# USER MANUAL

(For Licensee)

Amendment of AMSL &MMSL licenses –Saralsanchar

Version 2

**Department of Telecommunications**

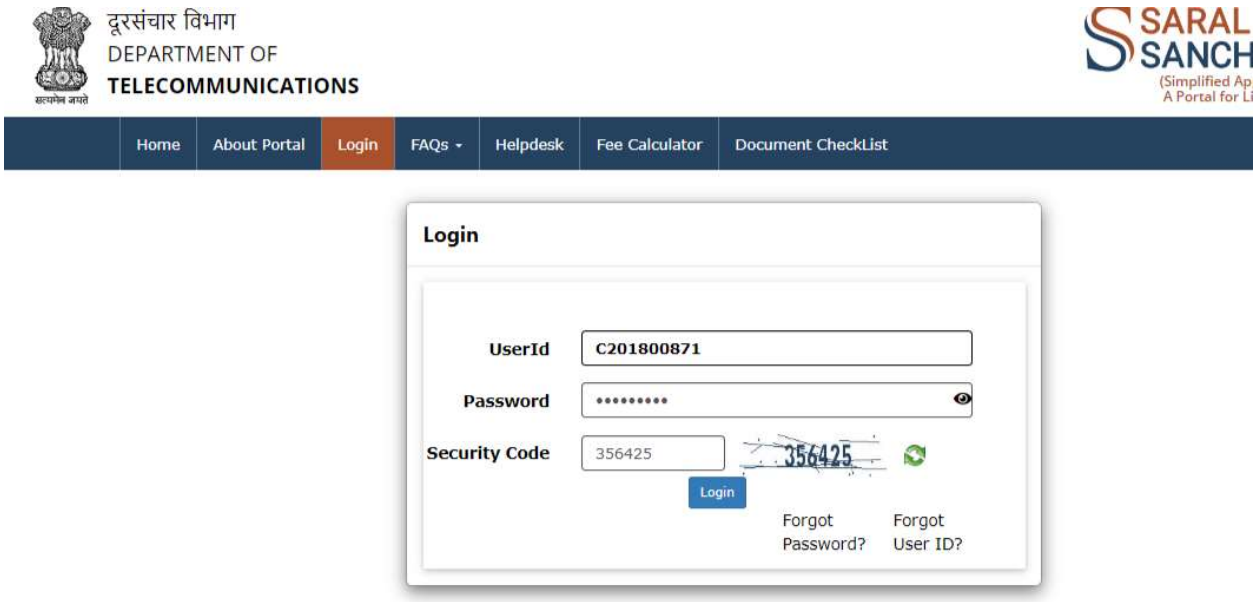
**Government of India**

28th September, 2023

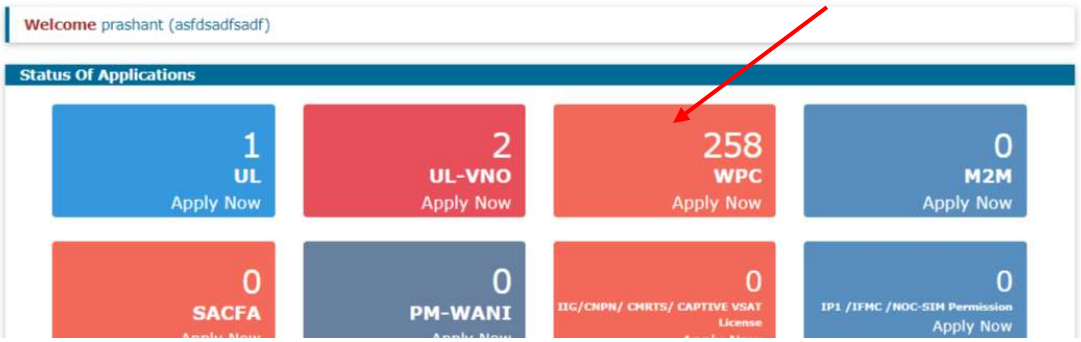
# AMENDEMENT OF AMSL/MMSL LICENSES

## ADDITION OF EQUIPMENT

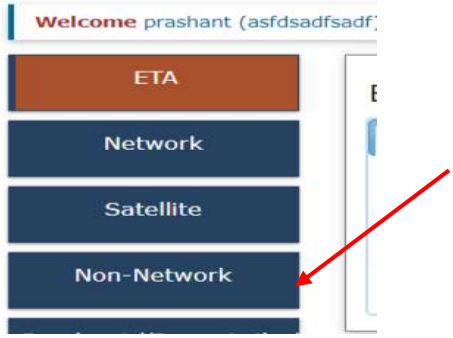
1. Login with your Saralsanchar credentials



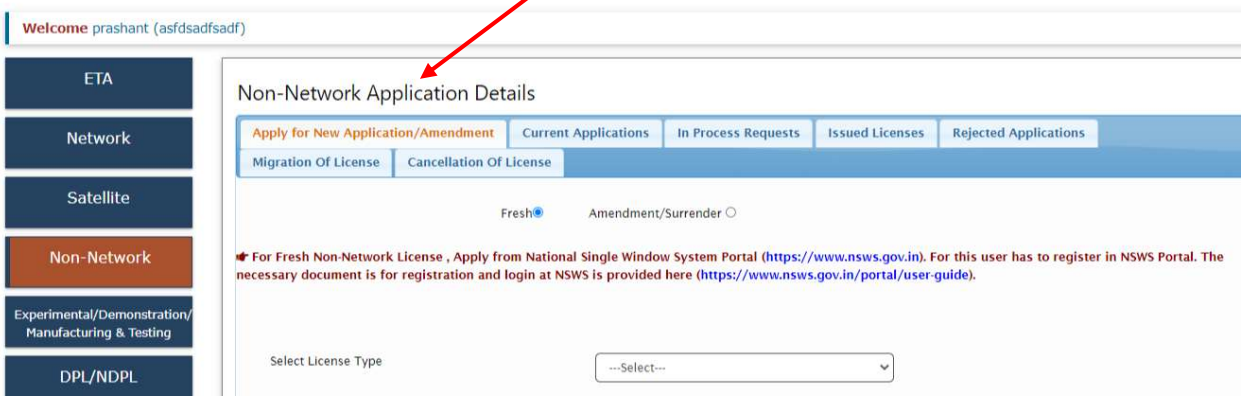

Click on “WPC” block.



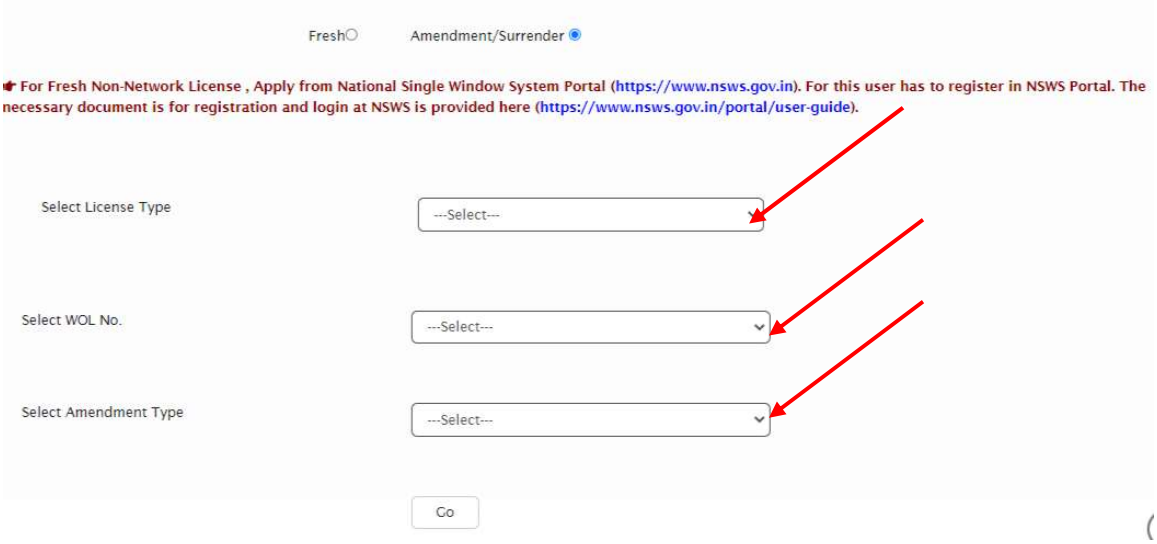

Click on “Non Network” tab.



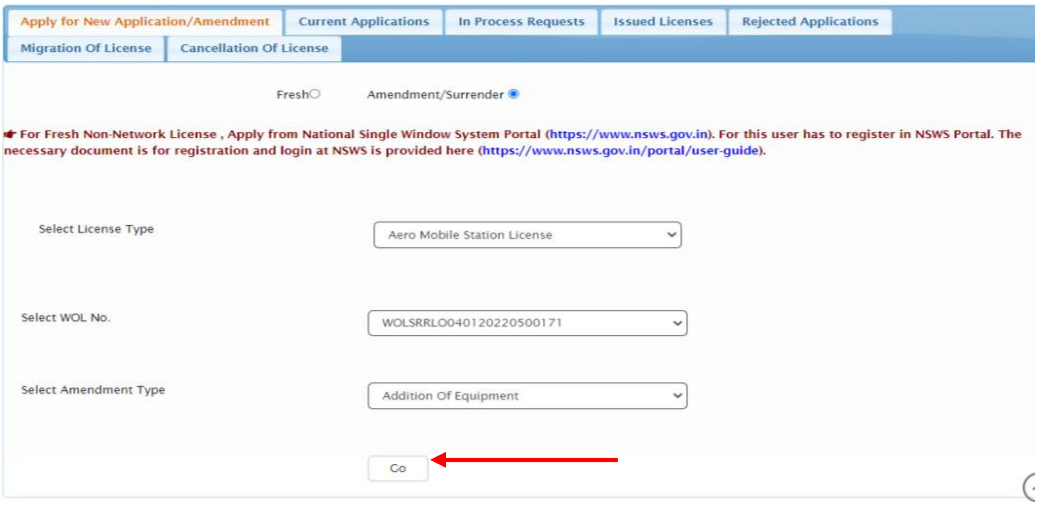
Clcik on “Apply for New Application/Amendment” tab.




Select radio button “amendment/surrender”. Select License type “AMSL or MMSL”. Select the license no. against which amendment has to be done. Select Amendment type “addition of equipment”.




Click on “Go” button.

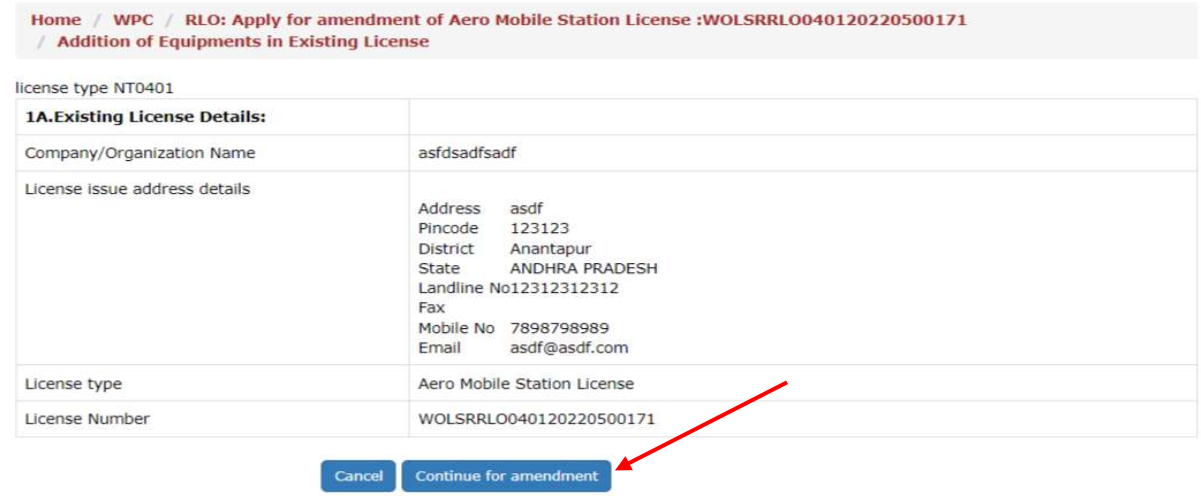


Give confirmation by clicking “Yes” button.




Form showing basic license details will come. Click “continue for amendment” to process further and generate application Id.

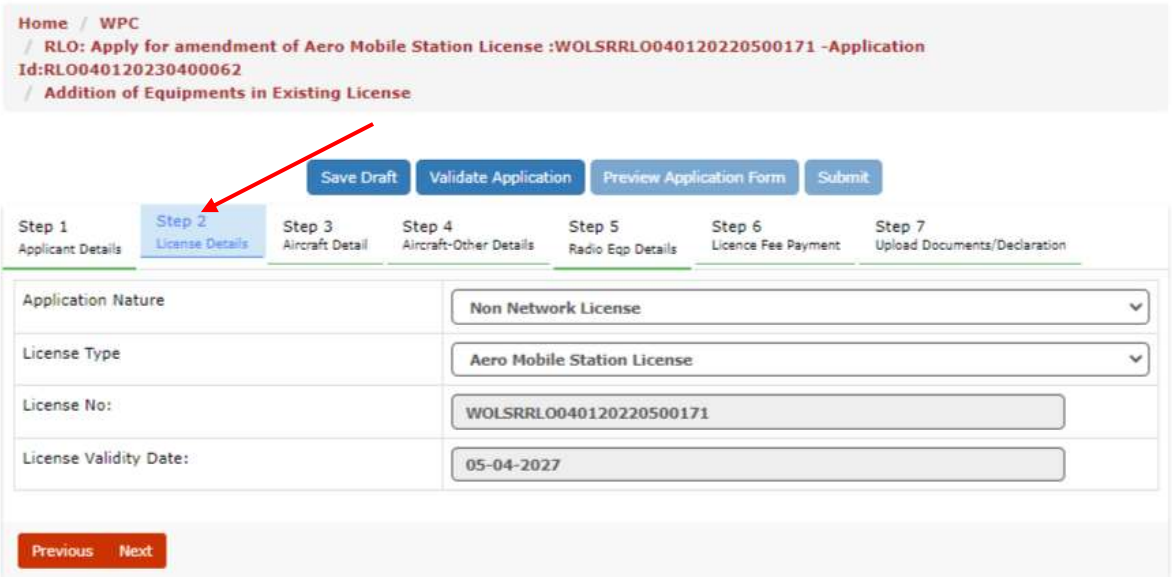
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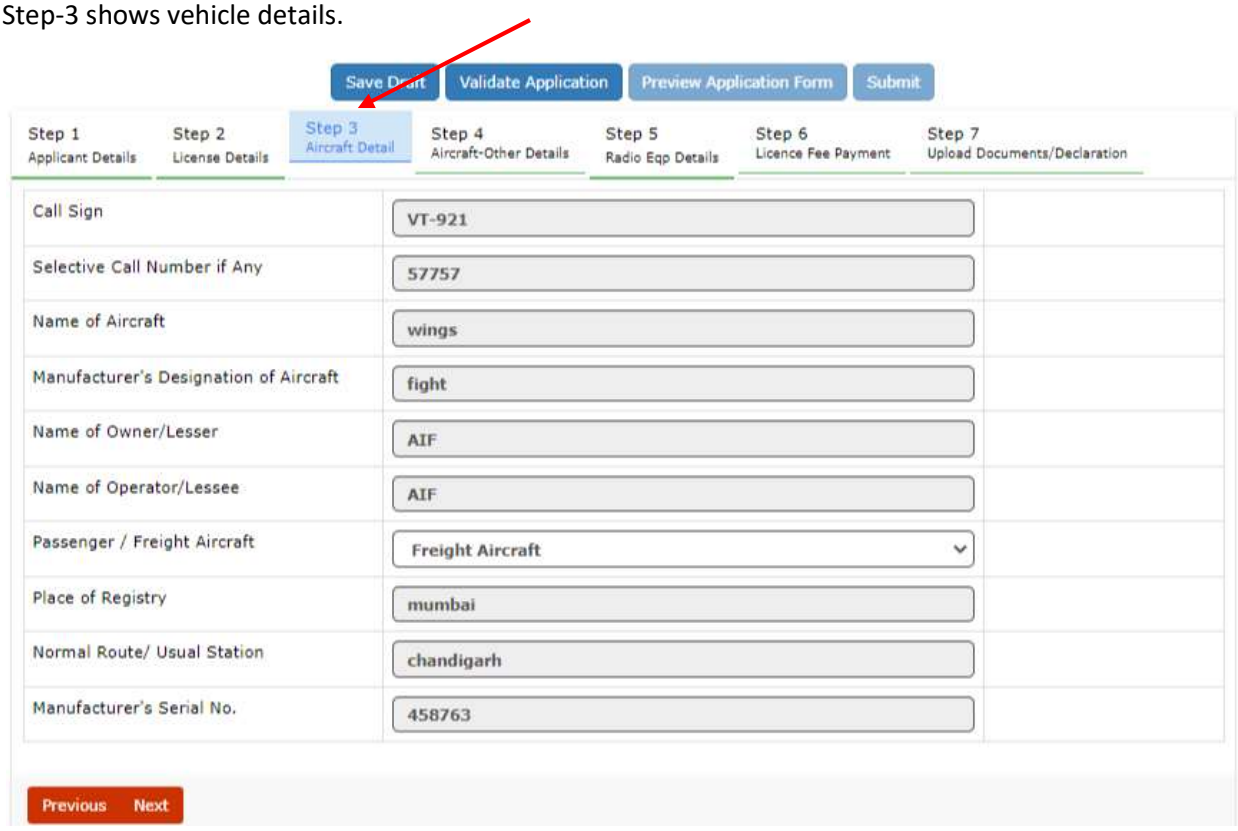

Step-1 shows applicant details.



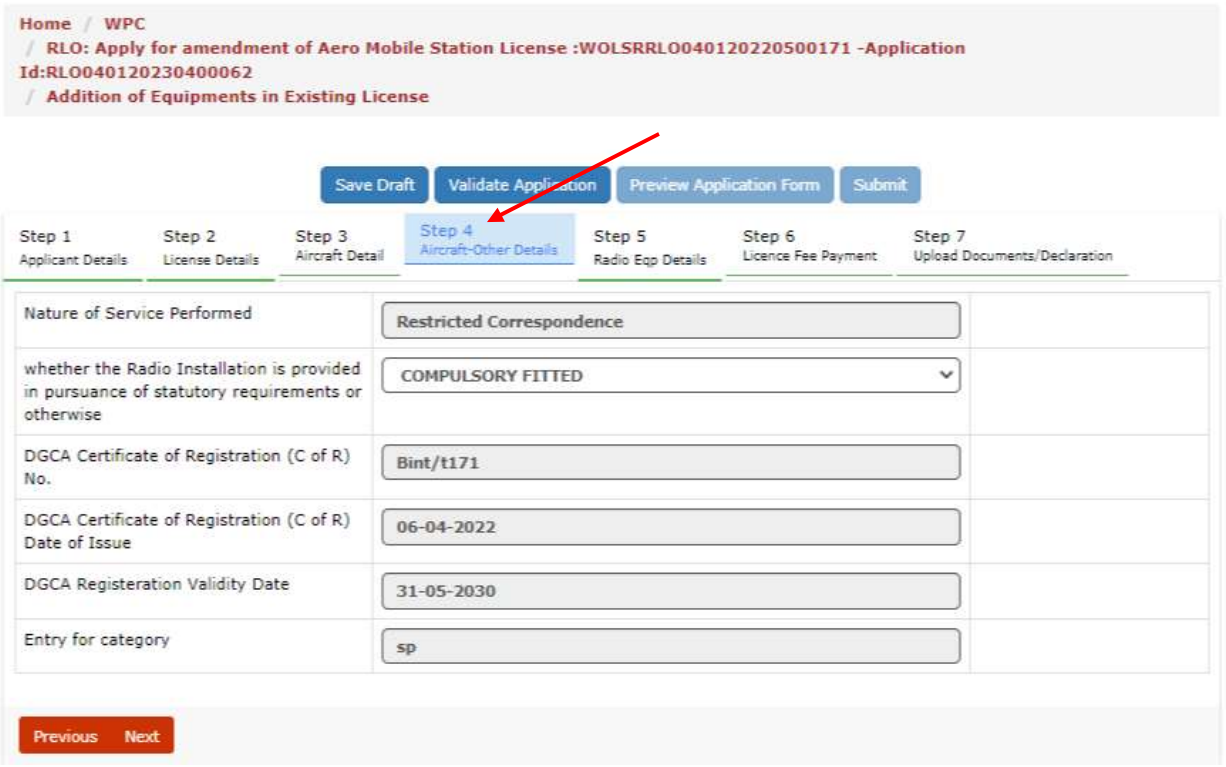
Step-2 shows license details like license type, number and validity date.



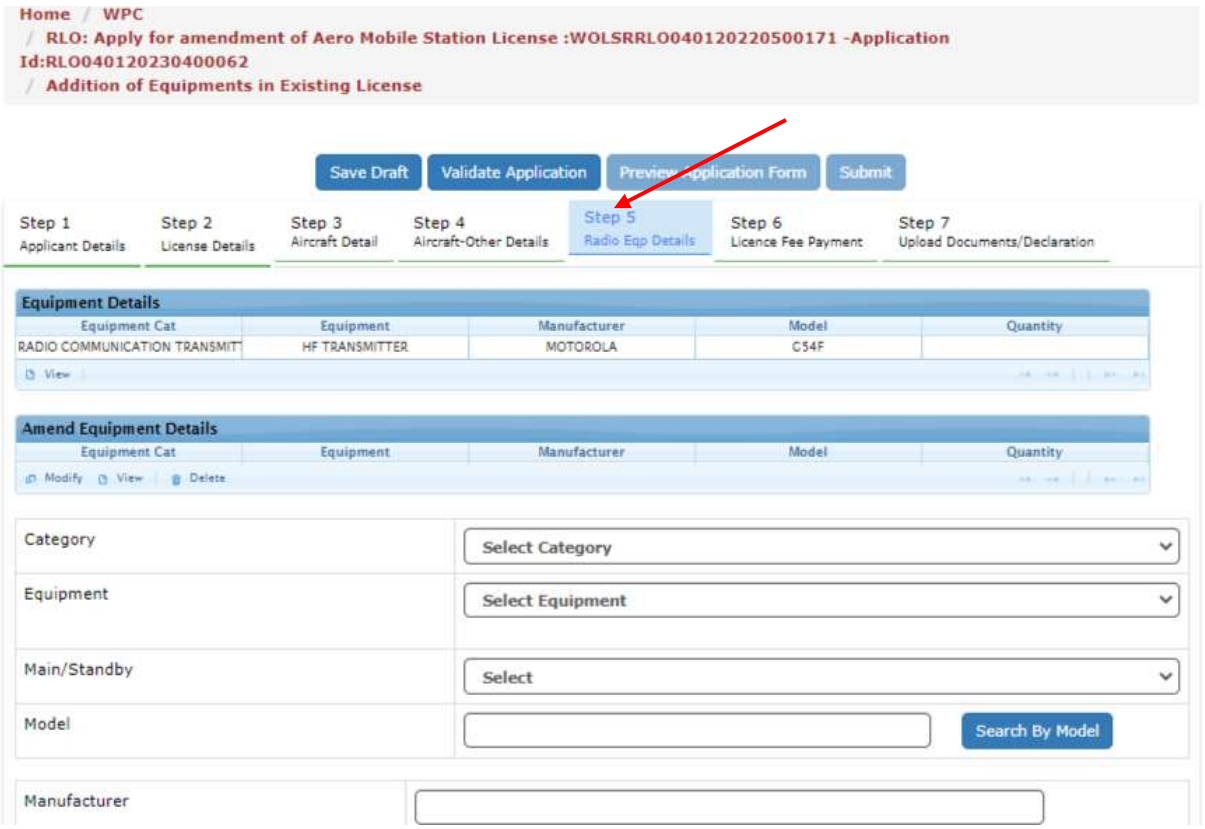

Step-3 shows vehicle details.



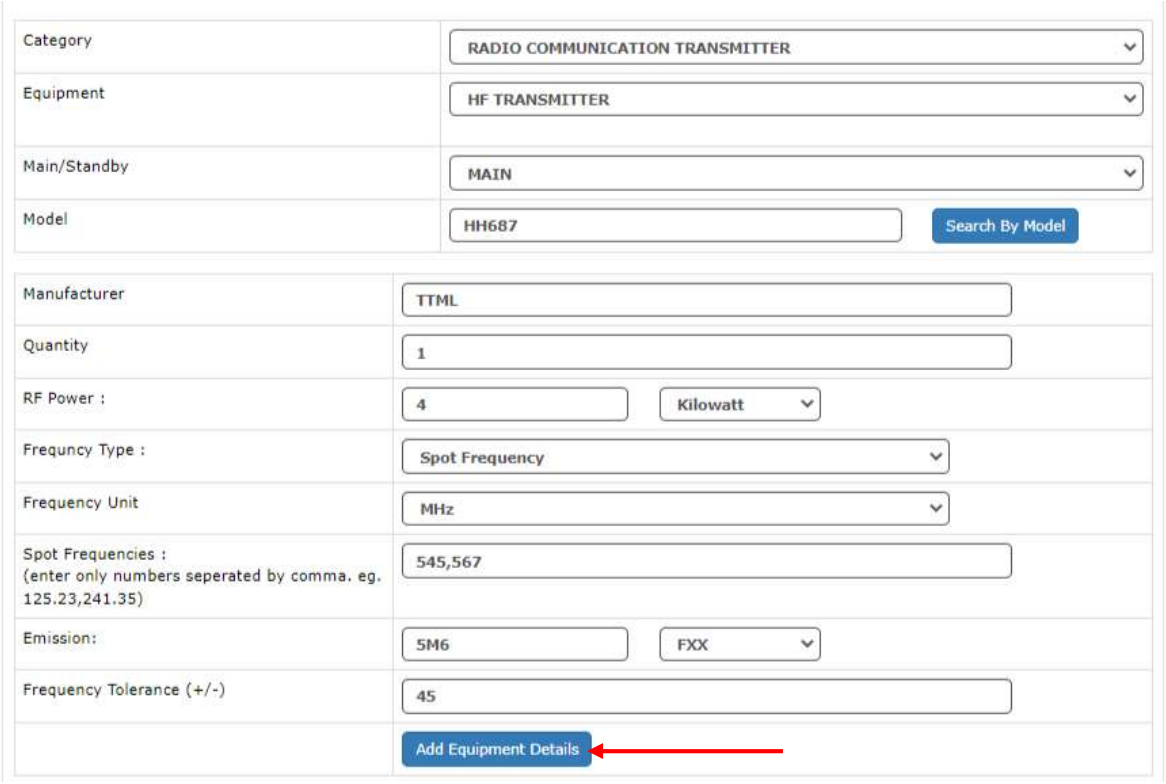

Step-4 shows other required details.



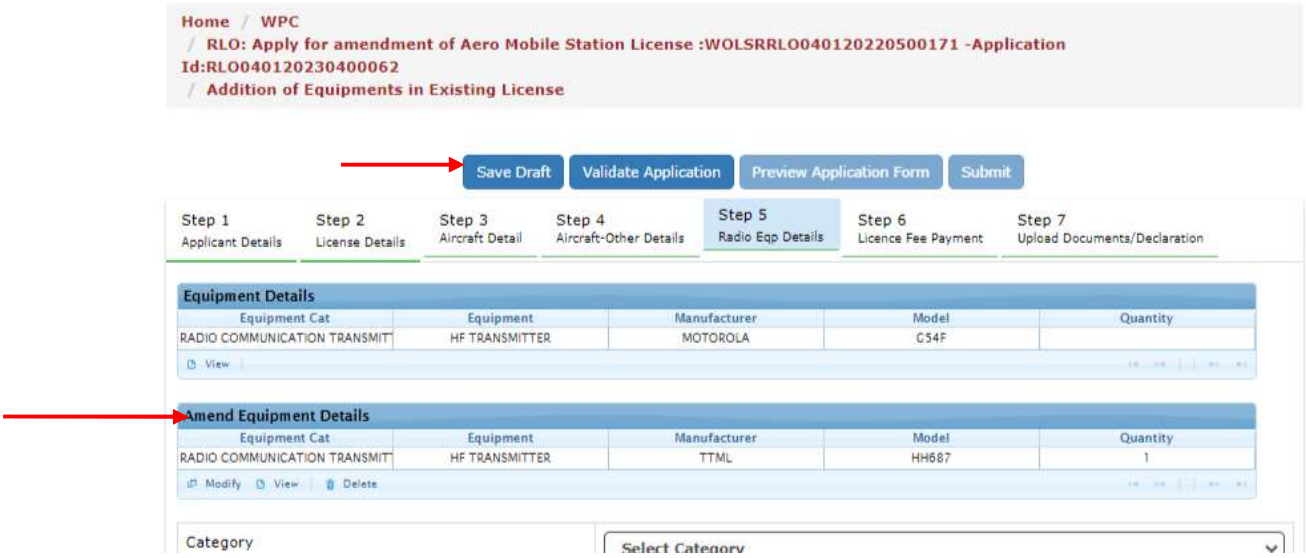

Step-5 shows “radio equipment details” of existing license.



Fill the form as shown below to add equipment. And click “Add equipment details” button.

