

User Manual

(For Applicant)

Online Registration for RTR and GMDSS Certificates

Department of Telecommunications

Government of India

10th March, 2021

Sl. No	Contents	Page No.
1	<u>Section-1</u>	3
1.1	General Introduction	3
2	<u>Section-2 Applicant Part</u>	4
2.1	Registration	4
2.2	First Login	7
3	<u>Section-3 RTR</u>	4
3.1	RTR Applicant Dashboard	11
3.2	RTR-A Application form	17
3.3	RTR-C Application form	23
3.4	RTR-P Application form	24
3.5	Make Payment/Upload Signed Application	26
3.6	Download License	27
3.7	View Application	27
4	<u>Section-4 GMDSS</u>	28
4.1	GMDSS Applicant Dashboard	28
4.2	GMDSS Application form	29
4.3	Make Payment/Upload Signed Application	33
4.4	Download License	33
4.5	View Application	34
5	Profile Update without Scrutiny	35

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.
- **RTR** : Radio Telegraphy Restricted.
- **RTR-A** : Radio Telegraphy Restricted - Aeronautical.
- **RTR -C** : Radio Telegraphy Restricted - Conversion.
- **RTR –P** : Radio Telegraphy Restricted - Permission.

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 Exam/Certificates select Individual(WPC Exams/ Certificates) or *Individual/ Proprietor/ Partnership Firm* in **Registration Type**.

One Time Registration

(For Creation of users other than Govt.Agencies/PSU/Autonomus Body).

(Note: '*' fields are mandatory)

- 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
- For WPC Exams/Certificate Select Registration Type Category as Individual (WPC Exams/Certificates)

Applicant Type

Registration Type

Date of Birth

PAN Number type

(In case of minor applicant, who do not have PAN then Guardian/Parent PAN number is mandatory)

Guardian/Parent Name

PAN

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

landline Number	<input type="text" value="23265464547"/>
Fax Number (if any)	<input type="text" value="11113654646"/>
E-mail	<input type="text" value="niteshjoshi535@gmail.com"/>
Mobile Number	<input type="text" value="8932644646"/>
Authorised contact Person /Signatory details	
Name	<input type="text" value="Nitesh Joshi"/>
Designation	<input type="text" value="JTO"/>
Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/> <input type="text" value="82232"/> <input type="button" value="Verify"/>
<input type="button" value="Validate"/> <input type="button" value="Submit"/>	

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.

Address:
 State:
 District:
 Pincode:
 Landline Number:
 Fax Number (if any):
 E-Mail:
 Mobile Number:

Enter Captcha before OTP Authentication: Verified

OTP Authentication

Mobile OTP:
 E-Mail OTP:

(To reset any change in the above registration form)

Enter Captcha before submit:

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.

Address:
 State:
 District:
 Pincode:
 Landline Number:
 Fax Number (if any):
 E-Mail:
 Mobile Number:

Enter Captcha before OTP Authentication: Verified

OTP Authentication

Mobile OTP: Mobile OTP verified
 E-Mail OTP: Mail OTP verified

(To reset any change in the above registration form)

Enter Captcha before submit:

After successfully registration you will see the below screen.



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

Note: Only Individual (WPC Exams/ Certificates) or *Individual/ Proprietor/ Partnership Firm* can apply for Amateur License.

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**.

The screenshot shows the Login form on the SARAL SANCHAR portal. The form has the following fields and elements:

- UserId**: A text input field containing the value "IE201900018".
- Password**: A password input field with a toggle icon on the right.
- Security Code**: A text input field containing the value "Enter Captcha". To the right of the input field is a CAPTCHA image showing the text "SYBH3X" and a refresh icon.
- Login**: A blue button located below the Security Code field.
- Forgot Password?**: A link located below the Password field.
- Forgot User ID?**: A link located below the Security Code field.

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

भारत सरकार | संघ संसाधन
GOVERNMENT OF INDIA | MINISTRY OF COMMUNICATIONS LogOut (User id: C201800872)

 दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A portal for License management in DoT

Home

Orders/Circulars Document CheckList

Change Password

New password

Confirm password

[Generate OTP](#)

Enter OTP

[Submit](#) [Reset](#)

Password Pattern

Password must contain at least 1 Upper Case Letters.
Password must contain at least 1 Digits.
Password must contain at least 1 Special Characters.
Password must contain at least 8 characters.

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

GOVERNMENT OF INDIA | भारत सरकार | MINISTRY OF COMMUNICATIONS | दूरसंचार विभाग | DEPARTMENT OF TELECOMMUNICATIONS

LogOut (User Id: IE201900018)

SARAL SANCHAR (Simplified Application For Registration And Licenses) A Portal for License Management in DoT

Home Change Password Helpdesk

Welcome gf ()

Status Of Applications

WPC Apply Now

- 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.

3 RTR:

3.1 RTR Applicant Dashboard:

Applicant will be redirected to below page after the click of WPC.

