User Manual
(Ver 1.0)

For
Applicant

PUBLIC MOBILE RADIO TRUNKING SERVICES

Department of Telecommunications
Government of India

16th June, 2023

TABLE OF CONTENTS

Sl.No	Introduction	Page No.
1	Index	1
2	About the Portal	3-7
3	Applying for New License	8-17
4	Working on Scrutiny Reverted Form	18-19
5	Download LOI and Complete Payment	19
6	Proceed For SACFA and DPL/Import	20
7	Download License	23

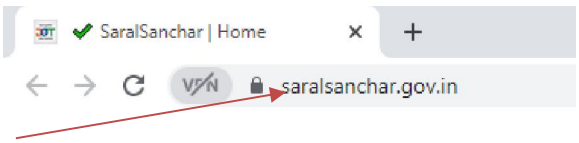
About The Portal

'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.

The following types of Licenses/Authorizations are issued from this portal:

- Unified License
- Unified License-Virtual Network Operator
- WPC Licenses
- PM-WANI

How to Access

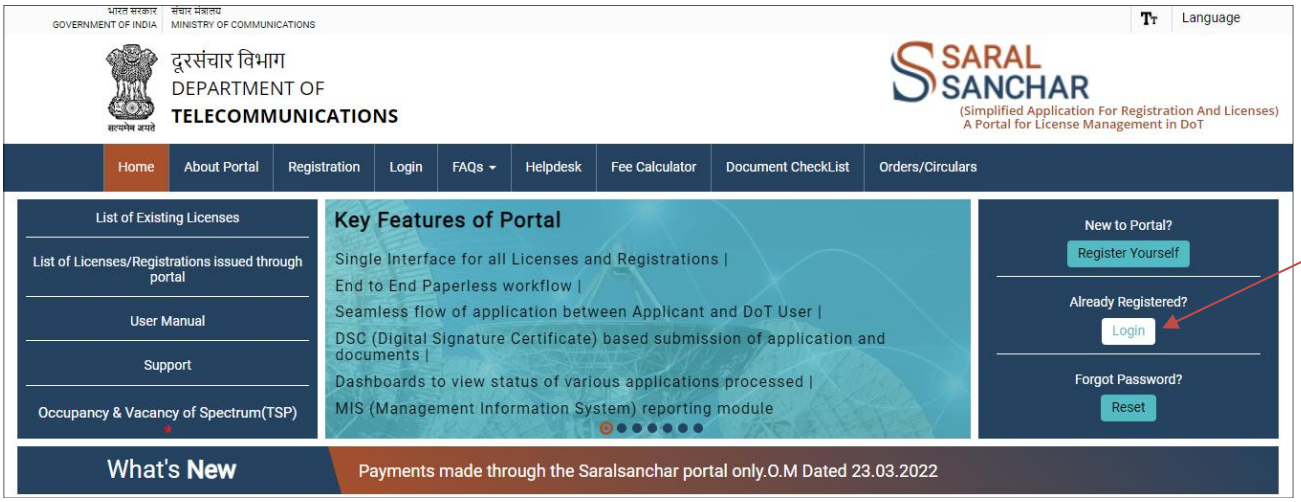


The application can be accessed through InternetExplorer/chrome web browser.The address for the portal is https://saralsanchar.gov.in.The user will and on the homepage once he connects to the above site.

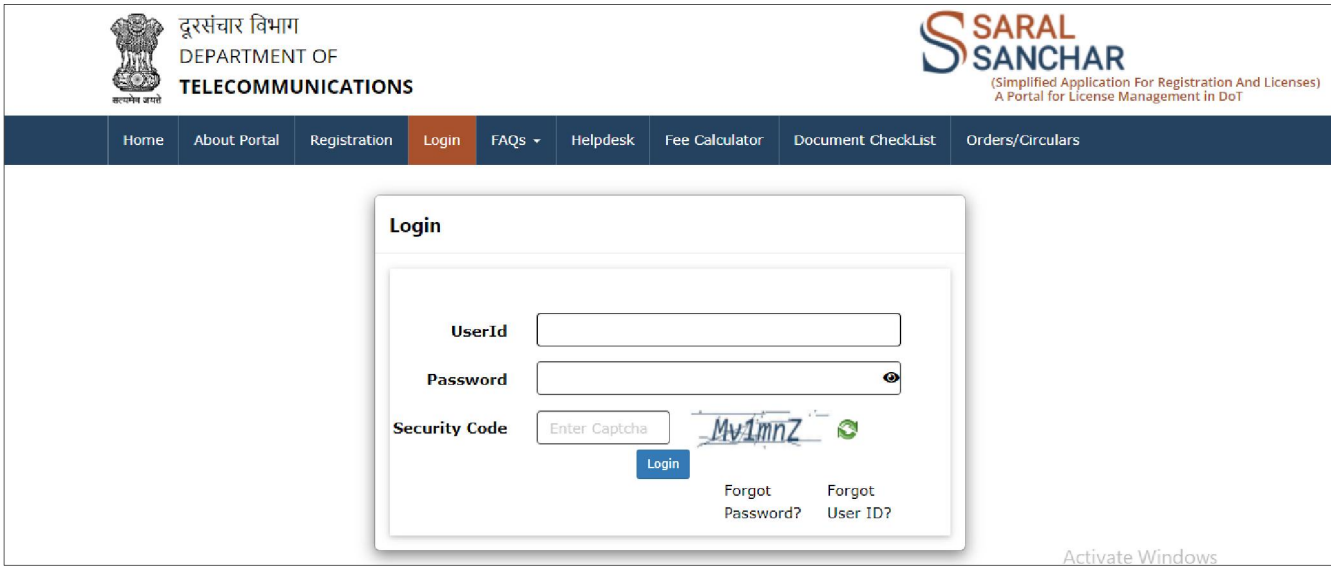
SaralsancharPortalHomePage&Login:

Portal Login

Click on the Home Button on the above page. On the home page go to the Login button which is 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.

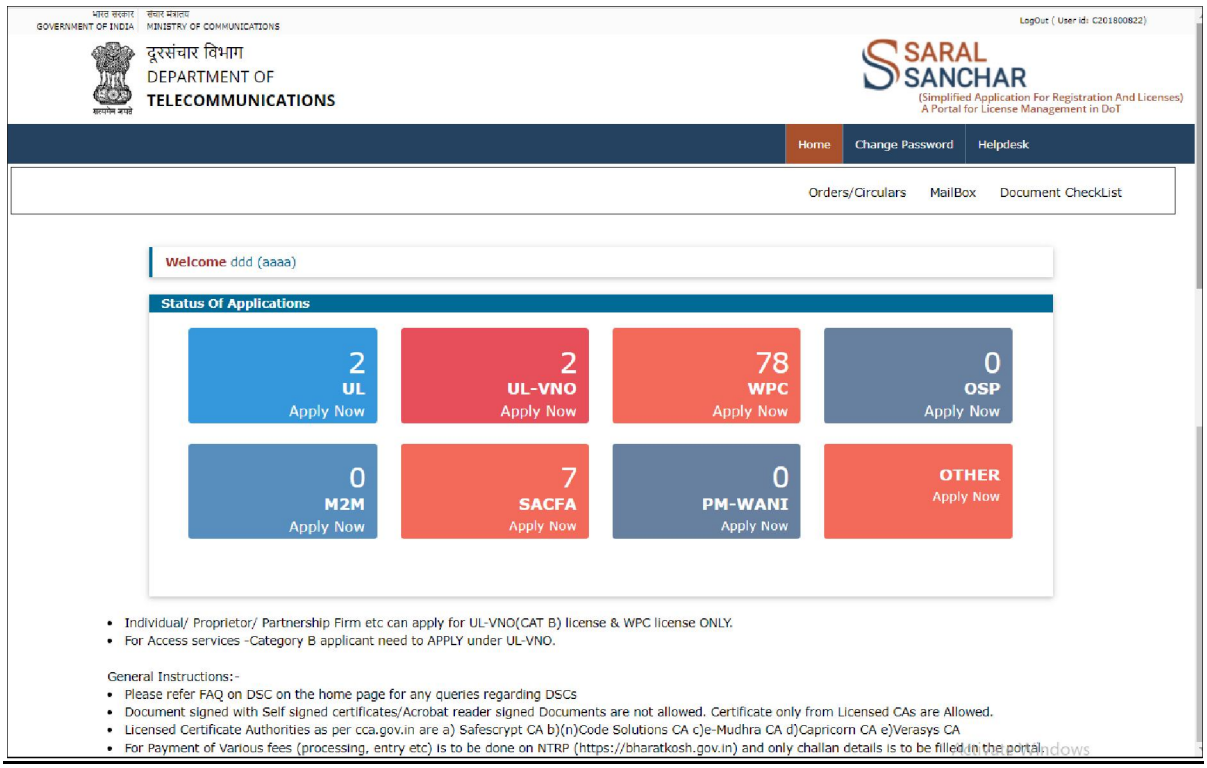


If you have forgotten your password, refer to the section Reset forgotten password.

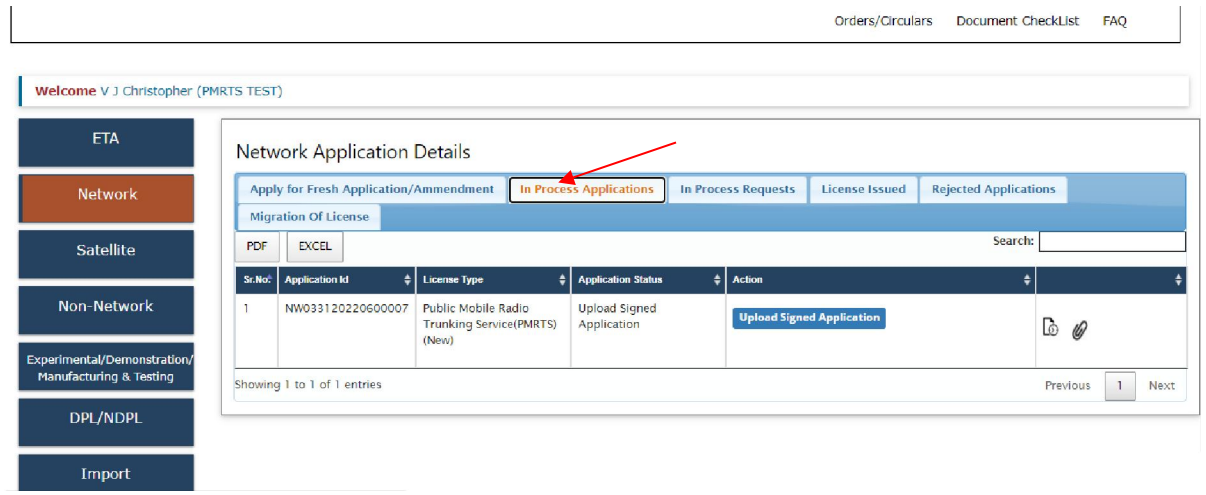


If user successfully the login, then user dashboard page below the screen.

