Applying for SACFA clearance and allotment of frequency for a Community Radio Station (CRS)

A step by step guide

N.Ramakrishnan
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Foreword

This document has been prepared with key inputs and information from a number of individuals and organizations working in the field of community and campus radio. I thank them all for their patience, and for sharing their insights and understanding of the process of application and acquisition of the necessary licenses and clearances that permit the establishment and operation of a CR station in India.

Without, in any way, reducing the value of all the others whose inputs have been valuable in the creation of this guide, I would like to offer a special word of thanks to a few of these people:

Shri D.Singaravelu, Deputy Advisor Wireless, Department of Telecommunication, Ministry of Communication & Information Technology, Govt. of India (at the time of development of this guide). Shri Singaravelu was instrumental in explaining many of the technical requirements while I was developing CR: A User’s Guide to the Technology with UNESCO – New Delhi. His helpful comments on the application process – which left me with several pages of notes that were used here instead – are responsible for many of the explanations here;

Dr.R.Sreedher, Director, Commonwealth Educational Media Center for Asia (CEMCA), and Ms.Rukmini Vemraju, Programme Officer, CEMCA, who were kind enough to allow me access to CEMCA’s assistance process for CRS applicants, in order to understand some of the details that need to be completed in the application forms;

Ms.Monica Sharma, Administrative Assistant, CEMCA, for finding time within her other responsibilities to discuss the application process and explain some of the niceties of the application forms;

UNESCO New Delhi, for working with me on CR: A User’s Guide to the Technology, the research for which led to many of the insights that ended up in this document.

I sincerely hope the explanations and illustrations given here simplify the process of making these applications. Needless to say, please do bring any errors, corrections or additions to my notice: I would be happy to update this document with your inputs and assistance!

N.Ramakrishnan
Ideosync Media Combine

June 2008

DISCLAIMER: The details provided in the application form images and tables given in this document are for ILLUSTRATIVE PURPOSES ONLY and do not refer to an actual application of any kind whatsoever. All information provided here is provided on a ‘best of knowledge’ basis, and the author will not be held responsible for any damages arising from usage of these details.
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Introduction - and some background

Congratulations! If you are reading this document, it probably means that you are considering applying for permission to set up a CR station - or have already done so. In either case, it would be useful to understand the process of application and clearances, in order to do this well and with a minimum of effort. Here's a schematic that explains the whole sequence of application related events:

1. CRS Application
   Submitted by: YOU
   To: CRS Cell, Ministry of Information & Broadcasting, Govt. of India (MoIB, GoI)

2. Clearance from ministries and security check
   By: Various ministries of Govt. of India, incl. Civil Aviation, Defence, Home Affairs, Communication

3. Presentation to Screening Committee
   By: YOU
   To: Panel of govt. and civil society representatives at MoIB offices in New Delhi

4. Issue of Letter of Intent (LoI)
   By: MoIB, GoI
   To: YOU (Will reach you by post)

5. Application for SACFA Clearance & Frequency Allocation
   By: YOU (within 1 month of date of LoI issue)
   To: Wireless Planning & Coordination Wing (WPC), Dept. of Telecommunication (DoT), Min. of Communication & Information Technology (MoCIT), Govt. of India

6. Issue of SACFA clearance & frequency
   By: WPC
   To: YOU (Will reach you by post)

7. Application for Grant of Permission Agreement (GoPA)
   By: YOU
   To: MoIB (With Frequency in hand)

8. Issue of GoPA
   By: MoIB, GoI
   To: YOU (Sign this within 1 month of issue)

9. Application for Wireless Operating License (WoL)
   By: YOU
   To: WPC, DoT, MoCIT

10. Issue of WoL
    By: WPC, DoT, MoCIT
    To: YOU

11. Commencement of CRS operations
    (Within 3 months of signing of GoPA)
In the next few pages, we will examine what you must do to successfully negotiate Step 5 in the schematic above: That is, application to the Wireless Planning and Coordination Committee (WPC) and the Standing Advisory Committee on (Radio) Frequency Allocation (SACFA) – both are wings of the Dept. of Telecommunications, DoT – for SACFA clearance and the allocation of an operating FM frequency for your CR station.

