

User Manual

(For Applicant)

Auto Renewal of MMSL and AMSL Licenses

Department of Telecommunications

Government of India

16th September 2021

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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. Renewal of existing licenses is now facilitated through this portal. Presently, only those AMSL & MMSL licenses issued through SARALSANCHAR are eligible for online renewal. Licenses expired or about to expire can be renewed using this facility.

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.
- MMSL : Maritime Mobile Station License .
- AMSL : Aero Mobile Station License
- DGCA : Director General of Civil Aviation.
- DGS : Director General of Shipping.

Section -2

MMSL Renewal

2.1 First visit the site saralsanchar.gov.in. Enter your login credentials. After submitting correct login credential user will get the following menu. Click on WPC for Non Network MMSL and AMSL Licenses.

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

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

Home | Change Password | Helpdesk

Orders/Circulars | Document CheckList

Welcome prashant (asfadsadsadf)

Status Of Applications

0 UL Apply Now	0 UL-VNO Apply Now	48 WPC Apply Now	OSP New OSP Guidelines	0 SACFA Apply Now	0 PM-WANI Apply Now
----------------------	--------------------------	------------------------	------------------------------	-------------------------	---------------------------

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- 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 DSC.

Now Click on Non-Network Tab for MMSL and AMSL Licenses

Home | Change Password | Update Profile | Apply ETA(Self-declaration) in WPC | Helpdesk

Orders/Circulars | Document CheckList | FAQ

Welcome prashant (asfadsadsadf)

ETA
Network
Satellite
Non-Network
Experimental/Demonstration/
Manufacturing & Testing
DPL/NDPL

Equipment Type Approval Details

Apply for New Application | Previous Applications(Self Declaration) | Previous Applications(Other)

ETA Self Declaration Apply Now
RLO: ETA by RLOs, WPC Wing apply here

After Selection of Non-Network User will get 4 Tabs

- Apply For New Application
- Current Application
- Issued Licenses
- Rejected Application



Welcome prashant (asfadsadsadf)

ETA

Network

Satellite

Non-Network

Experimental/Demonstration/
Manufacturing & Testing

DPL/NDPL

Non-Network Application Details

Apply for New Application Current Applications Issued Licenses Rejected Applications

Select License Type

---Select---

Go

Now click on "Issued Licenses" tab. Following table will appear. The license which is eligible for renewal will have "Renewal of License" button. The long term licenses which are expired or which will expire in next 5 years are eligible for renewal. Only those licenses will have "Renewal of License" tab.

Non-Network Application Details

Apply for New Application Current Applications **Issued Licenses** Rejected Applications

PDF EXCEL Search: _____

Sr.No.	License Type	License Duration	License No.	License Issue Address	License Valid Until	Action
1	Maritime Mobile Station Licence	Long Term	45456hhgh	aaaaa ,South Goa, GOA ,458693	31-12-2020	Download License Renewal Of License
2	Aero Mobile Station Licence	Long Term	rt/56/67-8	aaaaa ,South Goa, GOA ,458693	31-12-2023	Download License Renewal Of License
3	Maritime Mobile Station Licence	Long Term	sdfd5455	aaaaa ,South Goa, GOA ,458693	31-12-2022	Download License
4	Maritime Mobile Station Licence	Long Term	sdfd5455	aaaaa ,South Goa, GOA ,458693	31-12-2024	Renewal Certificate
5	Aero Mobile Station Licence	Long Term	sfgfg 767	aaaaa ,South Goa, GOA	31-10-2020	Download License

Click "Renewal of License" button against the desired MMSL license. Following form will appear.

2.2

DEPARTMENT OF TELECOMMUNICATIONS

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

Home Change Password Update Profile Apply ETA(Self-declaration) in WPC Helpdesk

Orders/Circulars Document CheckList FAQ

Home / WPC / RLO: Apply for Renewal of Non Network Licence :45456hhgh

APPLICATION FOR Maritime Mobile Station Licence

Save Draft Validate Application Submit

Step 1 Existing License Details Step 2 Renewal & Payment Details Step 3 Declaration

Existing License Details

Licence Type	Maritime Mobile Station Licence
Company Name	kpl
Registered Address	aaaaa,South Goa,GOA-458693
License No.	45456hhgh

First, click “Save Draft” button to generate application id. Application id will be generated and displayed on screen as follows:

DEPARTMENT OF TELECOMMUNICATIONS

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

Home Change Password Update Profile Apply ETA(Self-declaration) in WPC Helpdesk

Orders/Circulars Document CheckList FAQ

Home / WPC / RLO: Apply for Renewal of Non Network Licence :45456hhgh -Renewal Application Id:RLO041020210900107

APPLICATION FOR Maritime Mobile Station Licence

Save Draft Validate Application Submit

Step 1 Existing License Details Step 2 Renewal & Payment Details Step 3 Declaration

Existing License Details

Licence Type	Maritime Mobile Station Licence
Company Name	kpl
Registered Address	aaaaa,South Goa,GOA-458693
License No.	45456hhgh
License Validity Date	31-12-2020

Note down this application ID for all future reference. The first tab on form “existing License Details” will show following fields:

Existing License Details

Licence Type	Maritime Mobile Station Licence
Company Name	kpl
Registered Address	aaaaa, South Goa, GOA-458693
License No.	45456hhgh
License Validity Date	31-12-2020

Ship Details

Name of Ship:	virat
Call Sign:	rt45
MMSI:	5463
DGS Certificate No.:	rtghg65567

Previous Next

Save Draft Validate Application Submit

This details are pre populated from your existing license and read only. Click on “Renew & Payment details” tab. Following form will appear. In this form select number of years for which license to be renewed. Only those number of years will be available so that after selecting it your new validity will not be more than current year+5. Eg. If your license is expired in 2020 then options will be 1,2,3,4,5. If your license is about to expire in 2023 and current year is 2021 then options available will be 1,2,3 so that your new validity will not cross 2021+5 i.e. 2026.

