User Manual

(For Applicant)

Online Registration for RTR and GMDSS Certificates

Department of Telecommunications

Government of India

10th March, 2021

Sl. No	Contents	Page No.
1	***Section-1***	3
1.1	General Introduction	3
2	***Section-2 Applicant Part***	4
2.1	Registration	4
2.2	First Login	7
3	***Section-3 RTR***	4
3.1	RTR Applicant Dashboard	11
3.2	RTR-A Application form	17
3.3	RTR-C Application form	23
3.4	RTR-P Application form	24
3.5	Make Payment/Upload Signed Application	26
3.6	Download License	27
3.7	View Application	27
4	***Section-4 GMDSS***	28
4.1	GMDSS Applicant Dashboard	28
4.2	GMDSS Application form	29
4.3	Make Payment/Upload Signed Application	33
4.4	Download License	33
4.5	View Application	34
5	Profile Update without Scrutiny	35

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.
- **RTR** : Radio Telegraphy Restricted.
- **RTR-A** : Radio Telegraphy Restricted - Aeronautical.
- **RTR -C** : Radio Telegraphy Restricted - Conversion.
- **RTR –P** : Radio Telegraphy Restricted - Permission.

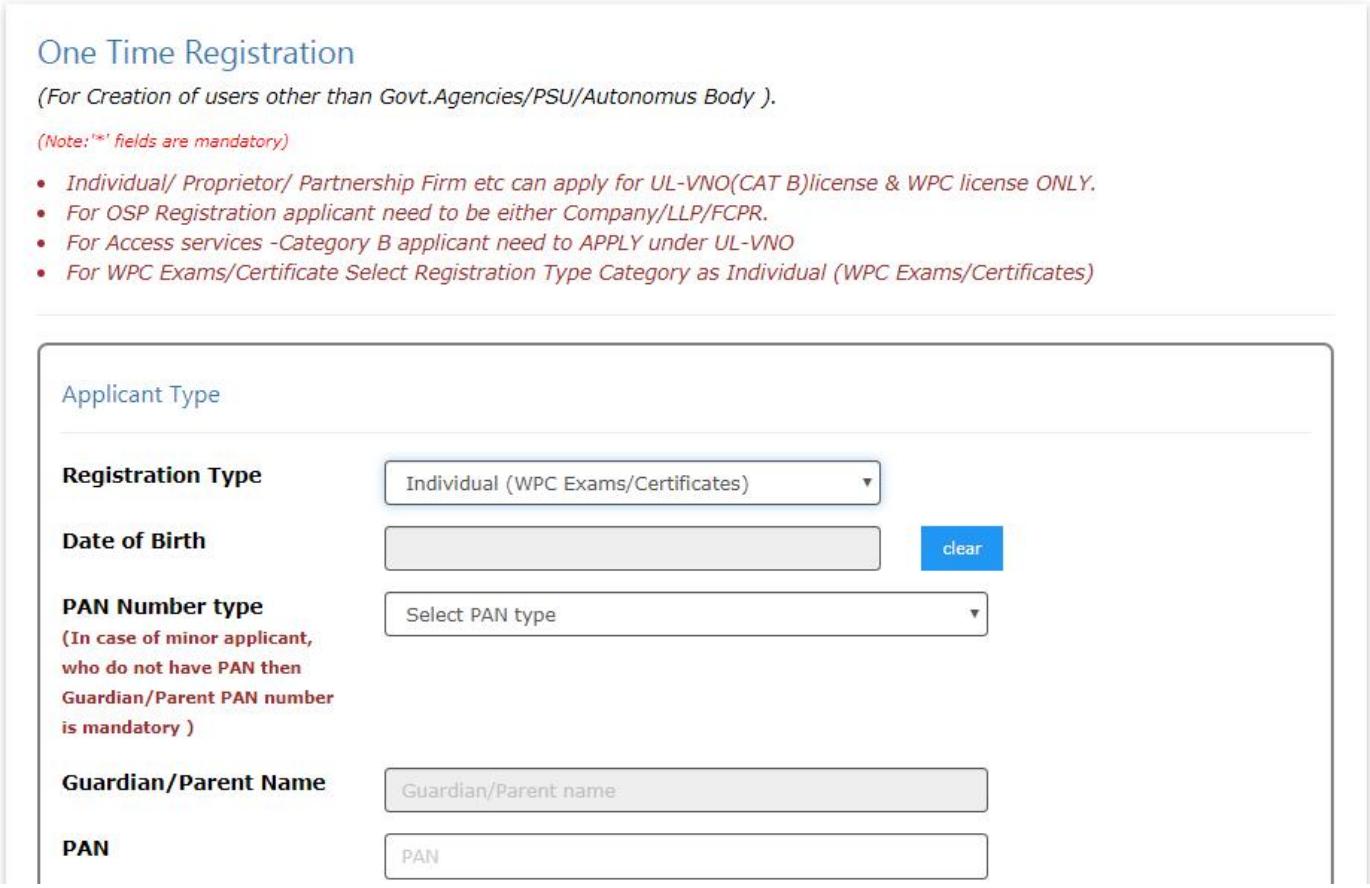
Section-2

APPLICANT PART

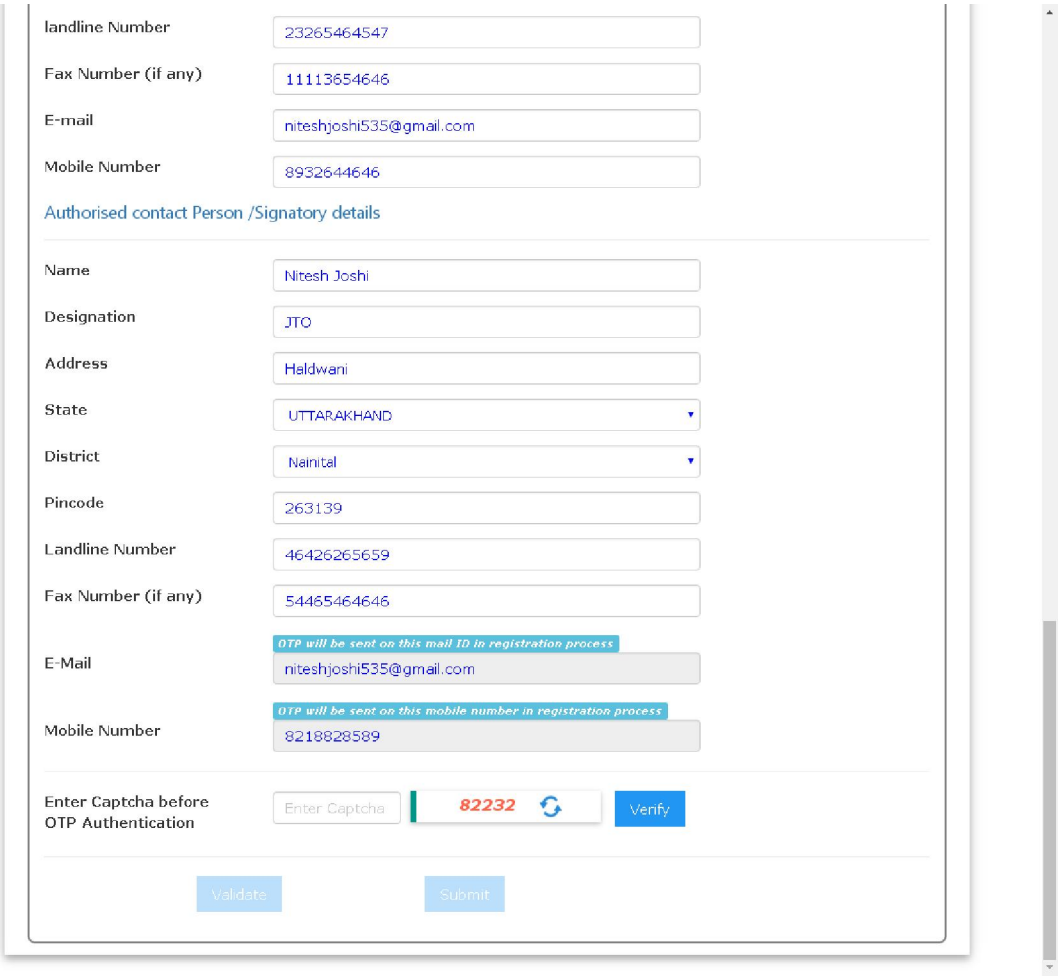
2.1 Registration

(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.

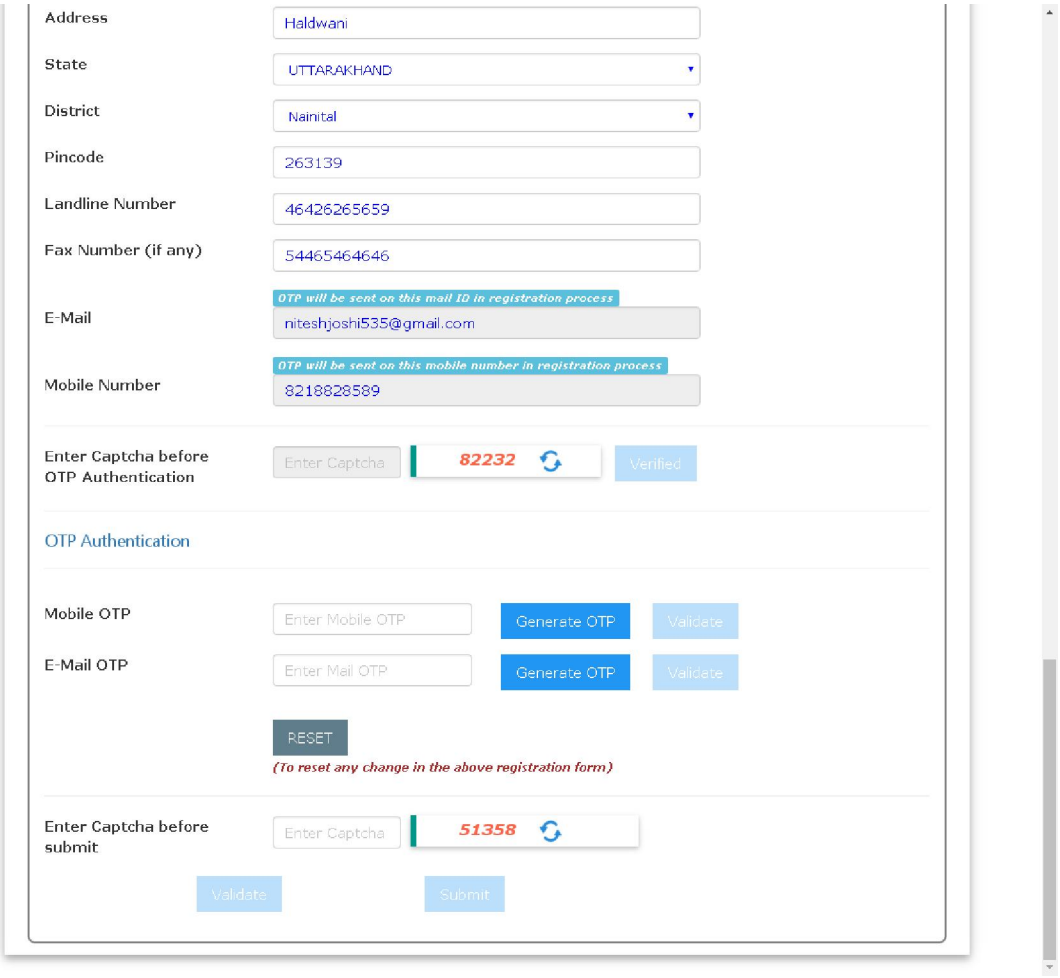
To apply for Exam/Certificates select Individual(WPC Exams/ Certificates) or *Individual/ Proprietor/ Partnership Firm* in **Registration Type**.



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

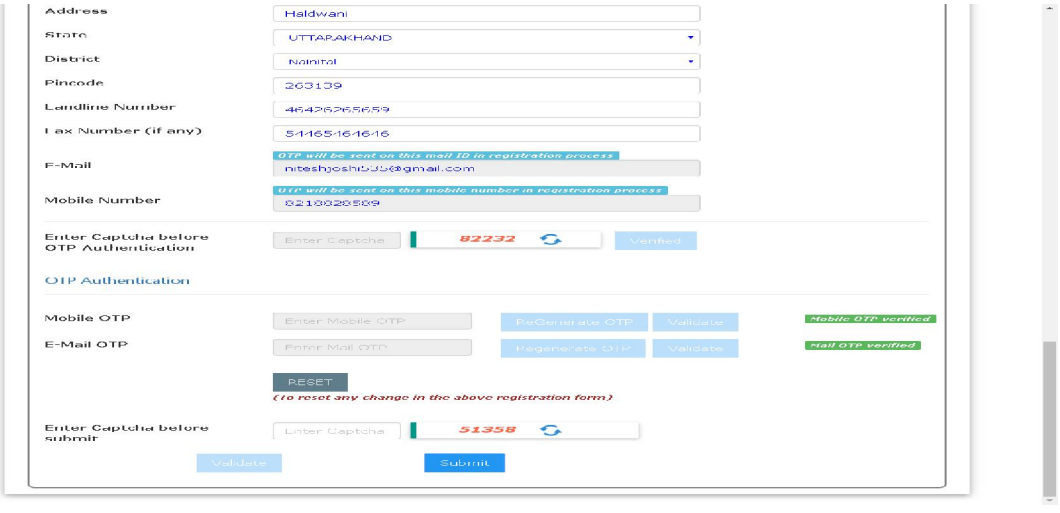


After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number.** Please click on each button to get the respective OTP's.



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.



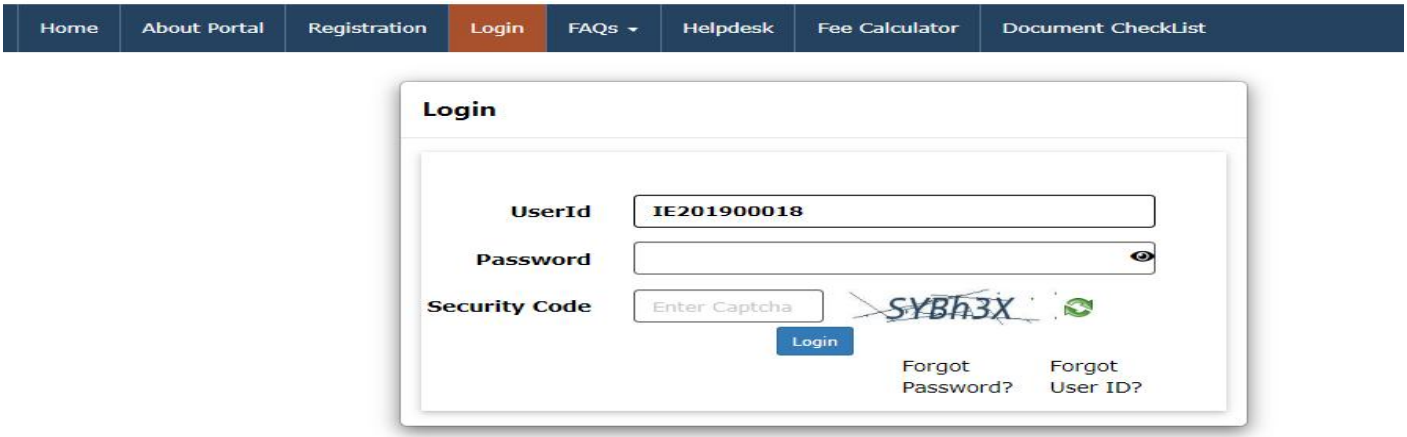
The user credentials will be sent to the **E-Mail address** of the applicant.

Note: Only Individual (WPC Exams/ Certificates) or *Individual/ Proprietor/ Partnership Firm* can apply for Amateur License.

