User Manual

(For Applicant)

International Internet Gateway (IIG)
Permission for Internet Service Licensees

Department of Telecommunications

Government of India

09 JAN, 2024

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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.
- **UL** : Unified License.
- **IIG :** International Internet Gateway

1.2 About IIG

International Internet Gateway Permission is required for Internet Service Licensees.

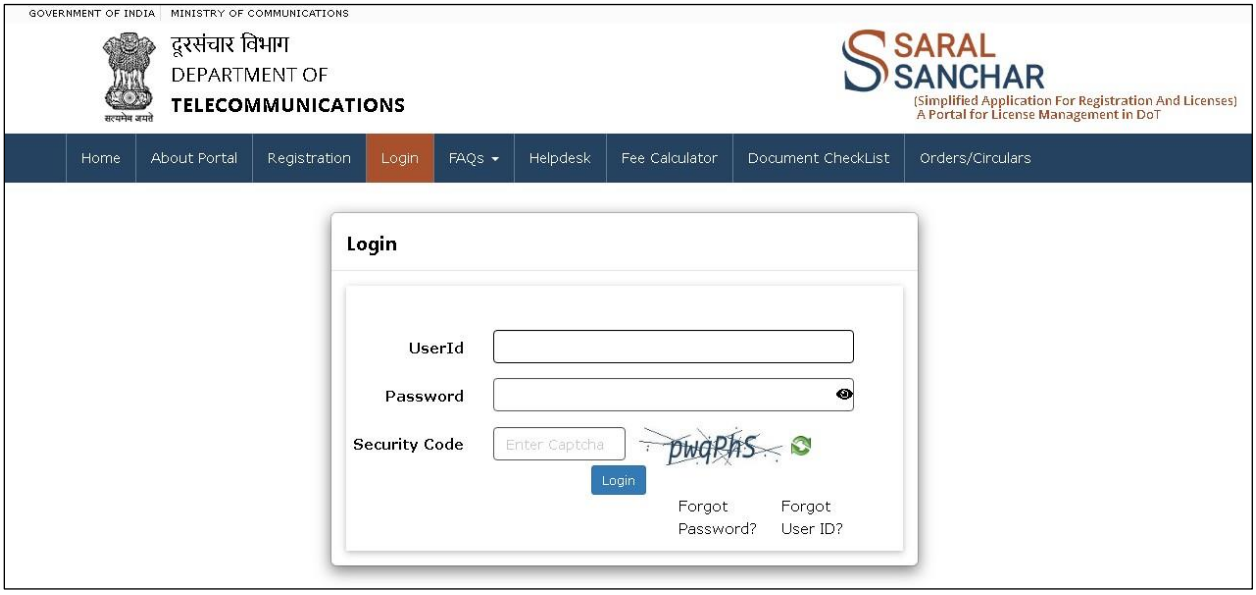
.

Section-2 Applicant Part

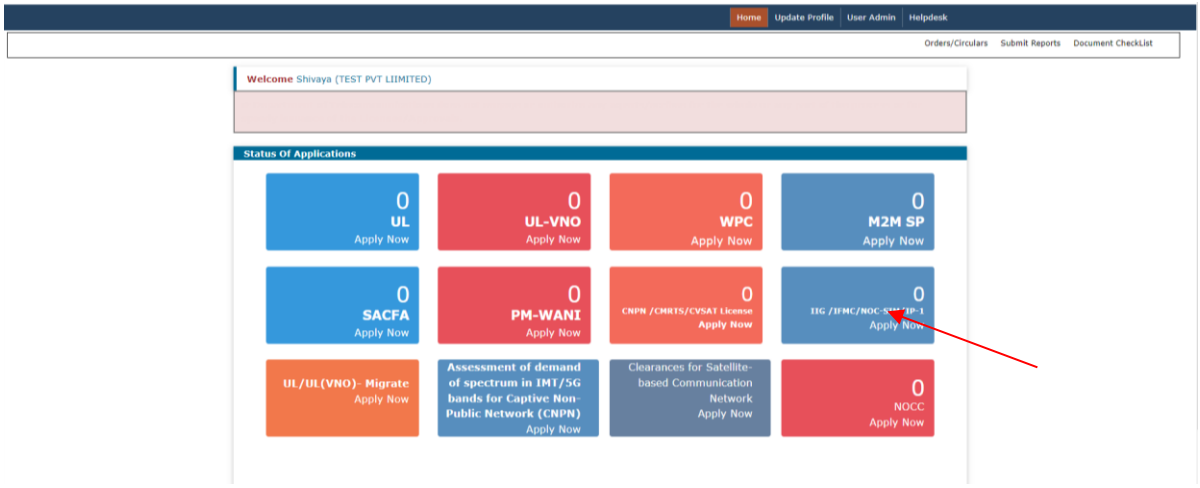
2.1 Login

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**.

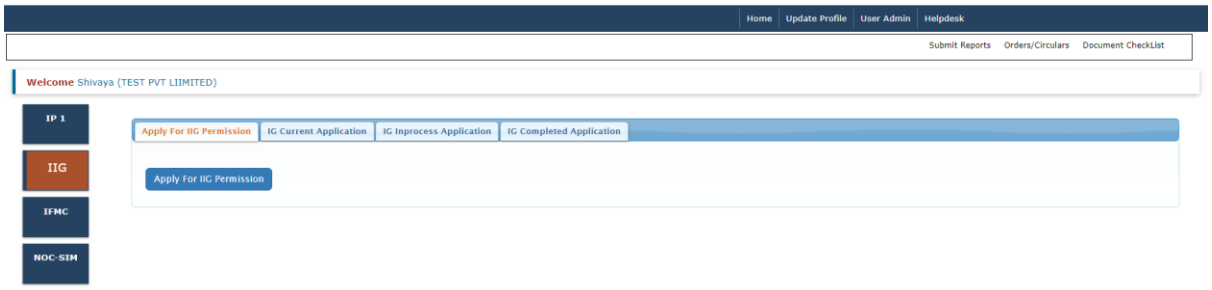
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking Login you will be directed to this page.



Click on IIG/IFMC/NOC-SIM/IP-1 Widget as shown in the above figure.



Dashboard would be populated. Click on 'Apply for IIG Permission' Button you will be redirected to the application form.

2.2 IIG Application :

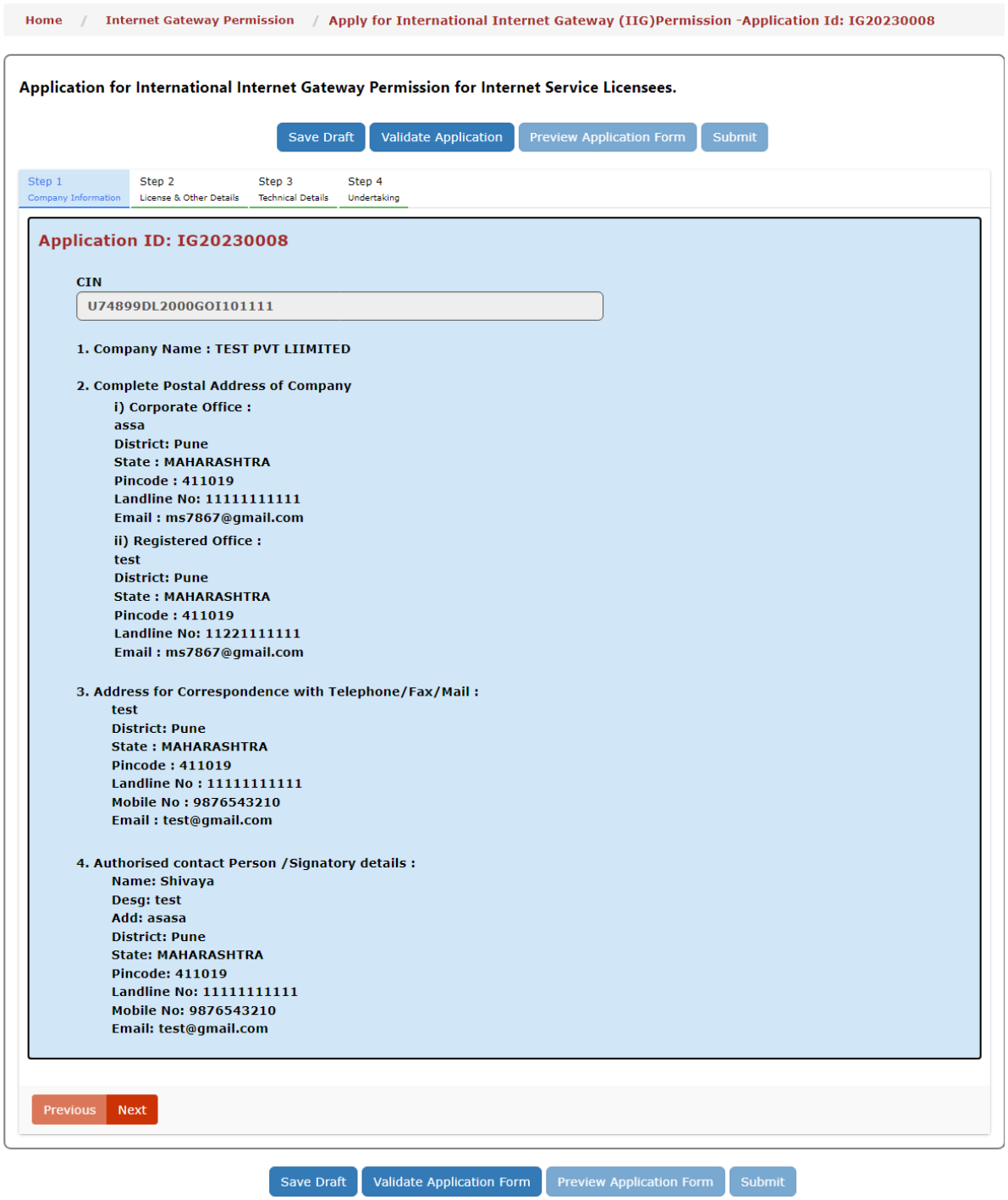
Below is a sample demo for **IIG application**.
Application form will appear as follows. Form will comprise of 4 steps viz. company info, License and Other details, Technical Details and Undertaking.
This application form is for fresh and renewal of NOC.

