# User Manual

(For Applicant)

Online Captive Paging License

## Department of Telecommunications

**Government of India**

18th Jan, 2024

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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.

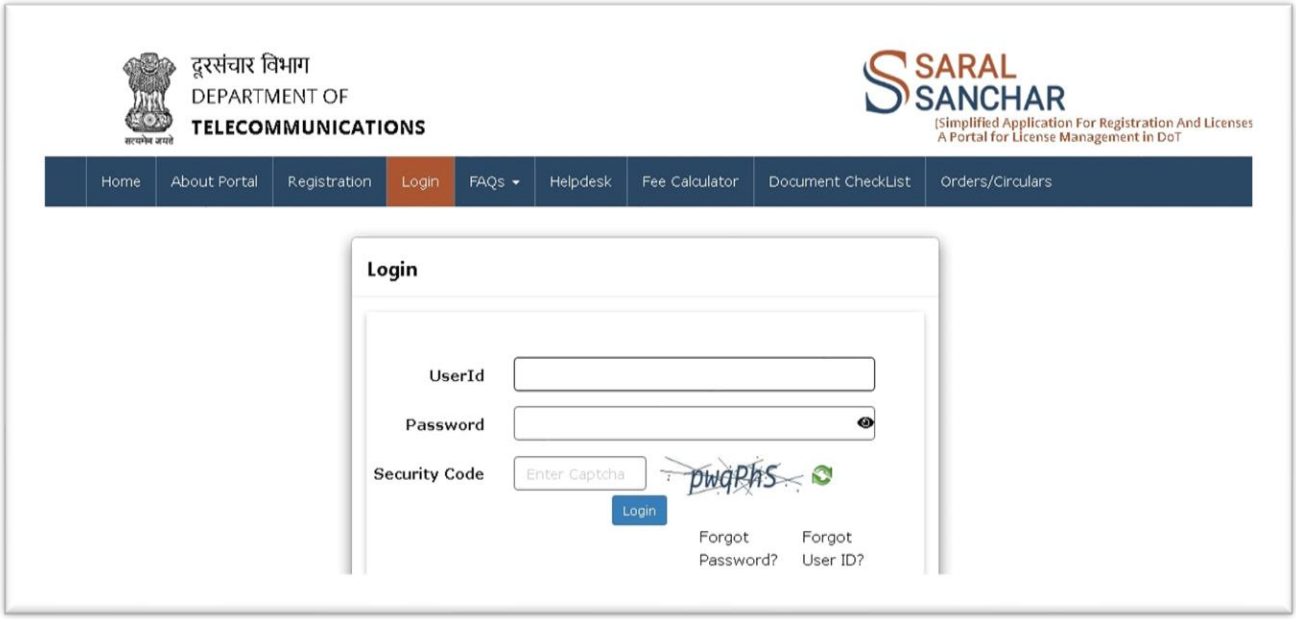
## 1.2 Captive Radio Paging Introduction

Radio Paging is the facility to transmit textual information through mobile. To obtain a Non-network certificate to provide this service, known as the Radio Paging captive license.