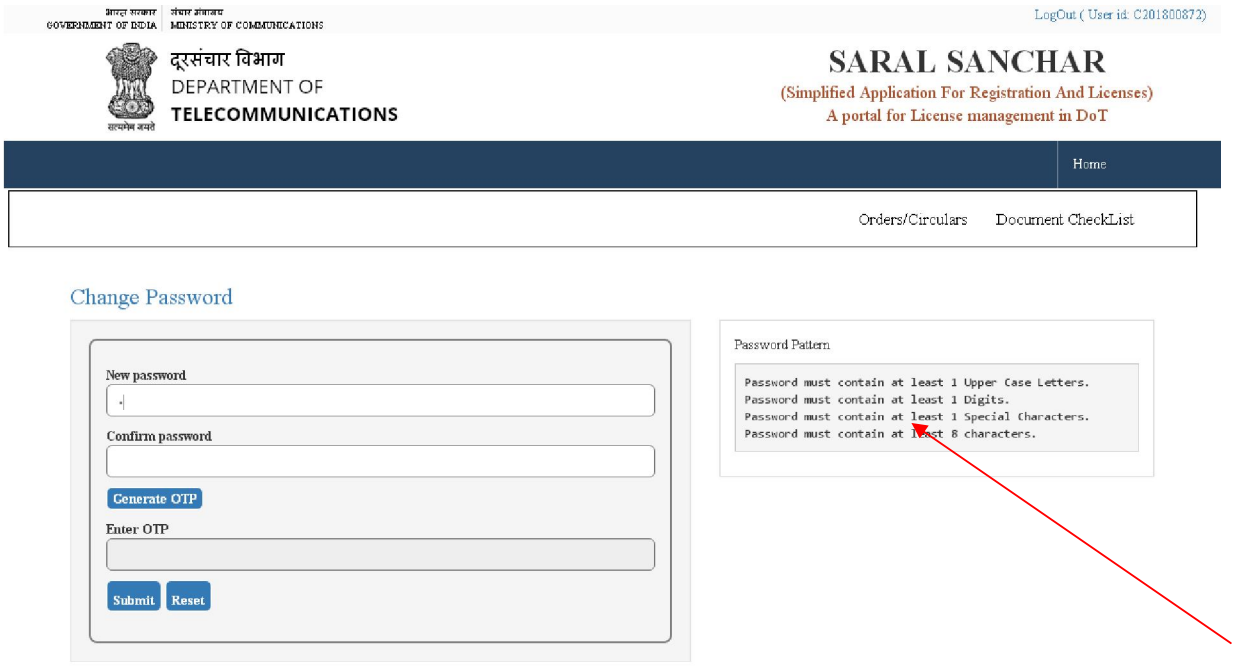
2.2 First Login

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**.

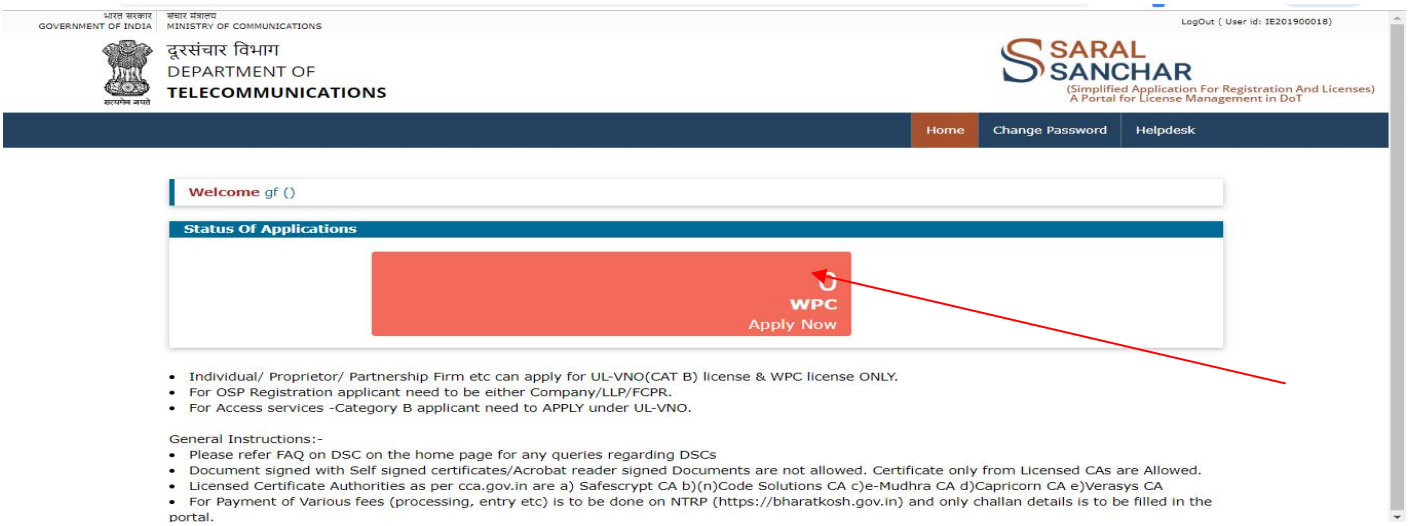
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



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



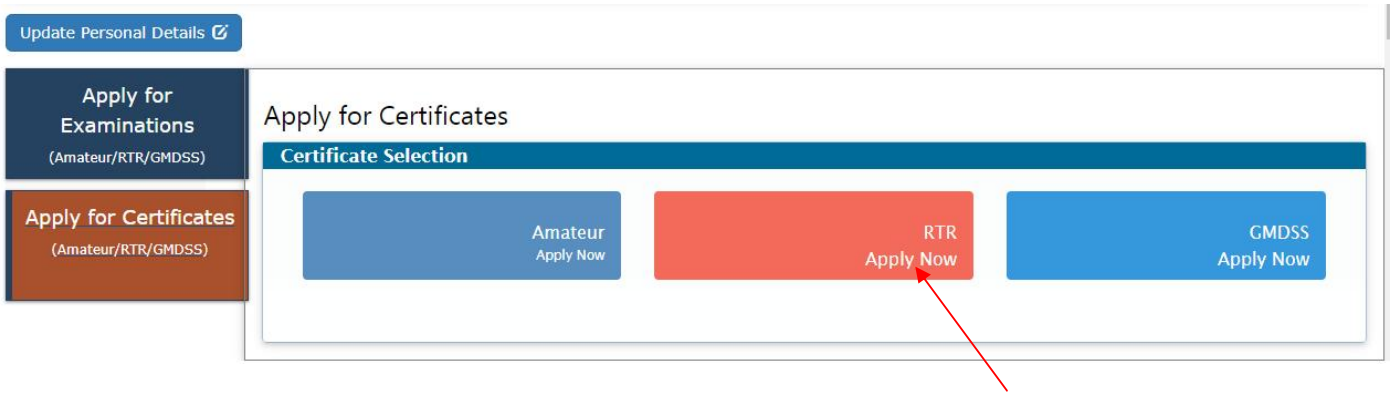
3 RTR:

3.1 RTR Applicant Dashboard:

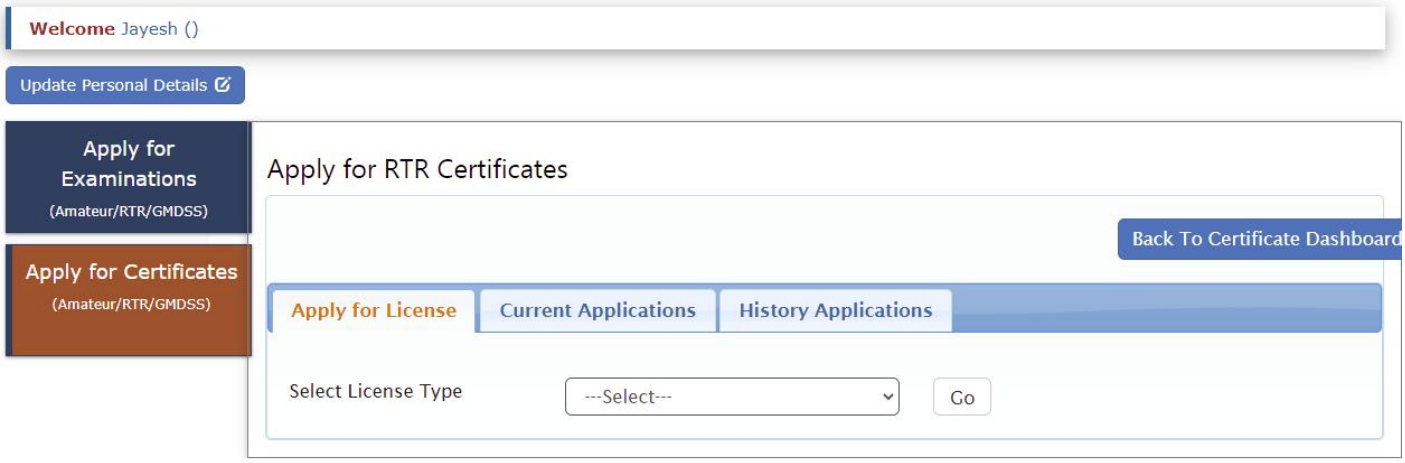
Applicant will be redirected to below page after the click of WPC.

To view the dashboard follow the below steps:

Apply for Certificates→RTR→Apply Now



Below screen will appear.

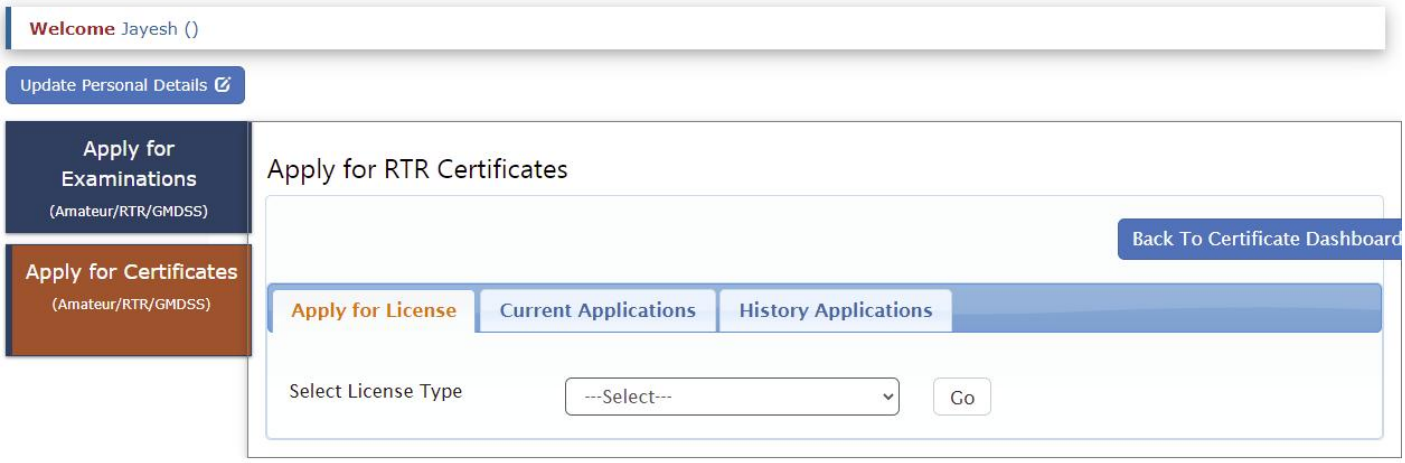


There are 3 tabs:

- Apply for License: Applicant can apply for RTR-A, RTR-C and RTR-P license here.
- Current Applications: RTR-C, RTR-A, RTR-P once created till its license issue will appear in this tab.
- History Applications: Once the License is issued for any application, applicant can see the application in this tab and download the license.

To apply for application follow the below steps:

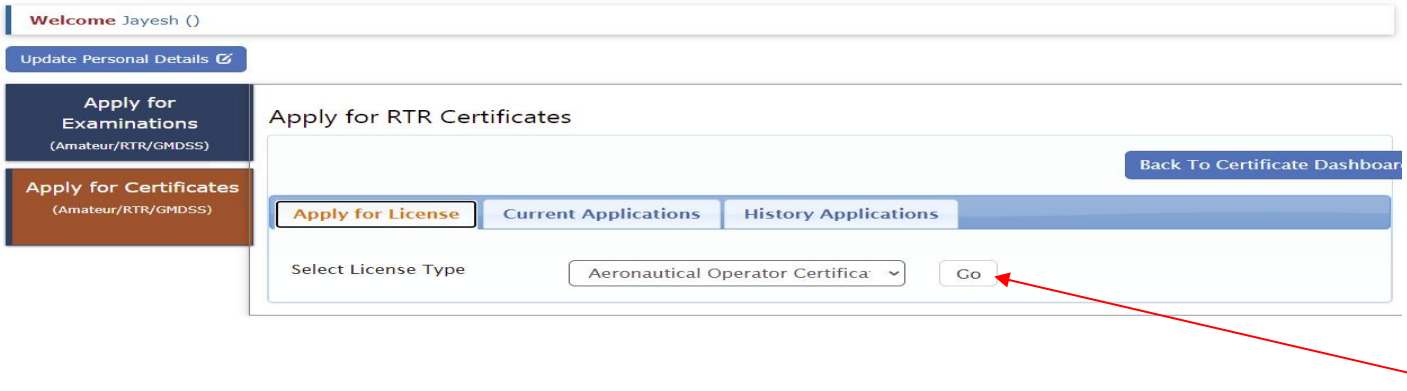
Select License Type>Go



3.2 RTR- A: Application Form:

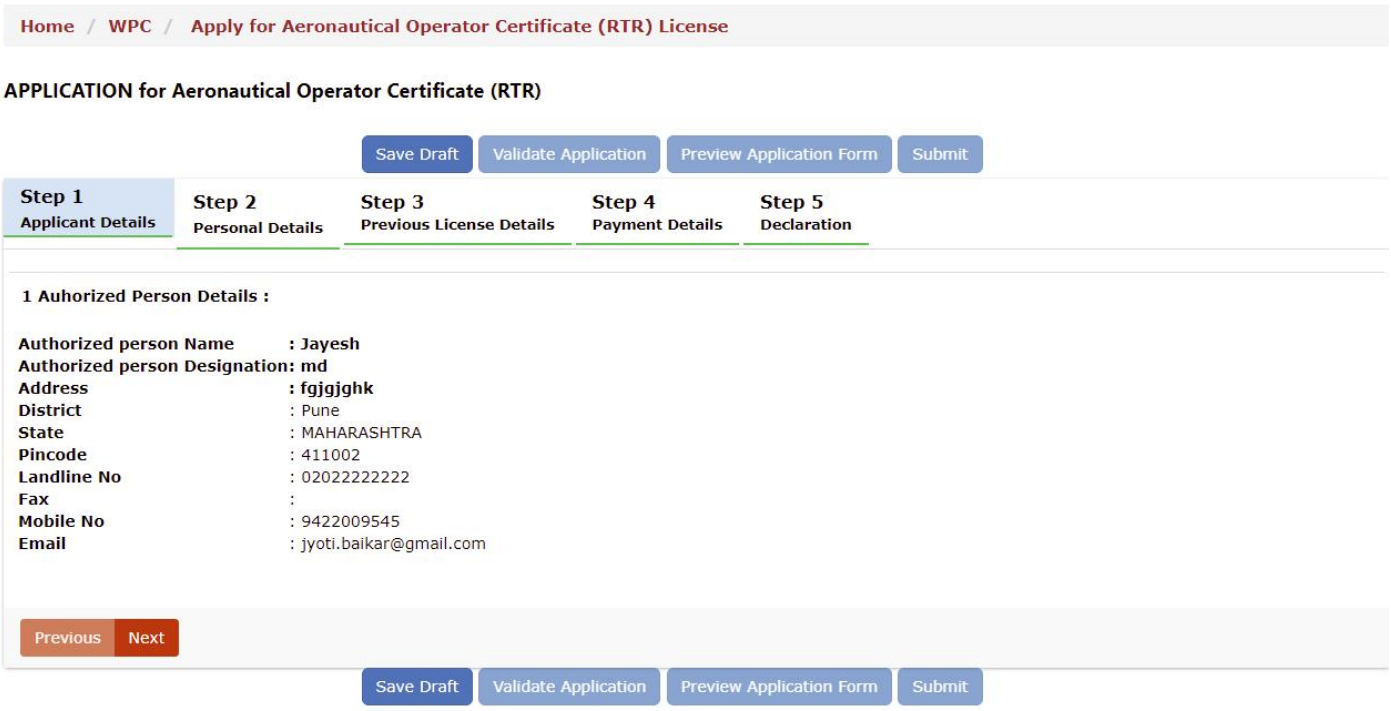
Below is a sample demo for **RTR-A application**.

Apply for Certificates→RTR→ Aeronautical Operator Certificate (RTR)→ Go.



3.2.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in registration form .



Press “next “button to go to next step.

3.2.2 Step 2

Personal Details:

Next step is adding details like Name, Centre of exam, Month and Year of Exam, passport details, VISA details of any etc.. and uploading documents such as nationality certificate, Passport, Visa and Photo etc..

