Government of India
Ministry of Communications
Department of Telecommunications
Wireless Planning & Co-ordination Wing

6 Floor, Sanchar Bhawan,
20, Ashoka Road, New Delhi-110001

No. P-14036/03/2023- COP Dated: 11/03/2025

Office Memorandum

Subject: Launch of new Amateur/HAM migration module on Saral Sanchar portal of DoT

The new Telecommunication (Amateur Service) Rules, 2024 promotes digital implementation of Amateur Radio Operator Station (ASO) Certificate, however the digital implementation of ASO License/Certificate is already in place on Saral Sanchar portal of DoT since year 2020. Prior to year 2020 the ASO License/Certificate has been granted manually in the form of amateur radio booklet.

2. All valid ASO License/Certificate holders, whose fresh or renewal of ASO license/ certificate has been issued manually prior to functioning of the Amateur/HAM module on Saral Sanchar portal of DoT are required to migrate their ASO license/certificate and subsequent renewals, if any, on Saral Sanchar portal at https://saralsanchar.gov.in within six months i.e. before 15.09.2025.

3. No application fee is required for migration on the Amateur/HAM migration module and on successful migration, ASO Certificate holder would receive a digital QR code authenticated ASO certificate with same details as issued in Amateur booklet.

4. A holder having fresh or renewed ASO Certificate issued on the Saral Sanchar portal need not apply for migration.

This issues with the approval of the competent authority.

SACHIN KUMAR Digitally signed by SACHIN KUMAR Date: 2025.03.11 17:47:33 +05'30'

Enclosure: User manual for applicants

Assistant Wireless Adviser
to the Government of India
Email: awacop-dot@gov.in , Ph: 011 2303 6181

To:

All Concerned

Copy to: Sr. DWA (IT & SACFA)- for uploading at DOT website.

User Manual

(For Applicant)

