Prasar Bharati
Directorate General: Doordarshan
GST: Cell
Doordarshan Bhawan, Mandi House,
Copernicus Marg, New Delhi.

No. DD/GST/Circular/2019-20   Dated:- 14.10.2019

Office Memorandum

Sub: Following of Strict Compliance regarding "**Organizing of webinar of GST-Cum-AST application for GST compliance-reg**".

Reference is invited to Prasar Bharati Secretariat's O.M. No. PB-7(14)(1)/2019-20/FIN/GST-GSP dated 11.10.2019 on the above subject (Copy attached)

All concerned are requested to kindly adhere to the instructions issued by Prasar Bharati strictly on the above subject.
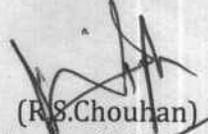
(R.S.Chouhan)
Deputy Director (Adm.)

To,

1. DDG, DCS, DG:DD.
2. All DDOs Delhi

Copy to:

1. ADG (F) DG:DD.
2. DDG (F) P.B. Sectt.
3. Dy. Director (Account & Tax) P.B.Sectt.
4. DDG(F), DG:DD.
5. DDG(IT) for uploading on the DD Website.

No. PB-7(14)(1)/2019-20/FIN/GST-GSP   **Dated: 11.10.2019**

Sub: Organizing of webinar of GSP-cum-ASP application for GST compliances –reg.

It has been decided to organise a webinar of BOLTON i.e. GSP-cum-ASP application for GST compliances offered by M/s Deloitte Touche Tohmastu India LLP on 14.10.2019, from 2:30 p.m. to 4:30 p.m. The webinar can be attended by accessing the following link:

https://deloitteindia.webex.com/deloitteindia/onstage/g.php?MTID=e3ef223565b143 96aa964fd2e2421d55c

All concerned officers and officials of all field units which are directly related to compilation of GST related information and supposed to access BOLTON i.e GSP-cum-ASP application for submission of GST related data to SNOs can access to this webinar by clicking on the above mentioned link.

It is requested that GST Cells of both the directorates may please circulate this notice for webinar amongst all field units so that they may attend as per schedule and take the benefit of the same.
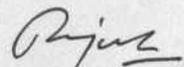
(Rajesh Kumar Ojha)
Dy. Director (Account & Tax)

Head of GST Cells of AIR/ DD

Copy to:

1. ADG (Fin.), AIR/ DD
2. ADG (B&R), PB, PB Sectt.
3. CE (Civil), Soochan Bhawan, New Delhui
4. DDG (Fin.), AIR/ DD
5. DDG (Comm.), AIR/ DD
6. DDG (Tech), PB Sectt., with a request to pl. Arrange to upload on PB website.
7. Director (Comm., T&C-1)/(Comm., T&C-2)/ (B&A), PB Sectt.
8. All SNOs/ Nodal DDOs of all state registrations
9. DDO, PB Sectt./ DG: DD/ DG: AIR

Copy for information to:

1. PS to M(F)
2. DG: DD/DG: AIR

Deloitte.

WebEx Events- User Guide

IT Operations Team
Deloitte India Member Firm

31st January, 2019

Contents

Introduction to WebEx

Cisco WebEx video conferencing is a cost-effective alternative to face-to-face meetings. You can use it to collaborate with customers, partners, and employees worldwide.

Features and Capabilities :

- WebEx provides you with audio, web, and video conference capabilities
- Collaborate with audio, video, and content, all in one meeting
- Share and collaborate on documents, presentations, and whiteboards over the web
- Improve productivity and accelerate business processes
- Build relationships and trust, just like in person, with a lifelike video experience
- Facilitate project reviews and team meetings and keep deadlines on track

Join a WebEx Event

If the host requires a registration ID for the event, be sure to keep the registration confirmation email. You will need to enter the ID when joining the event.

Select the join link in your email invitation.

Date and Time:
Monday, December 4, 2017 4:15 pm, Pacific Standard Time (San Francisco, GMT-08:00)
Event number: 152 618 575
Registration ID: This event does not require a registration ID
Event password: gPeim26P

To join the online event

Click here to join the online event.
Or copy and paste the following link to a browser:
https://go.webex.com/go/onstage/g.php?MTID=e682f5cbf74f5161f98c47ca4c0fee8e9

To view in other time zones or languages, please click the link:
https://go.webex.com/go/onstage/g.php?MTID=e88c0b3f981118c8219331d25e5dcba98

To join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.
US Toll Free: 1-877-668-4488
US Toll: +1-415-655-0000
Global call-in numbers: https://go.webex.com/go/globalcallin.php?
serviceType=EC&ED=220076712&tollFree=1
Toll-free dialing restrictions: https://www.webex.com/pdf/tollfree_restrictions.pdf
Access code: 152 618 575
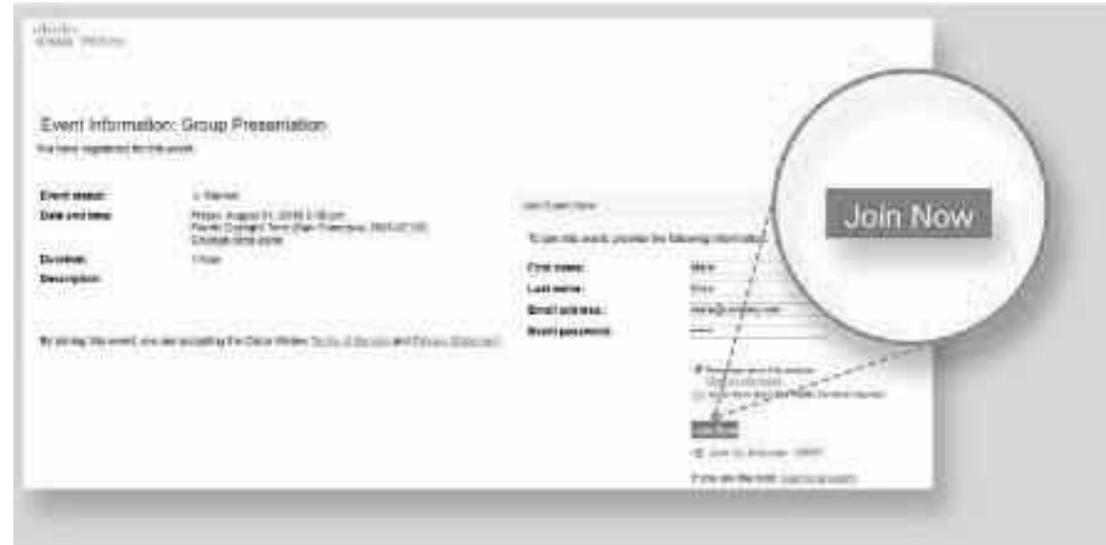
On the Event Information page, enter your **Name**, **email address**, and the event password. Select **Join Now**.

