

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

## **A step by step guide**

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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

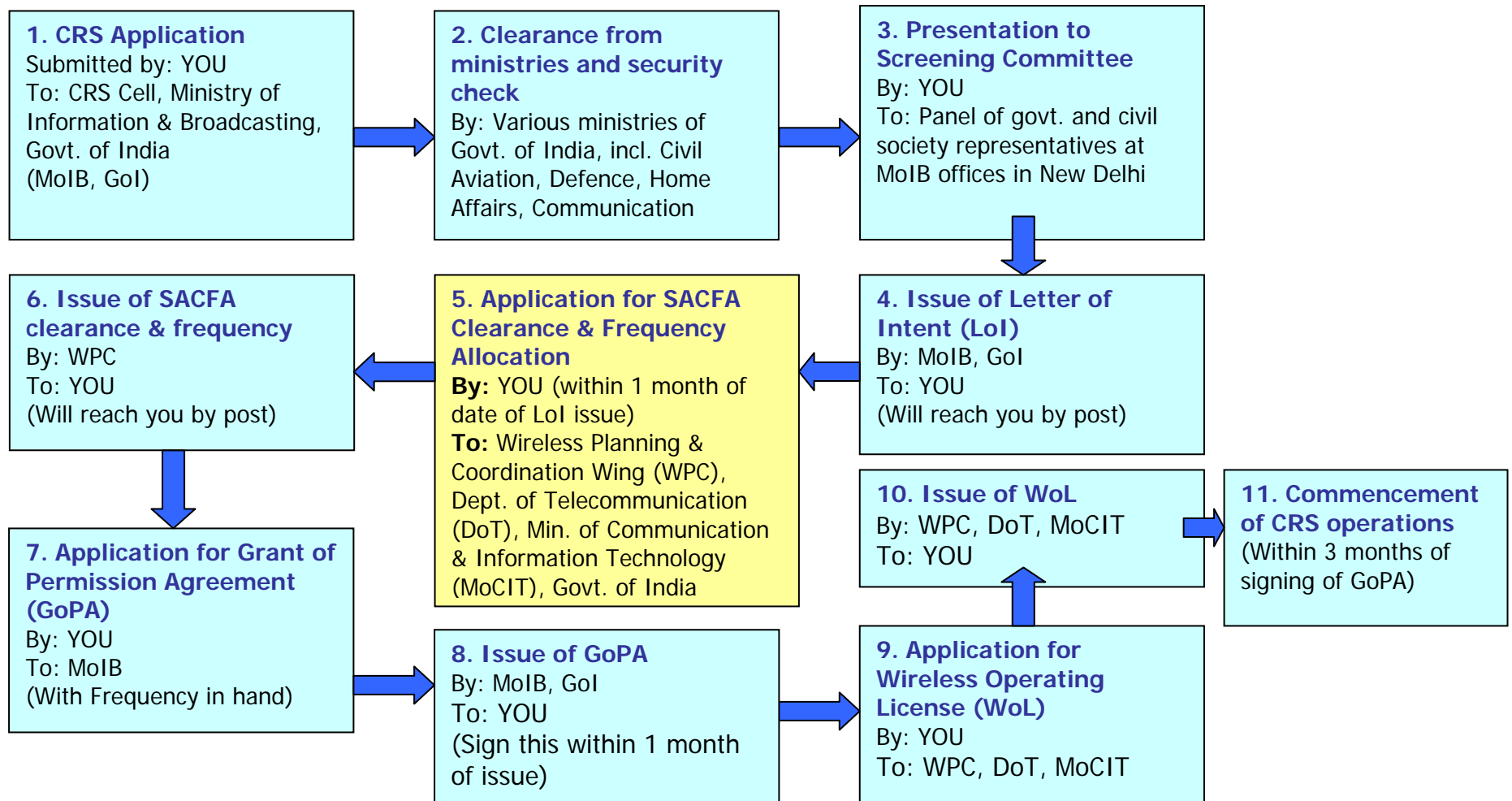
**DISCLAIMER:** The details provided in the application form images and tables given in this document are for ILLUSTRATIVE PURPOSES ONLY and do not refer to an actual application of any kind whatsoever. All information provided here is provided on a 'best of knowledge' basis, and the author will not 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:



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.