Step 1 Applicant Details | Step 2 Personal Details | Step 3 Previous License Details | Step 4 Payment Details | Step 5 Declaration

2. Personal Details

Name	
Father's Name	sdsadsa
Date of Birth	28-01-2000
Place of Birth	jj
Height	11 Cms
Color of Eyes	BLACK
Color of Hair	sadsad
Qualification	asdsa
Complexion	FAIR
Occupation	Agriculture and Allied Activities
Marks of Identification	sa
Nationality	Indian
2A.Kindly upload the duly filled form, if nationality is other than Indian	**Nationality Certificate Upload** Upload Button Enable After Saving Draft

2B. Passport Details

Passport No	
Date of passport Issue	01-09-2020
Date of passport expiry	21-09-2020
Place where Passport Issued	ASDDA
Scanned copy of passport	**Passport Upload** Upload Button Enable After Saving Draft

2C. Visa Details

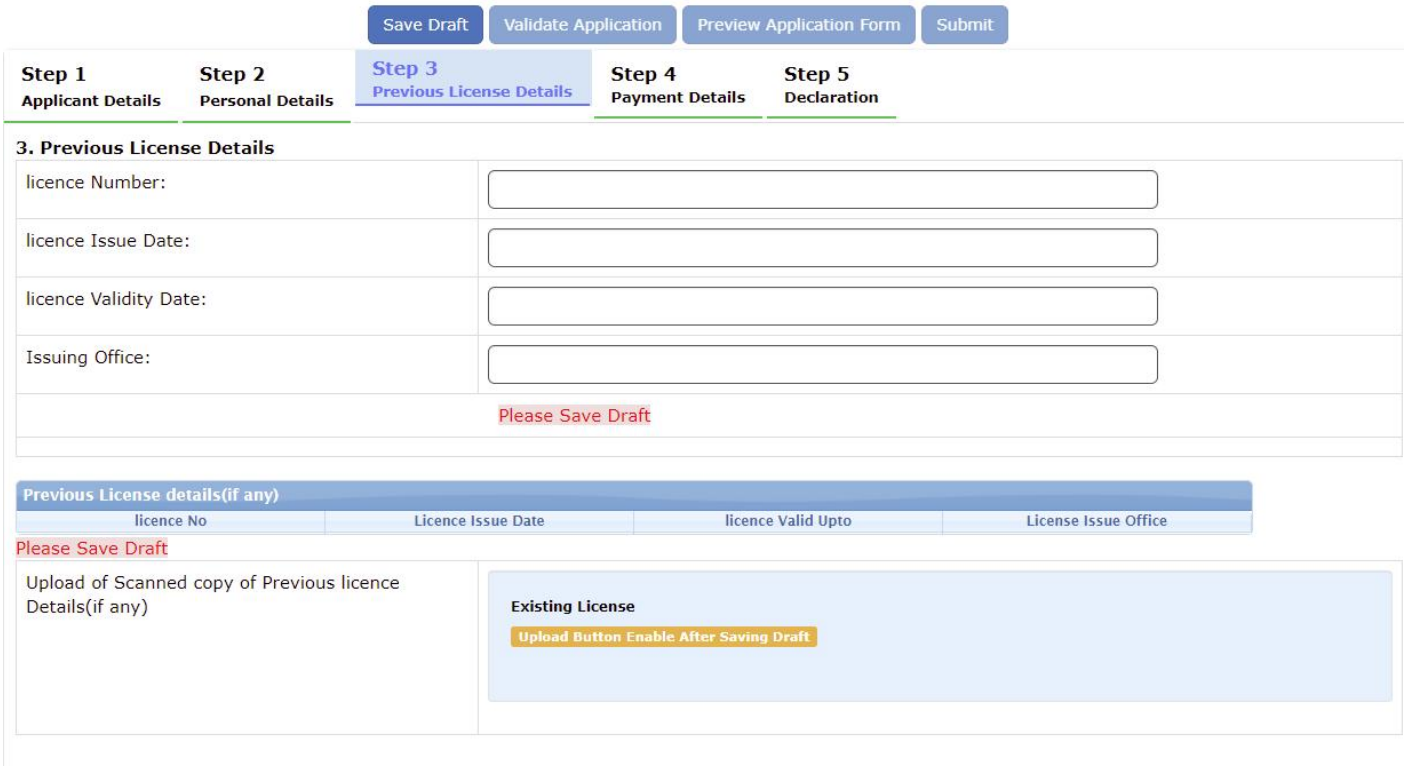
Visa Number	AA
Visa Type	AA
Visa Issued Date	18-09-2020
Visa Validity Date	21-09-2020
Visa Issued By	AA
Scanned copy of Visa	**Foreign Visa Upload** Upload Button Enable After Saving Draft

2D. Scanned copy of color Photo	**Upload Photograph** Upload Button Enable After Saving Draft
Present Address	saaa ,Pune ,MAHARASHTRA -411019
Permanent Address	aaaaaa ,Pune ,MAHARASHTRA -411019
Year of Exam	Select Year
Month of Exam	Select Month
Center of Exam	---Select---

3.2.3 Step 3

Previous license Details:

Add previous license details if any and upload the previous license.



3.2.4 Step 4

Payment Details:

As the integration of RTR module with bharatkosh is completed applicant do not need to make payment in bharatkosh separately and once the application is submitted you will get an option to make payment.

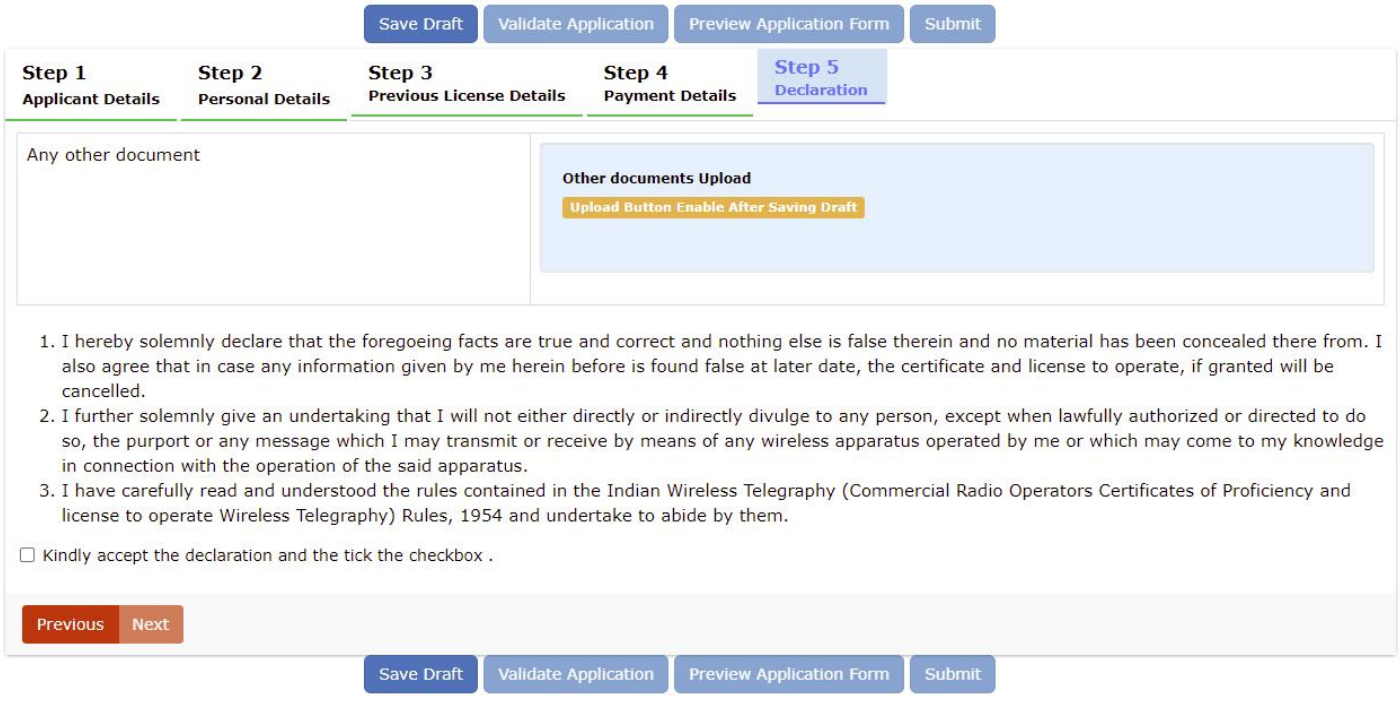
Select the license validity to define the fee to be paid.



3.2.4 Step 4

Declaration:

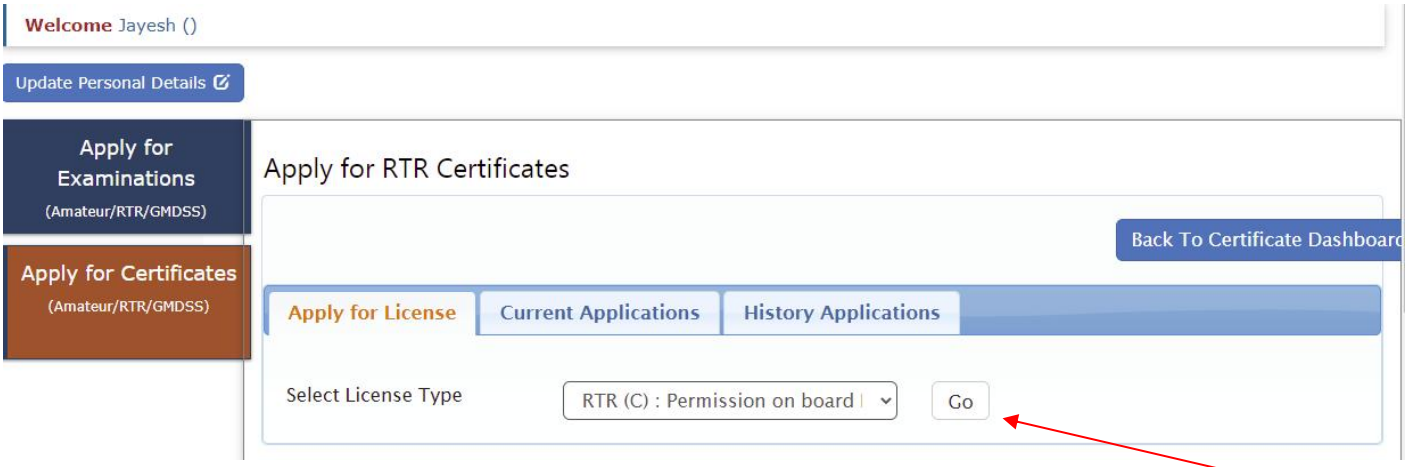
Read the declaration thoroughly and check the checkbox.



3.3 RTR-C Application Form:

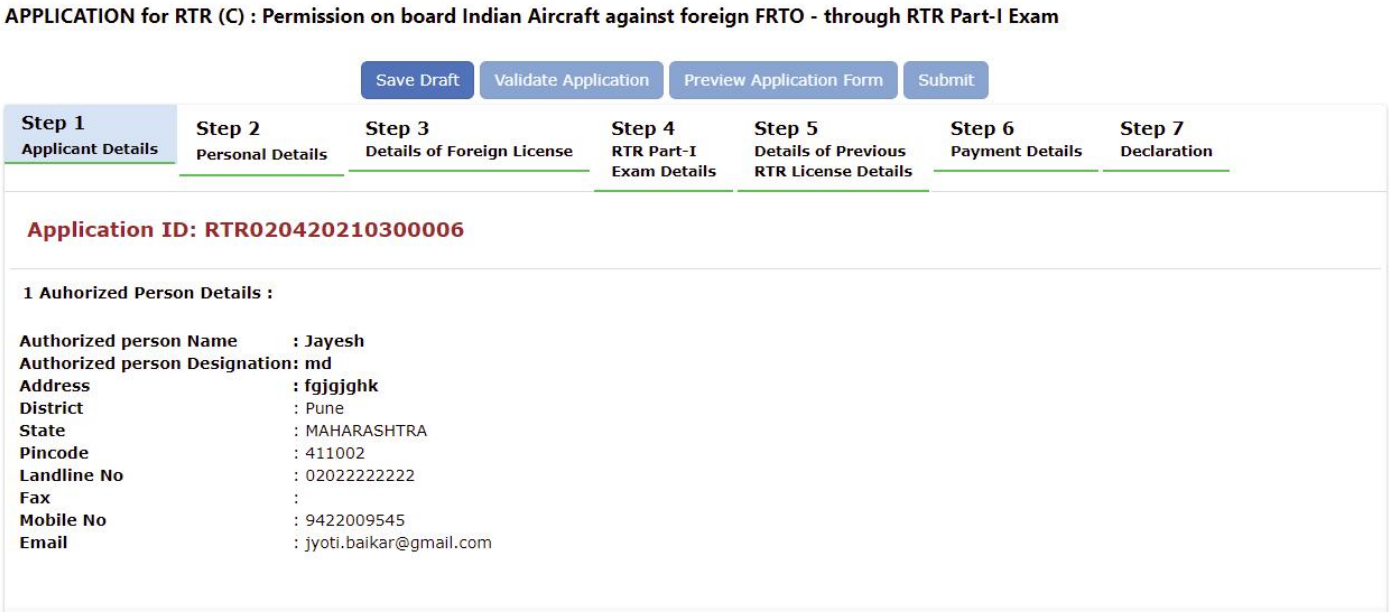
Below is a sample demo for **RTR-C application**.

Apply for Certificates→RTR→ RTR (C): Permission on board Indian Aircraft against foreign FRTO - through RTR Part-I Exam→ Go.



3.3.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in registration form .

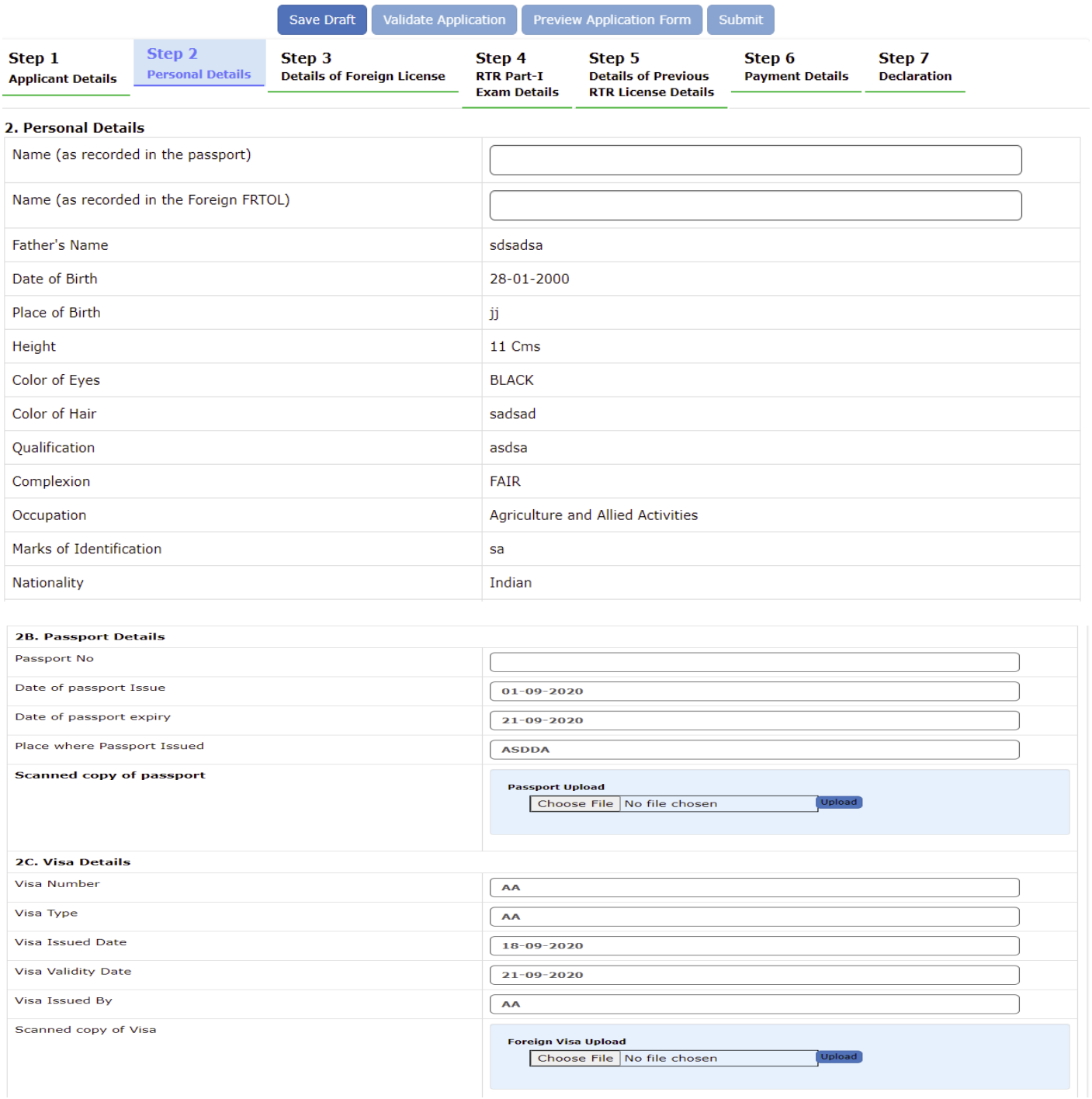


Press “next “button to go to next step.

