

**User Manual**

(For Applicant)

**Auto Renewal of UHF Short Range License (USR)**

**Department of Telecommunications**

**Government of India**

19<sup>th</sup> Sep, 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. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless, secure and hassle free platform for various applicants.

### Acronyms and Abbreviations

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

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

## Section-2

### APPLICANT PART

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#### 2.1 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**.

### Login

<b>UserId</b>	<input type="text" value="C201800819"/>
<b>Password</b>	<input type="password" value="....."/>
<b>Security Code</b>	<input type="text" value="Enter Captcha"/>  
	<input type="button" value="Login"/>
	<a href="#">Forgot Password?</a> <a href="#">Forgot User ID?</a>

Welcome SOHAM A (BHARAT)

### Status Of Applications



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

## 2.2 Dashboard

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### Non-Network Application Details

Network

Apply for New Application

Current Applications

Issued Licenses

Rejected Applications

PDF

EXCEL

Search: 30-04-2023

Satellite

Sr.No.	License Type	License Duration	License No.	License Issue Address	License Valid Upto	Action
7	Short range UHF Hand Held Radio	Long Term	lic no		30-04-2023	<a href="#">Renewal Certificate</a> <a href="#">Renewal Of License</a>

Experimental/Demonstration Manufacturing & Testing

DPL/NDPL

Showing 1 to 1 of 1 entries (filtered from 20 total entries)

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Import

“Non-Network”>>“Issued Licenses”>>Select the license to renew

## 2.3 Auto Renewal of USR license

5	RLO034020200500227	Short range UHF Hand Held Radio	Long Term	lic no	aaaa	30-04-2022	<a href="#">Download License</a> <a href="#">Renewal Of License</a>	 
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Click on “Renewal of license” to renew the license and below screen will appear upon click.

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

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

Existing License Details	Renewal/Payment Details	Declaration																											
<p><b>1.Existing License Details:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">A.Company/Organization details for which license is required :</td> <td colspan="2">BHARAT</td> </tr> <tr> <td>B.License issue address details :</td> <td colspan="2">                     Address    aaaa                      Pincode    411019                      District    Pune                      State        MAHARASHTRA                      Landline No                      Fax                      Mobile No                      Email                 </td> </tr> <tr> <td>C. License type</td> <td colspan="2">Short range UHF Hand Held Radio</td> </tr> <tr> <td>D.License Number</td> <td colspan="2">lic no</td> </tr> <tr> <td>E. License Validity Date</td> <td colspan="2">30-04-2022</td> </tr> <tr> <td>F. Number of Stations</td> <td colspan="2">12</td> </tr> <tr> <td>G. Annual Spectrum Charges</td> <td colspan="2"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">License Fee</td> <td>123.00</td> </tr> <tr> <td>Royalty Fee</td> <td>11.00</td> </tr> <tr> <td>Additional Royalty Fee</td> <td>11.00</td> </tr> </table> </td> </tr> </table>			A.Company/Organization details for which license is required :	BHARAT		B.License issue address details :	Address    aaaa Pincode    411019 District    Pune State        MAHARASHTRA Landline No Fax Mobile No Email		C. License type	Short range UHF Hand Held Radio		D.License Number	lic no		E. License Validity Date	30-04-2022		F. Number of Stations	12		G. Annual Spectrum Charges	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">License Fee</td> <td>123.00</td> </tr> <tr> <td>Royalty Fee</td> <td>11.00</td> </tr> <tr> <td>Additional Royalty Fee</td> <td>11.00</td> </tr> </table>		License Fee	123.00	Royalty Fee	11.00	Additional Royalty Fee	11.00
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Existing license details are auto – populated as per original license. Save draft to create a provisional application number.

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

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

Existing License Details	Renewal/Payment Details	Declaration
<b>2. Renewal Details</b>		
A. License Valid Up to	30-04-2022	
B. Select number of years to be renewed	<input type="text" value="Select Years"/>	
	<a href="#">View Spectrum Charges</a>	
<b>3.Spectrum Charges</b>		<b>to be paid as on</b>
License fee (in Rs.)	<input type="text" value="0"/>	
Royalty fee(in Rs.)	<input type="text" value="0"/>	
Additional royalty fee(in Rs.)	<input type="text" value="0"/>	
Late Fee (in Rs.)	<input type="text" value="0"/>	
<b>If payment is not made within the due calculated period, further late fees @2% per month on total charges/dues will be applicable.</b>		
<b>Total Fee (in Rs.)</b>	<input type="text" value="0"/>	
<b>License New Validity Date</b>	<input type="text"/>	

#### 4. Payment Details

Payment Details			
Mode of payment	Bharatkosh transaction reference	Amount paid(in Rs.)	Date of payment
<b>Upload transaction receipt</b> [Note: Scan all receipts in single pdf file]			
<b>Bharatkosh Challan Upload</b>		<input type="button" value="Upload"/>	
<input type="button" value="Choose File"/> No file chosen			
<b>Note:</b> 1.Fee to be submitted through Bharatkosh.Please <a href="#">click here to help</a>			

In the second tab applicant can check the renewal details and add the payment details.

Select no of years to be renewed and calculate spectrum charges. Applicant can view spectrum charges button.

### Details Of Spectrum Charges For Renewal Of License No. ✕

Pay on 31-12-2021  
  Pay on 31-01-2022  
  Pay on 31-10-2021  
  Pay on 30-11-2021  
  Pay on 17-09-2021

▾ **As On 31-12-2021**

From		To		No.Of Late Month	License Fee	Royalty Fee	Add.Royalty Fee	Excess Paid Amount Adjusted	Spectrum Charges	Late Fee Yearwise
Month	Year	Month	Year							
5	2021	4	2022	5	145	222	222	0	589	250
5	2020	4	2021	12	145	222	222	0	589	250
				<b>Total</b>	<b>290</b>	<b>444</b>	<b>444</b>	<b>0</b>		<b>500</b>
				<b>Total Due</b>	<b>1678</b>					

▸ As On 31-01-2022

▸ As On 31-10-2021

▸ As On 30-11-2021

▸ As On 17-09-2021

Download
Submit
Close

[Home](#) / [WPC](#) / [Apply for Non-Network License](#)

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

Save Draft
Validate Application
Submit

Existing License Details
Renewal/Payment Details
Declaration

#### 5. DECLARATION

I, solemnly, declare and say that the foregoing facts are true and correct and nothing 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 a later date, the license, if granted, will be canceled.

I ACCEPT THE ABOVE CONDITIONS.

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Once all the details are saved and validated Select the checkbox and submit the application for scrutiny. If payment details are verified then the applicant would get an option to download renewal certificate as shown

below. If payment details are not verified then renewal request is reverted back to applicant for correction and applicant will be notified through mail and SMS.

## 2.4 Download Auto Renewal Certificate

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### Non-Network Application Details

Network [Apply for New Application](#) [Current Applications](#) [Issued Licenses](#) [Rejected Applications](#)

PDF EXCEL Search: 30-04-2023

Sr.No.	Licenses Type	License Duration	License No.	License Issue Address	License Valid Upto	Action	
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Showing 1 to 1 of 1 entries (filtered from 20 total entries) Previous 1 Next

Import

Click on “**Renewal certificate**” button to download the renewal certificate.