User Manual
(Ver 1.0)

For

Applicant

Saralsanchar –WPC Security Clearance

Department of Telecommunications

Government of India

14th March, 2023

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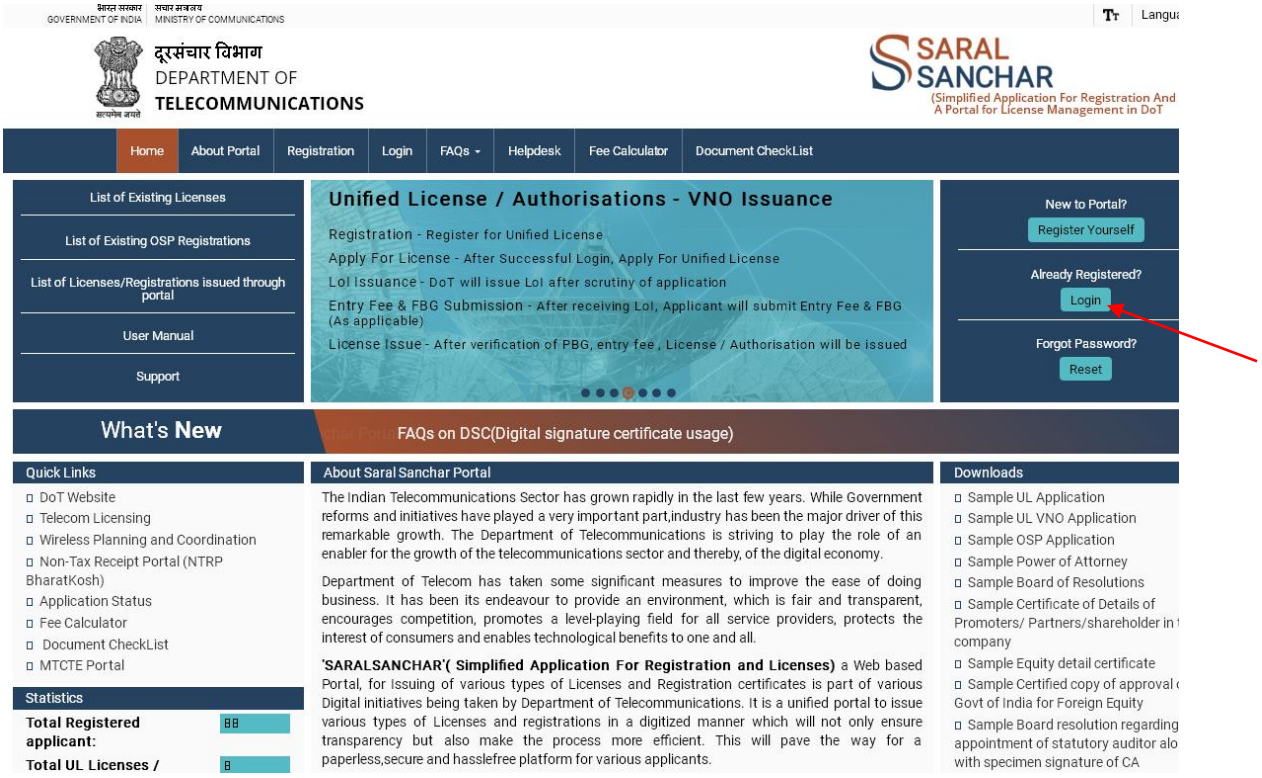
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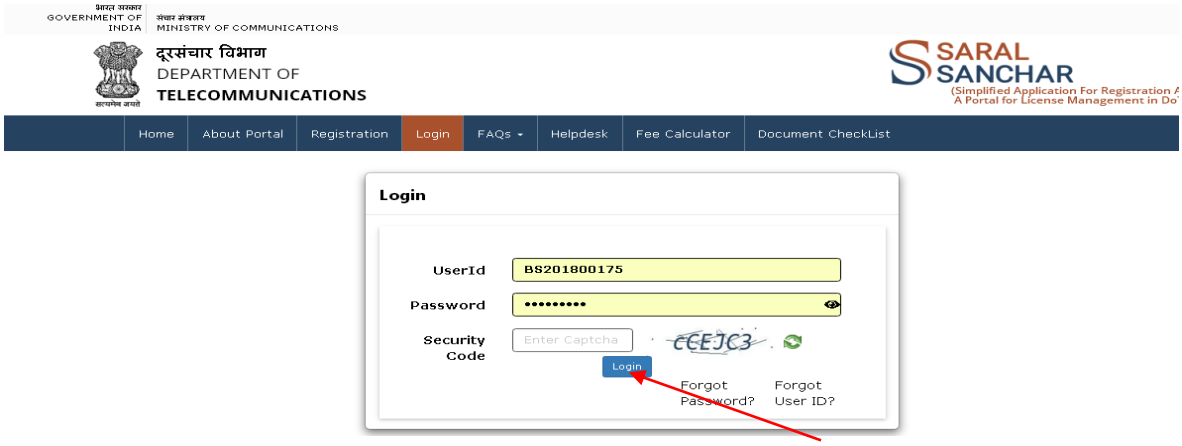
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USER LOGIN



