

User Manual

(For Applicant)

Online Renewal of for Microwave Licenses (ISP (TDD), ISP (FDD), Microwave for captive user, NLD (Terrestrial))

Department of Telecommunications

Government of India

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Section-1

1.1 General Introduction

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

Acronyms and Abbreviations

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

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

Section-2

APPLICANT PART

2.1 Registration

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

To apply for Network License select *Company* 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

Company

CIN*

eg:U/L

12345

MH

1234

ABC

123456

[Note : CIN Format is **U 12345 MH 1234 ABC 123456** in sub-blocks.]

Confirm CIN *

eg:U/L

12345

MH

1234

ABC

123456

Company Name *

Name of Company

Date of Incorporation*

clear

PAN*

PAN

Complete Postal Address of Company

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

*Corporate Office **

Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text" value=""/>
State	<input type="text" value=""/>
LandLine Number	<input type="text" value="eg:01112345678"/>
Fax Number(if any)	<input type="text" value="eg:01112345678"/>
E-mail	<input type="text" value="E-mail"/>

Registered Office (Address same as Corporate Office No Yes)*

Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text" value=""/>
State	<input type="text" value=""/>
Landline Number	<input type="text" value="eg:01112345678"/>
Fax Number (if any)	<input type="text" value="eg:01112345678"/>
E-mail	<input type="text" value="E-mail"/>

Address for Correspondence with Telephone/Mail* (Address same as Registered Office No Yes)

Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text"/>
State	<input type="text"/>
landline Number	<input type="text" value="eg:01112345678"/>
Fax Number (if any)	<input type="text" value="eg:01112345678"/>
E-mail	<input type="text" value="E-mail"/>
Mobile Number	<input type="text" value="Mobile no"/>

Authorised contact Person /Signatory details *

Name	<input type="text" value="Name of Authorised Contact person/Signatory"/>
Designation,if any	<input type="text" value="Designation of Authorised Contact person/Signatory"/>
Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text"/>
State	<input type="text"/>
Landline Number	<input type="text" value="eg:01112345678"/>
Fax Number (if any)	<input type="text" value="eg:01112345678"/>
E-Mail	<input type="text" value="Mail Id"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="Mobile No"/> <small>OTP will be sent on this mobile number in registration process</small>

Enter Captcha before
OTP Authentication



Validate

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.

The screenshot shows a registration form with the following fields and values:

- Address: Haldwani
- State: UTTARAKHAND
- District: Nainital
- Pincode: 263139
- Landline Number: 46426265659
- Fax Number (if any): 54465464646
- E-Mail: niteshjoshi535@gmail.com
- Mobile Number: 8218828589

Below the form, there is a section for OTP Authentication:

- Enter Captcha before OTP Authentication: 82232 (Verified)
- Mobile OTP: Enter Mobile OTP, Generate OTP, Validate
- E-Mail OTP: Enter Mail OTP, Generate OTP, Validate
- RESET button: (To reset any change in the above registration form)

At the bottom, there is another captcha section:

- Enter Captcha before submit: 51358
- Buttons: Validate, 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	Haldwani
State	UTTARAKHAND
District	Nainital
Pincode	263139
Landline Number	46426265659
Fax Number (if any)	5465164646
E-Mail	OTP will be sent on this mail ID in registration process niteshgoshi535@gmail.com
Mobile Number	OTP will be sent on this mobile number in registration process 8219928589
Enter Captcha before OTP Authentication	Enter Captcha 82232 <input type="button" value="Validate"/>
OTP Authentication	
Mobile OTP	Enter Mobile OTP <input type="button" value="Regenerate OTP"/> <input type="button" value="Validate"/> Mobile OTP verified
E-Mail OTP	Enter Mail OTP <input type="button" value="Regenerate OTP"/> <input type="button" value="Validate"/> Mail OTP verified
<input type="button" value="RESET"/> (To reset any change in the above registration form.)	
Enter Captcha before submit	Enter Captcha 51358 <input type="button" value="Validate"/> <input type="button" value="Submit"/>

After successfully registration you will see the below screen.