Maritime Mobile Station Licence

Save Draft Validate Application Submit

Step 1 Existing License Details Step 2 **Renewal & Payment Details** Step 3 Declaration

Maritime Mobile Station Licence fee is to be submitted through Bharatkosh [bharatkosh NTRP portal](#).
Click on the link for payment instructions: [Click here for Help](#)

License Validity Date	31-12-2020
Select no. of years renewed (1-5 years):	Select years

License Fee & Late Fee Details

License Fee @ Rs.5000/- per year:	0
Late Fee @ 2% per month (subject to a minimum of Rs.250/-) Late fee is valid upto month end.:	0
Total amount to be paid: View License Charges	0
New Validity Date:	

Payment Details

Step 1 Existing License Details | **Step 2 Renewal & Payment Details** | Step 3 Declaration

Maritime Mobile Station Licence fee is to be submitted through Bharatkosh [bharatkosh NTRP portal](#).
Click on the link for payment instructions: [Click here for Help](#)

License Validity Date: 31-12-2020

Select no. of years renewed (1-5 years): **Select years** (dropdown menu with options 1, 2, 3, 4, 5)

License Fee & Late Fee Details

License Fee @ Rs.5000/- per year: [Input field]

Late Fee @ 2% per month (subject to a minimum of Rs.250/-) *Late fee is valid upto month end.:* [Input field: 0]

Total amount to be paid: [View License Charges](#) [Input field: 0]

New Validity Date: [Input field]

Payment Details

Payment Mode: NTRP(Bharatkosh)

Once, you select the number of years, license fee, late fee, total amount to be paid and new validity date will be calculated automatically and shown in the form. The button “View License Charges” will be enabled to view the calculations.

License Fee & Late Fee Details

License Fee @ Rs.5000/- per year: **15000.00**

Late Fee @ 2% per month (subject to a minimum of Rs.250/-) *Late fee is valid upto month end.:* **900.00**

Total amount to be paid: [View License Charges](#) **15900**

New Validity Date: **31-12-2023**

If you click the button “View License Charges” the details will be opened in small separate window.

Details Of License Charges For Renewal Of License No.45456hhgh

From		To		No.Of Late Month	License Fee	Late Fee Yearwise
Month	Year	Month	Year			
1	2021	12	2021	9	5000.00	900.00
1	2022	12	2022	0	5000.00	0.00
1	2023	12	2023	0	5000.00	0.00
				Total	15000.00	900.00
				Total Due	15900.00	

Close

Please press “Save Draft” button.

Now go to “bharatkosh” portal and make payment of above shown amount. This amount is valid only upto the current month. If month changes Late Fee changes and total amount to be paid also changes, Fill payment details in the “Payment Details” fields and click on “Add License Payment Details” button.

License Fee @ Rs.5000/- per year:	15000
Late Fee @ 2% per month (subject to a minimum of Rs.250/-) <i>Late fee is valid upto month end.:</i>	900
Total amount to be paid: View License Charges	15900
New Validity Date:	31-12-2023

Payment Details

Payment Mode:	NTRP(Bharatkosh)
Transaction Reference No.	
Pay Amount (in Rs)	
Transaction Reference Date	

[Add Licence Payment Details](#)

Upload Single Scan copy of all Payments (merged)

Bharatkosh Challan Upload

[Choose File](#) No file chosen [Upload](#)

Once, you entered the details , it will be displayed in the grid in the form as below.

Licence Fee Payment Details

Payment Details				
Payment Mode	Payment Detail	Payment Date	Amount	
NTRP(Bharatkosh)	rtretet/5646/7	2021-09-06	15900.00	

[Modify](#) [View](#) [Delete](#)

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

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

If there are more than one transaction, keep on adding it by repeating the same procedure i.e. entering payment details in payment details fields and pressing “add license payment Details” tab. It will be added in grid shown above. The entries of grid can be modified/ deleted using “modify” and “delete” buttons on the grid.

Licence Fee Payment Details

Payment Details	
Payment Mode	
NTRP(Bharatkosh)	

[Modify](#) [View](#) [Delete](#)

Now, all payment details should be scanned in a single pdf file, digitally sign the file and upload it using upload option given in the form.

Upload Single Scan copy of all Payments (merged)

Bharatkosh Challan Upload

Choose File | No file chosen | [Upload](#)

Save the draft again.

Now go to the next tab of form “declaration” and click the check box to accept the terms and conditions.

**APPLICATION FOR
Maritime Mobile Station Licence**

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

Step 1
Existing License Details
Step 2
Renewal & Payment Details
Step 3
Declaration

Declaration

I hereby solemnly declare and say that foregoing facts are true and correct and nothing is false there in and no material has been concealed therefrom. I also agree that in case any information given by me herein before is found false at a later date, the license, if granted, is liable to be canceled.

I further solemnly give an undertaking that the apparatus covered under the license will be worked in accordance with the conditions of the license and I am also aware that license fees paid is non-refundable and non-adjustable in the subsequent renewals or with any other license.

Kindly accept the declaration and the tick the checkbox .

Previous
Next

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

Now press “validate application” button to validate all information provided by you. If any information is missing or wrongly given (such as total amount paid is different than total amount to be paid) then such message will be displayed on top and “submit” button remains disabled.

Home / WPC / RLO: Apply for Renewal of Non Network Licence :45456hhgh -Renewal Application Id:RLO041020210900107

**APPLICATION FOR
Maritime Mobile Station Licence**

Amount paid is different from amount payable : Please submit correct payment details !!
 .Licence Payment Scan copy of Payment Details Not Uploaded : Upload Payment File !!

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

Step 1
Existing License Details
Step 2
Renewal & Payment Details
Step 3
Declaration

Maritime Mobile Station Licence fee is to be submitted through Bharatkosh [bharatkosh NTRP portal](#).
 Click on the link for payment instructions: [Click here for Help](#)

License Validity Date

31-12-2020

Make desired modifications , accept the declaration again and again “validate application”.

If all information provided is correct, then pop up of “validation successful” will come and “submit” button get enabled.

Press the submit button and submit the application. Application will go to RLO for scrutiny.

The screenshot shows a web application interface for 'APPLICATION FOR Maritime Mobile Station Licence'. A white pop-up message box is centered on the screen, containing the text: 'Your renewal application is now with RLO for scrutiny.' with an 'OK' button. Below the pop-up, the application form is visible, showing a progress bar with three steps: 'Step 1 Existing License Details', 'Step 2 Renewal & Payment Details', and 'Step 3 Declaration' (which is currently active). The 'Declaration' section contains a text area with a declaration statement and a checked checkbox labeled 'Kindly accept the declaration and the tick the checkbox'. At the bottom of the form, there are 'Save Draft', 'Validate Application', and 'Submit' buttons.

2.3

Status of application can be checked in dashboard under “Current Application” tab.

