User Manual

(For Applicant)

Renewal of DPL/NDPL

Department of Telecommunications

Government of India

21st August, 2023

Sl. No	Contents	Page No.
1	***Section-1***	3
1.1	General Introduction	3
2	***Section-2 Applicant Part***	4
2.1	Registration	4
2.2	First Login	7
2.3	DPL/NDPL Dashboard	9
2.4	Apply For DPL/NDPL Renewal	10
2.5	Download Renewal certificate	14

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.
- **DPL** : Dealer Possession License.
- **NDPL** : Non-Dealer Possession License.

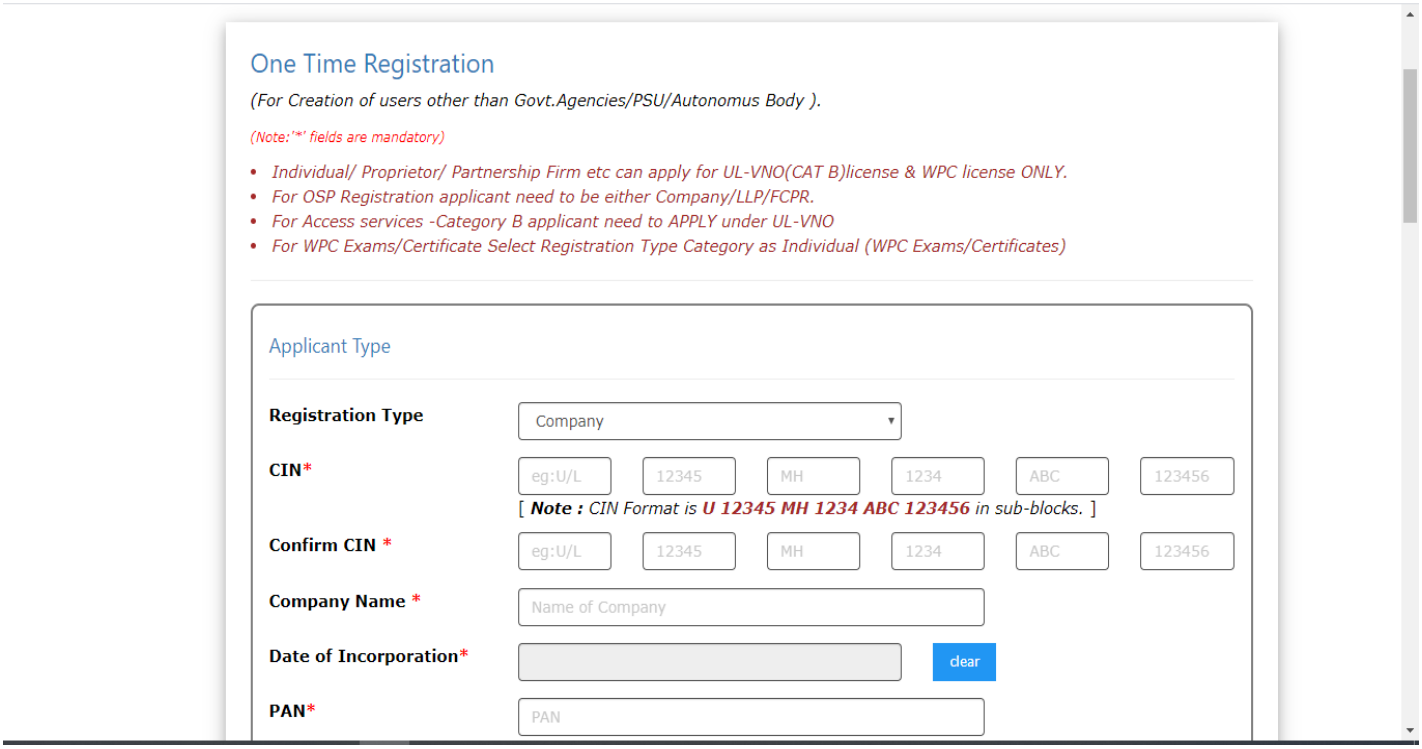
Section-2

APPLICANT PART

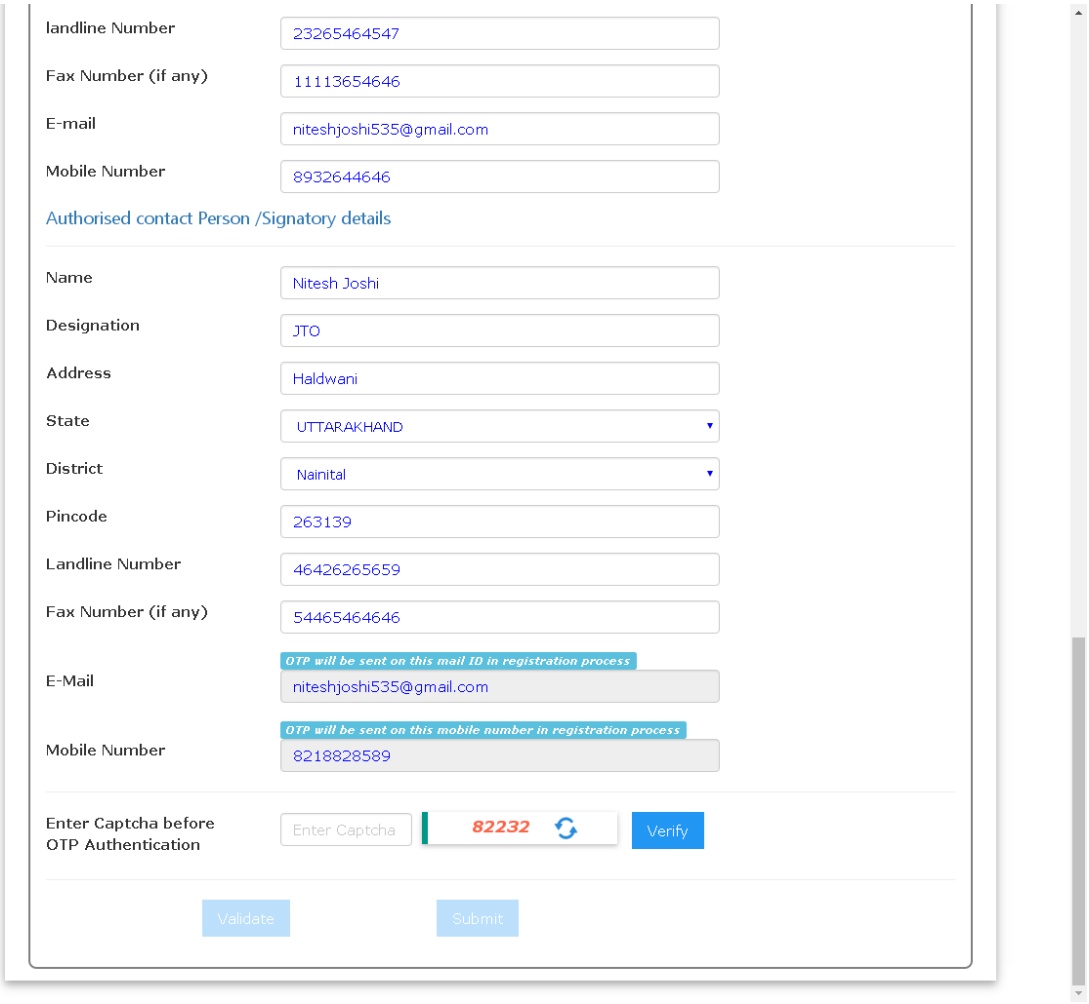
2.1 Registration

(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.