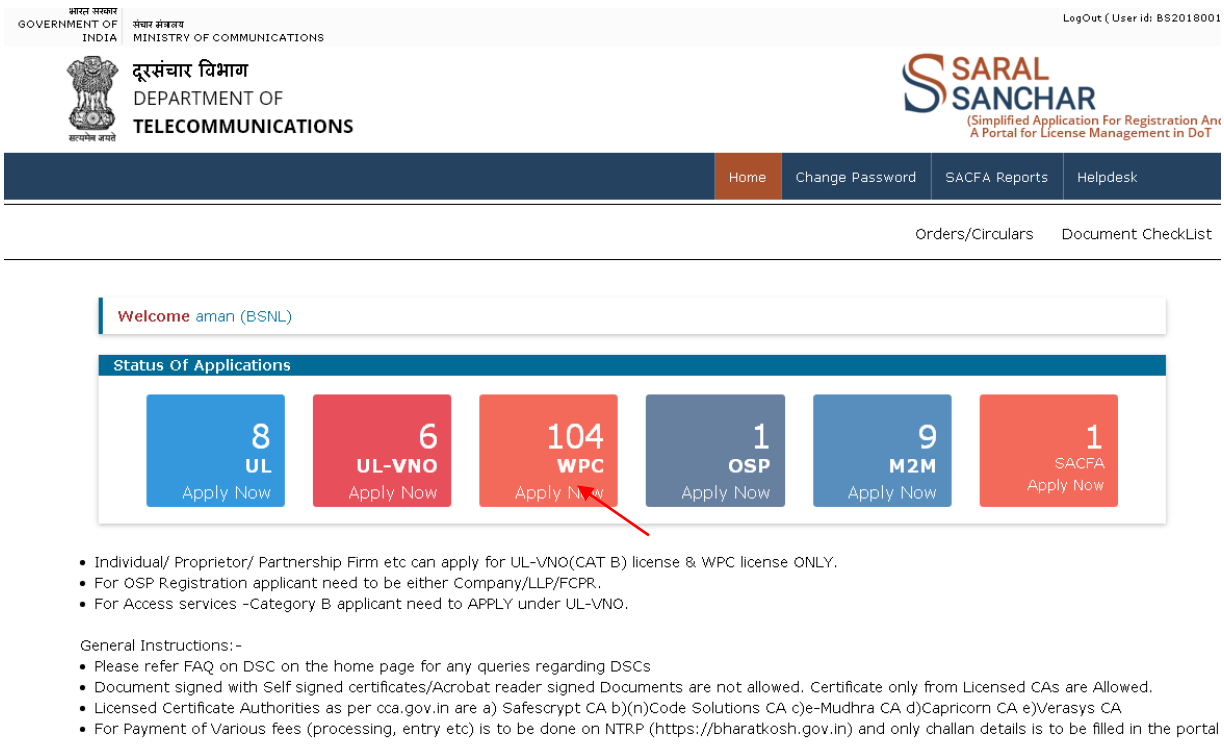
Click on Login button in the home page



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Enter the credentials and CAPTCHA CODE in the login forms as shown above and Click on LOGIN BUTTON