To view the dashboard follow the below steps:

Apply for Certificates → RTR → Apply Now

Update Personal Details

Apply for Examinations (Amateur/RTR/GMDSS)

Apply for Certificates (Amateur/RTR/GMDSS)

Apply for Certificates

Certificate Selection

Amateur Apply Now

RTR Apply Now

GMDSS Apply Now

Below screen will appear.

Welcome Jayesh ()

Update Personal Details [↗](#)

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Apply for RTR Certificates

[Back To Certificate Dashboard](#)

Apply for License | Current Applications | History Applications

Select License Type

There are 3 tabs:

- **Apply for License:** Applicant can apply for RTR-A, RTR-C and RTR-P license here.
- **Current Applications:** RTR-C, RTR-A, RTR-P once created till its license issue will appear in this tab.
- **History Applications:** Once the License is issued for any application, applicant can see the application in this tab and download the license.

To apply for application follow the below steps:

Select License Type>Go

Welcome Jayesh ()

Update Personal Details [↗](#)

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Apply for RTR Certificates

[Back To Certificate Dashboard](#)

[Apply for License](#) | [Current Applications](#) | [History Applications](#)

Select License Type:

3.2 RTR- A: Application Form:

Below is a sample demo for **RTR-A application**.

Apply for Certificates → **RTR** → **Aeronautical Operator Certificate (RTR)** → **Go**.

Welcome Jayesh ()

Update Personal Details [↗](#)

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Apply for RTR Certificates

[Back To Certificate Dashboard](#)

[Apply for License](#) | [Current Applications](#) | [History Applications](#)

Select License Type:

3.2.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in registration form .

APPLICATION for Aeronautical Operator Certificate (RTR)

[Save Draft](#) [Validate Application](#) [Preview Application Form](#) [Submit](#)

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Previous License Details	Step 4 Payment Details	Step 5 Declaration
-----------------------------	----------------------------	------------------------------------	---------------------------	-----------------------

1 Authorized Person Details :

Authorized person Name : Jayesh
Authorized person Designation: md
Address : fgjgghk
District : Pune
State : MAHARASHTRA
Pincode : 411002
Landline No : 02022222222
Fax :
Mobile No : 9422009545
Email : jyoti.baikar@gmail.com

[Previous](#) [Next](#)

[Save Draft](#) [Validate Application](#) [Preview Application Form](#) [Submit](#)

Press “next “button to go to next step.

3.2.2 Step 2

Personal Details:

Next step is adding details like Name, Centre of exam, Month and Year of Exam, passport details, VISA details of any etc.. and uploading documents such as nationality certificate, Passport, Visa and Photo etc..

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Previous License Details	Step 4 Payment Details	Step 5 Declaration
2. Personal Details				
Name	<input type="text"/>			
Father's Name	sdsadsa			
Date of Birth	28-01-2000			
Place of Birth	jj			
Height	11 Cms			
Color of Eyes	BLACK			
Color of Hair	sadsad			
Qualification	asdsa			
Complexion	FAIR			
Occupation	Agriculture and Allied Activities			
Marks of Identification	sa			
Nationality	Indian			
2A.Kindly upload the duly filled form, if nationality is other than Indian	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Nationality Certificate Upload</p> <p>Upload Button Enable After Saving Draft</p> </div>			

2B. Passport Details	
Passport No	<input type="text"/>
Date of passport Issue	01-09-2020
Date of passport expiry	21-09-2020
Place where Passport Issued	ASDDA
Scanned copy of passport	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Passport Upload</p> <p>Upload Button Enable After Saving Draft</p> </div>

2C. Visa Details	
Visa Number	AA
Visa Type	AA
Visa Issued Date	18-09-2020
Visa Validity Date	21-09-2020
Visa Issued By	AA
Scanned copy of Visa	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Foreign Visa Upload</p> <p>Upload Button Enable After Saving Draft</p> </div>

2D. Scanned copy of color Photo	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Upload Photograph</p> <p>Upload Button Enable After Saving Draft</p> </div>
Present Address	saaa ,Pune ,MAHARASHTRA -411019
Permanent Address	aaaaaa ,Pune ,MAHARASHTRA -411019
Year of Exam	Select Year
Month of Exam	Select Month
Center of Exam	---Select---

3.2.3 Step 3

Previous license Details:

Add previous license details if any and upload the previous license.

Save Draft Validate Application Preview Application Form Submit

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Previous License Details	Step 4 Payment Details	Step 5 Declaration
3. Previous License Details				
licence Number:		<input type="text"/>		
licence Issue Date:		<input type="text"/>		
licence Validity Date:		<input type="text"/>		
Issuing Office:		<input type="text"/>		
Please Save Draft				
Previous License details(if any)				
licence No		Licence Issue Date	licence Valid Upto	License Issue Office
Please Save Draft				
Upload of Scanned copy of Previous licence Details(if any)		Existing License Upload Button Enable After Saving Draft		

3.2.4 Step 4

Payment Details:

As the integration of RTR module with bharatkosh is completed applicant do not need to make payment in bharatkosh separately and once the application is submitted you will get an option to make payment.

Select the license validity to define the fee to be paid.