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

2.2 First Login

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

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

Login

UserId

Password

Security Code


[Forgot Password?](#) [Forgot User ID?](#)

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 संचार विभाग
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

Enter OTP

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

Welcome ITPC (ITPC)

Status Of Applications

0 UL Apply Now	0 UL-VNO Apply Now	0 WPC Apply Now	0 OSP Apply Now	0 SACFA Apply Now
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- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

General Instructions:-

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

2.3 Dashboard:

Below is a sample demo for **Renewal of ISP License (FDD) application**. Process to Renewal of other licenses is same subject to the validity of respective Permission/Service license requirements.

Network → License issued →

ETA	Network Application Details						
Network	Apply for New Application		In Process Applications		In Process Requests		License Issued
	Rejected Applications						
Satellite	PDF	EXCEL	Search: <input type="text"/>				
	Non-Network	Sr.No.	License No	License Type	License Issue Address	License Validity	Action
Experimental/Demonstration Manufacturing & Testing	1	lic no	ISP License (FDD)(New)	aaaaaa ,Pune ,MAHARASHTRA, 411019	24-06-2020	Download License	
	2	FL-12345-1	ISP License (FDD)(New)	aaaaaa ,Pune ,MAHARASHTRA, 411019	30-06-2021	Download License Renewal Of License	
DPL/NDPL							

2.4 Request for Renewal of license

ETA	Network Application Details						
Network	Apply for New Application		In Process Applications		In Process Requests		License Issued
Satellite	Rejected Applications		Search: <input type="text"/>				
Non-Network	PDF	EXCEL					
Experimental/Demonstration Manufacturing & Testing	Sr.No.	License No	License Type	License Issue Address	License Validity	Action	
DPL/NDPL	1	lic no	ISP License (FDD)(New)	aaaaaa ,Pune ,MAHARASHTRA, 411019	24-06-2020	Download License	
2	FL-12345-1	ISP License (FDD)(New)	aaaaaa ,Pune ,MAHARASHTRA, 411019	30-06-2021	Download License Renewal Of License		

Click on “Renewal of license” to renew the license and below screen will appear upon click.

Home / WPC / Renewal of ISP(FDD) License License

Renewal of License with number FL-12345-1

Save Draft Validate Application Submit

Existing License Details	Renewal/Payment Details	Declaration
1.Existing License Details:		
Company/Organization details for which license is required :	BHARAT	
Licensee address details :	Address aaaaaa Pincode 411019 District Pune State MAHARASHTRA Landline No Fax Mobile No 9908977067 Email abc@gmail.com	
License type	ISP License (FDD)Point to Point	
License Number	FL-12345-1	
License Valid Up to	30-06-2021	

Annual Spectrum Charges	License Fee	121.00
	Royalty Fee	121.00
	Additional Royalty Fee	121.00
2.Supporting documents Details:		
ISP Service License letter No:	<input type="text"/>	
ISP Service License Validity Date	<input type="text"/>	
ISP Service license issued from DoT upload: <i>License will be valid upto the validity of ISP service license issued by DoT</i>	<p>Download previously uploaded ISP Service license</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p>ISP License issued by DoT Upload</p> <div style="border: 1px solid #ccc; padding: 2px;"> Choose File No file chosen Upload </div> </div>	

Applicant has to add valid Supporting document details such as

ISP Service License details in case of ISP (FDD) and ISP(TDD) licenses, UL/UASL service agreement details in case of Microwave BWA license and NLD Service license details in case of NLD (Terrestrial) license.

Applicant has to furnish proof of payment on AGR basis in case of Microwave BWA license.

