

**A guide to filing applications online for
Amateur Radio in India
with effect from 30 Oct 2024**



**Application for
Club License**

National Institute of Amateur Radio
Raj Bhavan Road, Hyderabad-500082, India
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13 Mar 2025

Application for Amateur Radio Club Licence

General Guidelines:

Use of amateur station operator's certificate for activities of an amateur society in schools, colleges or other institutions

(1) A group, comprising of a **minimum of 4 ASOC holders**, may submit an application in the form specified for this purpose, and payment of **fees of Rs.2000/-**, to form an amateur society in schools, colleges, universities or other institutions, for the purpose of installation and operation of an amateur station and undertaking of amateur services.

(2) The application shall specify one of the applicant ASOC holders as the custodian of the proposed amateur society. Any change of custodianship of such amateur society to any other ASOC holder within such society, shall be promptly communicated to the Central Government in such form as may be specified for this purpose.

(3) Upon receipt of the application, the Central Government may grant permission for the amateur society, along with a unique call sign, which shall be valid for **20 years**, or co-terminus with the validity of the ASOC of the custodian of such amateur society, whichever is earlier.

(4) If any of the applicants leaves the amateur society, the same shall be communicated promptly to the Central Government in the form specified for this purpose.

(5) The permission granted under this rule shall continue to remain valid so long as at least four of the applicant ASOC holders continue as members of the amateur society.

The following documents are to be submitted:

1. Covering Letter
2. Application for club license in the prescribed format.
3. **Self** Attested copy of birth certificate of the custodian of the Society. Only Birth Certificate/ SSC Certificate/ Passport Copy/ is accepted. Aadhar Card /Ration Card/ Voter Id/ PAN Card/ Driving License etc, is not valid.
4. If Passport is there, send self declaration of Nationality and Character in specified format **or** if no passport is there, Nationality certificate of the custodian of the Society. **(The name, designation and address of attesting officer must be clearly there on the stamp)**
5. Two stamp size photographs of the custodian of the Society.

6. The prescribed fee Rs.2000 is to be made in **Bharat Kosh portal** under **Ministry:** Telecommunications, **PAO Name:** Controller of Communications Accounts PAO Headquarter (077188), **DDO Name:** Department of Telecommunications (HQ), DDO, SO (Cash), New Delhi (0205155), **Purpose and Payment Type:** Amateur License
7. Original copy of constitution of Society signed by all office bearers on each page
8. Minutes of relevant meeting.
9. Letter issued by office bearer of society, authorizing applicant for custodian of Society and filling Amateur License Application on behalf of Society.
10. Consent / No objection certificate from the owner of premises where the club station is to be installed.
11. Copy of Amateur Radio license / Renewal card of custodian of the Society.
12. Self declaration and license copy & renewal copy (if available) of 4 members of the Society
13. Declaration that the applicant is not Custodian of any other Amateur Club/ Repeater, in prescribe format
14. Details of equipment in **2** specified formats

The application must be sent by Speed Post / Registered with acknowledgement due (not by courier) to:

**The Assistant Wireless Advisor to Govt. of India,
Ministry of Communications,
Department of Telecommunications, WPC Wing,
Amateur Section, 6th Floor, Sanchar Bhavan,
20 Ashoka Road, New Delhi – 110 001.**

Application for Amateur Radio Club License

:

From:

Date:

Name:

Address:

Tel//Cell no/. Email id:

To:

The Assistant Wireless Advisor to Govt. of India,
Ministry of Communications, Department of Telecommunications,
WPC Wing, Amateur Section, 6th Floor, Sanchar Bhavan,
20 Ashoka Road, New Delhi – 110 001.

Dear Sir,

Subject : Application for issue of Amateur Radio Club License –Regarding
Ref. License NoCall sign VU.....valid upto.....

I am enclosing the following documents for the issue of an Amateur Radio Club License at..... for which I am the Custodian.

1. Application for club license.
2. Attested copy of birth certificate of the custodian of the Society.
3. Nationality certificate **or** Self Declaration of Nationality & Character of the custodian of the Society.
4. Two stamp size photographs of the custodian of the Society.
5. Print out of online payment receipt for **Rs.2000/-** made in Bharat Kosh portal
6. Copy of constitution of the Society signed by all office bearers on each page.
7. Letter issued by office bearer of society, authorizing the applicant for custodian of wireless equipment and filling Amateur License Application on behalf of Society
8. Minutes of relevant meeting.
9. Consent / No objection Certificate from the owner of premises where the station is to be located
10. Copy of Amateur Radio license / Renewal card of custodian of the Society.
11. Self declaration and license copy & renewal copy (if available).
of **4** members of the society
12. Declaration that the applicant is not Custodian of any other Amateur Radio Club / Repeater Station in prescribed format
13. Details of equipment in 2 prescribed formats
14. The choice of call sign is as follows:

1. VU	2. VU	3. VU
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I request you to issue the club license at the earliest.

