User Manual
(Ver 1.2)

For

Applicant

Saralsanchar –WPC Satellite Licenses

Department of Telecommunications

Government of India

30th June, 2020

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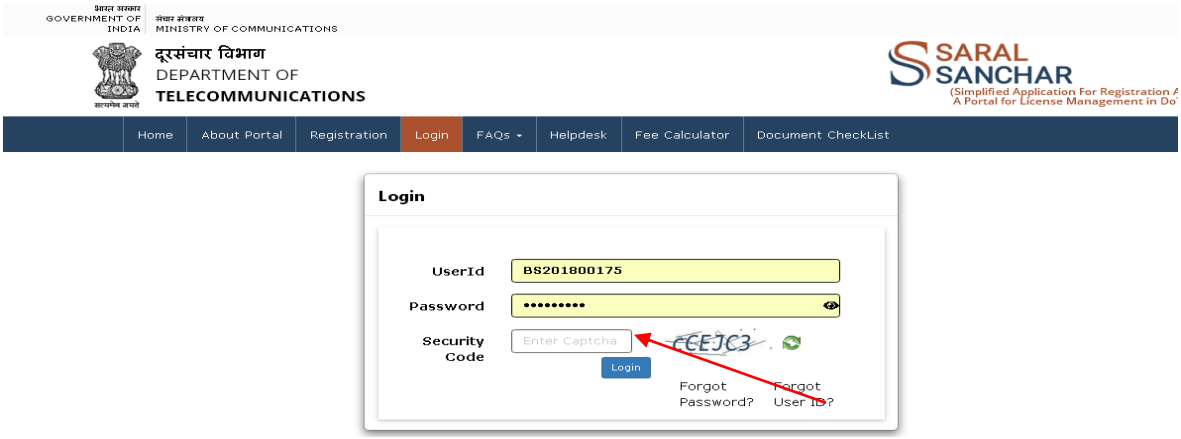
USER LOGIN

The URL for the portal is https://saralsanchar.gov.in/

Click on Login button in the home page

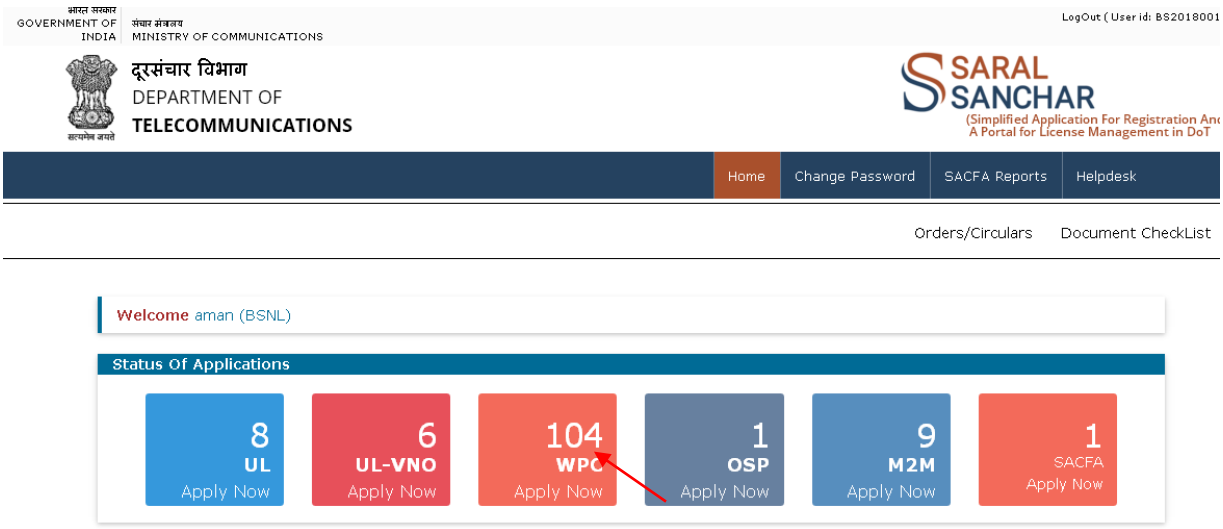


Enter the credentials and CAPTCHA CODE in the login forms as shown below and Click on LOGIN BUTTON.



LICENSE TYPE SELECTION

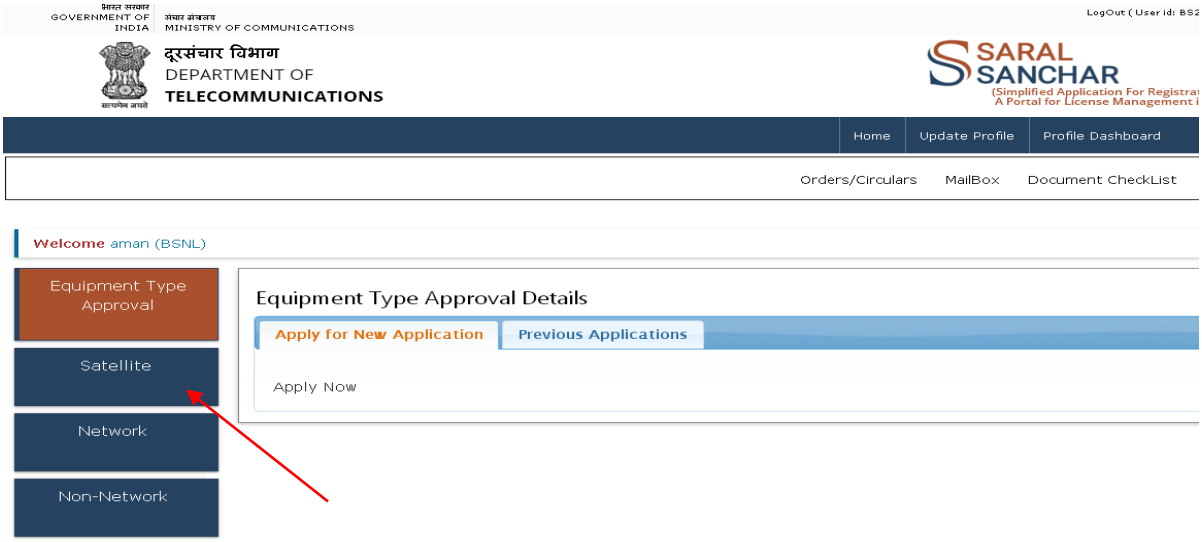
After Login click on “WPC” Widget



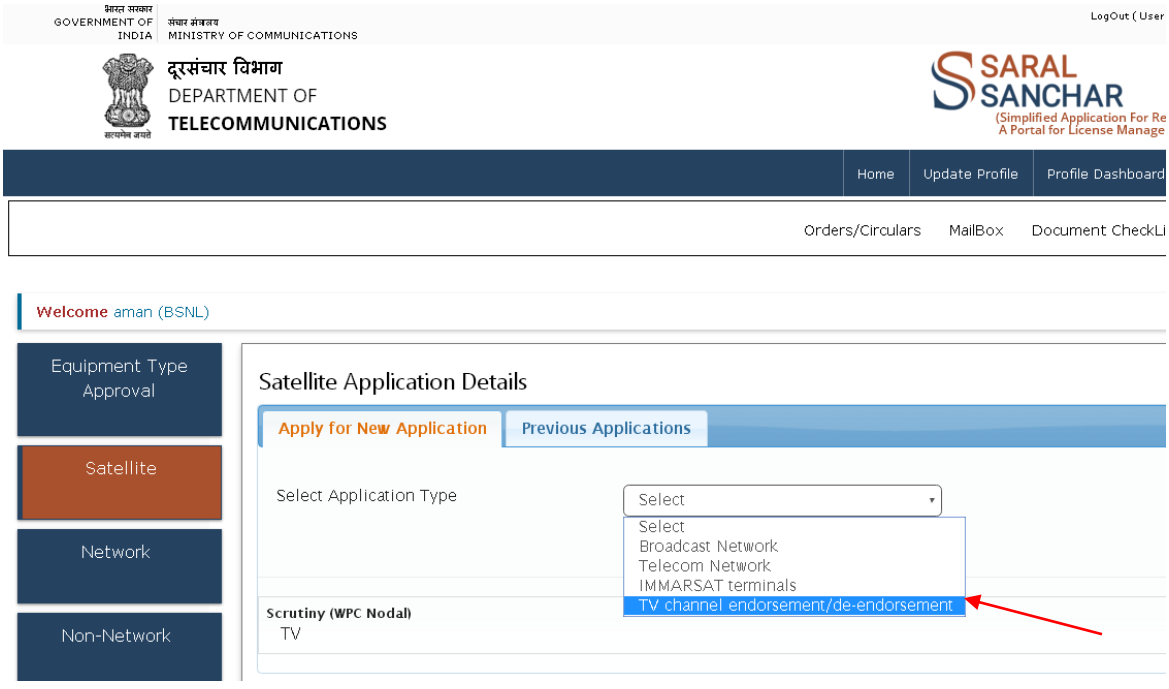
- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

General Instructions:-

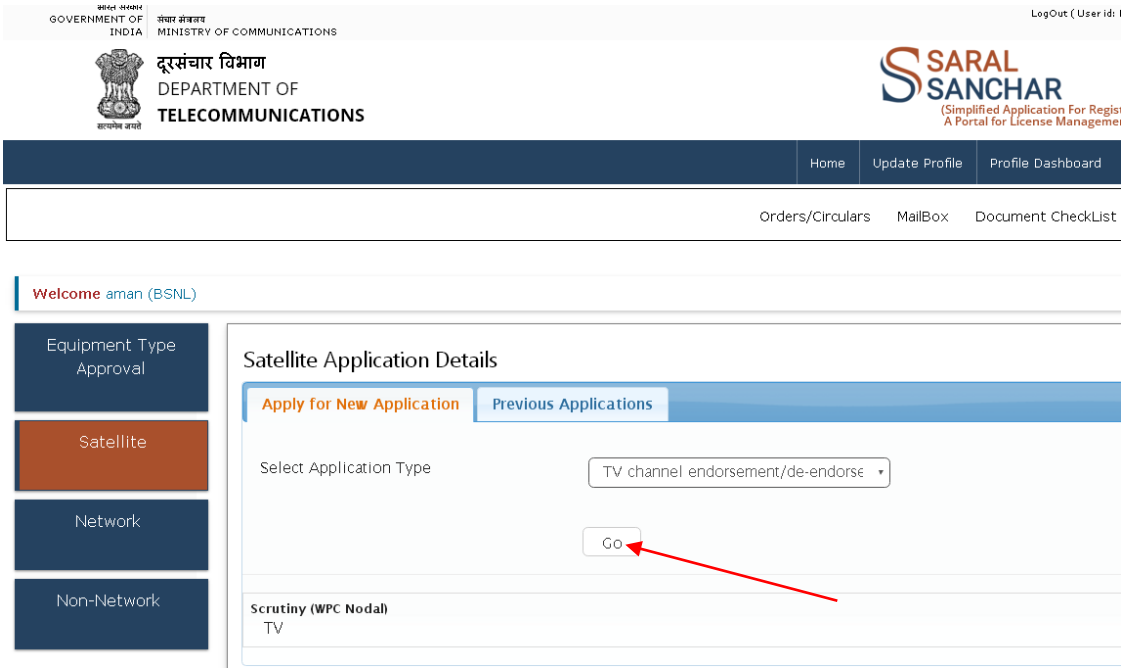
- Please refer FAQ on DSC on the home page for any queries regarding DSCs
- Document signed with Self signed certificates/Acrobat reader signed Documents are not allowed. Certificate only from Licensed CAs are Allowed.
- Licensed Certificate Authorities as per cca.gov.in are a) Safescrypt CA b)(n)Code 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



The user will be taken to the Saralsanchar Common Dashboard. Click on "Satellite" Widget. After that select the license type (for example TV channel Endorsement/De-endorsement) in the dropdown as shown below.



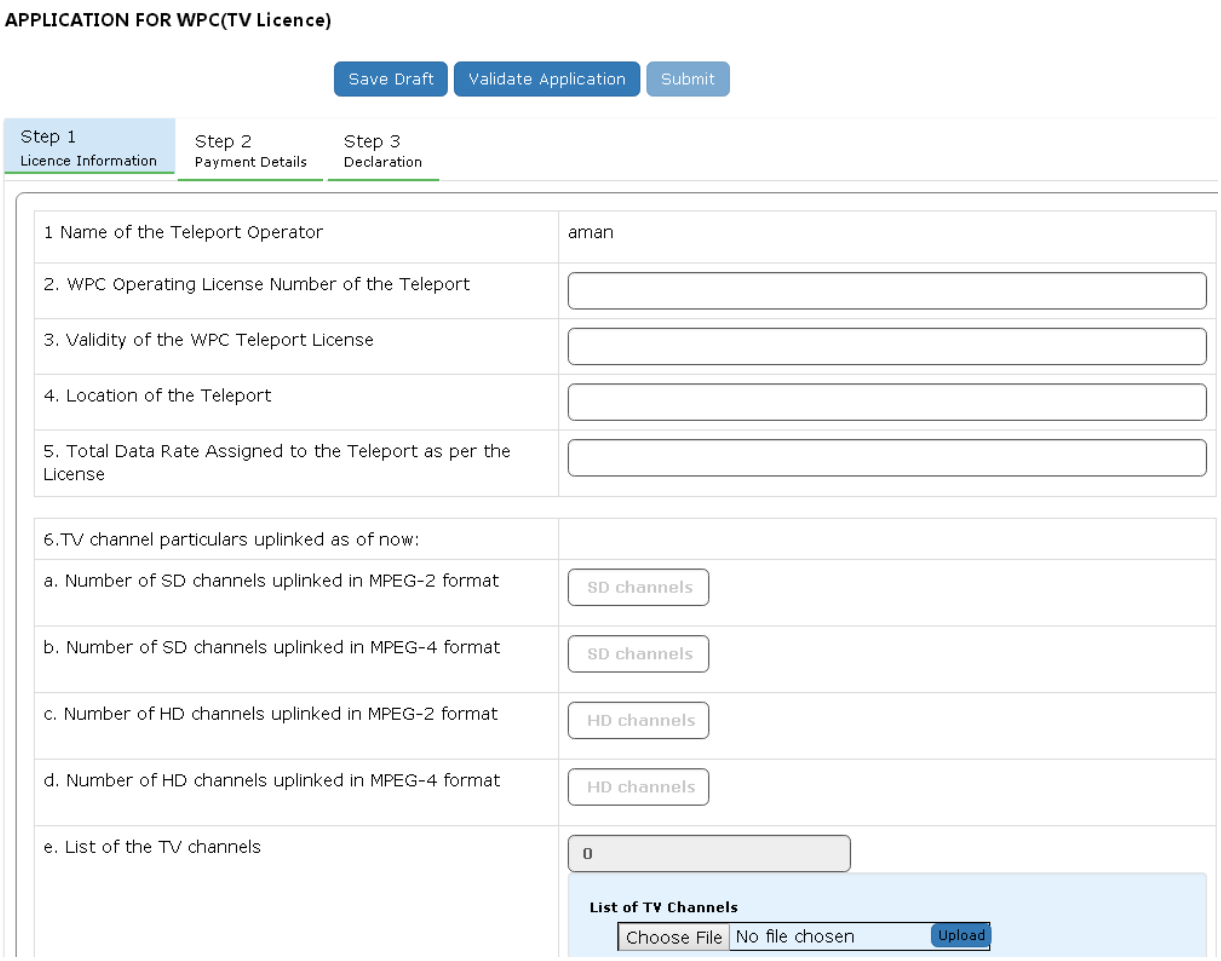
After License Type selection click on "Go" Button.



APPLYING FOR LICENSE – STEP1

The applicant shall fill various details related to the license in this section. For example, for TV Channel license, details such as WPC Operating License Number, Validity of the WPC Teleport License, Location of the Teleport, Total Data Rate Assigned to the Teleport as per the License, Number of TV channels and list of TV channels shall be furnished vide Sr. No 1 to 6 as given below. List of TV channels shall be uploaded under Section 6e.

ⓘ*Application can be saved any time by clicking on "Save Draft" button. It will save all the filled fields for further use by the applicant.*

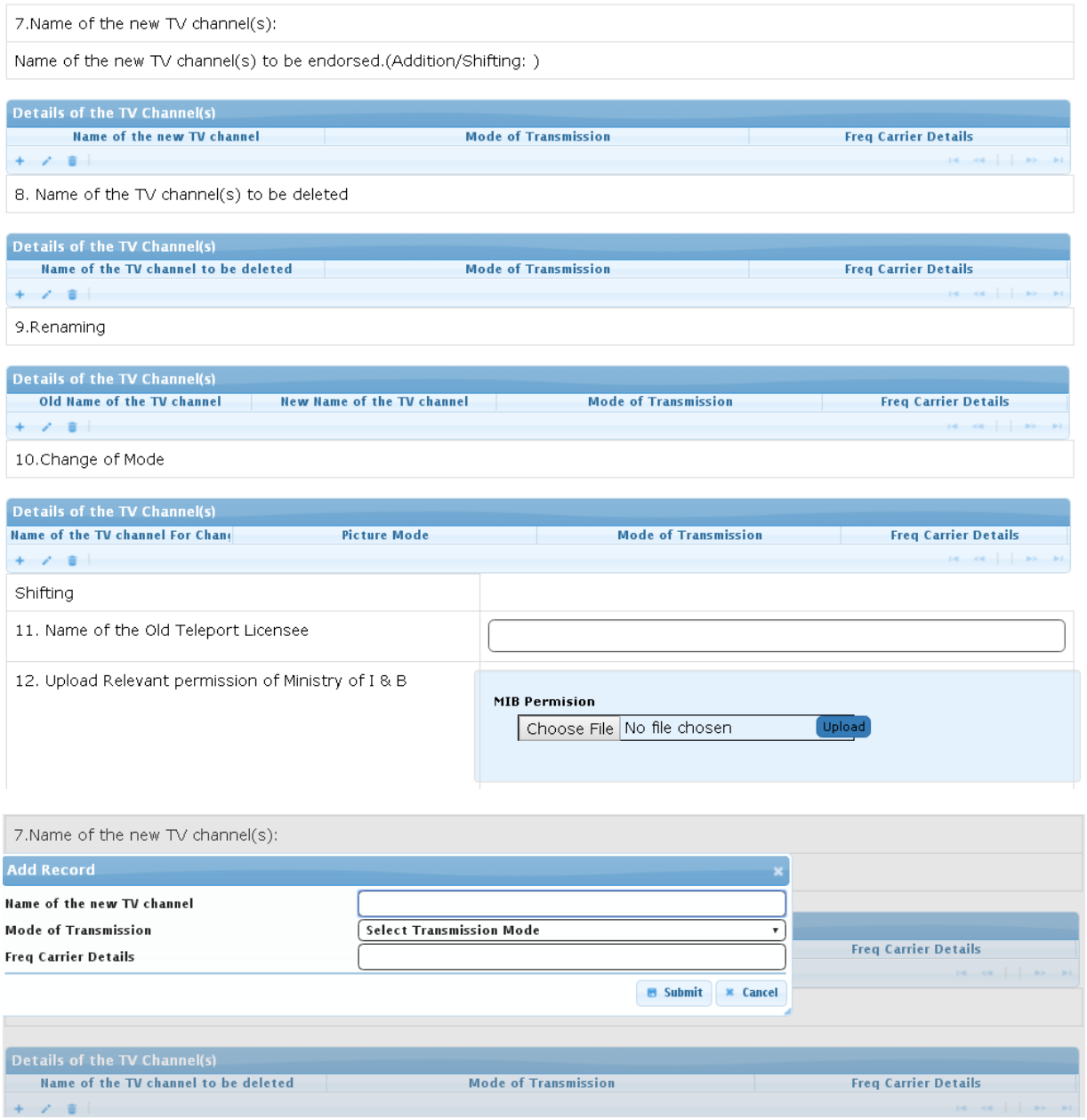


Under Sr. No 7 to 10 the applicant shall furnish the details of the TV channels for Addition/Shifting/Deletion/Renaming/Change of Mode.