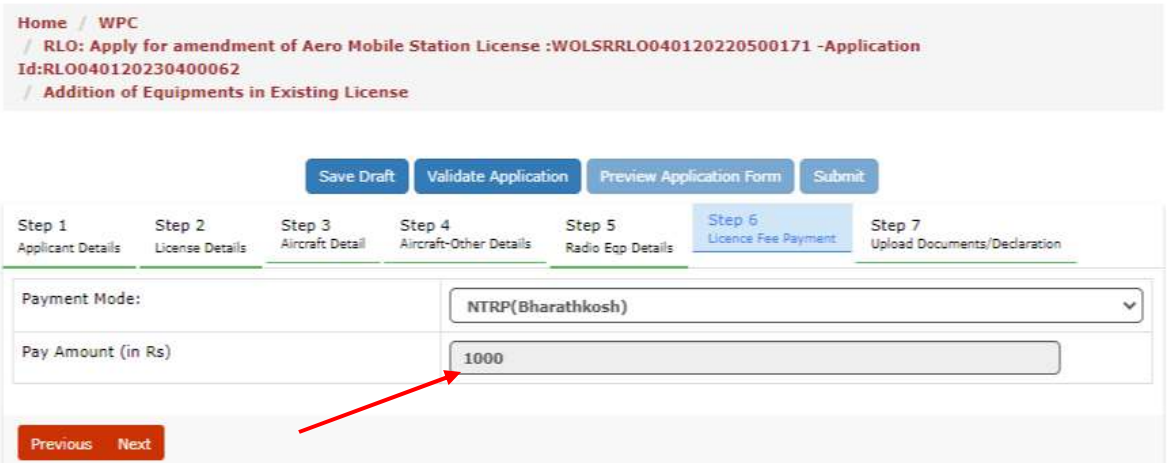



Added details will come in grid as shows below . Click “save draft” button to save application.



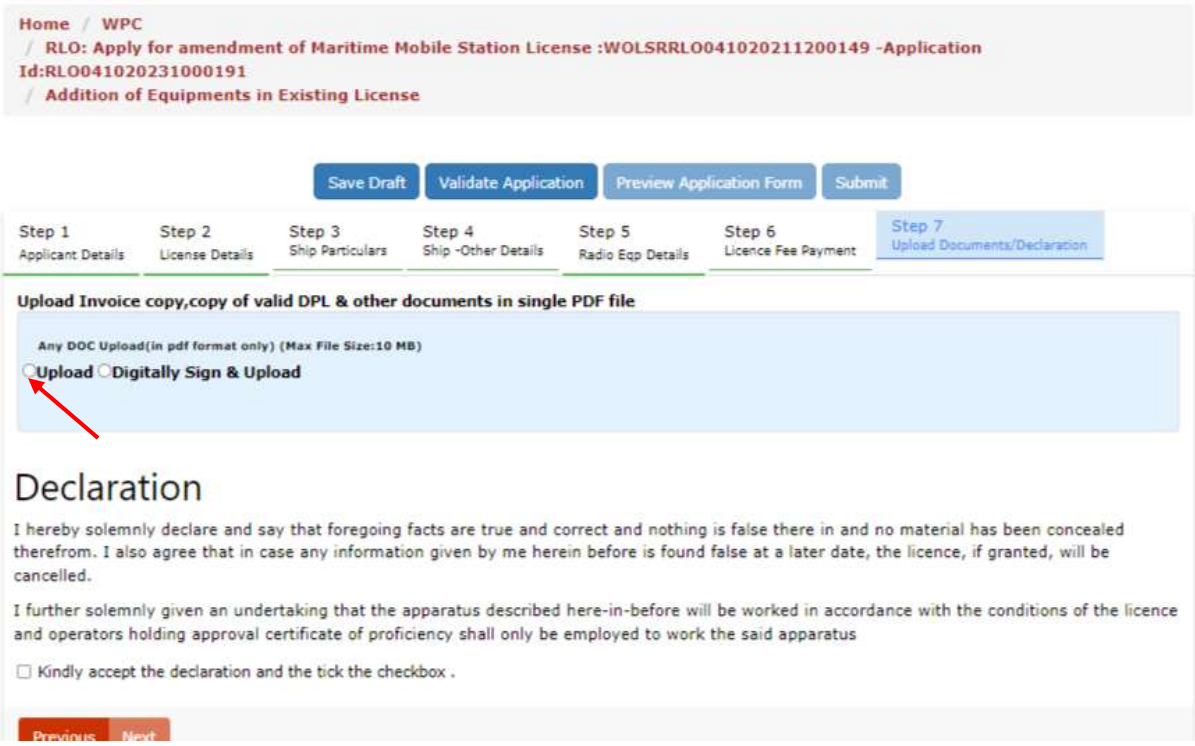

Select row of newly added equipment in “amend equipment details” grid and press “modify” button if any modifications are required. And proceed further.

Step-6 shows amount to be paid for amendment.

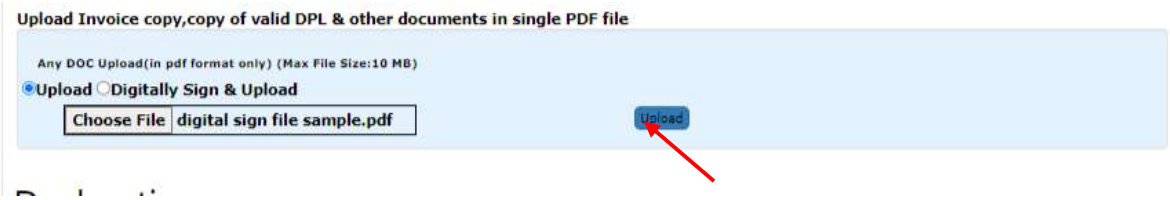



Step-7 shows “upload documents & declaration”.

Here upload invoice copy of added equipment, copy of valid DPL and other documents in single PDF file .

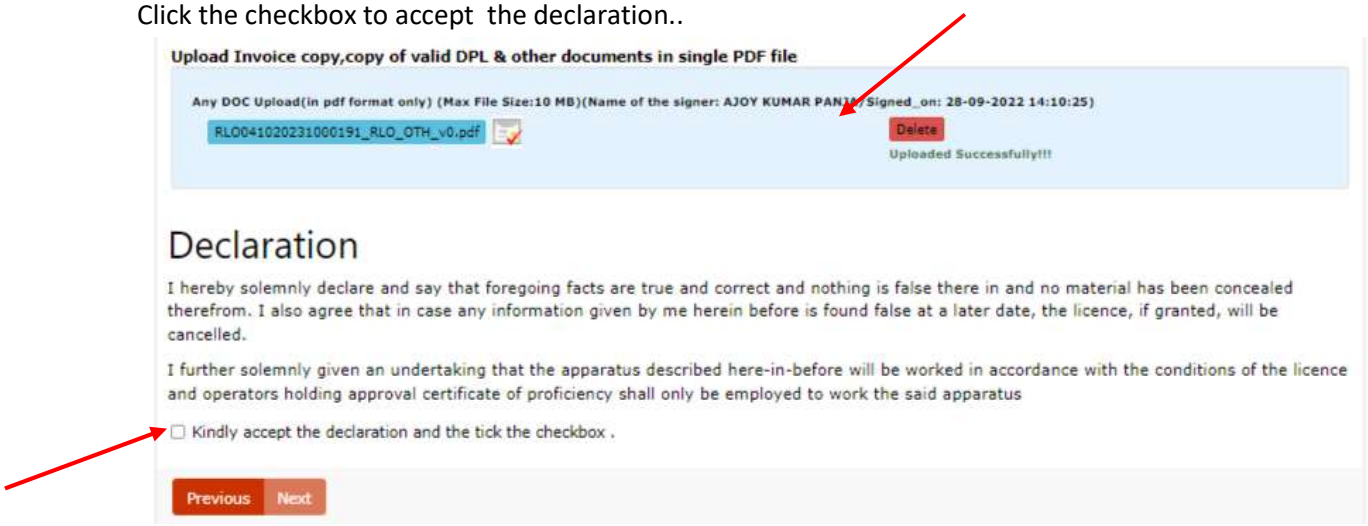



Click on “upload” or “digitally sign & upload”. Select the file from your system . Click on upload button.

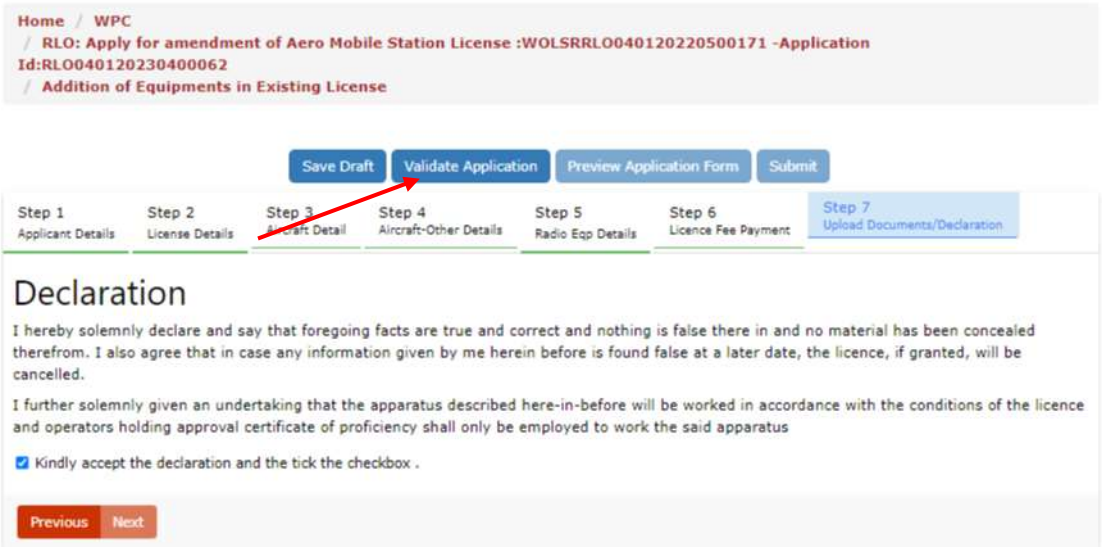



File get uploaded successfully.

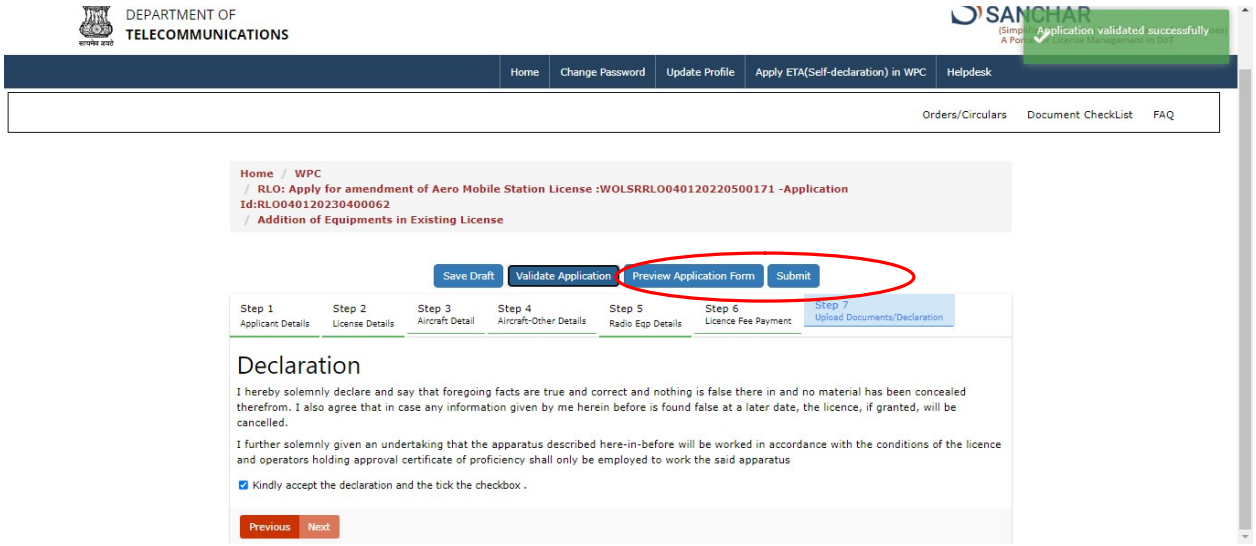
Click the checkbox to accept  the declaration..




Validate application using “validate application” button.

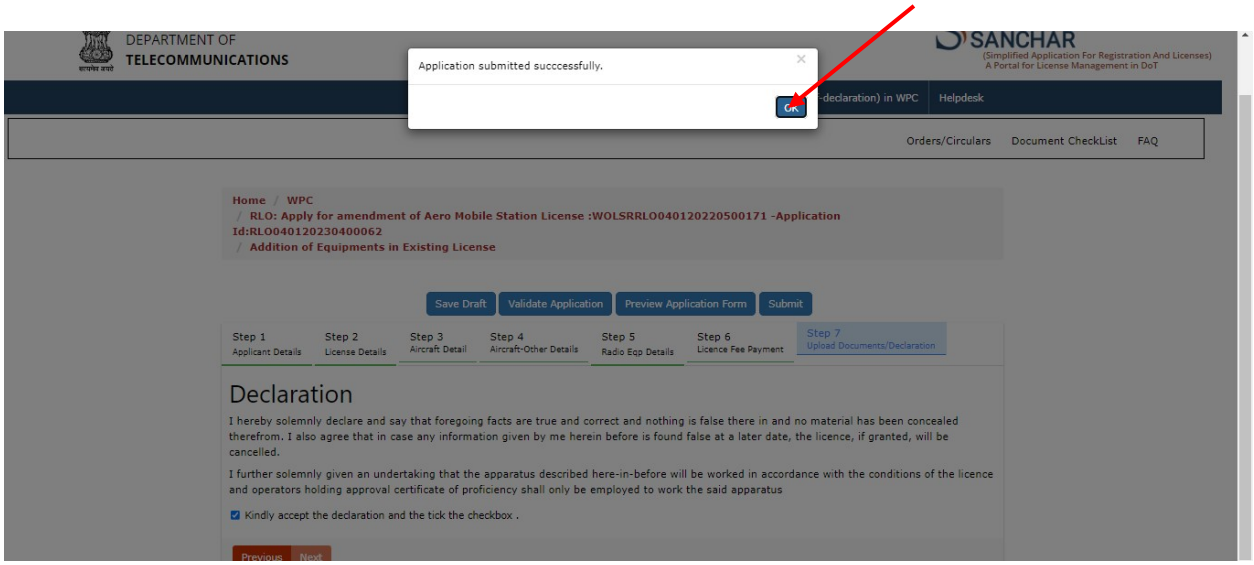



If validation is successful, “preview application” and “submit” button get enabled. If validation fails then these buttons don’t get enabled and  it shows error and action to be taken to remove error. Take a suitable action and validate again.

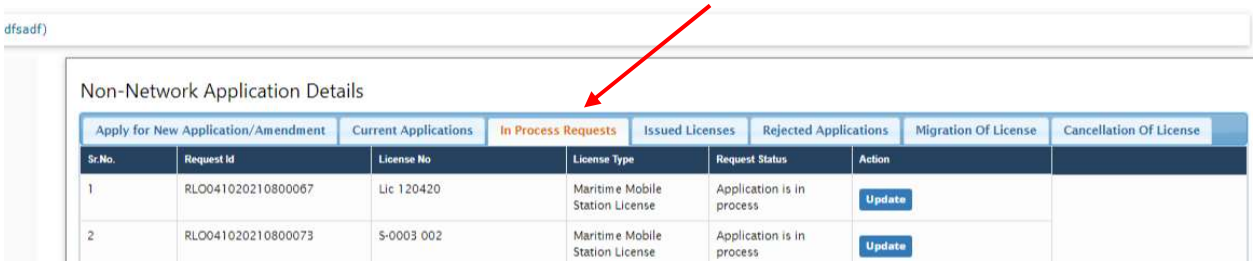


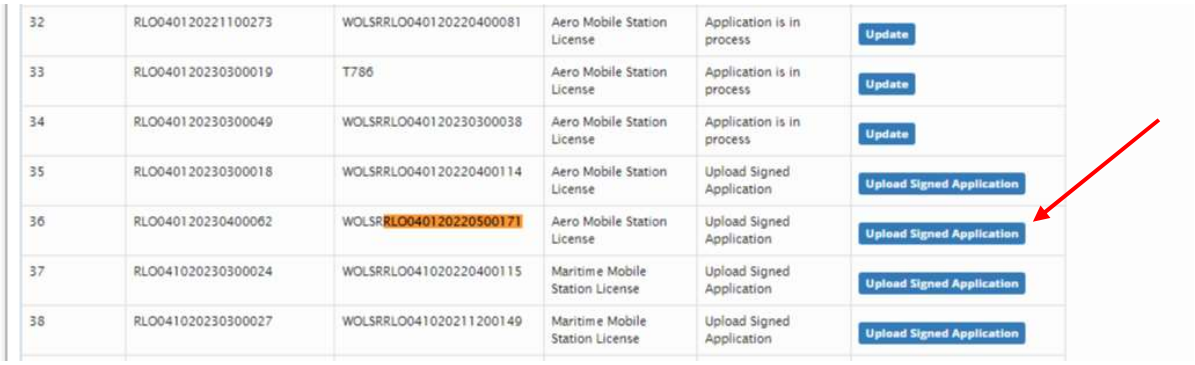

Click on “preview application form” to download it. Check application and if any changes are required then do the same and again validate application.

Click on “SUBMIT” button to submit the application and press “OK” button to give confirmation.

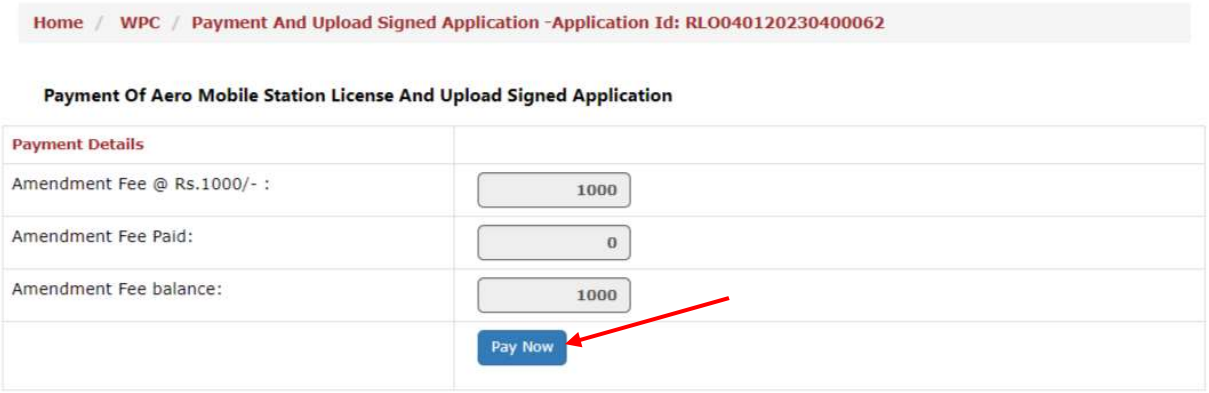



Application get submitted and status can be seen in dashboard under “in process request” tab. Here it shows the action required in “upload signed application”. Click on this button.

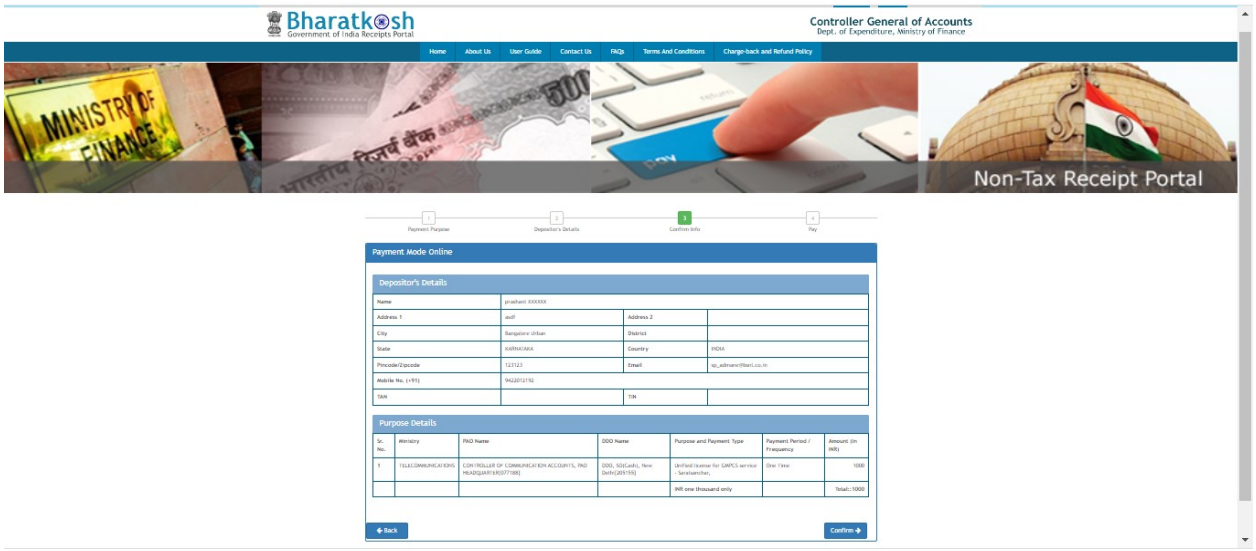


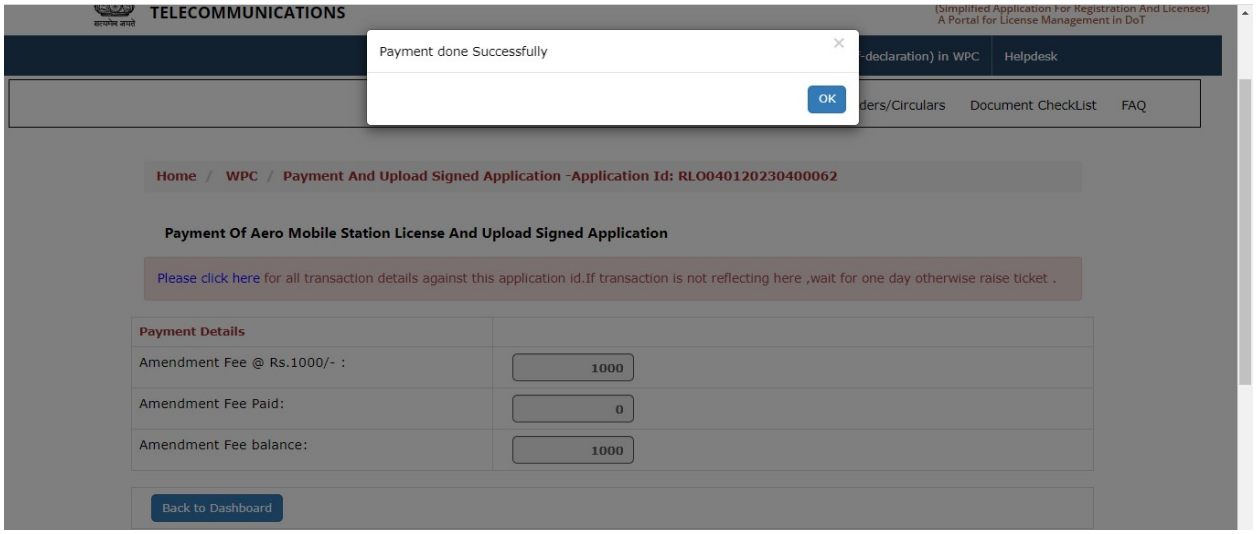

Here, it will prompt to make payment. Click on “Pay Now” .



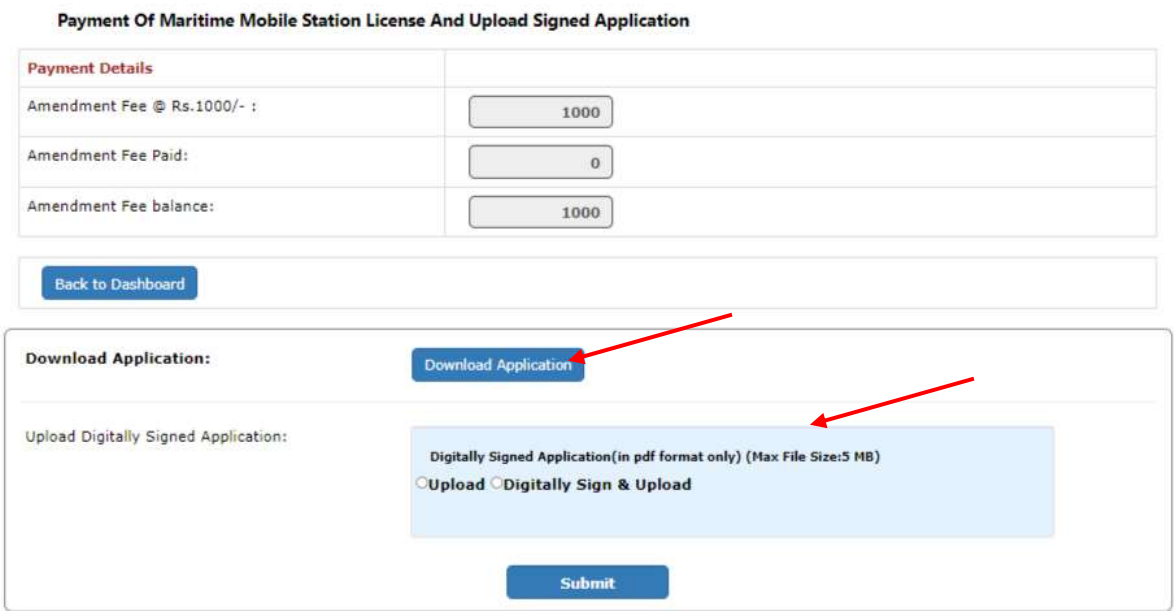

The system will divert it to “bharatkosh portal”. Proceed here as per instructions given in portal and make payment.



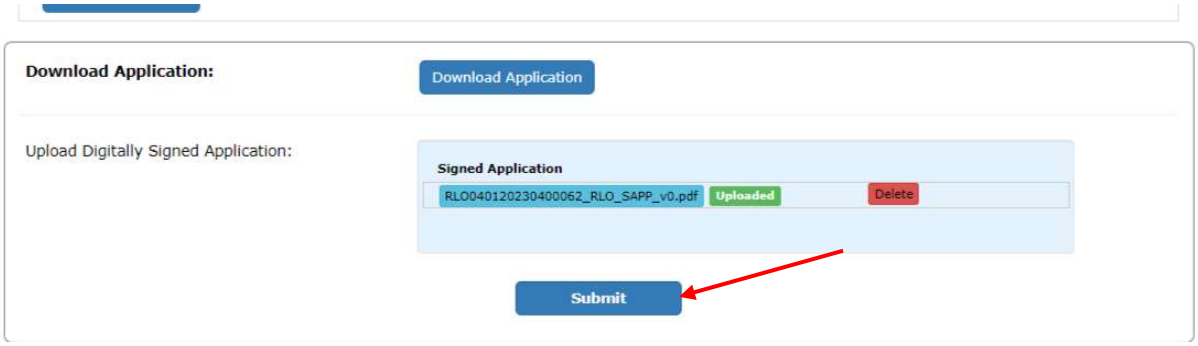

Once, payment done successfully, it will redirect flow to “saralsanchar” portal and promp “Payment done successfully” message. Click “OK” button.



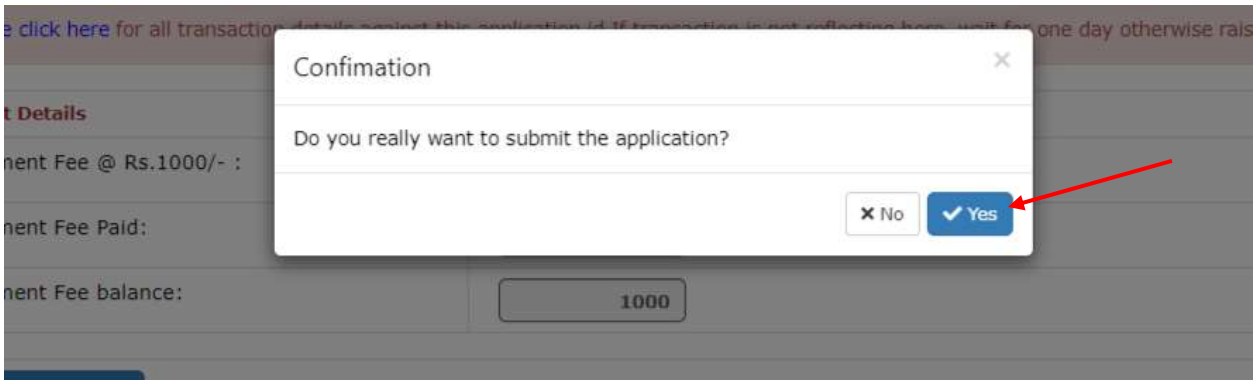

Page will show the payment details. It will show option to download pdf format of application along with payment details.  It will show option to upload the application. Digitally sign the application and upload the same.



