User Manual

(For Applicant)

Online Surrender of Unified License **(UL)**

Department of Telecommunications

Government of India

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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.
- **UL-VNO** : Unified License - Virtual Network operator.

1.2 About Unified Licenses

Applicant can apply for Unified License along with authorisation for any one or more services listed below:

a. Unified License (All Services)

b. Access Service (Service Area-wise)as per details at Annexure- IV

c. Internet Service (Category-A with All India jurisdiction)

d. Internet Service (Category-B with jurisdiction in a Service Area) as per details at Annexure- IV

e. Internet Service (Category-C with jurisdiction in a Secondary Switching Area) as per details at Annexure- III

f. National Long Distance (NLD) Service

g. International Long Distance (ILD) Service

h. Global Mobile Personal Communication by Satellite (GMPCS) Service

i. Public Mobile Radio Trunking Service (PMRTS)Service

j. Very Small Aperture Terminal (VSAT) Closed User Group (CUG) Service

k. INSAT MSS-Reporting (MSS-R) Service.

l. Resale of International Private Leased Circuit (IPLC) Service

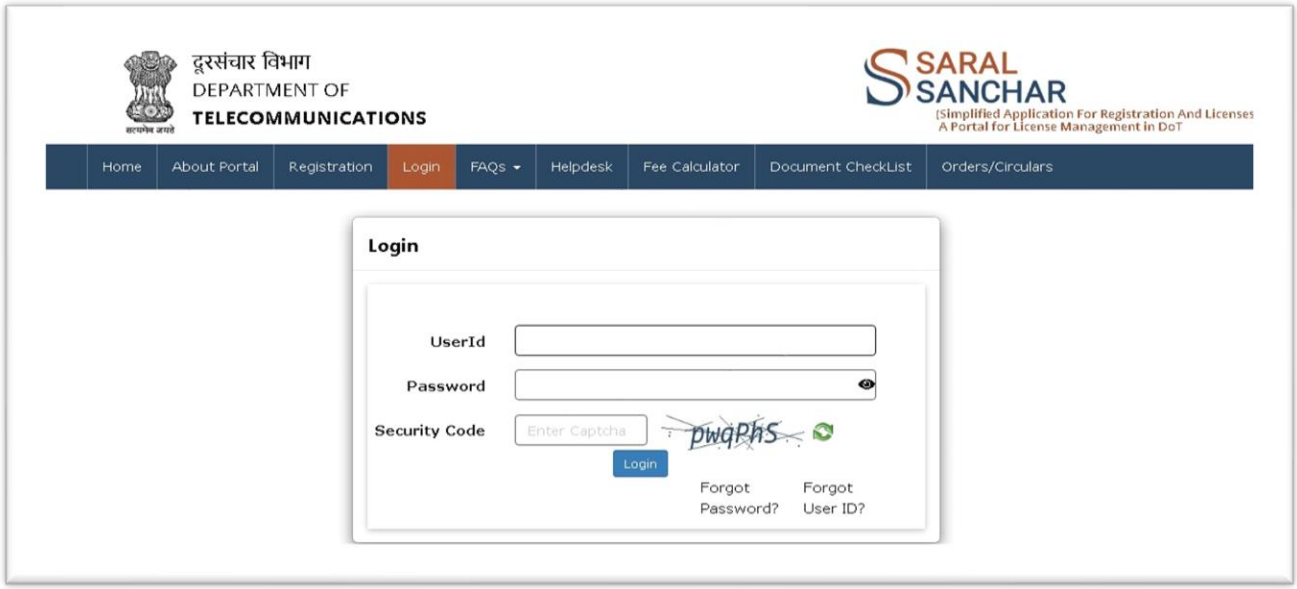
Saral Sanchar web base portal facilitates to apply for authorization of above said services and License / Authorization will be issued through this portal. This user manual will guide to become registered user of this portal and explains various steps in the process of issuing license/autorization

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**.