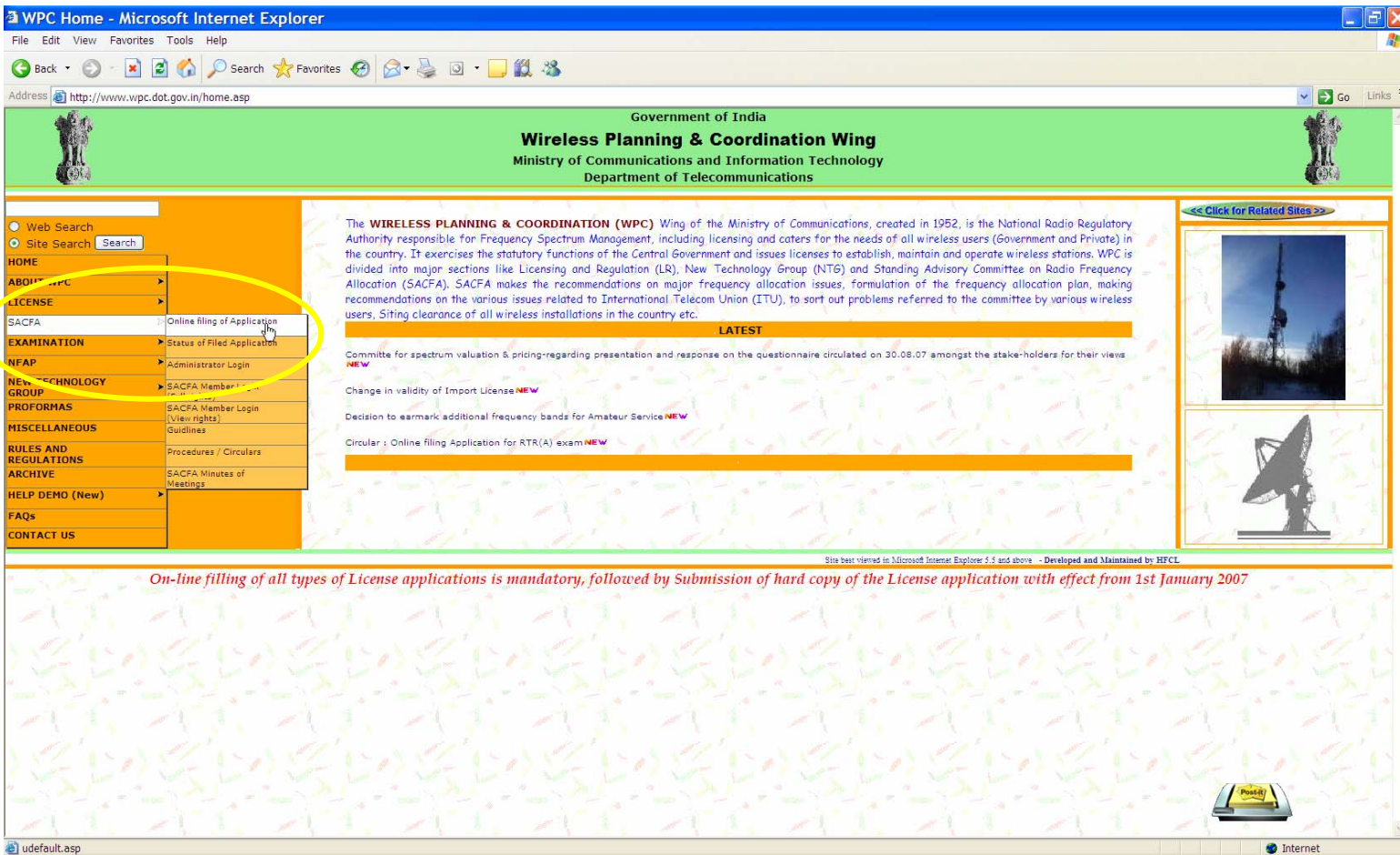
**Before you make these applications**, please note that you will require the following documents and details ready to hand:

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**.



WPC Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.wpc.dot.gov.in/home.asp>

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

Web Search  
Site Search Search

HOME  
ABOUT WPC  
LICENSE  
SACFA APPLICATION Online filing of Application  
EXAMINATION Status of Filed Application  
NFAP Administrator Login  
NEW TECHNOLOGY GROUP SACFA Member Login  
PROFORMAS SACFA Member Login (View rights) Guidelines  
MISCELLANEOUS  
RULES AND REGULATIONS Procedures / Circulars  
ARCHIVE SACFA Minutes of Meetings  
HELP DEMO (New)  
FAQs  
CONTACT US

The **WIRELESS PLANNING & COORDINATION (WPC)** Wing of the Ministry of Communications, created in 1952, is the National Radio Regulatory Authority responsible for Frequency Spectrum Management, including licensing and caters for the needs of all wireless users (Government and Private) in the country. It exercises the statutory functions of the Central Government and issues licenses to establish, maintain and operate wireless stations. WPC is divided into major sections like Licensing and Regulation (LR), New Technology Group (NTG) and Standing Advisory Committee on Radio Frequency Allocation (SACFA). SACFA makes the recommendations on major frequency allocation issues, formulation of the frequency allocation plan, making recommendations on the various issues related to International Telecom Union (ITU), to sort out problems referred to the committee by various wireless users, Siting clearance of all wireless installations in the country etc.

**LATEST**

Committee for spectrum valuation & pricing-regarding presentation and response on the questionnaire circulated on 30.08.07 amongst the stake-holders for their views **NEW**

