# User Manual

(For Applicant)

Online Network Amendment Application

## Department of Telecommunications

**Government of India**

11 Jan, 2024

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| | | |
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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.

## 1.2 Type Of Network License Amendment

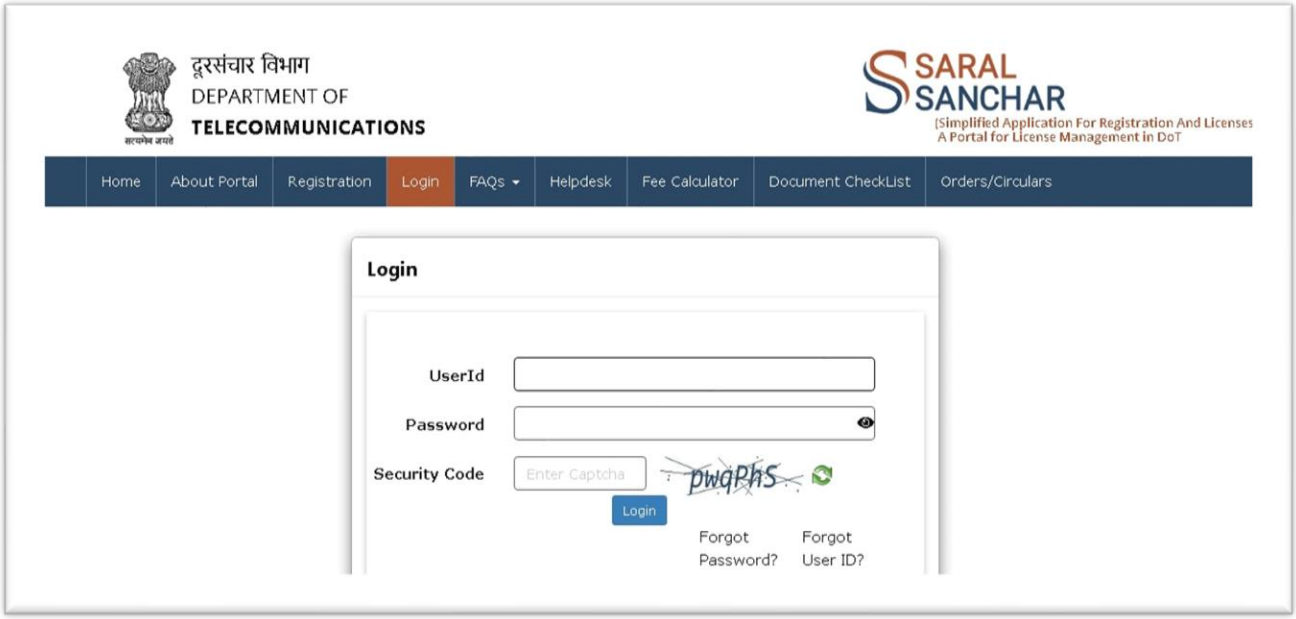
Network License can have following type of amendments.

1) Addition of Equipment
2) Replacement of equipment
3) Deletion of Equipment
4) Station location changes
5) Amendment of Frequency
6) Addition of Frequency
7) Deletion of Frequency
8) Amendment of equipment (Model)
9) Amendment of power of eqpt.
10) Amendment of Emission
11) Amendment of Mode Of Operation
12) Amendment of Name
13) Amendment of Address

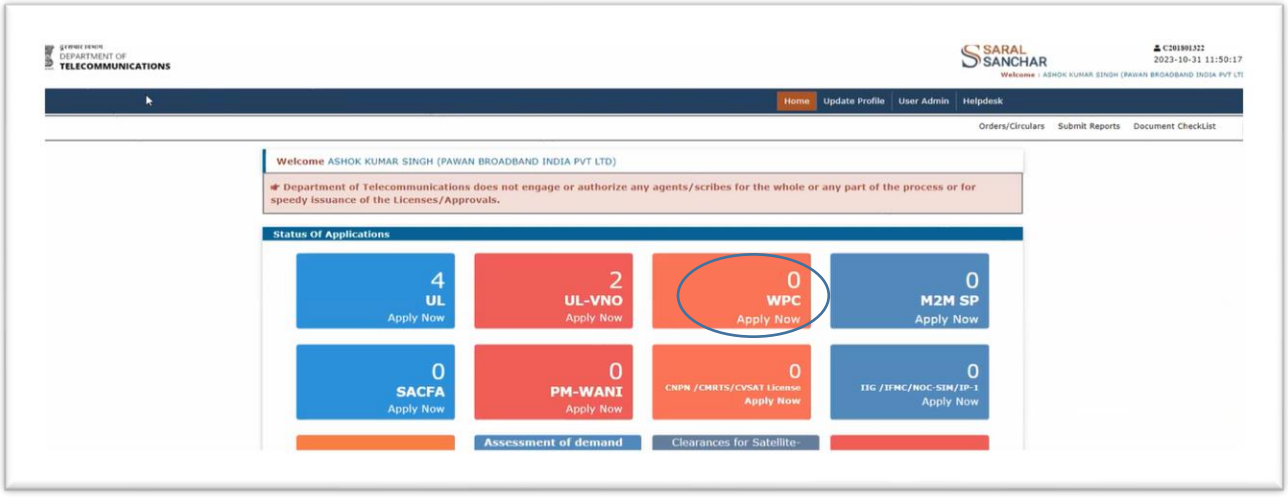
# Section-2 Applicant Part

## 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**.



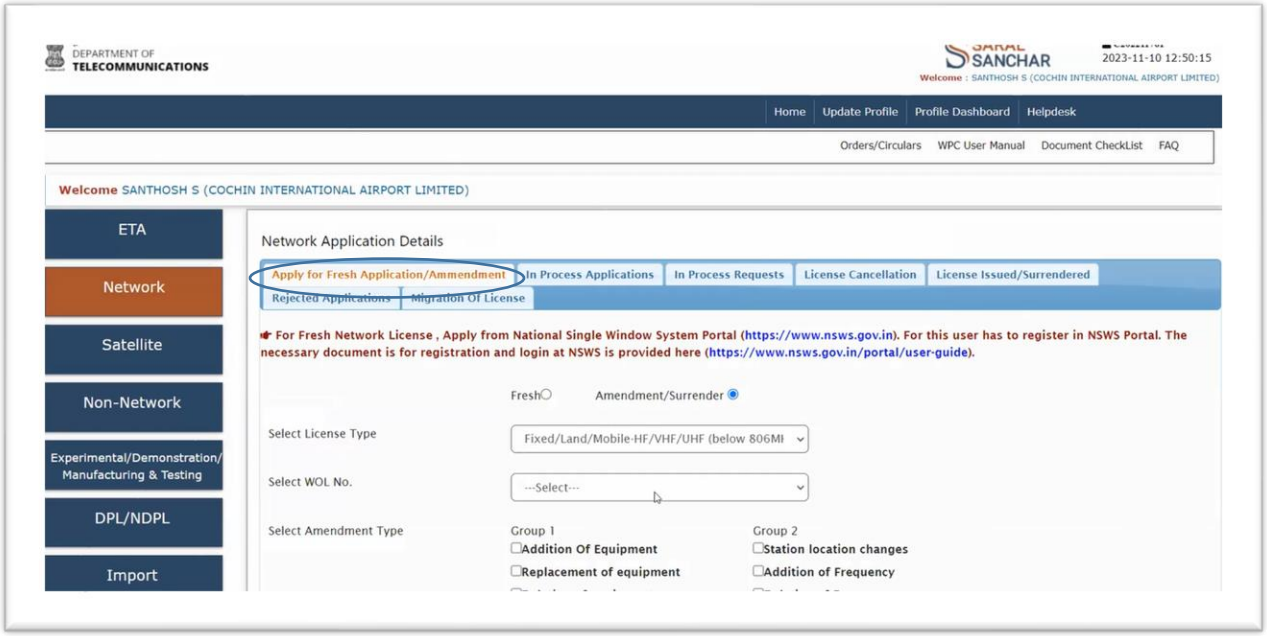

After clicking Login you will be directed to this page.



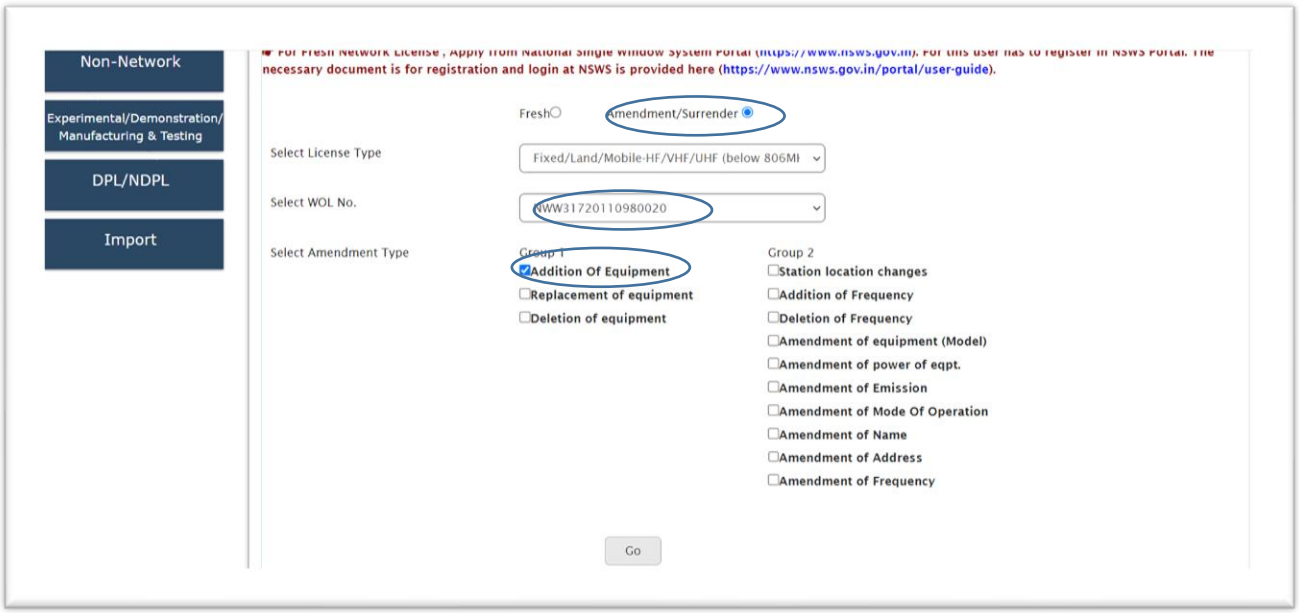
# 2.2 Amendment of Network License

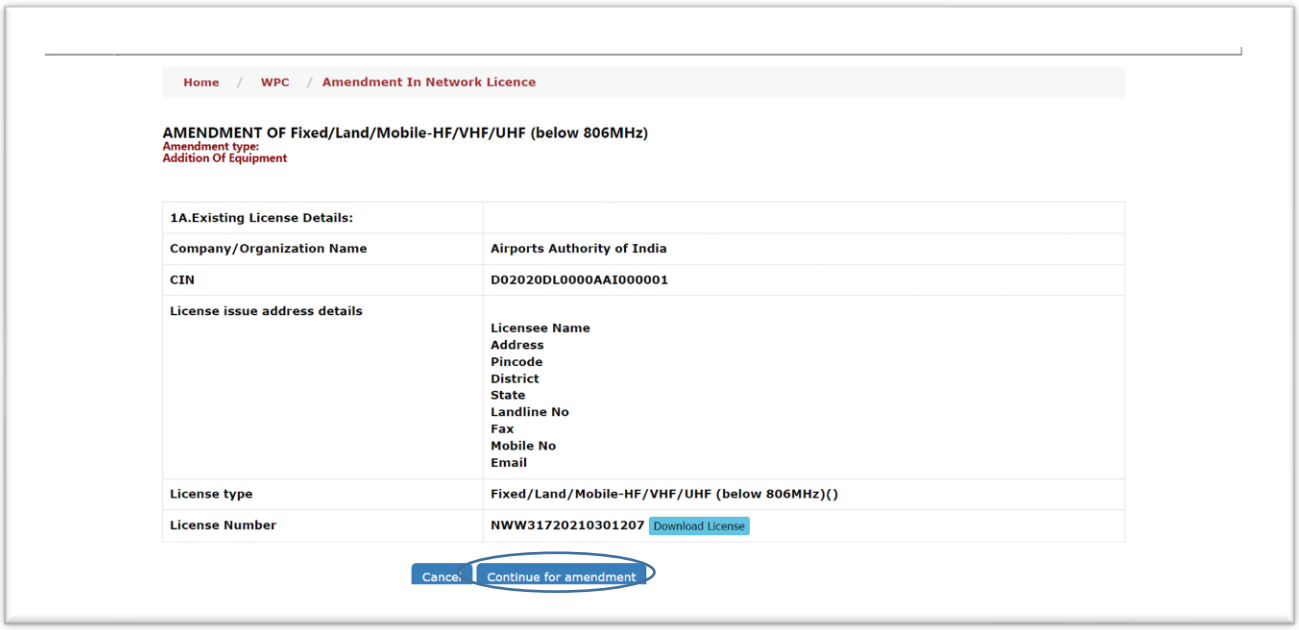
### 2.2.1 Addition of Equipment Application

For amendment in network license, select apply for fresh/amendment tab as shown below.



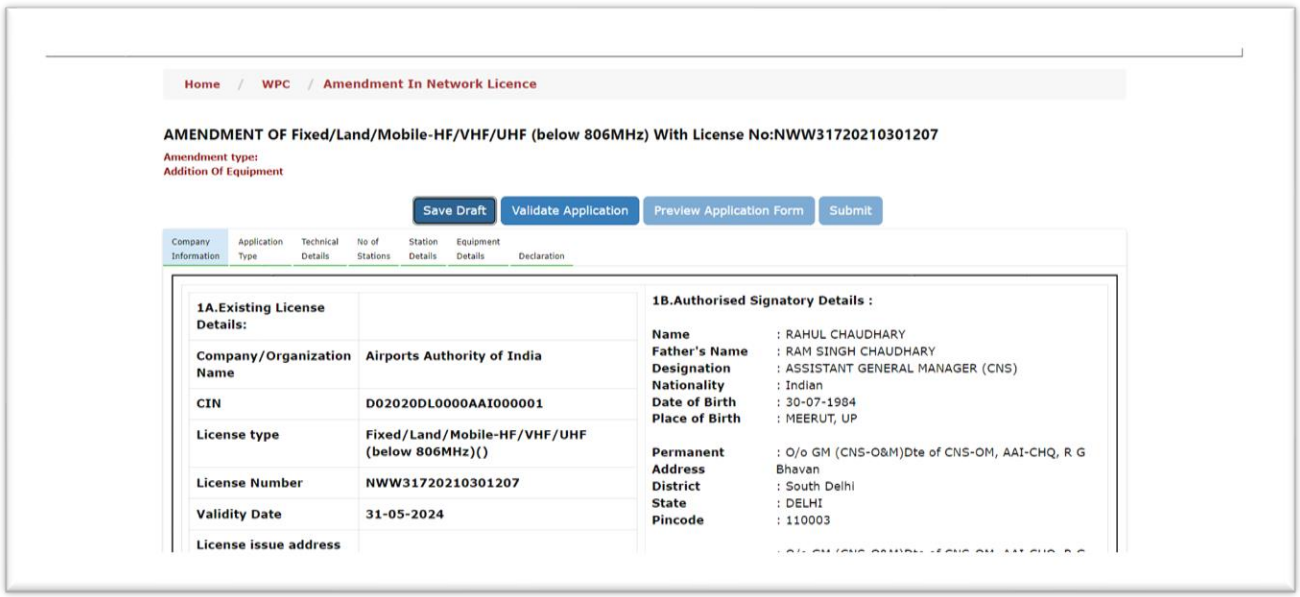

Select the radio button for amendment and select license no which is to be amended and type of amendment and click on go button.

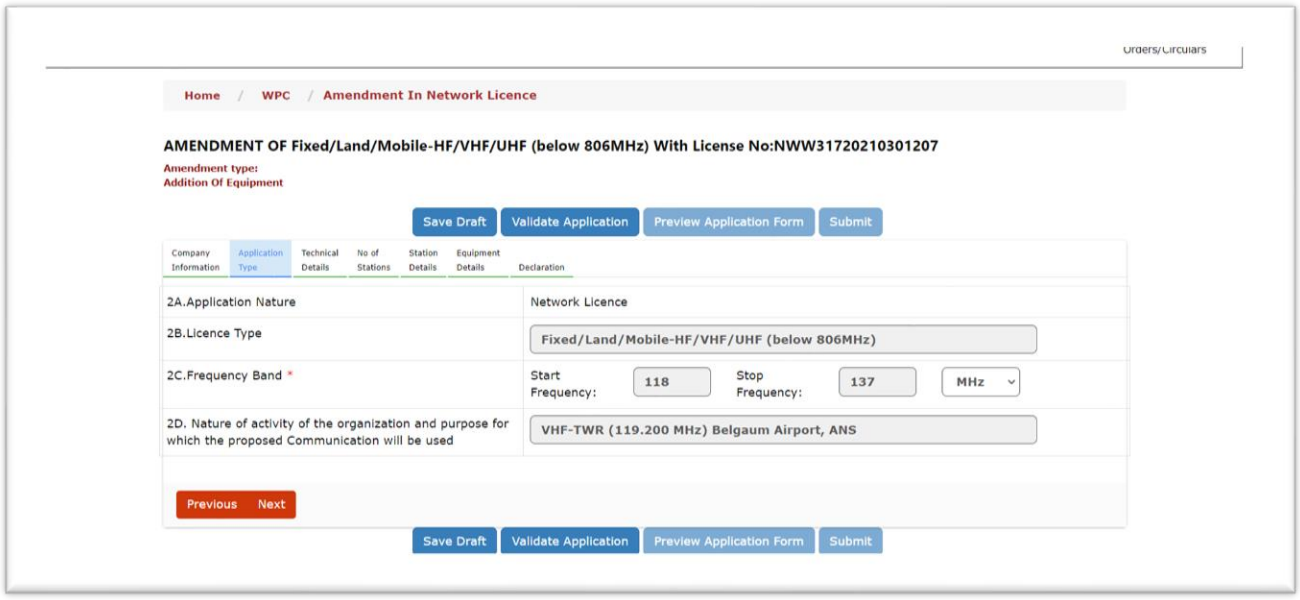


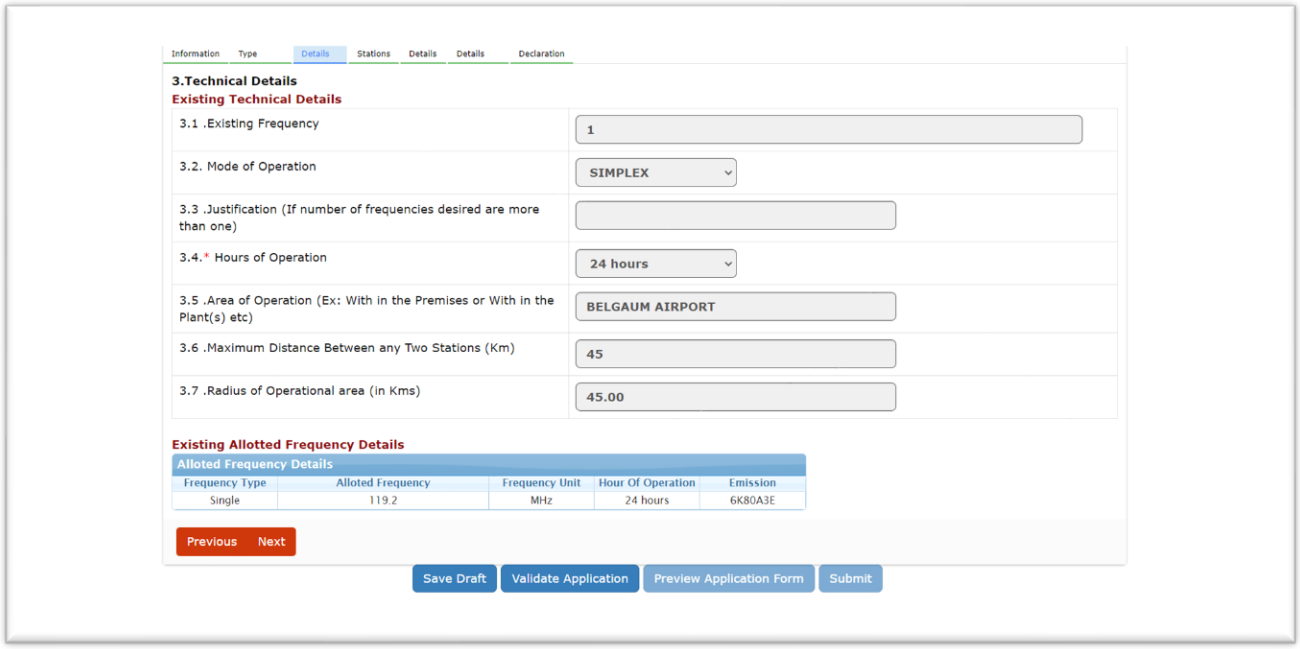



Click on continue for amendment.

