

**APPLICATION FORM FOR PERMISSION FOR SETTING UP  
COMMUNITY RADIO STATION**

*(Seven Copies to be submitted)*

The Secretary,  
Ministry of Information & Broadcasting  
'A' Wing, Shastri Bhawan,  
New Delhi – 110 001

Sir,

I hereby submit the following details in support of the eligibility as prescribed in the guidelines for Grant of permission for setting up Community Radio Station in India.

1. Name of the Institution/Organisation:
2. Location:  
Address Line 1 .....  
Line 2 .....  
Line 3 .....  
City .....  
State .....  
Pin Code .....

(In case of educational institutions, the FM Transmitter and Antenna should be located within the premises of educational institution. In all other cases, the FM Transmitter and Antenna should be located within the geographical area of the community to be served. Please indicate the name of village/town/area etc. where Transmitter & Antenna are to be located and the entire area of service to be covered by the Community Radio along with map). Mobile FM Transmitter and Antenna are not permitted.

3. Mailing Address for Communication:  
Pin Code ..... Tel. No. ....  
E-Mail ..... FAX .....
4. Local Address, if any (of Delhi).
5. Name of the Head of the Institution/organisation:
6. Name, designation and address of the authorized signatory responsible for complying with the terms and conditions of the Grant of Permission Agreement (GOPA):  
(Details to be furnished as per Annex. II)
7. Details of the organization and members of the Governing Body along with 'Self Declaration':  
(Please furnish details of members along with bio-data of each member as per Annexure-II)

**8. Furnish the following details in case of:**

**(A) EDUCATIONAL INSTITUTIONS:**

- (i) Whether the educational institution is government/private or govt. aided:**
- (ii) Whether recognized by:**
  - (a) Central Government**
  - (b) State Government****(Please furnish details along with documentary proof)**
- (iii) Give a profile of the Institution:**
- (iv) Details of the Community/Area proposed to be served?**  
**(Enclose an area map indicating the area of service to be covered by the Community Radio)**
- (v) Please furnish documents (like certificate under section 12-A of Income tax Act or any other document) in support of the institution being “Non Profit” as certified in paragraph 6 of the Certificate/Affidavit (Annexure-I)**

**(B) AGRICULTURAL UNIVERSITY/ICAR INSTITUTION/KRISHI VIGYAN KENDRA**

- (i) Whether the Institution/Organisation is private /govt. aided:**
- (ii) Whether recognized by:**
  - (a) Central Government**
  - (b) State Government****(Please furnish details along with documentary proof)**
- (iii) Give a profile of the Institution:**
- (iv) Details of the Community/Area proposed to be served?**  
**(Enclose an area map indicating the area of service to be covered by the Community Radio)**

**(C) NON-PROFIT ORGANISATIONS, VOLUNTARY ORGANISATIONS, NGOs ETC.**

- (i) Whether registered under Societies Act or any other such act relevant to the purpose:**  
**(Please furnish details and enclose attested photocopy of the registration certificate)**
- (ii) Whether completed 3 years of registration at the time of application:**
- (iii) Enclose a copy of the Memorandum of Article of Association:**
- (iv) Enclose certified copies of the balance sheet for the last three years of the Organisation/NGO/Civil Society Organisation:**
- (v) Whether received grant from the Central Govt./State Govt./Multilateral agencies?**  
**(if yes, please give details with supporting documents)**

- (vi) Give a profile of the Organisation including past achievements, community based projects undertaken.
- (vii) Details of the Community / coverage area proposed to be served?  
(Also enclose an area map indicating the area of service to be covered by the Community Radio)
- (viii) Objective sought to be achieved by setting up the CRS:

**OTHER GENERAL INFORMATION TO BE PROVIDED BY ALL APPLICANTS:**

- 9. State the
  - (i) Power of the FM Radio transmitter:  
(Upto 100 watt ERP is generally permitted. In exceptional case, upto 250 Watt ERP could be considered subject to the conditions laid down in the guidelines.)
  - (ii) Height of the tower:  
(Max. 30 meter and Min. 15 meter above the ground level permitted)
- 10. Location of the FM transmitter & Antenna:
  - (i) Geo-coordinates of the location (in degrees, minutes and seconds):
  - (ii) Height above mean sea level (AMSL in meters):

**(In the case of educational institutions, the FM Transmitter and Antenna should be located within the premises of educational institution. In all other cases, the FM Transmitter and Antenna should be located within the geographical area of the community to be served. Please indicate the name of the village/town/area etc. where Transmitter & Antenna is to be located and the entire area of service to be covered by the Community radio along with a map). Mobile FM transmitter and antenna is not permitted.**

- 11. Nature/Types of programmes to be broadcast:
- 12. Language(s) in which programme is to be produced/broadcast:
- 13. Number of Hours proposed to be broadcast:
- 14. Source of content (own/acquired):
- 15. Profile of the community located in 10 km radius of the institution & their problems:
- 16. How your programmes are going to help the targeted community:
- 17. How you propose to involve the local community in the production of programmes and management of CRS:
- 18. Have you made any survey amongst the community about the need for setting up CRS and the requirements of the targeted population? Give brief details:

**19. Details of sources of funding and amount proposed to be invested for –**

- a. Setting up of infrastructure**
- b. Maintenance**
- c. Programme production**