LICENSE TYPE SELECTION



- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

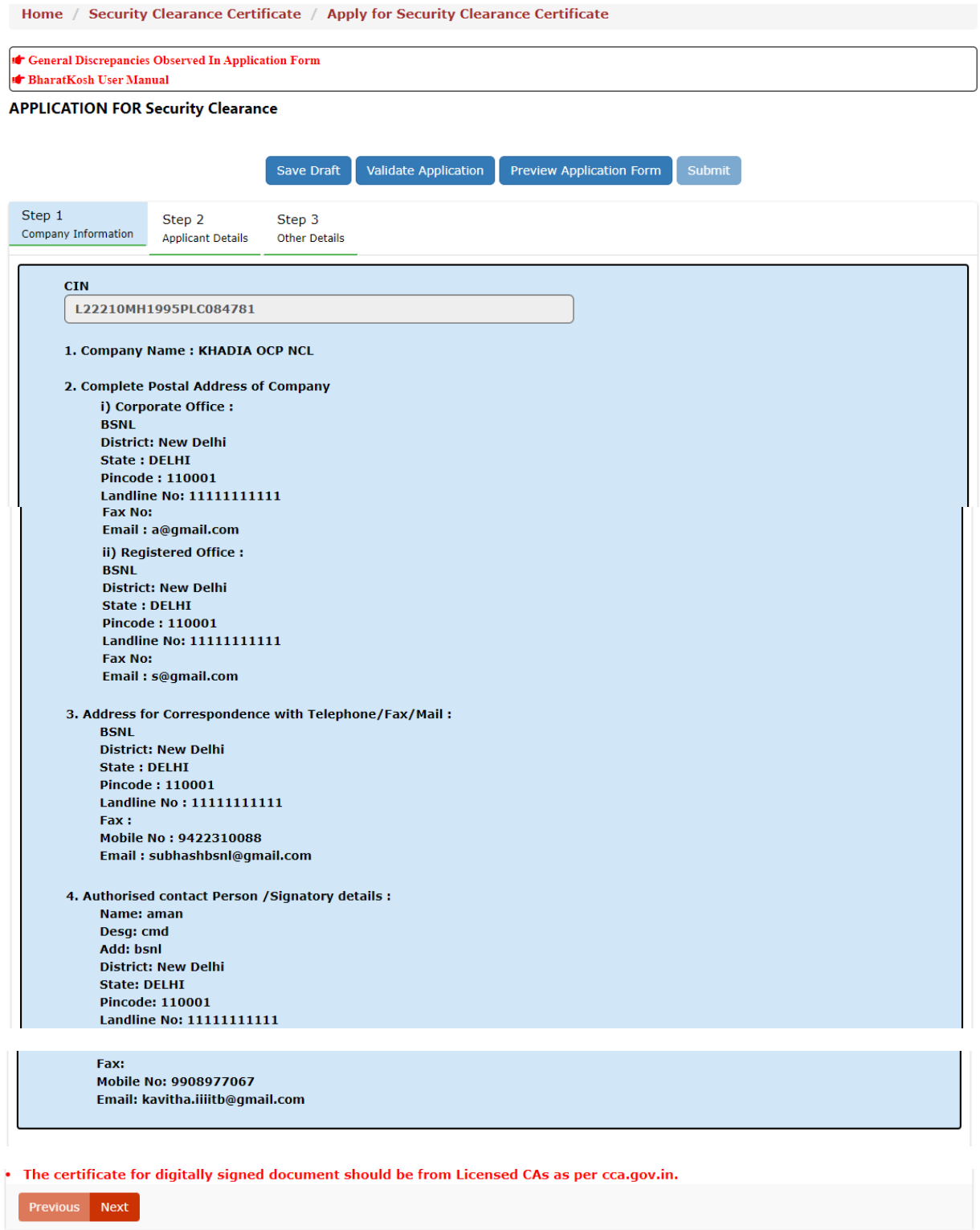
General Instructions:-

- Please refer FAQ on DSC on the home page for any queries regarding DSCs
- Document signed with Self signed certificates/Acrobat reader signed Documents are not allowed. Certificate only from Licensed CAs are Allowed.
- Licensed Certificate Authorities as per cca.gov.in are a) Safescrypt CA b)(n)Code Solutions CA c)e-Mudhra CA d)Capricorn CA e)Verasys CA
- For Payment of Various fees (processing, entry etc) is to be done on NTRP (https://bharatkosh.gov.in) and only challan details is to be filled in the portal