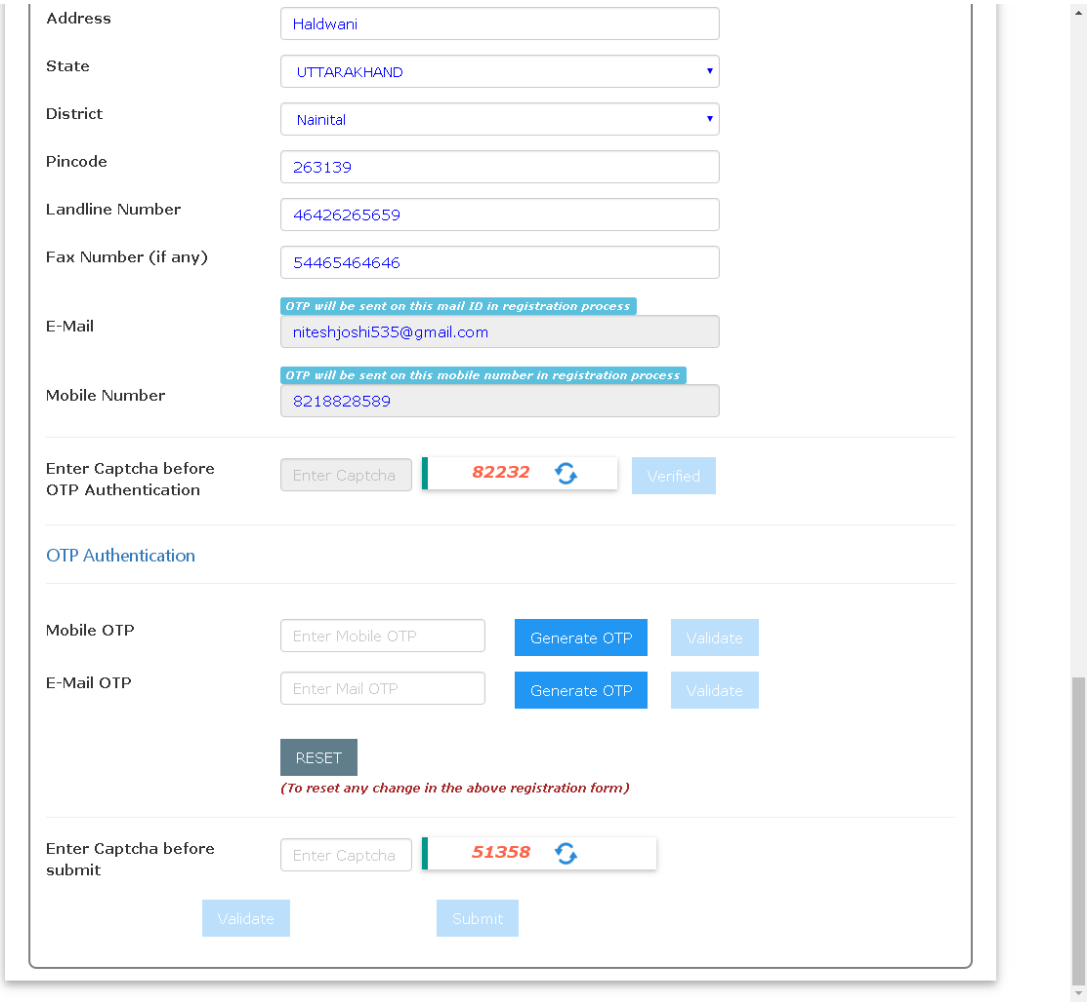
To apply for DPL/NDPL select Company or *Individual/ Proprietor/ Partnership Firm* in **Registration Type**.



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

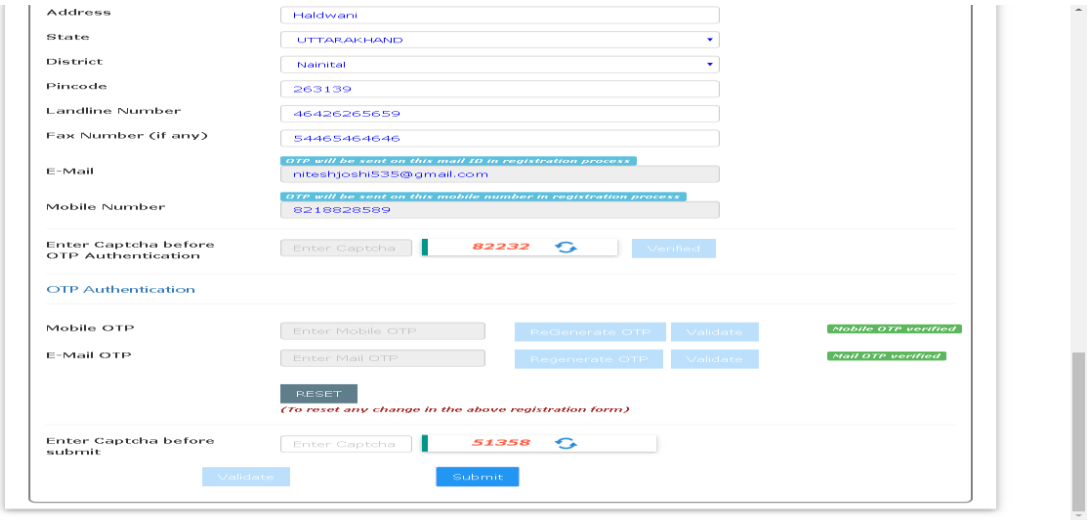


After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number.** Please click on each button to get the respective OTP's.



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.



After successfully registration you will see the below screen.



