User Manual

(For Applicant)

Online termination of Unified License

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

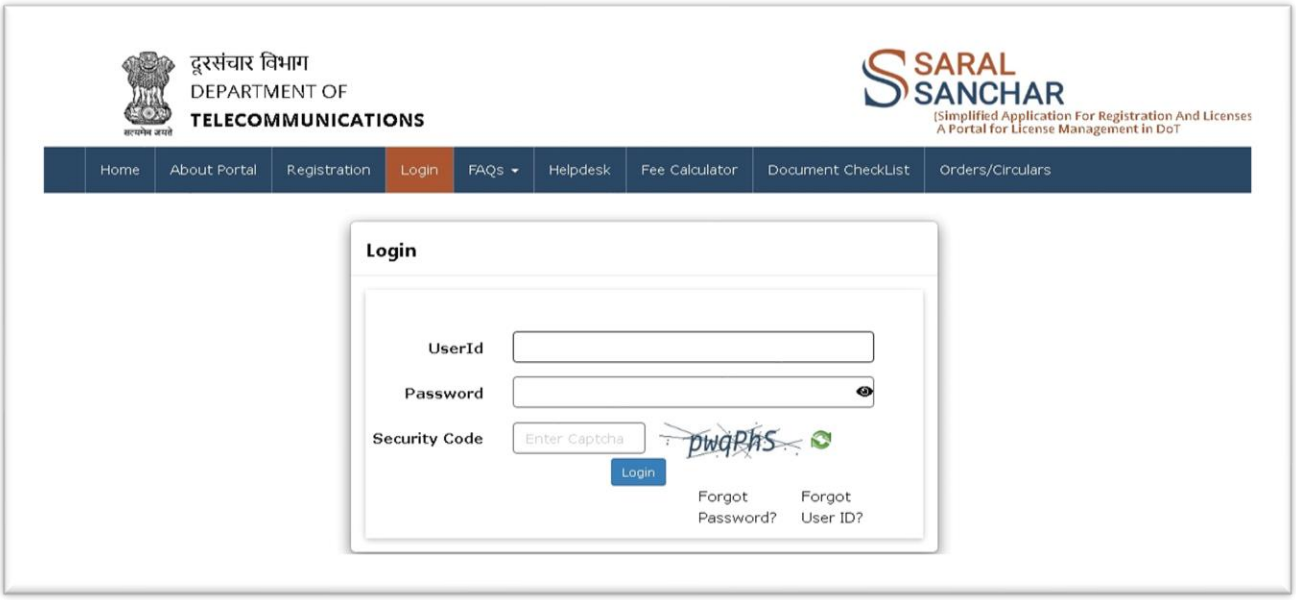
Saral Sanchar web base portal facilitates to apply for authorization of above said services and License / Authorization will be issued through this portal. This user manual will guide to become registered user of this portal and explains various steps in the process of issuing license/autorization

