User Manual

(For Applicant)

Online Registration of DPL/NDPL

Department of Telecommunications

Government of India

Version	Description	Author	Date
V 1.0	Online Registration of DPL/NDPL	Jyoti	30-04-2020
V1.1	Revision	Jyoti	03-10-2023

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

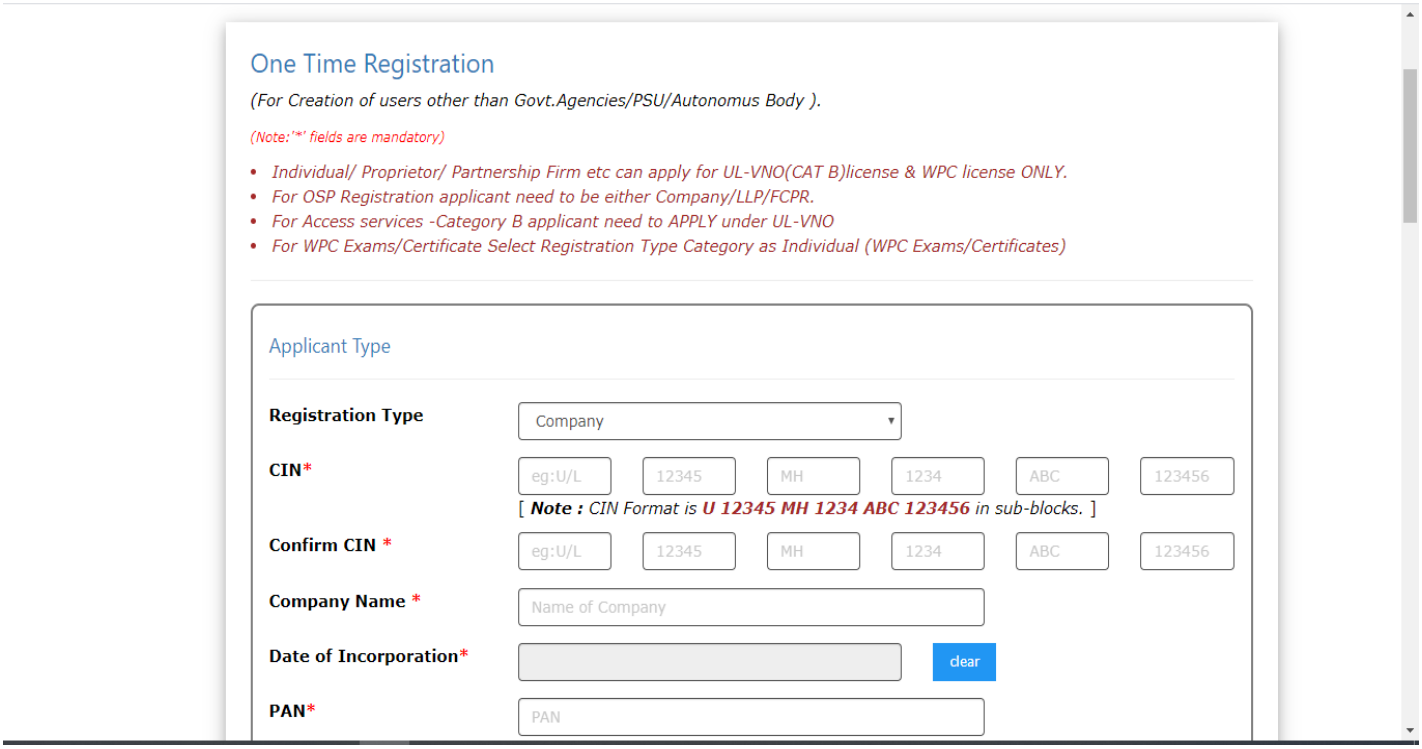
Section-2

APPLICANT PART

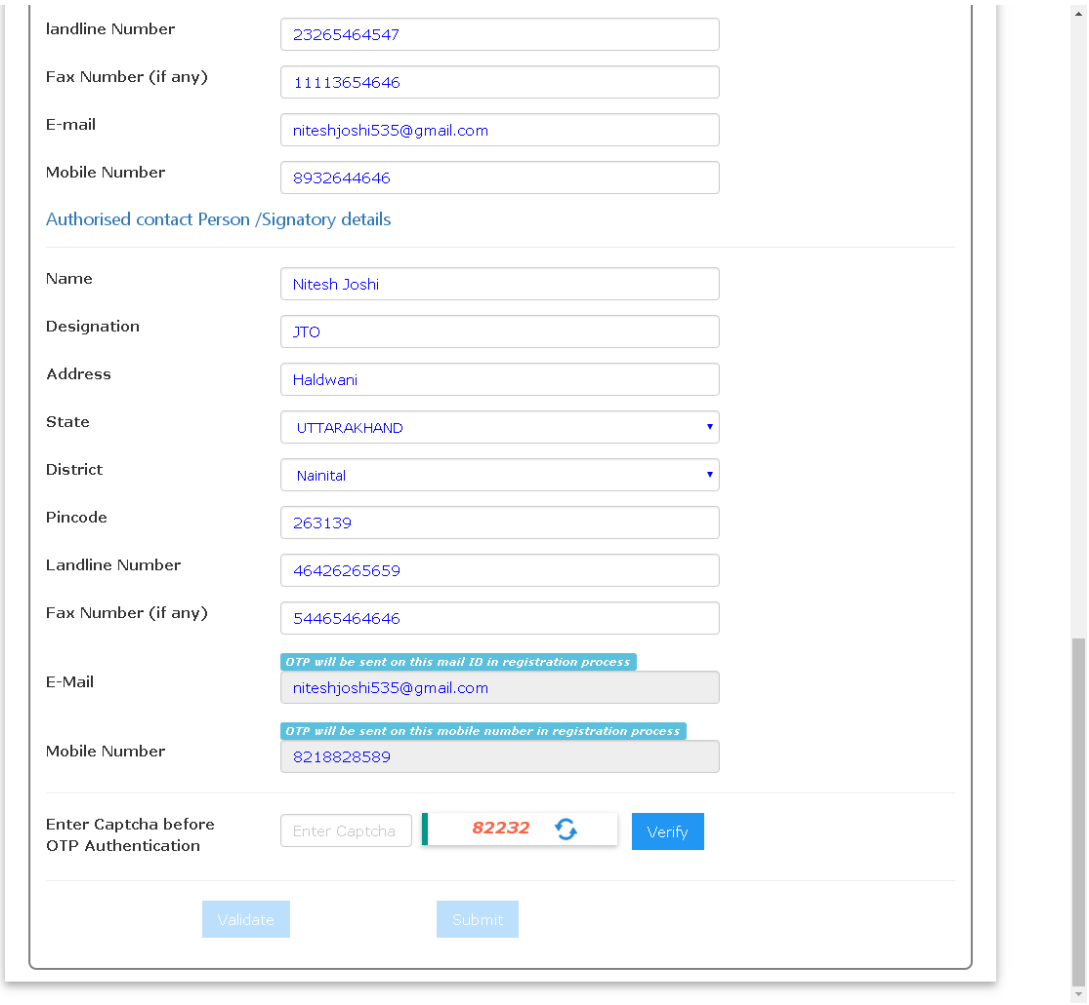
2.1 Registration

(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.

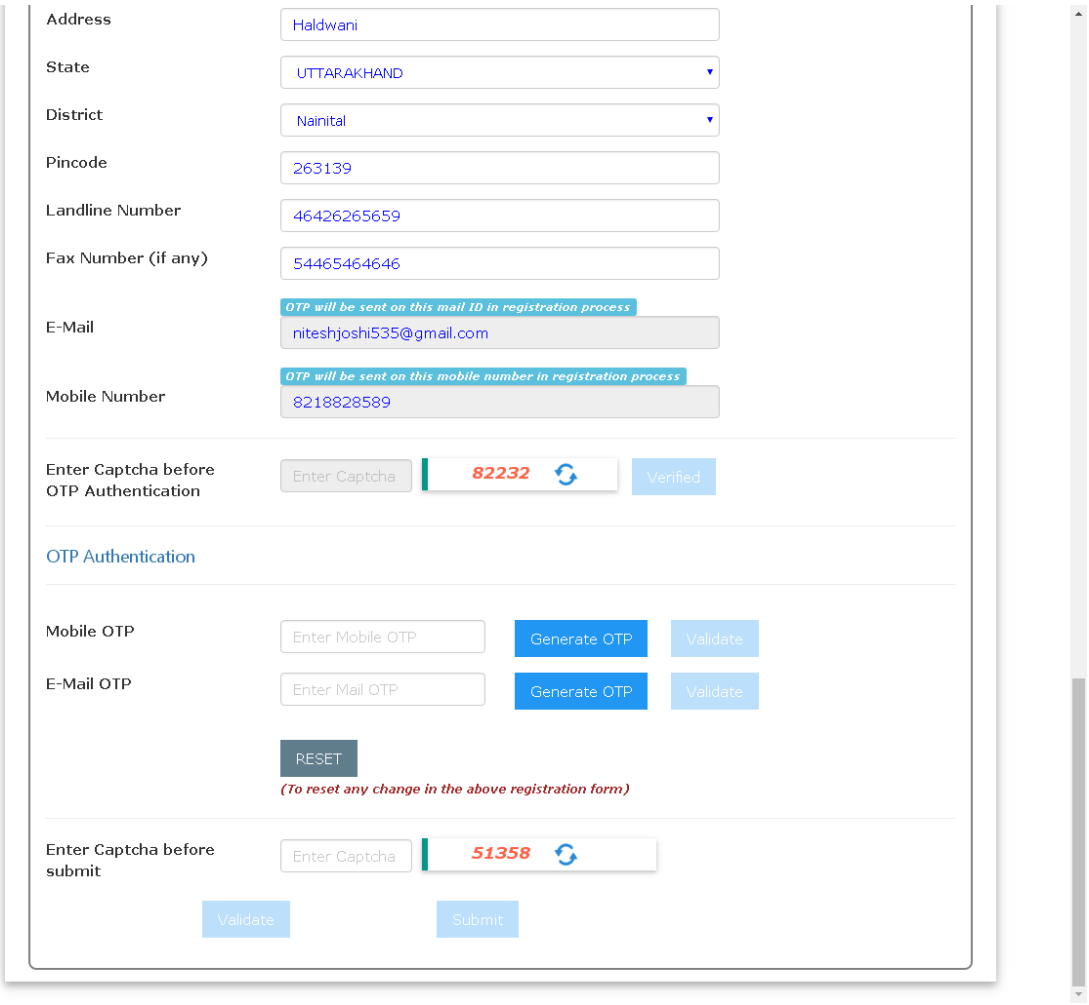
To apply for DPL/NDPL select Company or *Individual/ Proprietor/ Partnership Firm* in **Registration Type**.



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

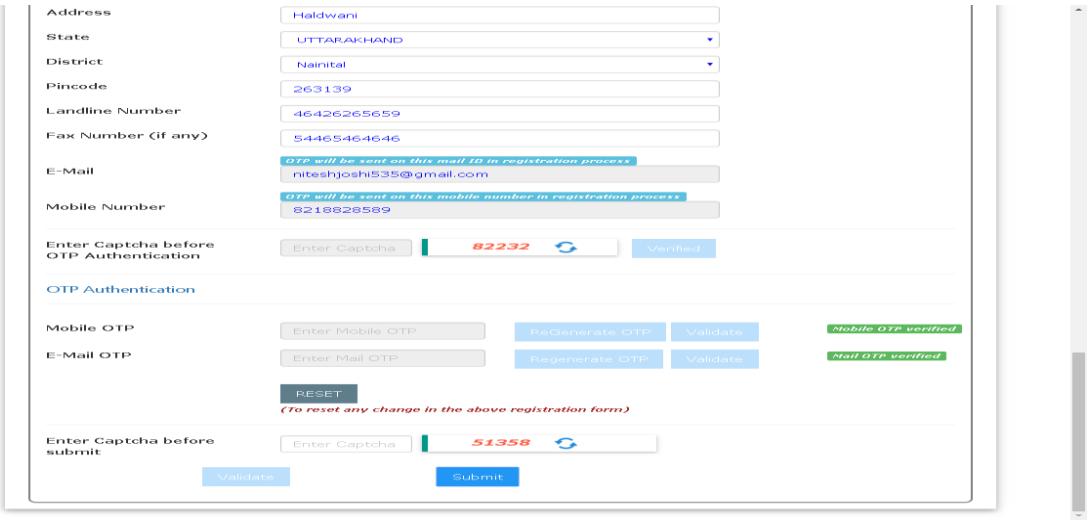


After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number.** Please click on each button to get the respective OTP's.