Change in validity of Import License **NEW**

Decision to earmark additional frequency bands for Amateur Service **NEW**

Circular : Online filing Application for RTR(A) exam **NEW**

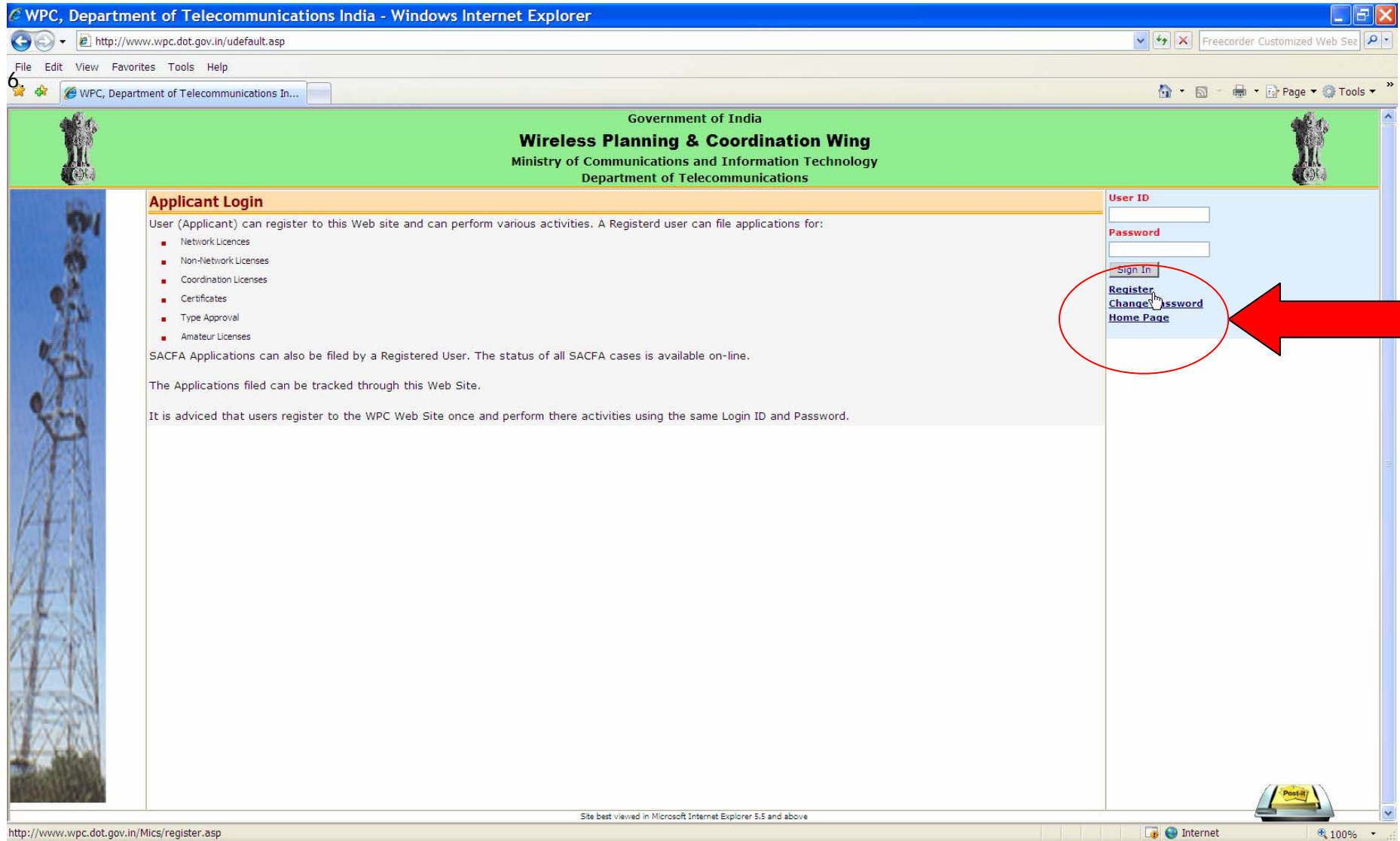
Click for Related Sites

Site best viewed in Microsoft Internet Explorer 5.5 and above - Developed and Maintained by HFCL

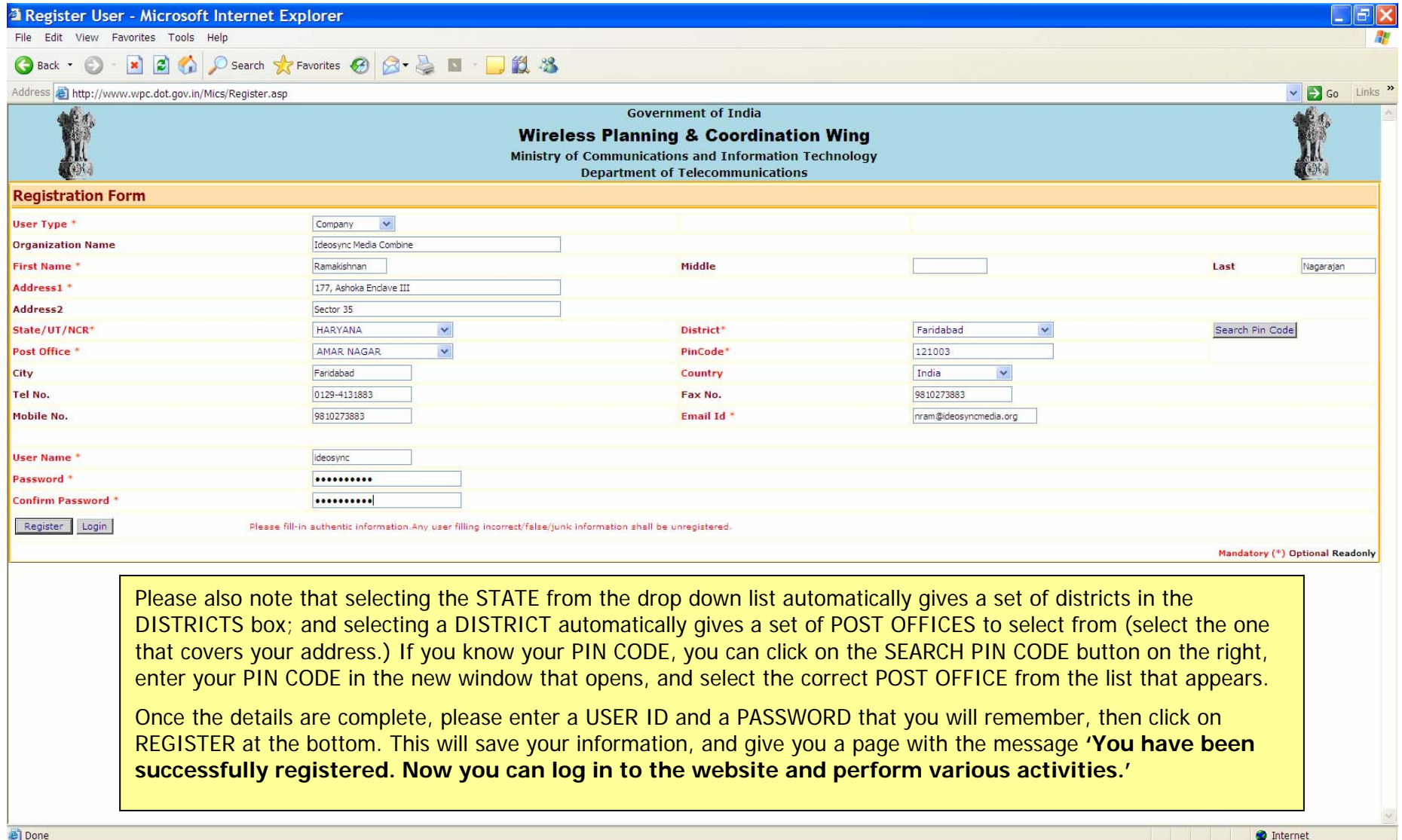
On-line filling of all types of License applications is mandatory, followed by Submission of hard copy of the License application with effect from 1st January 2007

Internet

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.