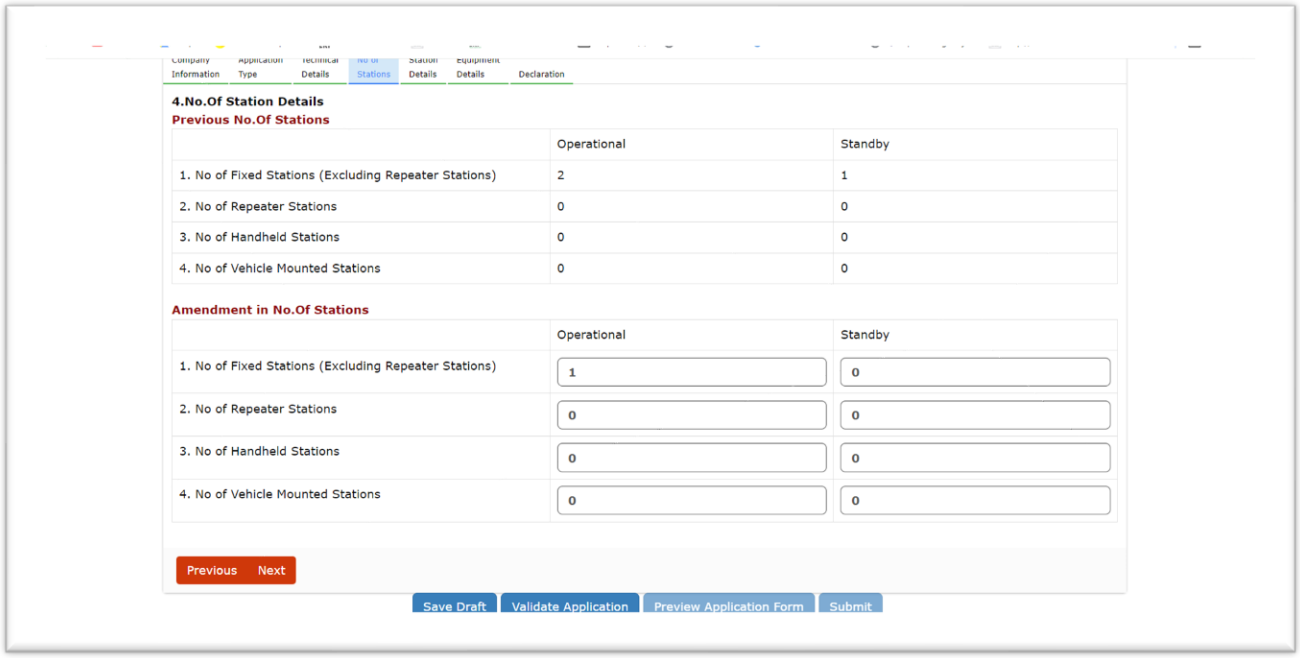
This is the company information and to be saved



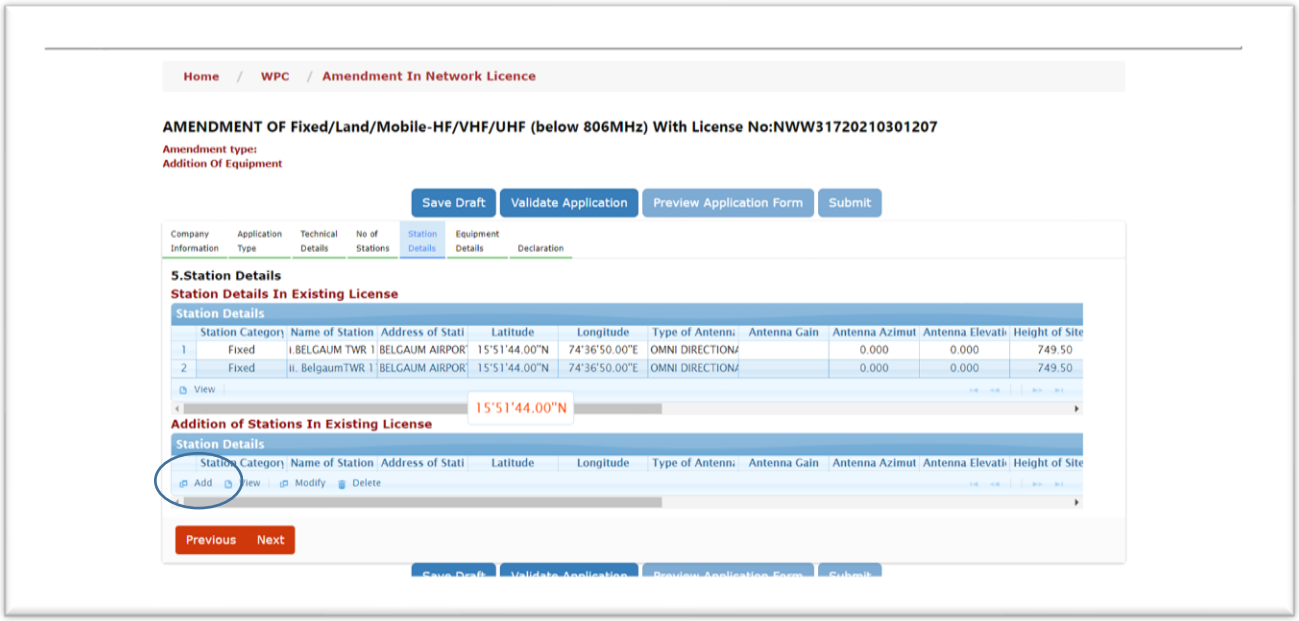

Orders/Circulars
Home / WPC / Amendment In Network Licence
AMENDMENT OF Fixed/Land/Mobile-HF/VHF/UHF (below 806MHz) With License No:NWW31720210301207
Amendment type:
Addition Of Equipment
Save Draft
Validate Application
Preview Application Form
Submit
Company Information
Application Type
Technical Details
No of Stations
Station Details
Equipment Details
Declaration
2A.Application Nature
Network Licence
2B.Licence Type
Fixed/Land/Mobile-HF/VHF/UHF (below 806MHz)
2C.Frequency Band *
Start Frequency:
118
Stop Frequency:
137
MHz
2D. Nature of activity of the organization and purpose for which the proposed Communication will be used
VHF-TWR (119.200 MHz) Belgaum Airport, ANS
Previous
Next
Save Draft
Validate Application
Preview Application Form
Submit


Information
Type
Details
Stations
Details
Details
Declaration
3.Technical Details
Existing Technical Details
3.1 .Existing Frequency
1
3.2. Mode of Operation
SIMPLEX
3.3 .Justification (If number of frequencies desired are more than one)
3.4.* Hours of Operation
24 hours
3.5 .Area of Operation (Ex: With in the Premises or With in the Plant(s) etc)
BELGAUM AIRPORT
3.6 .Maximum Distance Between any Two Stations (Km)
45
3.7 .Radius of Operational area (in Kms)
45.00
Existing Allotted Frequency Details
Alloted Frequency Details
Frequency Type
Alloted Frequency
Frequency Unit
Hour Of Operation
Emission
Single
119.2
MHz
24 hours
6K80A3E
Previous
Next
Save Draft
Validate Application
Preview Application Form
Submit

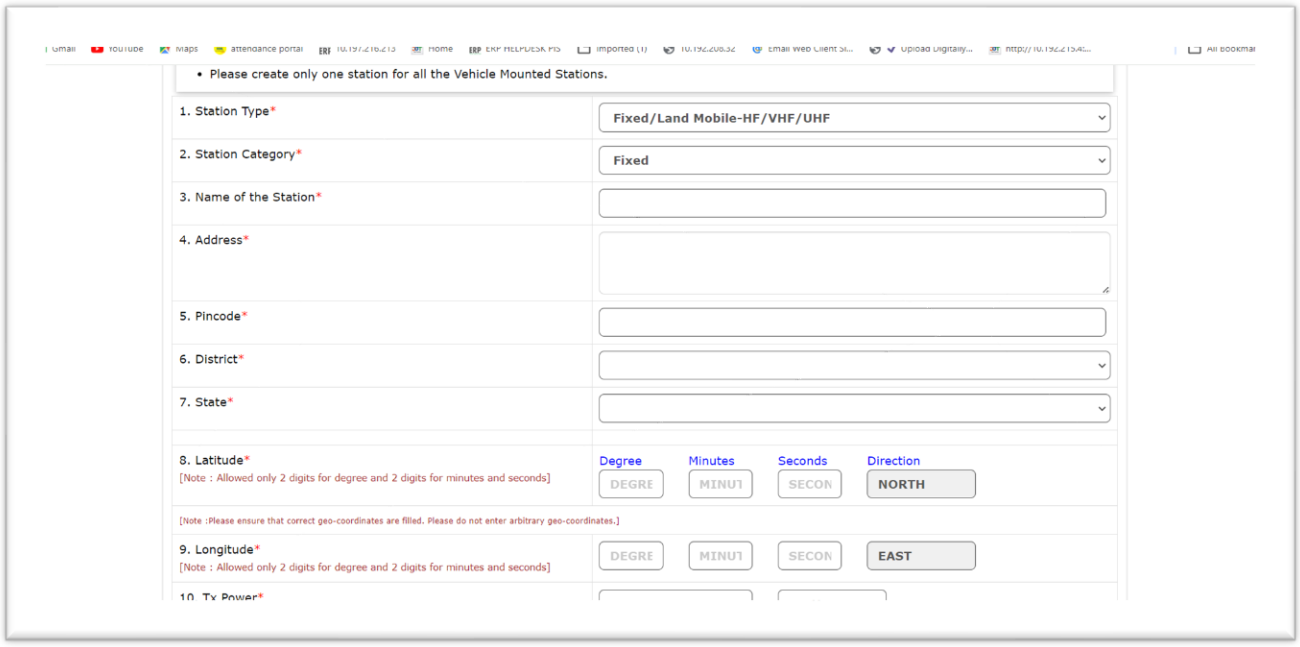
In No. Of Stations tab, enter no. of station which are to be amended in this application as shown below.



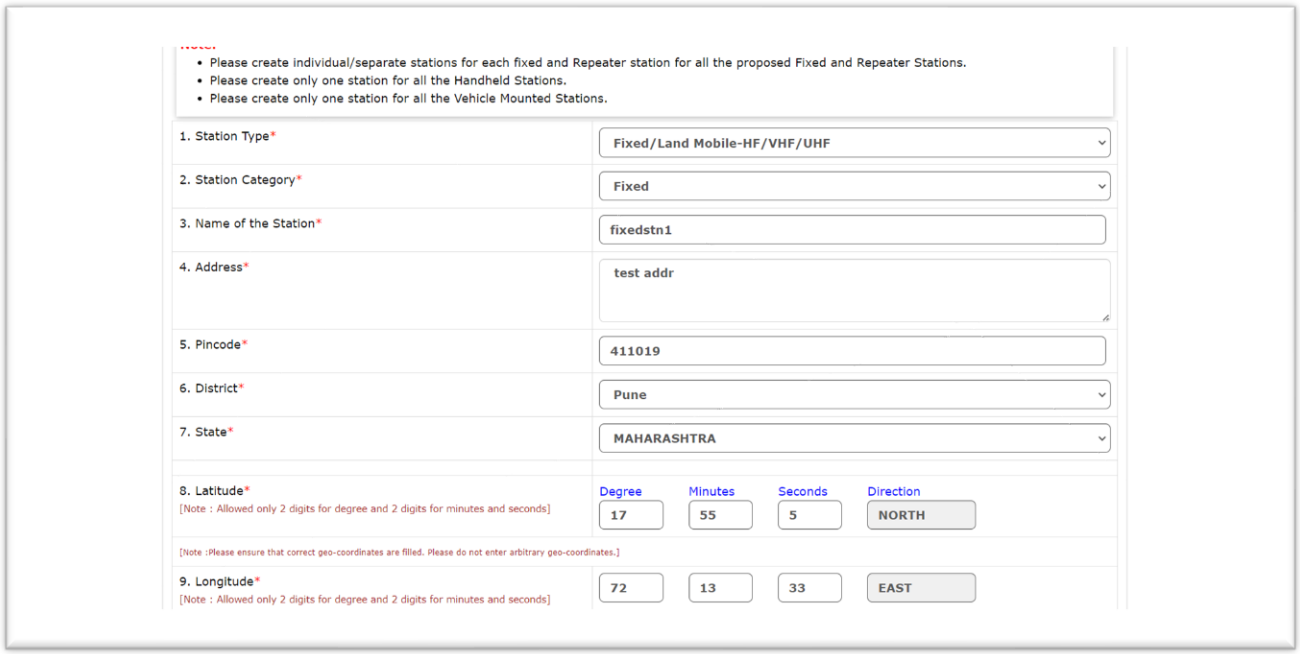

Under station details tab, application will show Existing station details. For addition of new station Click on add button as shown below.

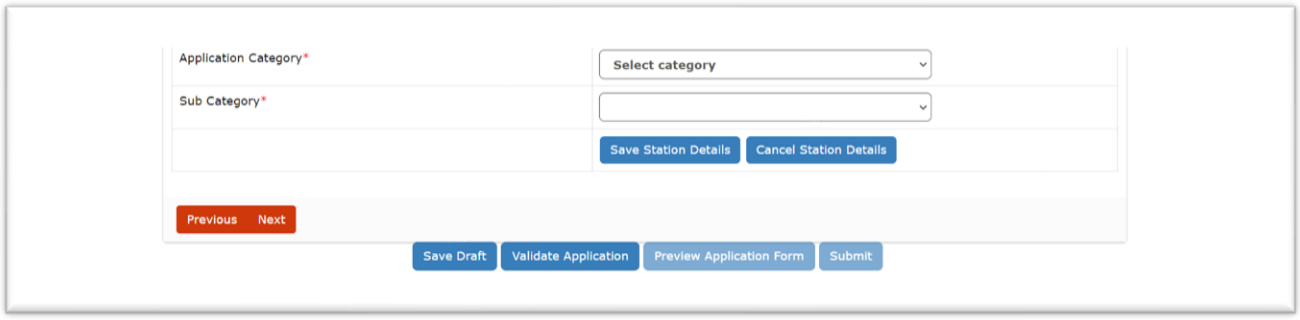



After clicking add button , following form will be shown for entering details of stations.



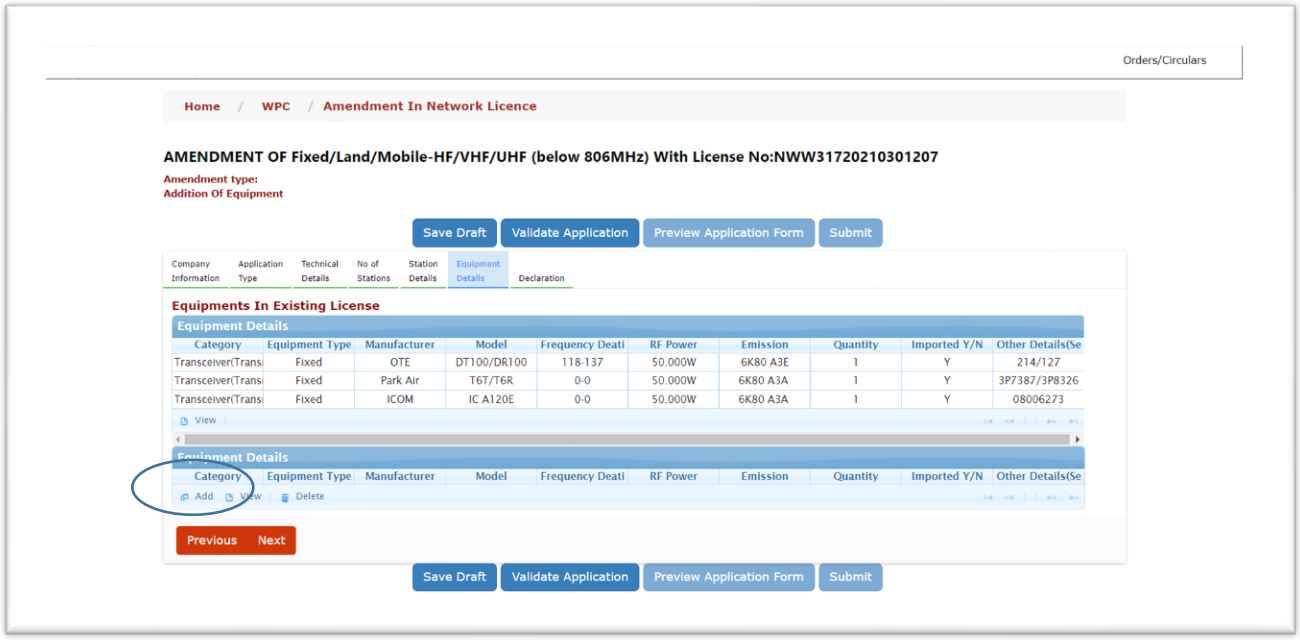

Select station category , enter other details .

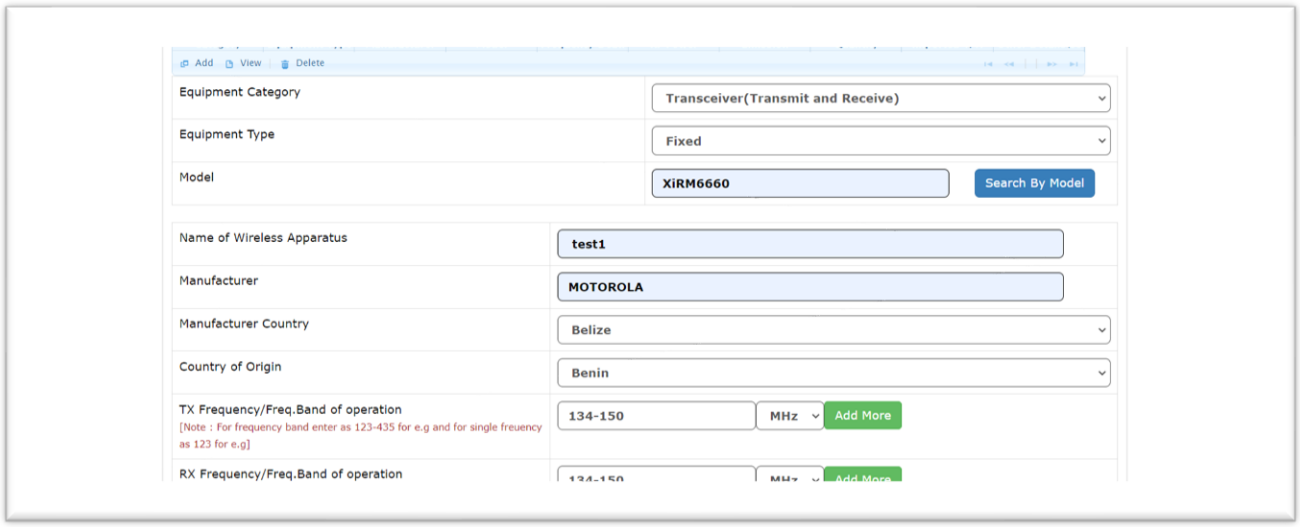


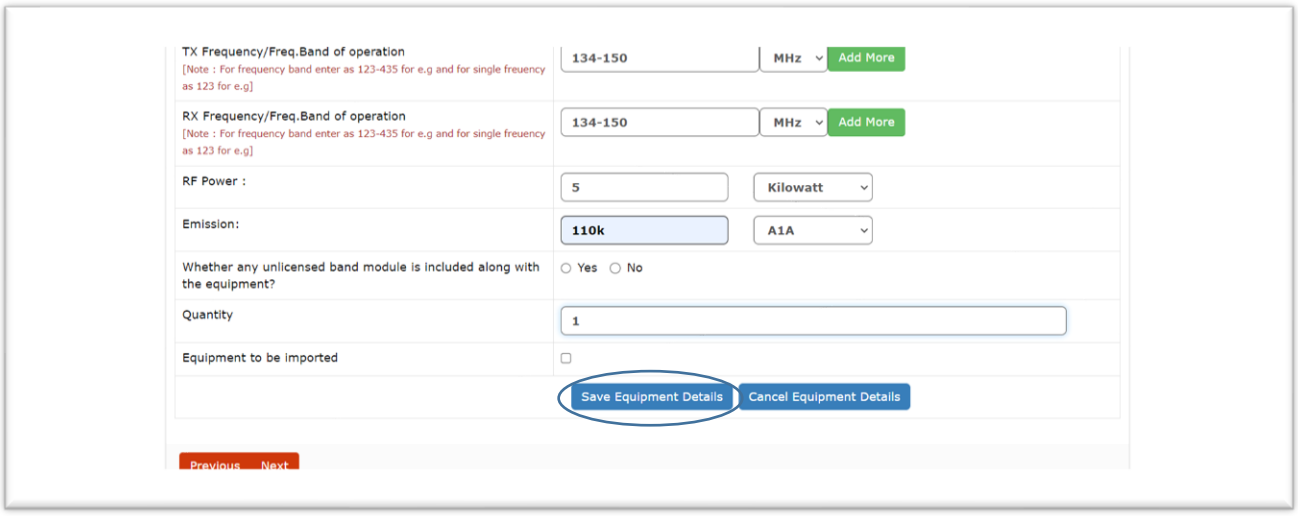



After entering  station details , click on save station details button.