3.3.2 Step 2

Personal Details:

Next step is adding details like Name, Centre of exam, Month and Year of Exam etc.. and uploading documents such as nationality certificate, Passport, Visa and Photo etc..

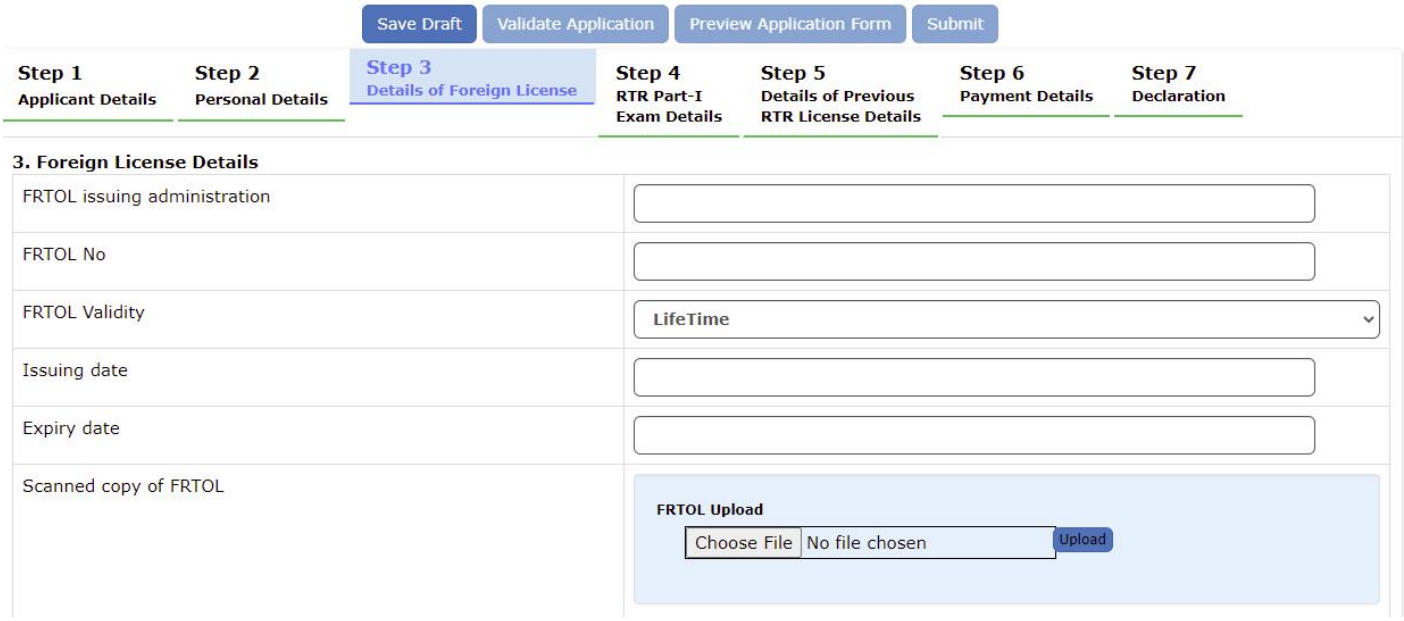


2D. Scanned copy of color Photo	**Upload Photograph** Choose File No file chosen Upload
Present Address	saaa ,Pune ,MAHARASHTRA -411019
Permanent Address	aaaaaa ,Pune ,MAHARASHTRA -411019

3.3.3 Step 3

Details of Foreign License:

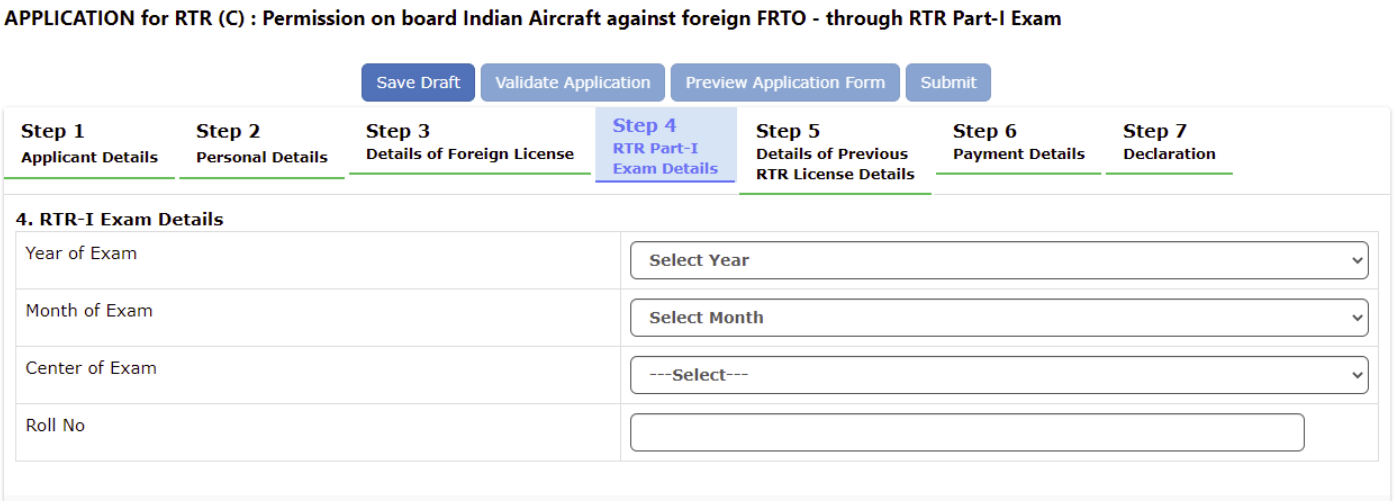
Add previous license details if any and upload the previous license.



3.3.4 Step 4

RTR Part-I Exam Details:

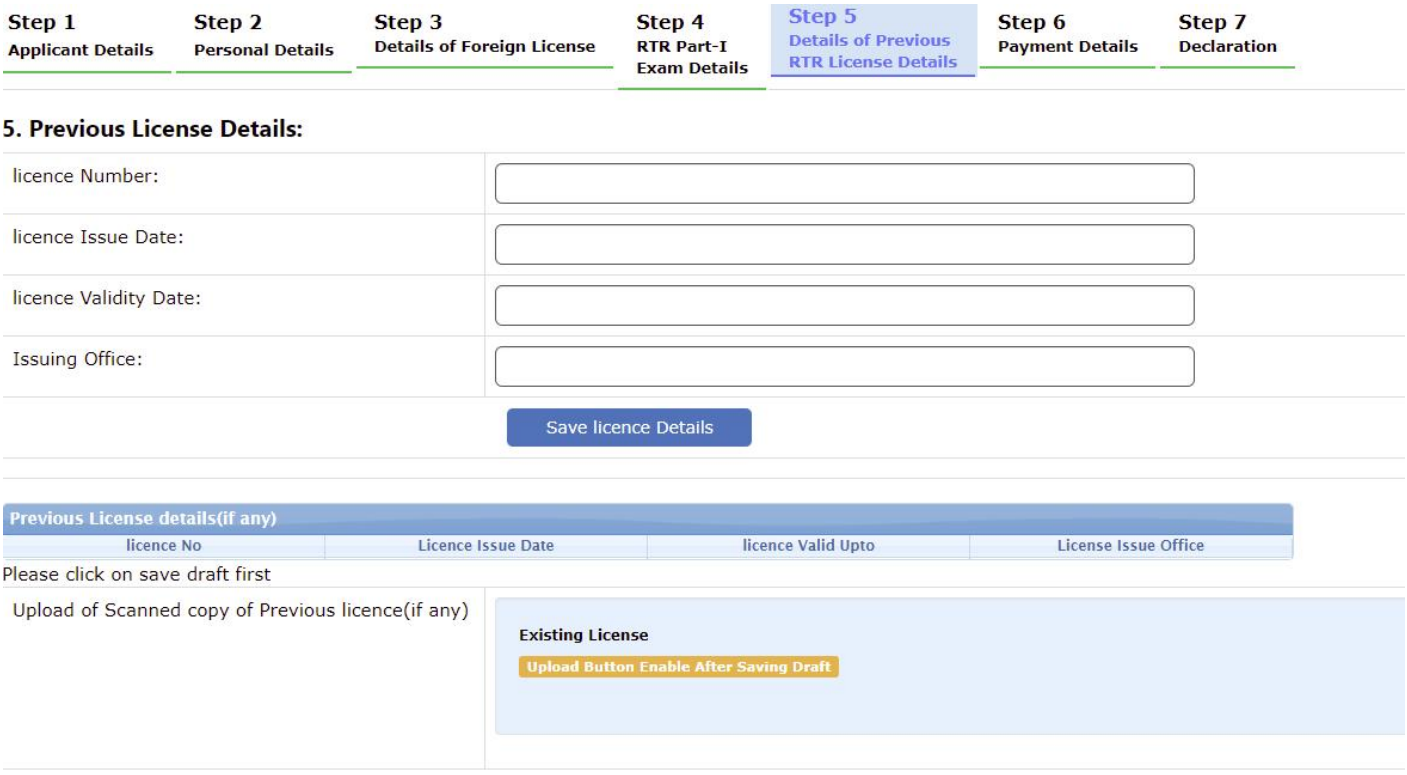
Fill in the details of RTR Part-I exam details such as Year of Exam, Month of Exam etc…



3.3.5 Step 5

Previous license Details:

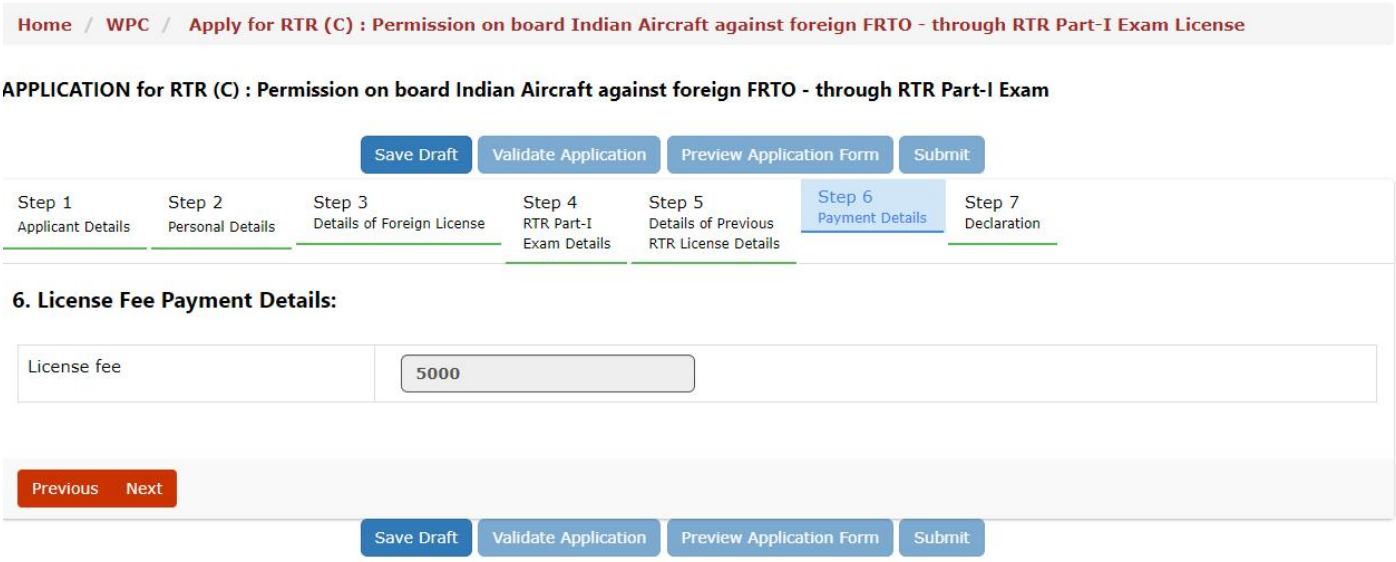
Add previous license details if any and upload the previous license.



3.3.6 Step 6

Payment Details:

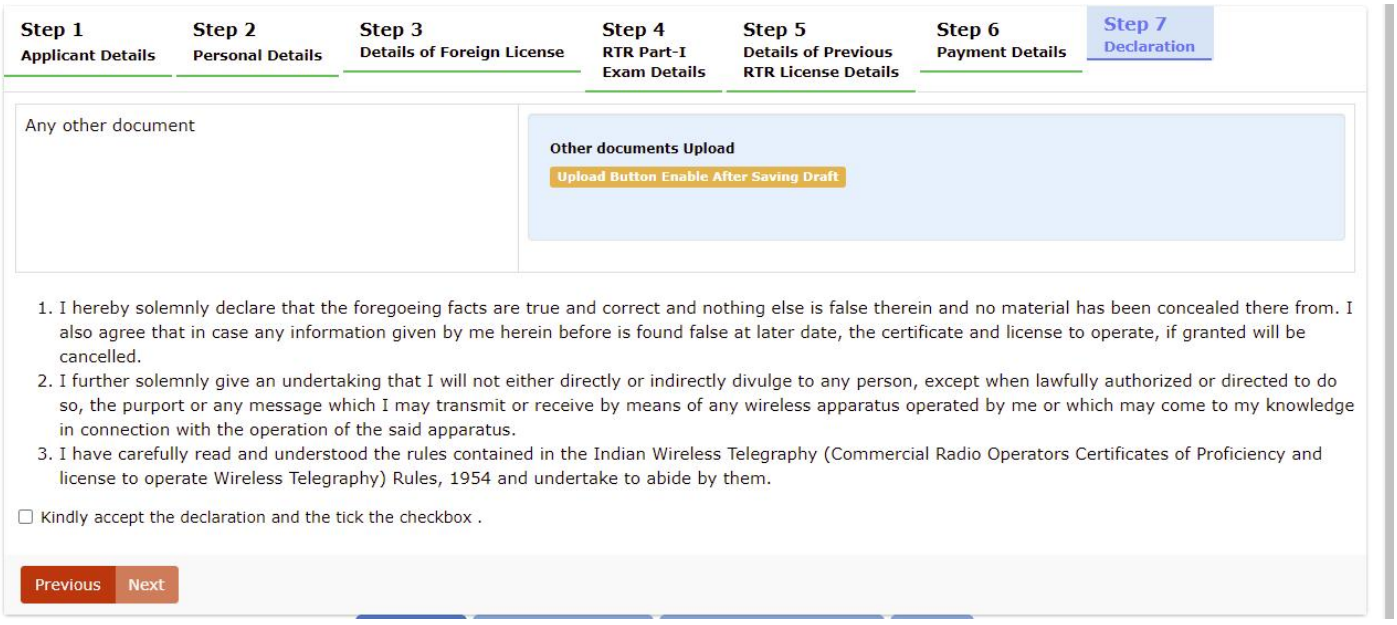
As the integration of RTR module with bharatkosh is completed applicant do not need to make payment in bharatkosh separately and once the application is submitted you will get an option to make payment.



3.3.7 Step 7

Declaration:

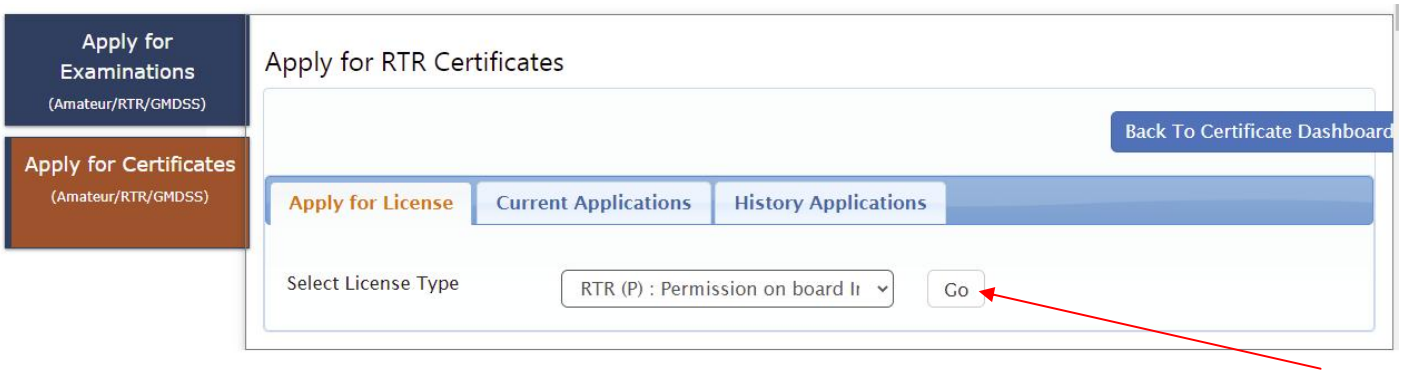
Read the declaration thoroughly and check the checkbox.