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

**Registration Form**

**User Type \*** Company

**Organization Name** Ideosync Media Combine

**First Name \*** Ramakishnan **Middle** **Last** Nagarajan

**Address1 \*** 177, Ashoka Enclave III

**Address2** Sector 35

**State/UT/NCR \*** HARYANA **District\*** Faridabad **Search Pin Code**

**Post Office \*** AMAR NAGAR **PinCode\*** 121003

**City** Faridabad **Country** India

**Tel No.** 0129-4131883 **Fax No.** 9810273883

**Mobile No.** 9810273883 **Email Id \*** nram@ideosyncmedia.org

**User Name \*** ideosync

**Password \*** \*\*\*\*\*

**Confirm Password \*** \*\*\*\*\*

Please fill-in authentic information. Any user filling incorrect/false/junk information shall be unregistered.

Mandatory (\*) Optional Readonly

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.

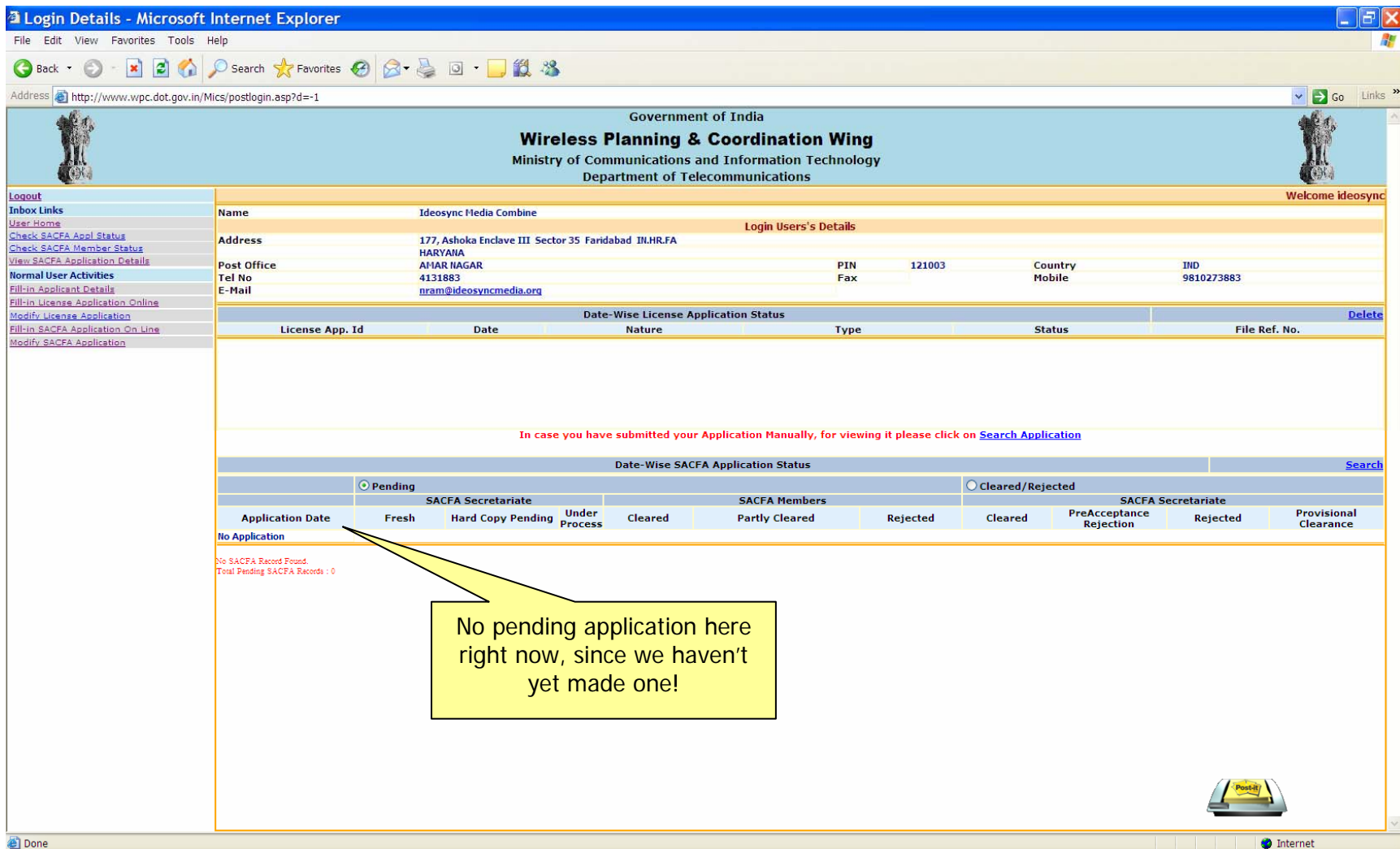
Once the details are complete, please enter a USER ID and a PASSWORD that you will remember, then click on REGISTER at the bottom. This will save your information, and give you a page with the message **'You have been successfully registered. Now you can log in to the website and perform various activities.'**



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>. 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.



**Government of India**  
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 Ministry of Communications and Information Technology  
 Department of Telecommunications

Welcome ideosync

**Login Users's Details**

Name	Ideosync Media Combine				
Address	177, Ashoka Enclave III Sector 35 Faridabad IN.HR.FA				
Post Office	AFIAR NAGAR	PIN	121003	Country	IND
Tel No	4131883	Fax		Mobile	9810273883
E-Mail	nram@ideosyncmedia.org				

**Date-Wise License Application Status**

License App. Id	Date	Nature	Type	Status	File Ref. No.
In case you have submitted your Application Manually, for viewing it please click on <a href="#">Search Application</a>					