**Step 5** is actually composed of **four** distinct parts:

A. Registration as a user with the WPC/SACFA website (See Page 6)
B. Online application for SACFA clearance (See Page 10)
C. Application for frequency allocation (See Page 21)
D. Submission of hard copies of the application with supporting documents (See Page 23)

**Parts A & B** MUST be completed online – that is, with a computer, a printer and a working internet connection, preferably a broadband line. A good dial up connection will also work if the line is reasonably disturbance free; but try to access a broadband connection at any office or cybercafé if you can.

**Part C** can be completed on any computer with an attached printer. You will submit only a printed copy of the frequency application.

**Part D** depends on your successful completion of the above three parts, and the collection of some additional supporting documents.

---

**Before you make these applications,** please note that you will require the following documents and details ready to hand:

1. A copy of your **application** to the Ministry of Information & Broadcasting (MoIB) for setting up the CRS;
2. A copy of the **Letter of Intent** (LoI) issued to you by the ministry (Reference No., date etc.);
3. A **Demand Draft** for Rs.1000 in favour of **The Pay & Accounts Officer, Headquarters, Dept. of Telecommunication** payable at **New Delhi** and preferably on the **State Bank of India**. This may be shortened to ‘**PAO, HQ, DoT**’ if necessary. *(Note: **SBI** is to be strongly recommended, but there are some indications that other banks’ drafts may also do. But stick with SBI if you can.)*
   - You will need the DD number, issuing bank, and date.
4. Details regarding the **proposed CRS address, location, contact details**: This will include geographical details for the station location (Latitude and longitude, and Measurement from Sea Level (MSL) both preferably obtained from a Global Positioning System – or GPS – device. You may also be able to obtain these from a Survey of India map of your area. GPS is now commonly available on many mobile phones, like the Nokia N78, N93 and N95; and the Apple iPhone3G.)
5. Details of the **height of the building** on which the mast and/or antenna will be installed (in case they will be installed on the building);
6. **Email address** and **contact details** of the **authorized signatory** for the CRS application.
SECTION A: Registering as user on the WPC Website

The first step towards completing your SACFA application is to register as a user on the WPC website. To do this follow the steps outlined below:

1. Connect to the internet from the computer that you are using. Launch the Internet Explorer browser. (Note: Only Internet Explorer, version 5 and above, please: The WPC website does not work properly from alternative browsers like Firefox, Opera or Safari!)

2. Type www.wpc.dot.gov.in in the URL bar of the browser. This is the WPC website.

3. Once the page loads, you will see a list of links to the left of the webpage, under the Three Lion national symbol of India.

4. Bring the cursor over SACFA APPLICATION, and a new menu bar will open. Select the top option, ONLINE FILING OF APPLICATIONS. This will open the APPLICANT LOGIN page. This page can also be accessed by clicking on LICENSE > ONLINE FILING OF APPLICATIONS.
5. The new page will look like the image below. To the right, you will see two boxes for USER ID and PASSWORD. Below them is a link called REGISTER. Click on this link.
6. This will bring up the REGISTRATION FORM for new users. The form will ask for various details regarding your organization and contact details. In the USER TYPE box, select COMPANY even if you're applying for an NGO or educational institution. (You may create an individual account as well, if you like.) Please note that you can fill in the organization’s name against the First Name/Middle Name/Last Name boxes. It would be better to use the name of a key person in the organization, though – preferably the authorized signatory looking after the application process.

Please also note that selecting the STATE from the drop down list automatically gives a set of districts in the DISTRICTS box; and selecting a DISTRICT automatically gives a set of POST OFFICES to select from (select the one that covers your address.) If you know your PIN CODE, you can click on the SEARCH PIN CODE button on the right, enter your PIN CODE in the new window that opens, and select the correct POST OFFICE from the list that appears.