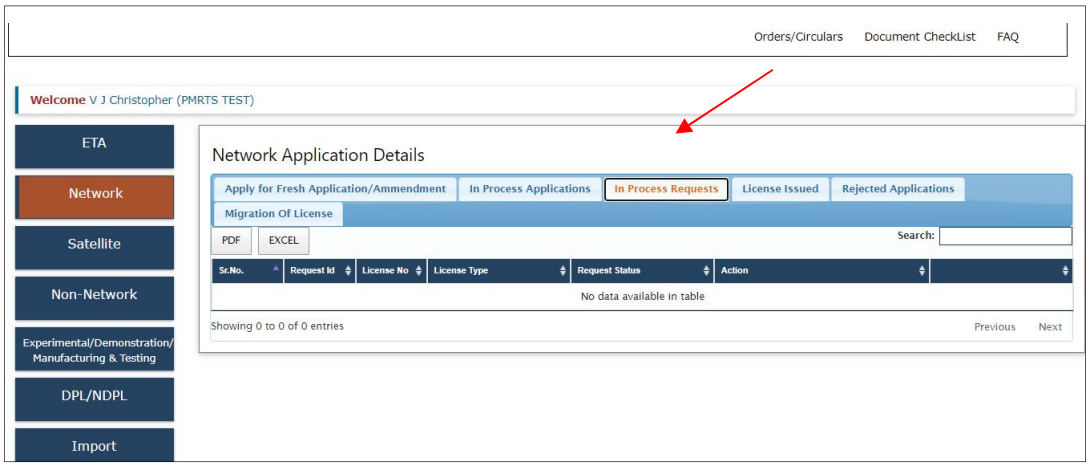
User dashboard

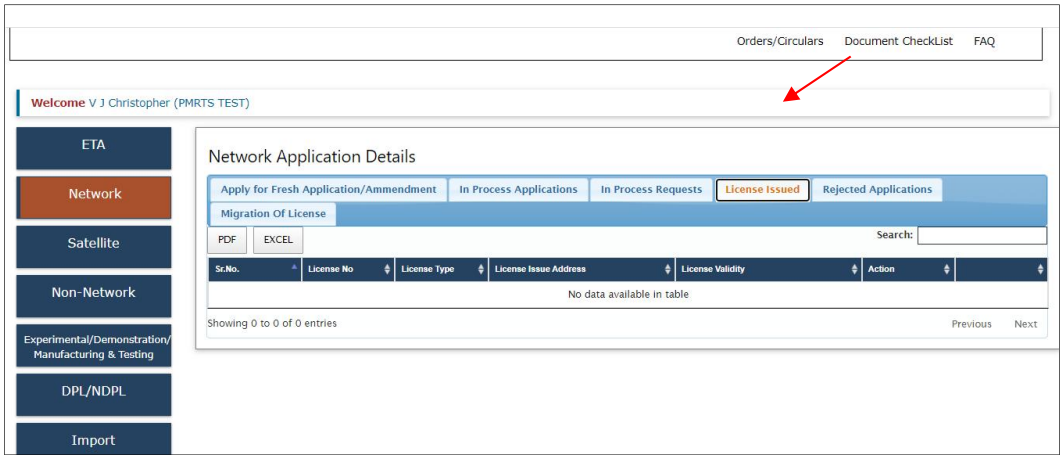


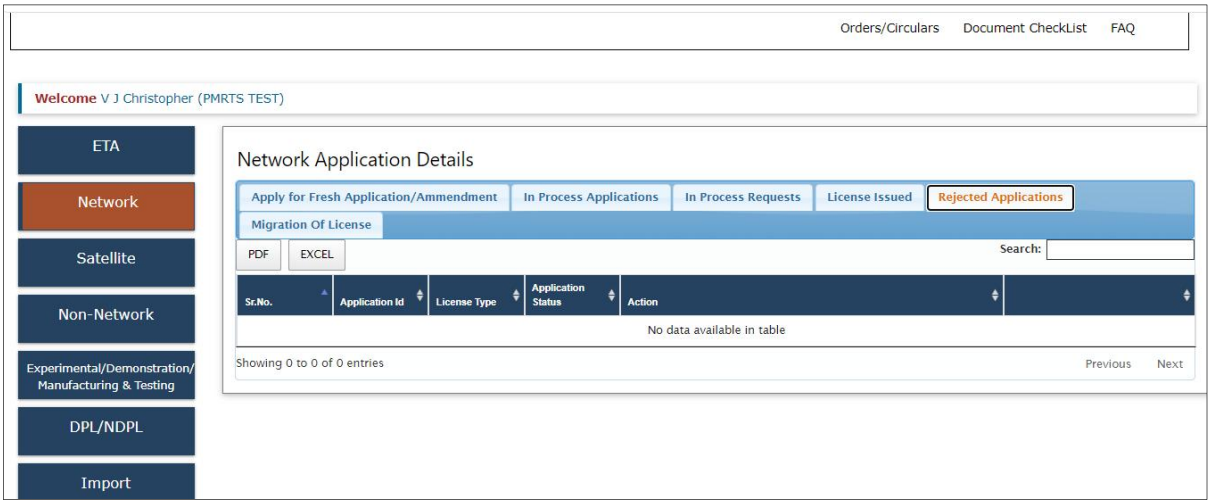
For testing of PMRTS License application click on WPC and then on Network block on the left menu.

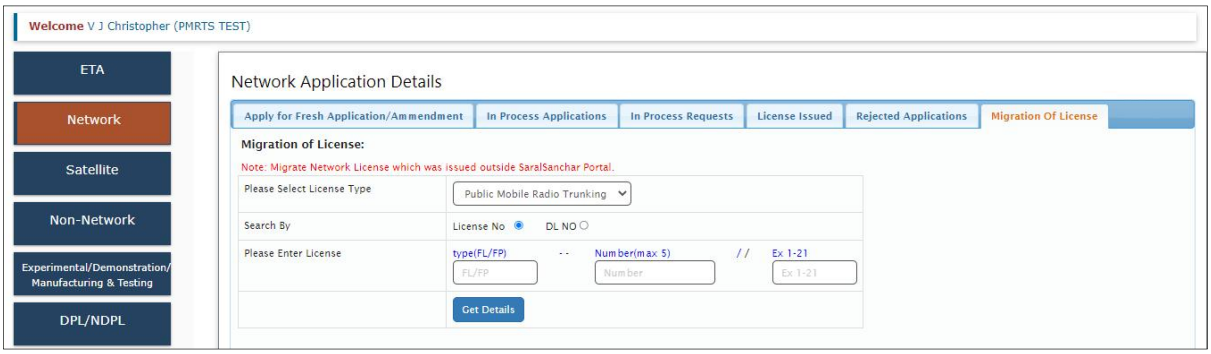


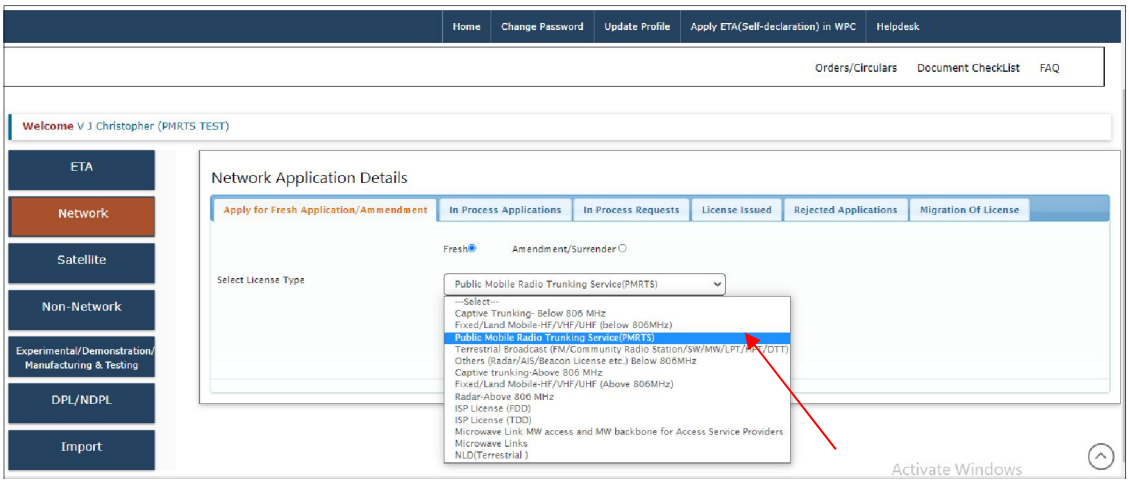
Dashboard shows three tabs Apply for Fresh Application/Amendment, InProcess application, InProcess Requests, License Issued, Rejected Applications, Migration of License.

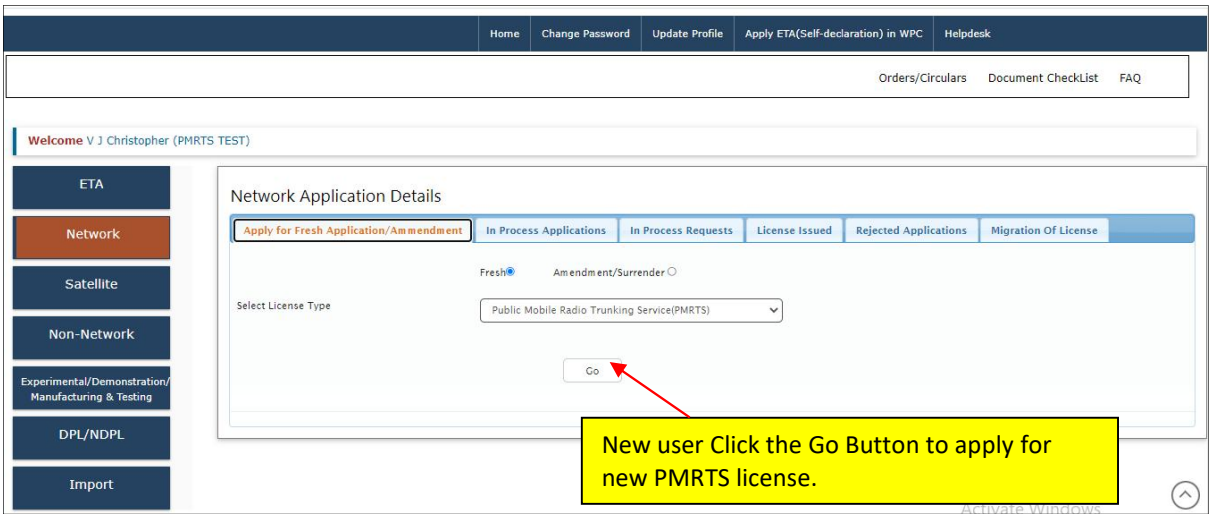

Orders/Circulars
Document CheckList
FAQ
Welcome V J Christopher (PMRTS TEST)
ETA
Network
Satellite
Non-Network
Experimental/Demonstration/ Manufacturing & Testing
DPL/NDPL
Import
Network Application Details
Apply for Fresh Application/Ammendment
In Process Applications
In Process Requests
License Issued
Rejected Applications
Migration Of License
PDF
EXCEL
Search:
Sr.No.
Request Id
License No
License Type
Request Status
Action
No data available in table
Showing 0 to 0 of 0 entries
Previous
Next


Orders/Circulars
Document CheckList
FAQ
Welcome V J Christopher (PMRTS TEST)
ETA
Network
Satellite
Non-Network
Experimental/Demonstration/ Manufacturing & Testing
DPL/NDPL
Import
Network Application Details
Apply for Fresh Application/Ammendment
In Process Applications
In Process Requests
License Issued
Rejected Applications
Migration Of License
PDF
EXCEL
Search:
Sr.No.
License No
License Type
License Issue Address
License Validity
Action
No data available in table
Showing 0 to 0 of 0 entries
Previous
Next


Orders/Circulars
Document CheckList
FAQ
Welcome V J Christopher (PMRTS TEST)
ETA
Network
Satellite
Non-Network
Experimental/Demonstration/ Manufacturing & Testing
DPL/NDPL
Import
Network Application Details
Apply for Fresh Application/Ammendment
In Process Applications
In Process Requests
License Issued
Rejected Applications
Migration Of License
PDF
EXCEL
Search:
Sr.No.
Application Id
License Type
Application Status
Action
No data available in table
Showing 0 to 0 of 0 entries
Previous
Next