Click on “SCL. Apply Now” button for new application

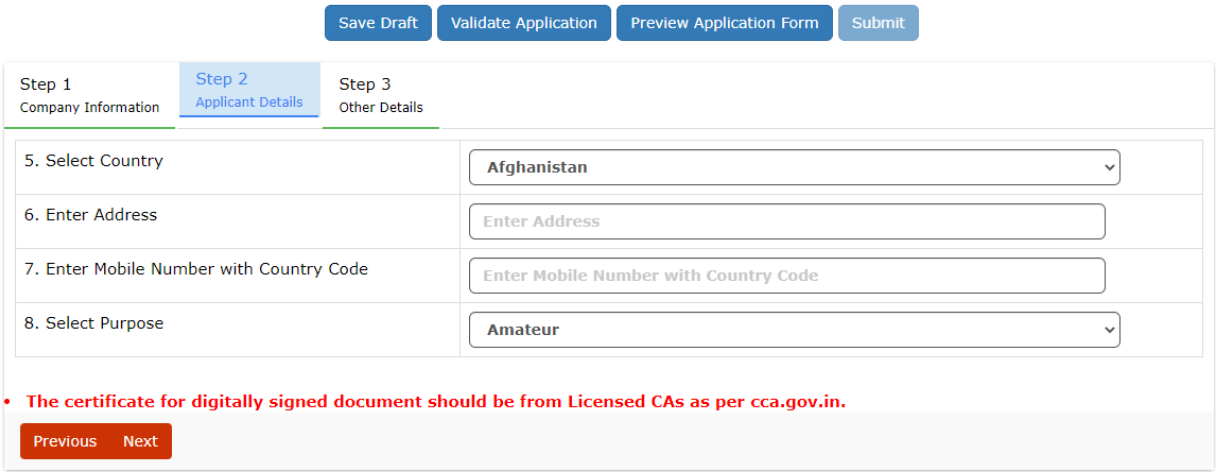
COMPANY INFORMATION - STEP1



Company Information would be populated in Step 1. Click on 'Save Draft' button so that Application ID can be generated .Check and click on "Next" Button