ASOC Migration to Saralsanchar Portal

Department of Telecommunications

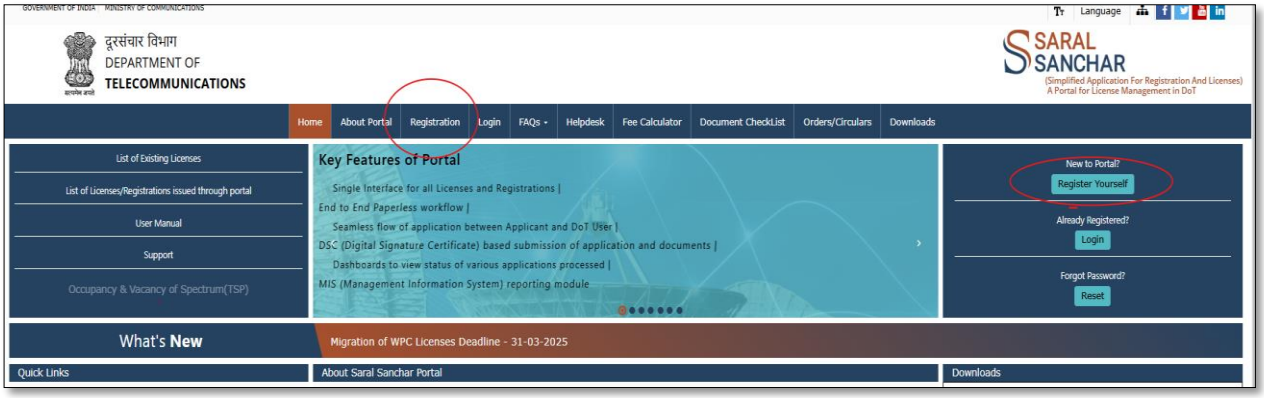
Government of India

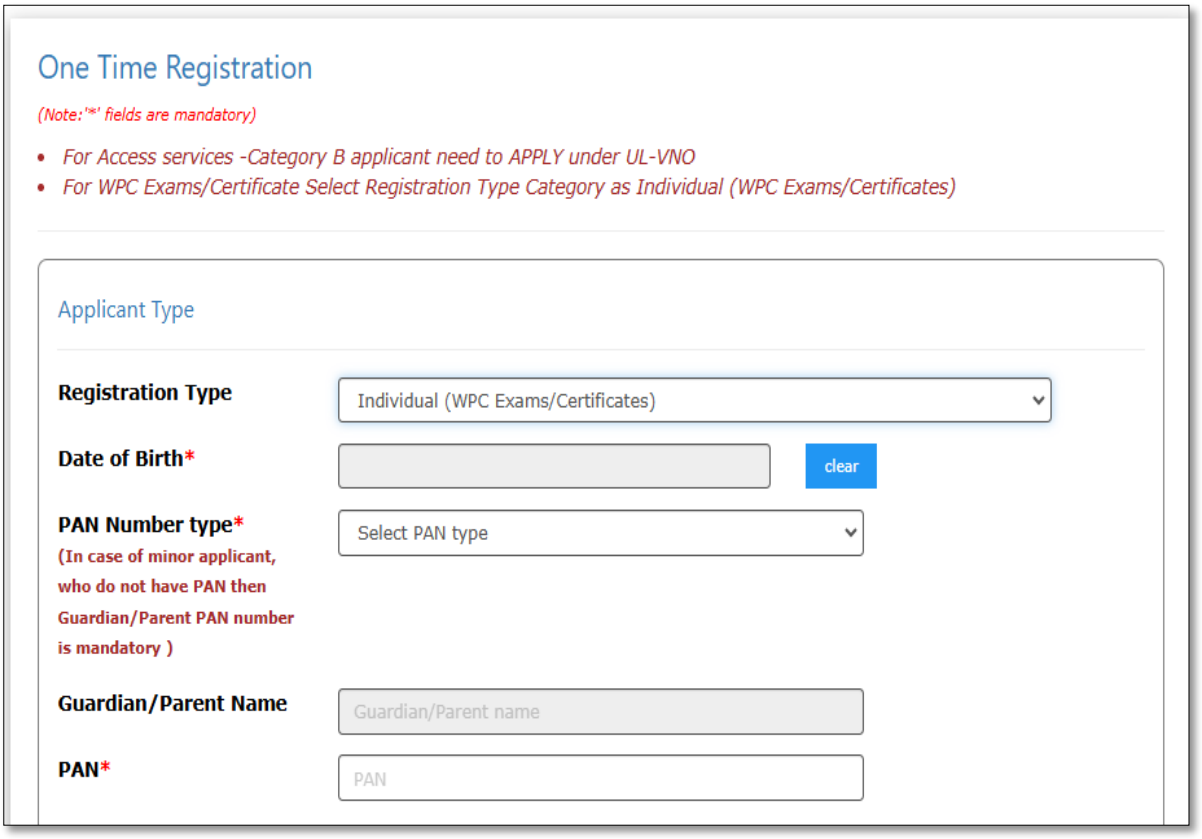
15-03-2025

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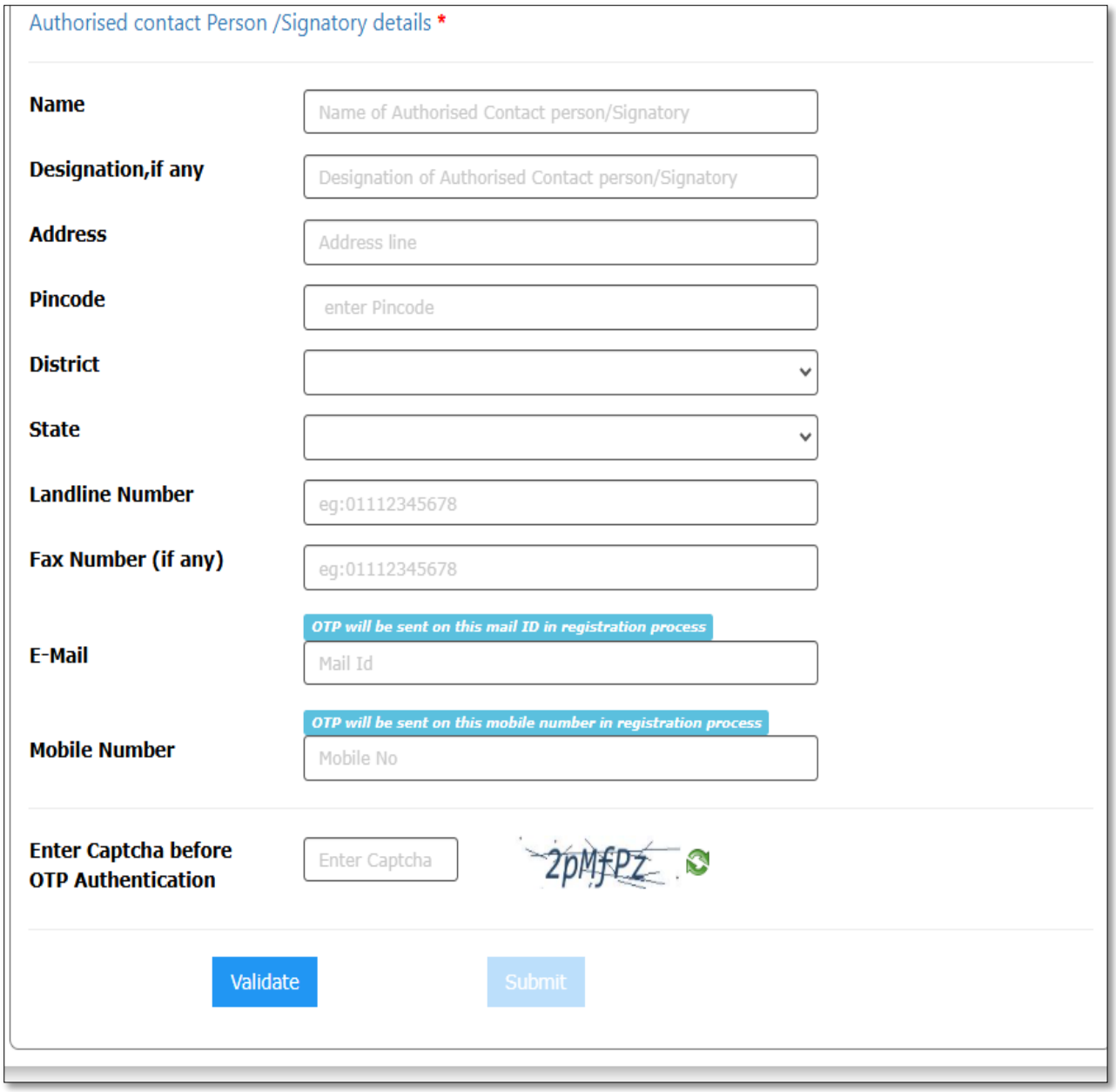
1. Registration

(In case you are new to the portal, and have not registered earlier) . Click on the Registration link, available on the Top Navigation bar, or in the Top right sidebar panel. You will be redirected to the below form.

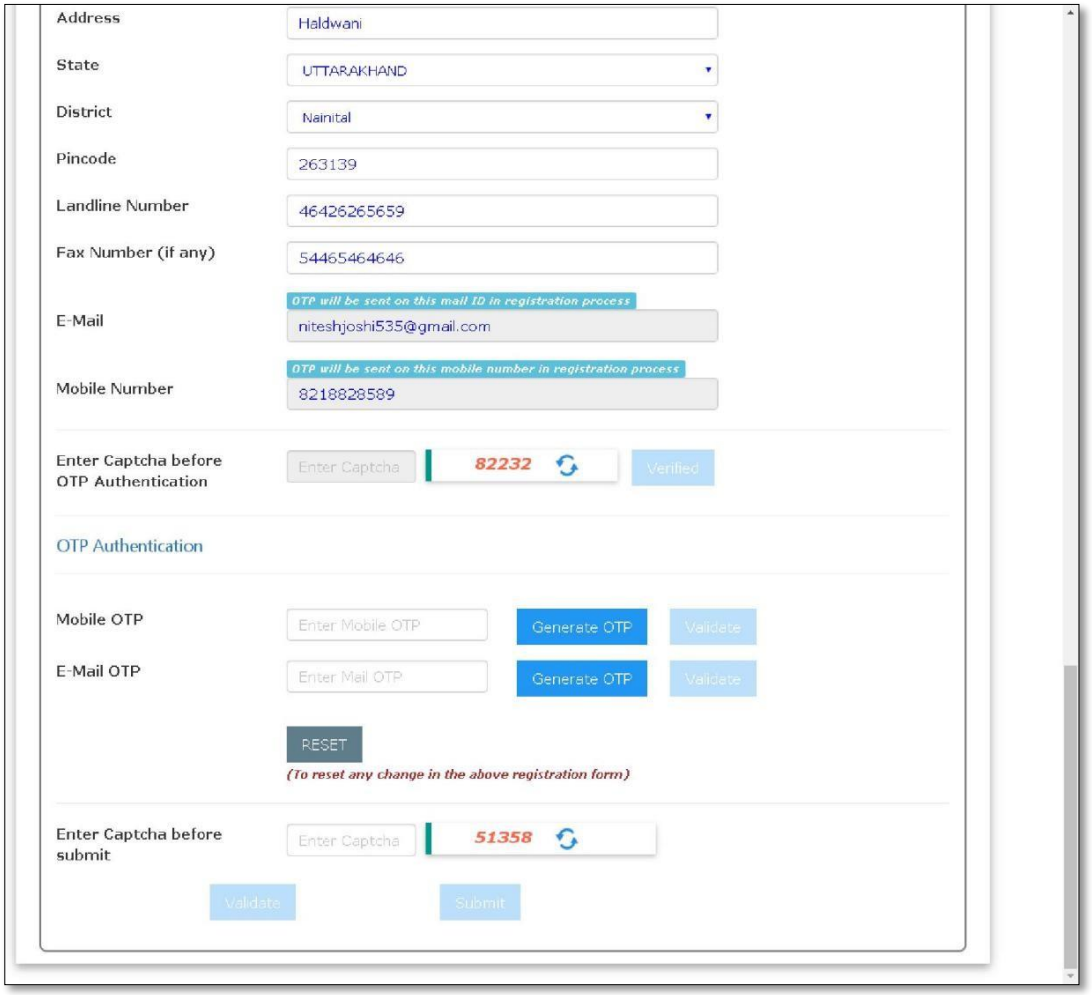




Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number.** After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

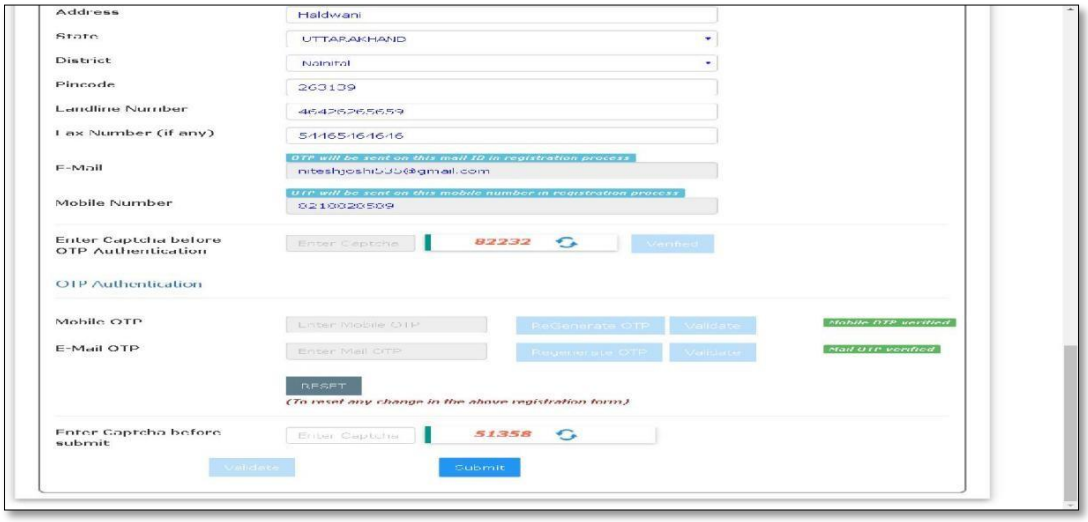


After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number.** Please click on each button to get the respective OTP's.



You will receive **OTP's,** both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

After verifying the OTP's you will see the below screen. If you want to reset the data then there is a RESET button. If you don't want to reset data then enter the **CAPTCHA CODE** & click on submit to get yourself registered.



After successful registration you will see the below screen.