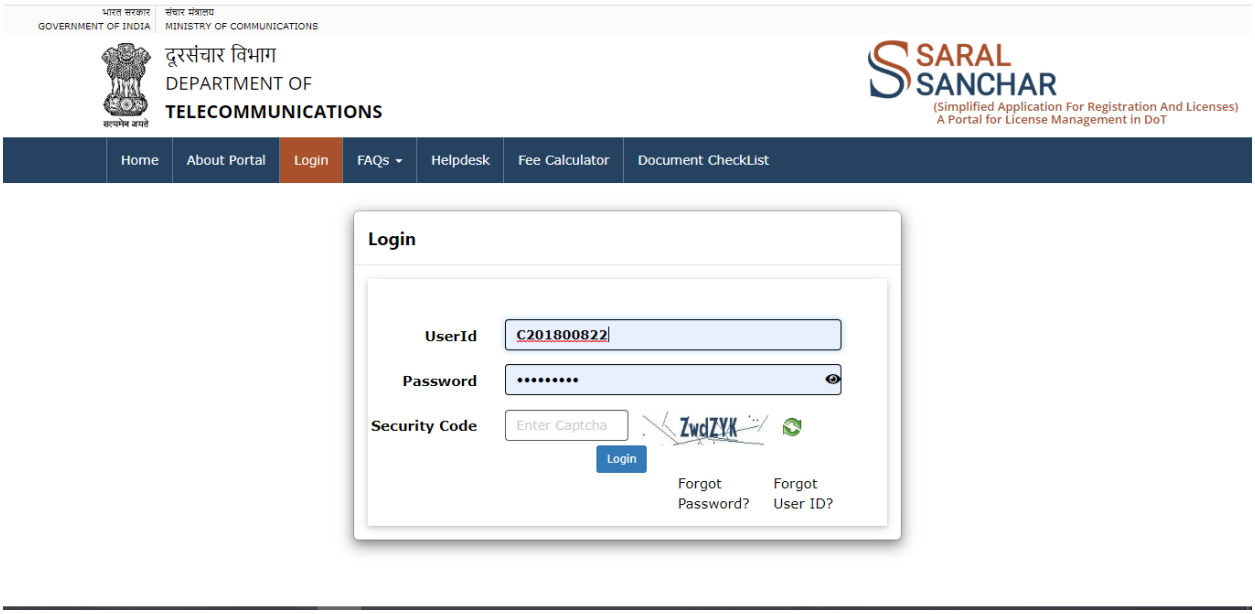
The user credentials will be sent to the **E-Mail address** of the applicant.

Note: Only Company or *Individual/ Proprietor/ Partnership Firm* can apply for DPL/NDPL License.

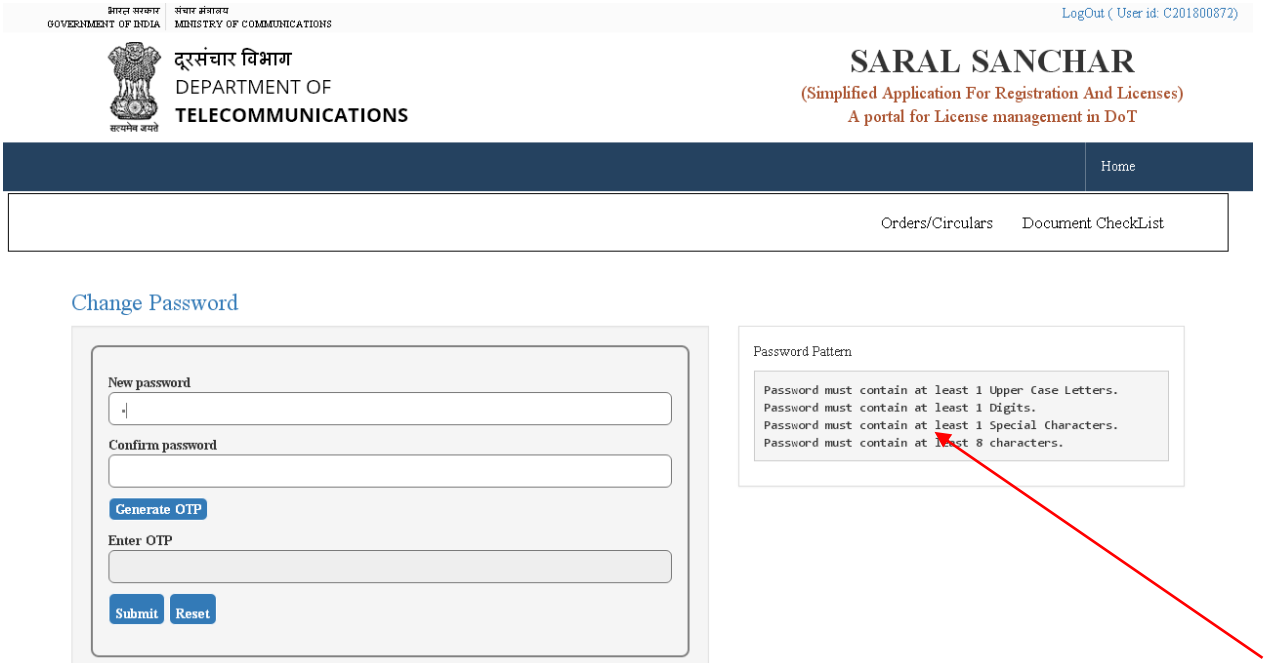
2.2 First Login

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**.

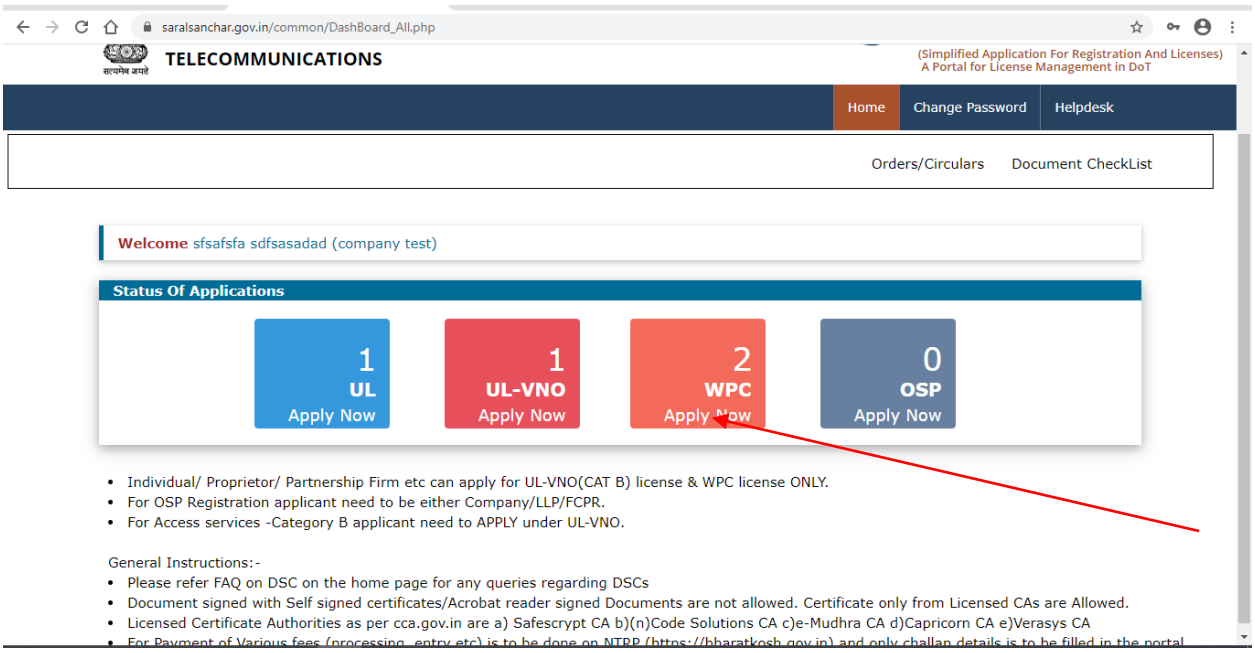
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.

