

# Mandatory Documents to be Attached with the CR Application (NGO/ Voluntary Organisation/ Public Trust)

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- **Attested copy of the registration certificate**

The registration certificate is issued by the Registrar of Societies or the competent authority for the registration of Society/ Trust/ NGO or organisation.

Please provide an English or Hindi translation of Registration Certificate/MOA in case in any other language.

- **Attested copy of the memorandum of association/ by-laws/ trust deed etc.**

Please provide an English or Hindi translation of Registration Certificate/MOA in case in any other language

- **CA audited balance sheets for previous 3 years e.g.: If you are applying in 2014, you need to provide balance sheets for financial year 2010-2011, 2011-2012 and 2012-2013**

- **Attested copy of any grant received whose funds are to be utilised for Community Radio**

- **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 differ<sup>4</sup>.

### **Government approved 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.

- **Profile of organisation**

Besides the vision and the mission that the organisation subscribes to, this should, broadly, tell about the members who constitute the organisation's governing body or board, about the history and work of the organisation and the area, the community and people it serves through its work.

- **Demand draft of Rs. 2,500/- in favour of Pay & Accounts Officer, Ministry of Information & Broadcasting, New Delhi**

Please ensure that the DD must be payable at Delhi/New Delhi only.

# Mandatory Documents to be Attached with the CR Application

(Educational Institution/ KVK/ Agricultural University/ ICAR Institution)

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- **Attested copy of the supporting document to state whether 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 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 differ<sup>5</sup>.

## **Government approved maps are available at:**

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

- **Profile of the institution**

Besides the vision and the mission that the institution subscribes to, this should, broadly, tell about the members who constitute the organisation's governing body or board, about the history and work of the organisation and the area, the community and people it serves through its work.
- **Attested copy of the certificate of 12 A Income Tax Act or any other document in support of institution being non-profit is also required only for educational institutes**
- **Demand draft of Rs. 2,500/- in favour of Pay & Accounts Officer, Ministry of Information & Broadcasting, New Delhi**

Please ensure that the DD must be payable at Delhi/New Delhi only.