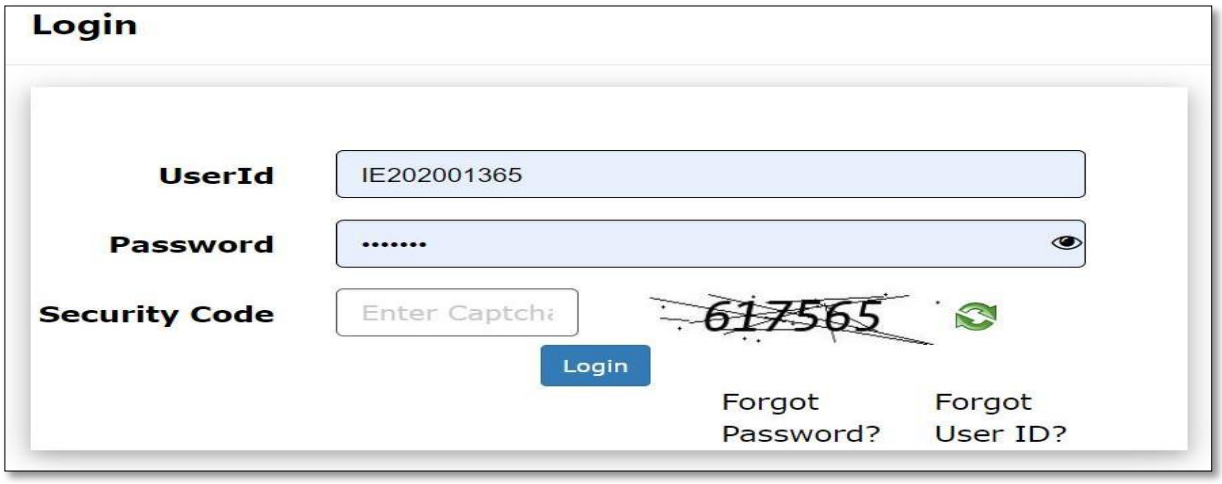
The user credentials will be sent to the **E-Mail address** of the applicant.



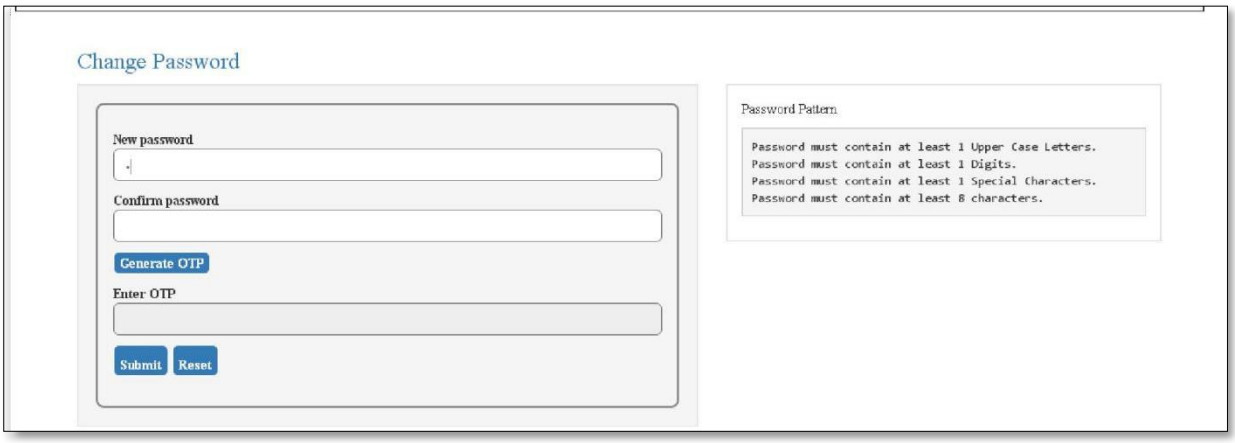
2. First Login

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**.

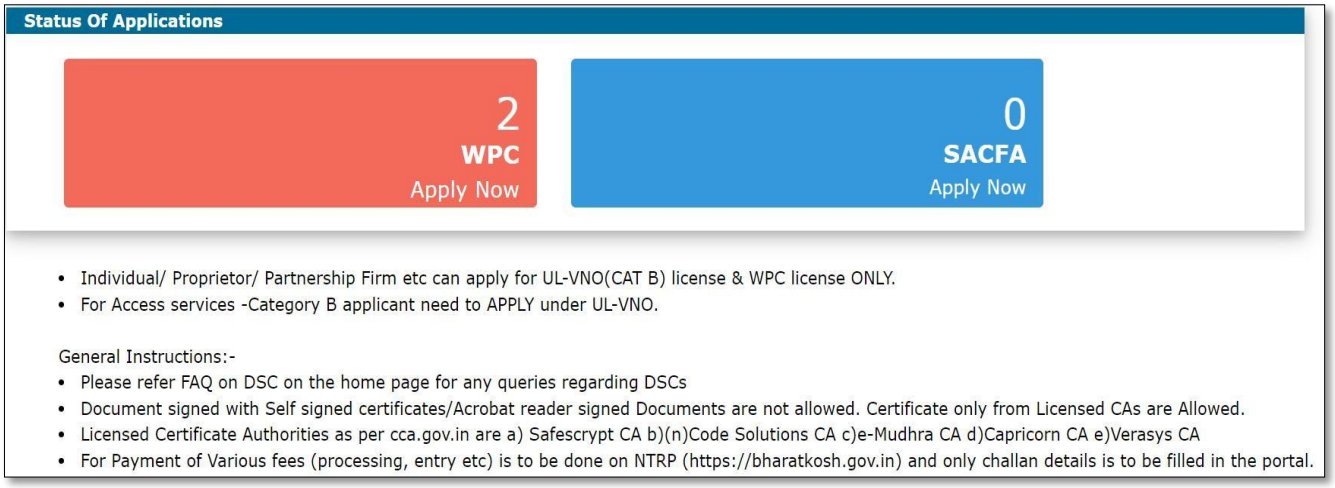
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN**



After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password** as this the first login.



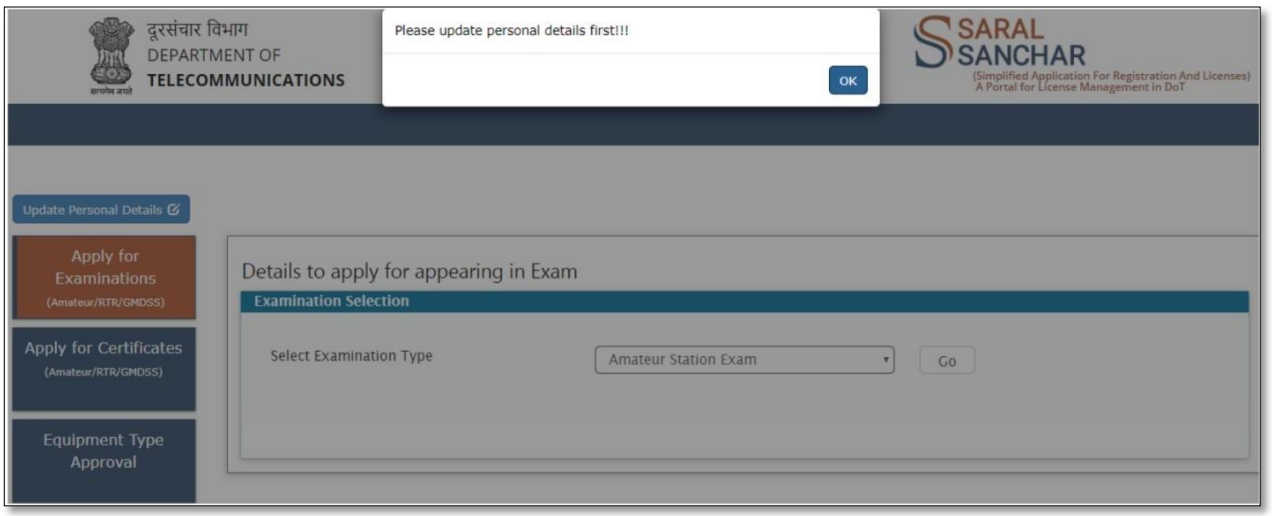
Enter the **New Password** & **confirm** the New Password (***The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow***) &then click on **Generate OTP** button. An OTP will be sent to your mobile phone. Please enter the OTP and click on submit button. There is also a reset button to reset the above data. After submit you will be directed to this page. Click on the **APPLY NOW** button (Shown ***by red arrow***) on the WPC tab