IMPORTANT

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

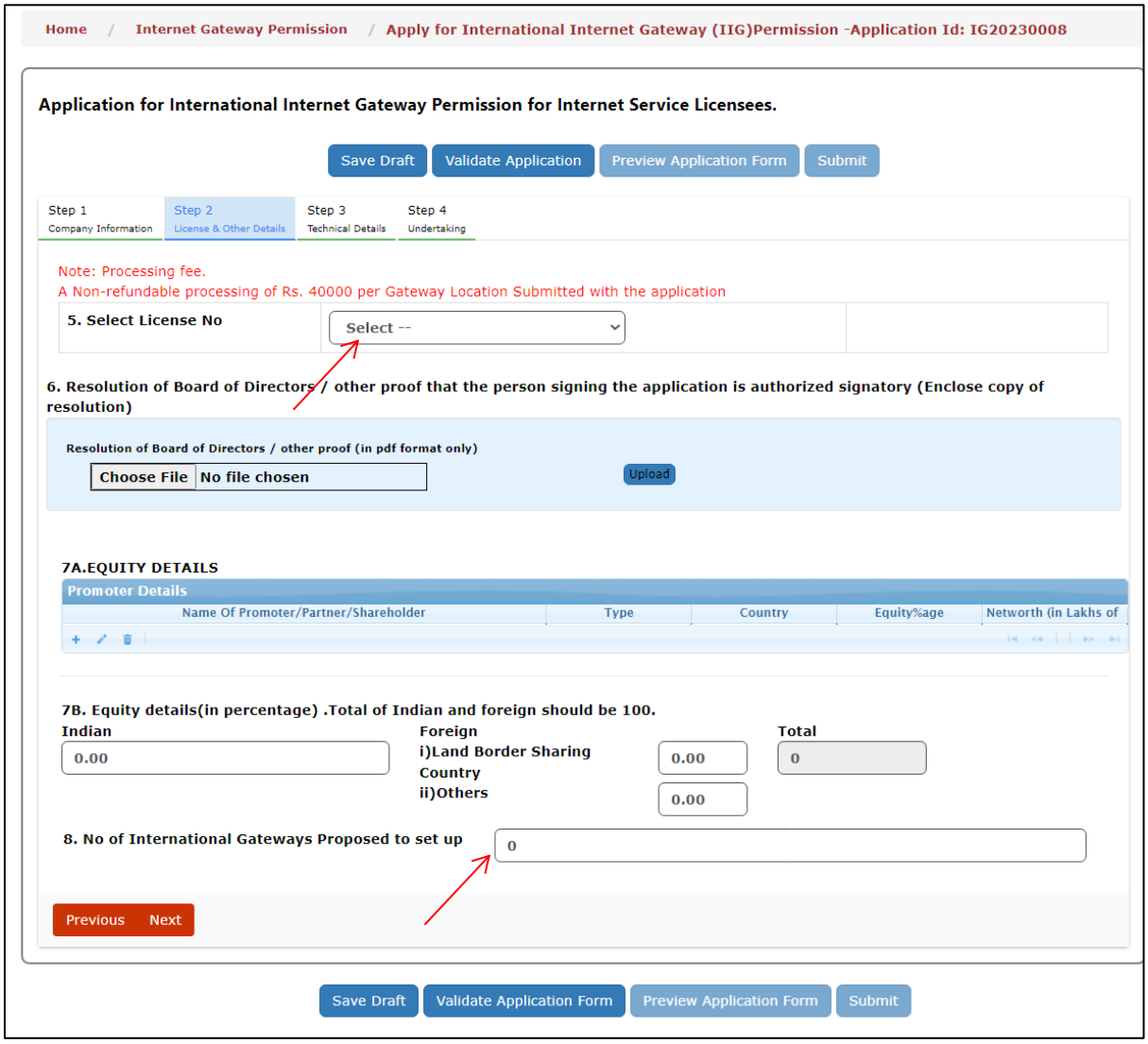
2.2.1 Step 1

Company Information: In this step the information about company entered while registration will pop up and will be in disabled form.
The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.



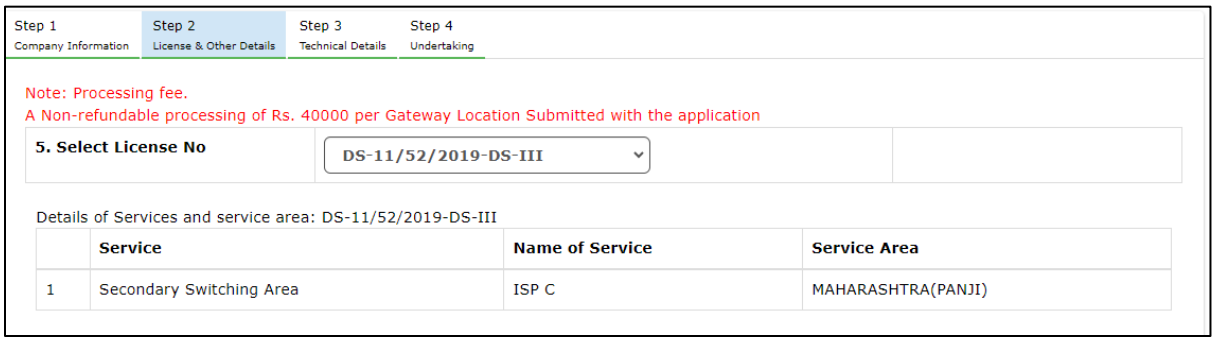
2.2.2 Step 2

License and Other Details: In this step the user has to enter details of license(s) and uploads as shown in the following screenshot.



Processing fees of this application is Rs.40000/- per gateway. After submitting of this application payment option will be available.

5. Select license number from option as shown in the following screenshot



6. Upload copy of **Resolution of Board of Directors / other proof that the person signing the application is authorized signatory**.

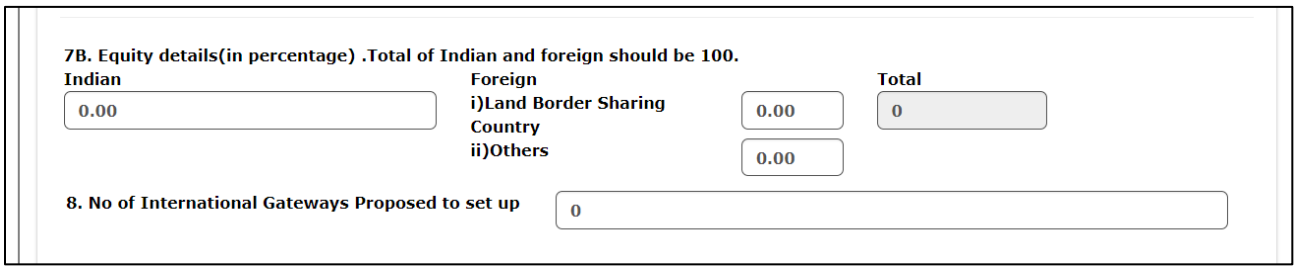


7A As shown in image above on left side there is option of adding, editing and deleting Issued license details. If you click "+" sign separate window will pop up to enter equity details. Here you have to enter name of Name of Promoter/partner/Shareholder, Type, Country, Equity %age and Net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

7B.



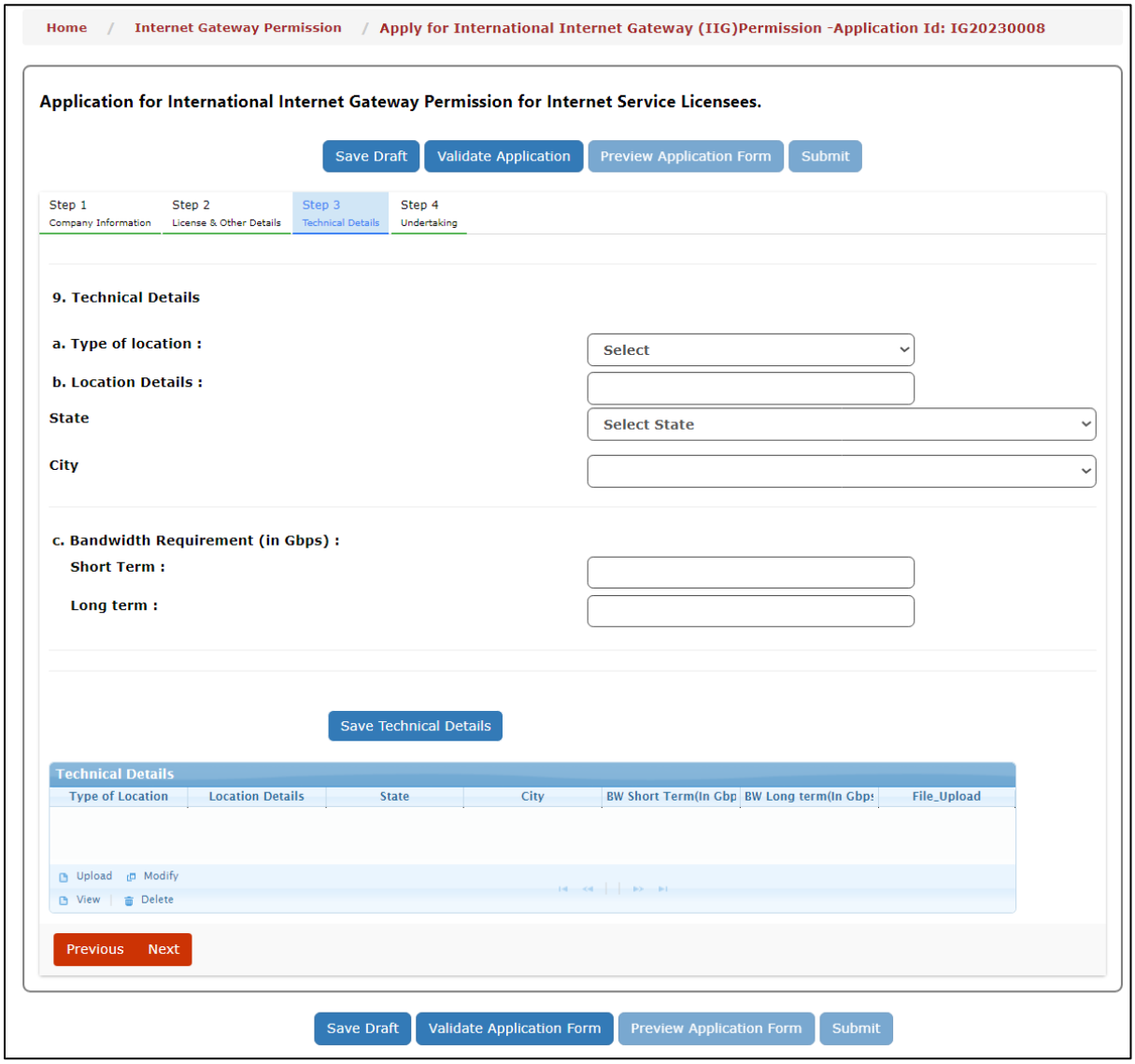
Enter Equity details in percentage as shown in the above image.

