User Manual

(For Applicant)

Auto Renewal of MMSL and AMSL Licenses

Department of Telecommunications

Government of India

16th September 2021

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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. Renewal of existing licenses is now facilitated through this portal. Presently, only those AMSL & MMSL licenses issued through SARALSANCHAR are eligible for online renewal. Licenses expired or about to expire can be renewed using this facility.

Acronyms and Abbreviations

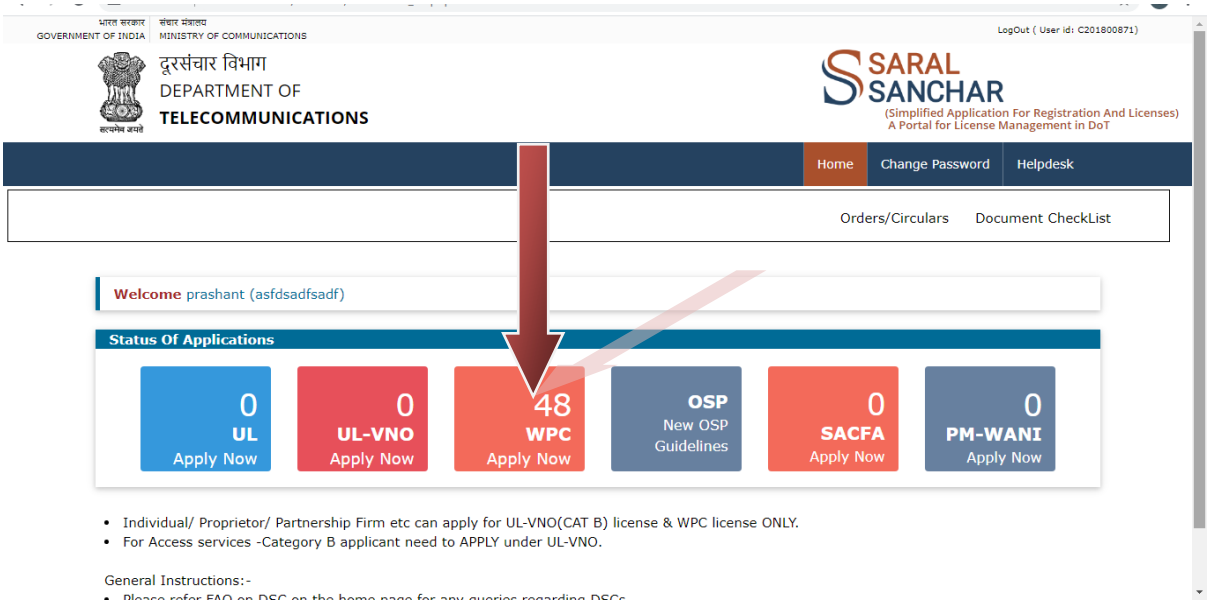
List of the acronyms and abbreviations used in this document and the meaning of each.

- DoT : Department of Telecommunications.
- OTP : One Time Password.
- MMSL : Maritime Mobile Station License .
- AMSL : Aero Mobile Station License
- DGCA : Director General of Civil Aviation.
- DGS : Director General of Shipping.