Thanking you,

Yours faithfully,
()

**Application for a license to establish, maintain and work an Amateur Station by
an Amateur Radio Society at a School / College, Institute or a University in
India.**

1. Name and address of the Amateur Radio Society/ Club/ School/ Institute etc
.....
.....

2. Particulars of authorized official of the Society/Club/School etc. in whose favor
license is desired:

Name:

Designation:

Date of Birth	Place of Birth	Nationality	Occupation
INDIAN			

3.(a) Category of license applied for	(b) Exact location of the station
Club Station	

4. Particulars of Amateur Station Operators Certificate held by the authorized official

Category of license	No.	Date of Issue
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5. Particulars of the Amateur Radio Society, school etc.

a) If registered, give the particulars:

b) In case of school, college or institute, give the name of Board or University by
which it is recognized.

c) Give in brief its aims and objectives :

d) If affiliated to any Radio Amateur organization, give its particulars:

e) Give the names of office bearers :

f) Mode of operation of the station including its normal hours of working : 24 hrs on
all authorized bands and modes

6. Particulars of Apparatus to be used:

Category of Apparatus	Manufacturer's name	Type No	Frequency range	RF Power output.
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Transmitter

Receiver

Frequency Measuring Device

DECLARATION

I hereby solemnly declare that the foregoing facts are true and correct and nothing if false therein and nothing materials has been concealed therefrom. I also agree that in case any information given by me hereinbefore is found false at a later date, the licence, if granted, will be cancelled.

I further solemnly give an undertaking that I will not either directly or indirectly divulge to any person, except when lawfully authorized or directed to do so, the purport of any message which I may transmit or receive by means of any wireless operated by me or which may come to my knowledge in connection with the operation of said apparatus.

I have carefully read and understood the rules contained in the Telecommunications (Amateur Services) Rules, 2024 and undertake to abide by them and observe the conditions of license. The licensed stations shall not be made accessible to any unauthorized person at any time.

Signature of witness:

Name (in block letters):

Address:

Date:

Signature of applicant:

Name (in block letters):

Date:

Place:

Note:

1. A self attested copy of birth certificate or school leaving certificate must be accompanied along with the application.
2. Enclose a certificate in support of nationality in the prescribed Performa, indicated in Appendix III from one of the officers listed therein.
3. Attach a copy of the rules and regulations or constitution.
4. Attach the minutes of the relevant meeting.

[Proforma]

SELF DECLARATION OF CHARACTER AND NATIONALITY

(in case valid Indian passport is available)

I[Name]....., declare that myself son/daughter of Shri... [Father's/Mother's Name]....., is resident of City/Village..... District..... State.....and my nationality is as per my Passport number..... valid upto.....[dd/mm/yyyy].....

2. I hereby certify that there are no criminal proceedings pending against me and I have not been convicted by any court of law.

3. I affirm that the information and particulars given by me in this form are true and correct. I further state that I am not suppressing any material information in this regard. I further affirm that the enclosures and documentary proof submitted in support of my application are authentic and solely pertain to me and I am fully responsible for the accuracy of the same. I am liable to be penalized or prosecuted if found otherwise. I am aware that it is a criminal offence to furnish any false information or to suppress any material information with a view to obtain government document/certificate/license.

I have read and understood the contents of the above and by submitting this form certify that all the information submitted by me in the form is *bona fide*.

Place:

Signature

Date:

Name (in Capital Letters)

Correspondence Address:

Contact no.

Email:

[Proforma]

NATIONALITY CERTIFICATE
(in case valid Indian passport is not available)

Certified that I have known Shri. / Smt / Kum son / daughter of Shri..... for the last..... years and that to the best of my knowledge and belief he/she bears a good moral character. He/ She is ofnationality. He/ She is not related to me.

Address:

Signature:

Dated:

Designation:

Seal:

Note- This certificate should be from one of the officers listed below:-

1. Gazetted officers of Central or State Governments.
2. Members of Parliament or State Legislatures.
3. Sub-Divisional Magistrate/Officer or Tahsildars or Naib/Deputy Tehsildars authorised to exercise magisterial powers.

Undertaking from custodian for new Amateur Radio Club/Repeater Station

1. I (Name of custodian) hereby declare that I am not holding post of custodian in any other Amateur Radio Club/Repeater in India.

