

Community Radio Stations

In December 2002, the Government of India approved a policy for the grant of licenses for setting up of Community Radio Stations to well established educational institutions including IITs/IIMs.

The matter has been reconsidered and the Government has now decided to broaden the policy by bringing 'Non-profit' organisations like civil society and voluntary organisations etc under its ambit in order to allow greater participation by the civil society on issues relating to development & social change.

There are several stages to the Application process as well that needs to be kept in mind.

Step 1: Filling up the Application Form and submitting the requisite documents to the Ministry of Information and Broadcasting (Community Radio Station Cell), Shastri Bhawan, New Delhi. (The list of documents will be highlighted below/ in a foot note)

Step 2: Applying to the Wireless Planning & Coordination Wing (WPC) for

- (i) Frequency Allocation;
- (ii) SACFA (Standing Advisory Committee on Radio Frequency Allocation) Clearance

Step 3: Signing of the GOPA (Grant of Permission Agreement)

Step 4: Applying for the (WOL) Wireless Operating License to the Wireless Planning & Coordination Wing (WPC)

Let us now take a look at the genesis of the CRS Online Application Form

Earlier on, the CRS applicants had to fill in a physical form, more recently, the Ministry of I& B, GOI, has decided that an online application form may be easier to fill as well as monitor and fast track the process of application. Hence, the new online form has been designed to facilitate a self explanatory, self contained application from that ensures faster delivery and access.

However, there are some important factors that need to be kept in mind before you begin filling in the online application form.

What documents would you need before filling up the CRS Application form?

For Applying for a CRS

A valid email address

GPS (Global Positioning System) Data for the details of the longitude and latitude of the exact spot where your organization would like to locate the CR Tower. This information may be made available to you with the help of surveyors, civil engineers/architects. The information should be in the correct format e.g., 072E0000 (for longitude) and 23N0000 (for the latitude).

A. In case of Educational Institutions:

1. The proof of recognition
2. Whether the educational institution is government/ private/ government aided
3. Whether recognized by:
Central Government b) State Government (Kindly furnish details with documentary proof)- as a pdf file or scanned like copies of gazette notification/legislation/ certificate from the competent regulatory authority
4. Profile of the Institution:

Bio -Data in the prescribed form as given as annexure II in the application form for all the office bearers/members of the governing body in the format as under:

- | | |
|-------|--|
| i) | Name |
| ii) | Date of Birth |
| iii) | Parentage |
| iv) | Nationality |
| v) | Permanent Address |
| vi) | Residential Address |
| vii) | Official Address |
| viii) | Passport Number (if any) |
| ix) | Qualification |
| x) | Experience |
| xi) | Signature and name of the authorized signatory with
Official Seal |

5. Details of the Community/ Area proposed to be served – map from the district authorities

6. Certificate under 12 – A of the Income Tax Act or any other document in support of the institution being a not – for- profit organization.

7. Nationality

B. In case of Agriculture Universities/ ICAR Institutions / Krishi Vigyan Kendras

- i) Whether the organization is private/ govt/ govt aided
- ii) Whether the organization is Whether recognized by:
 - a) Central Government b) State Government (Kindly furnish details with documentary proof)
- iii) Profile of the organization/ institution
 - i) Details of the Community/ Area proposed to be served

C In case of non- profit organizations/ voluntary organizations/ NGOs/ Civil Society Organizations etc

- i) Whether the organization is registered under the Societies Act or any other such Act relevant to the purpose
- ii) Whether the organization has completed three years at the time of the application for the CRS
- iii) A Memorandum of Article of Association
- iv) Certified copies of the balance sheet for the last three years of the organization applying for a CRS
- v) Whether grants have been received from the Central/ State Govts/ Multilateral agencies (with supporting documents)
- vi) Profile of the organization
- vii) Details of the Community/ Area proposed to be served
- viii) Objectives sought to be achieved by setting up the CRS

Other General Information is already available in the form and hence shall not be dealt with here.

Kindly note:

You would need the soft/ e/ scanned copies of each and every document for processing your online application, without the soft copies of these documents your application form would be incomplete and hence, not acceptable to the Ministry of Information and Broadcasting, GOI.