APPLICATION for RTR(A) License: Radio Telephony License (Aeronautical) License

Save Draft Validate Application Preview Application Form Submit

Step 1 Applicant Details Step 2 Personal Details Step 3 Previous License Details Step 4 Payment Details Step 5 Declaration

4. License Fee Payment Details:

License Validity	20 Years
License fee	5000

Previous Next

Save Draft Validate Application Preview Application Form Submit

3.2.4 Step 4

Declaration:

Read the declaration thoroughly and check the checkbox.

Save Draft Validate Application Preview Application Form Submit

Step 1 Applicant Details Step 2 Personal Details Step 3 Previous License Details Step 4 Payment Details Step 5 Declaration

Any other document

Other documents Upload

Upload Button Enable After Saving Draft

1. I hereby solemnly declare that the foregoing facts are true and correct and nothing else is false therein and no material has been concealed there from. I also agree that in case any information given by me herein before is found false at later date, the certificate and license to operate, if granted will be cancelled.
2. I further solemnly give an undertaking that I will not either directly or indirectly divulge to any person, except when lawfully authorized or directed to do so, the purport or any message which I may transmit or receive by means of any wireless apparatus operated by me or which may come to my knowledge in connection with the operation of the said apparatus.
3. I have carefully read and understood the rules contained in the Indian Wireless Telegraphy (Commercial Radio Operators Certificates of Proficiency and license to operate Wireless Telegraphy) Rules, 1954 and undertake to abide by them.

Kindly accept the declaration and the tick the checkbox .

Previous Next

Save Draft Validate Application Preview Application Form Submit

3.3 RTR-C Application Form:

Below is a sample demo for RTR-C application.

Apply for Certificates → RTR → RTR (C): Permission on board Indian Aircraft against foreign FRTO - through RTR Part-I Exam → [Go](#).

Welcome Jayesh ()

Update Personal Details [↗](#)

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Apply for RTR Certificates

Back To Certificate Dashboard

Apply for License | Current Applications | History Applications

Select License Type: RTR (C) : Permission on board | Go

3.3.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in registration form .

APPLICATION for RTR (C) : Permission on board Indian Aircraft against foreign FRTO - through RTR Part-I Exam

Save Draft | Validate Application | Preview Application Form | Submit

Step 1 Applicant Details | Step 2 Personal Details | Step 3 Details of Foreign License | Step 4 RTR Part-I Exam Details | Step 5 Details of Previous RTR License Details | Step 6 Payment Details | Step 7 Declaration

Application ID: RTR020420210300006

1 Authorized Person Details :

Authorized person Name : Jayesh
Authorized person Designation: md
Address : fgjgghk
District : Pune
State : MAHARASHTRA
Pincode : 411002
Landline No : 0202222222
Fax :
Mobile No : 9422009545
Email : jyoti.baikar@gmail.com

Press "next" button to go to next step.

3.3.2 Step 2

Personal Details:

Next step is adding details like Name, Centre of exam, Month and Year of Exam etc.. and uploading documents such as nationality certificate, Passport, Visa and Photo etc..

Save Draft Validate Application Preview Application Form Submit

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Details of Foreign License	Step 4 RTR Part-I Exam Details	Step 5 Details of Previous RTR License Details	Step 6 Payment Details	Step 7 Declaration
-----------------------------	----------------------------	--------------------------------------	--------------------------------------	--	---------------------------	-----------------------

2. Personal Details

Name (as recorded in the passport)	<input type="text"/>
Name (as recorded in the Foreign FRTOL)	<input type="text"/>
Father's Name	sdsadsa
Date of Birth	28-01-2000
Place of Birth	jj
Height	11 Cms
Color of Eyes	BLACK
Color of Hair	sadsad
Qualification	asdsa
Complexion	FAIR
Occupation	Agriculture and Allied Activities
Marks of Identification	sa
Nationality	Indian

2B. Passport Details

Passport No	<input type="text"/>
Date of passport Issue	01-09-2020
Date of passport expiry	21-09-2020
Place where Passport Issued	ASDDA
Scanned copy of passport	<div style="border: 1px solid #ccc; padding: 5px;"><p style="margin: 0;">Passport Upload</p><div style="display: flex; align-items: center;"><input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></div></div>

2C. Visa Details

Visa Number	AA
Visa Type	AA
Visa Issued Date	18-09-2020
Visa Validity Date	21-09-2020
Visa Issued By	AA
Scanned copy of Visa	<div style="border: 1px solid #ccc; padding: 5px;"><p style="margin: 0;">Foreign Visa Upload</p><div style="display: flex; align-items: center;"><input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></div></div>

2D. Scanned copy of color Photo	Upload Photograph <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Present Address	saaa ,Pune ,MAHARASHTRA -411019
Permanent Address	aaaaaa ,Pune ,MAHARASHTRA -411019

3.3.3 Step 3

Details of Foreign License:

Add previous license details if any and upload the previous license.

