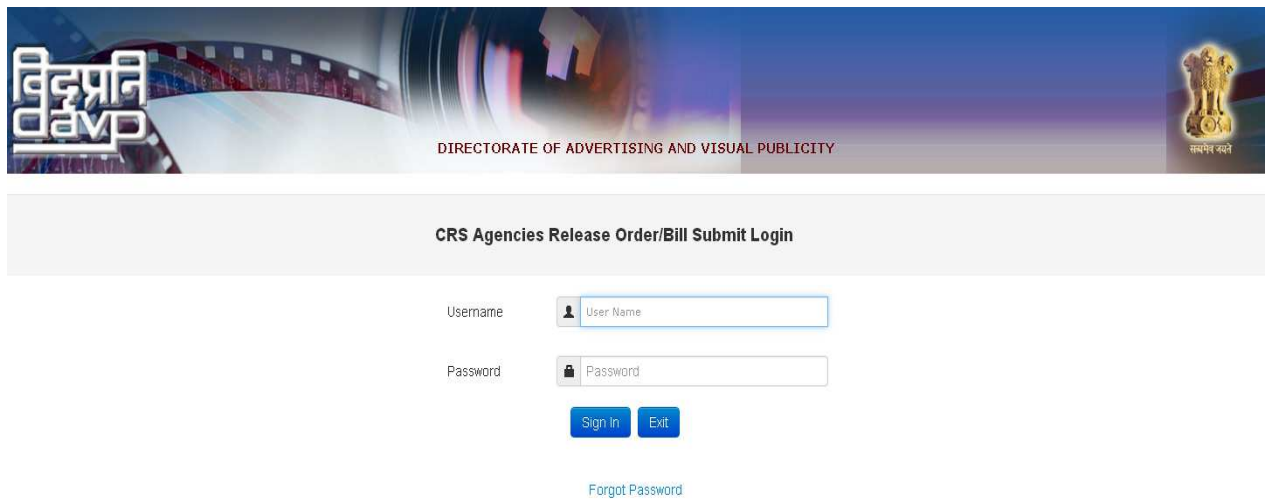
Step 1: The user has to go to **Electronic/ New Media** tab on the top panel of the homepage and select **Release Orders** from the drop down menu.



Step 2: The screen displayed below will appear, click on the fourth point **Release Order for Community Radio Station**.



Step 3: Now Enter your **ID** and **Password** provided by the DAVP.



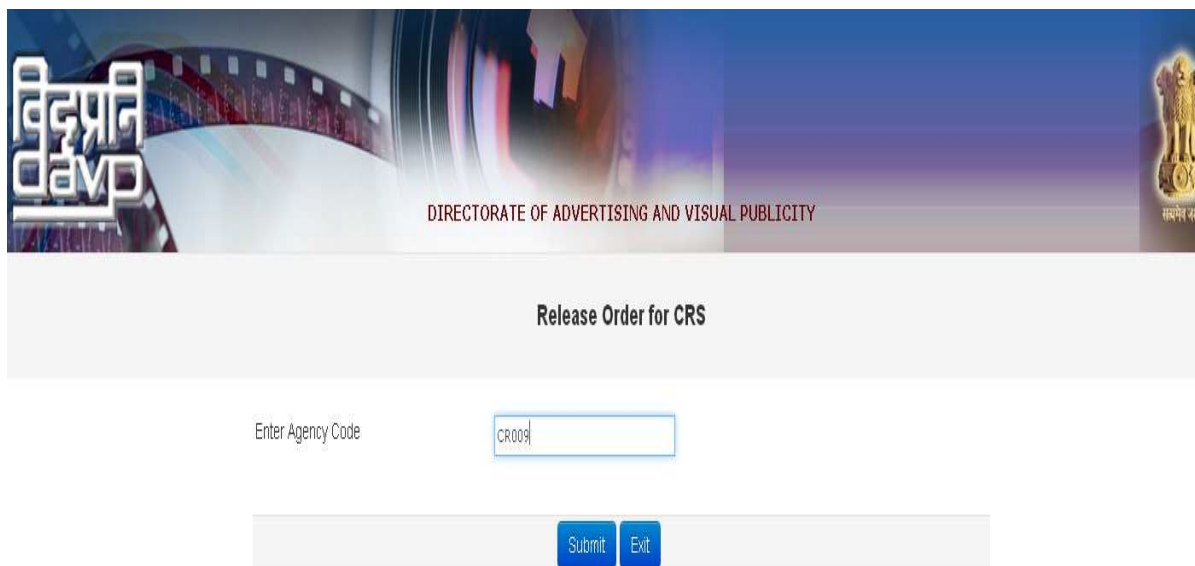
The screenshot shows the top banner of the DAVP website with the logo on the left, the text "DIRECTORATE OF ADVERTISING AND VISUAL PUBLICITY" in the center, and the national emblem on the right. Below the banner is a grey bar with the text "CRS Agencies Release Order/Bill Submit Login". Underneath, there is a login form with two input fields: "Username" with a user icon and "Password" with a lock icon. Below the fields are two buttons: "Sign In" and "Exit". At the bottom of the form is a link labeled "Forgot Password".