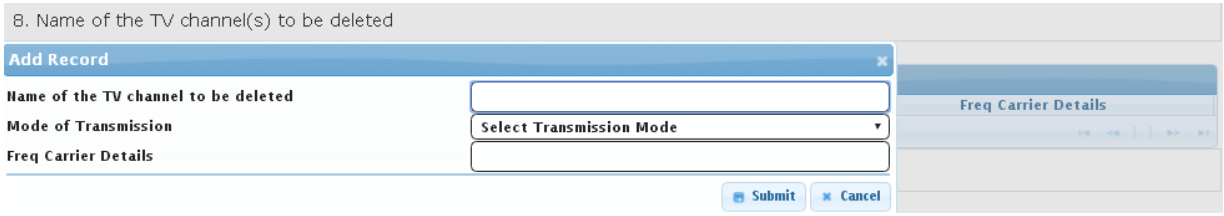
As shown in image below, on left side there is an option of adding, editing and deleting TV details. Once the "**+**" sign is clicked, a separate window will pop up to enter TV details. Here user shall enter Name of new TV channel, Mode of Transmission and Frequency carrier details for Sr. No 7, Name of TV channel to be deleted, mode of Transmission and Frequency carrier details for Sr.No 8, Old name of TV Channel, New name of TV channel, mode of transmission and Frequency carrier details for Sr.No 9 and Name of the TV channel for change, Picture mode, mode of Transmission and Frequency carrier details for Sr.No 10.

If already details are submitted and applicant wants to change it then applicant has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

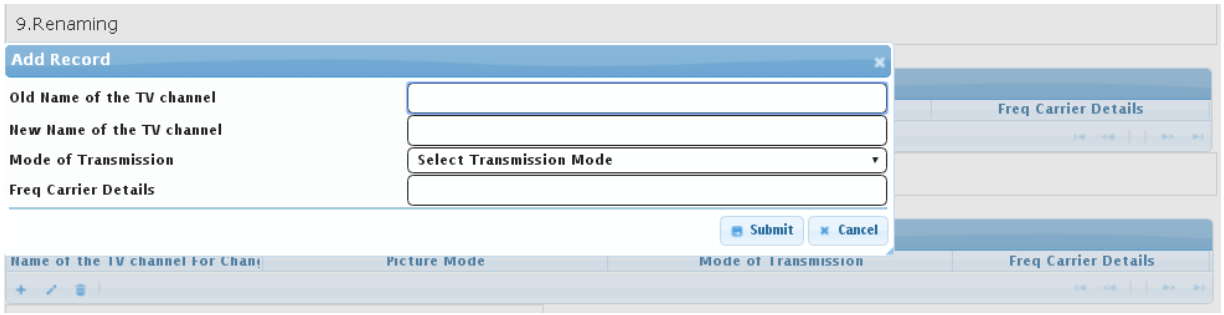
To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.



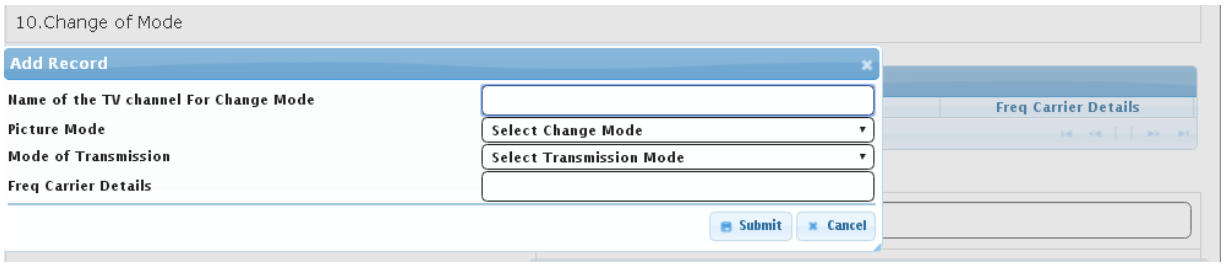
Sr.No 8



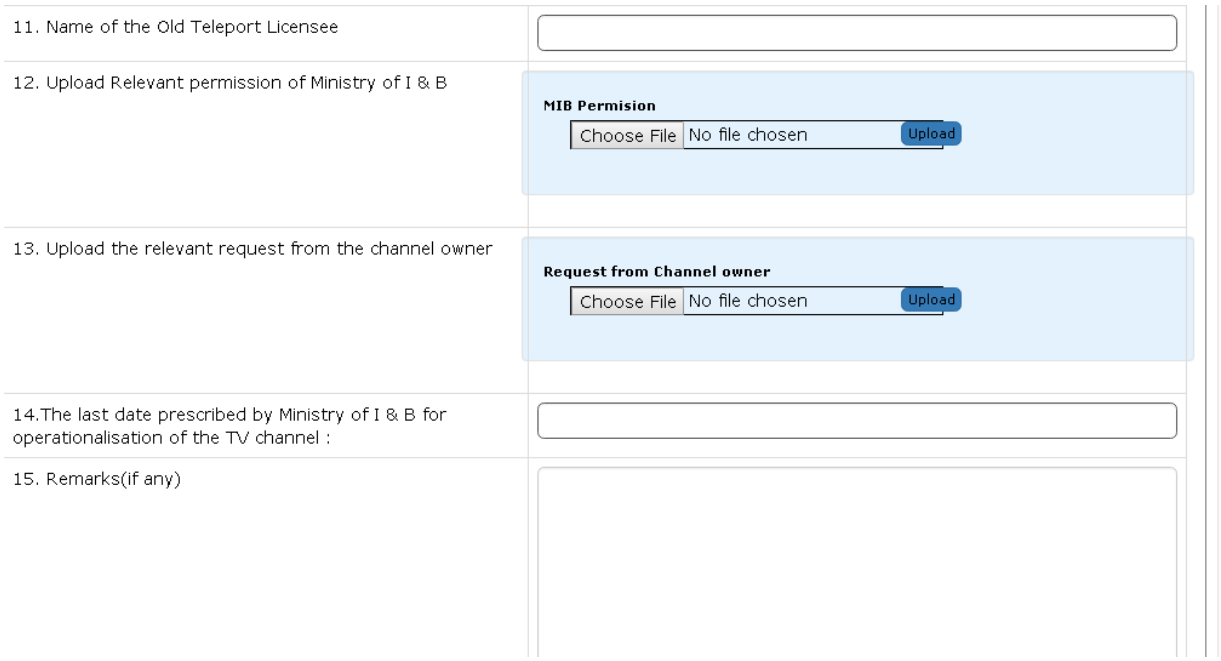
Sr.No 9



Sr.No 10



In Sr.No 11, Name of Old Teleport Licensee has to be entered. In Sr.No 12 and 13, Relevant permission of Ministry of I & B and Relevant request from the channel owner has to be uploaded. In Sr. No 14, Applicant shall enter the last date prescribed by Ministry of I &B for operationalization of the TV channel and In Sr.No 15, Remarks should be entered.



APPLYING FOR LICENSE – STEP2

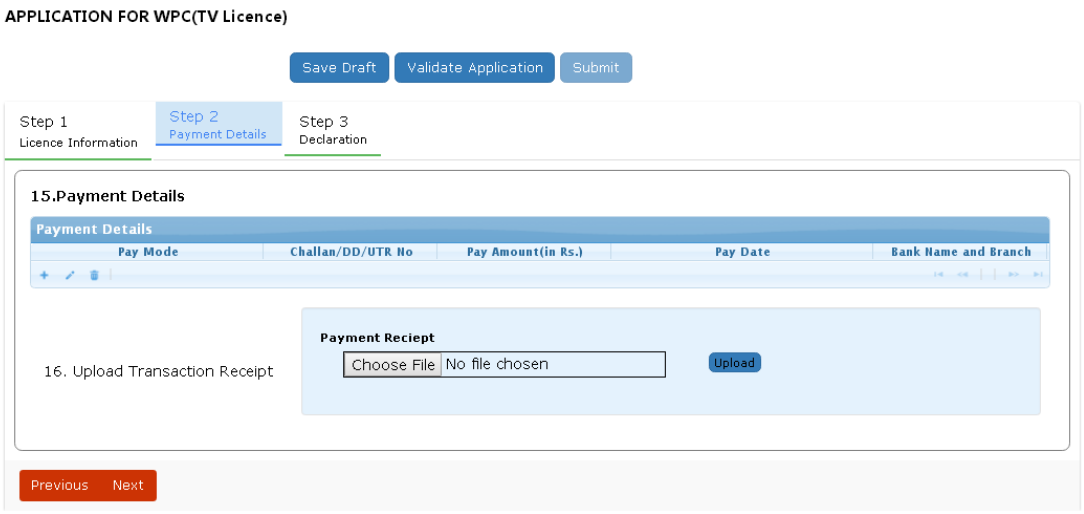
In this section applicant shall enter the payment details.

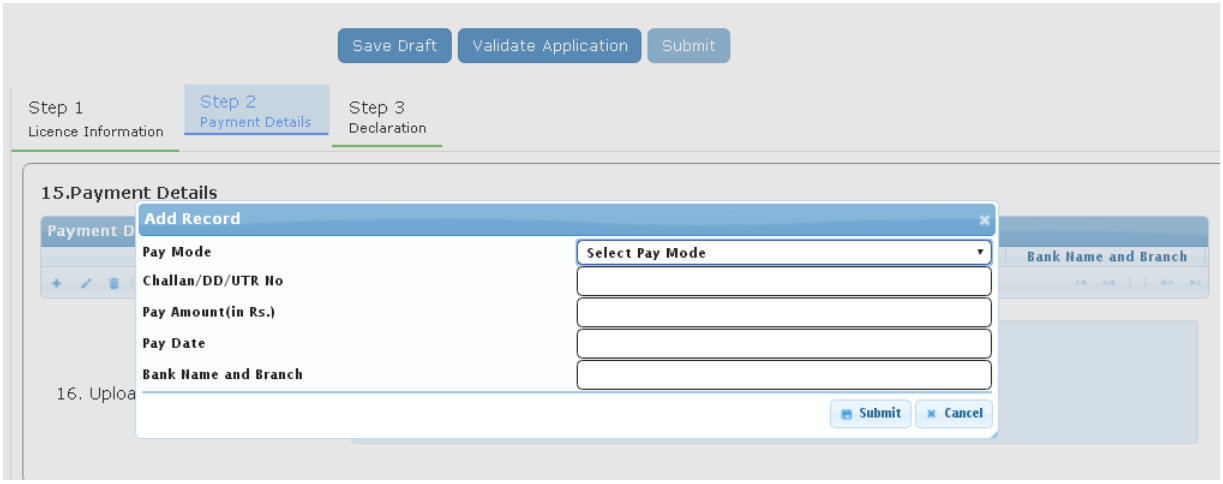
As shown in image below, on left side there is option of adding, editing and deleting Payment details. The user can click on the **"+"** sign. A separate window will pop up to enter payment details. Here user shall enter pay mode (Challan/DD/Bharatkosh), amount, Pay Date, Bank Name and Branch.

If already details are submitted and user wants to change it then user shall click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑"icon. Separate window will open to get applicant confirmation by pressing "delete" button.

The applicant shall upload the soft copy of the transaction receipt using the file upload option in this page.





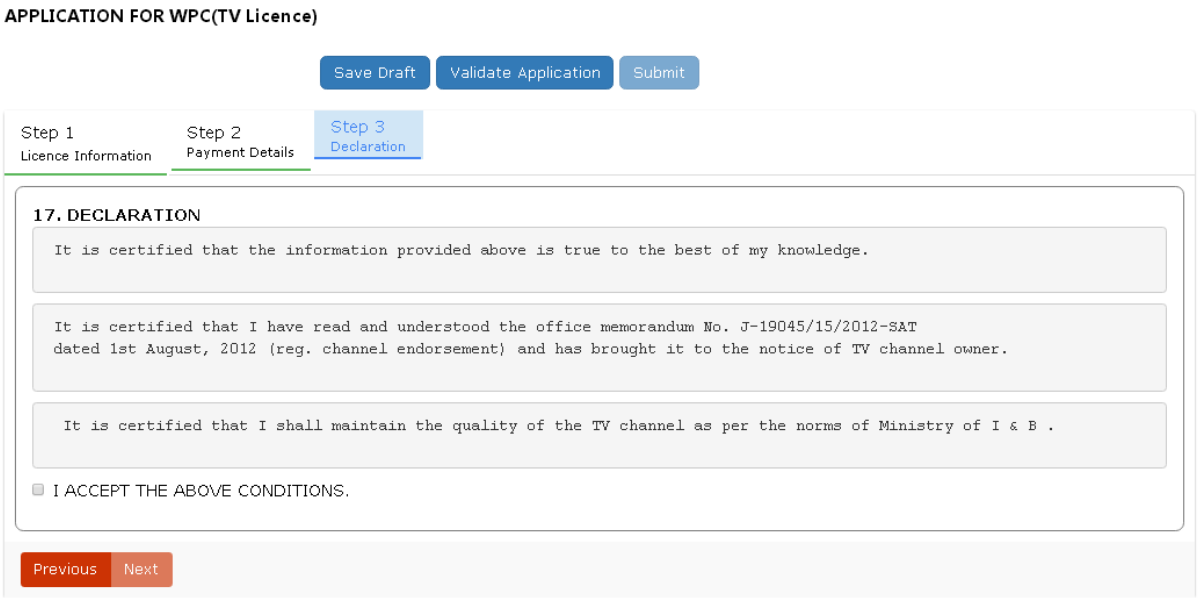
ⓘ*Application can be saved any time by clicking on "Save Draft" button.*

After that click on next button.

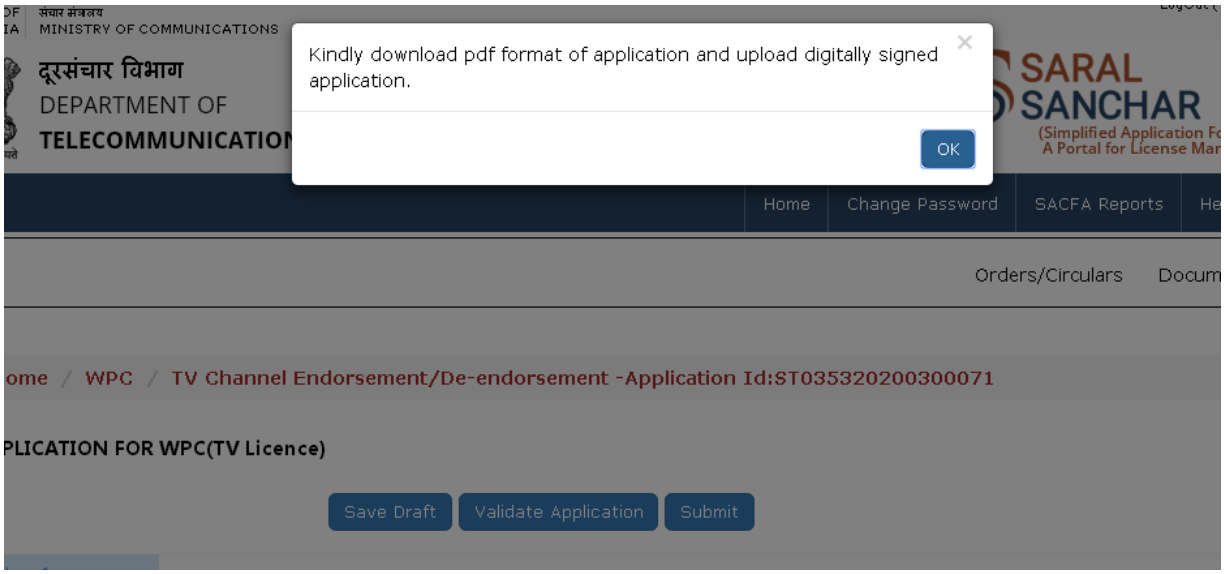
APPLYING FOR LICENSE – STEP3

Check mark the Declaration box ("I ACCEPT THE ABOVE CONDITIONS"). Then First click on "Save Draft" button to save all details and then click on "Validate Application" button to validate. If all details entered are correct, "Submit" button will get enabled else error

message would be displayed for the incorrect field, if this happens rectify the incorrect field and click on save draft and validate button. After "Submit" Button has become enabled, click on it.



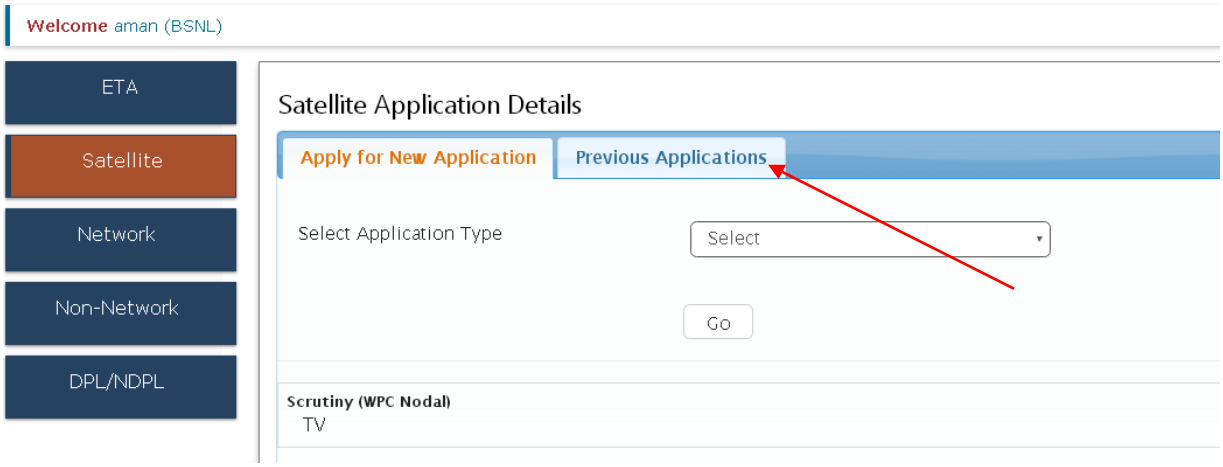
After successful Submission of from, a pop up would come asking to download pdf format of application and upload digitally signed application. Click on "OK" Button.



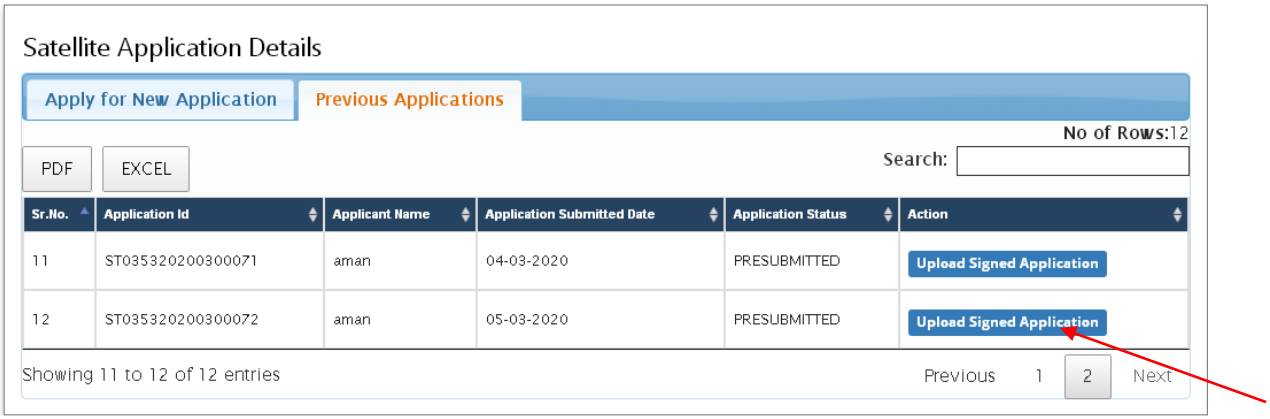
The applicant will be taken to the dash board page.

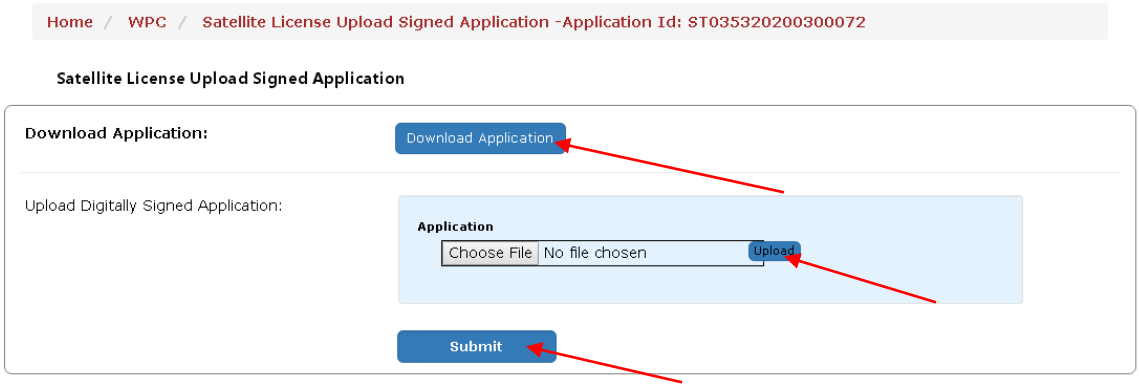
APPLICANT DASHBOARD

Click on the "Previous Applications" section.

