User Manual
(Ver 1.0)

For

WPC Nodal Users

Saralsanchar –WPC Security Clearance

Department of Telecommunications

Government of India

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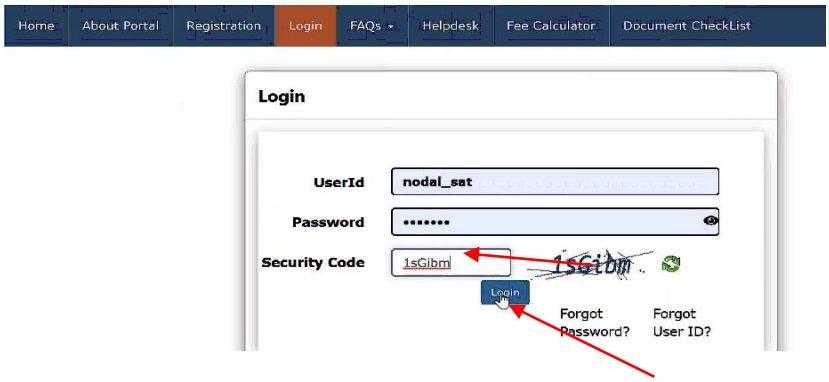
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USER LOGIN

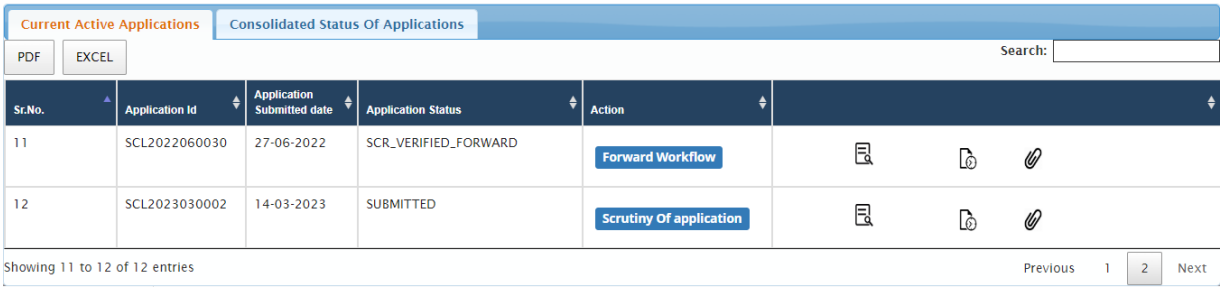


Click on Login button in the home page.



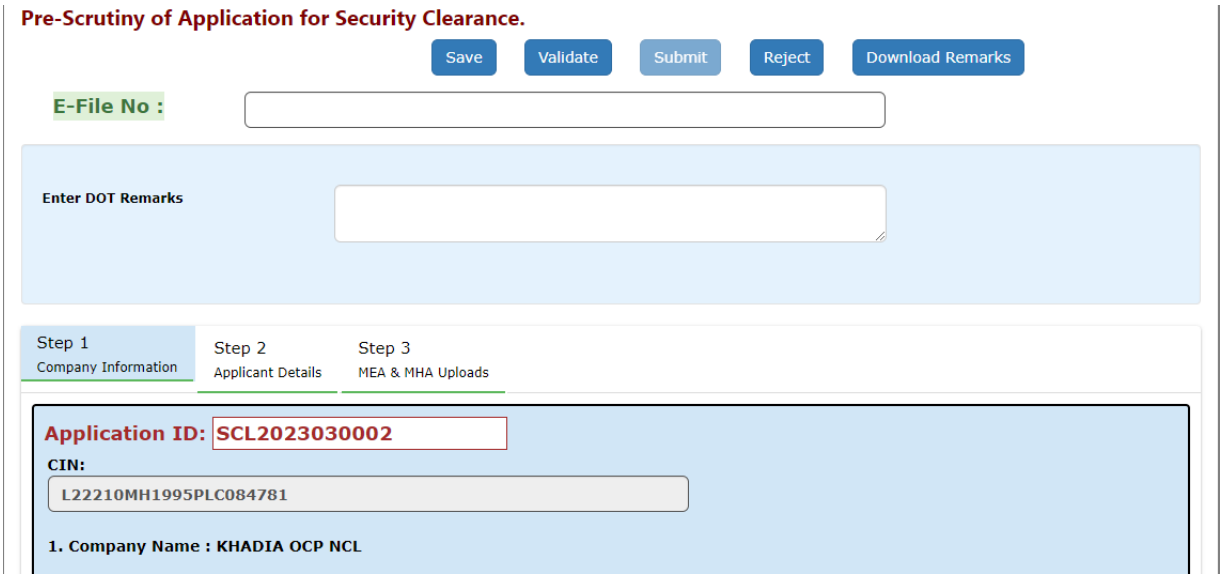
Enter the credentials and CAPTCHA CODE in the login forms as shown below and Click on LOGIN BUTTON.

