



CITIZENS' / CLIENTS' CHARTER

MINISTRY OF INFORMATION AND BROADCASTING

A WING, SHASTRI BHAWAN

DR. RAJENDRA PRASAD ROAD

NEW DELHI – 110001

WWW.MIB.GOV.IN

YEAR 2022-23

VISION:

Create an enabling environment for sustained growth of media and entertainment sector, facilitate value based wholesome entertainment and effectively disseminate information on government policies, programs and achievements.

MISSION:

Facilitate sustained growth for media and entertainment sector through multi-pronged strategy with increasing use of emerging technologies, universal digitization of broadcasting, strengthen public service broadcaster, promote and encourage good cinema, ensure freedom of press and media, emphasize value based content and effective dissemination of information.

Service/Transaction:

S.No	Service Transaction	Weight %	Responsible Person (Designation)	E-mail	Mobile (Phone Number)	Process	Document Required	Fees		
								Category	Mode	Amount
1.	Issue of license for providing DTH services to prospective licensee	8	Shri Sanjiv Shankar, Joint Secretary(B-I), MIB	jsb-moib@gov.in	011-23384453	The application for issue of license for providing DTH service is examined and clearance from security angle is solicited from Ministry of Home Affairs. On receipt of clearance from security angle, and on fulfilment of other eligibility conditions as detailed in the Guidelines, license is granted with the approval of Hon'ble Minister, I&B.	Application to be submitted to the Secretary (I&B) in triplicate in the prescribed pro-forma (Form A). For details, please visit Ministry's website http://www.mib.gov.in	Entry fee	Online	Rs. 10 crores entry fee
2.	Issue of Registration to Multi System Operators	8	Shri Sanjiv Shankar, Joint Secretary(B-I), MIB	jsb-moib@gov.in	011-23384453	The application for issue of registration for providing MSO service is examined and security clearance from MHA is solicited. On receipt of security clearance and on fulfilment of other eligibility conditions as, detailed in the CTN Act, 1995, registration is granted with the approval of JS	Application for MSO registration is to be submitted online through Ministry's website i.e. new.broadcastsewa.gov.in	Processing fee	Online via Bharat kosh	Rs. 1 lakh
3.	Issue of license for providing HITS services to prospective licensee.	8	Shri Sanjiv Shankar, Joint Secretary(B-I), MIB	jsb-moib@gov.in	011-23384453	The application for issue of license for providing HITS service is examined and clearance from security angle is solicited from Ministry of Home Affairs. On receipt of clearance from security angle, and on fulfilment of other eligibility conditions as detailed in the Guidelines, license is granted with the approval of Hon'ble Minister, I&B.	Application to be submitted to the Secretary (I&B) in triplicate in the prescribed format (Form A). For details, please visit Ministry's website www.mib.gov.in	Entry fee	Online	Rs. 10.00 Crore