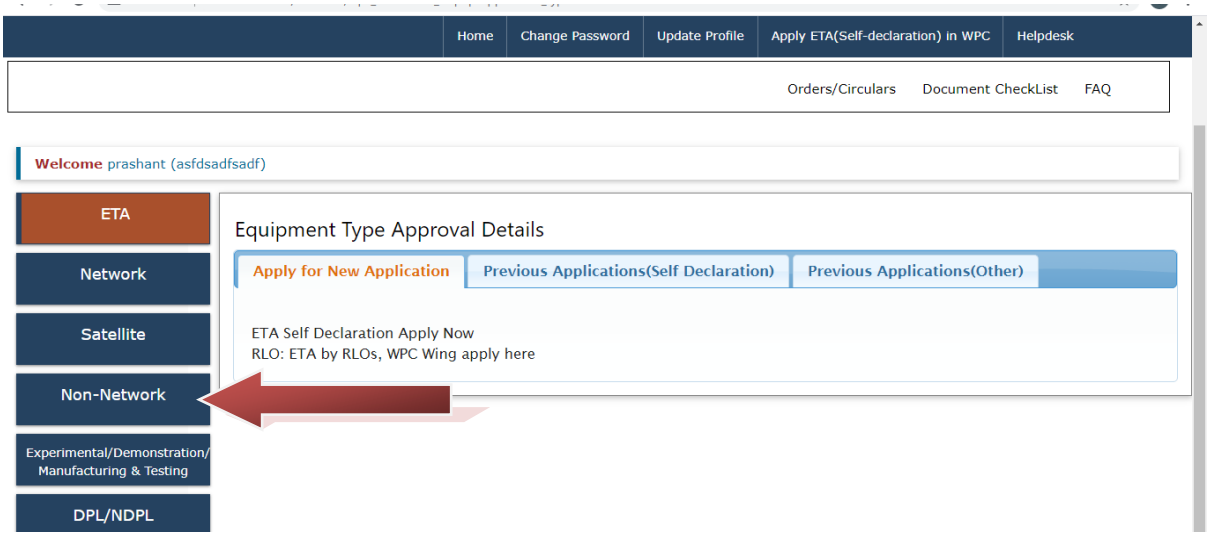
Section -2

MMSL Renewal

2.1 First visit the site saralsanchar.gov.in. Enter your login credentials. After submitting correct login credential user will get the following menu. Click on WPC for Non Network MMSL and AMSL Licenses.