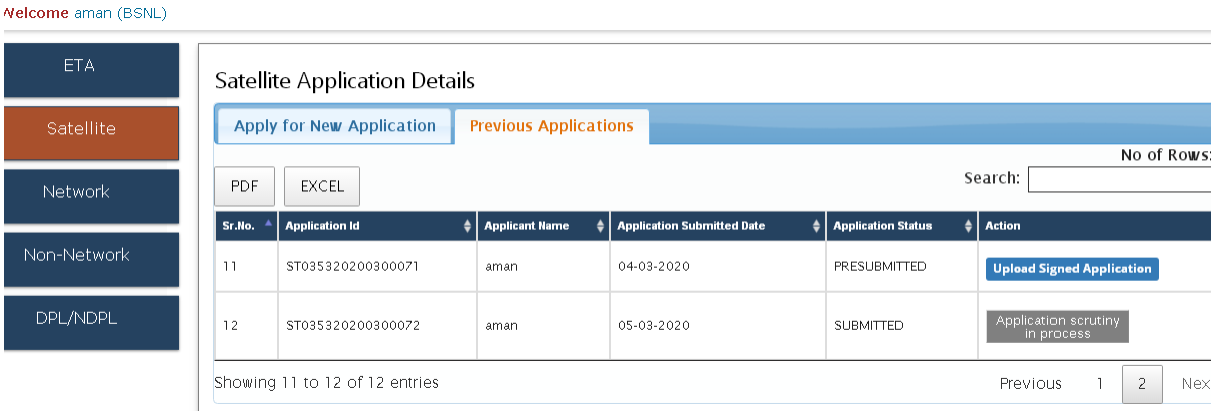


Against the newly applied license row the status will be shown as "Upload Signed Application". Click on this button.



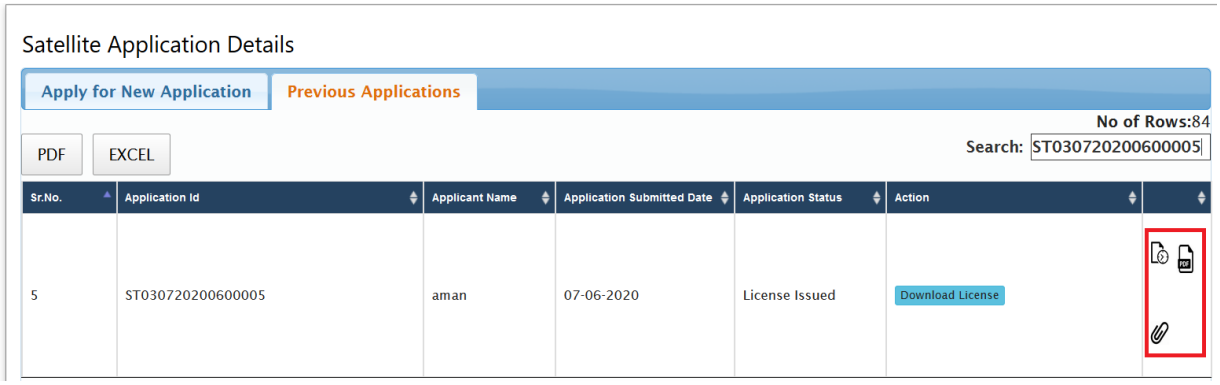


Provision for downloading the application is given in this step. Download the application using this button. After checking the application, the applicant shall upload the digitally signed application using the file upload provision given in this section. The portal will automatically reject the document if it is not **digitally signed** or not in **pdf format**.

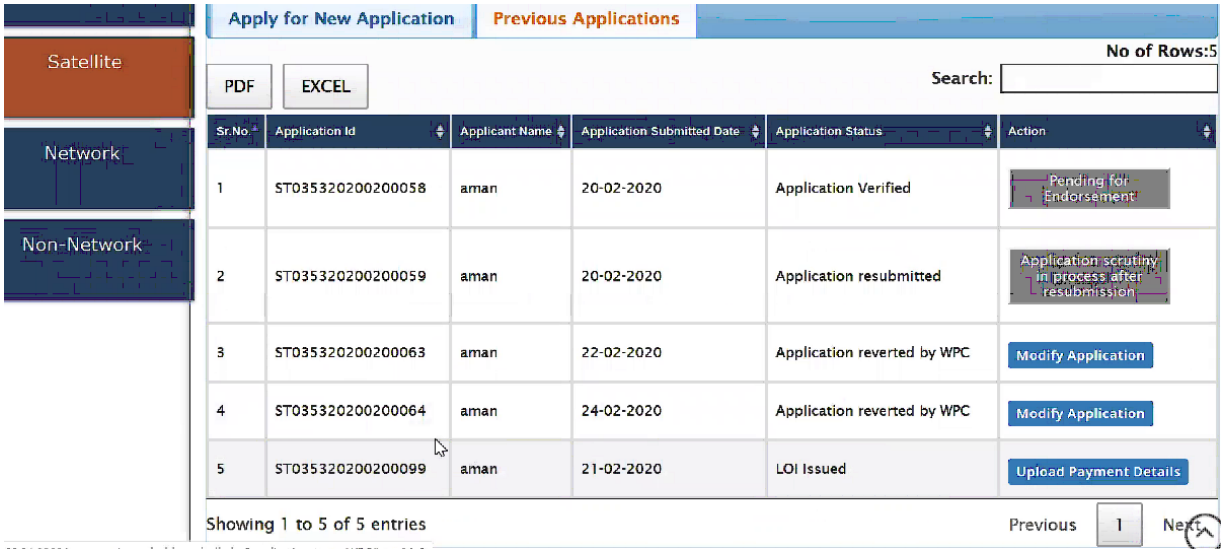


Once upload is complete, the application will be routed to nodal officer for scrutiny.

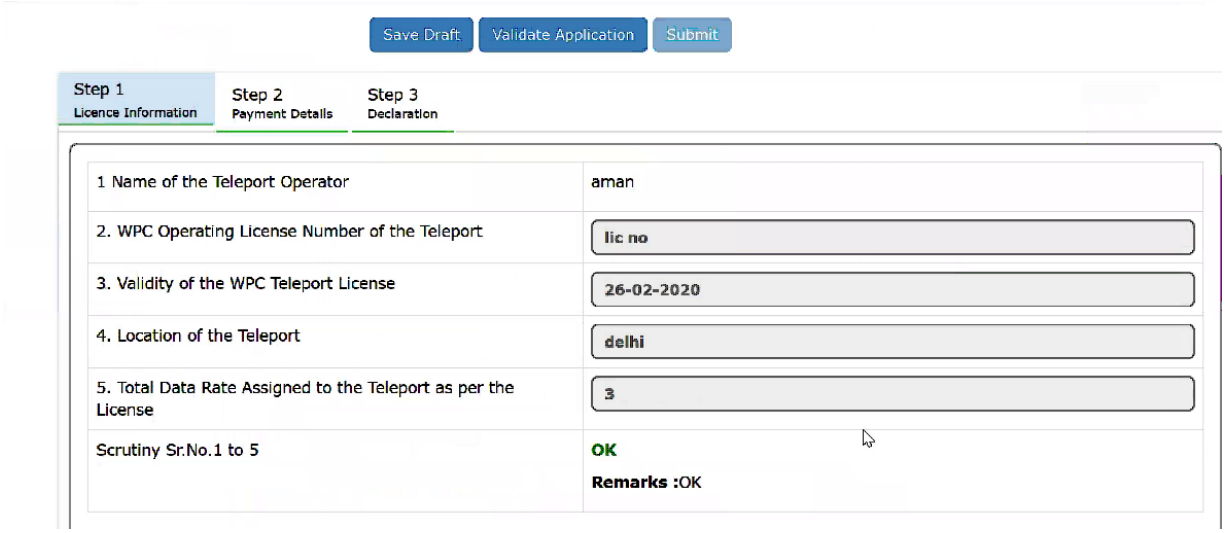
Applicant can view the history, list of attachments and the application PDF in the dashboard.



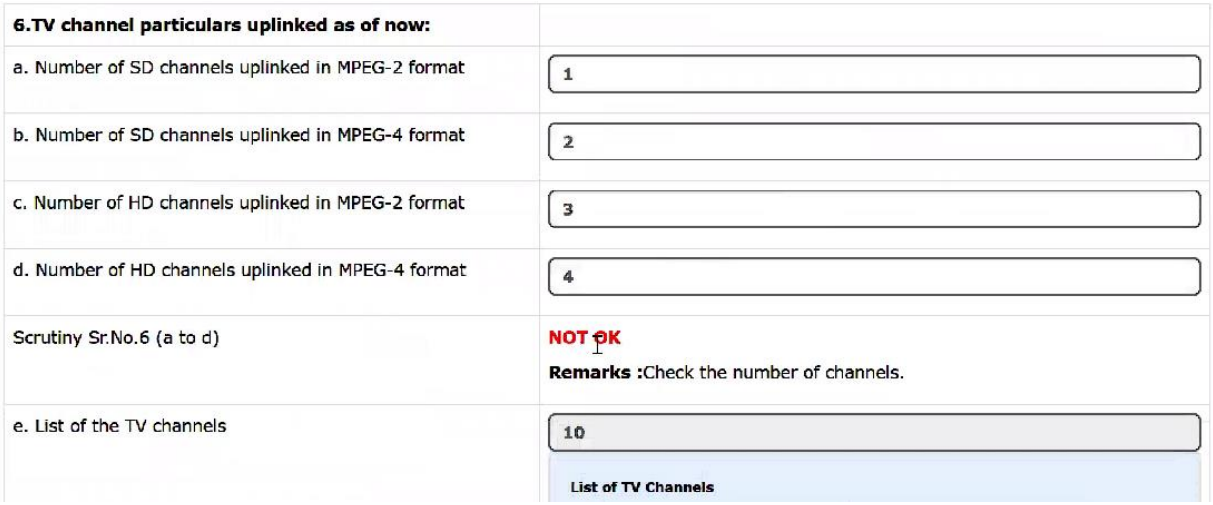
REVERTED APPLICATION



To see reverted application, the applicant has to go to “Previous Applications” tab as shown above. For reverted application, the status will be show as “Application reverted by WPC”. Click on “Modify Application” button.



If fields are marked as OK by WPC nodal, then the applicant cannot change them and no action is required by applicant for that section.



If fields are Not OK, the same will be shown as NOT OK in red color and the applicant can see the remarks given by the WPC Nodal. The applicant can modify the fields and can edit the values / text.

7. Name of the new TV channel.(Addition/Shifting:)

Details of the TV Channel(s)

Name of the new TV channel	Mode of Transmission	Freq Carrier Details
SAB TV	SD channels in MPEG-4 format	45

Scrutiny Sr.No.7
NOT OK

Remarks : Invalid Entry

8. Name of the TV channel to be deleted

Details of the TV Channel(s)

Name of the TV channel to be deleted	Mode of Transmission	Freq Carrier Details
COLORS	HD channels in MPEG-4 format	21

Scrutiny Sr.No.8
NOT OK

Remarks : Invalid Entry

9.Renaming

Details of the TV Channel(s)

Old Name of the TV channel	New Name of the TV channel	Mode of Transmission	Freq Carrier Details
TEN SPORTS	ESPN	SD channels in MPEG-4 format	43

Scrutiny Sr.No.9
OK

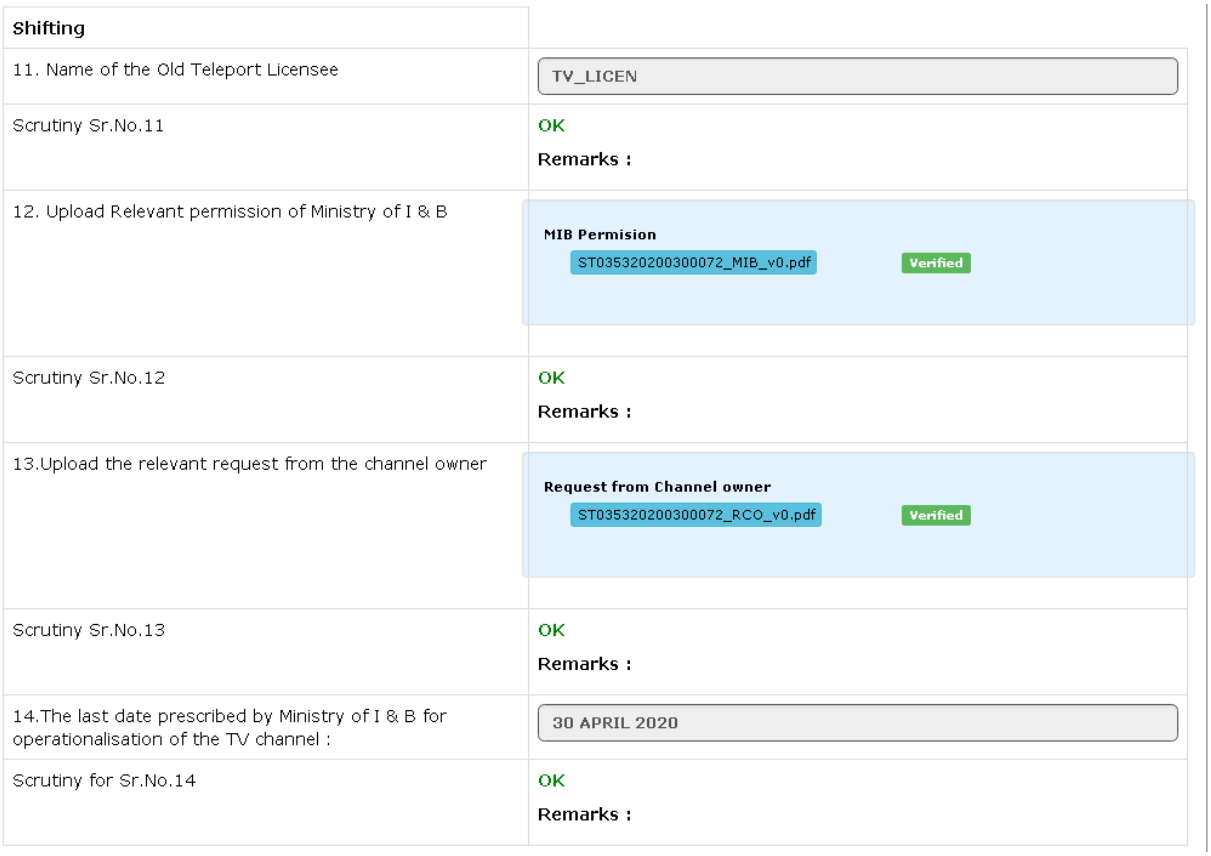
Remarks :

10.Change of Mode

Details of the TV Channel(s)

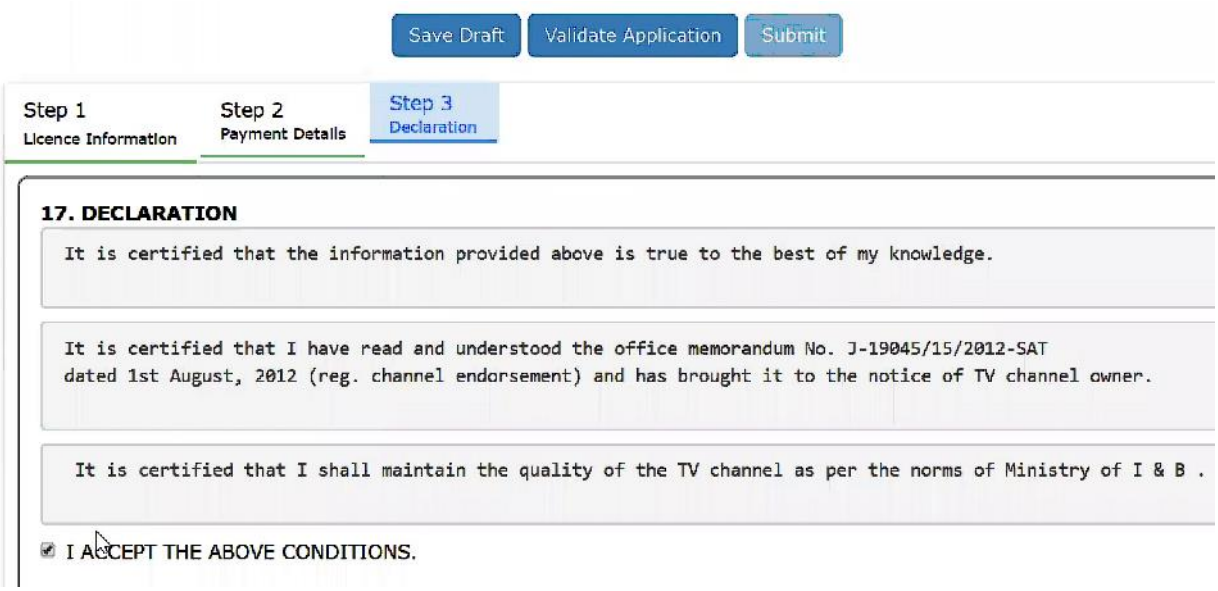
Name of the TV channel For Chan	Picture Mode	Mode of Transmission	Freq Carrier Details
ZEE TV	HD TO SD	HD channels in MPEG-4 format	21

Scrutiny Sr.No.10
OK



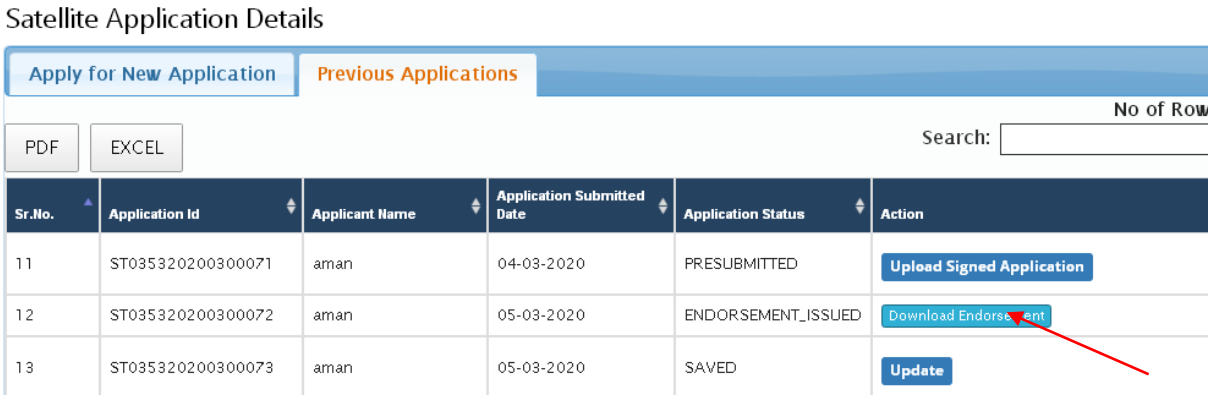
Shifting	
11. Name of the Old Teleport Licensee	TV_LICEN
Scrutiny Sr.No.11	OK Remarks :
12. Upload Relevant permission of Ministry of I & B	MIB Permision ST035320200300072_MIB_v0.pdf Verified
Scrutiny Sr.No.12	OK Remarks :
13.Upload the relevant request from the channel owner	Request from Channel owner ST035320200300072_RCO_v0.pdf Verified
Scrutiny Sr.No.13	OK Remarks :
14.The last date prescribed by Ministry of I & B for operationalisation of the TV channel :	30 APRIL 2020
Scrutiny for Sr.No.14	OK Remarks :

After rectifying all the Not OK fields, Tick mark the check box in step 3 (Declaration) and click on" Validate Application" button, if all fields are correct," Submit" button would be enabled. Once submitted the application will be again routed to the WPC Nodal for new scrutiny.



