User Manual

(For Applicant)

Online Application USR License

Department of Telecommunications

Government of India

24th June, 2020

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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.

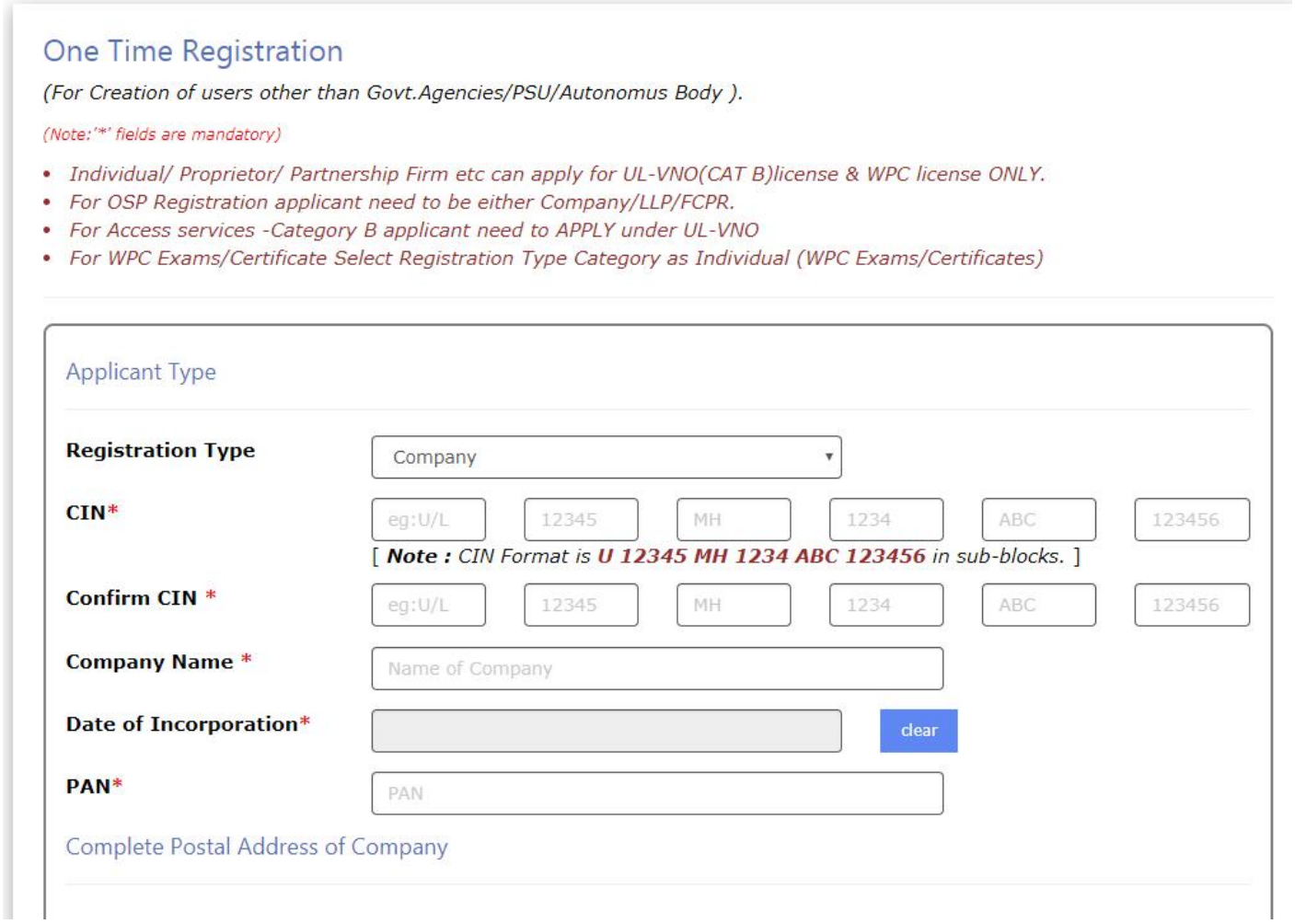
Section-2

APPLICANT PART

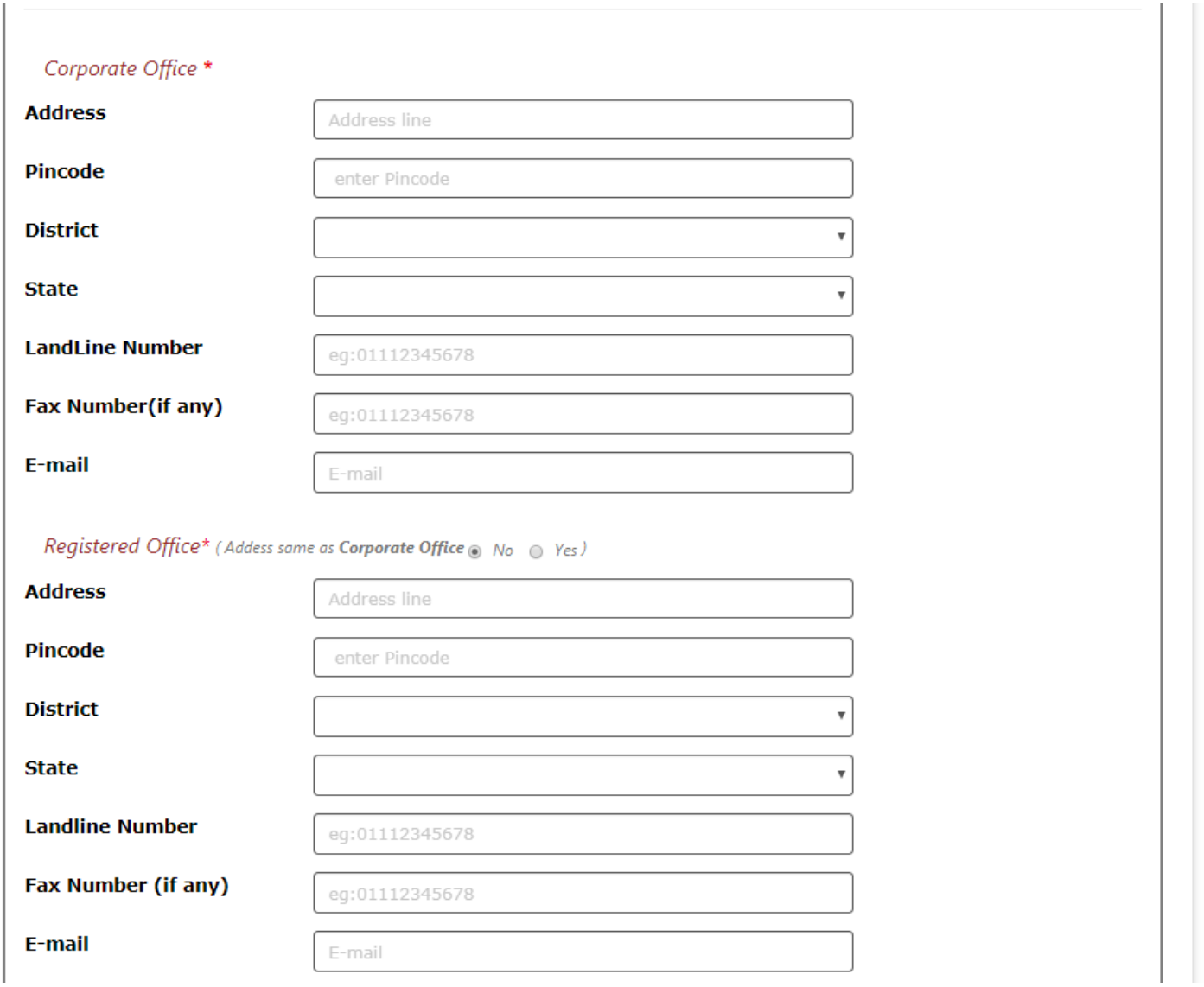
2.1 Registration

(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.