**Date-Wise SACFA Application Status**

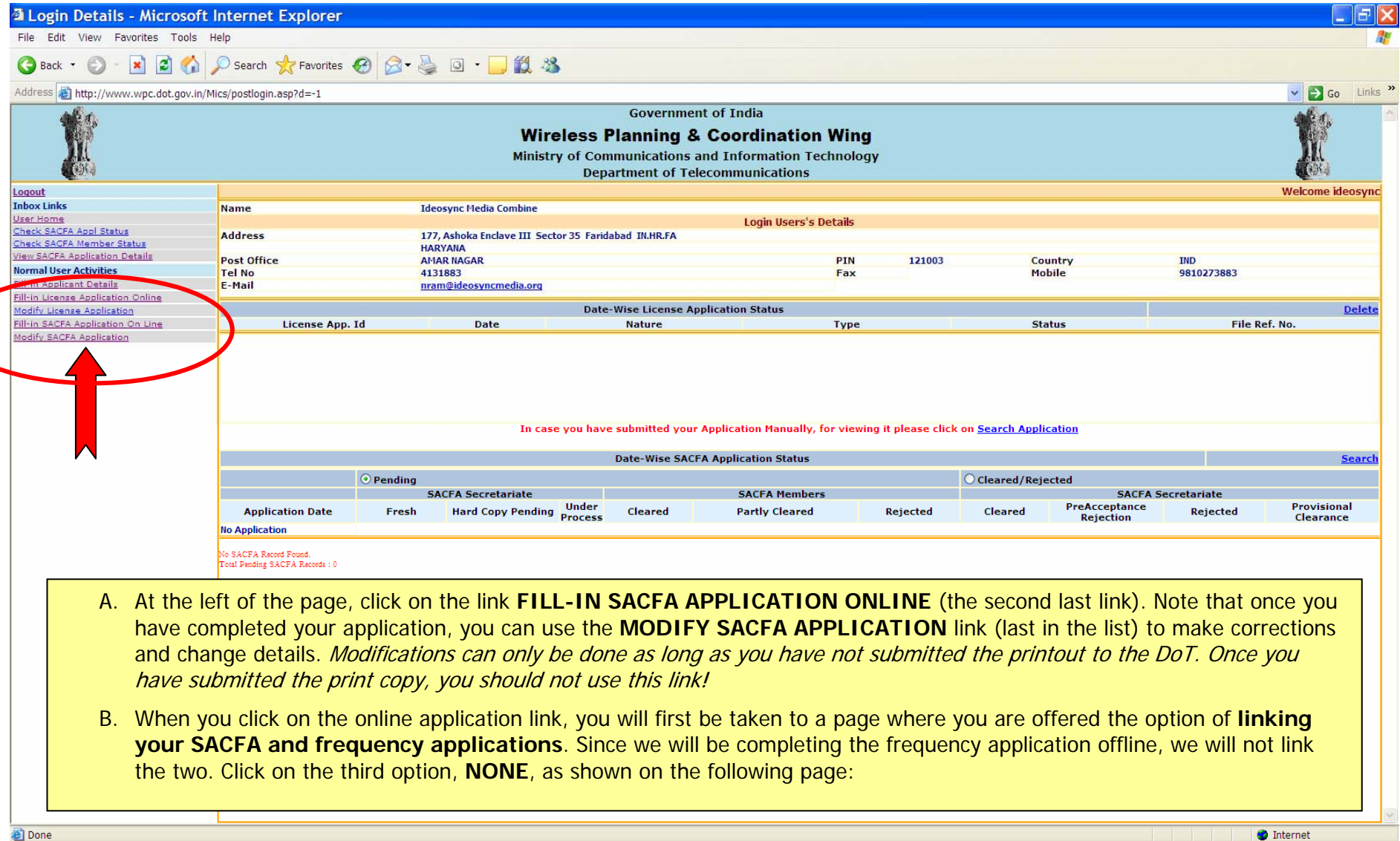
Application Date	Pending				Cleared/Rejected					
	SACFA Secretariate		Under Process	Cleared	SACFA Members		Rejected	SACFA Secretariate		Provisional Clearance
	Fresh	Hard Copy Pending			Partly Cleared		Cleared	PreAcceptance Rejection	Rejected	
No Application										

No SACFA Record Found.  
 Total Pending SACFA Records : 0

No pending application here right now, since we haven't yet made one!

## 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.



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 Department of Telecommunications

Welcome ideosync

**Logout**

**Inbox Links**

- User Home
- Check SACFA Appl Status
- Check SACFA Member Status
- View SACFA Application Details

**Normal User Activities**

- View Applicant Details
- Fill-in License Application Online
- Modify License Application
- Fill-in SACFA Application On Line
- Modify SACFA Application

**Name** Ideosync Media Combine

**Address** 177, Ashoka Enclave III Sector 35 Faridabad IN.HR.FA

**Post Office** HARYANA

**Tel No** AMAR NAGAR

**E-Mail** 4131883

**Pin** 121003

**Country** IND

**Fax**

**Mobile** 9810273883

**Login Users's Details**

License App. Id	Date	Nature	Type	Status	File Ref. No.
In case you have submitted your Application Manually, for viewing it please click on <a href="#">Search Application</a>					

**Date-Wise SACFA Application Status**

Application Date	SACFA Secretariate			SACFA Members			SACFA Secretariate			
	Fresh	Hard Copy Pending	Under Process	Cleared	Partly Cleared	Rejected	Cleared	PreAcceptance Rejection	Rejected	Provisional Clearance
No Application										

No SACFA Record Found.  
 Total Pending SACFA Records : 0

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:

Sacfa Online Application - Windows Internet Explorer

http://www.wpc.dot.gov.in/sacfa/sacfaapplication.asp?Mode=Insert

File Edit View Favorites Tools Help

Sacfa Online Application

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 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**