4.	Registration of Television Rating Points (TRP) Agencies to operate in India	10	Shri Sanjiv Shankar, Joint Secretary(B-I), MIB	jsb-moib@gov.in	011-23384453	The application for issue of license for providing TRP service is examined and clearance from security angle is solicited from Ministry of Home Affairs. On receipt of clearance from security angle, and on fulfilment of other eligibility conditions as detailed in the Guidelines, license is granted with the approval of Hon'ble Minister of I&B.	Application to be submitted to the Secretary (I&B) in triplicate in the prescribed format. For details, please visit Ministry's website http://www.mib.gov.in	Registration fee	Online	Rs. 10.00 Lakh.
5.	Setting up teleports by TV Channels for up linking/ down linking	6	Shri Sanjiv Shankar, Joint Secretary (B-I), MIB	jsb-moib@gov.in	011-23384453	The application for issue of permission for Teleport is examined in the Ministry. On receipt of clearance from security angle and on fulfilment of other eligibility conditions as detailed in the Policy Guidelines for Uplinking and Downlinking, permission is granted with the approval of Hon'ble Minister of Information & Broadcasting preferably within 30 days of receiving all such clearances.	Application to be submitted online through Broadcast Seva Portal. For details, please visit Ministry's website http://new.broadcastseva.gov.in	Processing fee Permission fee	Online through Broadcast Seva Portal Online through Broadcast Seva Portal	Rs. 10,000/- Rs. 2 lakhs per teleport per year
6.	Issue of permission for Up linking/ Down linking of TV Channels uplinked from India	8	Shri Sanjiv Shankar, Joint Secretary (B-I), MIB	jsb-moib@gov.in	011-23384453	The application for issue of permission for up linking/ down linking of TV channels uplinked from India is examined in the Ministry. On receipt of clearance from security angle, and on fulfilment of other eligibility conditions as detailed in the Policy Guidelines for Uplinking and Downlinking, permission is granted with the approval of Hon'ble Minister of Information & Broadcasting preferably within 30 days of receiving all such clearances.	Application to be submitted online through Broadcast Seva Portal. For details, please visit Ministry's website http://new.broadcastseva.gov.in	Processing Fee Permission fee	Online through Broadcast Seva Portal Online through Broadcast Seva Portal	Rs. 10,000/- (a)Rs. 2 lakhs per channel per annum for uplinking. (b) Rs. 5 lakh per channel per annum for down- linking.

7.	Issue of Permission for Down linking of TV Channels uplinked from Abroad	6	Shri Sanjiv Shankar, Joint Secretary (B-I), MIB	jsb-moib@gov.in	011-23384453	The application for issue of permission for providing down linking of TV channels uplinked from abroad is examined in the Ministry. On receipt of clearance from security angle, and on fulfilment of other eligibility conditions as detailed in the Policy Guidelines for uplinking and downlinking, permission is granted with the approval Hon'ble Minister of Information & Broadcasting preferably within 30 days of receiving all such clearances.	Application to be submitted online through Broadcast Seva Portal. For details, please visit Ministry's website http://new.broadcastseva.gov.in	Processing Fee Permission fee	Online through Broadcast Seva Portal Online through Broadcast Seva Portal	Rs. 10,000/- (a)Rs10 lakhs per channel for registration of the company for ten years. (b) Rs. 15 lakh per channel per annum for down linking.
8.	Issue of permission for Up linking by News Agency	6	Shri Sanjiv Shankar, Joint Secretary (B-I), MIB	jsb-moib@gov.in	011-23384453	The application for issue of permission for New Agency is examined in the Ministry. On receipt of clearance from security angle, and on fulfilment of other eligibility conditions as detailed in the Policy Guidelines for uplinking and downlinking, permission is granted with the approval Hon'ble Minister of Information & Broadcasting preferably within 30 days of receiving all such clearances.	Application to be submitted online through Broadcast Seva Portal. For details, please visit Ministry's website http://new.broadcastseva.gov.in	Processing Fee	Online through Broadcast Seva Portal	Rs. 10,000/-
9.	Grant of permission for the setting up of Community Radio Stations (CRS)	15	Shri C. Senthil Rajan, Joint Secretary (B-II), MIB	jsb2-moib@nic.in	011-23381043	The application for permission for setting up of CRS is examined by Screening Committee under the Chairpersonship of Joint Secretary (Broadcasting), after getting the clearances from Ministry of Home Affairs, M/o Defence, and M/o Communications. On the basis of the Recommendation of the Screening Committee, the Inter -	Applicants can submit their application form online via broadcastseva portal, applicants are required to submit a processing fee of Rs. 2500/- to the Ministry of	Processing fee	Online through Bharatkosh Portal(http://bharatkosh.gov.in)	Rs.2500/-