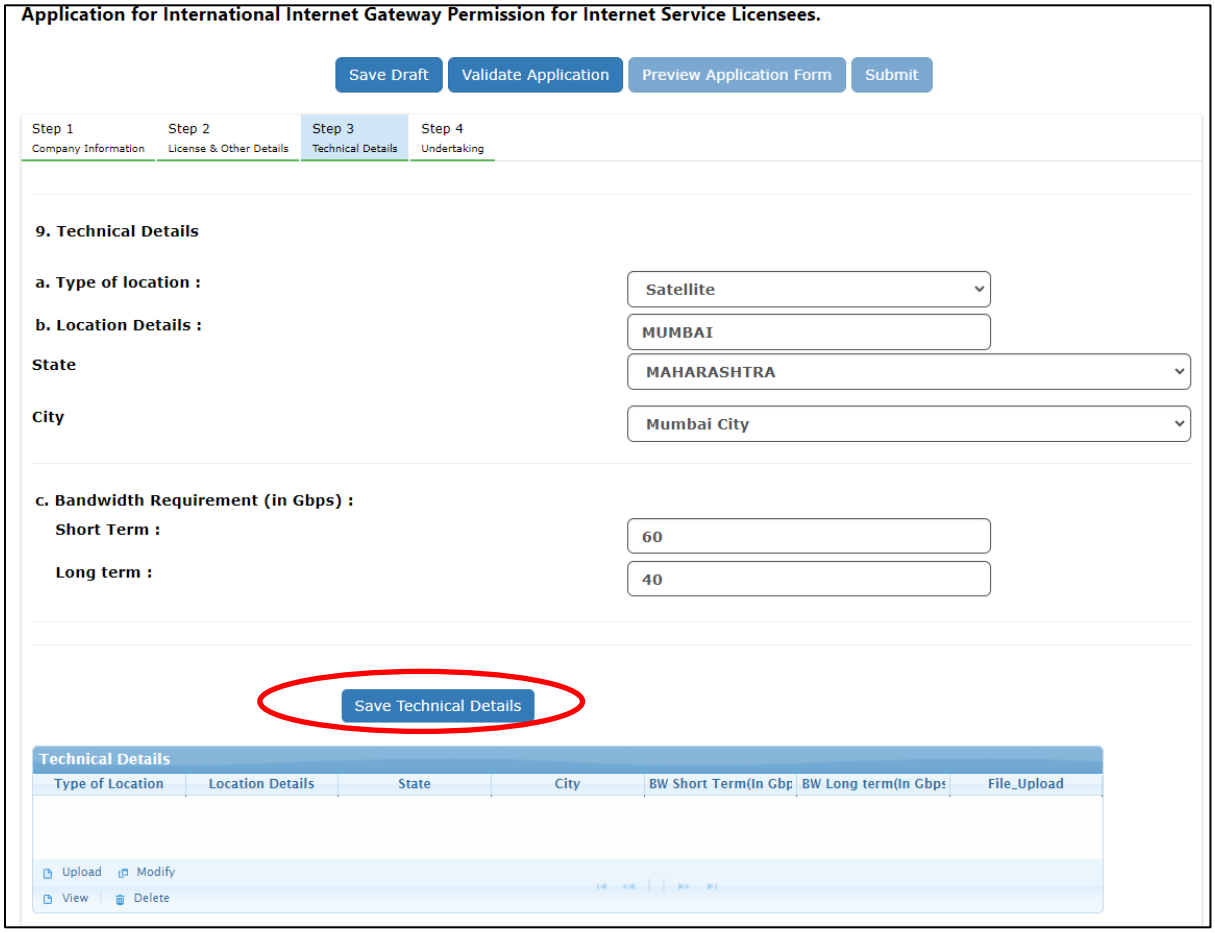
8. Enter No of International Gateways Proposed to set up.

2.2.3 Step 2

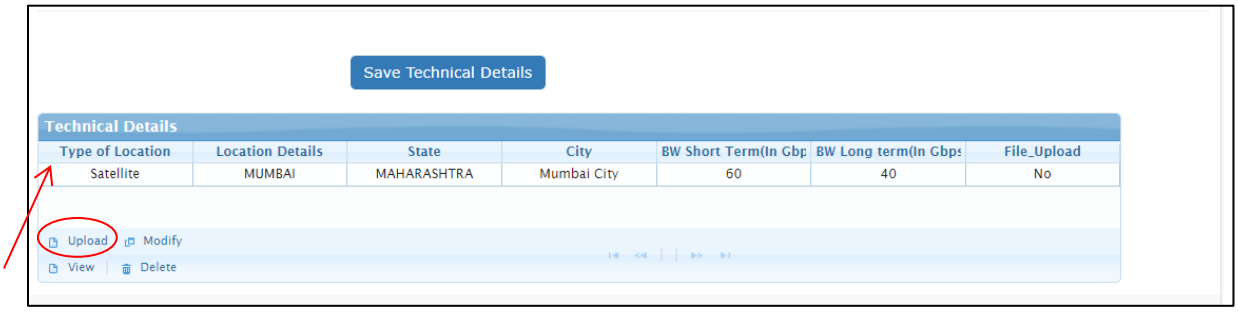
Technical Details:

In this step the user has to enter technical details as per field provided in this tab as shown in the following screenshot.

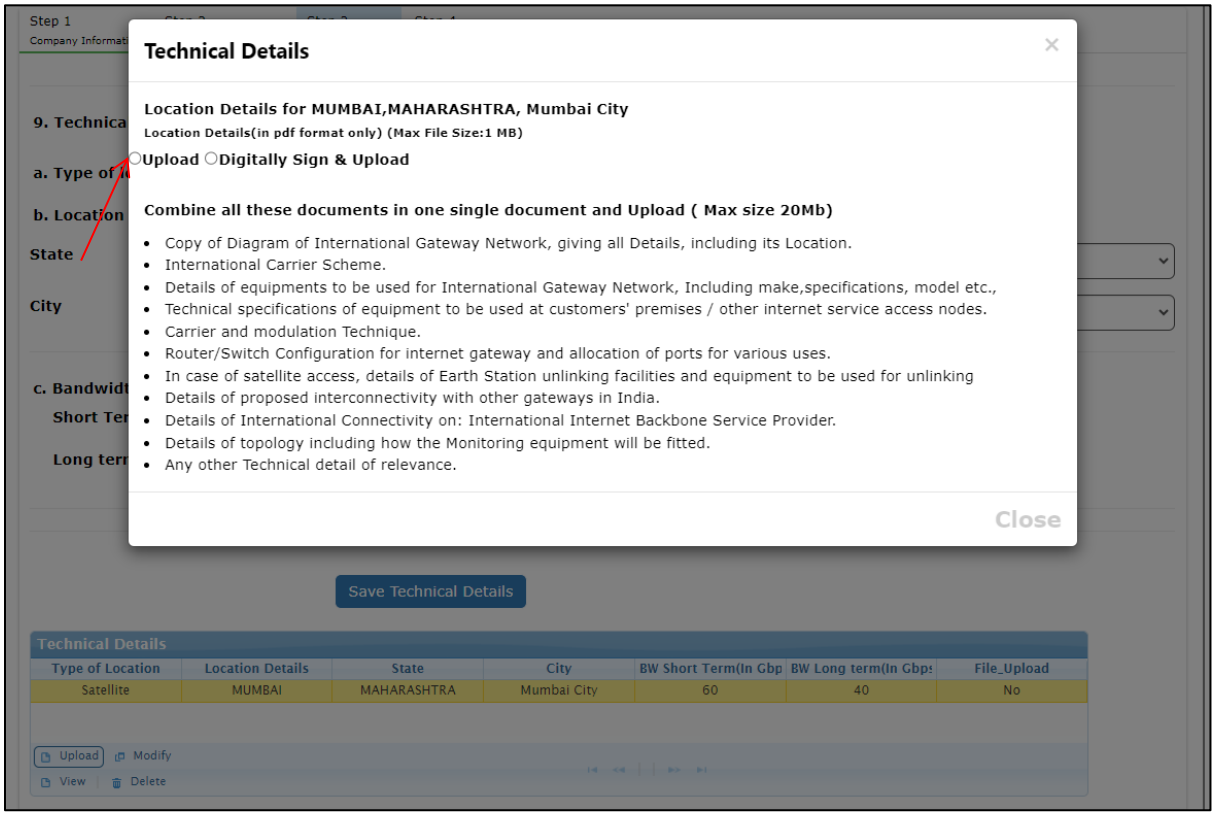

Home / Internet Gateway Permission / Apply for International Internet Gateway (IIG)Permission -Application Id: IG20230008
Application for International Internet Gateway Permission for Internet Service Licensees.
Save Draft
Validate Application
Preview Application Form
Submit
Step 1 Company Information
Step 2 License & Other Details
Step 3 Technical Details
Step 4 Undertaking
9. Technical Details
a. Type of location :
Select
b. Location Details :
State
Select State
City
c. Bandwidth Requirement (in Gbps) :
Short Term :
Long term :
Save Technical Details
Technical Details
Type of Location
Location Details
State
City
BW Short Term(In Gbp
BW Long term(In Gbps
File_Upload
Upload
Modify
View
Delete
Previous
Next
Save Draft
Validate Application Form
Preview Application Form
Submit



Fill all the fields and click on "Save Technical Details" details will be saved and will be shown on Technical Details grid as shown in the following screenshot.



