

GUIDELINES FOR COMMUNITY RADIO OPERATORS

Following guidelines are for the benefit of the prospective Community Radio Station (CRS) operators to enable them to obtain WPC and SACFA clearances which are required to be completed for establishing a Community Radio Station (CRS).

2. As soon as the Letter of Indent (LoI) is received from the Ministry of I&B, the Community Radio Operator is required to immediately apply to the Wireless Advisor, WPC Wing, Ministry of Communications & IT, Deptt. of Telecommunications, Sanchar Bhavan, 20-Ashoka road, New Delhi for the following:

- i. SACFA site clearance
- ii. Frequency clearance for the CRS
- iii. Wireless Operating License (WOL) for operating the Community Radio Station

2.1 Once the SACFA clearance is obtained, approach the Ministry of I&B immediately for signing the Grant of Permission Agreement (GOPA).

2.2 After obtaining the SACFA clearance and the Decision letter for frequency assignment and signing of GOPA, apply for the Wireless Operating License enclosing the following documents.

- i. Copy of the Decision Letter earmarking the frequency
- ii. Copy of the SACFA clearance letter
- iii. Copy of Equipment Invoice being procured
- iv. Required amount of Spectrum Charges in the form of Demand Draft, for an amount as mentioned in the Decision Letter.
- v. Copy of GOPA.

Note: If a standby transmitter is planned, this should be mentioned clearly in the application form while applying for frequency clearance. In respect of those cases, where the standby equipment has been procured/planned to be procured it is essential that the additional transmitter is endorsed in the license document after paying the required license fee. (Rs. 500/- at present).

3. Applying for SACFA clearance:

The SACFA clearance is the permission for the erection and operating a mast or antenna from the Standing Advisory Committee on radio Frequency Allocations (SACFA). This clearance is essential for erecting and operating a tower/mast/antenna for operating a wireless station. The SACFA consists of Members from various Government Departments/Organisations. The siting clearance by the SACFA Secretariat (WPC Wing) is issued finally, after receipt of no objection from the respective members.

3.1 Application for SACFA clearance is necessarily be made on-line using the WPC website www.wpc.dot.gov.in. Before filing the on-line applications an applicant is required to register themselves after supplying relevant information as may be asked by the software including the desired 'user ID' and the 'Password'. After the registration is done the applicant is required to log in using the registered 'user ID' and 'Password'.

3.2 Points to remember:

- i. There is a SACFA application registration fee of Rs.1000/- to be submitted in the form of a demand draft drawn from any branch of State Bank of India, in favour of "Pay & Accounts Officer (HQ), Department of Telecommunications, payable at New Delhi". **Since the details of the draft are to be entered in the application, it is advisable to have the draft made in advance before filing the SACFA application.**
- ii. In the column '*name*' please enter only the name of the Organization for which the licence has been granted.
- iii. In the column *transmitter output power* please enter 50 W .
- iv. In the column *frequency/frequency band of operation* please enter the frequency in MHz if it is known already or else enter 87.5 – 108 MHz .
- v. In the column *class and bandwidth of emission*, enter 180KF3E.
- vi. In the columns, *latitude and longitude*, enter the six figure geo-coordinates as guided through, while filling in the application. The six figure geo-coordinates can be obtained using a GPS receiver. You can seek the help of any resource person like mobile service provider or the equipment supplier for this data.
- vii. In the column , '*Height of site above MSL*' please fill in the data obtained using the above GPS.
- viii. In the columns '*Height of antenna above ground level (in mtrs.)*' and '*Height of mast above ground level (in mtrs.)*' please fill in the actual height of mast (in metres) above the ground level. If you plan to place the mast on the roof top of a building, then only, the column *Height of the building (in mtrs.)* needs to be filled in. Fill up the actual height of the building. For example, if the height of building is 8 metres, then the details of the height of antenna above ground level and the height of mast above ground level would be $30-8 = 22$ metres. Otherwise leave the column blank.

Note:

1. For other details refer to the model printout of application (*Annexure-5*)
2. In case of any wrong entry which needs to be corrected after obtaining the SACFA ID, it is possible for making the correction till 1800 hrs of the date of filing. You will not be allowed for any modification/correction after this time. However, should there be any need for a correction/revision, the application

may be filed afresh, using the same draft particulars and the original filing may be ignored.

Procedure for filing of SACFA applications through the web.