The screenshot shows a dashboard with a sidebar on the left containing navigation options: ETA, Network, Satellite, Non-Network (highlighted), Experimental/Demonstration/Manufacturing & Testing, DPL/NDPL, and Import. The main content area is titled 'Non-Network Application Details' and has a red arrow pointing to the 'Current Applications' tab. Below the tabs are 'PDF' and 'EXCEL' buttons, and a search bar with the value '107'. A table displays application details:

Sr.No.	Application Id	License Type	Application Creation Date	Application Submitted Date	Status	Action
5	RLO041020210900107	Maritime Mobile Station Licence	16-09-2021	16-09-2021	Application submitted	Application scrutiny in process

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries (filtered from 6 total entries)' and includes 'Previous', '1', and 'Next' navigation buttons.

2.4

Now the RLO will scrutinize the application. If he find any mistakes or shortfall in application then he will revert back the application to you.

This will be available in your dashboard , under current application tab. The Action column will have “modify application” button. Press this button.

Welcome mmhytrs (kpl)

ETA
Network
Satellite
Non-Network
Experimental/Demonstration/Manufacturing & Testing
DPL/NDPL
Import

Non-Network Application Details

Apply for New Application | **Current Applications** | Issued Licenses | Rejected Applications

PDF EXCEL Search: 107

Sr.No.	Application Id	License Type	Application Creation Date	Application Submitted Date	Status	Action
5	RLO041020210900107	Maritime Mobile Station Licence	16-09-2021	16-09-2021	Application reverted by RLO,WPC Wing	Modify Application

Showing 1 to 1 of 1 entries (filtered from 6 total entries) Previous 1 Next

2.5

The application will open and in the top there will be message that which part need modifications and also there will be remarks given by DoT RLO.

APPLICATION FOR
Maritime Mobile Station Licence

Save Draft Validate Application Submit

Scrutiny for Sr.No. 1 has been not accepted by DOT.

DOT Remarks: not ok

Step 1 Existing License Details | Step 2 Renewal & Payment Details | Step 3 Declaration

Existing License Details

Licence Type: Maritime Mobile Station Licence
Company Name: kpl

According to modifications suggested by DoT , do the modifications . number of years required can be changed using drop down. Due to change in number of renewal years the total amount to be paid and new validity will be changed. Make necessary modify /addition in

payment details using “modify” button of grid / payment details fields and “add payment details” button.

Payment Details SLNO:1

Payment Mode:	NTRP(Bharatkosh) <input type="text"/>
Transaction Reference No.	rtretet/5646/7 <input type="text"/>
Pay Amount (in Rs)	15900.00 <input type="text"/>
Transaction Reference Date	06-09-2021 <input type="text"/>
Modify Payment Details	

Upload Single Scan copy of all Payments (merged)

Bharatkosh Challan Upload

[RLO041020210900107_RLO_PAY_v0.pdf](#) Not Verified! Plz Upload again

Licence Fee Payment Details

Payment Details			
Payment Mode	Payment Detail	Payment Date	Amount
NTRP(Bharatkosh)	rtretet/5646/7	2021-09-06	15900.00
<input type="button" value="Modify"/> <input type="button" value="View"/> <input type="button" value="Delete"/>			

Or

Select no. of years renewed (1-5 years):

License Fee & Late Fee Details

License Fee @ Rs.5000/- per year:	20000.00 <input type="text"/>
Late Fee @ 2% per month (subject to a minimum of Rs.250/-) <i>Late fee is valid upto month end.</i>	900.00 <input type="text"/>
Total amount to be paid: View License Charges	20900 <input type="text"/>
New Validity Date:	31-12-2024 <input type="text"/>

Payment Details SLNO:1

Payment Mode:	NTRP(Bharatkosh) <input type="text"/>
Transaction Reference No.	rtretet/56546/78 <input type="text"/>
Pay Amount (in Rs)	5000 <input type="text"/>
Transaction Reference Date	15-09-2021 <input type="text"/>
Add Licence Payment Details	

Upload Single Scan copy of all Payments (merged)

Bharatkosh Challan Upload

[RLO041020210900107_RLO_PAY_v0.pdf](#) Not Verified! Plz Upload again

Licence Fee Payment Details

Payment Details			
Payment Mode	Payment Detail	Payment Date	Amount
NTRP(Bharatkosh)	rtretet/5646/7	2021-09-06	15900.00
<input type="button" value="Modify"/> <input type="button" value="View"/> <input type="button" value="Delete"/>			

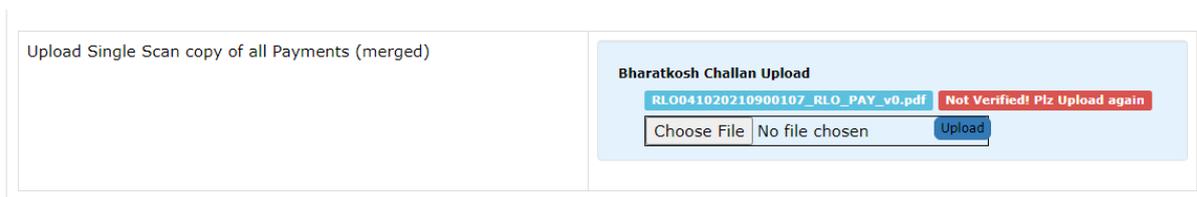
One more row will be added in payment grid.

Licence Fee Payment Details

Payment Details			
Payment Mode	Payment Detail	Payment Date	Amount
NTRP(Bharatkosh)	rtretet/5646/7	2021-09-06	15900.00
NTRP(Bharatkosh)	rtretet/56546/78	2021-09-15	5000.00
<input type="button" value="Modify"/> <input type="button" value="View"/> <input type="button" value="Delete"/>			

After making changes press “save draft” button.

If scrutiny for Sl.No. is not accepted by DoT then previously uploaded payment details will be tagged as “unverified” and applicant need to again upload scanned and digitally signed copy of payment details again.



Upload Single Scan copy of all Payments (merged)

Bharatkosh Challan Upload

RLO041020210900107_RLO_PAY_v0.pdf **Not Verified! Plz Upload again**

Choose File No file chosen Upload

2.6

Now, validate application using “validate application” button. . If any information is missing or wrongly given (such as total amount paid is different than total amount to be paid) then such message will be displayed on top and “submit” button remains disabled.

If all information is correct then accept the declaration in “step 3” and again validate application. The “submit” button get enabled. Press it and submit application.

2.7

Application again will go to RLO for scrutiny.

If application found correct by DOT RLO then it will approve it and “Renewal Certificate” get generated.

2.8

The renewal certificate is available in dashboard under “issued licnese” tab.