ValidateID Go

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)**

Done Internet 100%

SACFA Application Form - Windows Internet Explorer

http://www.wpc.dot.gov.in/sacfa/sacfaapplmain.asp?Mode=Insert

File Edit View Favorites Tools Help

SACFA Application Form

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

**SACFA Application Form**

**1. Application for**

**Category**

**2. Applicant Type**

**3. Name of Applicant**

**4. Address of Applicant**

**City/Town**  **Pin Code**

**E-mail**  **Phone No.**

**5. Transmitter Output Power**

**6. (a) Frequency/Freq.Band of operation**

**(b) Transponder Number of Operation**

**(c) Class and Bandwidth of emission**

**(d) Type of Equipment to be used**

If 'Others' Please specify Equipment

**7. Antenna Location**

**(a) Location alongwith details of City and State**

**(b) Latitude**

**(c) Longitude**

**8. (a) Name of Nearest Airport**

**(b) Distance**  (in Kms.)

**9. Receiver location**

**10. Nature of Service**

**11. Circuit /HOP Length**

Sacfaapplmain.asp

Internet 100%

(contd. From page 11)

- |     |   |   |
|-----|---|---|
| 6.  | (a) Frequency/Frequency Band of Operation         | Fill in <b>FM</b> in the box. Select <b>MHz</b> from the drop down list next to it.   |
|     | (b) Transponder No. of operation                  | Fill in <b>NA</b> ('Not applicable')  |
|     | (c) Class and bandwidth of emission               | Fill in <b>180KF3E</b>  |
|     | (d) Type of equipment to be used                  | Select <b>Others</b> from the drop down list (it's at the end of the list!).  |
|     | If 'others', please specify equipment             | Fill in <b>VHF FM Broadcast transmitter</b>   |
| 7.  | Antenna Location                                  |   |
|     | (a) Location along with details of city and state | Fill in the complete <b>address of the CRS, NOT your organization!</b>  |
|     | (b) Latitude                                      | Fill in the latitude. The format should be: <b>Degrees-N-Minutes-Seconds</b><br>(In the image on Page 12, this is given as <b>28N2818</b> )   |
|     | (c) Longitude                                     | Fill in the longitude. The format should be: <b>0-Degrees-E-Minutes-Seconds</b> . (Longitudes can go up to 180, so the convention is to use three digits. In the example Page 12, this is given as <b>077E1825</b> )        |
| 8.  | (a) Name of nearest airport                       | Click on the <b>GET AIRPORT</b> button. This will open a small window where you will automatically be shown the closest airport and its distance from you. Click on the <b>OK</b> button, and both details will be entered. |
|     | (b) Distance                                      |   |
| 9.  | Receiver location                                 | Fill in <b>NA</b> ('Not Applicable')  |
| 10. | Nature of service                                 | Select <b>Fixed Service</b>   |
| 11. | Circuit/HOP length                                | Fill in <b>30</b>   |

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 - Windows Internet Explorer

http://www.wpc.dot.gov.in/sacfa/Sacfaapplmain.asp

File Edit View Favorites Tools Help

Freecorder Customized Web Site

SACFA Application Form

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[User Home](#)  
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[Check SACFA Member Status](#)  
[View SACFA Application Details](#)

12. (a) Height of the site above mean sea level  (in mtrs.)  
 (b) Height of antenna above ground level  (in mtrs.)  
 (c) Height of mast above ground level  (in mtrs.)  
 (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 (i)  (ii)  (iii)   
 (h) Gain of Antenna (i) Tx  (in db) (ii) Rx  (in db)  
 (i) Beamwidth  (in degree)

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

14. Ministry Ref No.   
 Ministry Ref Date  (dd/mm/yyyy)

15. Old SACFA Reference   
 Dated  (dd/mm/yyyy)

16. Applicant Reference   
 Dated  (dd/mm/yyyy)

17. DOT Agreement No.   
 DOT Agreement Date  (dd/mm/yyyy)

18. Remarks

19. Payment Details  Demand Draft  Challan (only for E - Payment)

Draft Details **Draft No**  **Draft Amt**  **Draft Date**  (dd/mm/yyyy)

Bank Name and Branch

Sacfaapplmain.asp Internet 100%

(contd. From page 13)

- |     |  |  |
|-----|--|--|
| 12. | (a) Height of the site above mean sea level          | Fill in <b>height in metres</b> (just the number: the units are already given)   |
|     | (b) Height of antenna above ground level             | Fill in <b>30</b> (The maximum height permitted is 30 metres)  |
|     | (c) Height of mast above ground level                | Fill in <b>30</b> (The maximum height permitted is 30 metres)  |
|     | (d) Height of the building                           | If your mast & antenna will be mounted on the roof/terrace of the building, give the <b>height of the building in meters</b> . 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                       | Fill in <b>FM Two-way Dipole</b>   |
|     | (f) Antenna Size                                     | Fill in <b>2 metres</b>  |
|     | (g) Azimuth of maximum radiation                     | Fill in (i) <b>0</b> (ii) <i>(leave blank)</i> (iii) <i>(leave blank)</i>  |
|     | (h) Gain of antenna                                  | Fill in (i) Tx <b>3</b> (ii) Rx <b>0</b> (respectively)  |
|     | (i) Beamwidth  | Fill in <b>78</b> (degrees) (the unit is given)  |
| 13. | (a) Approximate area covered by antenna installation | Fill in <b>15 km radius</b> (Note: This will be different if you are applying for a more powerful transmitter)   |
|     | (b) Service area                                     | Give the <b>broad area of transmission</b> ('Sector 35, Faridabad', or 'Karur Town', or 'Birdha Block, Distt. Lalitpur', for instance)   |
| 14. | Ministry Ref. No.<br>Ministry Ref. date              | This is the LoI letter reference number, given at top left of the LoI letter.<br>This is the LoI letter date. Note: This must be given as <b>dd/mm/yyyy</b>  |
| 15. | Old SACFA Reference<br><br>Dated                     | Fill in <b>NA</b> ('Not applicable'). This must only be filled in if you made a previous application which was refused<br>Leave blank  |

(contd. From page 15)

- |     |   |   |
|-----|---|---|
| 16. | Applicant Reference<br><br>Dated            | Fill in <b>NA</b> ('Not applicable') (Unless you have been given such a reference by SACFA at some point.)<br><br>Leave blank   |
| 17. | DOT Agreement No.<br><br>DOT Agreement date | Fill in <b>NA</b> ('Not applicable') (Unless you have been given such a reference by SACFA at some point.)<br><br>Leave blank   |
| 18. | Remarks                                     | Fill in <b>Frequency not allotted, simultaneously applied for</b>   |
| 19. | Payment details<br><br>Draft Details        | Select <b>Demand Draft</b><br><br>In DRAFT NO, fill in the <b>6 digit number at bottom center of the draft</b><br>In DRAFT AMT, fill in <b>1000</b> (this is the processing fee)<br>In DRAFT DATE, fill in the draft's <b>date of issue</b> as DD/MM/YYYY |
|     | Bank Name & Branch                          | Fill in the details of the <b>issuing</b> 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.