While Educational Institutions would need the Acts of Parliament/ State Legislatures, and the Annual Reports of the last three years (from the date of application of the CRS); Civil Society Organizations/ Non- Governmental Organizations would need to provide soft copies of their registration Certificates as well as audited Statement of Expenditure for the last three years.

The Civil Society Organization/ Non Governmental Organization should also have been registered for at least three years prior to the date of application.

There are three drafts too that need to be processed and submitted to the Ministry of Information & Broadcasting as well as the WPC. The drafts too incidentally need to be scanned and the draft number, and other details need to be filled in while submitting the application form online, but, you would also need to send the physical draft to the concerned departments.

At Step 1

While submitting the Application Form to the Ministry of Information & Broadcasting online, you would need to furnish details of the draft (INR 2500, drawn in favour of Ministry of Information & Broadcasting, GOI) and submit an e copy, while the physical draft needs to be sent to the Ministry.

At Step 2

While submitting the Application Form for Frequency Allotment a draft of INR 1000 in favour of Pay & Accounts Officer (HQ), Department of Telecommunication payable at New Delhi

At Step 4

While applying for the Wireless Operating License (WOL) a draft of INR 19, 700 in favour of Pay & Accounts Officer (HQ), Department of Telecommunication, payable at New Delhi would be required.

Kindly note all the hard copies/ physical drafts would have to be mailed to their respective destinations even after submitting the scanned copies and other details online.

Let us now look at the filling of the CRS Application Form Online

Guidelines for filling up of the application form on line

1. What does the Community Radio Station Online Application Form Look Like?



सत्यमेव जयते

**Community Radio Stations
Management Information System**
Ministry of Information & Broadcasting, Government of India

Online Application form for Grant of Permission for setting up Community Radio Station

Community Radio Online support to fill the application Form

Conditions For Using the site
Entry Restricted
Unauthorized Entry Prohibited

• [Enter](#)

Filling Instructions:

Read Guidelines before proceeding to fill the application:

- [Policy Guidelines](#)
- Read the procedure given here carefully
- Keep scanned copy of all documents ready
- Institutional type should be Specified correctly
- The authorized signatory details should be provided as in the Annexure II
- Application should be filled after reading carefully the policy guide lines. The link is provided here.

Open your Internet browser. For e.g., Internet Explorer/ Mozilla Firefox/ Google Chrome/Flock

Click on the browser and type in <http://www.cemca.org/crmis>

This is a picture of the page that opens up.

Next click on Authorized Persons Enter button

When you click on the authorized persons enter button this screen titled CR Application Processor: Password Control opens up.

2. What do I do next?



The image shows a web interface for the Community Radio Stations Management Information System. At the top left is the Government of India emblem with the motto 'सत्यमेव जयते'. The title 'Community Radio Stations Management Information System' is centered, with 'Ministry of Information & Broadcasting, Government of India' below it. The main heading is 'CR Application Processor: Password Control'. Below this is a section titled 'Application Processor:View and Update' containing two input fields: 'Username(eMail Address)' and 'Enter Password', each with a small orange square icon to its right. Below the fields are three buttons: 'Submit', 'Register', and 'Forgot'. To the right of the form is a 'Filling Instructions:' section with a bulleted list of instructions and a final note about a help icon.

**Community Radio Stations
Management Information System**
Ministry of Information & Broadcasting, Government of India

CR Application Processor: Password Control

Application Processor:View and Update

Username(eMail Address)

Enter Password

Filling Instructions:

- Only authorised persons can Enter & View the CR Application data
- You have to be registered User to carry out online CR Application Entry, Register, as a first step
- Extra Care is a must, While Editing the existing data
- Your email will be used for Communications
- For recalling with ease, Change the password with a New one, after receiving an Entry Password
- Forgotten password can be recovered by you, using Forgot option

■ Get help by Moving the Mouse over

Next fill in your email id (for eg nimitachauhah@yahoo.com)

Then click on the register button. This screen opens up next and asks you to fill in details such as the name of your organization, your name, your designation, and your email id



Community Radio Stations
Management Information System
Ministry of Information & Broadcasting, Government of India

Online Application form for Grant of Permission for setting up Community Radio Station- Register