Step2:

[Home](#) / [WPC](#) / [Renewal of ISP\(FDD\) License License](#)

Renewal of License with number FL-12345-1

Save Draft
Validate Application
Submit

Existing License Details	Renewal/Payment Details	Declaration
3A.Renewal Details		
A. License Valid Up to	30-06-2021	
B. Select number of years to be renewed	<input type="text" value="Select"/>	
		Calculate Spectrum Charges View Spectrum Charges
3B.Spectrum charges		
License fee (in Rs.)	<input type="text"/>	
Royalty fee(in Rs.)	<input type="text"/>	
Additional royalty fee(in Rs.)	<input type="text"/>	
Excess Paid Amount Adjusted(in Rs.)	<input type="text" value="0"/>	
Late Fee (in Rs.)(if any)	<input type="text"/>	

Total Fee (in Rs.)	<input type="text"/>
License New Validity Date	<input type="text"/>

4. Payment Details

Payment Details				
Mode Of Payment	Transaction Reference N	Amount Paid(in Rs.)	Date Of Payment	Bank Name and Branch
+				

Upload payment receipt
 [Note: Scan all receipts in single pdf file]

Payment Receipt/Challan

Click on view spectrum charges to see the detailed breakup of spectrum charges.

Details Of Spectrum Charges For Renewal Of License No.

Pay on 27-09-2021
 Pay on 31-10-2021
 Pay on 30-11-2021
 Pay on 31-12-2021
 Pay on 31-01-2022

As On 27-09-2021

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							
7	2021	6	2022	3	121	121	121	0	363	250
7	2022	6	2023	0	121	121	121	0	363	0
				Total	242	242	242	0		250
				Total Due	976					

Please note that step2 is not needed in case of Microwave BWA license.

Step3:

Renewal of License with number FL-12345-1

Save Draft Validate Application Submit

Existing License Details Renewal/Payment Details **Declaration**

5. DECLARATION

I hereby solemnly declare that the given facts are true and correct and nothing is false therein and nothi
 I also agree that in case any information given by me herein before is found false at the later date, the
 I hereby declare that technical parameters as authorised in the license such as frequency, equipment, loca
 I further abide by the terms & conditions of order issued by WPC vide No. R-11014/15/2012-NT (Pt.) dated

I ACCEPT THE ABOVE CONDITIONS.

Fill all the details and read the declaration and submit the renewal request for scrutiny. If payment details are correct and supporting documents/service agreement is valid then nodal officer verifies the applications and applicant will be notified to download the renewal certificate. If payment/supporting document details are wrong then renewal request will be reverted back to applicant for modification.

2.5 Download renewal certificate

Welcome SOHAM A (BHARAT)

ETA

Network Application Details

Network Apply for New Application In Process Applications In Process Requests License Issued

Satellite Rejected Applications Search: FL

Sr.No.	License No	License Type	License Issue Address	License Validity	Action
2	FL-12345-1	ISP License (FDD)(New)	aaaaaa ,Pune ,MAHARASHTRA, 411019	30-06-2021	Download License
6	FL-12345-1	ISP License (FDD) (Renewal)	aaaaaa ,Pune ,MAHARASHTRA, 411019	30-06-2023	Renewal Certificate Renewal Of License

Showing 1 to 2 of 2 entries (filtered from 7 total entries) Previous 1 Next

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

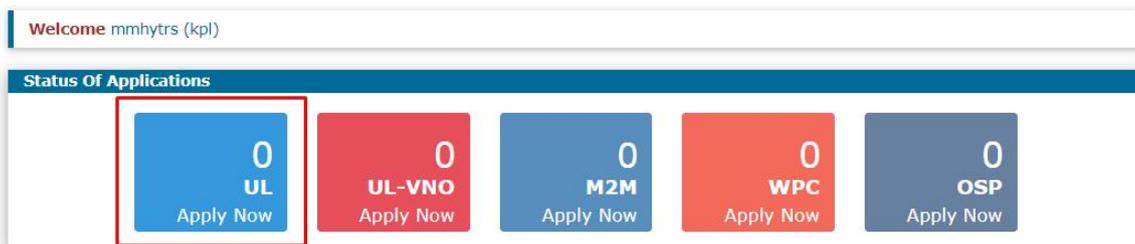
2.6 Profile Update without Scrutiny

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

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

STEPS:

1. after user login, click on any module



2. Click on Update Profile



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

CIN

Company Name *

Date of Incorporation*

PAN*

Complete Postal Address of Company

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