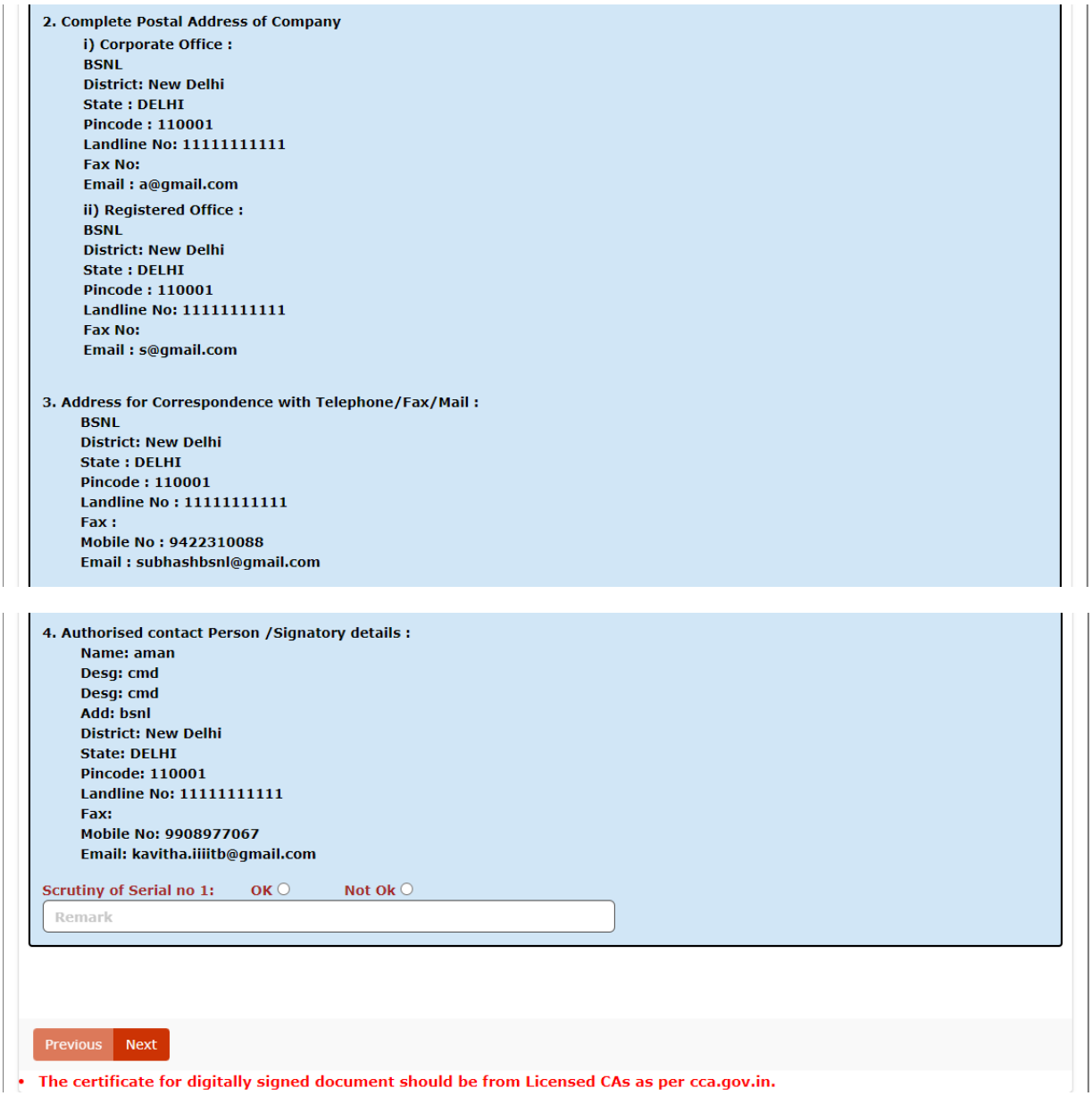
WPC NODAL USER DASHBOARD



Go to the dashboard, select required Application Id and click on “Scrutiny of application” button in action column.