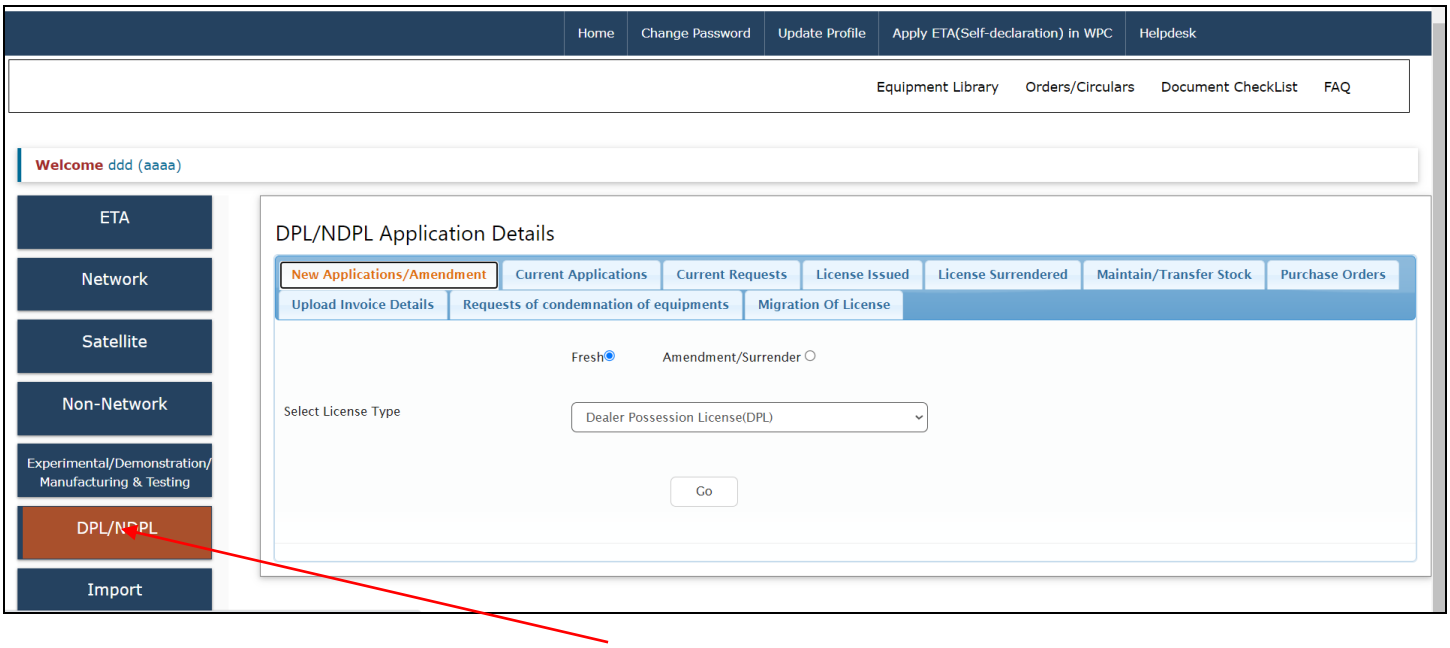


Enter the **New Password** & **confirm** the New Password (***The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow***) &then click on **Generate OTP** button. An OTP will be sent to your mobile phone. Please enter the OTP and click 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.



2.3 DPL/NDPL Dashboard

After Clicking on DPL/NDPL block, following dashboard will be available.