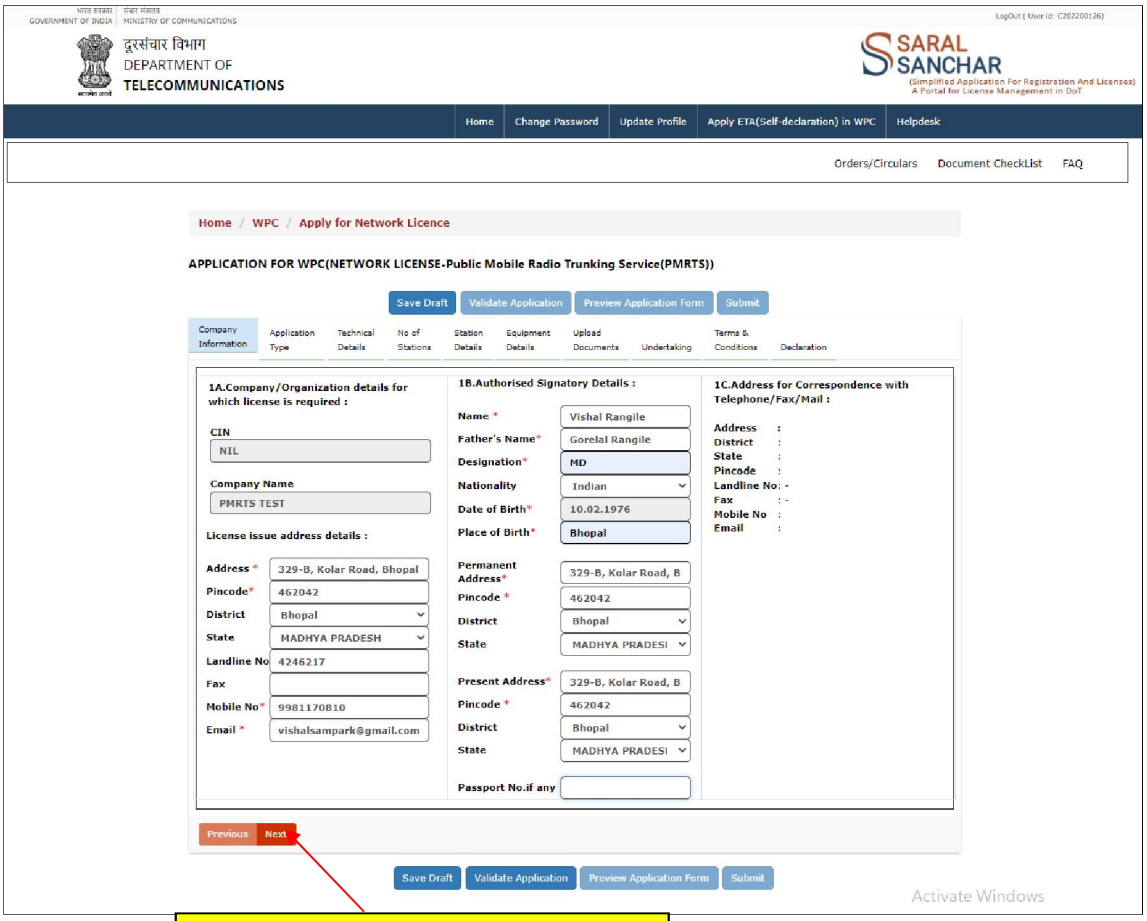


For applying for new license click on the “Apply New License” link.

New License applying Procedure

Step-I Company Information:

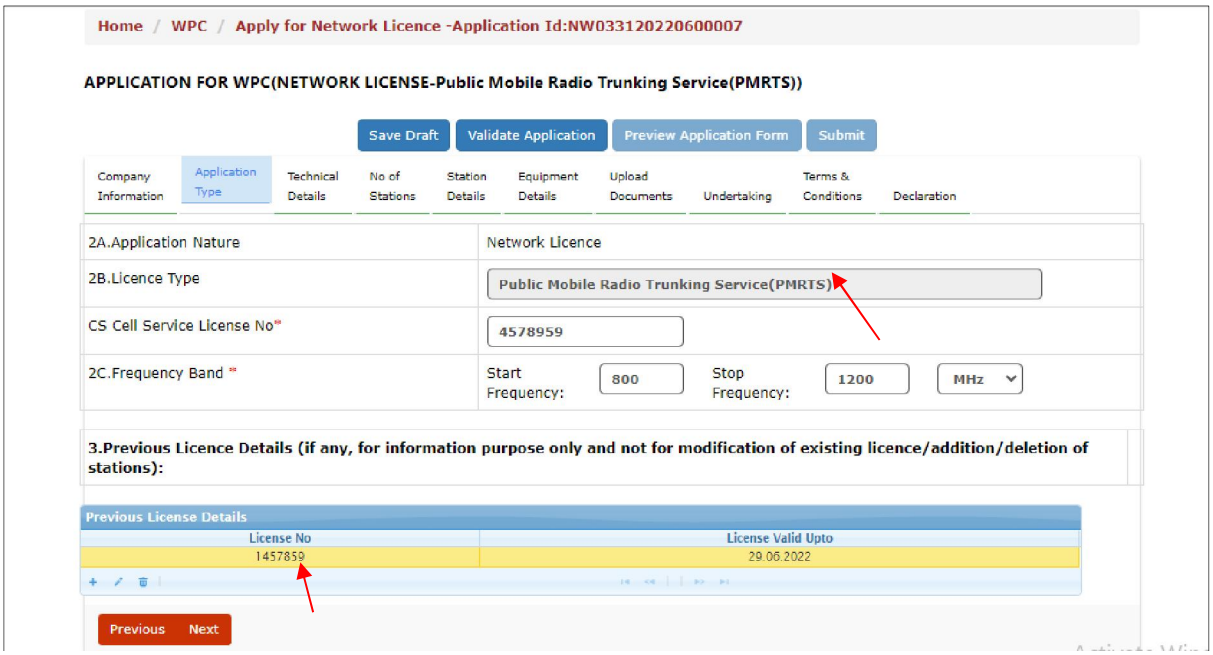
In this step the information about company entered while registration will pop up and will be in view only form.



Press next button to go to next step

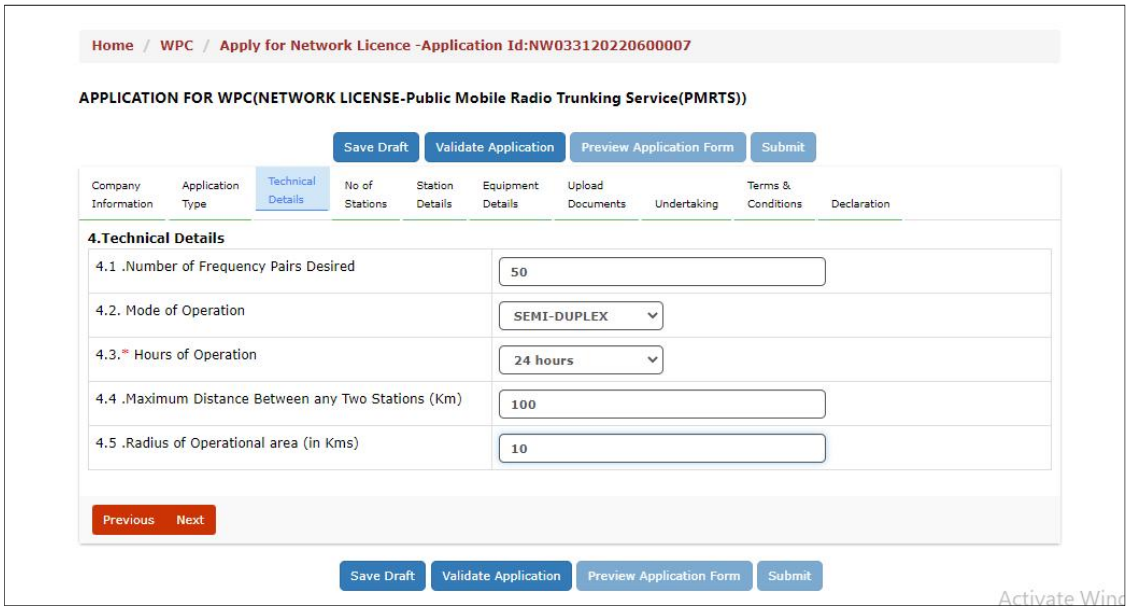
Step -II Application Type

Next step is feeding Frequency Banddetails and previous license issue dated (shown in red arrow).



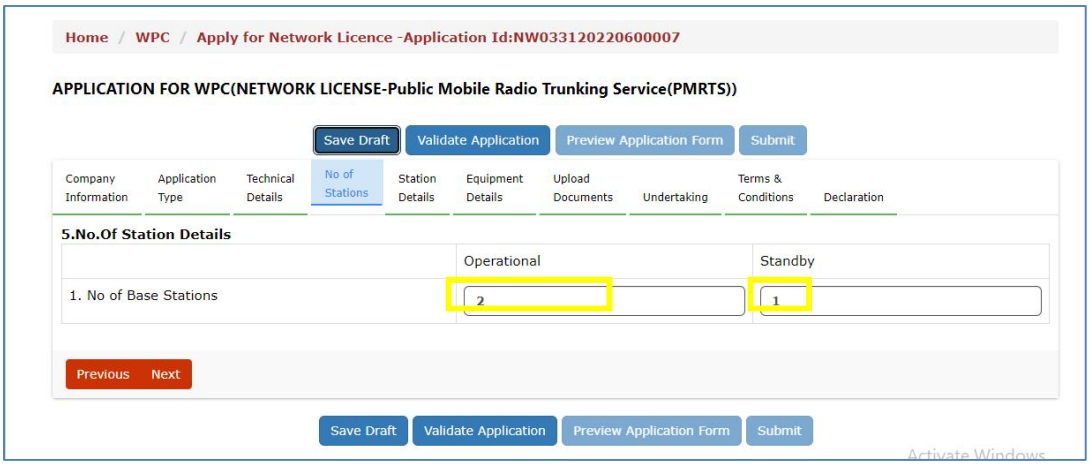
Step - III TechnicalDetails

Thenextstepisentering “Technical Details”. Fill the data for mode and hours of operation.