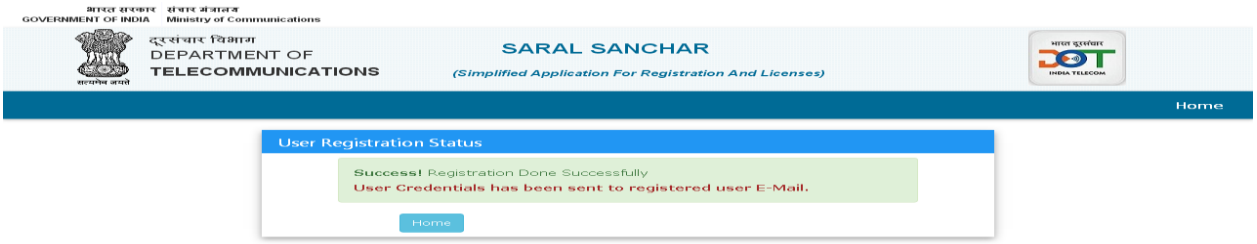


You will receive **OTP's,** both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

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.



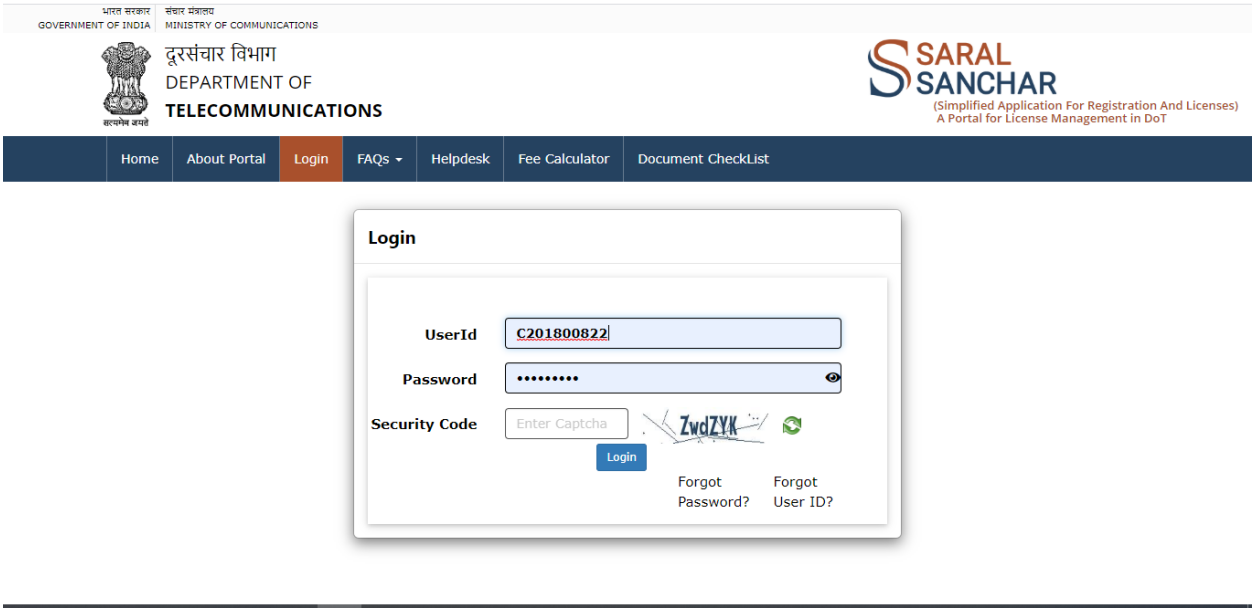
The user credentials will be sent to the **E-Mail address** of the applicant.

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

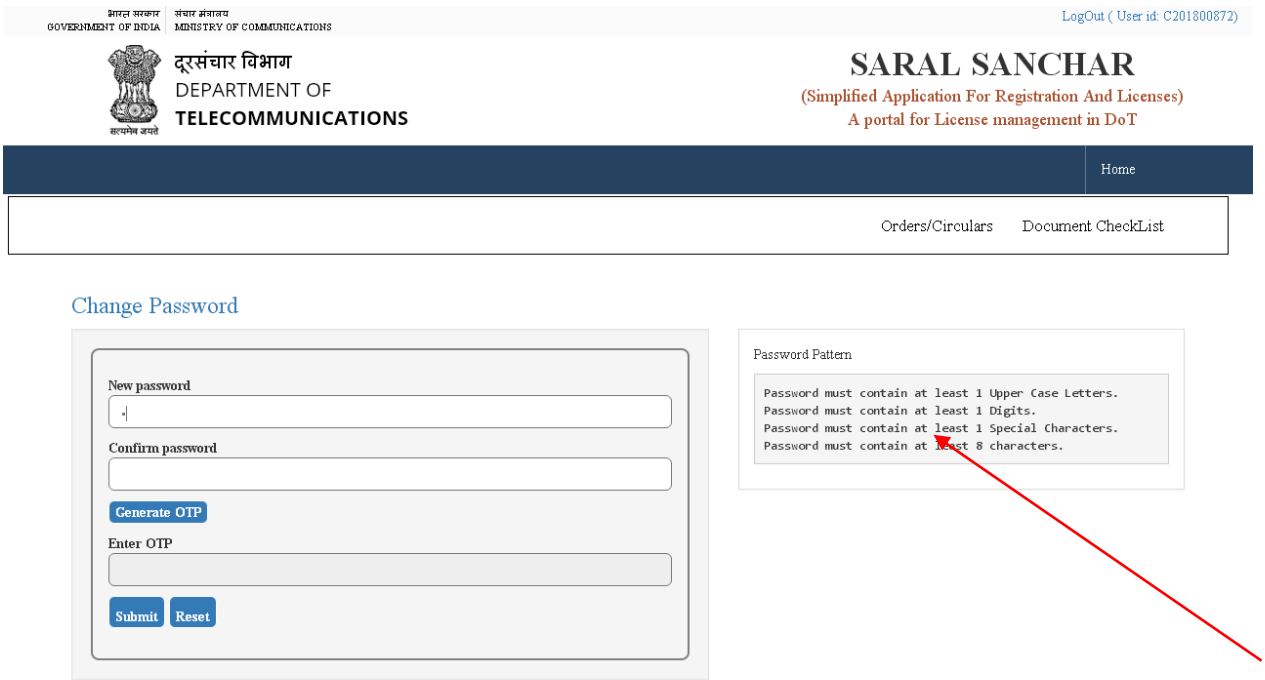
2.2 First Login

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**.

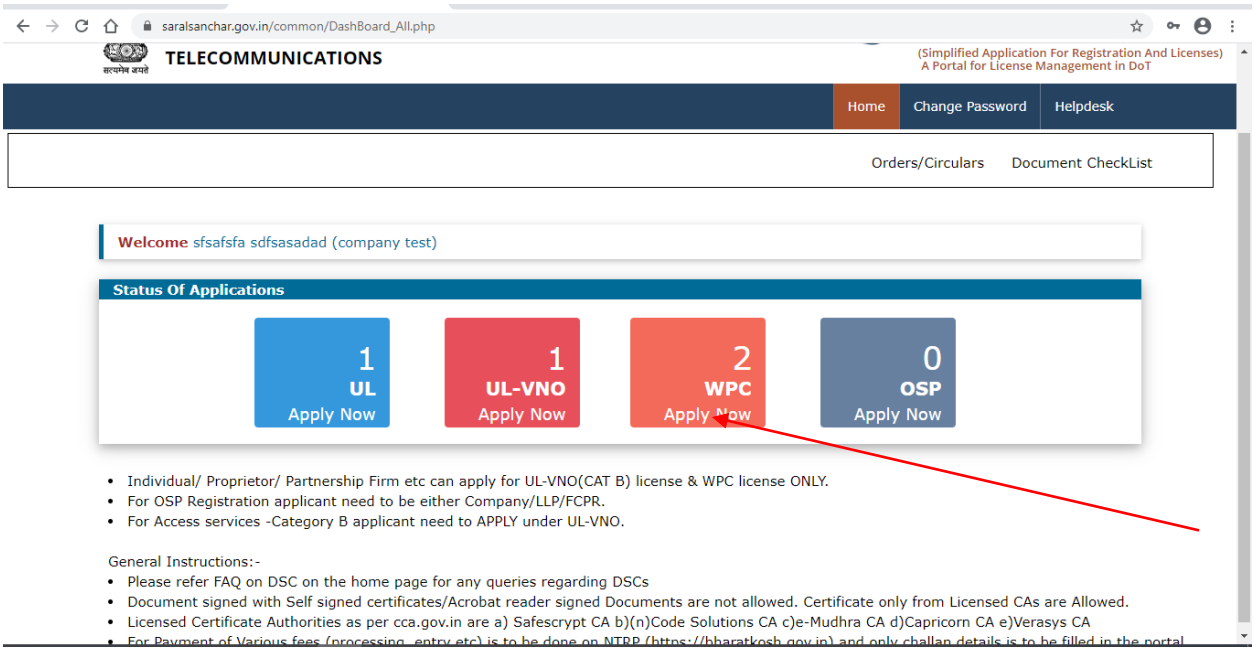
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



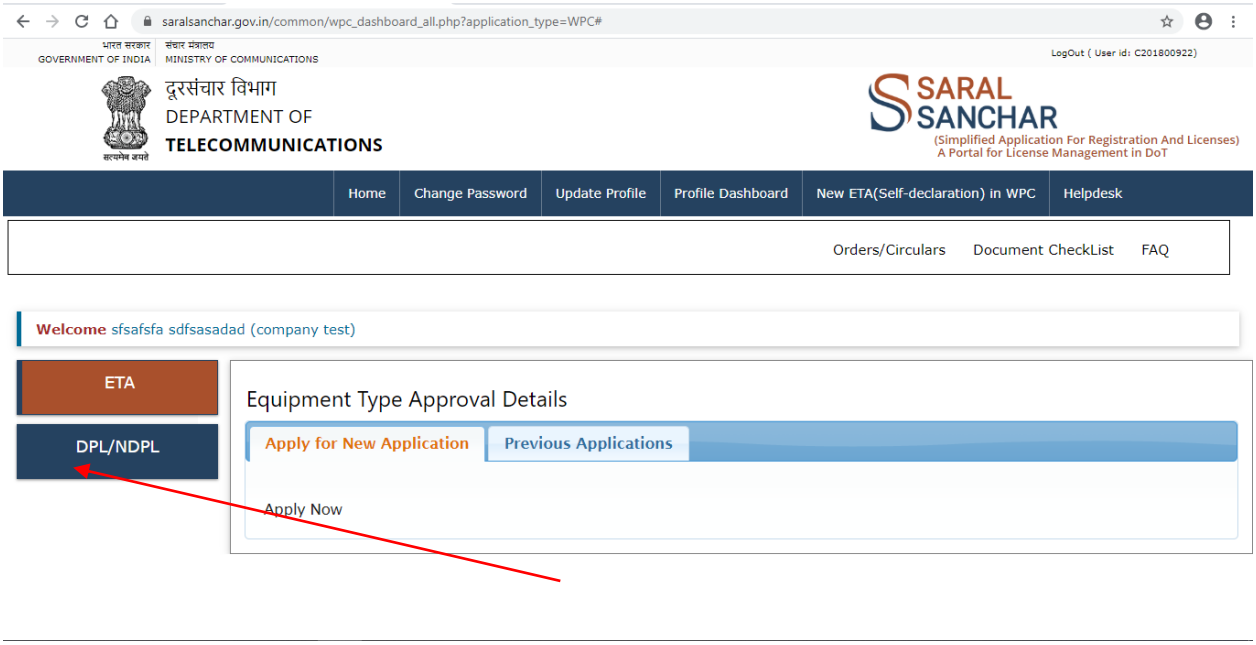
After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.