By clicking “renewal certificate” button against corresponding license can be downloaded.



Welcome mmhytrs (kpl)

- ETA
- Network
- Satellite
- Non-Network**
- Experimental/Demonstration/
Manufacturing & Testing
- DPL/NDPL
- Import

Non-Network Application Details

Apply for New Application		Current Applications		Issued Licenses		Rejected Applications	
PDF		EXCEL		Search: <input type="text"/>			
Sr.No.	License Type	License Duration	License No.	License Issue Address	License Valid Upto	Action	
1	Maritime Mobile Station Licence	Long Term	45456hhgh	aaaaa ,South Goa, GOA ,458693	31-12-2020	Download License	
2	Maritime Mobile Station Licence	Long Term	45456hhgh	aaaaa ,South Goa, GOA ,458693	31-12-2024	Renewal Certificate Renewal Of License	
3	Aero Mobile Station Licence	Long Term	rt/56/67-8	aaaaa ,South Goa, GOA ,458693	31-12-2023	Download License Renewal Of License	
4	Maritime Mobile Station Licence	Long Term	sdfd5455	aaaaa ,South Goa, GOA ,458693	31-12-2022	Download License	
5	Maritime Mobile Station Licence	Long Term	sdfd5455	aaaaa ,South Goa, GOA ,458693	31-12-2024	Renewal Certificate	
6	Aero Mobile Station Licence	Long Term	sfgfg 767	aaaaa ,South Goa, GOA ,458693	31-10-2020	Download License	
7	Aero Mobile Station Licence	Long Term	sfgfg 767	aaaaa ,South Goa, GOA ,458693	31-10-2023	Renewal Certificate Renewal Of License	
8	Aero Mobile Station Licence	Short Term	tgrt65	aaaaa ,South Goa, GOA ,458693	31-08-2020	Download License	
6	Aero Mobile Station Licence	Long Term	sfgfg 767	aaaaa ,South Goa, GOA ,458693	31-10-2020	Download License	

Section -3

AMSL Renewal

3.1 First visit the site saralsanchar.gov.in. Enter your login credentials. After submitting correct login credential user will get the following menu. Click on WPC for Non Network MMSL and AMSL Licenses.

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
दूरसंचार विभाग
DEPARTMENT OF TELECOMMUNICATIONS

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

Home Change Password Helpdesk

Orders/Circulars Document CheckList

Welcome prashant (asfadsadsadf)

Status Of Applications

0 UL Apply Now	0 UL-VNO Apply Now	48 WPC Apply Now	OSP New OSP Guidelines	0 SACFA Apply Now	0 PM-WANI Apply Now
----------------------	--------------------------	------------------------	------------------------------	-------------------------	---------------------------

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- 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

Now Click on Non-Network Tab for MMSL and AMSL Licenses

Home Change Password Update Profile Apply ETA(Self-declaration) in WPC Helpdesk

Orders/Circulars Document CheckList FAQ

Welcome prashant (asfadsadsadf)

ETA
Network
Satellite
Non-Network
Experimental/Demonstration/
Manufacturing & Testing
DPL/NDPL

Equipment Type Approval Details

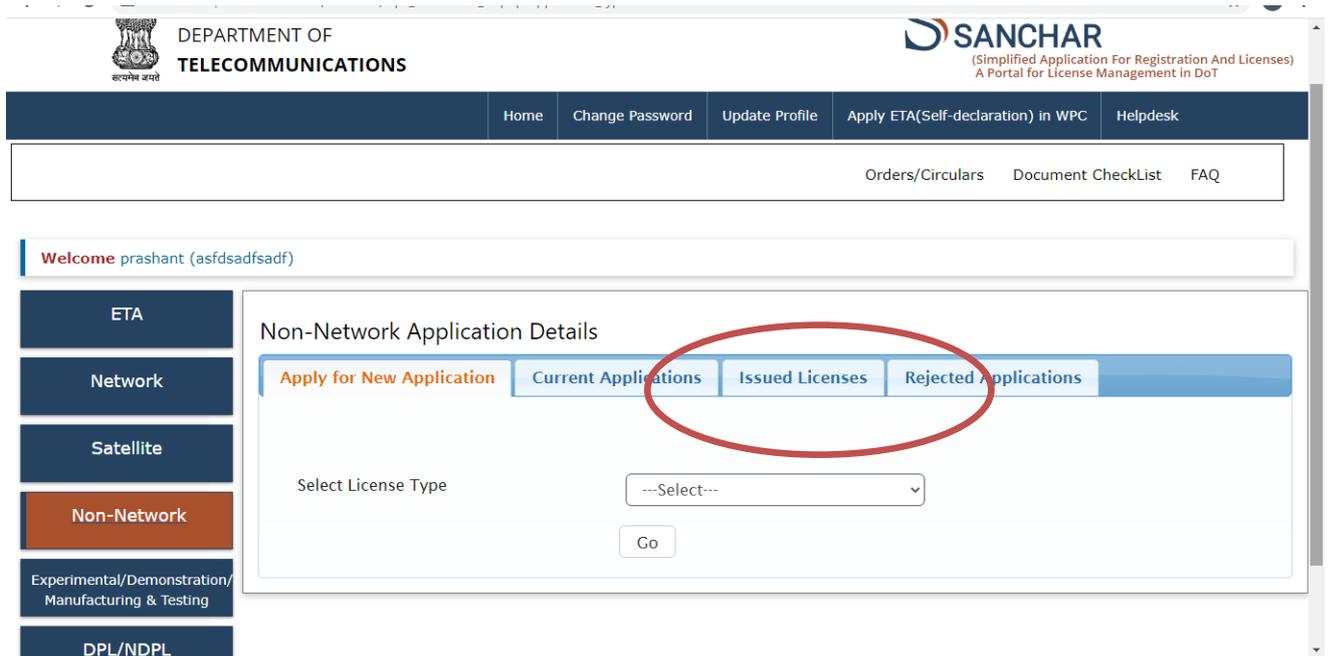
Apply for New Application Previous Applications(Self Declaration) Previous Applications(Other)