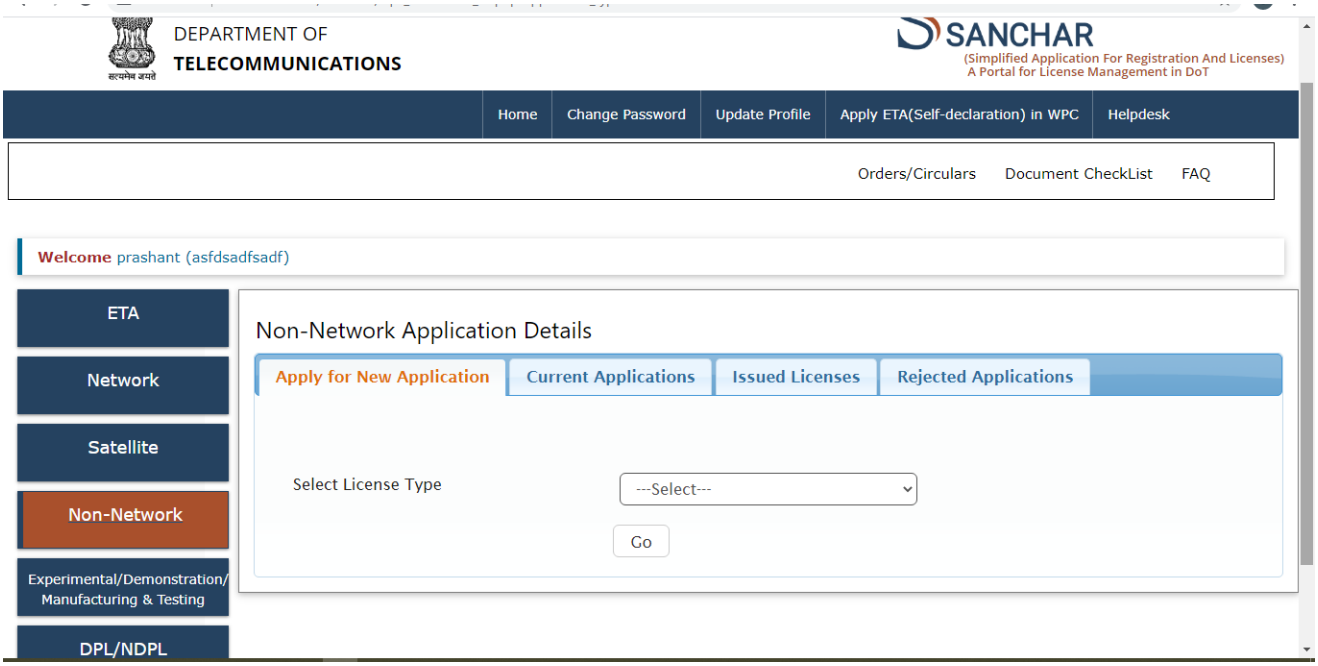


Now Click on Non-Network Tab for MMSL and AMSL Licenses

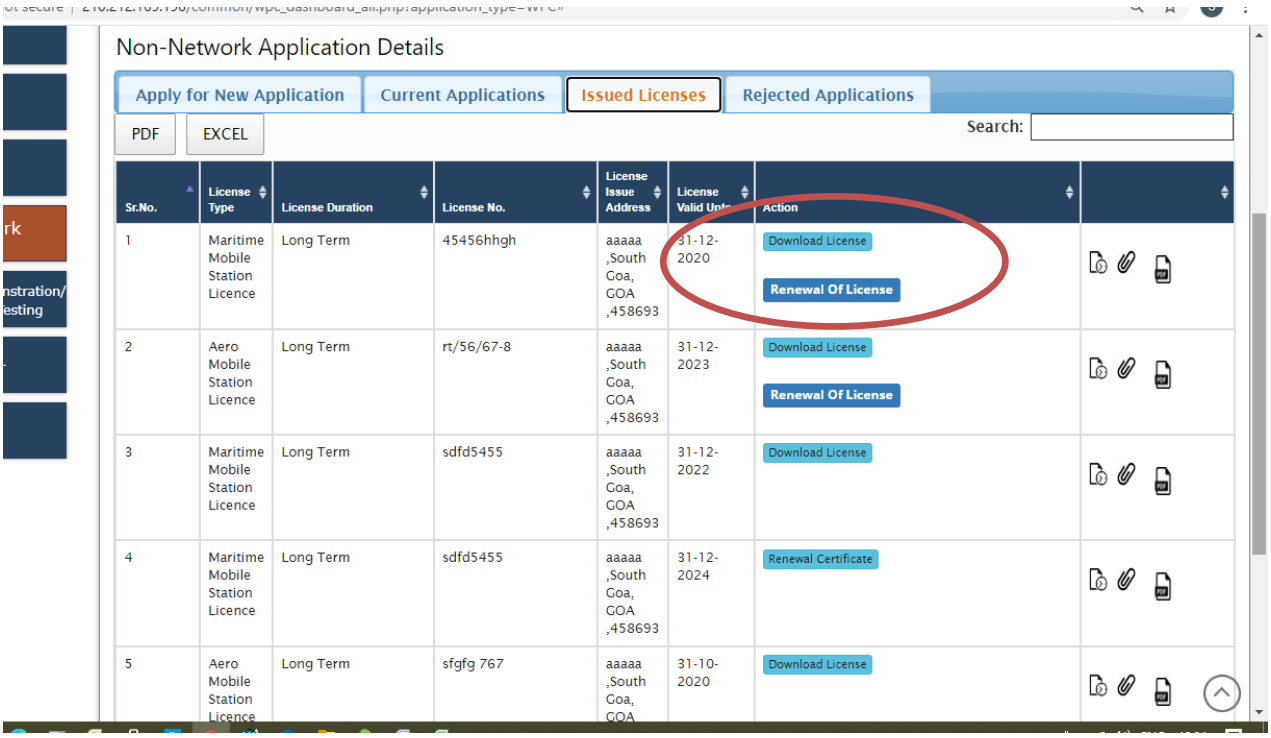


After Selection of Non-Network User will get 4 Tabs

- Apply For New Application
- Current Application
- Issued Licenses
- Rejected Application