Section-2 Applicant Part

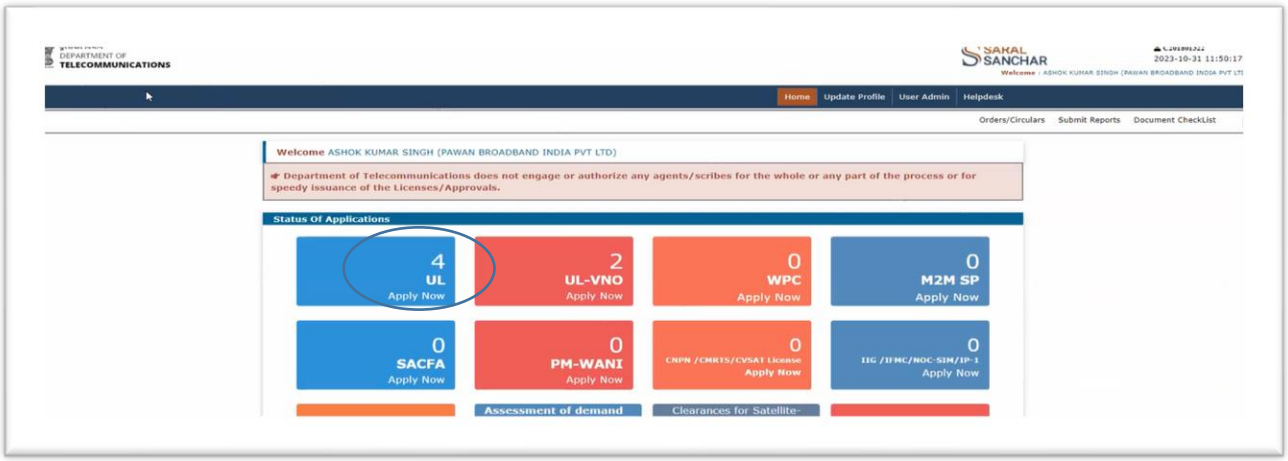
2.1 Login

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**.

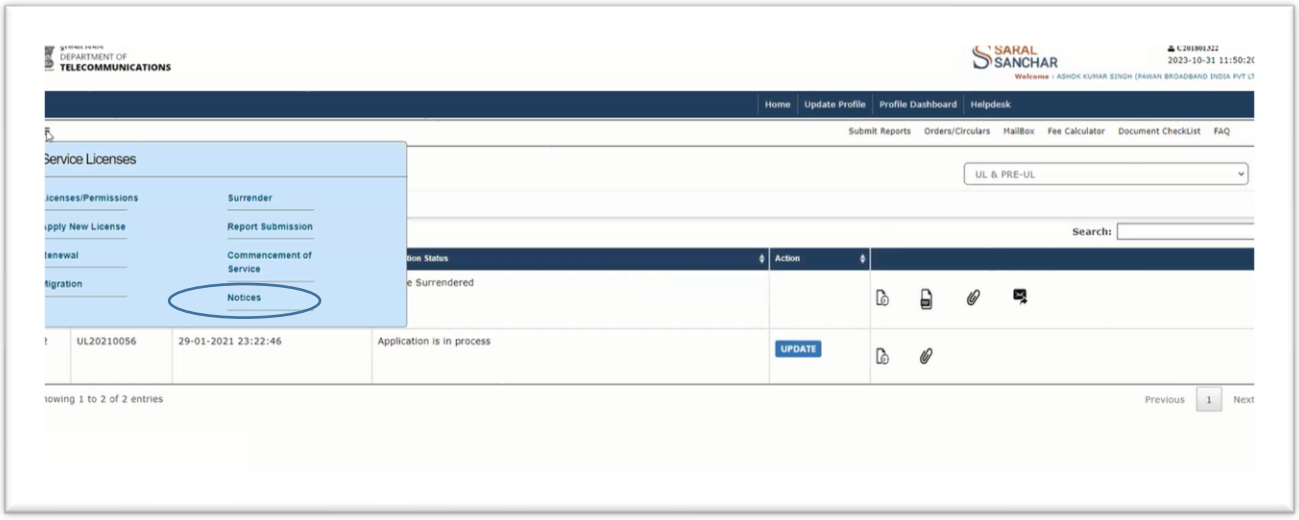


After clicking Login you will be directed to this page.