APPLICANT DETAILS – STEP2

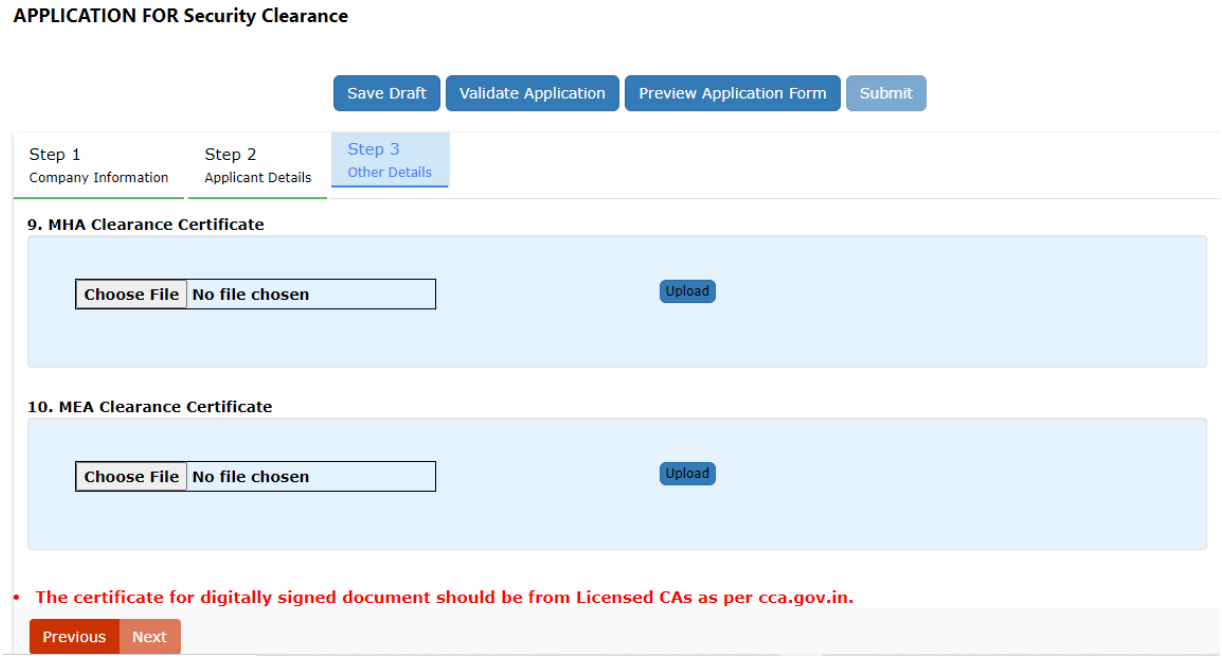
APPLICATION FOR Security Clearance



Select Country, Enter Address, Enter Mobile Number with Country Code and Select Purpose in this step.

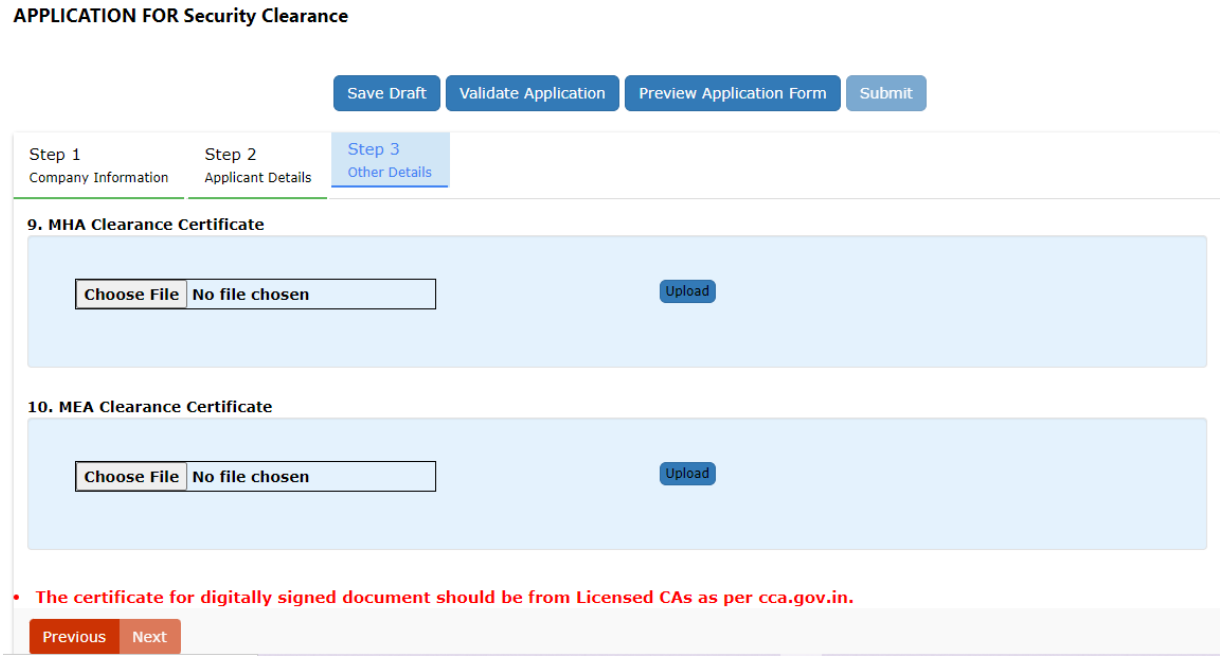
Click on "Next" Button to proceed further.