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Details of Foreign License	Step 4 RTR Part-I Exam Details	Step 5 Details of Previous RTR License Details	Step 6 Payment Details	Step 7 Declaration
3. Foreign License Details						
FRTOL issuing administration			<input type="text"/>			
FRTOL No			<input type="text"/>			
FRTOL Validity			LifeTime <input type="button" value="v"/>			
Issuing date			<input type="text"/>			
Expiry date			<input type="text"/>			
Scanned copy of FRTOL			FRTOL Upload <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>			

3.3.4 Step 4

RTR Part-I Exam Details:

Fill in the details of RTR Part-I exam details such as Year of Exam, Month of Exam etc...

APPLICATION for RTR (C) : Permission on board Indian Aircraft against foreign FRT0 - through RTR Part-I Exam

[Save Draft](#)
[Validate Application](#)
[Preview Application Form](#)
[Submit](#)

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Details of Foreign License	Step 4 RTR Part-I Exam Details	Step 5 Details of Previous RTR License Details	Step 6 Payment Details	Step 7 Declaration
4. RTR-I Exam Details						
Year of Exam		<input type="text" value="Select Year"/>				
Month of Exam		<input type="text" value="Select Month"/>				
Center of Exam		<input type="text" value="---Select---"/>				
Roll No		<input type="text"/>				

3.3.5 Step 5

Previous license Details:

Add previous license details if any and upload the previous license.

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Details of Foreign License	Step 4 RTR Part-I Exam Details	Step 5 Details of Previous RTR License Details	Step 6 Payment Details	Step 7 Declaration
-----------------------------	----------------------------	--------------------------------------	--------------------------------------	--	---------------------------	-----------------------

5. Previous License Details:

licence Number:	<input type="text"/>
licence Issue Date:	<input type="text"/>
licence Validity Date:	<input type="text"/>
Issuing Office:	<input type="text"/>

[Save licence Details](#)

Previous License details(if any)			
licence No	License Issue Date	licence Valid Upto	License Issue Office

Please click on save draft first

Upload of Scanned copy of Previous licence(if any)

Existing License

[Upload Button Enable After Saving Draft](#)

3.3.6 Step 6

Payment Details:

As the integration of RTR module with bhartkosh is completed applicant do not need to make payment in bhartkosh separately and once the application is submitted you will get an option to make payment.

Home / WPC / Apply for RTR (C) : Permission on board Indian Aircraft against foreign FRT0 - through RTR Part-I Exam License

APPLICATION for RTR (C) : Permission on board Indian Aircraft against foreign FRT0 - through RTR Part-I Exam

Save Draft Validate Application Preview Application Form Submit

Step 1 Applicant Details Step 2 Personal Details Step 3 Details of Foreign License Step 4 RTR Part-I Exam Details Step 5 Details of Previous RTR License Details Step 6 Payment Details Step 7 Declaration

6. License Fee Payment Details:

License fee

Previous Next

Save Draft Validate Application Preview Application Form Submit

3.3.7 Step 7

Declaration:

Read the declaration thoroughly and check the checkbox.

Step 1 Applicant Details Step 2 Personal Details Step 3 Details of Foreign License Step 4 RTR Part-I Exam Details Step 5 Details of Previous RTR License Details Step 6 Payment Details Step 7 Declaration

Any other document

Other documents Upload
Upload Button Enable After Saving Draft

1. I hereby solemnly declare that the foregoing facts are true and correct and nothing else is false therein and no material has been concealed there from. I also agree that in case any information given by me herein before is found false at later date, the certificate and license to operate, if granted will be cancelled.

2. I further solemnly give an undertaking that I will not either directly or indirectly divulge to any person, except when lawfully authorized or directed to do so, the purport or any message which I may transmit or receive by means of any wireless apparatus operated by me or which may come to my knowledge in connection with the operation of the said apparatus.

3. I have carefully read and understood the rules contained in the Indian Wireless Telegraphy (Commercial Radio Operators Certificates of Proficiency and license to operate Wireless Telegraphy) Rules, 1954 and undertake to abide by them.

Kindly accept the declaration and the tick the checkbox .

Previous Next

3.4 RTR-P Application Form:

Below is a sample demo for RTR-P application.

Apply for Certificates→RTR→ RTR (P) : Permission on board Indian Aircraft against foreign FRTD Direct Conversion→ Go.

Apply for RTR Certificates

Back To Certificate Dashboard

Apply for License | Current Applications | History Applications

Select License Type: RTR (P) : Permission on board It

Go

3.4.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in registration form.

APPLICATION for RTR (P) : Permission on board Indian Aircraft against foreign FRTD - Direct Conversion

Save Draft | Validate Application | Preview Application Form | Submit

Step 1 Applicant Details | Step 2 Personal Details | Step 3 Details of Foreign License | Step 4 Payment Details | Step 5 Declaration

1 Authorized Person Details :

Authorized person Name : Jayesh
Authorized person Designation: md
Address : fgjgghk
District : Pune
State : MAHARASHTRA
Pincode : 411002
Landline No : 0202222222
Fax :
Mobile No : 9422009545
Email : jyoti.baikar@gmail.com

Press “next “button to go to next step.

3.4.2 Step 2

Personal Details:

Next step is adding details like Name etc.. and uploading documents such as nationality certificate, Passport, Visa and Photo etc..