Section -3- ASO Exam Application

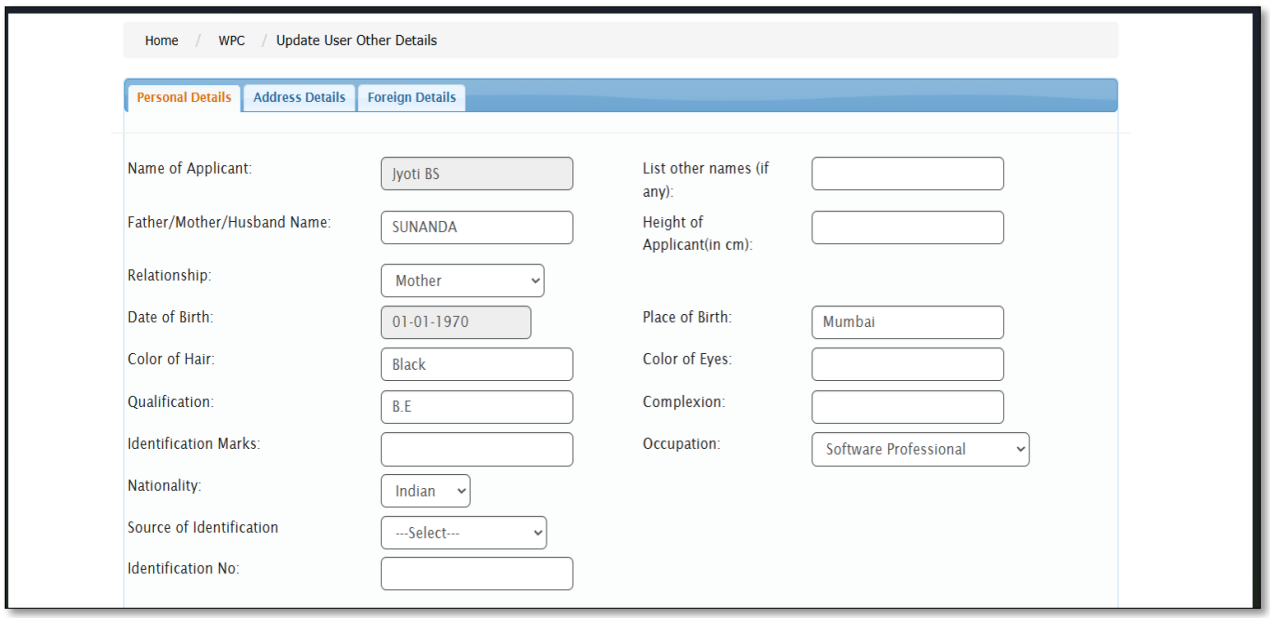
Click on WPC Apply now link.

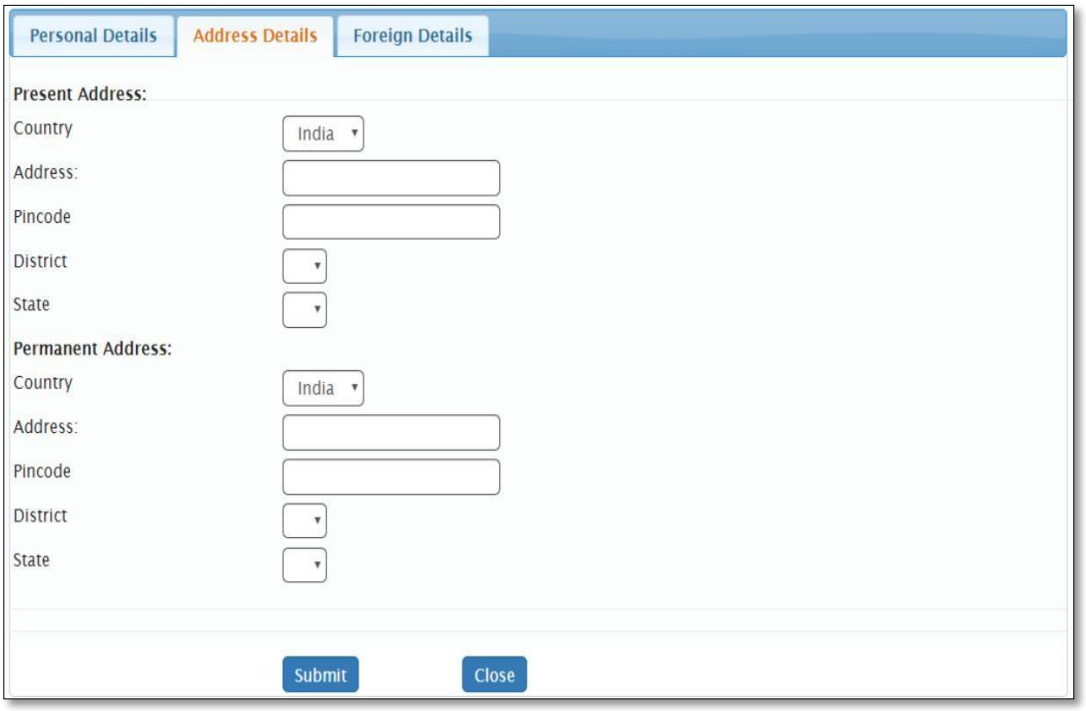


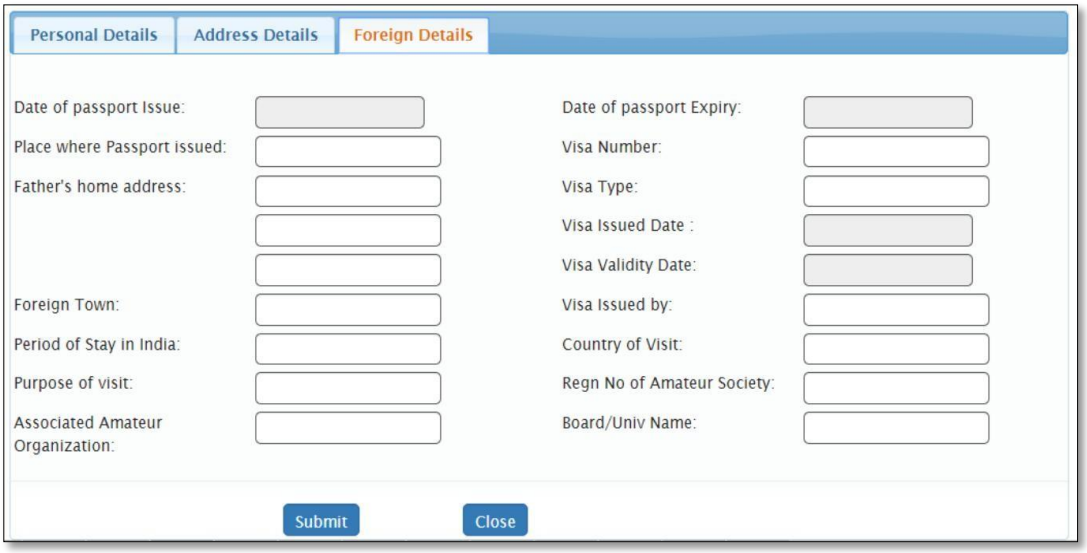


3. User profile

- Once the details are submitted then applicant can apply for exam.