Once the details are complete, please enter a USER ID and a PASSWORD that you will remember, then click on REGISTER at the bottom. This will save your information, and give you a page with the message ‘You have been successfully registered. Now you can log in to the website and perform various activities.’
7. Once you get the ‘successfully registered’ message, press on the BACK button, and you will be directed to this page: [http://www.wpc.dot.gov.in/udefault.asp](http://www.wpc.dot.gov.in/udefault.asp). This is the same page as the one we saw on page 7, when we started the registration process. You can now enter the USER ID and PASSWORD you created to login.

**Please note:** If you are returning to the application process at a later date, simply follow steps 1 to 4 to reach the same page and log in. Also, you can use the CHANGE PASSWORD link on the same page to change your password at any time.

8. Once you log in, you will see a page like the one below. It will automatically reflect any pending applications that you have made.
SECTION B: Completing the online SACFA application

Now that you’ve registered as a user with the WPC website, and logged in to the user section, it’s time to complete the SACFA application online. Let’s look at the page we get once we log in again. This is the USER HOME page.

A. At the left of the page, click on the link **FILL-IN SACFA APPLICATION ONLINE** (the second last link). Note that once you have completed your application, you can use the **MODIFY SACFA APPLICATION** link (last in the list) to make corrections and change details. **Modifications can only be done as long as you have not submitted the printout to the DoT. Once you have submitted the print copy, you should not use this link!**

B. When you click on the online application link, you will first be taken to a page where you are offered the option of linking your SACFA and frequency applications. Since we will be completing the frequency application offline, we will not link the two. Click on the third option, **NONE**, as shown on the following page:
C. When you click on NONE, you will automatically be taken to the next page (see Page 12), where you will commence filling in the details, as follows (most choices have to be picked from drop-down lists):

1. **Application for:** Select **Mast Height Category**
   **Category:** Select **Mast Height (General)**

2. **Applicant Type:** Select **Others** (or **Private** – though NGOs are generally not seen as private organizations)

3. **Name of Applicant:** Your organization’s name

4. **Address of Applicant:** Complete organizational address details. Please note that you will have to fill **TOWN/CITY** & **PIN CODE** in the separate boxes provided for the purpose.
   **Email & Phone No:** Self explanatory. Please ensure that this matches the original application!

5. **Transmitter Output Power:** Enter **50**. Select **W** (Watts) from the drop down list. Remember that CRSs are allowed a 100W ERP output power, which usually translates to a transmitter of 50W or thereabouts.
   (If you are applying for 250W ERP, this should be about 100 W)  
   (contd. On page 13)
**SACFA Application Form**  
**Wireless Planning & Coordination Wing**  
**Ministry of Communications and Information Technology**  
**Department of Telecommunications**