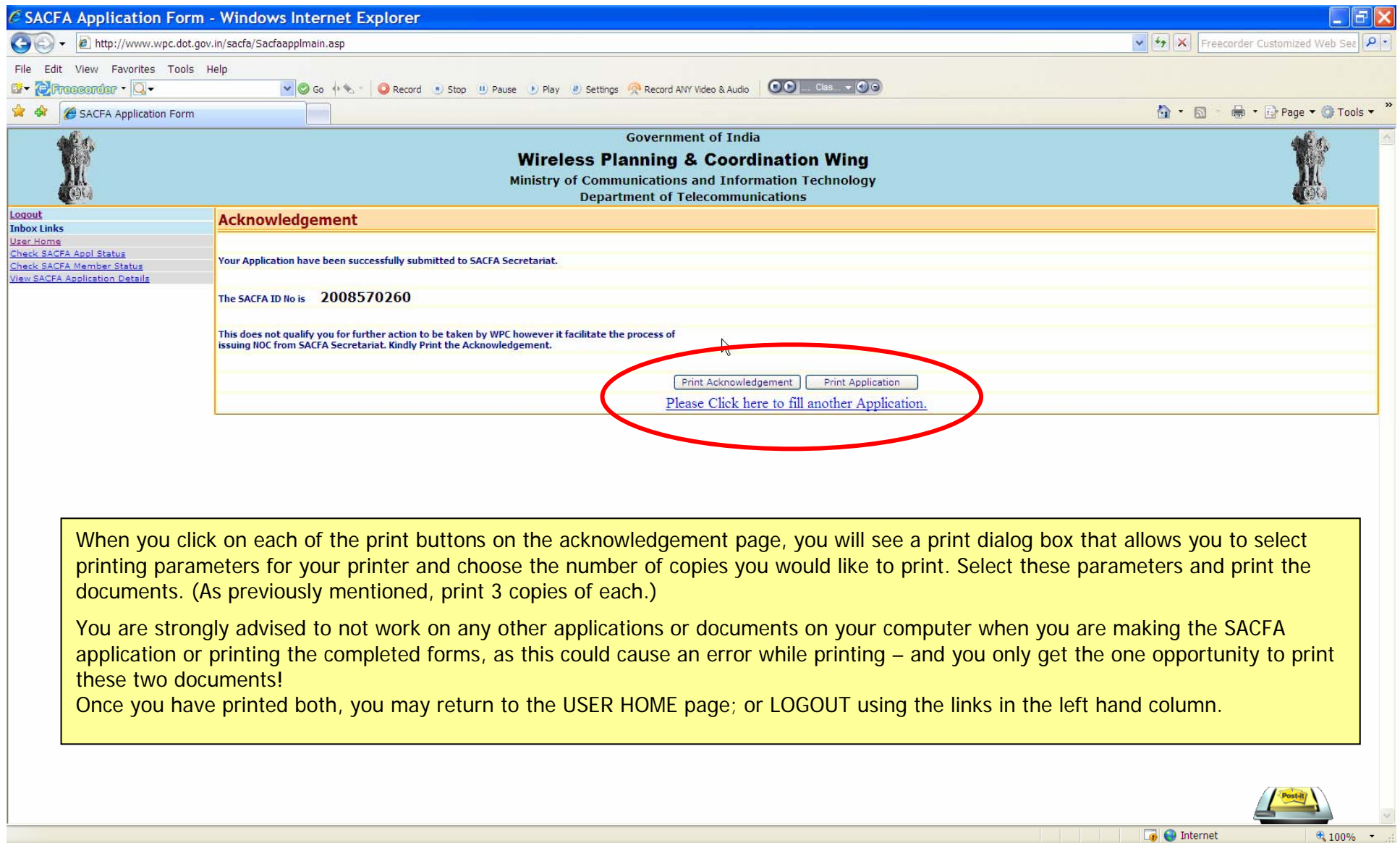
There will be two **PRINT** buttons on this page, one to **PRINT ACKNOWLEDGEMENT** and one to **PRINT APPLICATION**. Click on each in turn and print **three copies** of each. **Please be careful about this, as this will be your only opportunity to print these documents!**

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**.





**SACFA Application Form - Windows Internet Explorer**

http://www.wpc.dot.gov.in/sacfa/Sacfaapplmain.asp

File Edit View Favorites Tools Help

Freecorder

SACFA Application Form

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

**Acknowledgement**

Your Application have been successfully submitted to SACFA Secretariat.

The SACFA ID No is **2008570260**

This does not qualify you for further action to be taken by WPC however it facilitate the process of issuing NOC from SACFA Secretariat. Kindly Print the Acknowledgement.

[Please Click here to fill another Application.](#)

Logout  
Inbox Links  
User Home  
Check SACFA Appl Status  
Check SACFA Member Status  
View SACFA Application Details

Internet 100%

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.

