User Manual

(For Applicant)

Online Renewal of Maritime Mobile Station License (MMSL) for Fishing Trawler/Boat

Department of Telecommunications

Government of India

16th September 2021

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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. Renewal of existing licenses is now facilitated through this portal. Presently, only those AMSL & MMSL licenses issued through SARALSANCHAR are eligible for online renewal. Licenses expired or about to expire can be renewed using this facility.

Acronyms and Abbreviations

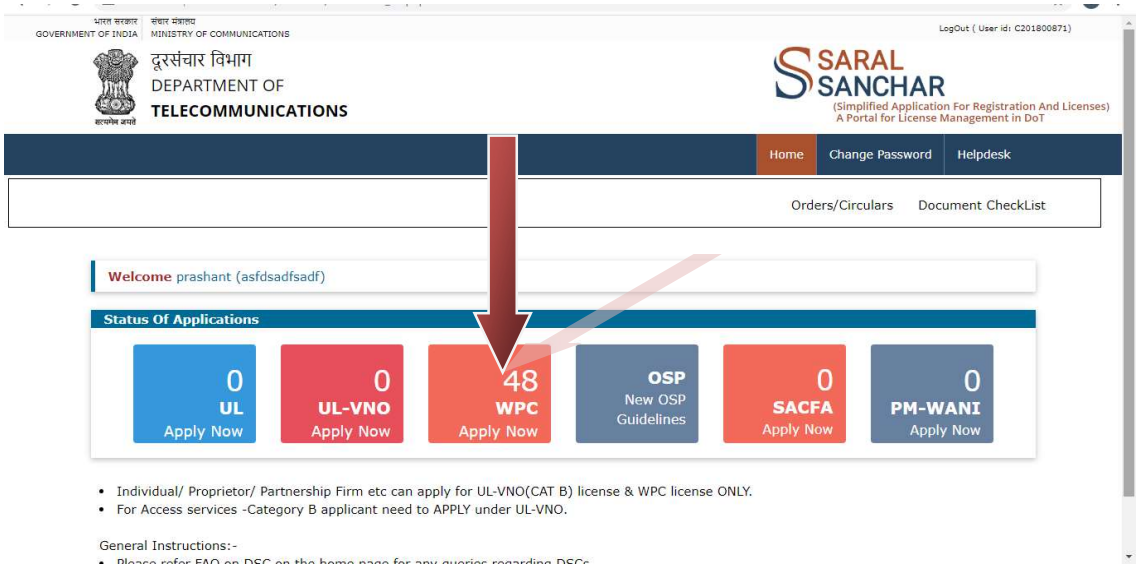
List of the acronyms and abbreviations used in this document and the meaning of each.

- DoT : Department of Telecommunications.
- OTP : One Time Password.
- MMSL : Maritime Mobile Station License .
- AMSL : Aero Mobile Station License
- DGCA : Director General of Civil Aviation.
- DGS : Director General of Shipping.
- FBT:- Fishing Boat Trawler

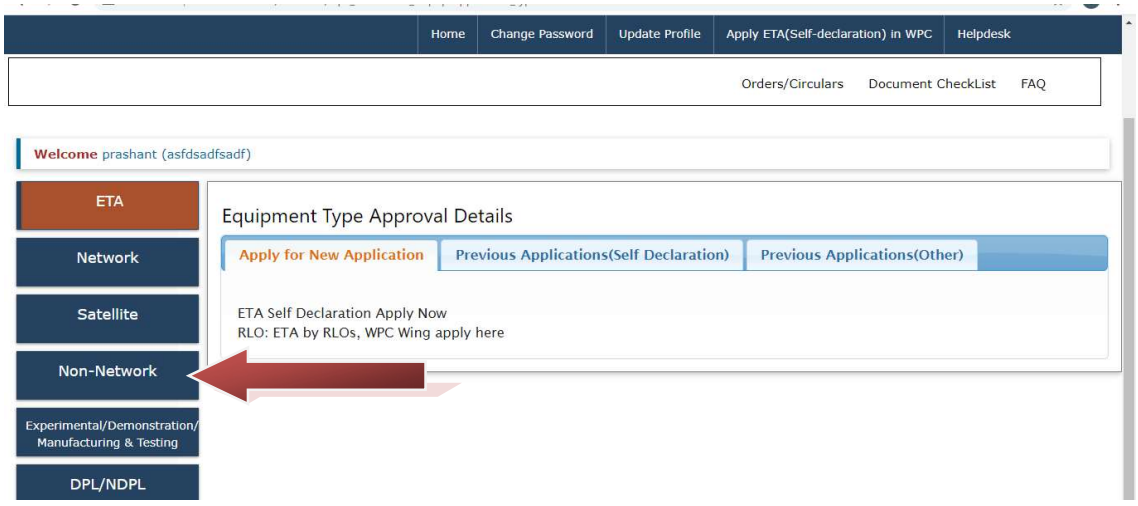
Section -2

MMSL FBT Renewal

2.1 First visit the site saralsanchar.gov.in. Enter your login credentials. After submitting correct login credential user will get the following menu. Click on WPC for Non Network MMSL FBT AMSL Licenses.