<table>
<thead>
<tr>
<th>1. Application for</th>
<th>MAST HEIGHT CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>MAST HEIGHT (GENERAL)</td>
</tr>
<tr>
<td>2. Applicant Type</td>
<td>Others</td>
</tr>
<tr>
<td>3. Name of Applicant</td>
<td>Ideosync Media Combine</td>
</tr>
<tr>
<td>4. Address of Applicant</td>
<td>177, Ashoka Enclave III, Sector 35</td>
</tr>
<tr>
<td>City/Town</td>
<td>Faridabad</td>
</tr>
<tr>
<td>Pin Code</td>
<td>121003</td>
</tr>
<tr>
<td>Phone No.</td>
<td>01244151883</td>
</tr>
<tr>
<td>5. Transmitter Output Power</td>
<td></td>
</tr>
<tr>
<td>(a) Frequency/Freq. Band of operation</td>
<td>MHz MHz</td>
</tr>
<tr>
<td>(b) Transponder Number of Operation</td>
<td>NA</td>
</tr>
<tr>
<td>(c) Class and Bandwidth of emission</td>
<td>150KHz</td>
</tr>
<tr>
<td>(d) Type of Equipment to be used</td>
<td>Others</td>
</tr>
<tr>
<td>7. Antenna Location</td>
<td></td>
</tr>
<tr>
<td>(a) Location alongwith details of City and State</td>
<td>177, Ashoka Enclave III, Sector 35, Faridabad - 121003 - M Haryana</td>
</tr>
<tr>
<td>(b) Latitude</td>
<td>29.05818</td>
</tr>
<tr>
<td>(c) Longitude</td>
<td>77.08215</td>
</tr>
<tr>
<td>8. (a) Name of Nearest Airport</td>
<td>Delhi</td>
</tr>
<tr>
<td>(b) Distance</td>
<td>24 (kms)</td>
</tr>
<tr>
<td>9. Receiver Location</td>
<td>NA</td>
</tr>
<tr>
<td>10. Nature of Service</td>
<td>Fixed Service</td>
</tr>
<tr>
<td>11. Circuit/JSP Length</td>
<td>30</td>
</tr>
</tbody>
</table>
(contd. From page 11)

6. (a) Frequency/Frequency Band of Operation
    Fill in **FM** in the box. Select **MHz** from the drop down list next to it.
(b) Transponder No. of operation
    Fill in **NA** ('Not applicable')
(c) Class and bandwidth of emission
    Fill in **180KF3E**
(d) Type of equipment to be used
    Select **Others** from the drop down list (it’s at the end of the list!).
    If ‘others’, please specify equipment
    Fill in **VHF FM Broadcast transmitter**

7. Antenna Location
   (a) Location along with details of city and state
    Fill in the complete **address of the CRS, NOT your organization!**
   (b) Latitude
    Fill in the latitude. The format should be: **Degrees-N-Minutes-Seconds**
    (In the image on Page 12, this is given as 28N2818)
   (c) Longitude
    Fill in the longitude. The format should be: **0-Degrees-E-Minutes-Seconds.**
    (Longitudes can go up to 180, so the convention is to use three digits. In the example Page 12, this is given as 077E1825)

8. (a) Name of nearest airport
    Click on the **GET AIRPORT** button. This will open a small window where you will automatically be shown the closest airport and its distance from you. Click on the **OK** button, and both details will be entered.
(b) Distance

9. Receiver location
    Fill in **NA** ('Not Applicable')

10. Nature of service
    Select **Fixed Service**

11. Circuit/HOP length
    Fill in **30**

Click on the **NEXT** button to continue. This should bring you to the page shown on Page 14.
(For further instructions, go to page 15.)
### SACFA Application Form

**Wireless Planning & Coordination Wing**

*Ministry of Communications and Information Technology*

*Department of Telecommunications*

12. **(a)** Height of the site above mean sea level
   
   **(b)** Height of antenna above ground level
   
   **(c)** Height of mast above ground level
   
   **(d)** Height of the building (To be given only if the mast is proposed on the building)
   
   **(e)** Type of Antenna to be used
   
   **(f)** Antenna Size
   
   **(g)** Azimuth of maximum radiation
   
   **(h)** Gain of Antenna
   
   **(i)** Beamwidth

13. **(a)** Approximate Area covered by the antenna installation (1.5 km radius)

14. **Ministry Ref No.**
    
    **Ministry Ref Date**
    
    **Old SACFA Reference**
    
    **Dated**
    
    **Applicant Reference**
    
    **Dated**
    
    **DOT Agreement No.**
    
    **DOT Agreement Date**
    
    **Remarks**

15. **Payment Details**
    
    **Draft Details**
    
    **Draft No.**
    
    **Draft And**
    
    **Draft Date**
    
    **Bank Name and Branch**
    
    **Demand Draft**
    
    **Challan (only for E - Payment)**
(contd. From page 13)

12. (a) Height of the site above mean sea level
(b) Height of antenna above ground level
(c) Height of mast above ground level
(d) Height of the building