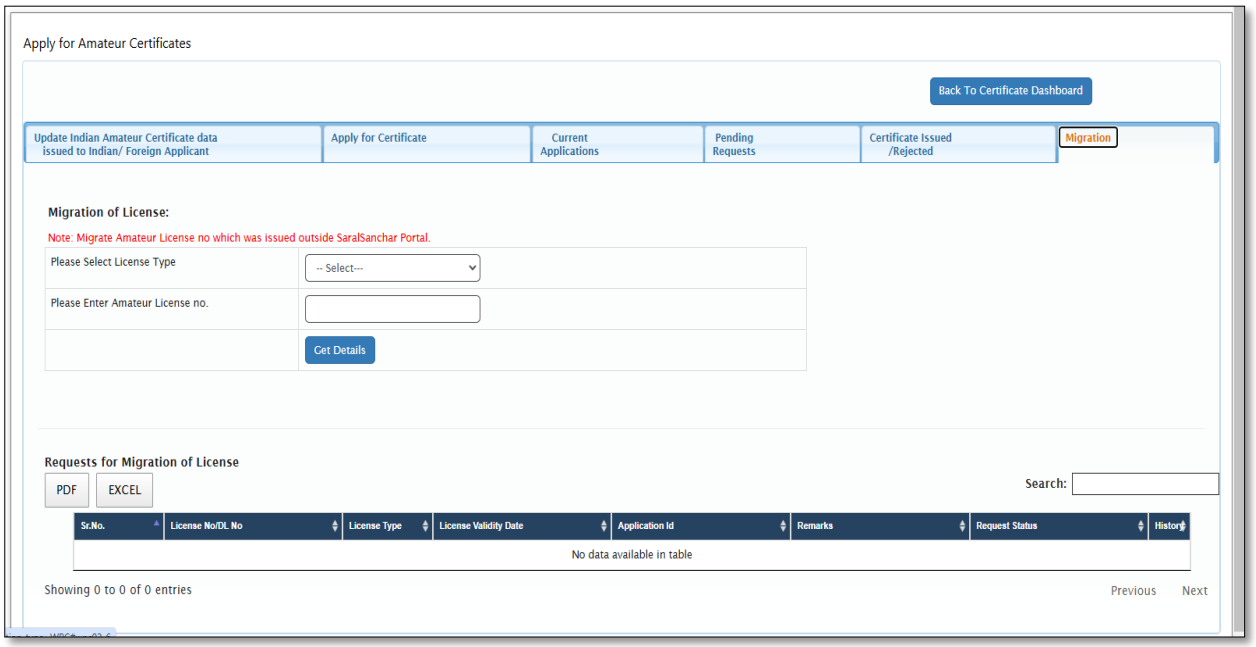


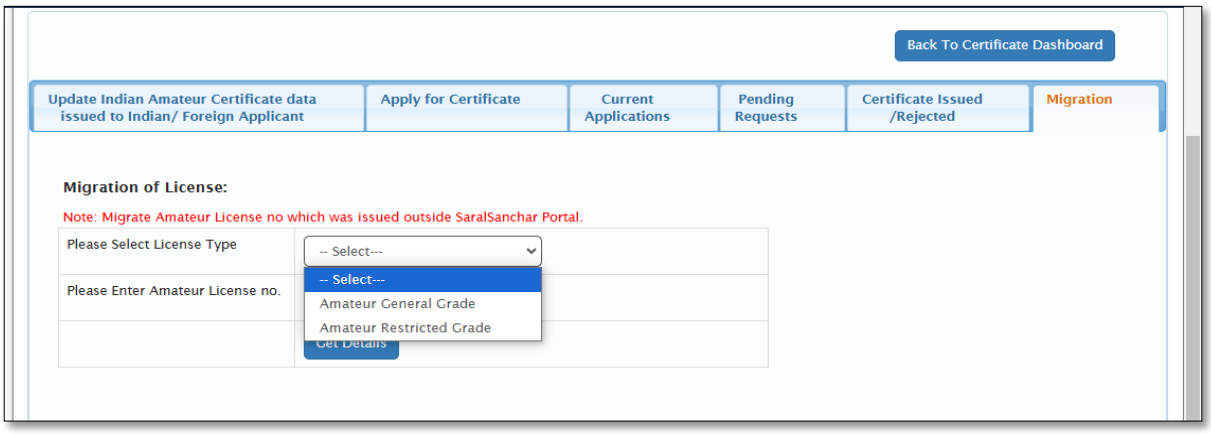

Personal Details
Address Details
Foreign Details
Present Address:
Country
India
Address:
Pincode
District
State
Permanent Address:
Country
India
Address:
Pincode
District
State
Submit
Close

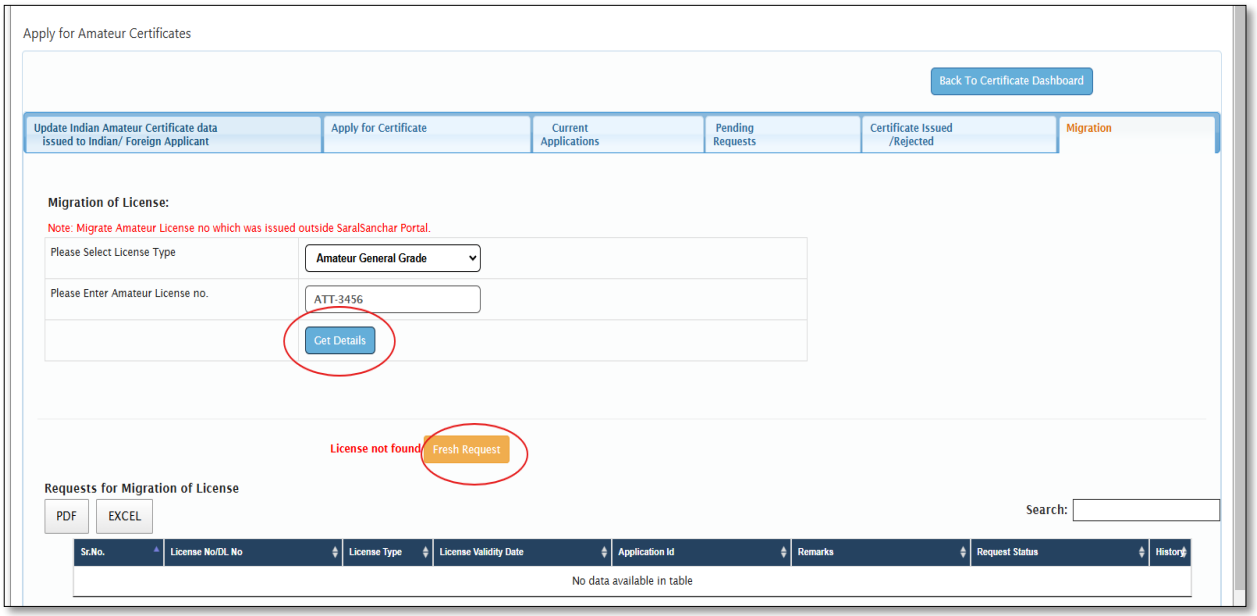

Personal Details
Address Details
Foreign Details
Date of passport Issue:
Place where Passport issued:
Father's home address:
Foreign Town:
Period of Stay in India:
Purpose of visit:
Associated Amateur Organization:
Date of passport Expiry:
Visa Number:
Visa Type:
Visa Issued Date :
Visa Validity Date:
Visa Issued by:
Country of Visit:
Regn No of Amateur Society:
Board/Univ Name:
Submit
Close

4. Apply for ASOC Migration

Below is a sample demo for Amateur Migration license application. Apply for Certificates→Migration.

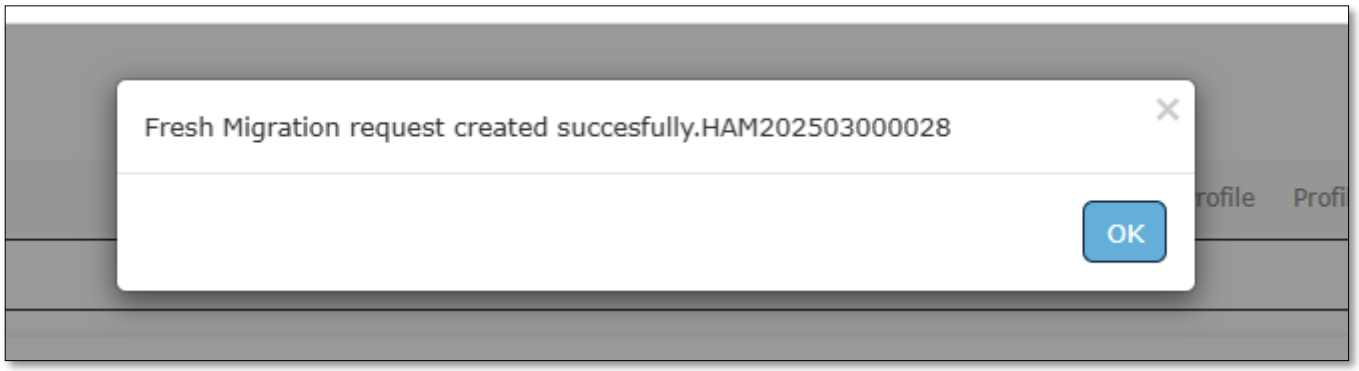






License number provided in the search box will be checked from the portal, If the license number is available in the portal will not be allowed to proceed. If the License number is not available in portal , Fresh request button will get enabled.