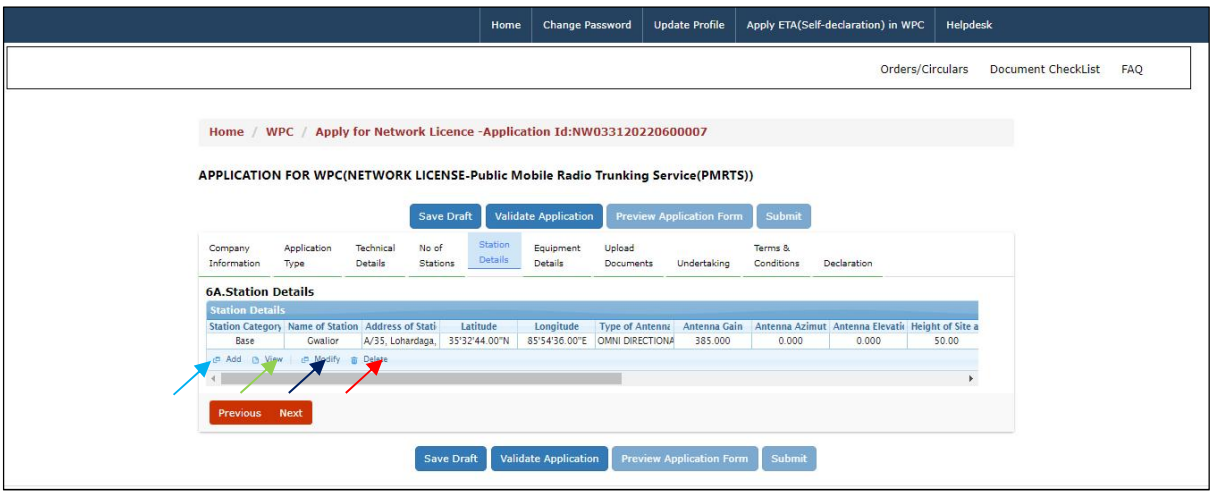
Step – IVNo of Station

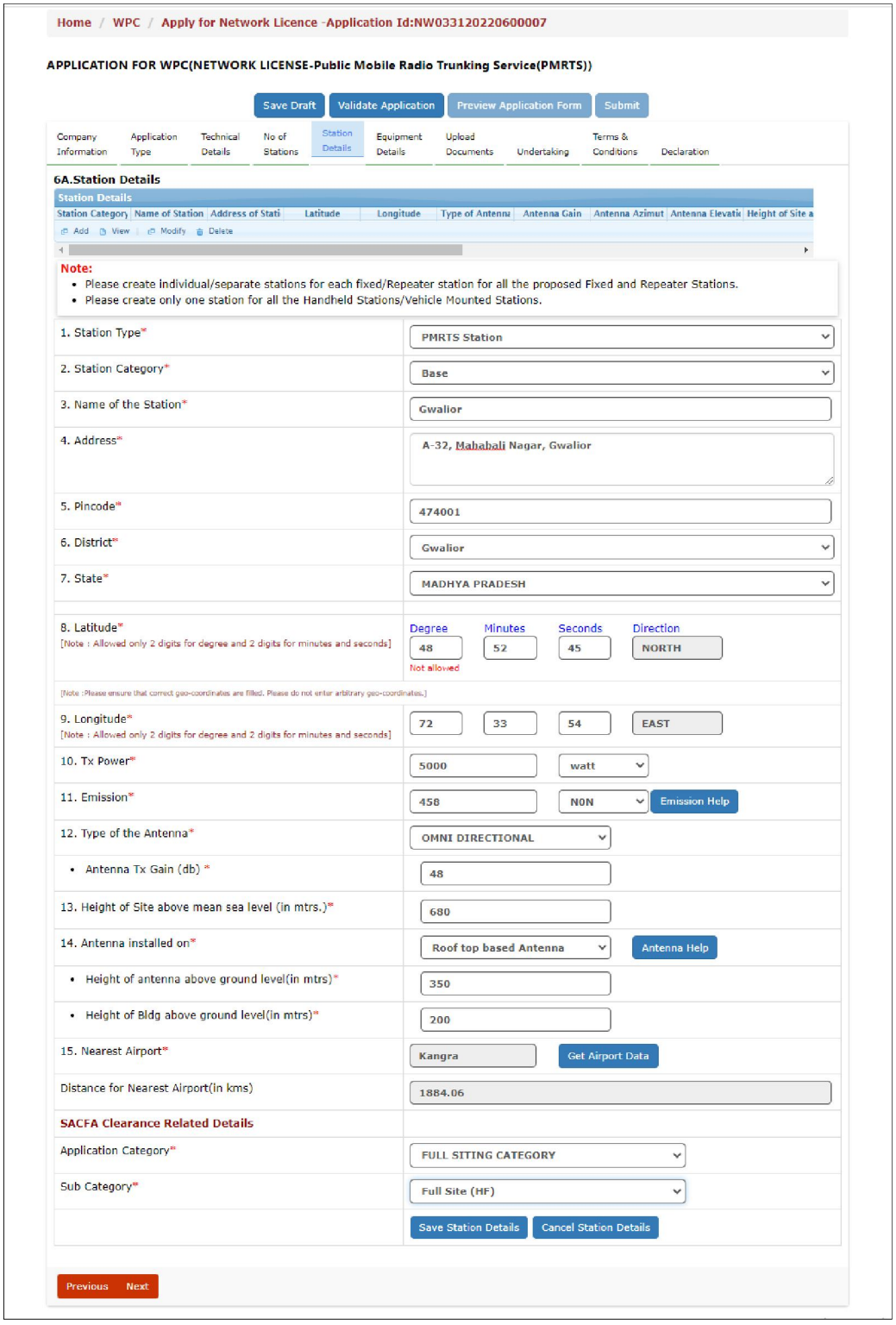
Station details fill up in this section. if operational are 2 and stand by 1 so user have to submit 2 details of **Station Details Tab** and total no. of equipment are 3 image are shown in blow for yellow rectangle mark.



Step – VStation Details

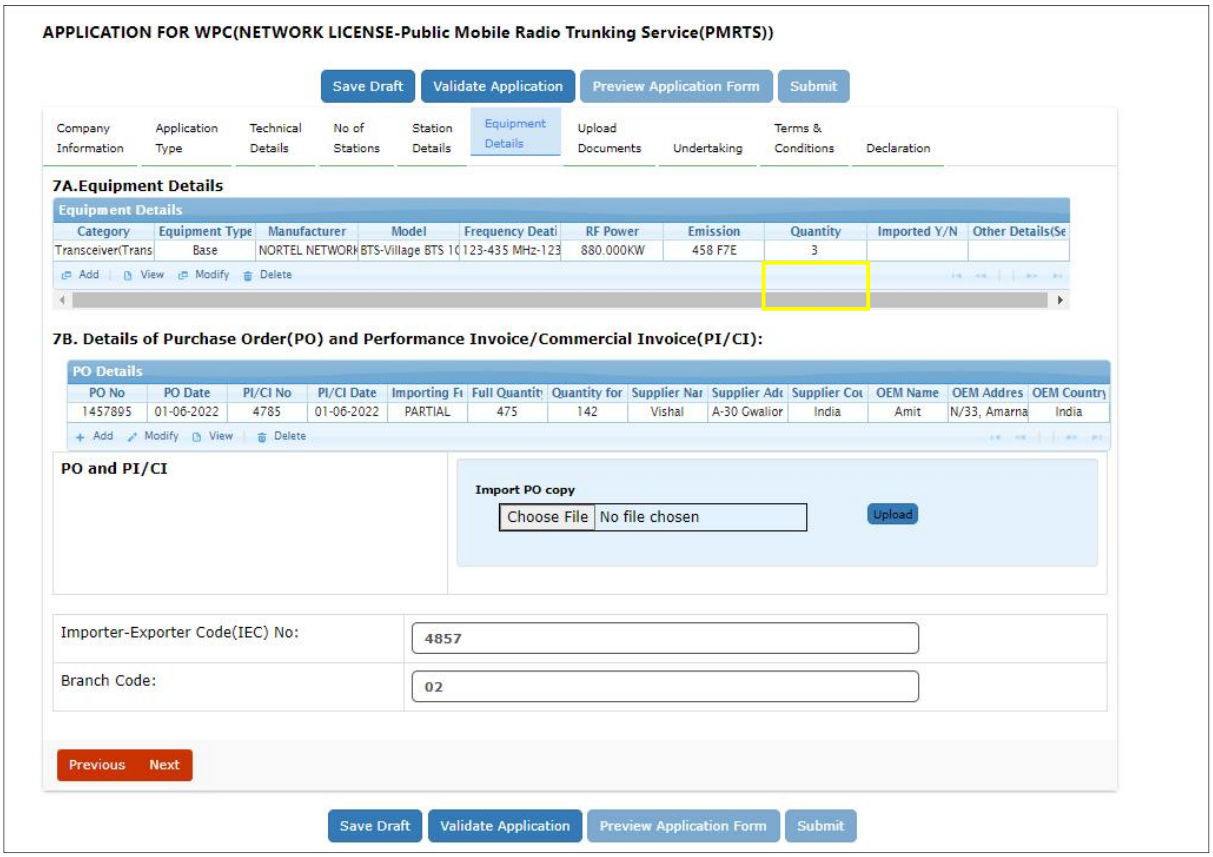
In these sectionAdd,View,Modify and delete button (shown in arrow) if the user submit in No of Station tabs for 2 operational and 1 standby so its mean user are submit 2 station details in these section click the add button and fill the next station details information required just like **station type**, **category, name of station**, **antenna specificationetc**.




Home / WPC / Apply for Network Licence -Application Id:NW033120220600007
APPLICATION FOR WPC(NETWORK LICENSE-Public Mobile Radio Trunking Service(PMRTS))
Save Draft
Validate Application
Preview Application Form
Submit
Company Information
Application Type
Technical Details
No of Stations
Station Details
Equipment Details
Upload Documents
Undertaking
Terms & Conditions
Declaration
6A.Station Details
Station Details
Station Category
Name of Station
Address of Stati
Latitude
Longitude
Type of Antenna
Antenna Gain
Antenna Azimut
Antenna Elevatic
Height of Site a
Add
View
Modify
Delete
Note:
Please create individual/separate stations for each fixed/Repeater station for all the proposed Fixed and Repeater Stations.
Please create only one station for all the Handheld Stations/Vehicle Mounted Stations.
1. Station Type*
PMRTS Station
2. Station Category*
Base
3. Name of the Station*
Gwalior
4. Address*
A-32, Mahabali Nagar, Gwalior
5. Pincode*
474001
6. District*
Gwalior
7. State*
MADHYA PRADESH
8. Latitude*
[Note : Allowed only 2 digits for degree and 2 digits for minutes and seconds]
Degree
Minutes
Seconds
Direction
48
52
45
NORTH
Not allowed
[Note : Please ensure that correct geo-coordinates are filled. Please do not enter arbitrary geo-coordinates.]
9. Longitude*
[Note : Allowed only 2 digits for degree and 2 digits for minutes and seconds]
72
33
54
EAST
10. Tx Power*
5000
watt
11. Emission*
458
NON
Emission Help
12. Type of the Antenna*
OMNI DIRECTIONAL
Antenna Tx Gain (db) *
48
13. Height of Site above mean sea level (in mtrs.)*
680
14. Antenna installed on*
Roof top based Antenna
Antenna Help
Height of antenna above ground level(in mtrs)*
350
Height of Bldg above ground level(in mtrs)*
200
15. Nearest Airport*
Kangra
Get Airport Data
Distance for Nearest Airport(in kms)
1884.06
SACFA Clearance Related Details
Application Category*
FULL SITING CATEGORY
Sub Category*
Full Site (HF)
Save Station Details
Cancel Station Details
Previous
Next