**20. Foreign Aid, if any:**

**(Foreign aid permitted only from multilateral agencies. Please attach a copy of the FCRA clearance.)**

**21. Details of the processing fee:**

**Attached Demand Draft No..... dated.....for Rs. 2500/- towards processing fee drawn on (name of the bank, branch) in favour of Pay & Accounts Officer, Ministry of Information & Broadcasting, New Delhi**

**(Please note that the DD must be payable at Delhi/New Delhi only)**

**DECLARATION**

- i. I/We are duly authorized to sign this application for and on behalf of -----  
-----.
- ii. I/We hereby certify that the above statements are true and correct to the best of my/our knowledge and belief.
- iii. I/We hereby undertake to inform Ministry of Information and Broadcasting if any of the facts furnished above undergo a change in future.
- iv. I/We undertake to abide by the programme code of AIR including conditions laid down in para 5 of Guidelines.
- v. I/We undertake to preserve tapes/CDs or recordings of the broadcasts in any form for 3 months and provide the same to Government, as and when required.
- vi. I/We undertake to comply with all the terms and conditions laid down in the Guidelines and such other instructions as may be issued by the Government from time to time.
- vii. Affidavit as in Annexure-I and bio-data of members as in Annexure-II are enclosed.

[Signature of applicant (s)]

(Name in Block letters)

Place:

Date:

Designation of Signatory

**CERTIFICATE/AFFIDAVIT**

1. I understand that this application, if found incomplete in any respect and/or if found with conditional compliance or not accompanied with the requisite processing fee, shall be summarily rejected.
2. I undertake to follow in letter and spirit the programme code being followed by AIR or any other code(s), which may come into force any time.
3. I understand that if at any time any averments made or information furnished for obtaining the permission is found incorrect, my application shall be liable to be rejected and any permission granted on the basis of this application shall be liable for termination.
4. I certify that the institution/organization shall not undertake transmission of sponsored programmes except the programmes sponsored by Central & State Governments and other organisations to broadcast public interest information.
5. I certify that the institution/organization shall undertake limited advertising and announcements relating to local events, local businesses and services and employment opportunities and the maximum duration of such limited advertising shall not exceed 5 (Five) minutes per hour of broadcast.
6. I certify that the institution/organization is a 'Non-Profit' entity.
7. I certify that the revenue generated from such advertisement and announcements shall be utilized only for the operational expenses and capital expenditure of the CRS. I certify that after meeting the full financial needs of the CRS, surplus amount shall, with prior written permission of the Ministry of Information & Broadcasting, be ploughed into the primary activity of the organization i.e. for education in case of educational institutions / for furthering the primary objectives for which the NGO has been established.
8. I hereby certify that after issue of Letter of Intent (LOI) by the granter and having obtained the SACFA clearance from WPC wing of Ministry of Communication & IT, I shall sign the Grant of permission agreement (GPOA) for Community Radio Broadcasting with Ministry of Information & Broadcasting. I undertake to comply fully with all the terms and conditions therein; failing which the granter may terminate/revoke/cancel the agreement.
9. I certify that to the best of my knowledge and belief, the statements made in this application are correct. I understand that the Government of India reserves the right to revoke the permission if at any time any statement made is found to be false and to have been made by me or any member or any officer knowing it to be false.

**Name and Signature of Authorized Signatory**

**(Office Seal)**

**Self Declaration for Organization and Authorized signatory & All Governing body members/Trustees for whom security clearance is sought**

- a. Name & address and registration number of the Organization
  
- b. Name & Addresses of Authorized Signatory& All Governing Body Members/Trustees of the organization (please list)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- .....
- .....
- .....
- .....

- c. Is the Organization or any of the Governing body members listed above, the subject of any,

- 1. Preventive detention proceedings (PSA/NSA etc): Yes/No
- 2. Criminal Proceedings : Yes/No
- 3. Pending Warrants : Yes/No
- 4. Attachment Proceeding : Yes/No

If, Yes, please provide following details

- 1. Detention/case/FIR/Warrant Number :
- 2. Police Station and District having jurisdiction :
- 3. Section of law :
- 4. Name and place of court :

The above mentioned details are in respect of both India and any other foreign country.

**Note: The above self declaration is required to be signed and filled by Authorized Signatory of the Organization.**

**Proforma for furnishing details of Applicant Organization and its authorized signatory & all governing body members/trustees etc.**

**Details in respect of the Organization/Institutions/Krishi Vigyan Kendra etc.**

Full Name of the Organization/Institution	Date of Registration of the Organization/Institution	Address of Head Office, Regional Offices and Registered Office	Previous Name of the Organization, if any	FCRA Registration, if any. If yes, Details of Foreign contribution received	Power Output and Height of the Antenna

**Details in respect of Authorized Signatory & All Governing Body members/Trustees/Office Bearers etc.**

S. No.	Full Name of Board of Directors and Key Executives (Wherever applicable)	Present Position	Date of Birth	Parentage		Present and Permanent address	Nationality	Passport Nos. and issue date, if any	Contact Address and Telephone number
				Father	Mother				

*(use one row for each member. Add more no. of rows, if required)*

**Signature of Authorized Signatory &  
Seal of the Organization**