2. Further I am associated with other Amateur Radio Clubs/Repeater. Yes/No
(If yes, kindly filled up the following table)

S. No.	Name of Amateur Club/Repeater	Position
1		
2		
3		

3. (a) E-mail of Custodian :

(b) Contact No. of Custodian :

4. In case of any change in status of above custodian is liable to inform AWA(COP) at awacop-dot@nic.in .

Date:
Place:

(Signature of Custodian)

Name :
Call Sign :
Validity :
Lic. No. :

Details of equipment i.r.o. new Amateur Radio Society

Amateur Radio Society details	Name of Society				
	Address:				
	Geographical location	----	Degree	Minute	Second
		Latitude(N)			
	Longitude(E)				
Custodian details	Name				
	Call Sign:				
	License No.				
	ASOC Category				
	Validity:				

Equipment details(As per Amateur Service Rules 2024)

S.No.	Particulars of apparatus			Name and address of the person from whom received (in case assembled by Authorised entity write self-made)	Date of Receipt or assembly
	Make	Model	Serial No		
1	2			3	4
In case of purchase, give receipt no. and indicate the certificate no. of the seller	Name and address of the person to whom sold or transferred			Date of sale or transfer	Particulars of the ASOC certificate issued in the name of the purchaser
5	6			7	8

I hereby solemnly declare that the above information is true and correct to the best of my knowledge and nothing material has been concealed. I also agree that in case any information given by me is found incorrect at a later stage, the permission, is liable to be cancelled/suspended/revoked.

Place :
Date:

Signature of Custodian:
Name:
E-mail:
Contact No.:

Equipment details : Form II

1.	Type of station (Tick one option)	Terrestrial	Satellite
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2.	Antenna and Mast details		
2.1	Type of Antenna (Particulars of aerial used)		
2.2	Height of antenna/Mast (in Meter)		
2.3	Make of antenna		
2.4	Model of Antenna		
2.5	Gain of Antenna (dBi)		
2.6	Remarks		
2.7	If imported then the name of manufacturing country		
2.8	SACFA ID		
	SACFA issue date		

3.	Technical specification of Equipment*			
3.1	Make	Model	Serial No.	Year of manufacture
3.2	Frequency band		Start Freq. KHz/MHz	Stop freq. KHz/MHz
3.3	RF Power (dBm)			
3.4	Emission/Modulation			
*Note: For multiple freq. bands and/or multiple equipment fill table 3 separately.				

4.	Frequency measuring device			
	Make		Model& year of manufacture	
	Freq. Range		Freq. Accuracy	

5.	Power measuring device			
	Make		Model & year of manufacture	
	Range of measurement		Freq. Accuracy	

I hereby solemnly declare that the above information is true and correct to the best of my knowledge and nothing material has been concealed. I also agree that in case any information given by me is found incorrect at a later stage, the permission, is liable to be cancelled/suspended/revoked.

Place :
Date:

Signature of Custodian:
Name:
E-mail:
Contact No.:

Model of Club License

Licence No. _____

Call Sign VU2 _____



L-14011/01/2018-AMT
GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
WIRELESS PLANNING AND CO-ORDINATION WING



AMATEUR RADIO CLUB STATION CERTIFICATE

Name of Licensee(Club/Society): Amateur Radio Study and Development Centre

Licence No. _____ Category of License CLUB LICENSE

Call-Sign - VU2

Validity:- _____

Location of Telegraph Station:- _____

Name of Custodian : _____
Designation : CUSTODIAN
Date of Birth : _____
Category of License : GENERAL.
e-mail : _____

Licence No. : _____
Call-Sign : _____
Contact No. : _____

Date of Issue 12-06-2024

Place:- New Delhi

(SACHIN KUMAR)
Assistant Wireless Adviser
(SACHIN KUMAR)
सहायक वायरलेस सलाहकार
असिस्टेंट वायरलेस एडवाइजर
दूरसंचार विभाग, भारत सरकार
Deptt. of Telecom, Govt. of India
नई दिल्ली/New Delhi

Signature of Licensee:- _____

Signature and address of witness:- _____

License to Establish, Maintain and work
an Amateur Wireless Telegraph Station in India

Having satisfied by examination or otherwise that Sh./Smt./Ms. _____ possesses the requisite technical qualifications as prescribed under the Indian Wireless Telegraphs (Amateur Service) Rules, 1978, the Central Government, in exercise of the powers conferred under the authority of section 4 of the Indian Telegraph Act, 1885 (13 of 1885), hereby grant an Amateur Wireless License Grade- Club License to establish maintain and work a wireless telegraph transmitting and receiving station in the name of club/society detailed above. during the terms of period commencing on the day of the date hereof and terminating on the _____. This License becomes invalid unless renewed further by way of a document showing the renewal of license.

The license is governed by the Indian Wireless Telegraphs (Amateur Service) Rules, 1978.

Centre's Specifications:- Place:- _____

Call-Sign : VU2

Issued by the Ministry of Communications, Government of India

Place:- New Delhi
Date _____

(SACHIN KUMAR)
Assistant Wireless Adviser
(SACHIN KUMAR)
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दूरसंचार विभाग, भारत सरकार
Deptt. of Telecom, Govt. of India
नई दिल्ली/New Delhi