WebEx Events Homepage Overview (Attendee)

The WebEx Events user interface is simple. Most of the event options are in the center and participants and other panels are on the right.
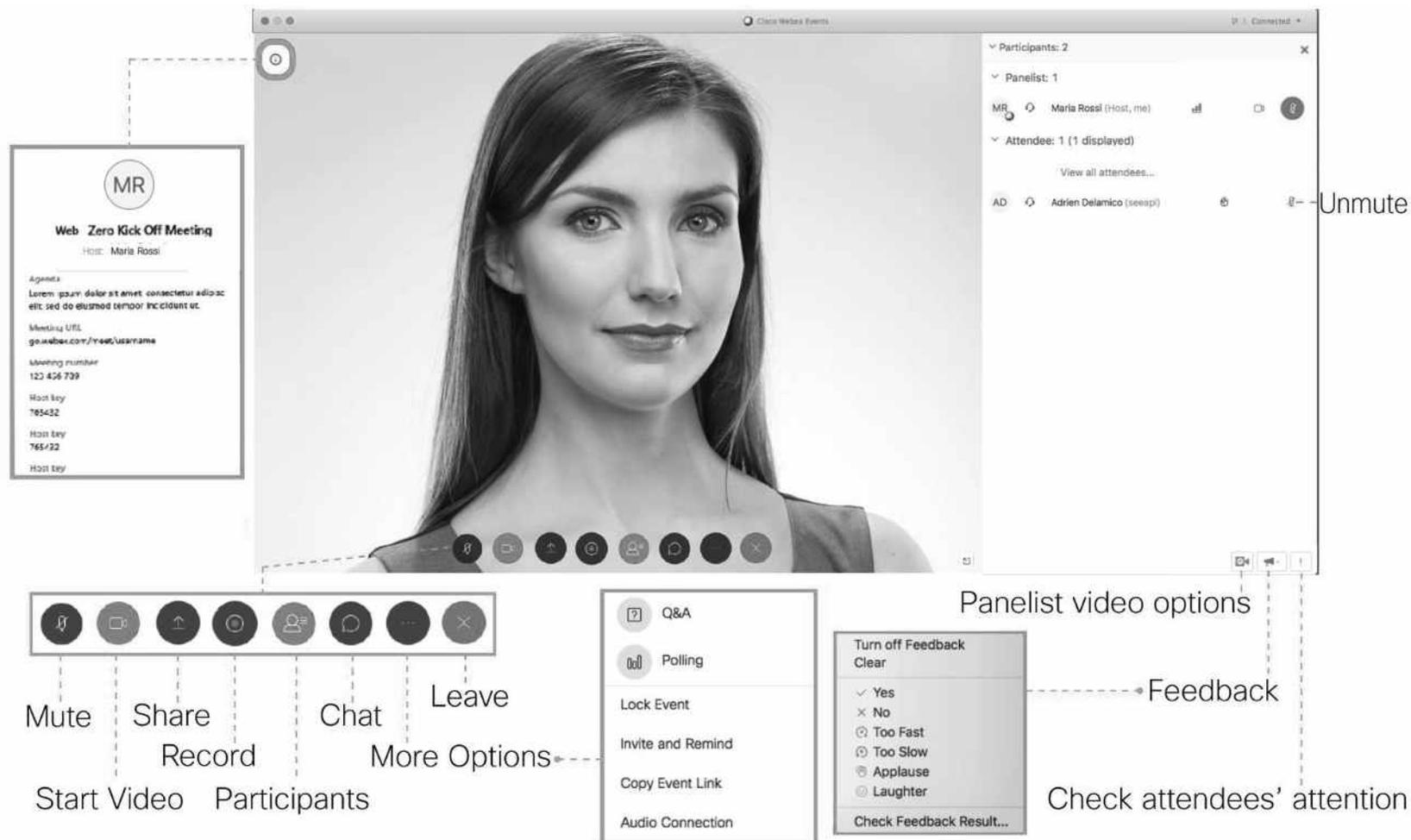
Join the audio conference using a phone (Call me)

You also have the option to join the audio conference using a phone. Simply follow the
steps below to do so:

- Click on the **Audio and Video Connection** option.