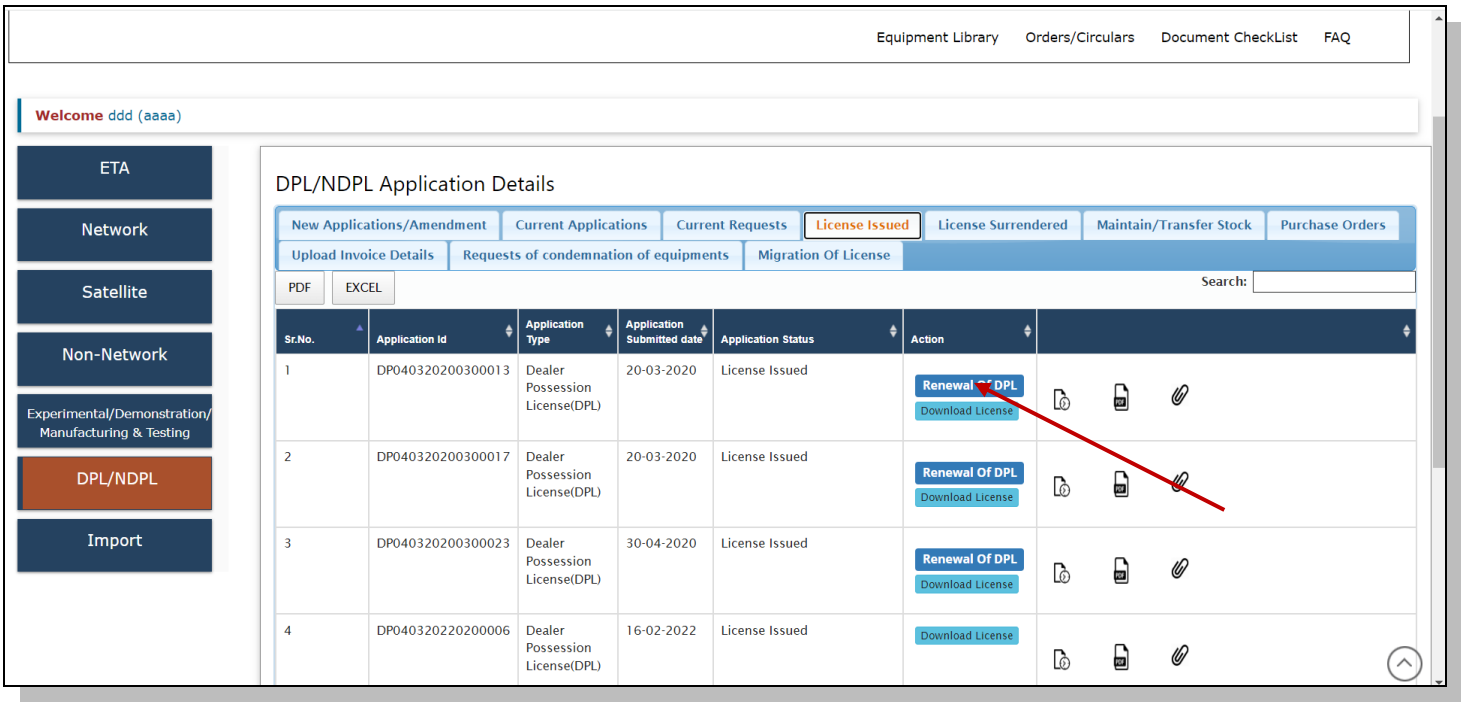


On clicking on DPL/NDPL Dashboard , it shows tabs as follows

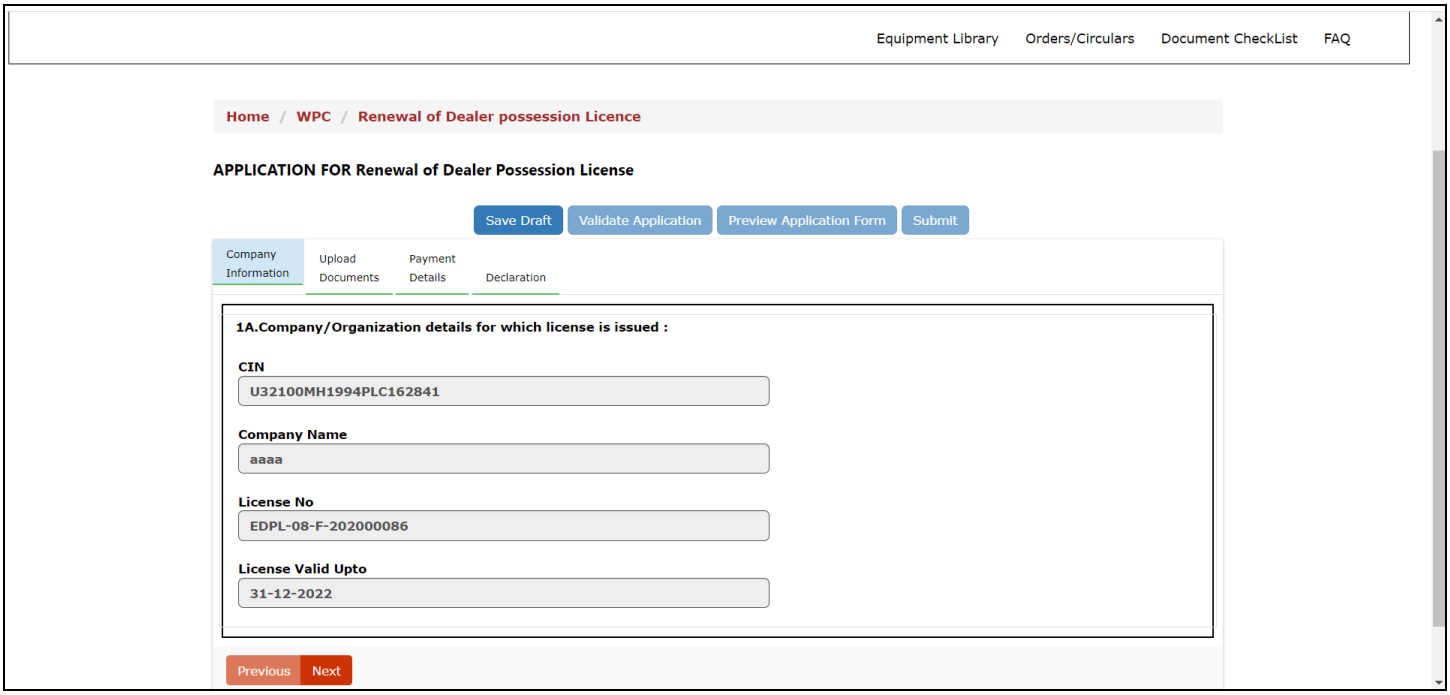
- New Application/Amendement: Here applicant can select Dealer Possession License or Non-Dealer possession License as application type.
- Current Applications : Here applicant can check current applications.
- Current Requests : Here applicant can check renewal and amendment requests.
- License Issued/Rejected: Here applicant can check License Issued or rejected.
- License Surrendered: Here applicant can check surrendered license list.
- Maintain Stock : Here applicant can maintain equipment stock .
- Purchase Order: Here applicant can upload purchase order details for equipment requests.
- Upload Invoice Details: Here applicant upload invoice copy for equipment requests.
- Request for Condemnation of Equipment: Here DPL holder can do condemnation of requested equipments.
- Migration of License : Here applicant can do migration of license which are issued manually.