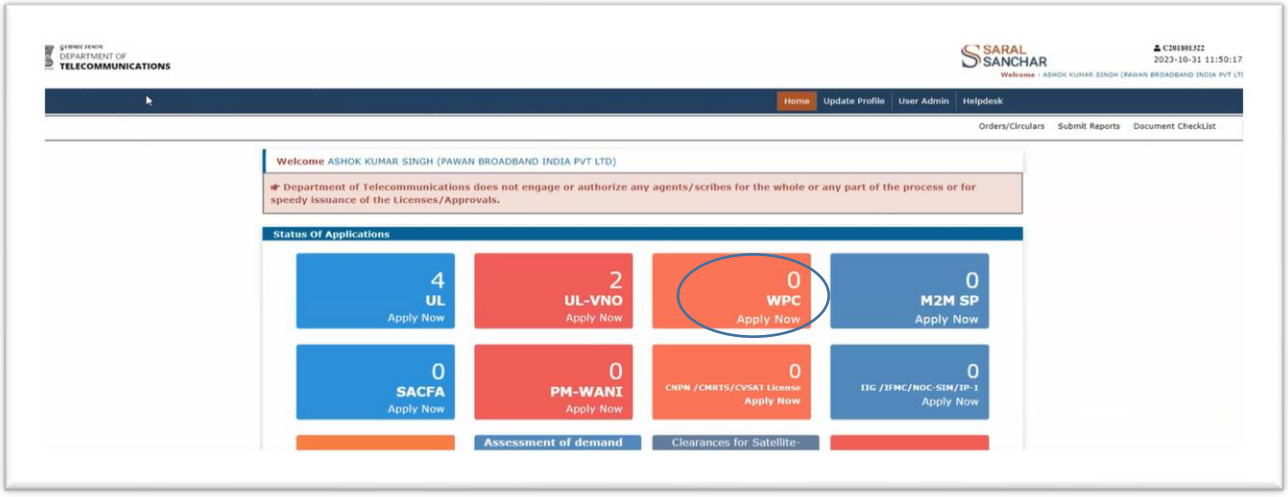
# Section-2 Applicant Part

## 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**.

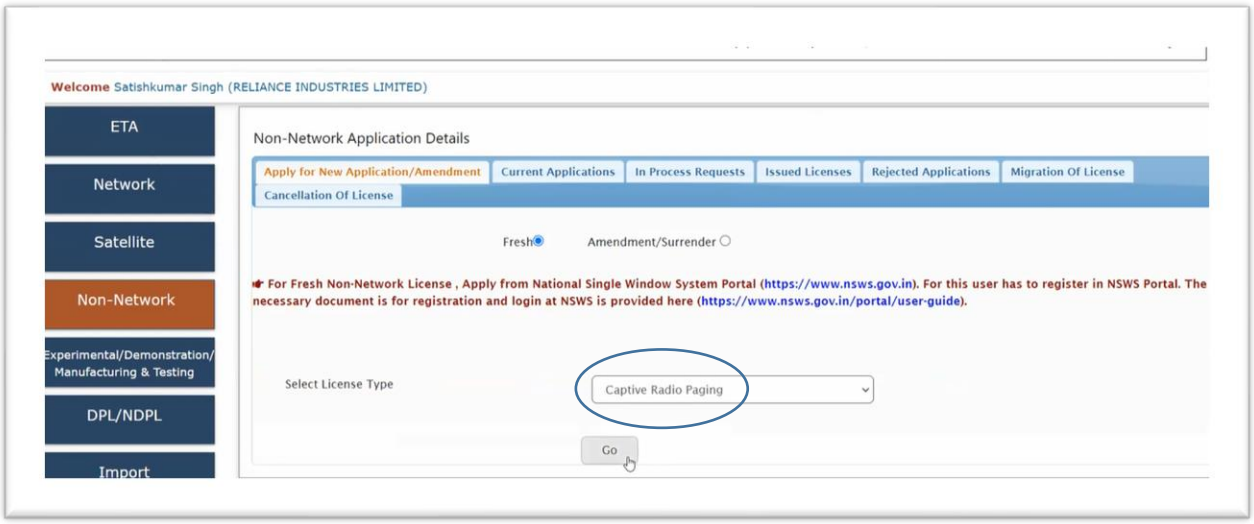


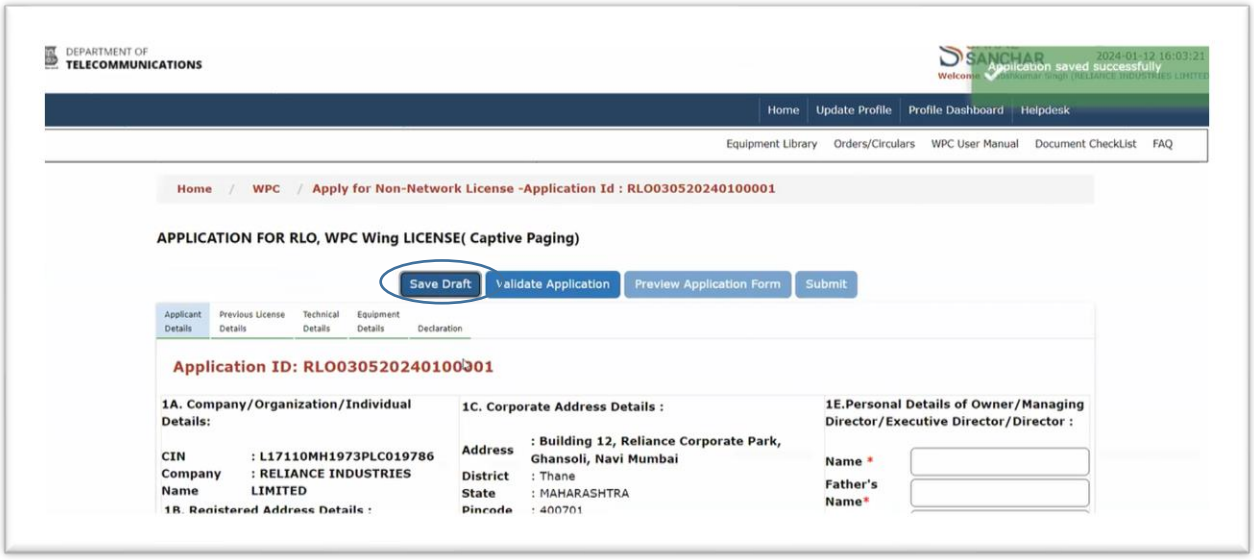

After clicking Login you will be directed to this page.



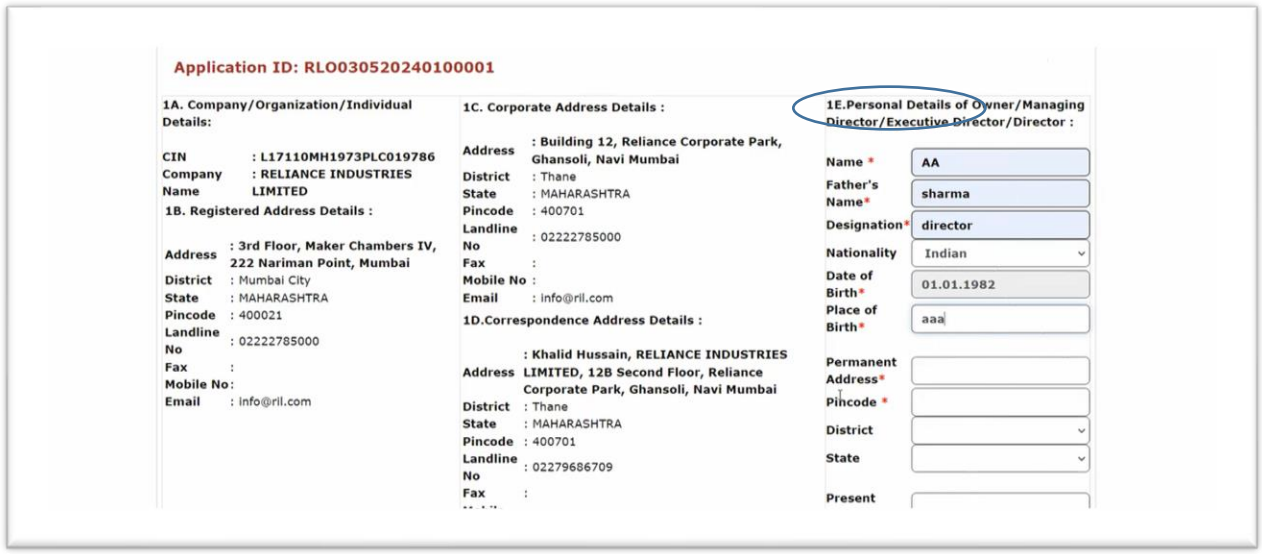
## 2.2 Captive Radio Paging License Application