Under Equipment details tab, Existing equipment details are shown. Now add new equipment details by clicking add button shown as below.

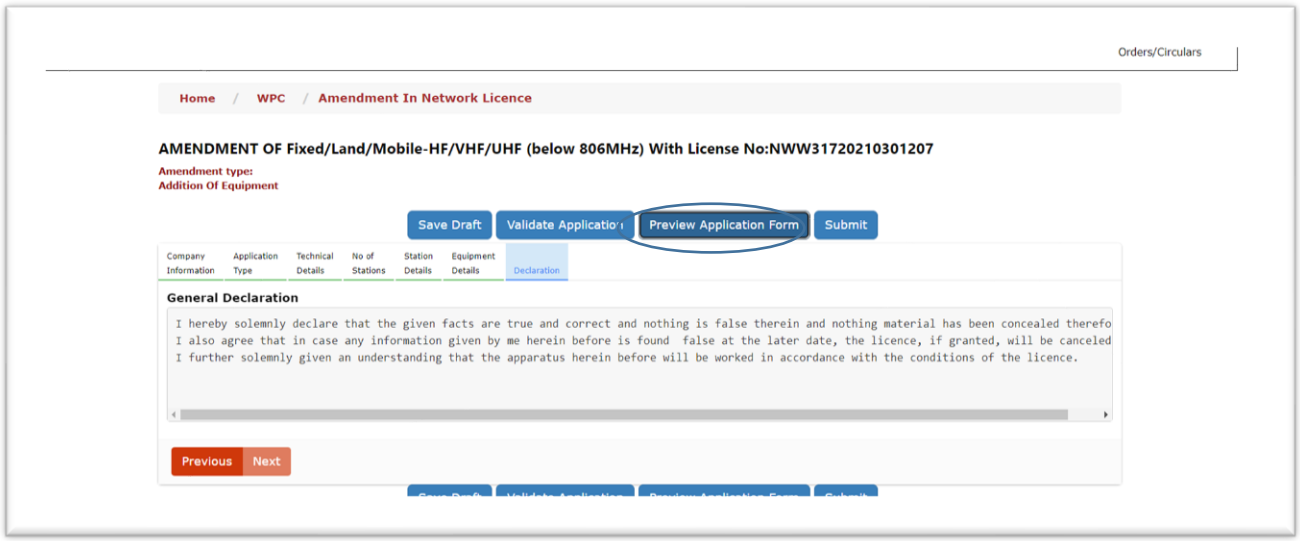


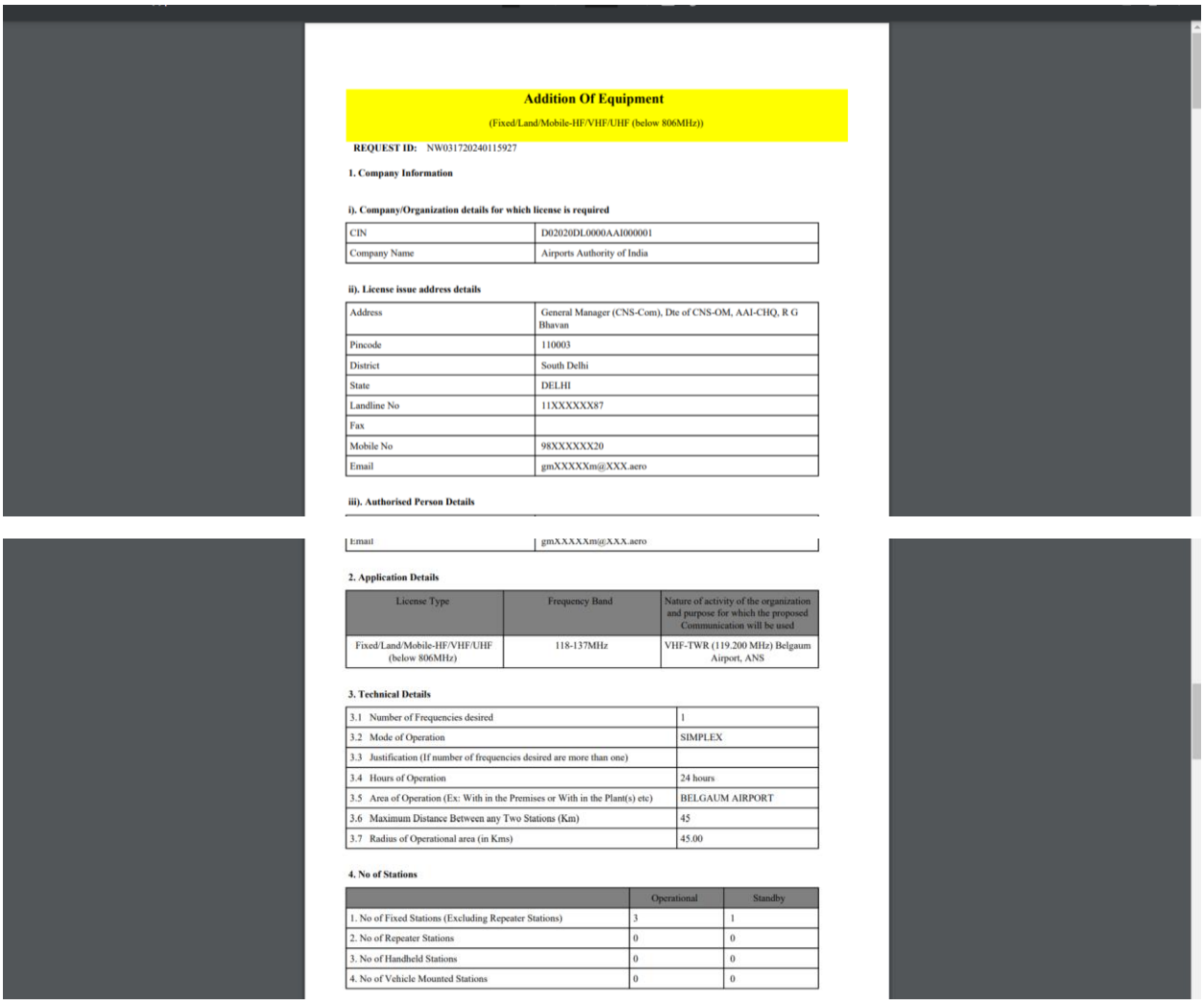



Click on save Equipment details button and save details.

After validation of application, preview application form by clicking preview application form as shown below.



## Addition Of Equipment

(Fixed/Land/Mobile-HF/VHF/UHF (below 806MHz))

**REQUEST ID:** NW031720240115927

**1. Company Information**

**i). Company/Organization details for which license is required**

| | |
|---|---|
| CIN | D02020DL0000AAI000001 |
| Company Name | Airports Authority of India |

**ii). License issue address details**

| | |
|---|---|
| Address | General Manager (CNS-Com), Dte of CNS-OM, AAI-CHQ, R G Bhavan |
| Pincode | 110003 |
| District | South Delhi |
| State | DELHI |
| Landline No | 11XXXXXX87 |
| Fax | |
| Mobile No | 98XXXXXX20 |
| Email | gmXXXXXm@XXX.aero |

**iii). Authorised Person Details**

| | |
|---|---|
| Email | gmXXXXXm@XXX.aero |

**2. Application Details**

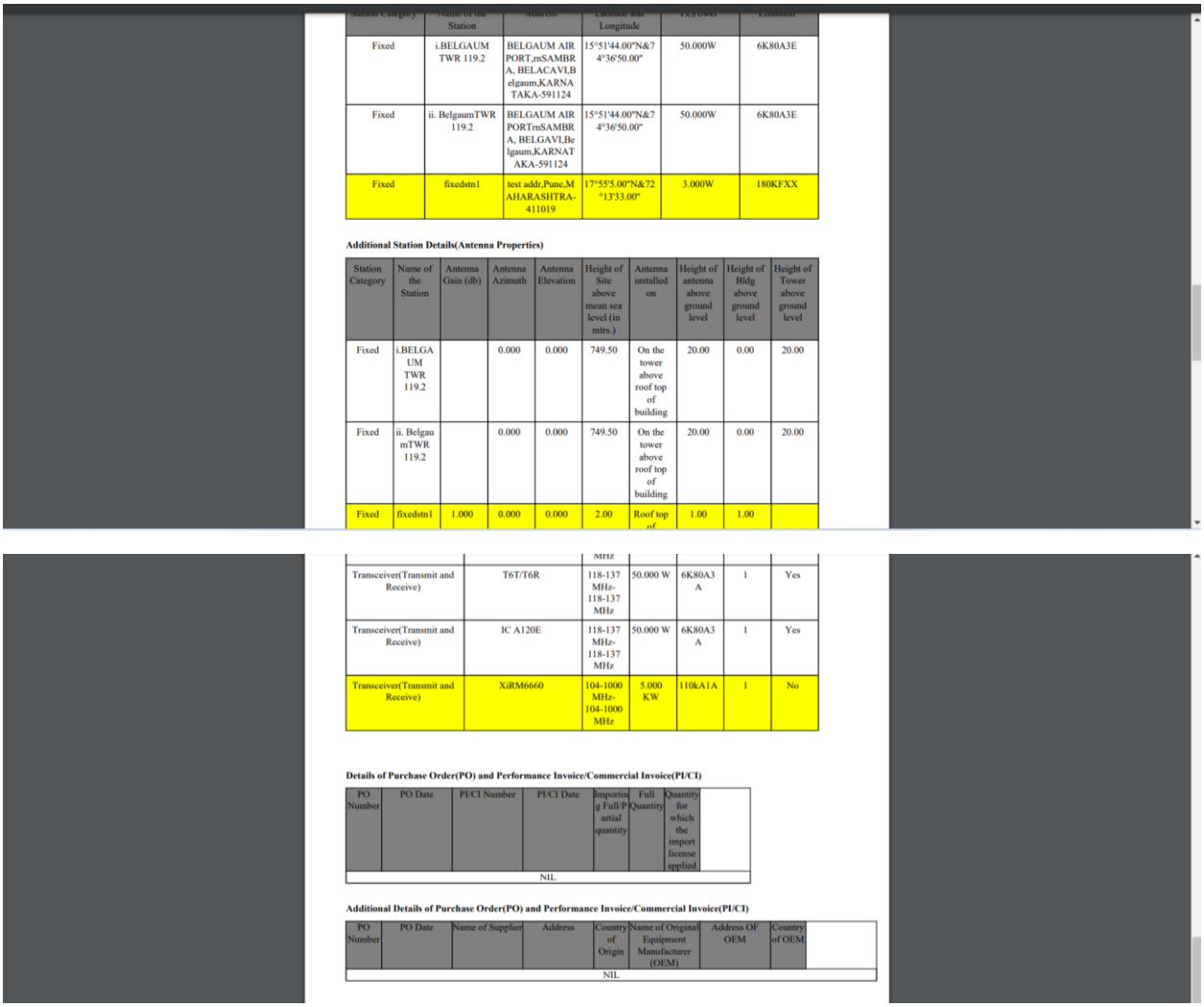
| License Type | Frequency Band | Nature of activity of the organization and purpose for which the proposed Communication will be used |
|---|---|---|
| Fixed/Land/Mobile-HF/VHF/UHF (below 806MHz) | 118-137MHz | VHF-TWR (119.200 MHz) Belgaum Airport, ANS |

**3. Technical Details**

| | |
|---|---|
| 3.1 Number of Frequencies desired | 1 |
| 3.2 Mode of Operation | SIMPLEX |
| 3.3 Justification (If number of frequencies desired are more than one) | |
| 3.4 Hours of Operation | 24 hours |
| 3.5 Area of Operation (Ex: With in the Premises or With in the Plant(s) etc) | BELGAUM AIRPORT |
| 3.6 Maximum Distance Between any Two Stations (Km) | 45 |
| 3.7 Radius of Operational area (in Kms) | 45.00 |

**4. No of Stations**

| | Operational | Standby |
|---|---|---|
| 1. No of Fixed Stations (Excluding Repeater Stations) | 3 | 1 |
| 2. No of Repeater Stations | 0 | 0 |
| 3. No of Handheld Stations | 0 | 0 |
| 4. No of Vehicle Mounted Stations | 0 | 0 |



| Station Category | Name of the Station | Address | Latitude and Longitude | TX Power | Emission |
|---|---|---|---|---|---|
| Fixed | i.BELGAUM TWR 119.2 | BELGAUM AIRPORT,mSAMBRA, BELACAVI,Belgaum,KARNATAKA-591124 | 15°51'44.00"N&74°36'50.00" | 50.000W | 6K80A3E |
| Fixed | ii. BelgaumTWR 119.2 | BELGAUM AIRPORTmSAMBRA, BELGAVI,Belgaum,KARNATAKA-591124 | 15°51'44.00"N&74°36'50.00" | 50.000W | 6K80A3E |
| Fixed | fixedstn1 | test addr,Pune,MAHARASHTRA-411019 | 17°55'5.00"N&73°13'33.00" | 3.000W | 180KFXX |

**Additional Station Details(Antenna Properties)**

| Station Category | Name of the Station | Antenna Gain (db) | Antenna Azimuth | Antenna Elevation | Height of Site above mean sea level (in mtrs.) | Antenna installed on | Height of antenna above ground level | Height of Bldg above ground level | Height of Tower above ground level |
|---|---|---|---|---|---|---|---|---|---|
| Fixed | i.BELGAUM TWR 119.2 | | 0.000 | 0.000 | 749.50 | On the tower above roof top of building | 20.00 | 0.00 | 20.00 |
| Fixed | ii. BelgaumTWR 119.2 | | 0.000 | 0.000 | 749.50 | On the tower above roof top of building | 20.00 | 0.00 | 20.00 |
| Fixed | fixedstn1 | 1.000 | 0.000 | 0.000 | 2.00 | Roof top of | 1.00 | 1.00 | |



| | | | | | | |
|---|---|---|---|---|---|---|
| Transceiver(Transmit and Receive) | T6T/T6R | 118-137 MHz-118-137 MHz | 50.000 W | 6K80A3A | 1 | Yes |
| Transceiver(Transmit and Receive) | IC A120E | 118-137 MHz-118-137 MHz | 50.000 W | 6K80A3A | 1 | Yes |
| Transceiver(Transmit and Receive) | XiRM6660 | 104-1000 MHz-104-1000 MHz | 5.000 KW | 110kA1A | 1 | No |

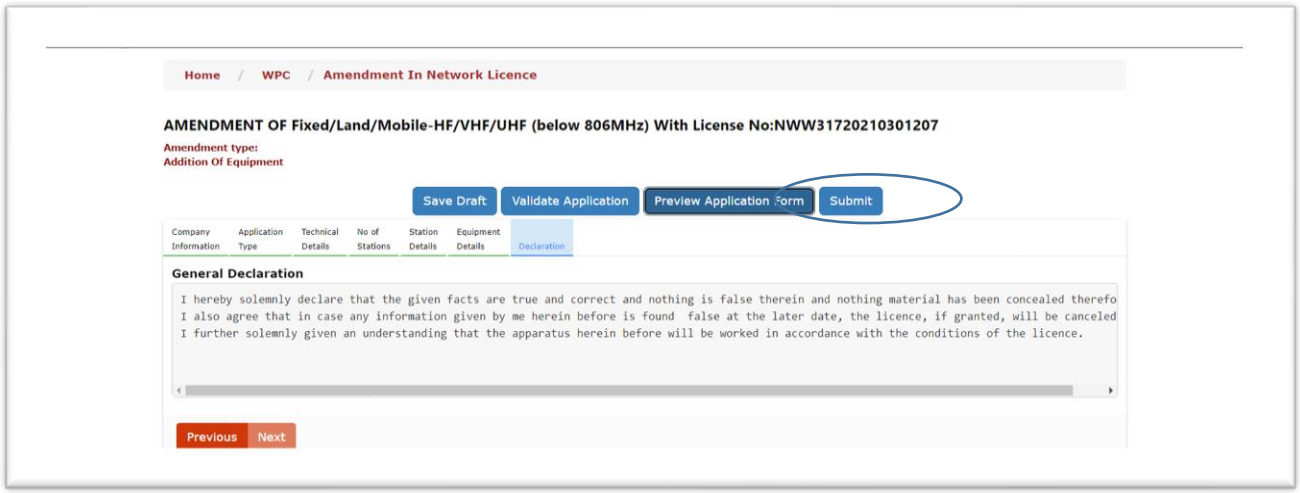
**Details of Purchase Order(PO) and Performance Invoice/Commercial Invoice(PI/CI)**

| PO Number | PO Date | PI/CI Number | PI/CI Date | Importing Full/Partial quantity | Full Quantity | Quantity for which the import license applied | |
|---|---|---|---|---|---|---|---|
| NIL | | | | | | | |

**Additional Details of Purchase Order(PO) and Performance Invoice/Commercial Invoice(PI/CI)**

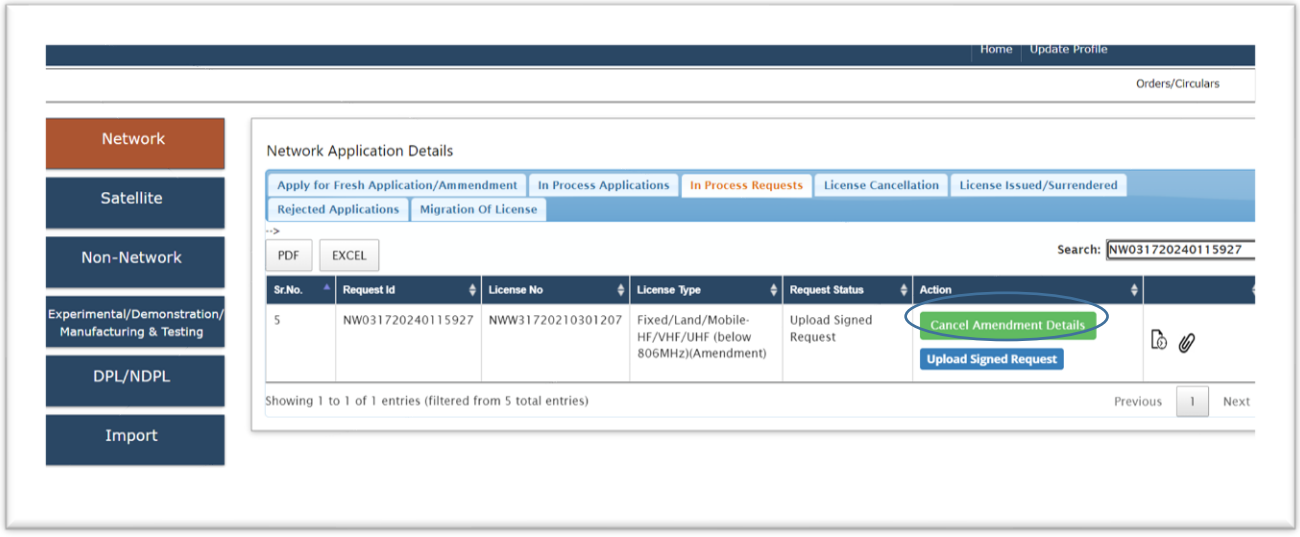
| PO Number | PO Date | Name of Supplier | Address | Country of Origin | Name of Original Equipment Manufacturer (OEM) | Address OF OEM | Country of OEM | |
|---|---|---|---|---|---|---|---|---|
| NIL | | | | | | | | |

After checking preview of application form submit application form.