APPLICATION for RTR (P) : Permission on board Indian Aircraft against foreign FRTOL - Direct Conversion

Save Draft Validate Application Preview Application Form Submit

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Details of Foreign License	Step 4 Payment Details	Step 5 Declaration
2. Personal Details				
Name (as recorded in the passport)		<input type="text"/>		
Name (as recorded in the Foreign FRTOL)		<input type="text"/>		
Father's Name		sdsadsa		
Date of Birth		28-01-2000		
Place of Birth		jj		
Height		11 Cms		
Color of Eyes		BLACK		
Color of Hair		sadsad		
Qualification		asdsa		
Complexion		FAIR		
Occupation		Agriculture and Allied Activities		
Marks of Identification		sa		
Nationality		Indian		
2A. Kindly upload the duly filled form, if nationality is other than Indian		<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>Nationality Certificate Upload</p> <p style="text-align: center; background-color: #ffc107; padding: 2px;">Upload Button Enable After Saving Draft</p> </div>		

2B. Passport Details	
Passport No	<input type="text"/>
Date of passport Issue	<input type="text" value="01-09-2020"/>
Date of passport expiry	<input type="text" value="21-09-2020"/>
Place where Passport Issued	<input type="text" value="ASDDA"/>
Scanned copy of passport	<div style="background-color: #e6f2ff; padding: 5px;"> <p>Passport Upload</p> <p>Upload Button Enable After Saving Draft</p> </div>
2C. Visa Details	
Visa Number	<input type="text" value="AA"/>
Visa Type	<input type="text" value="AA"/>
Visa Issued Date	<input type="text" value="18-09-2020"/>
Visa Validity Date	<input type="text" value="21-09-2020"/>
Visa Issued By	<input type="text" value="AA"/>
Scanned copy of Visa	<div style="background-color: #e6f2ff; padding: 5px;"> <p>Foreign Visa Upload</p> <p>Upload Button Enable After Saving Draft</p> </div>

Period of Stay in Inda	AA
Country of Visit	MAHARASHTRA
2D. Scanned copy of color Photo	<div style="background-color: #e6f2ff; padding: 5px;"> <p>Upload Photograph</p> <p>Upload Button Enable After Saving Draft</p> </div>
Present Address	saaa ,Pune ,MAHARASHTRA -411019
Permanent Address	aaaaaa ,Pune ,MAHARASHTRA -411019

3.4.3 Step 3

Details of Foreign License:

Add foreign license details if any and upload the previous license.

3. Foreign License Details

FRTOL issuing administration	<input type="text"/>
FRTOL No	<input type="text"/>
Issuing date	<input type="text"/>
FRTOL Validity	LifeTime ▼
Expiry date	<input type="text"/>
Scanned copy of FRTOL	<div style="background-color: #e6f2ff; padding: 5px;"> <p>FRTOL Upload</p> <p>Upload Button Enable After Saving Draft</p> </div>
ATPL/CPL No	<input type="text"/>
ATPL/CPL Issuing date	<input type="text"/>
ATPL/CPL Validity	LifeTime ▼
ATPL/CPL Expiry date	<input type="text"/>
Scanned copy of ATPL/CPL	<div style="background-color: #e6f2ff; padding: 5px;"> <p>ATPL Upload</p> <p>Upload Button Enable After Saving Draft</p> </div>

3.4.4 Step 4

Payment Details:

As the integration of RTR module with bhartkosh is completed applicant do not need to make payment in bhartkosh separately and once the application is submitted you will get an option to make payment.

APPLICATION for RTR (P) : Permission on board Indian Aircraft against foreign FRT0 - Direct Conversion

Save Draft Validate Application Preview Application Form Submit

Step 1 Applicant Details Step 2 Personal Details Step 3 Details of Foreign License Step 4 Payment Details Step 5 Declaration

6. License Fee Payment Details:

License fee

Previous Next

Save Draft Validate Application Preview Application Form Submit

3.4.5 Step 5

Declaration:

Read the declaration thoroughly and check the checkbox.

APPLICATION for RTR (P) : Permission on board Indian Aircraft against foreign FRT0 - Direct Conversion

Save Draft Validate Application Preview Application Form Submit

Step 1 Applicant Details Step 2 Personal Details Step 3 Details of Foreign License Step 4 Payment Details Step 5 Declaration

Any other document

Other documents Upload
Upload Button Enable After Saving Draft

1. I hereby solemnly declare that the foregoing facts are true and correct and nothing else is false therein and no material has been concealed there from. I also agree that in case any information given by me herein before is found false at later date, the certificate and license to operate, if granted will be cancelled.

2. I further solemnly give an undertaking that I will not either directly or indirectly divulge to any person, except when lawfully authorized or directed to do so, the purport or any message which I may transmit or receive by means of any wireless apparatus operated by me or which may come to my knowledge in connection with the operation of the said apparatus.

3. I have carefully read and understood the rules contained in the Indian Wireless Telegraphy (Commercial Radio Operators Certificates of Proficiency and license to operate Wireless Telegraphy) Rules, 1954 and undertake to abide by them.