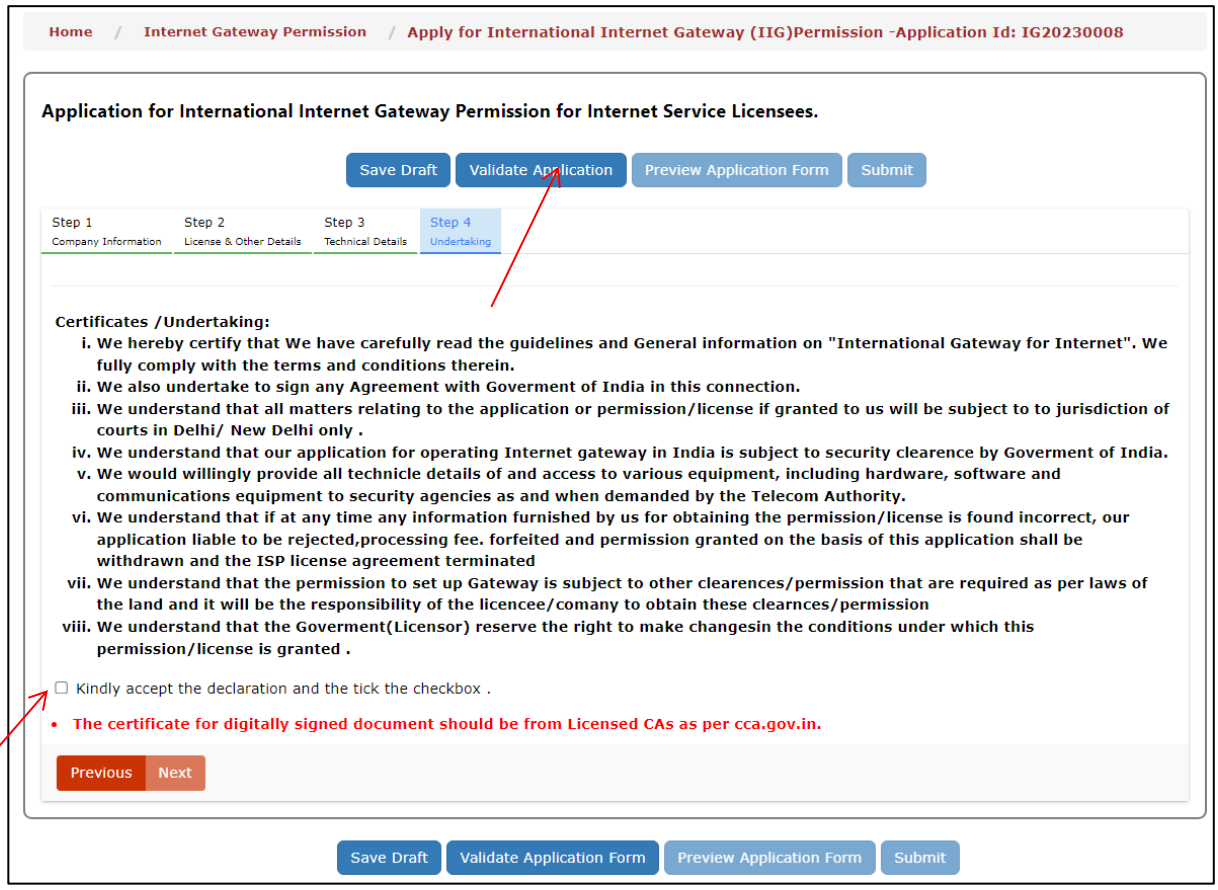
Technical details need to be uploaded. Select the row and click on Upload button the following page will pop up as shown in the following image.



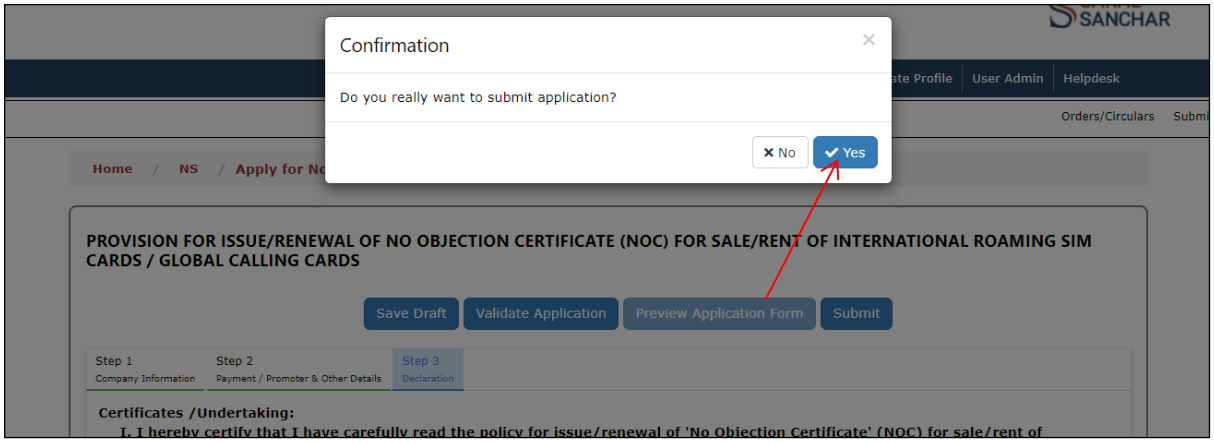
Select Upload or Digitally Sign & Upload radio button to upload pdf file of technical details.

2.2.4 Step 3

Declaration:



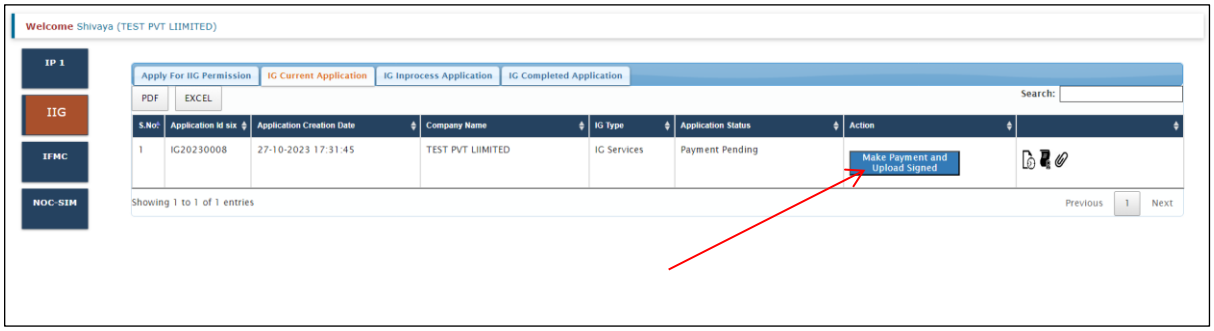
Accept the declaration. Click on "Validate Application" button to validate the application. If application is validated, "Preview Application Form" button will be enabled. Download the application and check the application, if all are correct, application may be submitted by "Submit" button.



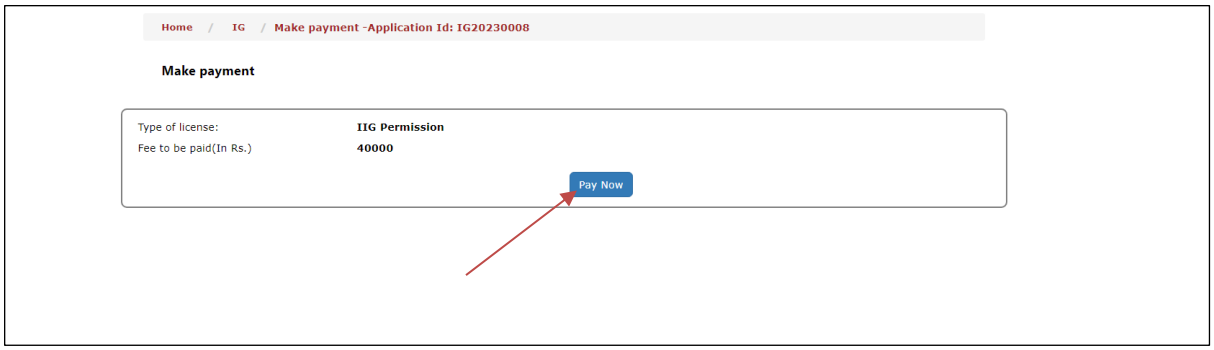
Once submit button is clicked , confirmation pop up will come as shown in the avove image. Click on "Yes" button to submit the application.

After submission of application, Payment option will be available.