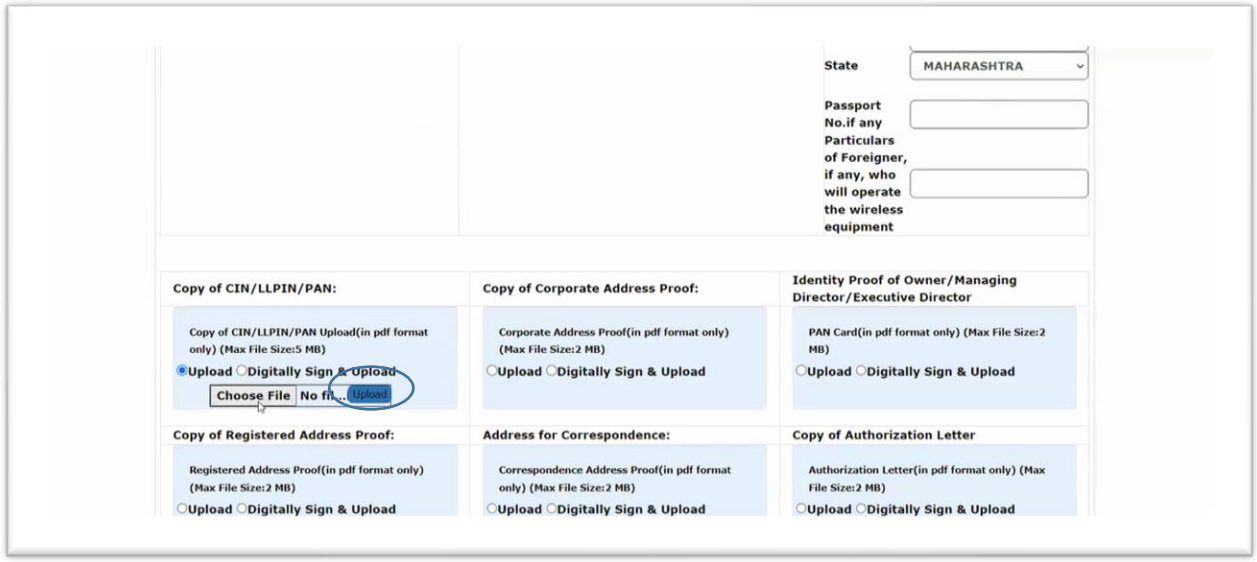
Under Non-Network Tab, Apply for Captive Radio Paging License as shown below.



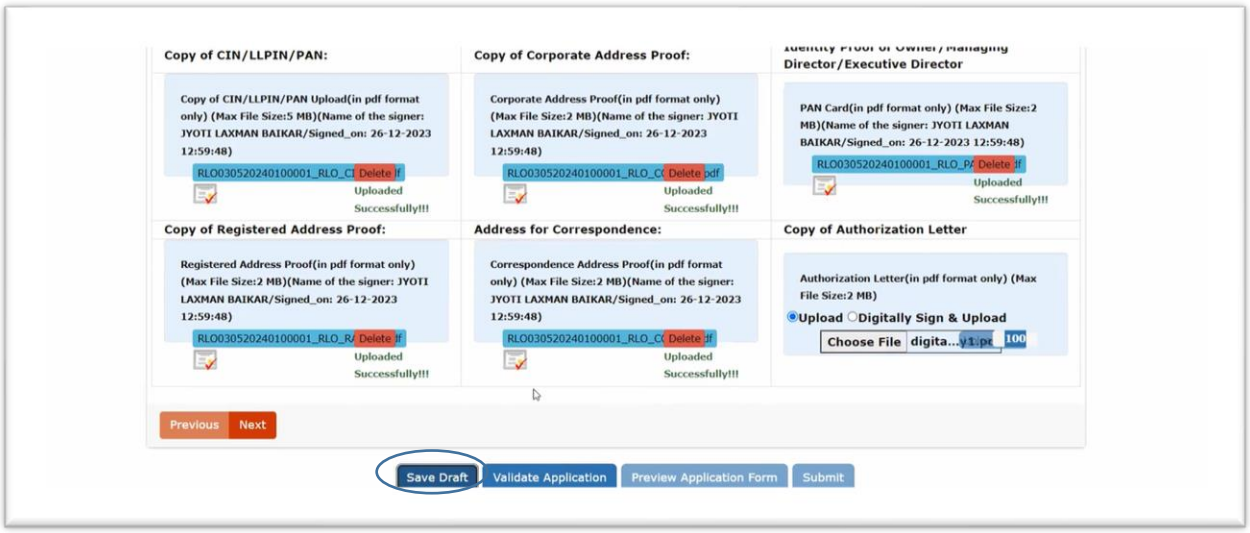




Click on Save Draft.



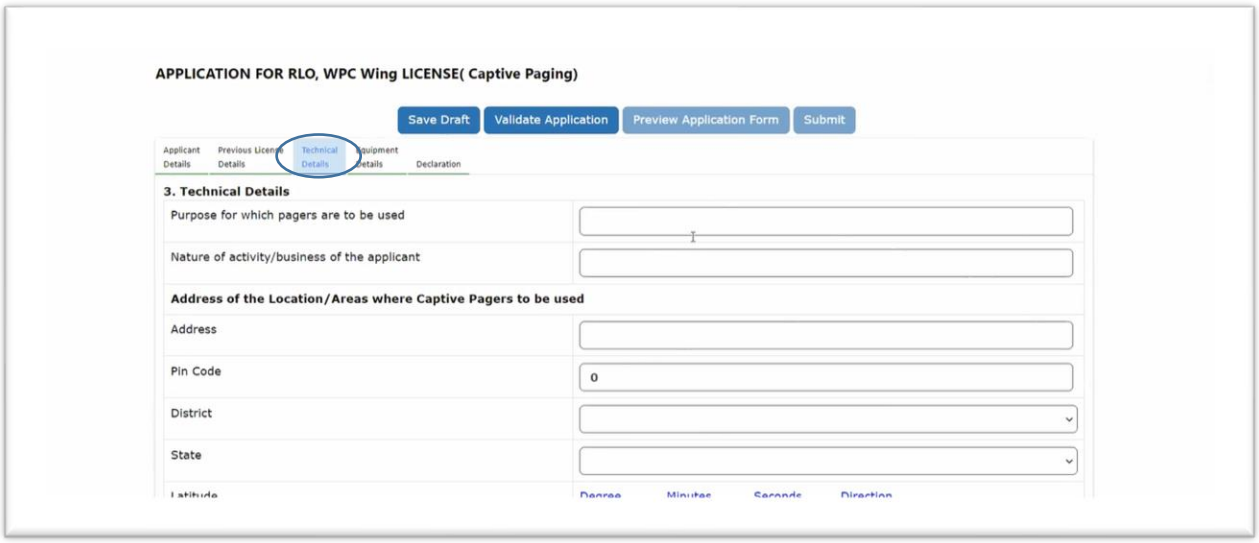

Upload documents as shown below.

