

**A guide for filing Amateur Radio applications
online in India**



Application for Special Call sign

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

Tel: +91 40 23310287 URL: www.niar.org Email: info@niar.org

17 Sept 2025

Application For Special Call sign for Radio Amateur

General Guidelines

(Based on Telecommunications (Amateur Services) Rules, 2024)

- 1) The WPC Wing, DOT, Ministry of Communications, Govt. of India issues Special Call signs to Radio Amateurs / Clubs for occasions like Contests / Conventions / DXpeditions / Demonstrations / Exhibitions / Jamborees / Technical investigations in radio and other special events etc.
 - 2) Application for such authorization shall be made 90 days in advance indicating, among others, the specific period for which the authorization is required, exact location, justification and details of special call signs obtained earlier.
 - 3) The special call sign will be issued for a maximum of 90 days at a time and can be extended for 90 more days after that by sending fresh application with payment.
 - 4) The fee for the same is **Rs.200** which 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, **Payment Period / frequency:** One time
 - 5) If more than one Radio Amateur is involved, separate application must be sent for each person.
 - 6) The following documents shall be submitted for the issue of special call sign.
 - a) Application
 - b) Date wise plan of operation**
 - b) Copy of valid Amateur License
 - c) Copy of latest Renewal (if applicable)
 - d) Copy of valid Amateur Club License (if applicable)
 - e) Copy of latest Renewal of Club License (if applicable)
 - f) Supporting document of activity
 - g) Copy of SACFA clearance**
 - h) Payment receipt for Rs.200/-
 - 7) The call sign blocks allotted by ITU to India is: ATA-AWZ, VTA-VWZ, 8TA-8YZ (mostly AT and AU prefixes are issued)
 - 8) Please send this duly completed form along with copies of required documents and payment receipt by email to awacop-dot@gov.in
 - 9) A report on the activity in the prescribed format shall be sent to WPC Wing within 1 week of completion of activity.
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Application form for Special Call Sign to ASOC holder

To,
Deputy/Assistant Wireless Adviser,
COP Section, WPC Wing,
6th Floor, Sanchar Bhawan,
20 Ashoka Road, New Delhi-110001

1	Particulars of ASOC holder(applicant)	Name: Amateur Call Sign, ASOC No. and validity:	
1.1	Particulars of Amateur Club(if associated to any Amateur club)	Name of Club and designation: Club Call Sign, ASOC No.andvalidity:.....	
2	Special Call Sign request	Call Sign preference: Validity: from..... to Purpose: Location (locality town, city, district and state): Reason for not using assigned ASOC call sign:	
3	Plan of experiment /measurement/contest etc. (Date wise plan to be submitted as per annexure)	Plan in brief :	
4	Special call sign(s) obtained earlier. Pleaseattach brief report if any.	Special Call Sign(s)	
		Period	
		Purpose	
		Location of station	

Contd. /2

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 certificate, is liable to be cancelled/suspended/revoked.

Note: Each ASOC holder should submit signed application for special call sign.

Place :
Date:
E-mail:

Signature of ASOC holder
Name:
Call Sign:
Contact No.:

List of Document required for Special Call Sign application:

Please tick the correct option for
attached documents

1. Application form

Yes	No
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2. Copy of valid Amateur Certificate

Yes	No
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2.1 Copy of valid club ASOC (if applicable)

Yes	No
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3. Copy of SACFA clearance

Yes	No
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4. Supporting document w.r.t. Amateur activity for which
Call Sign is requested.

Yes	No
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Annexure

Plan of Amateur experiment for Special Call Sign

Total period of operation: Fromto

No. of days.....

To be filled day wise for each date

S.No.	Date	StationLocation (Place, city/District, State)	Time of operation (From hh:mm to hh:mm)	Equipment to be used(Make and Model)	Antenna Height and type of Antenna	SACFA ID & issue date	Freq. Bands of operation	Emission/ Modulati on	Transmitte r power in dBm /watt	Brief of Amateur Experiment
Day 1										
Day 2										
Day 3										
...										
...										

Signature of ASOC holder

Place:

Name:

Date:

Call Sign:

E-mail:

Contact No.:

Sample Permission Letter



GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
WIRELESS PLANNING & COORDINATION WING
6TH FLOOR, SANCHAR BHAWAN,
20, ASHOKA ROAD, NEW DELHI 110001

No. L-14011/01/2021-AMT

Date: / /2024

Subject: Assignment of Special call sign AT78L.

Special call sign AT78L is assigned for amateur activities only.

Name of ASOC holder	Jose Jacob
Amateur Call Sign/ License No. / Validity	VU2JOS
Location/ Address for use of Special Call Sign	National Institute of Amateur Radio, Raj Bhavan Road, Hyderabad 500082
Special Call Sign and Validity	AT78L, Valid from /2024 to /2024
Purpose of Special Call Sign	To celebrate 78th Independence Day of India

2. This assignment is granted subject to:

2.1 Amateur Station shall be operated on authorized Amateur frequency bands. Security measures are taken to avoid any misuse or loss of equipments and any interference to existing wireless networks should be avoided.

2.2 Necessary clearance is obtained from local authorities.

2.3 The Antenna heights above the rooftops for the fixed/ mobile locations should not exceed 3 meters. However, SACFA clearance may also be obtained if applicable.

2.4 One page brief(attached format) (photographs etc.), contacts established may be furnished within one week of completion of activities to awacop-dot@nic.in.


(RAHUL SONDHARA)
Engineer(COP)

To,

Shri Jose Jacob, National Institute of Amateur Radio, Raj Bhavan Road, Hyderabad 500082

Copy to:

Engineer-in-Charge (SR), SRHQ, Chennai for information & necessary action.

Brief of Amateur Activities (Format)

(To be submitted to WPC Wing, within 1 week of completion of activity)

1. Name of Amateur event & period:

2. Brief of Amateur activity:

3. Particulars of Amateur Station:

a. Date of operation

b. Time of operation

c. Equipment used

d. Antenna used

e. Frequency used : **Transmitted** **Received**

f. Modulation

g. Contacts established

1. List of stations

2. QSL

h. Details of experiments conducted:

4. Observations/ outcomes of experiment:

Date:
Place:

Signature

Name of ASOC holder
Call sign