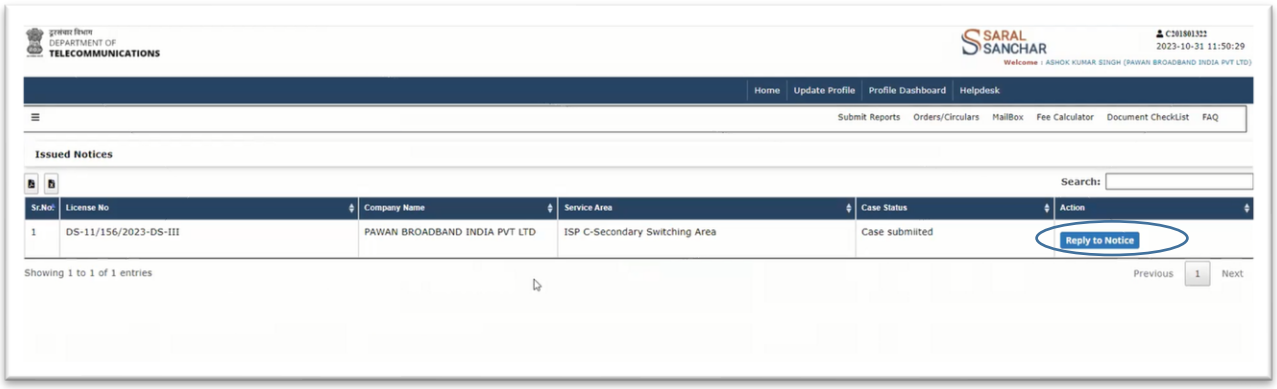


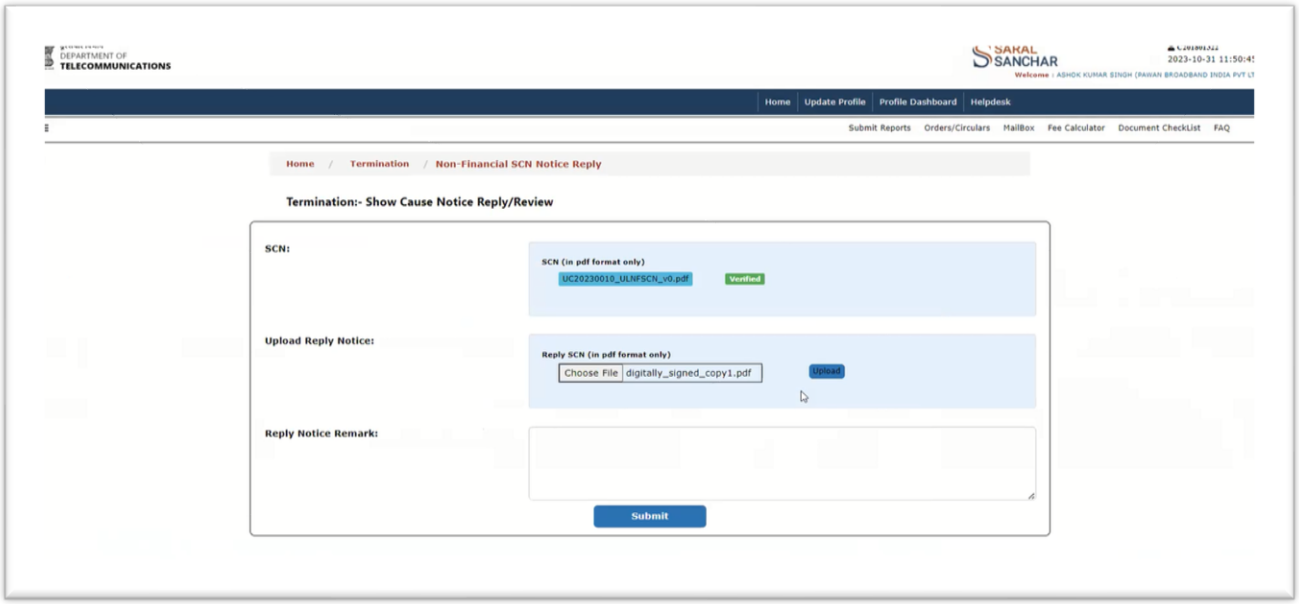
2.2 Reply License Termination Notices

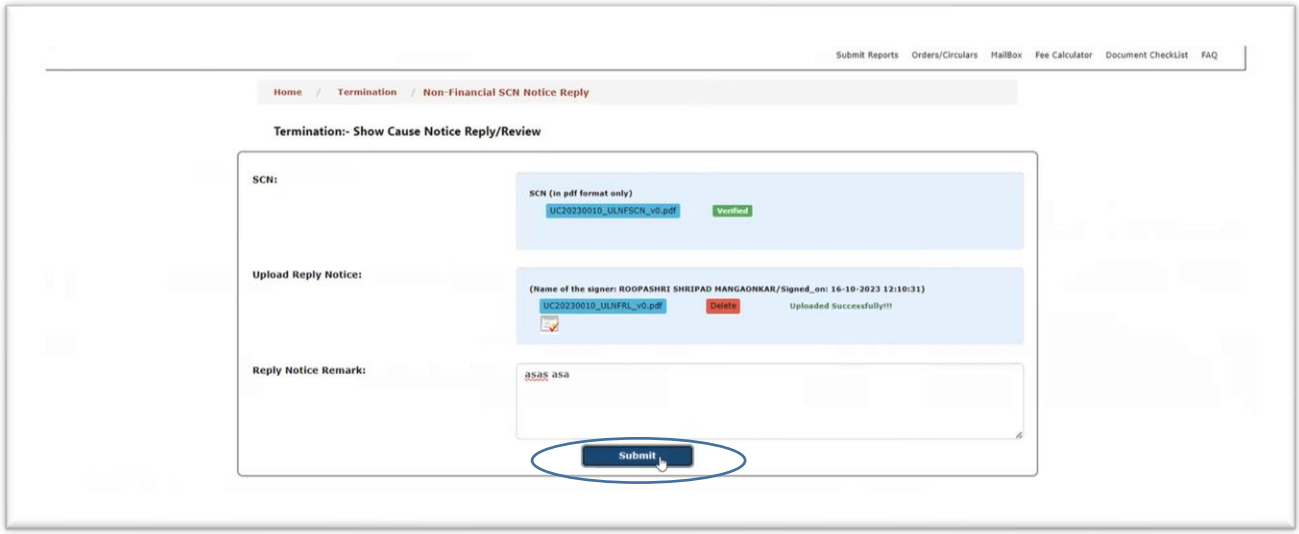
Notices Issued by Nodal will be available at Applicant side under Notices menu as shown in below screen.



Licensee will reply to this notice by clicking Reply to notice button.