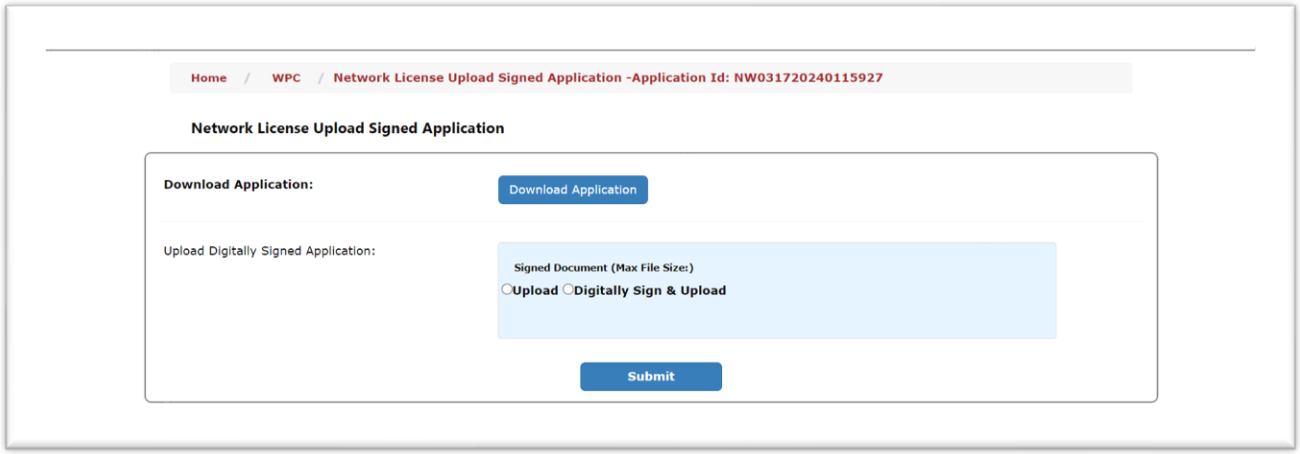


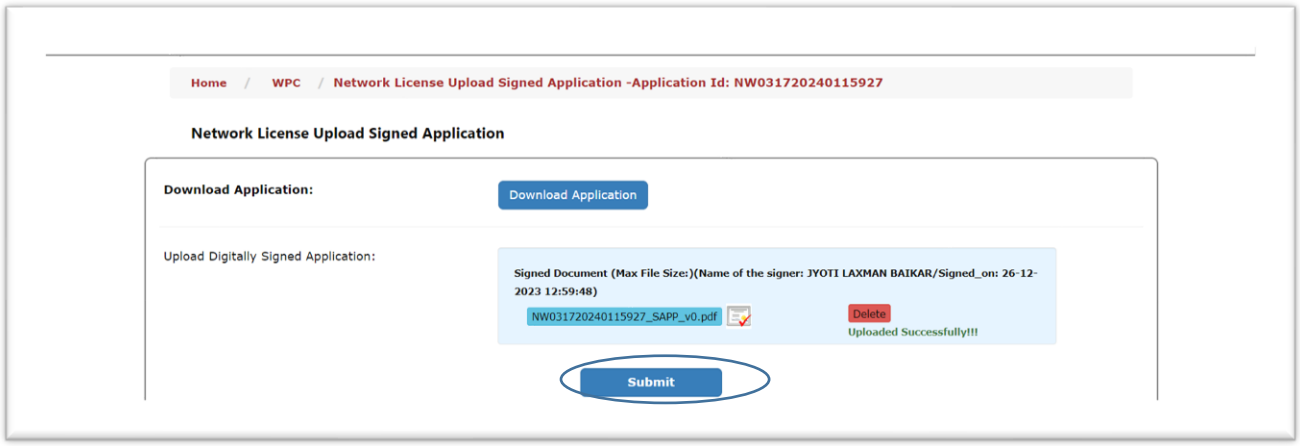
### 2.2.2 Upload Signed Application

After application submission, it will be available for uploading signed application as shown below under in process requests tab.

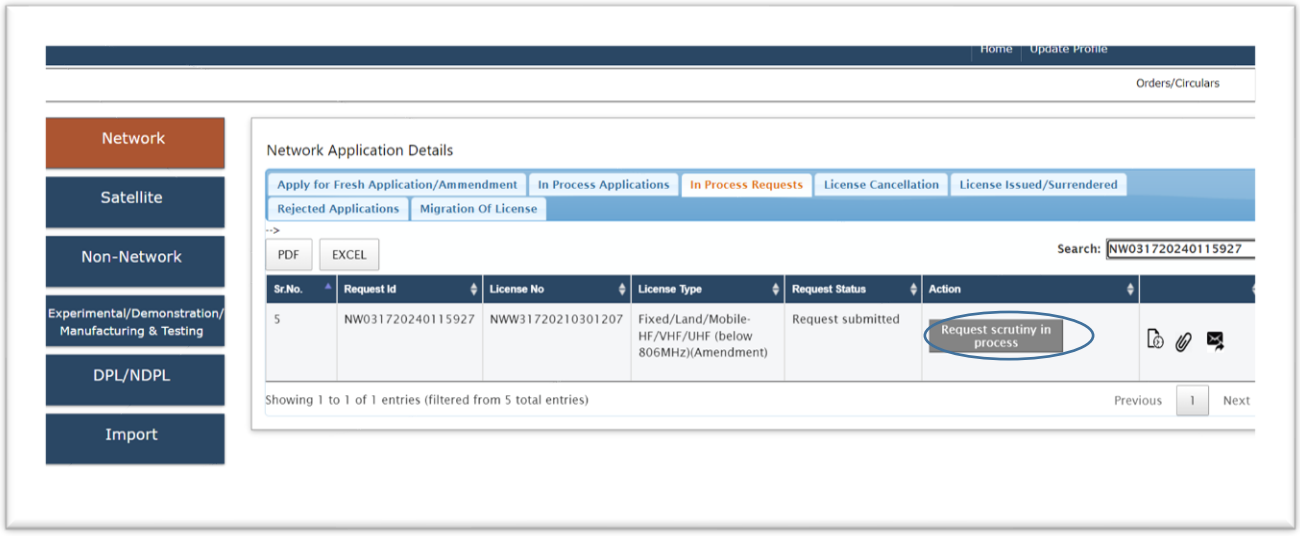



Upload signed application using following form.

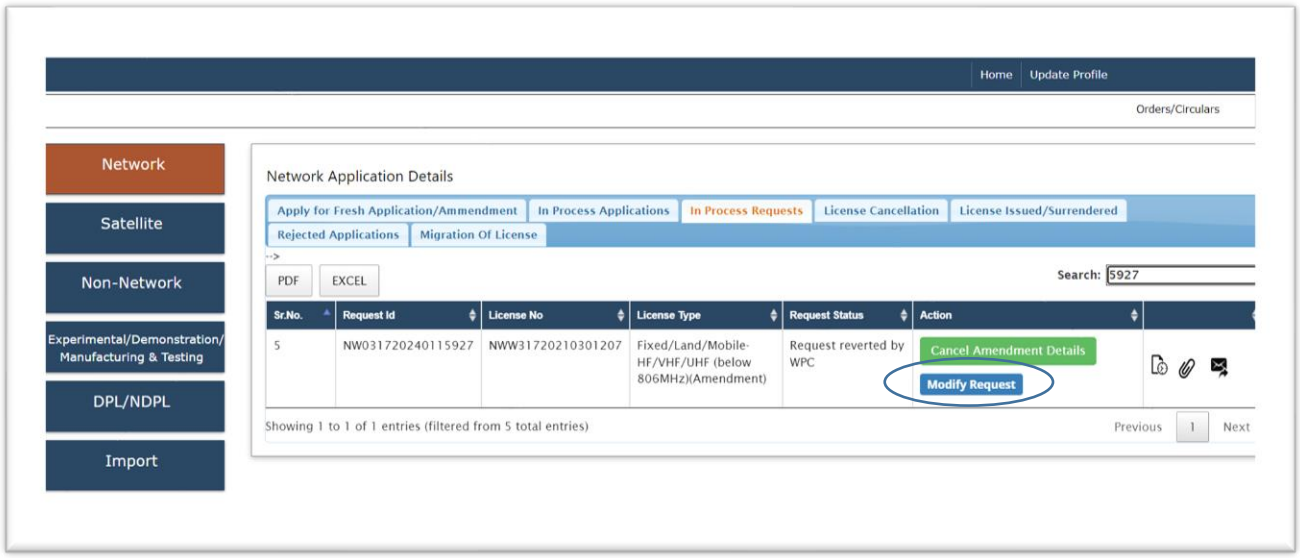




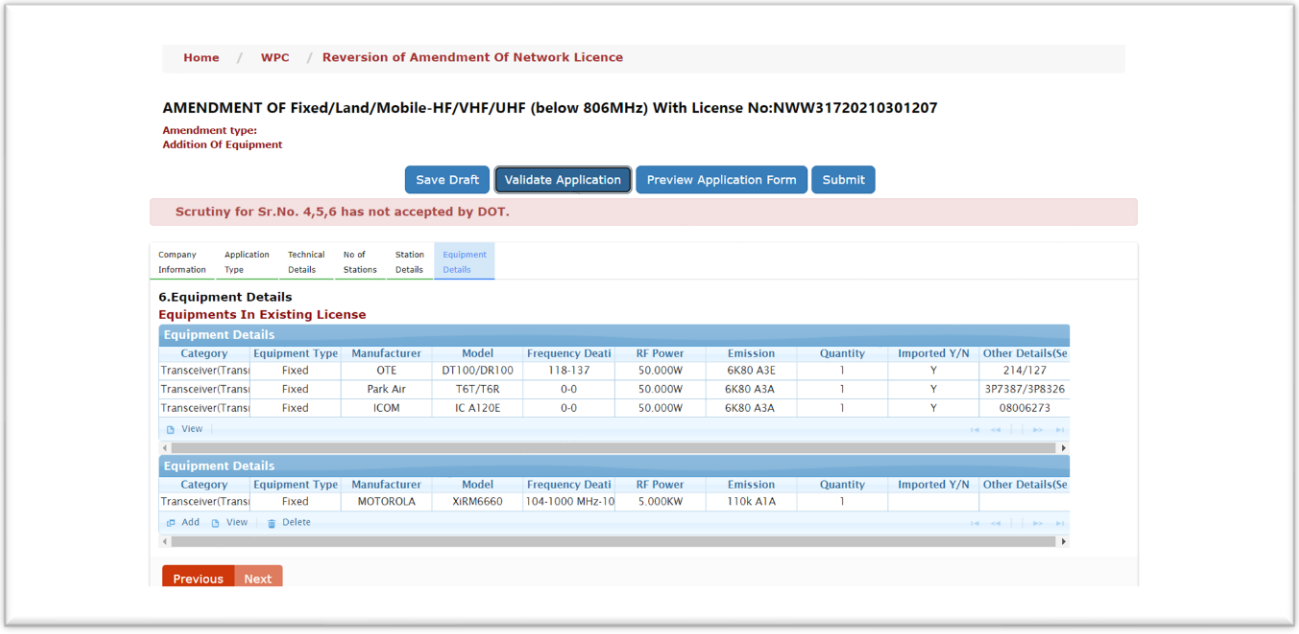

After uploading signed application, it will be pending with WPC side for scrutiny of application as shown below.



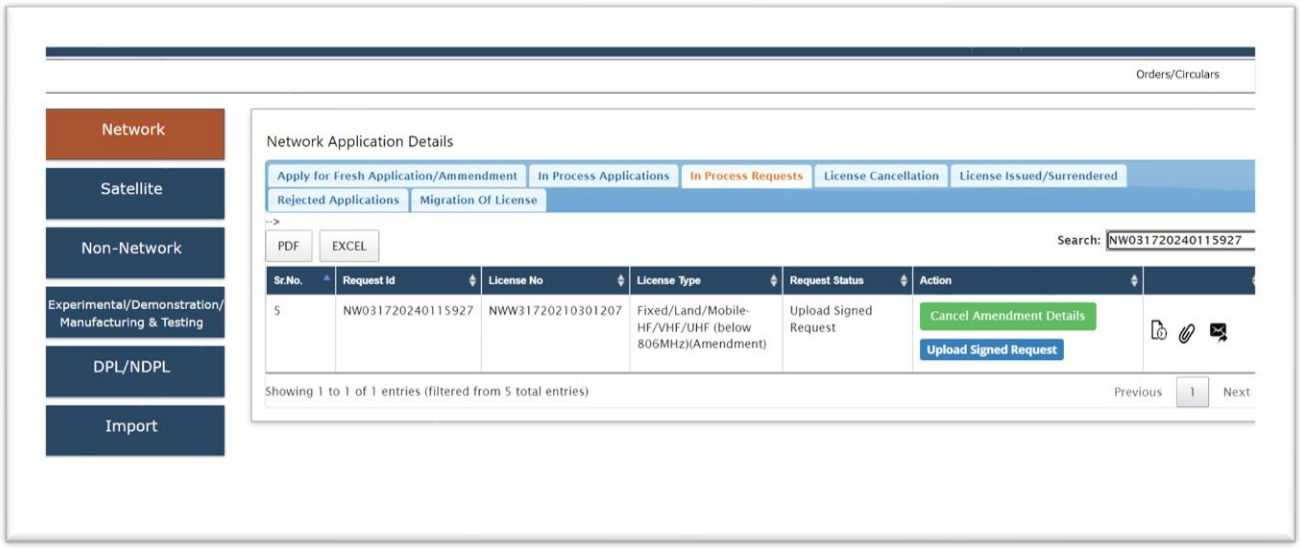

If any discrepancy found in application, nodal will revert back application to applicant side as shown below.



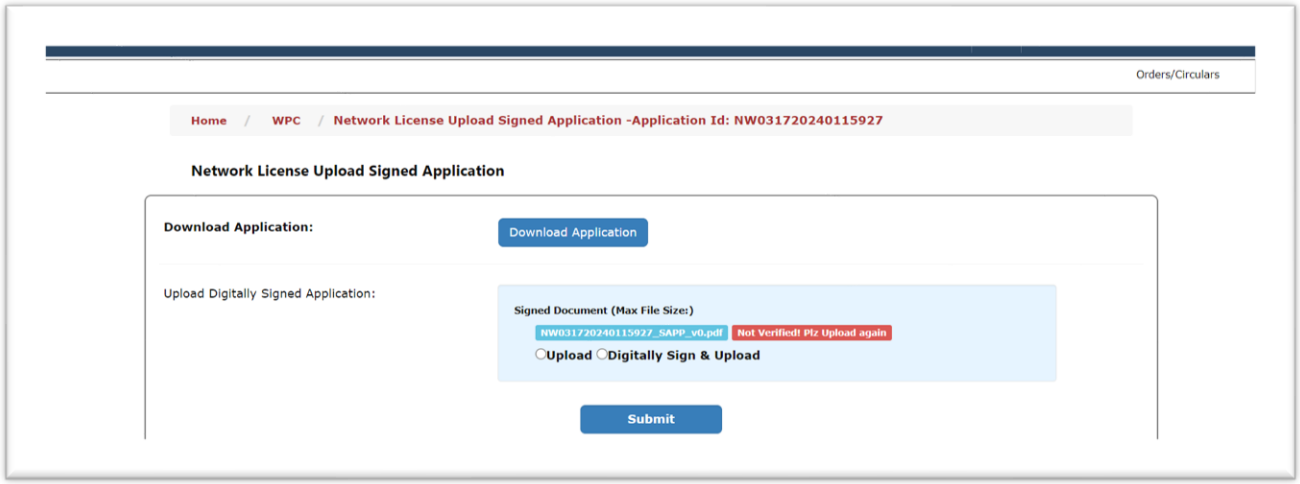

By clicking modifying request, applicant can do changes in application form as suggested by nodal.



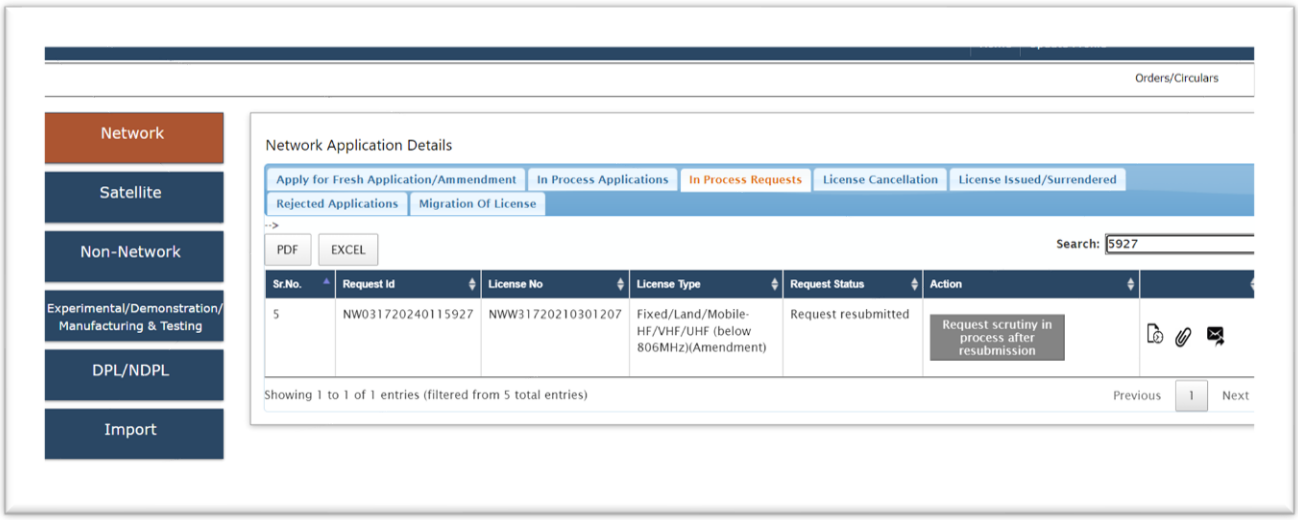

Applicant will validate this application and submit it.




Upload digitally signed modified file and submit it.

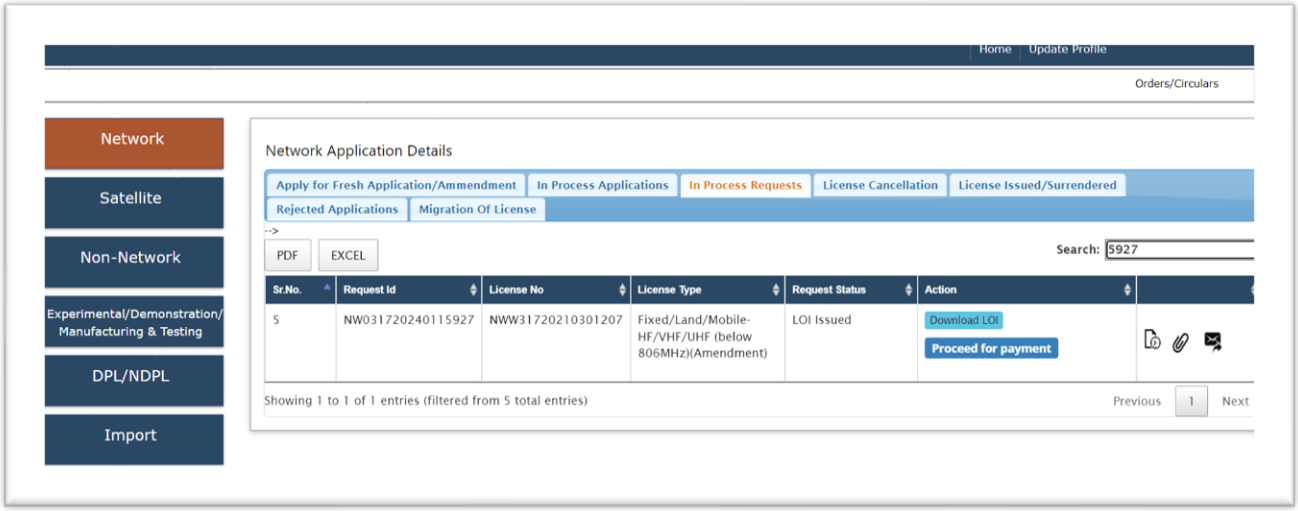


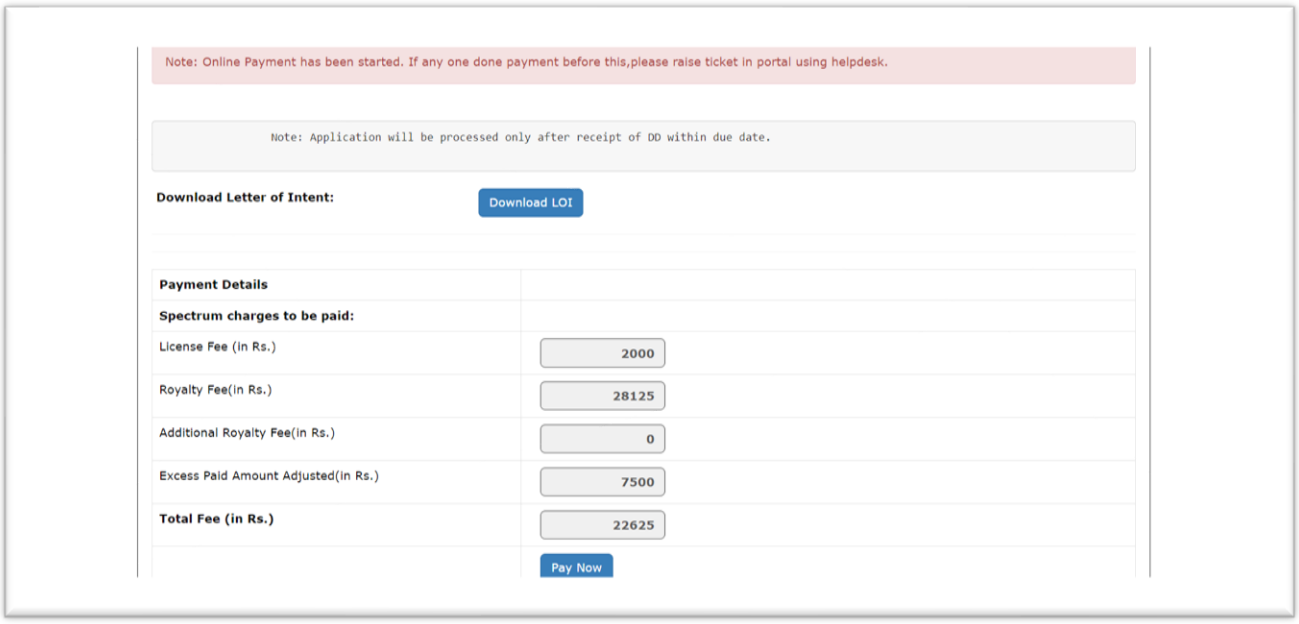

After submission , application will again scrutinized by WPC wing.