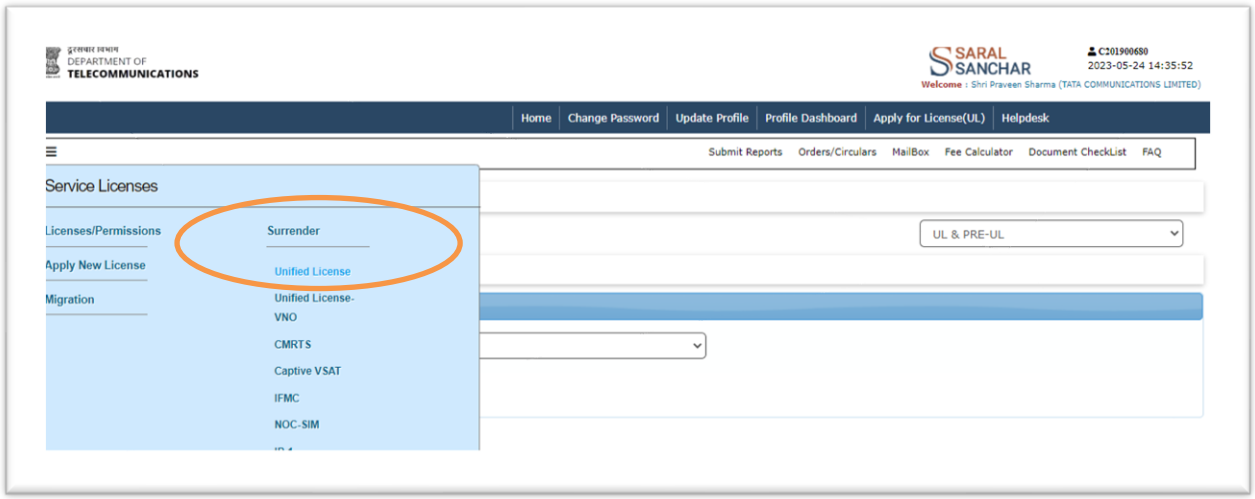


After clicking Login you will be directed to this page.

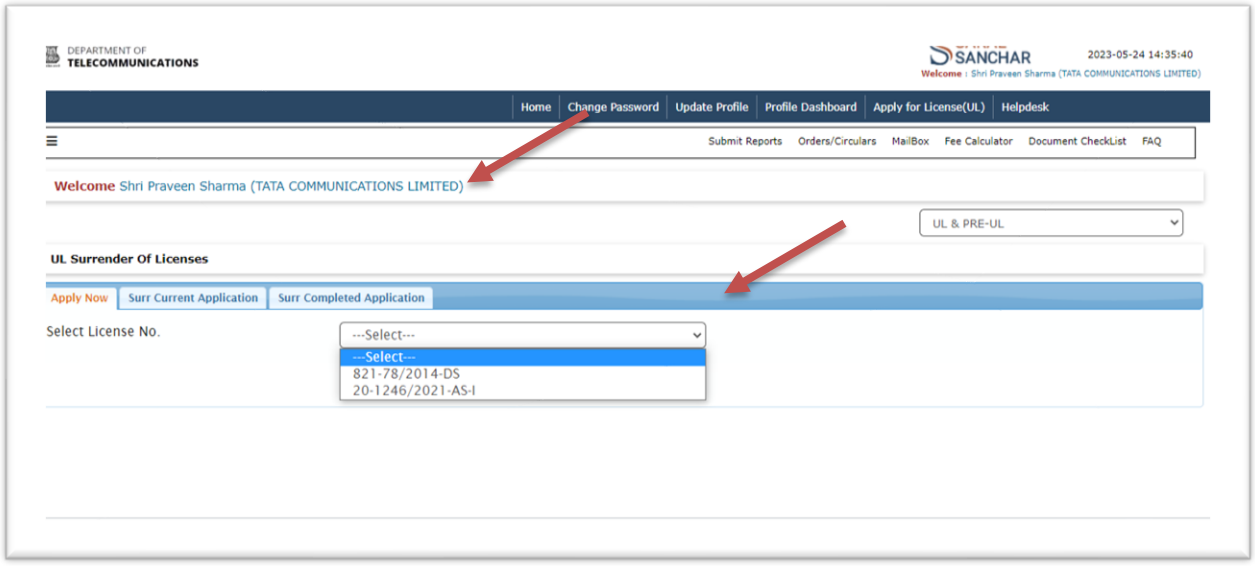


Applicant can do surrender of License using following menu.

