Subject: On-line payment of processing fee in respect of application for Community Radio Station

Date: 27th February, 2020

As per extant policy guideline, applicants, desirous to setting up of community radio station, are required to apply in the prescribed application form along with a processing fee of Rs. 2500/= at the time of submitting the application. Generally, the applicant submits the processing fee in form of Demand Draft (DD) at the time of making application. However, it is advisable that the processing fee is deposited on-line, through Bharatkosh Portal instead of submitting it in form of DD. The URL of the Bharatkosh Portal is www.bharatkosh.gov.in.

Steps for Online payment of processing fee :-.

Step 1 - Open the portal www.bharatkosh.gov.in
Step 2 - Click on the link "Quick Payment" given at the lower right most corner of the webpage.
         ■ A small window of "QUICK PAYMENT" will appear
Step 3 - Select Serial no. 020 “Information and Broadcasting” by clicking the Pull Down Menu.
Step 4 - Select “Application processing fee for CRS applicants” by clicking the second Pull Down Menu.
Step 5 - Click NEXT button on webpage.
         ■ A small window of “PAYMENT PURPOSE” will appear
Step 6 - Select depositor’s category.
Step 7 - Fill amount of Rs. 2500/-
Step 8 - Press ADD button.
Step 9 - Then click on the NEXT button
         ■ A small window of “DEPOSITOR’S DETAILS” will appear
Step 10- Fill details of your organisation
Step 11- Click on Radio Button “Online Payment” and press the NEXT button.
         ■ A Small window of “CONFIRM DETAILS” will appear
Step 12- Check all the information filled by you and press the NEXT button.
         ■ A small window will appear to “PAY” the processing fee online
Step 13- Select your bank and pay Rs. 2500/- online
         ■ After depositing payment print the receipt of processing fee

2. Online receipt of payment made through “Bharatkosh” shall be enclosed along with the application form.

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To
1. Uploaded on MIB website
2. All Community Radio Station stakeholders
3. CRA
4. FCRS