Fill in **height in metres** (just the number: the units are already given)

Fill in **30** (The maximum height permitted is 30 metres)

Fill in **30** (The maximum height permitted is 30 metres)

If your mast & antenna will be mounted on the roof/terrace of the building, give the **height of the building in meters**. Please note that the mast height in (c) must then reflect the height of the mast such that the combined height of the building and mast are 30 metres. (If the building is 15 m tall, the mast height cannot be more than 15 m: as 15m + 15m = 30m. If the building is already 30 m tall, you will have to mount the antenna directly on the building roof/terrace – mast height will then be 0 m.)

(e) Type of antenna to be used
(f) Antenna Size
(g) Azimuth of maximum radiation
(h) Gain of antenna
(i) Beamwidth

Fill in **FM Two-way Dipole**

Fill in **2 metres**

Fill in (i) **0** (ii) **(leave blank)** (iii) **(leave blank)**

Fill in (i) **Tx 3** (ii) **Rx 0** (respectively)

Fill in **78** (degrees) (the unit is given)

13. (a) Approximate area covered by antenna installation
(b) Service area

Fill in **15 km radius** (Note: This will be different if you are applying for a more powerful transmitter)

Give the **broad area of transmission** ('Sector 35, Faridabad', or 'Karur Town', or 'Birdha Block, Distt. Lalitpur', for instance)

   Ministry Ref. date

This is the LoI letter reference number, given at top left of the LoI letter. This is the LoI letter date. Note: This must be given as **dd/mm/yyyy**

15. Old SACFA Reference
   Dated

Fill in **NA** ('Not applicable'). This must only be filled in if you made a previous application which was refused

Leave blank
(contd. From page 15)

16. Applicant Reference
    Fill in NA (‘Not applicable’) (Unless you have been given such a reference by SACFA at some point.)
    Dated
    Leave blank

17. DOT Agreement No.
    Fill in NA (‘Not applicable’) (Unless you have been given such a reference by SACFA at some point.)
    DOT Agreement date
    Leave blank

18. Remarks
    Fill in Frequency not allotted, simultaneously applied for

19. Payment details
    Select Demand Draft
    Draft Details
    In DRAFT NO, fill in the 6 digit number at bottom center of the draft
    In DRAFT AMT, fill in 1000 (this is the processing fee)
    In DRAFT DATE, fill in the draft’s date of issue as DD/MM/YYYY
    Bank Name & Branch
    Fill in the details of the issuing State Bank of India branch (see page 5)

If you have entered any details incorrectly on the previous page, press the PREVIOUS button.
If everything is correct so far, press the SAVE button.

By saving, you are submitting your application. Saving will take you to an acknowledgement page. (See the image on Page 17)
This page is VERY IMPORTANT. It will carry a SACFA ID number, which is the reference you will quote for your application in all future correspondence.

There will be two PRINT buttons on this page, one to PRINT ACKNOWLEDGEMENT and one to PRINT APPLICATION.
Click on each in turn and print three copies of each. Please be careful about this, as this will be your only opportunity to print these documents!

To modify your application, see page 18.

For details of how to submit the hard copies of this form see page 23.

Now proceed to Section C on page 21 to complete your frequency allocation application.
When you click on each of the print buttons on the acknowledgement page, you will see a print dialog box that allows you to select printing parameters for your printer and choose the number of copies you would like to print. Select these parameters and print the documents. (As previously mentioned, print 3 copies of each.)

You are strongly advised to not work on any other applications or documents on your computer when you are making the SACFA application or printing the completed forms, as this could cause an error while printing – and you only get the one opportunity to print these two documents!