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.

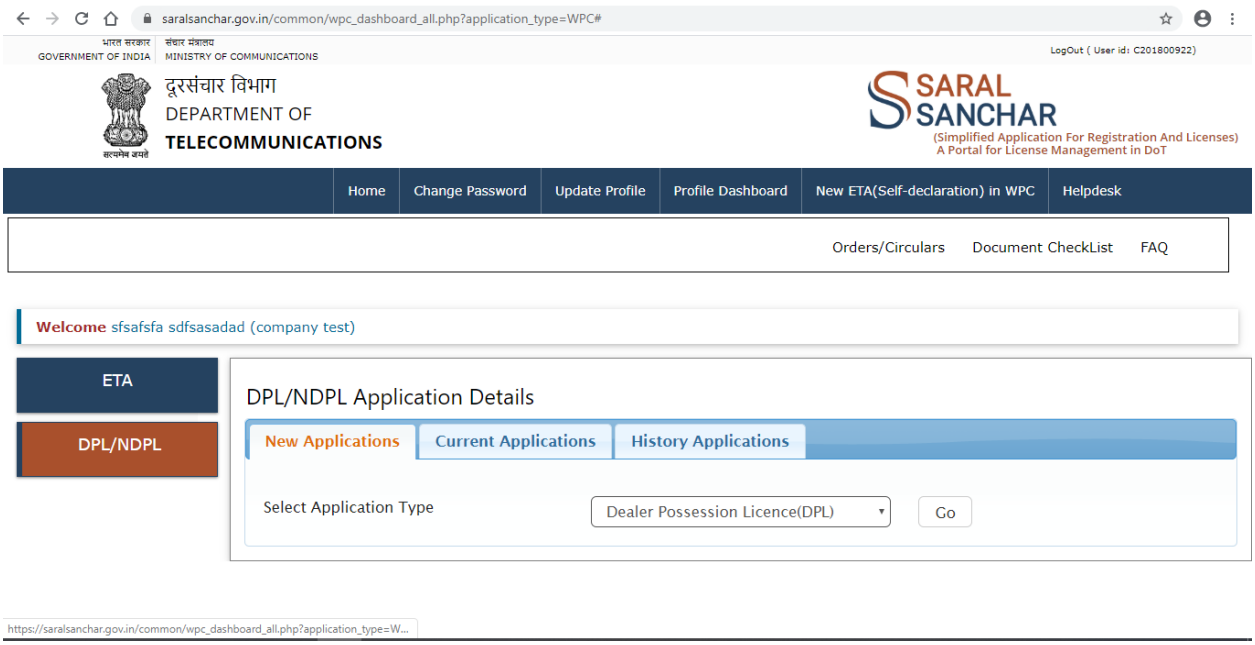


After clicking on WPC block , following screen will appear.


saralsanchar.gov.in/common/wpc_dashboard_all.php?application_type=WPC#
भारत सरकार
GOVERNMENT OF INDIA
संचार मंत्रालय
MINISTRY OF COMMUNICATIONS
LogOut (User id: C201800922)
दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS
SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A Portal for License Management in DoT
Home
Change Password
Update Profile
Profile Dashboard
New ETA(Self-declaration) in WPC
Helpdesk
Orders/Circulars
Document CheckList
FAQ
Welcome sfsafsfa sdfsasadad (company test)
ETA
DPL/NDPL
Equipment Type Approval Details
Apply for New Application
Previous Applications
Apply Now

2.3 DPL/NDPL Dashboard

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



Here on dashboard, applicant can see three tabs.

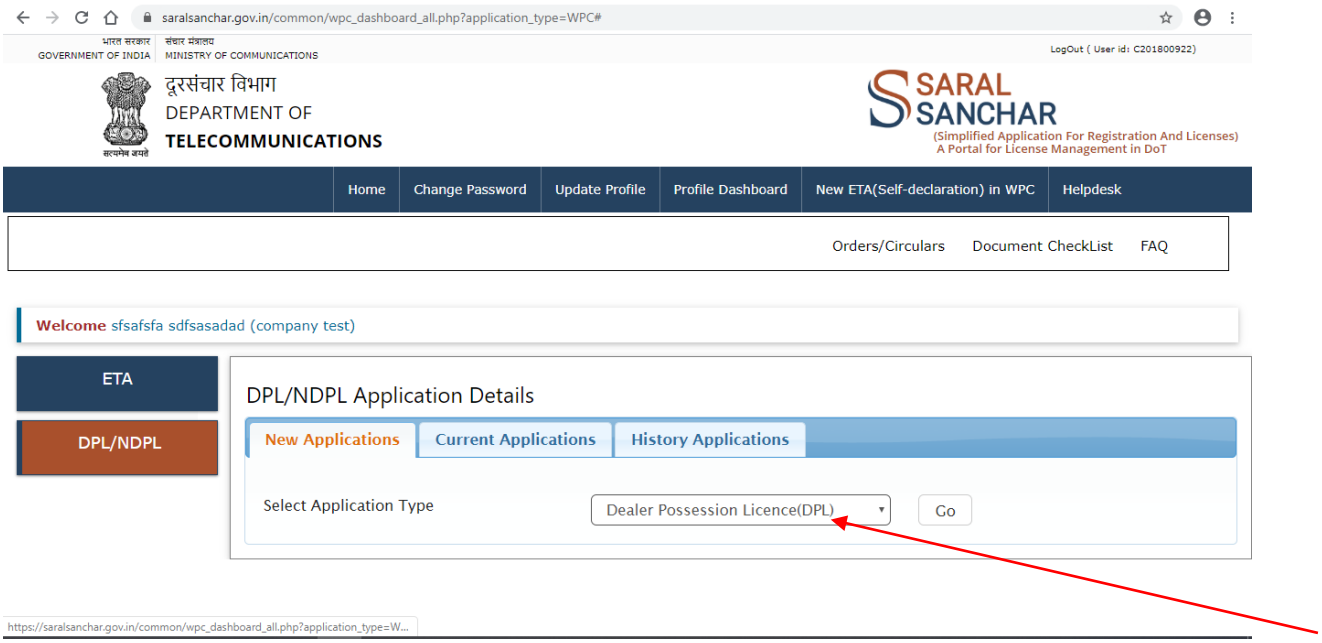
a)**New Applications** : Here applicant can select Dealer Possession License or Non-Dealer possession License as application type.

b)**Current Applications**: Once application saved and application id created , it will be appear under this tab till license issued.

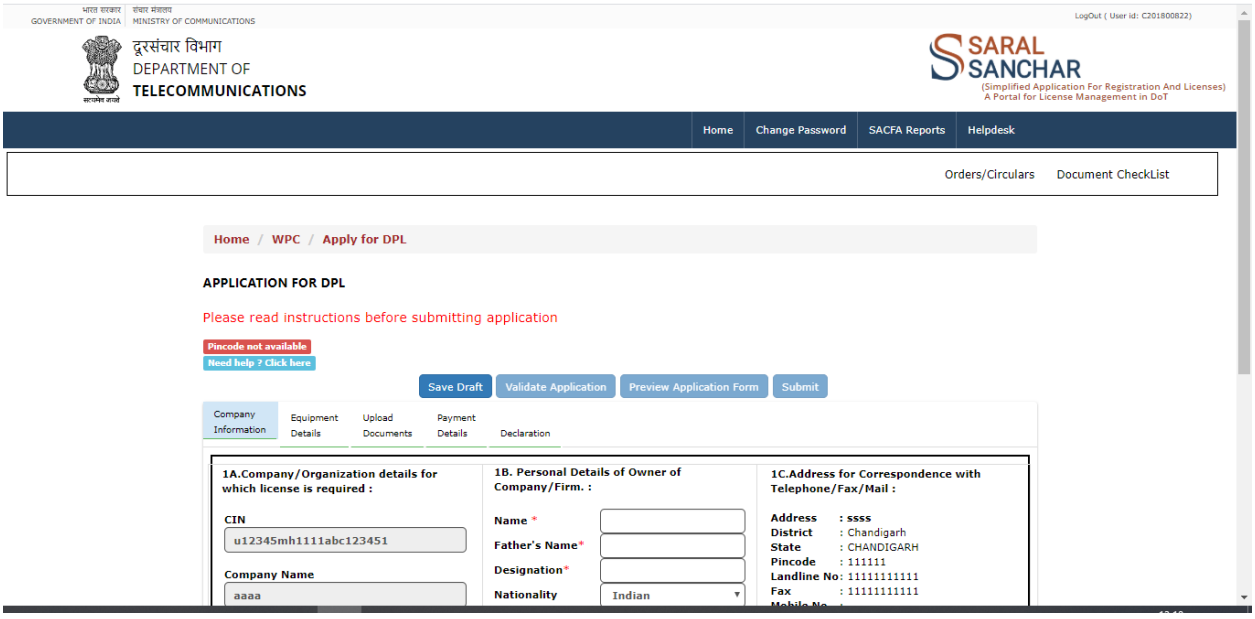
c)**History Applications**: Once License Issued it will be available under History Application tab.

2.4 Apply For DPL:

Below is a sample demo for **DPL Application**.



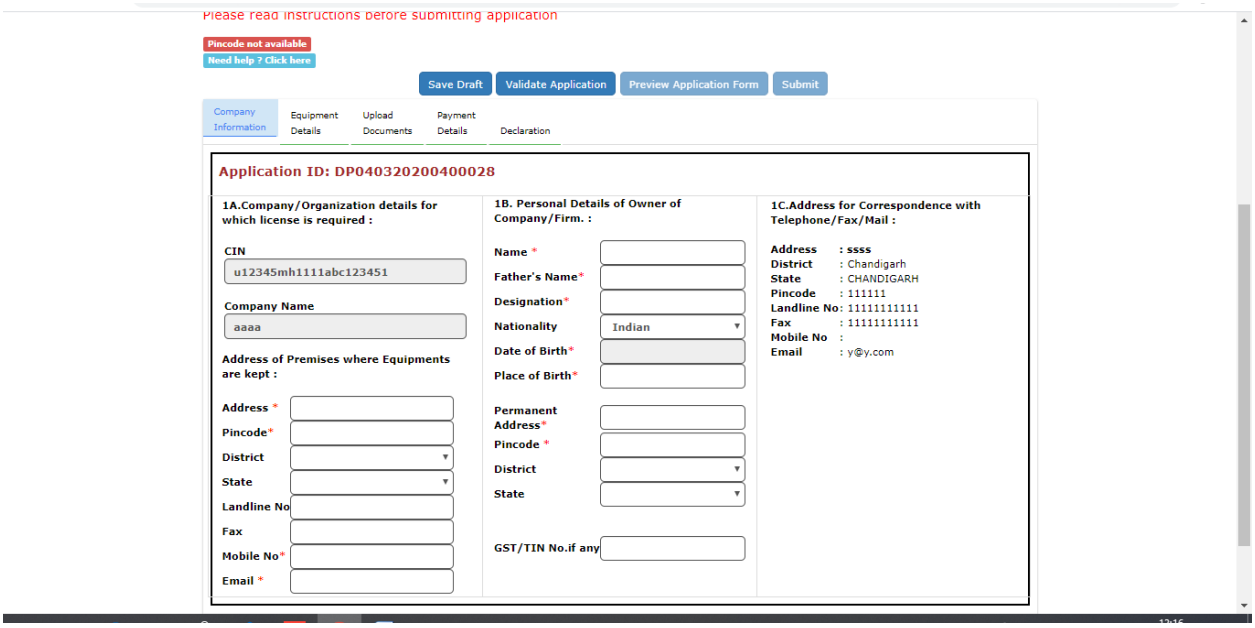
After selecting Dealer Possession License and clicking on “Go”, application form will be opened as follows.