Now Click on Non-Network Tab for MMSL FBT Licenses

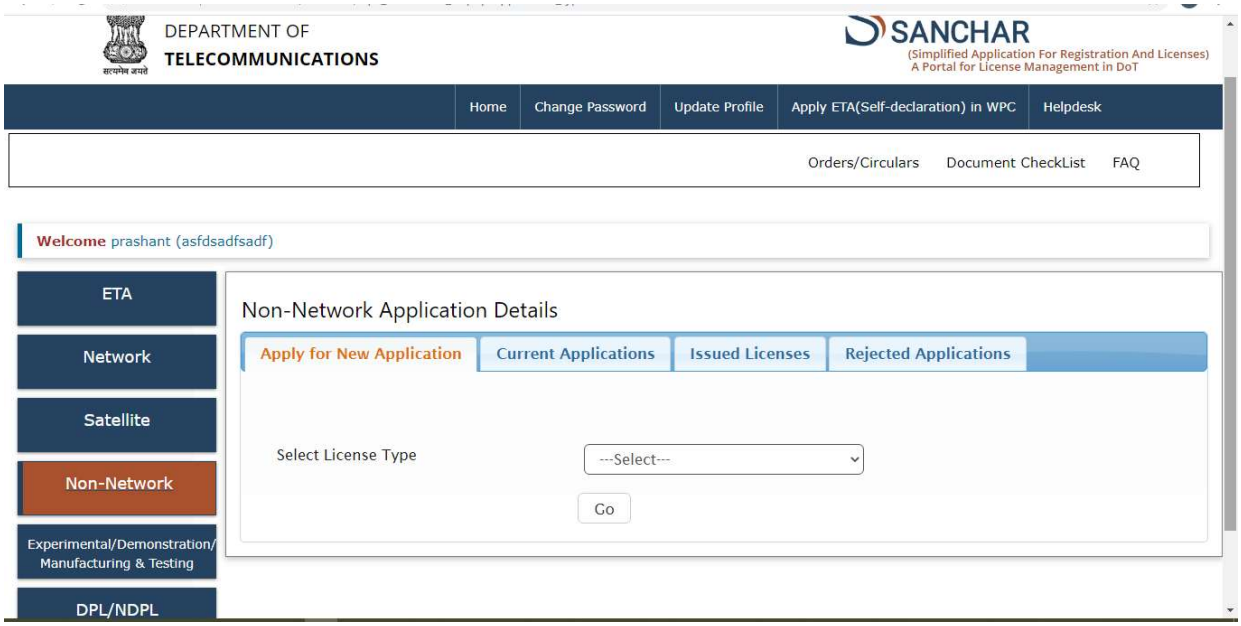


After Selection of Non-Network User will get 4 Tabs

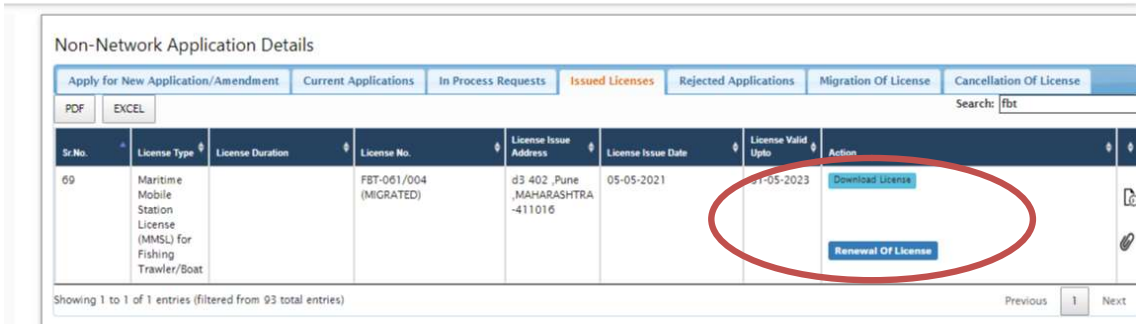
•Apply For New Application

- Current Application
- Issued Licenses

- Rejected Application

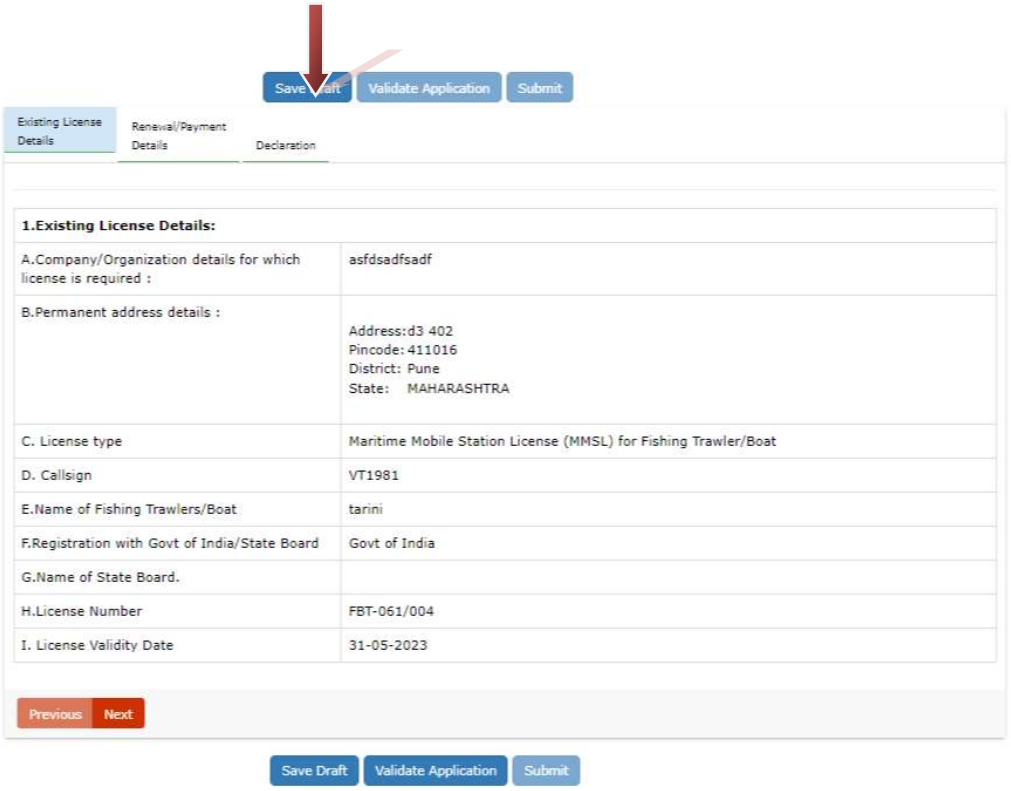


Now click on "Issued Licenses" tab. Following table will appear. The license which is eligible for renewal will have "Renewal of License" button. The licenses which are expired or which will expire in next 5 years are eligible for renewal. Only those licenses will have "Renewal of License" tab.