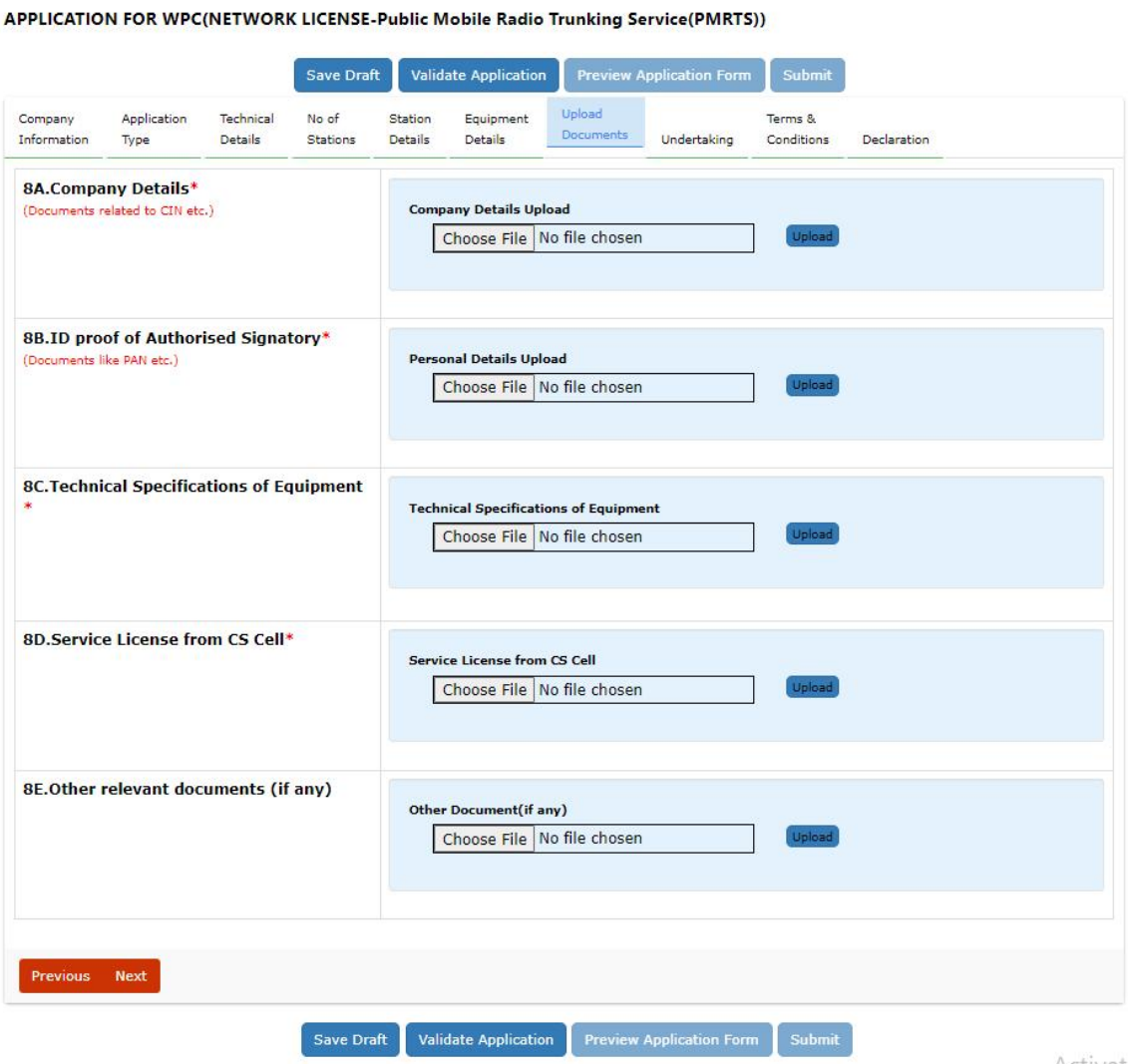
Step – VIEquipment Details

In these section fill the equipment details section – Category, Equipment Type, Manufacture, Model, Freq. Details, RF Power, Emission, Quantity 3 (2 Operational + 1 Stand by submit in **No. of Station** section) and details of purchase order, performance invoice and upload digitally sign pdf for PO copy.



Step – VII Upload Documents

In these section 5 pdf upload - **Company details**, **ID Proof of auth. signatory**, **technical specification**, **service license** and **other relevant document** are submitted.

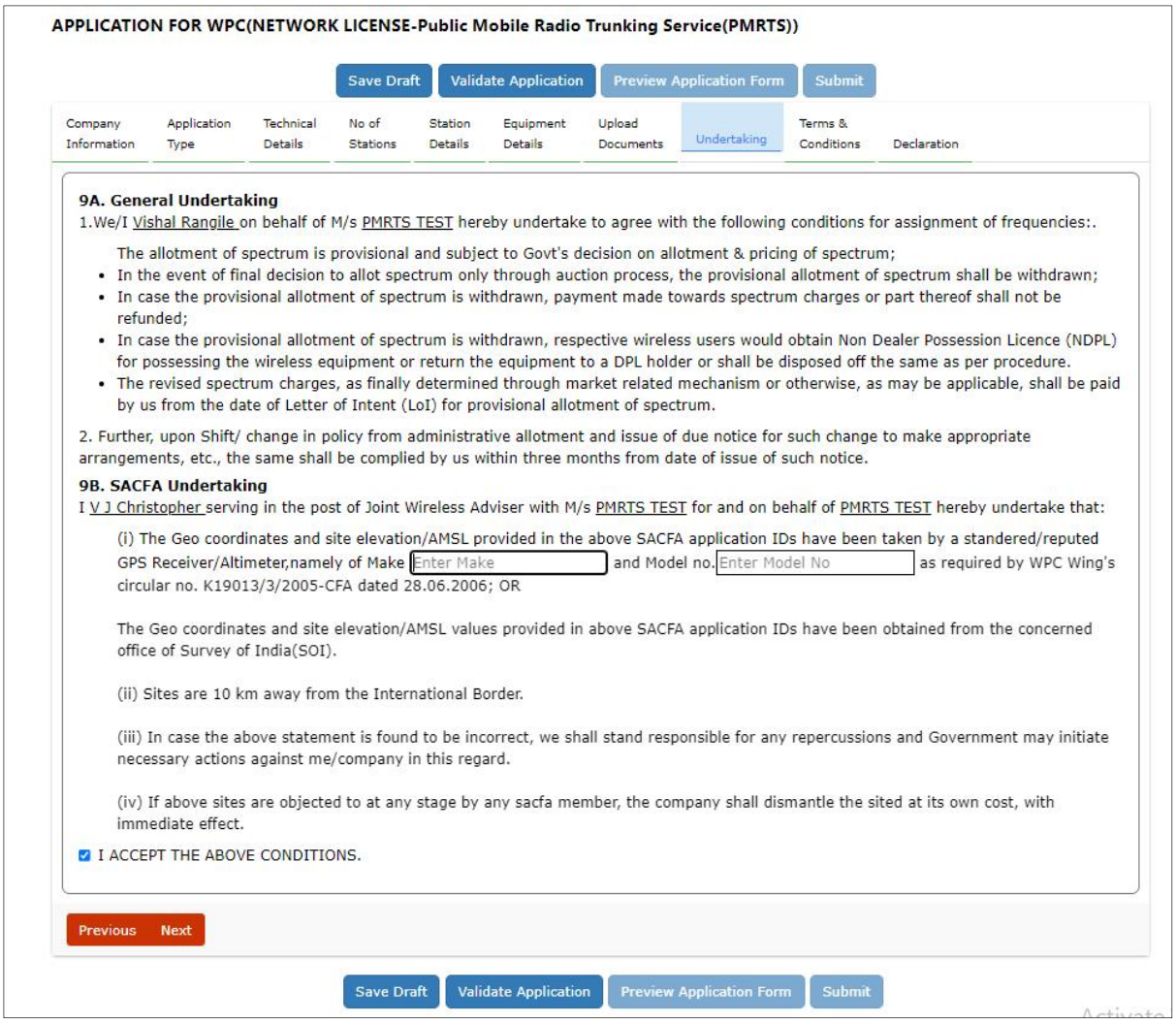


IMPORTANT

Digitally Signed Document: All the document to be uploaded must be in **"pdf format"** and **"digitally Signed".** The portal will automatically reject any document which is not **digitally signed** or not in **pdf format**.

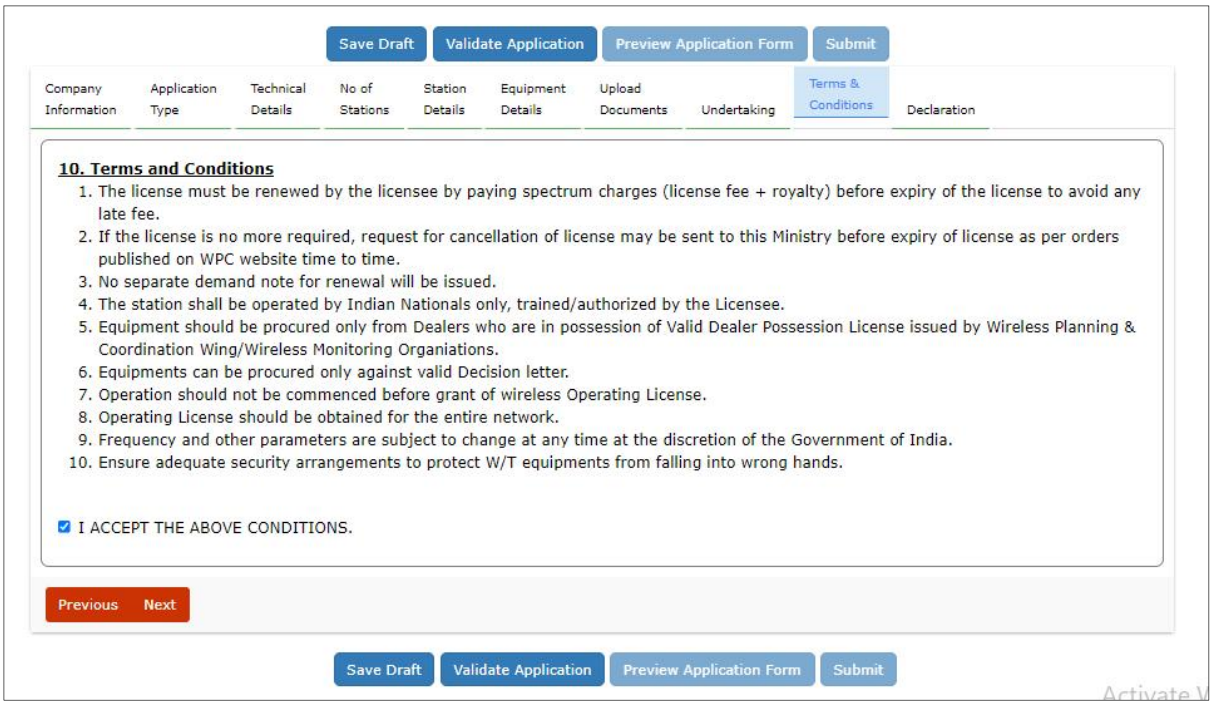
Step – VIII Undertaking

General undertaking and SACFA undertaking required GPC receiver making and model number submit in these section.



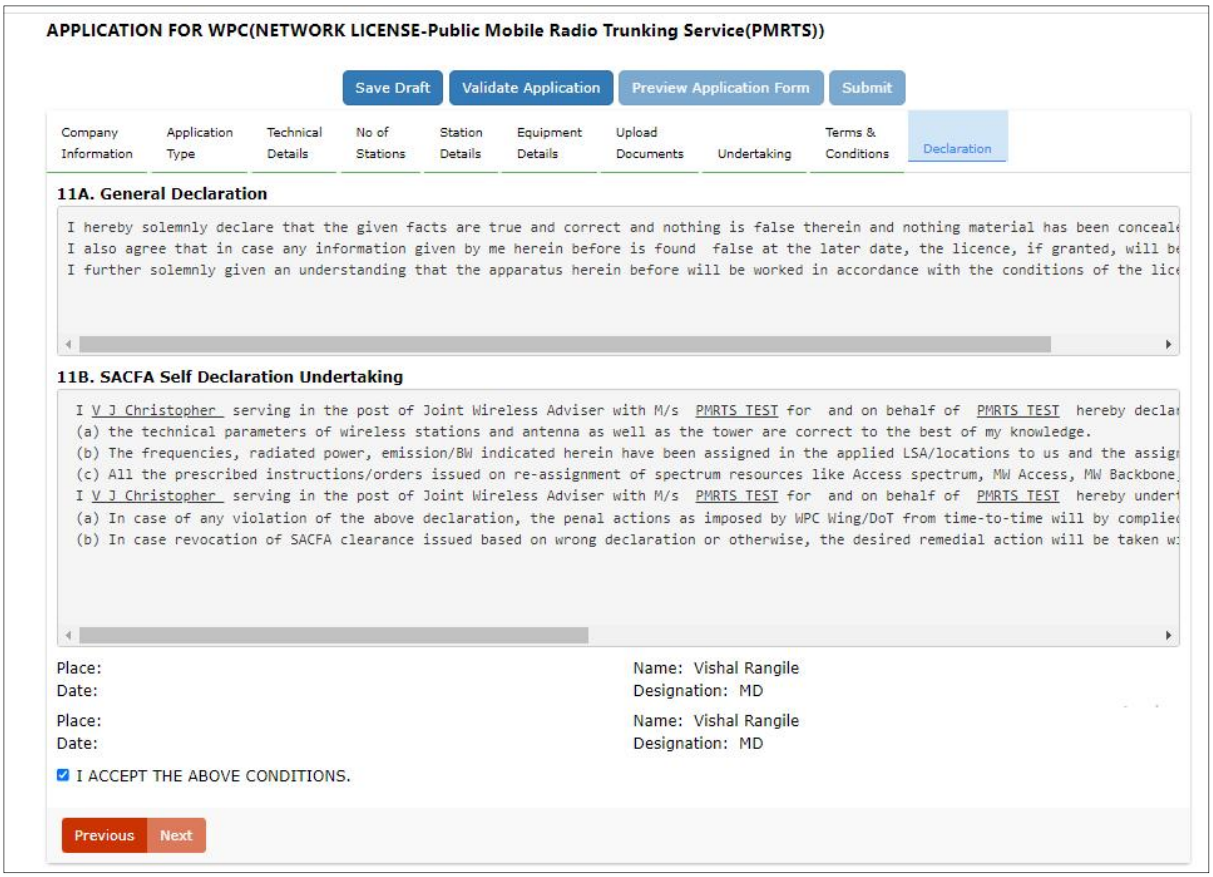
Step – IX Terms & Condition

If “Terms & Conditions” check box not clicked then system will not allow submitting the form.