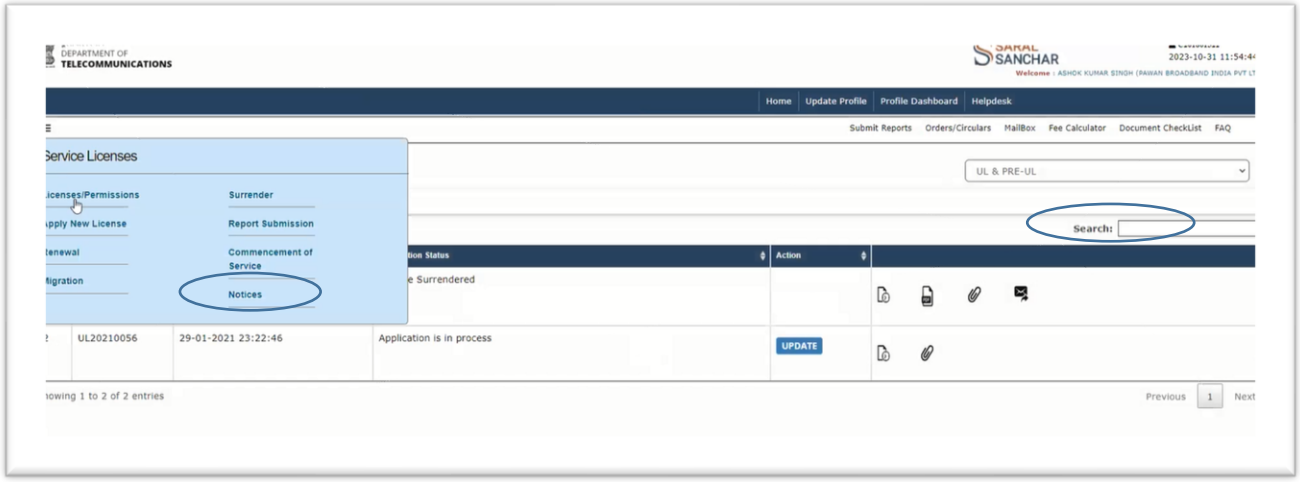


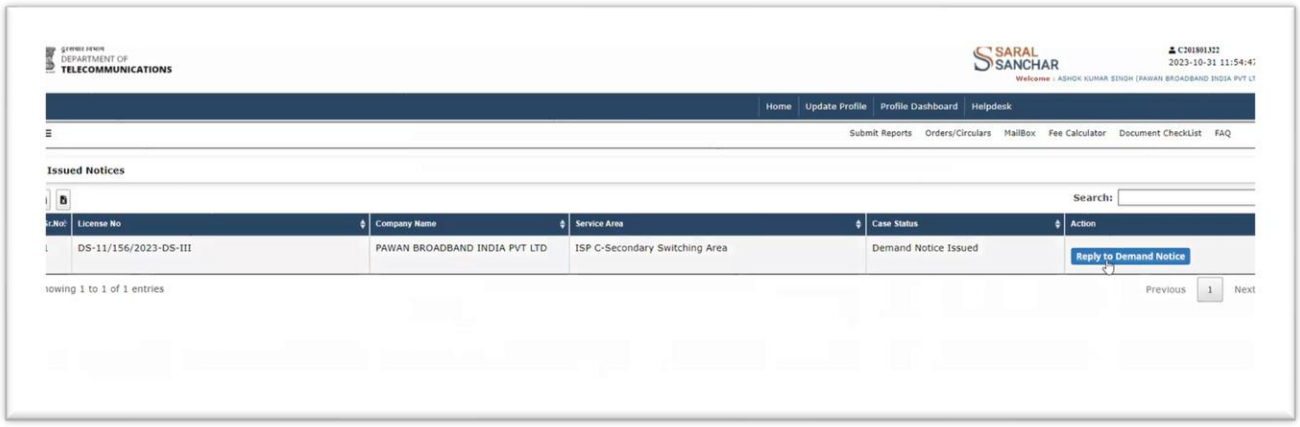




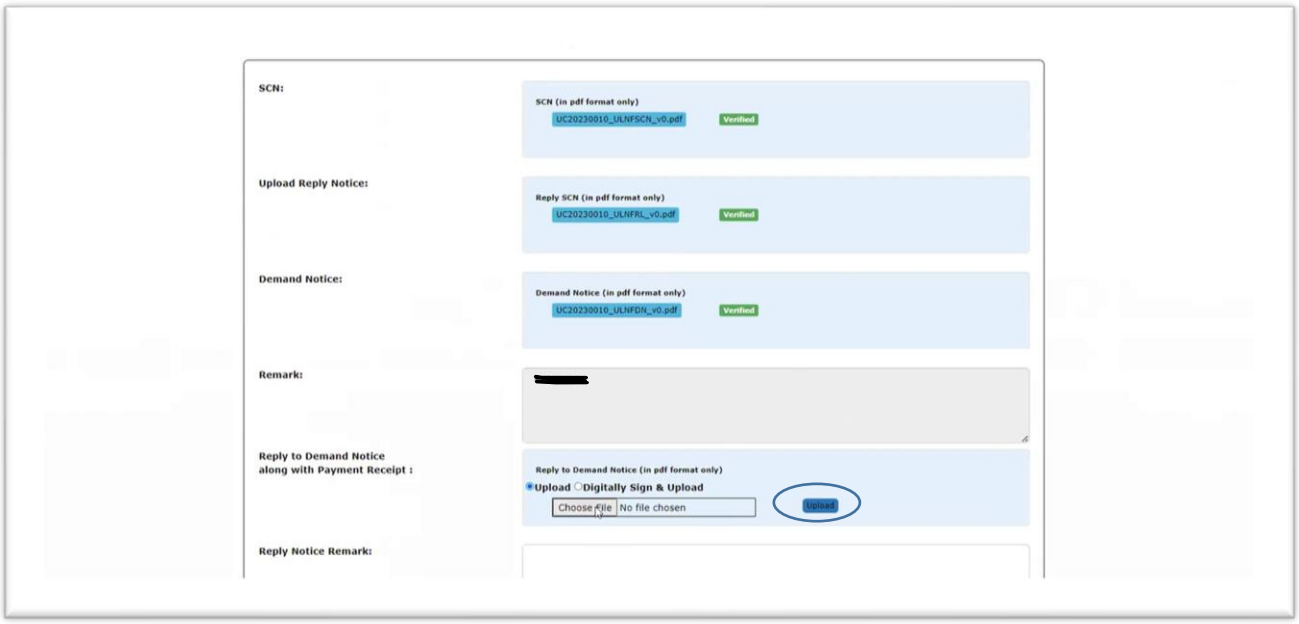
The Nodal will review this reply .If reply is satisfactory , this termination of license will be cancelled by Nodal.If it is not non-satisfactory, Nodal will issue demand notice to Licensee.