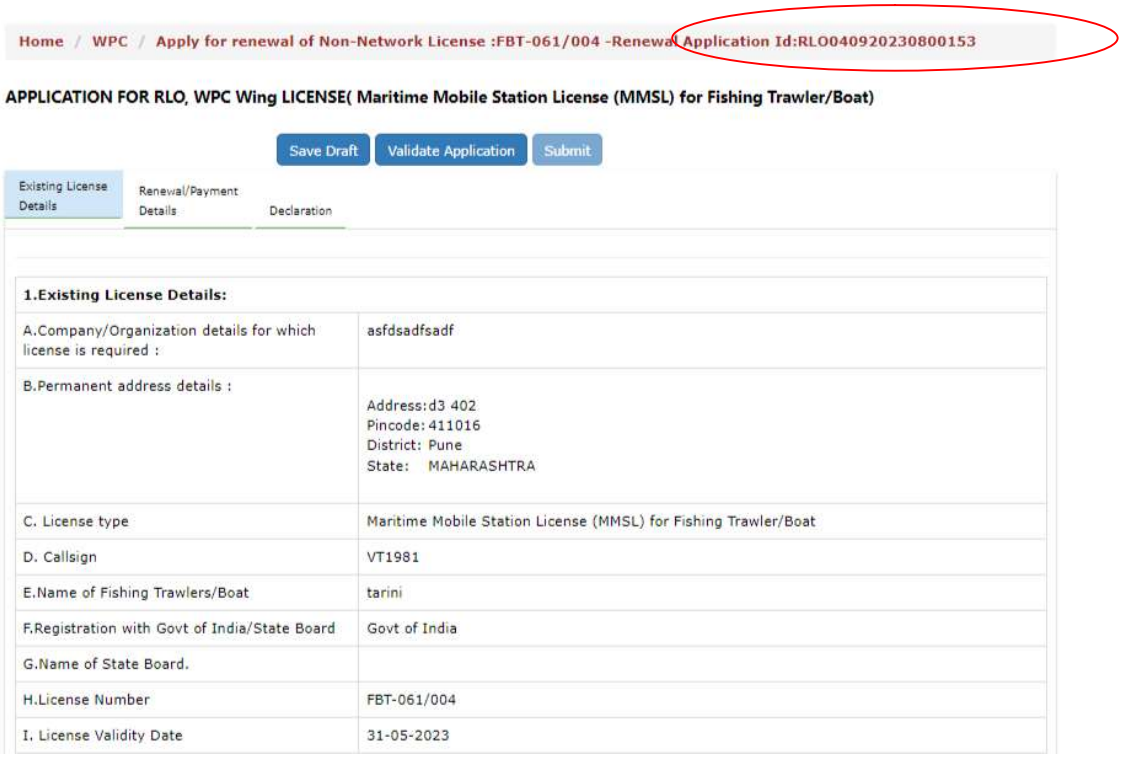


Click "Renewal of License" button against the desired MMSL FBT license. Following form will appear.

2.2



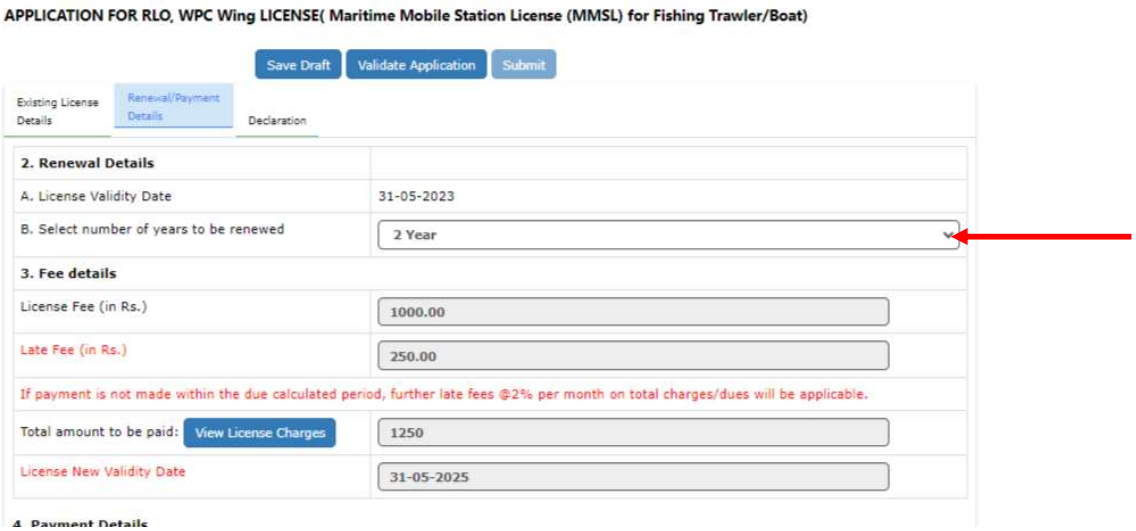
First, click "Save Draft" button to generate application id. Application id will be generated and displayed on screen as follows:



Note down this application ID for all future reference. The first tab on form “existing License Details” will show following fields:



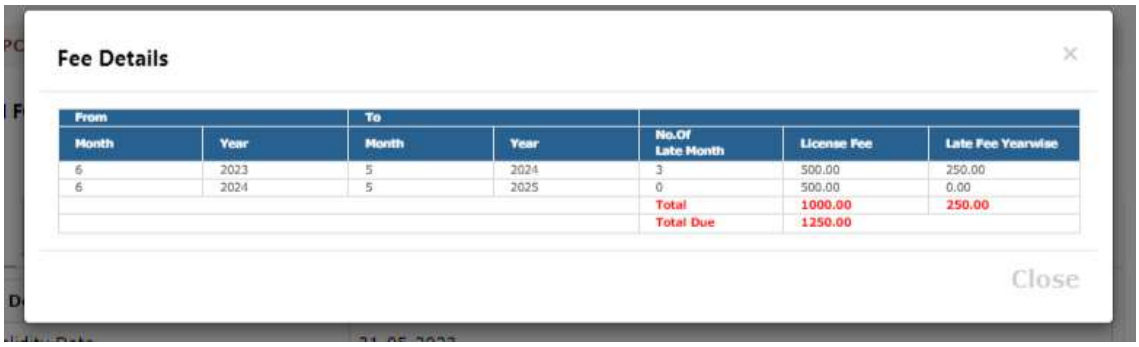
This details are pre populated from your existing license and read only. Click on “Renew & Payment details” tab. Following form will appear. In this form select number of years for which license to be renewed. Only those number of years will be available so that after selecting it your new validity will not be more than current year+5. Eg. If your license is expired in 2020 then options will be 1,2,3,4,5. If your license is about to expire in 2023 and current year is 2021 then options available will be 1,2,3 so that your new validity will not cross 2021+5 i.e. 2026.