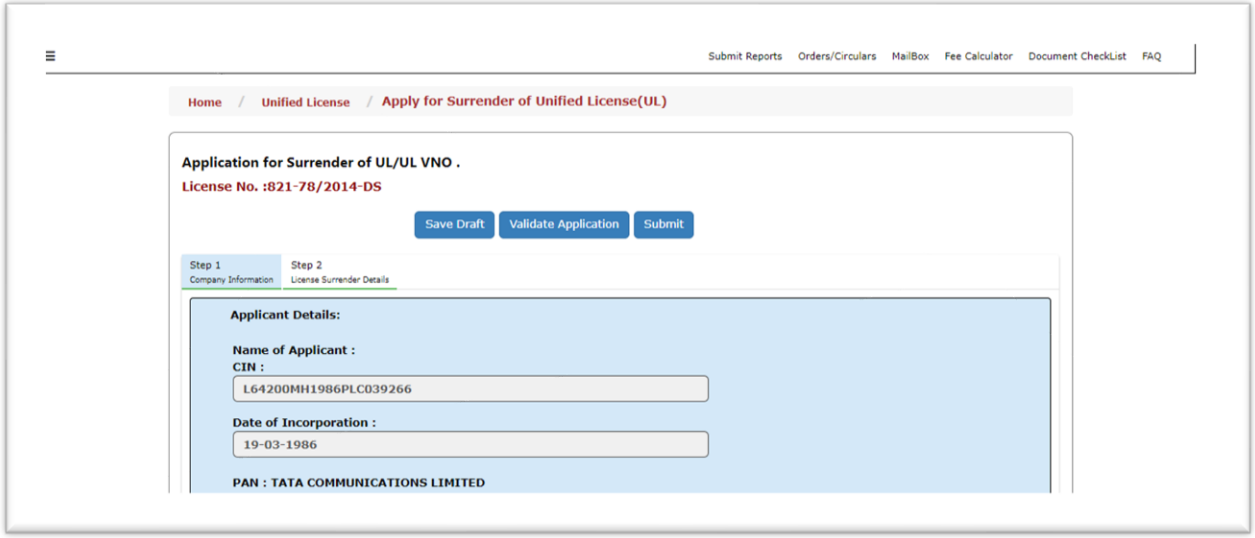
2.2 UL License Surrender application :