Registration for Online Application Submission

1. Name of the Institution/Organisation:	<input type="text"/>
2. Your Name:	<input type="text"/>
3. Designation:	<input type="text"/>
4. e-Mail(Address):	<input type="text"/>

Registration Instructions:

- As a first step the institution wishing to fill-up the Online application should register
- Institutional name should be mentioned correctly, which will be automatically used in Application filling by the system
- Application should be filled by Authorised person only
- You have to have a **eMail address** for filing online application. Your email will be used for all Communications
- The registration process will allot a unique **Serial Number** that will be used as a reference, in all communications



Community Radio Stations
Management Information System
Ministry of Information & Broadcasting, Government of India

Online Application form for Grant of Permission for setting up Community Radio Station- Register

Registration for Online Application Submission

1. Name of the Institution/Organisation:	<input type="text" value="Krishna Moorthy"/>
2. Your Name:	<input type="text" value="krish"/>
3. Designation:	<input type="text" value="consult"/>
4. e-Mail(Address):	<input type="text" value="vkrishnamoorthy2003@yahoo.co"/>

Registration Instructions:

- As a first step the institution wishing to fill-up the Online application should register
- Institutional name should be mentioned correctly, which will be automatically used in Application filling by the system
- Application should be filled by Authorised person only
- You have to have a **eMail address** for filing online application. Your email will be used for all Communications
- The registration process will allot a unique **Serial Number** that will be used as a reference, in all communications

Once you fill in the details this is what your screen should look like. Then click on the register button again.



**Community Radio Stations
Management Information System**
Ministry of Information & Broadcasting, Government of India

CR Application Processor: Password Control

Application Processor:View and Update

Username(eMail Address)



Enter Password



Submit

Register

Forgot

Change Password

Message : Your password has been sent to your eMail address
Application no. :CR0011

Filling Instructions:

- Only authorised persons can Enter & View the CR Application data
 - You have to be registered User to carry out online CR Application Entry, Register, as a first step
 - Extra Care is a must, While Editing the existing data
 - Your email will be used for Communications
 - For recalling with ease, Change the password with a New one, after receiving an Entry Password
 - Forgotten password can be recovered by you, using Forgot option
- Get help by Moving the Mouse over

3. This screen tells you that you have been registered successfully and that your password has been sent to your email id.



Community Radio Stations
Management Information System
Ministry of Information & Broadcasting, Government of India

CR Application Processor: Password Control

Application Processor:View and Update

Username(eMail Address)

er.praveshsharma@gmail.com

Enter Password

Sign In

Register

Forgot Password?

Change Password

Message : NONE

Filling Instructions:

- Only authorised persons can Enter & View the CR Application data
- You have to be registered User to carry out online CR

Enter the UserName i.e. the eMail address given during Registration

- Extra Care is a must, While Editing the existing data
- Your email will be used for Communications
- For recalling with ease, Change the password with a New one, after receiving an Entry Password

The Menu appears:



Community Radio Stations
Management Information System
Ministry of Information & Broadcasting, Government of India

Online Application form for Grant of Permission for setting up Community Radio Station
Application Id: CR0000

Application Data Management

- **Add a New Application/Edit an Application** ■
- **Preview/Print the Application Entry** ■
- **Submit the Application** ■
- **Submit the attachment as one PDF file** ■
- **Filling SACFA Clearance Application online** ■
- **Exit** ■

MESSAGE : Your password accepted

Having filled in your email id and the password, click on the submit button.
The next screen that opens up looks like this and gives the following message:

Application Data Management and has three options:

Add a New Application

Preview/ Print the Application Entry

Filling SACFA Clearance Application Online

Exit

If you wish to submit the application online here is how you go about it.