Kindly accept the declaration and the tick the checkbox .

Note:

- 1) Size of pdf document should be less than 1MB.

2) Size of photograph should be less than 250KB.

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 and status will be as shown as show by arrow. Click on the “Upload signed Application” button.

Welcome test ()

Update Personal Details

Apply for Examinations (Amateur/RTR/GMDSS)

Apply for Certificates (Amateur/RTR/GMDSS)

Apply for RTR Certificates

Back To Certificate Dashboard

Apply for License | **Current Applications** | History Applications

PDF EXCEL Search:

Sr.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	RTR020120211200593	RTR(A) License: Radio Telephony License (Aeronautical) License		Make Payment/Upload Signed Application	Make Payment/Upload Signed Application

Showing 1 to 1 of 1 entries

Previous 1 Next

3.5 Make Payment/Upload Signed Application

Home / WPC
/ RTR(A) License: Radio Telephony License (Aeronautical) License Make Payment -Application Id: RTR020120211200593

RTR(A) License: Radio Telephony License (Aeronautical) License Make Payment

Note: Online Payment has been started. If any one done payment before this,please raise ticket in portal using helpdesk. Please wait while we update the payment details and do not make payment again.

Please click here for all transaction details against this application id.If transaction is not reflecting here ,wait for one day otherwise raise ticket .

License fee to be paid:

[Pay Now](#)

Once the payment is successful you will see the below screen to upload the signed application.

Aeronautical Operator Certificate (RTR) Upload Signed Application

Download Application: [Download Application](#)

Upload Signed Application:

Upload license application(with signature)

Choose File No file chosen [Upload](#)

[Submit](#)

Download Application and upload the physically signed application. Once the application is submitted it will be visible in dashboard.

Nodal Officer will scrutinize the application and if all the details and uploads are in order then license will be issued and applicant would be notified accordingly. If there is any problem in the details or uploads then application will be reverted back to applicant for modification and the same would be notified to applicant.

Application will be forwarded to nodal officer based on the selected exam centre in case of RTR- Aero Application.

3.6 Download License

[Update Personal Details](#)

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Apply for RTR Certificates [Back To Certificate Dashboard](#)

Apply for License
Current Applications
History Applications

PDF EXCEL
Search:

Sr.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	RG020120201000001	Aeronautical Operator Certificate (RTR)	29-10-2020	License issued	
2	RG020120201000002	Aeronautical Operator Certificate (RTR)	31-10-2020	License issued	
3	RG020420201000002	RTR (C) : Permission on board Indian Aircraft against foreign FRTD - through RTR Part-I Exam	31-10-2020	License issued	

Click on the symbol shown by arrow in the above screenshot to download the license.

3.7 View Application button:

The screenshot shows the 'Apply for RTR Certificates' dashboard. On the left, there are navigation buttons: 'Update Personal Details', 'Apply for Examinations (Amateur/RTR/GMDSS)', and 'Apply for Certificates (Amateur/RTR/GMDSS)'. The main area has tabs for 'Apply for License', 'Current Applications', and 'History Applications'. Below the tabs are 'PDF' and 'EXCEL' filters and a search bar. A table lists three applications:

Sr.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	RG020120201000001	Aeronautical Operator Certificate (RTR)	29-10-2020	License issued	[View] [Edit] [Download]
2	RG020120201000002	Aeronautical Operator Certificate (RTR)	31-10-2020	License issued	[View] [Edit] [Download]
3	RG020420201000002	RTR (C) : Permission on board Indian Aircraft against foreign FRTO - through RTR Part-I Exam	31-10-2020	License issued	[View] [Edit] [Download]

A red arrow points to the first 'View' icon in the 'Action' column of the first row.

Click on the symbol shown by arrow in the above screenshot to view the application.

4. GMDSS

4.1 GMDSS Applicant Dashboard:

Applicant will be redirected to below page after the click of WPC.

To view the dashboard follow the below steps:

Apply for Certificates → GMDSS → Apply Now

The screenshot shows the 'Apply for Certificates' dashboard. On the left, there are navigation buttons: 'Update Personal Details', 'Apply for Examinations (Amateur/RTR/GMDSS)', and 'Apply for Certificates (Amateur/RTR/GMDSS)'. The main area has a 'Certificate Selection' section with three buttons: 'Amateur Apply Now', 'RTR Apply Now', and 'GMDSS Apply Now'. A red arrow points to the 'GMDSS Apply Now' button.

Below screen will appear.

There are 3 tabs:

- Apply for License: Applicant can apply for GMDSS license here.
- Current Applications: GMDSS Application once created till its license issue will appear in this tab.
- History Applications: Once the License is issued for any application, applicant can see the application in this tab and download the license.

4.2 GMDSS Application Form:

Below is a sample demo for **GMDSS application**.

Apply for Certificates→**GMDSS**→ **GMDSS general Operator Certificate & License to Operate**→ **Go**.

4.2.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in registration form.