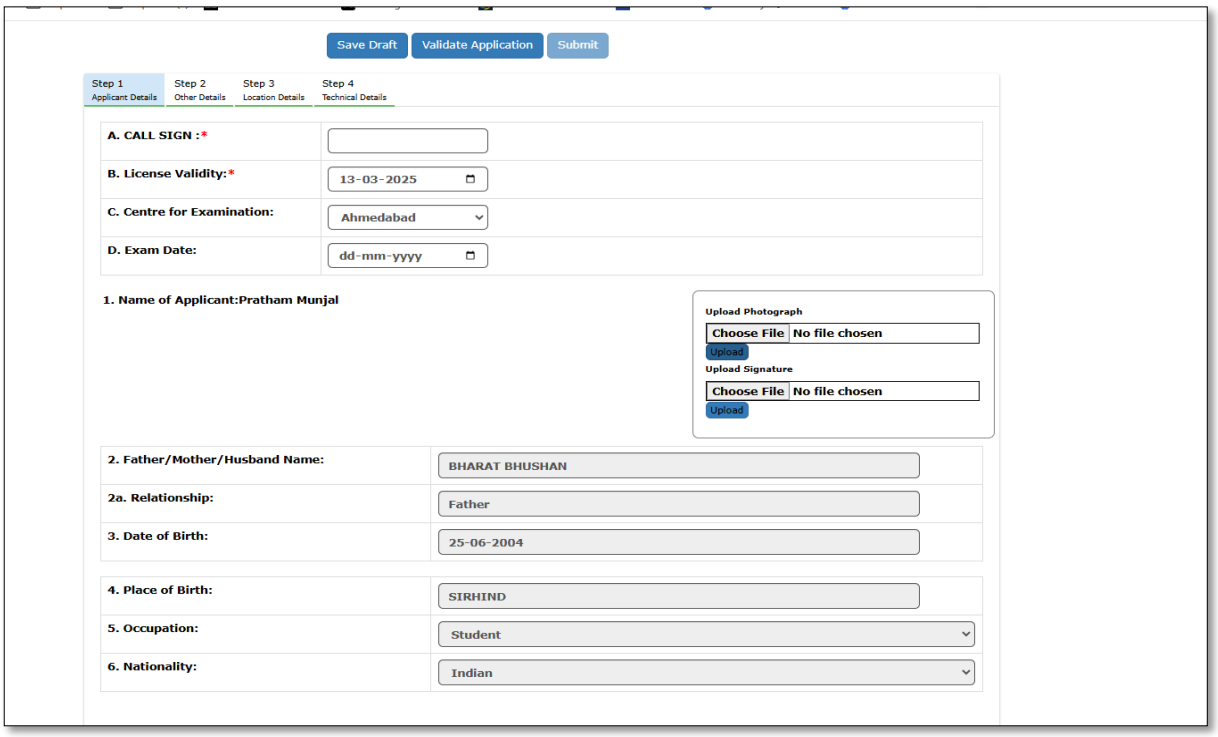
Request is generated as



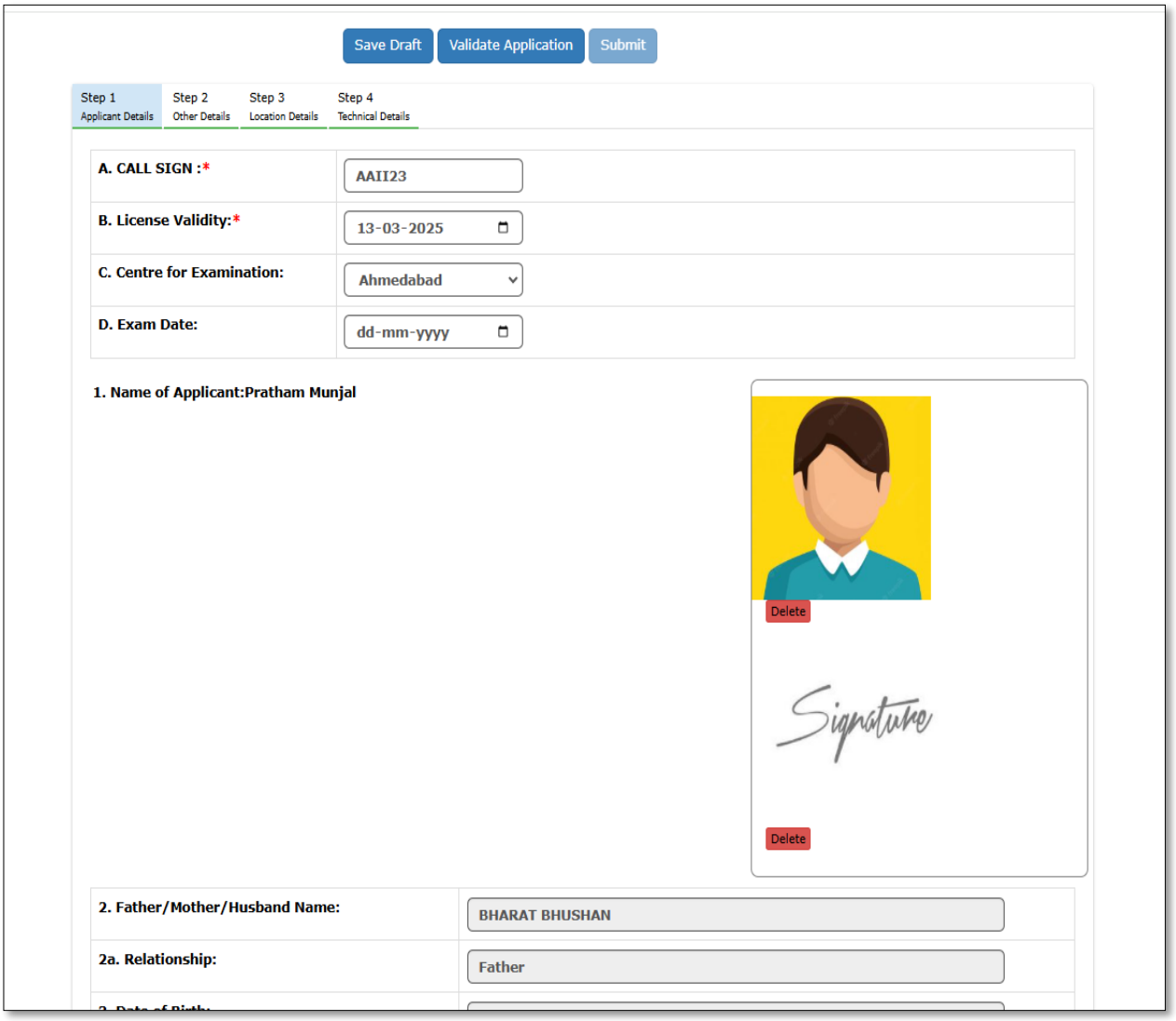
Click OK, below form will be displayed.

Step 1: Applicant Details

- In this step the information about applicant will appear as filled in Update personal details form above.

