User Manual

(For Applicant)

Online Cancellation of Network Licenses

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.

Section-2

APPLICANT PART

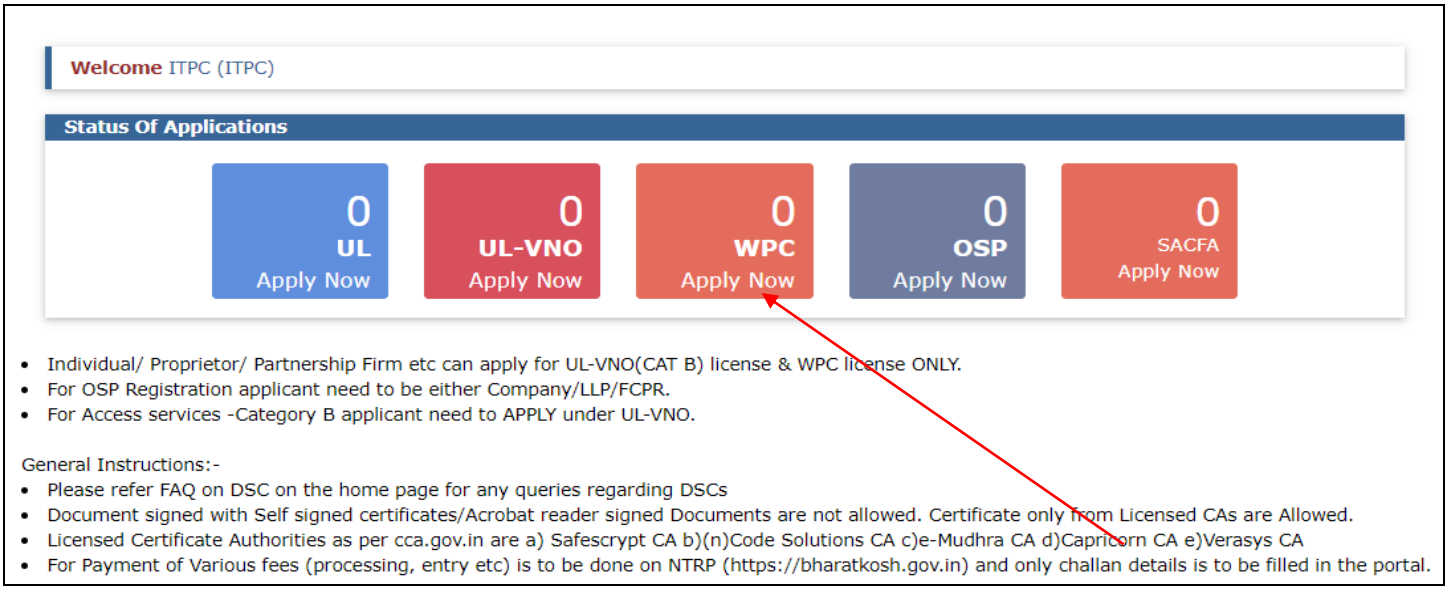
2.1 First Login

Click on the Home Button on the above page. On the ***home page*** go to the **Login** button available on the **top Navigation bar** and the **top right sidebar panel**.