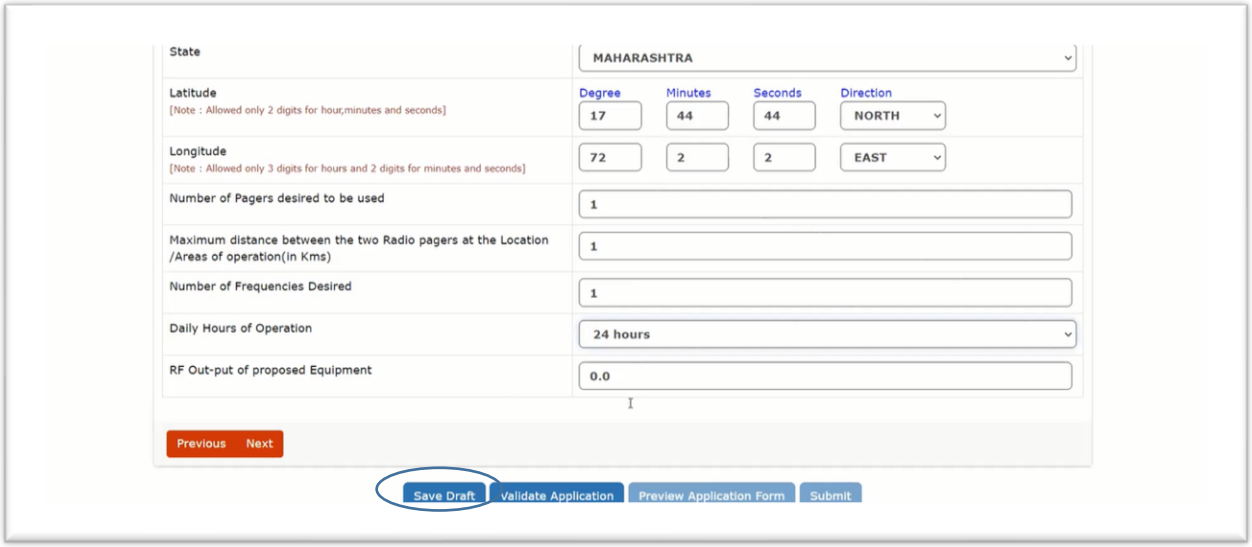



Enter the previous license details if any.

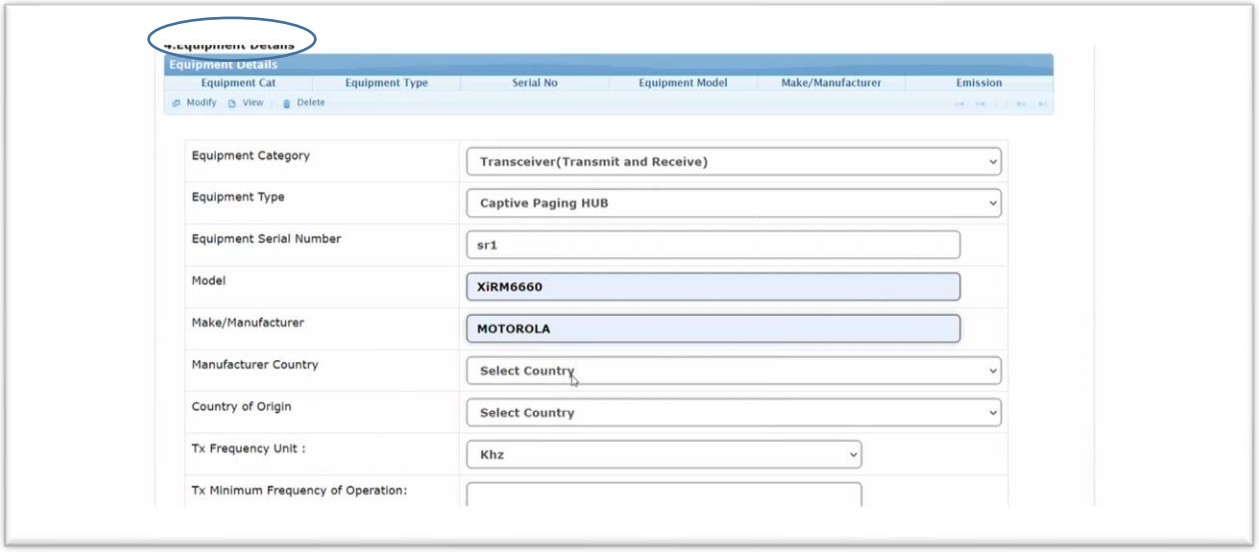



Enter technical details .