To apply for Non Network License *select Company or Individual or LLP* in **Registration Type**.



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



Address for Correspondence with Telephone/Mail* (Address same as **Registered Office** ◉ No ○ Yes)

Address Address line

Pincode enter Pincode

District

State

landline Number eg:01112345678

Fax Number (if any) eg:01112345678

E-mail E-mail

Mobile Number Mobile no

Authorised contact Person /Signatory details *

Name Name of Authorised Contact person/Signatory

Designation,if any Designation of Authorised Contact person/Signatory

Address Address line

Pincode enter Pincode

District

State

Landline Number eg:01112345678

Fax Number (if any) eg:01112345678

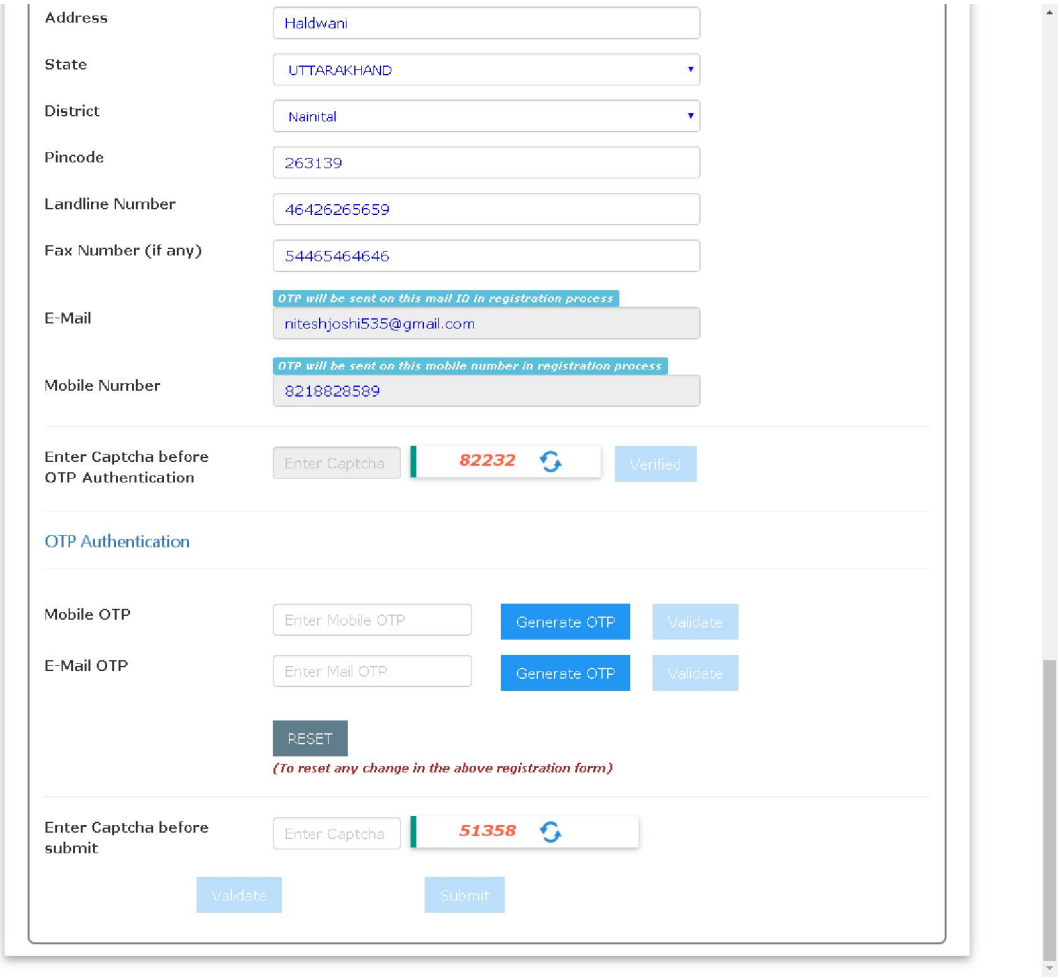
E-Mail *OTP will be sent on this mail ID in registration process* Mail Id

Mobile Number *OTP will be sent on this mobile number in registration process* Mobile No

Enter Captcha before OTP Authentication Enter Captcha FAvUtB

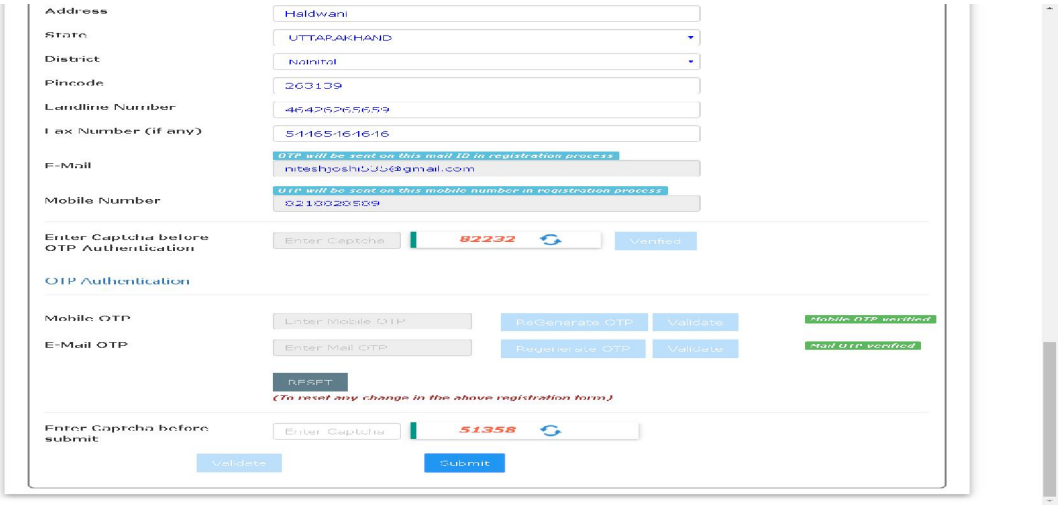
Validate Submit

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 successfully registration you will see the below screen.



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

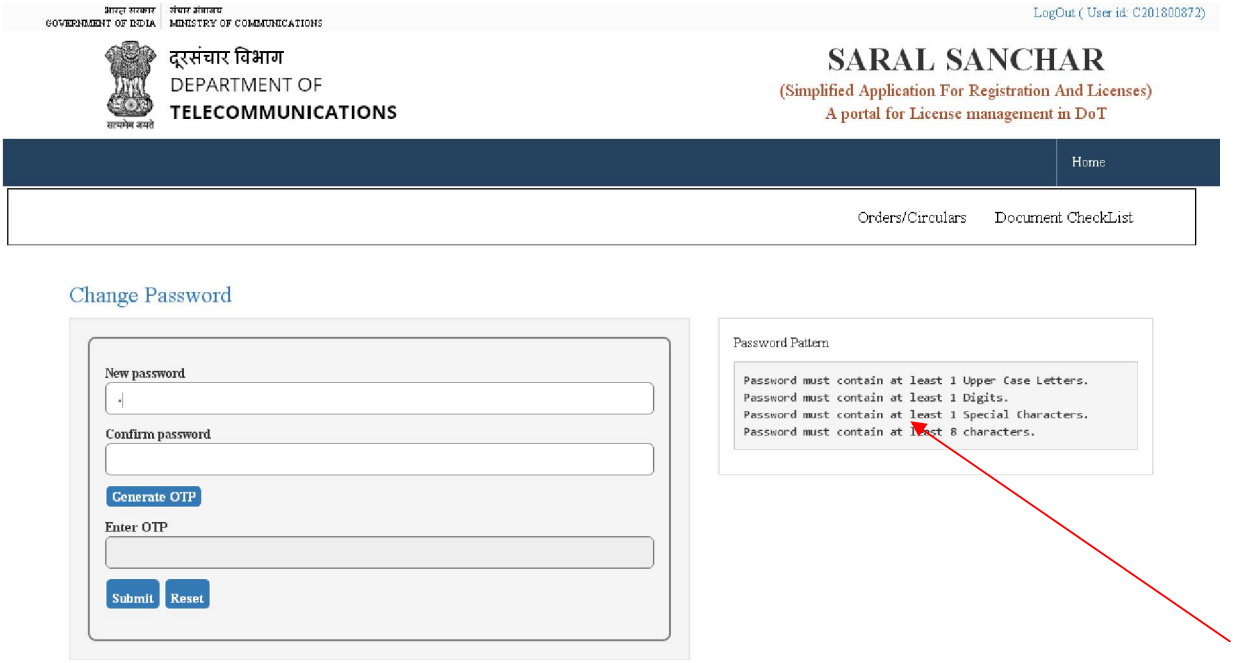
2.2 First Login

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**.