3.4 RTR-P Application Form:

Below is a sample demo for **RTR-P application**.

Apply for Certificates→RTR→ RTR (P) : Permission on board Indian Aircraft against foreign FRTO Direct Conversion→ Go.



3.4.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in registration form.



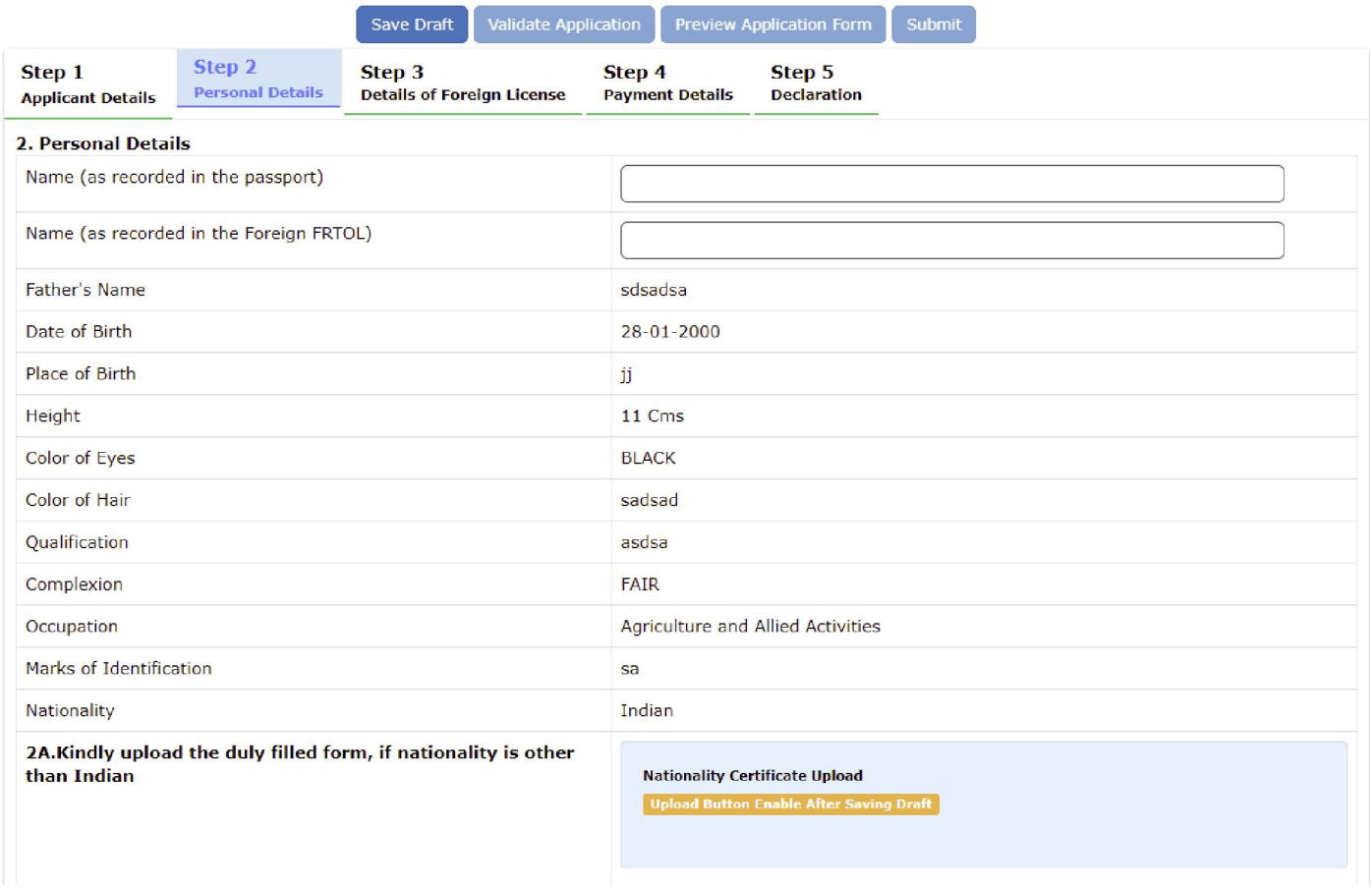
Press “next “button to go to next step.

3.4.2 Step 2

Personal Details:

Next step is adding details like Name etc.. and uploading documents such as nationality certificate, Passport, Visa and Photo etc..

APPLICATION for RTR (P) : Permission on board Indian Aircraft against foreign FRTO - Direct Conversion



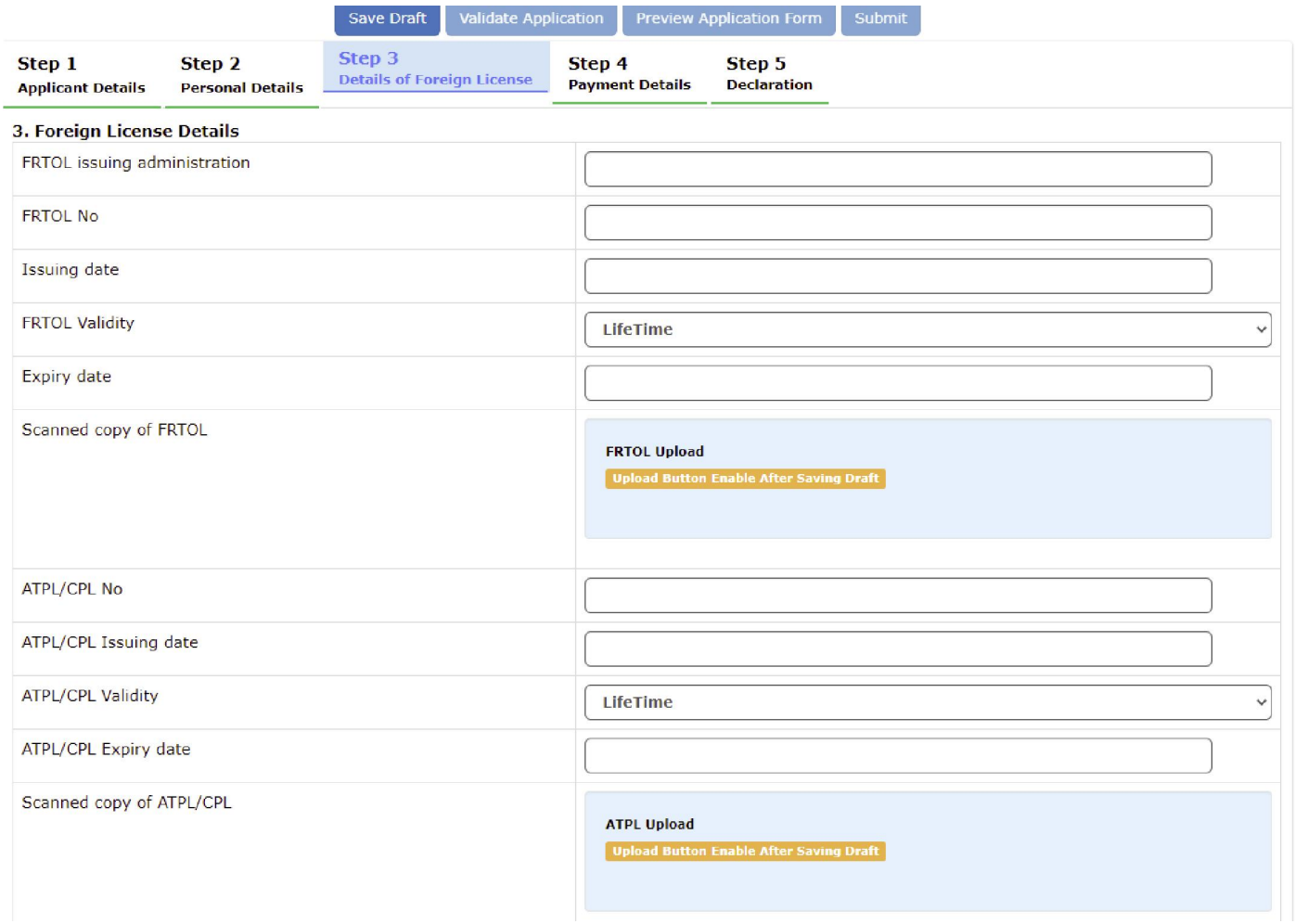
2B. Passport Details	
Passport No	
Date of passport Issue	01-09-2020
Date of passport expiry	21-09-2020
Place where Passport Issued	ASDDA
Scanned copy of passport	**Passport Upload** Upload Button Enable After Saving Draft
2C. Visa Details	
Visa Number	AA
Visa Type	AA
Visa Issued Date	18-09-2020
Visa Validity Date	21-09-2020
Visa Issued By	AA
Scanned copy of Visa	**Foreign Visa Upload** Upload Button Enable After Saving Draft

Period of Stay in Inda	AA
Country of Visit	MAHARASHTRA
2D. Scanned copy of color Photo	**Upload Photograph** Upload Button Enable After Saving Draft
Present Address	saaa ,Pune ,MAHARASHTRA -411019
Permanent Address	aaaaaa ,Pune ,MAHARASHTRA -411019

3.4.3 Step 3

Details of Foreign License:

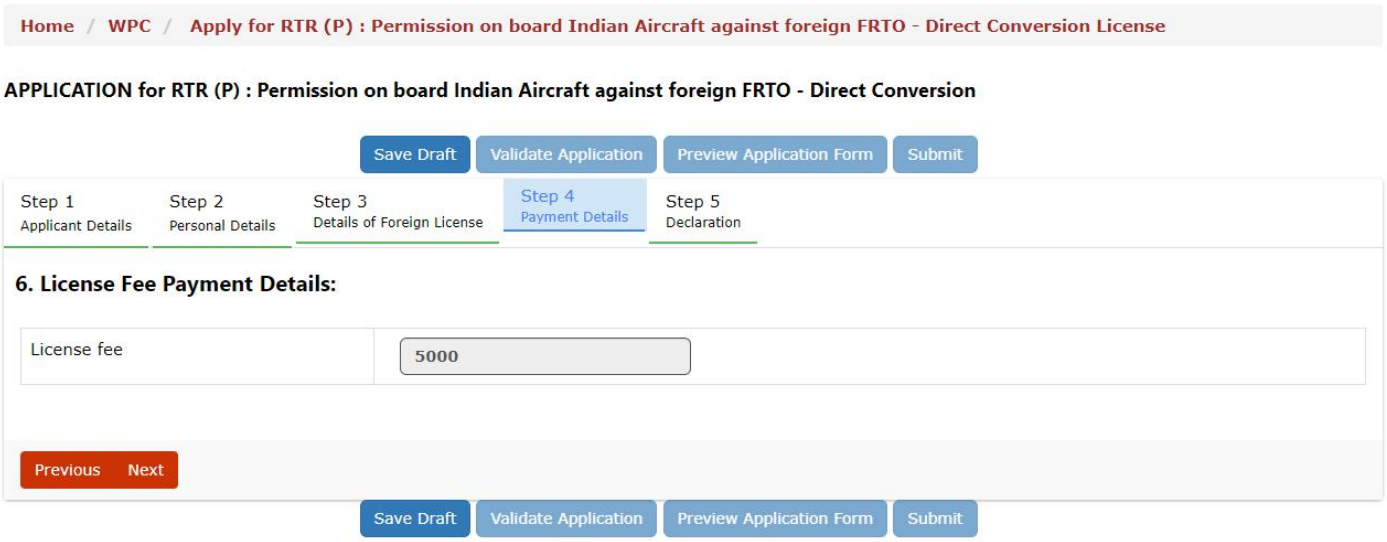
Add foreign license details if any and upload the previous license.



3.4.4 Step 4

Payment Details:

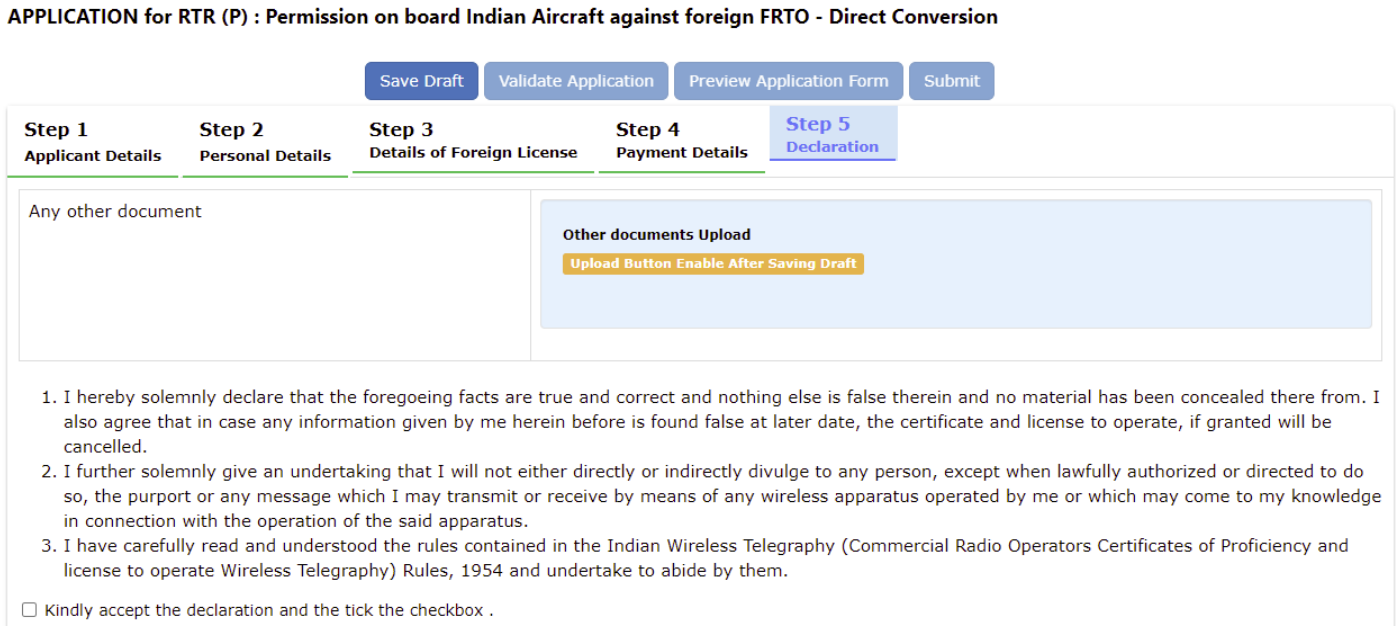
As the integration of RTR module with bharatkosh is completed applicant do not need to make payment in bharatkosh separately and once the application is submitted you will get an option to make payment.



3.4.5 Step 5

Declaration:

Read the declaration thoroughly and check the checkbox.