**Community Radio Stations
Management Information System**
Ministry of Information & Broadcasting, Government of India

Online Application form for Grant of Permission for setting up Community Radio Station- Page 01
Application Id: CR0007

Institution details

1. Name of the Institution/Organisation:	<input type="text"/>	■
2. Location:	<input type="text"/>	■
3. Mailing Address for Communication:	<input type="text"/>	■
	<input type="text"/>	
City/Town:	<input type="text"/>	
Pincode:	<input type="text"/>	
Telephone Number:	<input type="text"/>	
E-Mail	<input type="text"/>	
Fax	<input type="text"/>	
4. Local Address, if any (of Delhi):	<input type="text"/>	■
5. Name of the Head of the Institution/organisation:	<input type="text"/>	■
6. Name, designation and address of the authorized signatory responsible for complying with the terms and conditions of the Grant of Permission Agreement (GOPA) (Details to be furnished as per Annex. II)	<input type="text"/>	■
	<input type="text"/>	
	<input type="text"/>	
7. Details of the organization and members of the Governing Body: (Please furnish details of members along with bio-data of each member as per Annexure-II)	<input type="text"/>	■
8. Institution Category ■		
☐ Educational Institution		
☐ Agricultural University/ICAR Institution/Krishi Vigyan Kendra		
☐ Non-profit Organisations, Voluntary Organisations, NGOs etc.		

Message: You have already Created Application

Filing Instructions:

Read Guidelines before proceeding to fill the application:

- [Policy Guidelines](#)
- Institution name should be mentioned
- Your email will be used for Communications
- Institutional type should be Specified to proceed further with Application Entry
- The authorized signatory details should be provided as in the Annexure II
- Application should be filled after reading carefully the policy guide lines. The link is provided here.
- Get help by Moving the Mouse over the tip square

Kindly make a note of the following details very carefully.

Click on **option One Add a New Application Form**, if you are submitting your application form. Then you would need to fill in each and every detail very meticulously. Before beginning to fill in the form kindly ensure you have the soft copies/ e copies/ scanned copies of the following documents:

- There is a clickable button on the right hand side of the screen next to each option that you need to fill in. Just click on this button and attach the soft/ e/ scanned copies of the supporting documents. E.G. Items 6 and 7 require you to fill in the details of the Head of the Organization and Bio Data of the Governing Body/ Executive Committee members.
- You would then need the soft copies to be uploaded/ attached at this stage.



**Community Radio Stations
Management Information System**

Ministry of Information & Broadcasting, Government of India

Online Application form for Grant of Permission for setting up Community Radio Station- Page 01

Application Id: CR0007

Institution details

1. Name of the Institution/Organisation:

2. Location:

3. Mailing Address for Communication:

City/Town:

Pincode:

Telephone Number:

E-Mail:

Fax:

4. Local Address, if any (of Delhi):

5. Name of the Head of the Institution/organisation:

6. Name, designation and address of the authorized signatory responsible for complying with the terms and conditions of the Grant of Permission Agreement (GOPA) (Details to be furnished as per Annex. II)

7. Details of the organization and members of the Governing Body: (Please furnish details of members along with bio-data of each member as per Annexure-II)

8. Institution Category

☒ Educational Institution

☐ Agricultural University/ICAR Institution/Krishi Vigyan Kendra

☐ Non-profit Organisations, Voluntary Organisations, NGOs etc.

Message: You have already Created Application

Filling Instructions:
Read Guidelines before proceeding to fill the application:

- Policy Guidelines
- Institution name should be mentioned
- Your email will be used for Communications
- Institutional type should be

An organisation desirous of operating a Community Radio Station (CRS) must be able to satisfy and adhere to the following principles:

a) It should be explicitly constituted as a 'non-profit' organisation and should have a proven record of at least three years of service to the local community.

b) The CRS to be operated by it should be designed to serve a specific well-defined local community.

c) It should have an ownership and management structure that is reflective of the community that the CRS seeks to serve.

d) Programmes for broadcast should be relevant to the educational, developmental, social and cultural needs of the community.

e) It must be a Legal Entity i.e. it should be registered (under the registration of Societies Act or any other such act relevant to the community).

<http://66.242.137.149/crmis/craoform01.asp>

- After choosing the type of organization you represent click on the submit button once again. A new screen will open up next.