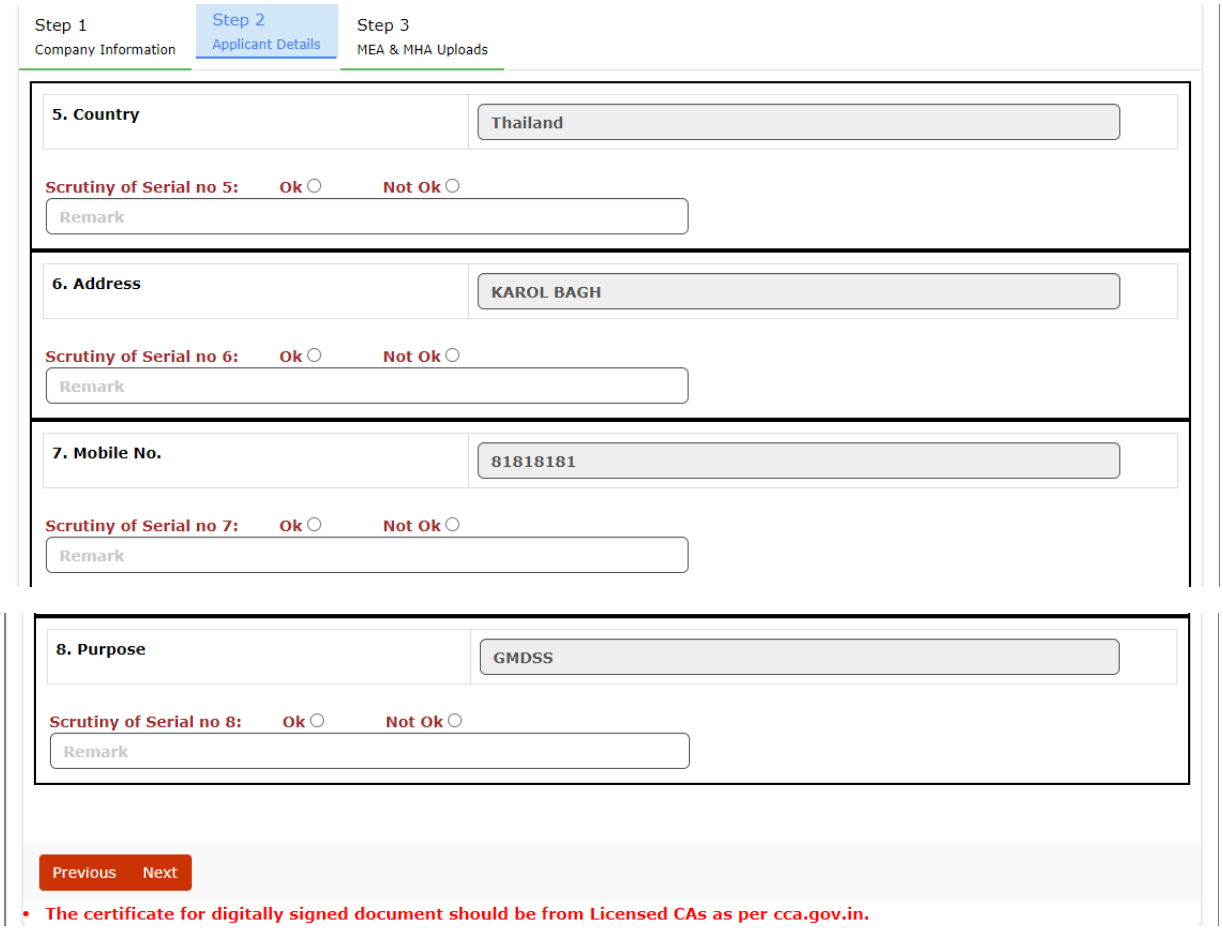
APPLICATION SCRUTINY– STEP1





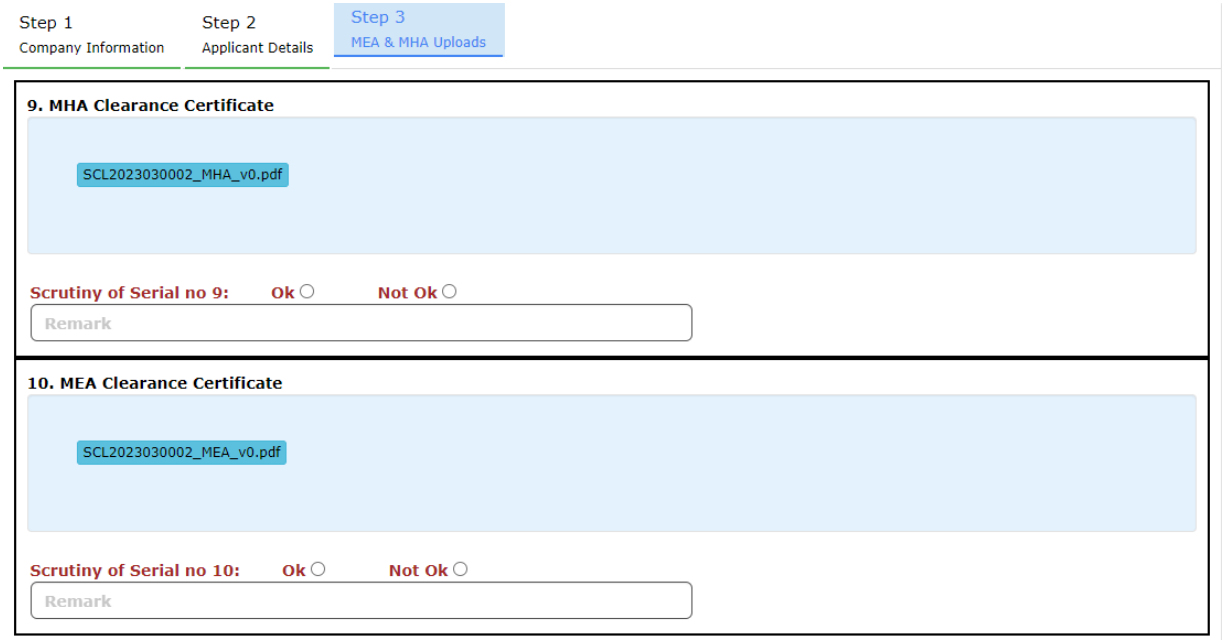
It will land on dashboard. Check details in Step 1 and Select Radio Button whether Ok or Not Ok. Nodal can also give remarks. After Scrutinizing Step 1, click on 'Next Button'