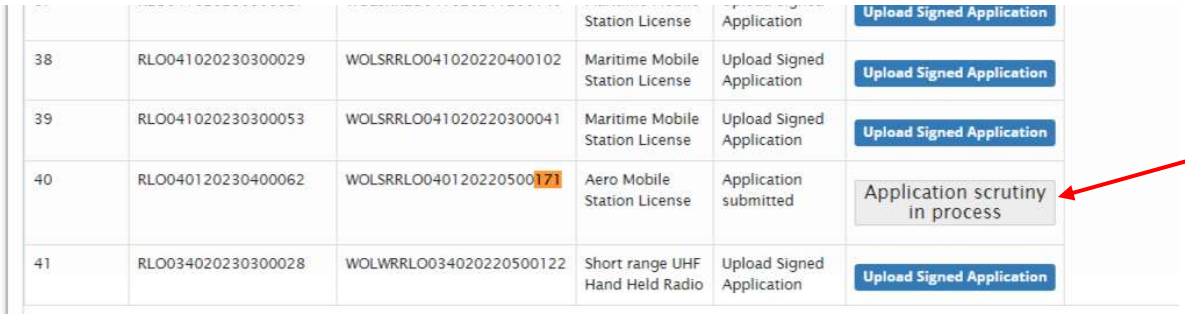

Once, application is uploaded successfully , press “submit” button.



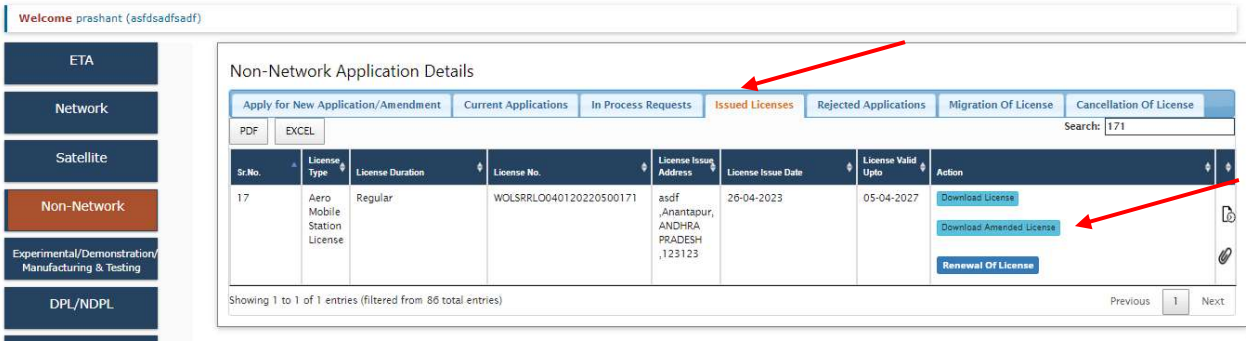

Give confirmation by clicking “YES” button.



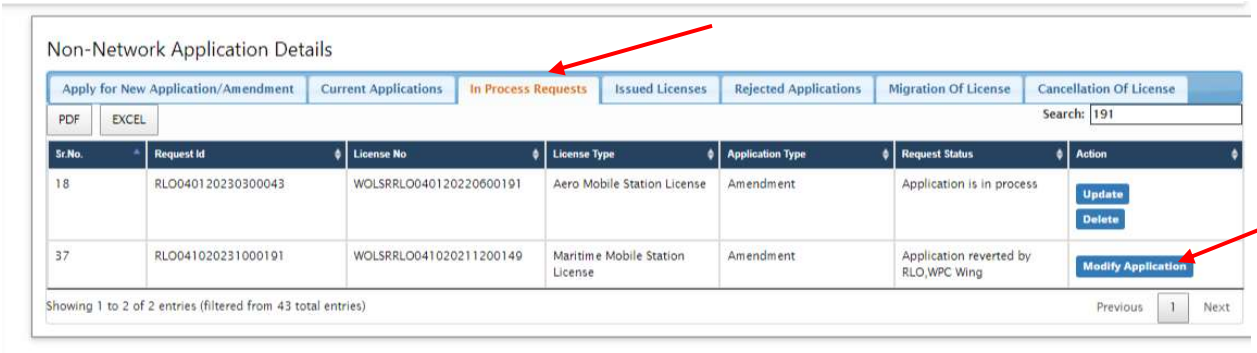

Application get submitted successfully and moves to RLO for for further action.



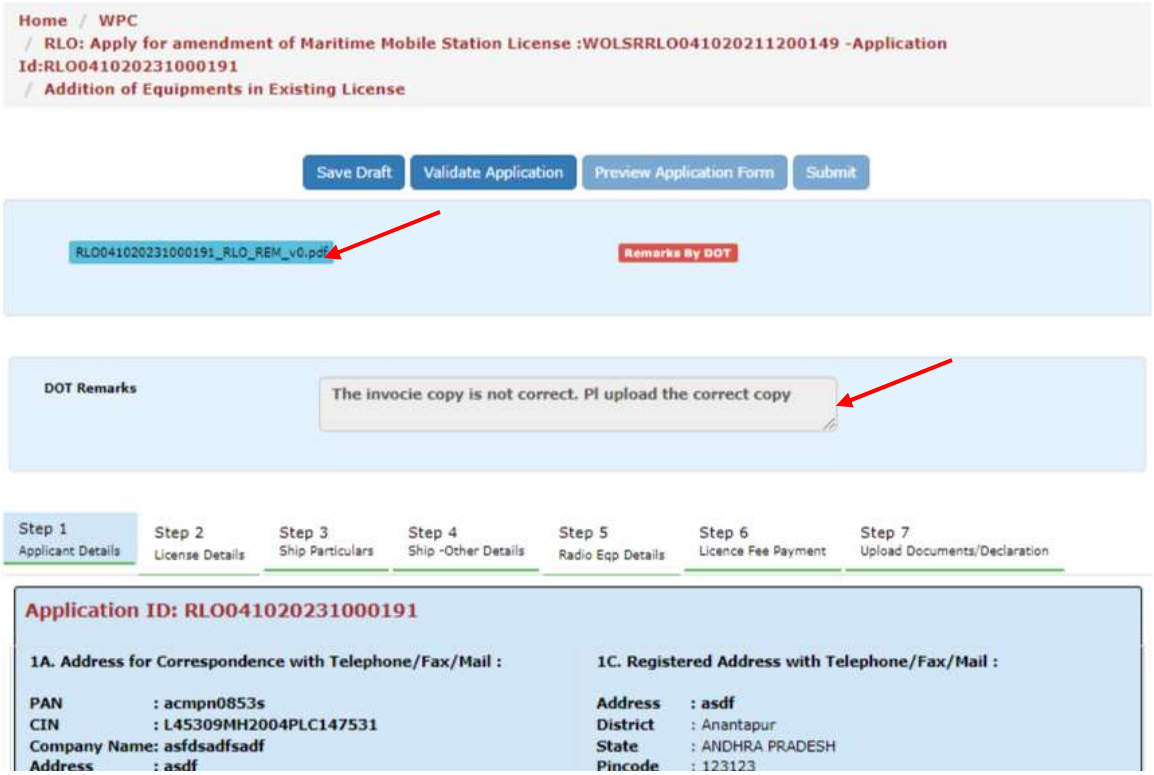

RLO will scrutinize the application, if RLO found application is correct then he approves it. Once, RLO approves the application and generate amended license , same will be available to download in dashboard under “issued license” tab and can be downloaded by clicking “download amend license” button.



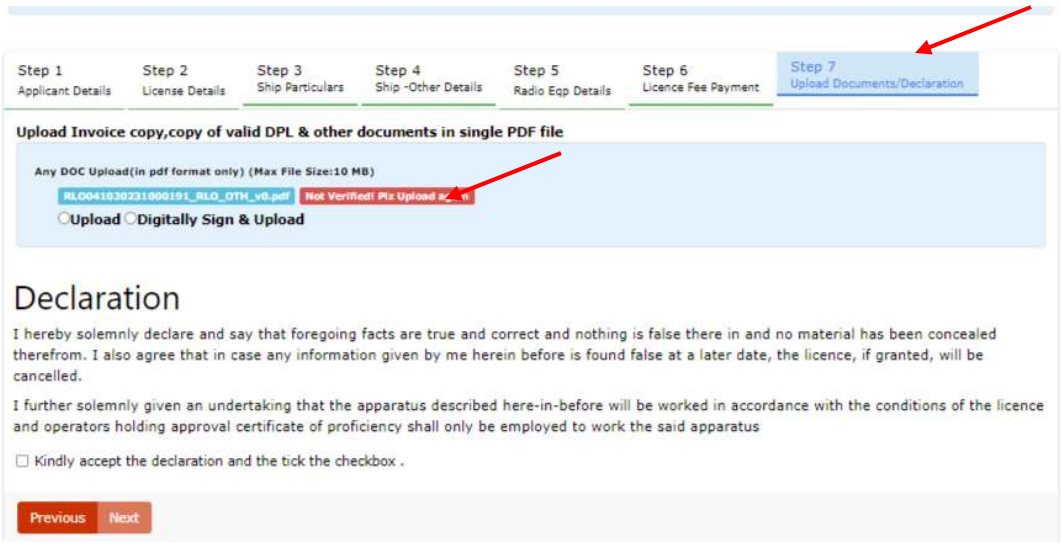

If RLO found application is incomplete or required some clarification, then RLO will revert back the application. The same can be found in dashboard as below.




Click on “modify application” button. The following form will open. The reversion remarks given by DoT can be seen as shown by arrow.



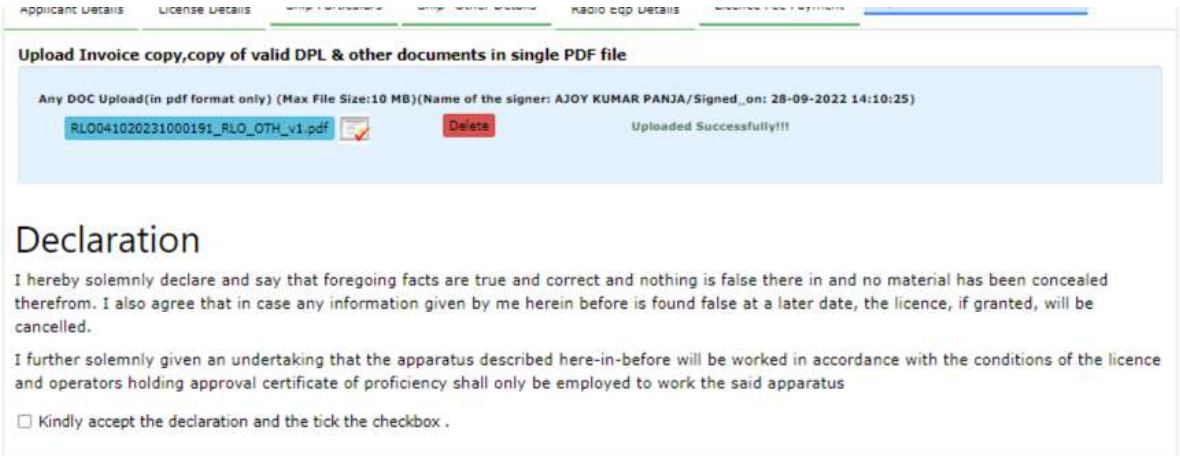

Take corrective action by uploading correct documents in Step-7.




Select the correct file from your computer and digitally sign or select the already signed correct file and upload.



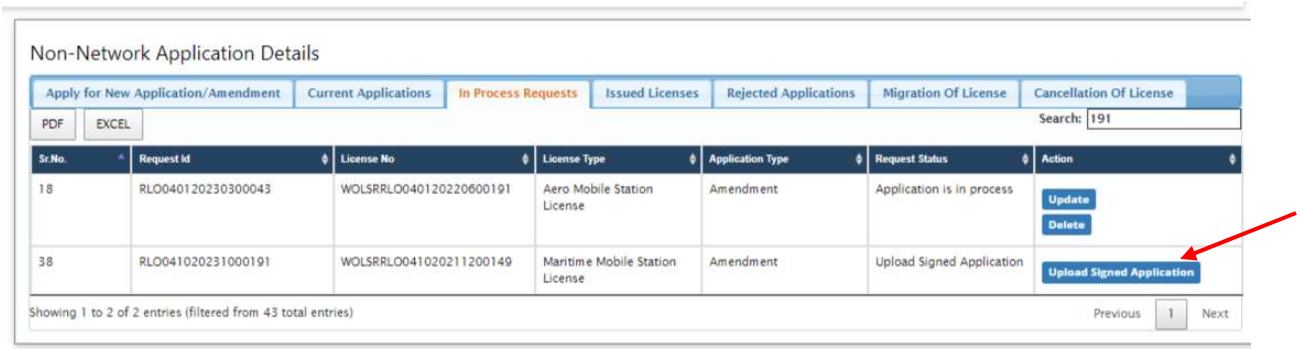

Fresh file get uploaded. Accept the declaration and “validate” the application.



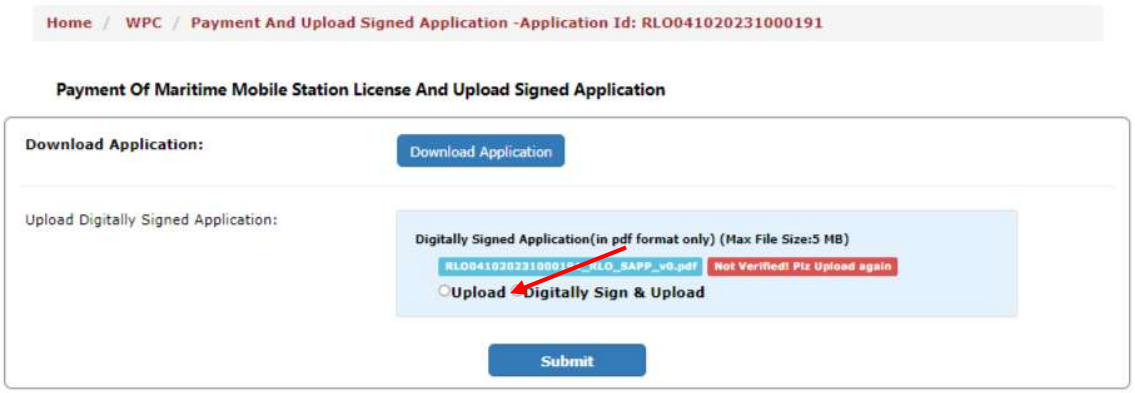

If validation is successful, “preview application” and “submit” button get enabled. If validation fails then these buttons don’t get enabled and it shows error and action to be taken to remove error. Take a suitable action and validate again.

Click on “preview application form” to download it. Check application and if any changes are required then do the same and again validate application.
Click on “SUBMIT” button to submit the application and press “OK” button to give confirmation.

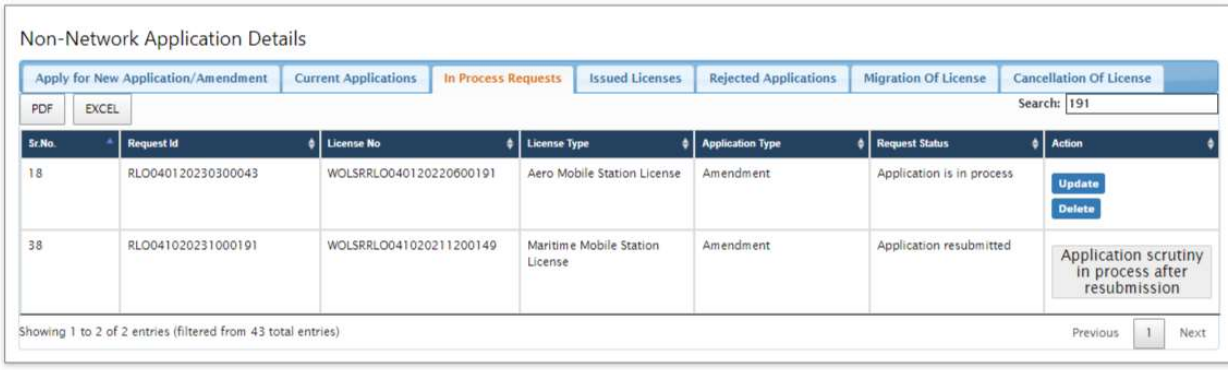
Once application is submitted successfully, the dashboard asks to upload signed application again.



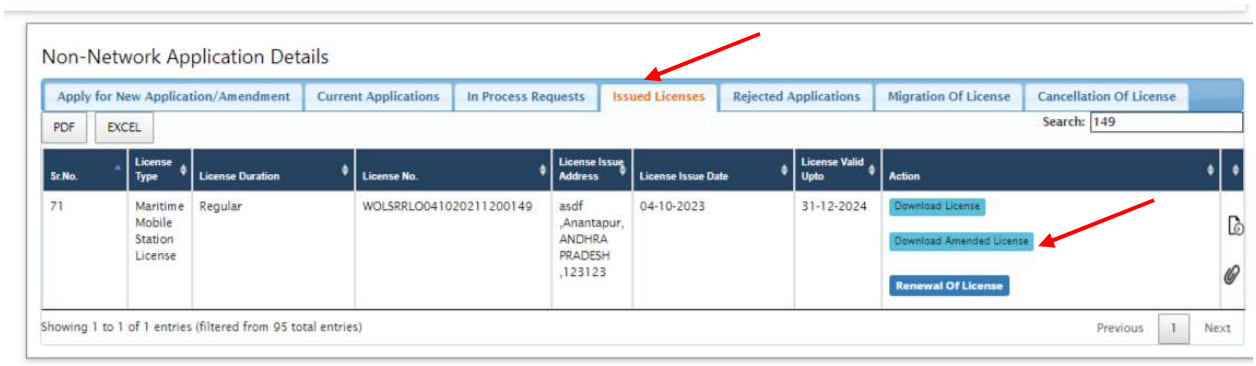
Upload the application again by digitally sign on Saralsanchar or externally. Submit the application.




Application get submitted successfully and moves to RLO for further action.

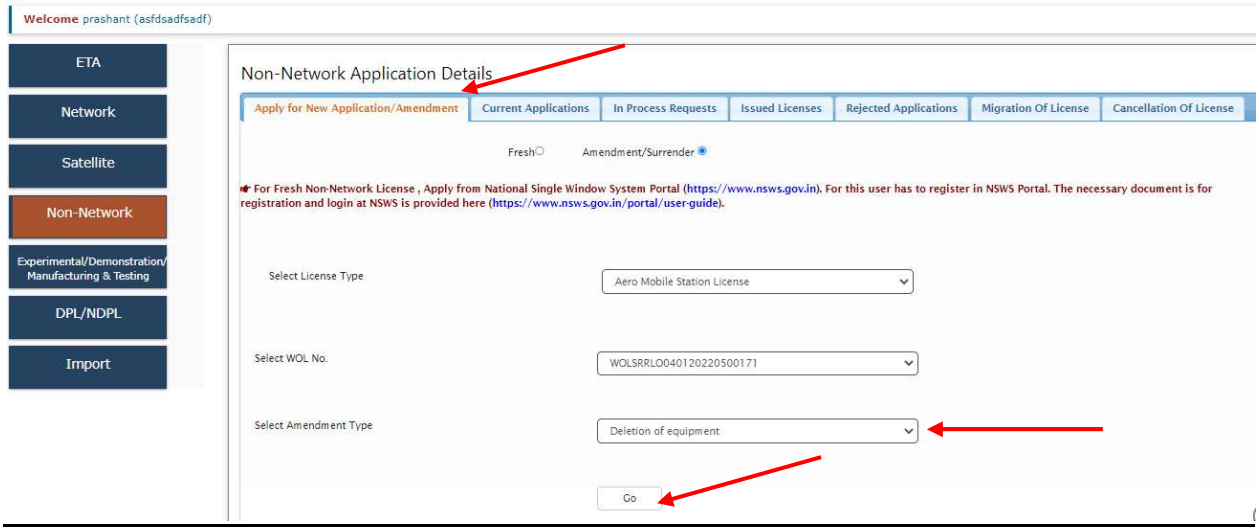



RLO will scrutinize the application, if RLO found application is correct then he approves it. Once, RLO approves the application and generate amended license , same will be available to download in dashboard under “issued license” tab and can be downloaded by clicking “download amend license” button.

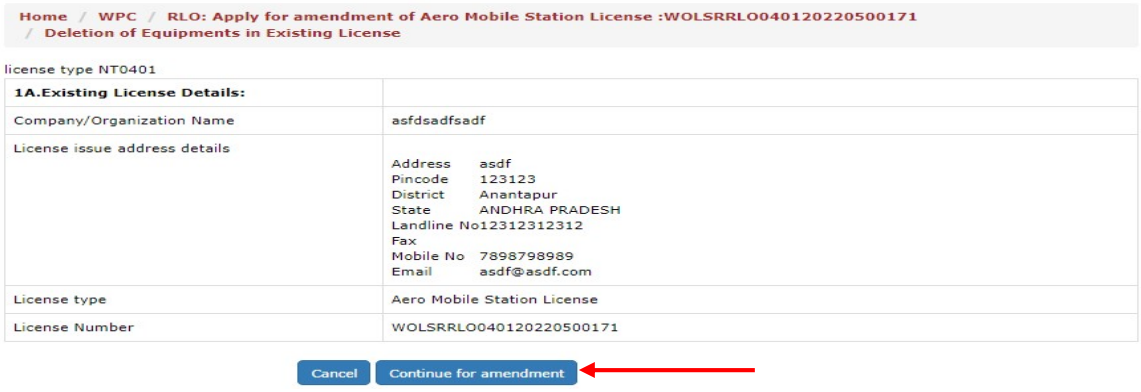


# DELETION OF EQUIPMENT

Login with your saralsanchar credentials. Click on “WPC” block. Click on “non network” tab. Click on “apply for new application/amendment” tab. Clcik on “amendment/surrender” radio button. Select license type, select license no. against which amendment is required. Select amendment type as “deletion of equipment”.

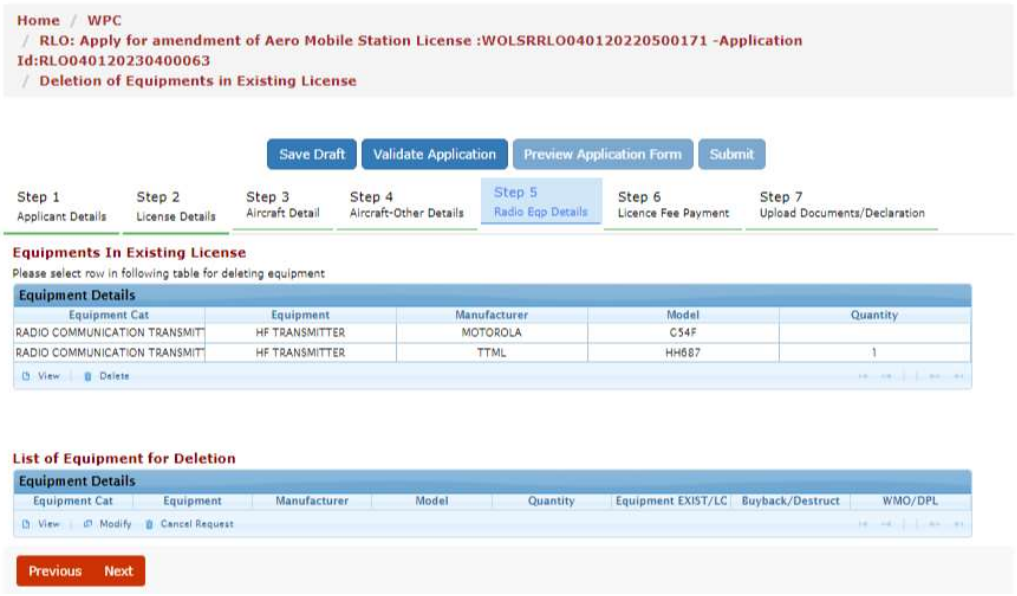



Confirmation page showing basic details of license will open. Just click “continue for amendment” button to generate application Id.




Application Id get generated and application will open. Step-1 to Step-4 shows all licensee details and vehicle details . Click on “step-5” to make amendment in equipments.

Grid showing existing equipments will appear.

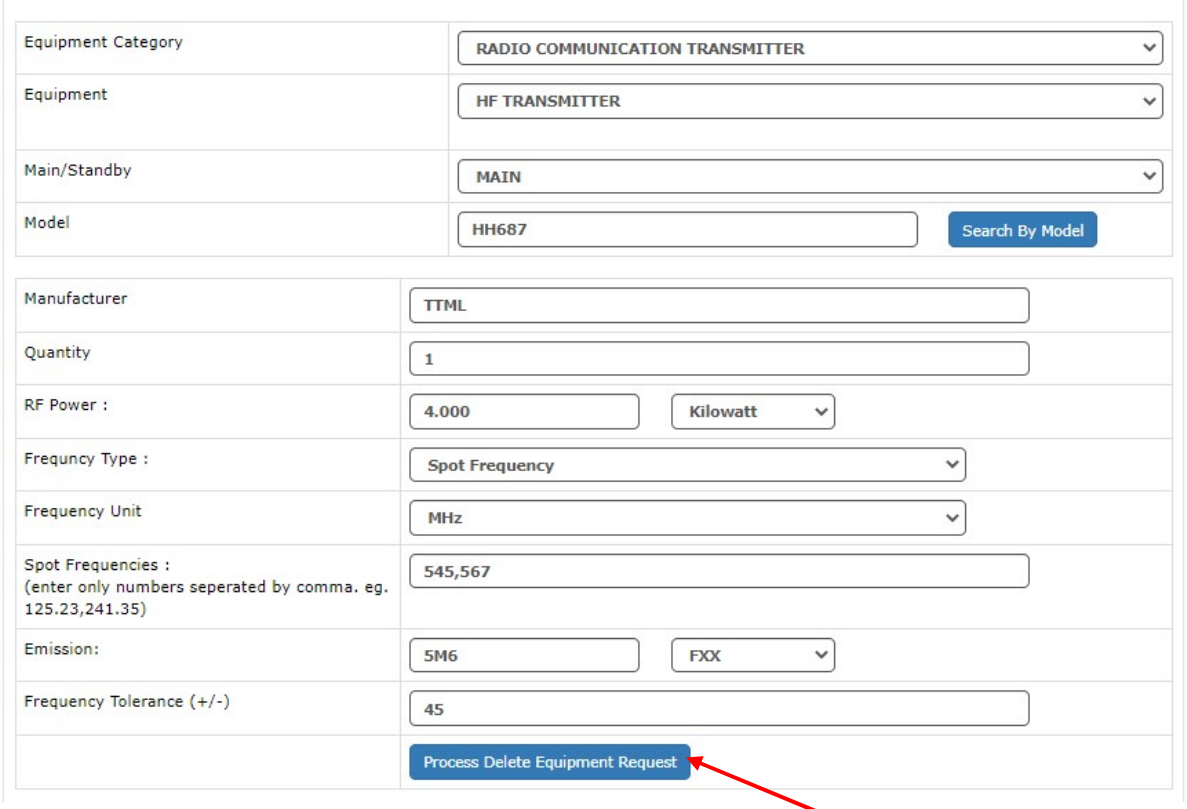



Select row in grid corresponding to equipment to be deleted and click “delete” button.

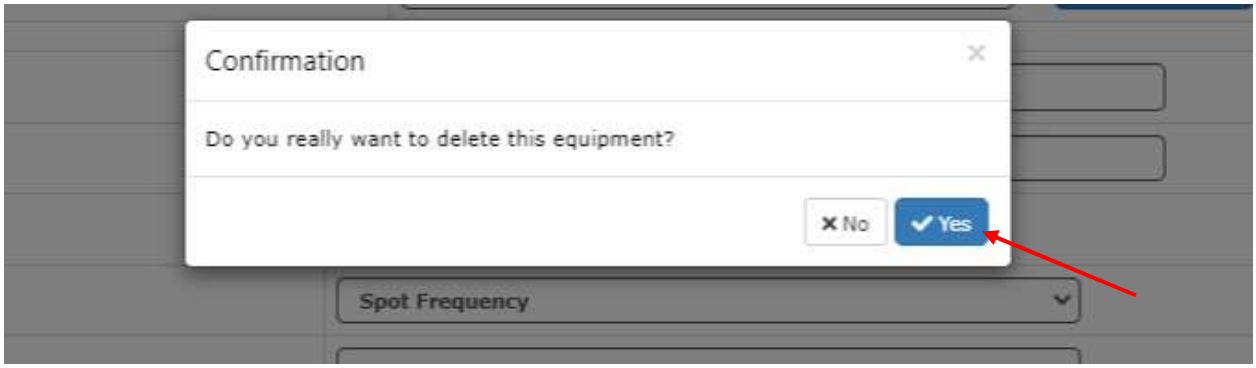



Form populating all details of selected equipment will come down.

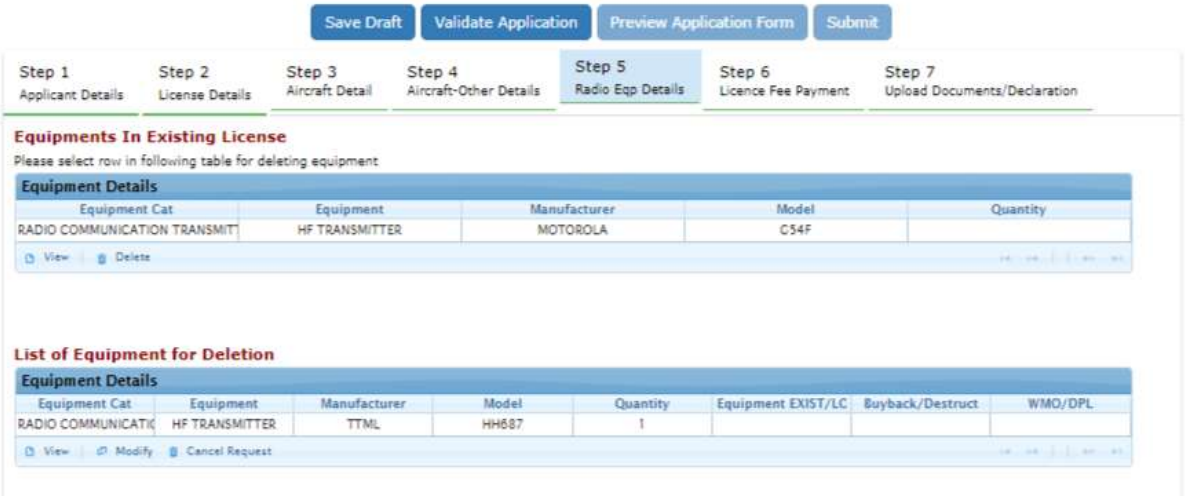
Press “Delete Equipment Request” button to initiate the deletion of equipment process.