 सत्यमेव जयते	Community Radio Stations Management Information System Ministry of Information & Broadcasting, Government of India
Online Application form for Grant of Permission for setting up Community Radio Station - Page 02	
8. Furnish the following details as per your Institution Category	
(A) EDUCATIONAL INSTITUTIONS	
(i) Whether the educational institution is government/private or govt. aided: (Please furnish details along with documentary proof)	<input type="text" value="Government"/> ■
(ii) Whether recognized by: (a) Central Government (b) State Government	<input type="text" value="Central"/> ■
(iii) Give a profile of the Institution:	<input type="text"/> ■
(iv) Details of the Community/Area proposed to be served? (enclose an area map indicating the entire area of service to be covered by the Community Radio)	<input type="text" value="Rural areas around Delhi"/> ■
(v) Please furnish documents (like certificate under section 12-A of Income tax Act or any other document) in support of the institution being "Non Profit" as certified in para 6 of the Certificate/Affidavit (Annexure-I)	<input type="text" value="Enclosed"/> ■
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	

Filling Instructions:

- Details requested as per type of institution
- Provide correct details and attach relevant documents as requested
- Application should be filled after reading carefully the policy guide lines.
■ Get help by Moving the Mouse over the tip square

To be filled by All Institutional categories

9. State the

(i) Power of the FM radio transmitter: (upto 100 watt ERP is generally permitted. In exceptional case, upto 250 Watt ERP could be considered subject to the conditions laid down in the guidelines.)

(ii) Height of the tower (Max. 30 meter and Min. 15 meter above the ground level permitted):

10. Location of the FM transmitter & Antenna:

(i) Geo-coordinates of the location (in degrees, minutes and seconds):

(ii) Height above mean sea level (AMSL in meters):
(In the case of educational institutions, the FM Transmitter and Antenna should be located within the premises of educational institution. In all other cases, the FM Transmitter and Antenna should be located within the geographical area of the community to be served. Please indicate the name of the village/town/area etc. where Transmitter & Antenna is to be located and the entire area of service to be covered by the Community radio along with a map). Mobile FM transmitter and antenna is not permitted.

11. Nature/Types of programmes to be broadcast:

12. Language(s) in which programme is to be produced/broadcast:

13. Number of Hours proposed to be broadcast:

14. Source of content (own/acquired):

15. Profile of the community located in 10 km radius of the institution & their problems:

16. How your programmes are going to help the targeted community:

17. How you propose to involve the local community in the production of programmes and management of CRS:

18. Have you made any survey amongst the community about the need for setting up CRS and the requirements of the targeted population? Give brief details:

19. Details of sources of funding and amount proposed to be invested for:

a. Setting up of infrastructure

b. Maintenance

c. Programme production

20. Foreign Aid, if any:
(Foreign aid permitted only from multilateral agencies. Please attach a copy of the FCRA clearance.)

21. Details of the processing fee (Demand Draft Number):
Attached Demand for Rs. 2500/- towards processing fee drawn on (name of the bank, branch) in favour of Pay & Accounts Officer, Ministry of Information & Broadcasting, New Delhi (Please note that the DD must be payable at Delhi/New Delhi only)

Message: You have already Created Application

Submit Clear Exit

you are going to serve
Find a **Sample questionnaire** here and prepare a **Survey Report** and attach it with Your Application

- You must Provide Correct Demand draft number to Proceed further
- Community Profile carried out through survey should be furnished
- Financial details should be provided as per availability
- Application should be filled after reading carefully the policy guide lines.

Get help by Moving the Mouse over the tip square

You would also need to attach an e copy of a map of the location of the transmitter and the area that the Community Radio Station would serve, (a map of the community area as well) within a range of 10 – 15 kms.

You would need to fill in details as per the type of institution you are applying for.

You would also need to provide correct details and attach relevant documents as requested.

The Application should be filled after reading the policy guidelines carefully.

You should also have a soft/ e/ scanned copy of the basic survey report of about 1000 people. (full report not mandatory but a summary preferred)

Having filled up all the details requested for in the previous screen/ page you would need to click on the submit button. The next screen would ask you for the following particulars for the signing of the GOPA.



सत्यमेव जयते

**Community Radio Stations
Management Information System**
Ministry of Information & Broadcasting, Government of India

Online Application form for Grant of Permission for setting up Community Radio Station- Annexure II
Application Id: CR0007
Member Id: CRM001

Filling Instructions:

- Each of the member details should be provided
- You can use more option to add 'MORE' members
- Every member is issued an Id for future communication
- You may exit after providing all member details

Institution details

1. Name:	Ram Kumar
2. Date of Birth(dd/mm/yyyy):	03/11/1971
3. Parentage:	India
4. Nationality:	India
5. Permanent Address:	181, Z- Block, Saket, New Delhi - :
6. Residential Address:	181, Z- Block, Saket, New Delhi - :
7. Official Address:	8/4 Sarv Priya Vihar, New Delhi -1
8. Passport Number: (if any)	
9. Qualification:	Graduate
10. Experience:	10 years

Message: You have already Created Application

Having added all the details of the Governing Body/ Executive Committee Members, click on the Exit button on the right bottom of the screen.

