User Manual

(For Applicant)

Online Application USR License

Department of Telecommunications

Government of India

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Section-1

1.1 General Introduction

SARALSANCHAR'(Simplified Application For Registration and Licenses) a Web based Portal, for Issuing of various types of Licenses and Registration certificates is part of various Digital initiatives being taken by Department of Telecommunications. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless, secure and hassle free platform for various applicants.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

- DoT : Department of Telecommunications.
- **OTP**: One Time Password.

Section-2

APPLICANT PART

2.1 Registration

(In case you are new to the portal, and have not registered earlier). Click on the Registration link, available on the Top Navigation bar, or in the Top right sidebar panel. You will be redirected to the below form.

To apply for Non Network License select Company or Individual or LLP in **Registration Type**.

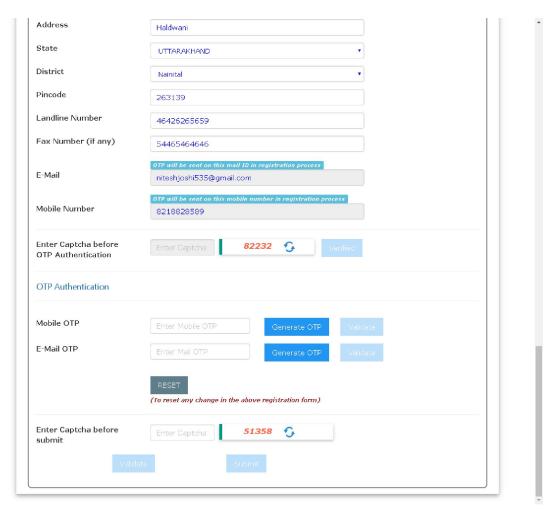
or Creation of users other tha	an Govt.Agencie	s/PSU/Autonon	nus Body).			
ote: '*' fields are mandatory)						
Individual/ Proprietor/ Partni For OSP Registration applica For Access services -Categor For WPC Exams/Certificate S	nt need to be e ry B applicant n	ither Company/ eed to APPLY ui	/LLP/FCPR. nder UL-VNO			
Applicant Type						
Registration Type	Company			•		
CIN*	eg:U/L	12345	MH	1234	ABC	123456
	[Note : CIN	l Format is U 1	2345 MH 1234	4 ABC 123456 ii	n sub-blocks.]	
Confirm CIN *	eg:U/L	12345	MH	1234	ABC	123456
Confirm CIN *						
Company Name *	Name of Co	mpany		,		
	Name of Co	ompany		dear		

Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number.** After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

Corporate Office *	
Address	Address line
Pincode	enter Pincode
District	т
State	
LandLine Number	eg:01112345678
Fax Number(if any)	eg:01112345678
E-mail	E-mail
Registered Office* (Addess s	ame as Corporate Office ⊚ No ⊚ Yes)
Address	Address line
Pincode	enter Pincode
District	т
State	т
Landline Number	eg:01112345678
Fax Number (if any)	eg:01112345678

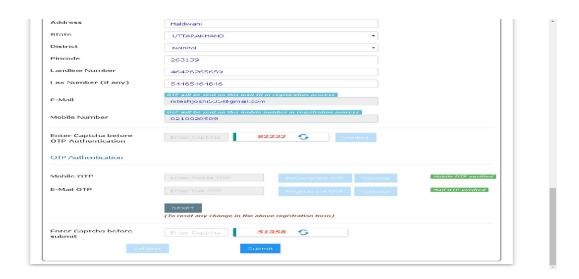
ddress	Address line	
ode	enter Pincode	
ict		•
ite		y
line Number	eg:01112345678	
Number (if any)	eg:01112345678	
ii	E-mail	
e Number	Mobile no	
orised contact Persor	/Signatory details *	
	Name of Authorised Contact person/Signatory	
gnation,if any	Designation of Authorised Contact person/Signatory	
ess	Address line	
de	enter Pincode	
rict		•
e		_
lline Number	eg:01112345678	
	69.011123-1507-0	
	eg:01112345678	
Number (if any)		
Number (if any) ail	OTP will be sent on this mail ID in registration process Mail Id	
	OTP will be sent on this mail ID in registration process	s]

After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number.** Please click on each button to get the respective OTP's.



You will receive **OTP's**, both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

After verifying the OTP's you will see the below screen. If you want to reset the data then there is a RESET button. If you don't want to reset data then enter the **CAPTCHA CODE** & click on submit to get yourself registered.



After successfully registration you will see the below screen.

