

N-35011/41/2024

**Government of India
Ministry of Information & Broadcasting
(CRS Cell)**

New Delhi, 16th June, 2025

OFFICE MEMORANDUM

Subject: Closing applications with no response from the applicant after 60 days of return of application on the Broadcast Seva Portal (BSP)

It has been observed that the applications submitted on the BCS portal for setting up CRS are, half the time, sent back to the applicant for corrections/ clarifications/ discrepancies. However, many applicants do not rectify the application within time, and the applications remain pending for months.

2. The Inter-Ministerial Committee, in its meeting held on 30.05.2025, has directed that all future applications with no response after 60 days from the return of the application to applicant should be automatically closed on BSP. In pursuance of this, the BSP team may be instructed to make a provision for 3 reminder emails to the applicant that are portal-generated with a cumulative deadline of 60 days, at an interval of 15 days each. After 60 days, the application may be closed automatically in case of no response from the applicant, and the applicant may be informed via a portal-generated email (4th Email) about the closing of the application.

3. This is being issued with the approval of the Competent Authority.


Rajesh Kumar Sharma
Additional Director (CRS Cell)

To:

1. Ms. Navinta Vasudeva, Sr. Project Manager, M/s UTL
2. Sh. Pankaj Chibber, Sr. Project Manager, BECIL

Copy to:

1. Chairman and Managing Director, BECIL .
2. Website for General information to applicants.