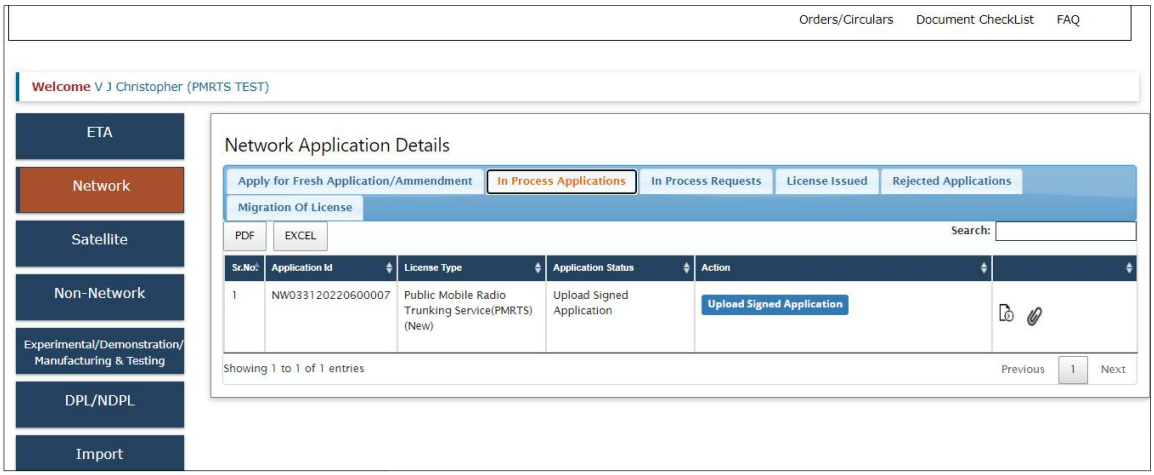


Step – X Declaration

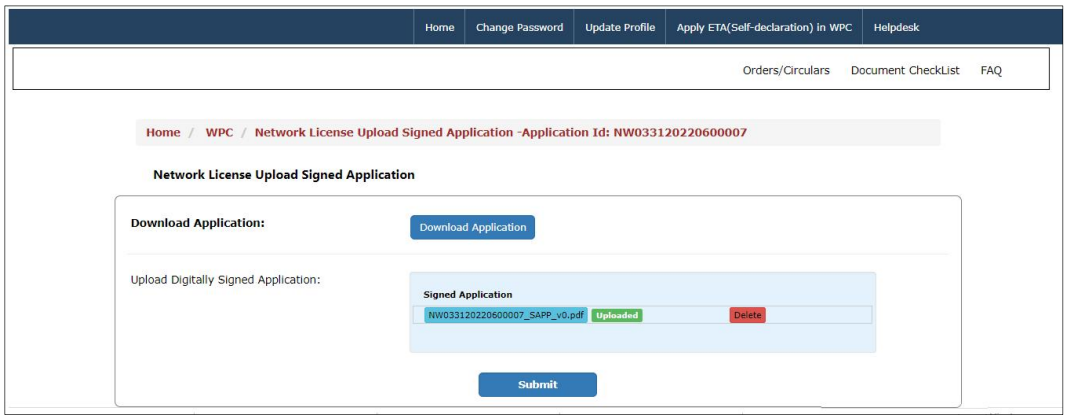
In these section self declaration form for General and SACFA purpose. When the user fill all the credential and click for save draft, valid application download the preview application form and finally click the submit button.



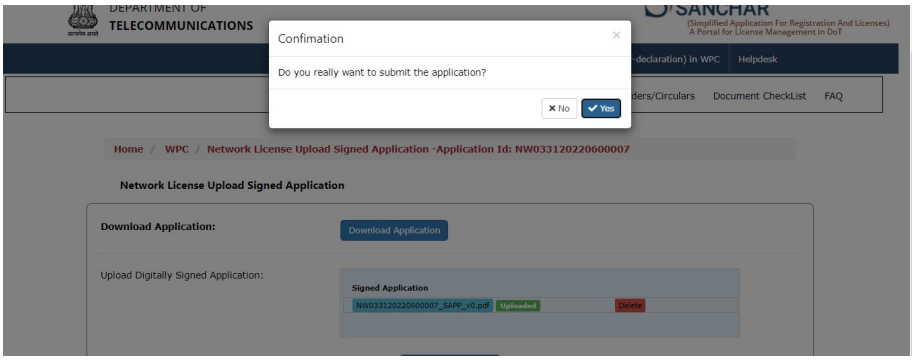
After submit button user show in dashboard below the image.

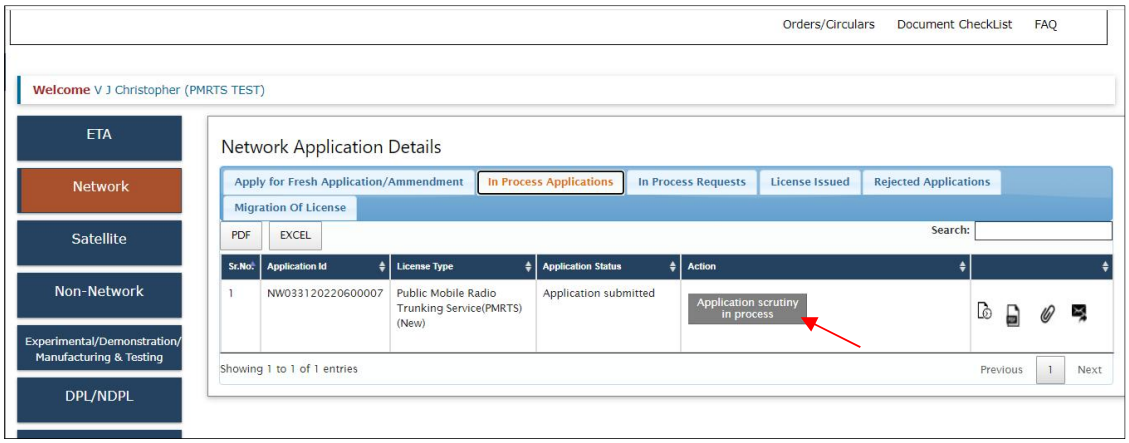


"**Upload the application with digital signature"** sign application button click and show the next screen for digitally sign pdf file attached in these section.



Upload the digital sign copy and submit the button open a popup window for confirmation for submit the final document.

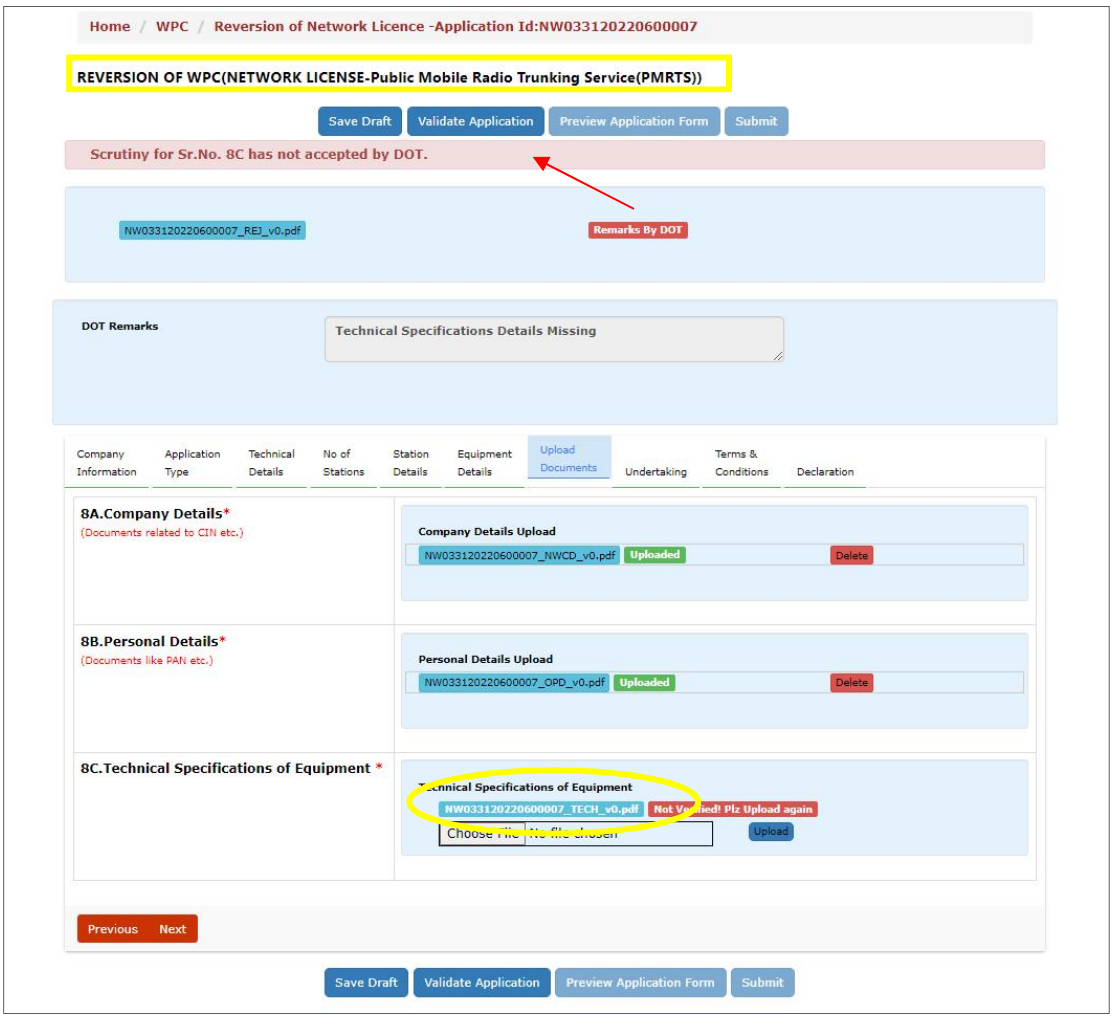




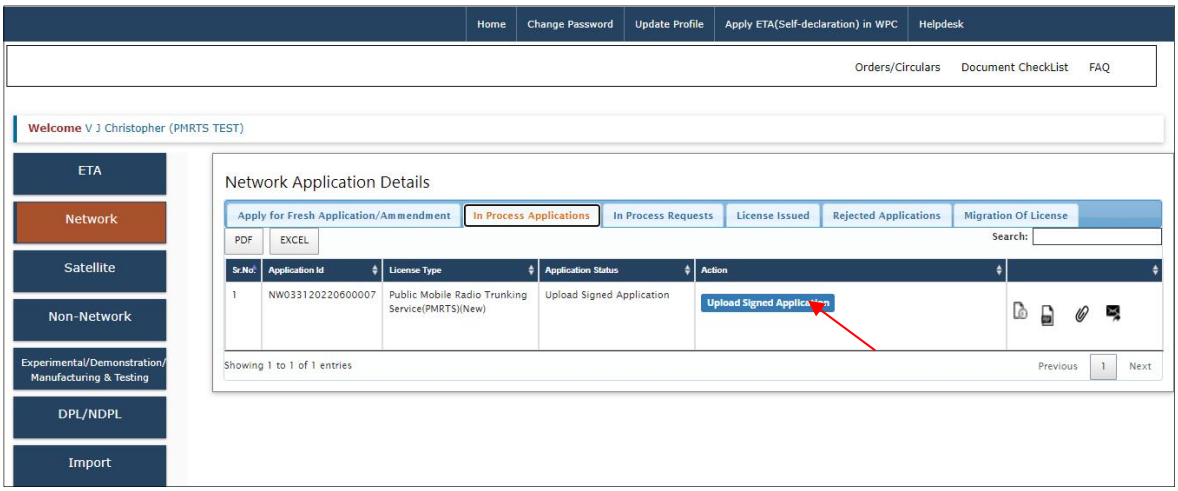
When the user selects the yes for submission user will redirected to the dashboard page and status will be shown as "**Pending for Scrutiny**" in the dashboard. Now the application is with the DoT nodal officer for scrutiny and approval / Reversion.