Once, you select the number of years, license fee, late fee, total amount to be paid and new validity date will be calculated automatically and shown in the form. The button “View License Charges” will be enabled to view the calculations.

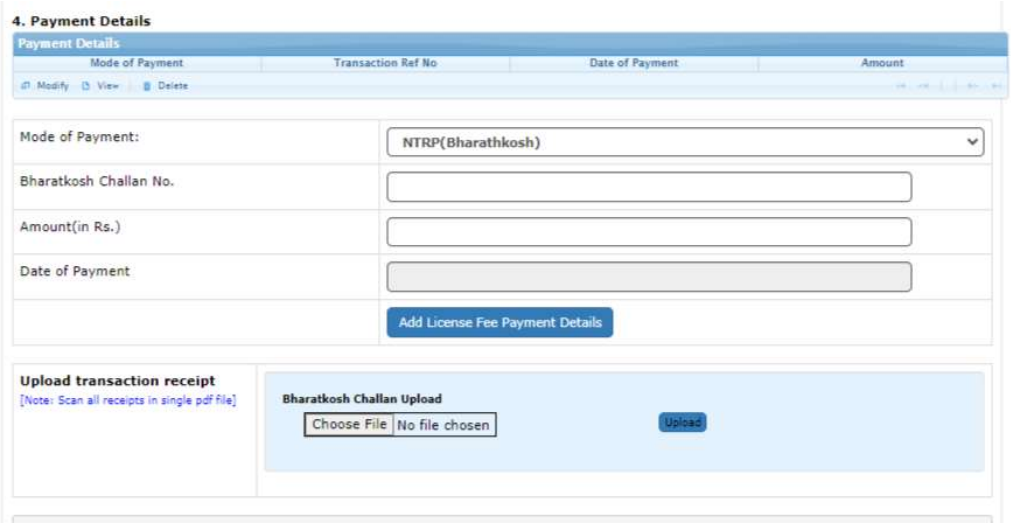


If you click the button “View License Charges” the details will be opened in small separate window.



Please press “Save Draft” button.

Now go to “bharatkosh” portal and make payment of above shown amount. This amount is valid only upto the current month. If month changes Late Fee changes and total amount to be paid also changes, Fill payment details in the “Payment Details” fields and click on “Add License Payment Details” button.

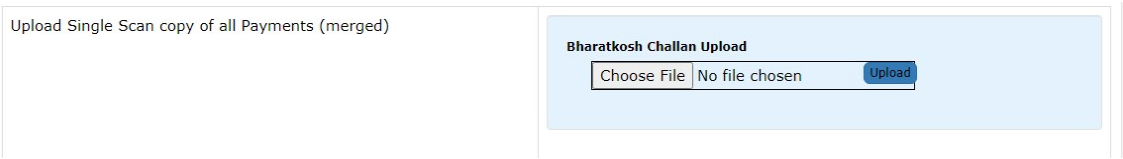


Once, you entered the details , it will be displayed in the grid in the form as below.



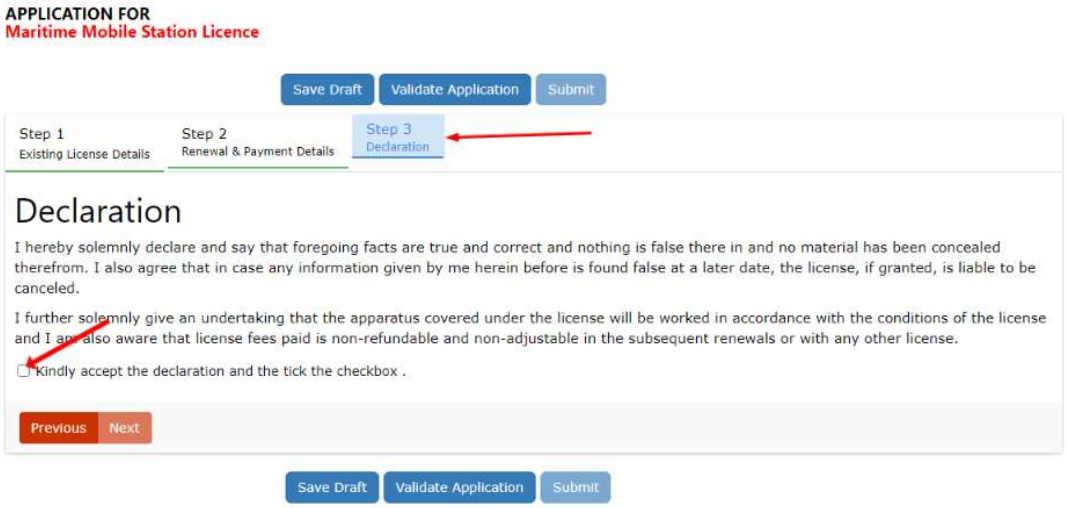
If there are more than one transaction, keep on adding it by repeating the same procedure i.e. entering payment details in payment details fields and pressing “add license payment Details” tab. It will be added in grid shown above.