2.4.1 Step 1

Company Information: In this step the information about applicant will fill details such as Address of Premises where equipment to be kept, personal details of owner of company.

Once “Save Draft” is clicked application id will be attached to application and further actions will be taken on the same. Applicant will be able to upload the documents.

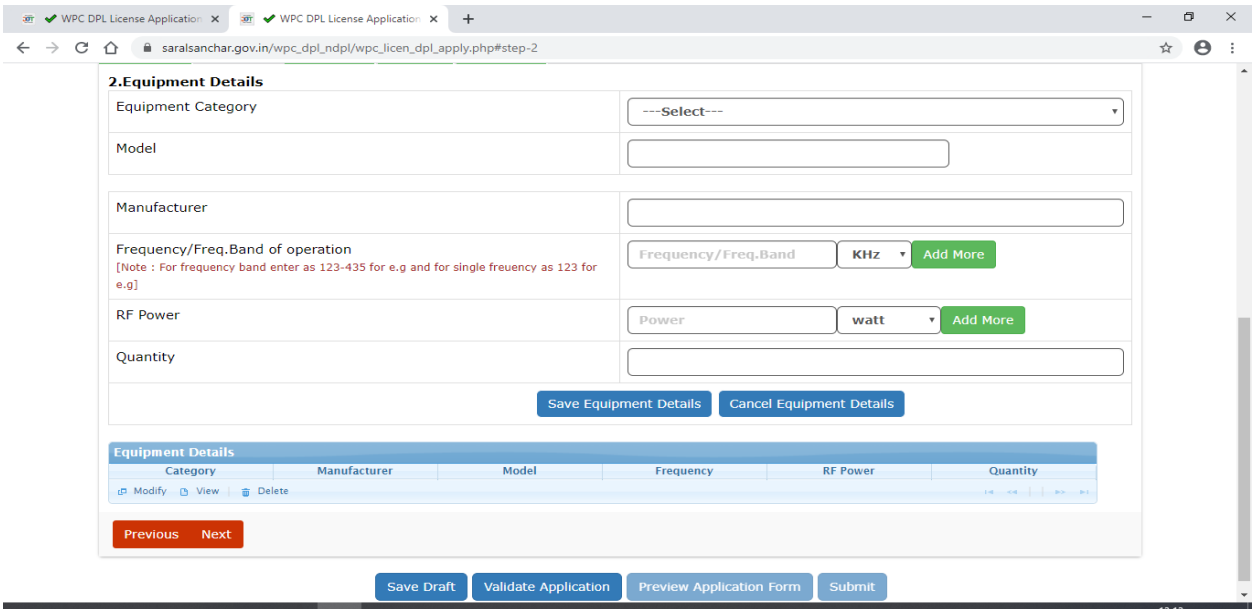


Press “next “button to go to next step.

2.4.2 Step 2

Equipment Details:

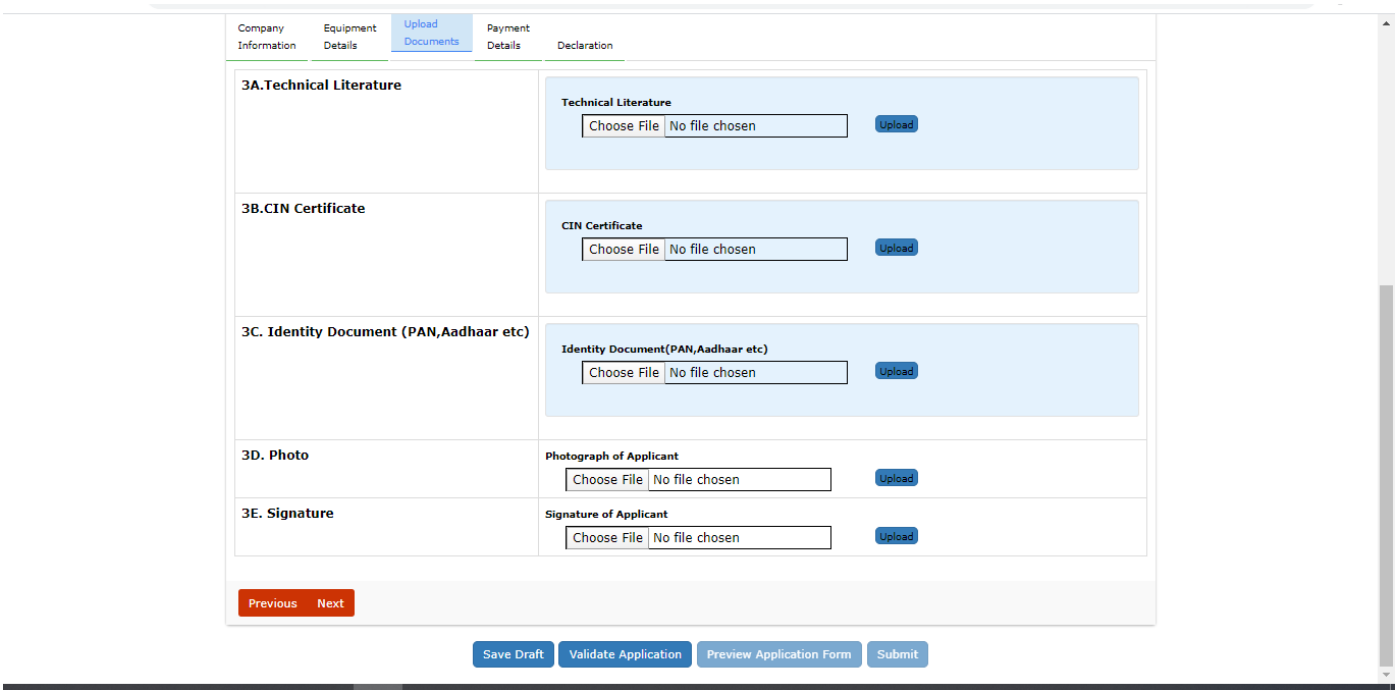
Next step is of adding Equipment Details.



Here enter equipment details as per shown in form. After clicking on “Save Equipment Details” , data will be displayed in Equipment Details table .

2.4.3 Step 3

Upload Documents:



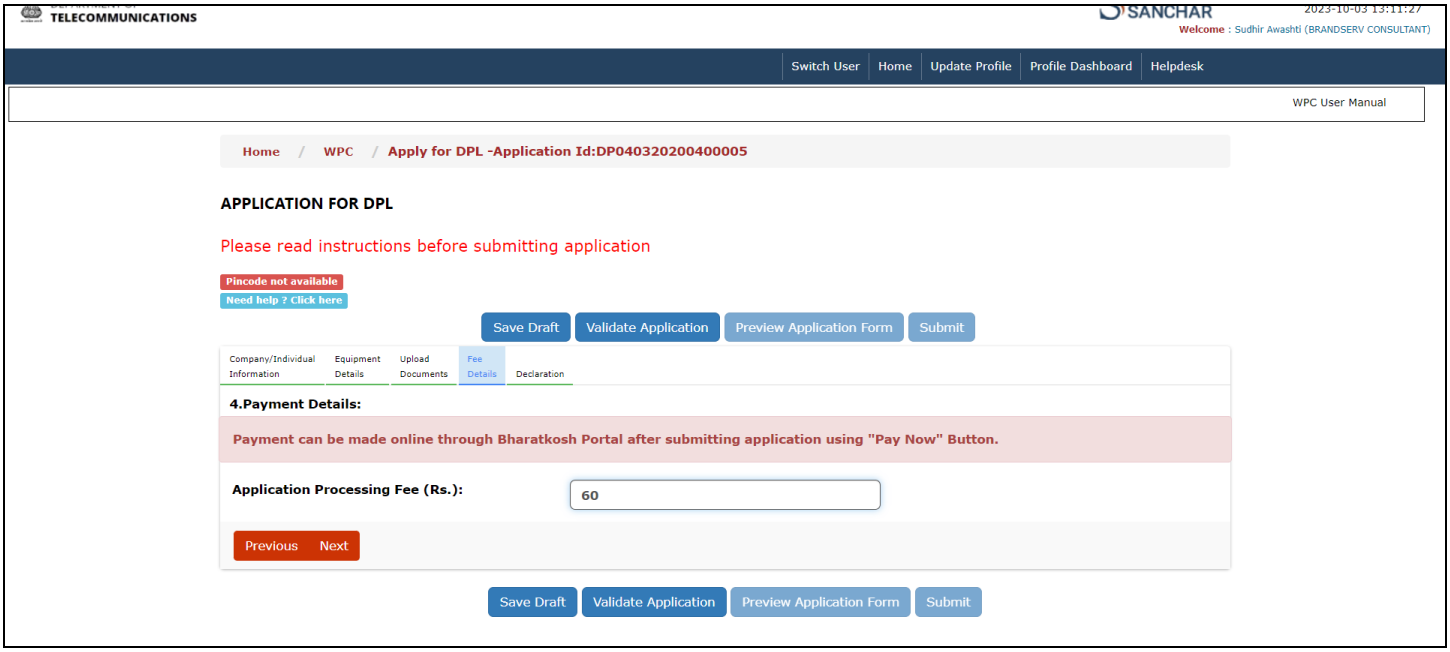
Here upload files as shown in above form. Here Technical Literature and Identity Document are compulsory.

Note:

1) Size of pdf document should be less than 1MB.
2) Size of photograph should be less than 250KB.
3) Size of signature should be less than 150KB.

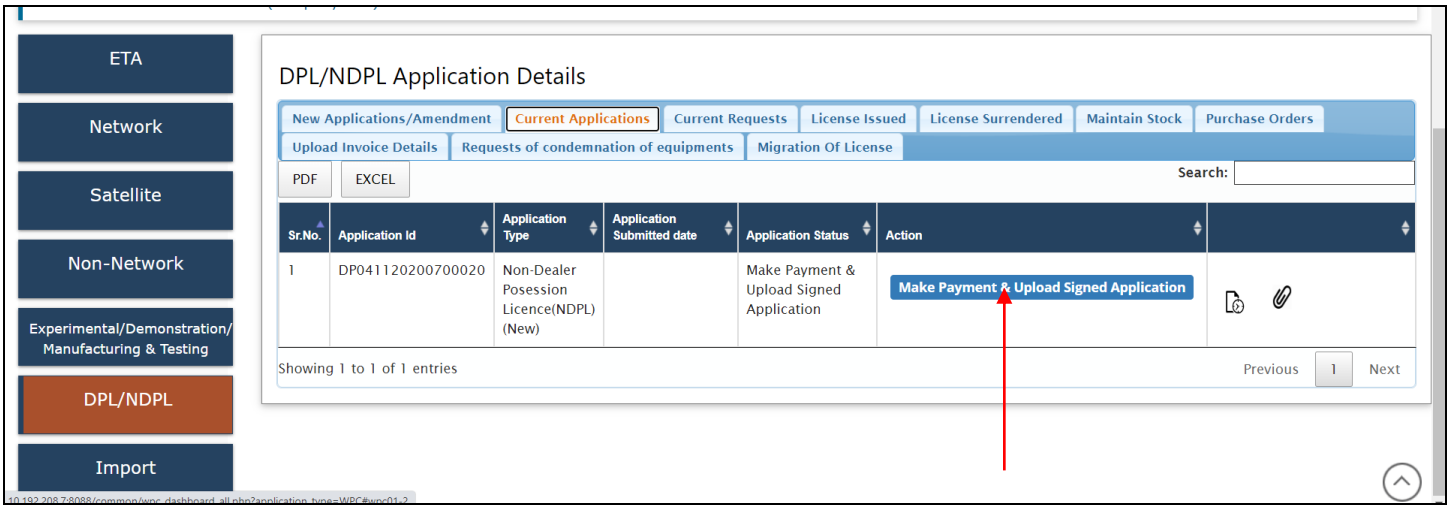
2.4.4 Step 4

Enter Processing fee.