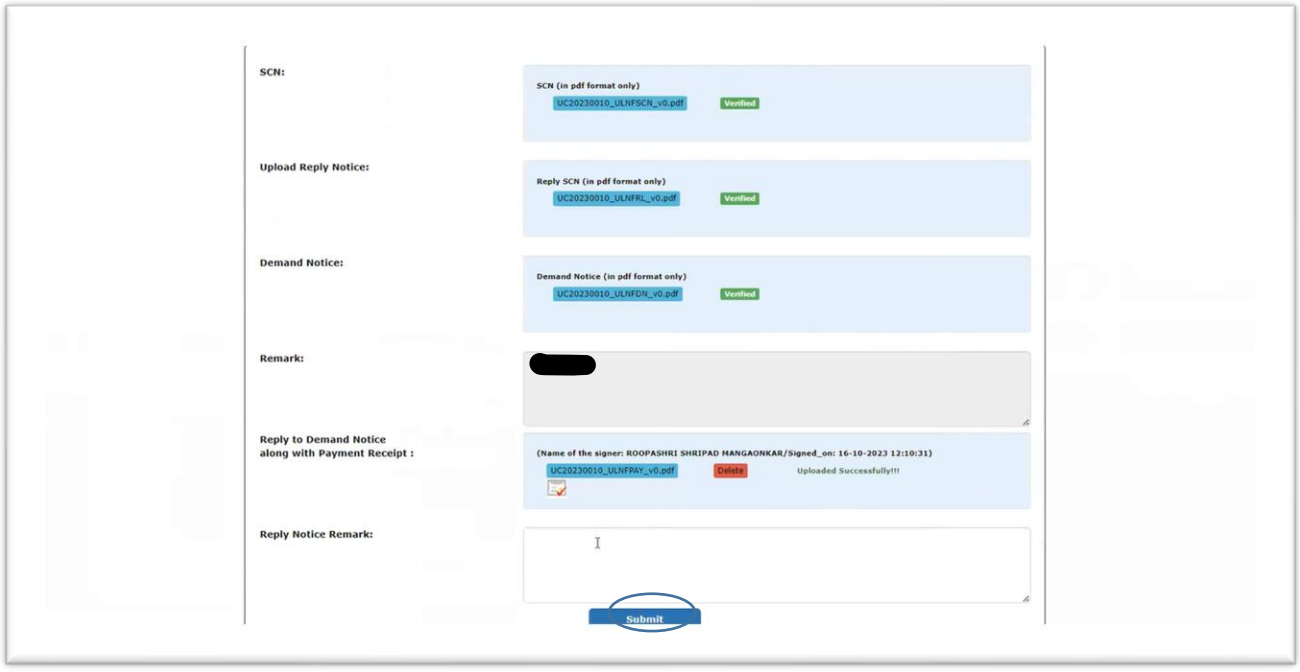
The licensee will reply to this demand notice.





Licensee will upload payment receipt against reply to demand notice and submit it.


SCN:
SCN (in pdf format only)
UC20230010_ULNFSCN_v0.pdf
Verified
Upload Reply Notice:
Reply SCN (in pdf format only)
UC20230010_ULNFRL_v0.pdf
Verified
Demand Notice:
Demand Notice (in pdf format only)
UC20230010_ULNFDN_v0.pdf
Verified
Remark:
Reply to Demand Notice along with Payment Receipt :
Reply to Demand Notice (in pdf format only)
Upload
Digitally Sign & Upload
Choose File
No file chosen
Upload
Reply Notice Remark:


SCN:
SCN (in pdf format only)
UC20230010_ULNFSCN_v0.pdf
Verified
Upload Reply Notice:
Reply SCN (in pdf format only)
UC20230010_ULNFRL_v0.pdf
Verified
Demand Notice:
Demand Notice (in pdf format only)
UC20230010_ULNFDN_v0.pdf
Verified
Remark:
Reply to Demand Notice along with Payment Receipt :
(Name of the signer: ROOPASHRI SHRIPAD MANGAONKAR/Signed_on: 16-10-2023 12:10:31)
UC20230010_ULNFPAY_v0.pdf
Delete
Uploaded Successfully!!!
Reply Notice Remark:
Submit

2.3 Download Termination Letter

The Nodal will review this reply to demand notice and if it is the satisfactory, license termination process will be cancelled otherwise license will be terminated.

In case of termination, Termination letter can be downloaded as per shown in dashboard.