						Ministerial Committee (IMC) under the Chairpersonship of Secretary (I&B) takes a decision on the proposal. Letter of Intent (LoI) is issued accordingly to the applicant.	Information and Broadcasting. Applicant can submit application form through Ministry's online portal : Broadcasting Seva Portal (https://www.broadcastseva.gov.in/) For details, please visit Ministry's website: https://mib.gov.in/ .			
10.	Issue of approval letter for the publication of Indian editions of foreign magazines/journals/periodicals /New Magazines by an entity having foreign investment in the category of Specialty/ Technical/ Scientific.	8	Shri Vikram Sahay, Joint Secretary (P&A)	jspna-moib@gov.in	011-23073775 011-23388771	The proposal for issue of approval for publication of magazine is examined in consultation with concerned Ministries.	Applications are required to be submitted online through National Single Window System (NSWS) portal to this Ministry. Also seven sets of the proposed magazine are required to be submitted in original. For details, please visit Ministry's website www.mib.gov.in	NA	Online through Bharatkosh Portal(http://bharatkosh.gov.in)	Rs. 5,000/-
11.	Issue of approval letter for the publication of Indian editions of foreign	5	Shri Vikram Sahay, Joint Secretary (P&A)	jspna-moib@gov.in	011-23073775 011-23388771	The proposal for issue of approval for publication of magazine is examined in consultation with concerned Ministries	Applications are required to be submitted online through National Single Window	In case of news magazines	Online through Bharatkosh Portal(http://bharatkosh.gov.in)	Rs. 20,000/-

	magazines dealing with news and current affairs/ Newspapers by an entity having foreign investment/ facsimile edition of foreign newspaper by an entity having/not having foreign investment.						System (NSWS) portal to this Ministry. 11 sets in case of news magazine and 9 sets in case of newspapers and facsimile edition of foreign newspaper are required to be submitted in original. For details, please visit Ministry's website www.mib.gov.in	In case of newspaper and facsimile edition of foreign newspaper	://bharatkosh.gov.in) Online through Bharatkosh Portal(http://bharatkosh.gov.in)	Rs. 5,000/-
12.	Grievance Redressal Mechanism.	5	Shri C. Senthil Rajan	jsb2moib@gov.in	011-2338-2597	Grievance petition are received electronically through e-mail or CPGRAMs portal from DARPG/PRSEC/PMO/DOPPW etc. Grievances are also received by post from other Ministries/Departments or directly from petitioner(s). 2. Relevant grievances received physically or through e-mail are uploaded on the portal i.e., http://pgportal.gov.in . 3. Issue of acknowledgement/interim reply to the petitioner(s). 4. Forwarding of grievances to the concerned authority	Grievance petition may be submitted to Grievance Officer by post/e-mail / in person/direct login to bringing out precise and factual grievance.	Nil	Nil	Nil
13.	Permission of shooting letter to the foreign Producers for filming a feature	5	Shri Prithul Kumar Joint Secretary (Films)	jsfilms.inb@nic.in	011-23384453	The application for issue of permission is examined in consultation with the Ministry of Home Affairs and the Ministry of External Affairs where ever	(i) Application is accepted online on www.ffe.gov.in .	NA	Online payment	Indian Rupees equivalent to USD 225/-.

	<p>film / reality TV show/Commercial TV serial in India is issued through FFO.</p>					<p>required. The clearance of MHA is required where shooting is to be done in restricted or protected or sensitive areas and the clearance of MEA is required where script contains political overtone(s). Based on clearance (if any from MHA/MEA) and Script Evaluation Report from empanelled script evaluators permission is granted with the approval of Joint Secretary (Films) Ministry of Information and Broadcasting.</p>	<p>ii) In case the applicant wishes to bring equipment from outside the country, a list of Equipment to be temporarily imported to be provided.</p> <p>iii) In case any living personality is portrayed in the film as a character, 'No objection letter' obtained from the personality concerned should be provided.</p> <p>(iv) In case the applicant wants official co-production status, a signed agreement between the parties is required.</p>			
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EVALUATION CRITERIA							PERFORMANCE		
S. No.	Subject	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR	Achievement	Raw Score	Weighted Score
		100%	90%	80%	70%	60%			
1.	Issue of license for providing DTH services to prospective licensee	100%	-	-	-	-	No application for new licenses was received.	100%	8
2.	Issue of Registration to Multi System Operator	100%	-	-	-	-	1751 MSO registration has been granted by the Ministry within the prescribed time limit.	100%	8
3.	Issue of license for providing HITS services to prospective licensee.	100%	-	-	-	-	No application for HITS is pending.	100%	10
4.	Registration of Television Rating Points (TRP), Agencies to operate in India.	100%	-	-	-	-	No application for registration of TRP agency is pending.	100%	10
5	Setting up teleports by TV Channels for up linking/ down linking	100%	-	-	-	-	All clearances were received in 01 case during the last one year and decision for permission conveyed within the stipulated time limit in 01 cases	100%	6