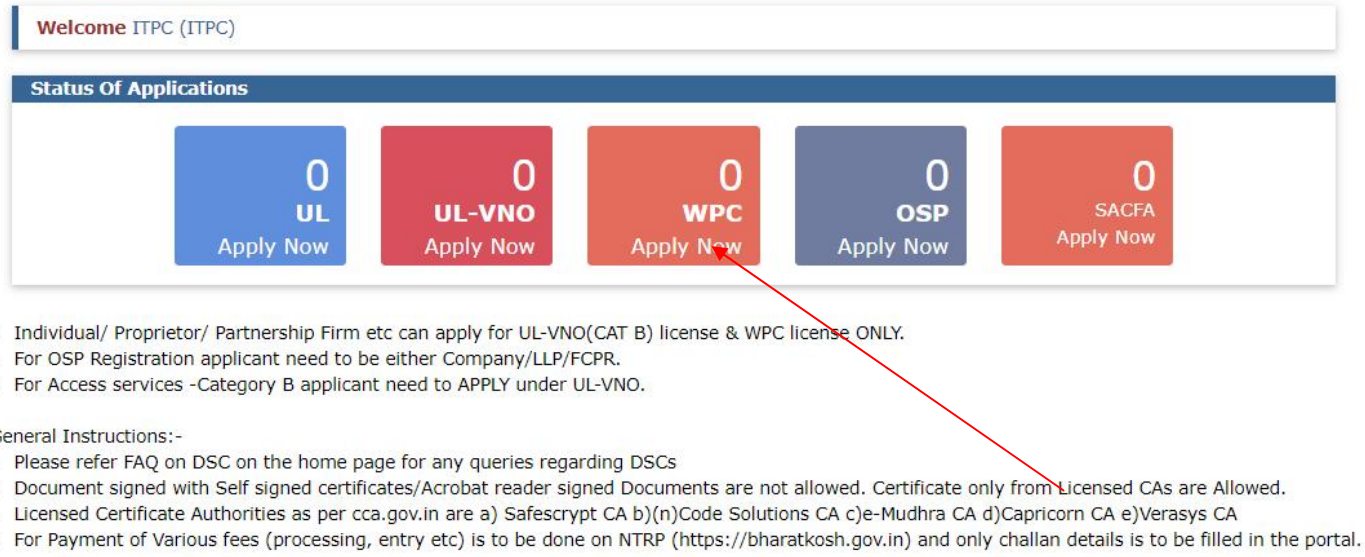
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



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



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



- 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.

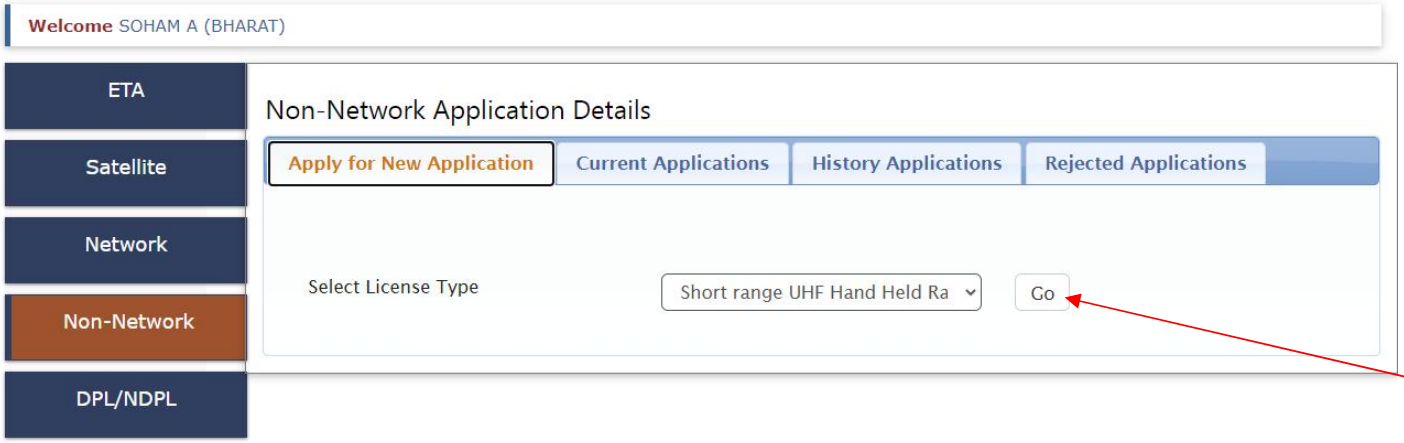
General Instructions:-

- 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.

2.3 Fishing Boat License Application:

Below is a sample demo for **Maritime Mobile Fishing Boat License application**.

Non-Network→Apply for New Application→Select License Type → Go.



2.3.1 *Applicant Details*

Applicant Details: Personal Details of Owner/Managing Director/Executive Director are to be filled and Corporate Address Details, Company/Organization/Individual Details will be showed as filled while registration.

APPLICATION FOR RLO, WPC Wing LICENSE(Short range UHF Hand Held Radio)

Pincode not available

Need help ? Click here

Save Draft | Validate Application | Preview Application Form | Submit

Applicant Details | Previous License Details | Technical Details | Equipment Details | Declaration

Application ID: RLO034020200500184

1A. Company/Organization/Individual Details:

CIN : U72400MH1990PTC057492
Company Name : BHARAT

1B. Registered Address Details :

Address : Nav Bharat Road, NEW LANE JAYNAGAR DELHI
District : New Delhi
State : DELHI
Pincode : 111112
Landline No : 22222222223
Fax : 33333333334
Mobile No :
Email : S@GMAIL.COM

1C. Corporate Address Details :

Address : Nav Bharat Road, NEW LANE JAYNAGAR DELHI
District : New Delhi
State : DELHI
Pincode : 111112
Landline No : 22222222223
Fax : 33333333334
Mobile No :
Email : SGA@GMAIL.COM

1D.Correspondence Address Details :

Address : Nav Bharat Road, NEW LANE JAYNAGAR DELHI
District : New Delhi
State : DELHI
Pincode : 111112
Landline No : 22222222223
Fax : 33333333334
Mobile No : 9999999999
Email : SSA@GMAIL.COM

1E.Personal Details of Owner/Managing Director/Executive Director/Director :

Name *	kavitha
Father's Name*	an
Designation*	aa
Nationality	Indian
Date of Birth*	26.06.2020
Place of Birth*	qqqqqqqq
Permanent Address*	
Pincode *	
District	
State	
Present Address*	
Pincode *	
District	
State	