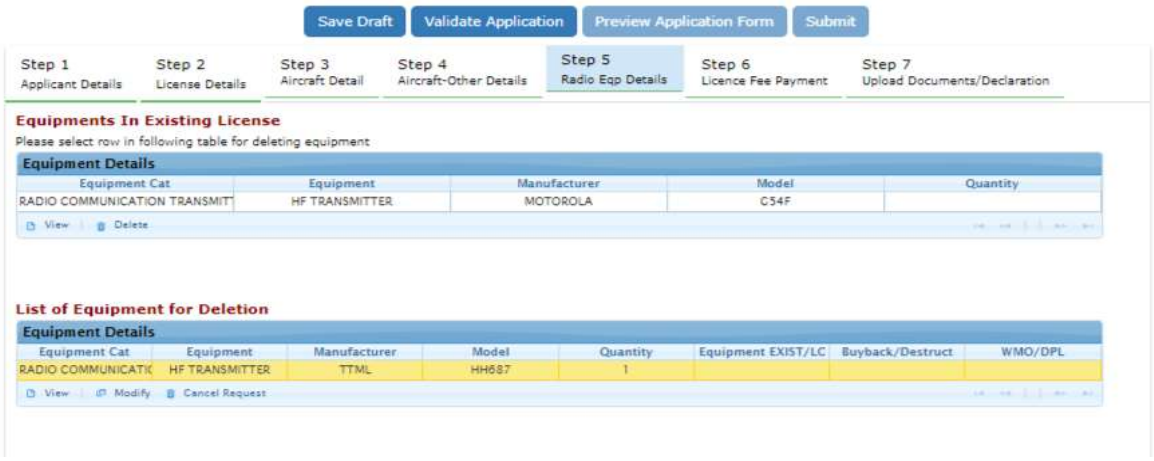

Give confirmation by clicking “yes” button.



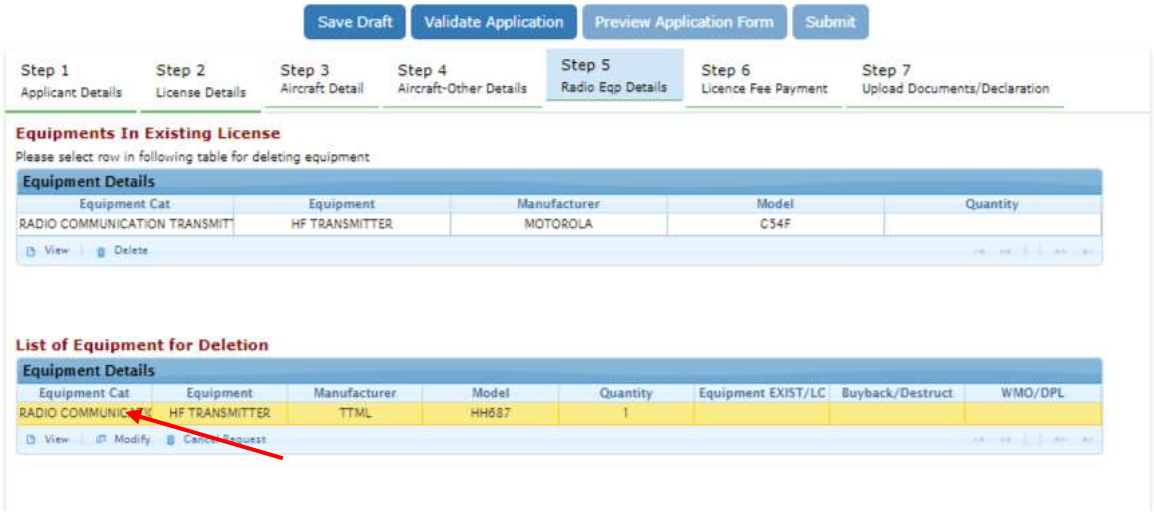

Equipment selected for deletion will be populated in new grid “list of equipment for deletion”.



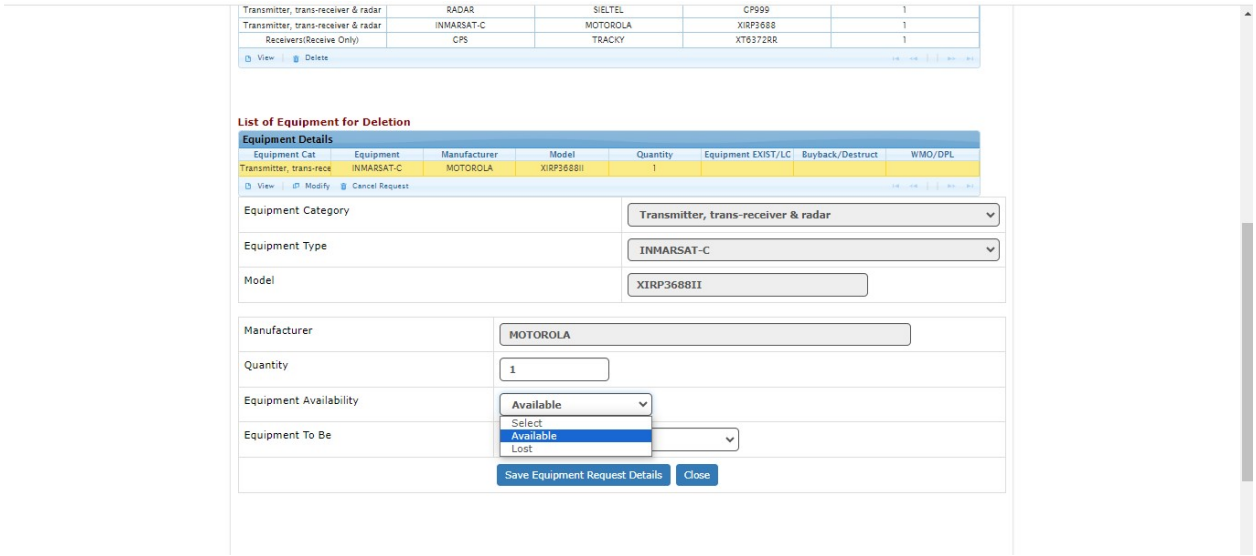

Select the row in new grid corresponding to the equipment to be deleted.



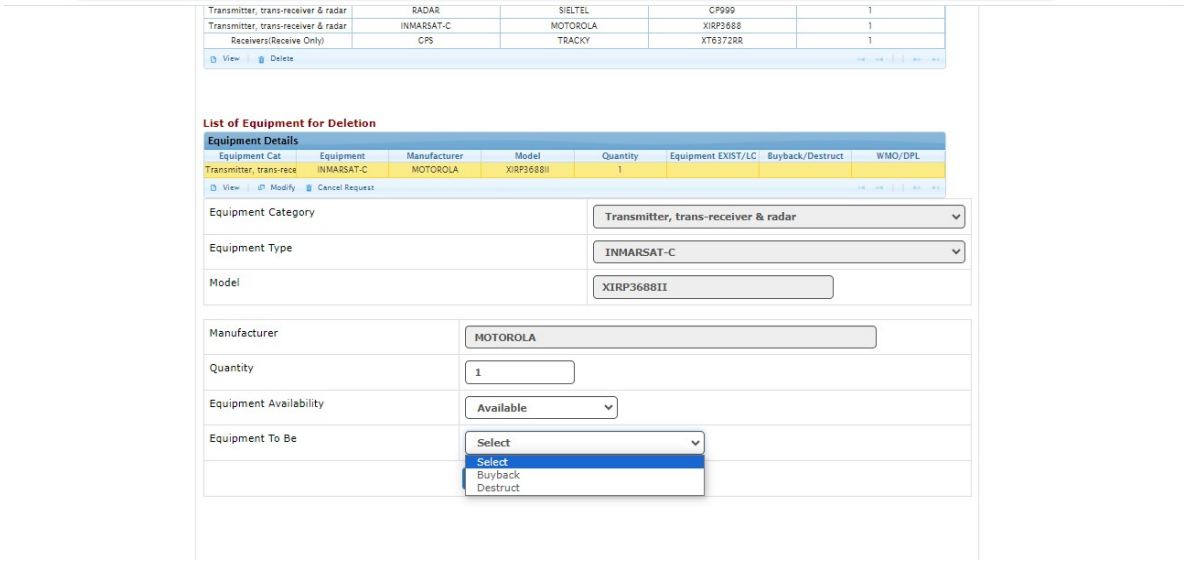

Press the modify button in new grid.



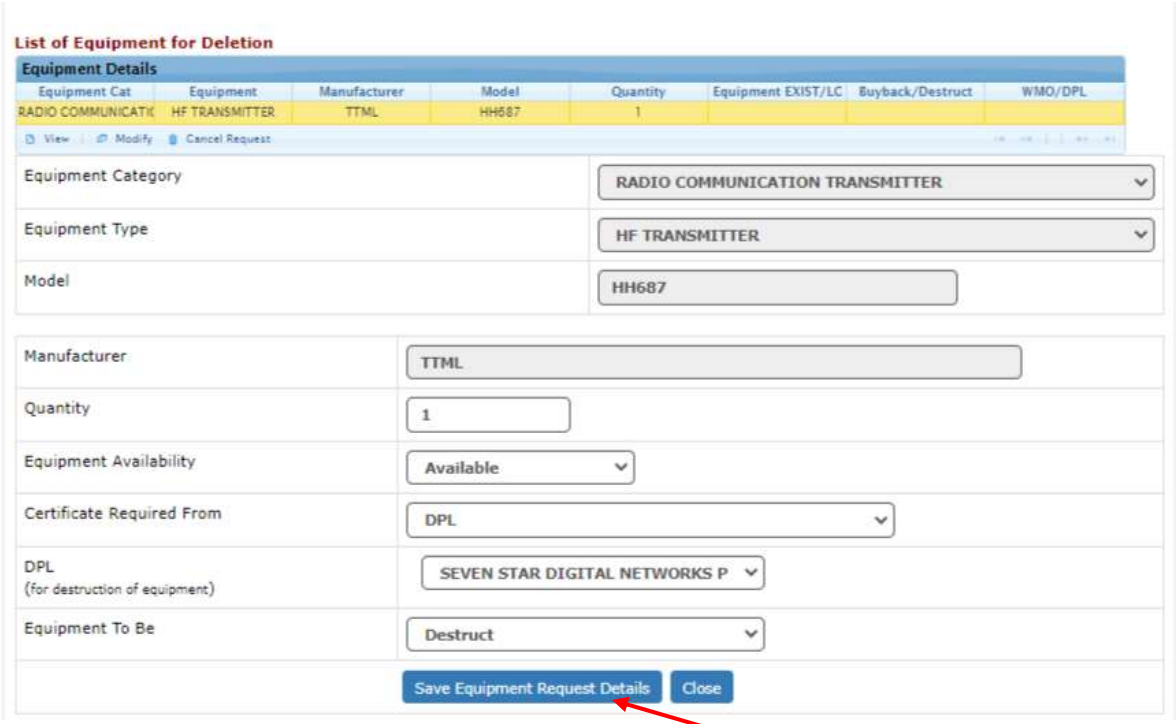
Form asking for destruction details will be populated.  Select  whether equipment is available or lost.




If equipment is selected as available then select  ”equipment to be “  --buyback or destruct.

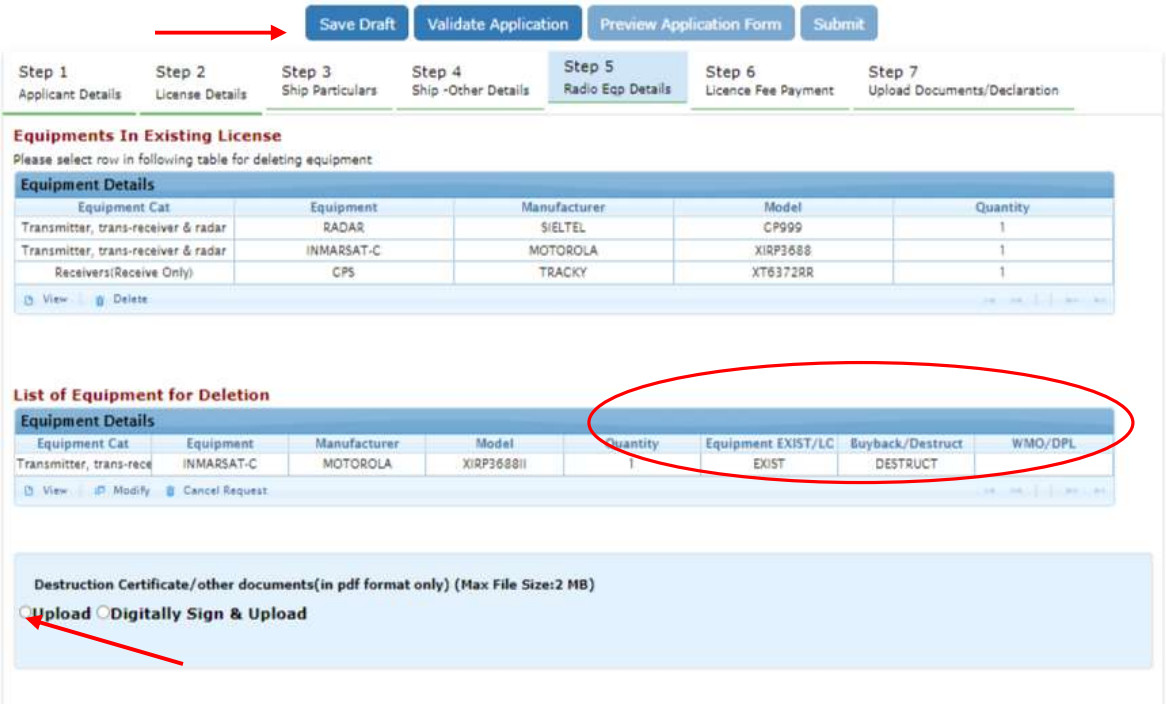



Click on “Save Equipment Request Details” button.

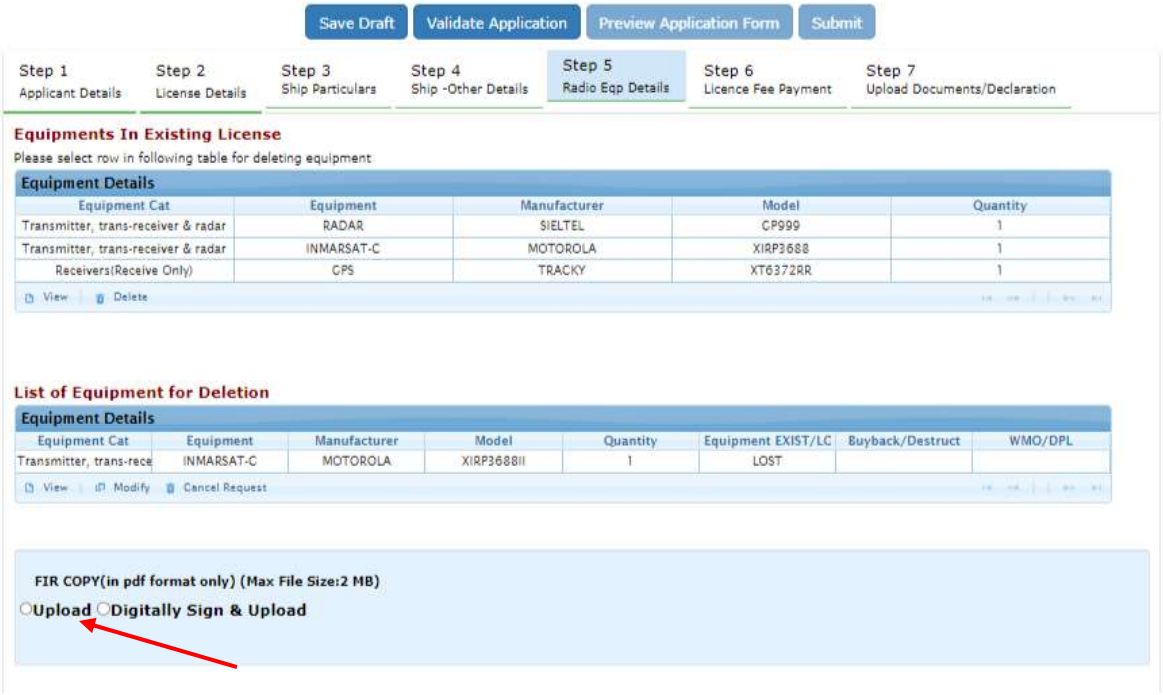



The details get saved and populated in “deletion grid”. Save the application by clicking on “SAVE DRAFT” button.

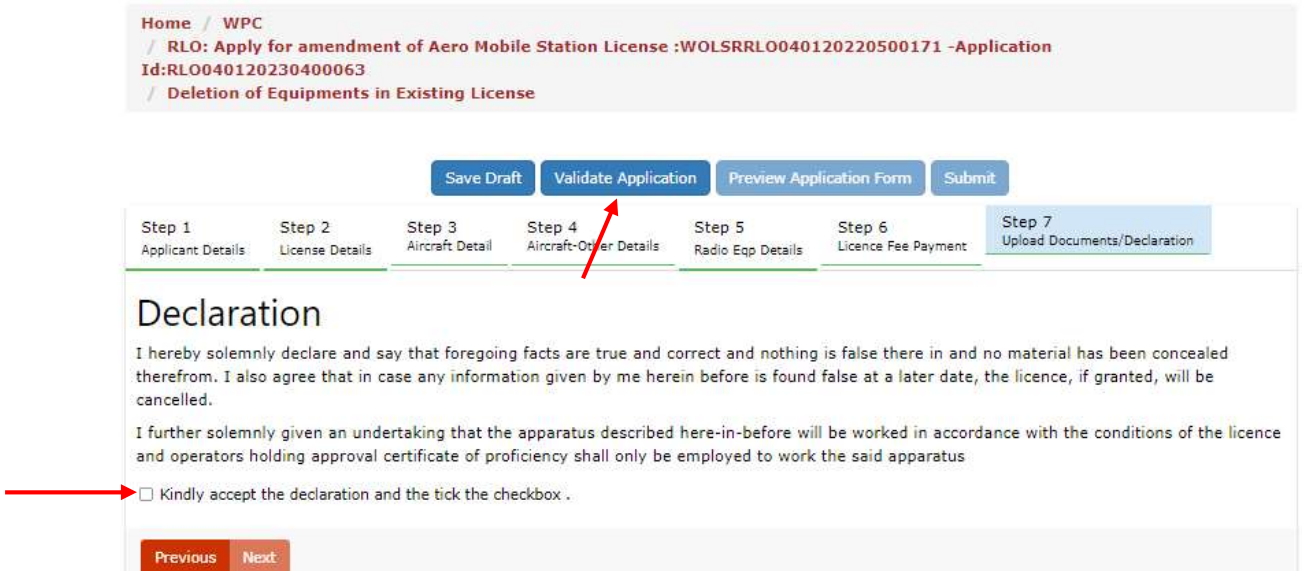
If equipment is available and to be destructed then upload the destruction certificate and other documents in single pdf digitally signed file or sign pdf digitally there itself.



If equipment is lost, then upload digitally signed FIR copy.

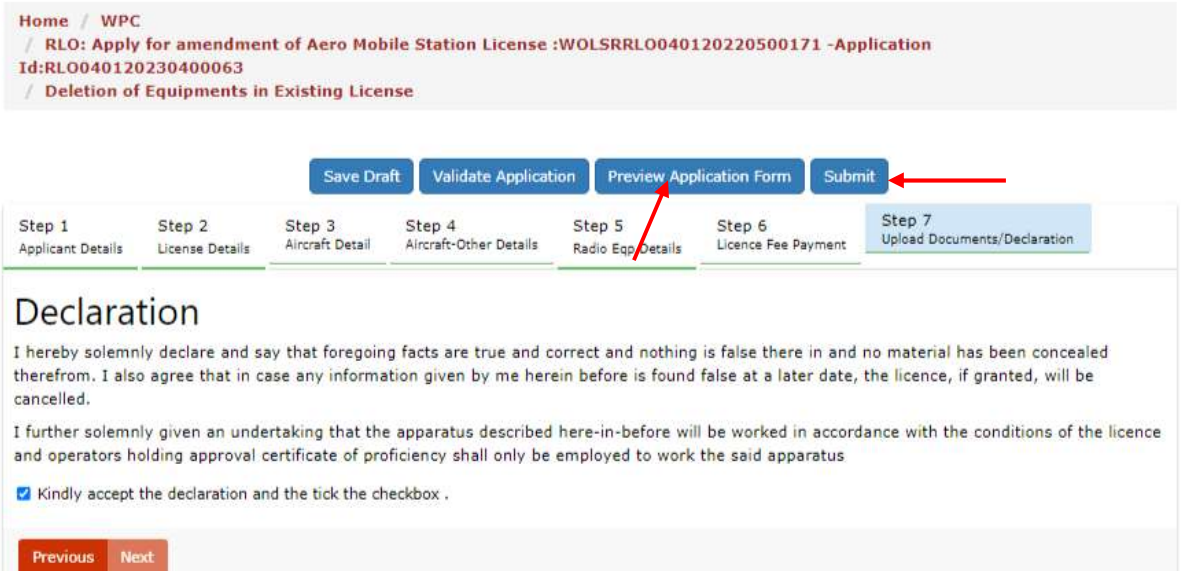



Click on “Step-7”, accept he declaration by clicking check box. Click on “validate application” button to validate it.




If validation is successful , then same will be populated and “preview application form” and “submit” button get enabled. If validation is failed then error message will be displayed. Make necessary changes as suggested in error message and again validate.

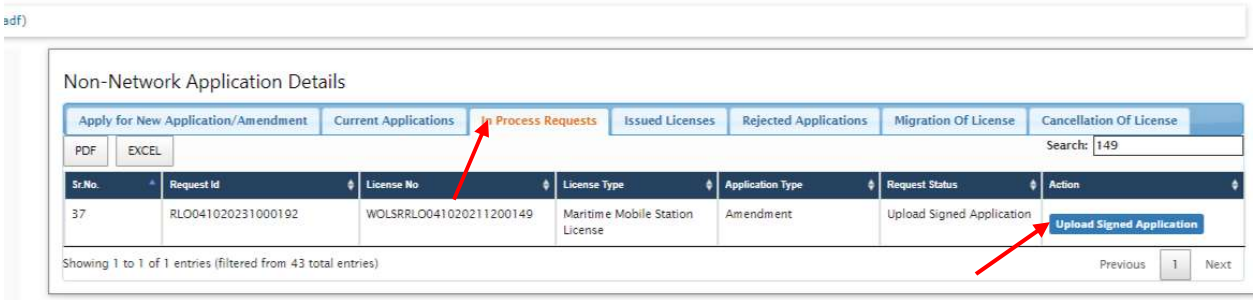
If validation is successful then submit the applicaton.




Application get submitted successfully and will be available in dashboard for next course of action.

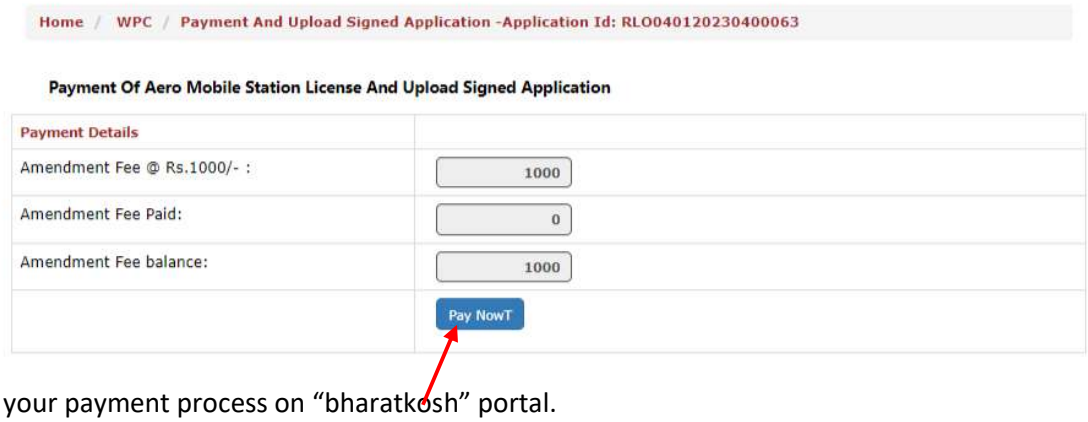



In dashboard, click on “in process request” tab , search your application and click on “upload signed application” button against your application.

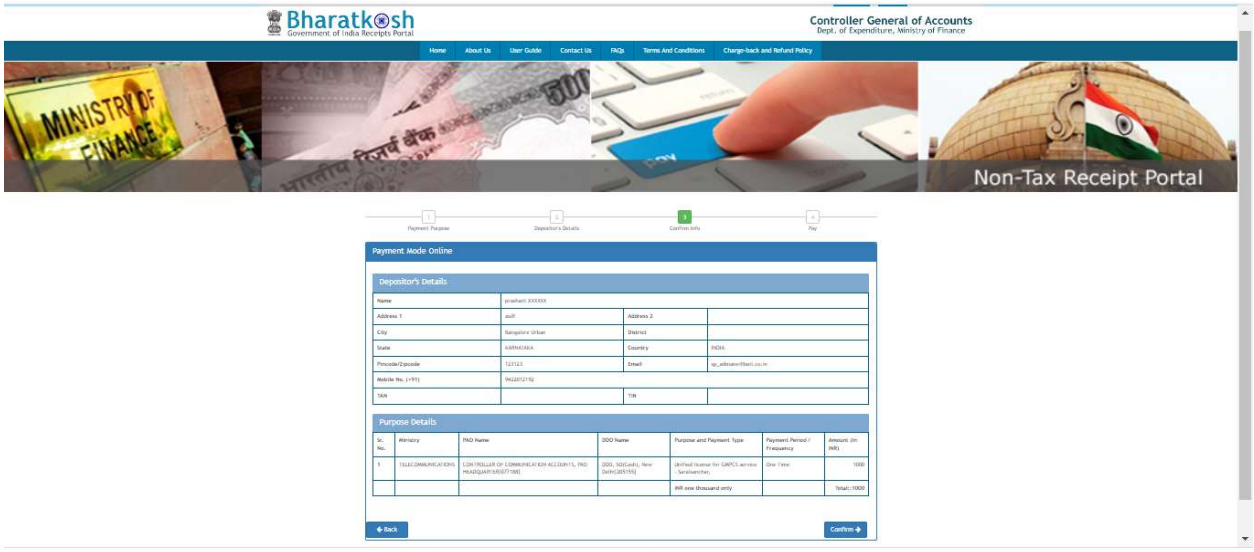


Option to pay the amendment fee will come. Click on “pay now” button ,it will direct it to bharatkosh portal.

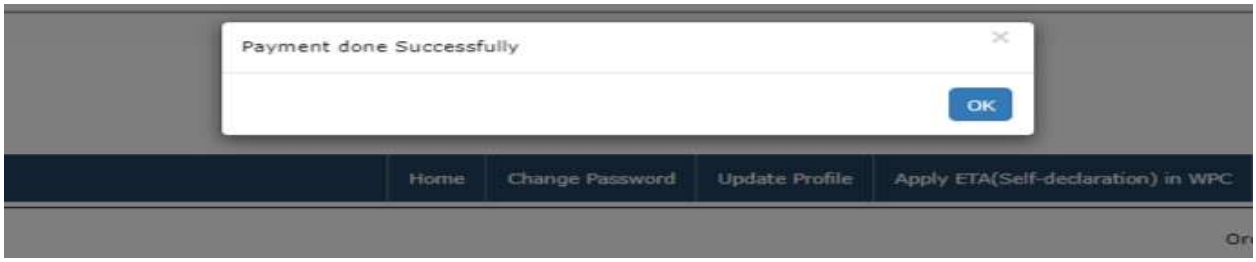
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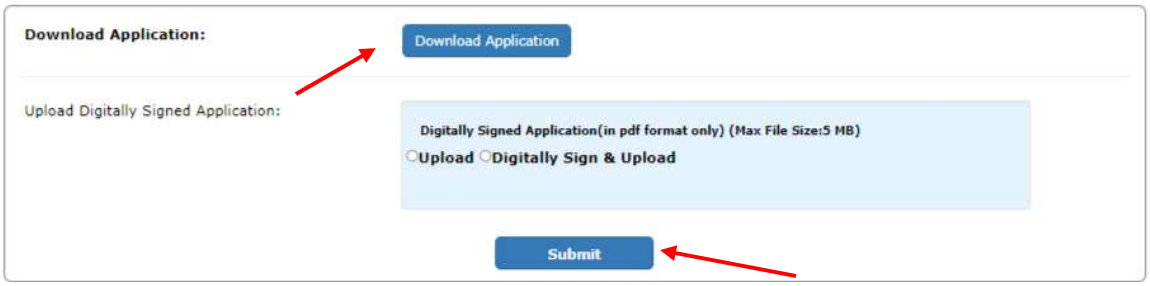

Complete your payment process on “bharatkosh” portal.