6.	Issue of permission for Up linking/Down linking of TV Channels uplinked from India	100%	-	-	-	-	All clearances were received in 29 cases during the last one year and decision for permission conveyed within the stipulated time limit in 29 cases.	100%	8
7.	Issue of Permission for Down linking of TV Channels uplinked from Abroad	100%	-	-	-	-	No such application was received in the last one year	100%	6
8.	Issue of Permission for Uplinking by News Agency	100%	-	-	-	-	No such application was received in the last one year	100%	6
9.	Grant of permission for the setting up of Community Radio Stations (CRS)	100%	-	-	-	-	Forwarding of the complete applications to the concerned Ministries / Department and signing of Grant of Permission Agreement (GoPA) for setting up of CRS were done for all the cases within the stipulated time limit from date of receipt of clearances from concerned Ministries / Departments.	100%	15

10.	Issue of approval letter for the publication of Indian editions of foreign magazines/ journals/ periodicals/New Magazines by an entity having foreign investment in the category of Specialty/ Technical/ Scientific.	100%	-	-	-	-	One (1) proposal was received and processed within prescribed time.	100%	8
11.	Issue of approval letter for the publication of Indian editions of foreign magazines dealing with news and current affairs/ Newspapers/periodicals by an entity having foreign investment/ facsimile edition of foreign newspaper by an entity having/ not having foreign investment.	100%	-	-	-	-	No application was received	100%	5
12.	Issue of permission letter to the foreign Producers for shooting of feature films for TV/Cinema and reality shows/commercials TV serials	100%	-	-	-	-	Out of 32 shooting applications received in 2022, 30 shooting permissions have been given from January 2022 to December 2022. One application was referred to MEA as it was for a documentary project. One application for feature film is pending as inputs are awaited from the applicant.	100%	5

Service Standards

S. No	Services/Transaction	Weight %	Success indicators	Service standards	Unit	Weight	Data source
1.	Issue of license for providing DTH services to prospective licensee	8	Time taken for issue of license from the date of receipt of security clearance from MHA in respect of complete applications. The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.	4	months		Records of Ministry of I&B
2.	Issue of Registration to Multi System Operators	8	Time taken for issue of registration from the date of receipt of security clearance from MHA in respect of complete applications. The Ministry will forward the applications, within the time frame of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.	2	months		Records of Ministry I&B
3.	Issue of license for providing HITS services to prospective licensee.	10	Time taken for issue of permission from the date of receipt of clearance from MHA in respect of application complete in all respects and applicant can commence uplinking/downlinking operations within a year from the date of issuance of SACFA clearance from WPC.	4	months		Records of Ministry of I&B
4.	Registration of Television Rating Points (TRP) Agencies to operate in India.	10	Time taken for issue of permission from the date of receipt of clearance from MHA in respect of application complete in all respects.	4	months		Records of Ministry of I&B.