No
Fax : 33333333334
Mobile No : 9999999999
Email : SSA@GMAIL.COM

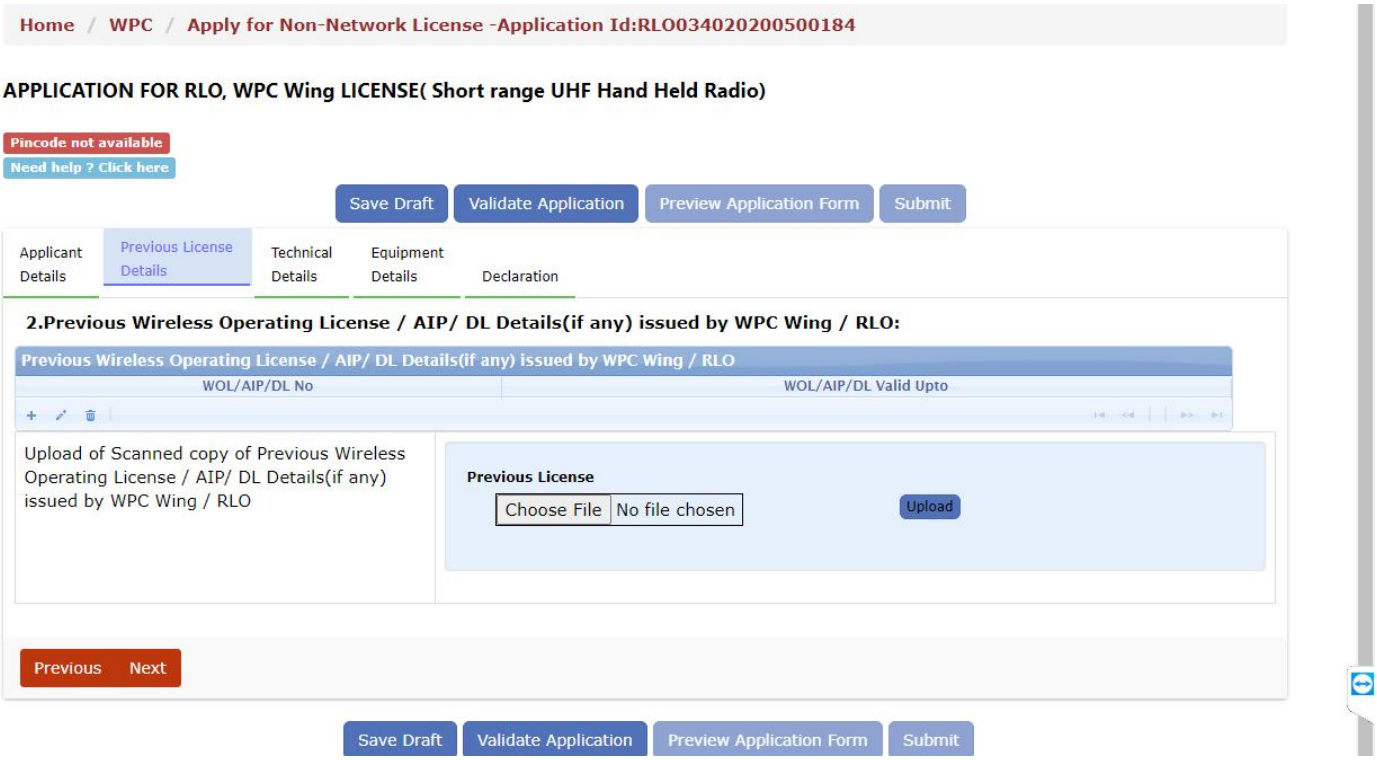
Present Address*	
Pincode *	
District	
State	
Passport No.if any	
Particulars of Foreigner, if any, who will operate the wireless equipment	

Copy of CIN/LLPIN/PAN:	Copy of Corporate Address Proof:	Copy of PAN/Aadhar/Passport(front & backside) of Owner/Managing Director/Executive Director
Copy of CIN/LLPIN/PAN Upload RLO034020200500184_RLO_CIN_v Delete Uploaded	Copy of Corporate Address Proof RLO034020200500184_RLO_CORP_ Delete Uploaded	Copy of PAN/Aadhar/Passport Card Upload RLO034020200500184_RLO_PAN_v Delete Uploaded
Copy of Registered Address Proof:	**Address for Correspondence:**	**Copy of Authorization Letter**
Copy of Registered Address Proof RLO034020200500184_RLO_RAP_v Delete Uploaded	Copy of Correspondence Address Proof Upload RLO034020200500184_RLO_COP_v Delete Uploaded	Copy of Authorization Letter RLO034020200500184_RLO_AUTH_ Delete Uploaded

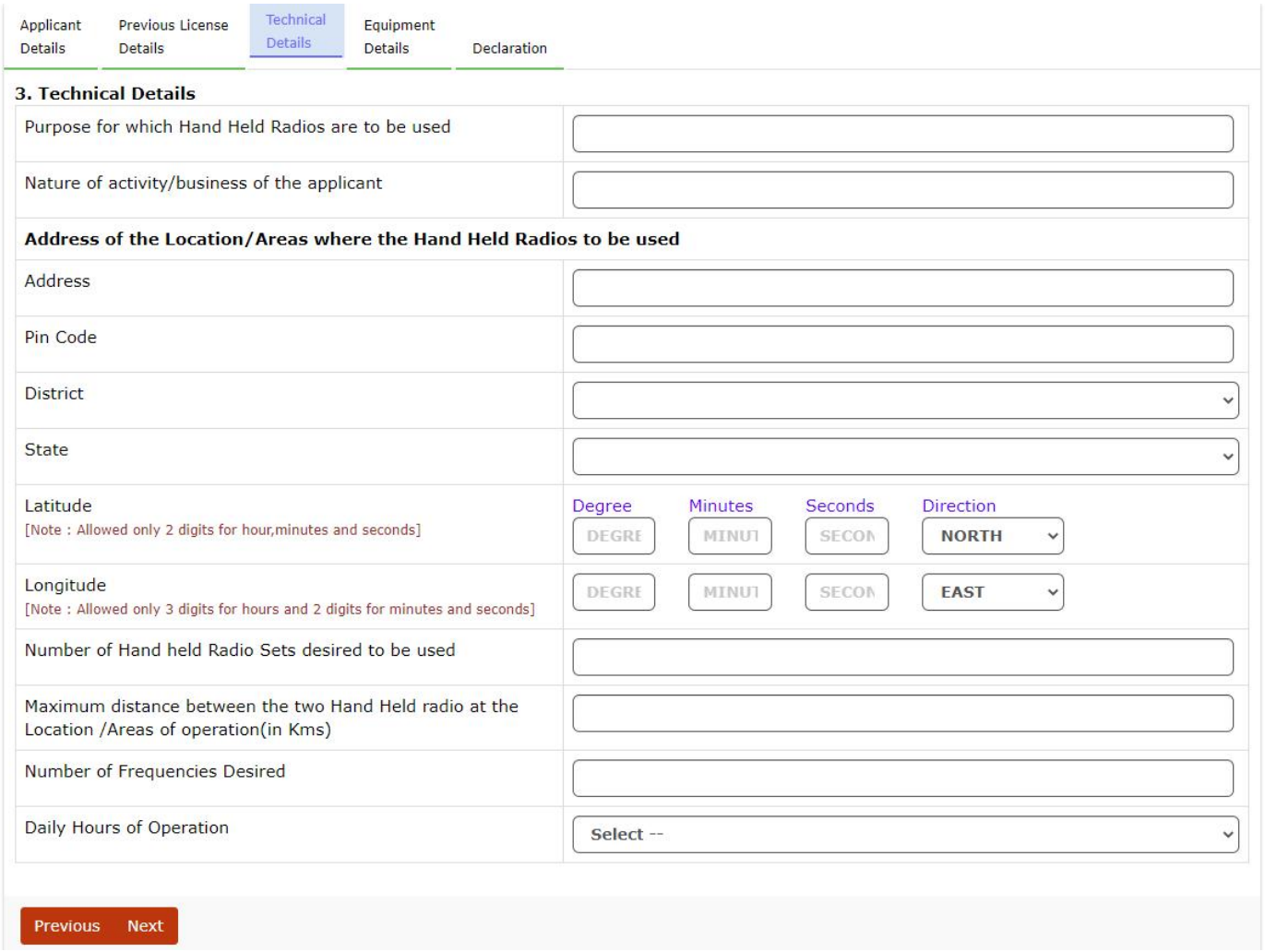
Once Save draft is clicked provisional application number will be attached to your application and further actions will be taken on the same. Applicant will be able to upload the documents,Payment Details and Equipment Details.