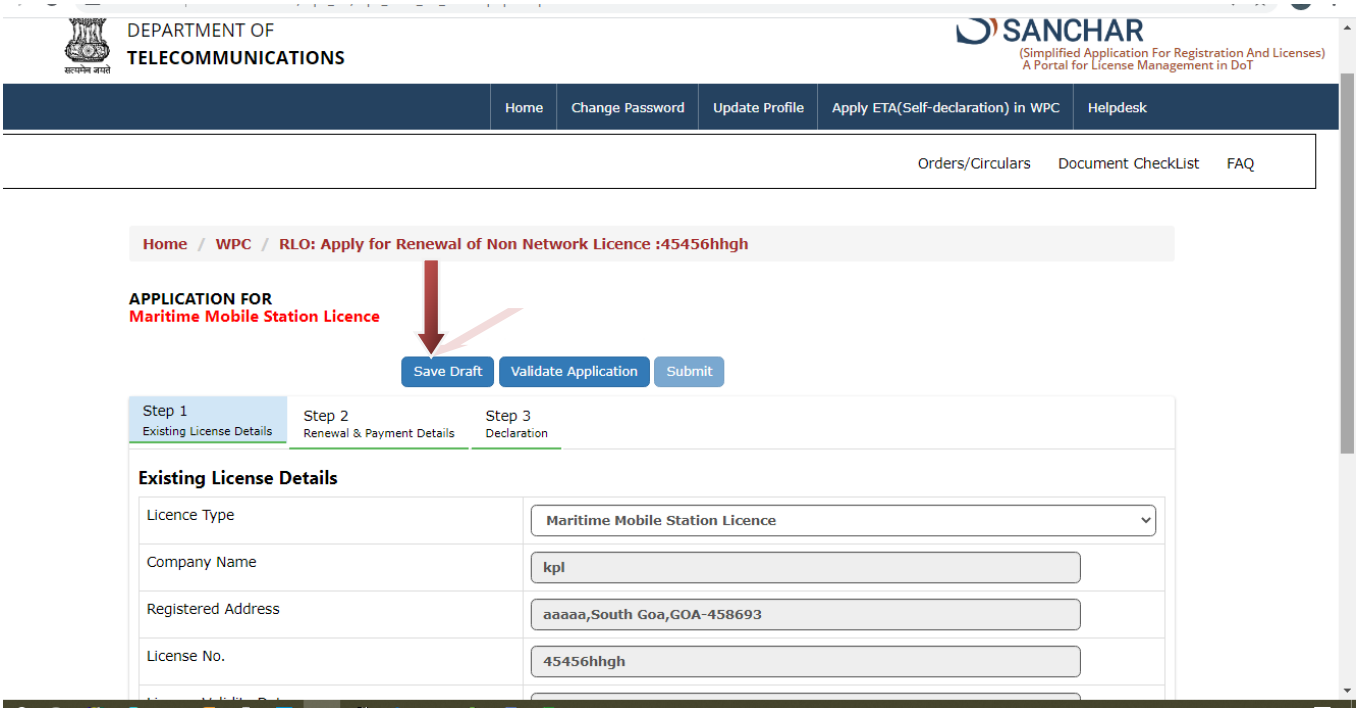


Now click on "Issued Licenses" tab. Following table will appear. The license which is eligible for renewal will have "Renewal of License" button. The long term licenses which are expired or which will expire in next 5 years are eligible for renewal. Only those licenses will have "Renewal of License" tab.