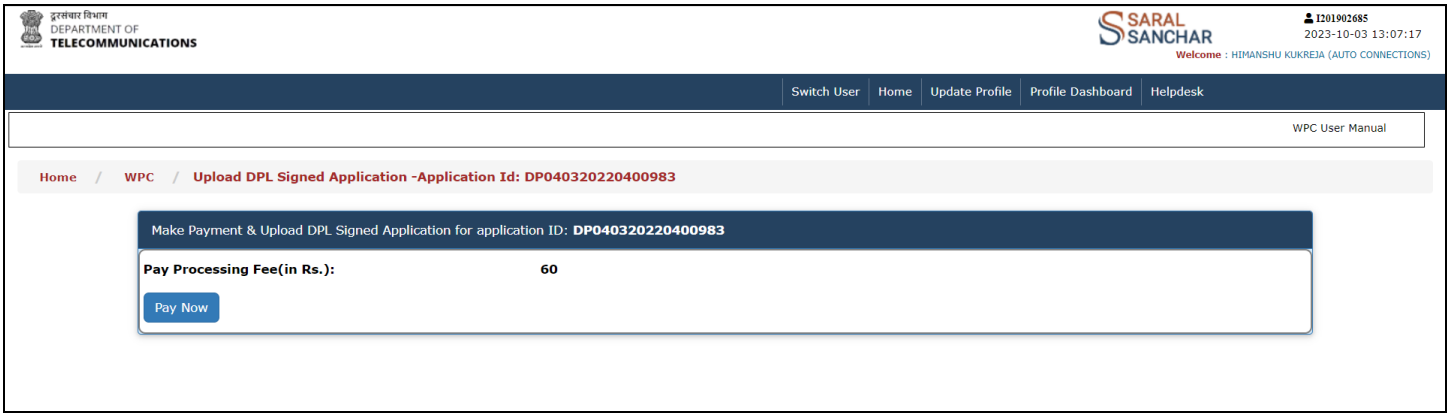


Once the details are added then validate application using “Validate Application” button and if validated successfully then ”Preview Application Form” and “Submit” button will be activated. On clicking “Preview Application Form” ,you will get application in pdf format. Read declaration carefully and select the checkbox I ACCEPT THE ABOVE CONDITIONS.

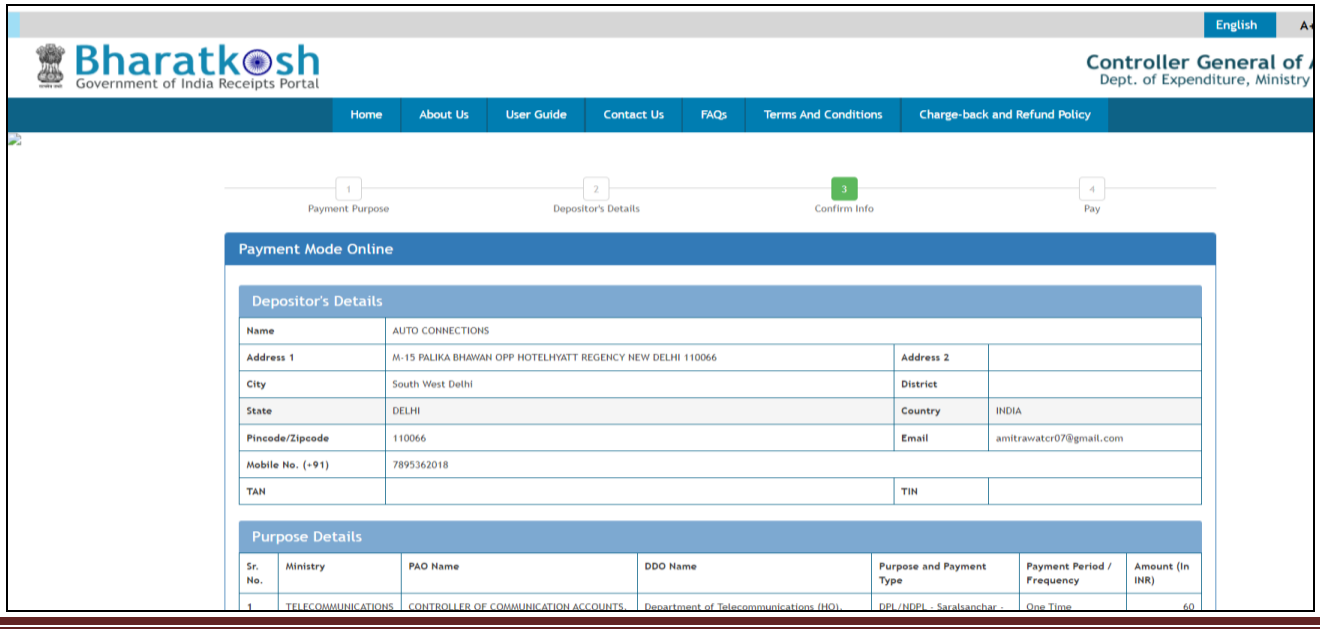
After submitting the application you will be redirected to dashboard for uploading signed application.



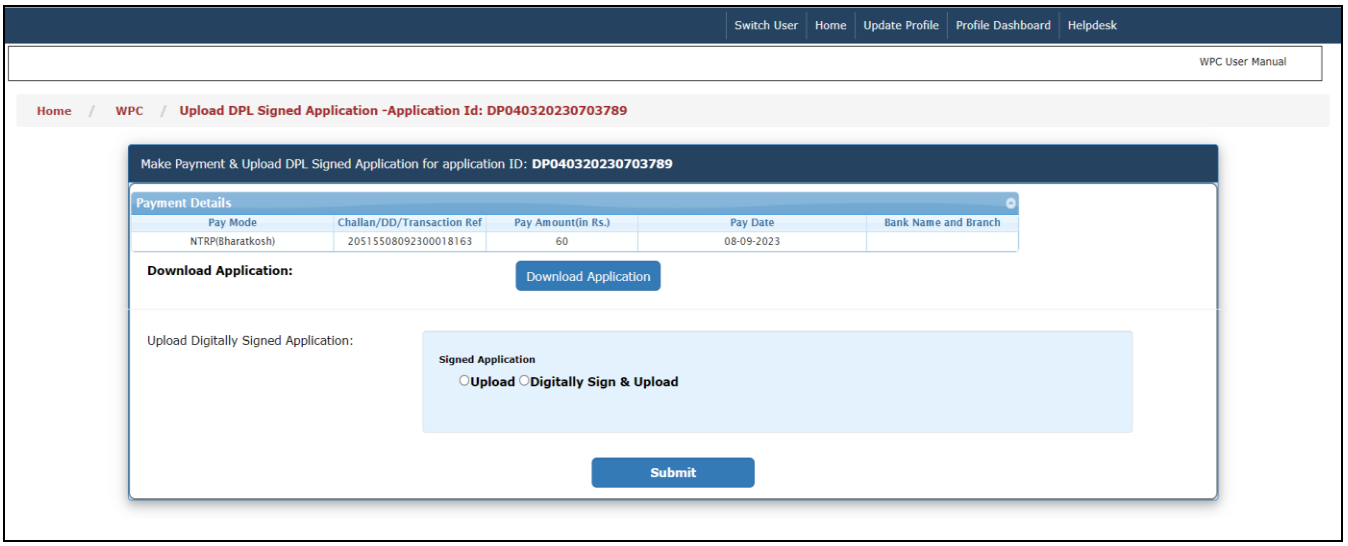
2.4.5 Make Payment and Upload Signed Application:



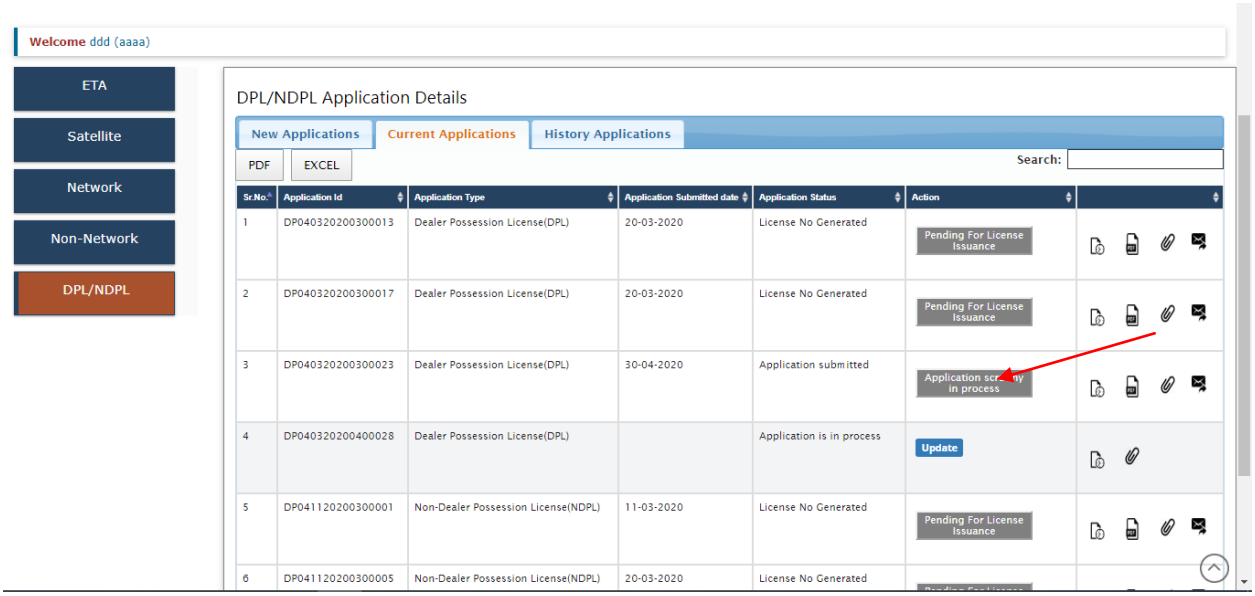
Here click on pay now button and it will be redirected to bharatkosh for payment as shown below.



After successful payment , upload digitally signed application as shown in below screen.



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



In this dashboard , you can check 4 different buttons.



a)Application History : Here Applicant can check application flow history.

b)Uploaded Application pdf file: Here Applicant can check uploaded application pdf file.

c)Attachments :Here Applicant can check attachment files which are uploaded with application file.

d)Communicate with WMO:Here Applicant can send mail regarding this applicantion to WMO .

Once the application is scrutinized successfully, WMO will issue DPL/NDPL . 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 Apply For NDPL

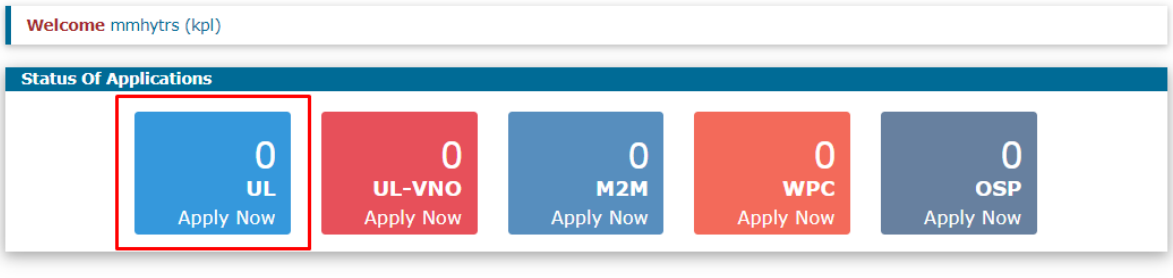
Application form for NDPL as same as DPL. Only difference is in Upload documents i.e. DL/WOL/WOC Reference Letter .