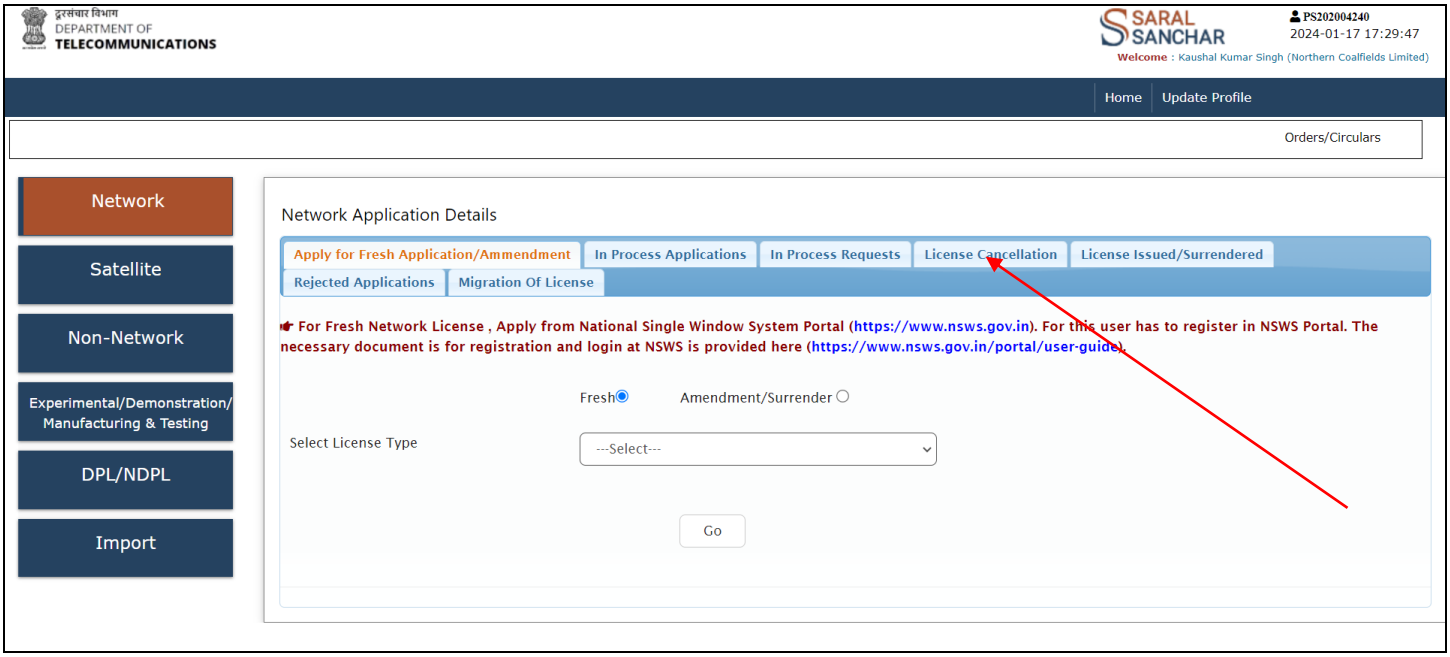
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking the Login button you will be redirected to Dashboard.