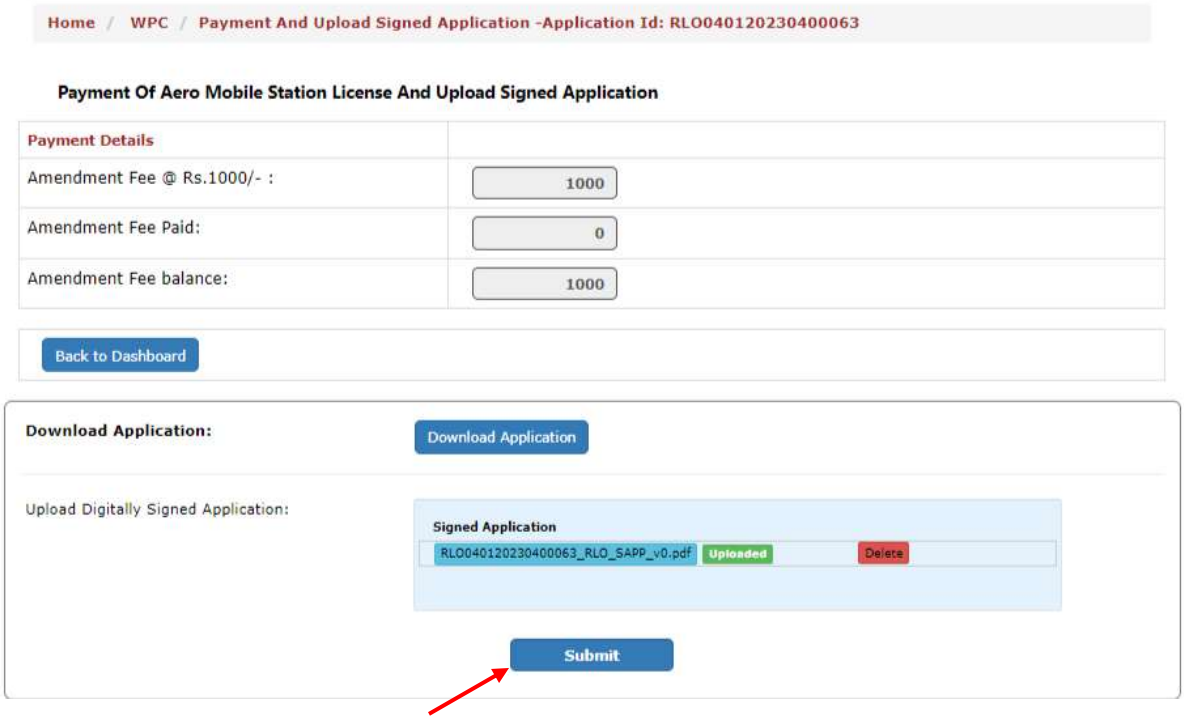

After successful payment the page will be redirected to saralsanchar showing “payment successful” message.



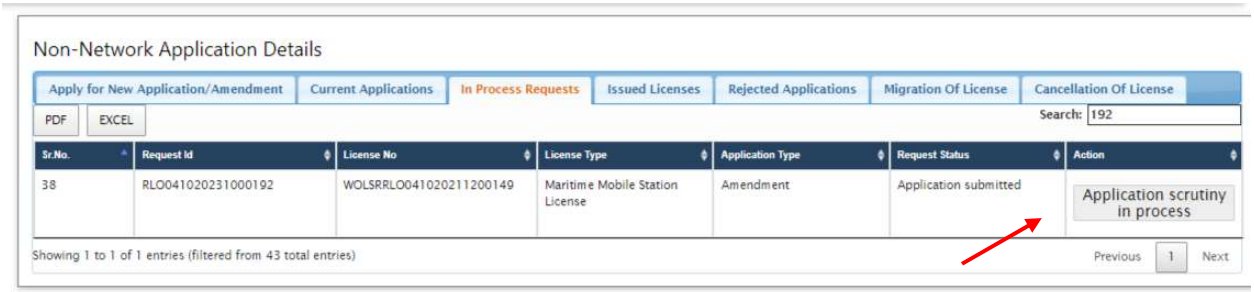

Now download the application draft by clicking “download application” tab. Digitally sign the application and upload .



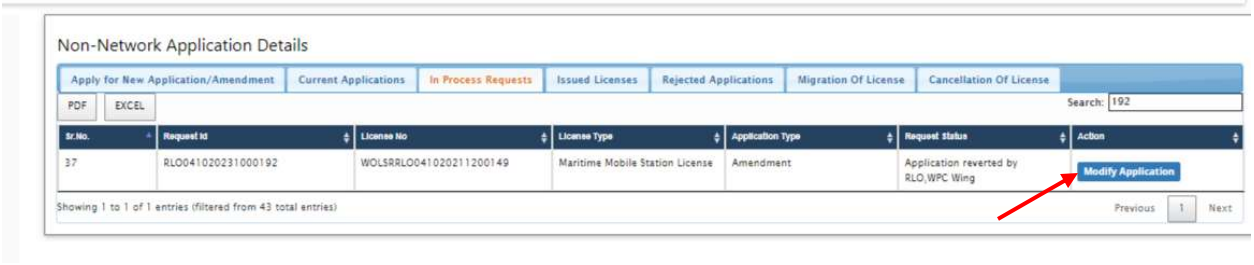

After successful upload of application file, click on “SUBMIT” button.

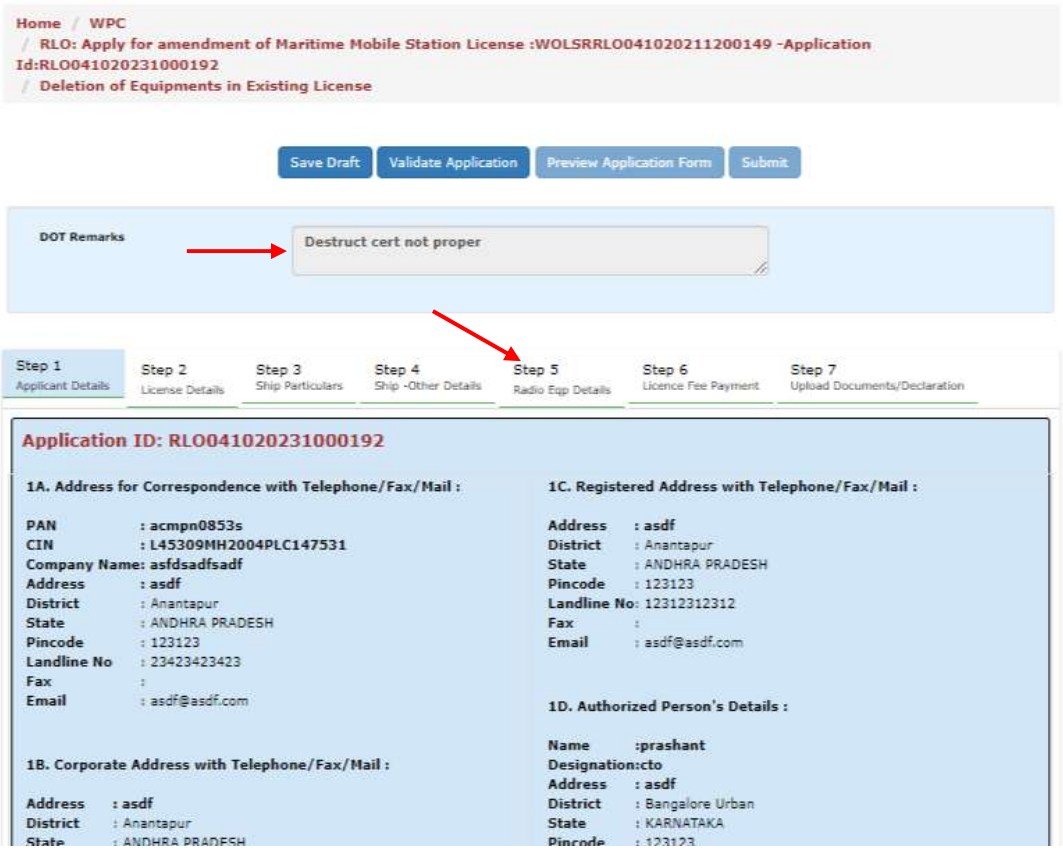



Application goes to RLO for scrutiny. The same can be seen in dashboard.



If RLO found the application is not correct  then RLO will revert the application by specifying the reasons.




Upload correct documents.

Save Draft | Validate Application | Preview Application Form | Submit

**DOT Remarks** Destruct cert not proper

Step 1 Applicant Details | Step 2 License Details | Step 3 Ship Particulars | Step 4 Ship -Other Details | Step 5 Radio Eqp Details | Step 6 Licence Fee Payment | Step 7 Upload Documents/Declaration

## List of Equipment

**Equipment Details**

| Equipment Cat | Equipment | Manufacturer | Model | Quantity |
|---|---|---|---|---|
| Transmitter, trans-receiver & radar | RADAR | SIELTEL | GP999 | 1 |
| Transmitter, trans-receiver & radar | INMARSAT-C | MOTOROLA | XIRP3688 | 1 |
| Receivers(Receive Only) | GPS | TRACKY | XT6372RR | 1 |

SL.No.1A

## List of Equipment destructed for Deletion

**Equipment Details**

| Equipment Cat | Equipment | Manufacturer | Model | Quantity | Equipment EXIST/LC | Buyback/Destruct | WMO/DPL |
|---|---|---|---|---|---|---|---|
| Transmitter, trans-rece | INMARSAT-C | MOTOROLA | XIRP5688II | 1 | EXIST | DESTRUCT | |

**Destruction Certificate/other documents(in pdf format only) (Max File Size:2 MB)**

RLO04102023100192_DES_CERT_v0.pdf | Not Verified! Plz Upload again

○Upload ○Digitally Sign & Upload

Previous | Next

## List of Equipment destructed for Deletion

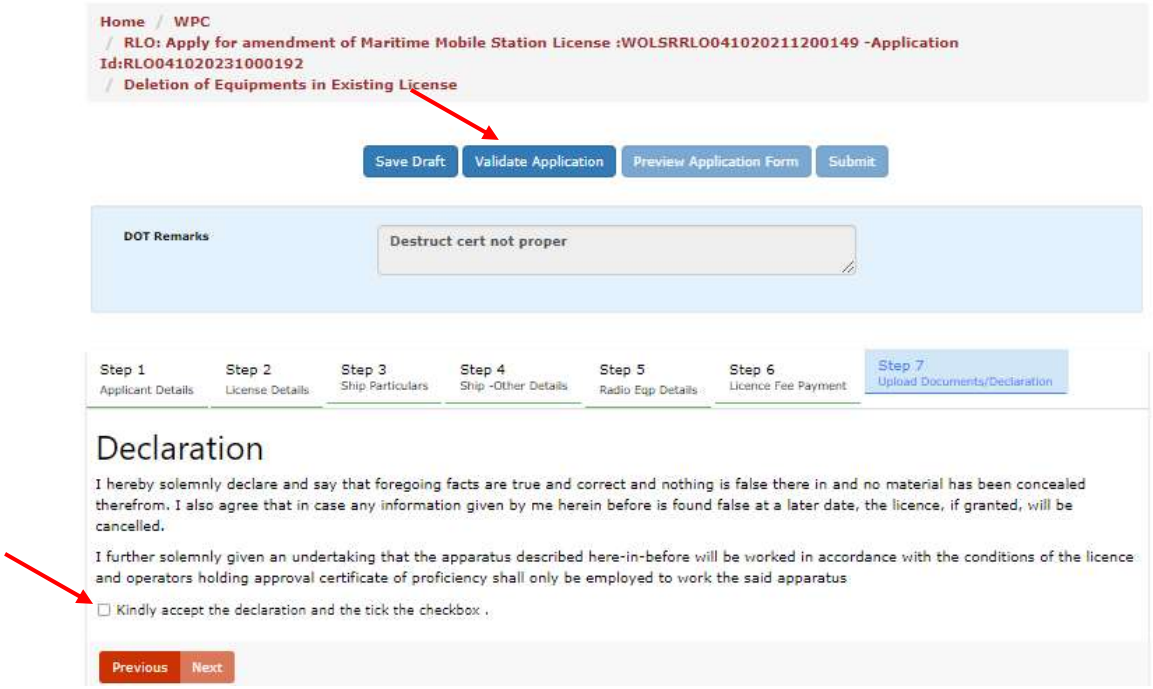
**Equipment Details**

| Equipment Cat | Equipment | Manufacturer | Model | Quantity | Equipment EXIST/LC | Buyback/Destruct | WMO/DPL |
|---|---|---|---|---|---|---|---|
| Transmitter, trans-rece | INMARSAT-C | MOTOROLA | XIRP5688II | 1 | EXIST | DESTRUCT | |

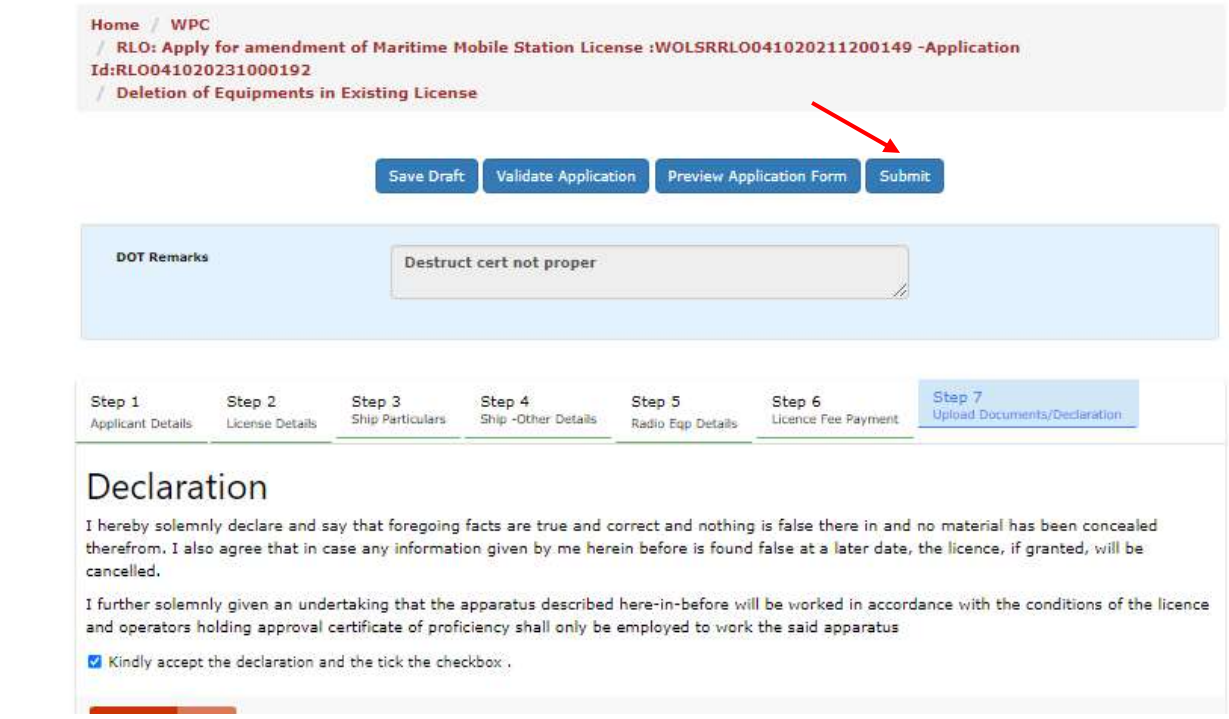
**Destruction Certificate/other documents(in pdf format only) (Max File Size:2 MB)(Name of the signer: AJOY KUMAR PANJA/Signed_on: 28-09-2022 14:10:25)**

RLO04102023100192_DES_CERT_v1.pdf | Delete | Uploaded Successfully!!!

Click on “Step-7”, accept he declaration by clicking check box. Click on “validate application” button to validate it.




If validation is successful then submit the application

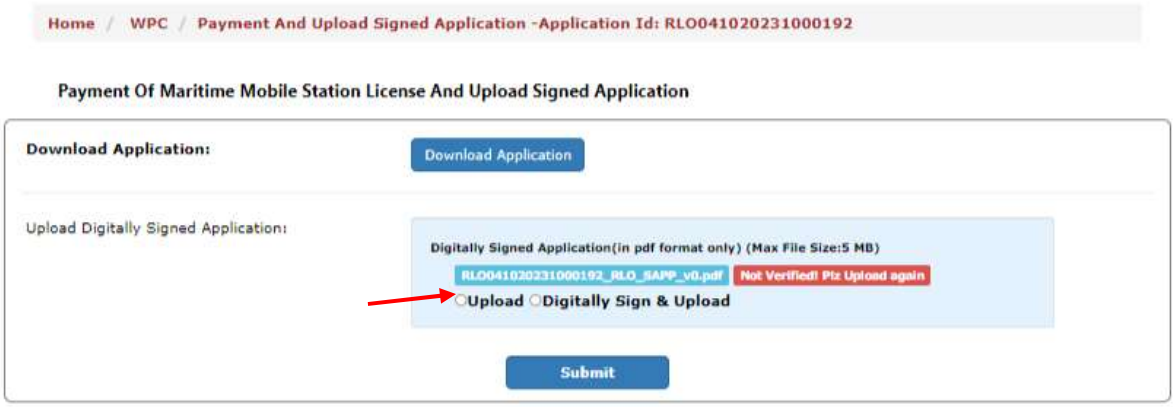


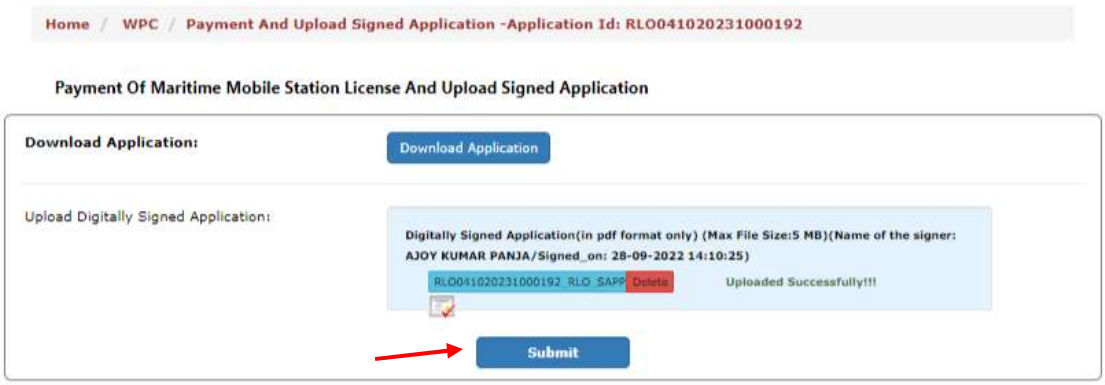

.

Once application is submitted then upload the digitally signed application again.

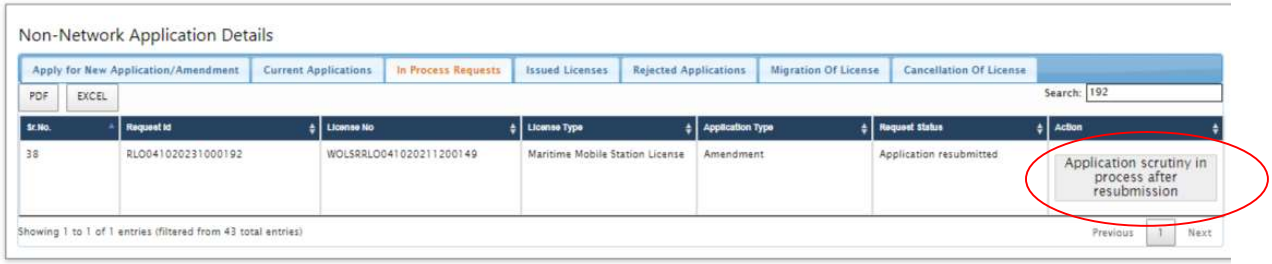



Upload digitally sign application and click on “submit” button.



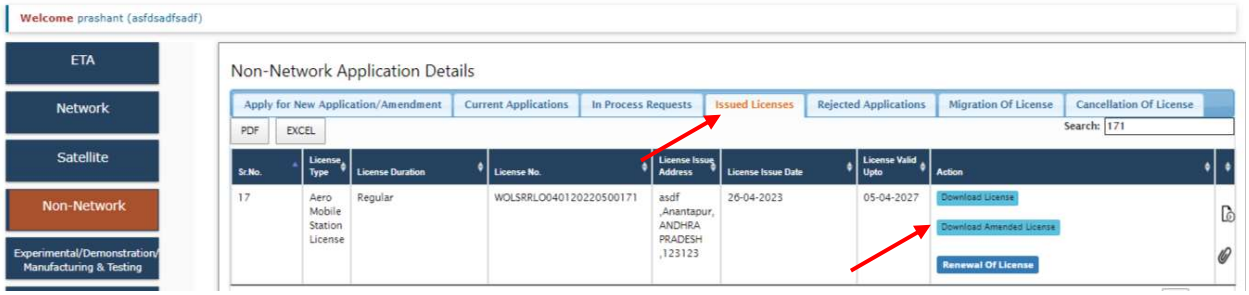




Application goes to scrutiny. The same can be found in dashboard.




If RLO found the application is correct then RLO will generate “amended License”.

RLO will issue amended license , intimation for the same will be received by licensee on sms and email. Licensee can download the amended license from dashboard.



सत्यमेव जयते

भारत सरकार
Government of India
संचार मंत्रालय
Ministry of Communications
बेतार आयोजना एवं समन्वय स्कंध
Wireless Planning and Co-ordination Wing

वायुयान स्टेशन अनुज्ञप्ति
**AIRCRAFT STATION LICENCE**
**LICENCE DE STATION D AERONEF**
**LICENCIA DE LA ASTACION DE AERONAVE**

version:- 3 तारीख/Date: 26-04-2023
वायुयान स्टेशन अनुज्ञप्ति अवसान की दिनांक
License No. WOLSRRLO040120220500171 Valid Upto: 05-04-2027

| | | |
|---|---|---|
| 1 | अनुज्ञप्तिधारी का नाम और पता<br>Name and address of Licensee | M/S asfdsadfsadf<br>asdf<br>Anantapur, ANDHRA PRADESH-123123 |
| 2. | (i)संज्ञा चिन्ह या पहचान के अन्य चिन्ह<br>Call Sign or other Identification<br>(ii) Certificate of registration No,date<br>(iii)सेलेक्टिव काल सं. यदि कोई हो<br>Selective call No., If any | VT-921<br>Bint/t171, Category sp Dated 06-04-2022<br>57757 |
| 3. | किस प्रकार की सेवा की गई<br>Nature of service performed | Restricted Correspondence |

4. अनुज्ञापित उपकरण का वर्णन:
**Description of licensed apparatus**

क – रेडियो संचार प्रेषित्र
**A - Radiocommunication Transmitters**

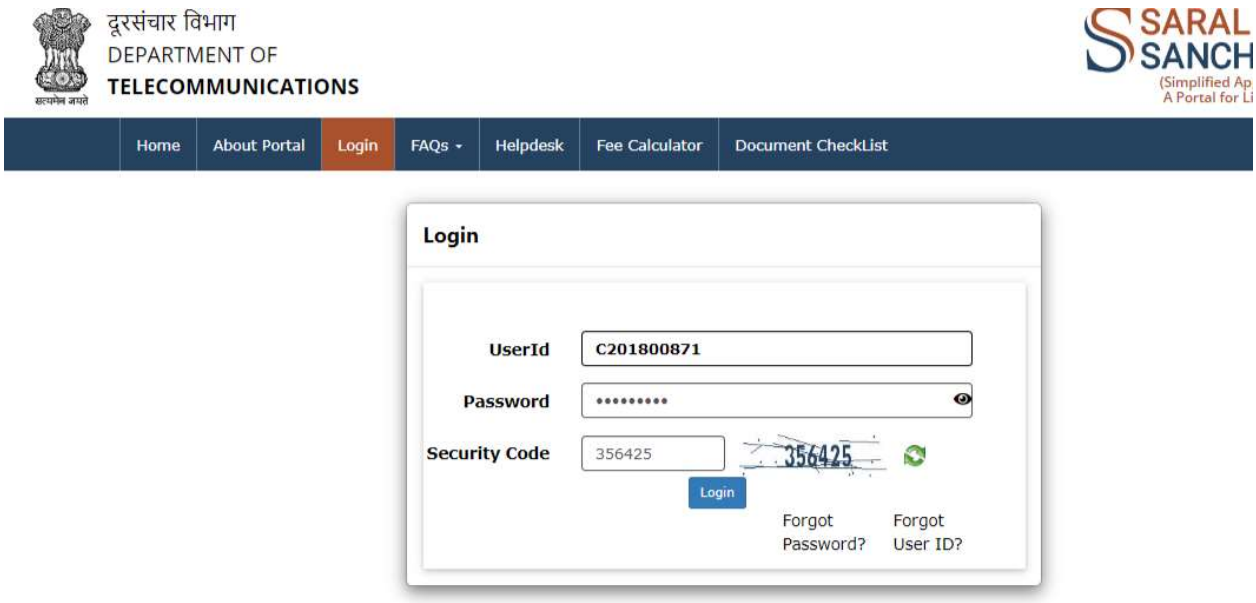
| | उपकरण का नाम<br>**Equipment Name** | विनिर्माता<br>**Manufacturer** | टाइप संख्या<br>**Type No.** | मात्रा<br>**Quantity** | निर्गम निर्धारण शक्ति<br>**Rated Output Power** | आवृत्ति परिसर<br>**Frequency Range** | उत्सर्जन<br>**Emission** |
|---|---|---|---|---|---|---|---|
| मुख्य<br>Main | HF TRANSMITTER | MOTOROLA | G54F | | 4.000 KW | 453.000-456.000 MHz | 350M F7E |

ख – रेडियो संचार अभिग्रहित्र
**B - Radiocommunication Receivers**

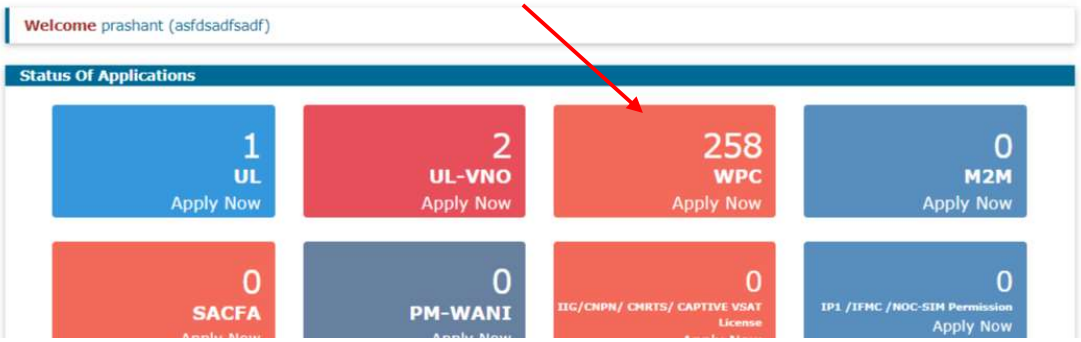
| | उपकरण का नाम<br>**Equipment Name** | विनिर्माता<br>**Manufacturer** | टाइप संख्या<br>**Type No.** | मात्रा<br>**Quantity** | आवृत्ति परिसर<br>**Frequency Range** |
|---|---|---|---|---|---|

# REPLACMENT OF EQUIPMENT

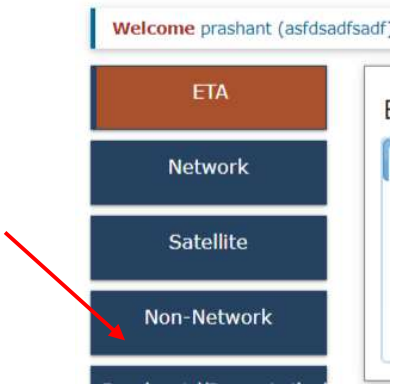
Login with Saralsanchar credentials.



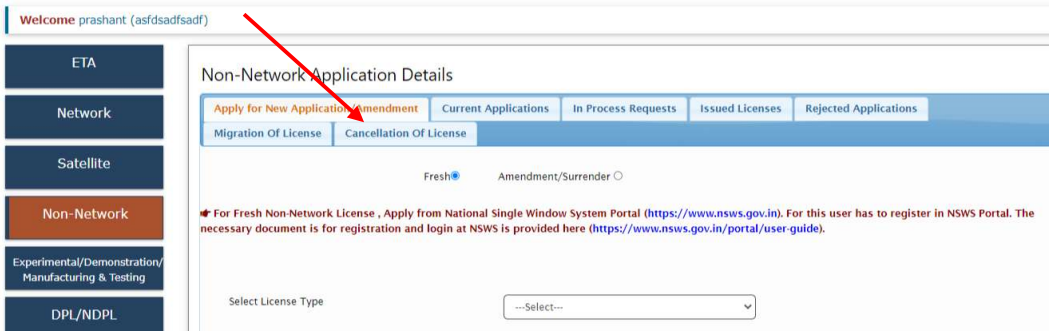

Click on “WPC” block.