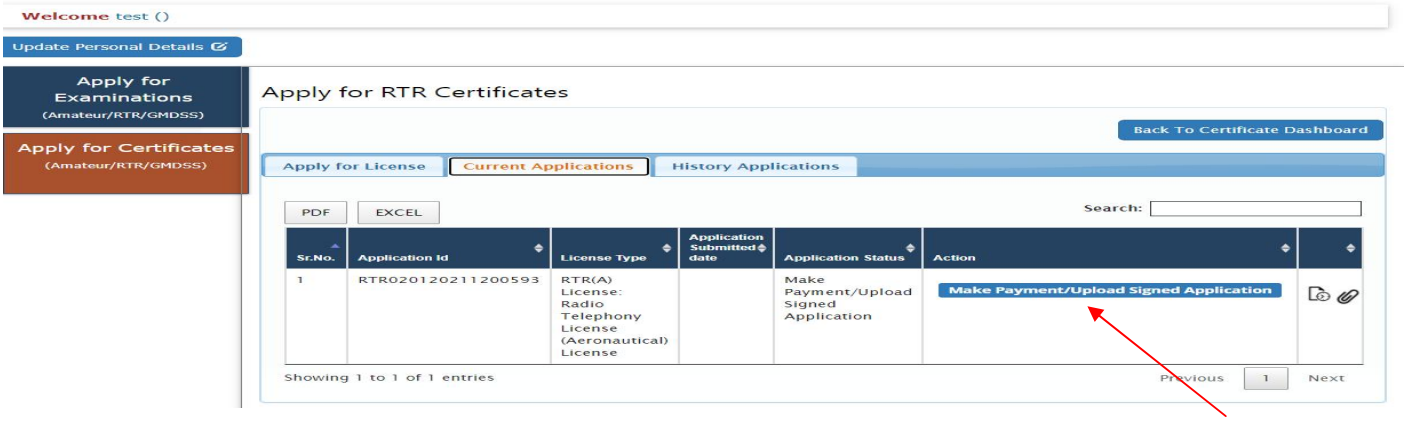


Note:

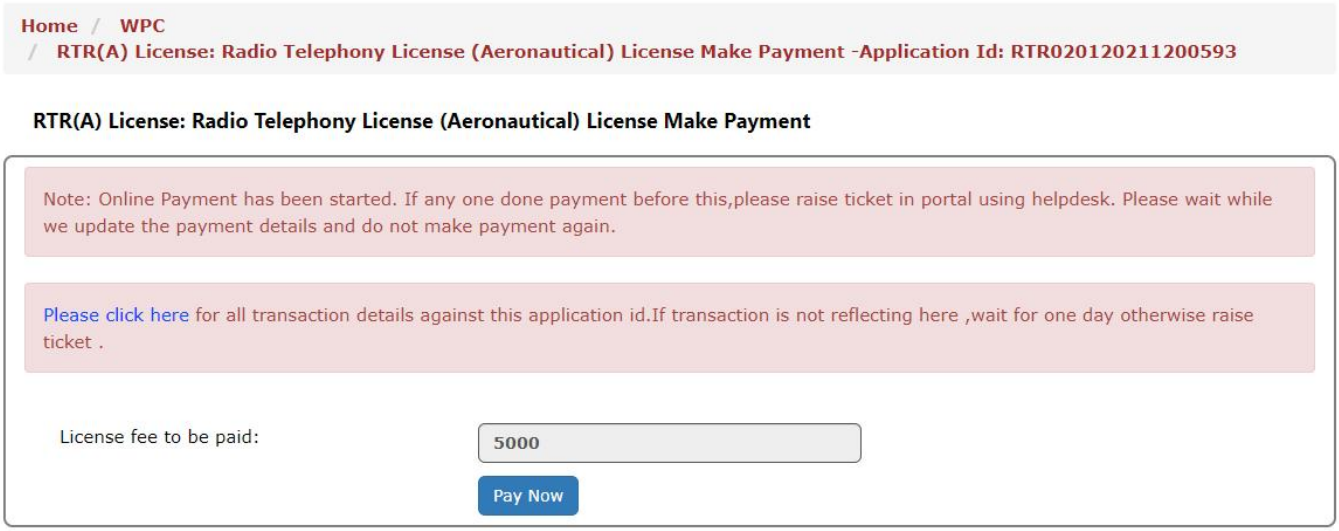
1) Size of pdf document should be less than 1MB.

2) Size of photograph should be less than 250KB.

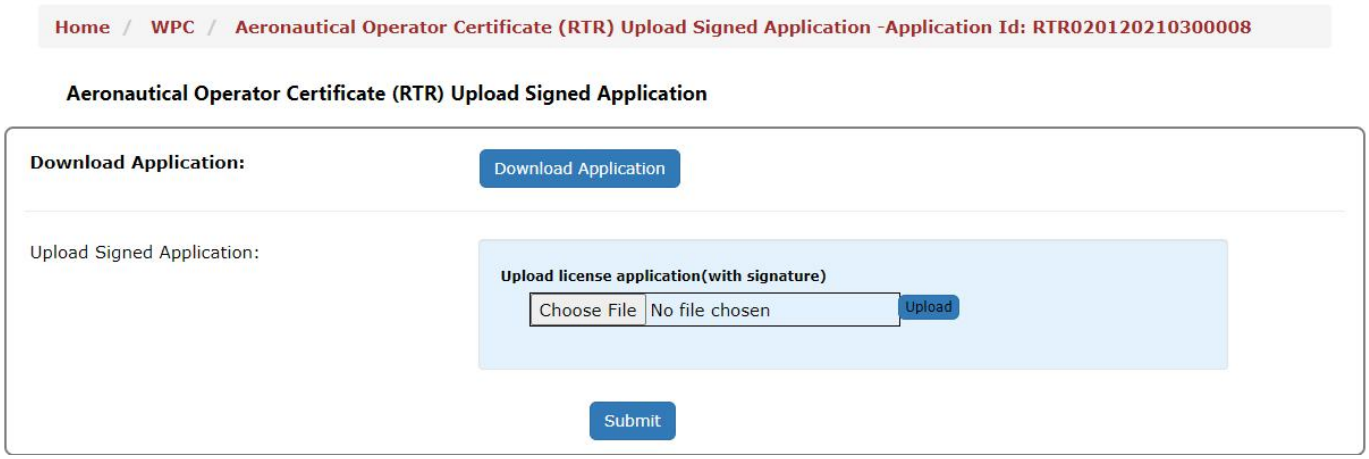
Once the details are added then validate application using “Validate Application” button and if validated successfully then “Submit” button will be activated. Once the application is submitted you will be redirected to dashboard and status will be as shown as show by arrow. Click on the “Upload signed Application” button.



3.5 Make Payment/Upload Signed Application



Once the payment is successful you will see the below screen to upload the signed application.

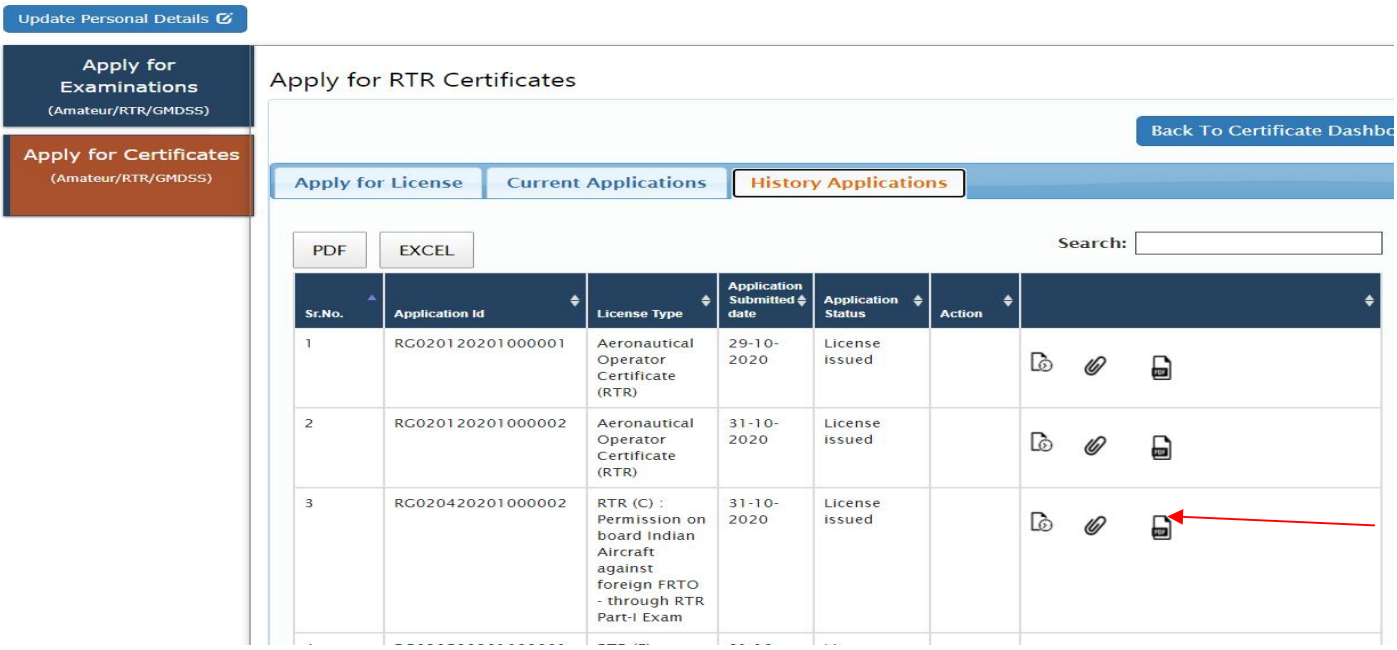


Download Application and upload the physically signed application.
Once the application is submitted it will be visible in dashboard.

Nodal Officer will scrutinize the application and if all the details and uploads are in order then license will be issued and applicant would be notified accordingly. If there is any problem in the details or uploads then application will be reverted back to applicant for modification and the same would be notified to applicant.

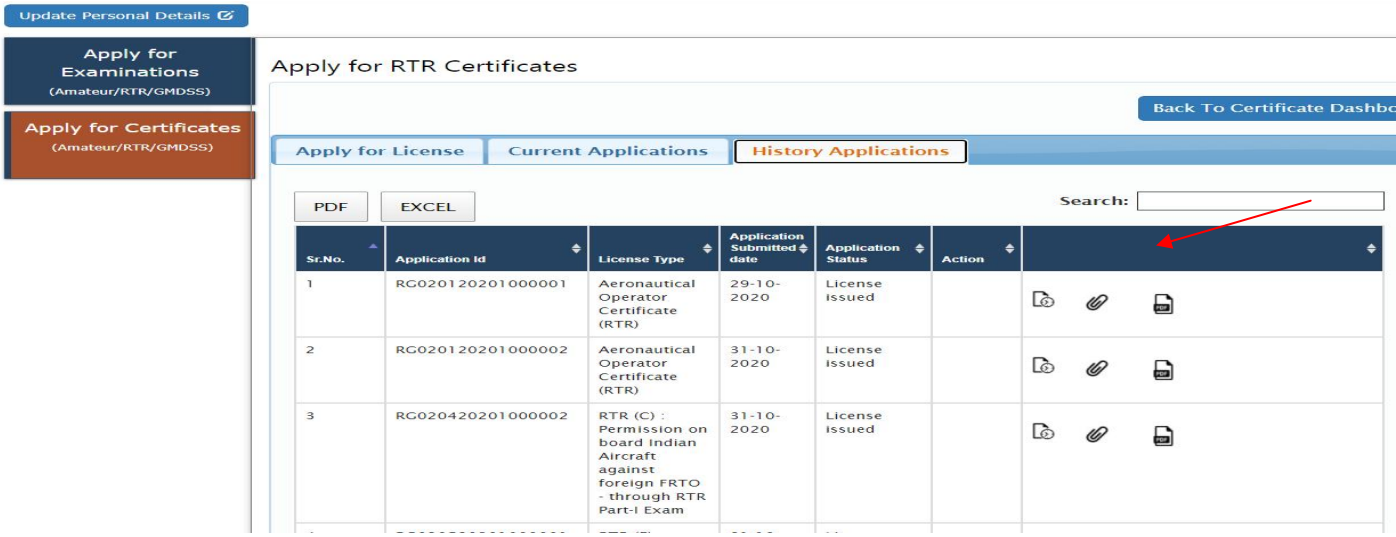
Application will be forwarded to nodal officer based on the selected exam centre in case of RTR- Aero Application.

3.6 Download License



Click on the symbol shown by arrow in the above screenshot to download the license.

3.7 View Application button:



Click on the symbol shown by arrow in the above screenshot to view the application.

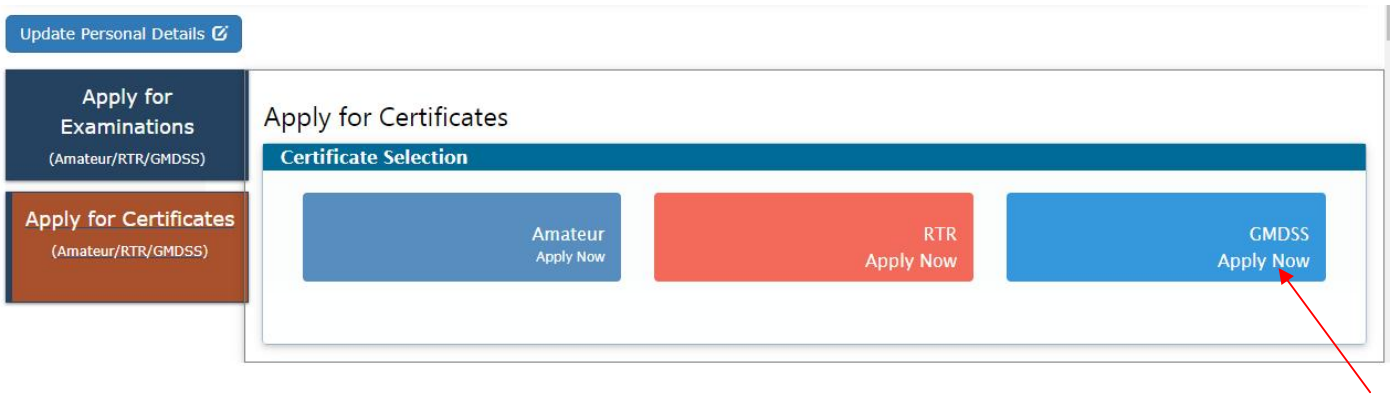
4. GMDSS

4.1 GMDSS Applicant Dashboard:

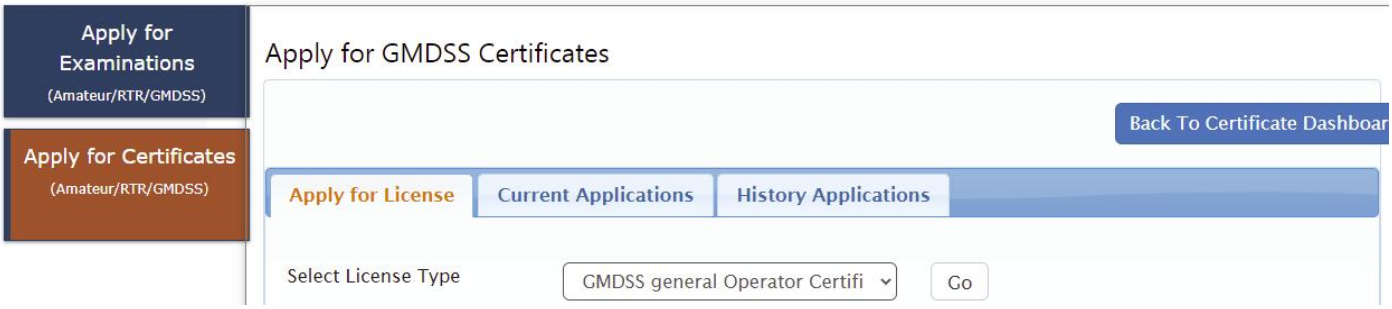
Applicant will be redirected to below page after the click of WPC.

To view the dashboard follow the below steps:

Apply for Certificates→GMDSS→Apply Now



Below screen will appear.



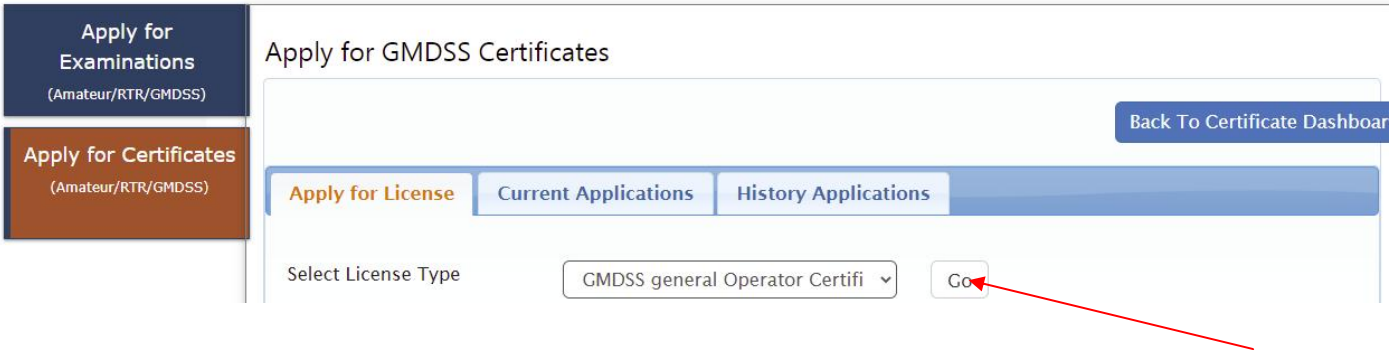
There are 3 tabs:

- Apply for License: Applicant can apply for GMDSS license here.
- Current Applications: GMDSS Application once created till its license issue will appear in this tab.
- History Applications: Once the License is issued for any application, applicant can see the application in this tab and download the license.