2.3.2 Previous License Details

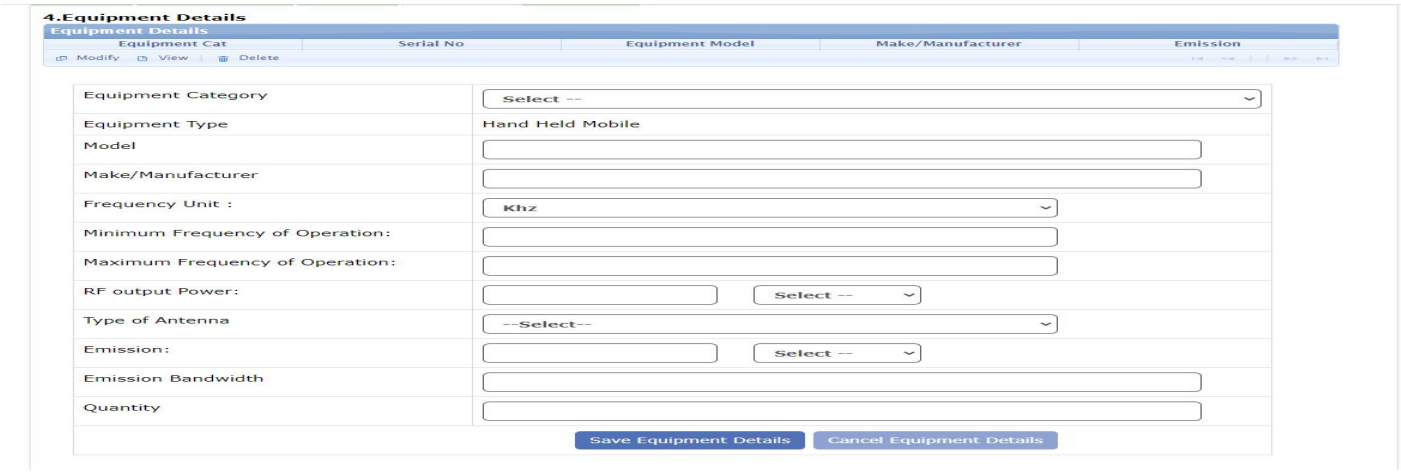
Next step is adding basic application details such as Previous License details if any.



2.3.3 Technical Details



2.3.4 Equipment Details

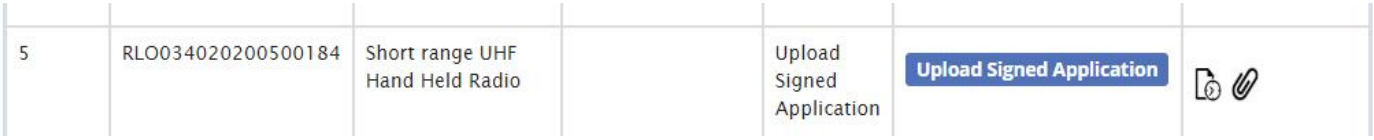


2.3.5 Declaration

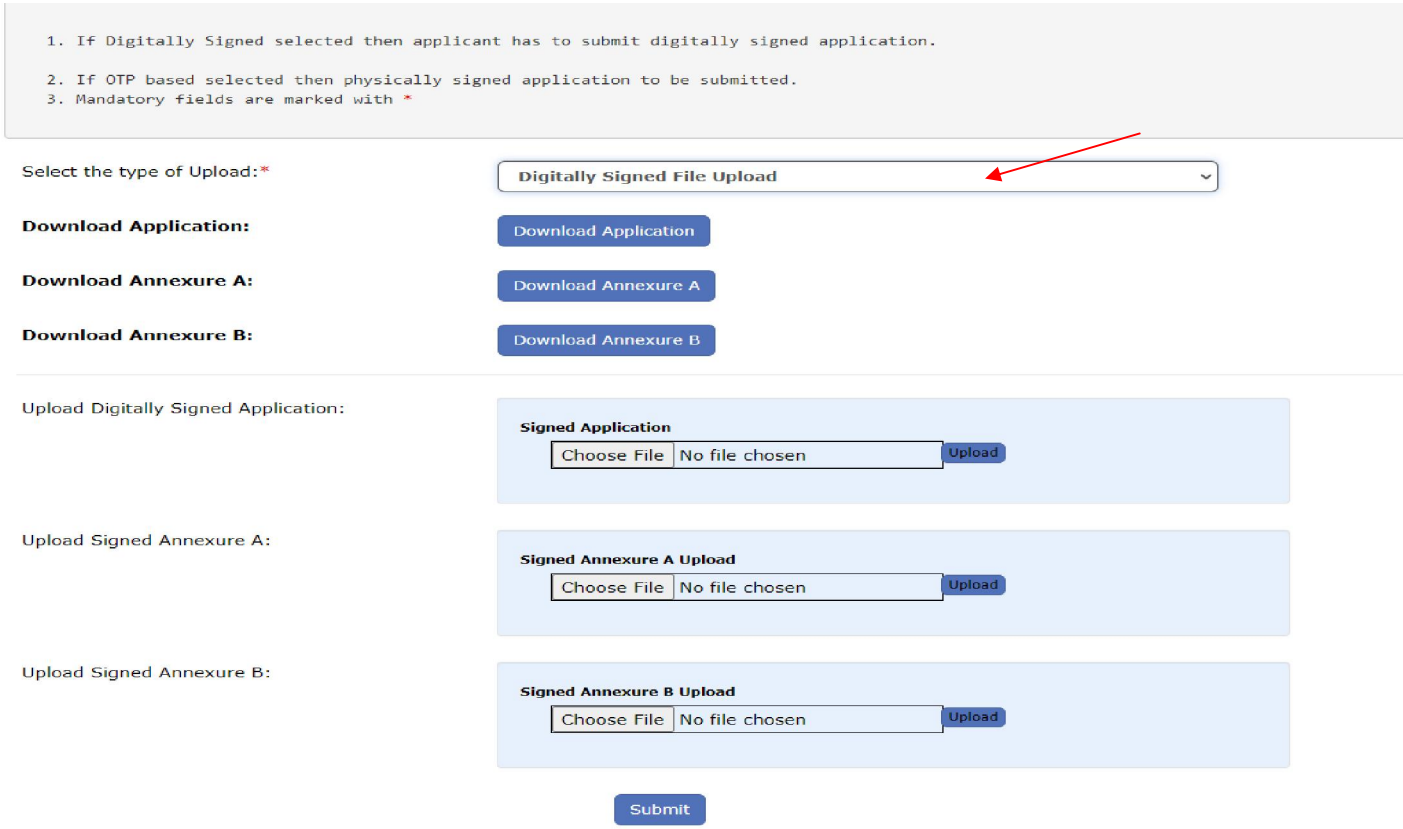


Select the check box to submit the application.

Once the details are added then validate application using “Validate Application” button and if validated successfully then “Submit” button will be activated. Once the application is submitted you will be redirected to dashboard.