Once you have printed both, you may return to the USER HOME page; or LOGOUT using the links in the left hand column.
Modifying your online SACFA application

While there is a provision for modifying your application in case you have entered any details incorrectly, this poses some issues as the SACFA website does not seem to allow REPRINTING of the corrected/modified application. It is therefore strongly advisable that you check and recheck the details you are entering when completing the application the first time around.

It is easier to delete data from your application rather than add data or change data. To delete data from the print out, simply use whitener carefully on the relevant entry and photocopy. The data can then be deleted from the online application using the modify function, and all will still be well. You can change or add data on the online application, but your printout will then not match the online application, which may be asking for trouble once you submit the hard copy. You may then have to laboriously recreate the printout version in MS-Word.

1. To modify your application, LOGIN to your user account as given in steps 1 to 5 on page 4/5. This will bring you to the USER HOME page that we saw on page 8. However, now that you have submitted an online application, this page will reflect the submitted application, as shown on the next page (Page 19).

2. At the left of the application details area, you will see the application date reflected as a hyperlink. Click on the date. This will take you to a search page that will show additional details of your application and its status, as shown on page 20.

3. The SEARCH Page will reflect the SACFA ID you received, along with proposed location and the applicant’s name. In the second column, there will be small tick box. Click on this to select this application to modify, then click on MODIFY SACFA APPLICATION. (NOTE: If you have submitted multiple application from the same USER ACCOUNT, please be careful to tick only the application you wish to modify!)

4. Clicking on the modify link will take you back to the first page of the application, as first shown on page 11. The details you have previously submitted will already be entered. Make the corrections you need on this page, then click on NEXT at the bottom of the page.

5. Make any corrections you need to make on the second page and then click SAVE. This will store your changed/modified details, and you will be redirected to a page that says YOUR APPLICATION DETAILS WERE SUCCESSFULLY MODIFIED. There will be no print options for you to print a copy of the modified application.

IMPORTANT!

Even if you modify your application, your SACFA ID will remain the same.
During the process of modification, you will see this displayed at the top of the application form.
Click this date to continue the modification of your application!
Tick this box, then click the **Modify SACFA application** link in the left hand column.
**SECTION C: Completing the frequency allocation application**

Now that you’ve completed the online SACFA application, we can complete the application for frequency application. Strictly speaking, WPC requires you to complete this online like the SACFA clearance form. But in order to make the process easier for CR practitioners, WPC is accepting **hard copy only** applications completed in an **MS-EXCEL template** provided by the WPC office. The template is included in the ZIP file which contains this guide. You can also make it yourself from the images and details given here. Complete it and print out **three copies**.