- Click on **Call Me**, you can enter your telephone extension or your mobile number
- Click **Call Me** once you are done
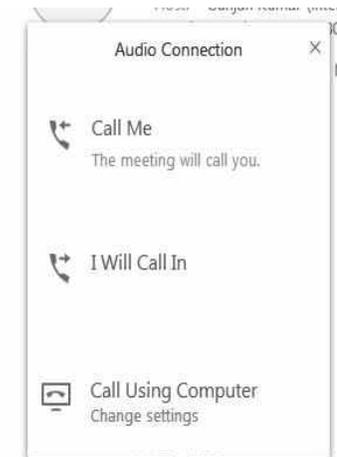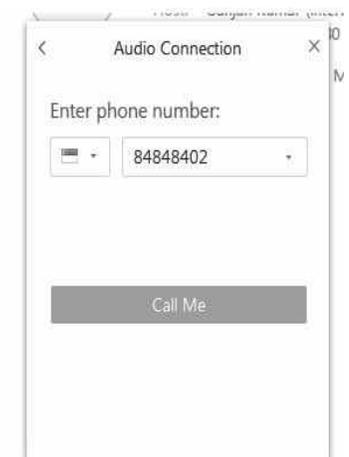
Join the audio conference using a phone (I will call in)

You also have the option to join the audio conference using a phone. Simply follow the steps below to do so:

- Click on the **Audio and Video Connection** option.
- Click on **I Will Call In**, you will be shown the numbers to dial in
- Enter the numbers on your phone and press dial to get connected to the audio conference call

Note:
Once connected to audio, enter your Attendee ID to map the audio to your identity.

Join the audio conference using computer

You can join the audio conference using your computer's speaker and microphone. Simply follow the steps below to do so:

- Click on the **Audio and Video Connection** option.

- Click on **Call Using Computer**, and the call will start. You will be connected to it via your computer
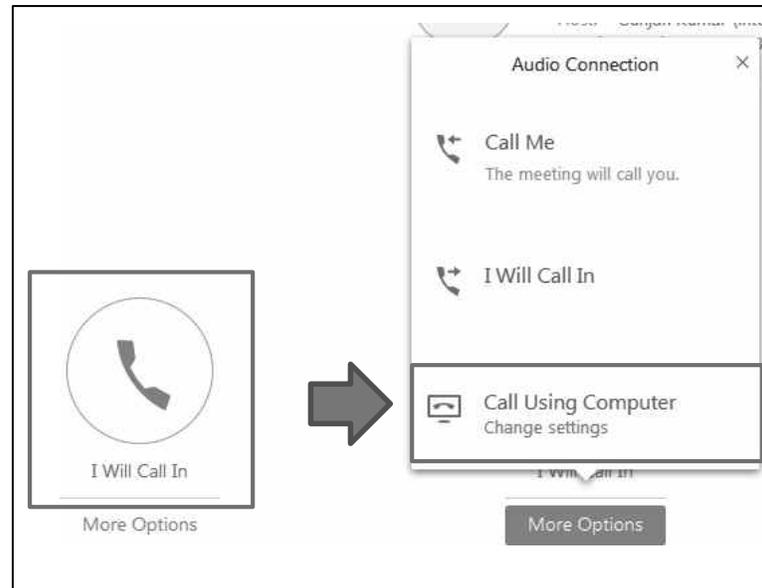
Mute/unmute yourself

- When you are on Mute, you can still hear the other meeting participants, but they cannot hear you. You should use mute if you want to remain in the meeting but do not wish to be heard.

- To mute your audio, simply click on the **Mute** icon. The icon will be updated to red to indicate that mute is on.

- To remove yourself from mute, simply click on the **Mute** icon again

Switch on/ off your video

- When joining the WebEx meeting using a computer with camera, you have the option of switching on your video for other meeting participants to see you.

- To start your video during the event, select Start my video, [icon] and then select Start My Video.

- To stop your video during the event, select Switch camera device or stop my video, [icon] and then select Stop My Video.
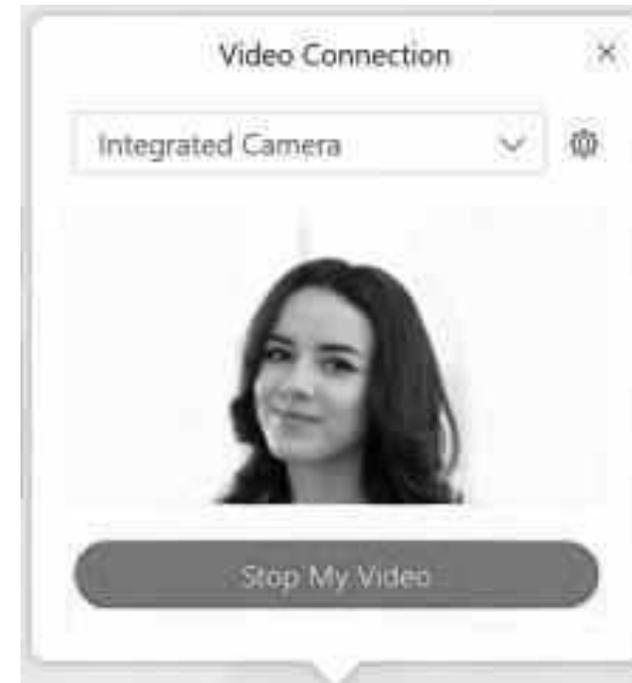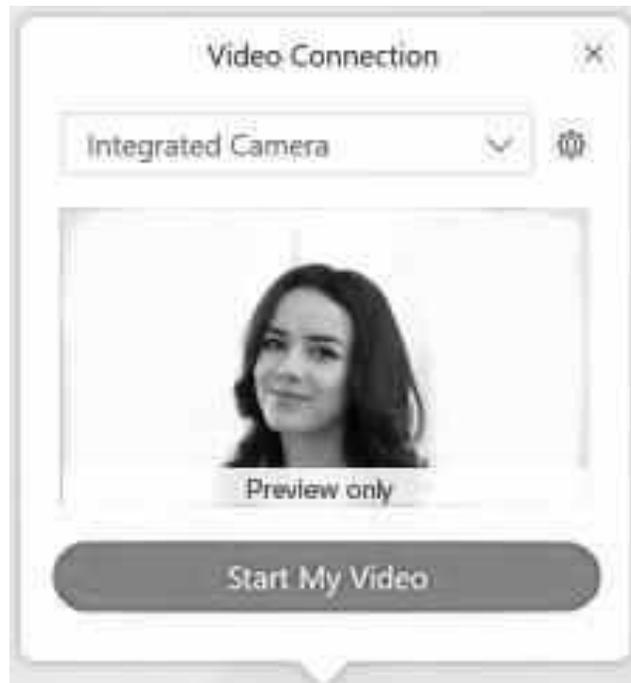
Share your screen

File sharing is ideal for presenting information that you do not need to edit during the meeting, such as a video or slide presentation. After a meeting starts, you can select a presentation or document to share.

