

License fee payment – Check List

1. Due Dates for payment of License Fee

Period	For the quarter ending period	Due dates
I Quarter	30 th June	15 th July
II Quarter	30 th September	15 th October
III Quarter	31 st December	15 th January
IV Provisional	31 st March Provisional	25 th March
IV Final	31 st March	15 th April

2. Documents to accompany quarterly payments

- AGR statement – duly certified with an affidavit by a representative authorized by Board resolution and General Power of Attorney
- Challan in triplicate

3. Mode of payment

Demand draft or pay order duly drawn in favour of ‘Accounts Officer (Cash), Office of the Controller of Communication Accounts, Tamilnadu Circle, Chennai.

4. Short/delayed payment will attract penal interest as per terms of license.