

**DAVP Empanelment and
Online Bill Submission Guide
for
Community Radio Stations**

OBJECTIVES:

- This tutorial takes you through the DAVP empanelment as well as online and physical bill submission process.
- It shows you a stepwise DAVP online billing procedure.
- The aim of the tutorial is to provide information on DAVP online billing procedure and also address some of the commonly faced problems while submitting online bills.

Step-wise procedure for DAVP Empanelment

- Empanelment of Community Radio Stations with DAVP is done through online application.
- The documents required for DAVP empanelment are—
- Online Application
- Valid Grant of Permission Agreement (GOPA)
- Valid Wireless Operating License (WOL)
- An undertaking by CRS stating that it is operating for last three months for two hours per day
- Copy of PAN Card in the name of applicant CRS
- CDs of the broadcast done by the CRS for last three months
- Undertaking that the CRS is exempted from Service Tax, as the case may be.
- For cases where WOL is expired, an Affidavit to be submitted.

- The applications of the CRS which are complete in all respects are then put up before a screening committee chaired by ADG, DAVP.
If the committee finds the applications of the CRS in order then it recommends the CRS for empanelment and an offer letter is then issued to the CRS mentioning the rates and other Terms & Conditions for empanelment.
- Once the CRS accepts the offer of DAVP empanelment along with rates, the empanelment letter is issued.
- The business module for CRS is client-ministry driven, i.e., if a client ministry desires to run its public awareness campaign through CRS, it will approach DAVP for the same.
- Accordingly, DAVP will draw up a media plan and will run the campaign, as per the approval of the client ministry.
- Similarly, DAVP makes the payment for CRS campaign only when the client ministry provides the funds to DAVP.

DETAILS REQUIRED	INSTRUCTIONS
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.

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.

- Policy
- Business Allocation
- Production of AV Creatives
- Release Orders
- New Media
- TV RO and Payments
- Radio
- Video Clip of DAVP Calender
- 2013 Release Function

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Our Vision

To communicate important social advertising messages in a clear and concise manner, to empower the lives of the country's citizens, to act as a stop agency for the advertising needs of all Central Government Ministries all over the country.....

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At DAVP, we provide solutions for the paid publicity requirements of all Government organizations, PSUs or Government Societies. We tailor our advertising on the Client's target audience, and his budget, a range of media are used, ranging from.....

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What's New

REGARDING BILLS SUBMISSION NEW

ADVISORY FOR EXTENSION OF EMPANELMENT OF WEBSITES UNDER PILOT PROJECT TILL 20TH JULY, 2014

EMPANELMENT OF DIGITAL CINEMA FOR 2014-15



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

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Release Orders

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

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davp

DIRECTORATE OF ADVERTISING AND VISUAL PUBLICITY



सत्यमेव जयते

CRS Agencies Release Order/Bill Submit Login

Username

Password

Sign In

Exit

[Forgot Password](#)

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



OR RO

Release Order and Billing ▾

Change Password

Logout

Release Order Cum Bill

Duplicate Bill

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



Release Order for CRS

Enter Agency Code

Submit

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.

Release Order for CRS

Enter Agency Code

CR0009

Submit

Exit

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

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 मंत्रालय
 MINISTRY OF INFORMATION AND BROADCASTING
 विज्ञापन एवं दूर प्रचार विभाग
 DIRECTORATE OF ADVERTISING AND VISUAL PUBLICITY
 8 वीं, संविधान भवन चतुर्थ चरण सीजीओ कॉम्प्लेक्स नई दिल्ली
 8th Floor, Soochana Bhavan, Phase IV, CGO Complex, New Delhi - 110003

RO Code: 22111/0036/2013/CR

12-05-2014

To,
 Radio Mewat SMART (CR0009)
 Mewat Rest House Road
 Opposite power house
 Nuh Mewat

City: Mewat
 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 Mewat 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 Mewat SMART (CR0009)

Station	Period	Rate/10 Sec	Spots per Day	Total Spots	Duration	Total Sec.	Total Amount
Radio Mewat 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.

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

Yours faithfully

Campaign Director/Officer

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:

- Enter CRS Bill No (Provide the Community Radio Station's own invoice number)
- Enter Bill date (Provide the Community Radio Station's bill date, the date on which the bill is being submitted)
- 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)
- Spots per 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)

Please keep in view the following instructions:

- Please add separate entries for each day of the campaign and after every entry, press **Add Into Bill** button each time.
- 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.
- The maximum period of online and physical bill submission is 30 days from the Release Order end date.
- Online and physical bill submission will not be allowed on expiry of 30 days from the end date of RO. Special permission from DAVP required for late online / physical bill submission / acceptance.
- 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.

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

CRS Bill No.

Bill Date

Select Date

Spots/Day

Spot Duration

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

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.



RO

Release Order and Billing ▾

Change Password

Logout

Release Order Cum Bill

Duplicate Bill

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.

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DAMP

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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



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
CR00091721488BD6	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

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**

For any online bill submission related
technical problem, kindly email your
problem on - davp.nic@gmail.com