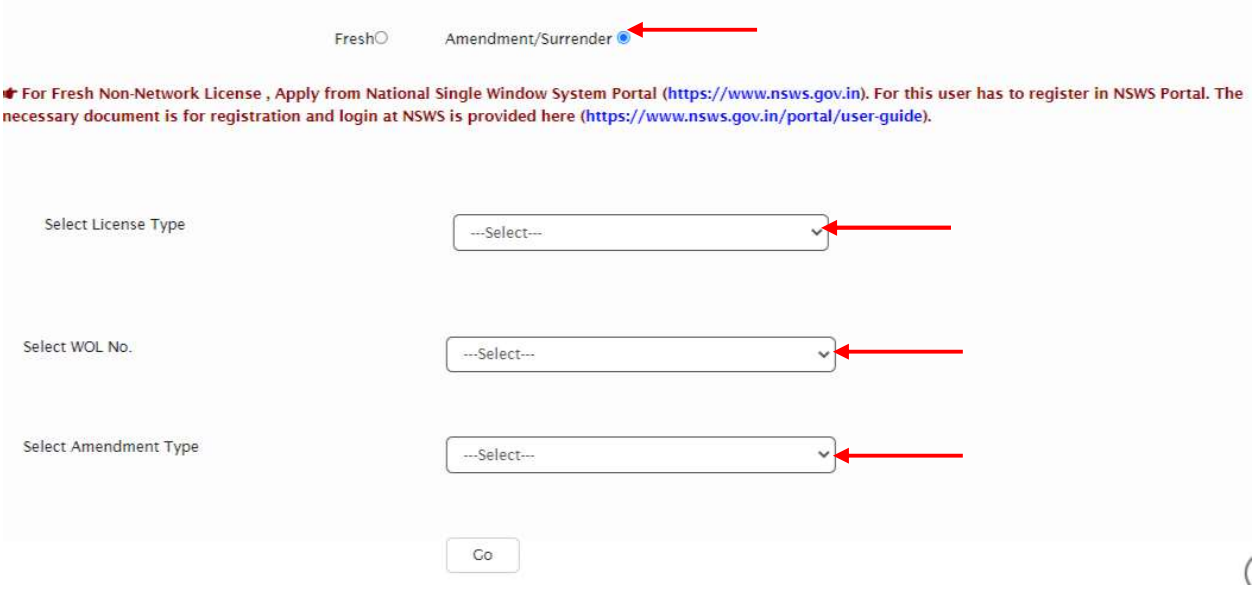

Click on “Non Network” tab.



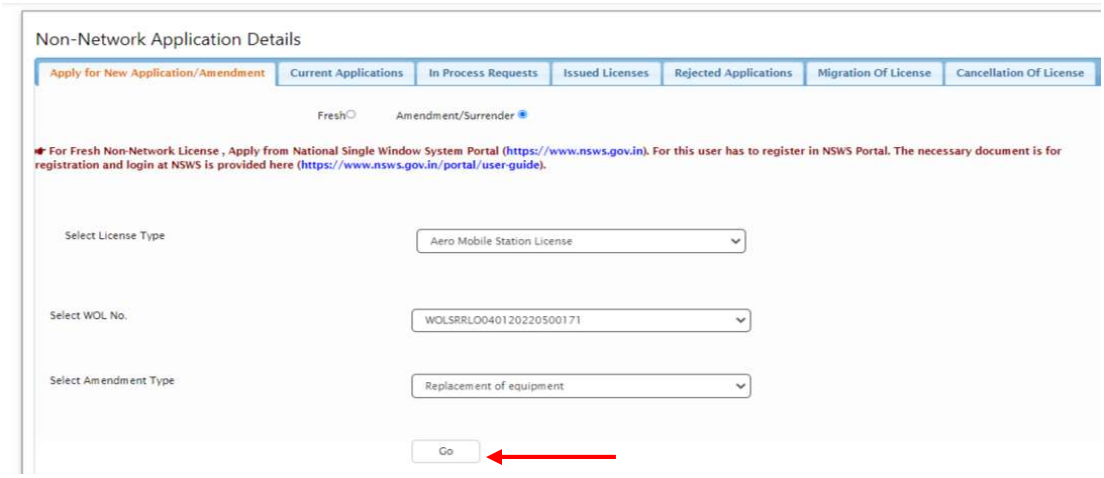
Click on “Apply for New Application/Amendment” tab.



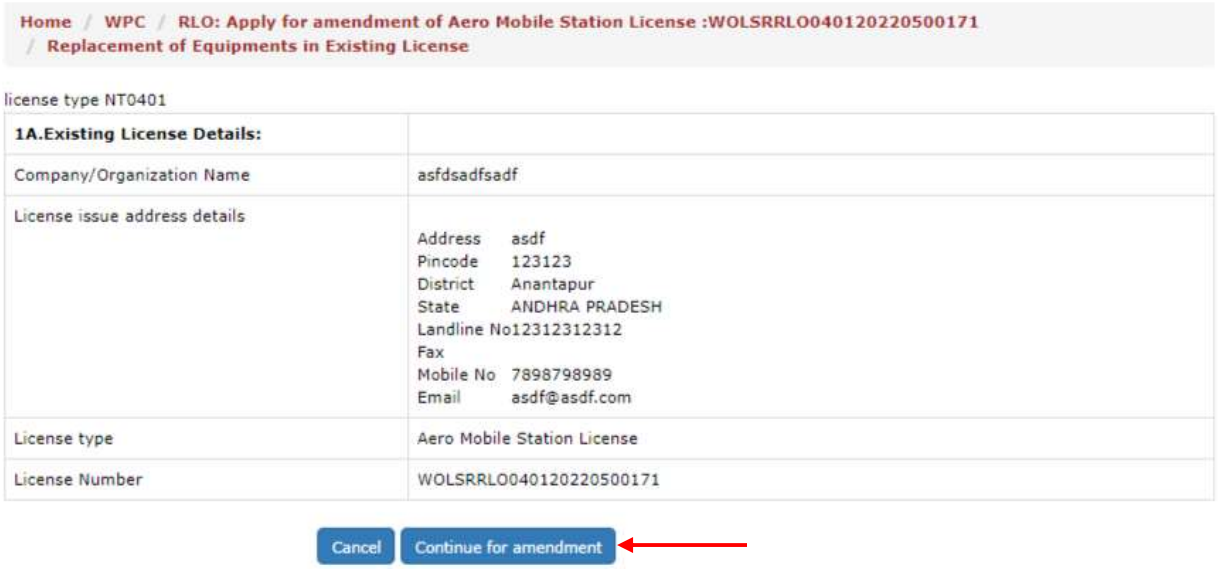

Clcik on “amendment/surrender” radio button. Select license type, select license no. against which amendment is required. Select amendment type as “replacement of equipment”.



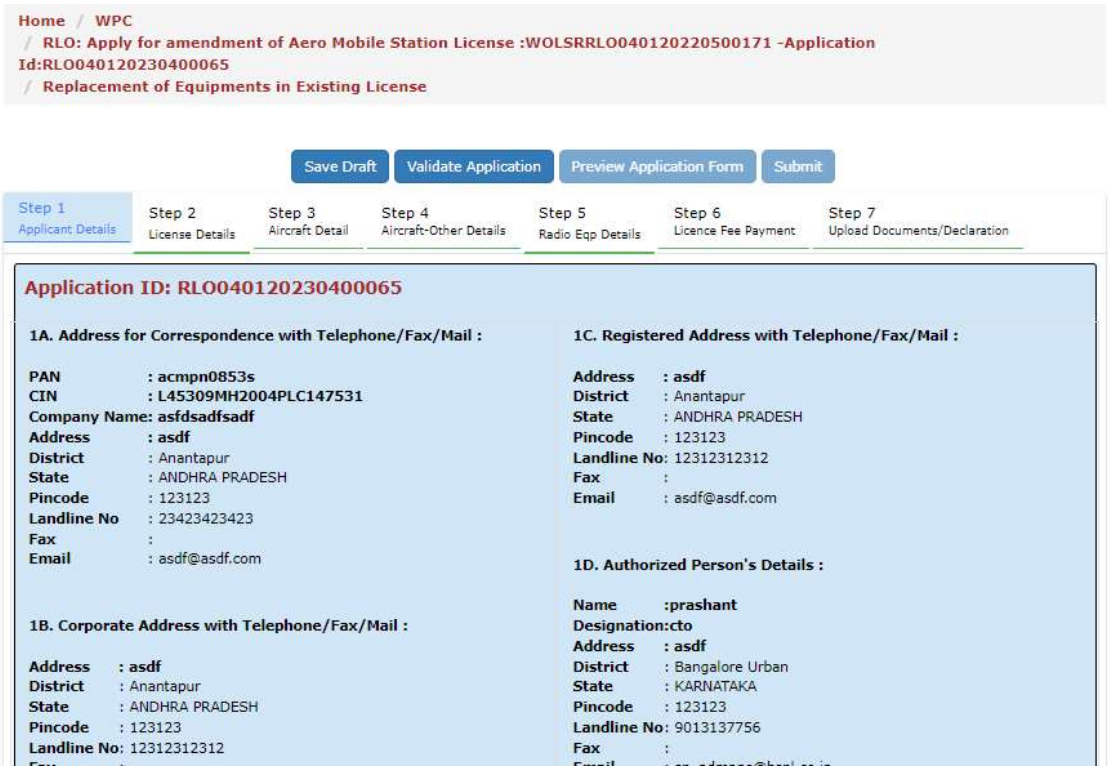

Click on “go” button to proceed further.



Confirmation page showing basic details of license will open. Just click “continue for amendment” button to generate application Id.

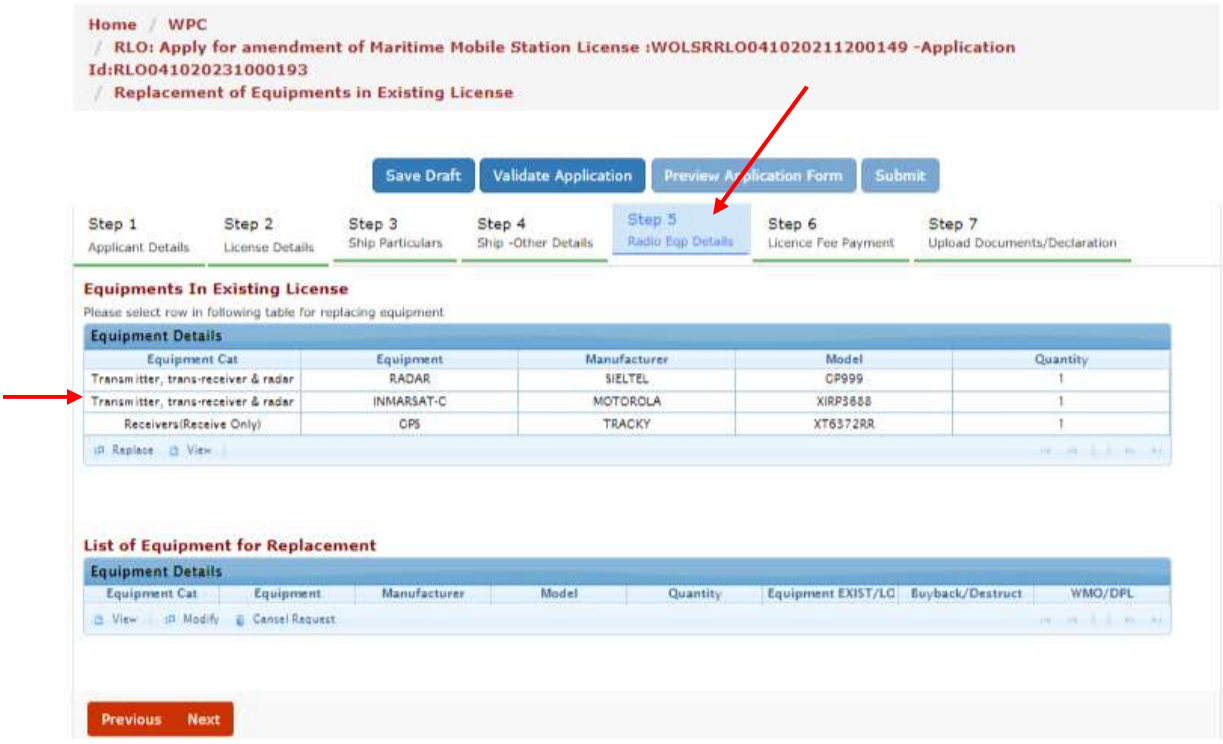



Application Id get generated and application will open. Step-1 to Step-4 shows all licensee details and vehicle details .

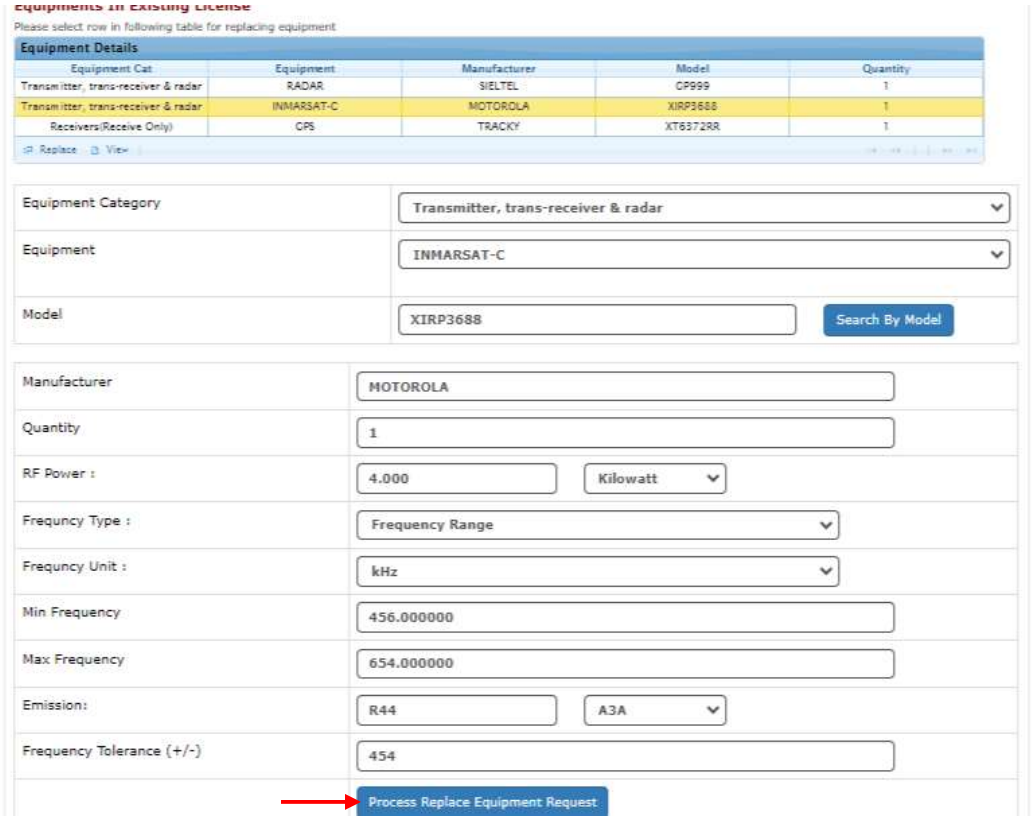


Click on “step-5” to  make amendment in equipments.

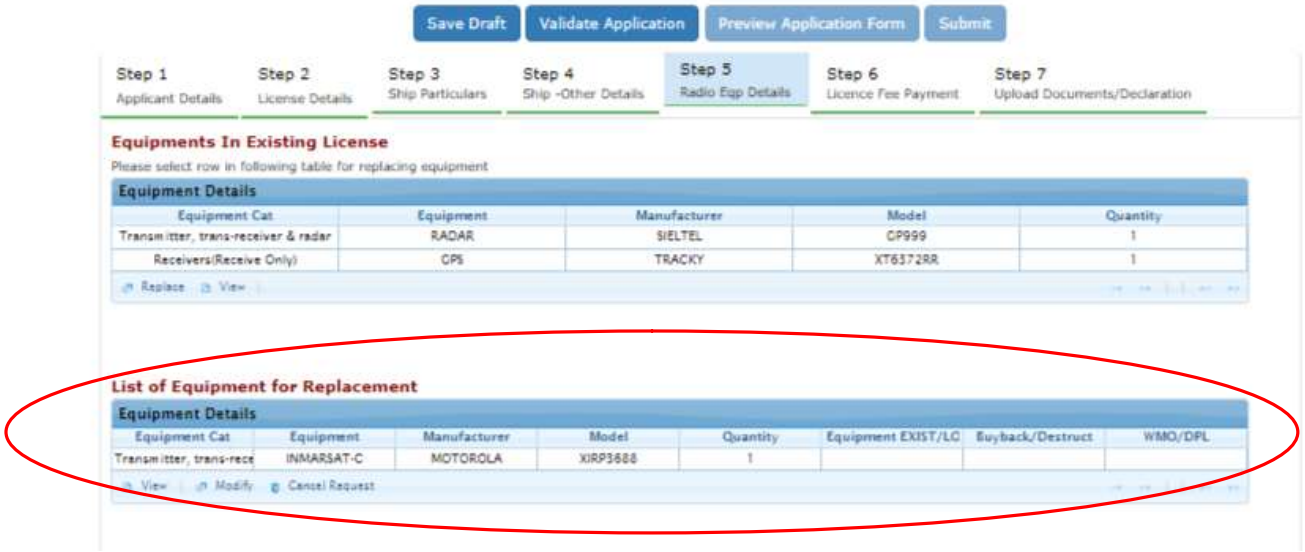
Grid showing existing equipments will appear.  Select the row of equipment to be replaced and click “replace” button.



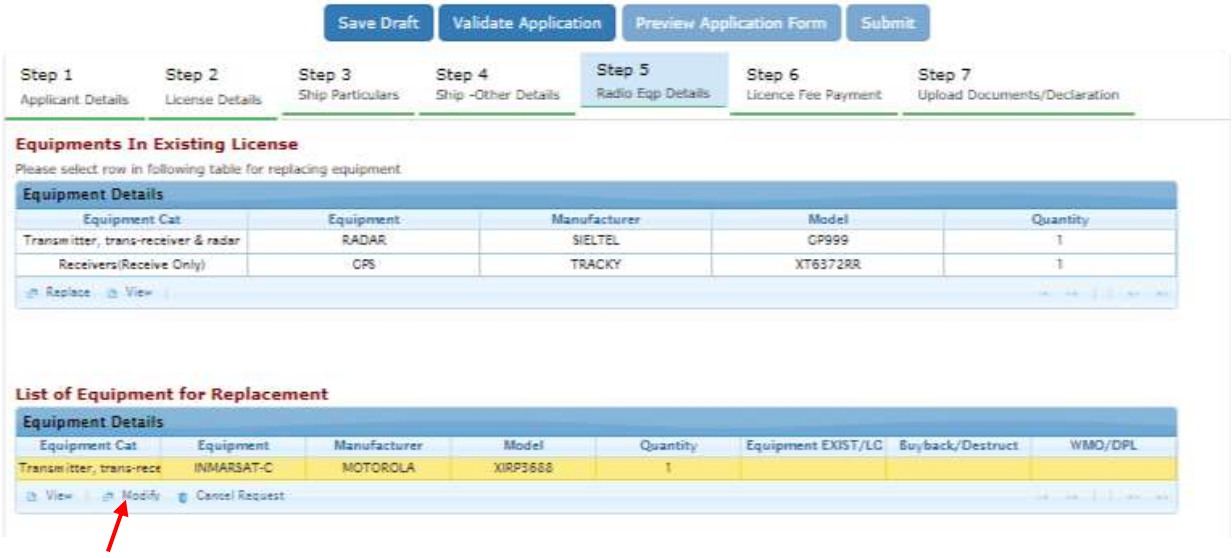

The form showing equipment details will appear. Click on “process replace equipment request”.



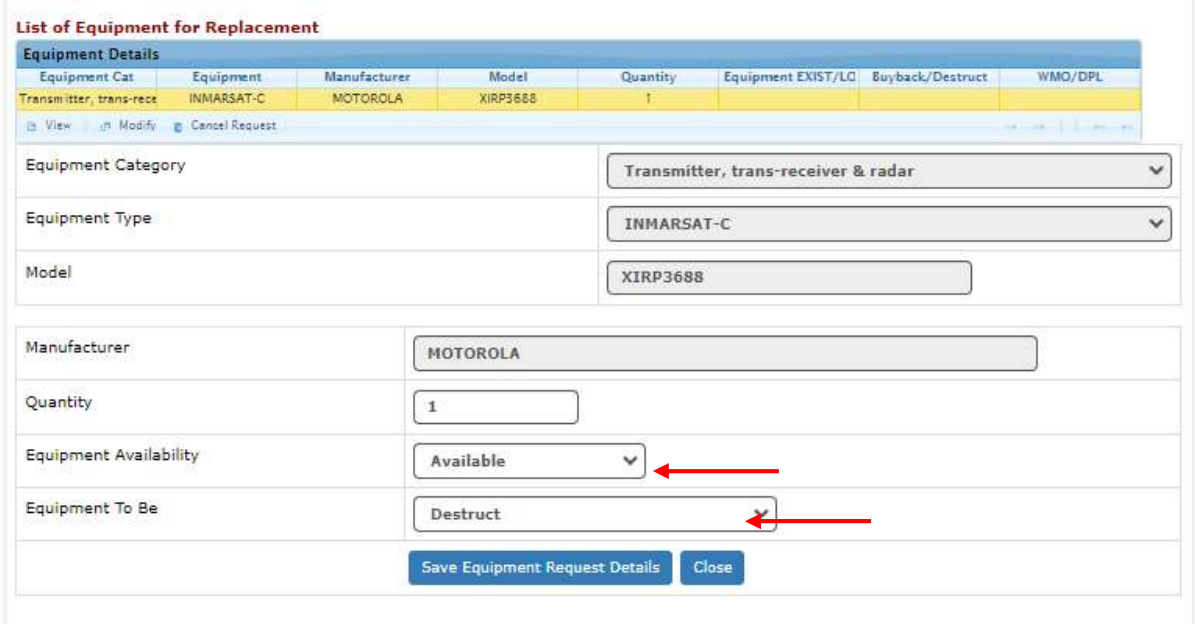
The new grid “list of equipment ofr replacement” appear with equipment selected for equipment.



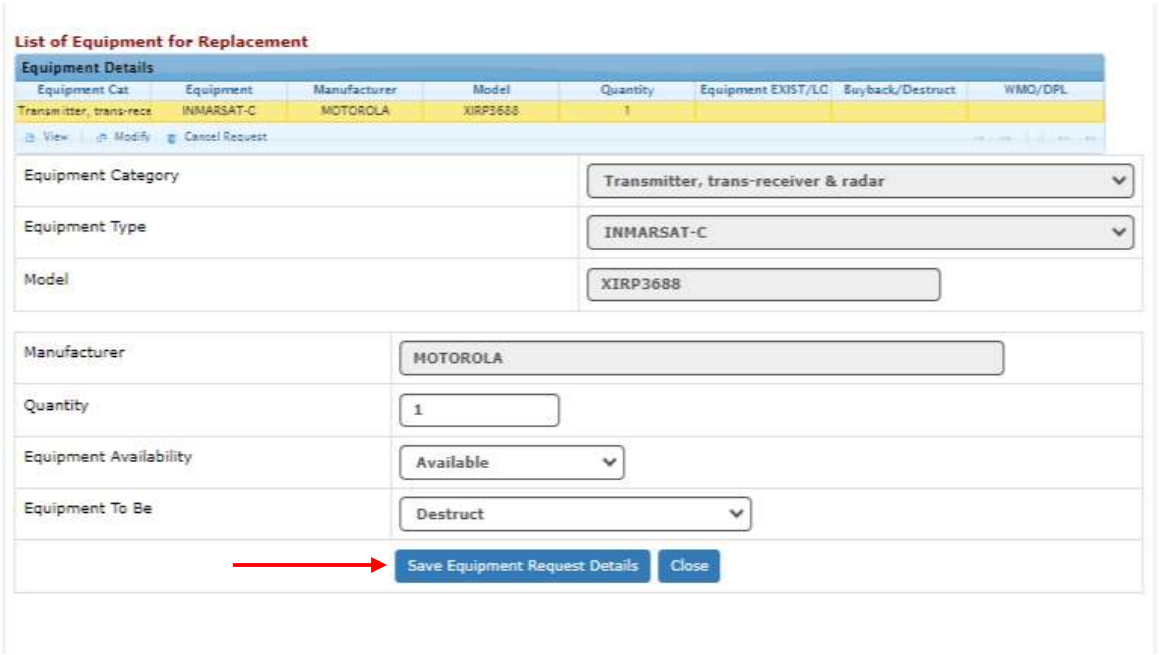

Select the row of equipment to be replaced from “list of equipment for replacement” grid and press “modify” button.



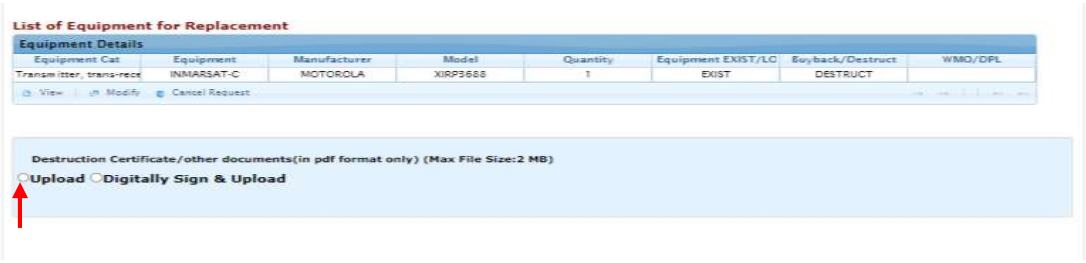

The form asking destruction details get populated. Select whether equipment available or lost. If equipment is lost then upload the FIR copy. If equipment is available then select whether to destruct or buyback the equipment.



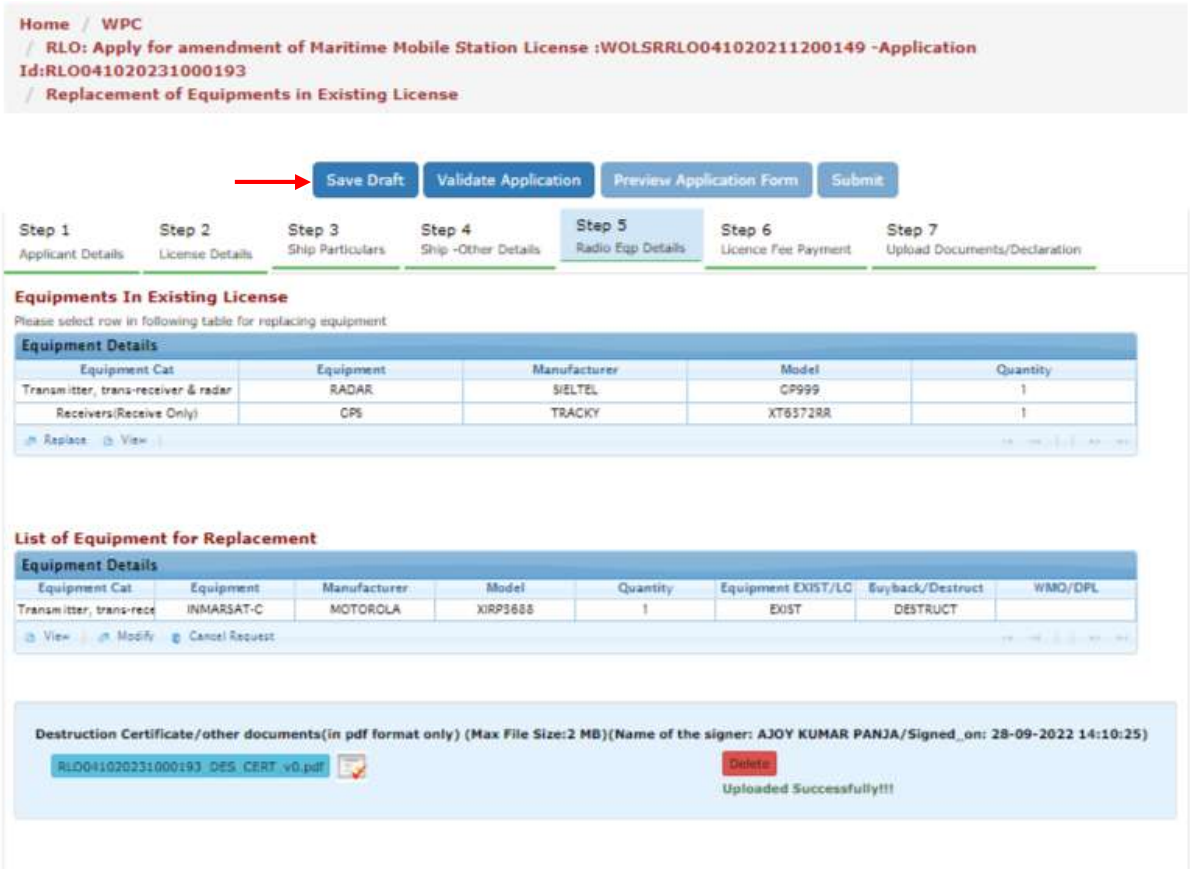

Click on “save equipment request details “ button after complete filling of form.