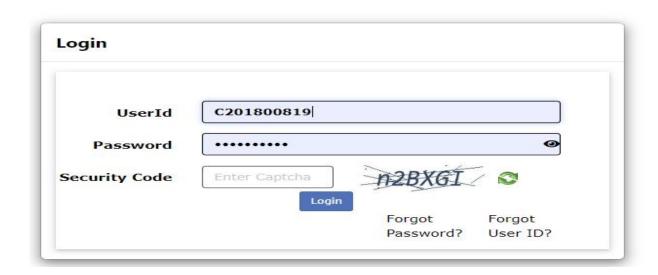


The user credentials will be sent to the **E-Mail address** of the applicant.

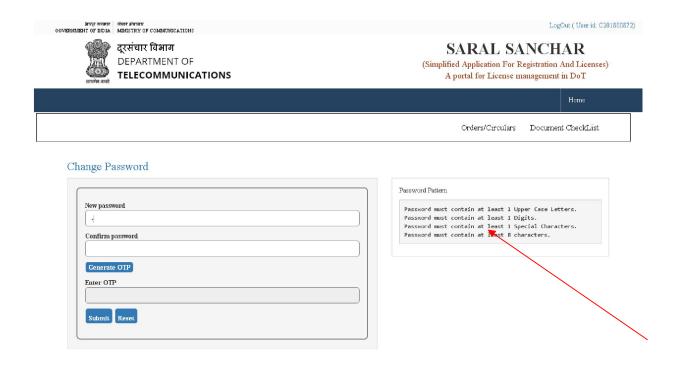
2.2 First Login

Click on the Home Button on the above page. On the *home page* go to the **Login** button available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.



Enter the New Password & confirm the New Password (*The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow*) &then click on Generate OTP button. An OTP will be sent to your mobile phone. Please enter the OTP and click on submit button. There is also a reset button to reset the above data. After submit you will be directed to this page. Click on the APPLY NOW button (Shown *by red arrow*) on the WPC tab



- . Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

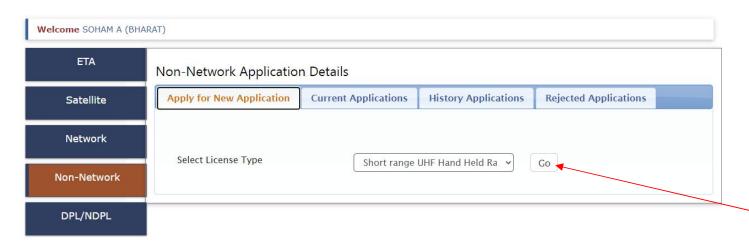
General Instructions:-

- Please refer FAQ on DSC on the home page for any queries regarding DSCs
- Document signed with Self signed certificates/Acrobat reader signed Documents are not allowed. Certificate only from Licensed CAs are Allowed.
- · Licensed Certificate Authorities as per cca.gov.in are a) Safescrypt CA b)(n)Code Solutions CA c)e-Mudhra CA d)Capricorn CA e)Verasys CA
- For Payment of Various fees (processing, entry etc) is to be done on NTRP (https://bharatkosh.gov.in) and only challan details is to be filled in the portal.

2.3 Fishing Boat License Application:

Below is a sample demo for Maritime Mobile Fishing Boat License application.

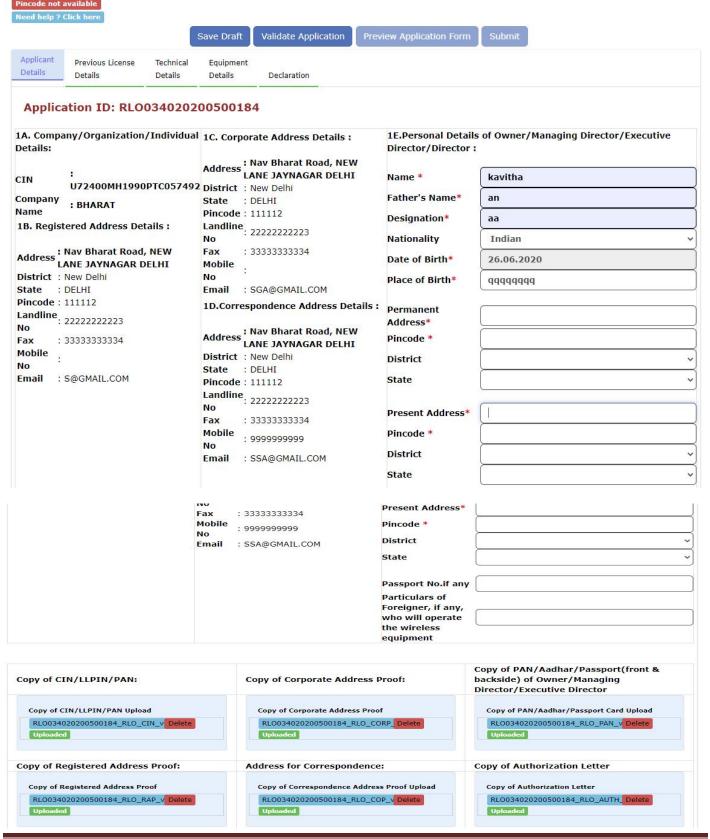
Non-Network \rightarrow Apply for New Application \rightarrow Select License Type \rightarrow <u>Go</u>.



