

## FAQ for New CR Applicants

**1. Is it possible to apply for CR License in Hindi or any other language?**

Yes. Apart from English, it is possible to apply for CR license in Hindi. But it is not possible to apply in any other language. There is no online application form in Hindi language. So, you need to produce the hard copy. The hard copy details can be hand written or type written in Hindi.

The CR application form is available in Hindi on the Ministry's website [www.mib.nic.in](http://www.mib.nic.in).

**2. What are the check points while producing the organization's balance sheet for the past 3 years?**

You are required to enclose:

The audited balance sheet for the last 3 years along with the auditor's report. It should include the details of:

- Assets and Liabilities
- Profit loss details/receipt and payments
- Income and expenditure details

**3. What is Memorandum of Association?**

Memorandum of Association of a Company is usually a document that governs the relationship between the company and the outside, signed by Registrar as per the Societies Registration act 1860. Any change in the norms should be also documented and again signed by Registrar as per the Societies Registration act 1860. This document should be produced during the time of fresh CR Application.

**4. Ours is a registered society under Cooperative Societies Act. Am I eligible to apply for CR License?**

No. As per the CR Policy Guidelines clause no 2 i a) you are ineligible to apply for the CR license.

**5. What is the permitted height of the Tower of Antenna for Community Radio Stations?**

The permitted height of the tower of antenna for Community Radio Stations:

Minimum: 15 meters

Maximum: 30 meters

It is recommended that you avail license permission for the maximum height of 30 meters.

**6. Why is it important to furnish exact Geo-coordinates for CR License Application?**

This is the most important detail to be furnished in the CRS Application form. The objective of entire license application process is to get permission for installation of transmitter at the particular geographical point on earth. The chosen geo-graphical location should be free of other broadcasting-related interferences. For e.g. airport located within 10 km radius is interference. So, it is important to do a thorough field study before zeroing down on the exact location for installation of transmitting antenna tower.

This information is a mandatory requirement in all the application forms for CRS provided by Ministry of Information and Broadcasting and the Wireless Planning and Coordination Wing of Department of Tele-Communication, Ministry of Communication & Information Technology. Please make sure there is no typing error while furnishing this detail. Also, do not take it easy about giving approximate figures of geo-coordinates because one degree difference in the geo-coordinate is about 108 kilometer and one minute difference in the geo-coordinate is about 1.08 kilometers.

**7. How can a person find out the geo-coordinates of the CRS location?**

The best way to identify the exact geo-coordinates is to stand in the exact location chosen for the installation of the antenna tower and using a GPS (Global Positioning System) enabled device/mobile phone, identify the Latitude and Longitude details:

The Latitude and Longitude details are usually represented in one of the following two formats.

(1) Degrees Minutes Seconds Format

E.g. Latitude: 23° 54' 30" North | Longitude: 79° 00' 42" East

(2) Decimal

E.g. Latitude: 23.75465498 North | Longitude: 79.5678983234 East

However, the applicant needs to keep in mind that the geo coordinates to be provided in the application form can only be in Degree Minutes and Seconds format. Hence, if the applicant has obtained geo coordinates in decimal format, they would be required to convert it in the requisite format.

**8. Can the Governing body members of our organisation be related to each other?**

For Registered Societies:

No, the members of the governing body cannot be related. Your application for grant of permission for setting up the CRS would be subject to rejection if the members of the governing body are blood related. As a rule, societies cannot be registered if their governing body members are related to each other.

For Trusts:

Yes, trustees could be related, however, the committee and management of the trust activities must be with professionals hired for the purpose.

**9. Is it mandatory to fill up all the questions in the application form for grant of permission for setting up CRS in India?**

Yes, it is mandatory to fill in all the details in the application form. If incomplete details are provided in the application form, the CR Cell at the Ministry of Information & Broadcasting would send back the application requesting for the missing details to be furnished. This process is time-demanding and would create unnecessary delay in the licensing process.

**10. What are the disadvantages of filling up improper details in the application form for grant of permission for setting up CRS in India?**

If the details filled in the application form are incorrect, the CR Cell at the Ministry of Information & Broadcasting would send back the application requesting for proper details to be furnished. This process is time-demanding and would create unnecessary delay in the licensing process. The other disadvantage is that sometimes, the improperly furnished information could be perceived as false information and this could question the credibility of your organisation. In such cases, your application could also be subject to rejection.

**11. Can the location of a Community Radio Station be changed if they have already applied for a Community Radio license?**

No, once an applicant has applied to set up a Community Radio Station it is not possible to change the location of the Community Radio Station applied for. All the ministries make their checks according to the geo coordinates that are submitted in the application; hence, it is not possible to change the location of the CRS. In case the location needs to be changed the applicant is required to make a fresh application.

**12. What documents are required to be submitted while applying to set up a Community Radio Station?**

When the applicant makes an application to the CR Cell of Ministry of Information & Broadcasting, he is required to make the application under the NGO, Educational or Agricultural category. The documents required to be submitted differ under each category. The list of documents required under each category are as follows:

**1. NGO**

- Attested copy of the registration certificate
- (If the registration certificate is in any other language than Hindi/ English kindly provide an attested copy of the translated version as well)
- Attested copy of the memorandum of association/ bye laws etc
- (If the memorandum of association/ bye laws etc is in any other language than Hindi/ English kindly provide an attested copy of the translated version as well)
- CA audited balance sheets for previous 3 years
- Attested copy of any grant received whose funds are to be utilized for Community Radio

- Map of service area
- Profile of organisation

## 2. Educational

- Attested copy of the supporting document to state if the institution is private or government aided
- Attested copy of the supporting document regarding recognition of the institution from central or state government
- Map of the service area
- Profile of the institution
- Attested copy of the certificate of 12 A Income Tax Act or any other document in support of institution being non profit

## 3. Agricultural

- Attested copy of the supporting document to state if the institution is private or government aided
- Attested copy of the supporting document regarding recognition of the institution from central or state government
- Map of the service area
- Profile of the institution

### **13. What is the eligibility criterion to apply for a setting up a Community Radio Station?**

Organisations following under the following there categories are eligible to apply to set up a Community Radio Station:

- Educational institutions including schools, colleges and universities
- Nonprofit organisations (NGO's) including community based organisations, civil society, voluntary organisations and charitable trust registered under the Societies Act or any such act relevant for the purpose
- Krishi vigyan kendra, state agriculture universities (SAUs) and ICAR institutions

It is also important to note that registration at the time of application should at least be three years old.

The following shall not be eligible to apply for setting up a Community Radio Station:

- Individuals
- Political parties and their affiliate organisations, including students, women, trade unions and such other wings affiliated to these parties
- Organisations operating with a motive to earn profit and want to make money out of it
- Organisations expressly banned by the Union and State Governments