Now, all payment details should be scanned in a single pdf file, digitally sign the file and upload it using upload option given in the form.



Save the draft again.

Now go to the next tab of form “declaration” and click the check box to accept the terms and conditions.

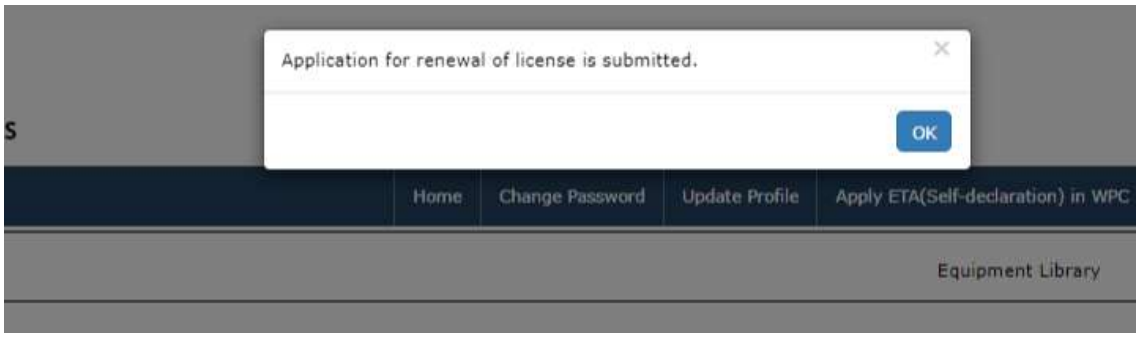


Now press “validate application” button to validate all information provided by you. If any information is missing or wrongly given (such as total amount paid is different than total amount to be paid) then such message will be displayed on top and “submit” button remains disabled.

Make desired modifications , accept the declaration again and again “validate application”.

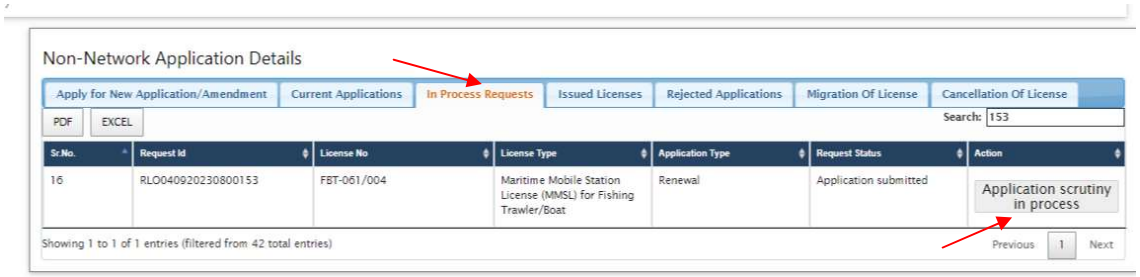
If all information provided is correct, then pop up of “validation successful” will come and “submit” button get enabled.

Press the submit button and submit the application. Application will go to RLO for scrutiny.