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**APPLICATION FORM TO OPERATE WIRELESS LINK/NETWORK UNDER INDIAN TELEGRAPH ACT 1885**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Applicant</td>
</tr>
<tr>
<td></td>
<td>Ideosync Media Combine</td>
</tr>
<tr>
<td></td>
<td>(Your organization’s name)</td>
</tr>
<tr>
<td>2.</td>
<td>Address for Correspondence (with telephone/telex nos.)</td>
</tr>
<tr>
<td></td>
<td>177, Ashoka Enclave III, Sector 35, Faridabad – 121003 – Haryana</td>
</tr>
<tr>
<td></td>
<td>Tel: 0129-4131883/6510156</td>
</tr>
<tr>
<td></td>
<td>Telfax: 0129-2254396</td>
</tr>
<tr>
<td></td>
<td>(Your organization’s complete address and telephone numbers)</td>
</tr>
<tr>
<td>3.</td>
<td>Status</td>
</tr>
<tr>
<td></td>
<td>NGO (or educational institution or Krishi Vigyan Kendra etc.)</td>
</tr>
<tr>
<td>4.</td>
<td>Is any wireless license/agreement letter held by the applicant?</td>
</tr>
<tr>
<td></td>
<td>YES (Ministry of I &amp; B, Govt. of India)-</td>
</tr>
<tr>
<td></td>
<td>07/05/2008)</td>
</tr>
<tr>
<td></td>
<td>(This is an example - mention the appropriate LoI number as per</td>
</tr>
<tr>
<td></td>
<td>the letter you have received)</td>
</tr>
<tr>
<td>5.</td>
<td>Nature of activity of the organisation and purpose for which</td>
</tr>
<tr>
<td></td>
<td>the proposed communication will be used</td>
</tr>
<tr>
<td></td>
<td>Social development</td>
</tr>
<tr>
<td></td>
<td>(or whatever defines the work your organization does)</td>
</tr>
<tr>
<td>6 (a).</td>
<td>Number of stations proposed</td>
</tr>
<tr>
<td></td>
<td>One station - FIXED</td>
</tr>
<tr>
<td>(i)</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td>Fixed (i.e your transmitter will not be mobile)</td>
</tr>
<tr>
<td>(ii)</td>
<td>Stand by</td>
</tr>
<tr>
<td></td>
<td>N.A. (If you have a stand by transmitter, say YES)</td>
</tr>
<tr>
<td>(b)</td>
<td>Area of operation of mobiles</td>
</tr>
</tbody>
</table>
| (a) | Minimum & Maximum distance (in kms) between any two stations | Minimum - 5 kms  
(This is the minimum prescribed distance between two CRSs specified by the ministry) |
| (b) | Schematic diagrams/sketch showing area of operation & scheme of network attached | Yes/No (copy of map enclosed)  
(The YES refers to the fact that the map is enclosed. The NO refers to the fact that the scheme of network is not attached. The letter is not vital to the application. The MAP is – see Section D.) |
| 8. | Frequency (-ies) / Frequency band covered by the equipment proposed | 87.5 – 107 MHz |
| 9 (i) | Operating Parameters  
Number of Frequency described: (if more than one give full justification) | ONE  
N.A.  
(You will only require a single frequency for your CRS) |
| (ii) | Daily hours of use | 24 hours  
00:00:00 hrs (am) – 23:59:59 (pm)  
(You may not actually broadcast 24 hours a day in practice – this just ensures that you have permission to do if you want to. At the least, it ensures you can broadcast at any time of day you find convenient.) |
| (iii) | R.F.Power output of proposed Equipment | 50 Watts transmitter |
| (iv) | Type & Bandwidth of emission | 180 KF 3E  
(50 watts FM Stereo, 87.5 to 108 MHz) |
| 11. | Status - to be operated by Indian nationals | YES - Station will be operated by Indian Nationals only |
SECTION D: Preparation of the hard copy submissions

Let’s take stock. If all has gone well, you should by now have:

1. Completed the **SACFA application** online, and printed out **three copies** each of the **acknowledgement page** and the **completed SACFA application form**.

2. Made an MS-Excel or Word file with the **Frequency Allocation application form**, and printed out **three copies** of it.

Keep one copy of each of the above three documents for your files. It’s now time to prepare the hard copy submissions of the applications.

**IMPORTANT!**

Your hard copy applications must reach the SACFA office within **15 days of your online application**

Your applications will NOT be processed until the printed copies of your application reach the WPC office along with the supporting documents and the processing fee demand draft!

Your submission to the WPC office must contain the following items:

1. **Acknowledgement form print-out**
   - 2 copies, duly signed by the authorized signatory with the organization’s stamp/seal.

2. **SACFA application form print-out**
   - 2 copies, duly signed by the authorized signatory with the organization’s stamp/seal.

3. **Copy of the Letter of Intent (LoI)**
   - 1 copy, duly signed by the authorized signatory with the organization’s stamp/seal.

4. **Frequency allocation application**
   - 2 copies, duly signed by the authorized signatory with the organization’s stamp/seal.

5. **Demand Draft for processing fee**
   - 1 DD (for Rs.1000, as per details on page 4)

6. **Map of CRS location**
   - 1 copy, duly signed by the authorized signatory with the organization’s stamp/seal.