Step 4: From the menu bar click on **Release Order and Billing**, select **Release Order Cum Bill** from the drop down menu.



The screenshot shows the top banner of the DAVP website. Below the banner is a horizontal menu bar with the following items: "CR RO", "Release Order and Billing" (with a dropdown arrow), "Change Password", and "Logout". The "Release Order and Billing" dropdown menu is open, showing two options: "Release Order Cum Bill" (highlighted in blue) and "Duplicate Bill".

Step 5: Enter your **Agency Code** and press the **Submit** button for viewing the RO, printing or download.



The screenshot shows the top banner of the DAVP website. Below the banner is a grey bar with the text "Release Order for CRS". Underneath, there is a form with the label "Enter Agency Code" and an input field containing the text "CR009". Below the input field are two buttons: "Submit" and "Exit".

Step 6: A tabular display format will show all the ROs for the entered agency. If the user wants to print/ download the RO then he/ she would have to click on the **Print RO** button and if he/ she wants to download the creative then a click on the **Download Creative** button is required.



Code / Release Order Code	Job Name	Print RO	
		Print R O	Download Creative
22111/0036/2013/CR	Bharat Nirman Phgase-III 90 Sec 2014	Print R O	Download Creative
22111/0037/2013/CR	Bharat Nirman- III- 75 sec- Feb to March-2014	Print R O	Download Creative
22111/0034/2013/CR	Bharat Nirman-75 Sec-20-26 Feb-2014	Print R O	Download Creative
22111/0033/2013/CR	Bharat Nirman-III-20-26 Feb-2014	Print R O	Download Creative
22111/0031/2013/CR	BHARAT NIRMAN-90 sec- 13 to 19 Feb- 2014	Print R O	Download Creative
22111/0032/2013/CR	BHARAT NIRMAN-75 sec- 13 to 19 Feb- 2014	Print R O	Download Creative
22111/0029/2013/CR	BHARAT NIRMAN- Phase- III- Feb- 90 sec- 2014	Print R O	Download Creative
22111/0030/2013/CR	BHARAT NIRMAN- Phase- III- Feb- 75 sec- 2014	Print R O	Download Creative
22111/0028/2013/CR	Bharat Nirman- Phase- III- 75 sec- Jan to Feb- 2014	Print R O	Download Creative
22111/0027/2013/CR	Bharat Nirman- Phase-III- 90 sec- Jan- Feb- 2014	Print R O	Download Creative
35301/0001/2013/CR	Drinking Water and Sanitation - Jan to Feb 2014	Print R O	Download Creative
22111/0025/2013/CR	BHARAT NIRMAN-90 sec- (23rd to 29th Jan)- Phase III- 2014	Print R O	Download Creative
22111/0026/2013/CR	BHARAT NIRMAN-75 sec- (23rd to 29th Jan)- Phase III- 2014	Print R O	Download Creative
45101/0002/2013/CR	Water Resources- Jan to March- 30 sec-2014	Print R O	Download Creative

Step 7: When you click on **Print RO** button, you will be able to view the RO format as below. Now for printing the RO, click on **Print** button and for submitting the bill, click on **Bill Submit** button.

[Bill Submit](#) [Back](#) [PRINT](#)

भारत सरकार
 GOVERNMENT OF INDIA
 सूचना और प्रसारण विभाग
 MINISTRY OF INFORMATION AND BROADCASTING
 विज्ञान एवं दूर प्रसार विभाग
 DIRECTORATE OF ADVERTISING AND VISUAL PUBLICITY
 8 वीं मंजिरांगण, भारत चक्रे नगर सोनीगंज, नई दिल्ली
 8th Floor, Sanchana Bhavan, Phase IV, CGO Complex, New Delhi - 110003

RO Code: 22111/0036/2013/CR 12-05-2014

To:
 Radio Mevat SMART (CR0009)
 Mevat Rest House Road
 Opposite power house
 Nuh Mevat

City: Mevat
 Pin Code:
 Kind Attention:

Sub:- Schedule of 90 sec. spots to be broadcast on BHARAT NIRMAN Campaign from 27/02/2014 to 03/03/2014 through Radio Mevat SMART (CR0009) -reg.