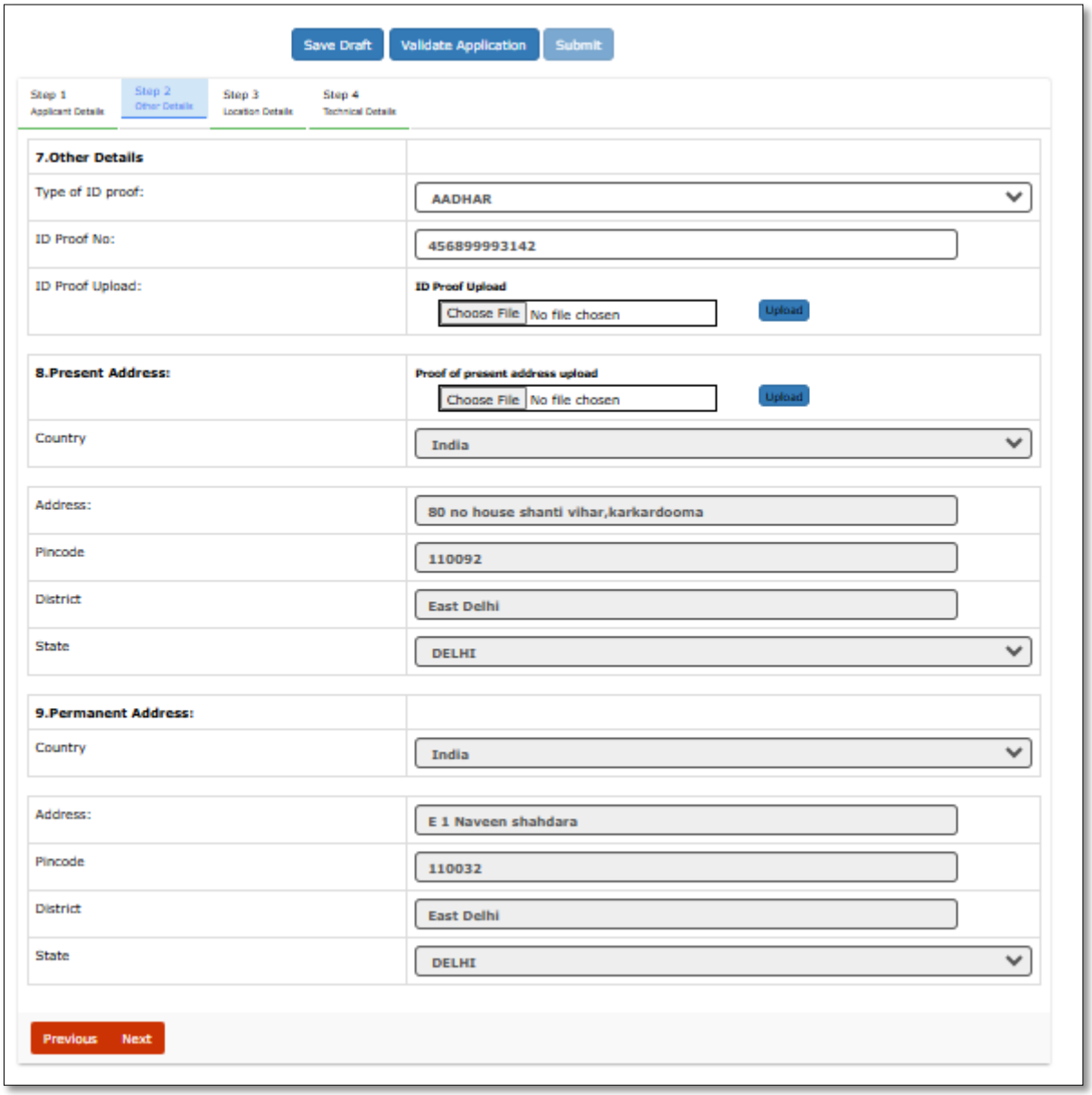


Serial 2,3,4,5,6 are populated from Profile section and are non-editable, to change profile has to be updated


Save Draft
Validate Application
Submit
Step 1
Applicant Details
Step 2
Other Details
Step 3
Location Details
Step 4
Technical Details
A. CALL SIGN :*
AAII23
B. License Validity:*
13-03-2025
C. Centre for Examination:
Ahmedabad
D. Exam Date:
dd-mm-yyyy
1. Name of Applicant:Pratham Munjal
Delete
Signature
Delete
2. Father/Mother/Husband Name:
BHARAT BHUSHAN
2a. Relationship:
Father

Step 2: Other Details (Mandatory)

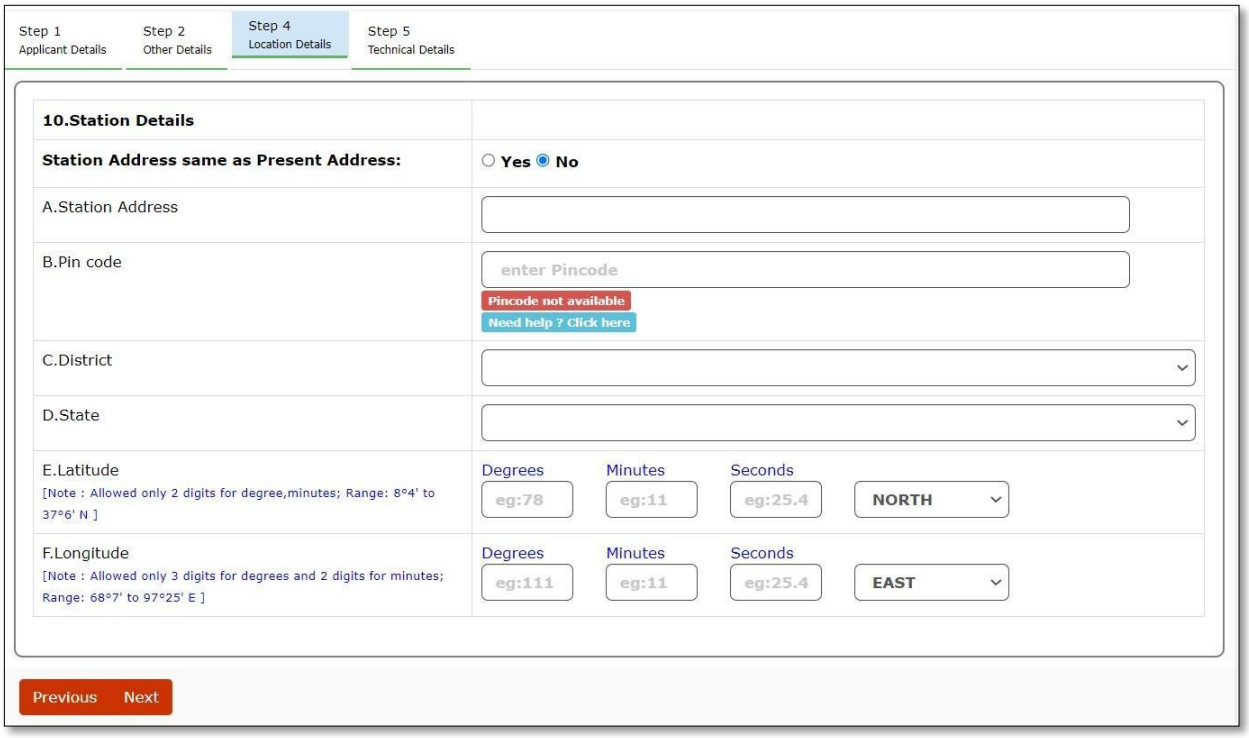
- Next step displays other details such as id proof and address details.



Serial 8,9 are populated from Profile and are non-editable, to change profile has to be updated