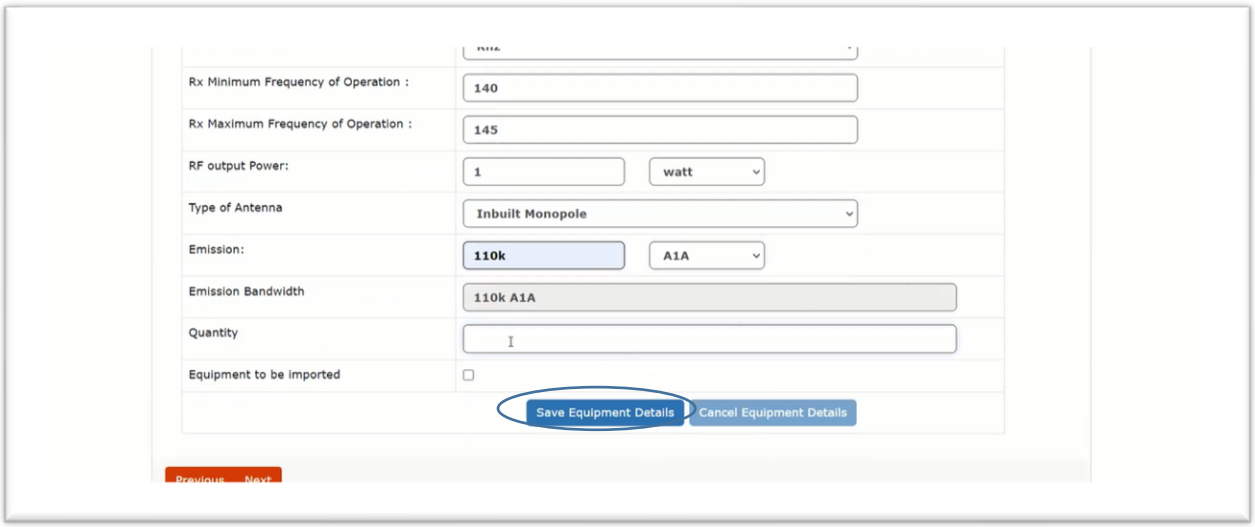



Enter equipment details .

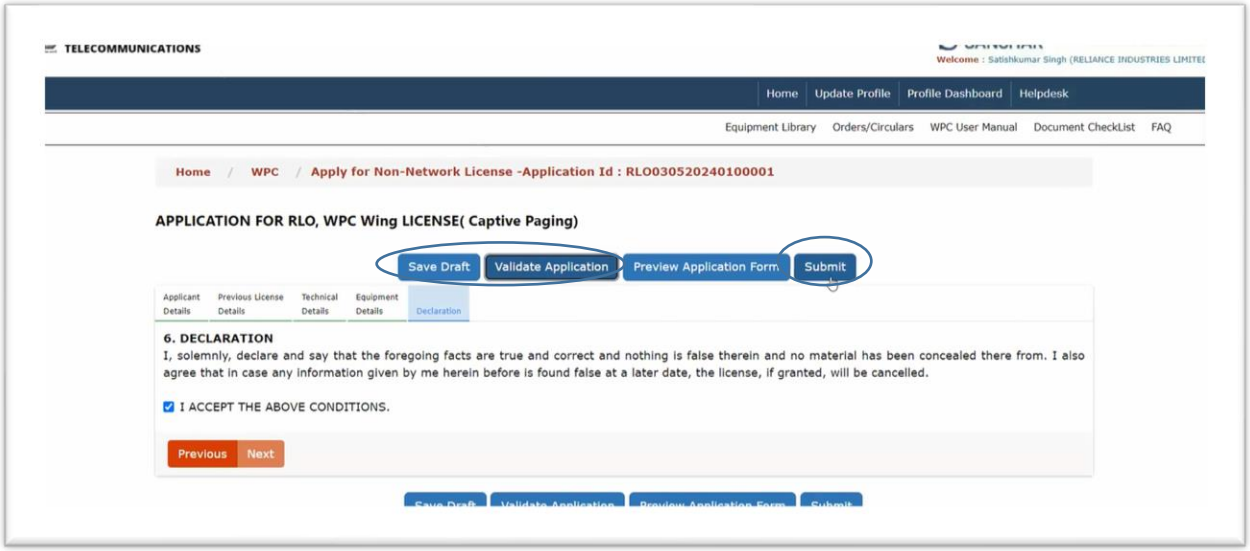



Save Equipment details.