2.3.1 Applicant Details

Applicant Details: Personal Details of Owner/Managing Director/Executive Director are to be filled and Corporate Address Details, Company/Organization/Individual Details will be showed as filled while registration.

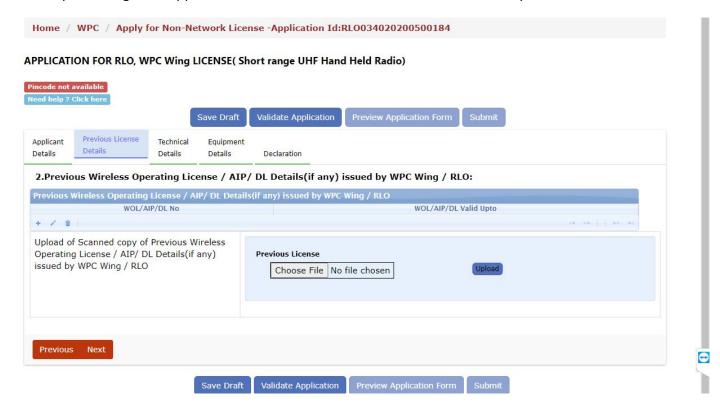
APPLICATION FOR RLO, WPC Wing LICENSE(Short range UHF Hand Held Radio)



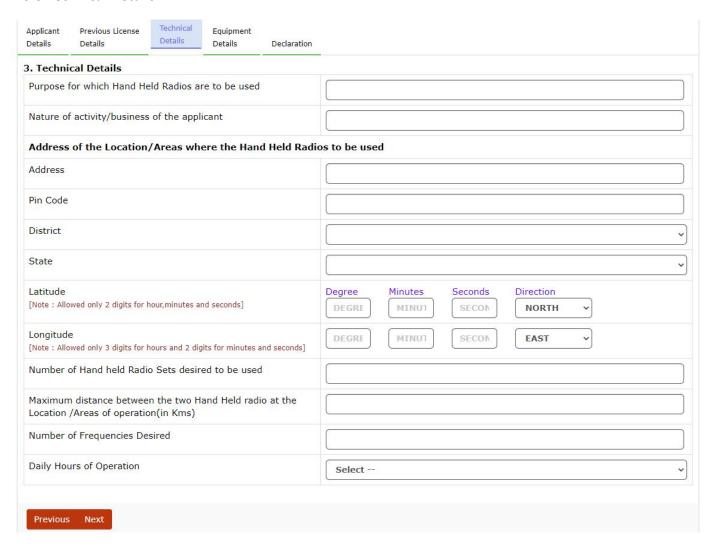
Once Save draft is clicked provisional application number will be attached to your application and further actions will be taken on the same. Applicant will be able to upload the documents, Payment Details and Equipment Details.

2.3.2 Previous License Details

Next step is adding basic application details such as Previous License details if any.



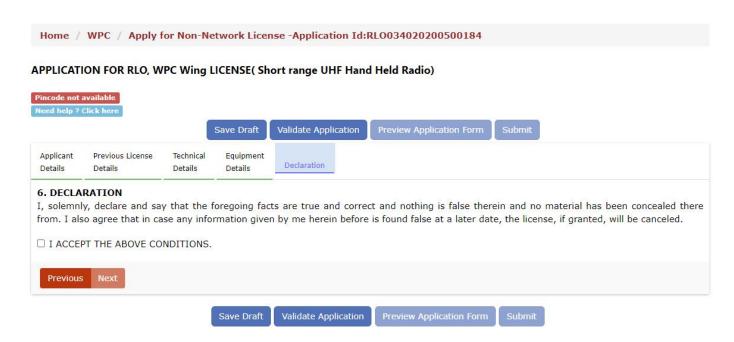
2.3.3 Technical Details



2.3.4 Equipment Details



2.3.5 Declaration



Select the check box to submit the application.