After successful scrutiny of application , nodal will issue LOI and application will be available for payment at applicant side.

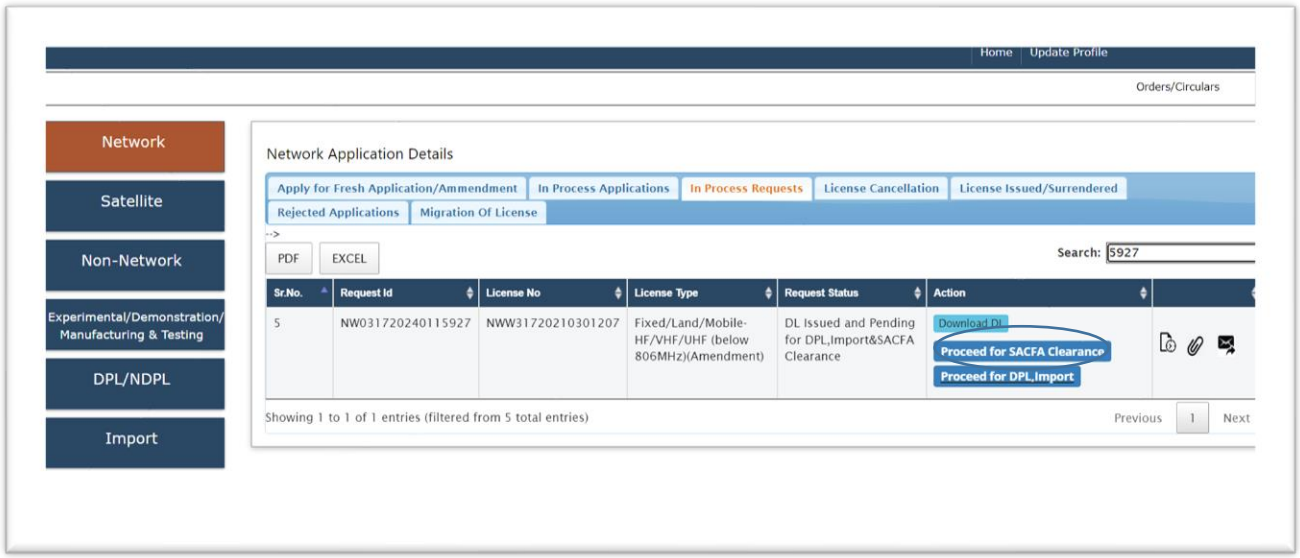
### 2.2.3 Proceed for Payment



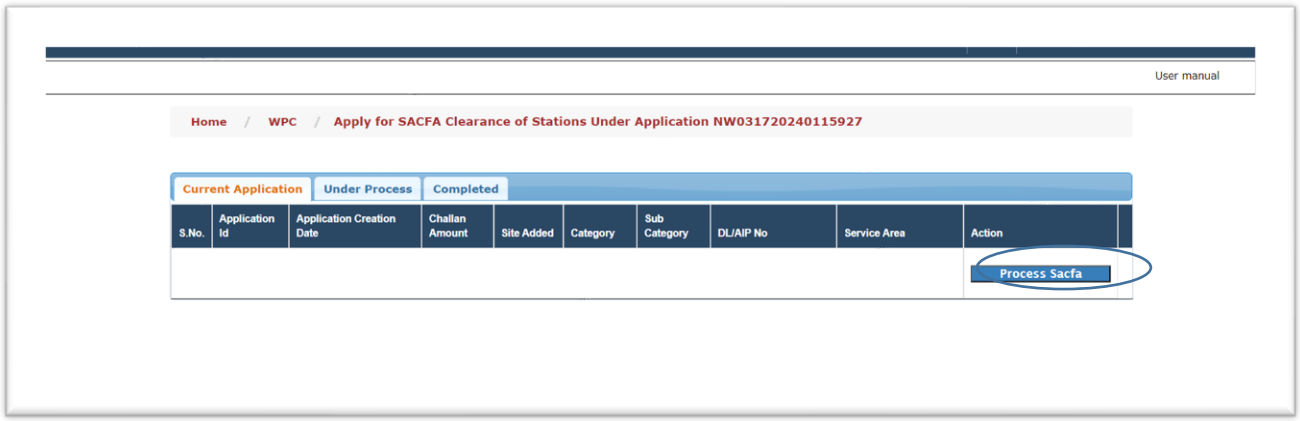


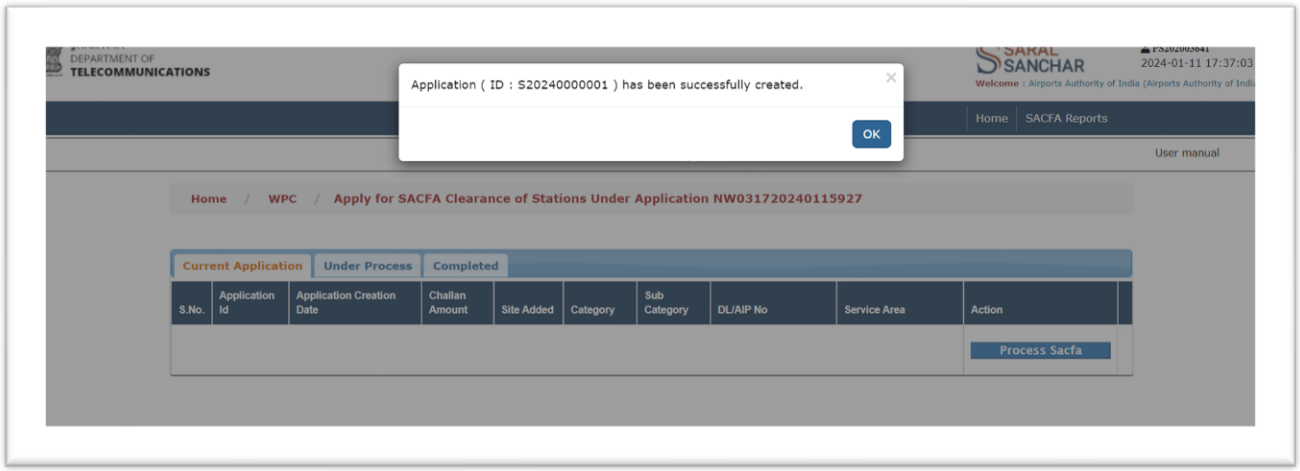

By clicking on pay now button, do payment as portal will be redirected bharatkosh site .After successful payment, DL can been downloaded from dashboard.

### 2.2.4 Proceed for SACFA Clearance and Equipment Procurement

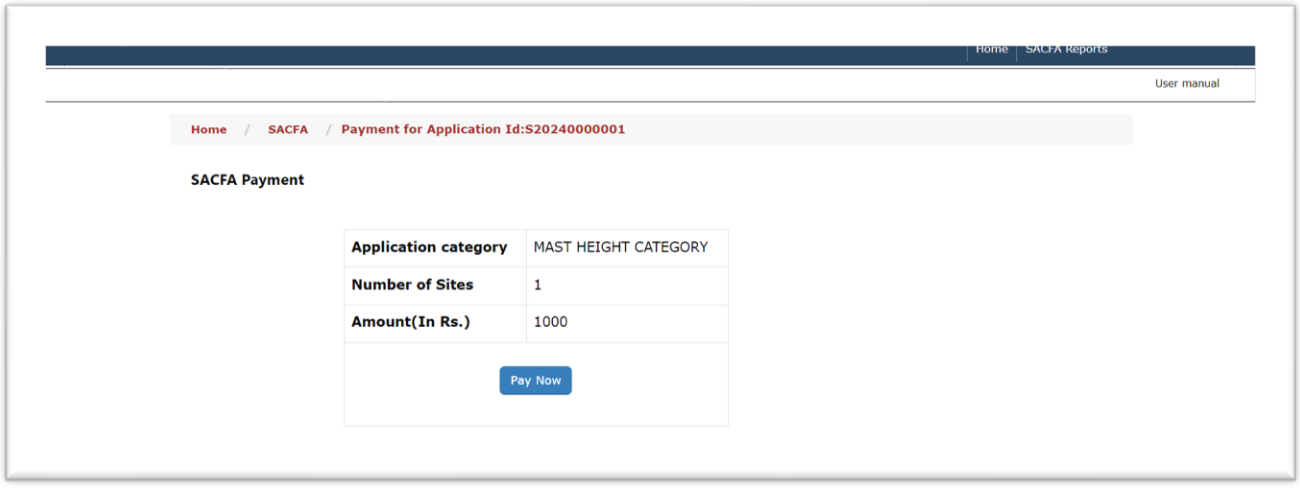


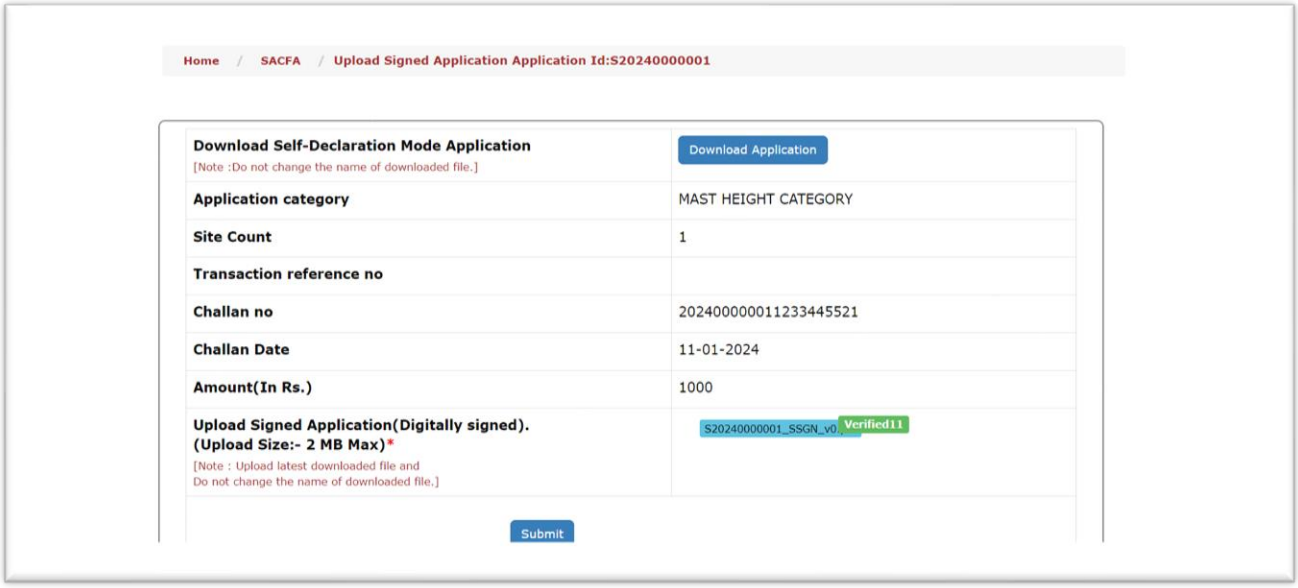

After successful download of DL, proceed for SACFA clearance and equipment procurement.

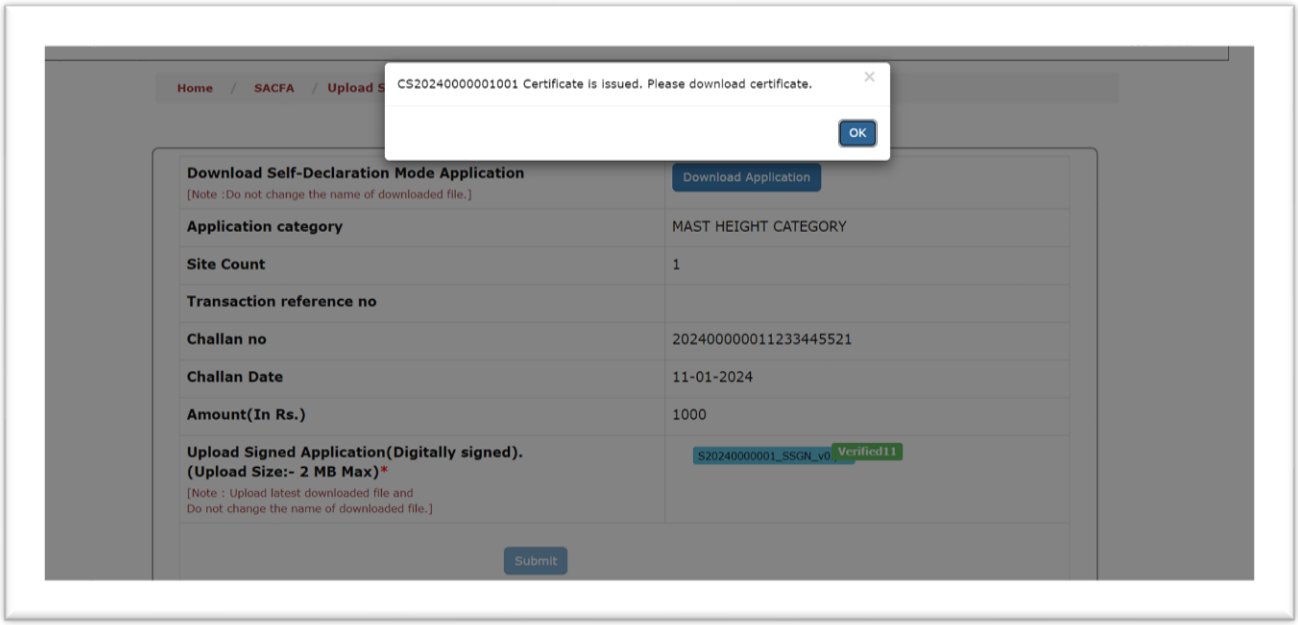


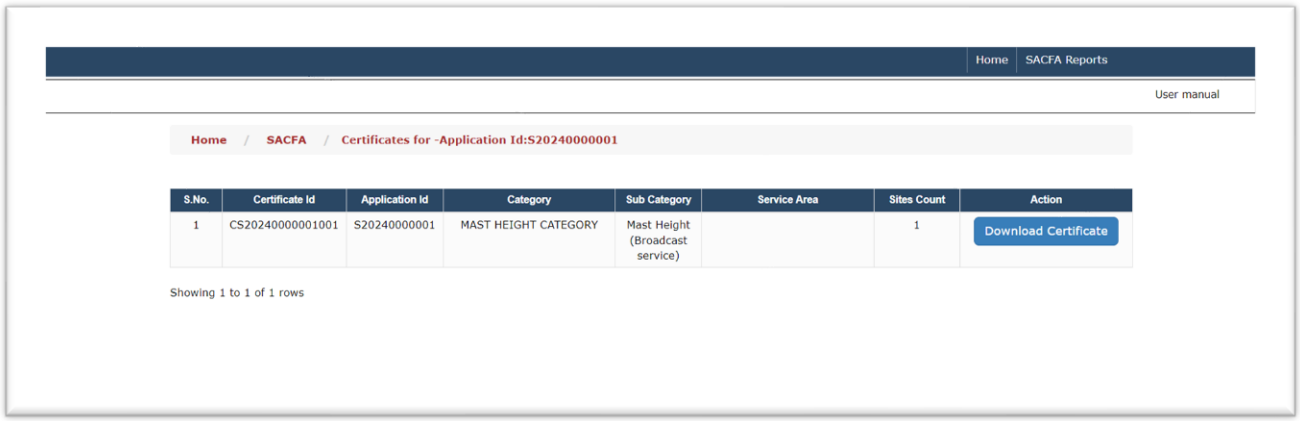

After SACFA application creation, do SACFA payment and submit application.





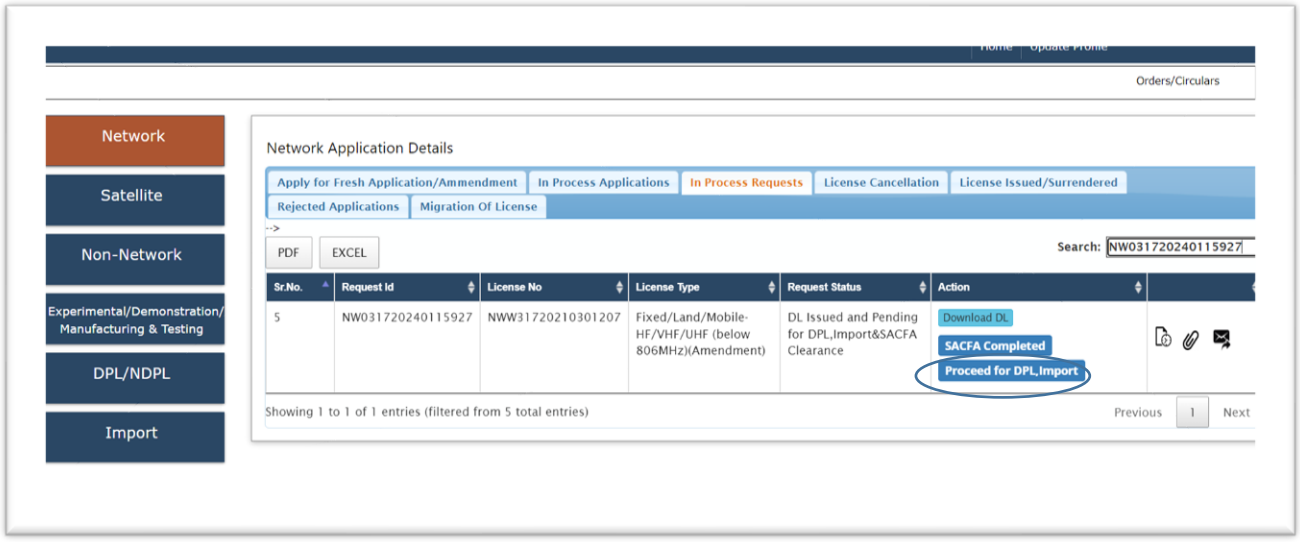




SACFA certificate can be downloaded from clicking download certificate.