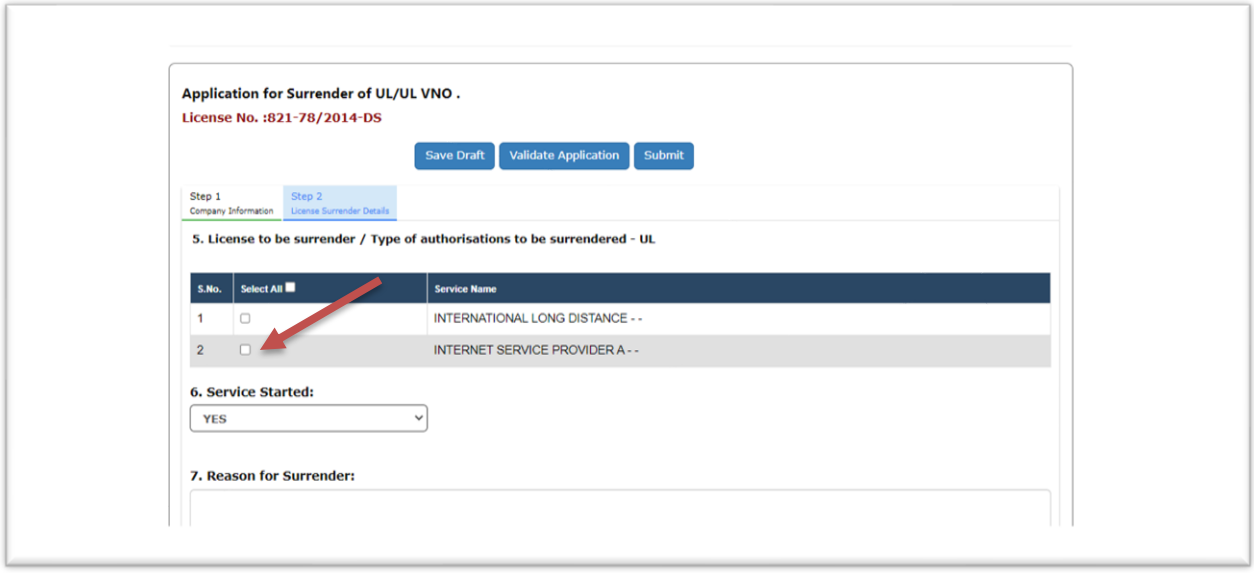


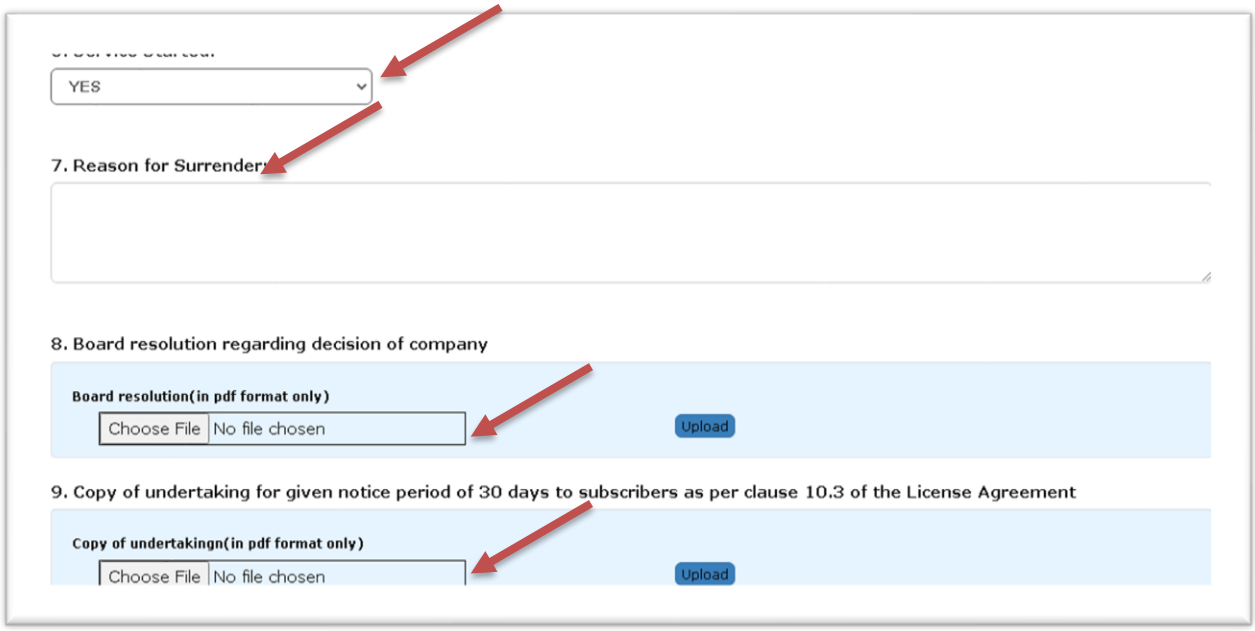
Select License no. which is to be surrendered.



Enter details as per given in form.