Once the details are added then validate application using "Validate Application" button and if validated successfully then "Submit" button will be activated. Once the application is submitted you will be redirected to dashboard.



Once you click on "Upload Signed Application" following screen for upload signed application will appear.

 If Digitally Signed selected then applicate If OTP based selected then physically sign Mandatory fields are marked with * 	nt has to submit digitally signed application. ned application to be submitted.
Select the type of Upload:*	Digitally Signed File Upload
Download Application:	Download Application
Download Annexure A:	Download Annexure A
Download Annexure B:	Download Annexure B
Upload Digitally Signed Application:	Signed Application Choose File No file chosen Upload
Upload Signed Annexure A:	Signed Annexure A Upload Choose File No file chosen Upload
Upload Signed Annexure B:	Choose File No file chosen Upload
	Submit

After you submit signed application click on "Submit" button. Once submitted you will be redirected to dashboard.

5	RLO034020200500184	Short range UHF Hand Held Radio	26-06-2020	Application submitted	Application scrutiny in process	© ∅
						62-07

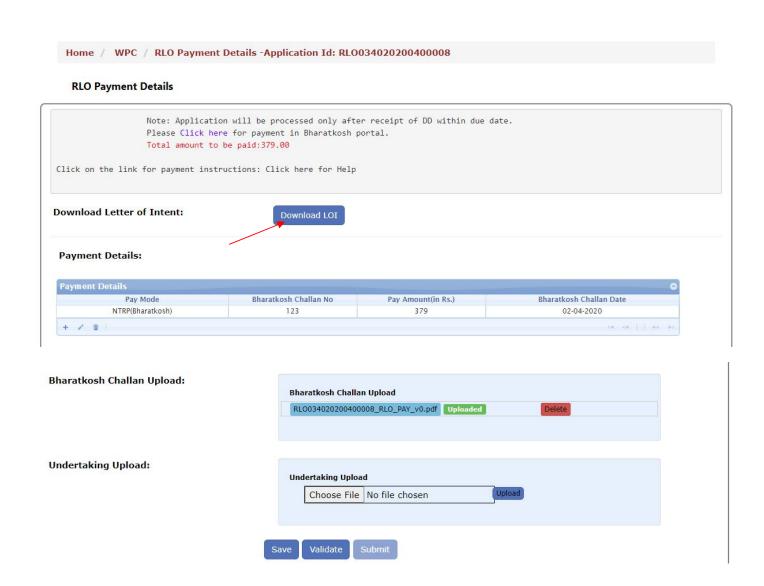
Application is submitted for issuance of Letter of Intent. If there is any problem with application nodal officer will revert the application back to applicant, and applicant has to modify and resubmit again.

If everything is in order and scrutiny is successful then LOI will be issued. And applicant has to submit the payment details as per Letter of Intent.

2.4 Upload Payment Details



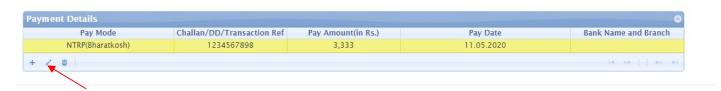
Click on "Upload Payment Details" to upload Payment details. Applicant can download Letter of Intent using "Download LOI" button as shown.



Click on "+" symbol to add payment details.



Once you click on Submit details appear in the table as shown below.



Click on symbol shown using arrow to edit the added details.

Click on Delete Symbol to delete the row.

Upload Challan/ Payment Receipt and Submit the Payment Details. Application will go to nodal officer for payment scrutiny. If payment details are correct then Decision letter will be issued else nodal officer will revert for modification.