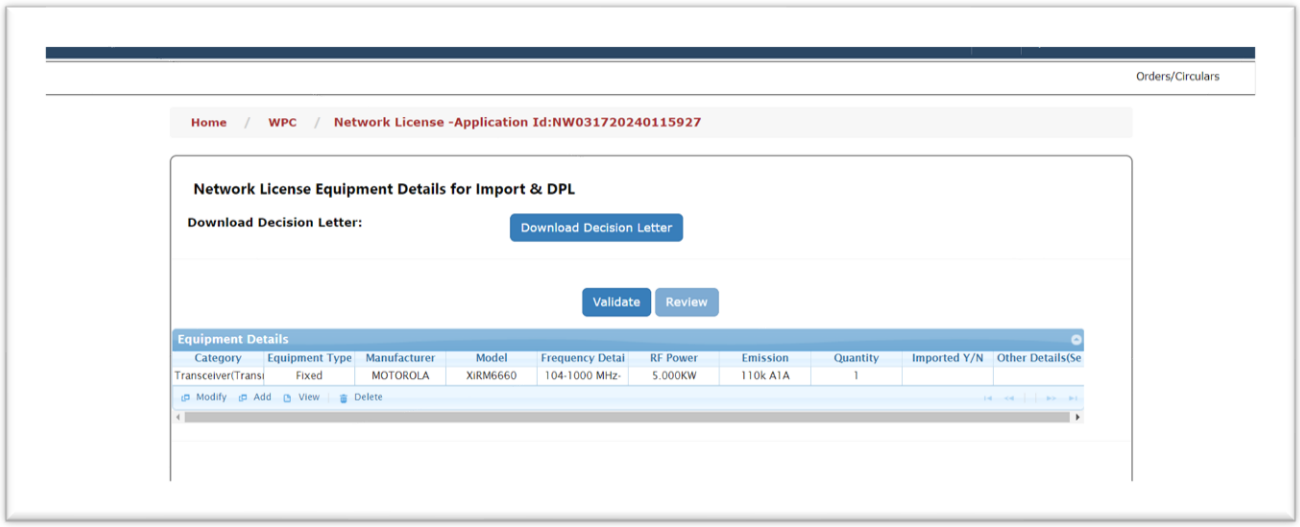


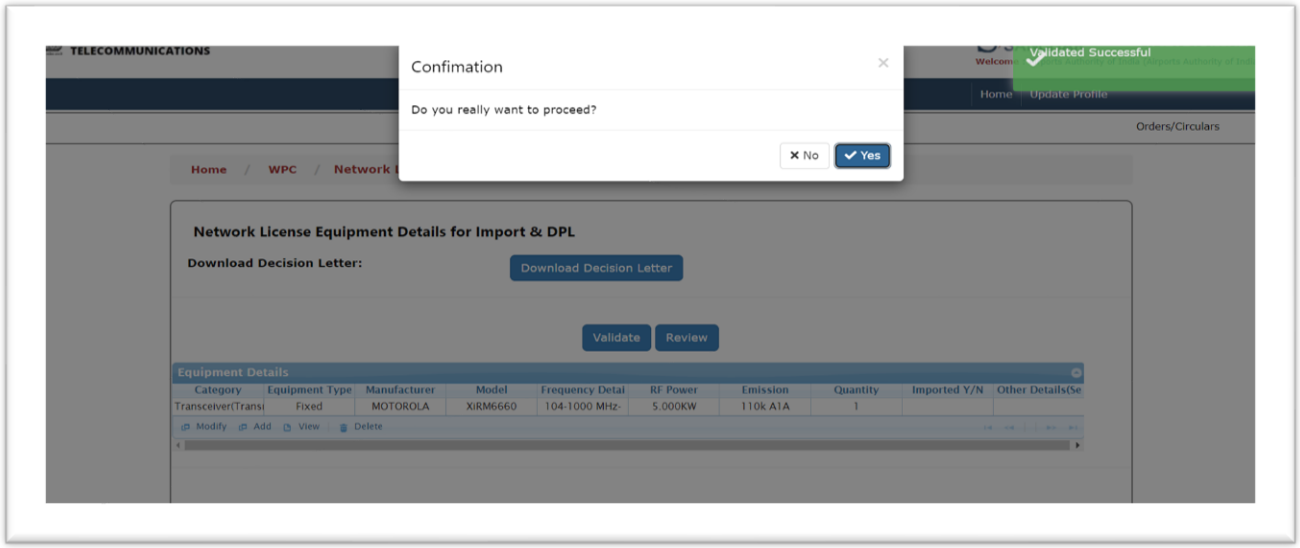

SACFA and equipment procurement can be done simultaneously.

Complete equipment procurement procedure using following steps.

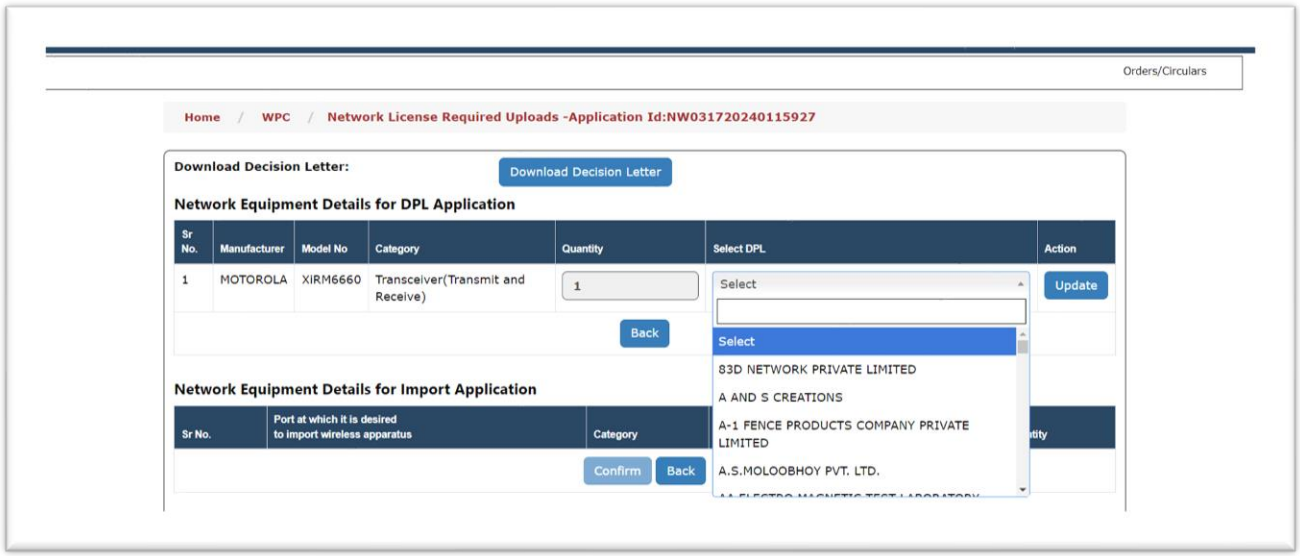


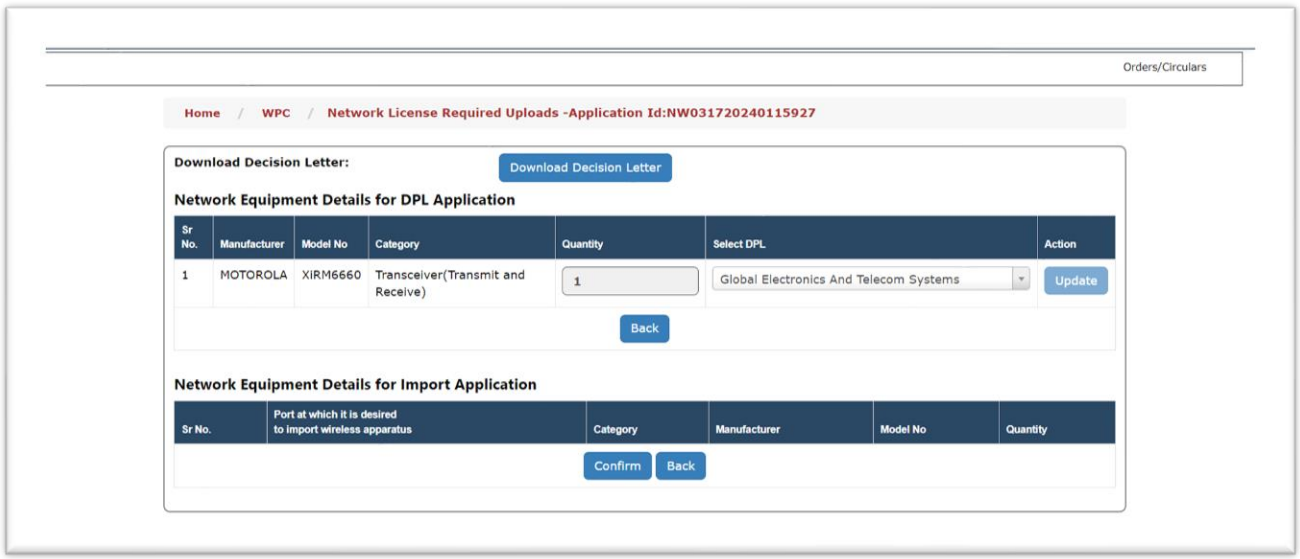

At this stage equipment can procured through Import or from DPL holder. Modify equipment as per equipment purchase type.

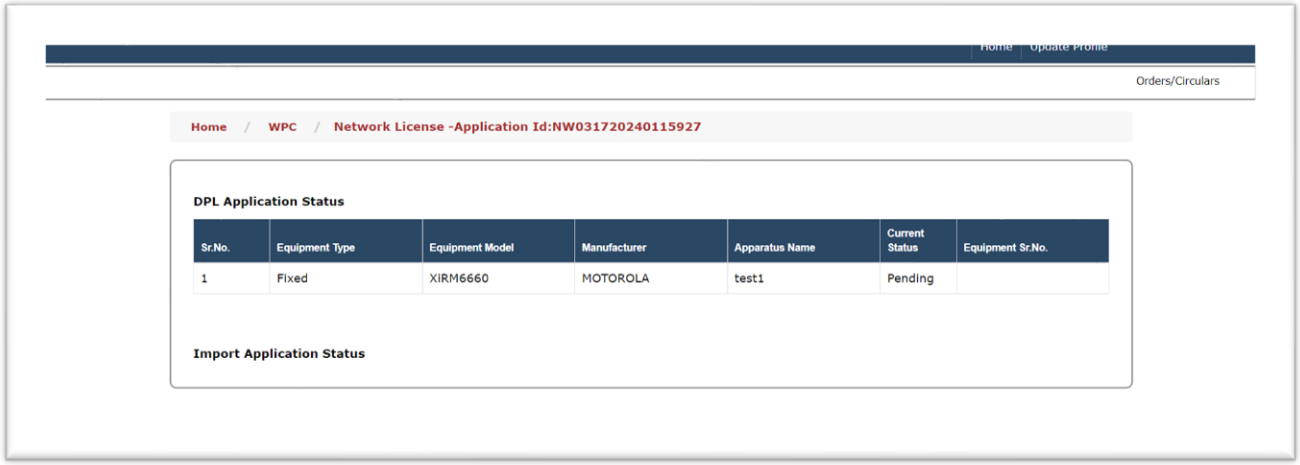


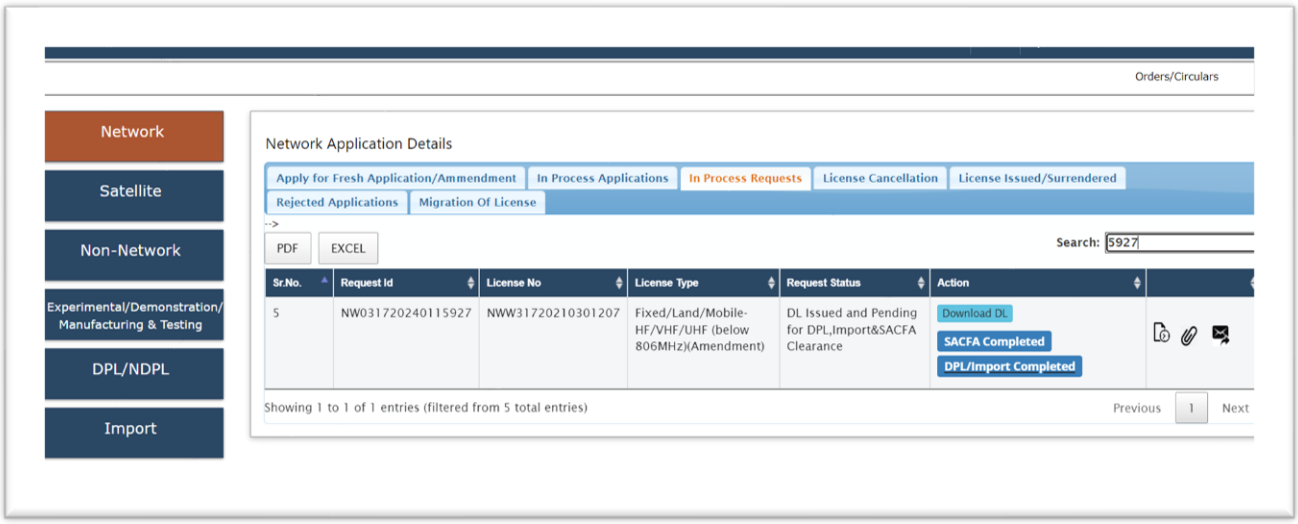




Equipment procurement through DPL shown in following steps.


Orders/Circulars
Home / WPC / Network License Required Uploads -Application Id:NW031720240115927
Download Decision Letter:
Download Decision Letter
Network Equipment Details for DPL Application
Sr No.
Manufacturer
Model No
Category
Quantity
Select DPL
Action
1
MOTOROLA
XiRM6660
Transceiver(Transmit and Receive)
1
Select
Update
Back
Select
83D NETWORK PRIVATE LIMITED
A AND S CREATIONS
A-1 FENCE PRODUCTS COMPANY PRIVATE LIMITED
A.S.MOLOOBHOY PVT. LTD.
Network Equipment Details for Import Application
Sr No.
Port at which it is desired to import wireless apparatus
Category
Confirm
Back

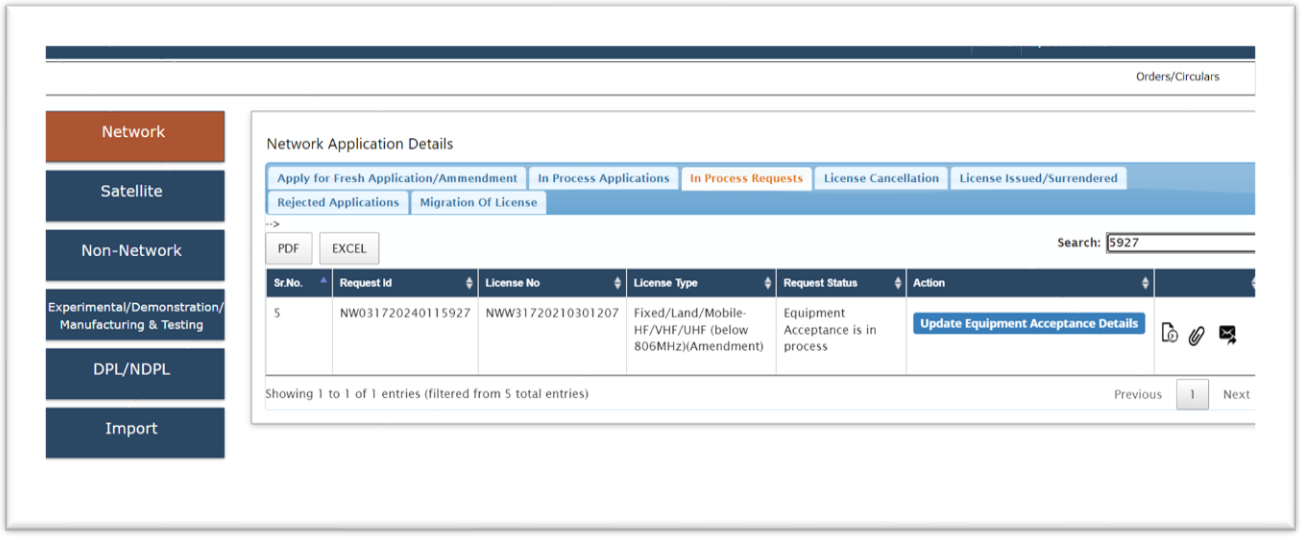

Orders/Circulars
Home / WPC / Network License Required Uploads -Application Id:NW031720240115927
Download Decision Letter:
Download Decision Letter
Network Equipment Details for DPL Application
Sr No.
Manufacturer
Model No
Category
Quantity
Select DPL
Action
1
MOTOROLA
XiRM6660
Transceiver(Transmit and Receive)
1
Global Electronics And Telecom Systems
Update
Back
Network Equipment Details for Import Application
Sr No.
Port at which it is desired to import wireless apparatus
Category
Manufacturer
Model No
Quantity
Confirm
Back

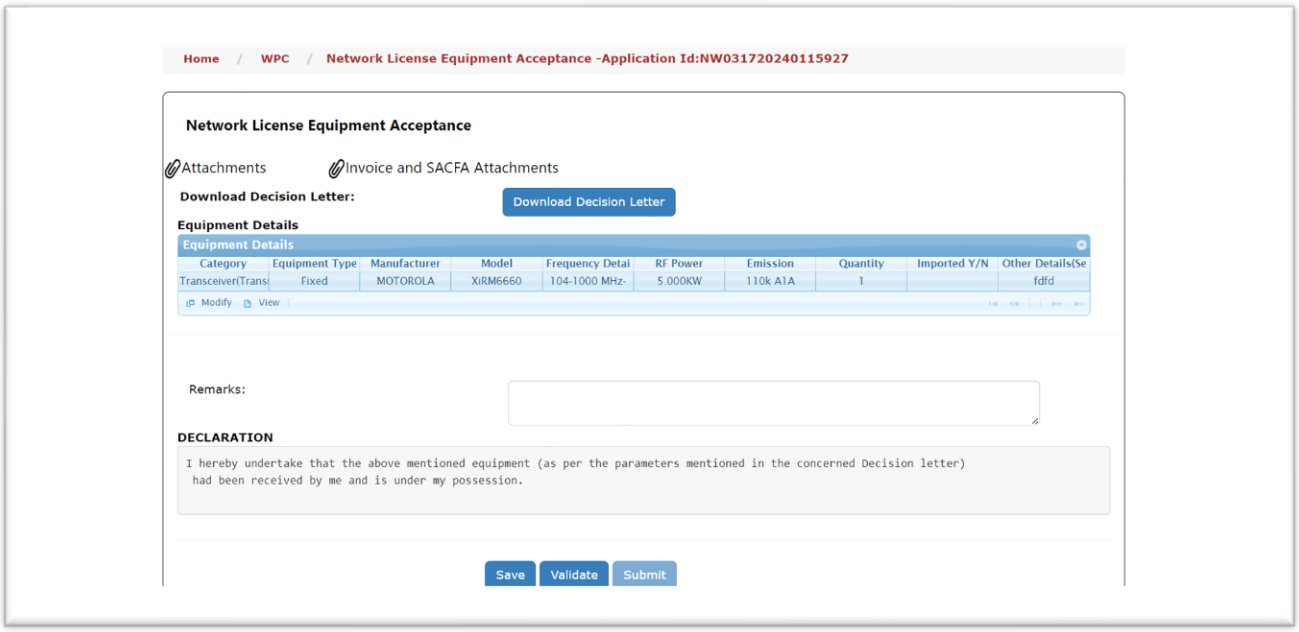

Home
Update Profile
Orders/Circulars
Home / WPC / Network License -Application Id:NW031720240115927
DPL Application Status
Sr.No.
Equipment Type
Equipment Model
Manufacturer
Apparatus Name
Current Status
Equipment Sr.No.
1
Fixed
XiRM6660
MOTOROLA
test1
Pending
Import Application Status



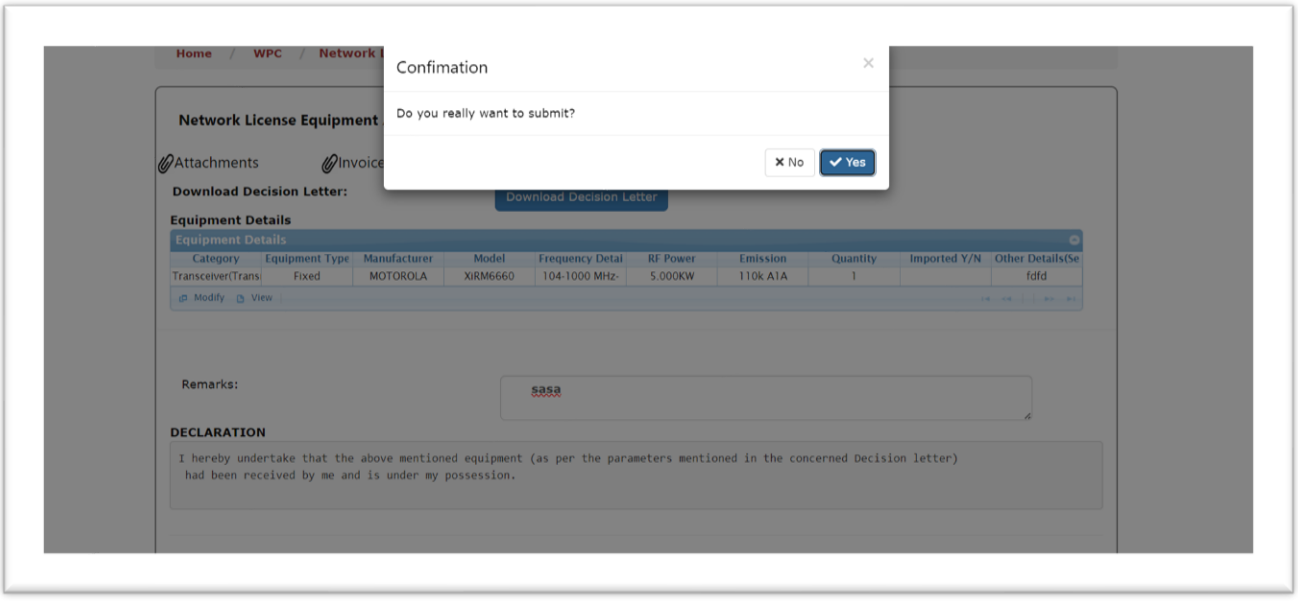

### 2.2.5 Update Equipment Acceptance Details

After equipment procurement completion and SACFA completion, Applicant will update equipment acceptance details after receiving equipment physically.