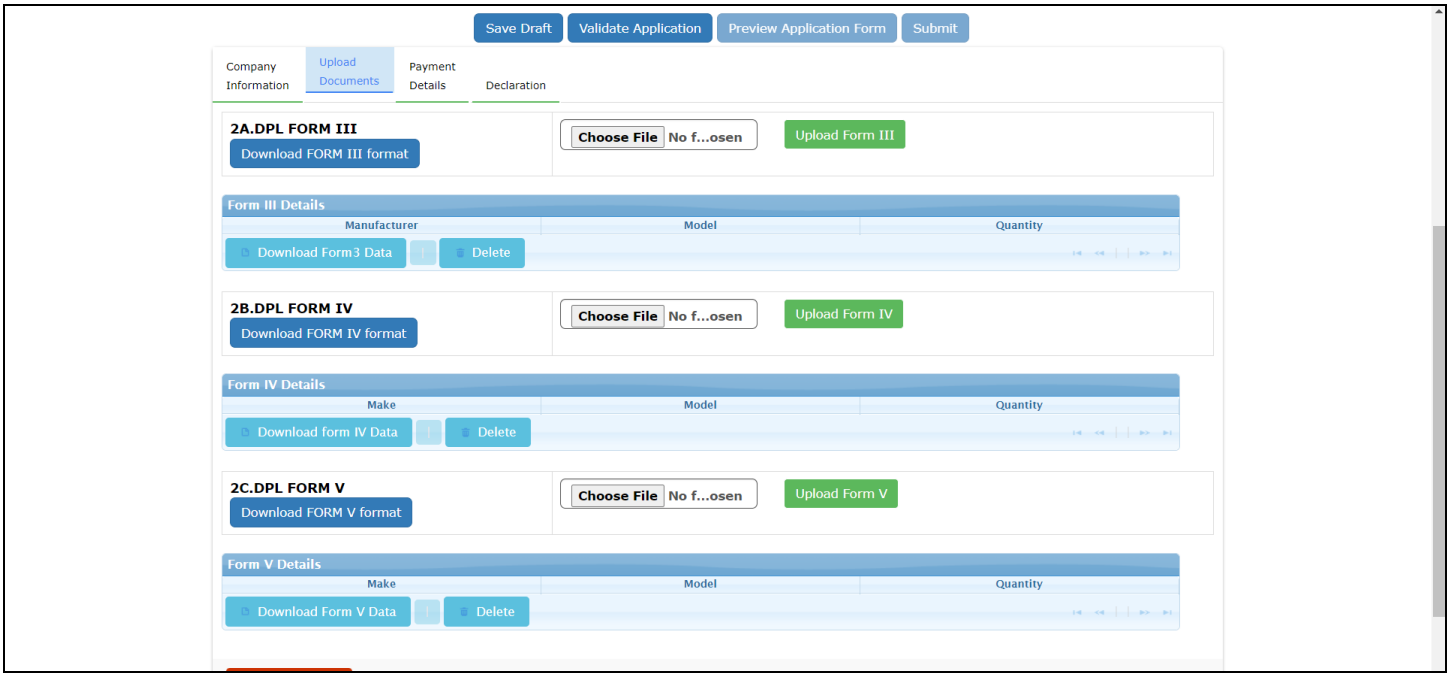
2.4 Apply for Renewal

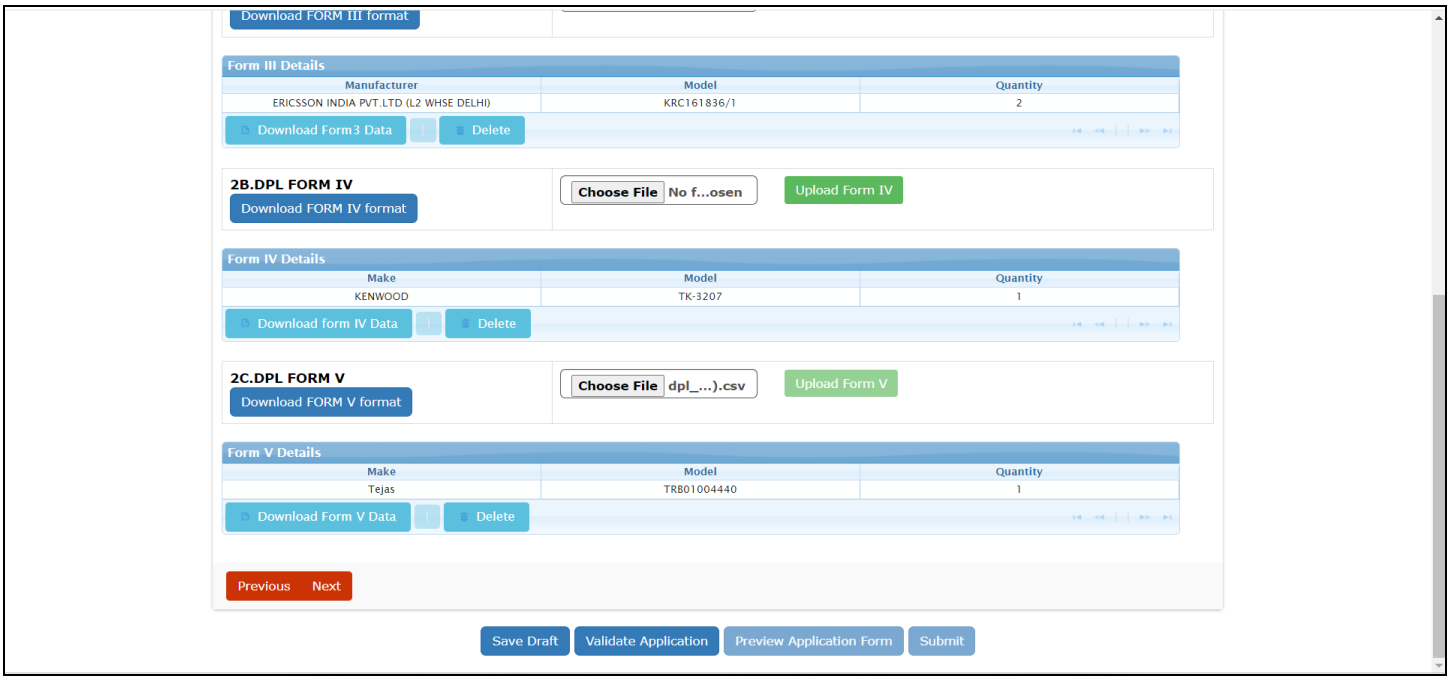
Under License Issued tab, renewal of license is available as follows



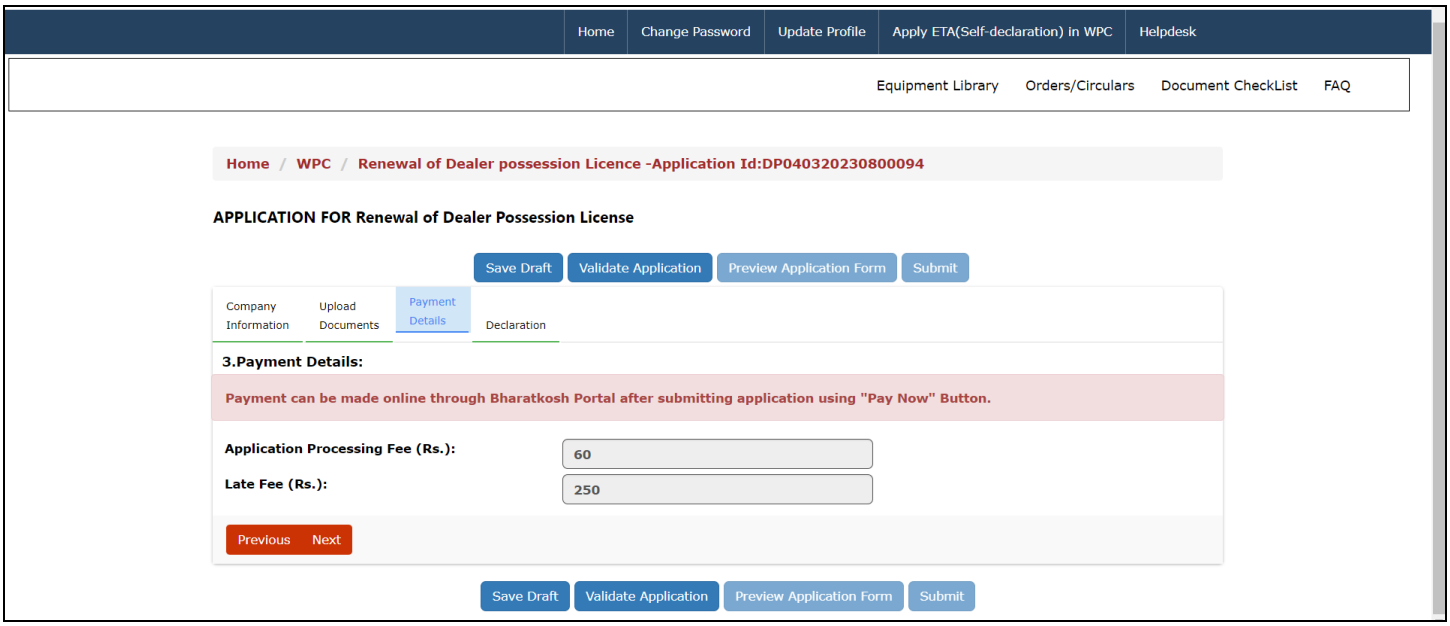
After clicking on renewal of DPL , following application form will be opened .