7. **A covering letter for the submission**
   - 1 copy. The covering letter must be addressed to:
     The Secretary (SACFA), WPC Wing, Dept. of Telecommunications & IT, Sanchar Bhavan, 20 Ashoka Road, New Delhi - 110001.
     Please remember to mention the LoI reference number in the subject line, and include a list of all the enclosures. The covering letter should be on your organization’s letterhead.

**Hard copy submissions can be sent by post, but are preferably made in person to the WPC officer available at the reception desk of DoT, Sanchar Bhavan on Tuesdays and Fridays 4 pm - 5 pm. Please remember to get the WPC acceptance number when you submit the form!**
A note on the location map to be enclosed with the SACFA and frequency applications

The acknowledgement form that you get when you submit the SACFA form online will tell you that the map you must submit should be of the scale 1 cm = 1 km, and cover an area of 12 kms around the proposed CRS site.

The most straightforward method of acquiring such a map is to approach the Survey of India (Map) office or the National Atlas & Thematic Mapping Organization (NATMO) Map Division of the Dept. of Science & Technology (DST), Govt. of India, both of which have offices in Delhi. (See list of contacts and addresses on page 20)

Maps of the various districts of the country are divided up between the two organizations, with some available at one place and some at the other. These maps are officially (government) ratified; and bear latitude and longitude markings as required by SACFA.

Bear in mind that for some areas, maps of two or three different sizes and scales are available. You will have to select the one that most closely fulfils the requirements of the application.

Most maps from these two agencies are available for between Rs.25 and Rs.150 per copy.

If, for some reason, maps from these offices are not available for your area, you can use a tourist map of the requisite scale. But it must have latitude and longitude marked on it by a certified geographer, surveyor or architect.
Important Contact details and addresses

1. Ms. Deepa Aggarwal
   Deputy Advisor (Wireless)
   6th floor, Sanchal Bhavan
   20, Ashoka Road
   New Delhi - 110020
   Tel: 011-23372174, 23036391

2. Community Radio Forum (CRF) Secretariat
   c/o Drishti – Media, Arts & Human Rights
   103 Anand Hari Tower, Sandesh Press Road, Bodakdev
   Ahmedabad – 380054 – Gujarat
   Tel: 079-2685 1234/6661 4235
   Email: crfindia@gmail.com, drishtiad1@gmail.com

3. Ideosync Media Combine
   177, Ashoka Enclave III, Sector 35
   Faridabad – 121003 – Haryana
   Tel: 0129-4131883, 6510156 (Prefix 95129- from Delhi)
   Email: info@ideosynccom.org
   Web: www.ideosynccom.org

4. Commonwealth Educational Media Center for Asia (CEMCA)
   8/4 Sarv Priya Vihar, New Delhi 110 016
   Telephone numbers: +91(0)11-26537146/48
   Fax: +91 (0) 11 2653 7147
   Email: r.sreedher@gmail.com / rvemraju@col.org

5. Survey of India (Business & Publicity Directorate)
   P.O.Box No.37
   Hathibarkala Estate
   Dehradun – 248 001 - Uttarakhand
   Tel: 0135-2747051 (to -58)
   Email: bandpsoi@sancharnet.in

6. Survey of India (Maps Office)
   1st Floor, Janpath Barracks ‘A’
   Behind Tibetan Market
   Janpath, New Delhi - 110001
   Tel: 011-23322288
   Contact: Shri R.P. Singh

   Dept. of Science & Technology (DST), Govt. of India
   Technology Bhawan (Reception Area)
   New Mehrauli Road, New Delhi - 110016
   Tel: 011-26590227

8. National Atlas & Thematic Mapping Organization (NATMO) (Director’s Office)
   Dept. of Science & Technology (DST), Govt. of India
   CGO Complex, 7th Floor, DF-Block
   Salt Lake City, Kolkata – 700 064
   Tel: 033-2334-3699/6331/5006/6459
   Fax: 033-23346460
   Email: natmomapsales@gmail.com