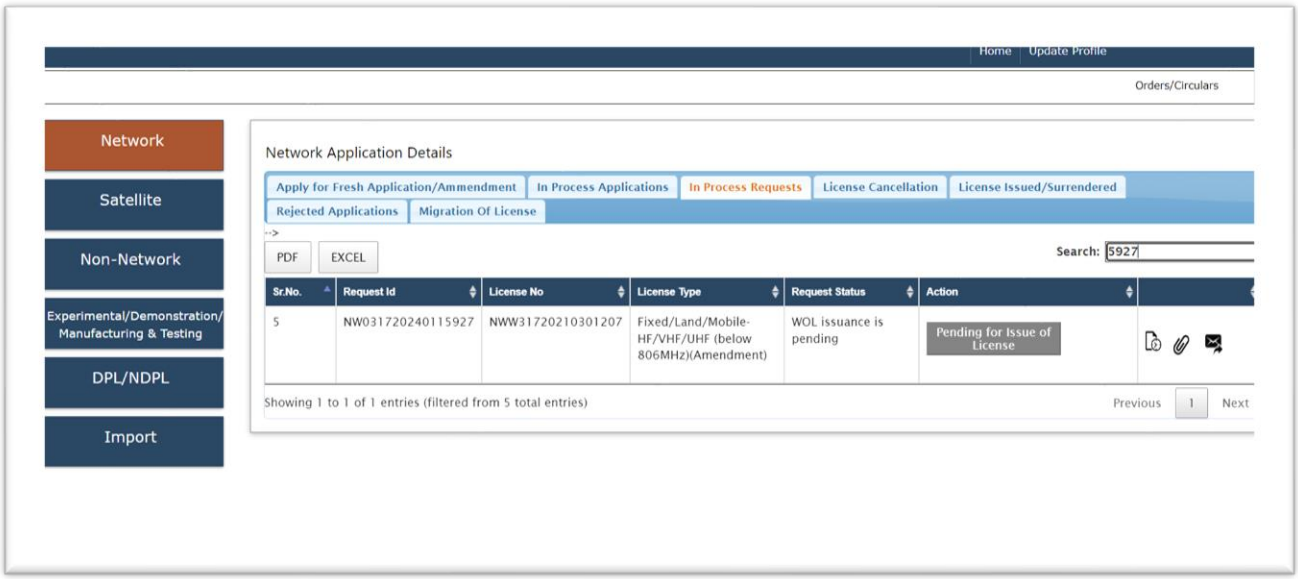





Save ,validate and submit form.

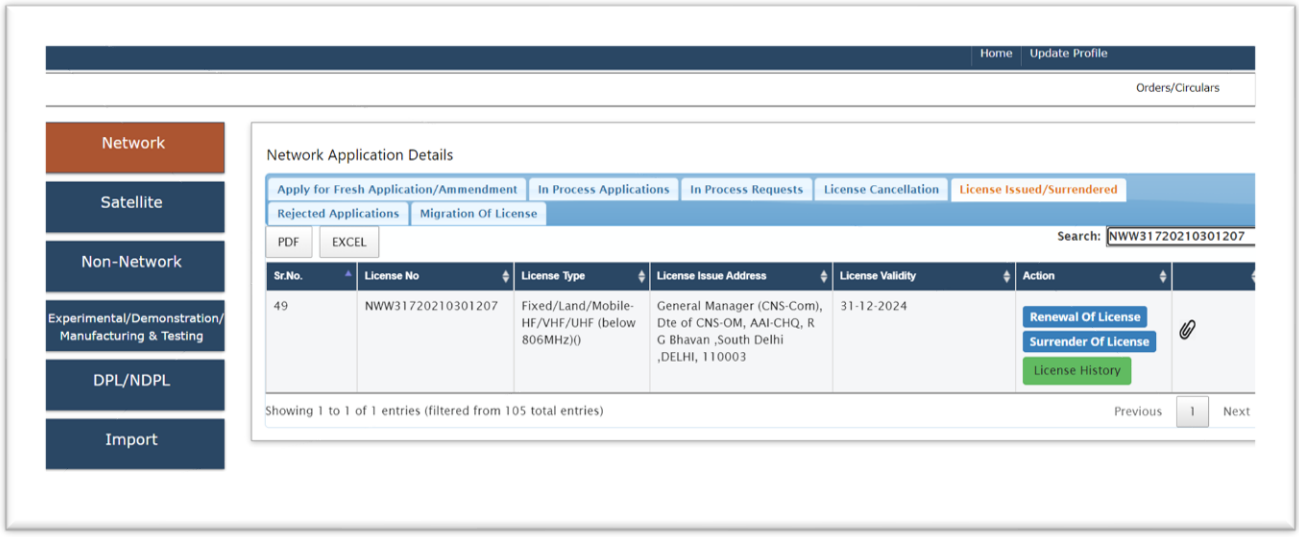



After completion of equipment of procurement and SACFA Clearance , it will be available for WOL issuance at WPC end .



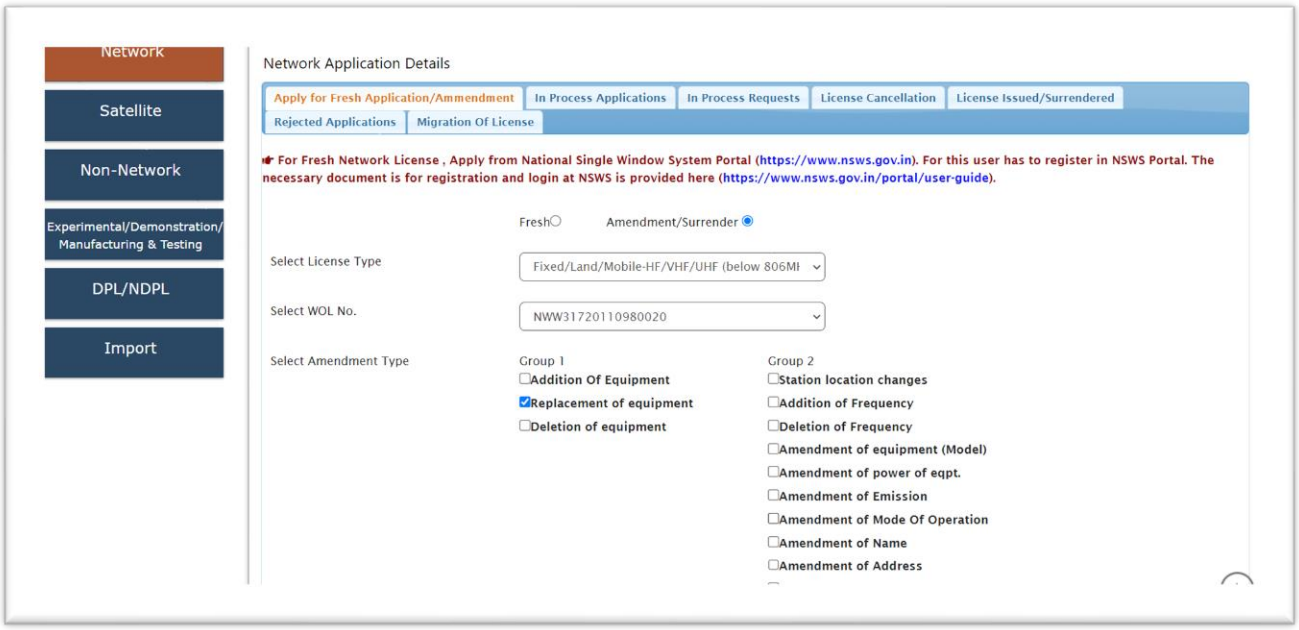

### 2.2.6 Download License

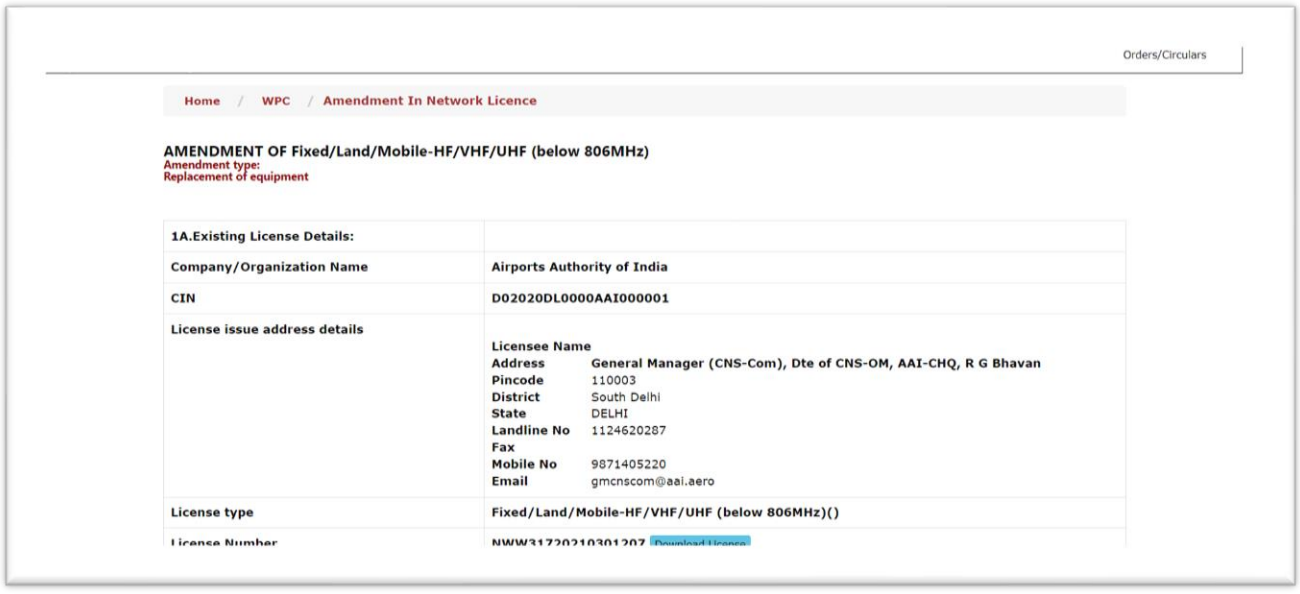
Issued License will be available under License Issued tab as shown below.



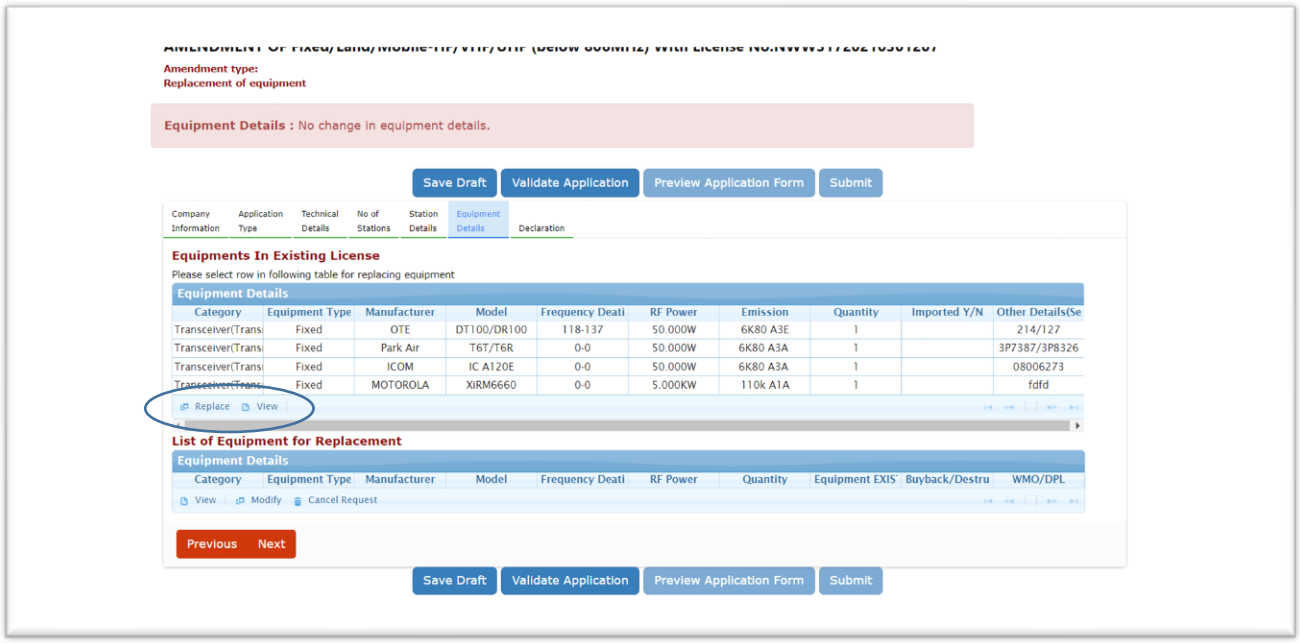
## 2.3 Other Amendment Types.

### 2.3.1 Replacement Of equipment

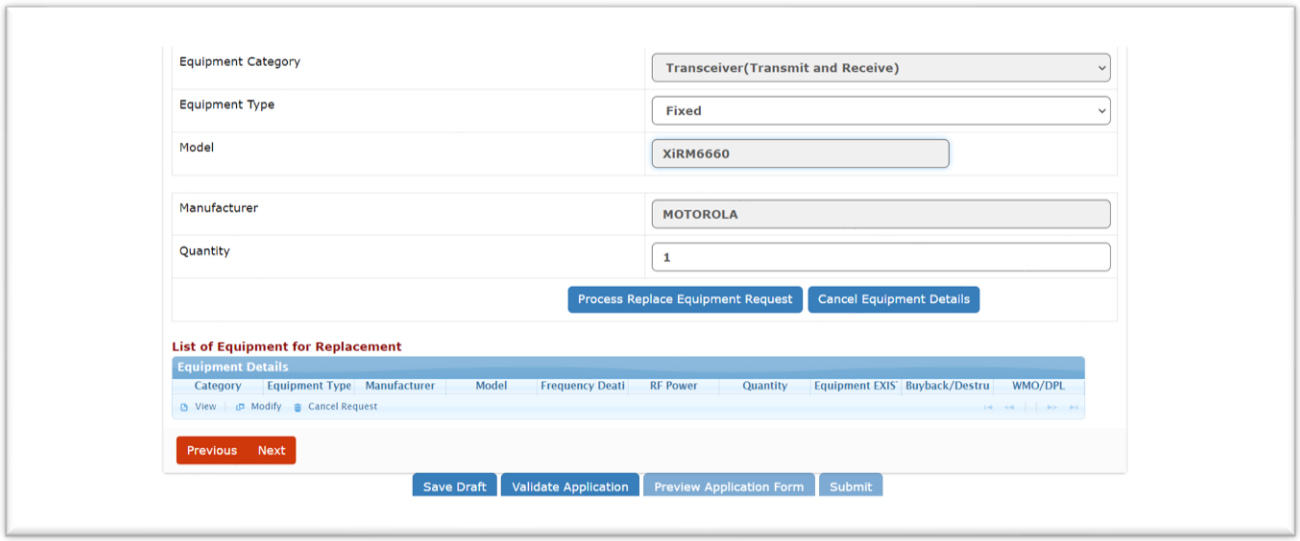


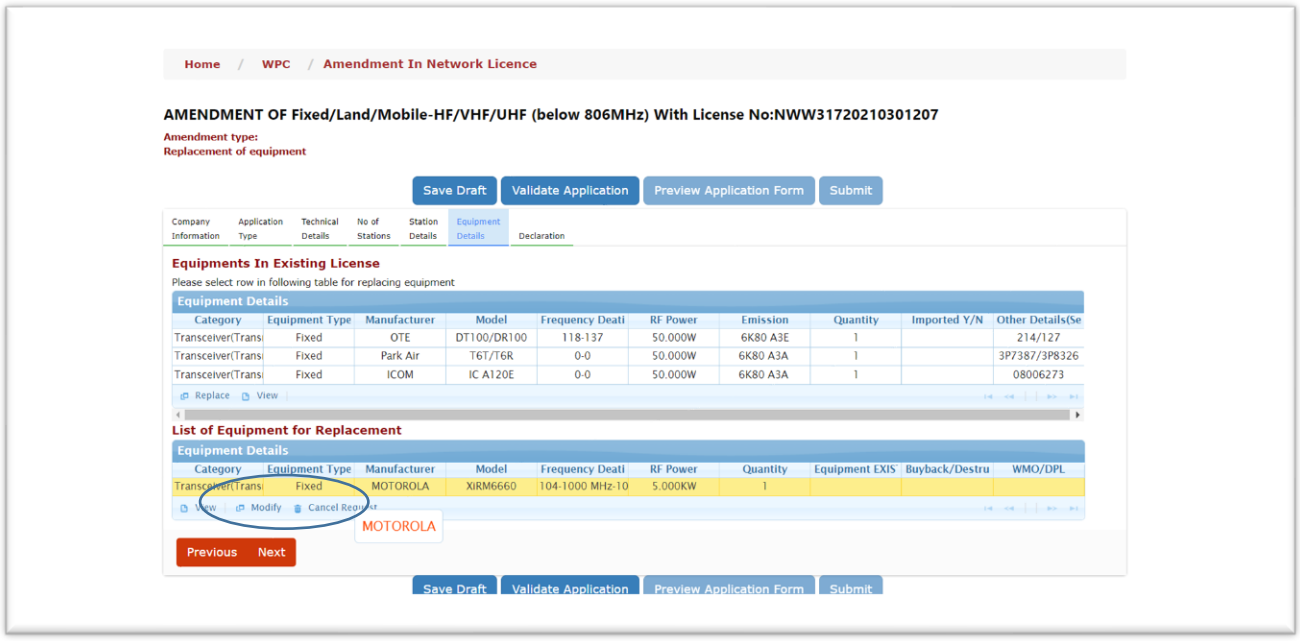

In case of replacement amendment , select equipment which is to be replaced as shown in following scrren.

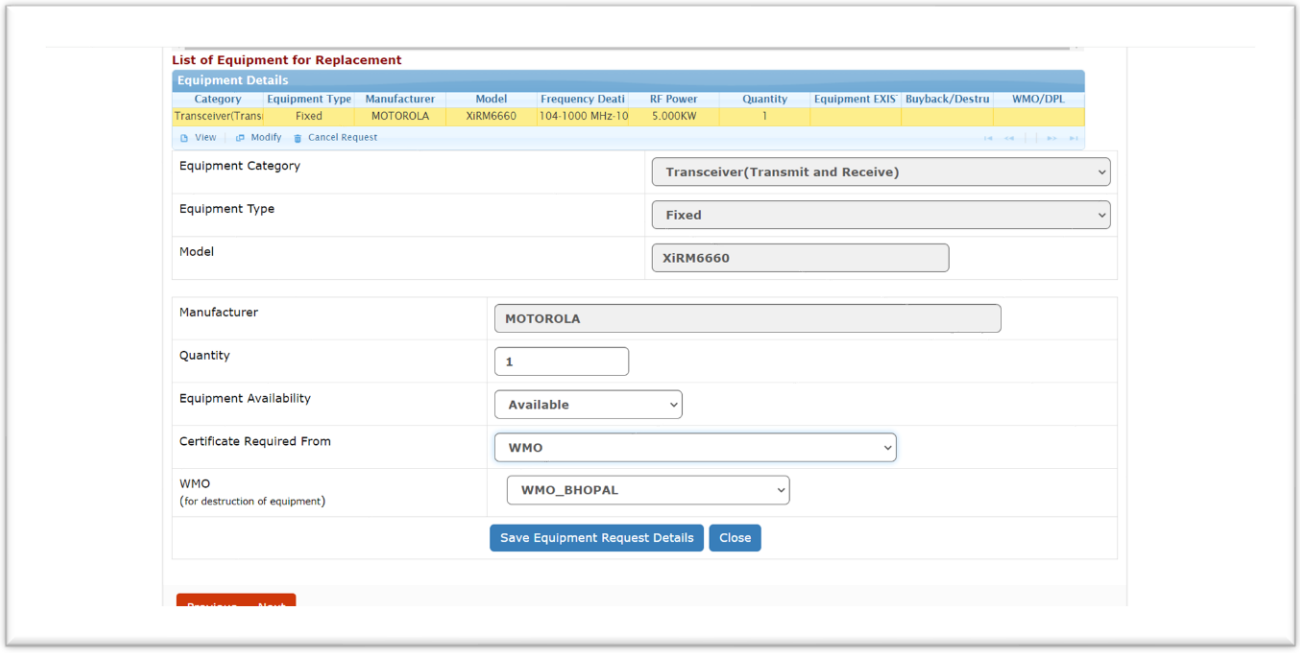



Here enter quantity which to be replaced.