5.	Setting up teleports by TV Channels for up linking/ down linking	6	<p>Time taken for grant of permission to Teleport for up linking/ down linking from the date of receipt of clearances/permission from all the concerned Ministries/Departments in respect of complete applications</p> <p>The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.</p>	4	months		Records of Ministry of I&B
6.	Issue of permission for Up linking/ Down linking of TV Channels uplinked from India	8	<p>Time taken for grant of permission to TV Channels for up linking/Down linking from the date of receipt of clearances/permission from all the concerned Ministries/Departments in respect of complete applications.</p> <p>The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.</p>	4	months		Records of Ministry of I&B
7.	Issue of permission for Down linking of TV Channels uplinked from Abroad	6	<p>Time taken for grant of permission to TV channels for down linking from the date of receipt of clearances/ permission from all the concerned Ministries/Departments in respect of complete applications.</p> <p>The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.</p>	4	months		Records of Ministry of I&B

8.	Issue of Permission for Uplinking by News Agency	6	<p>Time taken for grant of permission to News Agency from the date of receipt of clearances/permission from all the concerned Ministries/Departments in respect of complete applications.</p> <p>The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.</p>	4	months		Records of Ministry of I&B
9.	Grant of permission for the setting up of Community Radio Stations (CRS)	15	<p>Time taken in forwarding the complete application to the concerned Ministries / Department for necessary clearances.</p> <p>Time taken for issue of Letter of intent (Lol) for setting up of Community Radio Stations (CRS) from the date of receipt of clearance / permission from all the concerned Ministries / Department in respect of complete applications.</p> <p>Time taken in signing of Grant of Permission Agreement (GoPA) for setting up CRS</p>	<p>7 (from the receipt of complete application)</p> <p>4</p> <p>7(from the receipt of complete application)</p>	<p>Days</p> <p>Months</p> <p>Days</p>		Records of M/o I&B

10.	Issue of approval letter for the publication of Indian editions of foreign magazines/ journals/ periodicals/New Magazines by an entity having foreign investment in the category of Specialty/ Technical/ Scientific.	8	Time taken for issue of approval from the date of receipt of the application complete in all respect.	3	months		Records of M/o I&B
11.	Issue of approval letter for the publication of Indian editions of foreign magazines dealing with news and current affairs/newspapers by an entity having foreign investment/facsimile edition of foreign newspaper by an entity having/not having foreign investment.	5	Time taken for issue of approval from the date of receipt of comments from various Ministries including security clearance from Ministry of Home Affairs in respect of applications complete in all respect. The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.	3	months		Records of M/o I&B
12.	Grievance Redressal Mechanism.	5	Issue of acknowledgement/interim reply to the petitioner. Time taken for transfer of the Grievance Petition to the concerned Administrative Wing/Responsibility Centre Time taken to give final reply to the petitioner from the date of receipt of grievance or date of receipt of clarification /additional information sought from the petitioner, whichever is later	3 7 30	Days Days Days		Records of Ministry of I&B

13.	Issue of permission letter to the foreign Producers for shooting of feature films for TV/Cinema and reality shows/commercials TV Serials	5	Time Taken for issue of permission from receipt of application.	3	Weeks	<p>Records of Ministry of I&B where clearance of MHA/MEA is required.</p> <p>More time may be taken in cases where consultation from MHA and MEA is required.</p>
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Grievance Redressal Mechanism:

S.No	Name of the Public Grievance Officer	Landline Number	E mail
1.	Shri Rabindra Kumar Jena Sr. Economic Adviser	011-23383857	Rk.jena@gov.in

Stake-holders/clients:-

S.No.	Stakeholder's/Client's Description
1	Newspapers/Magazines/TV &Radio Channels/Multi –media and Print Creative Agencies/Outdoor Publicity Agencies/Printers/NGOs.
2.	Film Producers, Directors, crews etc.
3..	General public