DOWNLOAD ENDORSEMENT

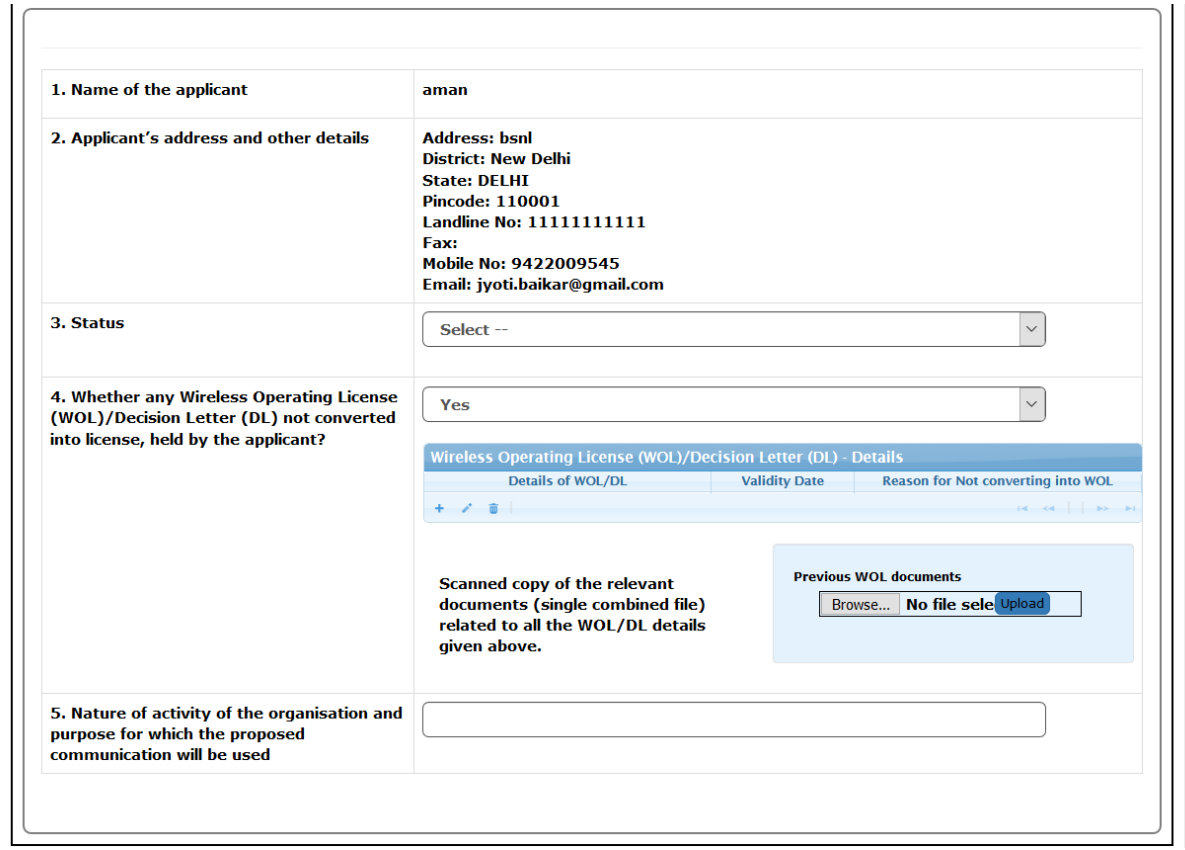
If nodal officer had successfully done scrutiny with all fields Ok and had issued Endorsement Letter, it can be downloaded by applicant by clicking on "Download Endorsement" Button in "Previous Applications" tab.



Once the applicant downloads the endorsement letter the full flow related to the application is complete.

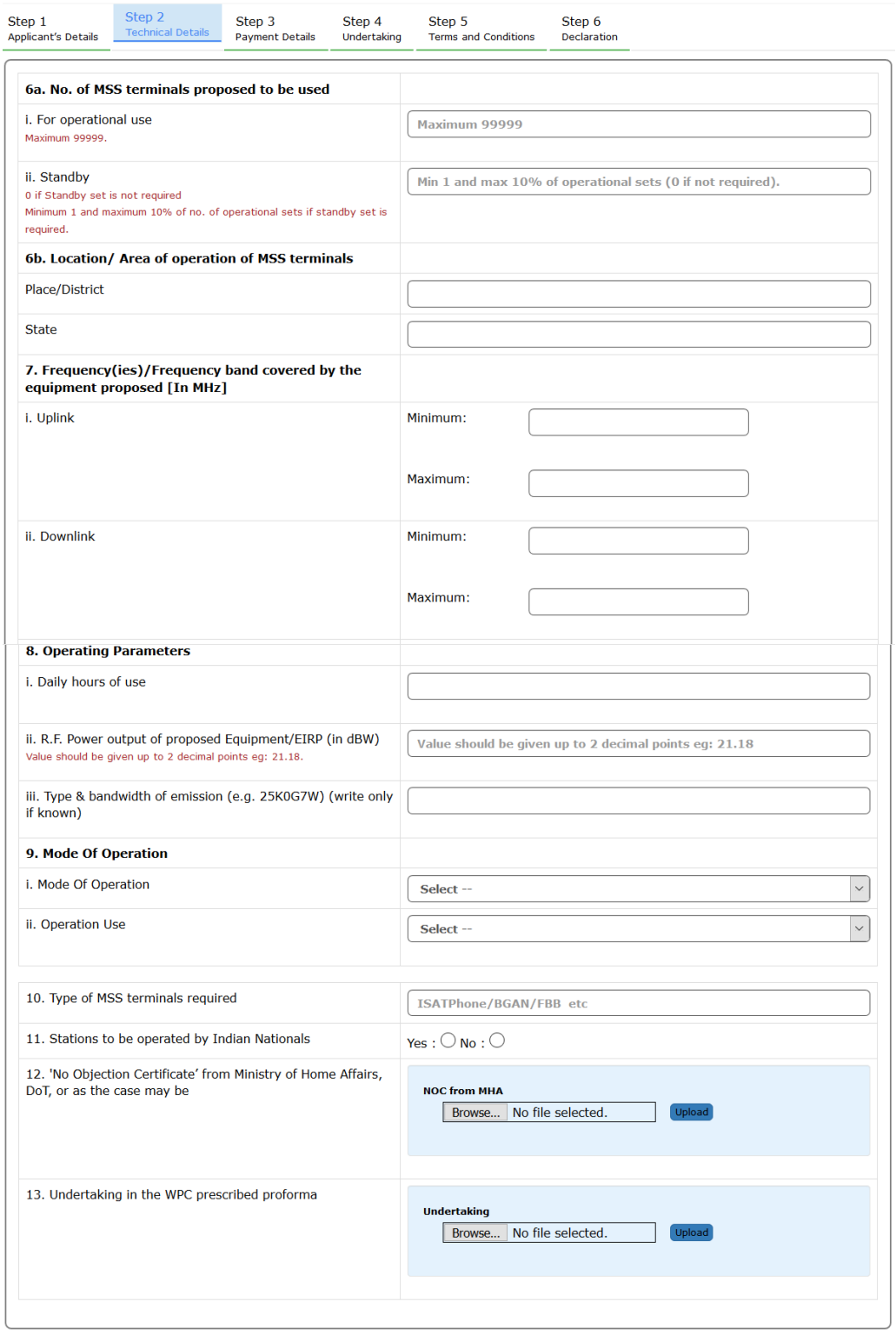
MSS - APPLYING FOR LICENSE – STEP1

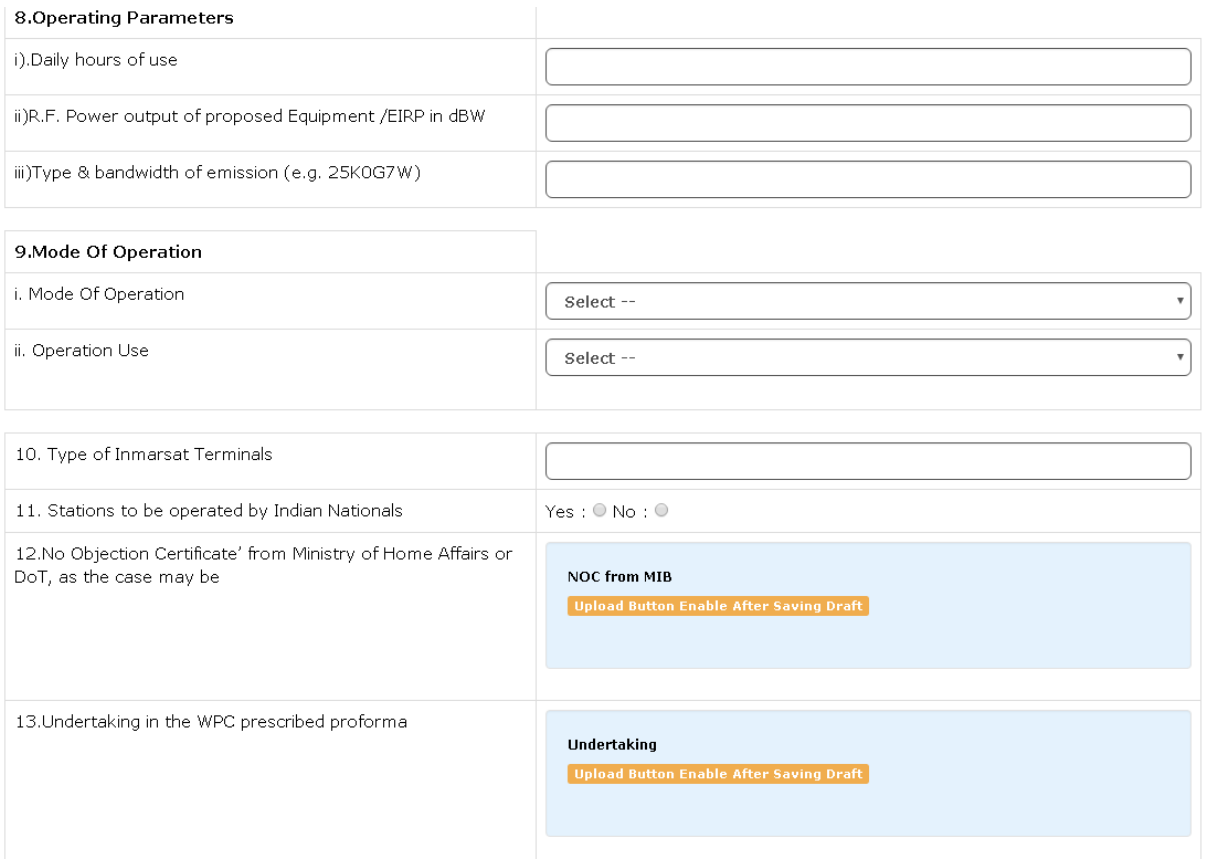
This step has the general information populated from the database and other fields are to be entered by the applicant.



MSS - APPLYING FOR LICENSE – STEP2

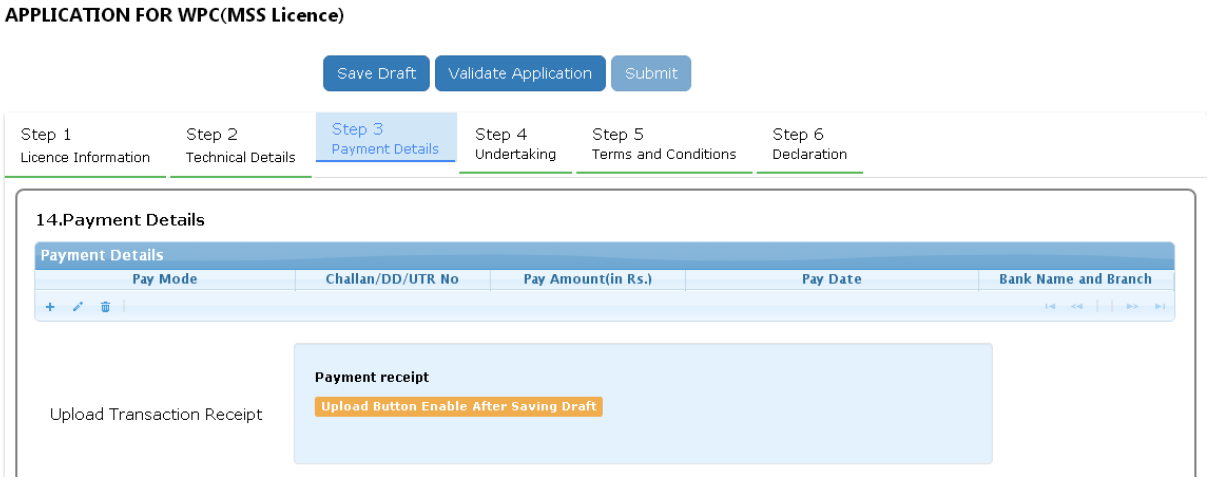
Technical details are to be entered in this section. Also, provision for uploading NOC and Undertaking is also given in this section.

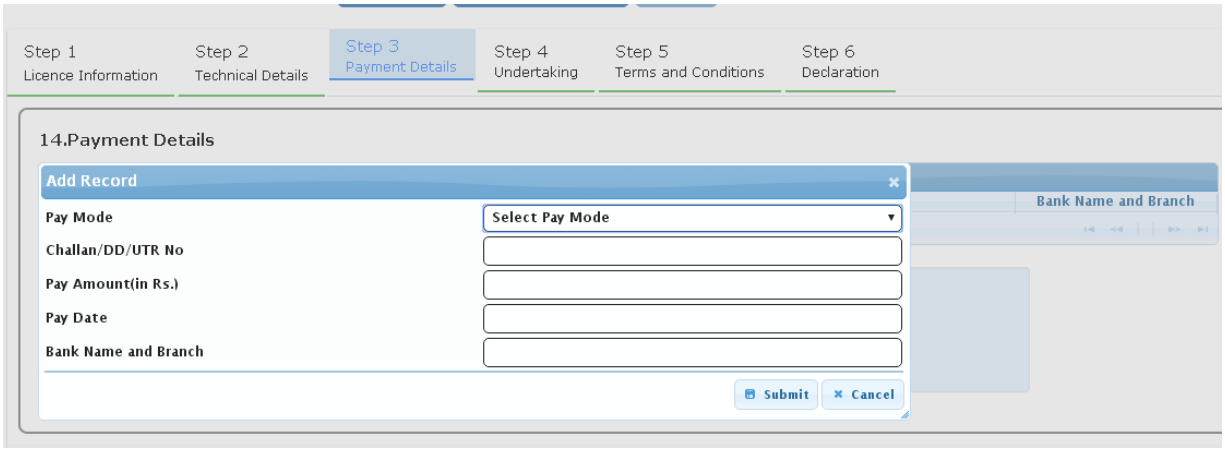

Step 1
Applicant's Details
Step 2
Technical Details
Step 3
Payment Details
Step 4
Undertaking
Step 5
Terms and Conditions
Step 6
Declaration
6a. No. of MSS terminals proposed to be used
i. For operational use
Maximum 99999.
Maximum 99999
ii. Standby
0 if Standby set is not required
Minimum 1 and maximum 10% of no. of operational sets if standby set is required.
Min 1 and max 10% of operational sets (0 if not required).
6b. Location/ Area of operation of MSS terminals
Place/District
State
7. Frequency(ies)/Frequency band covered by the equipment proposed [In MHz]
i. Uplink
Minimum:
Maximum:
ii. Downlink
Minimum:
Maximum:
8. Operating Parameters
i. Daily hours of use
ii. R.F. Power output of proposed Equipment/EIRP (in dBW)
Value should be given up to 2 decimal points eg: 21.18.
Value should be given up to 2 decimal points eg: 21.18
iii. Type & bandwidth of emission (e.g. 25K0G7W) (write only if known)
9. Mode Of Operation
i. Mode Of Operation
Select --
ii. Operation Use
Select --
10. Type of MSS terminals required
ISATPhone/BGAN/FBB etc
11. Stations to be operated by Indian Nationals
Yes :
No :
12. 'No Objection Certificate' from Ministry of Home Affairs, DoT, or as the case may be
NOC from MHA
Browse...
No file selected.
Upload
13. Undertaking in the WPC prescribed proforma
Undertaking
Browse...
No file selected.
Upload



MSS - APPLYING FOR LICENSE – STEP3

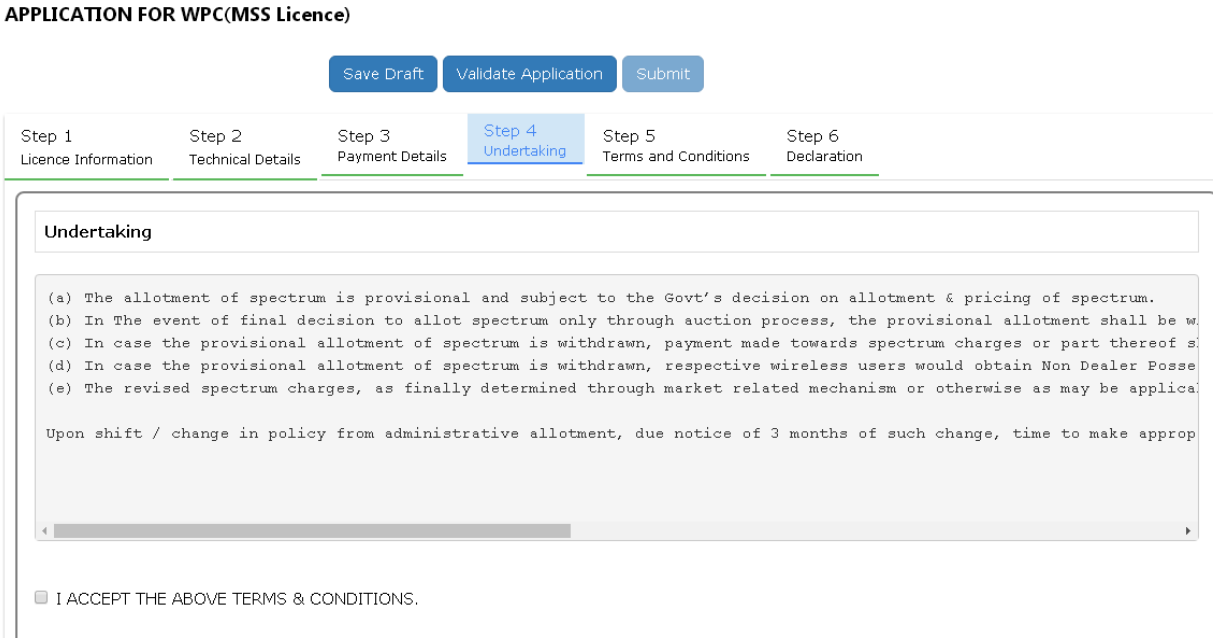
The applicant shall enter the Payment Details in this section. Also, the Transaction Receipt also shall be uploaded by applicant in this section.





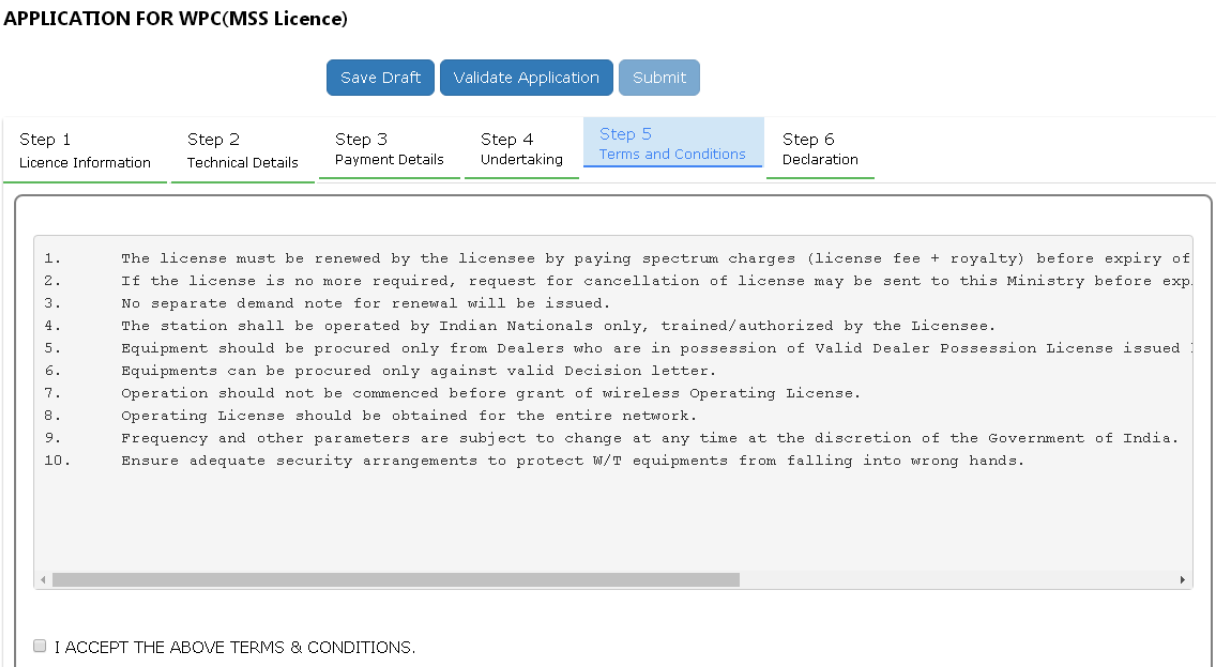
MSS - APPLYING FOR LICENSE – STEP4

The applicant has to read the Undertaking and check the box "I ACCEPT THE ABOVE TERMS &CONDITIONS" in this section.