ETA Self Declaration Apply Now
RLO: ETA by RLOs, WPC Wing apply here

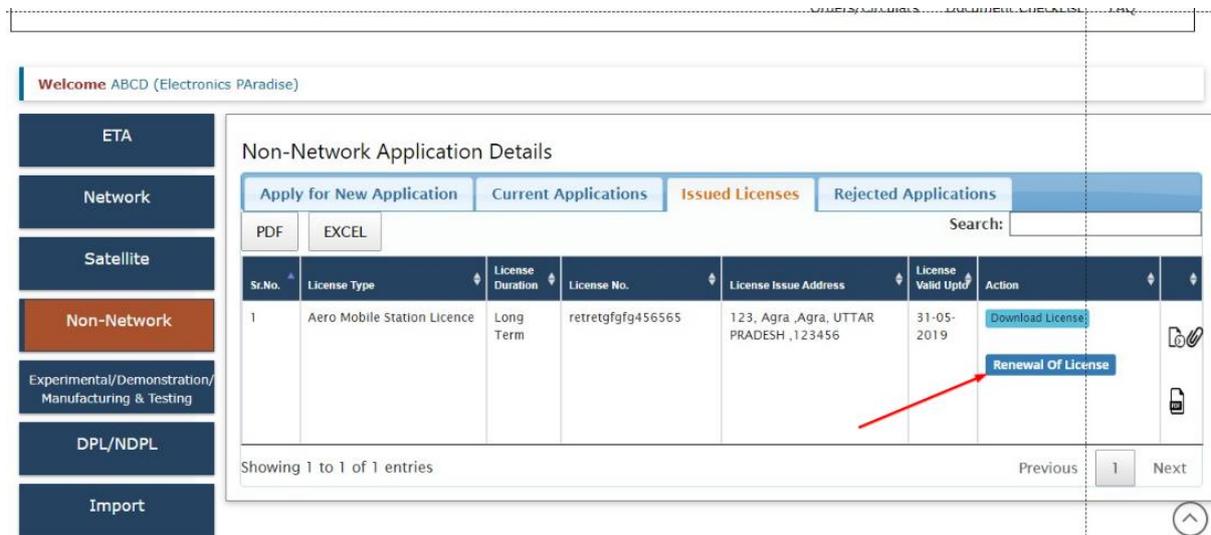
After Selection of Non-Network User will get 4 Tabs

- Apply For New Application
- Current Application
- Issued Licenses

- Rejected Application



Now click on “Issued Licenses” tab. Following table will appear. The license which is eligible for renewal will have “Renewal of License” button. The long term licenses which are expired or which will expire in next 5 years are eligible for renewal. Only those licenses will have “Renewal of License” tab.



Click “Renewal of License” button against the desired AMSL license. Following form will appear.

3.2

[Orders/Circulars](#) [Document CheckList](#) [FAQ](#)

Home / WPC / RLO: Apply for Renewal of Non Network Licence :retretgfgg456565

**APPLICATION FOR
Aero Mobile Station Licence**

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

Step 1
Existing License DetailsStep 2
Renewal & Payment DetailsStep 3
Declaration

Existing License Details

Licence Type	Aero Mobile Station Licence
Company Name	Electronics PARadise
Registered Address	123, Agra,Agra,UTTAR PRADESH-123456
License No.	retretgfgg456565

First, click “Save Draft” button to generate application id. Application id will be generated and displayed on screen as follows:

[Home](#) / [WPC](#)
 / RLO: Apply for Renewal of Non Network Licence :retretgfg456565 -Renewal Application Id:RLO040120210900109

APPLICATION FOR Aero Mobile Station Licence

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

Step 1 Existing License Details	Step 2 Renewal & Payment Details	Step 3 Declaration
Existing License Details		
Licence Type	Aero Mobile Station Licence	
Company Name	Electronics PARadise	
Registered Address	123, Agra,Agra,UTTAR PRADESH-123456	
License No.	retretgfg456565	
License Validity Date	31-05-2019	
Aircraft Details		
Call Sign:	4trE	
DGCA Certificate No.:	fgffhfggh76g67676	
DGCA Certificate Validity:	30-06-2021	
Upload DGCA Certificate of Registration	DGCA Certificate <input type="text" value="Choose File"/> No file chosen Upload	
Previous	Next	

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

Note down this application ID for all future reference. The first tab on form “existing License Details” will show following fields:

Home / WPC
 / RLO: Apply for Renewal of Non Network Licence :retretgfgfg456565 -Renewal Application Id:RLO040120210900109

APPLICATION FOR Aero Mobile Station Licence

Save Draft | Validate Application | Submit

Step 1 Existing License Details | Step 2 Renewal & Payment Details | Step 3 Declaration

Existing License Details

Licence Type: Aero Mobile Station Licence

Company Name: Electronics Paradise

Registered Address: 123, Agra,Agra,UTTAR PRADESH-123456

License No.: retretgfgfg456565

License Validity Date: 31-05-2019

Aircraft Details

Call Sign: 4trE

DGCA Certificate No.: fgffhfggh76g67676

DGCA Certificate Validity: 30-06-2021

Upload DGCA Certificate of Registration

DGCA Certificate
 Choose File | No file chosen | Upload

Previous | Next

Save Draft | Validate Application | Submit

This details are pre populated from your existing license and read only. Here system will check DGCA certificate validity. If it is expired then applicant has to renew it and enter new validity of DGCA and upload the digitally signed pdf copy of new DGCA certificate .

License No.: retretgfgfg456565

License Validity Date: 31-05-2019

Aircraft Details

Call Sign: 4trE

DGCA Certificate No.: fgffhfggh76g67676

DGCA Certificate Validity: 30-06-2021

Upload DGCA Certificate of Registration

Sep 2021

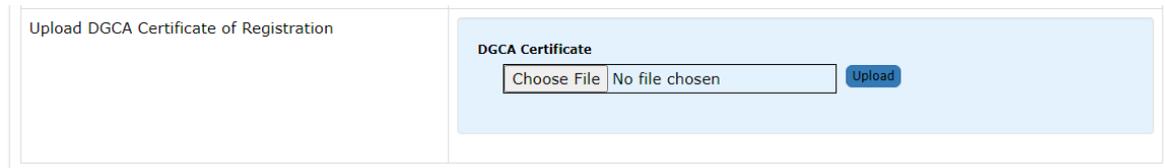
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Upload