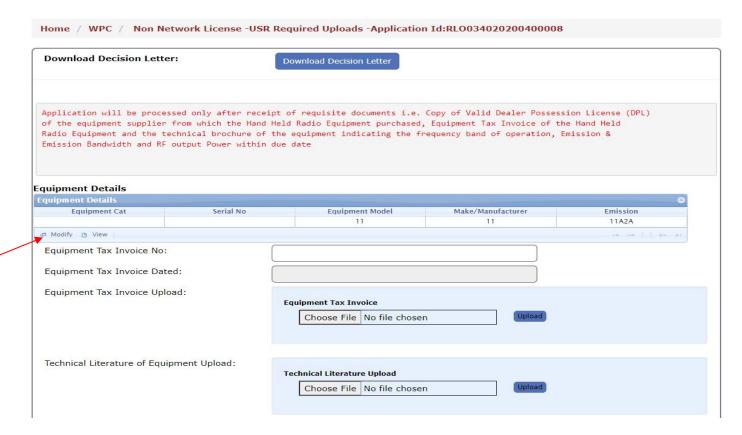


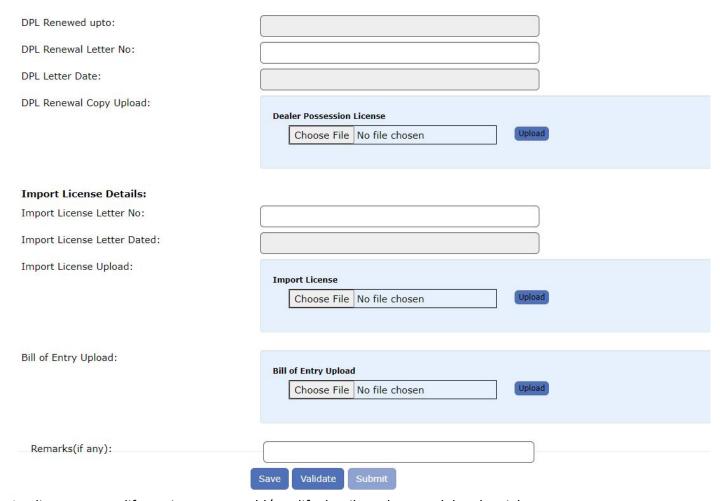
2.5 Upload Documents for WOL

Non-Network Application Details



Click on "Upload Documents" to upload documents for WOL.





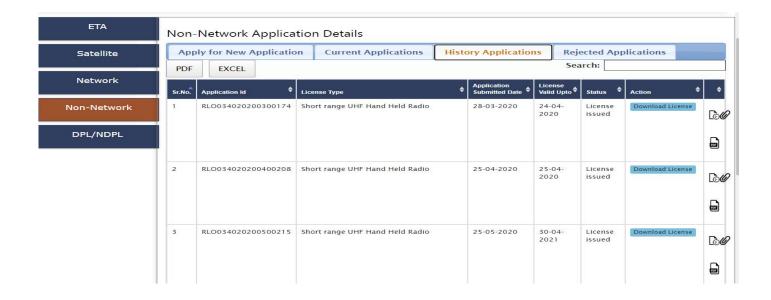
Applicant can modify equipments to add/modify details such as model and serial no.

Applicant should also submit equipment invoice, DPL details and upload the documents such as Equipment Invoice, DPL and Import License and Bill of Entry (if required).

Submit the details and RLO nodal officer will scrutinize details and if everything is in order WOL will be issued else documents will be reverted for re upload.

2.6 Download License

Click on the Download License in History tab.



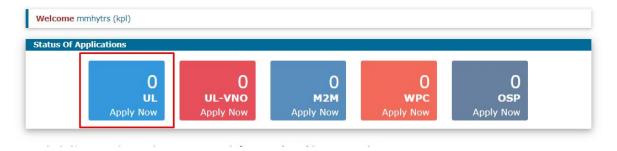
2.7 Profile Update without Scrutiny

If no **application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied and in process.

If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.8 Profile Update with Scrutiny).

STEPS:

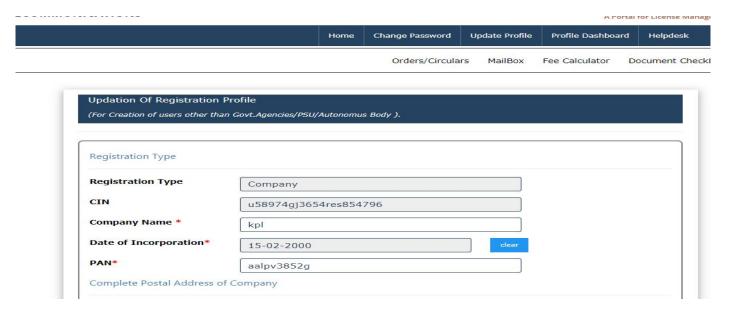
1. after user login, click on any module



2. Click on Update Profile

Home	Change Password	Update Profile	Profile Dashboard	New ETA(Self-declaration) in WPC		Helpdesk
	Orders/Circulars Document Check		:List FAQ			

3. Update profile without scrutiny form will appear



User can update profile multiple times until new application is applied and in process