2.3

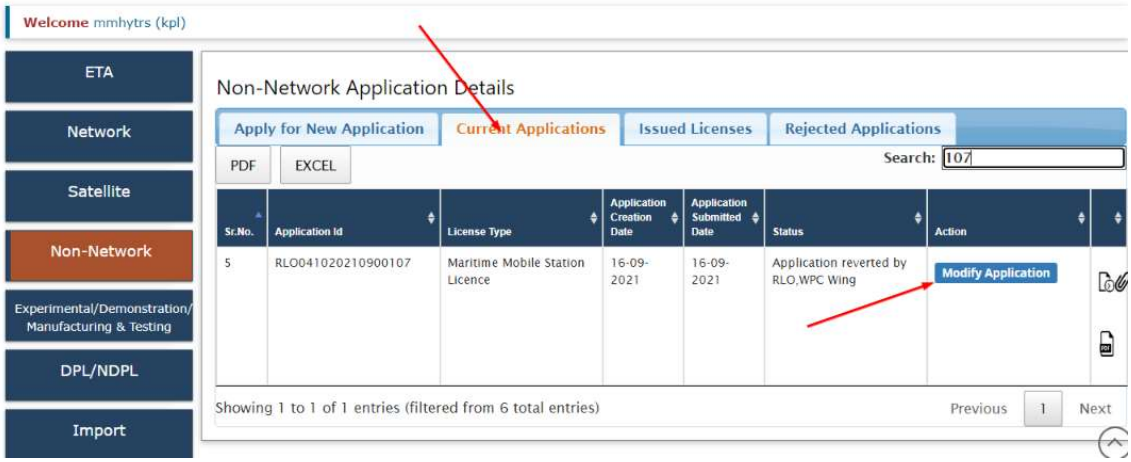
Status of application can be checked in dashboard under “In process Requests” tab.



2.4

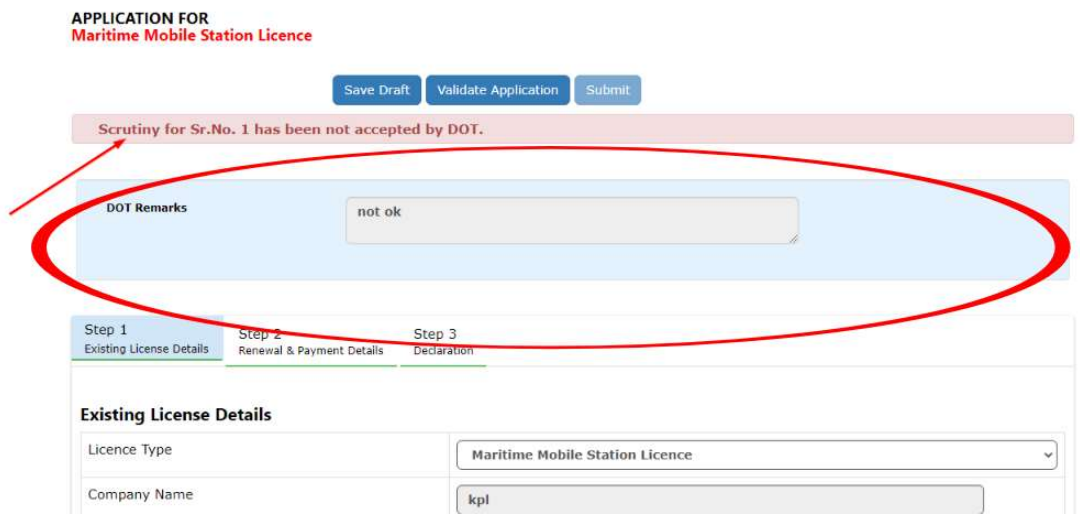
Now the RLO will scrutinize the application. If he find any mistakes or shortfall in application then he will revert back the application to you.

This will be available in your dashboard , under current application tab. The Action column will have “modify application” button. Press this button.