Previous | Next

Save Draft | Validate Application | Submit

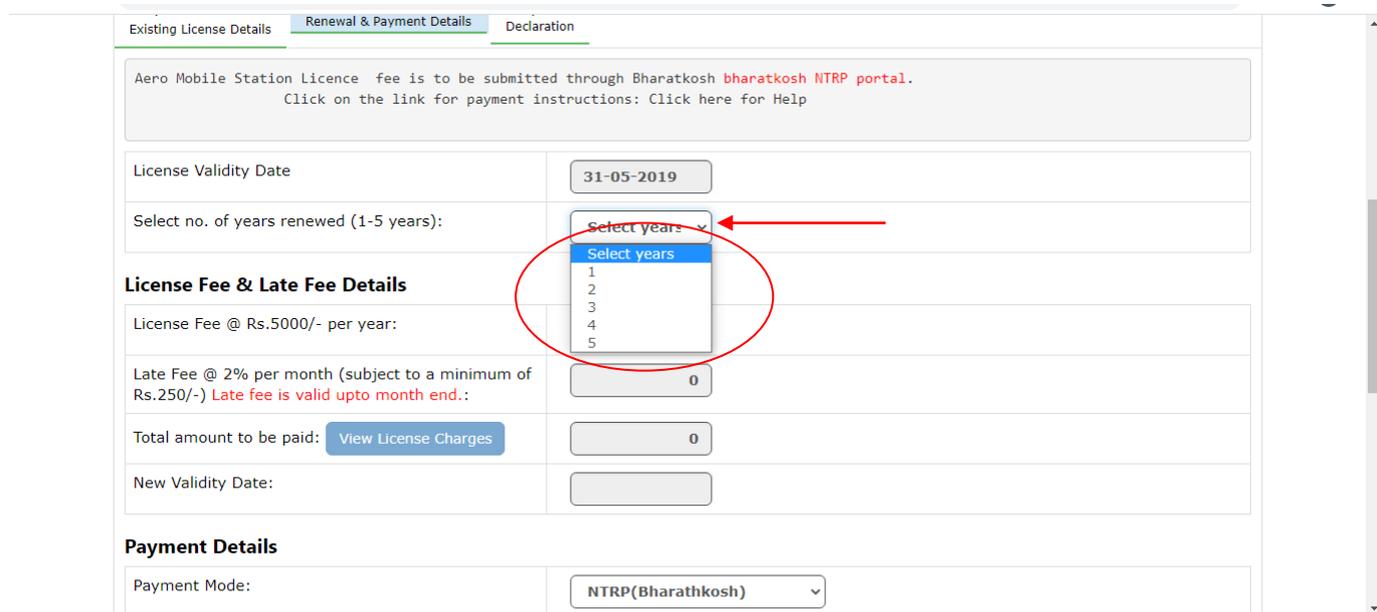
Upload DGCA renewal certificate



Press “save draft” button.

Click on “Renew & Payment details” tab. Following form will appear. In this form select number of years for which license to be renewed. Only those number of years will be available so that after selecting it your new validity will not be more than current year+5. Eg. If your license is expired in 2020 then options will be 1,2,3,4,5. If your license is about to expire in 2023 and current year is 2021 then options available will be 1,2,3 so that your new validity will not cross 2021+5 i.e. 2026.

If your DGCA certificate is valid then number of renewal years selection is restricted such a that after selecting it your renewal validity will not be more than your DGCA validity. eG. your DGCA certificate is valid up to 2024 and current year is 2021 then number of years options will be 1,2,3 as 2021+3=2024.



If your DGCA certificate is expired and you have not entered new DGCA validity and selected number of years for renewal then system will not allow you and following error will appear.

**APPLICATION FOR
Aero Mobile Station Licence**

DGCA VALIDITY EXPIRED, PLEASE RENEW IT AND ENTER NEW VALIDITY DATE

Save Draft

Validate Application

Submit

Step 1

Existing License Details

Step 2

Renewal & Payment Details

Step 3

Declaration

Aero Mobile Station Licence fee is to be submitted through Bharatkosh [bharatkosh NTRP portal](#).
Click on the link for payment instructions: [Click here for Help](#)

License Validity Date

31-05-2019

Select no. of years renewed (1-5 years):

3

So, before going for “payment & renewal “ tab, please check whether you entered renewed DGCA validity date.

Once, you select the number of years, license fee, late fee, total amount to be paid and new validity date will be calculated automatically and shown in the form. The button “View License Charges” will be enabled to view the calculations.

License Fee & Late Fee Details

License Fee @ Rs.5000/- per year:	25000.00
Late Fee @ 2% per month (subject to a minimum of Rs.250/-) Late fee is valid upto month end.:	5399.00
Total amount to be paid: View License Charges	30399
New Validity Date:	31-05-2024

If you click the button “View License Charges” the details will be opened in small separate window.

Details Of License Charges For Renewal Of License No.retretgfgfg456565

From		To		No.Of Late Month	License Fee	Late Fee Yearwise
Month	Year	Month	Year			
6	2019	5	2020	12	5000.00	1200.00
6	2020	5	2021	12	5000.00	2688.00
6	2021	5	2022	4	5000.00	1511.00
6	2022	5	2023	0	5000.00	0.00
6	2023	5	2024	0	5000.00	0.00
				Total	25000.00	5399.00
				Total Due	30399.00	

Close

Please press “Save Draft” button.

Now go to “bharatkosh” portal and make payment of above shown amount. This amount is valid only upto the current month. If month changes Late Fee changes and total amount to be paid also changes, Fill payment details in the “Payment Details” fields and click on “Add License Payment Details” button.

License Fee & Late Fee Details

License Fee @ Rs.5000/- per year:	25000
Late Fee @ 2% per month (subject to a minimum of Rs.250/-) <i>Late fee is valid upto month end.:</i>	5399
Total amount to be paid: View License Charges	30399
New Validity Date:	31-05-2024

Payment Details

Payment Mode:	NTRP(Bharathkosh)
Transaction Reference No.	
Pay Amount (in Rs)	
Transaction Reference Date	

[Add License Payment Details](#)

Upload Single Scan copy of all Payments (merged)

Bharatkosh Challan Upload

[Choose File](#) | No file chosen | [Upload](#)

Once, you entered the details , it will be displayed in the grid in the form as below.

Licence Fee Payment Details

Payment Details			
Payment Mode	Payment Detail	Payment Date	Amount
NTRP(Bharathkosh)	retet/56546/7	2021-09-08	30000.00

[Modify](#) [View](#) [Delete](#)

If there are more than one transaction, keep on adding it by repeating the same procedure i.e. entering payment details in payment details fields and pressing “add license payment Details” tab. It will be added in grid shown above. The entries of grid can be modified/ deleted using “modify” and “delete” buttons on the grid.

Licence Fee Payment Details

Payment Details	
Payment Mode	
NTRP(Bharathkosh)	

[Modify](#) [View](#) [Delete](#)

Now, all payment details should be scanned in a single pdf file, digitally sign the file and upload it using upload option given in the form.