- Before you can share your screen with the meeting participants, you have to become the presenter

- At the right navigation bar on the participants tab, click on the **Presenter** icon at the current presenter's icon

- Drag it to your name or icon and drop it

- There will be a popup confirmation, click on **Yes** to confirm you want to be the presenter on the pop-up that appears on your screen. You will then become the presenter

Share Everything on Your Computer Screen

- From the menu bar, go to **Share**, then select **My Screen**

- If you have more than one monitor connected to your computer, you can choose which desktop screen to share to your meeting participants

- Your desktop screen will be shared

OR

- Select Share ⬆ and Screen
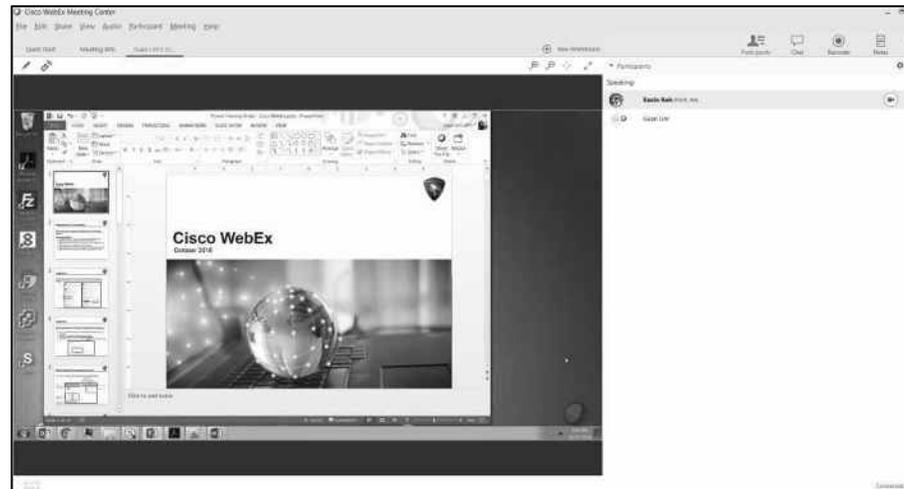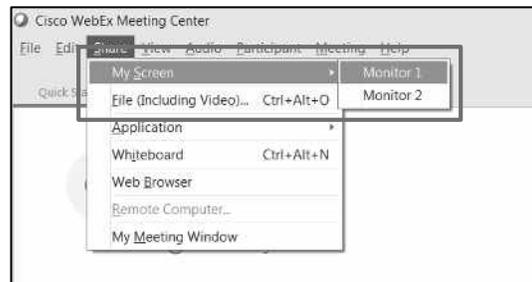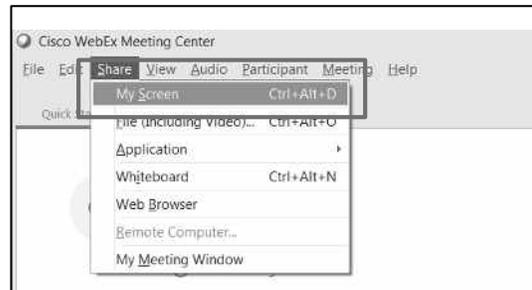
(your desktop share view from other meeting participants)

Share video from your system

- From the menu bar, go to **Share**, then select Share File(including video)
- Your video will be shared with all the attendees
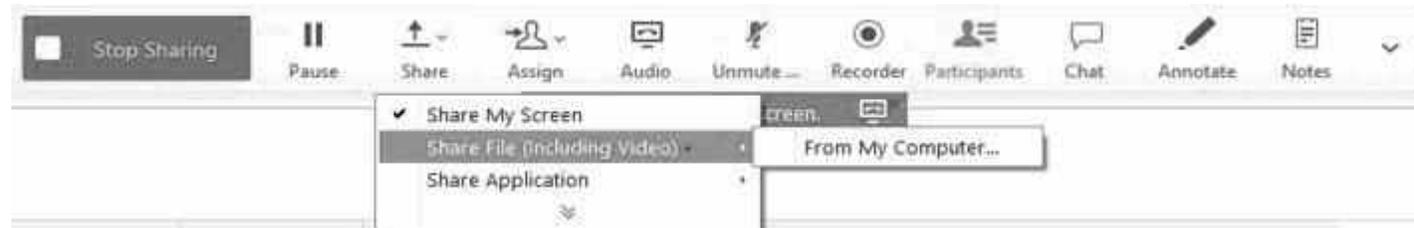
Share only one of your application's screen

Applications you can share include web browsers, multimedia viewers and players, files or applications on a remote computer (using Access Anywhere), and any other application that appears in the list of applications.

- From the menu bar, go to **Share**, then select **Application**
- Hover over the option Application
- You will be presented a list if running application, select the application whose screen you would like to share

OR

- To share an application that is open, select Share ⬆ and select the application from the list of open applications.

- To share an application that is not open, select Share ⬆ and Other Applications, then select Share next to the application you want to share.