Once you click on “Upload Signed Application” following screen for upload signed application will appear.



After you submit signed application click on "Submit" button. Once submitted you will be redirected to dashboard.



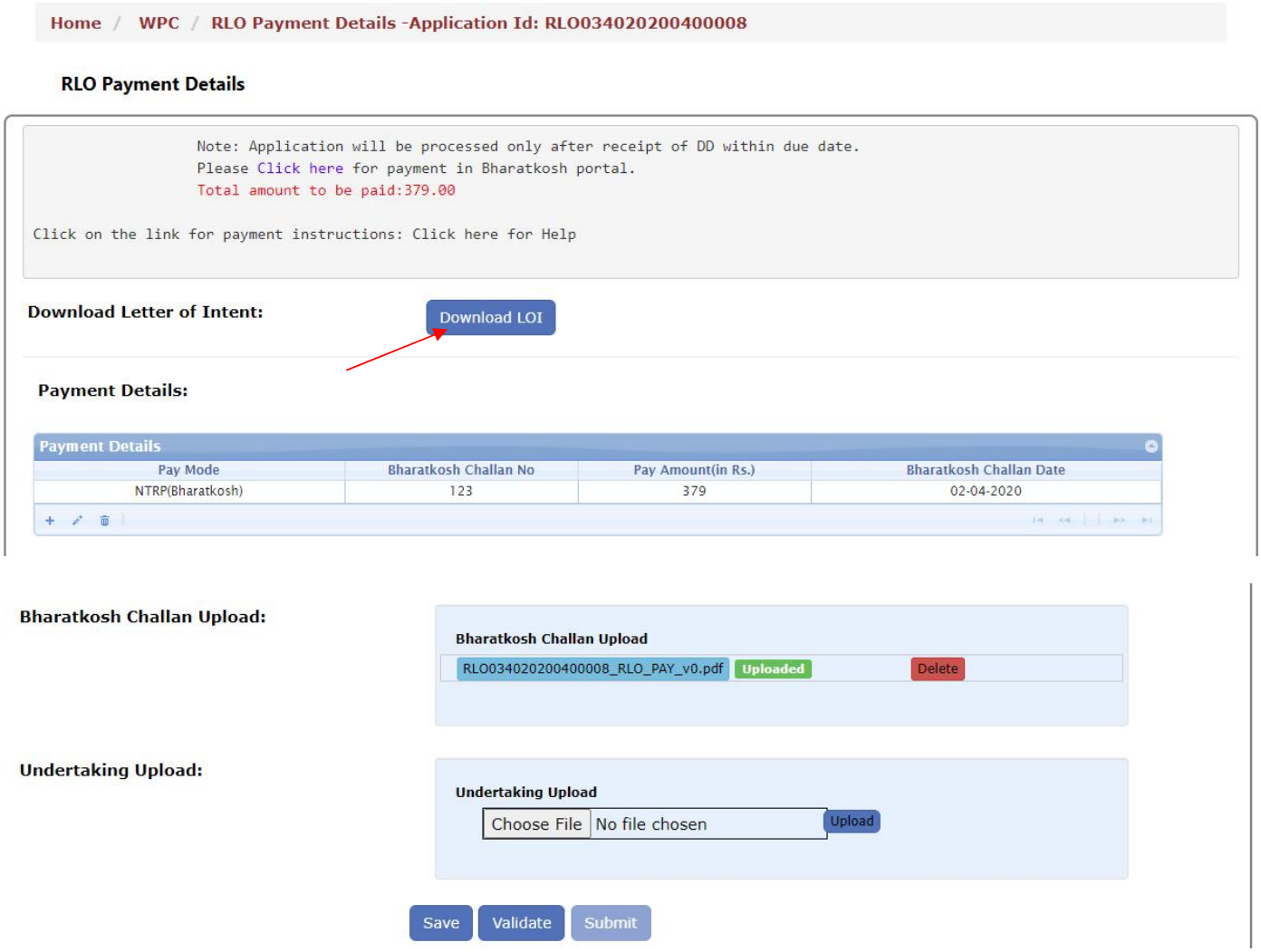
Application is submitted for issuance of Letter of Intent. If there is any problem with application nodal officer will revert the application back to applicant, and applicant has to modify and resubmit again.

If everything is in order and scrutiny is successful then LOI will be issued. And applicant has to submit the payment details as per Letter of Intent.

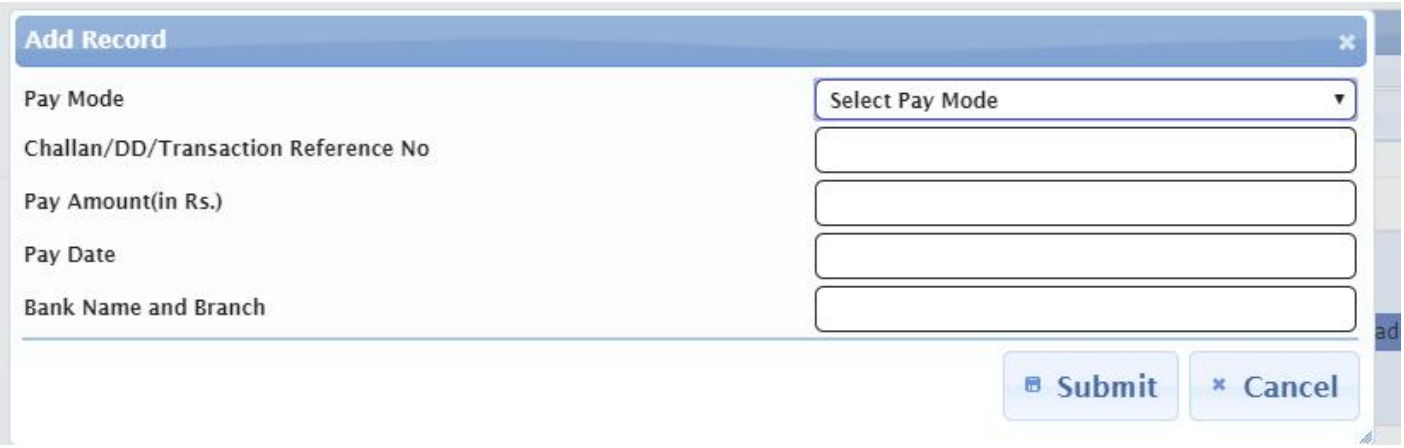
2.4 Upload Payment Details

Sr.No.	Application Id	License Type	Application Submitted Date	Status	Action
1	RLO034020200400008	Short range UHF Hand Held Radio	02-04-2020	LOI Issued and waiting for upload of Payment	Upload Payment Details

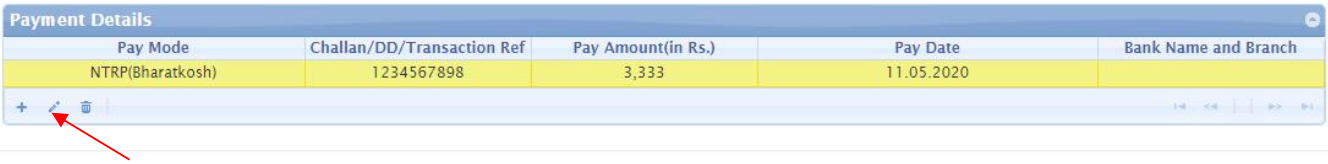
Click on "Upload Payment Details" to upload Payment details. Applicant can download Letter of Intent using "Download LOI" button as shown.



Click on "+" symbol to add payment details.



Once you click on Submit details appear in the table as shown below.



Click on symbol shown using arrow to edit the added details.

Click on Delete Symbol to delete the row.