Working on Scrutiny Reverted form

If the DoT nodal officer has not accepted any of the details submitted by the applicant, the application will be reverted back to the applicant for re-submission of the details submitted. The summary will be shown on the top bar where the sections/items that were not accepted by the DoT nodal while the scrutiny of the application will be shown.



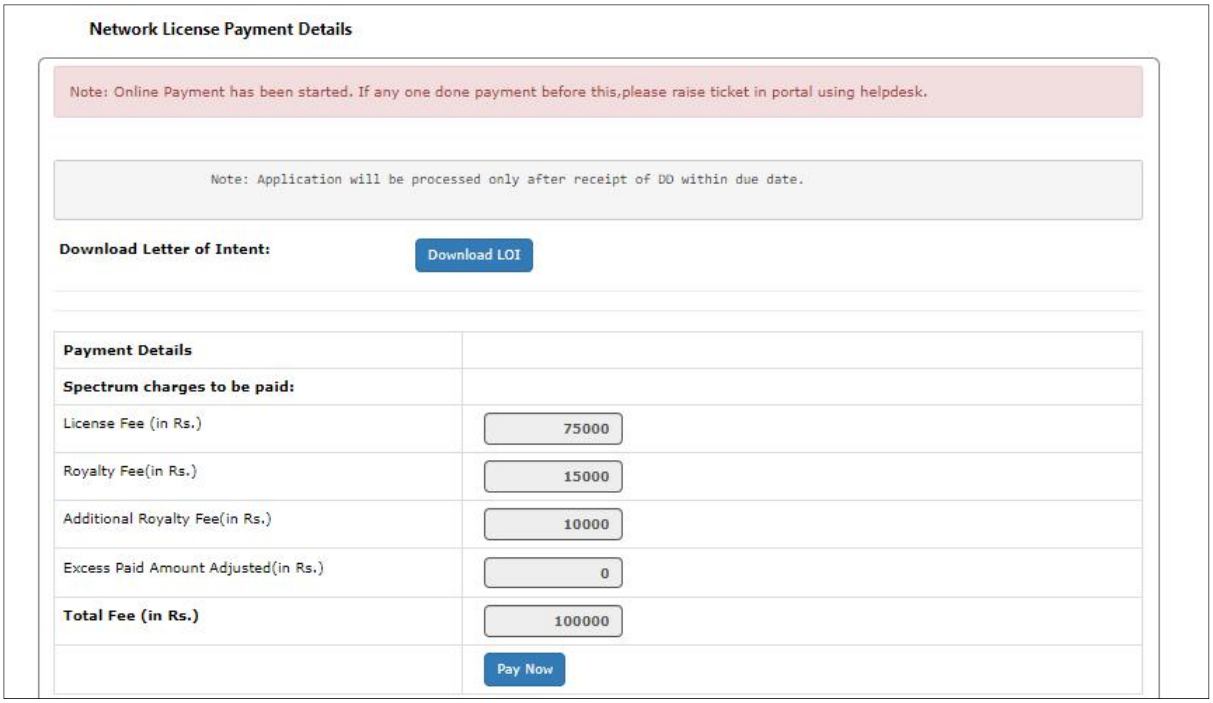
User shall modify all these sections/items and shall resubmit the application with the modified details/ upload sign application.



When the nodal officer is satisfied with all details / documents submittedthen the application will be processed further and the applicant can see the status in the dashboard.

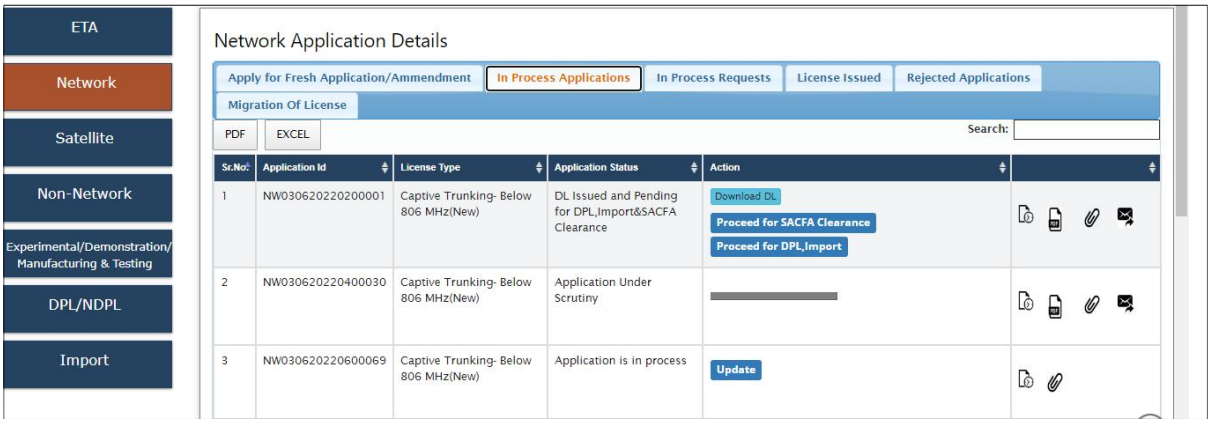
Download LOI and Complete Payment

Once the application is fully approved and LOI is issued by the Nodal, the applicant can download the LOI from the Dashboard using the Download LOI . Applicant will do payment as per LOI .

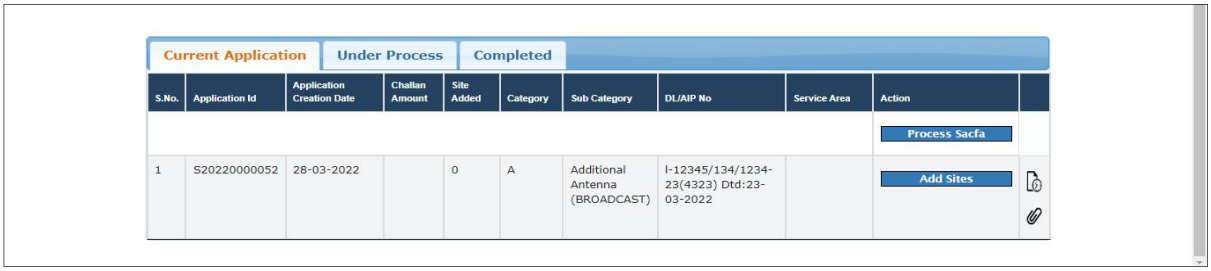


After successful payment, DL will be automatically generated. Applicant will download that Decision Letter and proceed for SACFA Clearance and DPL or import of Equipment.

Proceed For SACFA and DPL/Import



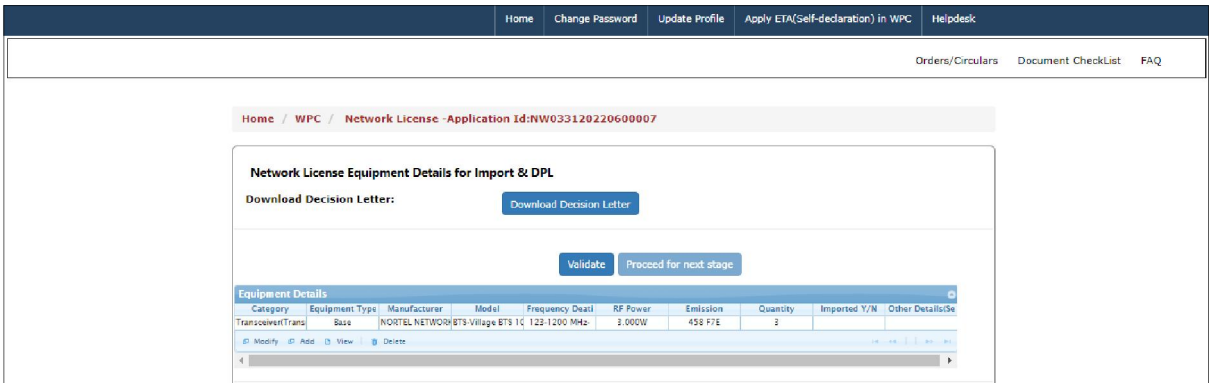
When user click the proceed for SACFA Clearance button and process further for SACFA site details ,screen will appear as follow.



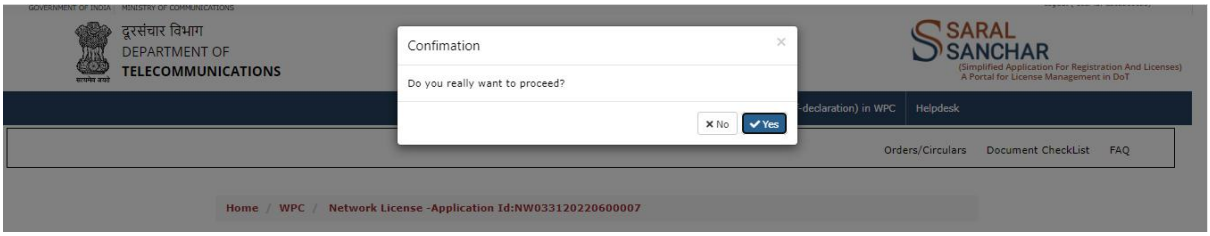
After successful payment for SACFA and applicant will get SACFA certificate for Sites.



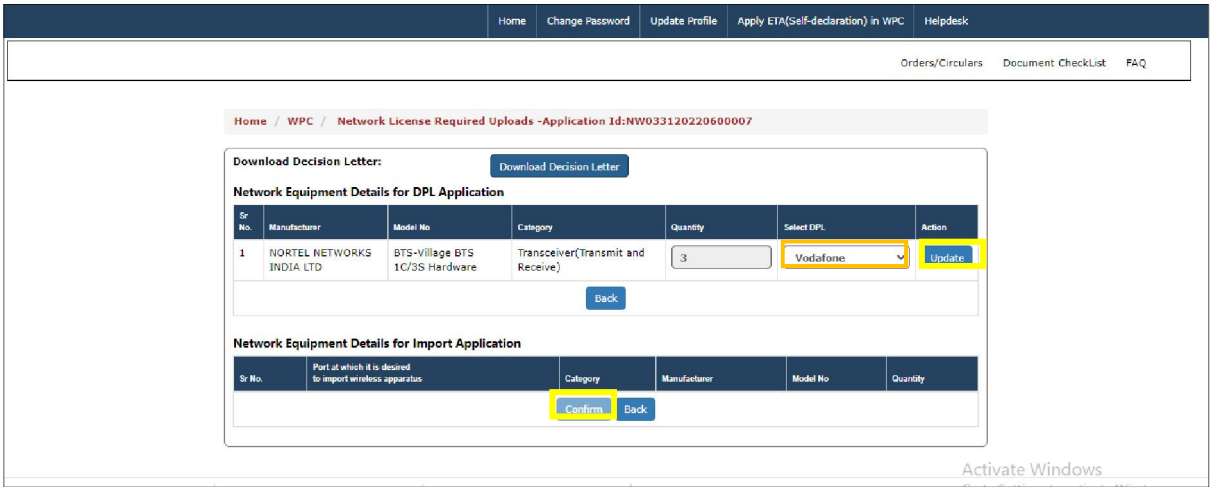
After clicking proceed for DPL / Import , applicant will select import option if equipment is to be imported otherwise it will be purchase from DPL .