APPLICATION SCRUTINY – STEP2



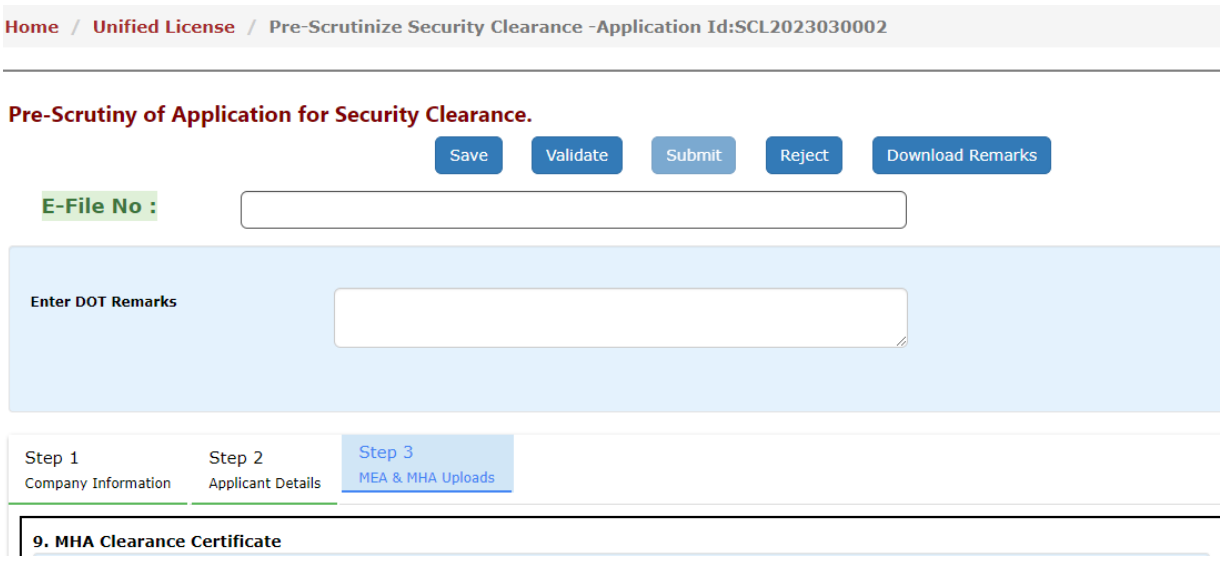
Applicant details will be populated with the values entered by the applicant. Check all the fields and Select Radio Button whether Ok or Not Ok. Nodal can also give remarks. After Scrutinizing Step 2, click on 'Next Button'.

APPLICATION SCRUTINY -STEP3.



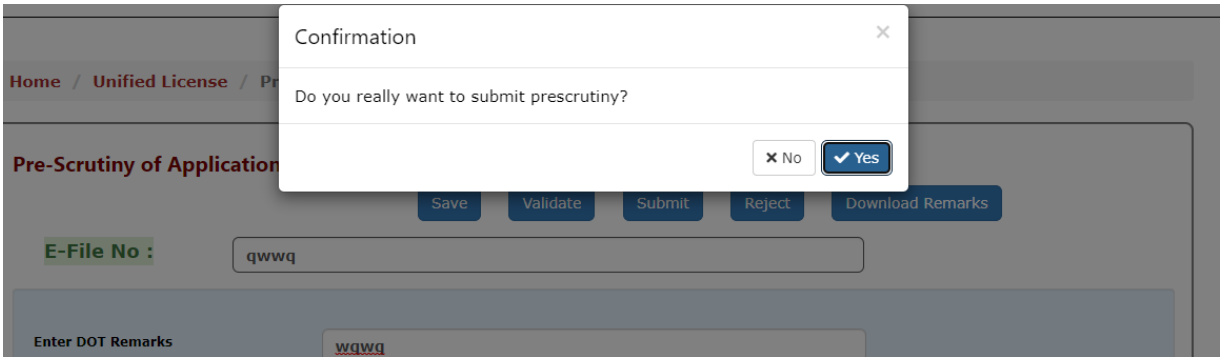
This section has MEA and MHA Uploads. . Check all the fields and Select Radio Button whether Ok or Not Ok. Nodal can also give remarks.

APPLICATION SCRUTINY –FINAL STEP



Enter E-File No and DOT Remarks to proceed.