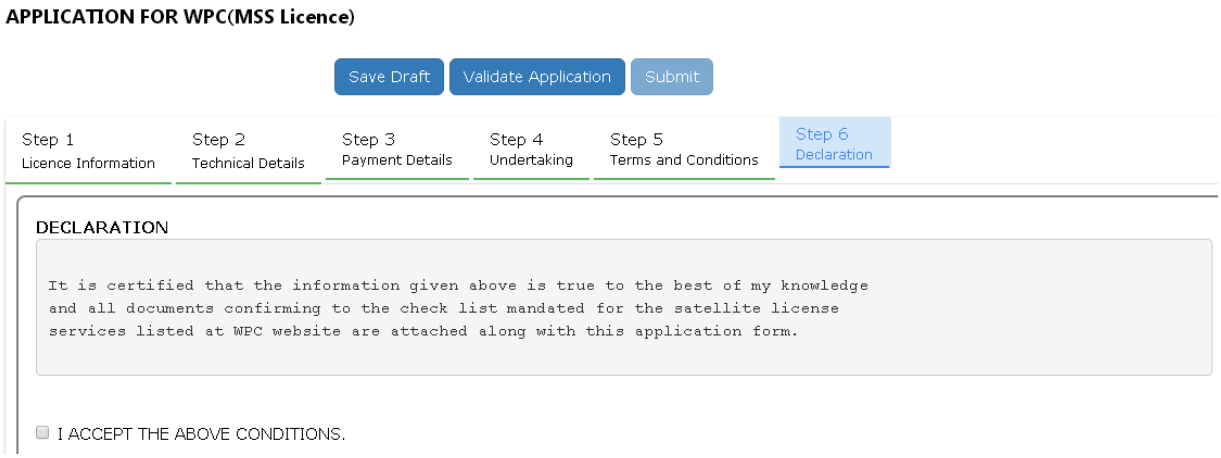
MSS - APPLYING FOR LICENSE – STEP5

The applicant shall read the Terms and Conditions and check the box "I ACCEPT THE ABOVE TERMS & CONDITIONS".



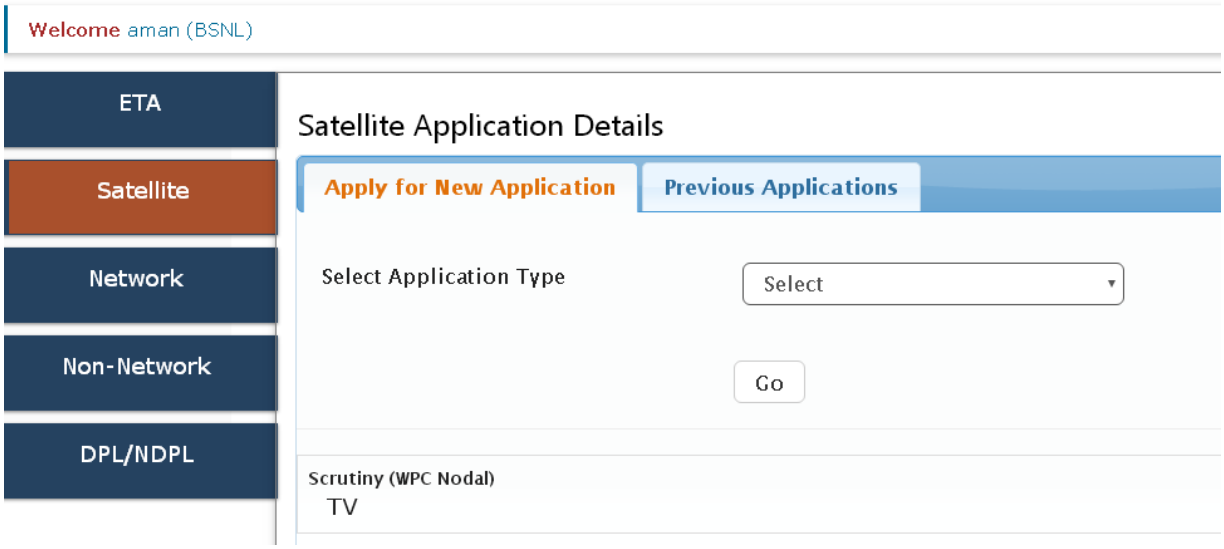
MSS - APPLYING FOR LICENSE – STEP6

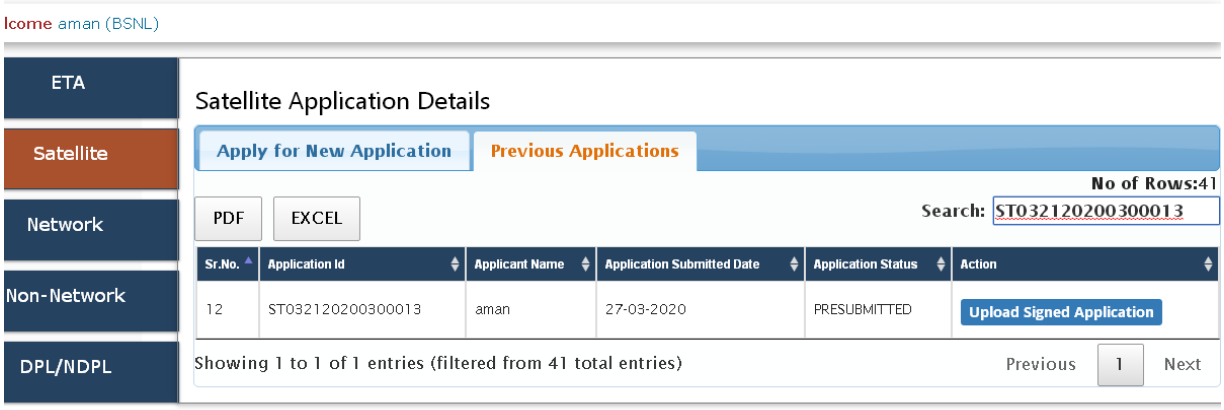
Here the applicant shall read the Declaration and check the box "I ACCEPT THE ABOVE CONDITIONS".

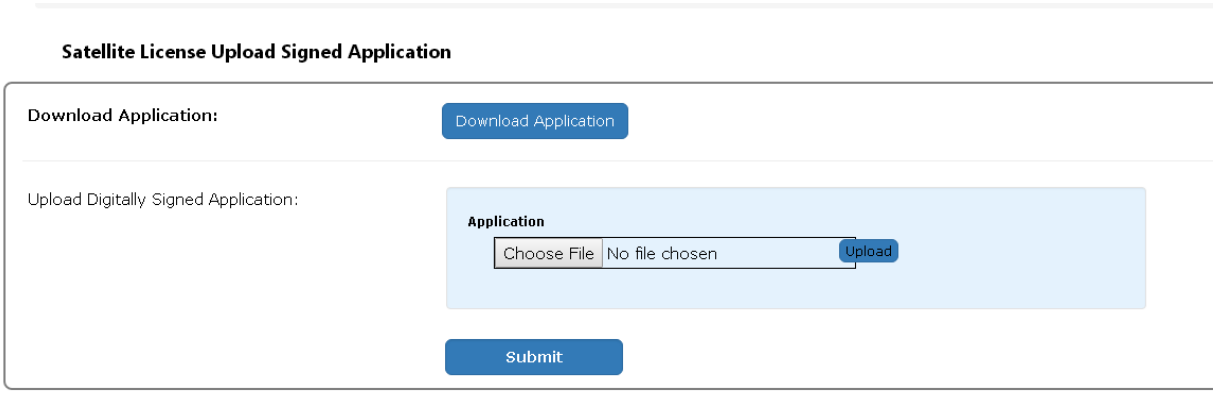


MSS - APPLYING FOR LICENSE – UPLOAD DIGITALLY SIGNED APPLICATION

After the application is submitted, the user will be redirected to the Dashboard. Under "Previous Application" section of the Dashboard the applicant shall click on "Upload Signed Application" button to upload the Digitally Signed application.



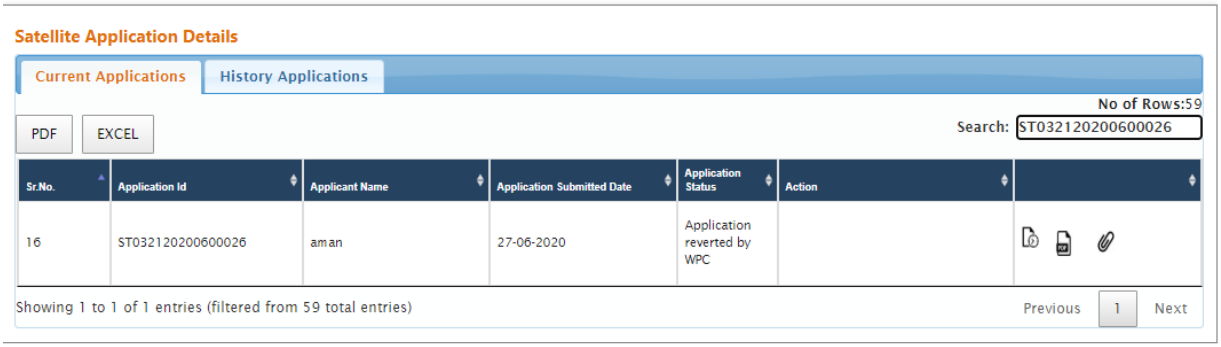


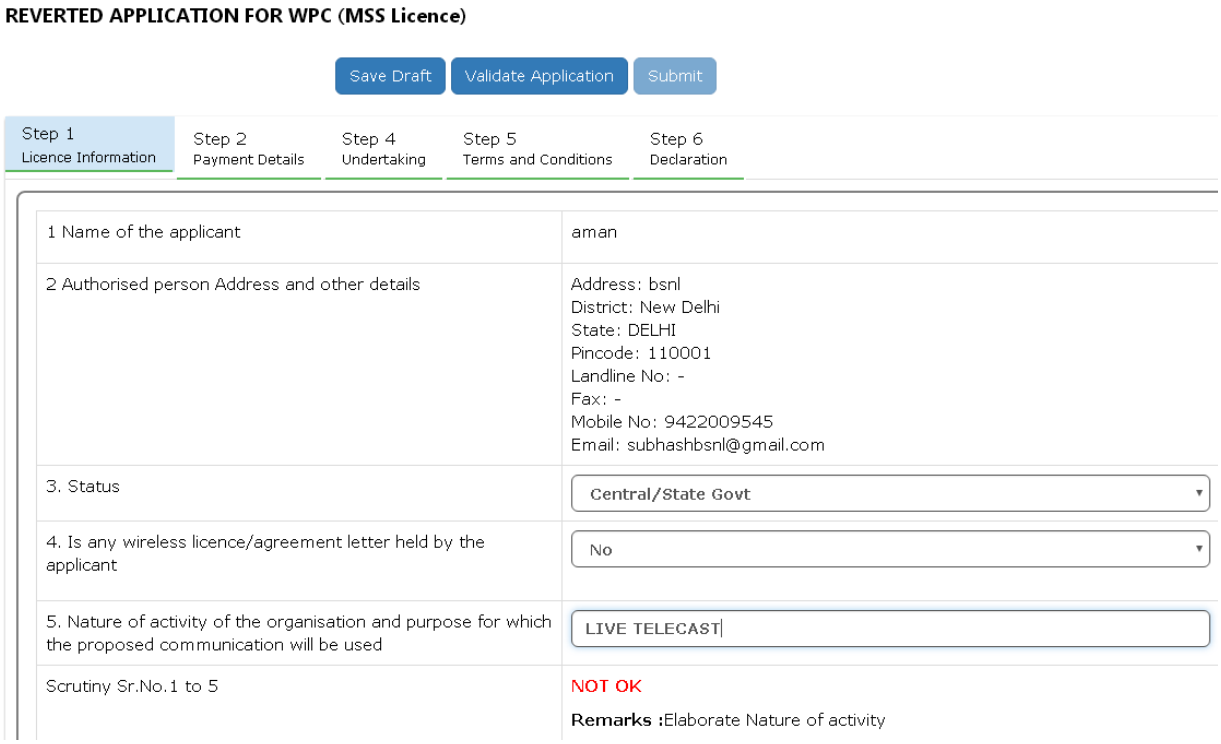


Click on "Download Application" Button, get it digitally signed, upload it and click on submit button. Now the application has been sent to nodal officer for scrutiny.

MSS - APPLICATION SCRUTINY REVERTED

If any of the field is not OK, it would be reverted back to the applicant. To access it click on "Modify Application" Button on Previous Applications Tab.



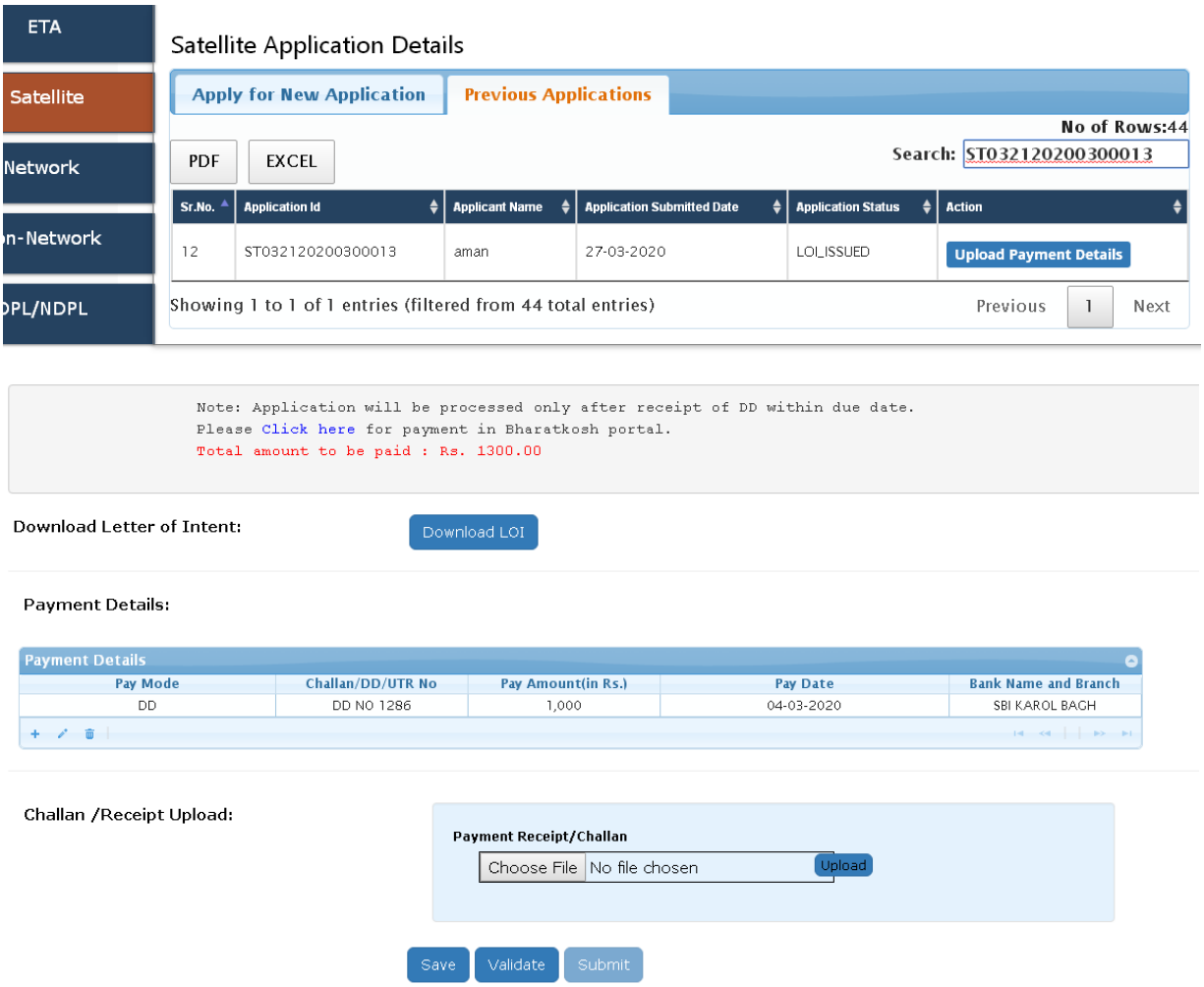


Rectify the errors and submit form again.

MSS – PAYMENT UPLOAD

Once the application is approved by the WPC nodal, LOI will be issued by the Nodal and the application will be sent back to the applicant for upload of payment details.

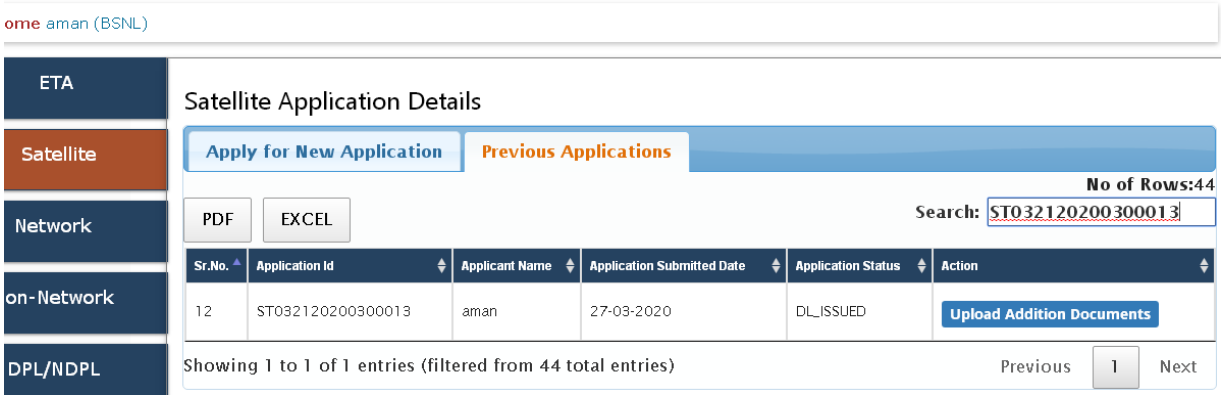
Select the Application ID and click on “Upload Payment Details” Button.