Upload Single Scan copy of all Payments (merged)

Bharatkosh Challan Upload

[Choose File](#) | No file chosen | [Upload](#)

Save the draft again.

Now go to the next tab of form “declaration” and click the check box to accept the terms and conditions.

The screenshot shows a web form with three steps: Step 1 (Existing License Details), Step 2 (Renewal & Payment Details), and Step 3 (Declaration). Step 3 is currently active. At the top, there are three buttons: 'Save Draft', 'Validate Application', and 'Submit'. The 'Declaration' section contains the following text: 'I hereby solemnly declare and say that foregoing facts are true and correct and nothing is false there in and no material has been concealed therefrom. I also agree that in case any information given by me herein before is found false at a later date, the license, if granted, is liable to be canceled. I further solemnly give an undertaking that the apparatus covered under the license will be worked in accordance with the conditions of the license and I am also aware that license fees paid is non-refundable and non-adjustable in the subsequent renewals or with any other license.' Below this text is a checkbox with the label 'Kindly accept the declaration and the tick the checkbox.' At the bottom of the form, there are two buttons: 'Previous' and 'Next'. Below the form, there are three buttons: 'Save Draft', 'Validate Application', and 'Submit'.

Now press “validate application” button to validate all information provided by you. If any information is missing or wrongly given (such as total amount paid is different than total amount to be paid) then such message will be displayed on top and “submit” button remains disabled.

The screenshot shows a validation page for an application. At the top, there is a breadcrumb trail: 'Home / WPC / RLO: Apply for Renewal of Non Network Licence :retretgfgfg456565 -Renewal Application Id:RL0040120210900109'. Below this, the text reads 'APPLICATION FOR Aero Mobile Station Licence'. A red box contains the following error messages: 'DGCA CERTIFICATE Scan copy of renewed DGCA certificate not uploaded : Upload renewed DGCA certificate File !!', '.Amount paid is different from amount payable : Please submit correct payment details !!', and '.Licence Payment Scan copy of Payment Details Not Uploaded : Upload Payment File !!'. At the bottom, there are three buttons: 'Save Draft', 'Validate Application', and 'Submit'. Below the buttons, there is a progress indicator with three steps: Step 1 (Existing License Details), Step 2 (Renewal & Payment Details), and Step 3 (Declaration).

Make desired modifications , accept the declaration again and again “validate application”.

If all information provided is correct, then pop up of “validation successful” will come and “submit” button get enabled.

Press the submit button and submit the application. Application will go to RLO for scrutiny.

RLO: Apply for Renewal of Non Network Licence :retretgfg456565 -Renewal Application Id:RLO040120210900109

APPLICATION FOR Aero Mobile Station Licence

Your renewal application is now with RLO for scrutiny. OK

Step 1 Existing License Details | Step 2 Renewal & Payment Details | **Step 3 Declaration**

Declaration

I hereby solemnly declare and say that foregoing facts are true and correct and nothing is false there in and no material has been concealed therefrom. I also agree that in case any information given by me herein before is found false at a later date, the license, if granted, is liable to be canceled.

I further solemnly give an undertaking that the apparatus covered under the license will be worked in accordance with the conditions of the license and I am also aware that license fees paid is non-refundable and non-adjustable in the subsequent renewals or with any other license.

Kindly accept the declaration and tick the checkbox .

Previous Next

Save Draft Validate Application Submit

3.3

Status of application can be checked in dashboard under “Current Application” tab.

Non-Network Application Details

Apply for New Application | **Current Applications** | Issued Licenses | Rejected Applications

PDF | EXCEL | Search:

Sr.No.	Application Id	License Type	Application Creation Date	Application Submitted Date	Status	Action
1	RLO034020200400036	Short range UHF Hand Held Radio	08-04-2020		Upload Signed Application	Upload Signed Application
2	RLO040120210900109	Aero Mobile Station Licence	16-09-2021	16-09-2021	Application submitted	Application scrutiny in process
3	RLO040920200400039	Maritime Mobile Station License (MMSL) for Fishing Trawler/Boat	08-04-2020	08-04-2020	Application submitted	Application scrutiny in process

3.4

Now the RLO will scrutinize the application. If he find any mistakes or shortfall in application then he will revert back the application to you.

This will be available in your dashboard , under current application tab. The Action column will have “modify application” button. Press this button.

The screenshot shows the 'TELECOMMUNICATIONS' portal. The top navigation bar includes 'Home', 'Change Password', 'Update Profile', 'Apply ETA(Self-declaration) in WPC', and 'Helpdesk'. Below this, there are links for 'Orders/Circulars', 'Document CheckList', and 'FAQ'. The user is logged in as 'Welcome ABCD (Electronics Paradise)'. On the left, there is a sidebar with menu items: 'ETA', 'Network', 'Satellite', 'Non-Network' (highlighted), 'Experimental/Demonstration/Manufacturing & Testing', and 'DPL/NDPL'. The main content area is titled 'Non-Network Application Details' and has tabs for 'Apply for New Application', 'Current Applications', 'Issued Licenses', and 'Rejected Applications'. Below the tabs are 'PDF' and 'EXCEL' buttons and a search field. A table lists applications with columns: Sr.No., Application Id, License Type, Application Creation Date, Application Submitted Date, Status, and Action. Two applications are shown: 1. Application Id: RLO034020200400036, License Type: Short range UHF Hand Held Radio, Application Creation Date: 08-04-2020, Application Submitted Date: (blank), Status: Upload Signed Application, Action: Upload Signed Application. 2. Application Id: RLO040120210900109, License Type: Aero Mobile Station Licence, Application Creation Date: 16-09-2021, Application Submitted Date: 16-09-2021, Status: Application reverted by RLO,WPC Wing, Action: Modify Application. Red arrows point to the 'Modify Application' button in the second row and the 'Current Applications' tab.

3.5

The application will open and in the top there will be message that which part need modifications and also there will be remarks given by DoT RLO.

The screenshot shows the application details page for 'Aero Mobile Station Licence'. The top navigation bar is the same as in 3.4. Below it, there are links for 'Orders/Circulars', 'Document CheckList', and 'FAQ'. The breadcrumb trail is 'Home / WPC / RLO: Apply for Renewal of Non Network Licence :retretgfgfg456565 -Renewal Application Id:RLO040120210900109'. The page title is 'APPLICATION FOR Aero Mobile Station Licence'. There are three buttons: 'Save Draft', 'Validate Application', and 'Submit'. A red arrow points to a message box that says 'Scrutiny for Sr.No. 1,1A has been not accepted by DOT.'. Below this, there is a 'DOT Remarks' section with a text box containing 'please check DGCA validity date and transaction reference date'. At the bottom, there is a progress bar with three steps: 'Step 1 Existing License Details', 'Step 2 Renewal & Payment Details', and 'Step 3 Declaration'. The 'Step 1' tab is active.