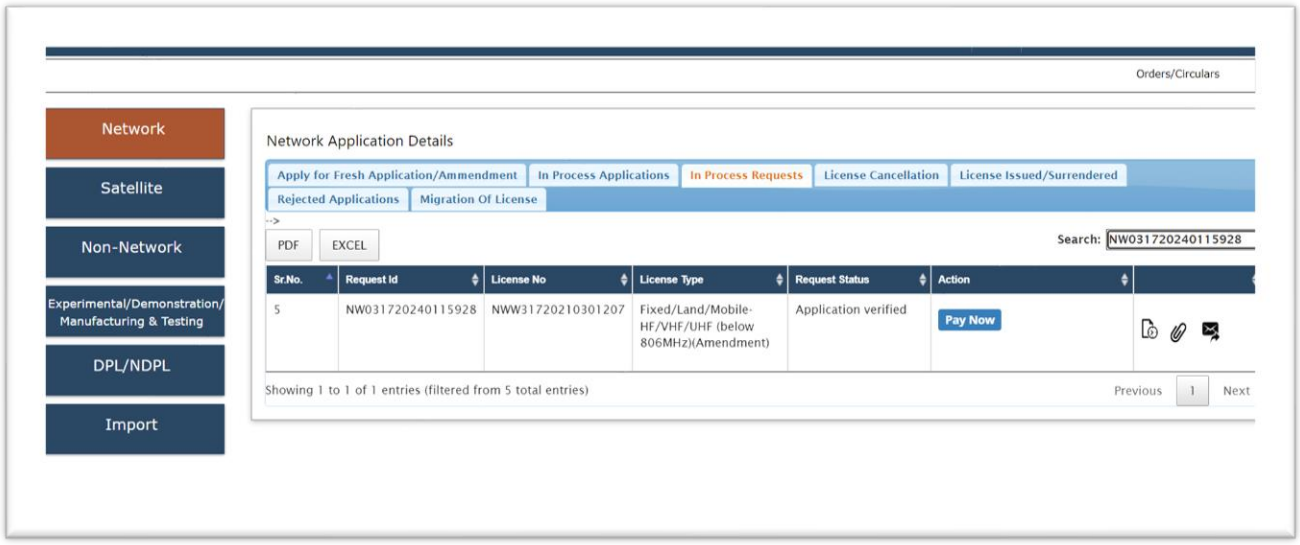

After entering equipment details which to be replaced, click on modify button for selection of WMO/DPL as shown below screen.

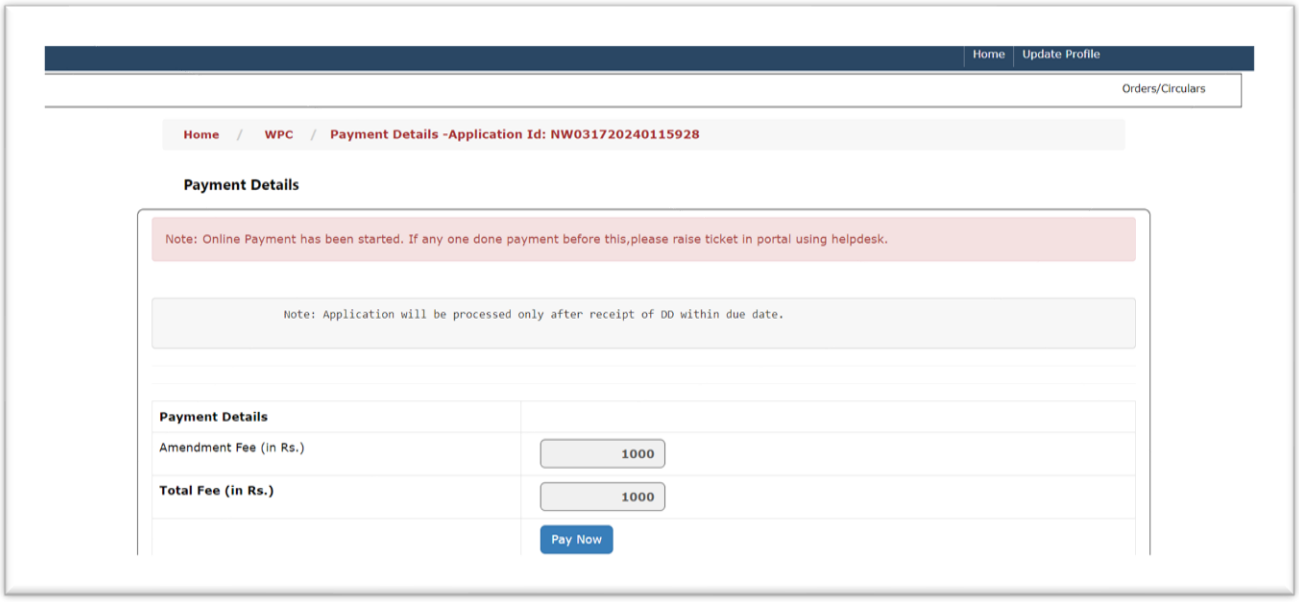


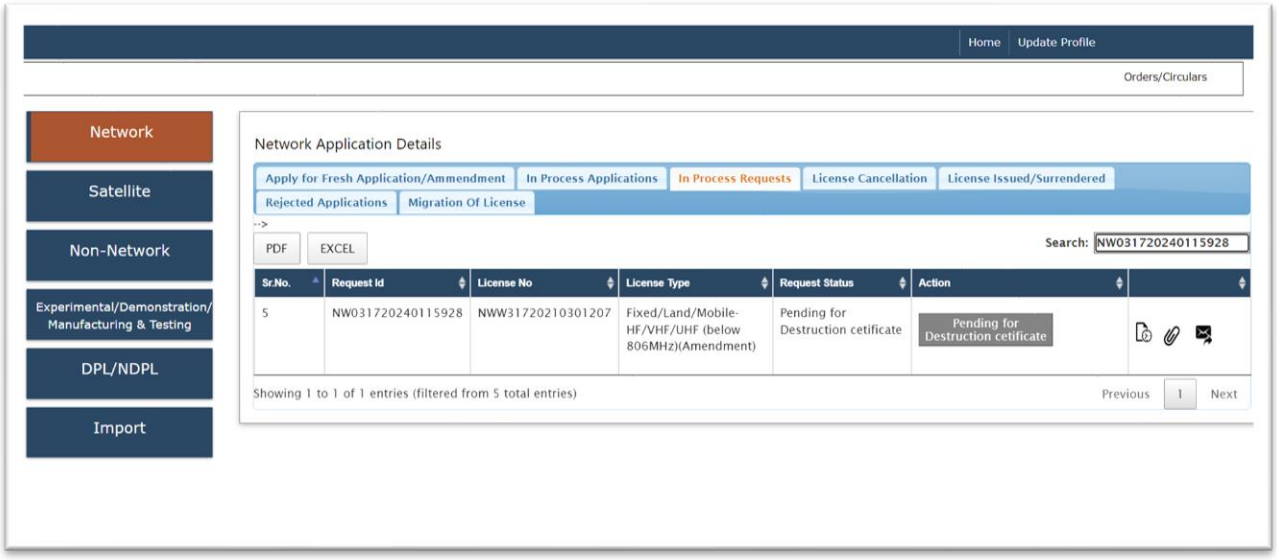

After entering WMO/DPL details, save equipment request details. After entry of equipment details of replaced equipment, validate this form and submit it. After submission of this request , do payment of amendment fee.

Proceed for payment

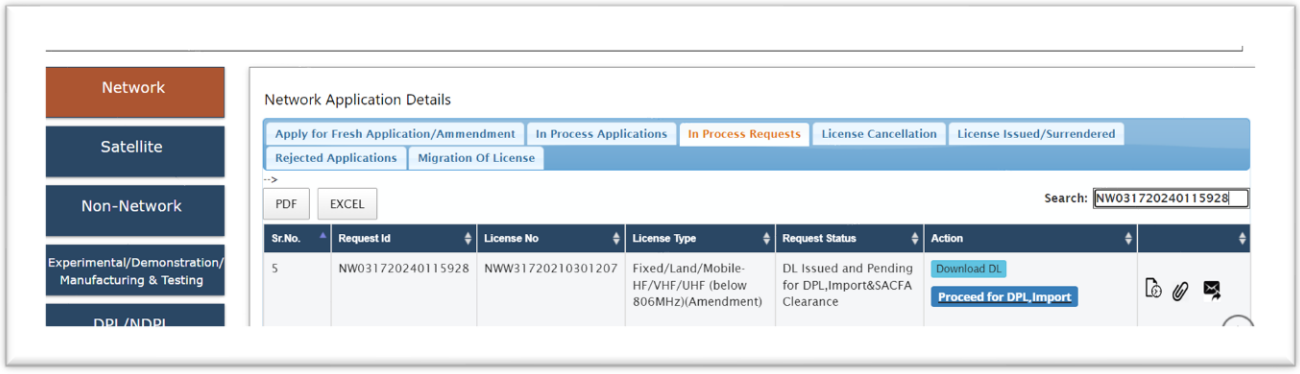



After successful payment of amendment fee, Request will be pending for Destruction of equipment at WMO/DPL end as per selection in request form.



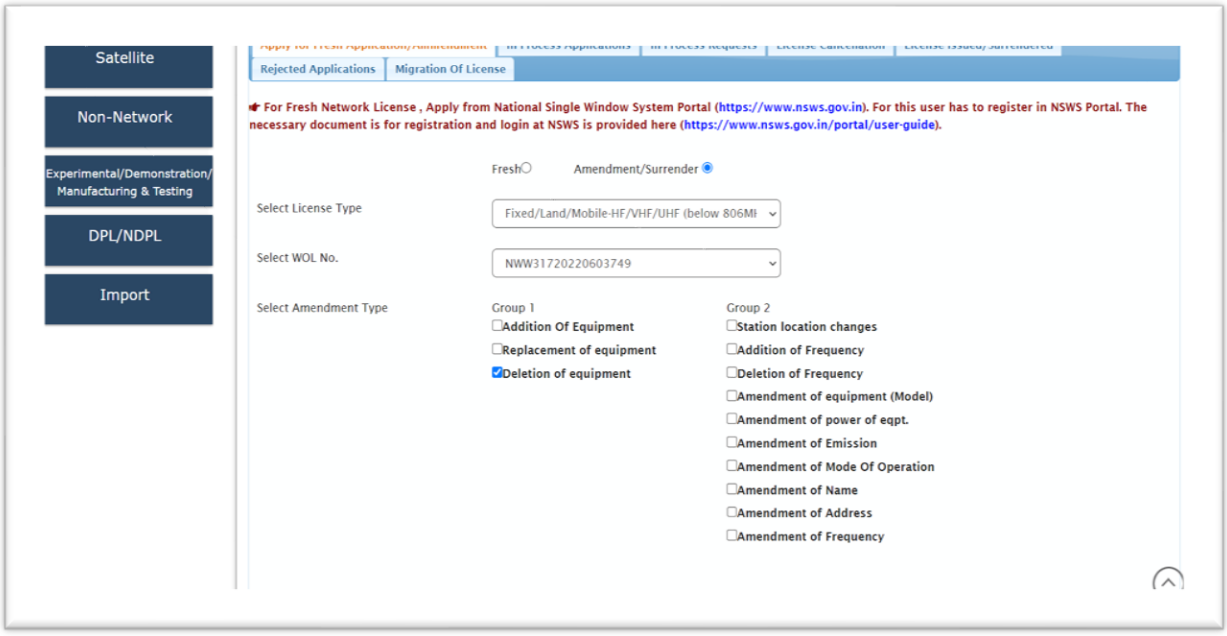

After equipment destruction, Applicant can purchase equipment as shown below.



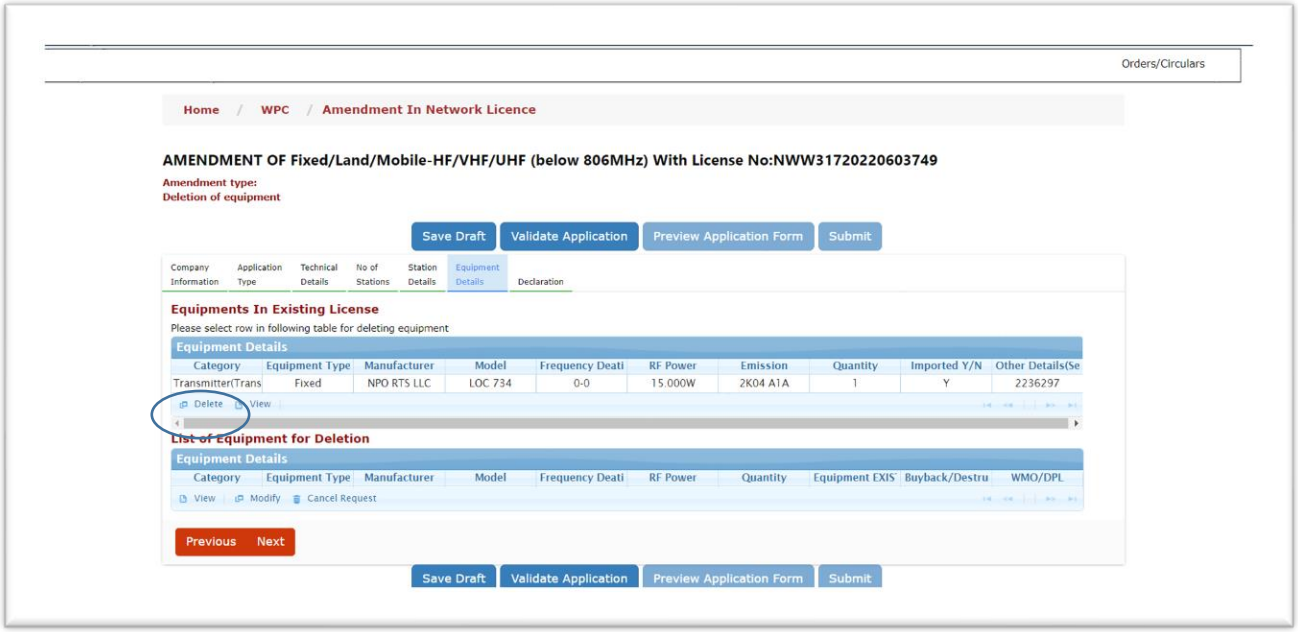

After equipment purchase, nodal will issue License against this amendment.

## 2.3.2 Deletion Of equipment

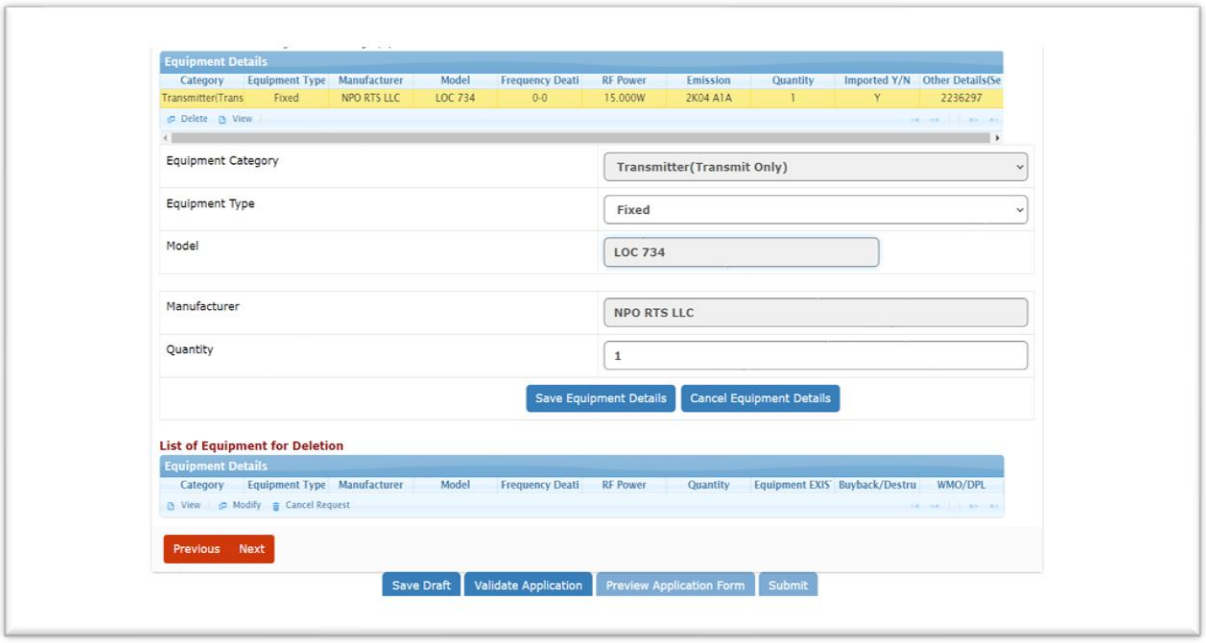
For deletion of equipment, select amendment type as shown below.



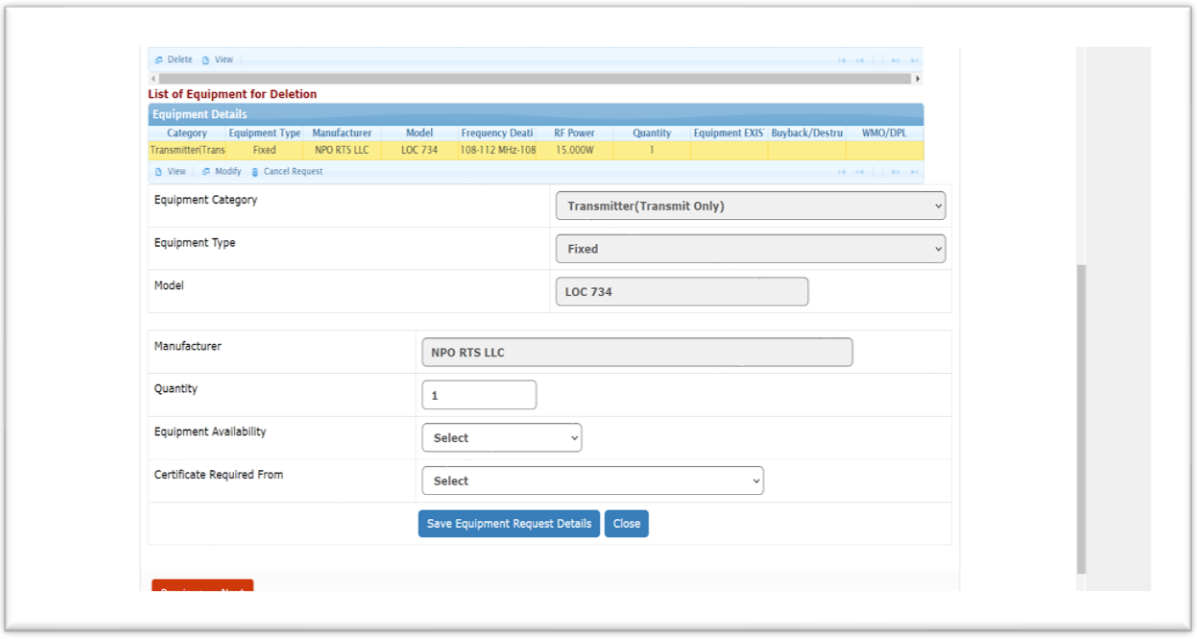

After amendment request creation, equipment to be deleted will be selected by clicking delete button as shown below.




Enter equipment quantity to be deleted as per shown below.




After equipment selection, select dpl or wmo for destruction of equipment as shown below.




After submission of request, pay amendment fee. After successful payment, equipment will be available at WMO/DPL end for destruction of equipment.After equipment destruction by WMO/DPL, revised WOL will be issued .

### 2.3.3 Station location changes

Select amendment type station location change and save amendment request. In this application form , enter station location details which is to be modified. After amendment fee payment, complete SACFA clearance procedure. After SACFA clearance, Revised WOL will be issued.

### 2.3.4 Amendment of Frequency

Select amendment type as Amendment of Frequency and save amendment request.In application form, enter frequency details which is to be modified. After amendment fee payment ,WPC will scrutinize this application and issue Revised WOL.

### 2.3.5 Addition of Frequency

Select amendment type as Addition of Frequency and save amendment request.In application form, add frequency details . After amendment fee payment ,WPC will scrutinize this application and issue Revised WOL.

### 2.3.6 Deletion of Frequency

Select amendment type as Deletion of Frequency and save amendment request.In application form, enter frequency details which is to be deleted. After amendment fee payment ,WPC will scrutinize this application and issue Revised WOL.

### 2.3.7 Amendment of equipment (Model)

Select amendment type as Amendment of Equipment Model and save amendment request.In application form, enter equipment model details which is to be modified. After amendment fee payment ,WPC will scrutinize this application and issue Revised WOL.

### 2.3.8 Amendment of power of eqpt.

Select amendment type as Amendment of power of equipment and save amendment request.In application form, enter equipment power details which is to be modified. After amendment fee payment ,WPC will scrutinize this application and issue Revised WOL.

### 2.3.9 Amendment of Emission

Select amendment type as Amendment of emission and save amendment request.In application form, enter emission details which is to be modified. After amendment fee payment ,WPC will scrutinize this application and issue Revised WOL.

### 2.3.10 Amendment of Mode Of Operation

Select amendment type as Amendment of mode of operation and save amendment request.In application form, enter mode of operation details which is to be modified. After amendment fee payment ,WPC will scrutinize this application and issue Revised WOL.

### 2.3.11 Amendment of Name

Select amendment type as Amendment of name and save amendment request.In application form, enter changed name details . After amendment fee payment ,WPC will scrutinize this application and issue Revised WOL.

### 2.3.12 Amendment of Address

Select amendment type as Amendment of address and save amendment request.In application form, enter address details . After amendment fee payment ,WPC will scrutinize this application and issue Revised WOL.