The details get saved and reflects in “list of equipment for replacement” grid. If equipment is available and to be destructed then upload destruction certificate and other documents in single pdf file.



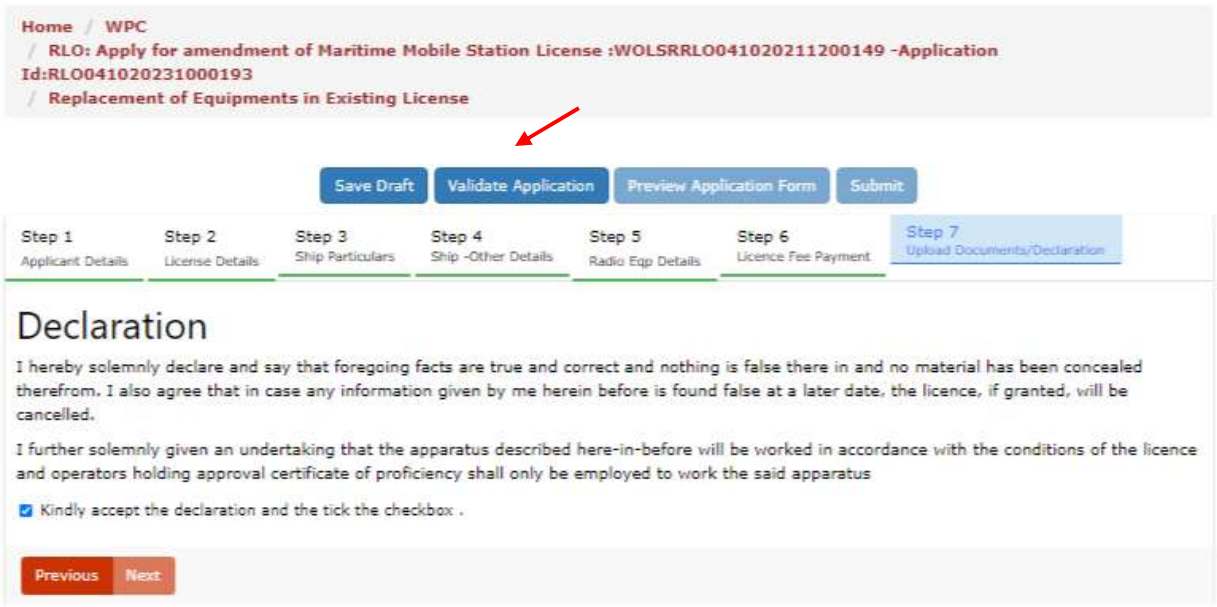
Clcik on “save draft” button to save the application.




Go to “Step-7” , accept the declaration

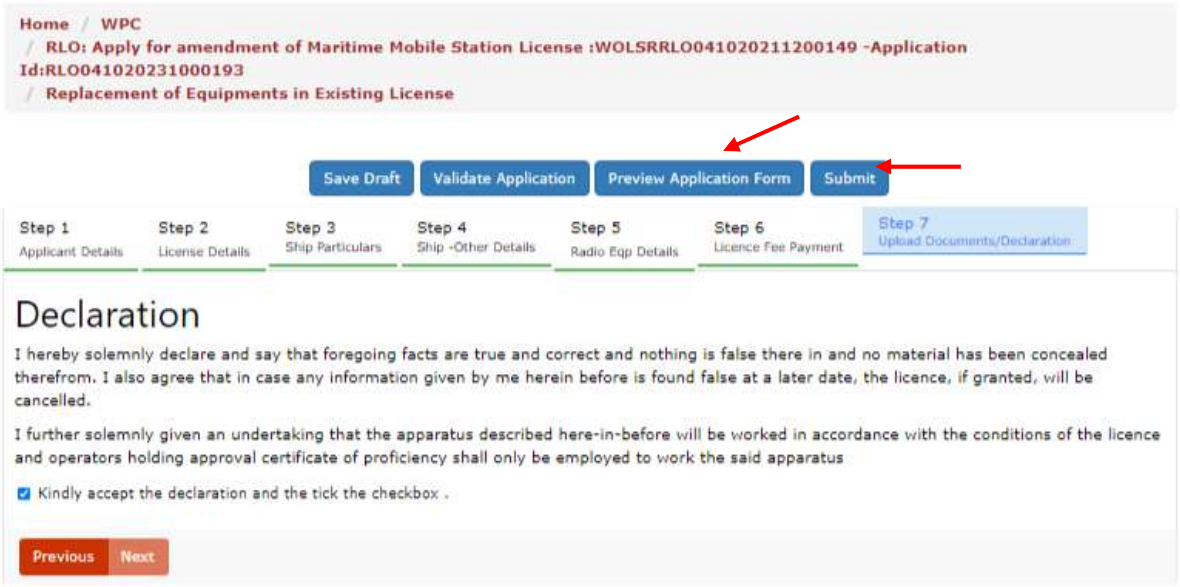



Click on “validate application” button to validate application.




If validation is successful, then same will be populated and “preview application form” and “submit” button get enabled. If validation is failed then error message will be displayed. Make necessary changes as suggested in error message and again validate.

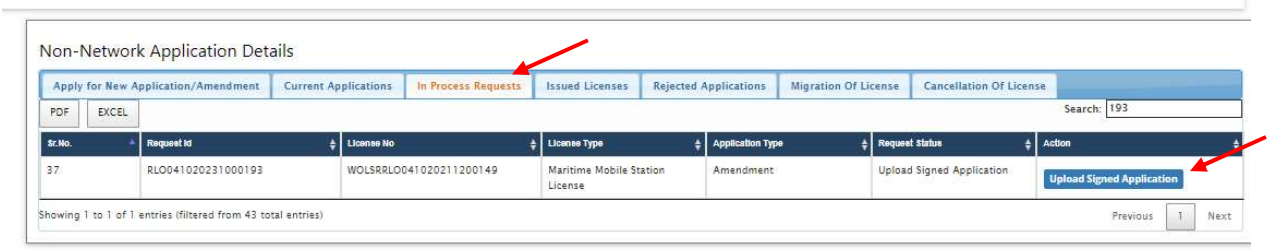
If validation is successful then submit the application



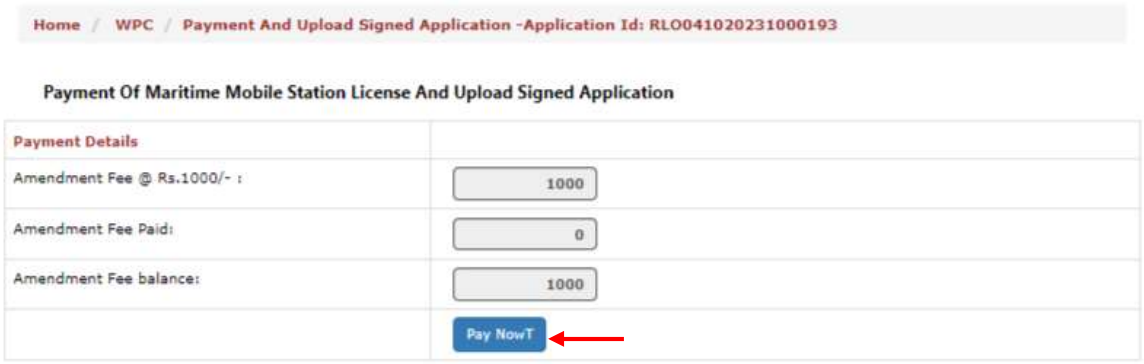

Application get submitted successfully and will be available in dashboard for next course of action.



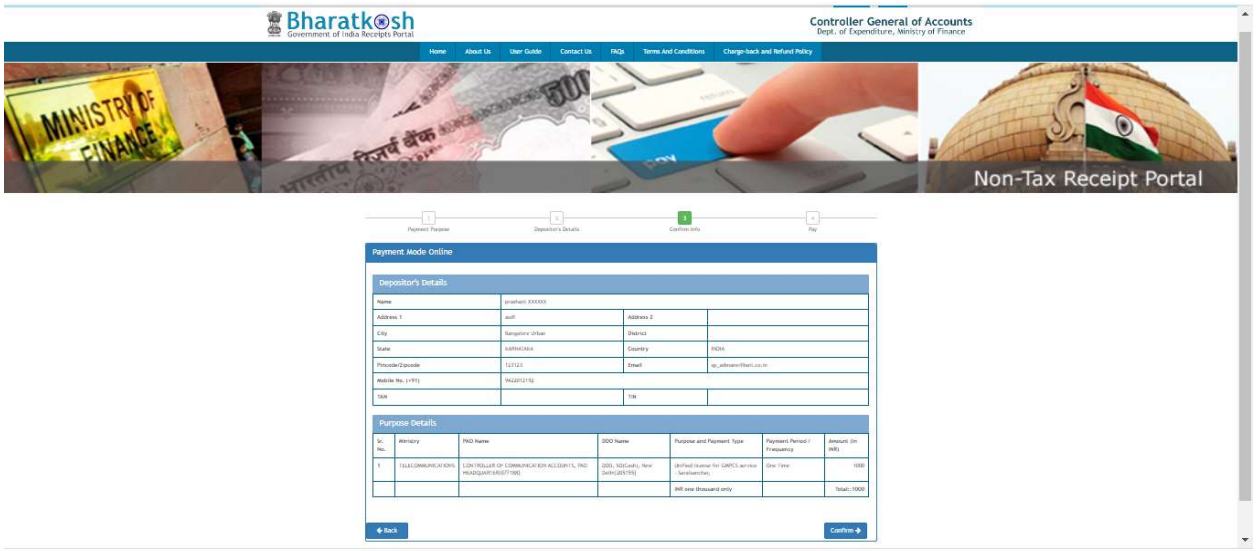

In dashboard, click on “in process request” tab , search your application and click on “upload signed application” button against your application.



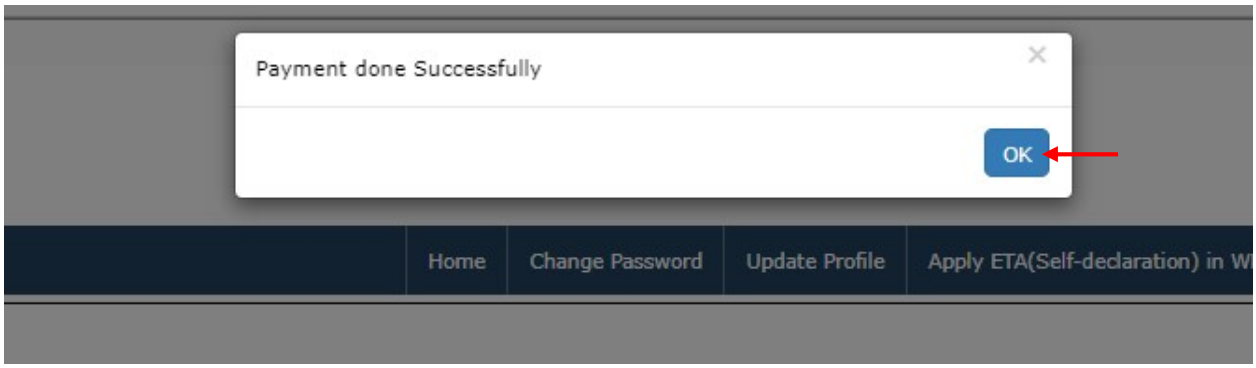

Here, it will prompt to make payment. Click on “Pay Now” .



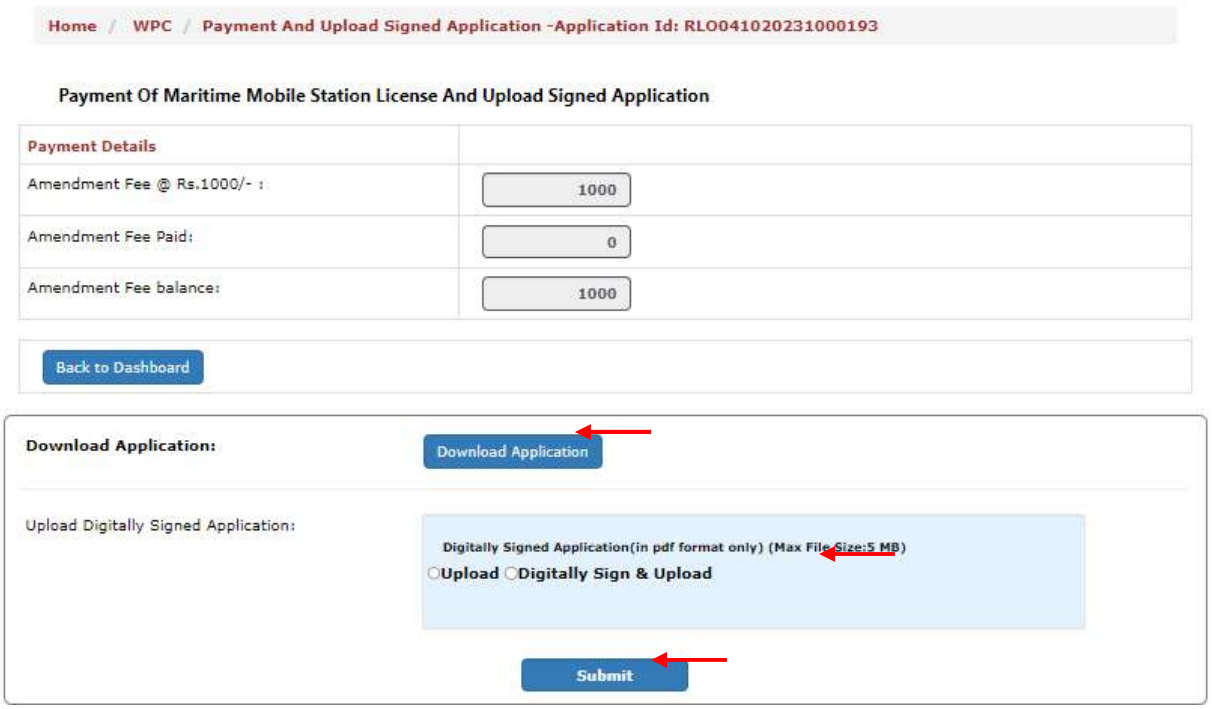

Complete your payment process on “bharatkosh” portal.




After successful payment the page will be redirected to saralsanchar showing “payment successful” message.



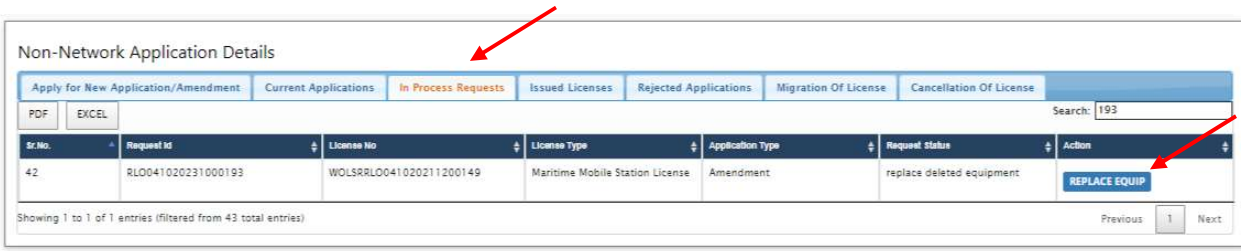

Now download the application draft by clicking “download application” tab. Digitally sign the application and upload.

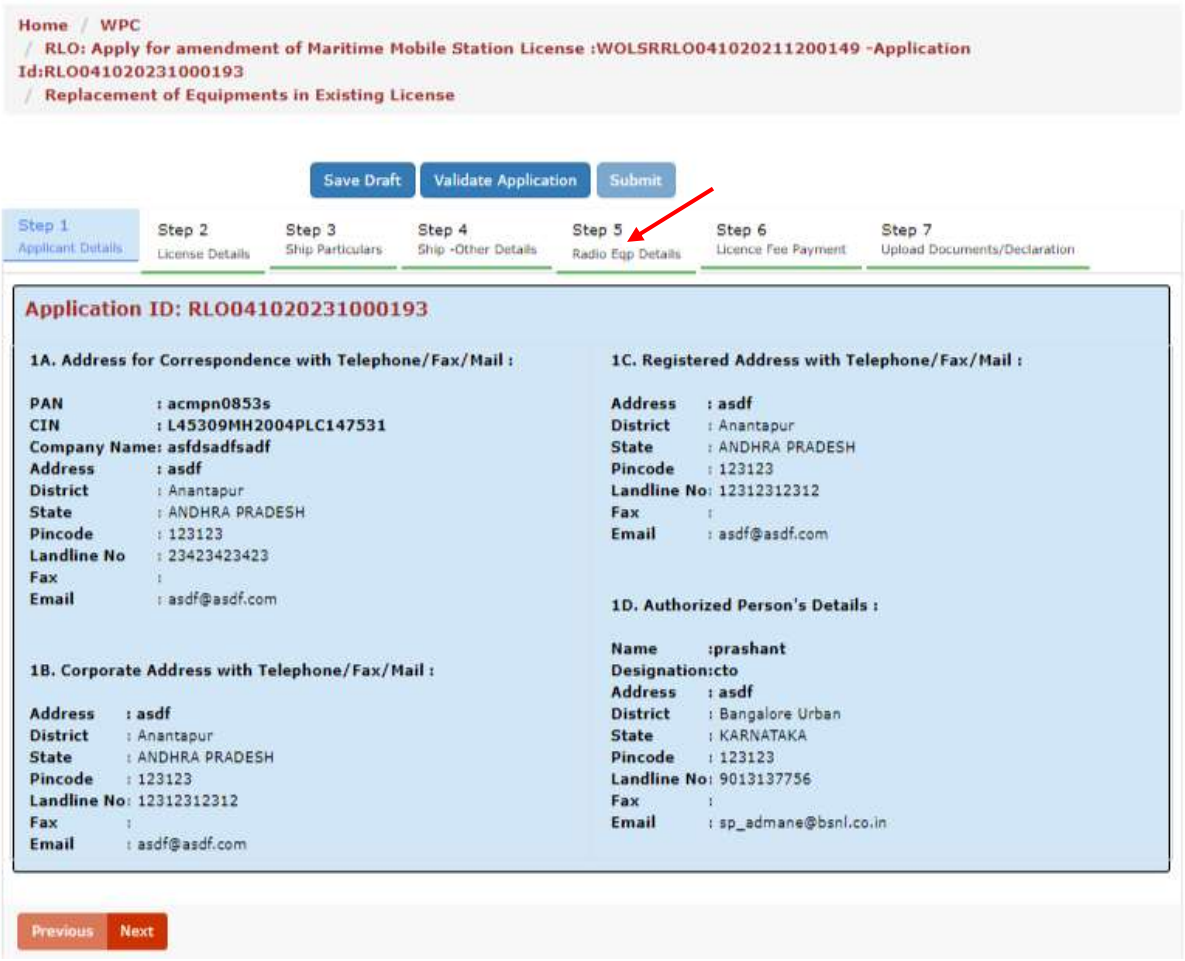



After successful upload of application file, click on “SUBMIT” button.

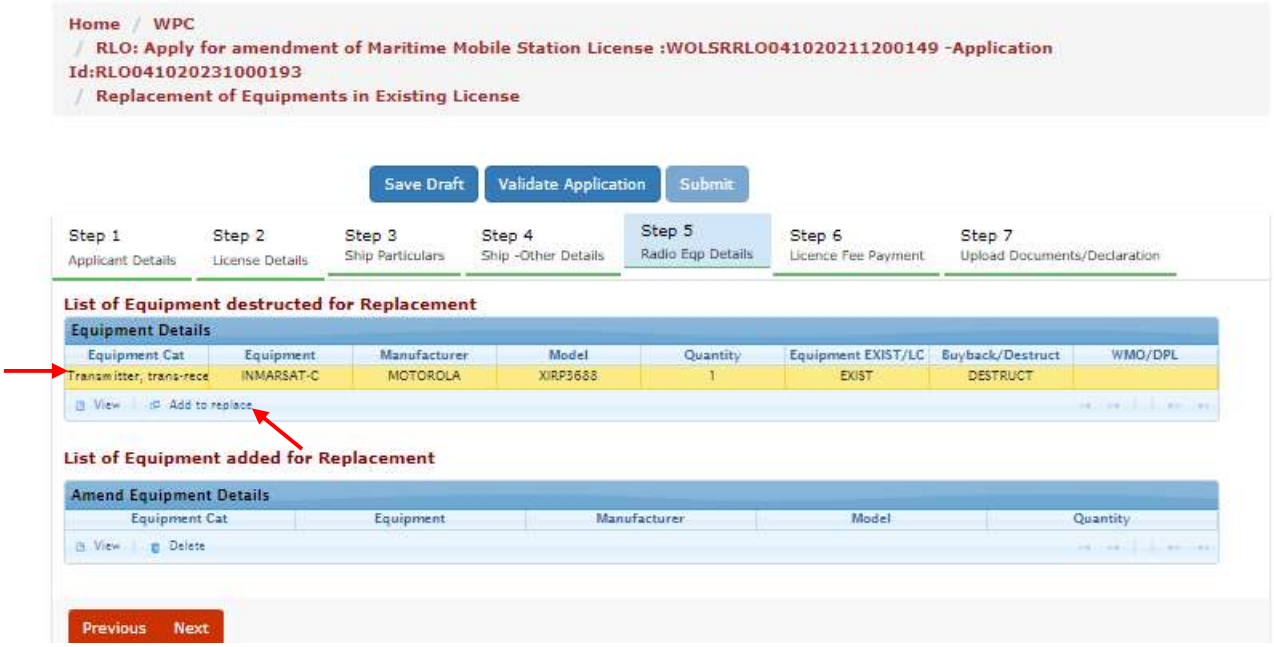



After submitting signed application, application again come to your dashboard for replacing equipment.

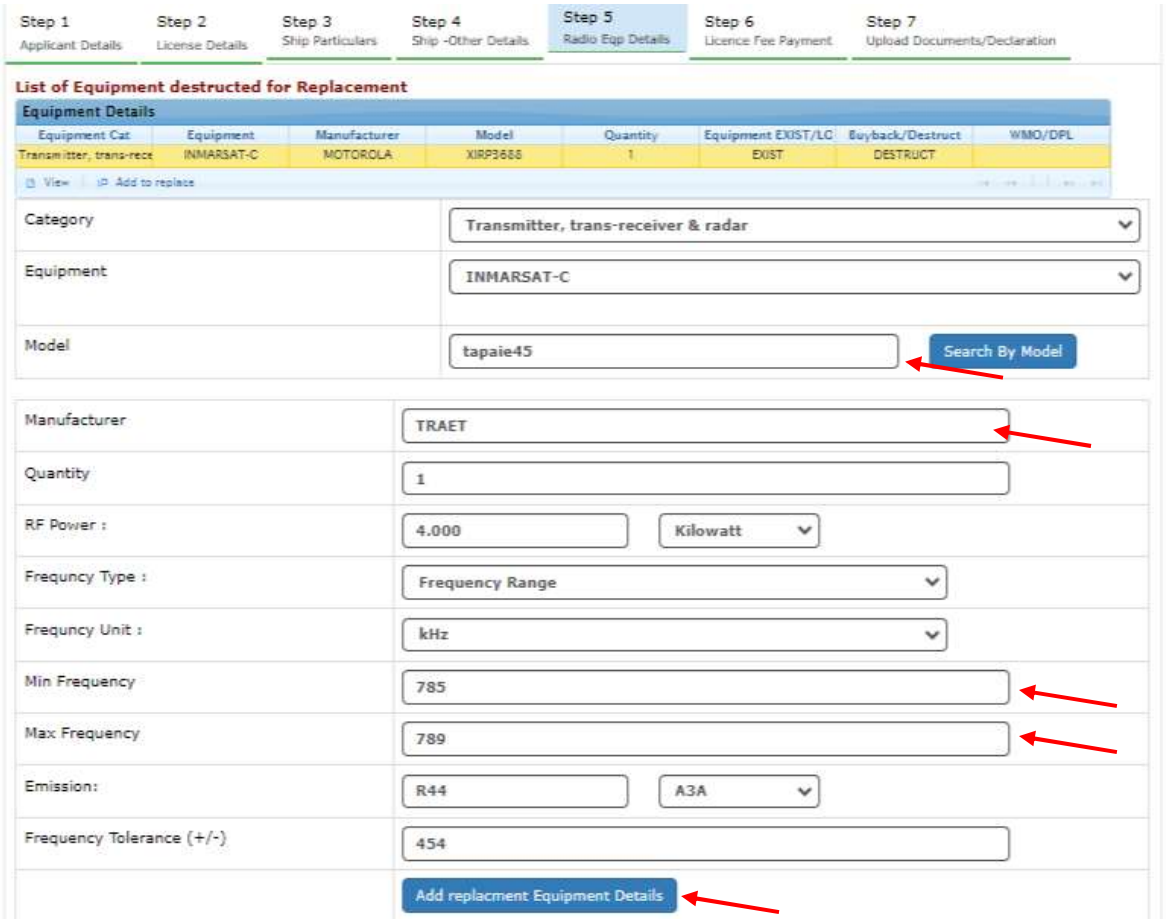




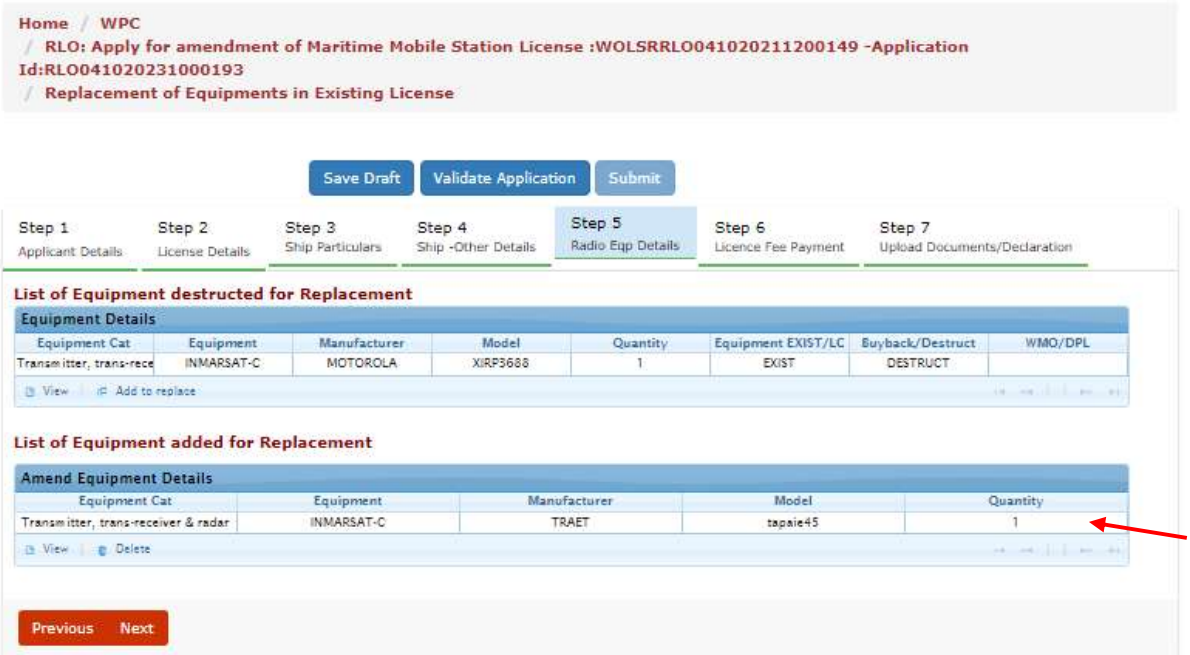

Step-5 shows two grid. The upper grid shows the equipment selected for replacement which is destructed now. Select the corresponding row and click on “add to replace” button.



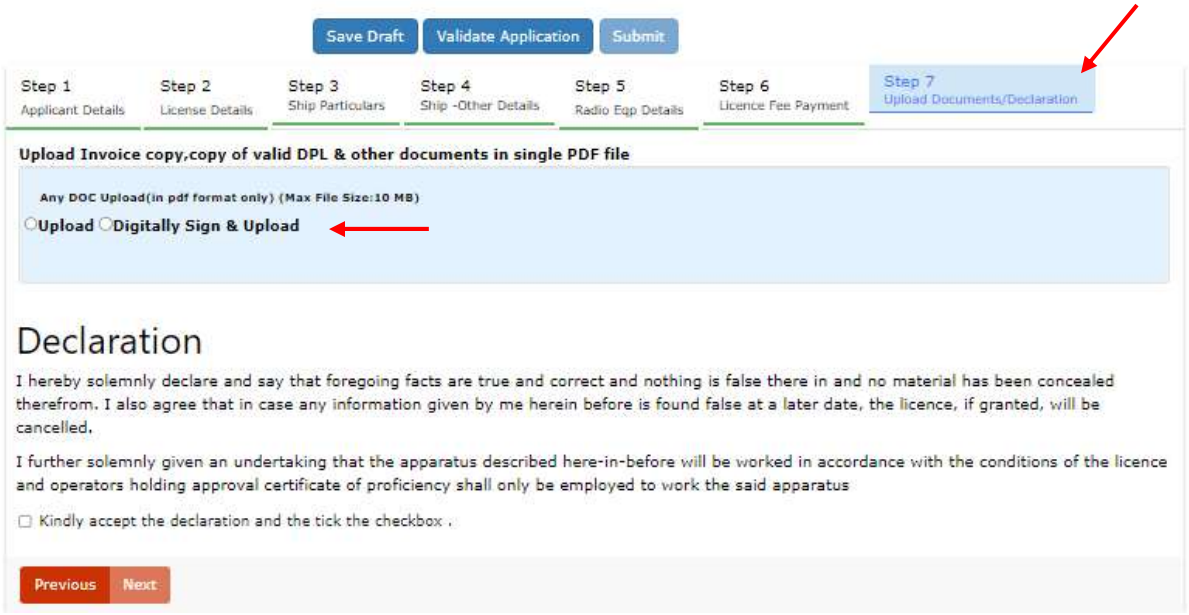
The form showing details of destructed equipment appears. Change model, make and frequencies wit h those of new equipments. Click on “add”.