2.3 Online Payment of Processing Fee

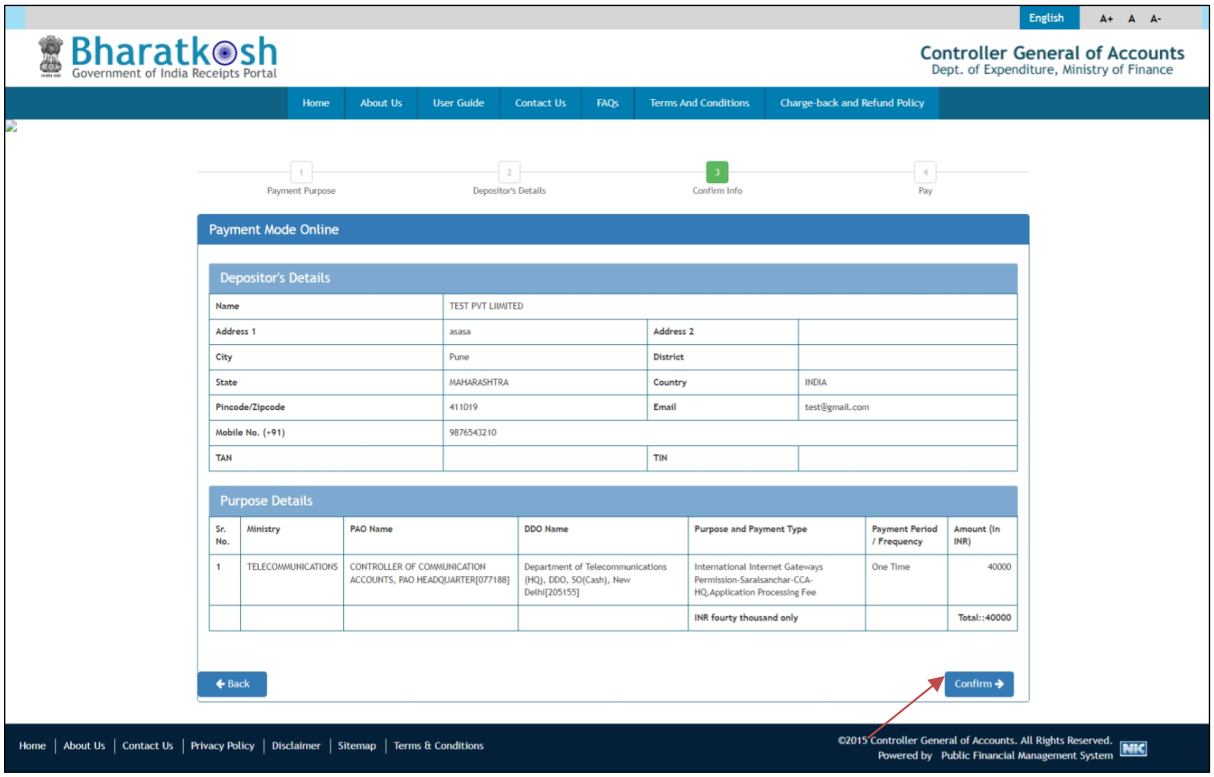


Click on "Make Payment and Upload Signed Application" button, it will redirect to payment page.

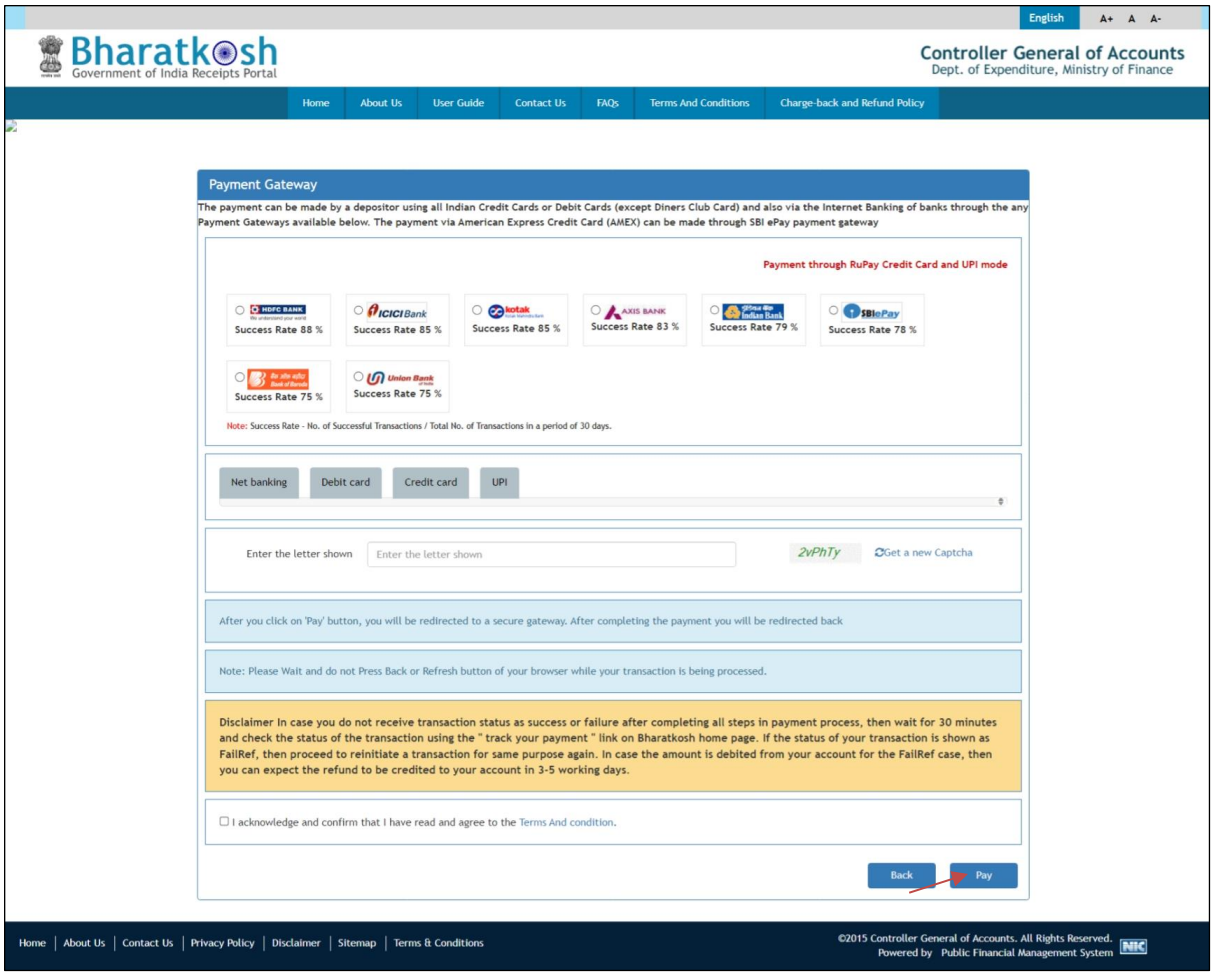


In Payment page, Fees of Rs 40000/- per gatewaywill be shown. Click on Pay now Button, it will redirect to payment portal. and after successful payment transaction user has to upload digitally signed application.

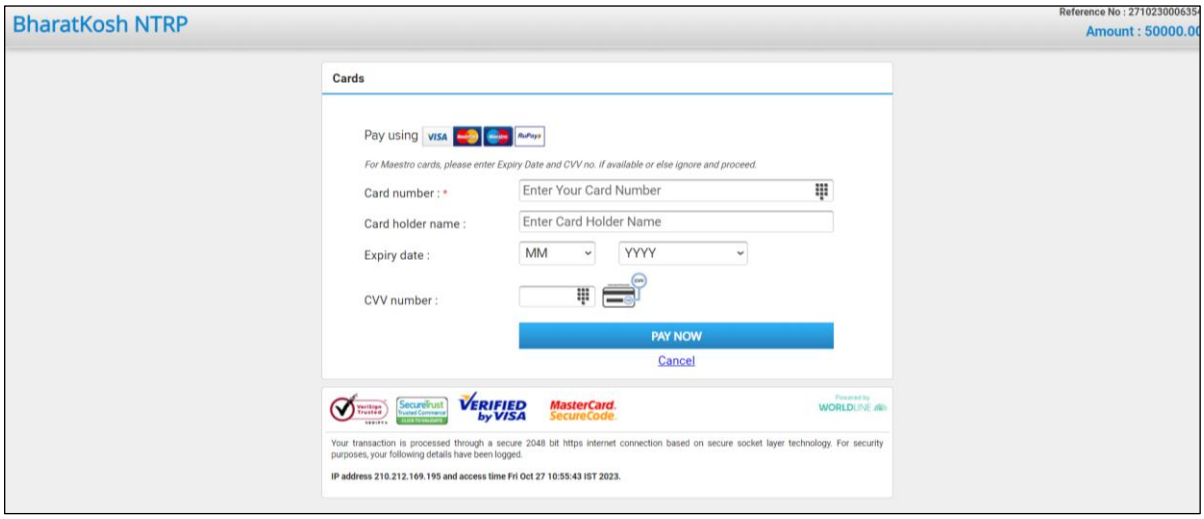
On Click of Pay Now Button, you will be redirected to Bharatkosh Payment gateway as shown in the below image.



Click on 'Confirm' Button at Bottom.



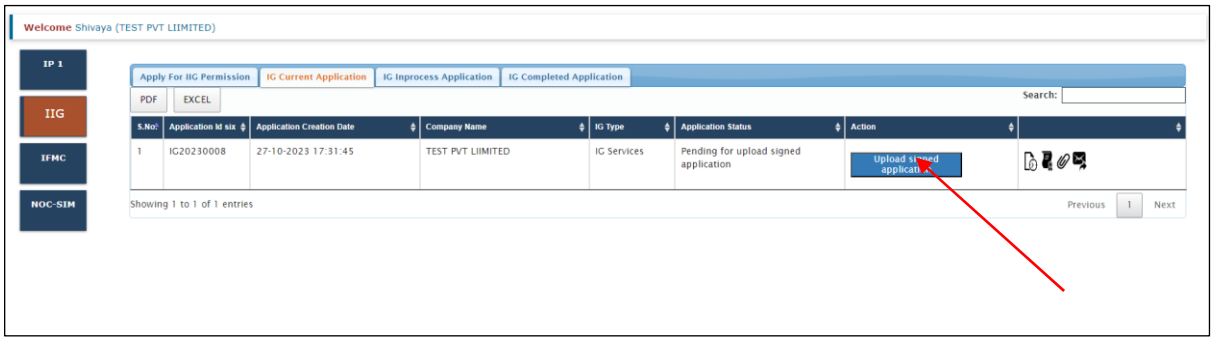
Select Payment Gateway, Enter Captcha, Tick Terms and Conditions and click on 'Pay' Button.