2.6 Profile Update without Scrutiny

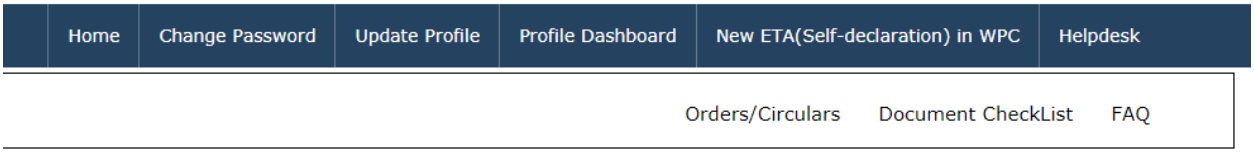
If no **application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied stage.

STEPS:

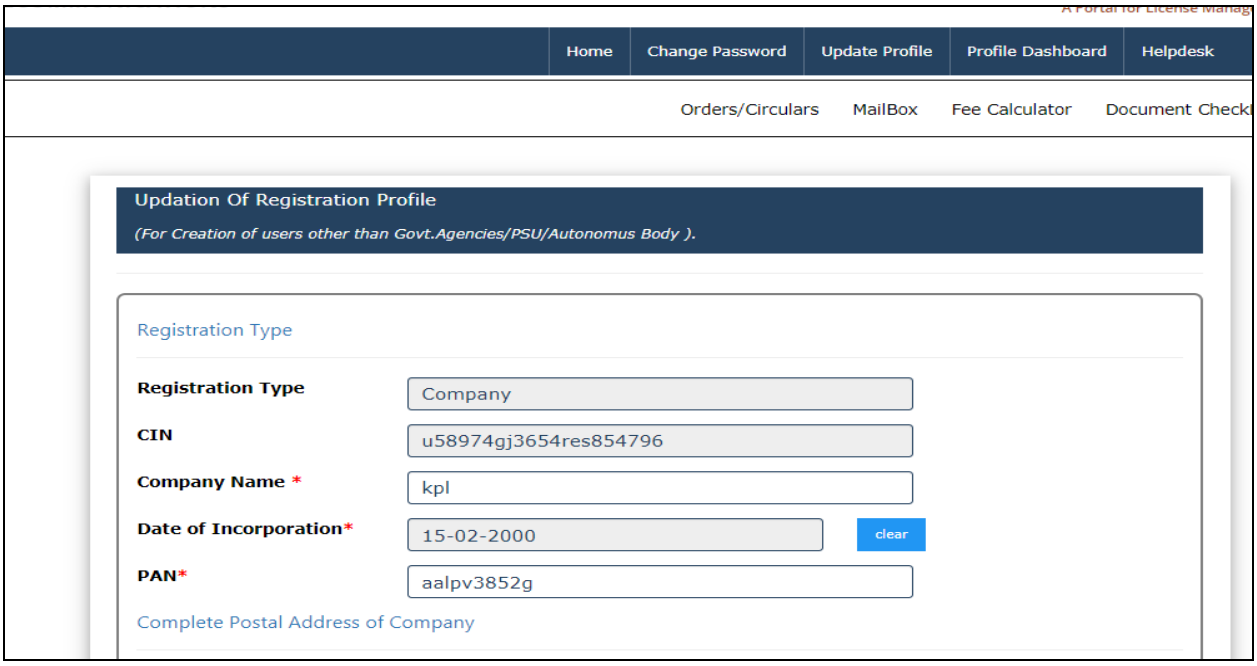
1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear.

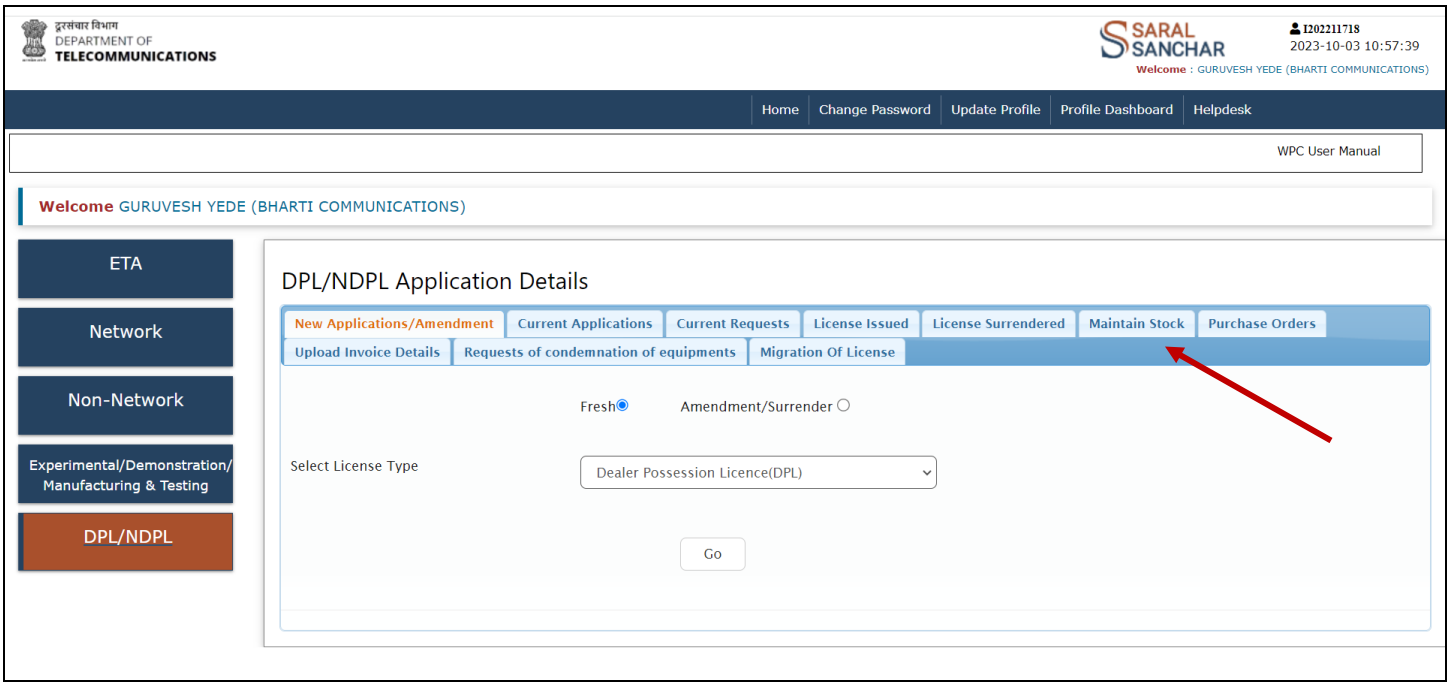


User can update profile multiple times until new application is applied stage.

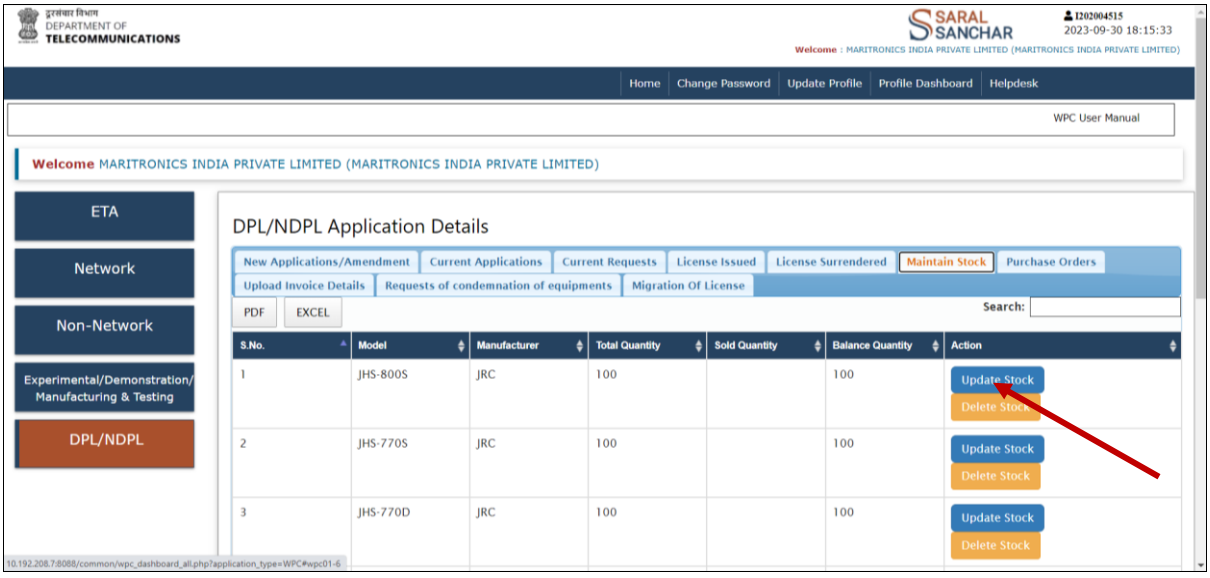
2.7 Stock Management :

a) Updation of Stock

After DPL/NDPL following dashboard will appear.

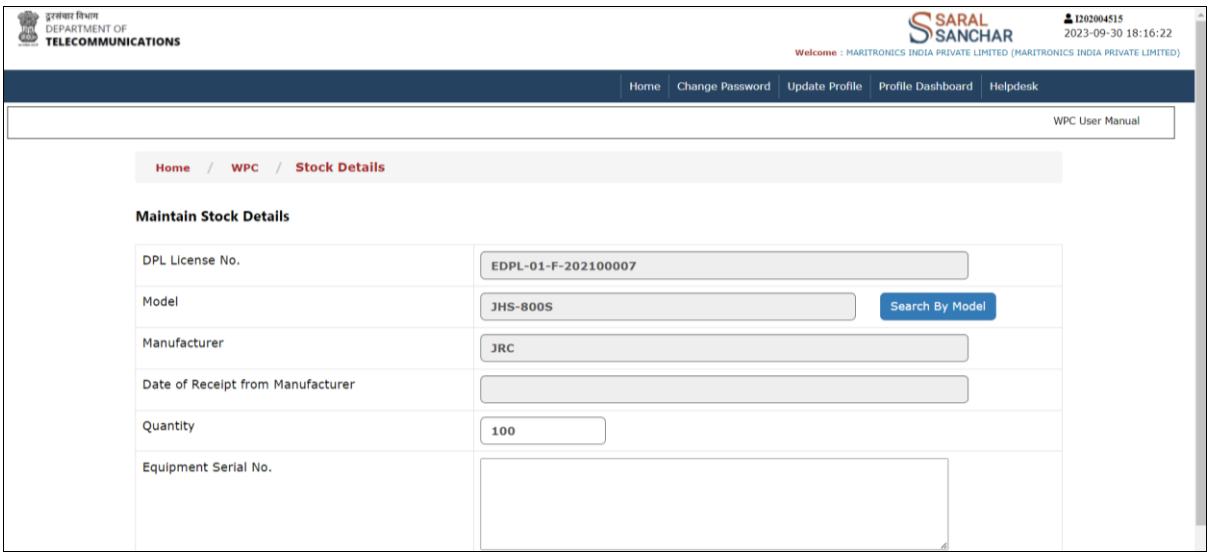


Click on Maintain Stock tab as shown in above screen . As per shown in below screen, stock will show equipment list for which DPL holder has got license .