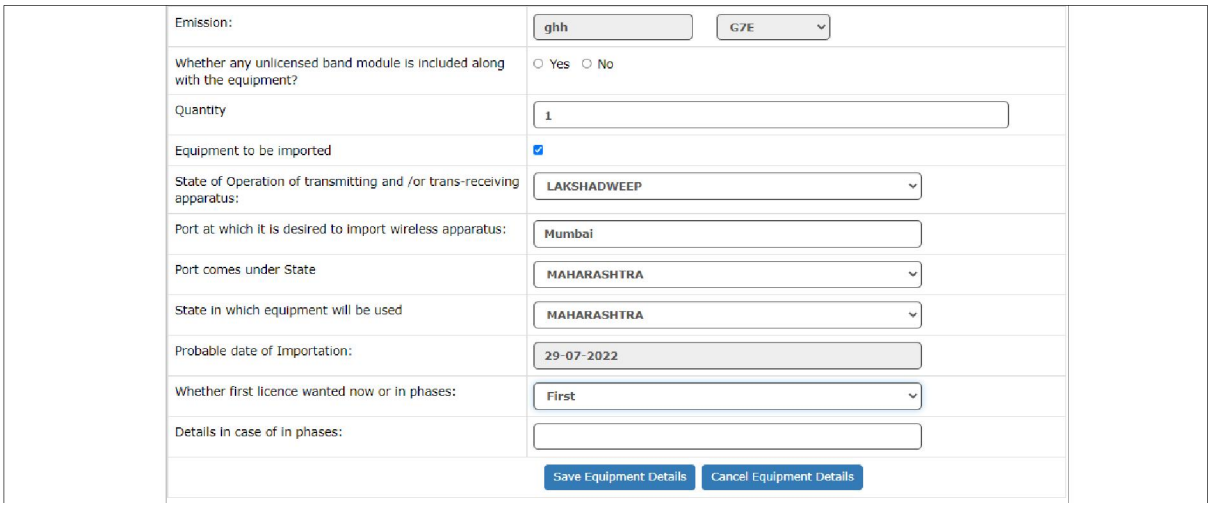
User click the validated button pop screen for confirmation open if the user select in yes new screen are appear it.



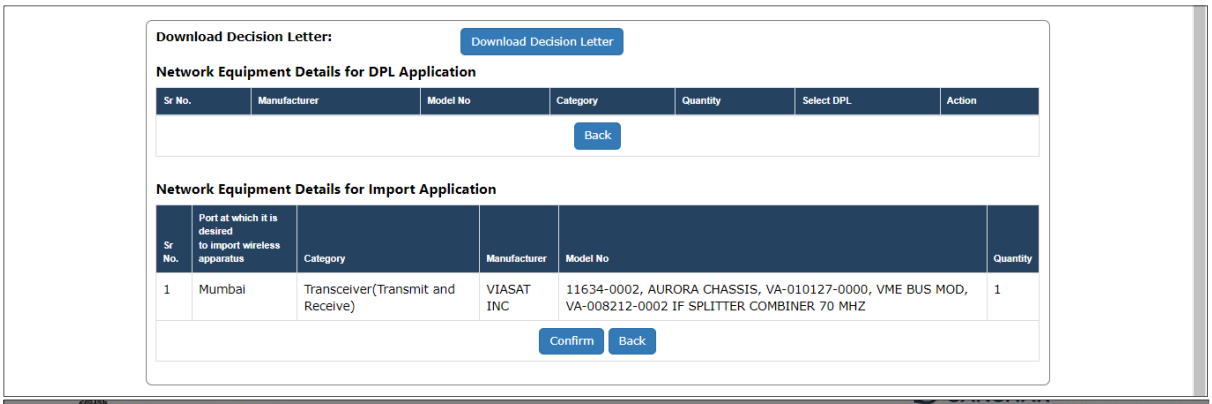
If equipment is to be purchased from DPL, then applicant will select that particular DPL otherwise it will ask for import details.

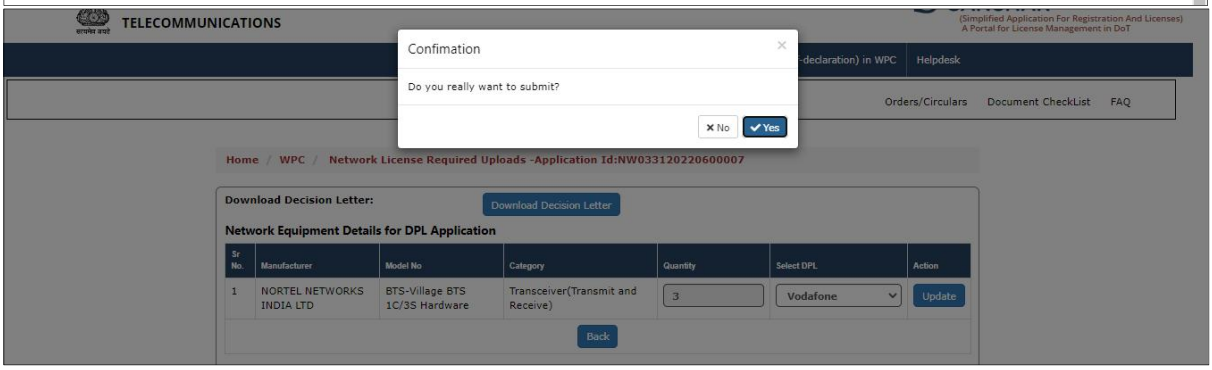


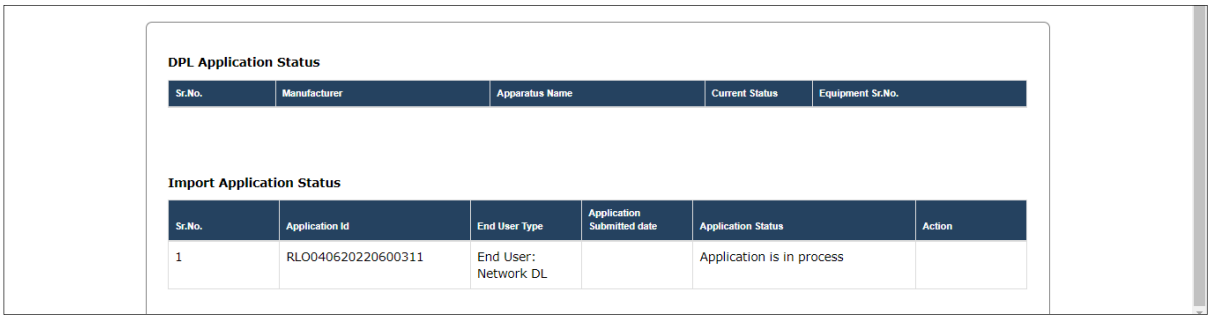
If equipment is to be imported then following data need to be entered.



Depending on port selection, equipment import request will be created as follow.

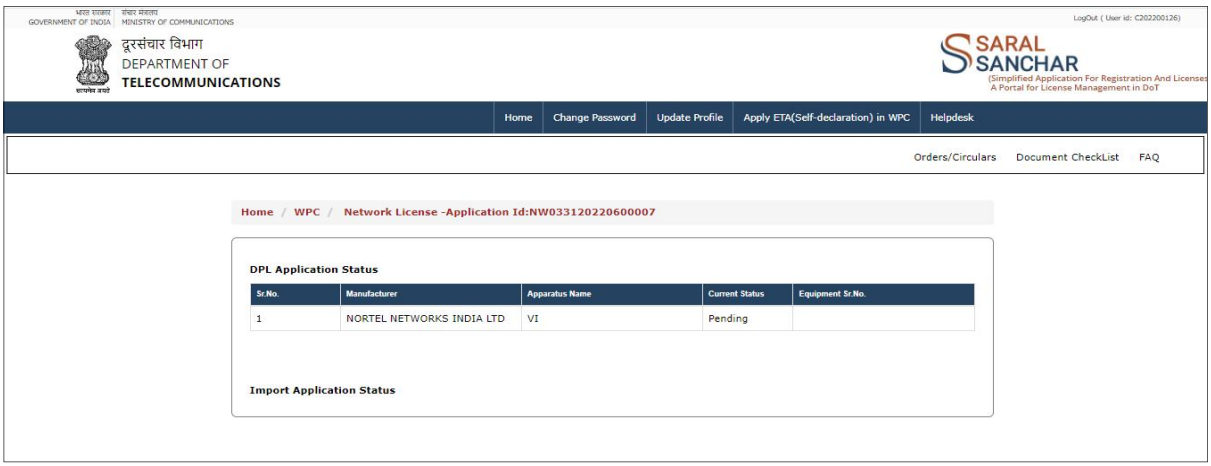




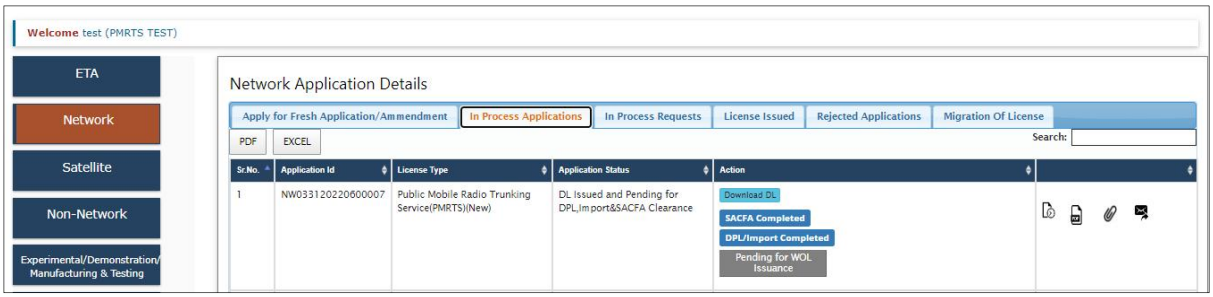


After confirmation DPL or Import , equipment request will be available at DPL or Import as per selection.

If applicant has selected DPL then equipment request will be available at DPL end.

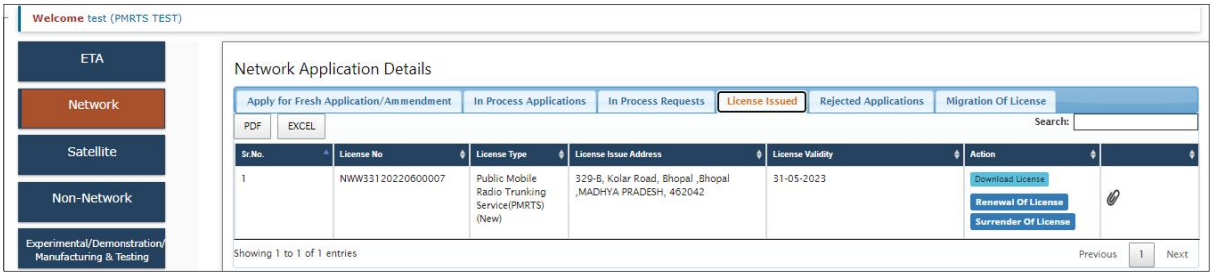


After equipment Request approved from DPL holder or import process completed, status will be changed as shown in below screenshot.



After completion of SACFA clearance and Equipment procurement, nodal will issue license and this will available at applicant end under License Issued Tab as follow. Applicant will download this license using Download License Link.

Download License



----- END -----