

- **Please address all correspondence to following address with a request letter:-**

The Asstt. Wireless Advisor to the GOI,  
DOT, WPC Wing, COP Cell,  
Room No.-616, 6<sup>th</sup> Floor, Sanchar Bhawan,  
20, Ashoka Road, New Delhi-110 001

**Please write your complete recent address (Including Town, City, State and PIN) of correspondence on top of the letter for fast disposal of the cases.**

- Please enclose **ONE self addressed, un-stamped envelop of 23cm x 15 cm size** for the New/Renewal/Change of QTH/Duplicate of Amateur License, where it is required to be posted and/or enclose **ONE self addressed, un-stamped envelop of 24cm x 11 cm size** for all other kind of correspondence.
- Enclose TWO passport size recent photographs for issue of new/duplicate Amateur Radio Licenses. *(Pl. write your Name/Case No./License No. on back side of photographs)*
- Enclose a Demand Draft of requisite amount as mentioned below, drawn from any branch of **SBI Only** in favors of **“Pay and Account Officer (HQ), Department of Telecommunication”** payable at **Service Branch, New Delhi (code-7687)**. *[Pl. write your License No./Call-sign/Name/Case No.(for New licenses) on overleaf of DD ]*
- Please submit Self declaration of No. of Contacts made during the last 5 Years for renewal in your request letter. (Minimum 40 contacts per year is mandatory)
- If the renewal is applied after more than TWO years of expiry of license; please attach the justification of delay.

**\*\* Fee for Issue/Renewal of License**

<u>Grade</u>	<u>Fee for 5 Years</u>	<u>Fee for 2 Years</u>
Advance-Grade	125/-	50/-
Grade-I	100/-	40/-
Grade-II	60/-	25/-
Grade-IIR or SWL	60/-	25/-

**Late fee will be charged @ Rs. 10/- for every 6 Months**

**Fee for Change of Location**

- Permanent shifting of location **Rs. 5/-** *(Pl. send original license for endorsement)*
- Temporary shifting of location **Rs. 10/-**

**Fee for duplicate license**

**Rs. 10/-** *(with original copy of FIR and TWO identical passport size photographs)*

**Fee for Reciprocal license**

**Rs. 40/-** *(with Five original sets of applications, Visa copy, Pass port copy, TWO identical passport size photographs)*

- \*\* *Subject to changes on implementation of the amendments-The Indian Wireless Telegraph (Amateur Service) Amendment Rules, 2005- and issue of orders on this regards.***