Madam/Sir,
 Please find enclosed Schedule of 90 sec. spots to be broadcast on BHARAT NIRMAN Campaign from 27/02/2014 to 03/03/2014 through Radio Mevat SMART (CR0009)

Station	Period	Rate/10 Sec	Spots per Day	Total Spots	Duration	Total Sec.	Total Amount
Radio Mevat SMART	5	40.00	3	15	90	1350	5400
Total							: 5400
less 15%							: 810
12% Service Tax :							550.8
Cess on Service Tax :							16.52
Net Amount :							5157.32

Remarks: The broadcast of spots in this RO must be immediately stopped on announcement of Poll schedule by Election Commission of India in view of Model Code of Conduct.

- You are requested to kindly ensure the broadcast as per the above schedule.
- Spots to be broadcast on rotation basis.

Yours faithfully,
 Campaign Director/Office

Step 8: When you press the **Bill Submit** button then the user will see the screen given below. Enter following details for submission of bill:

1. Enter CRS Bill No (Provide the Community Radio Station's own invoice number)
2. Enter Bill date (Provide the Community Radio Station's bill date, the date on which the bill is being submitted)
3. Select date (Provide the date when the spot was played ie if campaign is from 27.02.2014 to 03.03.2014 and the first date when the spot was played is 27.02.2014 then the date to be entered will be 27.02.2014)
4. Spots per day (Provide the number of spots that are played per day as per the release order)
5. Spot Duration (Provide the duration of spot that are played as per the release order)

Please keep in view the following instructions:

- a) Please add separate entries for each day of the campaign and after every entry, press **Add Into Bill** button each time.
- b) Please start this process after each day when you have finished the spots for the day as the final **Submit** button will only be visible when the campaign ends.
- c) The maximum period of online and physical bill submission is 30 days from the campaign end date.
- d) After successful bill submission, a receipt will be generated. Take a printout of the receipt and attach it with your physical bill along with the copy of RO and self attested broadcast certificate.

Bill Submission for CRS RO Campaign

List of Online Bill Attachments(For Submitting Physical Bill):

1. 02 Copies of Online Bill Report.
2. 02 Copies of Online RO.
3. 02 Copies of Agency's Invoice.
4. 02 Copies of Self Broadcast Certificate.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">RO No.</td> <td>22111/0037/2013/CR</td> </tr> <tr> <td>Campaign Name</td> <td>Bharat Nirman- III- 75 sec- Feb to March- 2014</td> </tr> <tr> <td>Duration</td> <td>75</td> </tr> <tr> <td>From Date</td> <td>27/02/2014</td> </tr> <tr> <td>To Date</td> <td>03/03/2014</td> </tr> </table> <table style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Station</th> <th style="width: 10%;">Period</th> <th style="width: 10%;">Rate/10 Sec</th> <th style="width: 10%;">Spots per Day</th> <th style="width: 10%;">Total Spots</th> <th style="width: 10%;">Duration</th> <th style="width: 10%;">Total Sec.</th> <th style="width: 10%;">Total Amount</th> </tr> </thead> <tbody> <tr> <td>Radio Namashkar/Young India</td> <td>5</td> <td>40.00</td> <td>3</td> <td>15</td> <td>75</td> <td>1125</td> <td>4500</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total</td> <td>: 4500</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;">less 15%</td> <td>: 675</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;">12% Service Tax :</td> <td>: 459</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;">Cess on Service Tax :</td> <td>: 13.77</td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;">Net Amount :</td> <td>: 4297.77</td> <td></td> </tr> </tbody> </table>	RO No.	22111/0037/2013/CR	Campaign Name	Bharat Nirman- III- 75 sec- Feb to March- 2014	Duration	75	From Date	27/02/2014	To Date	03/03/2014	Station	Period	Rate/10 Sec	Spots per Day	Total Spots	Duration	Total Sec.	Total Amount	Radio Namashkar/Young India	5	40.00	3	15	75	1125	4500	Total						: 4500		less 15%						: 675		12% Service Tax :						: 459		Cess on Service Tax :						: 13.77		Net Amount :						: 4297.77		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">CRS Bill No.</td> <td><input type="text"/></td> </tr> <tr> <td>Bill Date</td> <td><input type="text"/></td> </tr> <tr> <td>Select Date</td> <td><input type="text"/></td> </tr> <tr> <td>Spots/Day</td> <td><input type="text"/></td> </tr> <tr> <td>Spot Duration</td> <td><input type="text"/></td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Add Into Bill"/> <input type="button" value="Exit"/> </div>	CRS Bill No.	<input type="text"/>	Bill Date	<input type="text"/>	Select Date	<input type="text"/>	Spots/Day	<input type="text"/>	Spot Duration	<input type="text"/>
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Step 9: You can also take a duplicate printout of your old bill that has been submitted before. For that go to **Release Order and Billing** tab and click on **Duplicate Bill** from the drop down menu.