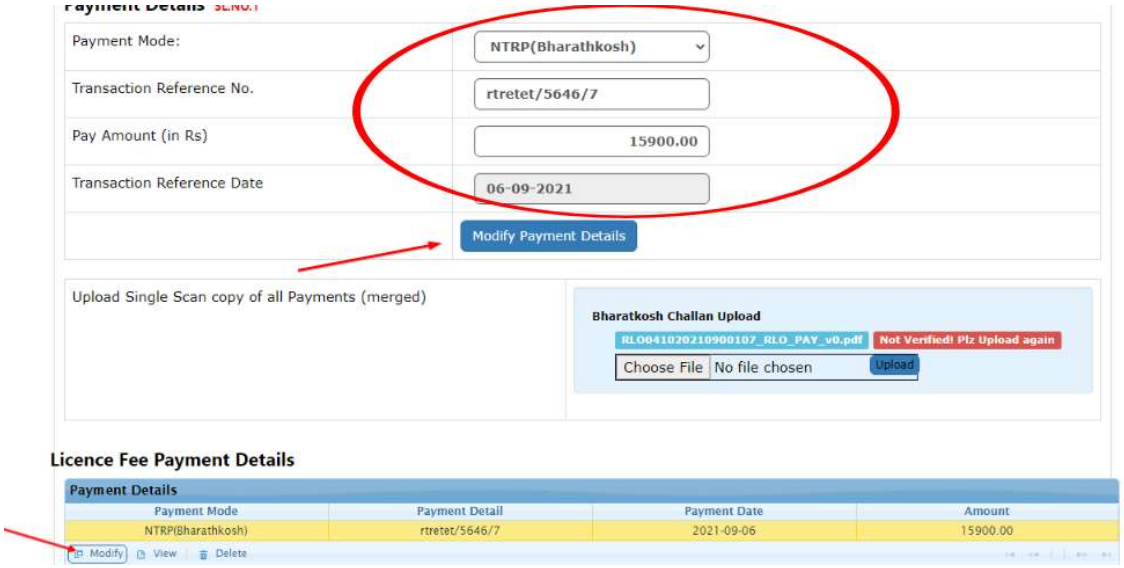


2.5

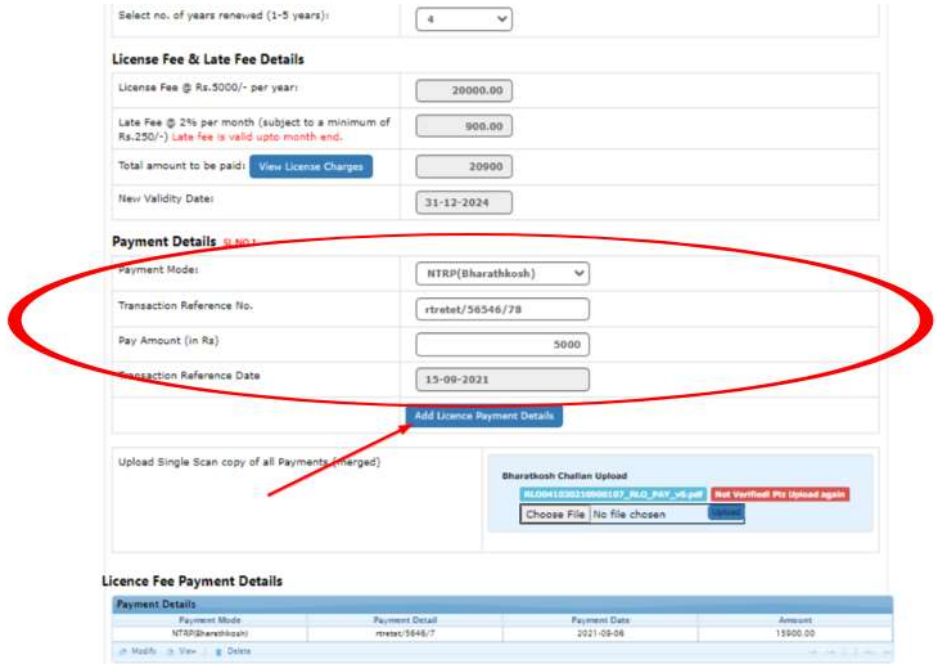
The application will open and in the top there will be message that which part need modifications and also there will be remarks given by DoT RLO.



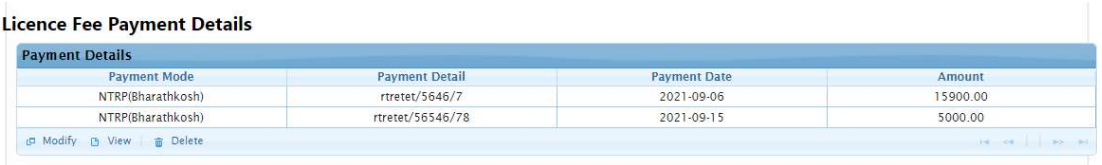
According to modifications suggested by DoT , do the modifications . number of years required can be changed using drop down. Due to change in number of renewal years the total amount to be paid and new validity will be changed. Make necessary modify /addition in payment details using “modify” button of grid / payment details fields and “add payment details” button.



Or



One more row will be added in payment grid.



After making changes press “save draft” button.

If scrutiny for Sl.No. is not accepted by DoT then previously uploaded payment details will be tagged as “unverified” and applicant need to again upload scanned and digitally signed copy of payment details again.



2.6

Now, validate application using “validate application” button. . If any information is missing or wrongly given (such as total amount paid is different than total amount to be paid) then such message will be displayed on top and “submit” button remains disabled.

If all information is correct then accept the declaration in “step 3” and again validate application. The “submit” button get enabled. Press it and submit application.

2.7

Application again will go to RLO for scrutiny.

If application found correct by DOT RLO then it will approve it and “Renewal Certificate” get generated.

2.8

The renewal certificate is available in dashboard under “issued licnese” tab.

By clicking “renewal certificate” button against corresponding license can be downloaded.