4.2 GMDSS Application Form:

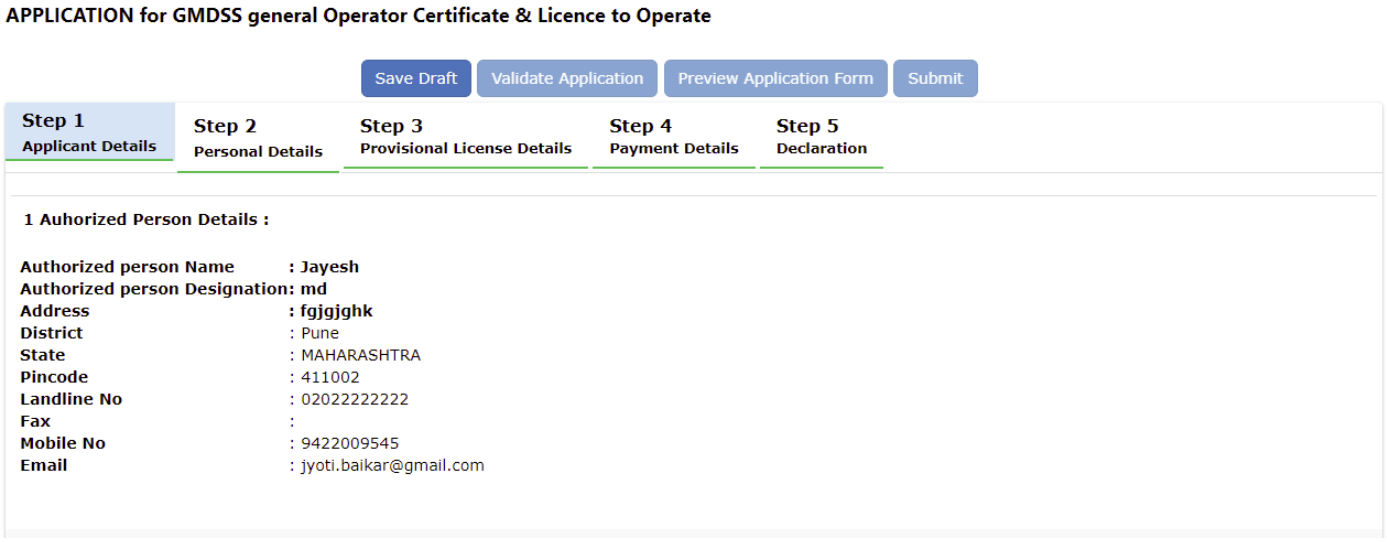
Below is a sample demo for **GMDSS application**.

Apply for Certificates→GMDSS→ GMDSS general Operator Certificate & License to Operate→ Go.



4.2.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in registration form.

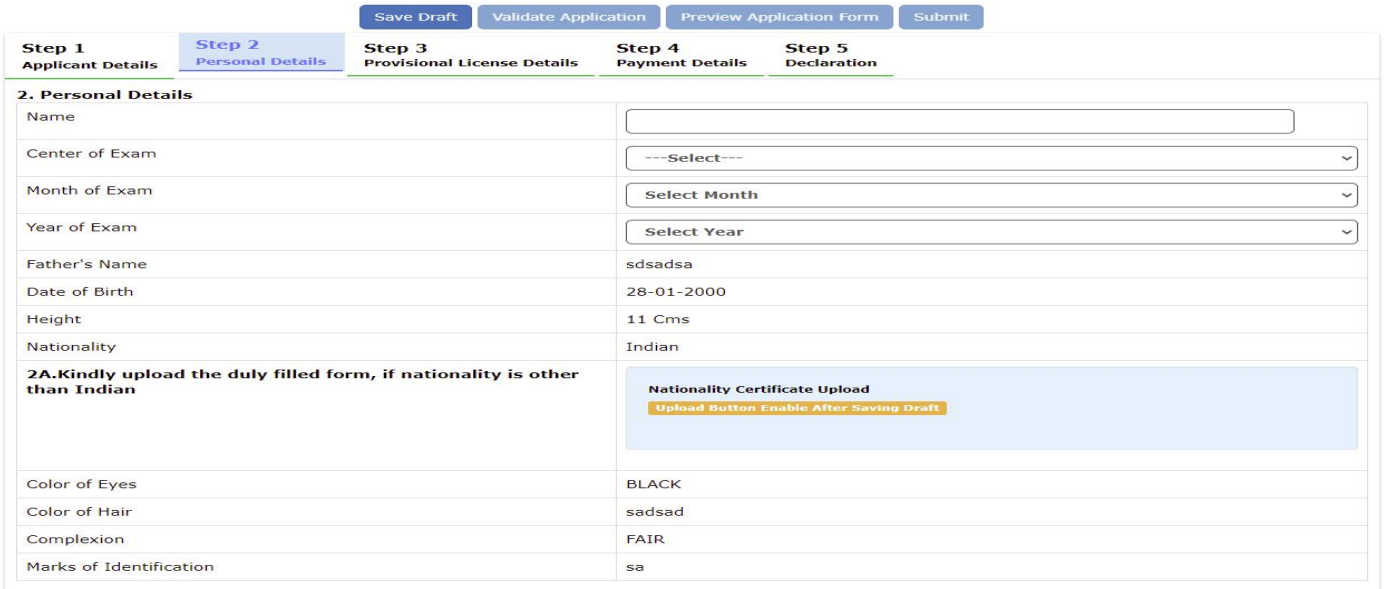


Press “next “button to go to next step.

4.2.2 Step 2

Personal Details:

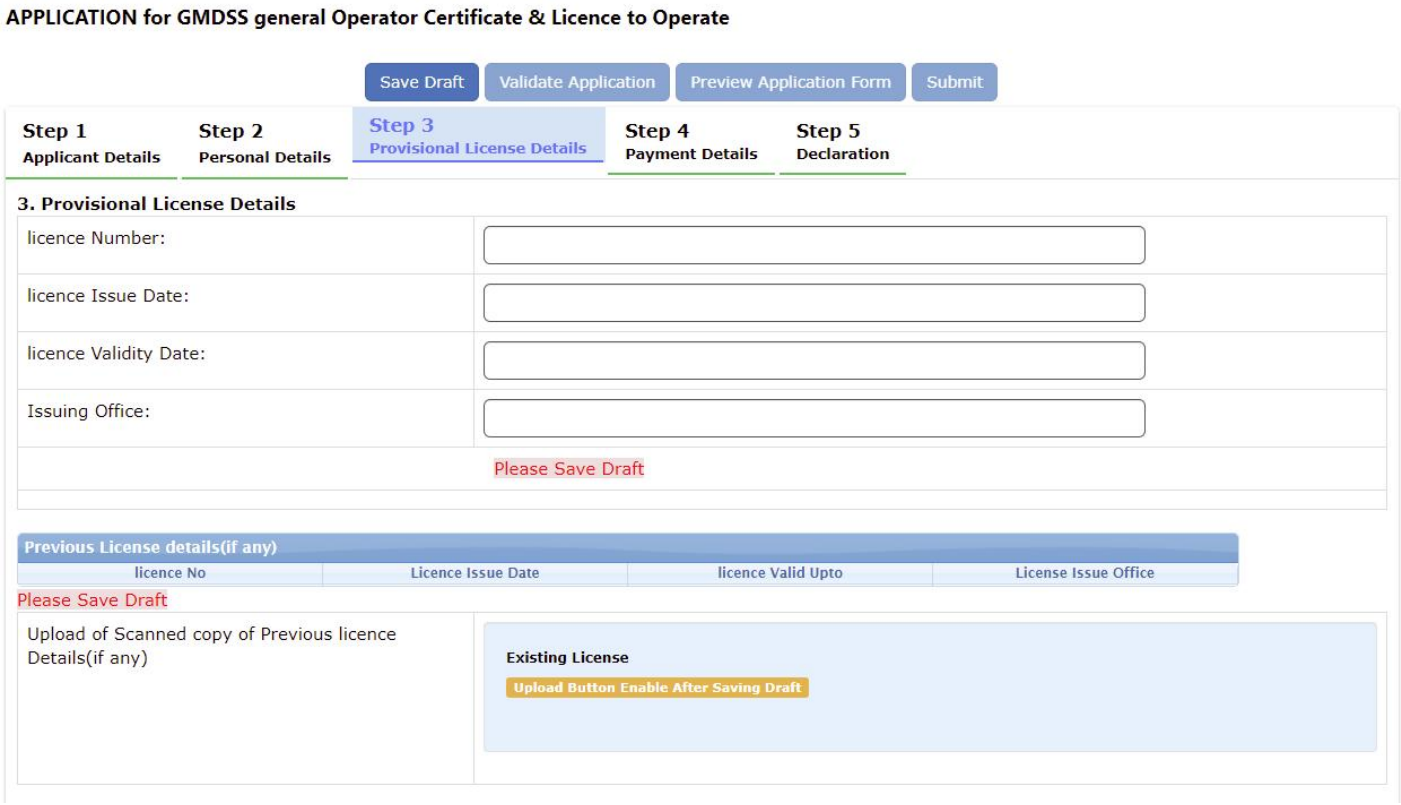
Next step is adding details like Name, Centre of Exam, Month of Exam and Year of exam etc.. and uploading documents such as nationality certificate, Passport, Visa and Photo etc..



4.2.3 Step 3

Provisional License Details:

Add provisional license details if any and upload the previous license.

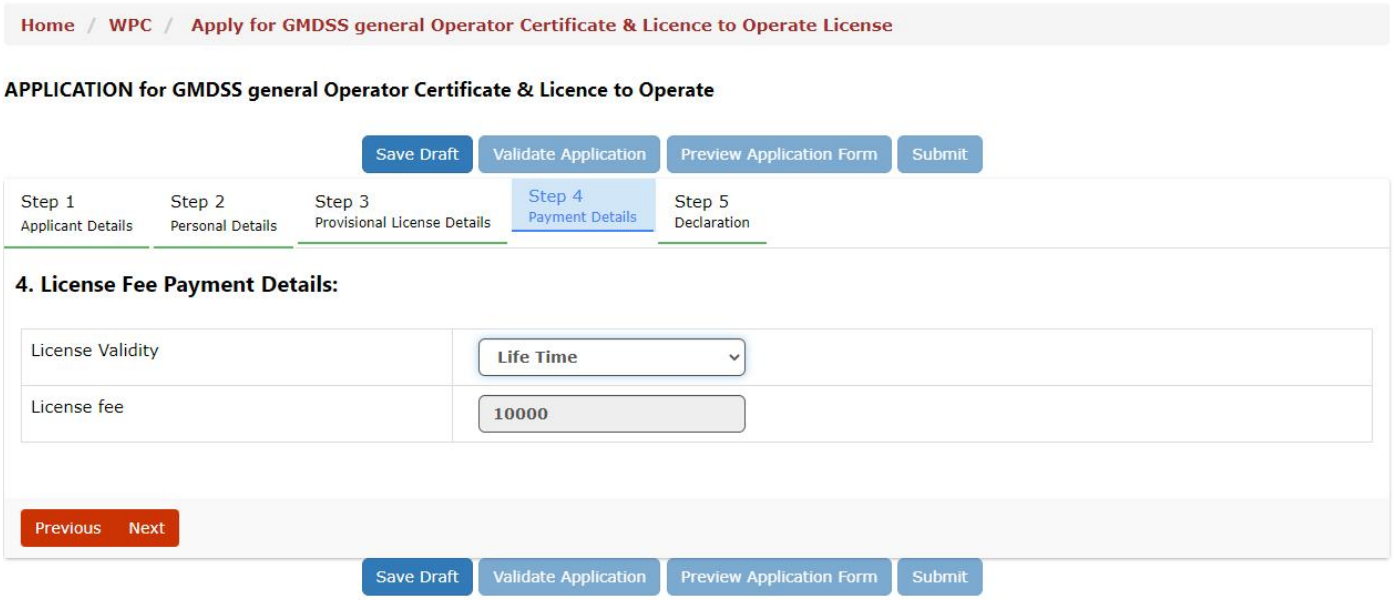


4.2.4 Step 4

Payment Details:

As the integration of GMDSS module with bharatkosh is completed applicant do not need to make payment in bharatkosh separately and once the application is submitted you will get an option to make payment.

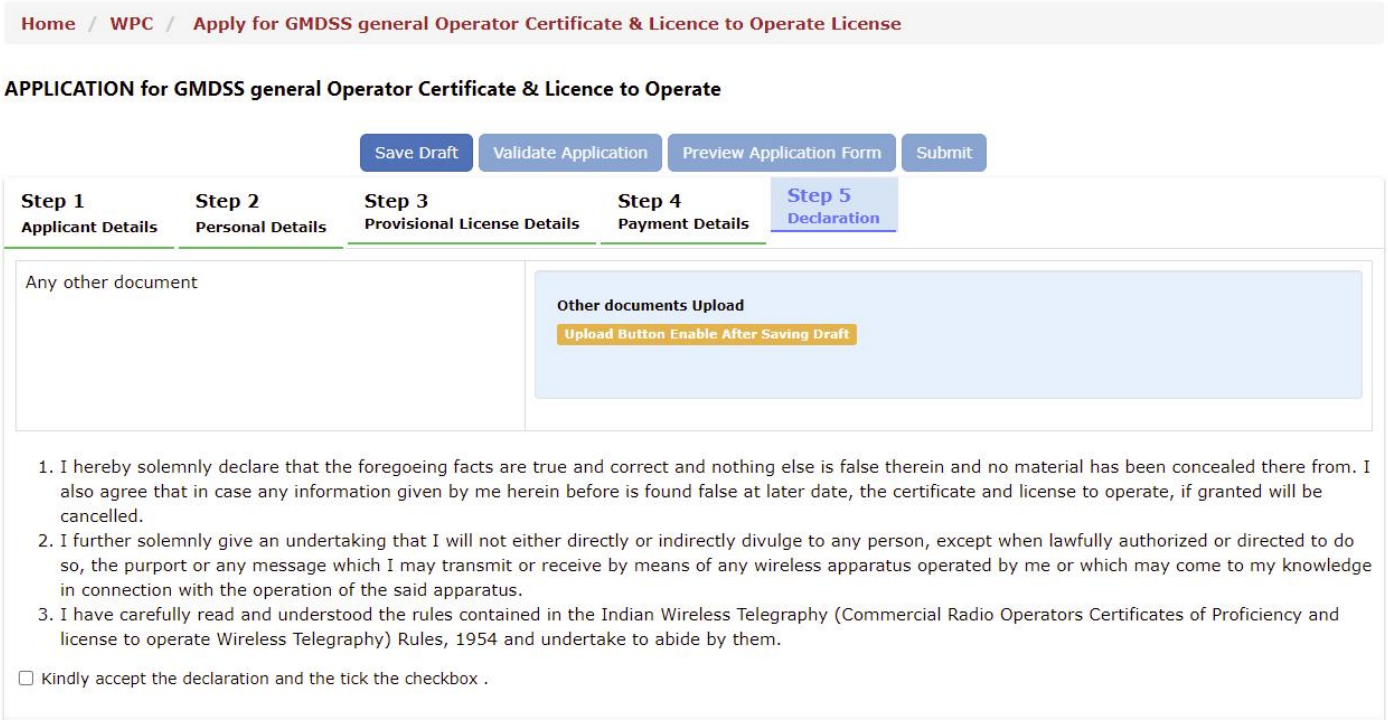
Select the license validity to define the fee to be paid.



4.2.5 Step 5

Declaration:

Read the declaration thoroughly and check the checkbox.