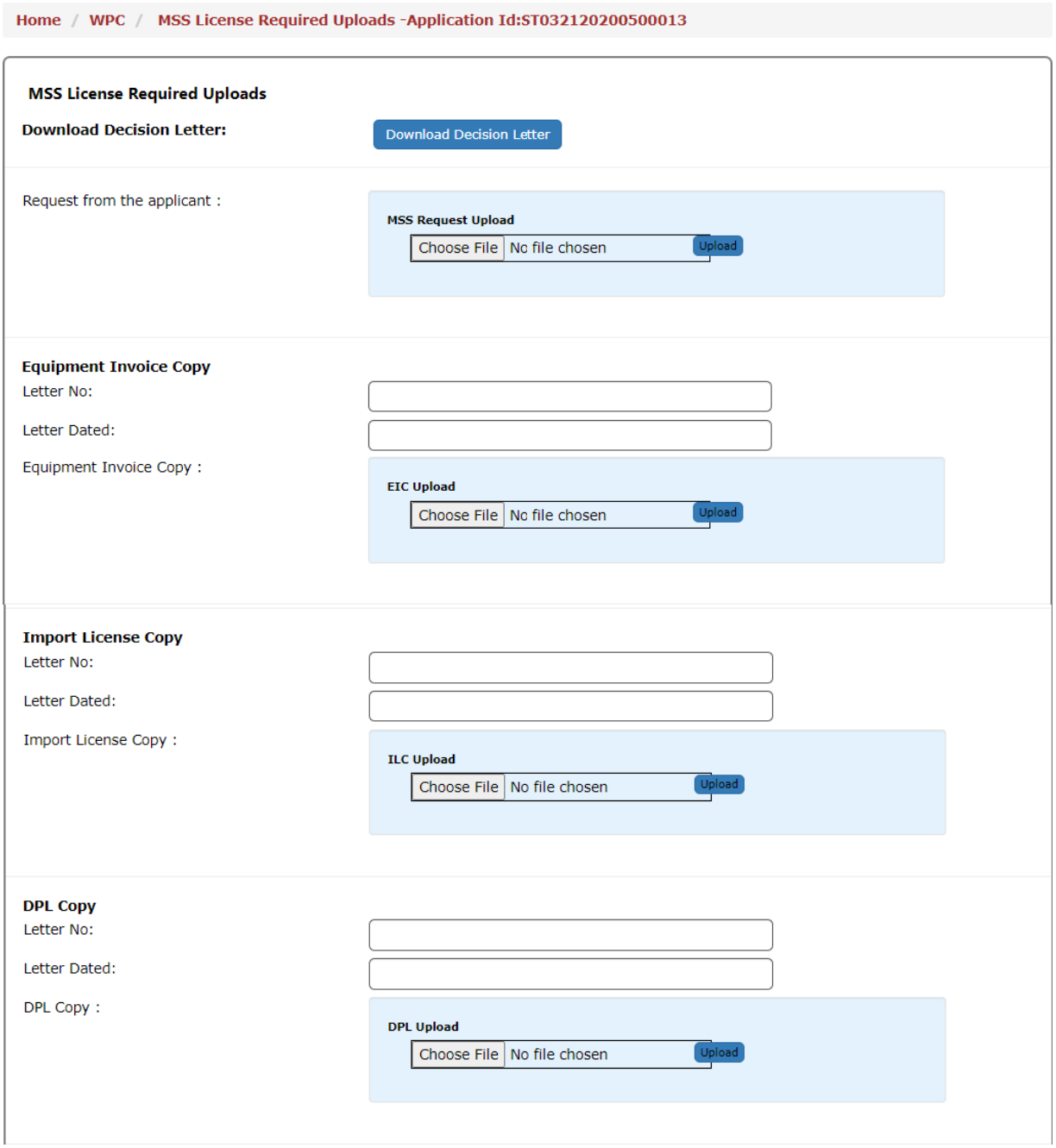
Download LOI and Upload Payment Details

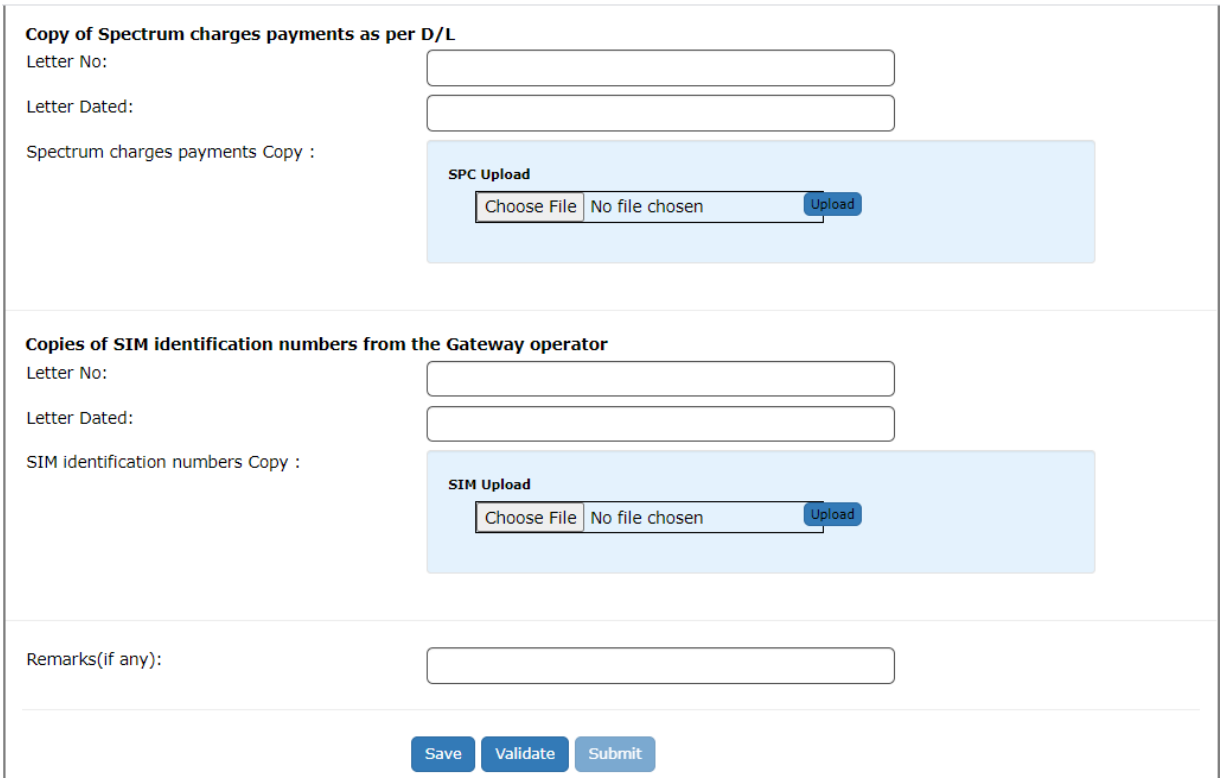
Once the payment details are approved by the WPC nodal, Decision letter will be issued by the WPC Nodal and the application will be routed back to the applicant for upload of additional documents.

MSS – UPLOAD ADDITIONAL DOCUMENTS



Select Application ID and click on “Upload Additional Documents” Button.

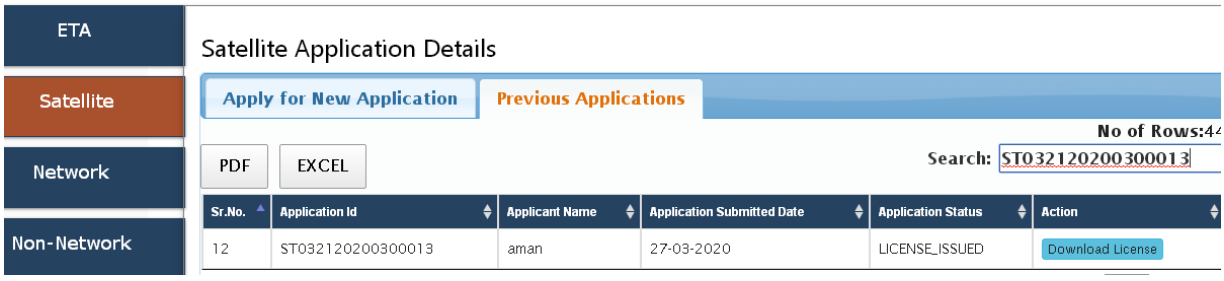

Home / WPC / MSS License Required Uploads -Application Id:ST032120200500013
MSS License Required Uploads
Download Decision Letter:
Download Decision Letter
Request from the applicant :
MSS Request Upload
Choose File No file chosen
Upload
Equipment Invoice Copy
Letter No:
Letter Dated:
Equipment Invoice Copy :
EIC Upload
Choose File No file chosen
Upload
Import License Copy
Letter No:
Letter Dated:
Import License Copy :
ILC Upload
Choose File No file chosen
Upload
DPL Copy
Letter No:
Letter Dated:
DPL Copy :
DPL Upload
Choose File No file chosen
Upload



Upload the required documents and submit.

The application will be routed to the WPC nodal for scrutiny of the documents and issue of WOL.

MSS – DOWNLOAD LICENSE



Once the WPC nodal approves the uploaded documents and issue the WOK the applicant will be able to download the license from the dashboard.

Search Application ID and Click on" Download License" Button. The applicant will get the digitally signed license.

BROADCAST / TELECOM LICENSES

BROADCAST Licenses.

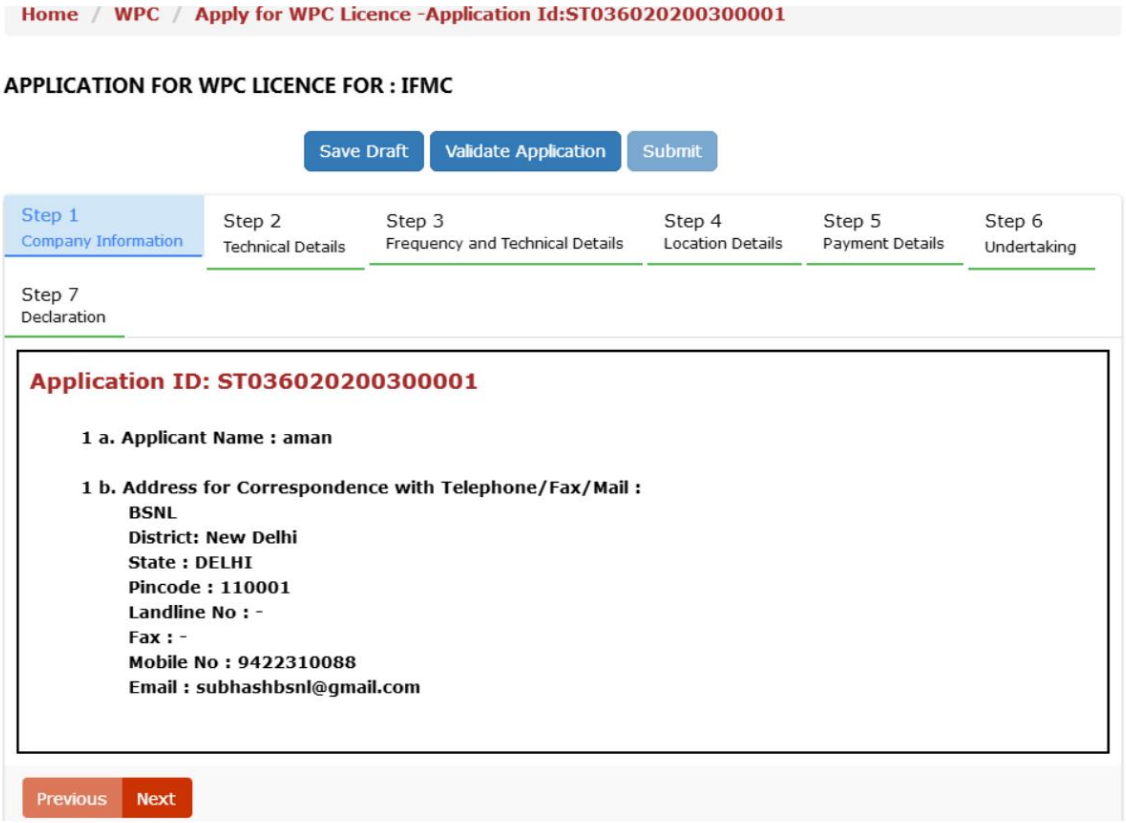
Teleport/DTH/HITS/DSNG/Temporary DSNG

TELECOM licenses.

Captive VSAT / ILD/NLD/Commercial VSAT/IFMC/Telemetry and Telecommand

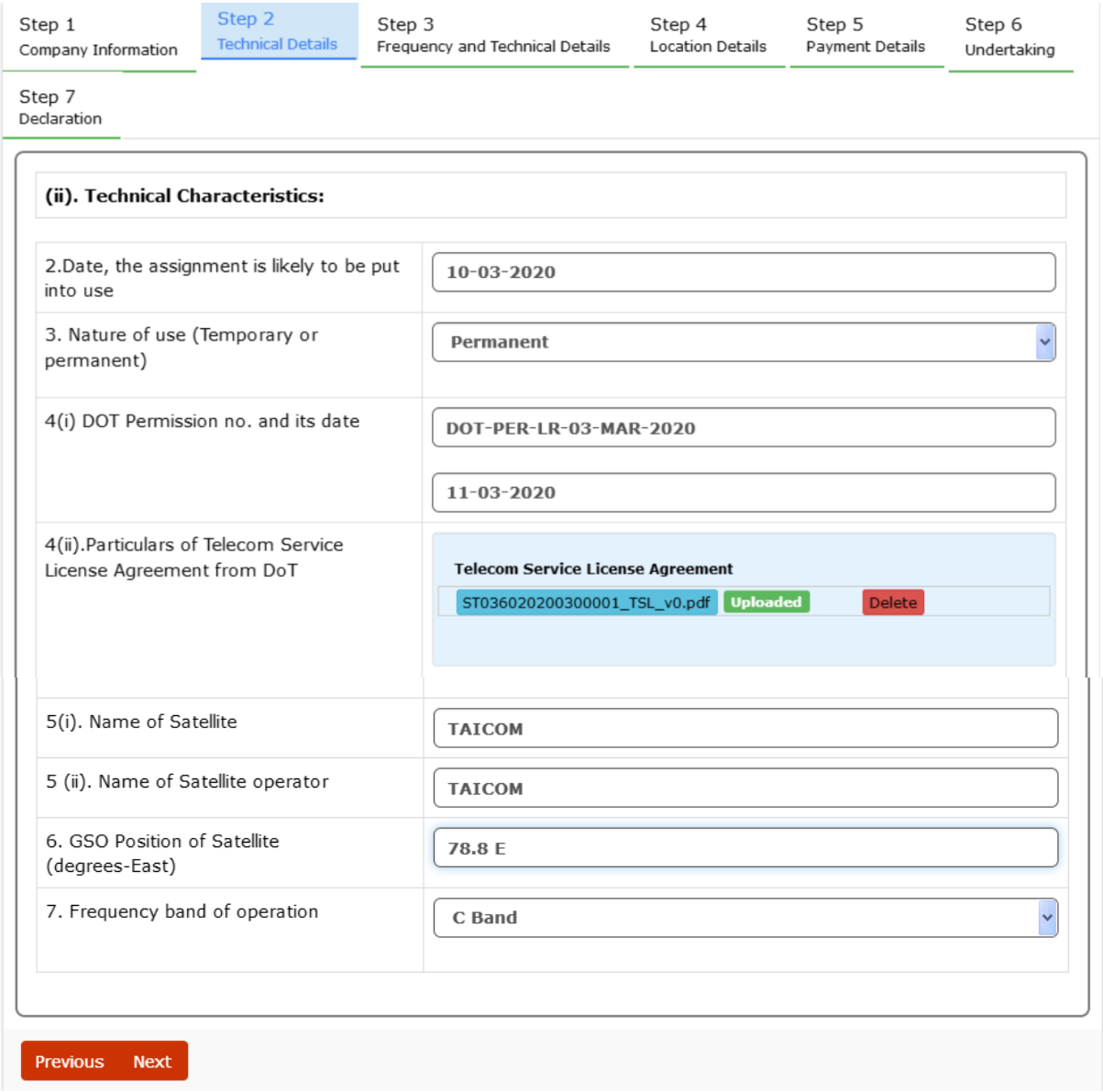
APPLYING FOR LICENSE – STEP1

This step has general information populated from the database.



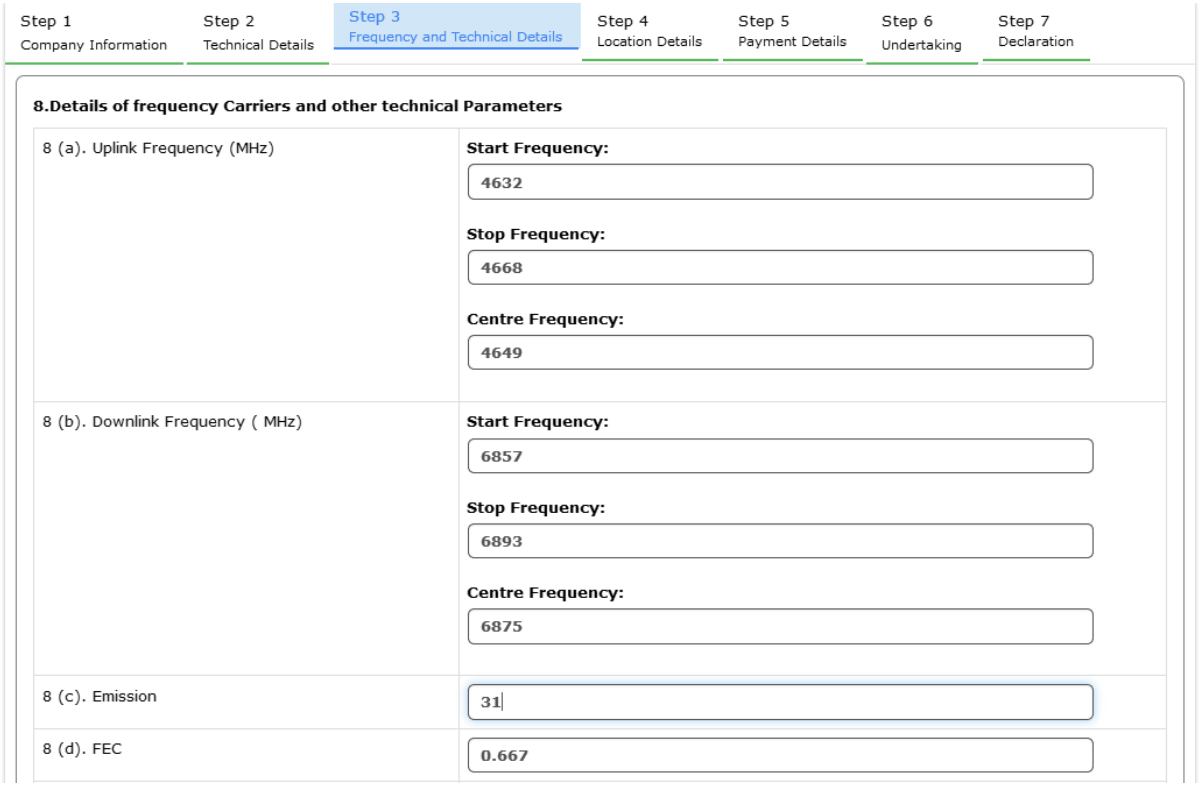
APPLYING FOR LICENSE – STEP2

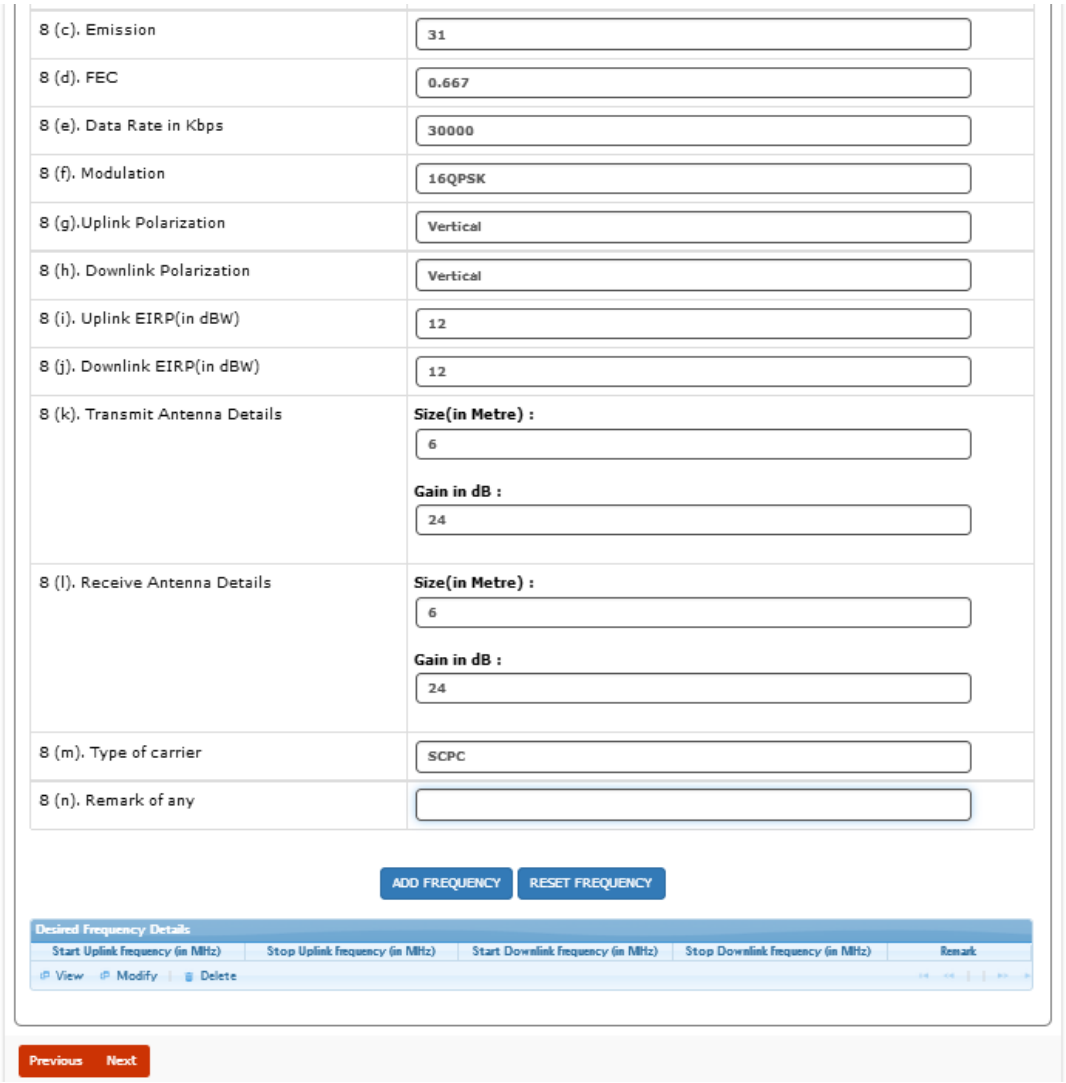
Technical details are to be entered in this section



APPLYING FOR LICENSE – STEP3

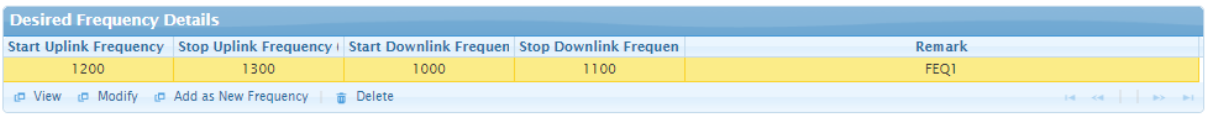
The applicant shall enter the Frequency/Technical Details in this step.


