

**GOVERNMENT OF INDIA**  
**DEPARTMENT OF SPACE (DoS)**

Bengaluru

No. SATCOM-PO / F. ICRF-OU-rev1

September, 2019

**Subject: Guidelines for Occasional Use of INSAT/GSAT Capacity**

The following guidelines shall be followed by the existing / prospective users of space segment (Users) seeking allotment of space segment capacity for Occasional Use (OU):

**Application related**

- 1) The Users, seeking allotment of capacity for occasional use, shall submit their applications only in the prescribed “INSAT/GSAT Capacity Requirement Format for Occasional Use (ICRF-OU)” as given in Appendix-1. Application with complete details shall be submitted to Director, Satellite Communication Program Office, ISRO Headquarters, Bengaluru -560 231 only by email to [tka@isro.gov.in](mailto:tka@isro.gov.in) and [dirtsatcom@isro.gov.in](mailto:dirtsatcom@isro.gov.in).
- 2) For occasional use, minimum capacity shall be 2 MHz and minimum period of allotment shall be 1 day.
- 3) The User shall submit separate applications for space segment capacity for each type of service (DSNG, VSAT, TV or other service) and for each type of frequency band (C, Ku etc.) and for each orbital slot.
- 4) Full payment along with the applicable taxes for the OU capacity sought shall be deposited in advance to -
  - a. “New Space India Limited”, current A/c No. 38345843981 in State Bank of India, Dollar Colony branch, No. 61, AG’s Office Layout, New BEL Road, RMV 2nd Stage, Bengaluru - 560054 (IFSC code SBIN0009042, MICR code

560002063) under intimation to Accounts Officer, New Space India Ltd.  
(e-mail: sahana-nsil@isro.gov.in)

Or,

- b. "Antrix Corporation Ltd.", current A/C No. 10502677013 in State Bank of India, Dollar Colony branch, No. 61, AG's Office Layout, New BEL Road, RMV 2nd Stage, Bengaluru - 560054 (RTGS code SBIN0009042, MICR code 560002063) under intimation to Accounts Officer, Antrix Corporation Ltd. (e-mail: antrixaccounts@antrix.co.in).

Payments should be made through online/NEFT/RTGS/direct bank account credit. Payment by cheque, draft or cash will not be accepted. Users, at their option, can also keep a running deposit with NSIL / Antrix, which will be used to set-off advance payments against multiple ICRF-OU.

- 5) Any ICRF-OU application without details of full payment will not be considered.
- 6) The User can withdraw the ICRF-OU before allotment. In such cases, the advance paid shall be refunded.

**Allotment related**

- 7) The allotment of space segment capacity shall be subject to the process of due diligence / scrutiny.
- 8) The decision of DoS on matters regarding the technical suitability of the space segment capacity shall be final and binding on the User.
- 9) DOS reserves its right to reject any fresh or existing ICRF-OU and not allot the capacity to the Users, if such Users –
- a) have defaulted on payments;
  - b) are black listed; or
  - c) are served with any notice of penal action by Antrix, DoS or any Government ministry / department / agency.

**Payment related**

- 10) On issue of allotment letter, NSIL / Antrix shall invoice for the capacity and adjust the advance paid.
- 11) Once a capacity is allotted for OU, it cannot be cancelled and User shall pay for the capacity irrespective of usage.
- 12) Refund of advance payment for any reason (partial or full) shall be transferred by NSIL / Antrix only through online/NEFT/RTGS/direct bank credit, based on the bank details provided by the applicant. No cheque or draft shall be issued for this purpose.
- 13) The space segment price prevailing on the date of usage shall be the applicable price. In case there is a price revision between date of advance payment and date of usage, the User shall pay / get refunded the differential amount.

**Others**

- 14) It will be responsibility of the user to get the required statutory licenses from other government ministries / departments / agencies.
- 15) If a User is found to be using capacity allotted for OU beyond the specified period in Allotment Letter, or found to be using capacity for some other purpose, DoS/ISRO/NSIL/Antrix may take appropriate regulatory and/or legal steps and may also black list the User.
- 16) These guidelines are applicable with immediate effect.
- 17) DOS reserves rights to amend these guidelines.
- 18) In case of any dispute, the matter shall be referred to Secretary, DoS, whose decision shall be final and binding.

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