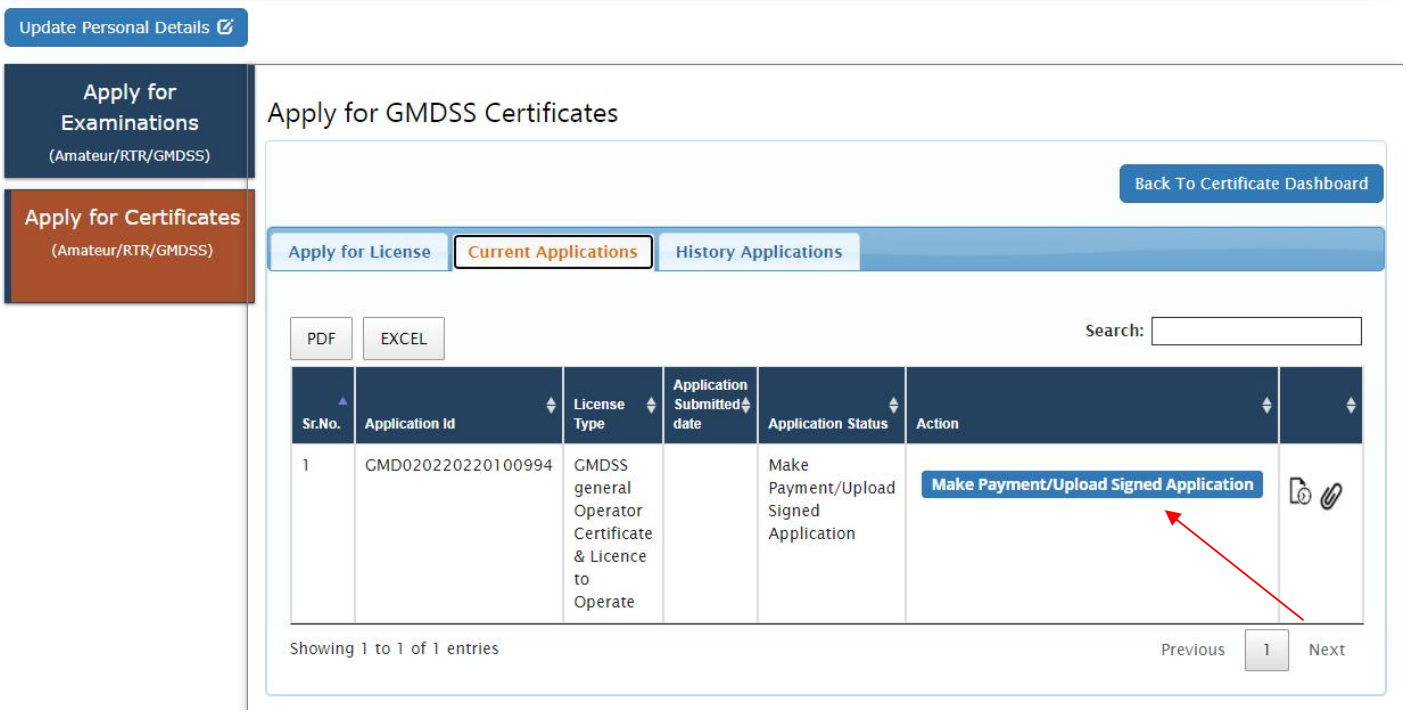


Note:

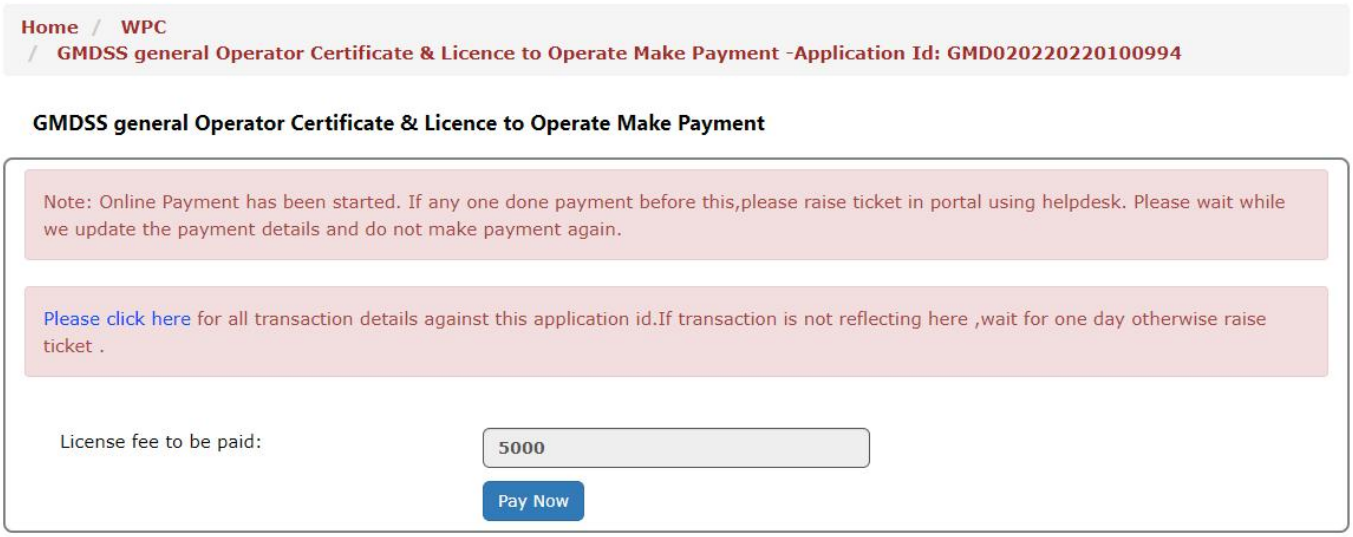
1) Size of pdf document should be less than 1MB.

2) Size of photograph should be less than 250KB.

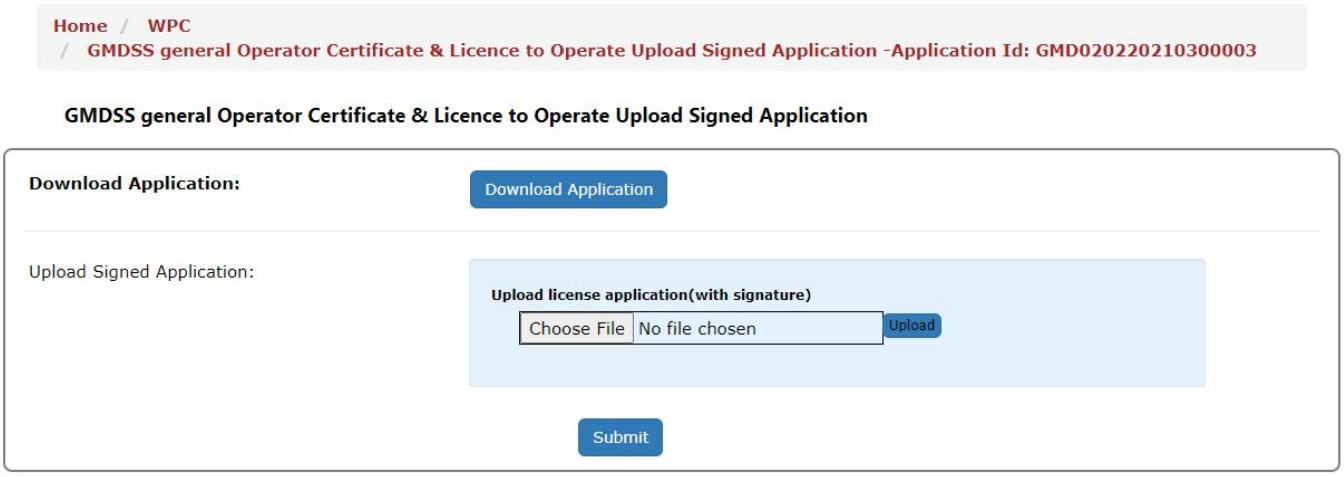
Once the details are added then validate application using “Validate Application” button and if validated successfully then “Submit” button will be activated. Once the application is submitted you will be redirected to dashboard and status will be as shown as show by arrow. Click on the “Make Payment/Upload signed Application” button.



4.3 Make payment/Upload Signed Application



Once the payment is successful you will see the below screen to upload the signed application.

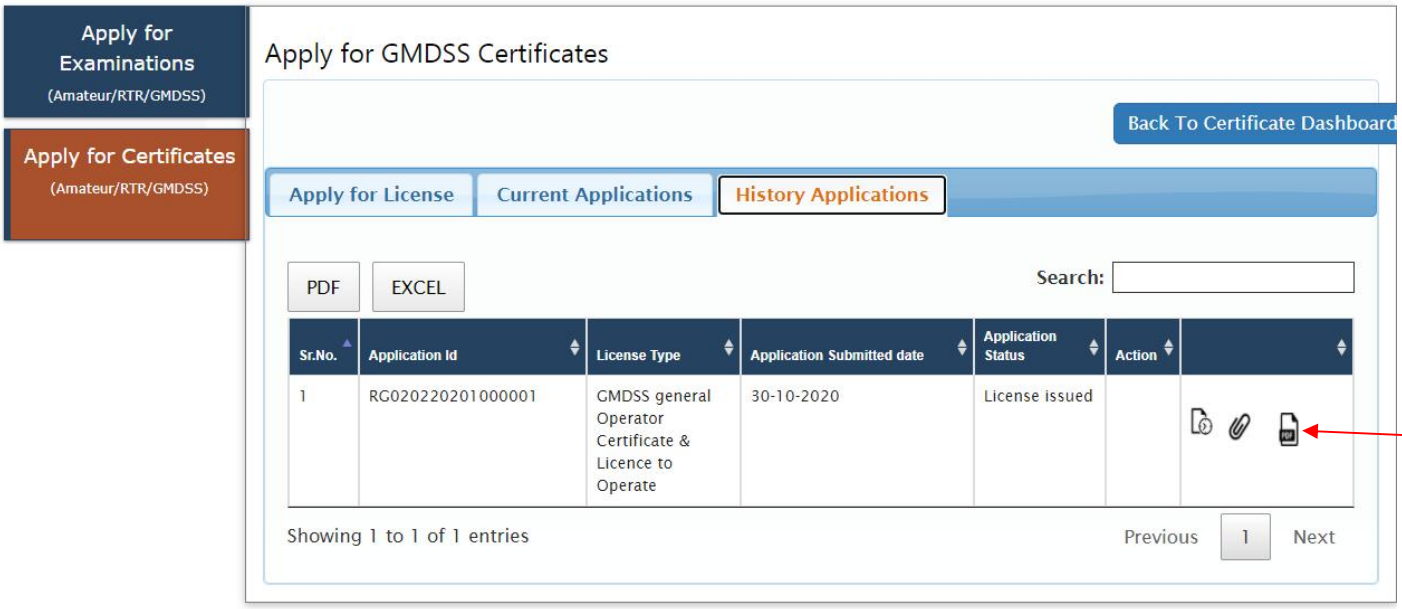


Download Application and upload the physically signed application.
Once the application is submitted it will be visible in dashboard.

Nodal Officer will scrutinize the application and if all the details and uploads are in order then license will be issued and applicant would be notified accordingly. If there is any problem in the details or uploads then application will be reverted back to applicant for modification and the same would be notified to applicant.

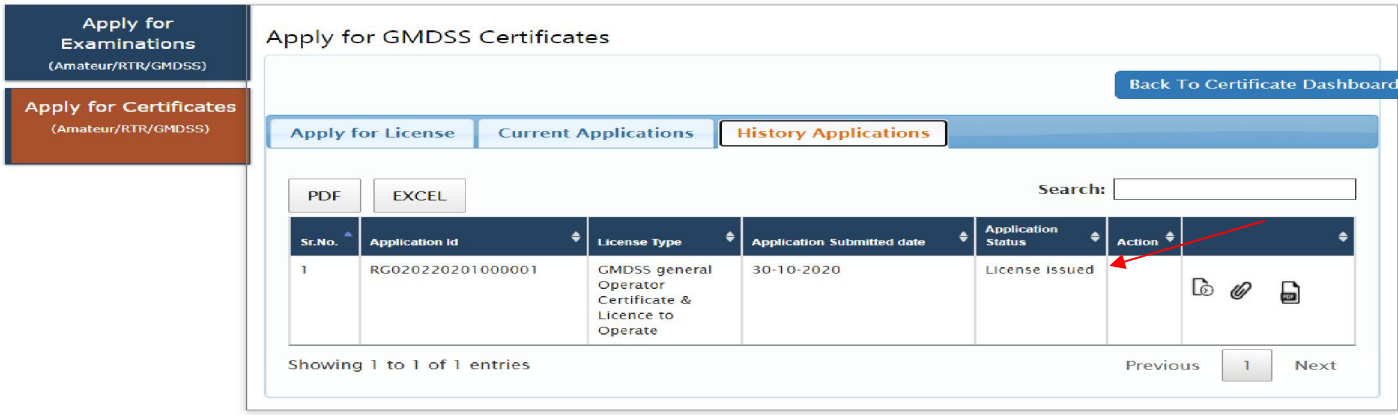
Application will be forwarded to nodal officer based on the selected exam centre.

4.4 Download License



Click on the symbol shown by arrow in the above screenshot to download the license.

4.5 View Application button:



Click on the symbol shown by arrow in the above screenshot to view the application.

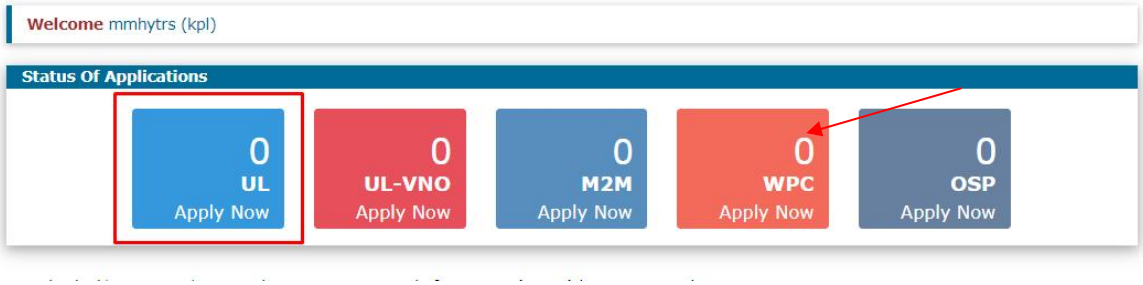
5 Profile Update without Scrutiny

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 any application is in process.

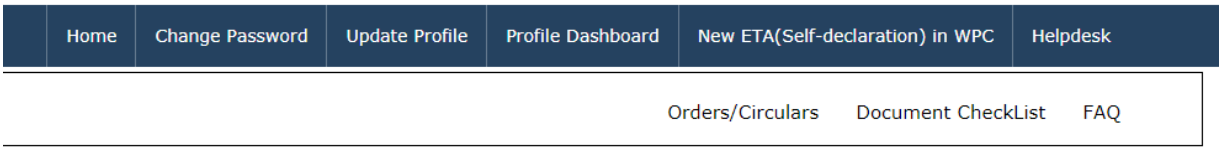
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

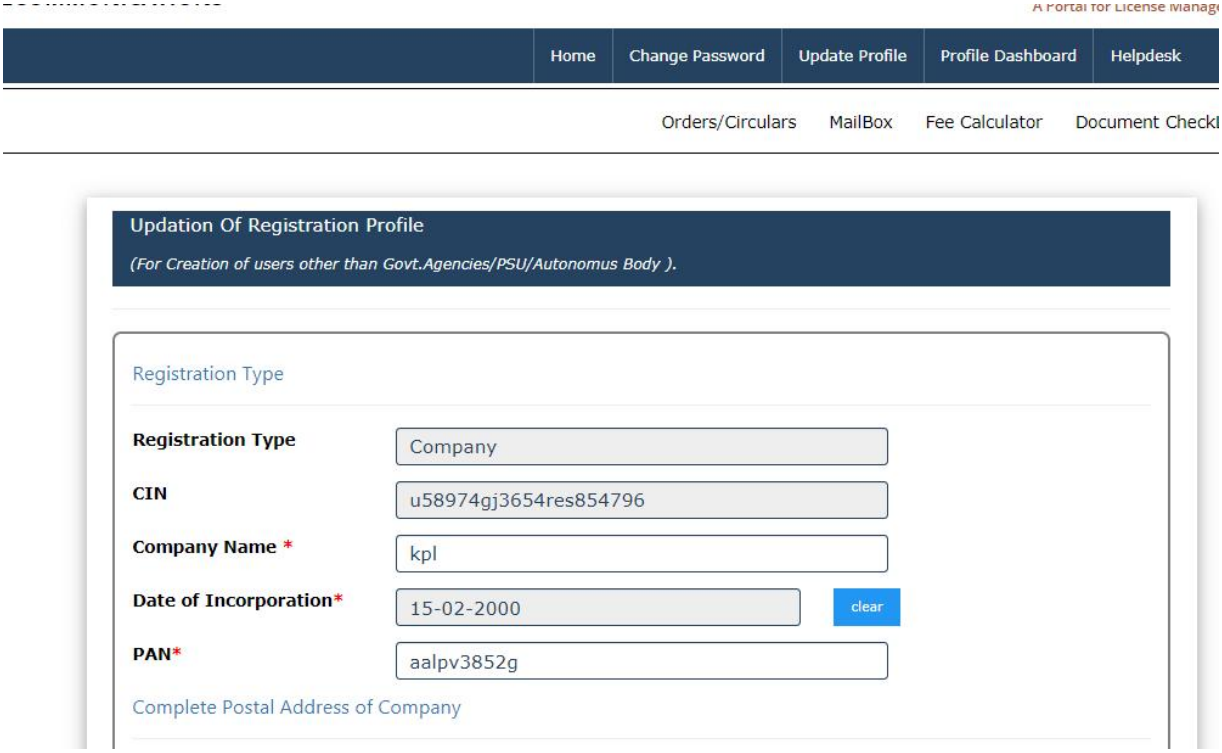
1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear



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