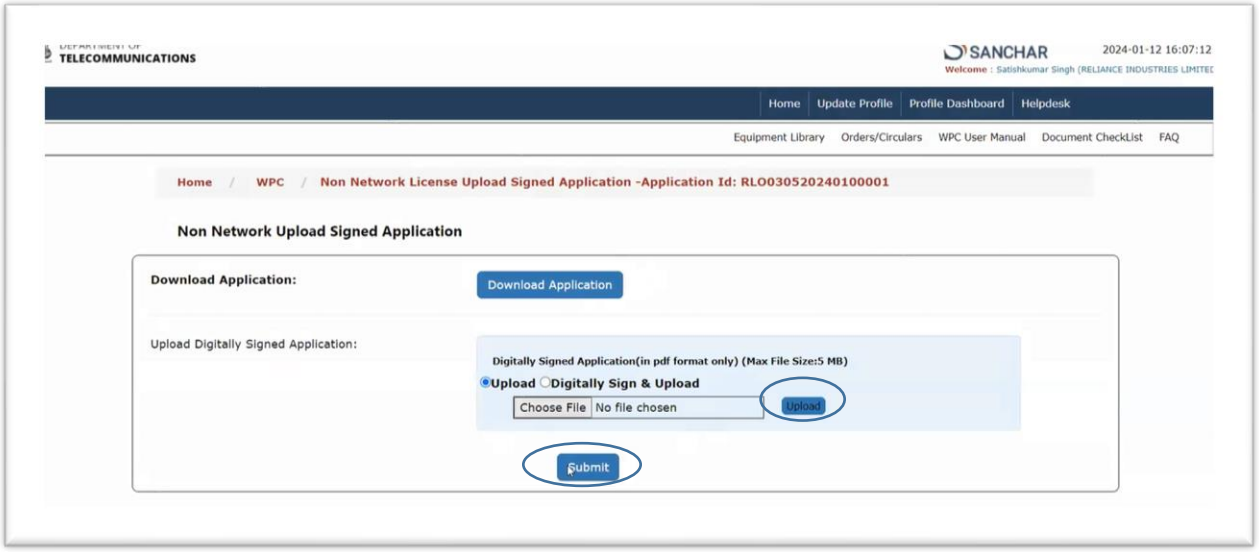




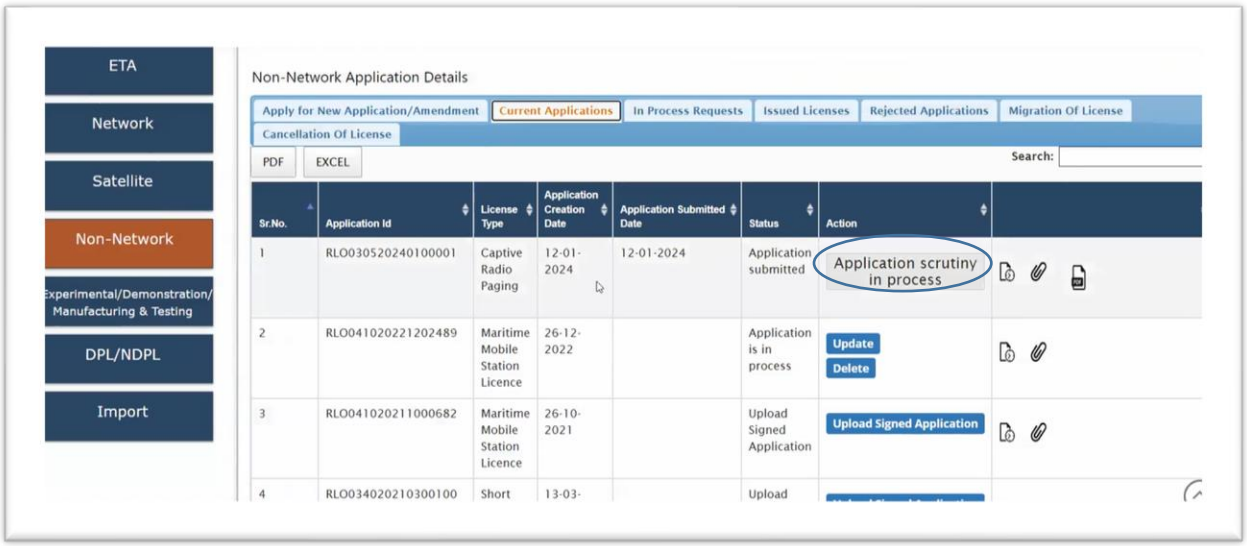

Validate and submit this application.




Upload the digitally signed application and submit.

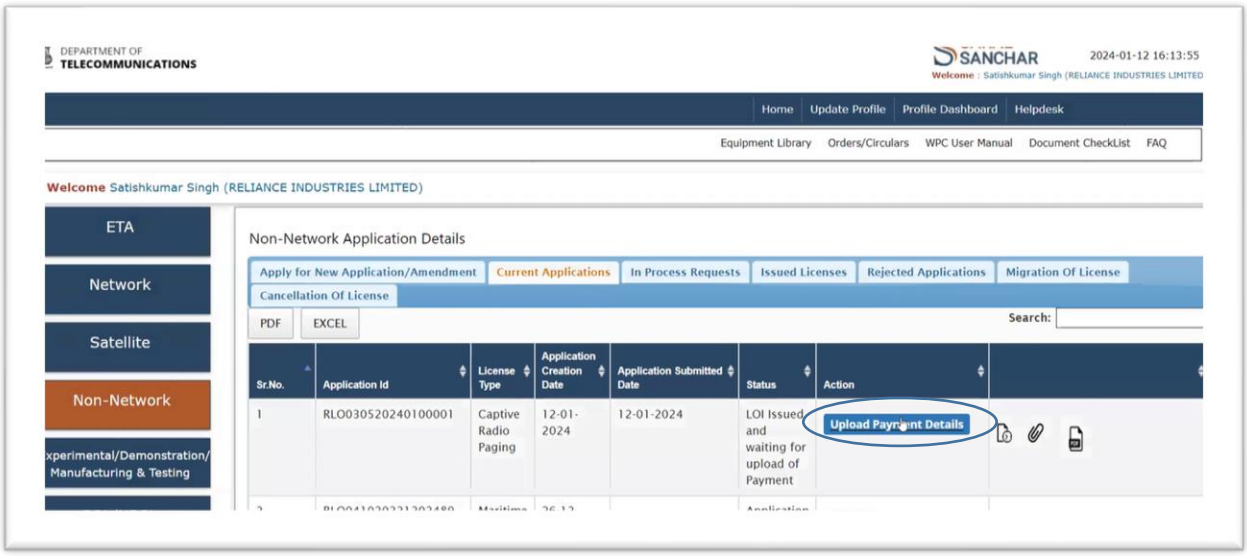


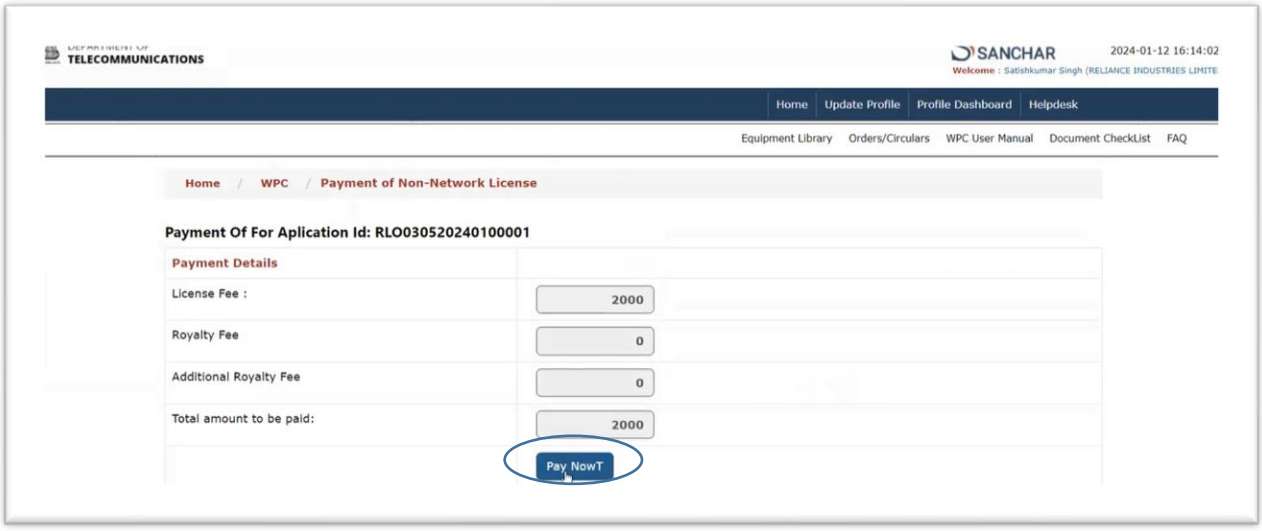

After uploading signed application, application will be pending for scrutiny at rlo side.