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

Welcome ideosync

**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](#)  
[View Equipments in Library](#)  
[ITU Definitions](#)  
[Fill-in SACFA Application On Line](#)  
[Modify SACFA Application](#)

**Name** Ideosync Media Combine  
**Address** 177, Ashoka Enclave III Sector 35 Faridabad IN.HR.FA  
 HARYANA  
**Post Office** AMAR NAGAR  
**Tel No** 4131883  
**E-Mail** [nram@ideosyncmedia.org](mailto:nram@ideosyncmedia.org)

**Login Users's Details**  
**PIN** 121003  
**Country** IND  
**Fax**  
**Mobile** 9810273883

License App. Id	Date	Nature	Type	Status	File Ref. No.
In case you have submitted your Application Manually, for viewing it please click on <a href="#">Search Application</a>					

**Date-Wise SACFA Application Status** [Search](#)

Application Date	SACFA Secretariate				SACFA Members				SACFA Secretariate		
	Fresh	Hard Copy Pending	Under Process	Cleared	Partly Cleared	Rejected	Cleared	PreAcceptance Rejection	Rejected	Provisional Clearance	
16/06/2008	0	1	0	0	0	0	0	0	0	0	

Page No : 1 of 1  
 Total Pending SACFA Records : 1

Click this date to continue the modification of your application!

http://www.wpc.dot.gov.in/mics/Inbox.asp?d=16/06/2008&s=

**Inbox - Windows Internet Explorer**  
 http://www.wpc.dot.gov.in/mics/Inbox.asp?d=16/06/2008&s=#

File Edit View Favorites Tools Help  
 Freecorder Search the Web Go Record Stop Pause Play Settings Record ANY Video & Audio

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

**Logout** Welcome ideosync

**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](#)  
[View Equipments in Library](#)  
[ITU Definitions](#)  
[Fill-in SACFA Application On Line](#)  
[Modify SACFA Application](#)

**Details of 16/06/2008**

**Search Application** Clear Search

SACFA ID: 2008 3  
 WPC Acceptance Number:   
 Application Status: --Select--  
 Category: --Select--  
 WPC Acceptance Date(DD/MM/YYYY):   
 RAC: --Select--

Search

Double Click the required SACFA ID for viewing details of its Application Status

Sr. No	<input type="checkbox"/>	SACFA ID	WPC Acceptance No. & Date	Frequency	Location	Applicant	RAC	Category	Meeting No	App Status
1	<input checked="" type="checkbox"/>	2008570260		FM MHz	Shri Padam Sambhav Eye Hospital, Gwalior bypass, Near Sonchiraiya Hotel, Shivpuri - 473551- M.P.	Sambhav Social Service Organization		FULL SITING CATEGORY		Hard Copy Pending

Tick this box, then click the **Modify SACFA application** link in the left hand column

http://www.wpc.dot.gov.in/mics/Inbox.asp?d=16/06/2008&s=#

## 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**.

APPLICATION FORM TO OPERATE WIRELESS LINK/NETWORK UNDER INDIAN TELEGRAPH ACT 1885		
1.	Name of Applicant	Ideosync Media Combine (Your organization's name)
2.	Address for Correspondence (with telephone/telex nos.)	177, Ashoka Enclave III, Sector 35, Faridabad – 121003 – Haryana Tel: 0129-4131883/6510156 Telfax: 0129-2254396 (Your organization's complete address and telephone numbers)
3.	Status	NGO (or educational institution or Krishi Vigyan Kendra etc.)
4.	Is any wireless license/agreement letter held by the applicant?	YES (Ministry of I & B, Govt. of India)- Letter of Intent copy enclosed (No.804/212/2008-CRS/771 dtd. 07/05/2008) (This is an example - mention the appropriate LoI number as per the letter you have received)
5.	Nature of activity of the organisation and purpose for which the proposed communication will be used	Social development (or whatever defines the work your organization does)
6 (a).	Number of stations proposed	One station - FIXED
(i)	Operations	Fixed (i.e your transmitter will not be mobile)
(ii)	Stand by	N.A. (If you have a stand by transmitter, say YES)

	(Locations of fixed stations and six figure geo-coordinates for each stations to be provided)	Longitude - 077E1825 Latitude - 28N2818
(b)	Area of operation of mobiles	N.A.
7 (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

(Signature & Seal of applicant)

## 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:

- |  |   |
|--|---|
| <b>1. Acknowledgement form print-out</b>       | <b>2 copies</b> , duly signed by the authorized signatory with the organization's stamp/seal.   |
| <b>2. SACFA application form print-out</b>     | <b>2 copies</b> , duly signed by the authorized signatory with the organization's stamp/seal.   |
| <b>3. Copy of the Letter of Intent (LoI)</b>   | <b>1 copy</b> , duly signed by the authorized signatory with the organization's stamp/seal.   |
| <b>4. Frequency allocation application</b>     | <b>2 copies</b> , duly signed by the authorized signatory with the organization's stamp/seal.   |
| <b>5. Demand Draft for processing fee</b>      | <b>1 DD</b> (for Rs.1000, as per details on page 4)   |
| <b>6. Map of CRS location</b>                  | <b>1 copy</b> , duly signed by the authorized signatory with the organization's stamp/seal.   |
| <b>7. A covering letter for the submission</b> | <b>1 copy</b> . The covering letter must be addressed to:<br><b>The Secretary (SACFA), WPC Wing, Dept. of Telecommunications &amp; IT, Sanchar Bhavan, 20 Ashoka Road, New Delhi – 110001.</b><br>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 straight forward 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)  
6<sup>th</sup> floor, Sanchar 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@ideosyncmedia.org  
Web: www.ideosyncmedia.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)**  
1<sup>st</sup> Floor, Janpath Barracks 'A'  
Behind Tibetan Market  
Janpath, New Delhi - 110001  
Tel: 011-23322288  
Contact: Shri R.P.Singh
- 7. National Atlas & Thematic Mapping Organization (NATMO) Sales Counter**  
Dept. of Science & Technology (DST), Govt. of India  
Technology Bhavan (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, 7<sup>th</sup> Floor, DF-Block  
Salt Lake City, Kolkata – 700 064  
Tel: 033-2334-3699/6331/5006/6459  
Fax: 033-23346460  
Email: natmomapsales@gmail.com