1. Log in procedure:

- 1.1 The WPC website may be accessed through the web address. Viz., www.wpc.dot.gov.in
- 1.2 First Screen will appear (**Annexure -1**)
- 1.3 If you have already registered, you may login using your already registered 'user ID' and 'password'. If you are a new user you need to **register** by clicking the 'Register' link. In the following page, (**Annexure-2**) please provide all the particulars as asked for and the 'user ID' and 'Password' which you want to register. After registration, please come out. Again, access the web page. Now,. Please login using the 'user ID' and 'Pass word', which you have already registered.

Note: Once registered, accessing the site for filing of applications, verification of status etc., are possible after logging in using the above User login and Password. The Password can be changed anytime by clicking the link "**Change Password**". Once you "**Sign in**", a welcome screen appears with all your details. On the left there appear many links for different activities.

- 1.4 After you log in, the next screen appears (**Annexure-3**). In this, select the link ' Fill in SACFA application online'. As you click this link, the following screen appears (**Annexure-4**). Now click the button '**None**'

Then the application format appears for filling in. Fill in the details as discussed para 3.2 above.

2. Filing of new applications:

After filling in the relevant information in the format, go to the next page. Unless the first page is filled in, you are not permitted to the second page. After filling in completely, press the button "Save" appearing at the bottom.

If the filled in details are ok, an automatic six digit ID Number will be generated by the computer and next screen appears with the ID number and two options for taking the print. Click the "**Print**" button, for printing the ID details. The other option is to print the filled in application. For this, click the button "**Print Application**".

Note: The SACFA Secretariat will start processing the electronic applications filed, only after receipt of the required bank draft and a signed copy of above application, the map of the area covering about 5 KMs around the site indicating the location and geo coordinates of the site marked therein. It is advisable to submit the above documents to the SACFA Sectt. at the earliest for further processing. The status of the filed applications can be seen through the website using the above ID number, whenever required.




Procedure for filing Licensing applications on line.

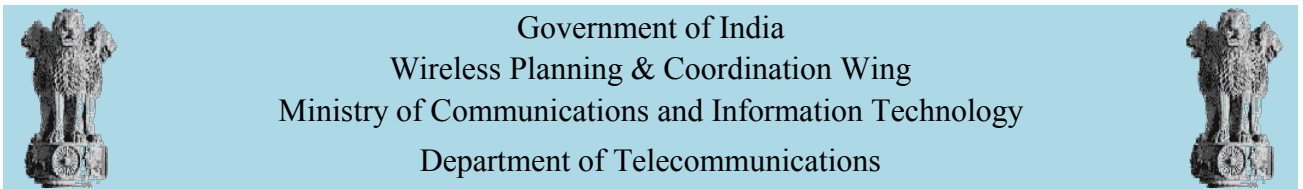
For submitting applications for frequency clearance, the link "**Fill-in Lincensing Application Online**" appearing on the left is to be clicked. This will lead to the next screen for submitting details. After you obtain the ID number, submit a copy of the same to the WPC Wing for frequency clearance. It is always advisable to submit another application in the normal format, duly filled in, along with the above computer

printout. The format is available in the WPC website. (Hyperlink : 'PROFORMAS' on the left side- WPC licenses – Application form to operate Wireless link/Network under Indian Telegraph Act-1885 (Sl. No. 9)]

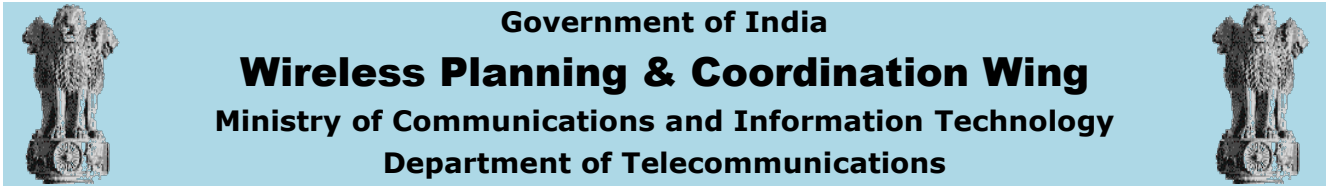
ANNEXURE-1

Top of Form

 Government of India Wireless Planning & Coordination Wing Ministry of Communications and Information Technology Department of Telecommunications 	
 Applicant Login <p>User (Applicant) can register to this Web site and can perform various activities. A Registered user can file applications for:</p> <ul style="list-style-type: none">■ Network Licences■ Non-Network Licenses■ Coordination Licenses■ Certificates■ Type Approval■ Amateur Licenses <p>SACFA Applications can also be filed by a Registered User. The status of all SACFA cases is available on-line.</p> <p>The Applications filed can be tracked through this Web Site.</p> <p>It is advised that users register to the WPC Web Site once and perform there activities using the same Login ID and Password.</p>	User ID <input type="text"/> Password <input type="password"/> Register Change Password Home Page
	<p>Site best viewed in Microsoft Internet Explorer 5.5 and above</p>