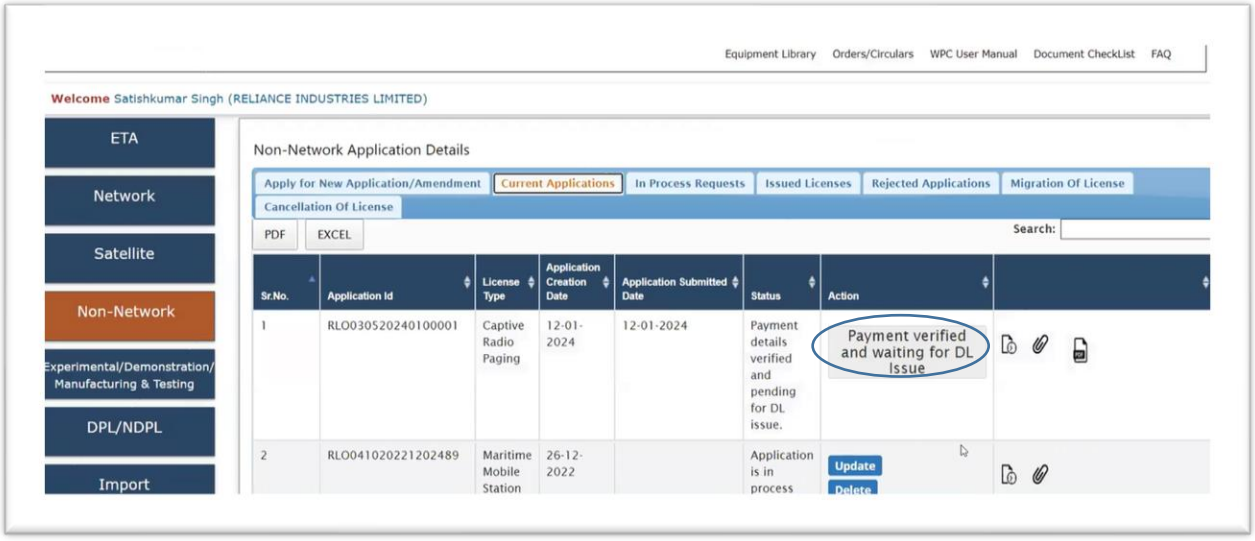



After successful scrutiny of application, rlo will issue LOI. Applicant will do payment as per shown below.

