

## **Steps in setting up of Community Radio Station (CRS)**

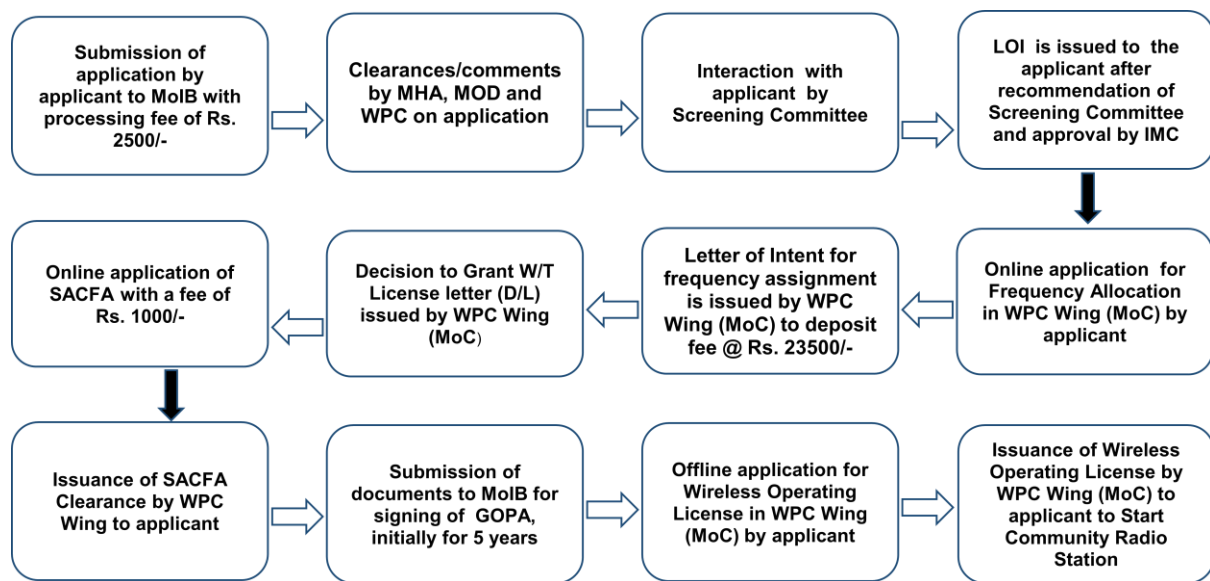
- 1) The eligible applicant is required to apply in the prescribed application form for grant of permission for setting up of Community Radio Station(CRS) and submit 5 sets of all the required documents, preferably through speed post.
- 2) The Community Radio Cell (CRS Cell) of the Ministry of Information and Broadcasting (MIB) scrutinizes the form & if found in order, seeks clearances/comments on the application from Ministry of Home Affairs (MHA), Ministry of Defence (MOD)[Only in case of Private organisation/ institutions] & WPC wing of DOT under Ministry of Communication.
- 3) After getting requisite clearances from Concerned Ministries/Department, the application is examined by the Screening Committee. If required, the representative of the applicant may be asked to appear before the Screening Committee through Video Conferencing. The application is then put-up before the Inter-Ministerial Committee (IMC) for consideration for grant of permission for setting up of CRS by the applicant.

*Note – The applications of Government Universities, Deemed Universities (Central and State), Government Colleges, Government Schools and Krishi Vigyan Kendras (run by Government) is directly put up before IMC for consideration.*

- 4) After approval of IMC, a letter of intent (LOI) is issued to the organisation.
- 5) Within one month after getting LOI, applicant needs to apply to WPC for D/L (Decision to grant W/T License) on [www.saralsanchar.gov.in](http://www.saralsanchar.gov.in). The requisite documents are also required to be uploaded on the portal.
- 6) WPC, after scrutiny of the online application for D/L, issues a LOI for frequency assignment, indicating the amount of spectrum fees to be deposited on Bharatkosh portal (<https://bharatkosh.gov.in/>) for issue of D/L. This LOI for Frequency Assignment can be downloaded from the Saralsanchar portal by the applicant. Once the applicant deposits requisite spectrum fee on the Bharatkosh portal, D/L is issued to the applicant on the portal.
- 7) After receipt of D/L, the applicant is required to apply for SACFA Clearance on Saralsanchar portal. The application fee for application for SACFA is Rs. 1000/= and the fee is required to be deposited on Bharatkosh portal. The payment receipt is required to be uploaded on the Saralsanchar portal. Once SACFA approves the application, SACFA Clearance is issued to the applicant on the portal which can be downloaded by the applicant from the portal.
- 8) Immediately after the receipt of D/L and SACFA clearance, the applicant is required to sign Grant of Permission Agreement (GOPA) for setting up of CRS. The format for GOPA can be downloaded from the website [www.mib.gov.in](http://www.mib.gov.in). Two sets of GOPA papers signed by the applicant on Rs. 100 stamp paper, a bank guarantee for a sum of ₹25,000 valid for a period of five years (in the format available at the website of MI&B), copy of D/L and SACFA clearance are required to be submitted to MIB for signing of GOPA.

9) Thereupon, signed GOPA will be sent to the applicant by MIB, which will enable him to procure Transmitter Equipments and other allied equipments necessary for setting up of the CRS. The applicant, in parallel is required to apply for Wireless Operating License (WOL) to the WPC Wing of the Ministry of Communication by enclosing all the requisite documents along with invoice copies of FM transmitters being procured. The application for WOL is required to be done through Saralsanchar portal.

10) Within three months of receipt of all clearances i.e signing of GOPA, the permission holder shall set up the CRS and shall intimate the date of commissioning of the CRS to MIB. Failure to comply with time schedule prescribed above shall make the LOI/GOPA holder liable for cancellation of its LOI/GOPA and forfeiture of the Bank Guarantee.



Some Useful Links for CRS applications:-

For Community Radio Policy Guidelines

[Broadcasting-Codes Guidelines And Policies | Ministry of Information and Broadcasting | Government of India \(mib.gov.in\)](http://www.mib.gov.in/Broadcasting-Codes%20Guidelines%20And%20Policies%20Ministry%20of%20Information%20and%20Broadcasting%20Government%20of%20India%20mib.gov.in)

New CRS Application –

[https://mib.gov.in/sites/default/files/Modified%20MANUAL%20application%20form%20for%20CRS\\_1.pdf](https://mib.gov.in/sites/default/files/Modified%20MANUAL%20application%20form%20for%20CRS_1.pdf)

Saral Sanchar Portal

<https://saralsanchar.gov.in/>

For Application fee

<https://bharatkosh.gov.in/>