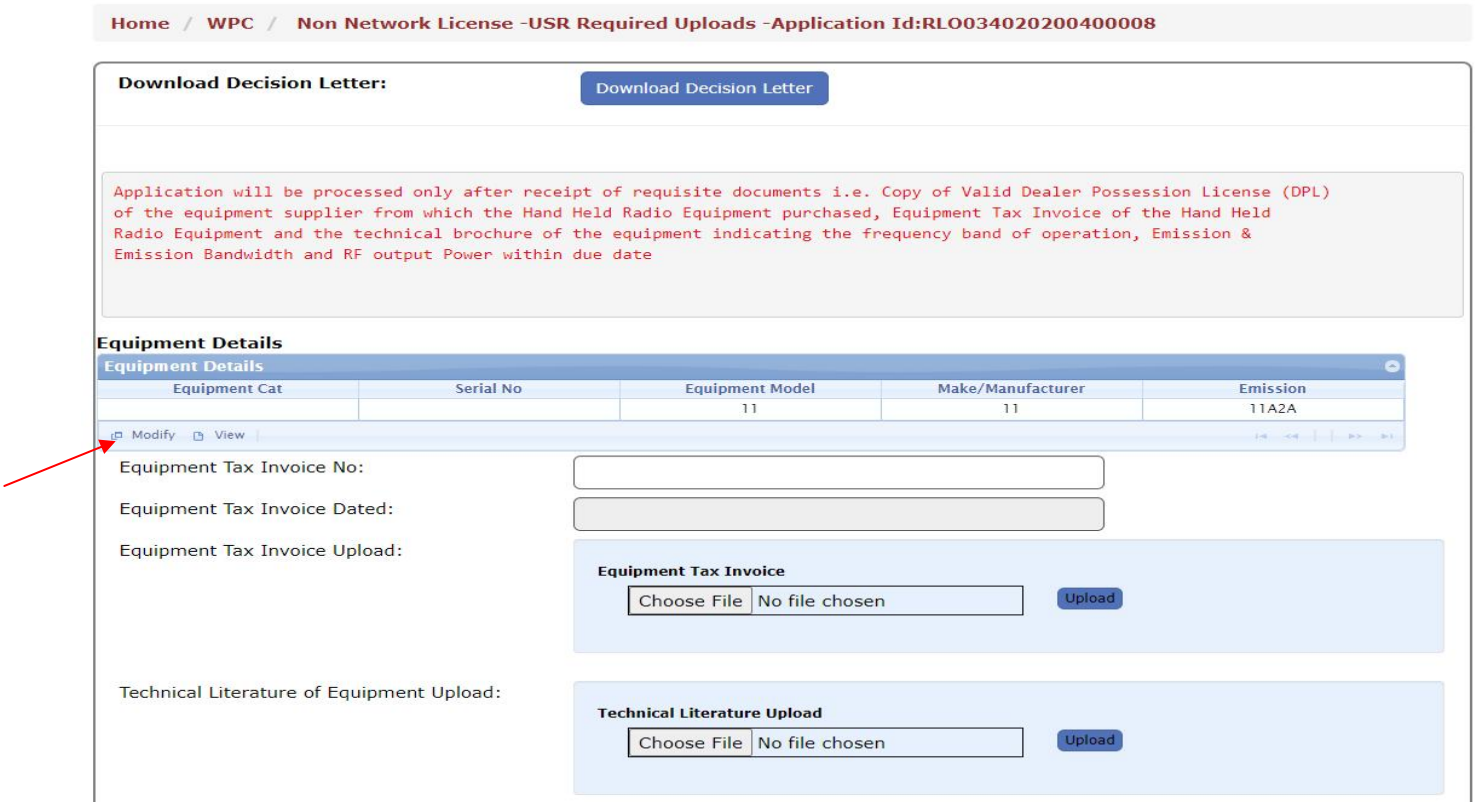
Upload Challan/ Payment Receipt and Submit the Payment Details. Application will go to nodal officer for payment scrutiny. If payment details are correct then Decision letter will be issued else nodal officer will revert for modification.

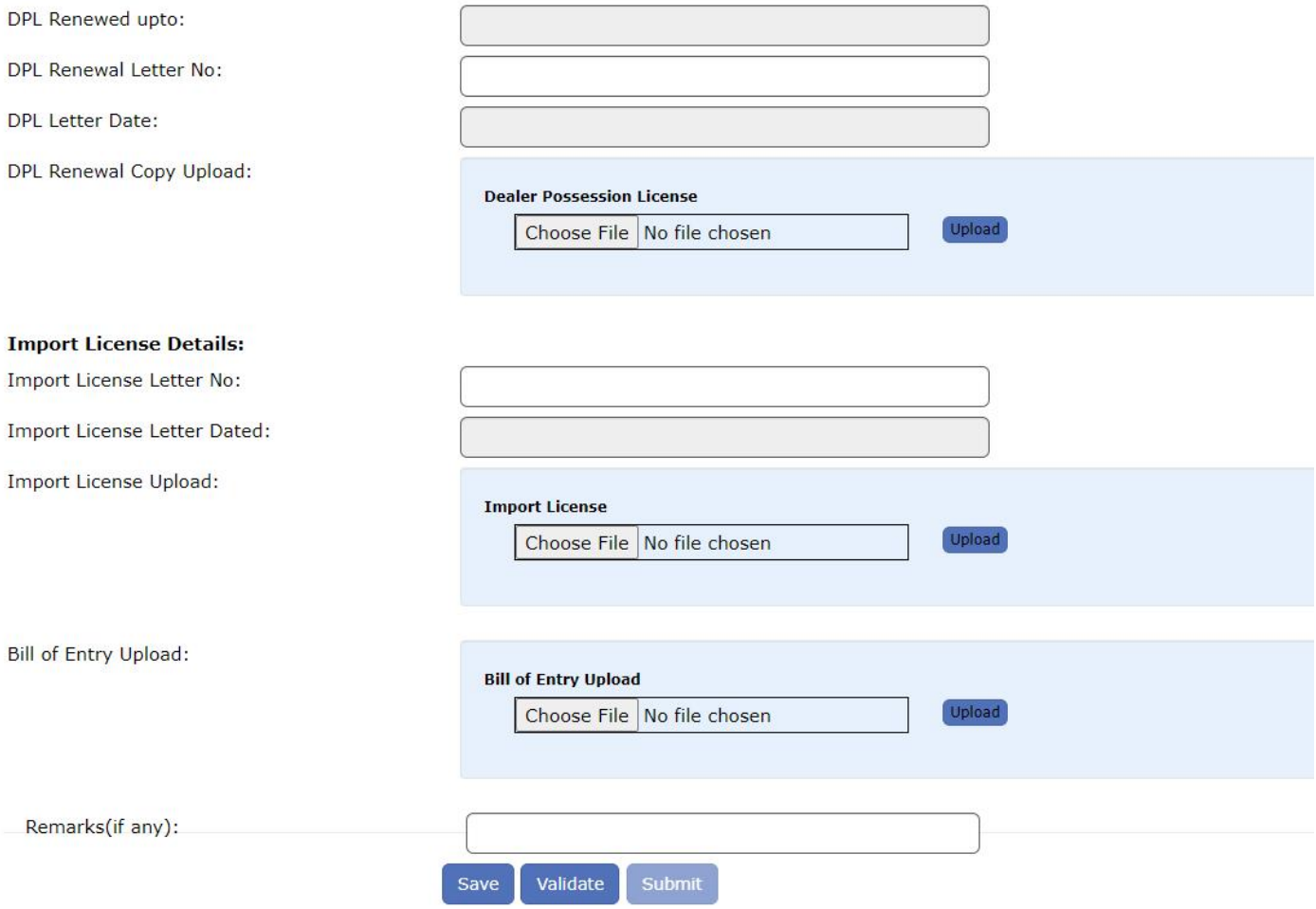
Sr.No.	Application Id	License Type	Application Submitted Date	Status	Action	
1	RLO034020200400008	Short range UHF Hand Held Radio	02-04-2020	Pending for scrutiny of payment	Payment Scrutiny Pending	

2.5 Upload Documents for WOL



Click on "Upload Documents" to upload documents for WOL.