## 2.3 Payment of fee

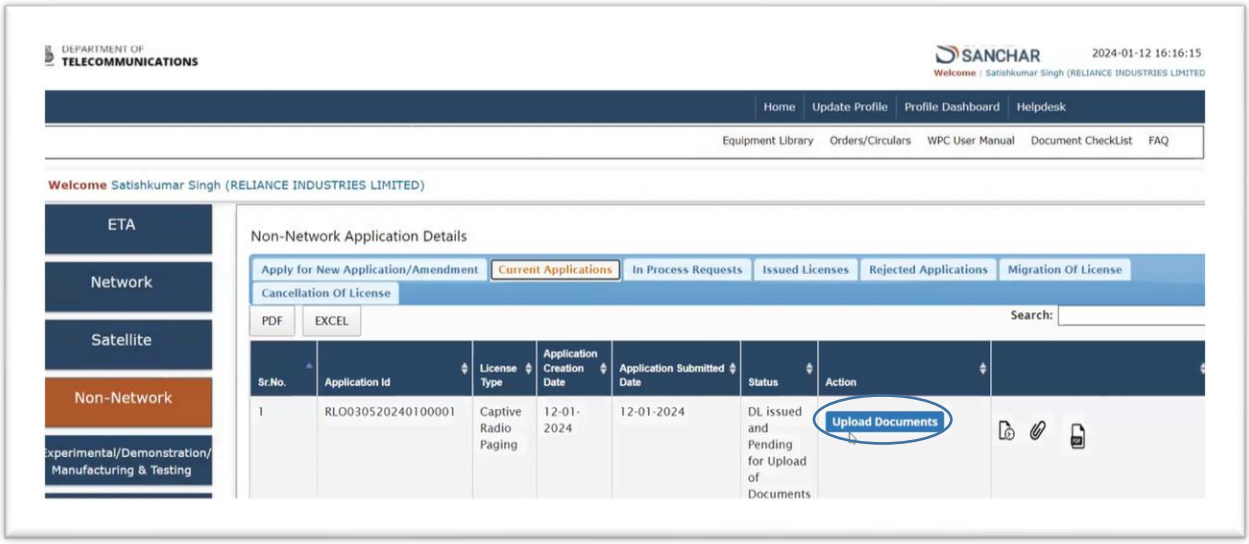


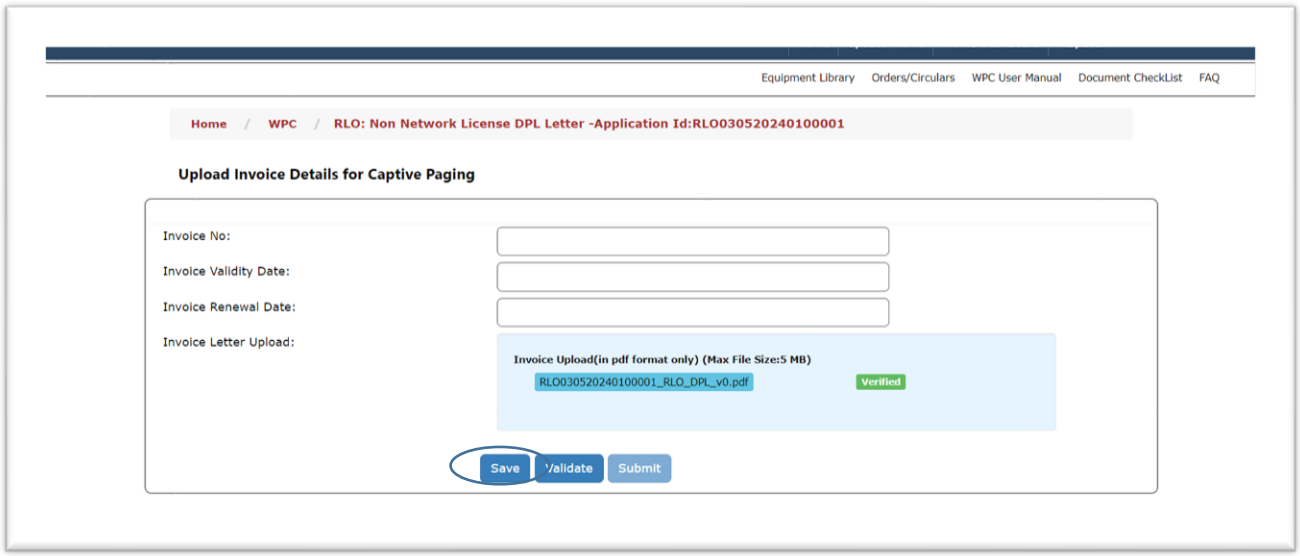





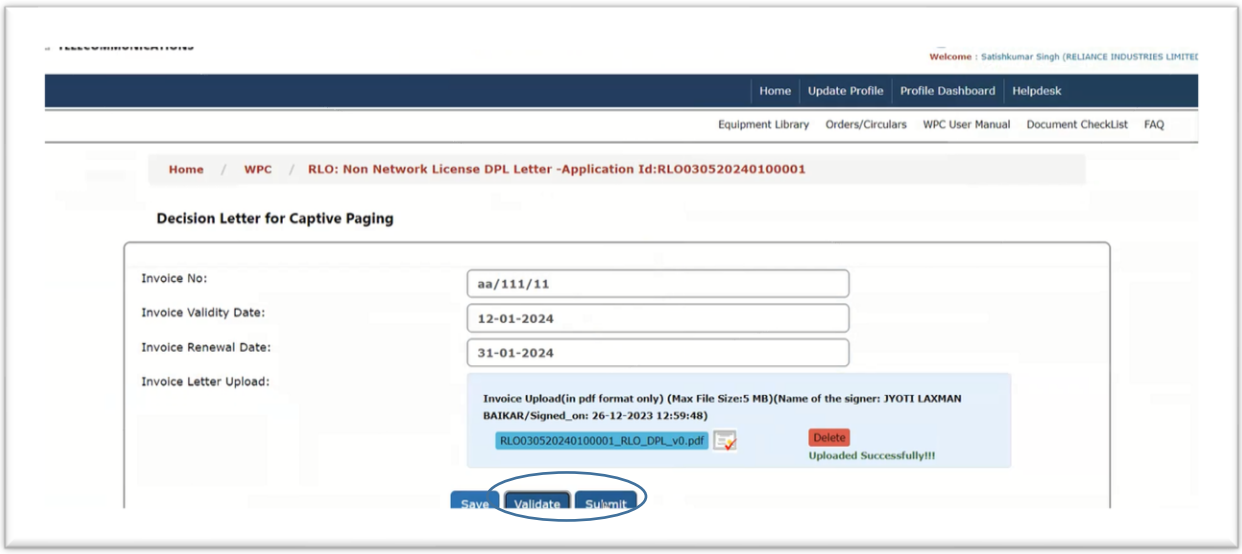

After successful payment verification, Rlo will issue. After DL issuance, applicant will upload invoice copy of equipment.

## 2.4 Upload Invoice Details

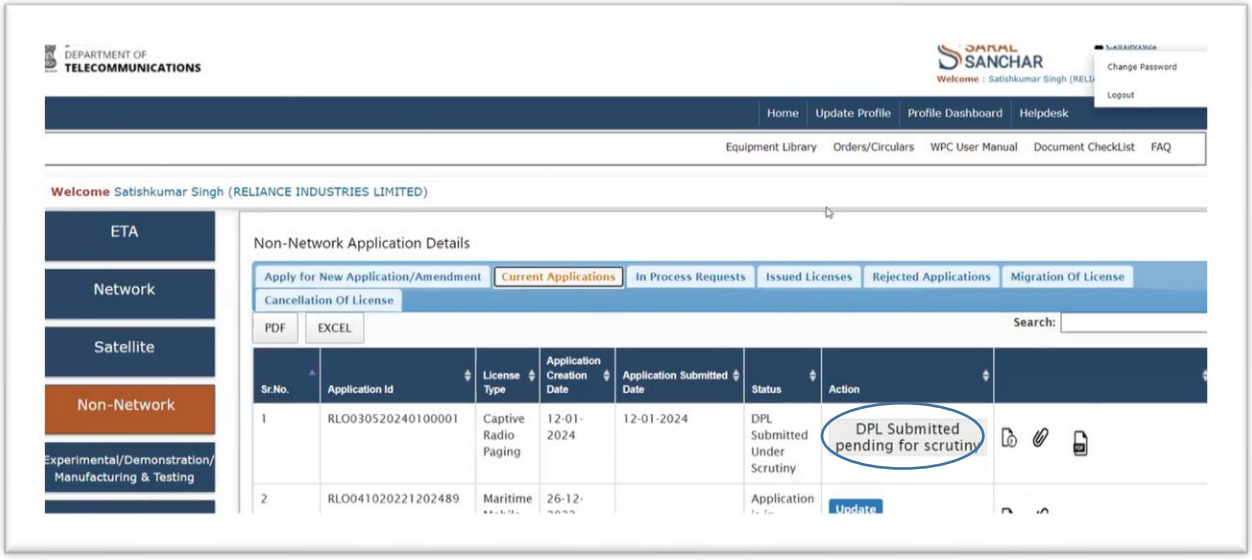





Fill details. Validate and submit it.




After invoice details submission, Rlo will scrutinize these details.




After scrutiny of invoice details, Rlo will issue License.

## 2.5 Download License.

License can be downloaded by clicking download license as shown below.