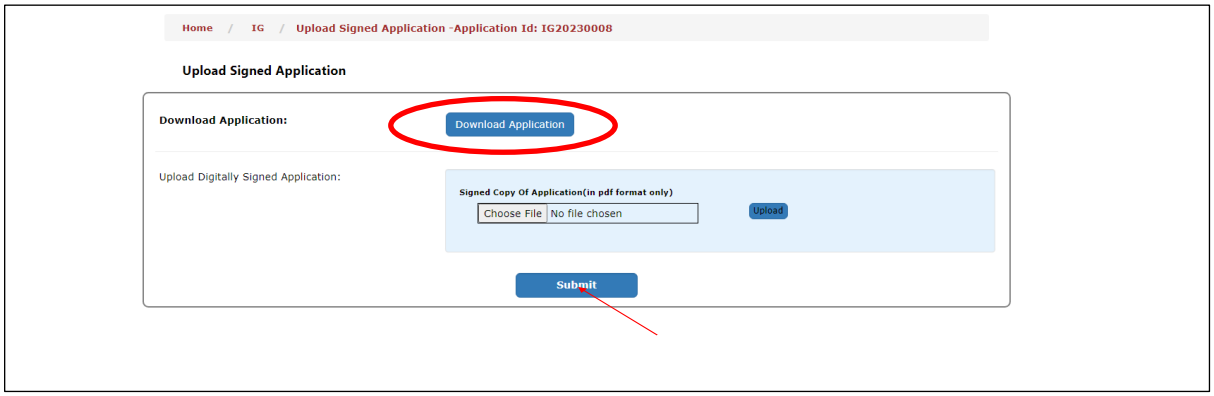
After completion of payment , upload signed application option will be avaiable.

2.4 Upload Application :

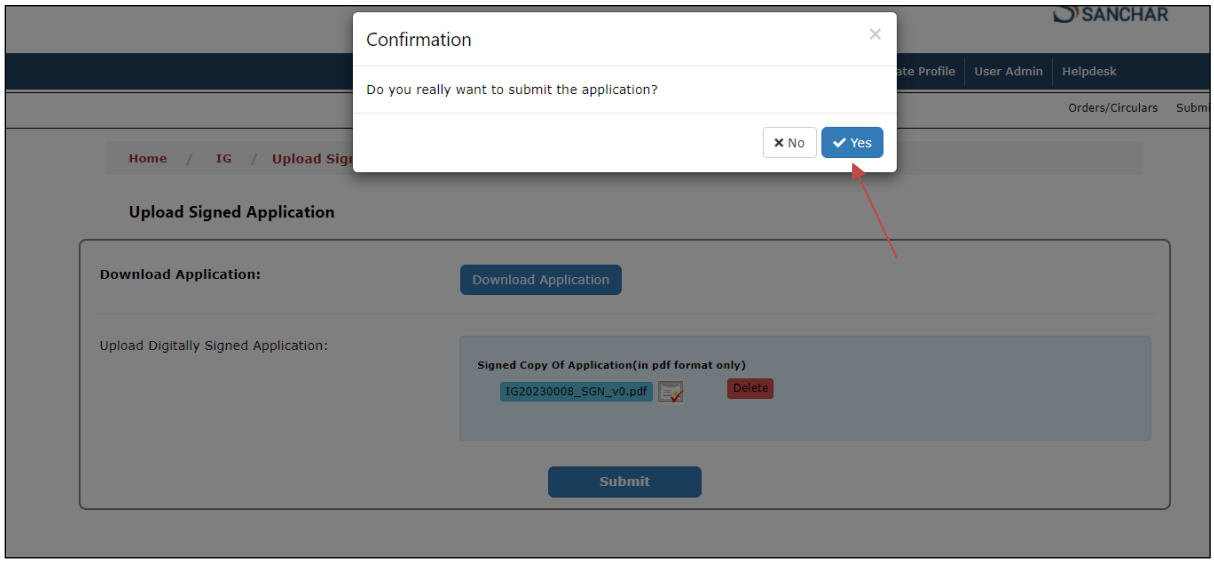
After completion of payment , upload signed application option will be avaiable.



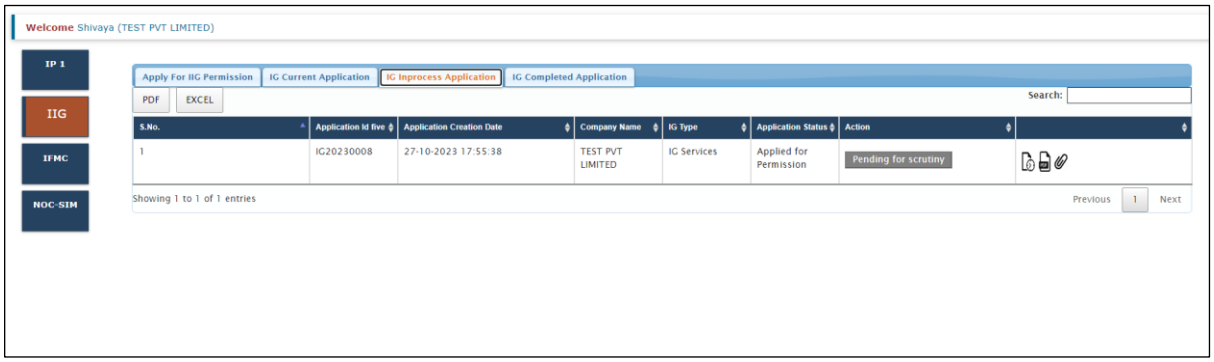
Click on "Upload signed application" button , Upload signed application form will be populated as shown in the below image.



Download the completed application in PDF format by clicking on "**Download Application**" button as shown in the above image. Upload the digitally signed PDF application and click submit of the application.



Application successfully submitted. Application is available to DoT nodal for scrutiny of application. Status of application is available under "IIG - Inprocess Application" tab as shown in the below image.



Scrutiny :

Now the Application has been sent to nodal for Scrutiny. Based on Application, Nodal has 3 options ie

1) Revert Application so that Applicant can do some changes and again Resubmit

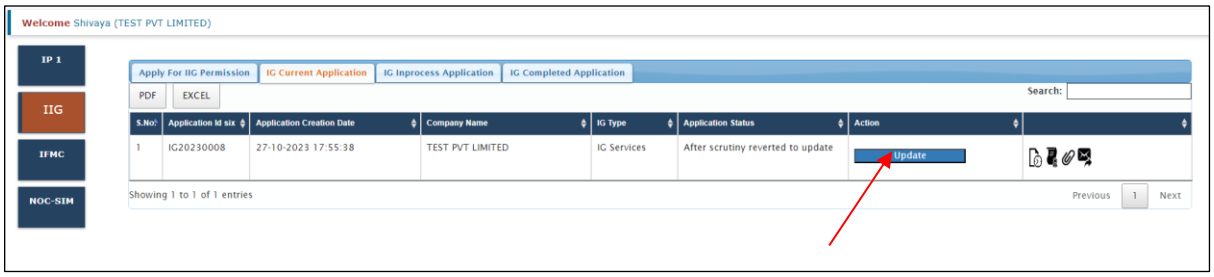
2) Reject Application.

3) Accept Application and Generate Certificate

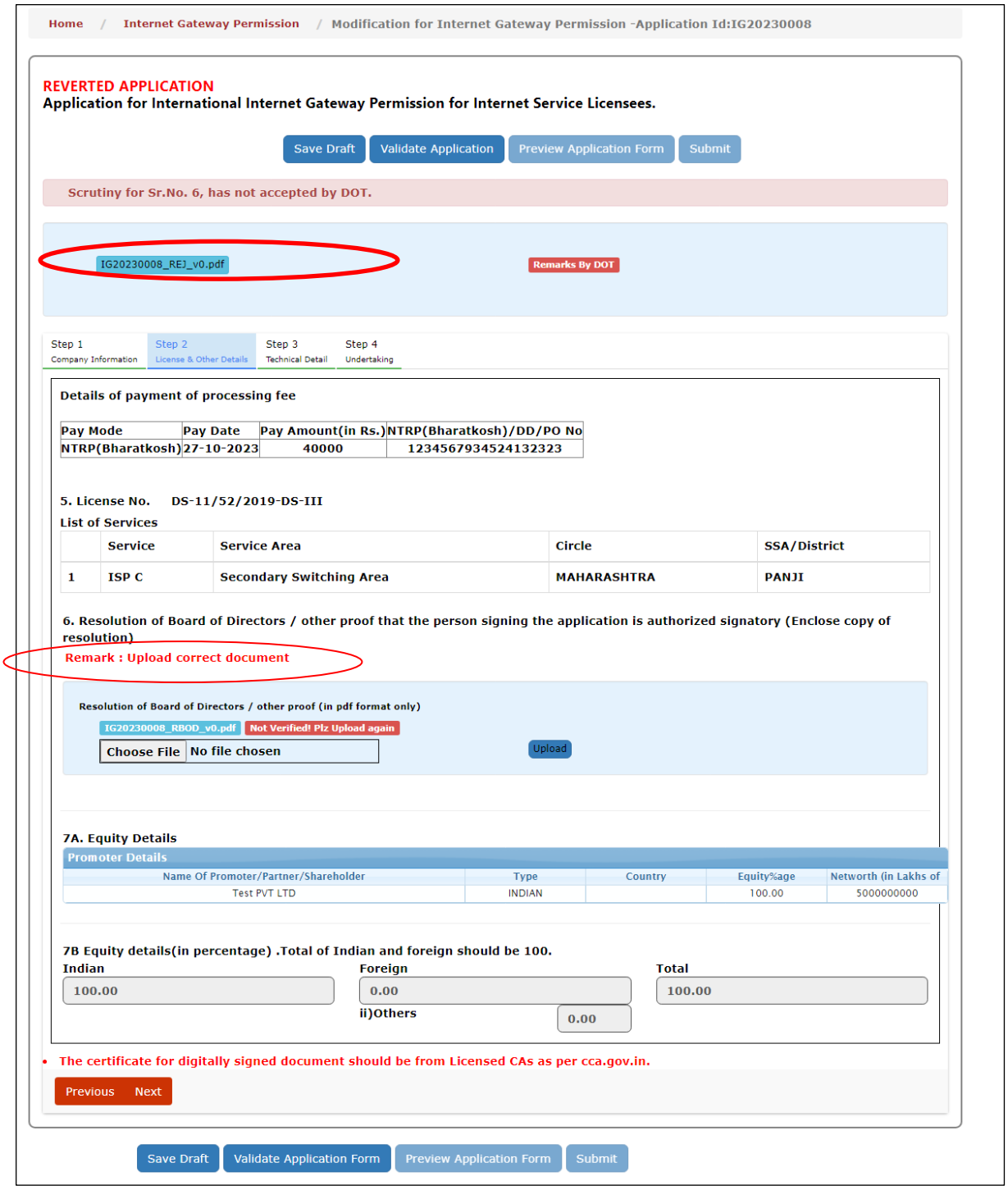
Application Status can be seen in the Dashboard be searching the Application ID.