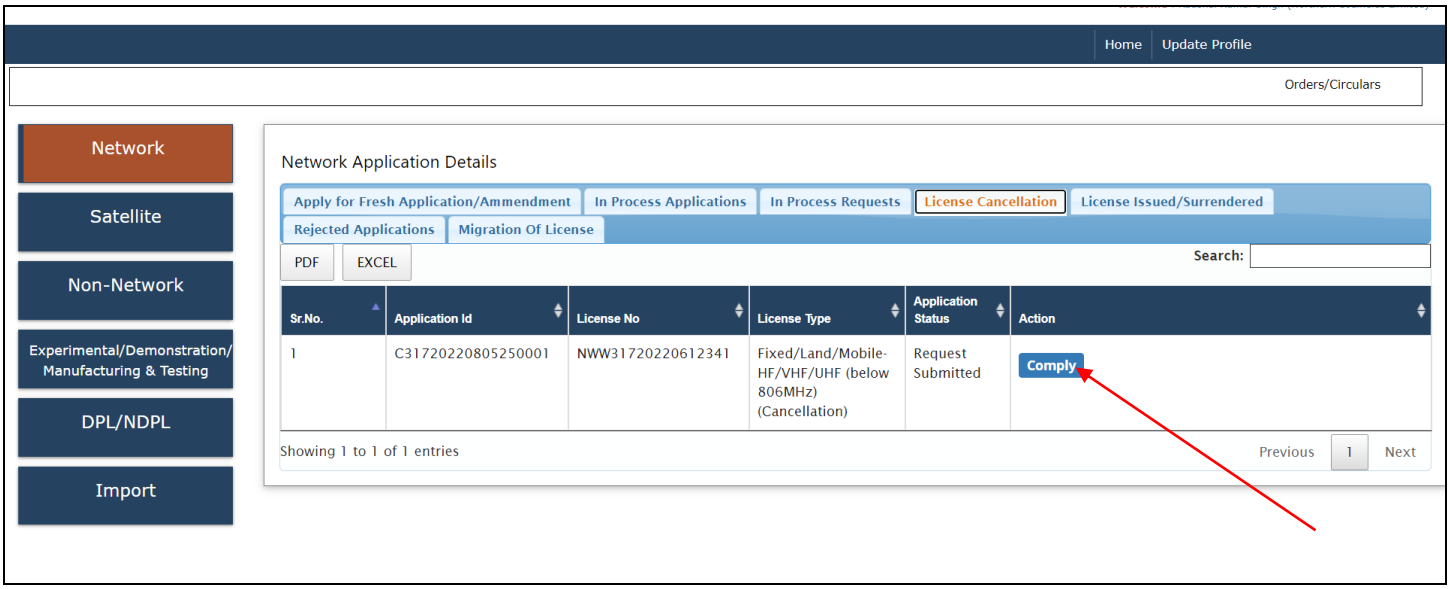


2.3 Dashboard

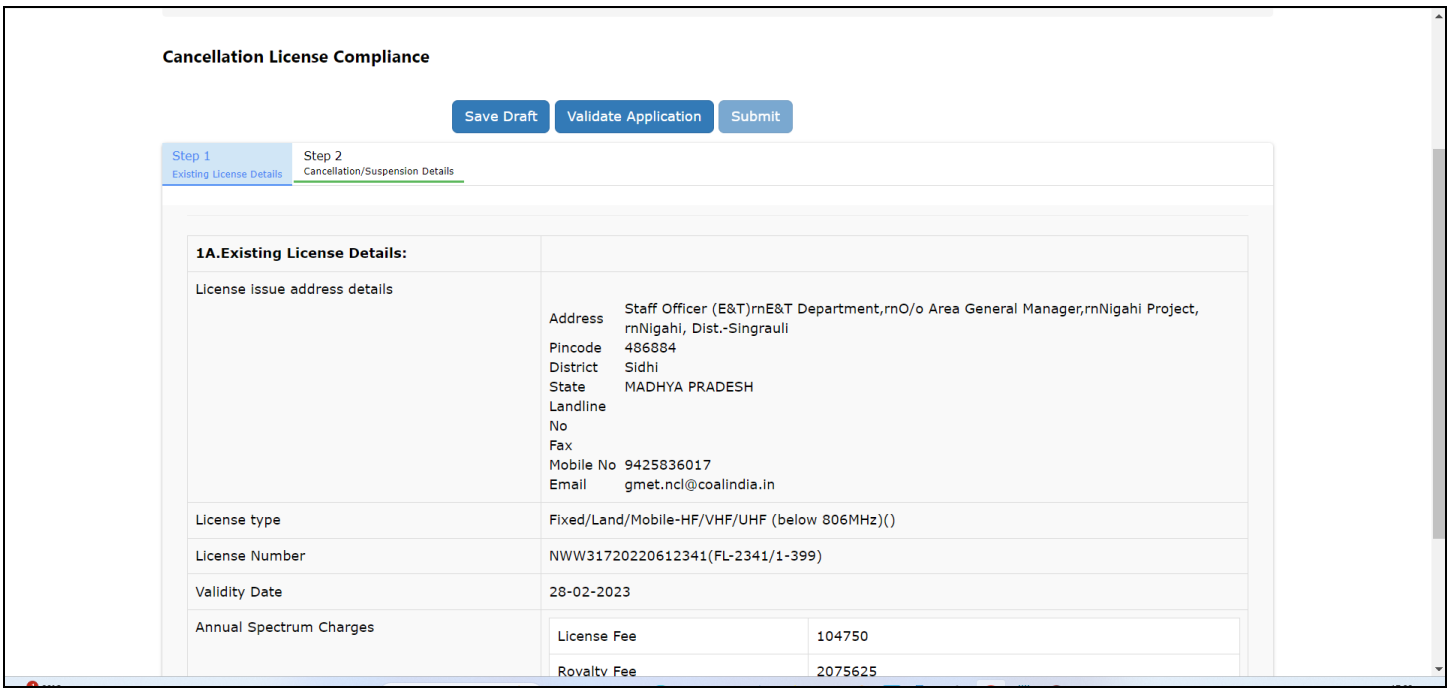


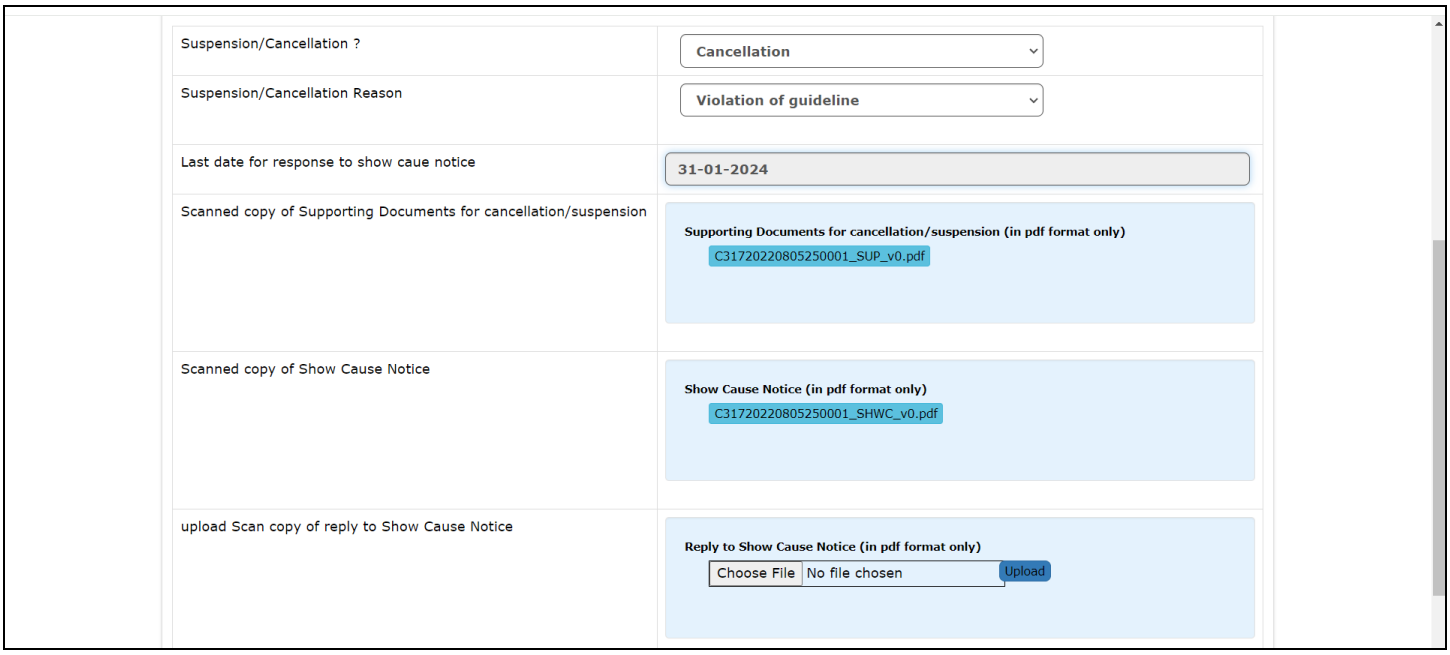
2.4 Cancellation of License

In the Network box Go to “License Cancellation” tab to see the list of licenses which are under cancellation process.

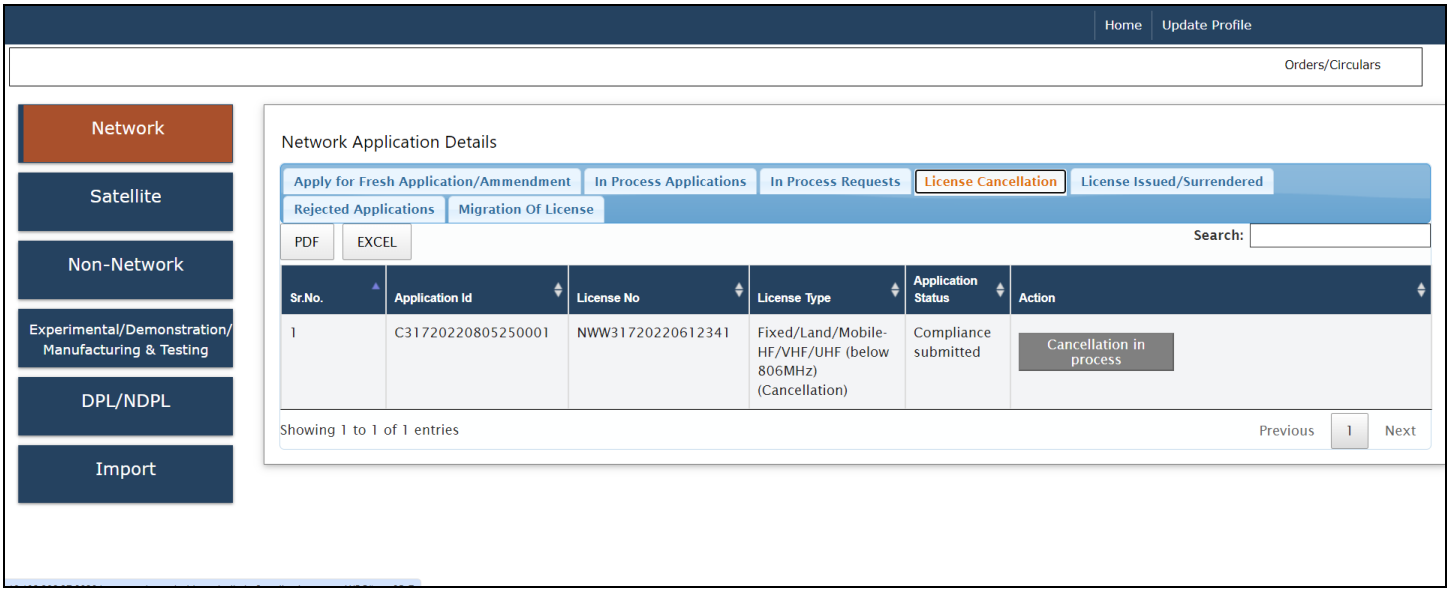


Click on “Comply” to comply the license cancellation request and below screen will appear upon click.





Upload reply to show Cause Notice and submit it. After submission, request status will be shown dashboard as follows.



License cancelled status can be check on dashboard as follows.