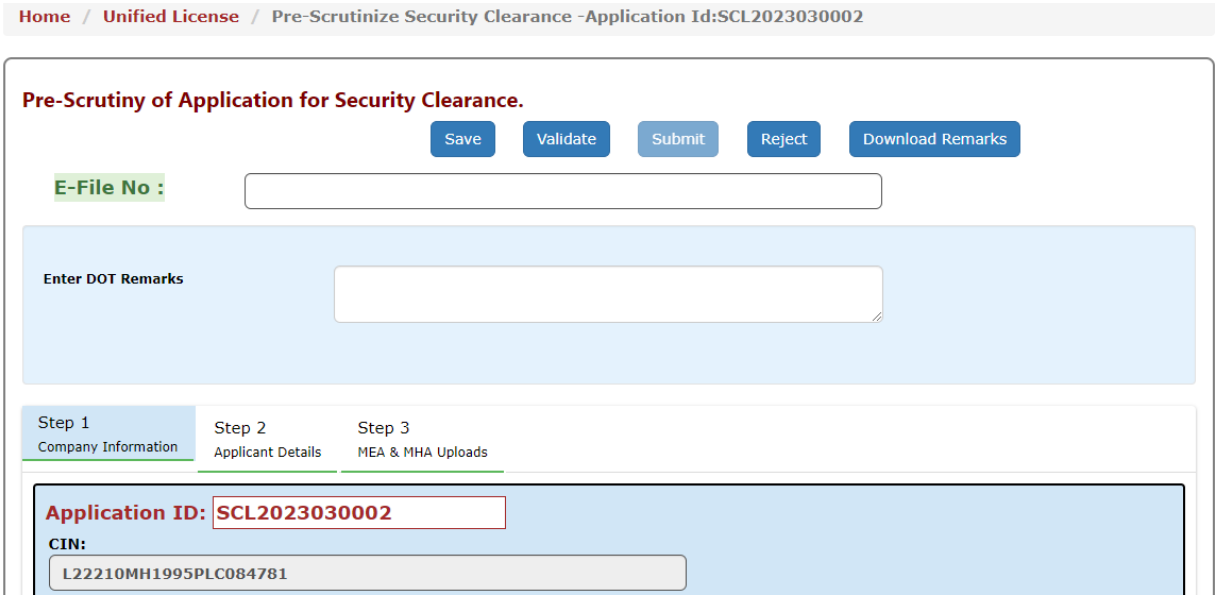
Click on “Save” button and then “Validate” button. If all fields are Scrutinized, Submit button will get enable. Click on “Submit” button.



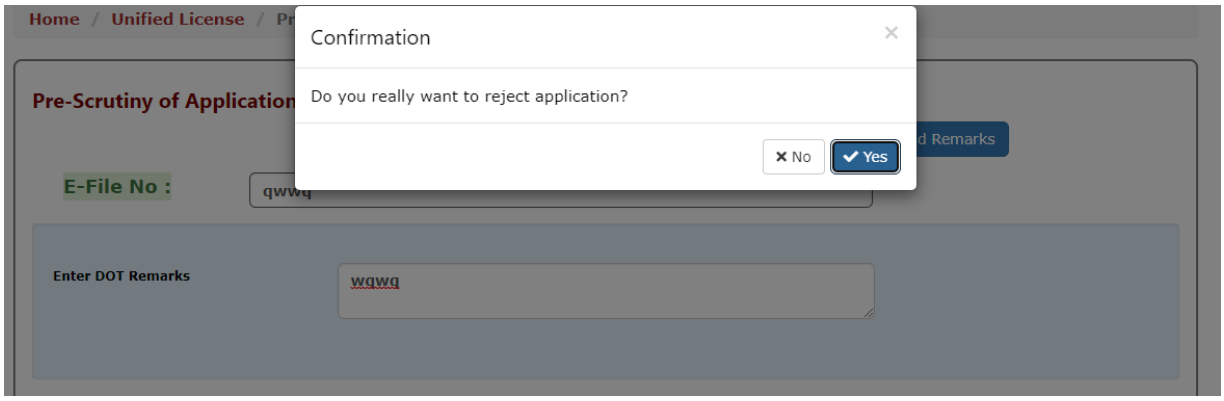
A pop will appear, click on “Yes” button. If any one of the field is Not Ok, the application would get reverted to applicant for further modification. If all fields are ‘Ok’, the security clearance is complete. This completes the flow of Scrutiny of Security Clearance Module.

APPLICATION SCRUTINY - REJECTED

A Nodal has the option to reject the application. Once the application is rejected, it would be disposed off and applicant has to register again for new application.



To reject the application, go to the top of the screen and click on “Reject” button.



A pop up will appear, click on “Yes” button. This completes the flow of rejection.

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