- Your application screen will be shared
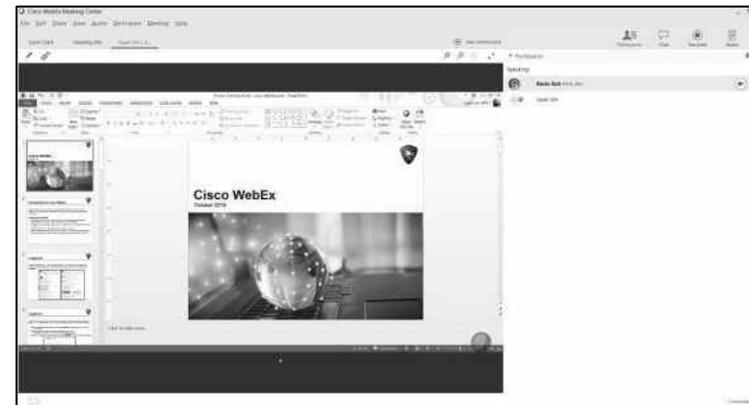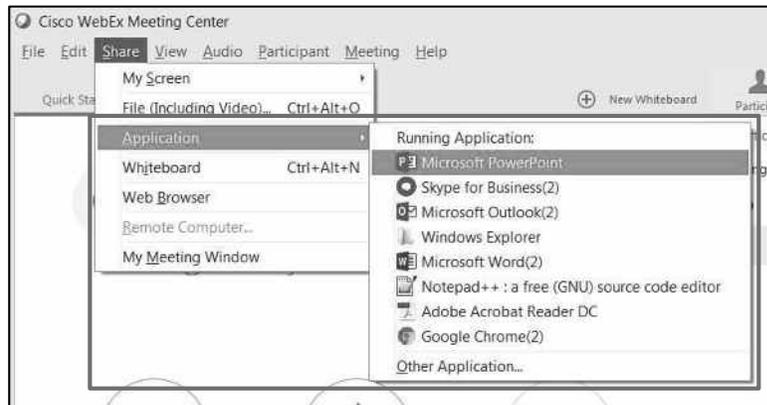
(only PowerPoint is shared)

Switch to share an application screen

Note:

- If you are sharing your desktop screen and would like to switch to share an application screen, hover over the Sharing menu at the top of your screen and select **Share** > **Share Application** > *select application to share*

Stop sharing desktop/application screen

At the top of the screen, select Stop Sharing on the floating bar.

If you don't see Stop Sharing, hover over the You're sharing message at the top of the screen to show the floating bar. The message looks similar to the following:

Request control of presenter's screen

In a WebEx meeting, if a presenter is sharing a desktop, web browser or application, participants can request the presenter to allow them to control or annotate the presenter's screen.

- Right-click on the presenter's screen on your WebEx window and click on **Ask to Control**

- Confirm that you would like to request control by selecting the **Request** option in the popup box

- Once the presenter approves the request, you can click on "Take control" and start controlling the presenter's screen
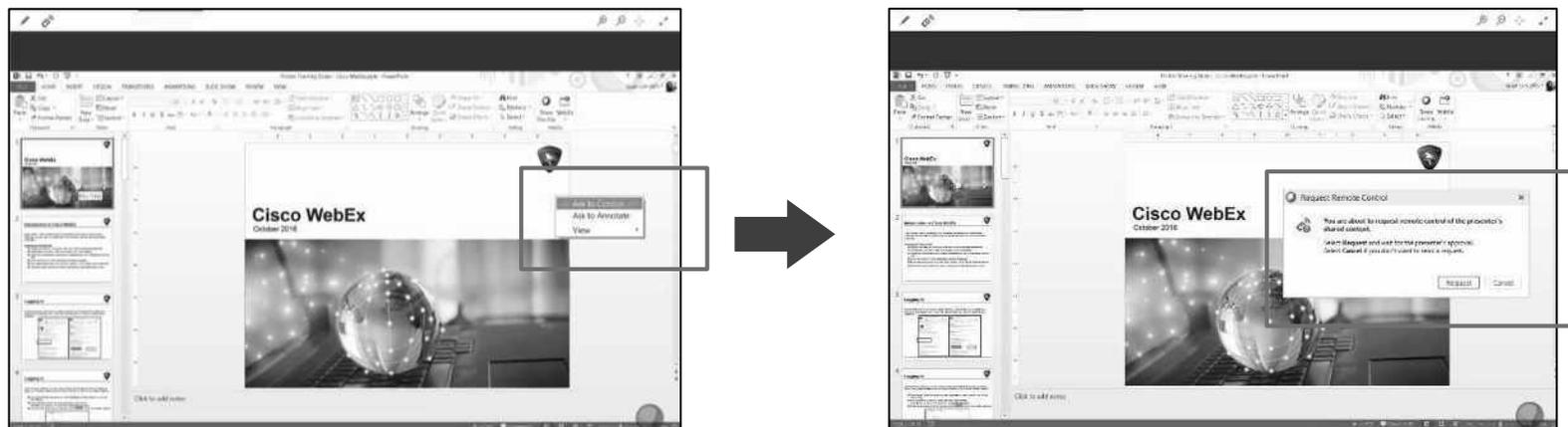
Take personal notes in WebEx meeting

You can add notes in the WebEx meeting. These notes will be personal to you and other participants are not able to view or access them.