OTHER DETAILS – STEP3



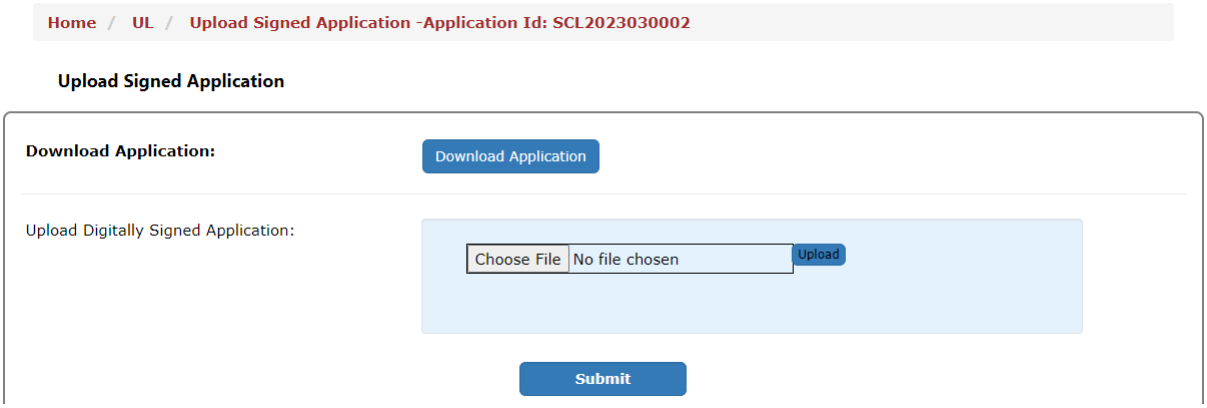
Upload MHA Clearance Certificate and MEA Clearance Certificate in this step.

APPLICATNT SUBMIT



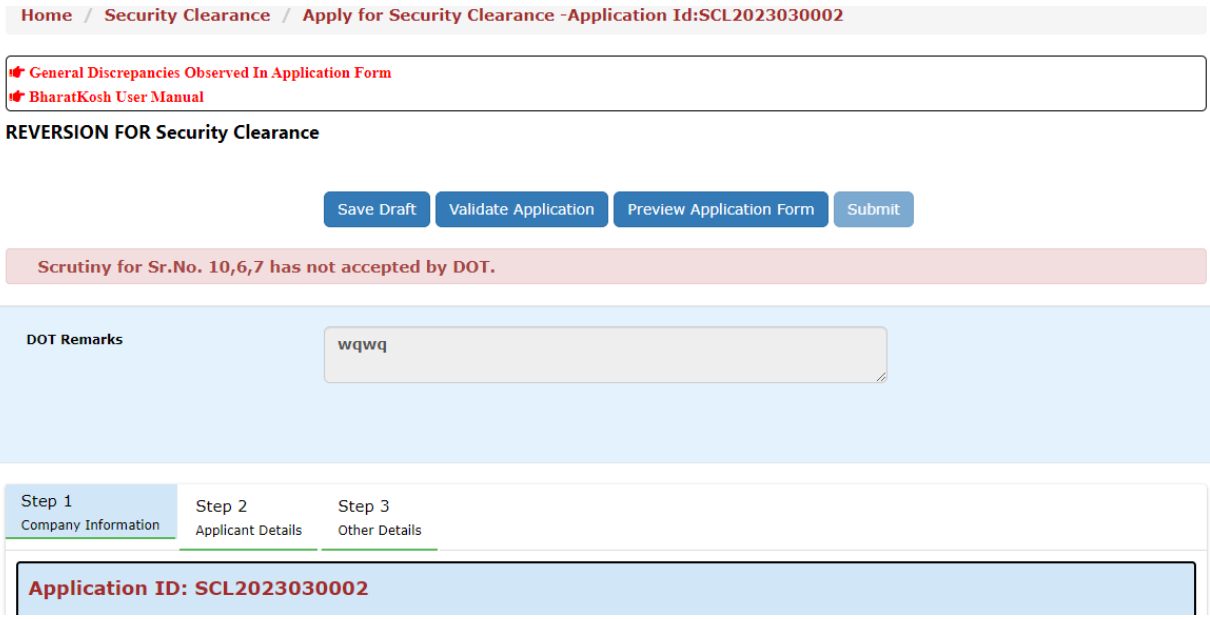
After filling all details, click on “Save Draft” button at top and then click on “Validate Application” button. If all details are filled correctly, it will enable “Submit” button else it will display error. To download complete filled application in “pdf” format, click on “Preview Application Form” button. Finally click on “Submit” button to submit application.