2.5 Reverted Application :

If there are any discrepancies in the application, nodal will revert back the application to applicant for modification of application. Application will be available on the dashboard to update the application as shown in the below image.

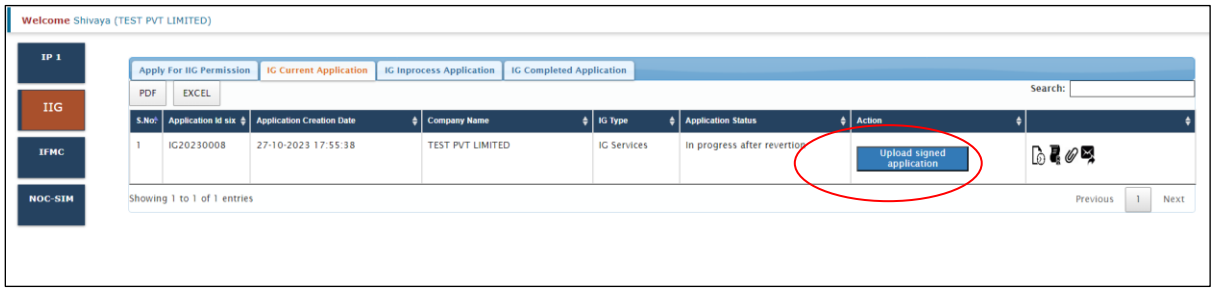


Click on “Update” button. Reverted application form will be populated.

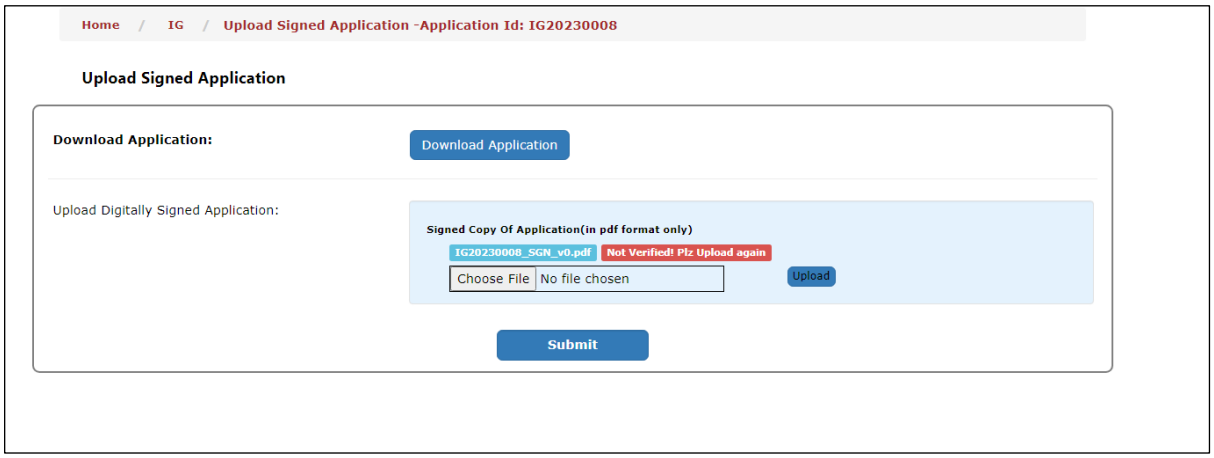


As shown in the above image, scrutiny point 6 is not accepted by nodal. Download uploaded remarks by DoT as shown in the above image. As per remark modify the application and resubmit the application again.

Click on submit button to submit the application.

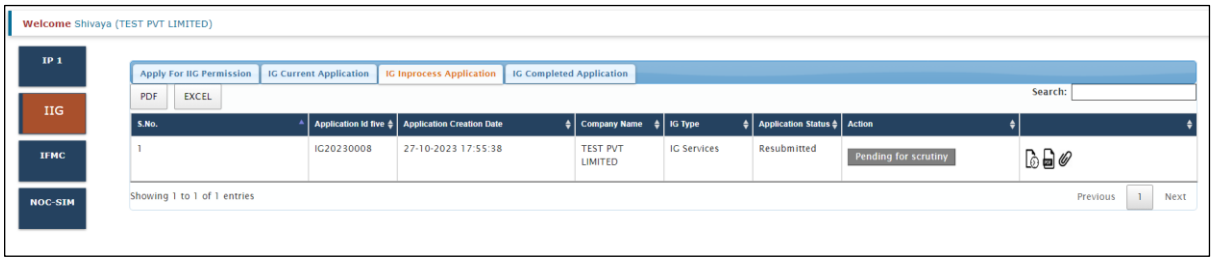


Click on "Upload Signed Application" to download latest application and upload digitally signed application pdf .

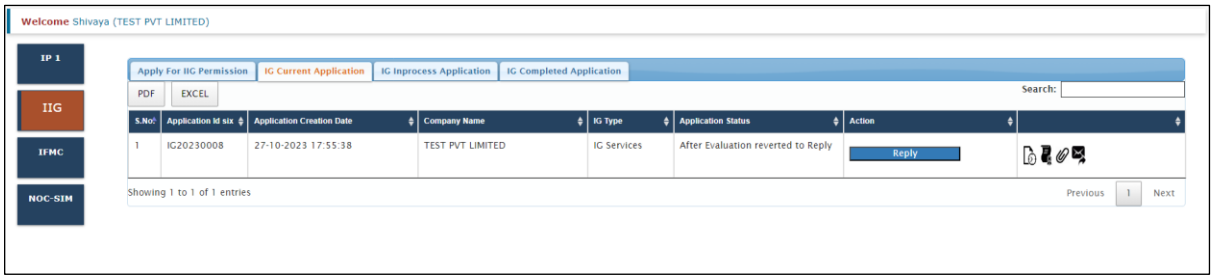


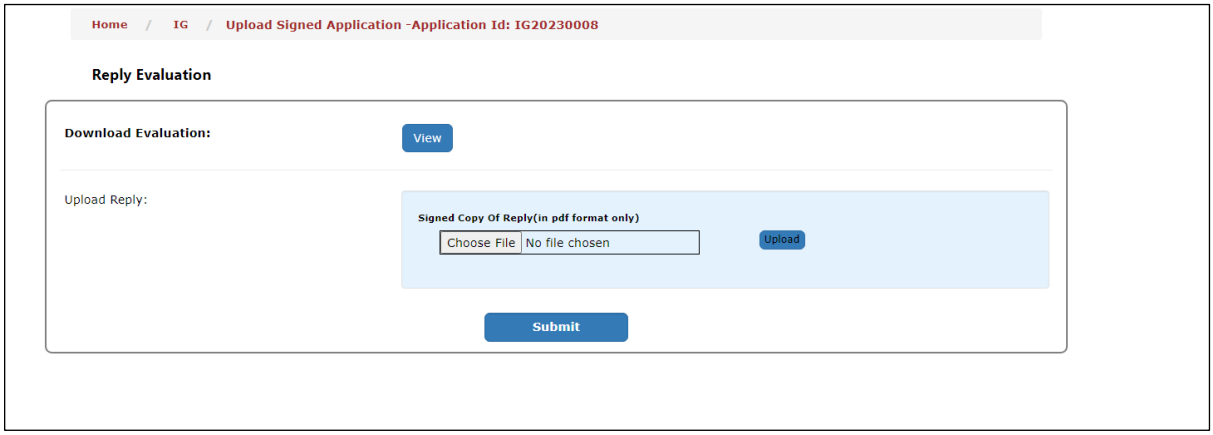
Download latest application by clicking on "Download Application" button. Signed it digitally and the upload the signed application. Click on "Submit" button to submit the application, application will be submitted.

Application is pending for scrutiny.

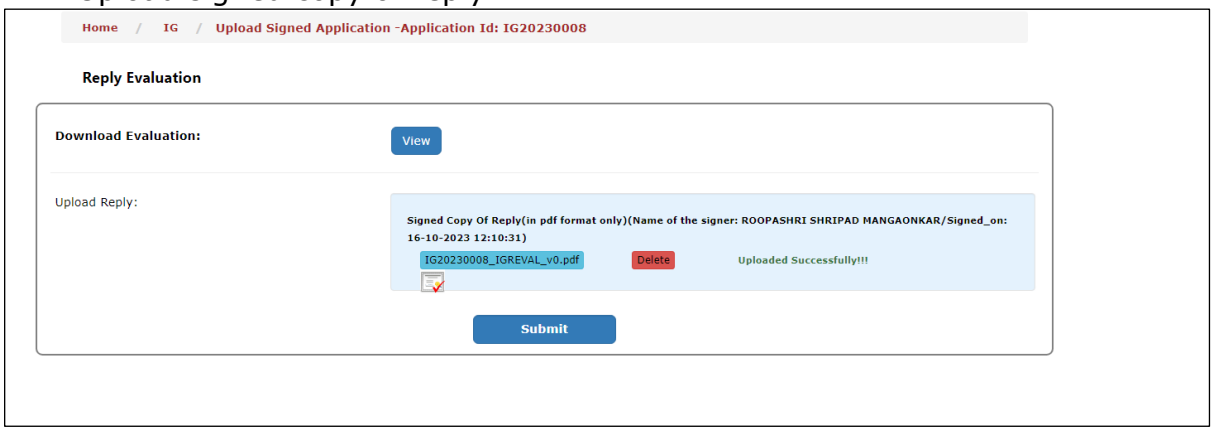


2.6 Evaluation Reply: During Evaluation IIG site , If any discrepancy found . DoT will raise query. This can be replied by clicking reply button.