APPLICATION for GMDSS general Operator Certificate & Licence to Operate

Save Draft Validate Application Preview Application Form Submit

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Provisional License Details	Step 4 Payment Details	Step 5 Declaration
<p>1 Authorized Person Details :</p> <p>Authorized person Name : Jayesh Authorized person Designation: md Address : fgjgghk District : Pune State : MAHARASHTRA Pincode : 411002 Landline No : 0202222222 Fax : Mobile No : 9422009545 Email : jyoti.baikar@gmail.com</p>				

Press “next “button to go to next step.

4.2.2 Step 2

Personal Details:

Next step is adding details like Name, Centre of Exam, Month of Exam and Year of exam etc.. and uploading documents such as nationality certificate, Passport, Visa and Photo etc..

Save Draft Validate Application Preview Application Form Submit

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Provisional License Details	Step 4 Payment Details	Step 5 Declaration																										
<p>2. Personal Details</p> <table border="1"> <tr> <td>Name</td> <td><input type="text"/></td> </tr> <tr> <td>Center of Exam</td> <td>---Select---</td> </tr> <tr> <td>Month of Exam</td> <td>Select Month</td> </tr> <tr> <td>Year of Exam</td> <td>Select Year</td> </tr> <tr> <td>Father's Name</td> <td>sdsadsa</td> </tr> <tr> <td>Date of Birth</td> <td>28-01-2000</td> </tr> <tr> <td>Height</td> <td>11 Cms</td> </tr> <tr> <td>Nationality</td> <td>Indian</td> </tr> <tr> <td>2A.Kindly upload the duly filled form, if nationality is other than Indian</td> <td> <p>Nationality Certificate Upload Upload Button Enable After Saving Draft</p> </td> </tr> <tr> <td>Color of Eyes</td> <td>BLACK</td> </tr> <tr> <td>Color of Hair</td> <td>sadsad</td> </tr> <tr> <td>Complexion</td> <td>FAIR</td> </tr> <tr> <td>Marks of Identification</td> <td>sa</td> </tr> </table>					Name	<input type="text"/>	Center of Exam	---Select---	Month of Exam	Select Month	Year of Exam	Select Year	Father's Name	sdsadsa	Date of Birth	28-01-2000	Height	11 Cms	Nationality	Indian	2A.Kindly upload the duly filled form, if nationality is other than Indian	<p>Nationality Certificate Upload Upload Button Enable After Saving Draft</p>	Color of Eyes	BLACK	Color of Hair	sadsad	Complexion	FAIR	Marks of Identification	sa
Name	<input type="text"/>																													
Center of Exam	---Select---																													
Month of Exam	Select Month																													
Year of Exam	Select Year																													
Father's Name	sdsadsa																													
Date of Birth	28-01-2000																													
Height	11 Cms																													
Nationality	Indian																													
2A.Kindly upload the duly filled form, if nationality is other than Indian	<p>Nationality Certificate Upload Upload Button Enable After Saving Draft</p>																													
Color of Eyes	BLACK																													
Color of Hair	sadsad																													
Complexion	FAIR																													
Marks of Identification	sa																													

4.2.3 Step 3

Provisional License Details:

Add provisional license details if any and upload the previous license.

APPLICATION for GMDSS general Operator Certificate & Licence to Operate

[Save Draft](#) [Validate Application](#) [Preview Application Form](#) [Submit](#)

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Provisional License Details	Step 4 Payment Details	Step 5 Declaration
3. Provisional License Details				
licence Number:		<input type="text"/>		
licence Issue Date:		<input type="text"/>		
licence Validity Date:		<input type="text"/>		
Issuing Office:		<input type="text"/>		
Please Save Draft				
Previous License details(if any)				
licence No		licence Issue Date	licence Valid Upto	License Issue Office
Please Save Draft				
Upload of Scanned copy of Previous licence Details(if any)		Existing License Upload Button Enable After Saving Draft		

4.2.4 Step 4

Payment Details:

As the integration of GMDSS module with bharatkosh is completed applicant do not need to make payment in bharatkosh separately and once the application is submitted you will get an option to make payment.

Select the license validity to define the fee to be paid.

APPLICATION for GMDSS general Operator Certificate & Licence to Operate

[Save Draft](#)
[Validate Application](#)
[Preview Application Form](#)
[Submit](#)

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Provisional License Details	Step 4 Payment Details	Step 5 Declaration
-----------------------------	----------------------------	---------------------------------------	---------------------------	-----------------------

4. License Fee Payment Details:

License Validity	<input type="text" value="Life Time"/>
License fee	<input type="text" value="10000"/>

[Previous](#)
[Next](#)

[Save Draft](#)
[Validate Application](#)
[Preview Application Form](#)
[Submit](#)

4.2.5 Step 5

Declaration:

Read the declaration thoroughly and check the checkbox.

APPLICATION for GMDSS general Operator Certificate & Licence to Operate

[Save Draft](#)
[Validate Application](#)
[Preview Application Form](#)
[Submit](#)

Step 1 Applicant Details	Step 2 Personal Details	Step 3 Provisional License Details	Step 4 Payment Details	Step 5 Declaration
-----------------------------	----------------------------	---------------------------------------	---------------------------	-----------------------

Any other document	<p style="margin: 0;">Other documents Upload</p> <p style="margin: 0; text-align: center; color: #ffc107;">Upload Button Enable After Saving Draft</p>
--------------------	---

1. I hereby solemnly declare that the foregoing facts are true and correct and nothing else is false therein and no material has been concealed there from. I also agree that in case any information given by me herein before is found false at later date, the certificate and license to operate, if granted will be cancelled.