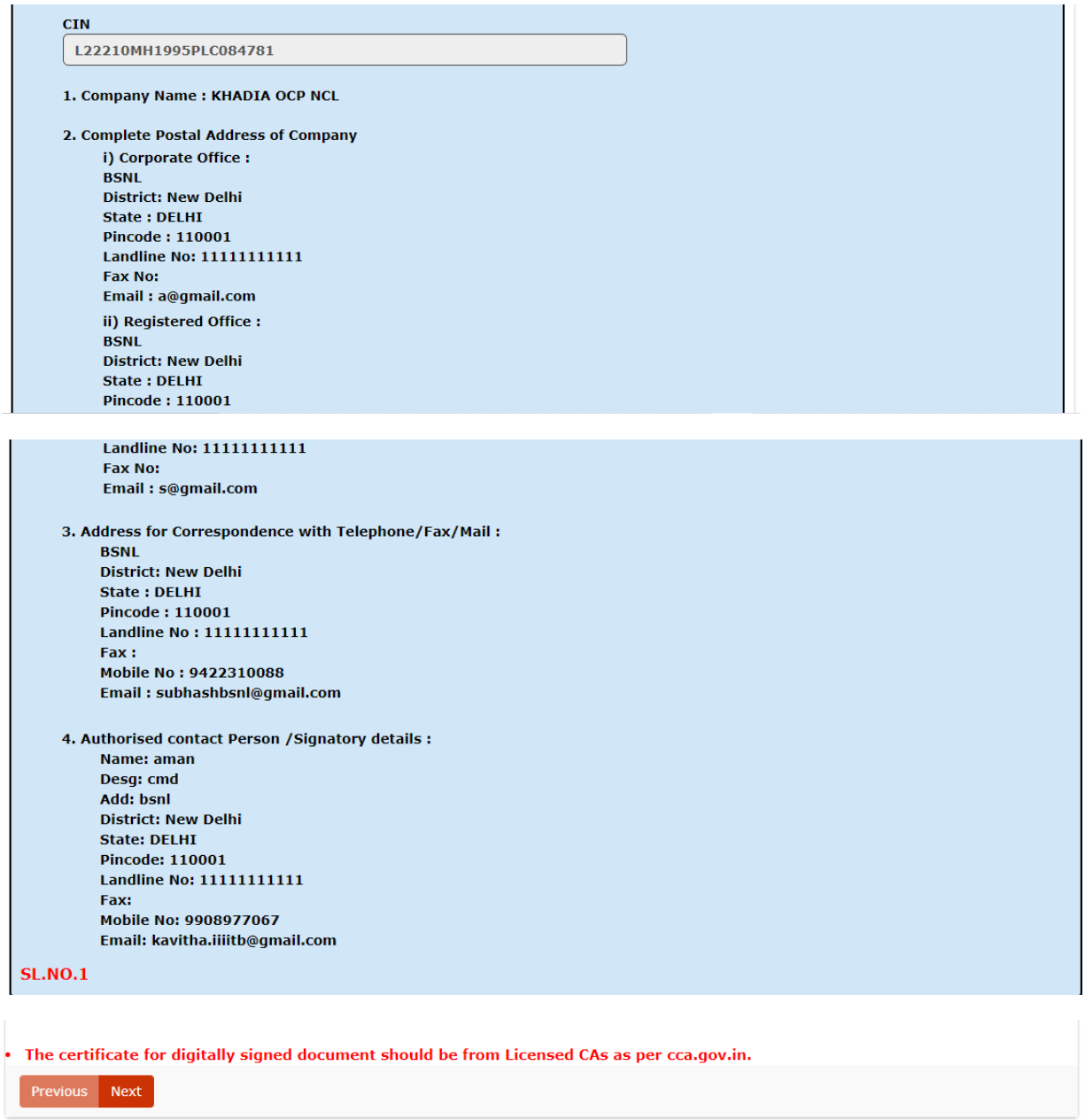
UPLOAD DIGITALLY SIGNED APPLICATION AND SUBMIT



Application can be downloaded by clicking on “Download Application” button. Upload digitally signed application and click on “Submit” button. Now the application is sent to Nodal officer for further processing.