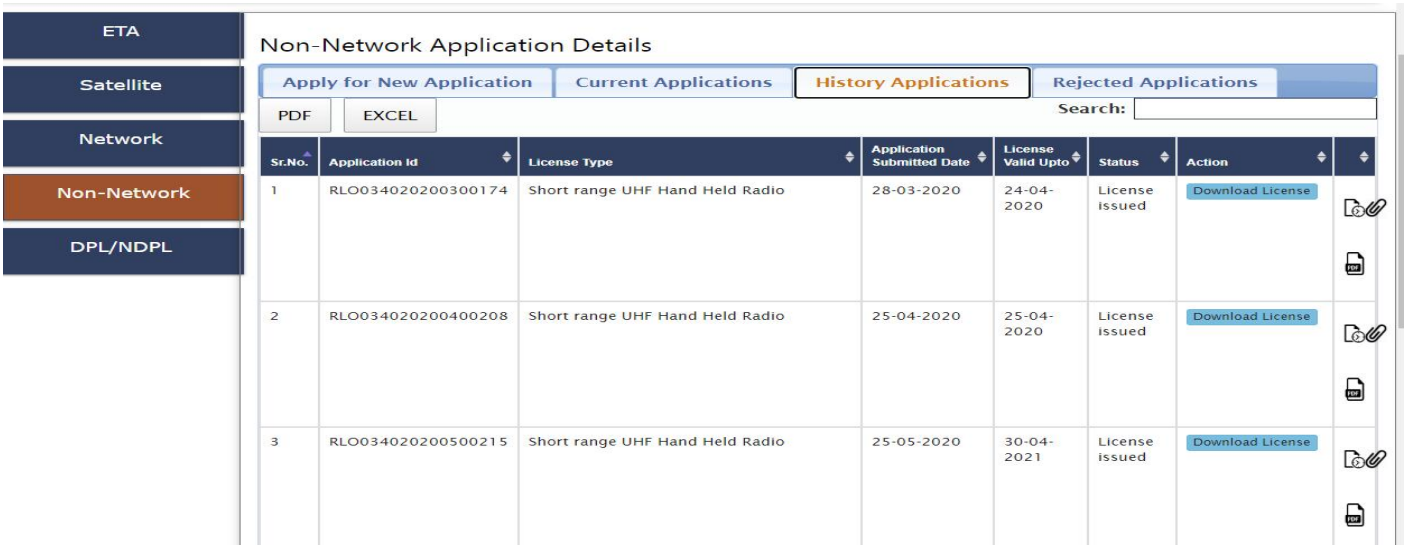
Applicant can modify equipments to add/modify details such as model and serial no.

Applicant should also submit equipment invoice, DPL details and upload the documents such as Equipment Invoice, DPL and Import License and Bill of Entry (if required).

Submit the details and RLO nodal officer will scrutinize details and if everything is in order WOL will be issued else documents will be reverted for re upload.

2.6 Download License

Click on the Download License in History tab.



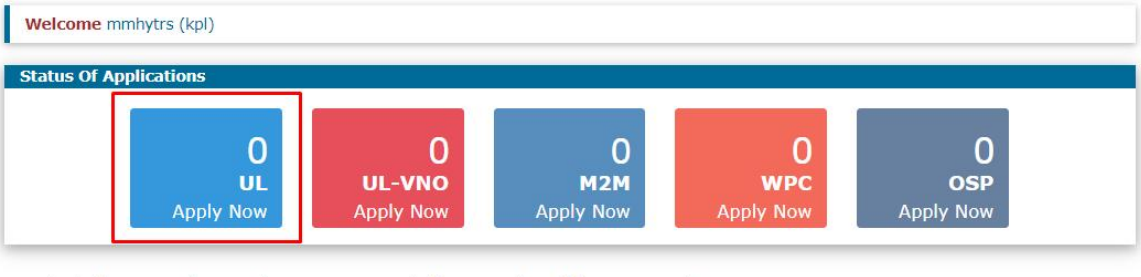
2.7 Profile Update without Scrutiny

If no **application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied and in process.

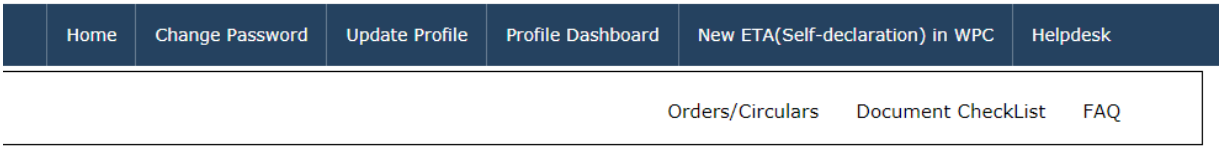
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.8 Profile Update with Scrutiny).

STEPS:

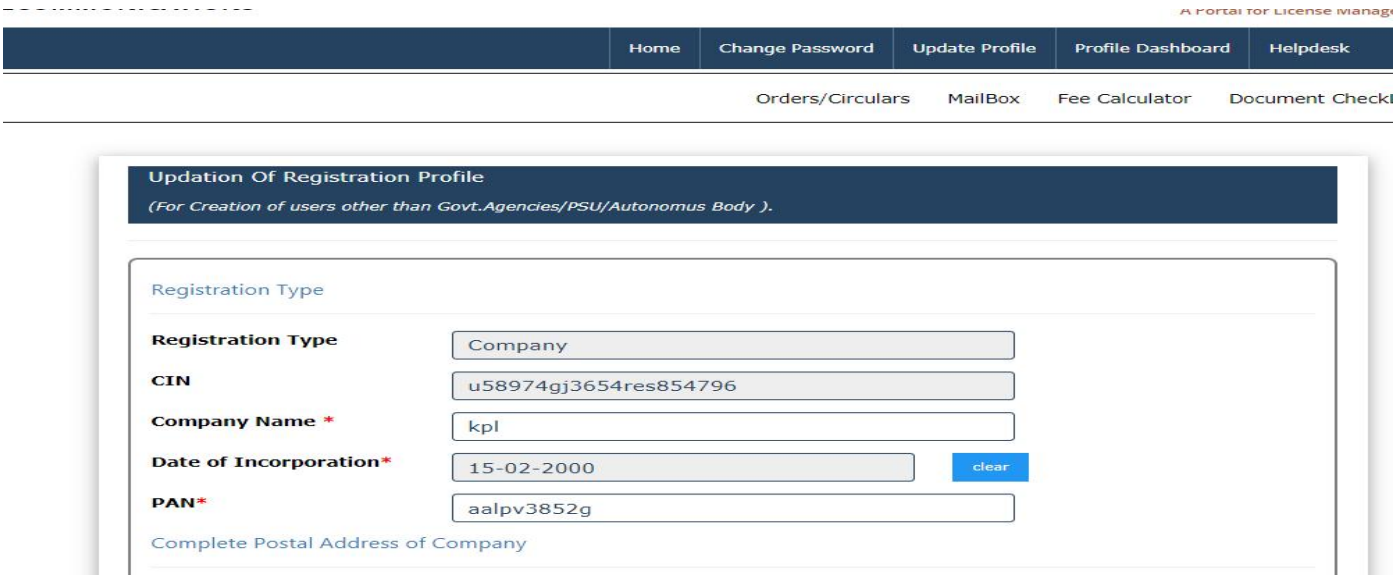
1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear



User can update profile multiple times until new application is applied and in process