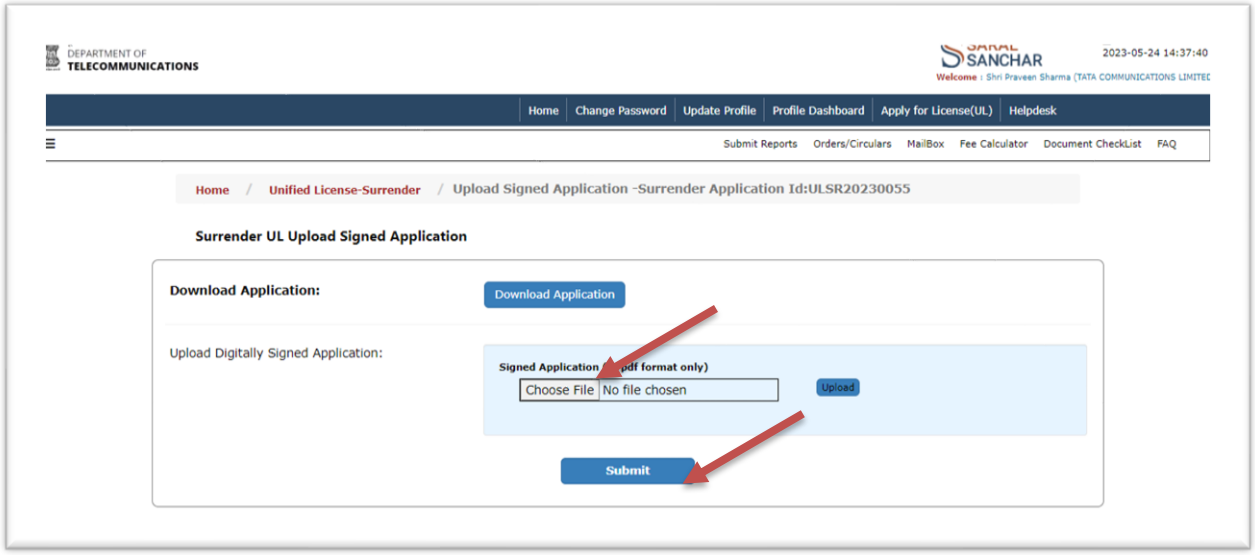




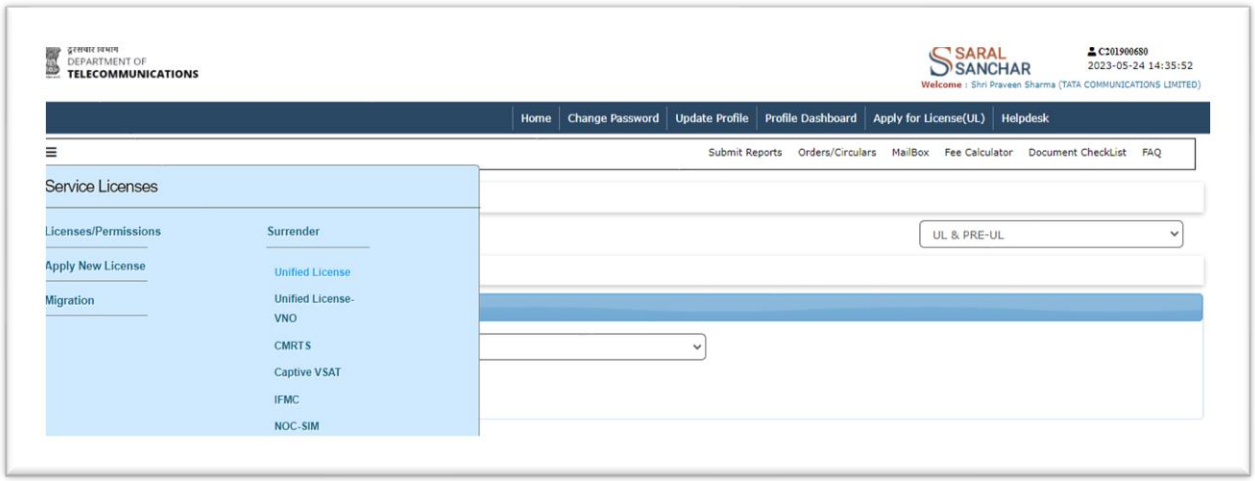


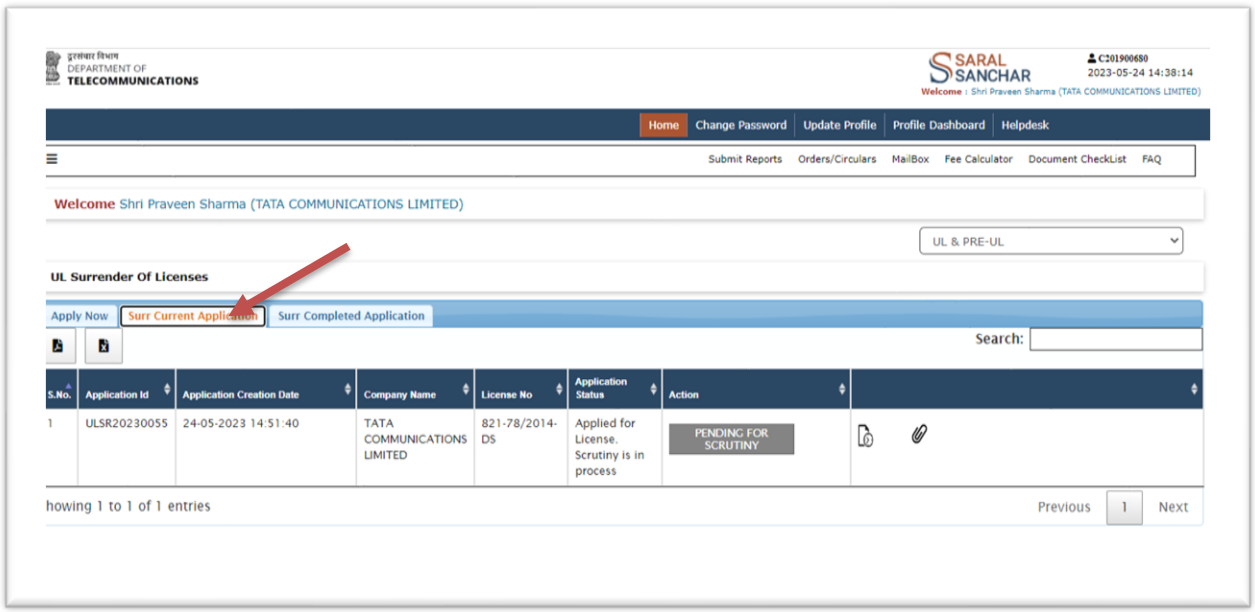


After request submission, it will ask for upload signed application



After submitting surrender application, it will be available on dashboard as shown below.

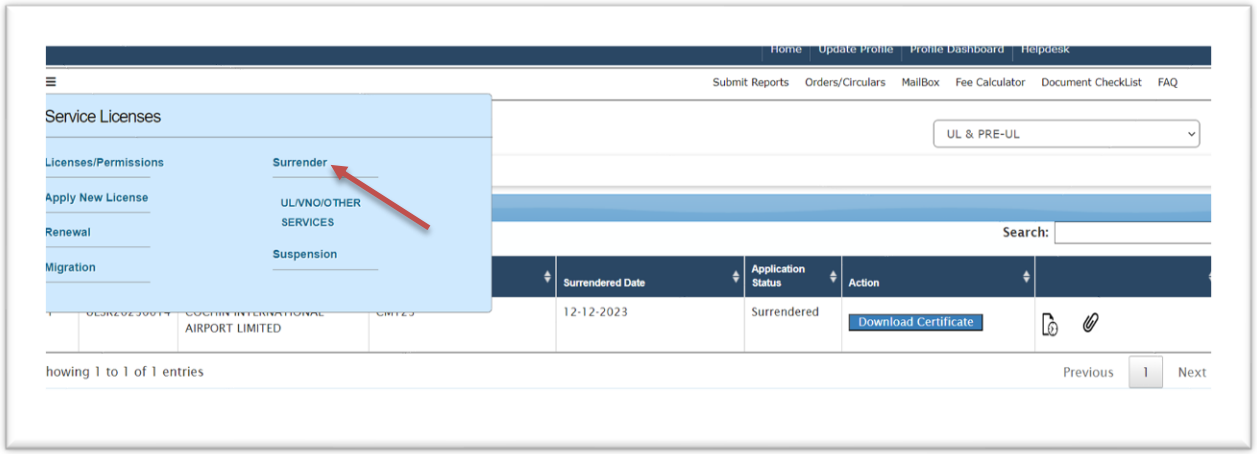




2.3 Download Surrender Certificate:

After request submission, it will go for scrutiny with nodal officer. After successful scrutiny of request, nodal will issue surrender certificate issuance after 60 days.

After certificate issuance, surrender request will be shown in surrender completed request.



Applicant can download surrender certificate from dashboard.