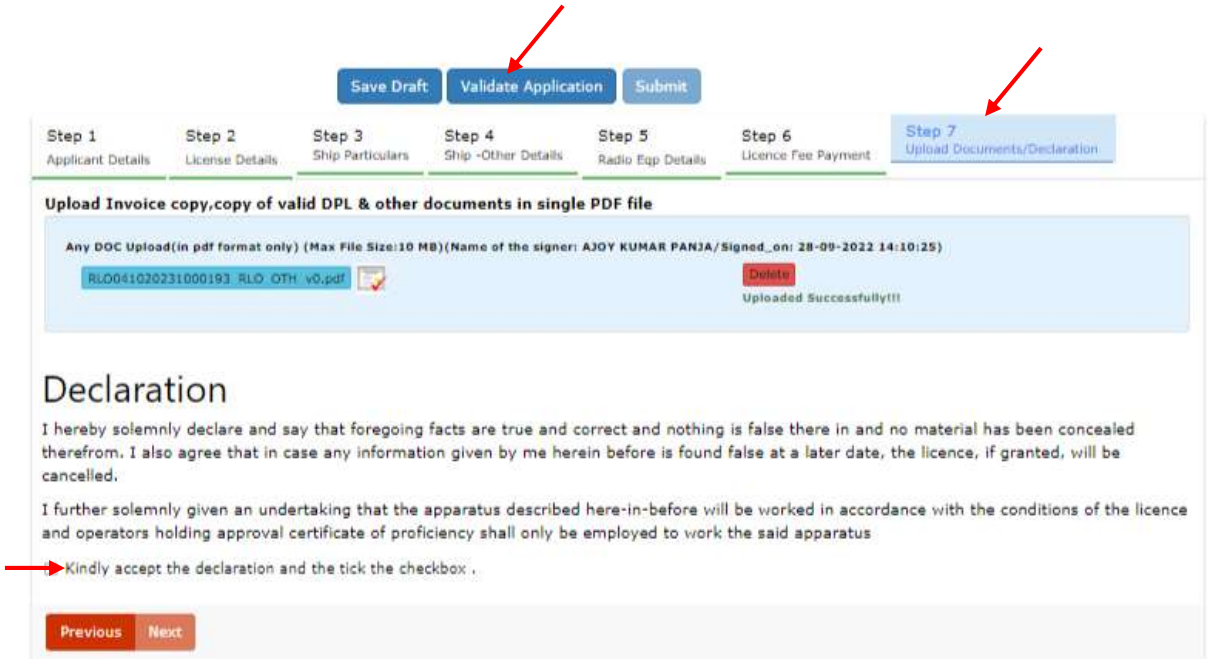

Added equipment will be populated in new grid “list of equipment added for replacement”.



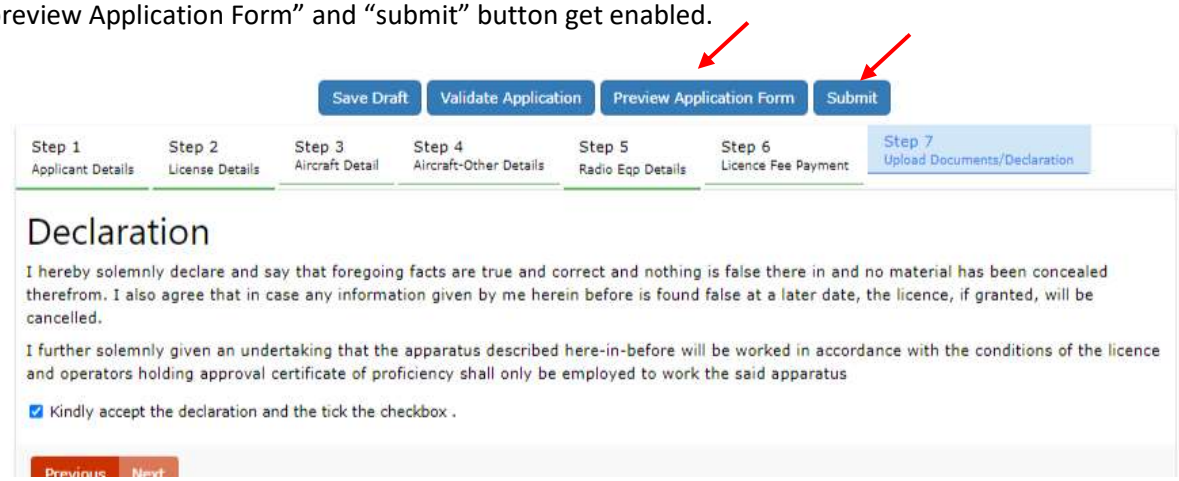
Go to step 7,  upload the “invoice copy, copy of valid DPL and other required documents” in single PDF file.




click declaration check box. Press “validate application” button.



“preview Application Form” and “submit” button get enabled.



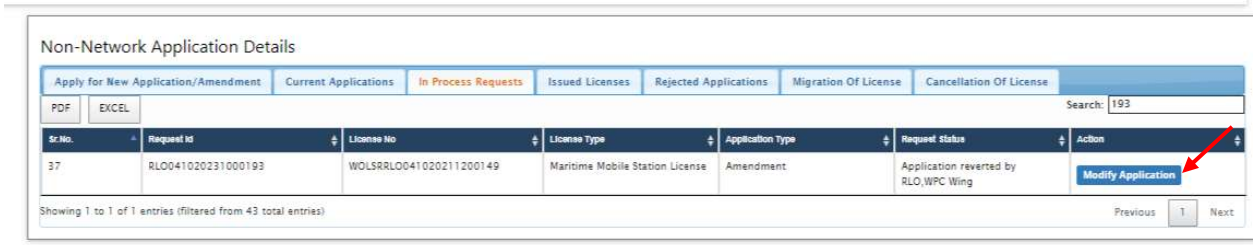




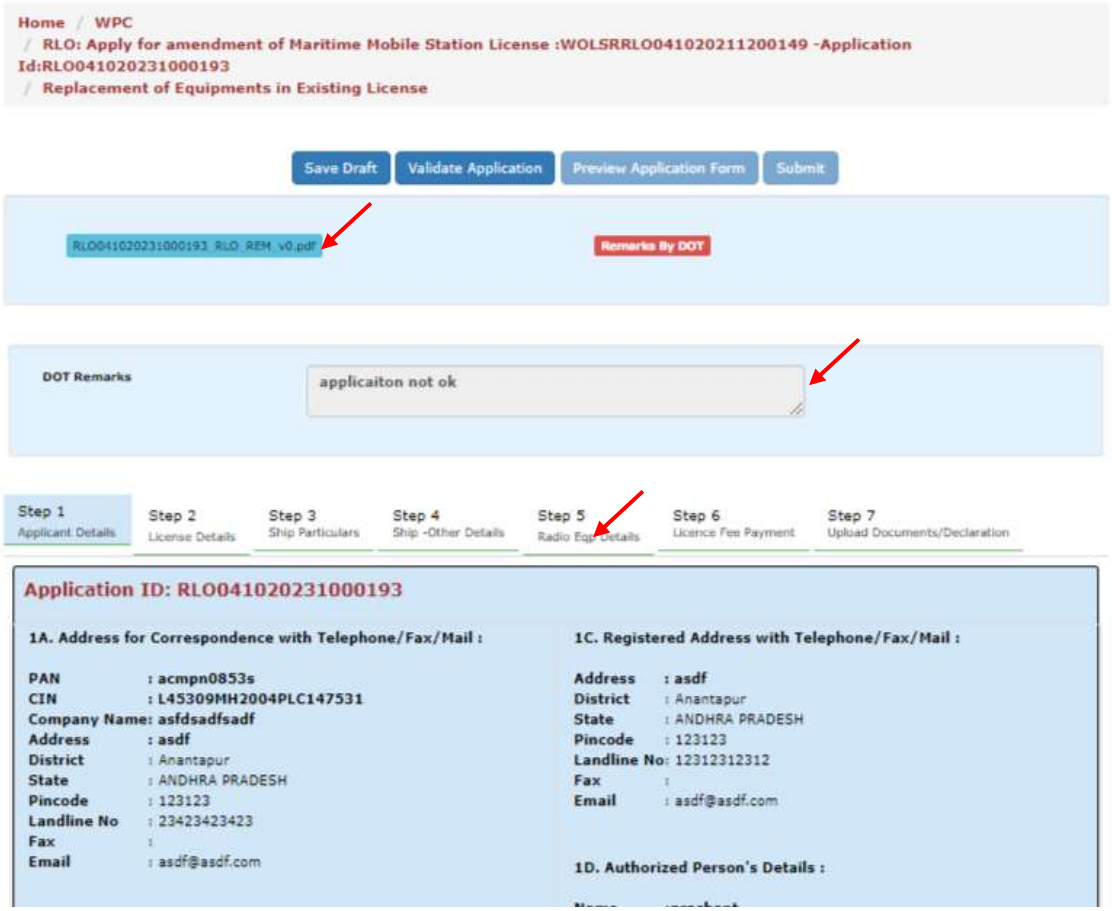
Application gets submitted and goes to RLO for further action.



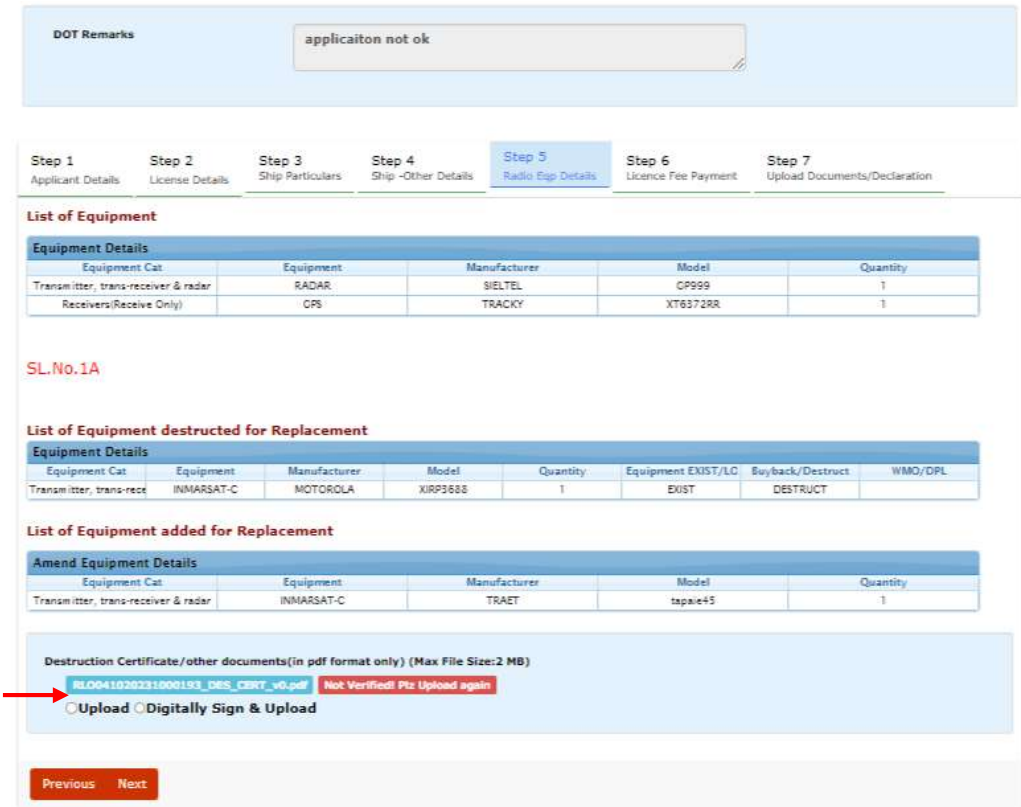

If RLO found the application is not correct then RLO will revert the application by specifying the reasons.



The reversion reason might be specified in  DoT remarks pdf file or DoT remarks text field as shown below. Click on “Radio Eqp Details” tab.



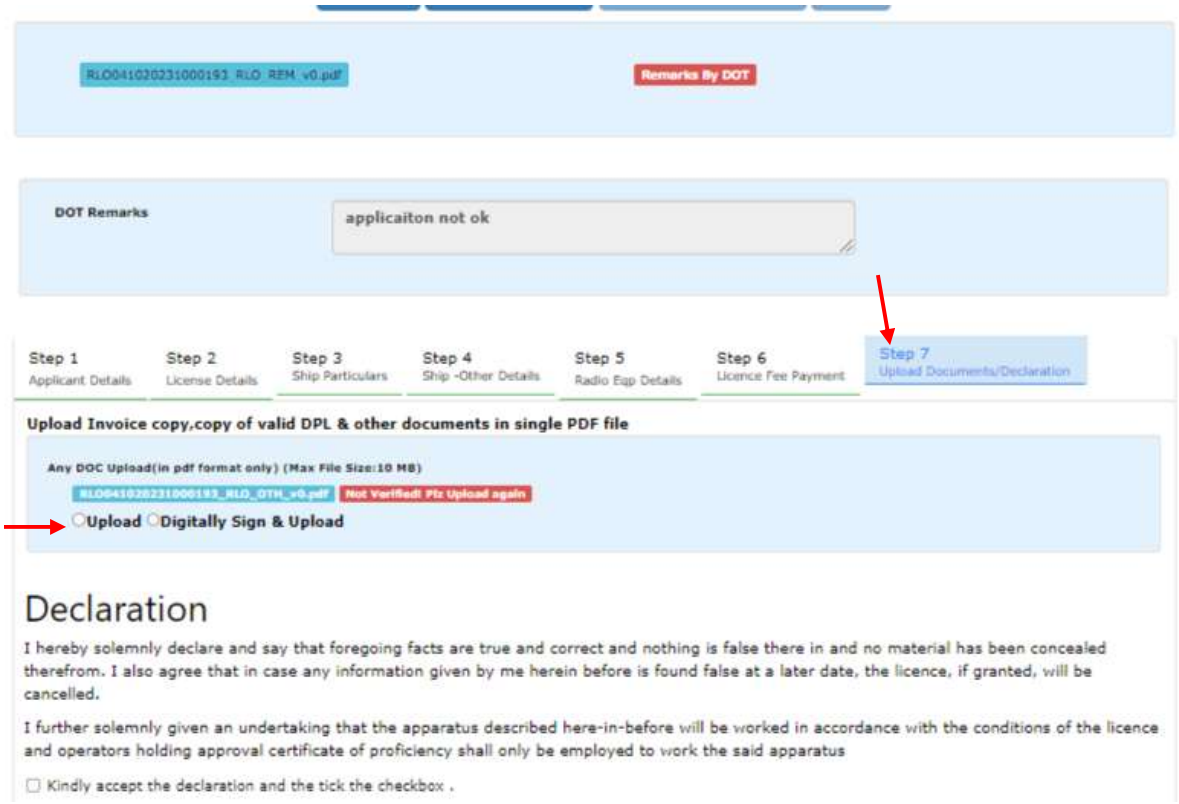

Upload correct documents.



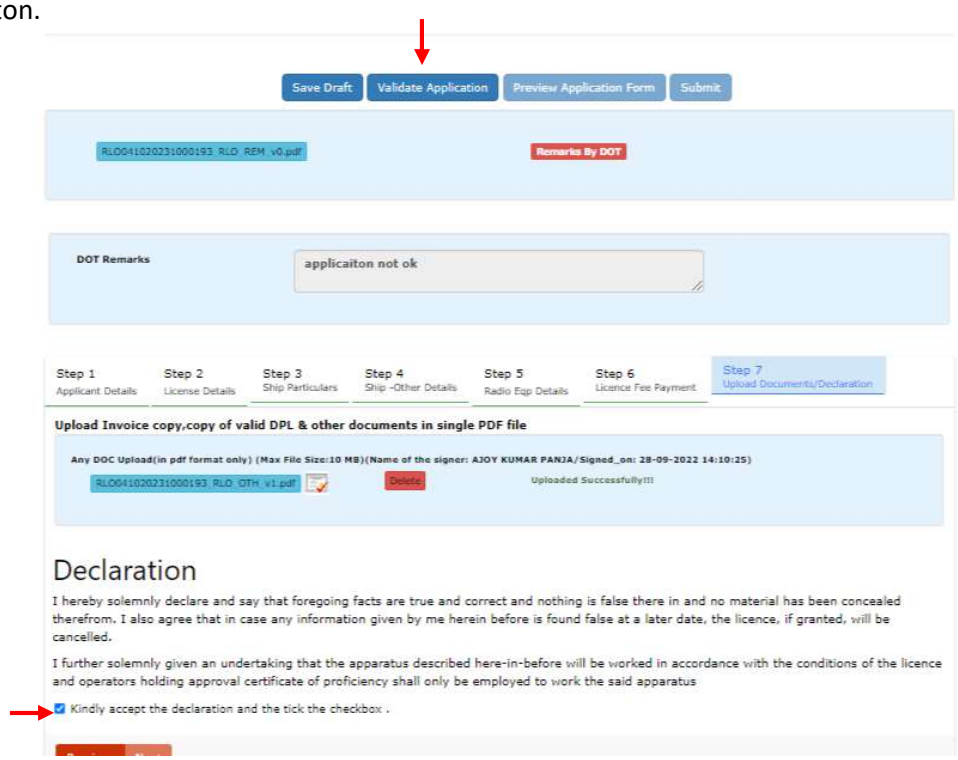

The next version of document get uploaded.




Click on Step-7 & and again upload invoice copy, valid DPL and other documents in single pdf file.

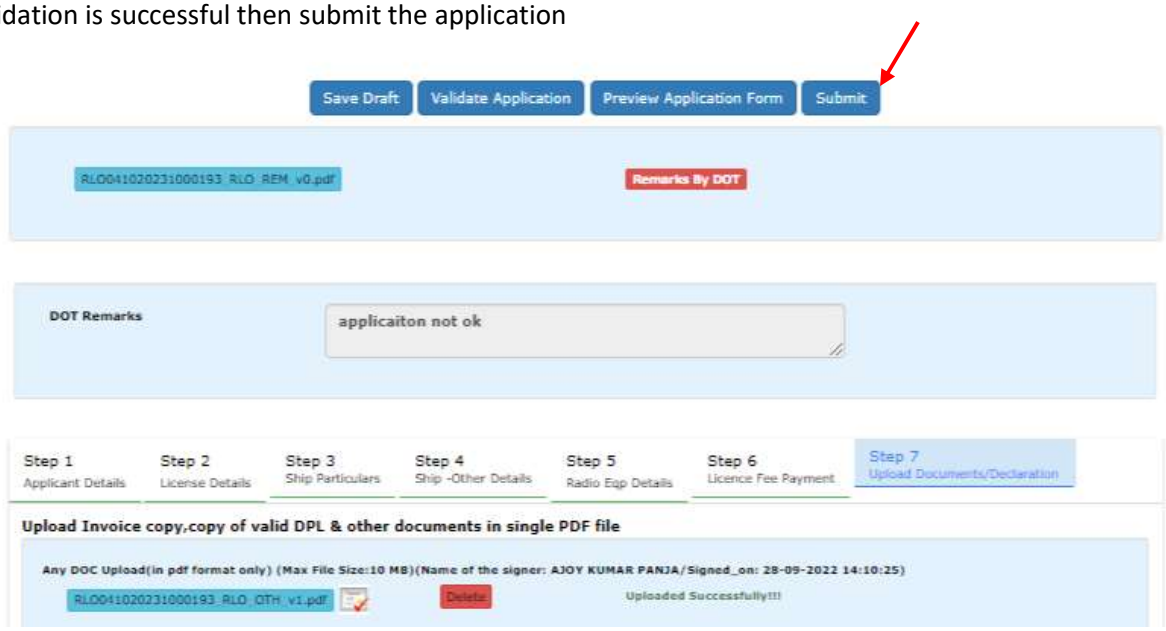



Once, fresh version of document get uploaded, accept the declaration and press “validate” button.

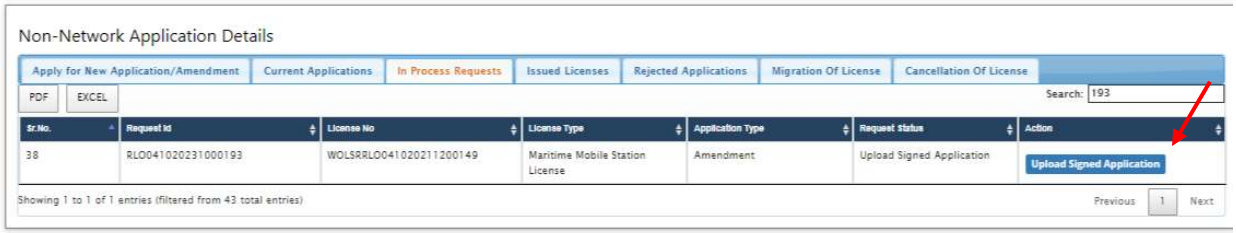


If validation is successful, then same will be populated and “preview application form” and “submit” button get enabled. If validation is failed then error message will be displayed. Make necessary changes as suggested in error message and again validate.

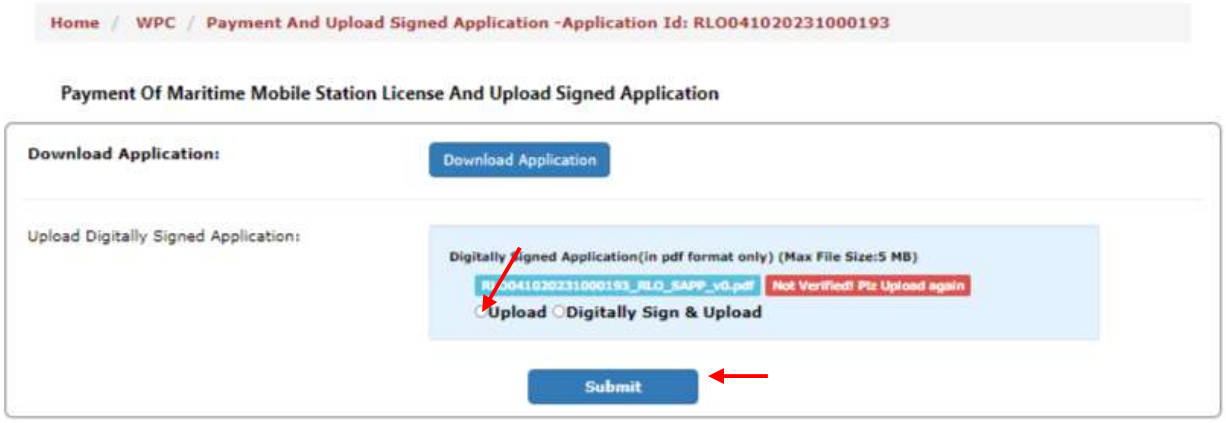
If validation is successful then submit the application



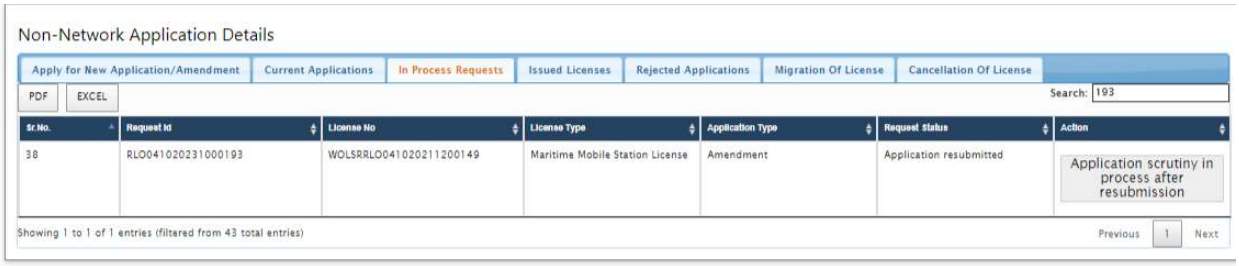

The application again comes in dashboard for uploading signed application.



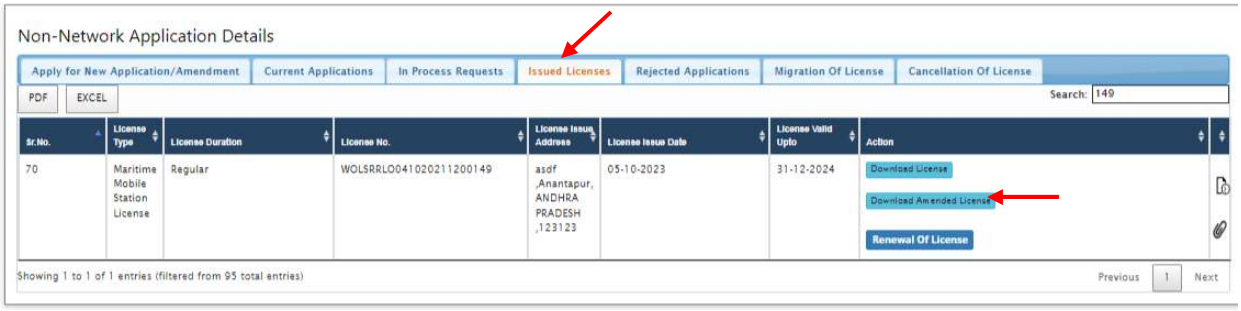

Upload digitally signed application again and submit.



Application gets submitted and goes to RLO for further action.




Once RLO approve the application, the amended license get generated. Licensee get informed by sms and email Amended license can be downloaded from dashboard under “issued license” tab.



सत्यमेव जयते

भारत सरकार
Government of India
संचार मंत्रालय
Ministry of Communications
बेतार आयोजना एवं समन्वय स्कंध
Wireless Planning and Co-ordination Wing

पोत स्टेशन अनुज्ञप्ति
**SHIP STATION LICENCE**
**LICENCIA DE LA ESTACION LE BARCO**

version:- 14

तारीख
Date: 05-10-2023

समुद्रीय चल स्टेशन अनुज्ञप्ति
Maritime Mobile Station License : WOLSRRLO041020211200149

अवसान की दिनांक
Date of Expiry: 31-12-2024

रजिस्ट्री कृत स०
Registered No. : mms/vik/1

तारीख
dated : 31-01-2016

| | | |
|---|---|---|
| 1 | अनुज्ञप्तिधारी का नाम और पता<br>Name and address of Licensee | M/S asfdsadfsadf<br>asdf<br>Anantapur, ANDHRA PRADESH-123123 |
| 2. | पोत का नाम<br>Name of Ship | **Vikrant** |
| 3(i). | काल संकेत*<br>Call Sign* | **N578** |
| 3(ii) | एमएमएसआई<br>MMSI | **1456987223** |

( ऐसा काल संकेत उसके बाद यथा समुचित अंक 23 या 24 लगाकर रक्षा नौका स्टेशन की पहचान के लिये काम मे लाया जा सकता है )
(Such call sign followed by digits 23 or 24 as appropriate may be used to identify Lifeboat station)

4. पोत का वर्ग
Class/category of vessel **MM-**

5. संपादित सेवा की प्रकृति
Nature of Service **CO**

6. स्टेशन का प्रवर्ग तथा सेवा के घण्टे (अंतर्राष्ट्रीय रेडियो विनियमों में यथा विनिर्दिष्ट)
Category of Station and Hours of Service **,H24**

7. रेडियो तारों तथा रेडियो टेलीफोनों के प्रेषण और प्राप्ति के लिये प्राधिकृत प्रभार
Authorised Charges for Transmission and
Reception of Radiotelegrams, radiotelephone Calls etc. NIL
(As specified in the International Radio Regulations)

(क) रेडियो टेलीफोन कालो के लिये प्राधिकृत प्रभार
(a) Authorised Charges for Radiotelephone NIL

version:- 14

तारीख
Date: 05-10-2023

समुद्रीय चल स्टेशन अनुज्ञप्ति
Maritime Mobile Station License : WOLSRRLO041020211200149

अवसान की दिनांक
Date of Expiry: 31-12-2024

रजिस्ट्री कृत स०
Registered No. : mms/vik/1

तारीख
dated : 31-01-2016

11. अनुज्ञप्त साहित्य का वर्णन
Description of Licensed Apparatus:

क – ट्रांसमीटर, ट्रांसरिसीवर और राडार
**A - Transmitters. Transreceivers & Radar**

| | उपकरण का नाम Equipment Name | विनिर्माण Manufacturer | टाइप संख्या Type No. | मात्रा Quantity | निर्गम निर्धारण शक्ति Rated Output Power | आवृत्ति परिसर Frequency Range | उत्सर्जन Emission |
|---|---|---|---|---|---|---|---|
| | RADAR | SIELTEL | GP999 | 1 | 5.000 KW | 565.000-767.000 kHz | R45 G1D |
| | INMARSAT-C | TRAET | tapaie45 | 1 | 4.000 KW | 785.000-789.000 kHz | R44 A3A |