Step 10: Now you need to enter the **Agency Code** and the bill date on which the bill was submitted by the user. Fill the details and press the **Submit** Button.



Duplicate Bill Print


Agency Code

Date From Date To


May 2014

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Step 11: The user will get the view below in a tabular format. Press the **Print** button to get the print of a specific bill.



DIRECTORATE OF ADVERTISING AND VISUAL PUBLICITY



सत्यमेव जयते

Duplicate Bill Print

Agency Code:

Date From: Date To:

DAVP Bill No	Bill No	Bill Date	Agency Code	Agency Name	Job Code	
CR0009175513AFDD	2013-14/30	20/02/2014	CR0009	Radio Mewat SMART	22111/0032/2013/CR	Print
CR000917503806D2	2013-14/029	20/02/2014	CR0009	Radio Mewat SMART	22111/0031/2013/CR	Print
CR00091740271FCE	2013-14/028	14/02/2014	CR0009	Radio Mewat SMART	22111/0030/2013/CR	Print
CR0009173105A0B5	2013-14/027	14/02/2014	CR0009	Radio Mewat SMART	22111/0029/2013/CR	Print
CR00091711301F0D	2013-14/025	12/02/2014	CR0009	Radio Mewat SMART	22111/0027/2013/CR	Print
CR00091615199CB6	2013-14/023	12/02/2014	CR0009	Radio Mewat SMART	22111/0025/2013/CR	Print
CR000917214868D6	2013-14/026	12/02/2014	CR0009	Radio Mewat SMART	22111/0028/2013/CR	Print
CR0009155825704A	2013-14/022	12/02/2014	CR0009	Radio Mewat SMART	22111/0018/2013/CR	Print
CR00091626191D81	2013-14/024	12/02/2014	CR0009	Radio Mewat SMART	22111/0026/2013/CR	Print
CR0009153827B114	SMART/RM/DAVP/2013-1	12/02/2014	CR0009	Radio Mewat SMART	22111/0009/2013/CR	Print
CR0009155644FE3B	2013-14/035	08/03/2014	CR0009	Radio Mewat SMART	22111/0037/2013/CR	Print
CR00091617589840	2013-14/036	08/03/2014	CR0009	Radio Mewat SMART	45101/0002/2013/CR	Print
CR0009154935F1CA	2013-14/034	08/03/2014	CR0009	Radio Mewat SMART	22111/0036/2013/CR	Print
CR0009171633767D	2013-14/033	07/03/2014	CR0009	Radio Mewat SMART	35301/0001/2013/CR	Print
CR00091700540C71	2013-14/032	07/03/2014	CR0009	Radio Mewat SMART	22111/0034/2013/CR	Print
CR000916532203F6	2013-14/031	07/03/2014	CR0009	Radio Mewat SMART	22111/0033/2013/CR	Print

Part III

After submitting the online bills, now you are ready to submit the hard copy of the bills to DAVP. Please collect the following documents for submitting the hard copy of DAVP bills:

- A cover letter addressed to: **The Facilitation Centre, DAVP, Ground Floor, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi - 110003**
- 2 copies of online bill
- 2 copies of online Release Order (RO)
- 2 copies of agency's invoice in original
- 2 copies of self broadcast certificate on the letter head of the Community Radio Station

PLEASE NOTE: The physical bills (Invoices) must have a revenue stamp affixed on them prior to submission.

If all the documents are in place, please send the set of documents to the following address:

The Facilitation Centre, Directorate of Advertising and Visual Publicity (DAVP), Ground Floor, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi-110003