

Mandatory Documents to be Attached with the Frequency Allocation Application

- **Covering Letter**

A cover letter is an introduction or details provided for the attached documents

- **2 copies of frequency allocation application duly signed by authorized signatory⁶ with the organisation's stamp/seal**

- **2 copies of frequency allocation acknowledgement duly signed by authorized signatory with the organisation's stamp/sea**

- **Copy of LOI duly signed by the authorized signatory with the organisation's stamp/seal**

- **Copy of 11 Column Form**

A 11 Column Form is a prescribed format by the MoCIT within which the applicant has to mention most of the frequency related details eg: geo coordinates, CR location, distance from nearest airport etc. which have been mentioned in the online frequency application form.

- **Map of service area**

The service area of the Community Radio Station is the zone of the coverage of the broadcasting service of the radio station, usually the service area of a Community Radio Station is of the range of 10 -15 kilometres, however, depending on the terrain of the region this reach might differ⁷.

Government approved are maps are available at:

- i) National Atlas and Thematic Mapping Organisation (NATMO)
Department of Science & Technology, (DST). Govt. Of India,
Technology Bhawan (Reception Area), New Mehrauli Road, New Delhi – 110016
Tel - 011-26590227
- ii) Survey of India
First Floor, Janpath Barracks 'A'
Behind Tibetan Market, Janpath, New Delhi – 110001
Tel – 011-23322288

Service area maps can also be obtained from the local offices of the departments mentioned above.

⁶ An authorized signatory is someone within an organisation's staff or members who can take responsibility for choices made for that organisation. Becoming a signatory generally specifies that the person can sign contracts on behalf of the organisation.

⁷ Please ensure that the map should be a government approved district level map of the scale 1cm=1km. Google maps are not accepted.