2. I further solemnly give an undertaking that I will not either directly or indirectly divulge to any person, except when lawfully authorized or directed to do so, the purport or any message which I may transmit or receive by means of any wireless apparatus operated by me or which may come to my knowledge in connection with the operation of the said apparatus.

3. I have carefully read and understood the rules contained in the Indian Wireless Telegraphy (Commercial Radio Operators Certificates of Proficiency and license to operate Wireless Telegraphy) Rules, 1954 and undertake to abide by them.

Kindly accept the declaration and the tick the checkbox .

Note:

- 1) Size of pdf document should be less than 1MB.
- 2) Size of photograph should be less than 250KB.

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 and status will be as shown as show by arrow. Click on the “Make Payment/Upload signed Application” button.

Update Personal Details

Apply for Examinations
(Amateur/RTR/GMDSS)

Apply for Certificates
(Amateur/RTR/GMDSS)

Apply for GMDSS Certificates

[Back To Certificate Dashboard](#)

Apply for License | **Current Applications** | History Applications

PDF | EXCEL | Search:

Sr.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	GMD020220220100994	GMDSS general Operator Certificate & Licence to Operate		Make Payment/Upload Signed Application	Make Payment/Upload Signed Application

Showing 1 to 1 of 1 entries

Previous | 1 | Next

4.3 Make payment/Upload Signed Application

GMDSS general Operator Certificate & Licence to Operate Make Payment

Note: Online Payment has been started. If any one done payment before this, please raise ticket in portal using helpdesk. Please wait while we update the payment details and do not make payment again.

Please [click here](#) for all transaction details against this application id. If transaction is not reflecting here, wait for one day otherwise raise ticket.

License fee to be paid:

5000

Pay Now

Once the payment is successful you will see the below screen to upload the signed application.

GMDSS general Operator Certificate & Licence to Operate Upload Signed Application

Download Application:

Download Application

Upload Signed Application:

Upload license application (with signature)

Choose File No file chosen

Upload

Submit

Download Application and upload the physically signed application.

Once the application is submitted it will be visible in dashboard.

Nodal Officer will scrutinize the application and if all the details and uploads are in order then license will be issued and applicant would be notified accordingly. If there is any problem in the details or uploads then application will be reverted back to applicant for modification and the same would be notified to applicant.

Application will be forwarded to nodal officer based on the selected exam centre.

4.4 Download License

Apply for GMDSS Certificates




Apply for Examinations (Amateur/RTR/GMDSS)

Apply for Certificates (Amateur/RTR/GMDSS)

Back To Certificate Dashboard

Apply for License | Current Applications | **History Applications**

PDF EXCEL Search:

Sr.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	RG020220201000001	GMDSS general Operator Certificate & Licence to Operate	30-10-2020	License issued	  

Showing 1 to 1 of 1 entries Previous 1 Next

Click on the symbol shown by arrow in the above screenshot to download the license.

4.5 View Application button:

Apply for GMDSS Certificates

Apply for Examinations (Amateur/RTR/GMDSS)

Apply for Certificates (Amateur/RTR/GMDSS)

Back To Certificate Dashboard

Apply for License | Current Applications | **History Applications**

PDF EXCEL Search:

Sr.No.	Application Id	License Type	Application Submitted date	Application Status	Action
1	RG020220201000001	GMDSS general Operator Certificate & Licence to Operate	30-10-2020	License issued	  

Showing 1 to 1 of 1 entries Previous 1 Next

Click on the symbol shown by arrow in the above screenshot to view the application.

5 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 any application is in process.

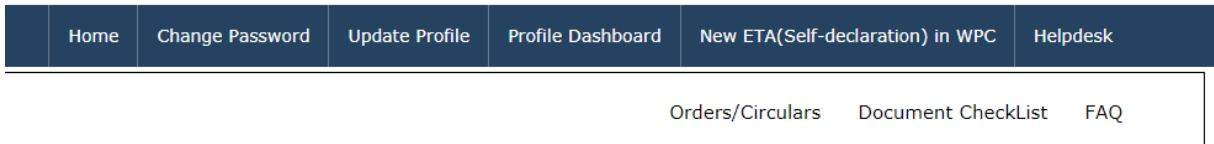
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear



Updation Of Registration Profile
(For Creation of users other than Govt.Agencies/PSU/Autonomous Body).

Registration Type

Registration Type	<input type="text" value="Company"/>
CIN	<input type="text" value="u58974gj3654res854796"/>
Company Name *	<input type="text" value="kpl"/>
Date of Incorporation*	<input type="text" value="15-02-2000"/> <input type="button" value="clear"/>
PAN*	<input type="text" value="aalpv3852g"/>

Complete Postal Address of Company

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