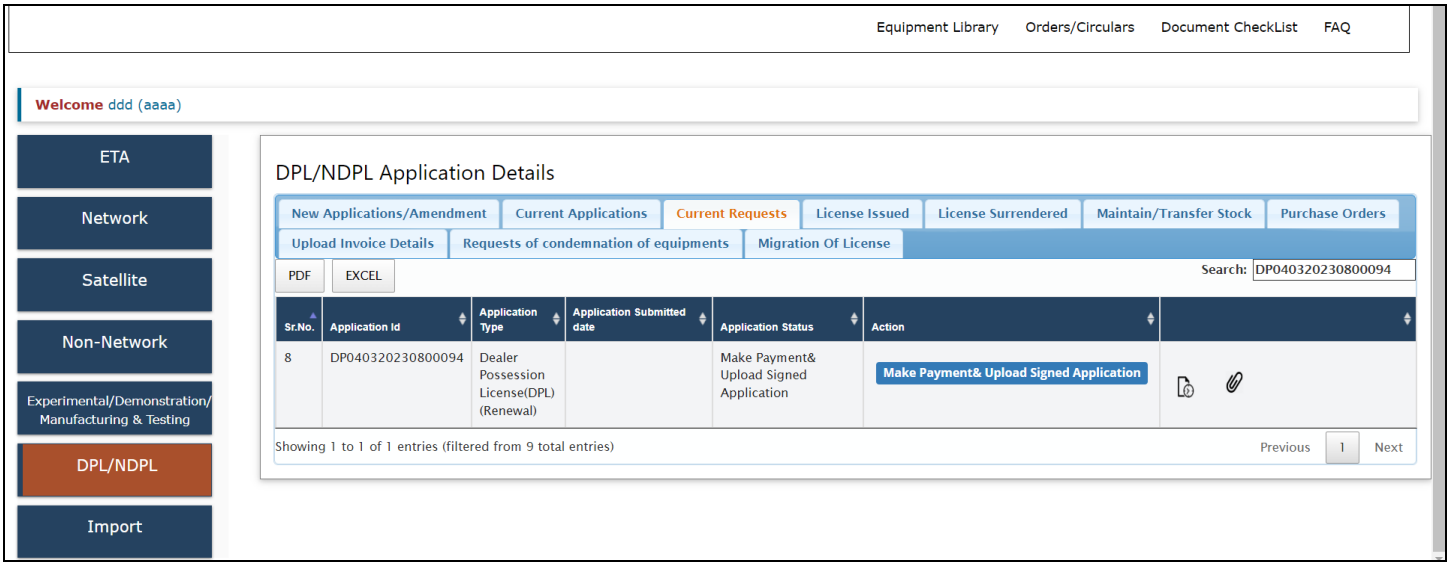


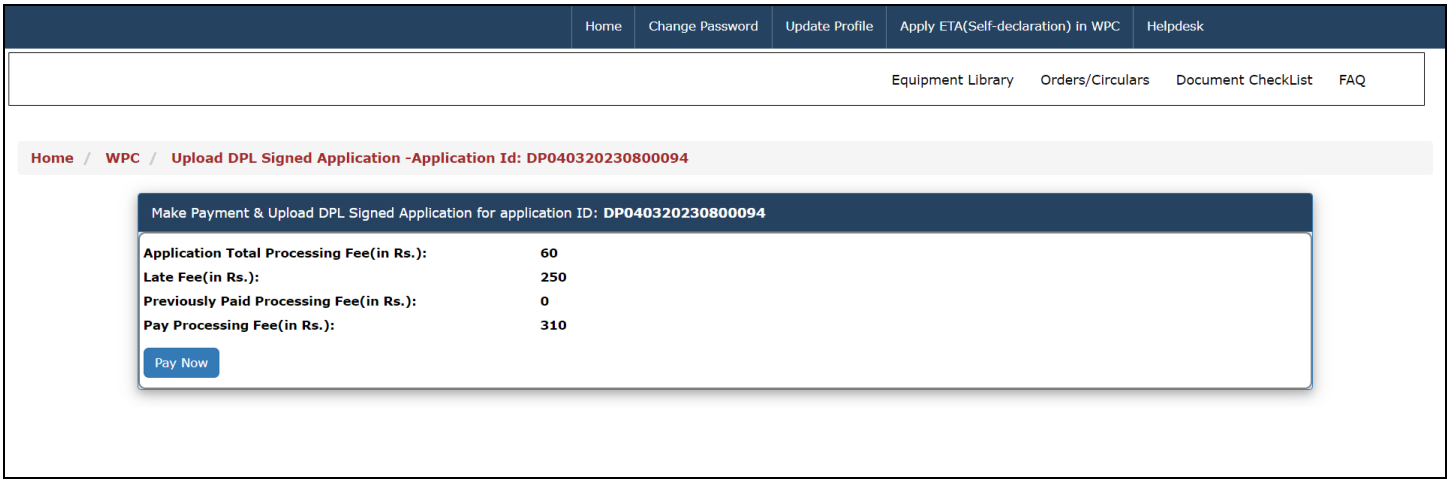


Download form III,IV,V and update details in that excel ,save file in csv format and upload it.