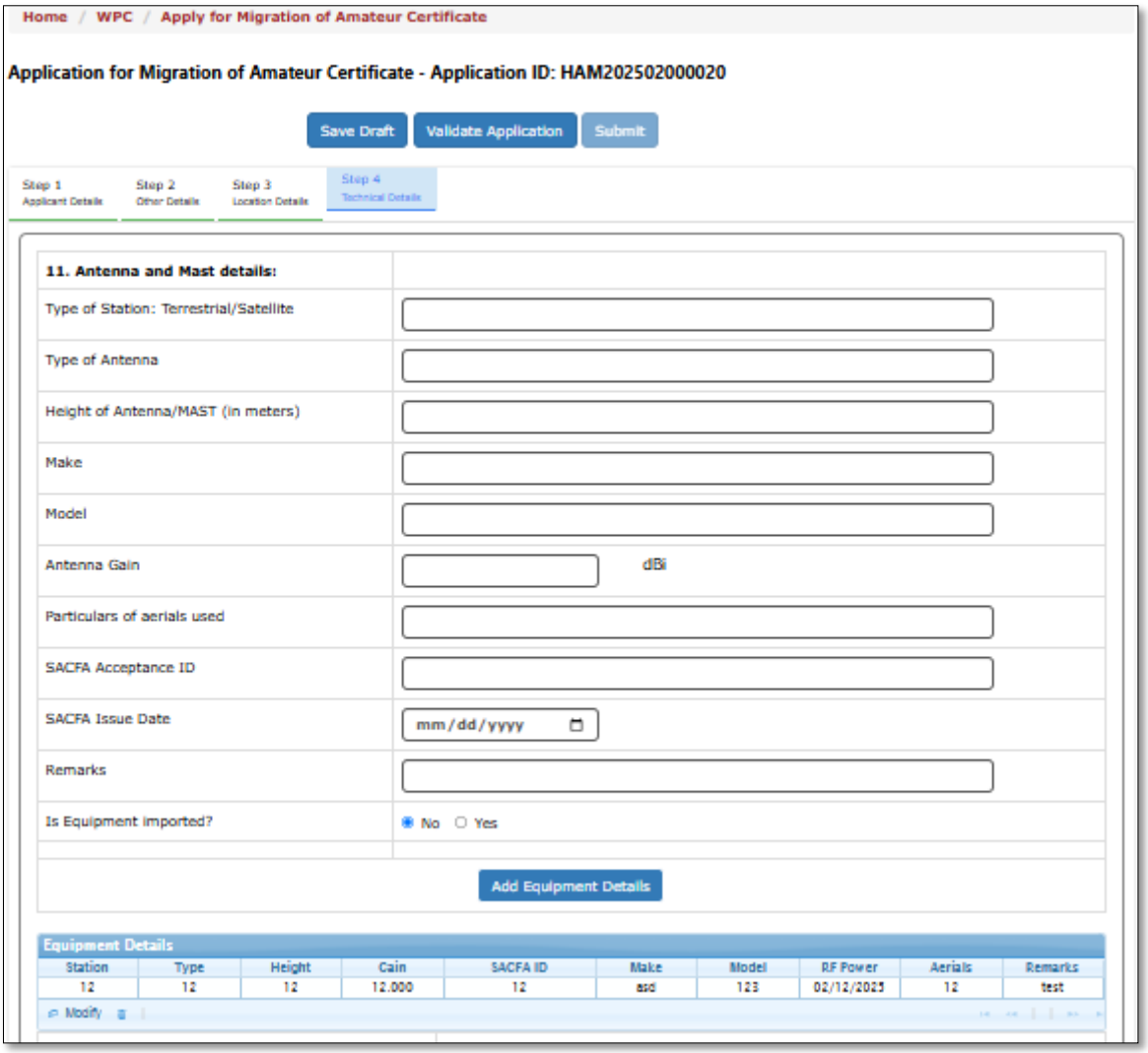
Step 3: Location Details

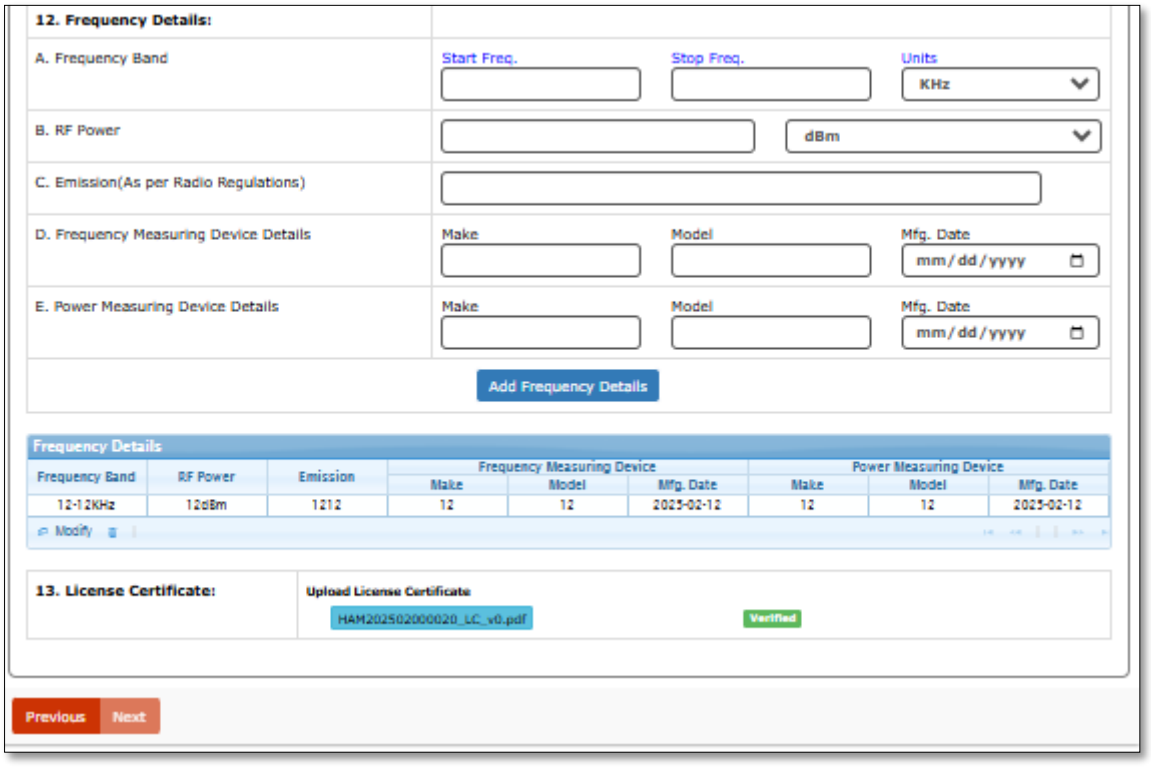
- Enter Station details. (Mandatory)



Step 4: Technical Details (Optional)

Enter the equipment details, frequency details, validity of the license and upload copy old license already issued.

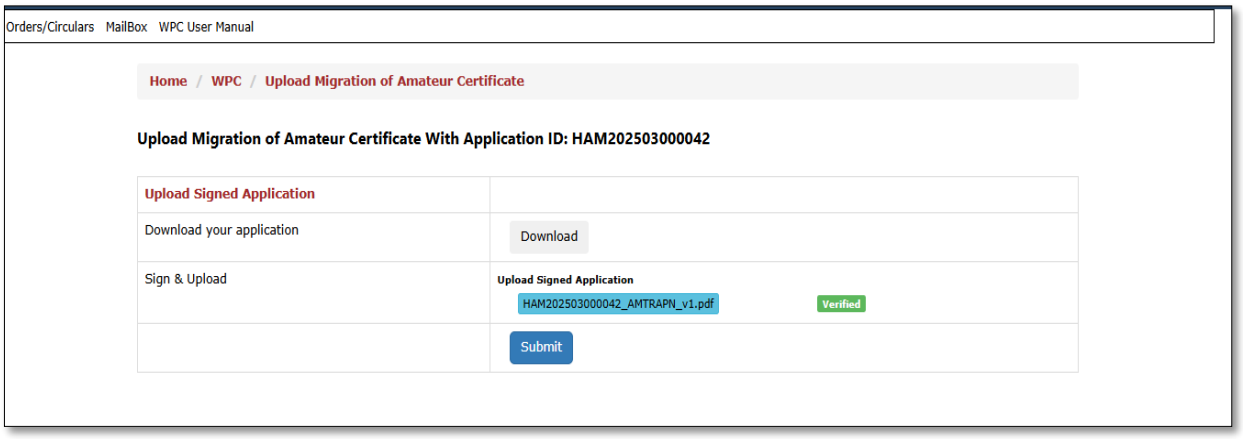



12. Frequency Details:
A. Frequency Band
Start Freq.
Stop Freq.
Units
KHz
B. RF Power
dBm
C. Emission(As per Radio Regulations)
D. Frequency Measuring Device Details
Make
Model
Mfg. Date
mm/dd/yyyy
E. Power Measuring Device Details
Make
Model
Mfg. Date
mm/dd/yyyy
Add Frequency Details
Frequency Details
Frequency Band
RF Power
Emission
Frequency Measuring Device
Make
Model
Mfg. Date
Power Measuring Device
Make
Model
Mfg. Date
12-12KHz
12dBm
1212
12
12
2025-02-12
12
12
2025-02-12
Modify
13. License Certificate:
Upload License Certificate
HAM20250200020_LC_v0.pdf
Verified
Previous
Next

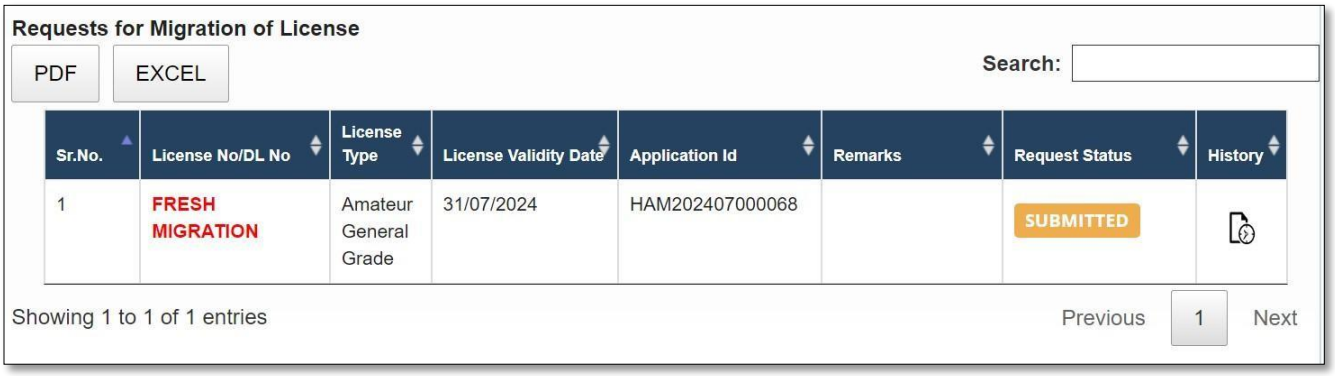
Click Save, Validate and Submit the Form.

Redirected to Upload Signed Application Screen.

Step 5: Upload Signed Application



Click Download for downloading PDF application created from the data entered. This PDF needs to signed Physically by taking printout and scanning back to PDF. Upload this signed application.



- Once the application is scrutinized successfully then applicant can download the license certificate.
- If scrutiny is not successful then applicant has to modify and resubmit it.