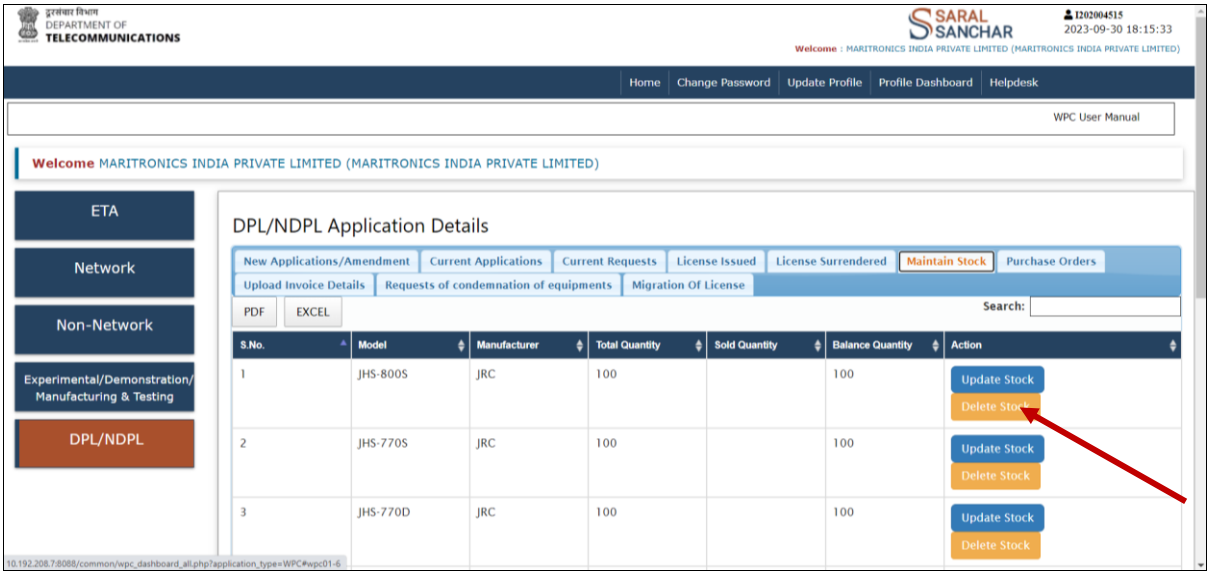
Click on update stock as shown above.

Update stock by clicking update stock using following screen.



Enter serial no and date of receipt and save stock details.

b) Deletion of Stock

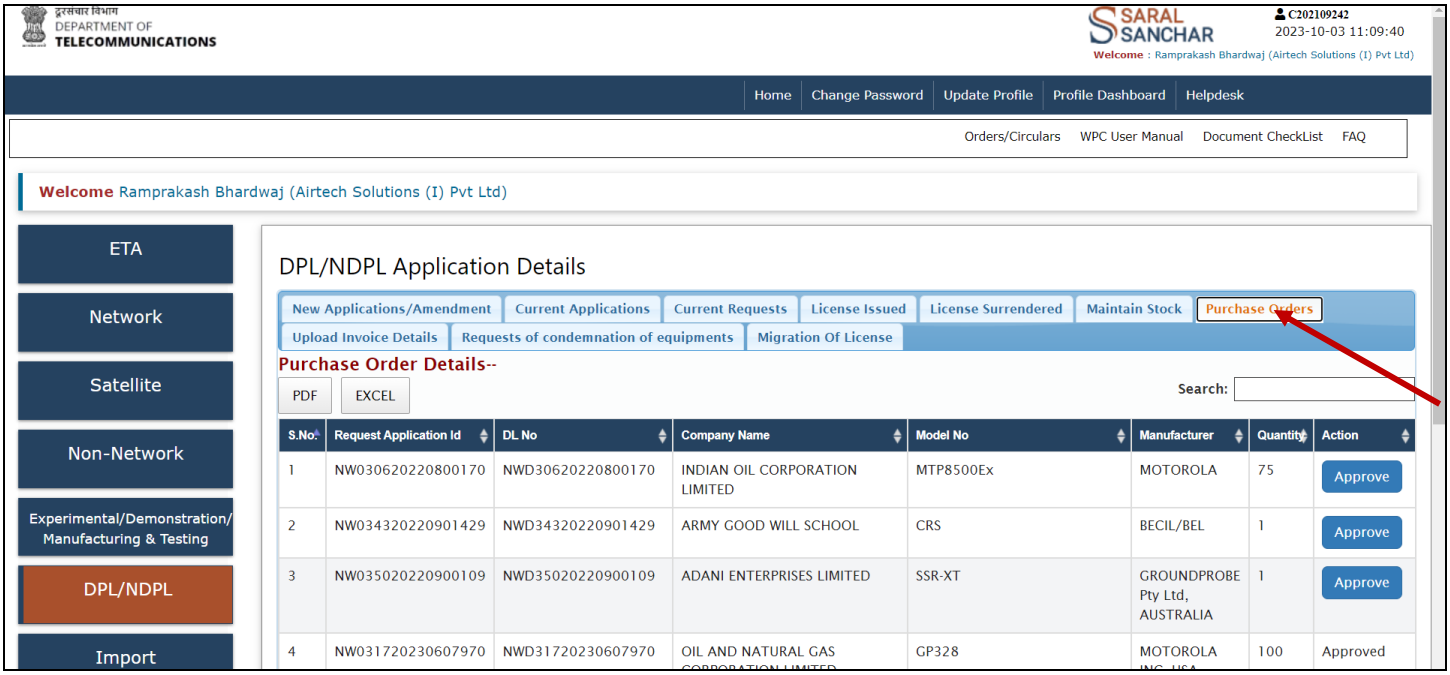


Stock deletion possible if equipment not sold for that particular model by clicking Deletion stock button.

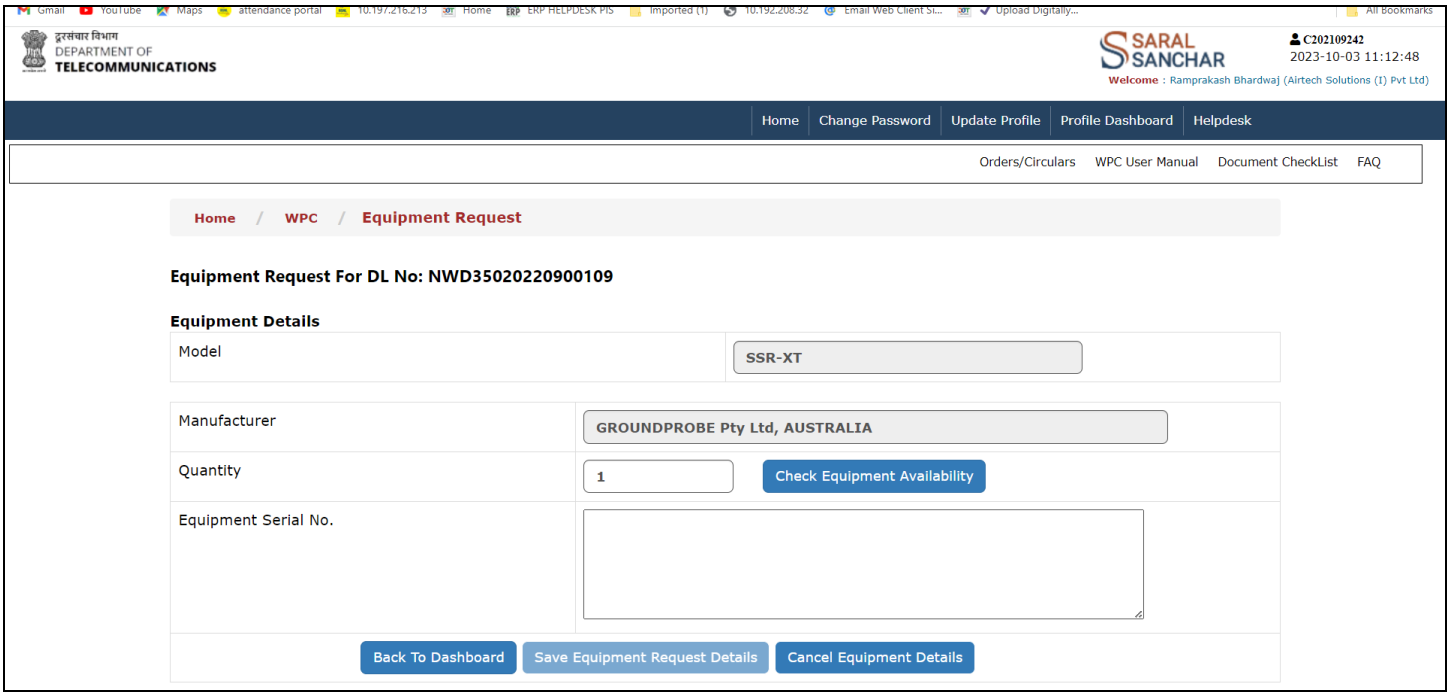
Stock quantity will be made zero against that equipment by deleting stock.

2.8 Purchase Order :

DPL holder can check equipment requests by clicking purchase order.



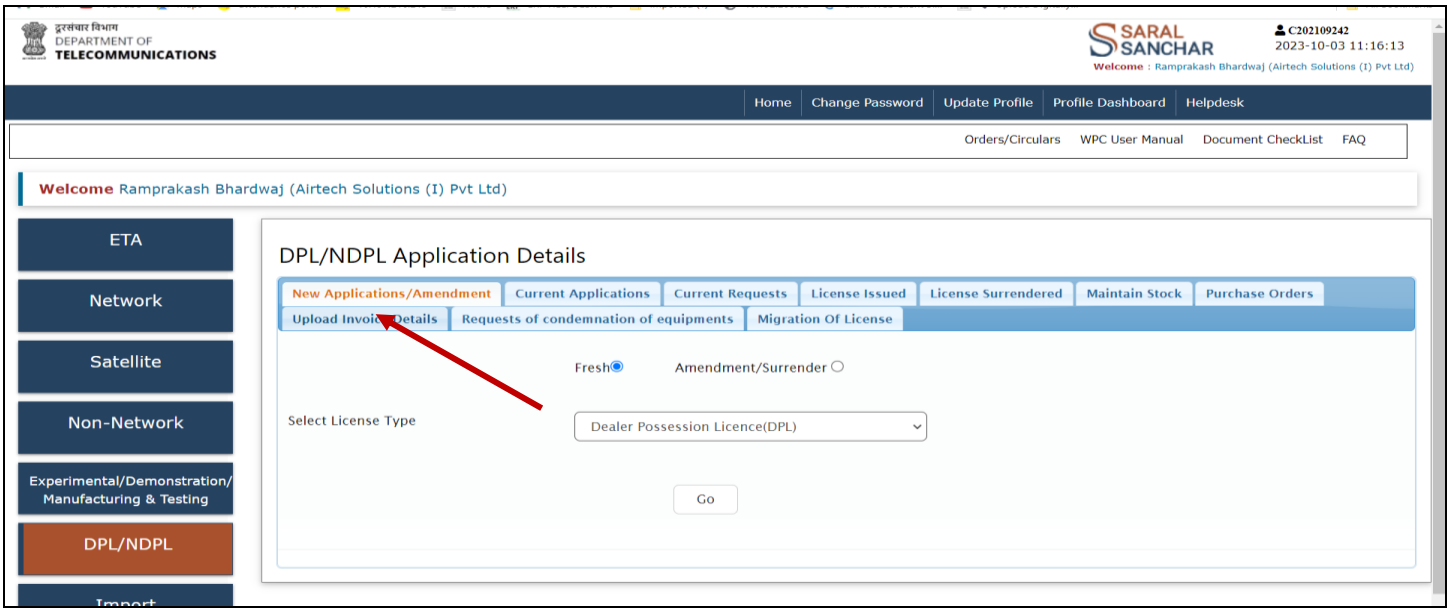
Equipment request can be approve by clicking approve button shown on dashboard.