- In the Meeting window, click on the **More options** icon
- Enter your notes in the **Notes** panel that appears on the right navigation area
- After the meeting, save the notes in a .txt format on a location of your choice
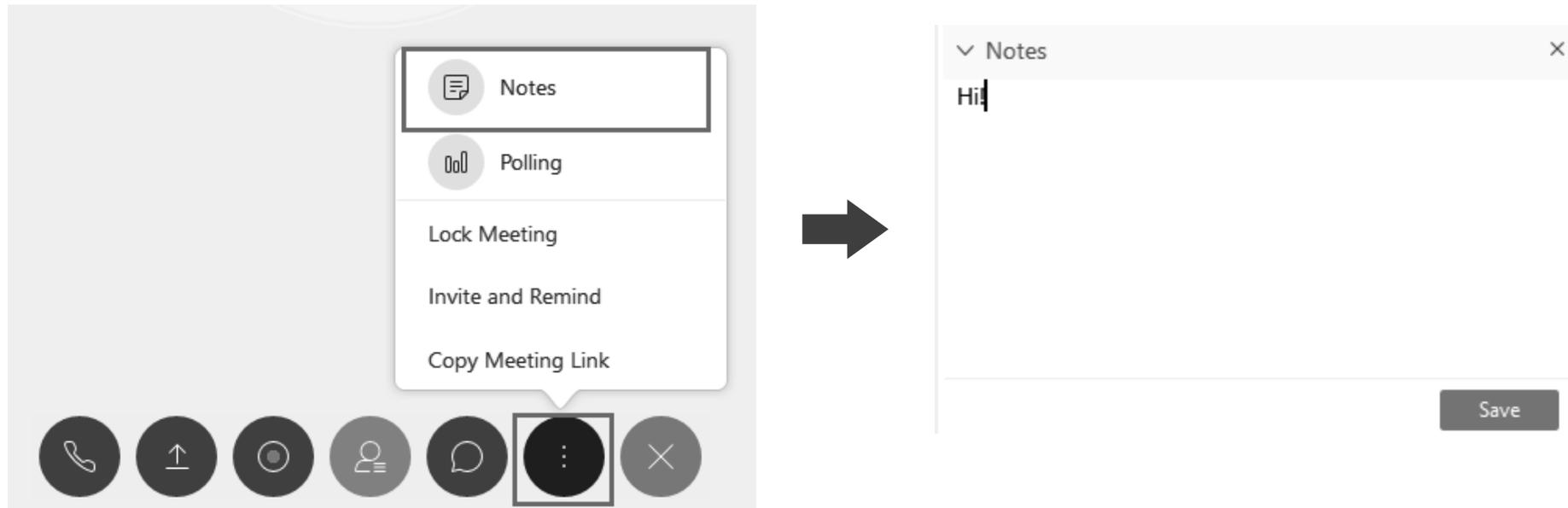
Chat with all meeting participant(s)

You can interact and chat with the meeting participants in the WebEx meeting. You can select whether to chat with all, or individual participants.

- In the Meeting window, click on the **Chat** icon
- Enter your message in the **Chat** panel that appears at the right navigation area and click **Send**
- Your message will be sent to all participants in the meeting
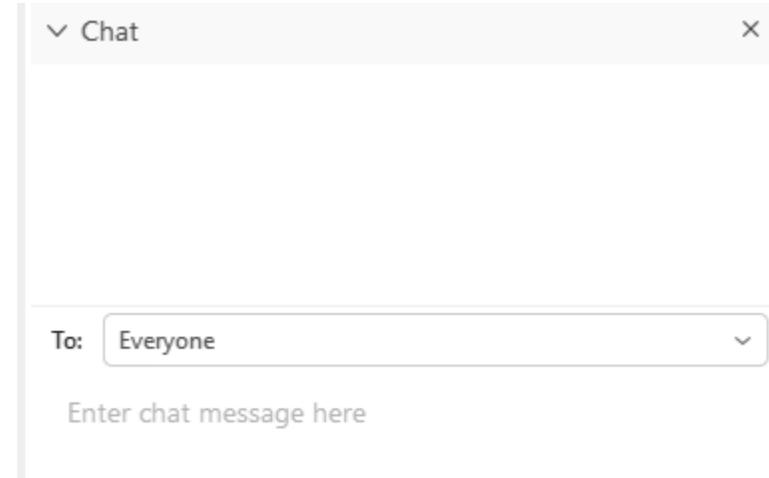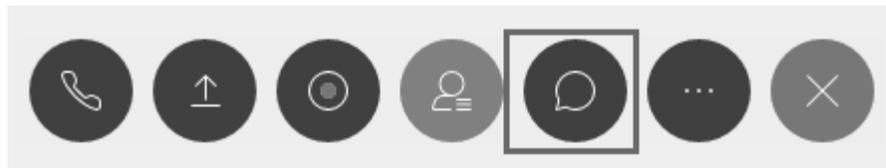
Chat with individual meeting participant

- To chat with an individual meeting participant, select the meeting participant you want to chat with in the **Chat** panel
- Enter your message and press Send
- Your message will be sent to only that participant
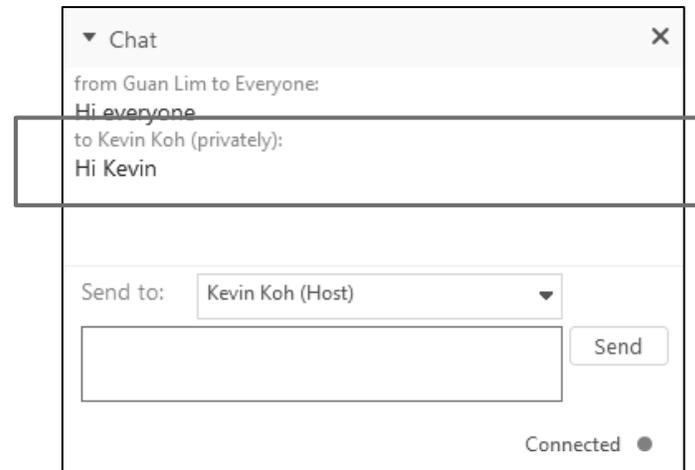
Raise hand

You can use the "Raise hand" feature if you are a participant and on mute, and would like your host's attention.