The next screen will take you back to the menu.

The Application Finally Submitted:



Community Radio Stations Management Information System Ministry of Information & Broadcasting, Government of India

Online Application form for Grant of Permission for setting up Community Radio Station

Application Id: CR0000

Application Data Management

- [Add a New Application/Edit an Application](#) ■
- [Preview/Print the Application Entry](#) ■
- [Submit the Application](#) ■
- [Submit the attachment as one PDF file](#) ■
- [Filling SACFA Clearance Application online](#) ■
- [Exit](#) ■

**MESSAGE : Your Application has been Submitted
CR0000**

Filling SACFA clearance:

Select the option for SACFA, the following screen appears:



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
EXAMINATION
NPA
ITU-R RELATED
NEW TECHNOLOGY GROUP
PROFORMAS
MISCELLANEOUS
RULES AND REGULATIONS
ARCHIVE
HELP DEMO (New)
TENDERS/QUOTATION
FAQ
CHECKLIST
CHECK EQUIPMENT
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

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[Result of the RTR\(Aero\) Examination held at Chennai during June - 2010 & July - 2010](#) 

[Important Announcement for the RTR \(A\) exam to be held at Kolkata, commencing on 16/8/2010](#) 

[Online filing of Application for RTR\(A\) Examination at Kolkata centre in August 2010](#) 

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Site has viewed in 1000x600px Explorer 5.5 and above - Developed

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

PLEASE CONTACT: PUBLIC INFORMATION CELL.
TELEFAX No. 011-25372510
Email Id: mail@wpc.nic.in

PUBLIC MEETING TIME AND VENUE FOR MEETING CONCERNED OFFICIALS OF WPC WING.
WEDNESDAY 1030 HRS TO 1230 HRS
FRIDAY 1500 HRS TO 1700 HRS

Once your CRS Online Application Form is accepted by the Ministry of Information & Broadcasting, then wait for the communication from the Ministry of I & B for appearance before the screening committee. Once you are issued a letter of intent, then you will have to apply online for the frequency allotment and SACFA with the WPC wing of the Ministry of Telecommunication. You will be guided later on this aspect

Wireless Planning & Coordination Wing Ministry of Communications and Information Technology Department of Telecommunications	
Applicant Login User (Applicant) can register to this Web site and can perform various activities. A Registered user can file applications for: <ul style="list-style-type: none">▪ Network Licences▪ Non-Network Licences▪ Coordination Licences▪ Certificates▪ Type Approval▪ Amateur Licences SACFA Applications can also be filed by a Registered User. The status of all SACFA cases is available on-line. The Applications filed can be tracked through this Web Site. It is advised that users register to the WPC Web Site once and perform their activities using the same Login ID and Password.	User ID <input type="text"/> Password <input type="password"/> <input type="button" value="Sign In"/> Before Filling Online Application Forwarding for various Licences, users are advised to go through this link Register Change Password Home Page

How to submit attachments

Scan all your attachments including the Bank Draft and keep them in a single Directory in your harddisk. The scanned images of your document are normally in the .jpg form. Try to keep your document resolution at 72 DPI, to optimise the file size, you can request the person helping you to scan to set the resolution at 72 DPI.

Then Download Free supports from Internet for PDF creation of attachments

<http://www.cutepdf.com/products/cutepdf/writer.asp>

and install the software, you have a support now to create pdf files.