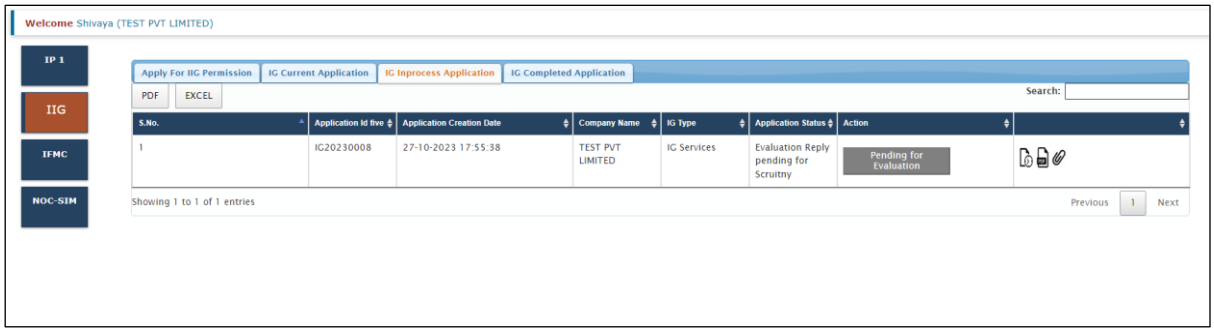




Upload signed copy of reply.



Click on Submit button. Reply will be submitted.
DoT nodal will scrutinize the reply.

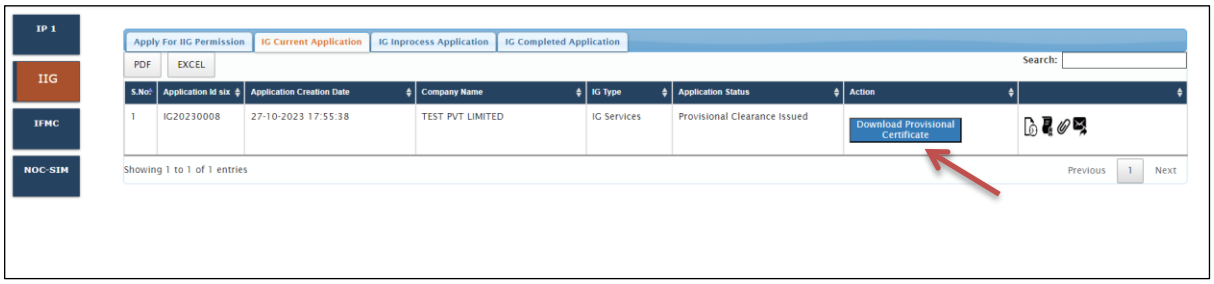


If any further discrepancy found nodal may revert it for correction. Once the evaluation will be completed, nodal will issue the Clearance (Provisional or Final)

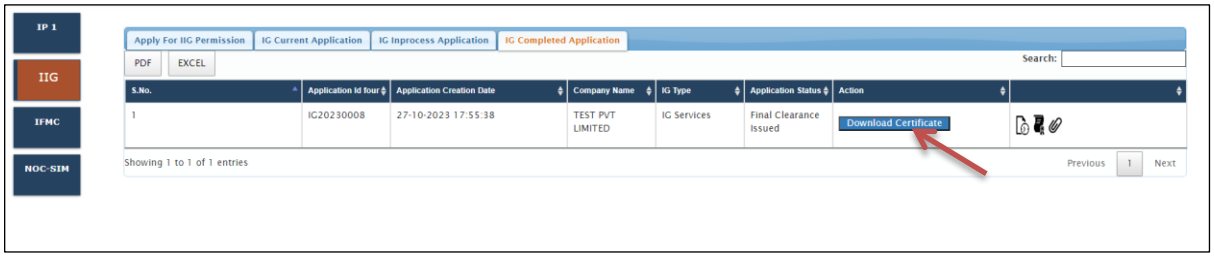
2.7 Download Clearance

You can download **Provisional or Final Clearnce** from your dashboard by clicking the **Download Certificate** button as shown in the below image.

Provisional Clearance



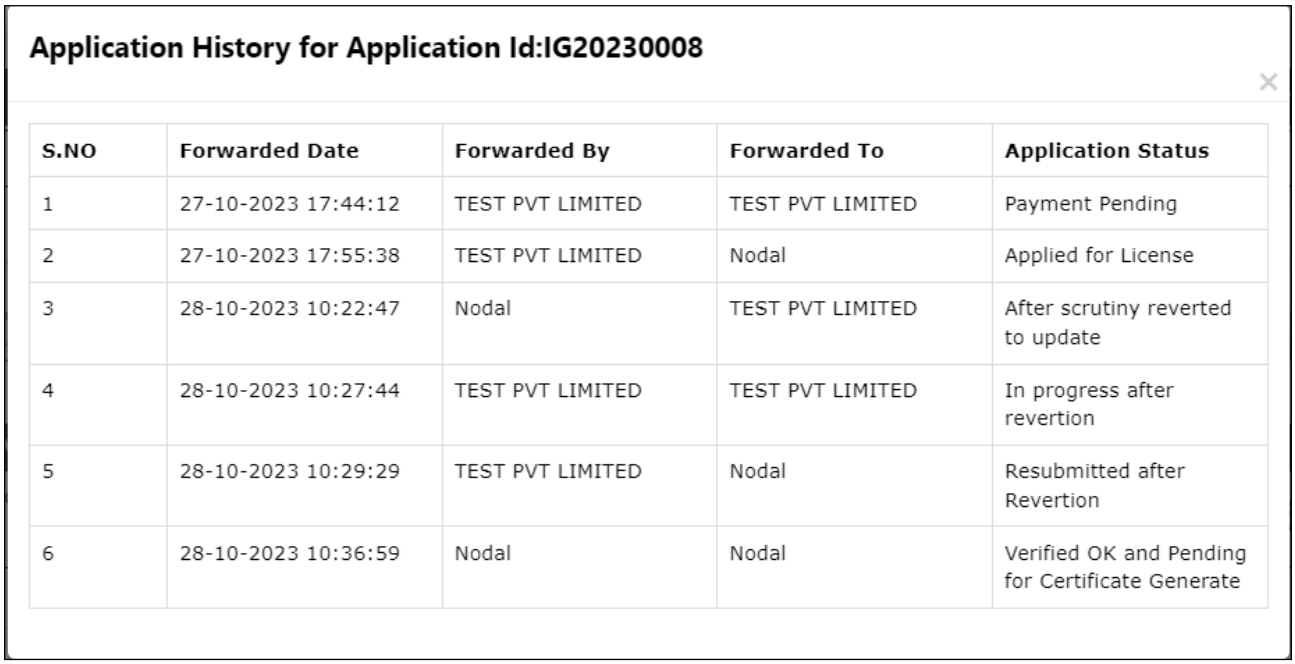
Final Clearance



2.8 Dashboard

This dashboard has two buttons

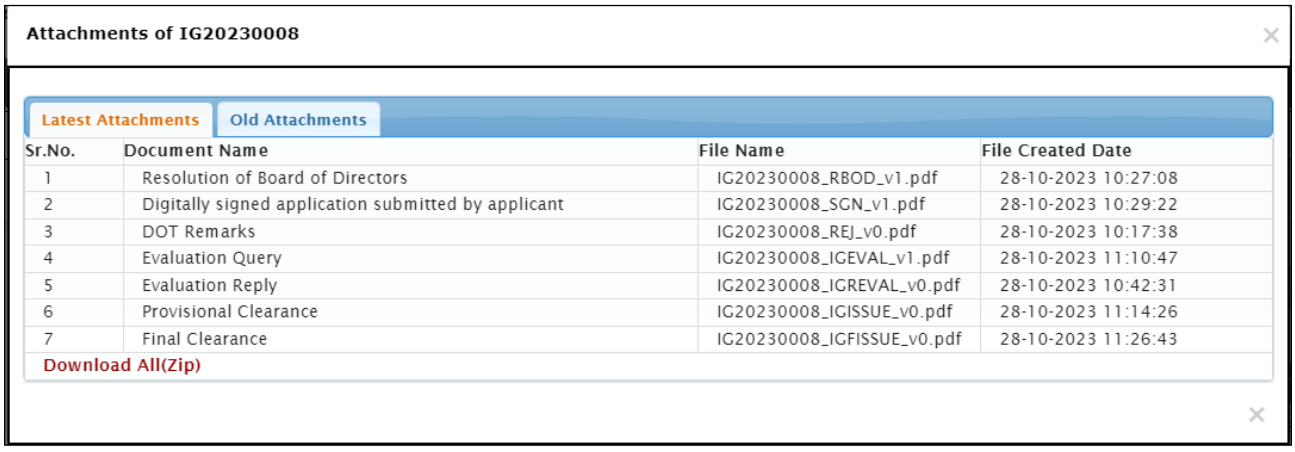
1. **History button**: This shows the history of actions completed till now.



Application History for Application Id:IG20230008

S.NO	Forwarded Date	Forwarded By	Forwarded To	Application Status
1	27-10-2023 17:44:12	TEST PVT LIMITED	TEST PVT LIMITED	Payment Pending
2	27-10-2023 17:55:38	TEST PVT LIMITED	Nodal	Applied for License
3	28-10-2023 10:22:47	Nodal	TEST PVT LIMITED	After scrutiny reverted to update
4	28-10-2023 10:27:44	TEST PVT LIMITED	TEST PVT LIMITED	In progress after revertion
5	28-10-2023 10:29:29	TEST PVT LIMITED	Nodal	Resubmitted after Revertion
6	28-10-2023 10:36:59	Nodal	Nodal	Verified OK and Pending for Certificate Generate

2. **Attachment button**: This shows the list and links of the documents you have uploaded till now.



Attachments of IG20230008

Latest Attachments | Old Attachments

Sr.No.	Document Name	File Name	File Created Date
1	Resolution of Board of Directors	IG20230008_RBOD_v1.pdf	28-10-2023 10:27:08
2	Digitally signed application submitted by applicant	IG20230008_SGN_v1.pdf	28-10-2023 10:29:22
3	DOT Remarks	IG20230008_REJ_v0.pdf	28-10-2023 10:17:38
4	Evaluation Query	IG20230008_IGEVAL_v1.pdf	28-10-2023 11:10:47
5	Evaluation Reply	IG20230008_IGREVAL_v0.pdf	28-10-2023 10:42:31
6	Provisional Clearance	IG20230008_IGISSUE_v0.pdf	28-10-2023 11:14:26
7	Final Clearance	IG20230008_IGFISSUE_v0.pdf	28-10-2023 11:26:43

Download All(Zip)