Step 1
Company Information
Step 2
Technical Details
Step 3
Frequency and Technical Details
Step 4
Location Details
Step 5
Payment Details
Step 6
Undertaking
Step 7
Declaration
8.Details of frequency Carriers and other technical Parameters
8 (a). Uplink Frequency (MHz)
Start Frequency:
4632
Stop Frequency:
4668
Centre Frequency:
4649
8 (b). Downlink Frequency (MHz)
Start Frequency:
6857
Stop Frequency:
6893
Centre Frequency:
6875
8 (c). Emission
31
8 (d). FEC
0.667

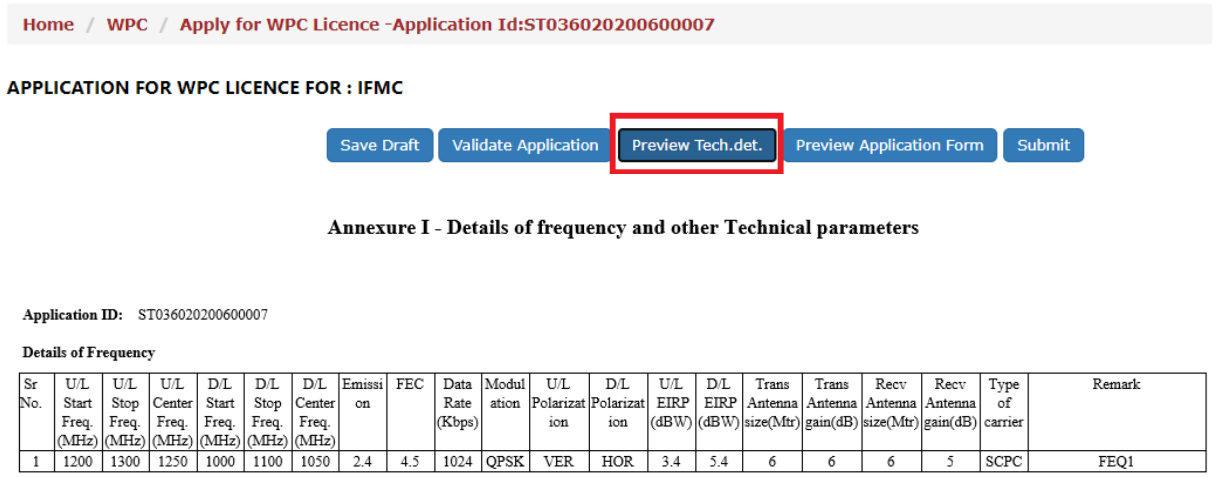


Already added frequency can be viewed / modified using the View / Modify button.

Also using the Add as New Frequency button, the already added button can be copied to cerate the new frequency.



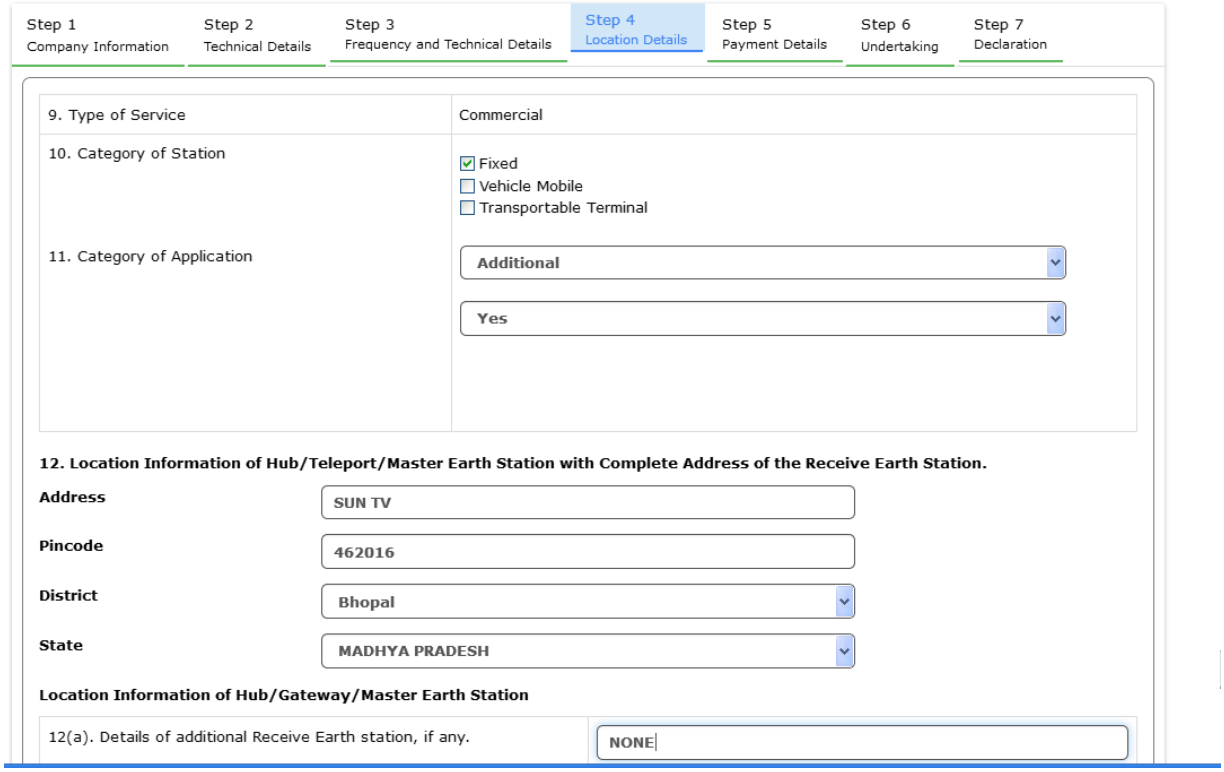
The frequency/technical details can be previewed in pdf form by using the “Preview Tech. Det” button.



Sr No.	U/L Start Freq. (MHz)	U/L Stop Freq. (MHz)	U/L Center Freq. (MHz)	D/L Start Freq. (MHz)	D/L Stop Freq. (MHz)	D/L Center Freq. (MHz)	Emission	FEC	Data Rate (Kbps)	Modulation	U/L Polarization	D/L Polarization	U/L EIRP (dBW)	D/L EIRP (dBW)	Trans Antenna size(Mtr)	Trans Antenna gain(dB)	Recv Antenna size(Mtr)	Recv Antenna gain(dB)	Type of carrier	Remark
1	1200	1300	1250	1000	1100	1050	2.4	4.5	1024	QPSK	VER	HOR	3.4	5.4	6	6	6	5	SCPC	FEQ1

APPLYING FOR LICENSE – STEP4

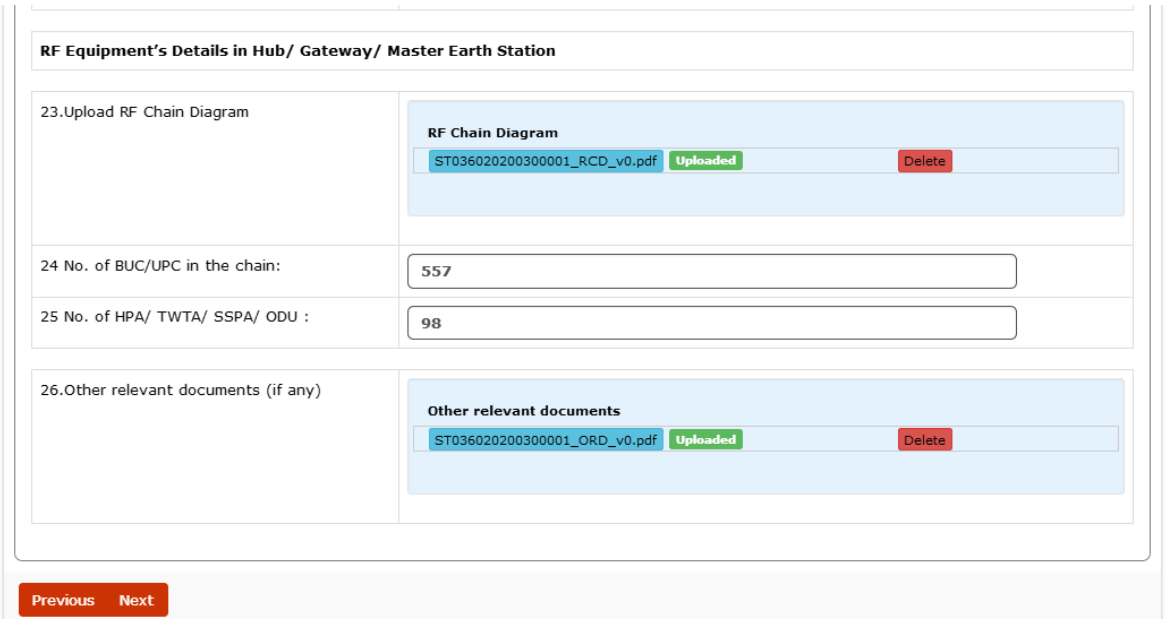
The applicant shall enter the Location Details in this step.



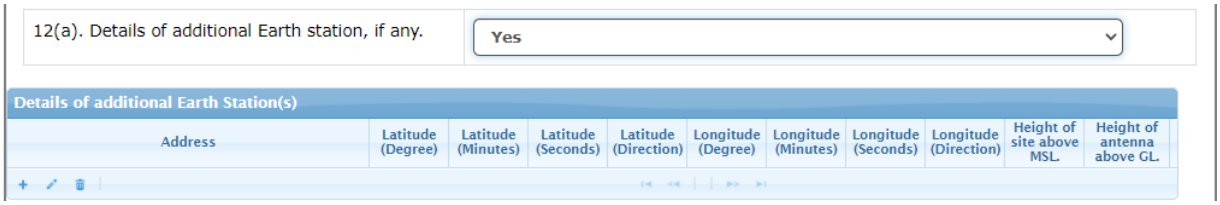
13. (i) Geographical coordinates in degrees, minutes and second should be upto 1 decimal point:	
Latitude [Note : Only 2 digits are allowed for Degree and Minutes. Seconds should be upto 1 decimal point.]	Degree: 10 Minutes: 2 Seconds: 3.00 Direction: NORTH
Longitude [Note : Only 2 digits are allowed for Degree and Minutes. Seconds should be upto 1 decimal point.]	4 5 6 EAST
13. (ii) Height of site above Mean Sea Level (MSL) in meter	7.000
13. (iii) Height of antenna above Ground Level in meter	8.000

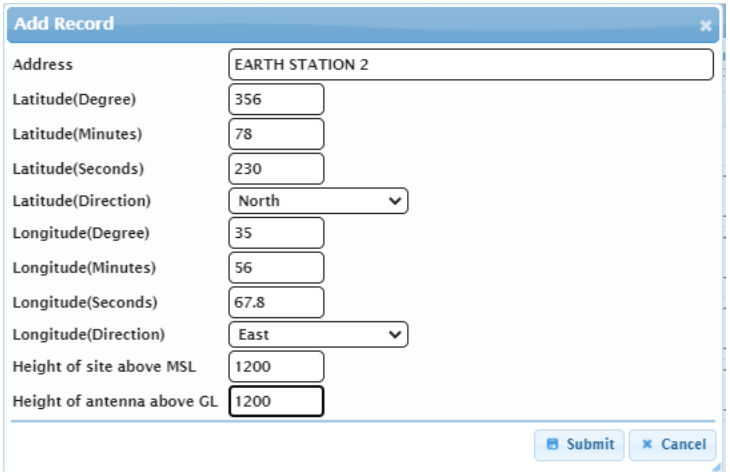
(iv) Antenna Details of Hub/Gateway/Master Earth Station

14. Size of Antenna (in Meter)	9.000
15 (i). Max. gain of the Antennae (dB) Transmission	10.000
15(ii). Max. gain of the Antennae (dB) Reception	11.000
16. G/T of the Earth Station Transmission Reception(in dB/ degree kelvin)	12.000
17. Does the off axis pattern of the antenna complies with the prevailing TEC norms	Yes : ◉ No : ○
18.The Total Bandwidth to be used in MHz	13.000
19. Nature of Media to be transmitted	☑ Data ☑ Voice ☑ Video
20. Link Budget Calculations	**Link Budget Calculations** ST036020200300001_LBC_v0.pdf Uploaded Delete
21. Carrier Plan details	**Carrier Plan details** ST036020200300001_CPD_v0.pdf Uploaded Delete
22. Transponder allocation and its validity (*)	**Transponder Allocation Letter** ST036020200300001_TAL_v0.pdf Uploaded Delete
23 Validity of transponder allocation letter	11-03-2020
22 b. Undertaking to be submitted by the applicant in the WPC recommeded proforma	**Undertaking WPC proforma** ST036020200300001_UTK_v0.pdf Uploaded Delete



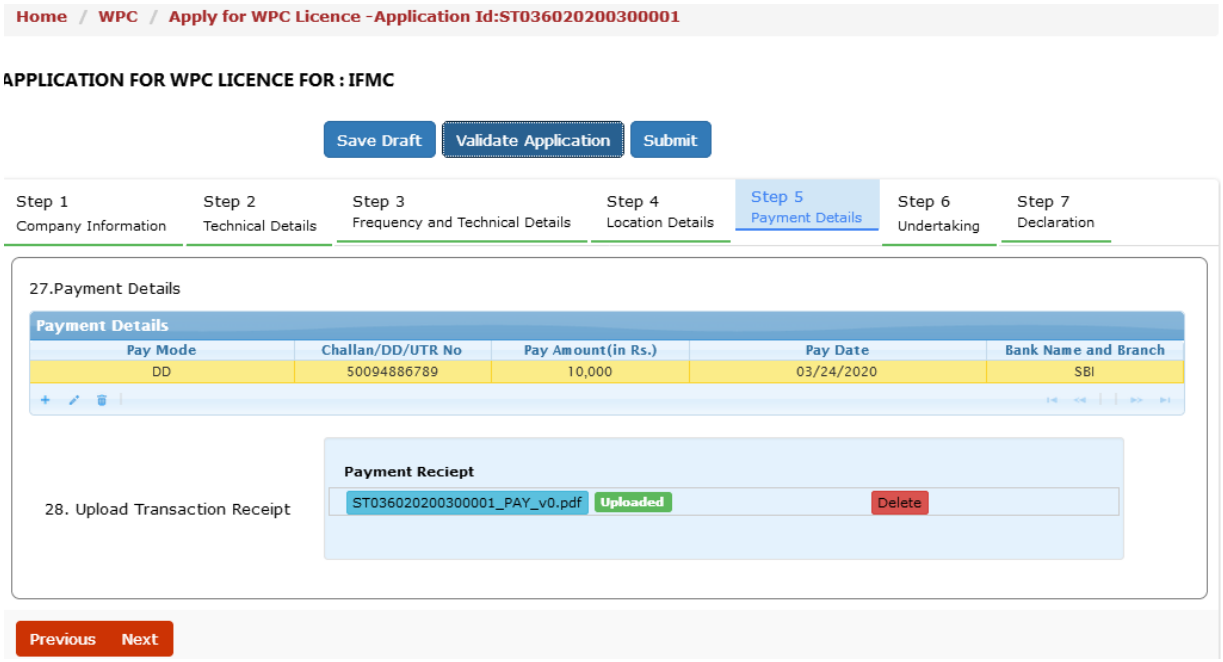
Details of additional earth stations can be entered using by selecting the option 12(a) as Yes.



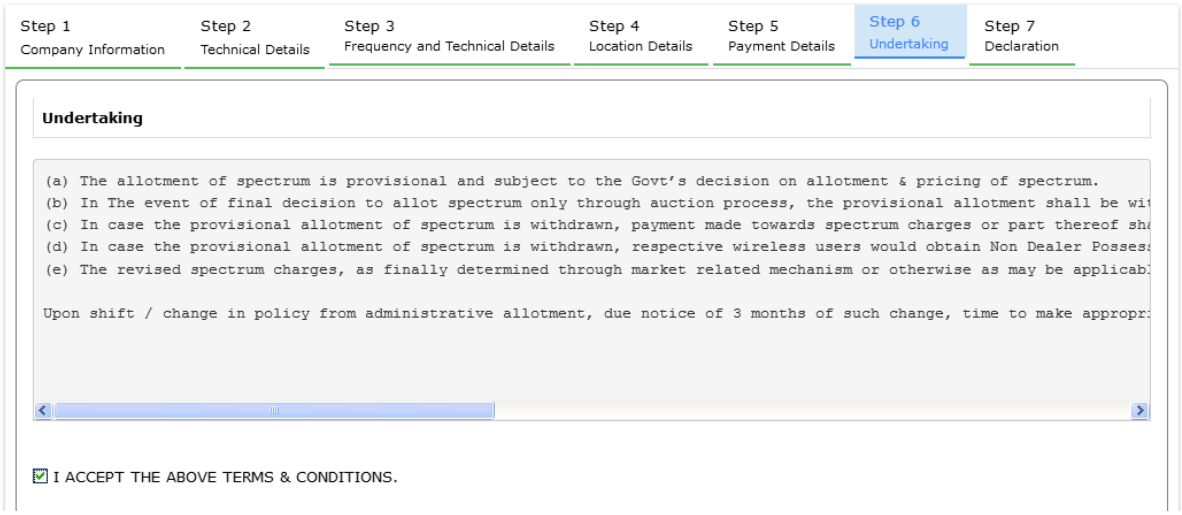


APPLYING FOR LICENSE – STEP5

The applicant shall enter the Payment Details in this step.



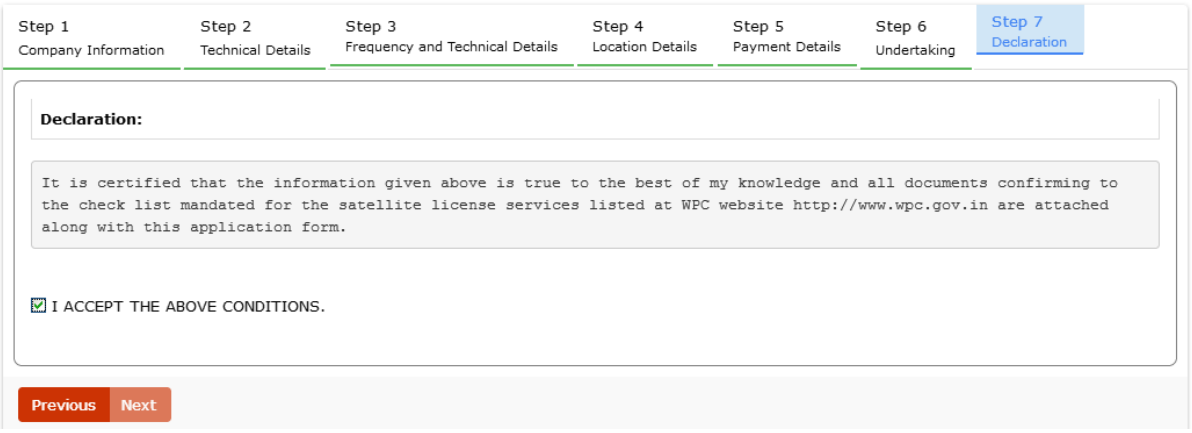
APPLYING FOR LICENSE – STEP6



Read the Undertaking and tick the check box.