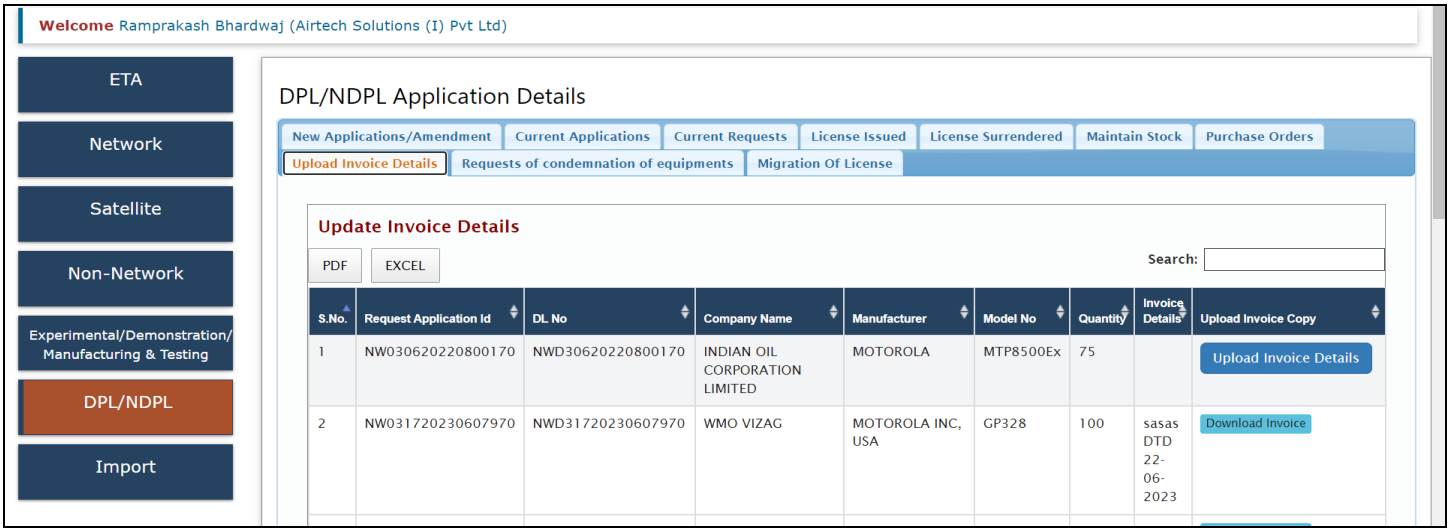
While accepting equipment request, dpl hoder will check equipment availability and enter serial nos of equipments which is to be sold and finally save equipment request details.

2.9 Invoice Upload:

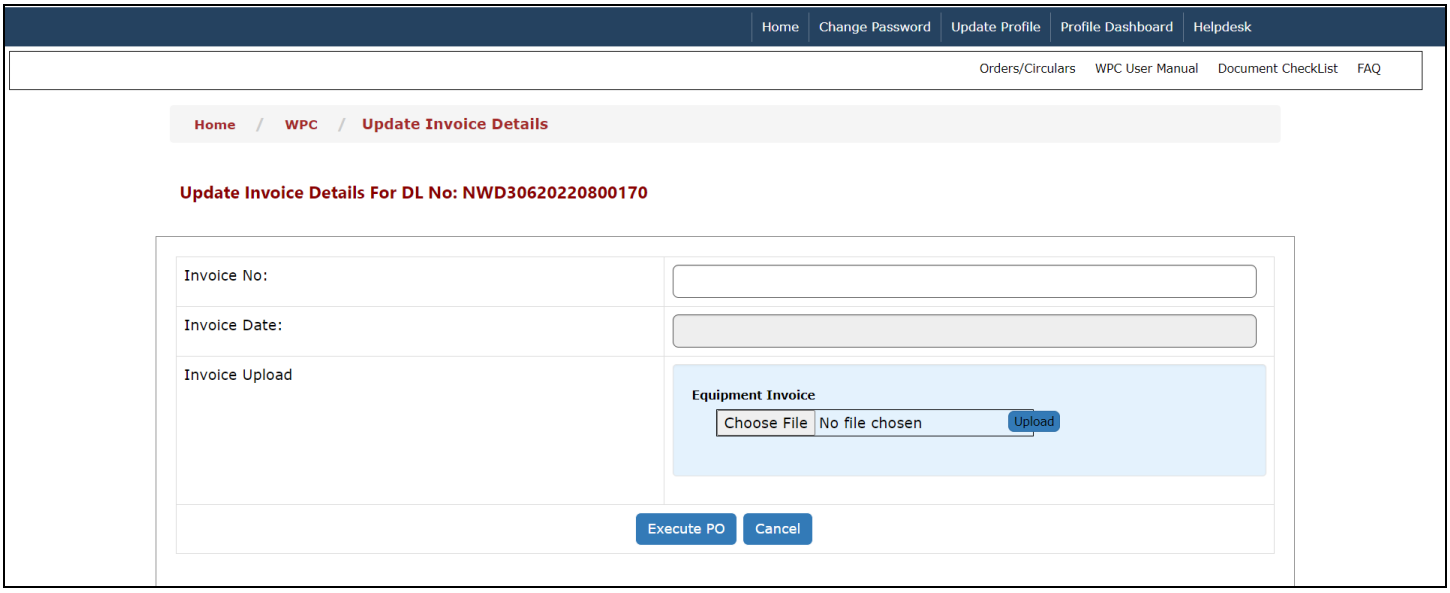
To upload invoice copy of equipments, click on upload invoice details as shown below.



Upload invoice copy by clicking upload invoice details against application id.

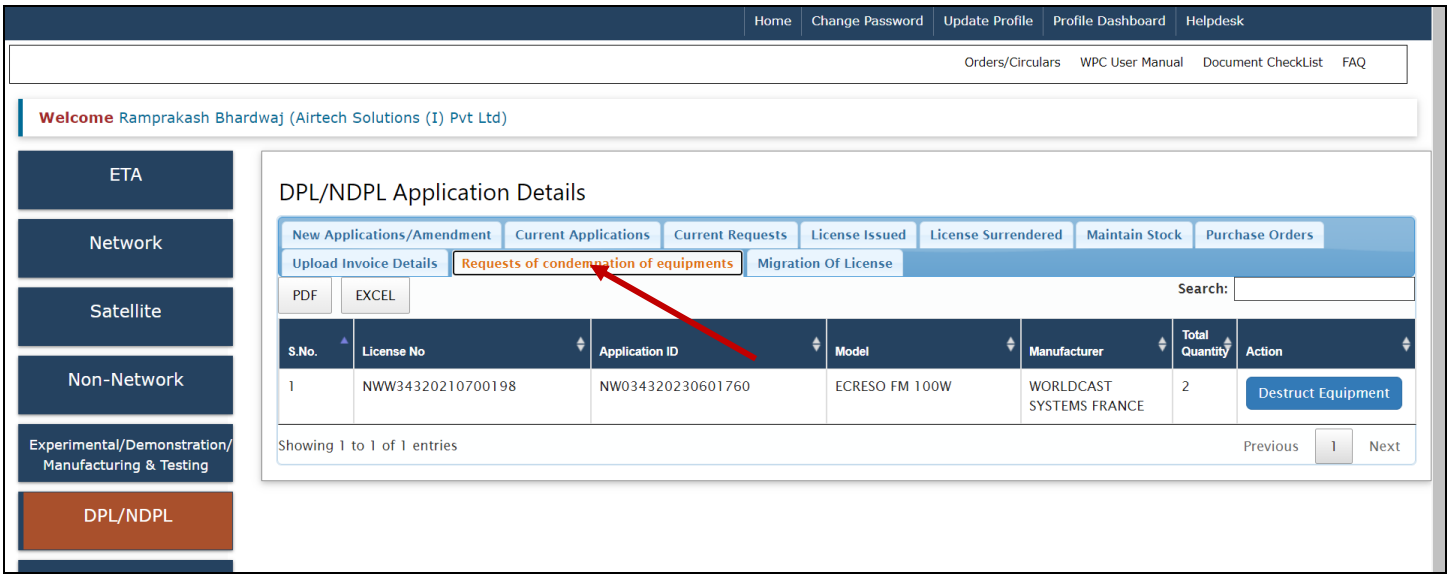


Enter Invoice no, invoice date and upload invoice copy and click on excute PO as shown.

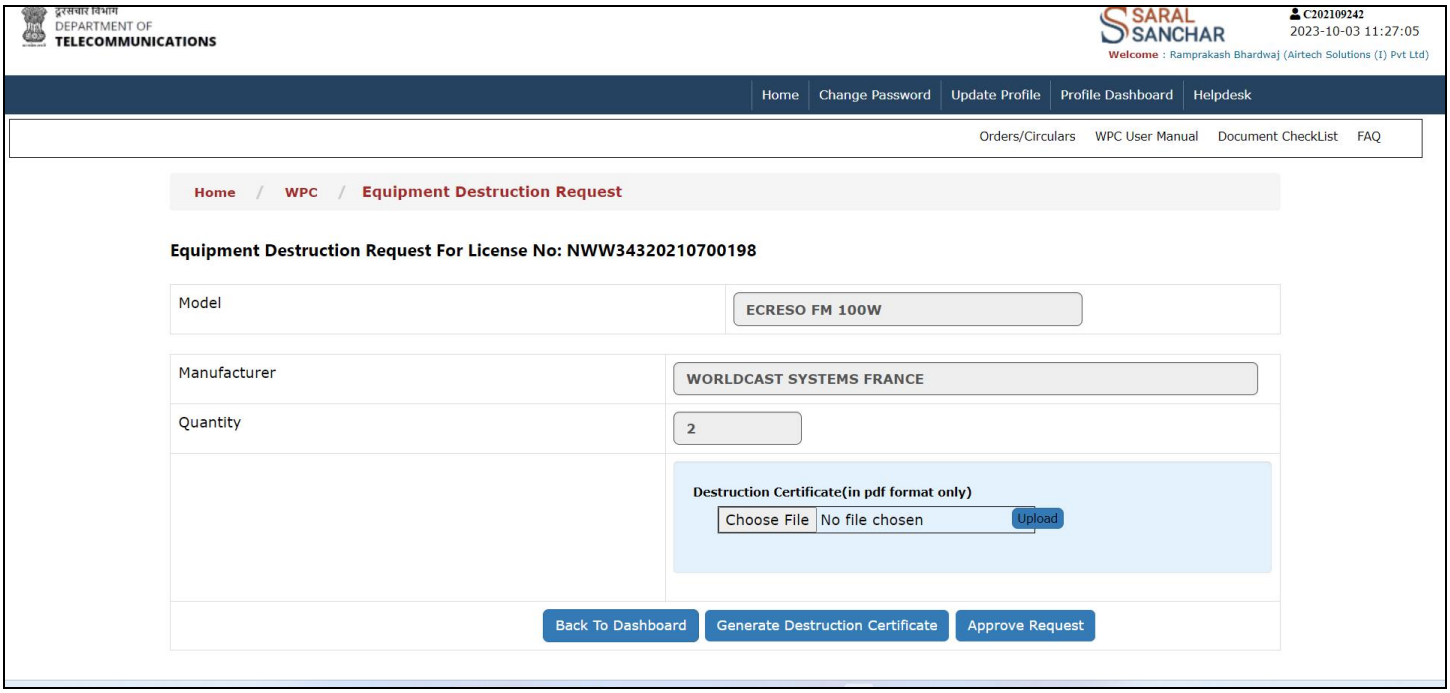


2.10 Requests of condemnation of equipment:

DPL holder can check equipment condemnation requests as shown below.



DPL holder will genearte or upload destruction certificate and approve request as shown below.


दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS
SARAL SANCHAR
C202109242
2023-10-03 11:27:05
Welcome : Ramprakash Bhardwaj (Airtech Solutions (I) Pvt Ltd)
Home
Change Password
Update Profile
Profile Dashboard
Helpdesk
Orders/Circulars
WPC User Manual
Document CheckList
FAQ
Home / WPC / Equipment Destruction Request
Equipment Destruction Request For License No: NWW34320210700198
Model
ECRESO FM 100W
Manufacturer
WORLDCAST SYSTEMS FRANCE
Quantity
2
Destruction Certificate(in pdf format only)
Choose File
No file chosen
Upload
Back To Dashboard
Generate Destruction Certificate
Approve Request