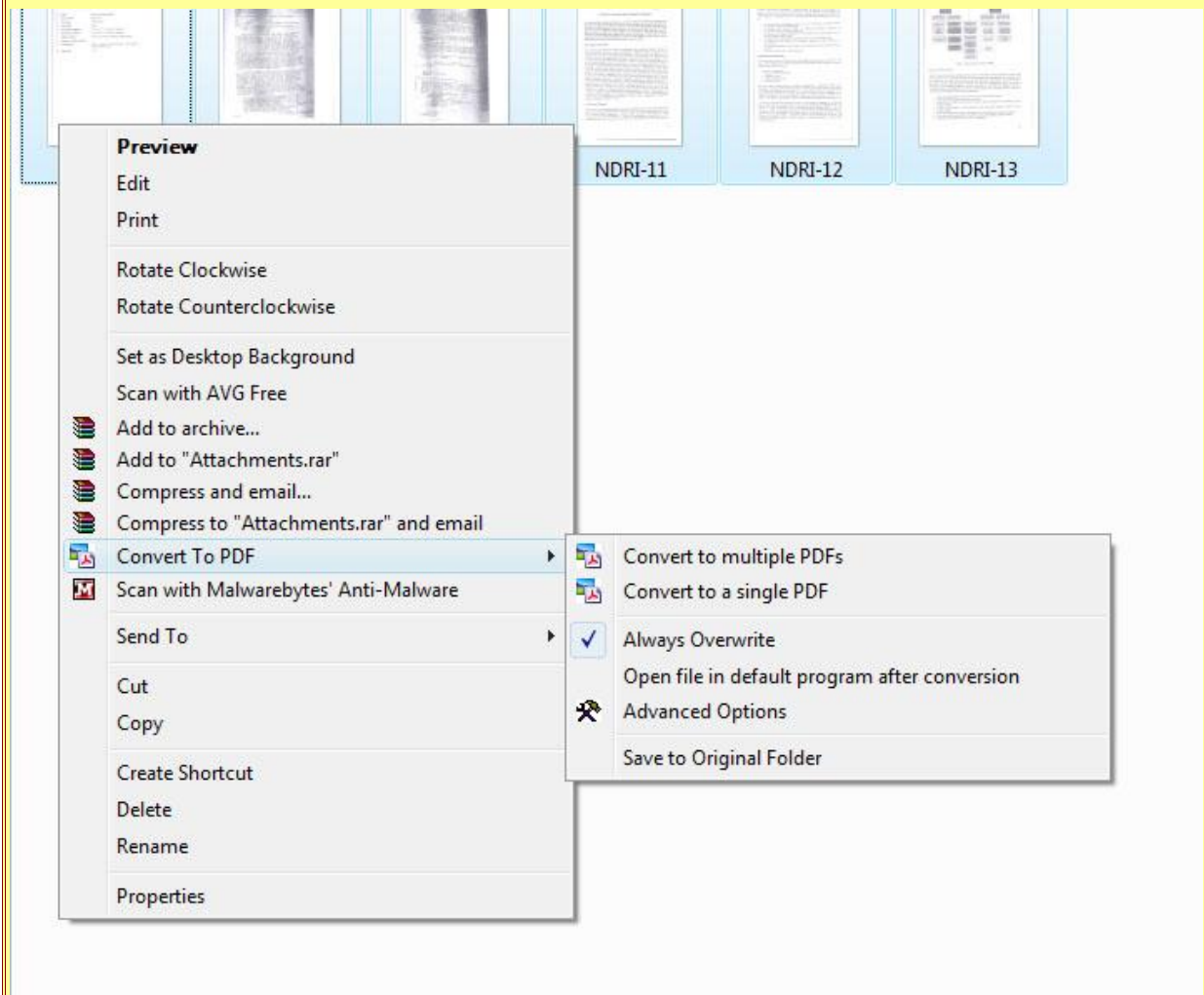
Portable Document Format (PDF) is the de facto standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. CutePDF Writer (formerly CutePDF Printer) is the free version of

commercial PDF creation software. CutePDF Writer installs itself as a "printer subsystem". This enables virtually any Windows applications (must be able to print) to create professional quality PDF documents - with just a push of a button!

FREE for commercial and non-commercial use!

You can open the directory and select all files and then with right click of the mouse and selecting **CONVERT PDF** option and choosing Single PDF creation option, the system will automatically generate a PDF file.

Upload this PDF file as your attachment.



**This is your guide to filling the Online CRS Application Form. Happy Journey! If however, you face any problems in applying online do not hesitate to contact us at the following e mail ids:
crscell@mib.cic.in**