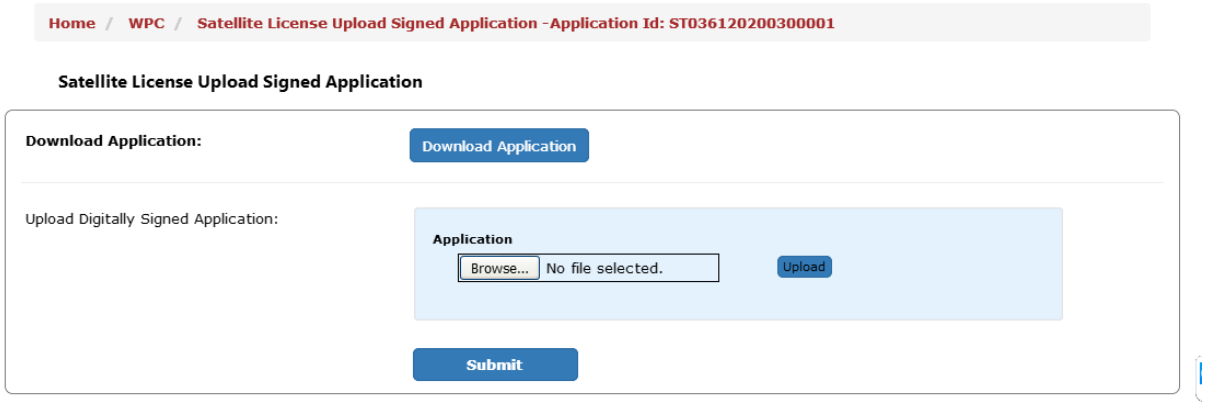
APPLYING FOR LICENSE – STEP7

Read the Declaration and tick the check box and submit the application. Once the application is submitted the user will be re-directed to the Dashboard Page.



APPLYING FOR LICENSE – UPLOAD SIGNED APPLICATION

Go to previous Application Tab, download Application, get it digitally signed and upload it. Once the



The dashboard status changes to SUBMITTED.

ST035520200300008	aman	22-03-2020	SUBMITTED	Application scrutiny in process

SCRUTINY OF BROADCAST/TELECOM LICENSE DSNG

The scrutiny process is done by Nodal officer. If any of the field is Not OK, it would be reverted back to the applicant. Applicant can now change only Not OK fields. First go to previous Application tab, click on "Modify Application" Button.

Satellite Application Details

Apply for New Application | Previous Applications

No of Rows:73

PDF | EXCEL | Search: ST035420200500019

Sr.No.	Application Id	Applicant Name	Application Submitted Date	Application Status	Action
43	ST035420200500019	aman	04-05-2020	Application reverted by WPC	Modify Application

Showing 1 to 1 of 1 entries (filtered from 73 total entries) Previous 1 Next

Step 1 Company Information | Step 2 General Information | Step 3 Technical Details | Step 4 Location Details | Step 5 Payment Details | Step 6 Terms and Conditions | Step 7 Undertaking | Step 8 Declaration

Technical Characteristics:

2.Date, the assignment is likely to be put into use	02-05-2020
3. Nature of use (Temporary or permanent)	Permanent
4(i) MIB Permission no. and date	PER1234 02-05-2020
4 (ii).Scanned copies of Broadcasting permission from Ministry of I & B	MIB Permision ST035420200500019_MIB_v0.pdf Not Verified! Plz Upload again Choose File No file chosen Upload
4(iii) Name of the News TV Channel(s) permitted for use of DSNG vans	List of TV Channels ST035420200500019_LTV_v0.pdf Not Verified! Plz Upload again Choose File Upload chosen
5(i). Name of Satellite	MARS
5 (ii). Name of Satellite operator	RELIANCE

6. GSO Position of Satellite (degrees-East)	67.5
7. Frequency band of operation	C Band
Scrutiny Remarks of Step -2	NOT OK **Remarks :**

Step 1 Company Information | Step 2 General Information | Step 3 Technical Details | Step 4 Location Details | Step 5 Payment Details | Step 6 Terms and Conditions | Step 7 Undertaking | Step 8 Declaration

9. Type of Service	Commercial
10. Category of Station	☑ Fixed ☑ Vehicle Mobile ☐ Fly-away/Transportable Terminal
11. Category of Application	New Do you have Licence :

12. Location Information of Hub/Teleport/Master Earth Station with Complete Address of the Receive Earth Station.

Address	PUNE
Pincode	411019
District	Pune
State	MAHARASHTRA

Location Information of Hub/Gateway/Master Earth Station

12(a). Details of additional Receive Earth station, if any.	87

RF Carrier Details

13.The Total Bandwidth to be used in MHz	25.000

14. Nature of Media to be transmitted	☑ Data ☑ Voice ☑ Video
15. Link Budget Calculations	View
16. Carrier Plan details	View
17. Transponder allocation and its validity (*)	View
18 Validity of transponder allocation letter	30-05-2020
19. Undertaking to be submitted by the applicant in the WPC recommeded proforma	View

RF Equipments Details in DSNG

20.Upload RF Chain Diagram	View
21 No. of BUC/UPC in the chain:	25
22 No. of HPA/ TWTA/ SSPA/ ODU :	67
23 Total no. of DSNG/Fly-away/Fixed station	35
24.Carrier wise deployment plan of the DSNG	View

Miscellaneous:

25.Other relevant documents (if any)	View

Scrutiny of Step 4	OK **Remarks :**

Step 1 Company Information | Step 2 General Information | Step 3 Technical Details | Step 4 Location Details | Step 5 Payment Details | Step 6 Terms and Conditions | Step 7 Undertaking | Step 8 Declaration

24.Payment Details

Payment Details

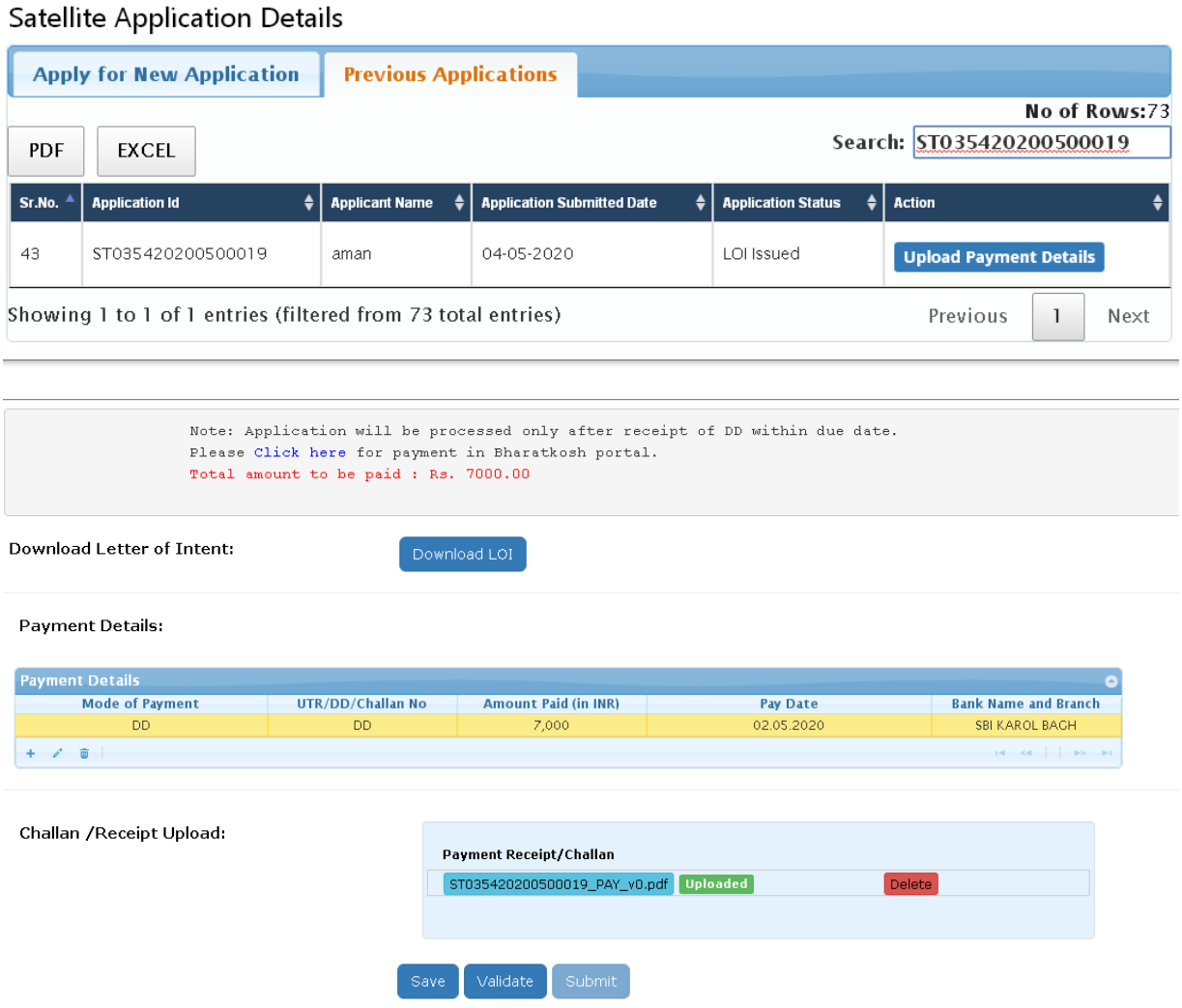
Mode of Payment	UTR/DD/Challan No	Amount Paid (in INR)	Pay Date	Bank Name and Branch

25. Download Transaction Receipt	**Payment Reciept** ST035420200500019_PAY_v0.pdf Verified
Scrutiny Transaction Receipt	OK **Remarks :**

The applicant shall examine the remarks given by the WPC nodal office for the Not OK fields and shall modify the fields values / shall upload the fresh file wherever required. After taking necessary action for all the Not OK sections, the applicant shall resubmit the form again. Once the form is re-submitted the application will be routed back to the WPC nodal officer again for further scrutiny.

UPLOAD PAYMENT DETAILS - BROADCAST/TELECOM LICENSE DSNG

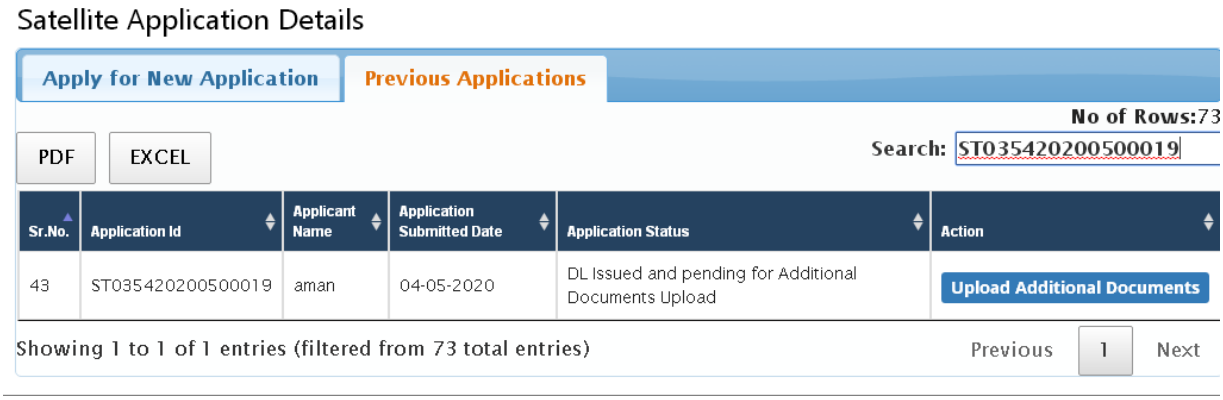
After LOI issue, applicant has to upload payment details. Go to previous Application tab and click on "Upload Payment Details" Button.



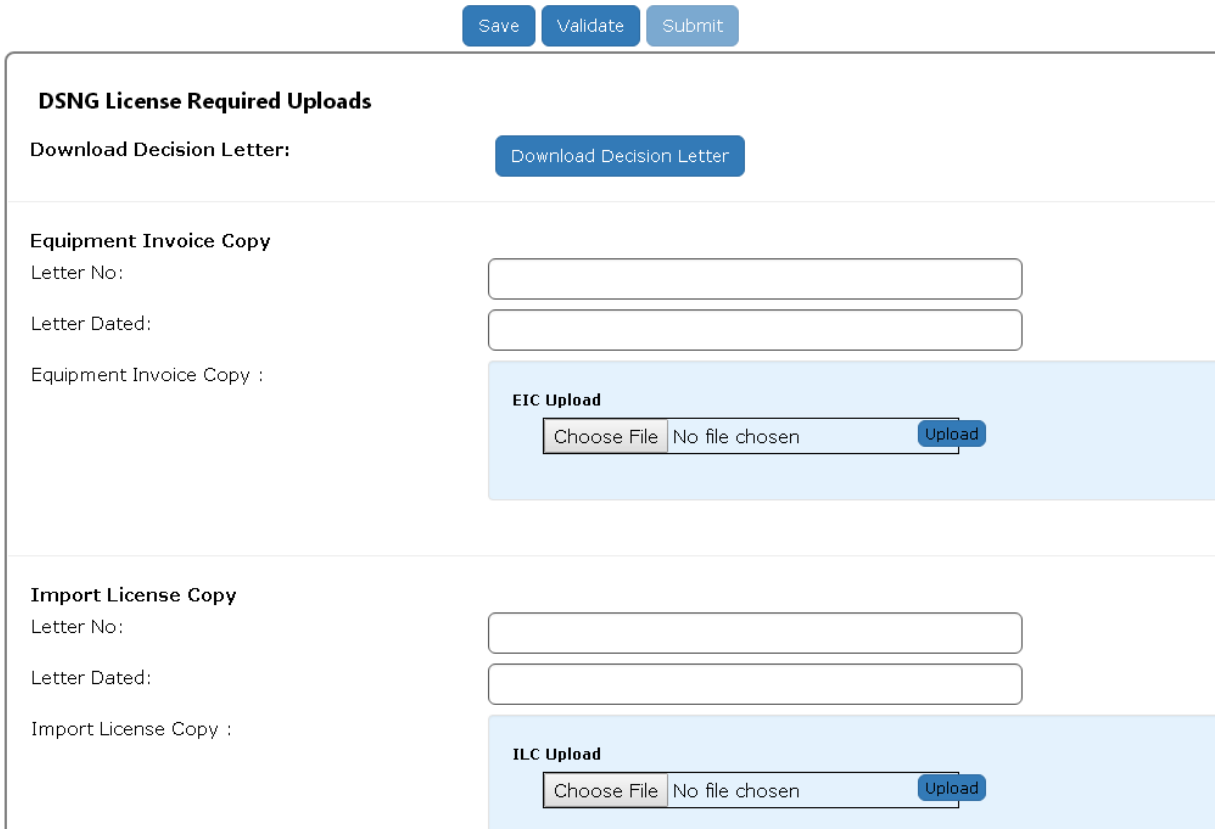
UPLOAD ADDITIONAL DOCUMENTS - BROADCAST/TELECOM LICENSE

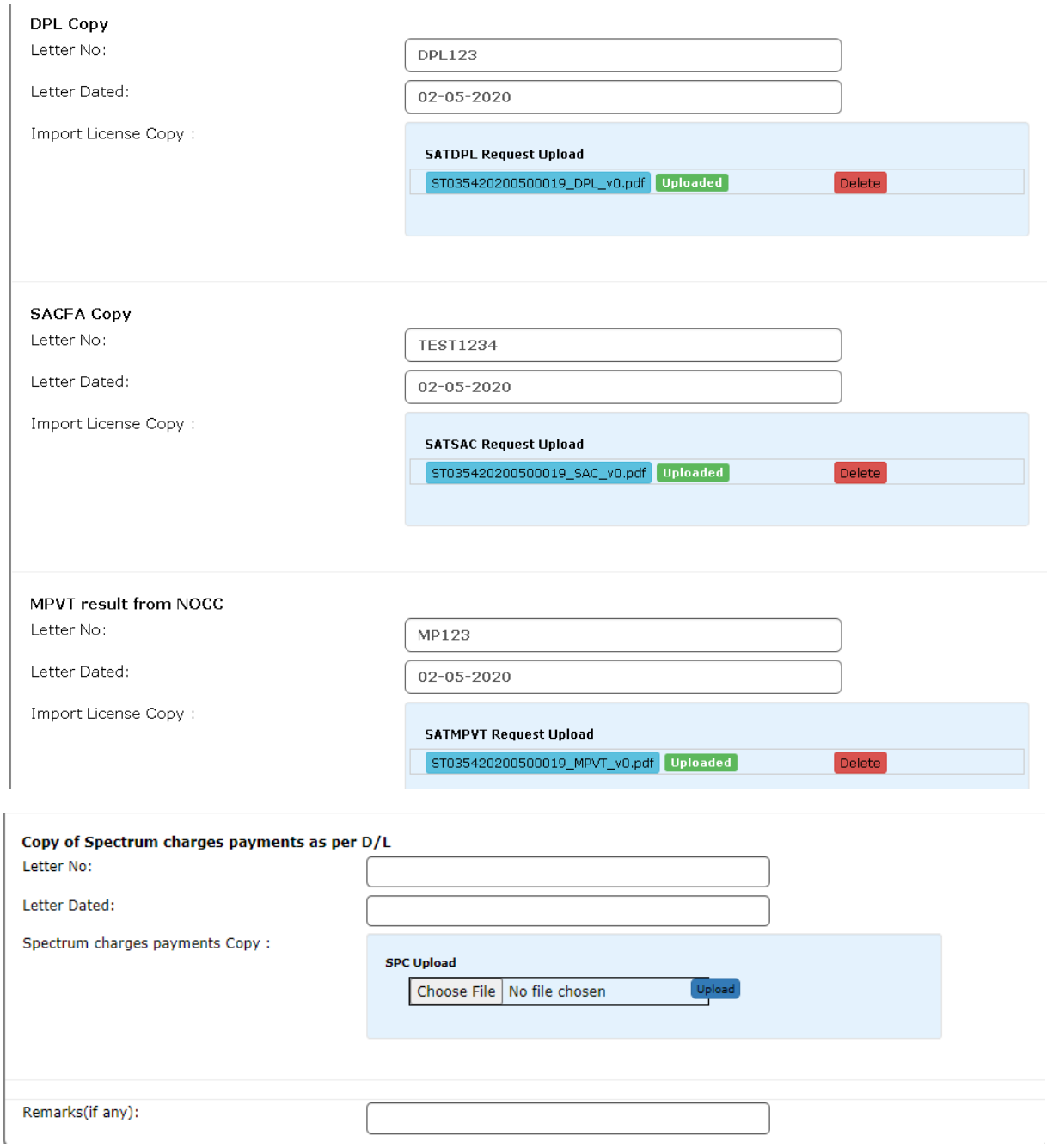
Once the Decision Letter is uploaded by the Nodal officer, the application will be routed back to the applicant for uploading of additional document.

Select Previous Applications Tab and click on "Upload Additional Documents" Button



Upload Additional Documents.





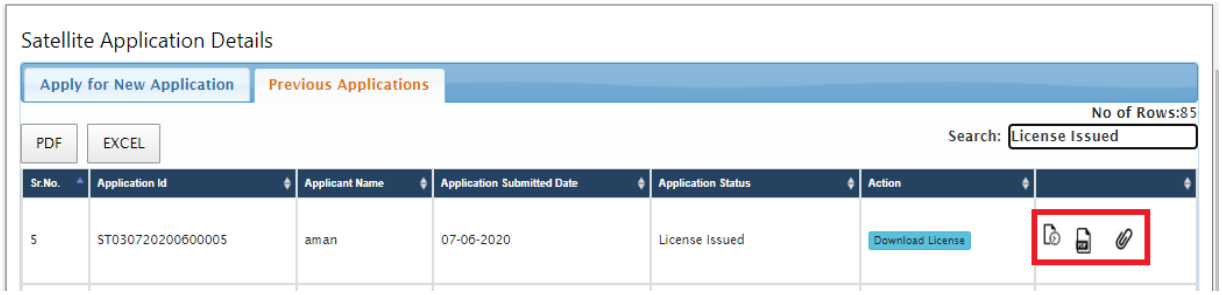
After uploading the documents, click on submit button at top of the page.

DOWNLOADING LICENSE - BROADCAST/TELECOM LICENSE

Once the Nodal upload the license after scrutiny of the required documents, the applicant can download the license from the Dashboard using the "Download License" button.

ST032120200300006	aman	11-03-2020	LICENSE_ISSUED	Download License
ST032120200300007	aman	11-03-2020	LICENSE_ISSUED	Download License
ST032120200300008	aman	18-03-2020	LICENSE_ISSUED	Download License

History of the application, list of all the documents and the signed application can be viewed/ downloaded in from the dashboard.



Note: For Temporary DSNG license, after approval of the application, WPC issues Temporary DL / WOL. Other steps after application submission, described above for other Broadcast licenses are not involved in case of Temporary DSNG.

---- End of Document ----