REVERTED APPLICATION

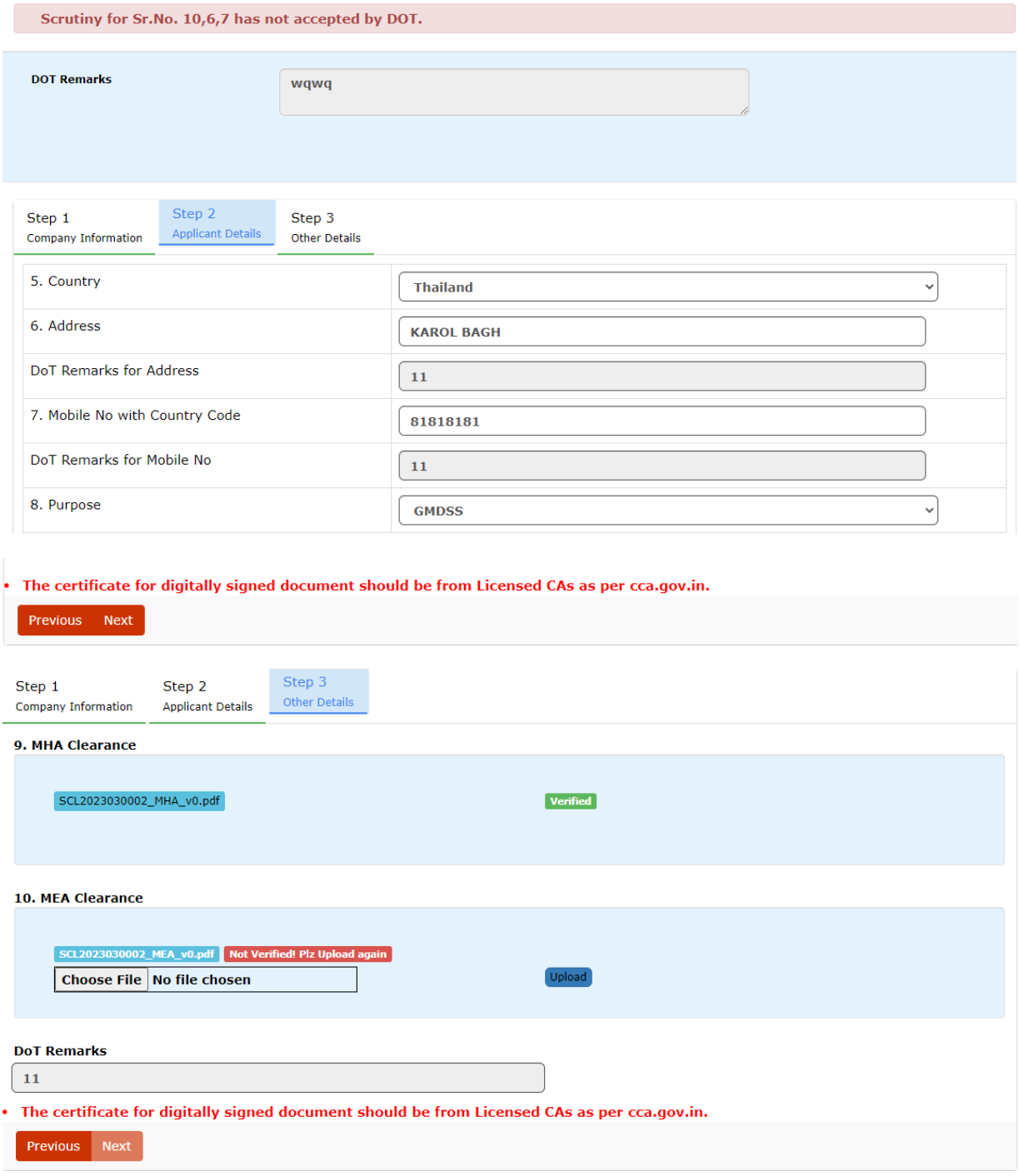




All Sr. Nos not accepted by the DoT would be populated in a red bar at the top of the screen.

Rectify all those Sr. Nos .

DoT remarks would also be visible below each Sr. No.



After rectifying all details, click on “Save Draft” button, and then click on “Validate Application” button. If all details are filled correctly, it will enable “Submit” else it will display

error. To download complete filled application in “pdf” format, click on “Preview Application Form” button. Finally click on “Submit” button to submit application.

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