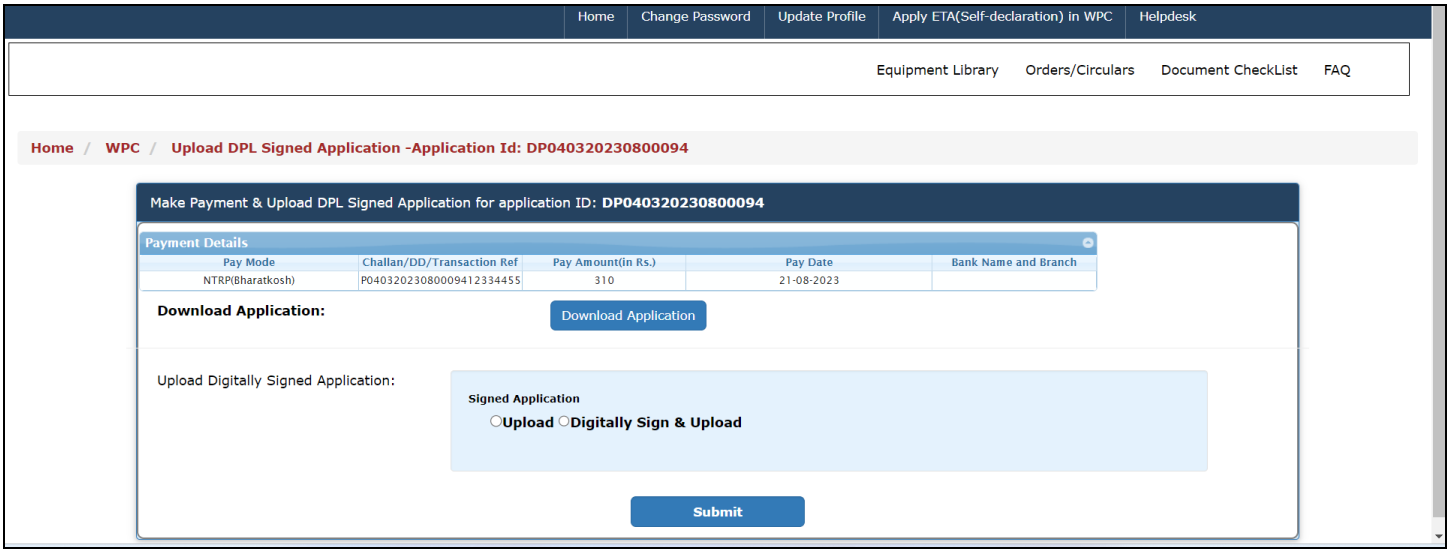


After validation submit this appln for payment of fee.

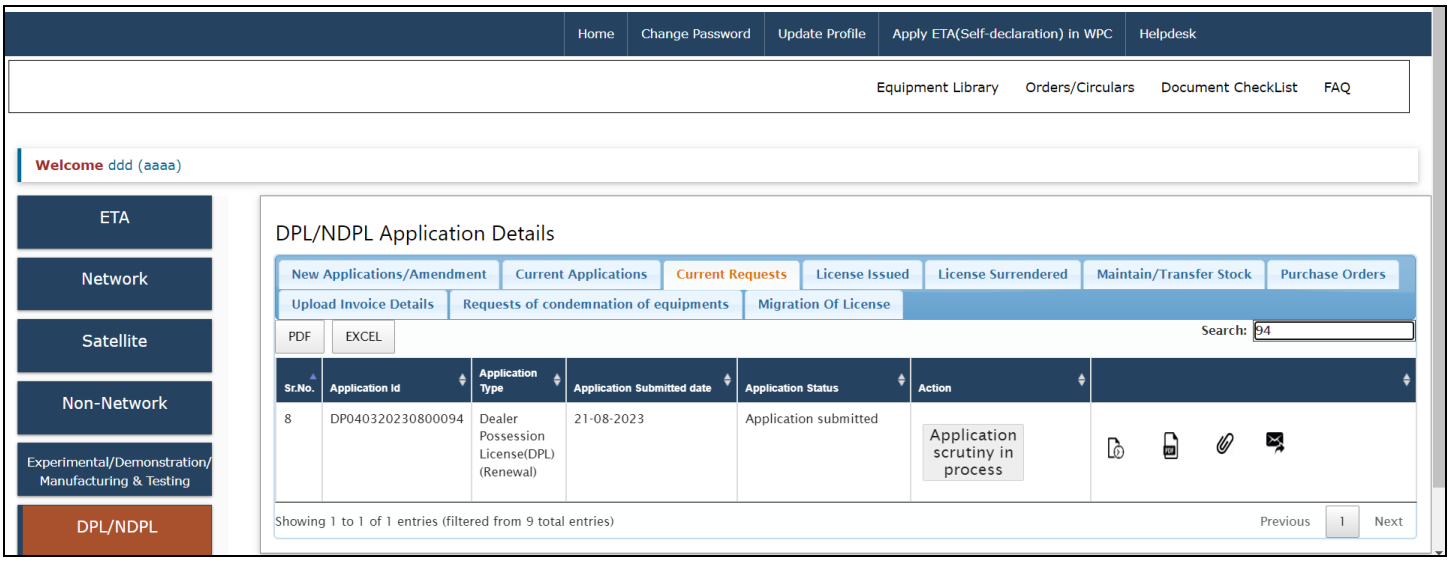




After payment completion, upload signed appln and submit it.

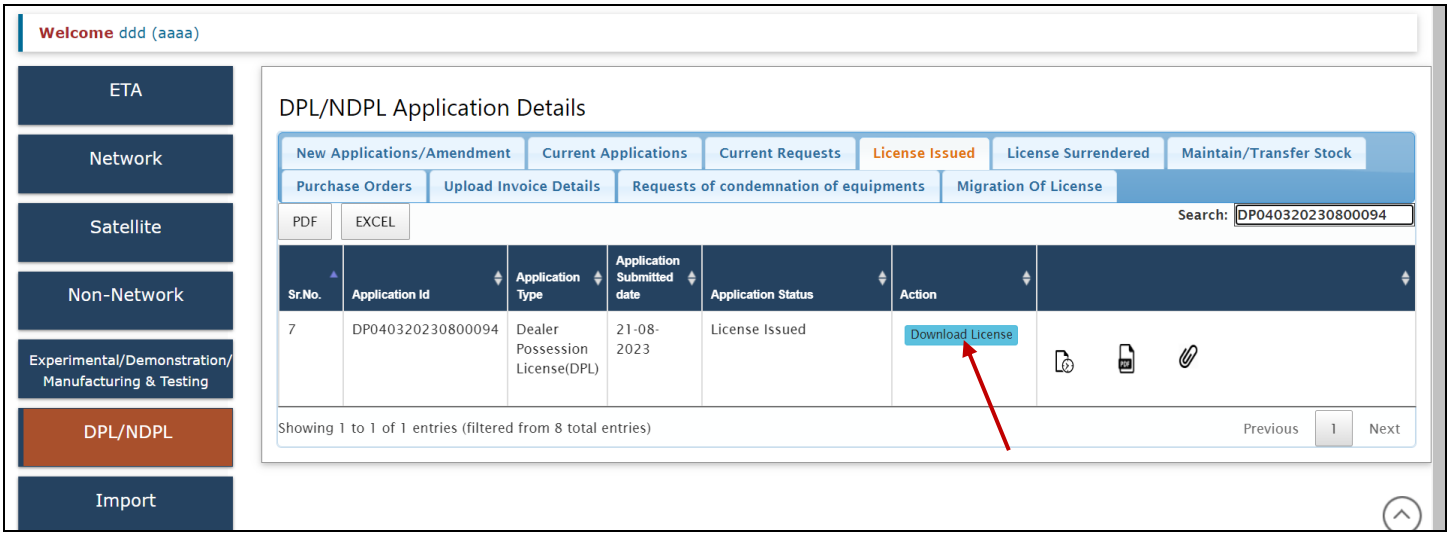


After submitting above form, application will be for available for scrutiny in WMO dashboard and applicant side dashboard will be as shown below.



Once the application is scrutinized successfully, WMO will issue DPL/NDPL Renewal Certificate. If scrutiny is not successful then applicant has to modify and resubmit application. On Dashboard applicant can check status of application and take action.

2.5 Download Renewal certificate



Download certificate using above link.