- Simply click on the **Raise hand** icon beside your name
- Once you have raised your hand, the icon will be updated to blue host will see that you have raised your hand.
- At this time, the host will know that you have asked for attention.
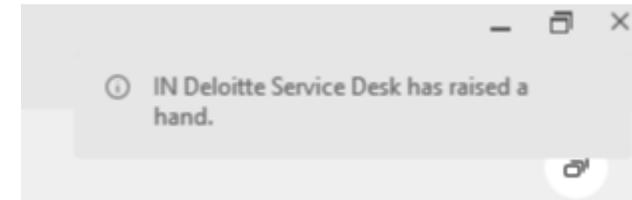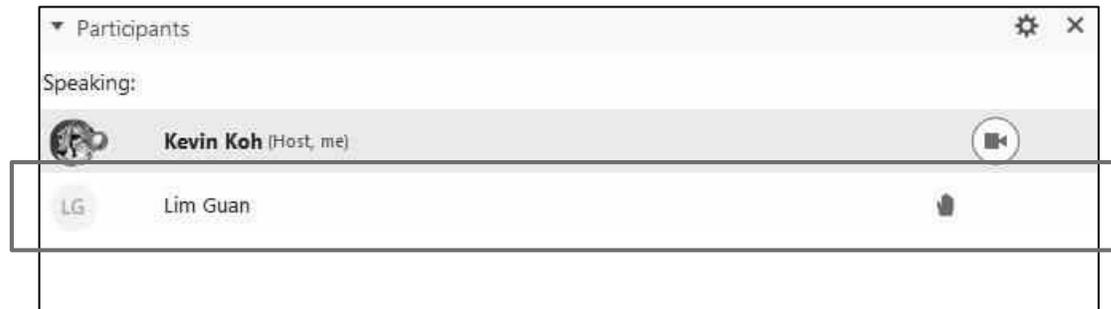
(host will see that a participant had raised hand)

Annotations on the whiteboard

You can use whiteboards to write and brainstorm with your meeting participants. But to let them annotate on your whiteboard, you have given them permission to annotate

- Right-click on the **person you wish to allow to annotate**
- Click on **Allow to Annotate**
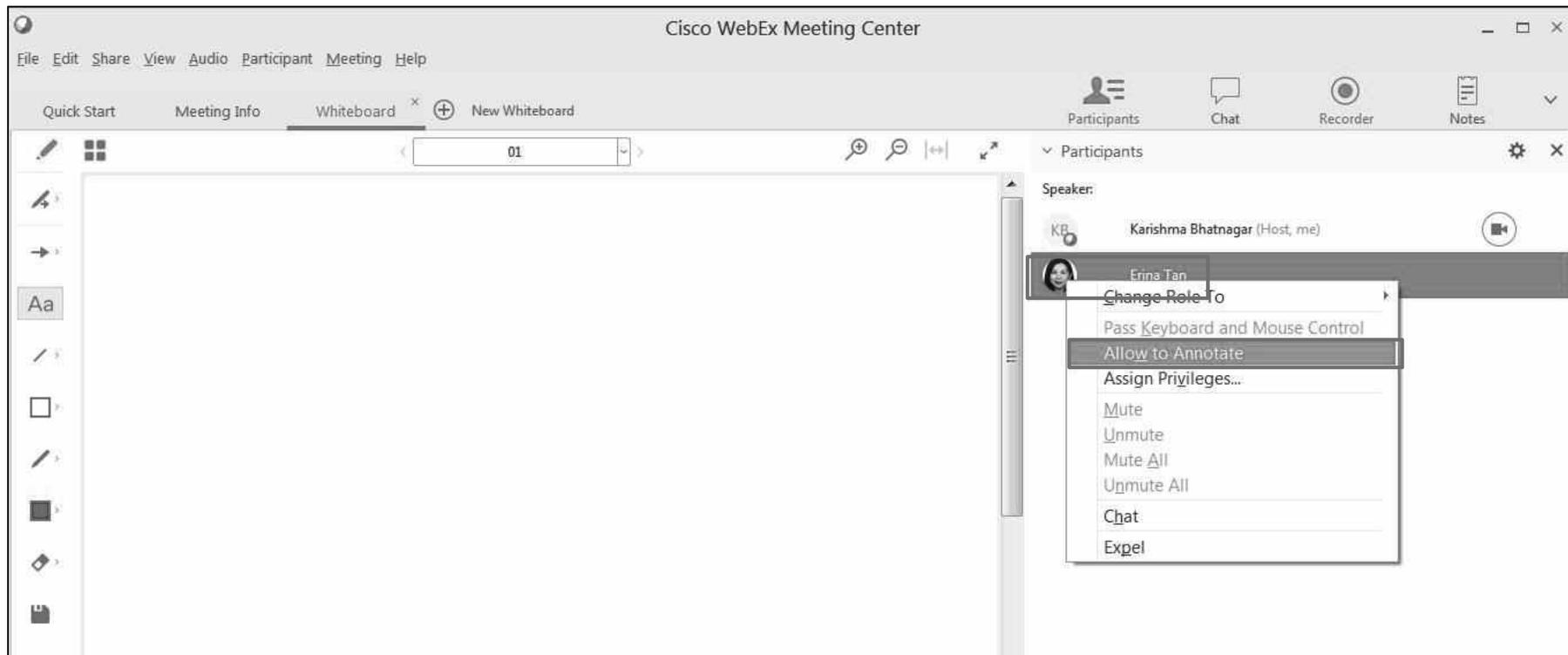
Question & Answer session

Turn Q and A On or Off

To use Q & A during an event, ensure that the Q & A option is turned on. You can also turn it off at any time, if necessary.