Registration Form					
User Type *	--Select--				
Organization Name					
First Name *		Middle		Last	
Address1 *					
Address2					
State/UT/NCR *	---Select---	District*	---Select---		
Post Office *	---Select---	PinCode *			
City		Country	India		
Tel No.		Fax No.			
Mobile No.		Email Id *			
User Name *					
Password *					
Confirm Password *					
<input type="button" value="Register"/> Please fill-in authentic information. Any user filling incorrect/false/junk information shall be unregistered.					
Mandatory (*) Optional Readonly					



- [Logout](#)
- [Inbox Links](#)
- [User Home](#)
- [Check SACFA Appl Status](#)
- [Check SACFA Member Status](#)
- [View SACFA Application Details](#)
- Normal User Activities**
- [Fill-in Applicant Details](#)
- [Fill-in License Application Online](#)
- [Modify License Application](#)
- [Renewal of License Application](#)
- [Fill-in SACFA Application On Line](#)
- [Modify SACFA Application](#)

Welcome dsvelu

Name	ABC College of Information Technology				
Login Users's Details					
Address	12, Main road, Nehru Nagar, Pondicherry -602102				
Post Office	Romkeopet	PIN	602102	Country	IND
Tel No	0413-2524272	Fax		Mobile	
e-mail	kssharma@rediffmail.com				

Date-Wise License Application Status					Delete
License App. Id	Date	Nature	Type	Status	File Ref. No.
-					



Government of India
Wireless Planning & Coordination Wing
Ministry of Communications and Information Technology
Department of Telecommunications



- [Logout](#)
- [Inbox](#)
- [Links](#)
- [User Home](#)
- [Check SACFA](#)
- [Appl Status](#)
- [Check SACFA Member Status](#)
- [View SACFA Application Details](#)

Fill SACFA Application

Fill SACFA Application


Please Choose one of the options from below for linking your "SACFA Application" with your "Frequency Allocation Application". Choose "None" option, to proceed without linking.

License Application ID

File Ref. No.

None



Government of India		
Wireless Planning & Coordination Wing		
Ministry of Communications and Information Technology Department of Telecommunications		
SACFA Application Form for" FULL SITING CATEGORY - Full Site (BROADCAST) "		
SACFA ID - 2007326246		
1.	Applicant Type	P
2.	Name	ABC College of Information Technology
3.	Address	12, Main road, Nehru Nagar, Pondicherry -602102
	City/Pincode	Pondicherry -602102
	Telephone No	0413-2524272
	Email Id	kssharma@rediffmail.com
4.	Transmitter Output Power	50W
5.	Frequency/Freq.Band of Operation	87-108 MHz
	Transponder no of operation	
	Class & Bandwidth of emission	180KF3E
	Type of equipment to be used	Others FM Transmitting equipment
6.	Location alongwith details of City and State	ACIT, Romkeopet, Pondicherry.
	Latitude (e.g. XXDYZZ)	11N5828
	Longitude (e.g. XXXDYZZ)	080E3645
7.	Name of Nearest Airport	Meenambakkam
	Distance(in Kms.)	120KM
8.	Receiver Location	
9.	Nature of Service	Fixed Service
10.	Circuit/HOP Length	
11.	Height of the site above MSL (in mtrs.)	15
	Height of antenna above ground level (in mtrs.)	30
	Height of mast above ground level (in mtrs.)	30
	Height of the building (in mtrs.)	
	Type of Antenna to be used	2 Bay Dipole
	Antenna Size	2
	Azimuth of maximum radiation	(i) OMNI (ii) OMNI (iii) OMNI
	Gain of Antenna	Tx 3 (db) Rx Rx (db)
	Beam Width(in degree)	Circular
12.	Approximate Area covered by the antenna installation	4 Sq.Meter
	Service Area	10Km Radius
13.	Ministry Ref No.	212/06/06-FM
14.	Ministry Ref date	17/01/2006
15.	Old SACFA Ref No	
	Old SACFA Ref Date	
16.	Applicant Reference No	
	Applicant Reference Date	
17.	DOT Agreement No	
	DOT Agreement Date	
18.	Remarks	

19.	Draft No	539886
	Draft Amt	1000
	Draft Date	01/03/2007
	Bank Name and Branch	State Bank of India, Romkeopet Branch, Pondicherry.