List of Responsibility Centers and Subordinate Organizations:-

S.No.	Responsibility Centers and Subordinate Organizations Description	Landline Number	E Mail	Mobile Number	Address
1.	Press Information Bureau (PIB)	011-23389223	puv.sam@gmail.com	9868257081	Shastri Bhawan, 'A' Wing, 1 st Floor, Dr. Rajendra Prasad Road, New Delhi-110001
2.	New Media Wing	011-24369431	Kshitij.singha@gov.in	7042906279	Room No. 443, 4 th Floor, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi-110003
3.	Directorate of Publications Division	011- 2436 8009	dpd@nic.in	9891465849	6 th Floor, Soochana Bhavan, CGO Complex, Lodhi Road, New Delhi-110003
4.	Registrar of Newspapers for India	011-24369968	dprni@nic.in	8802524154	Soochna Bhawan, 9th floor, CGO Complex, Lodhi Road, New Delhi-110003.
5.	Central Bureau of Communication	011-24369601	Nandlal.11@gov.in	-	Soochna Bhavan, Phase V, CGO Complex, Lodhi Road, New Delhi
6.	Central Board of Film Certification, Mumbai	022- 23510413	romum.cbfc@nic.in	9637109520	Film Division Complex, Phae-1 Building, 9 th Floor, Dr. G. Deshmukh Marg, Mumbai-400026

7.	Press Council of India	011 - 24368724	ds-pci@nic.in	-	1 st Floor, Room No. 149, Soochana Bhawan, CGO Complex, Lodhi Road, New Delhi
8.	Film & Television Institute of India	020 - 25580006	registrar@ftii.ac.in	9643034368	Law College Road, Pune-411004
9.	Satyajit Ray Film & Television Institute	033- 24329300	contact@srfti.ac.in	033-24328355	E.M. By Pass Road, Panchasayar, Kolkata - 700094
10.	Indian Institute of Mass Communication	011 – 26741450 011-26741268	adgiimc1965@gmail.com	-	JNU, New Campus, Aruna Asaf Ali Marg, New Delhi 110067
11.	National Film Development Corporation Limited	022-66288280	nfdc@nfdcindia.com	-	Discovery of India Building, 6th Floor, Nehru Center, Dr. A.B. Road, Worli, Mumbai-400018.
12.	Broadcast Engineering Consultants India Limited	011-23379885	contactus@becil.com	-	14- B, Ring Road, Indraprastha Estate, New Delhi-110002
13.	Prasar Bharati, (All India Radio)	011- 23421218	dgair@prasarbharati.gov.in	9891635257	DG:AIR, 2 nd Floor, New Broadcasting House, Akashwani Bhavan Complex, Sansad Marg, New Delhi- 110001
14.	Prasar Bharati, (Doordarshan)	011-23118801	dgdd@prasarbharati.gov.in	-	Doordarshan Directorate, Tower-A, Copernicus Marg, New Delhi-110001.
15.	Electronic Media Monitoring Centre	011-24269432, 011-24269433	adgemmc-moib@gov.in	-	10th Floor Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003

Indicative expectation from service recipients:-

S.No.	Indicative Expectations from Service recipients
1.	Approach the Ministry/Department concerned directly for obtaining services included in the Citizen's Charter.
2.	Apply for the service in the prescribed format giving complete information along with documents and fee as prescribed in the Citizen's Charter.
3.	Await the decision of the competent authority on his application up to the timelines prescribed in the Charter.
4.	In case of any failure or delay in service delivery in accordance with the timelines prescribed in the Charter approach the designated Officer directly to deliver such service in the Ministry/Department.
5.	In case services applied for are not delivered even after approaching the designated officer, a clear statement of Grievance indicating the background and officials/channels previously approached, may be filed before the Public Grievance Officer of the Ministry/Department.
6.	Await decision of the Public Grievance Officer upto prescribed time line.



Citizens'/Clients' Charter
Government of India
Ministry of Information & Broadcasting
Shastri Bhawan, New Delhi-110001

Our Commitments to you

Service Standards

S. No	Our Services and Transactions	How we measure our performance in this area	Our Service Standards
1.	Issue of license for providing DTH services to prospective licensee	<p>Time taken for issue of license from the date of receipt of security clearance from MHA in respect of complete applications.</p> <p>The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.</p>	4 Months
2.	Issue of Registration to Multi System Operators	<p>Time taken for issue of registration from the date of receipt of security clearance from MHA in respect of complete applications.</p> <p>The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.</p>	2 Months
3.	Issue of license for providing HITS services to prospective licensee.	<p>Time taken for issue of permission from the date of receipt of clearance from MHA in respect of application complete in all respects and applicant can commence up linking/down linking operations within a year from the date of issuance of SACFA clearance from WPC.</p>	4 Months
4.	Registration of Television Rating Points (TRP) Agencies to operate in India.	<p>Time taken for issue of permission from the date of receipt of clearance from MHA in respect of application complete in all respects.</p>	4 Months