If scrutiny for Sr. No. 1A has not accepted by doT means there is modifications required in DGCA certificate validity date or copy of certificate. Do the modifications as suggested by DoT. Previously uploaded DGCA certificate will be tagged as “not verified” and applicant need to again upload scanned and digitally signed copy of renewed DGCA certificate.

Upload DGCA Certificate of Registration

DGCA Certificate

RLO040120210900109_RLO_DGCA_v0.pdf Not Verified! Plz Upload again

Choose File No file chosen Upload

If scrutiny for Sr. No. 1 has not accepted by doT means there is modifications required in payment and renewal details. According to modifications suggested by DoT , do the modifications . Number of years required can be changed using drop down. Due to change in number of renewal years the total amount to be paid and new validity will be changed. Make necessary modification /addition in payment details using “modify” button of grid / payment details fields and “add payment details” button.

Payment Details

Payment Mode:	NTRP(Bharatkosh) <input type="button" value="v"/>
Transaction Reference No.	rtretet/5646/7
Pay Amount (in Rs)	15900.00
Transaction Reference Date	06-09-2021
<input type="button" value="Modify Payment Details"/>	

Upload Single Scan copy of all Payments (merged)

Bharatkosh Challan Upload

RLO041020210900107_RLO_PAY_v0.pdf Not Verified! Plz Upload again

Choose File No file chosen Upload

Licence Fee Payment Details

Payment Details			
Payment Mode	Payment Detail	Payment Date	Amount
NTRP(Bharatkosh)	rtretet/5646/7	2021-09-06	15900.00
<input type="button" value="Modify"/> <input type="button" value="View"/> <input type="button" value="Delete"/>			

Or

Select no. of years renewed (1-5 years):

License Fee & Late Fee Details

License Fee @ Rs.5000/- per year:

Late Fee @ 2% per month (subject to a minimum of Rs.250/-) Late fee is valid upto month end.

Total amount to be paid: [View License Charges](#)

New Validity Date:

Payment Details Sl.No.1

Payment Mode:

Transaction Reference No.

Pay Amount (in Rs)

Transaction Reference Date

[Add Licence Payment Details](#)

Upload Single Scan copy of all Payments (merged)

Bharatkosh Challan Upload

RLO041020210900109_RLO_PAY_v0.pdf Not Verified! Plz Upload again

No file chosen

Licence Fee Payment Details

Payment Mode	Payment Detail	Payment Date	Amount
NTRP(Bharatkosh)	rtretet/5646/7	2021-09-08	15900.00
NTRP(Bharatkosh)	rtretet/56546/78	2021-09-15	5000.00

[Modify](#) [View](#) [Delete](#)

One more row will be added in payment grid.

Licence Fee Payment Details

Payment Mode	Payment Detail	Payment Date	Amount
NTRP(Bharatkosh)	rtretet/5646/7	2021-09-08	15900.00
NTRP(Bharatkosh)	rtretet/56546/78	2021-09-15	5000.00

[Modify](#) [View](#) [Delete](#)

After making changes press “save draft” button.

If scrutiny for Sl.No.1 is not accepted by DoT then previously uploaded payment details will be tagged as “not verified” and applicant need to again upload scanned and digitally signed copy of payment details again.

Upload Single Scan copy of all Payments (merged)

Bharatkosh Challan Upload

RLO040120210900109_RLO_PAY_v0.pdf Not Verified! Plz Upload again

No file chosen

3.6

Now, validate application using “validate application” button. . If any information is missing or wrongly given (such as total amount paid is different than total amount to be paid) then such message will be displayed on top and “submit” button remains disabled.

If all information is correct then accept the declaration in “step 3” and again validate application. The “submit” button get enabled. Press it and submit application.

3.7

Application again will go to RLO for scrutiny.

If application found correct by DOT RLO then it will approve it and “Renewal Certificate” get generated.

3.8

The renewal certificate is available in dashboard under “issued license” tab.

By clicking “renewal certificate” button against corresponding license can be downloaded.

The screenshot displays a web dashboard interface. At the top, there is a navigation bar with links: Home, Change Password, Update Profile, Apply ETA(Self-declaration) in WPC, and Helpdesk. Below this is a secondary navigation bar with links: Orders/Circulars, Document CheckList, and FAQ. The main content area is titled 'Welcome ABCD (Electronics Paradise)'. On the left, there is a vertical sidebar menu with options: ETA, Network, Satellite, Non-Network (highlighted in orange), Experimental/Demonstration/Manufacturing & Testing, DPL/NDPL, and Import. The main content area is titled 'Non-Network Application Details' and contains a tabbed interface with four tabs: 'Apply for New Application', 'Current Applications', 'Issued Licenses' (selected), and 'Rejected Applications'. Below the tabs are 'PDF' and 'EXCEL' buttons and a search field. A table with the following columns is displayed: Sr.No., License Type, License Duration, License No., License Issue Address, License Valid Upto, and Action. The table contains two rows of data. The first row has Sr.No. 1, License Type 'Aero Mobile Station Licence', License Duration 'Long Term', License No. 'retretgfgfg456565', License Issue Address '123, Agra ,Agra, UTTAR PRADESH ,123456', License Valid Upto '31-05-2019', and an Action button 'Download License'. The second row has Sr.No. 2, License Type 'Aero Mobile Station Licence', License Duration 'Long Term', License No. 'retretgfgfg456565', License Issue Address '123, Agra ,Agra, UTTAR PRADESH ,123456', License Valid Upto '31-05-2024', and Action buttons 'Renewal Certificate' and 'Renewal Of License'. Two red arrows point to the 'Issued Licenses' tab and the 'Renewal Certificate' button.

Sr.No.	License Type	License Duration	License No.	License Issue Address	License Valid Upto	Action
1	Aero Mobile Station Licence	Long Term	retretgfgfg456565	123, Agra ,Agra, UTTAR PRADESH ,123456	31-05-2019	Download License
2	Aero Mobile Station Licence	Long Term	retretgfgfg456565	123, Agra ,Agra, UTTAR PRADESH ,123456	31-05-2024	Renewal Certificate Renewal Of License