- In the Event window, do the following:

Windows: Select Event Tab > Options > Communications

- Check or uncheck Q & A, and then select OK
- Click on the more tab and select the Q & A option
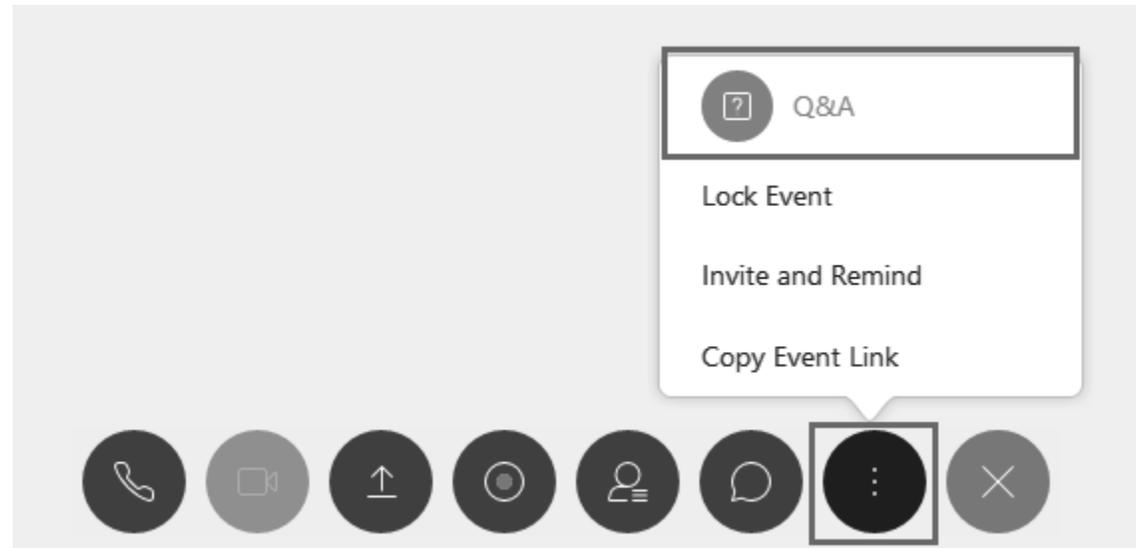
Ask a Question

During an event, you can send your questions to all or specific panelists in a Q & A session.

▪ Open the Q & A panel.

▪ On the Q & A panel, type your question in the text box.
(Optional) To edit your question, highlight the text you want to edit, and then right-click to use the editing commands in the menu.

▪ If you want to ask a specific panelist / host, in the **Ask** drop-down list, select the recipient, and then select **Send**.
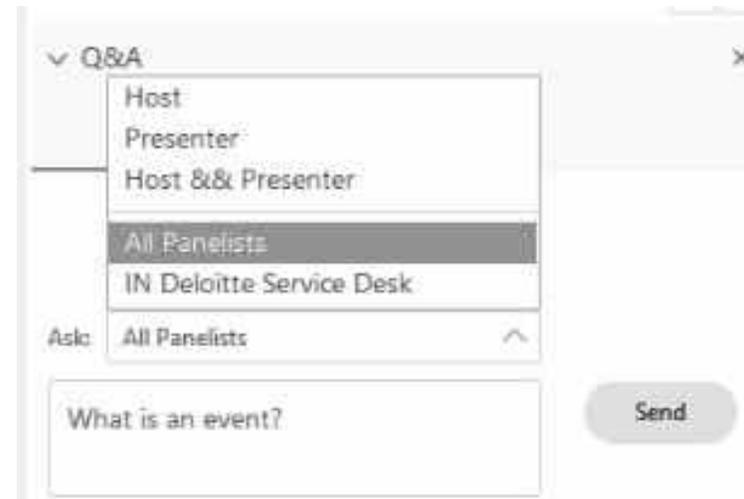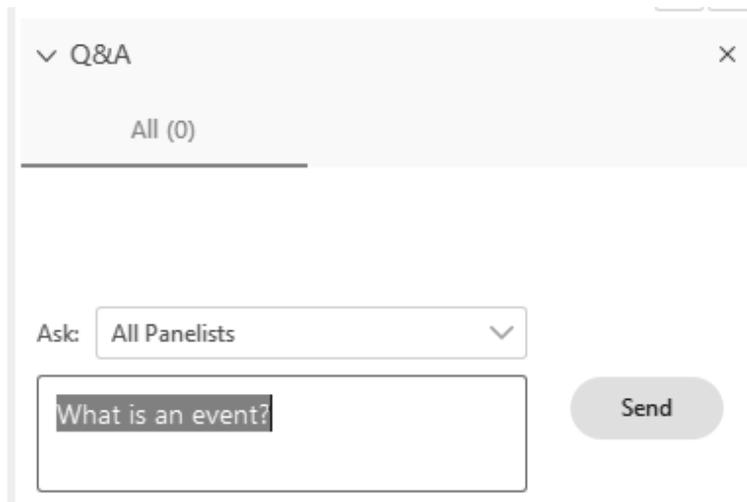
Answer a poll question

To answer a poll question raised by the panelist open the polling panel

Multiple choice: Select your answer and click **Submit**   Submit
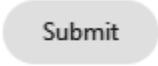
> **Polling**   ×
>
> Time elapsed: 0:47 Time limit: 5:00
>
> Poll Questions:
> 1. How was the session?
>
> ☑ A. Good
> ☐ B. Nice
> ☐ C. Not upto the mark
> ☐ D. In-appropriate

Short Answer: Type your answer in the text box below the question and click **Submit**   Submit
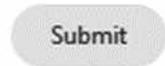
> **Polling**   ×
>
> Time elapsed: 4:48 Time limit: 5:00
>
> Poll Questions:
> 1. Share your feedback on the session
>
> type your answer here

**Note: Your answers might be recorded by the panelists.

Leave an event

To leave an event, click on **Leave Event.**

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