5.	Setting up teleports by TV Channels for up linking/ down linking	<p>Time taken for grant of permission to Teleport for up linking/ down linking from the date of receipt of clearances/permission from all the concerned Ministries/Departments in respect of complete applications</p> <p>The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.</p>	4 Months
6.	Issue of permission for Up linking/ Down linking of TV Channels uplinked from India	<p>Time taken for grant of permission to TV Channels for up linking/Down linking from the date of receipt of clearances/permission from all the concerned Ministries/Departments in respect of complete applications.</p> <p>The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.</p>	4 Months
7.	Issue of permission for Down linking of TV Channels uplinked from Abroad	<p>Time taken for grant of permission to TV channels for down linking from the date of receipt of clearances/ permission from all the concerned Ministries/Departments in respect of complete applications.</p> <p>The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.</p>	4 Months
8.	Issue of Permission for Uplinking by News Agency	<p>Time taken for grant of permission to News Agency from the date of receipt of clearances/permission from all the concerned Ministries/Departments in respect of complete applications.</p> <p>The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.</p>	4 Months
9.	Grant of permission for the setting up of Community Radio Stations (CRS)	<p>Time taken in forwarding the complete application to the concerned Ministries / Department for necessary clearances.</p> <p>Time taken for issue of Letter of intent (Lol) for setting up of Community Radio Stations (CRS) from the date of receipt of clearance / permission from all the</p>	<p>Within 7 days from the receipt of complete application.</p> <p>4 months</p>

		concerned Ministries / Department in respect of complete applications. Time taken in signing of Grant of Permission Agreement (GoPA) for setting up CRS.	Within 7 days from the receipt of complete application.
10.	Issue of approval letter for the publication of Indian editions of foreign magazines/ journal/ periodical/New Magazine by an entity having foreign investment in the category of Specialty/ Technical/ Scientific.	Time taken for issue of approval from the date of receipt of the application complete in all respect.	3 Months
11.	Issue of approval letter for the publication of Indian editions of foreign magazines dealing with news and current affairs/newspapers by an entity having foreign investment/facsimile edition of foreign newspaper by an entity having/not having foreign investment.	Time taken for issue of approval from the date of receipt of comments from various Ministries including security clearance from Ministry of Home Affairs in respect of applications complete in all respect. The Ministry will forward the applications, within the time of two months, after the receipt of the completed applications, to the concerned Ministries/Departments for necessary clearances.	3 Months
12.	Grievance Redressal Mechanism.	Issue of acknowledgement/interim reply to the petitioner. Time taken for transfer of the Grievance Petition to the concerned Administrative Wing/Responsibility Centre Time taken to give final reply to the petitioner from the date of receipt of grievance or date of receipt of clarification /additional information sought from the petitioner, whichever is later	3days 7days 30 days

13.	Issue of permission letter to the foreign Producers for shooting of feature films for TV/Cinema and reality shows/commercial TV serials	Time taken for issue of permission from receipt of application.	On submission of all requisite documents, permission to shoot is issued within 3 weeks. More time is taken in cases where clearance from MHA/MEA is required.
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For more details on the procedure, documents required and contact person, please visit our website at www.mib.gov.in

What you should do if we do not meet the promised standards of service?

- A. Inform our Public Grievance Officer: Shri Rabindra Kumar Jena
- B. Phone No. 011-23383857, Email- Rk.jena@gov.in
- C. Register your grievance on the following portal: <http://pgportal.gov.in>
- D. Send an email to Performance Management Division, Cabinet Secretariat, CCC-grievance@nic.in