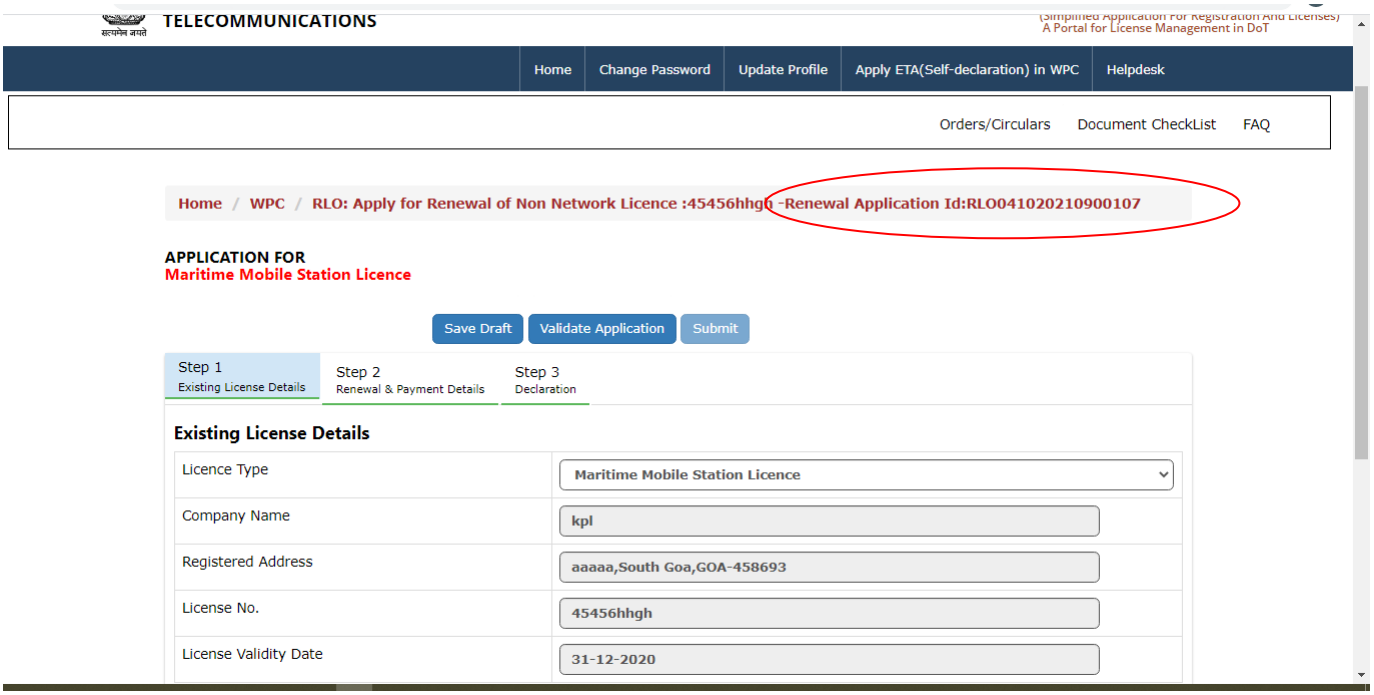


Click "Renewal of License" button against the desired MMSL license. Following form will appear.

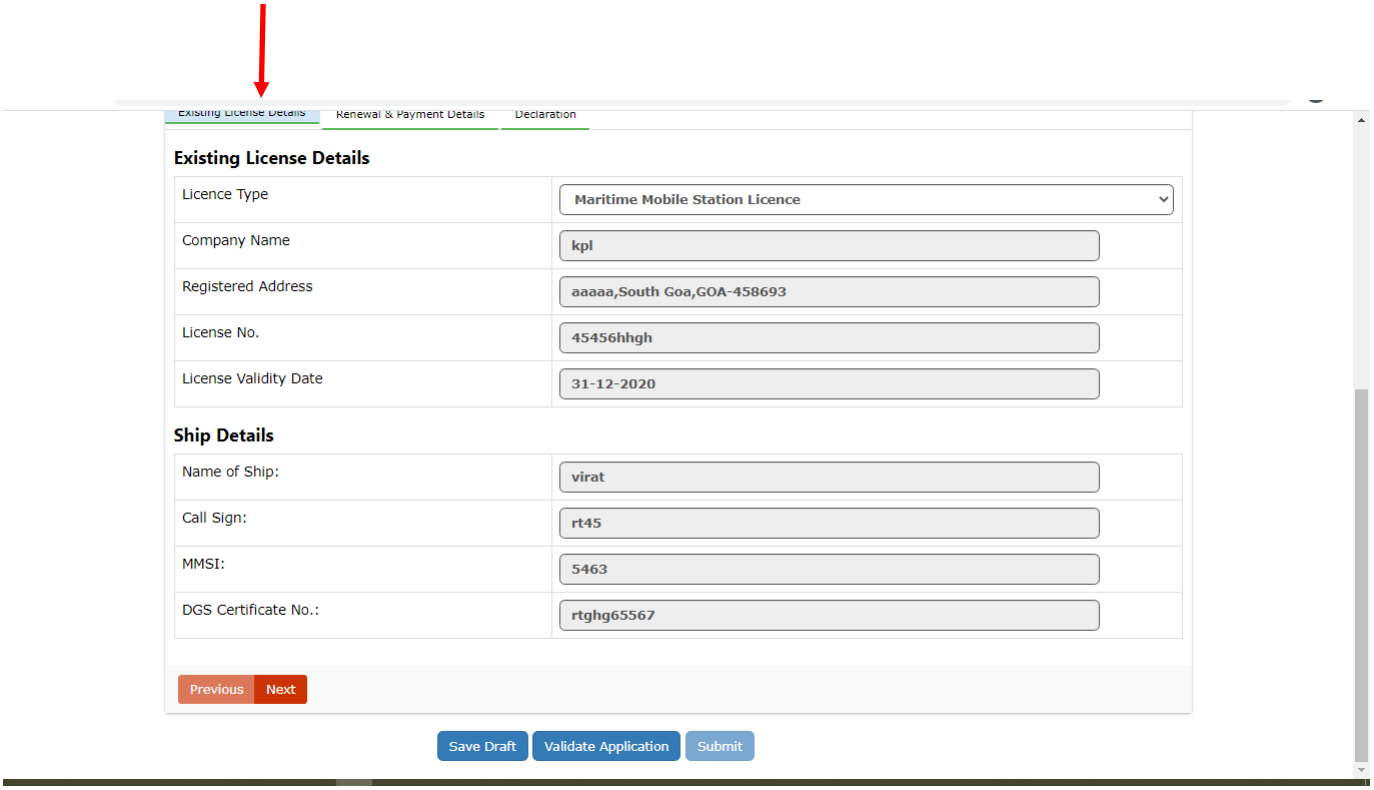
2.2



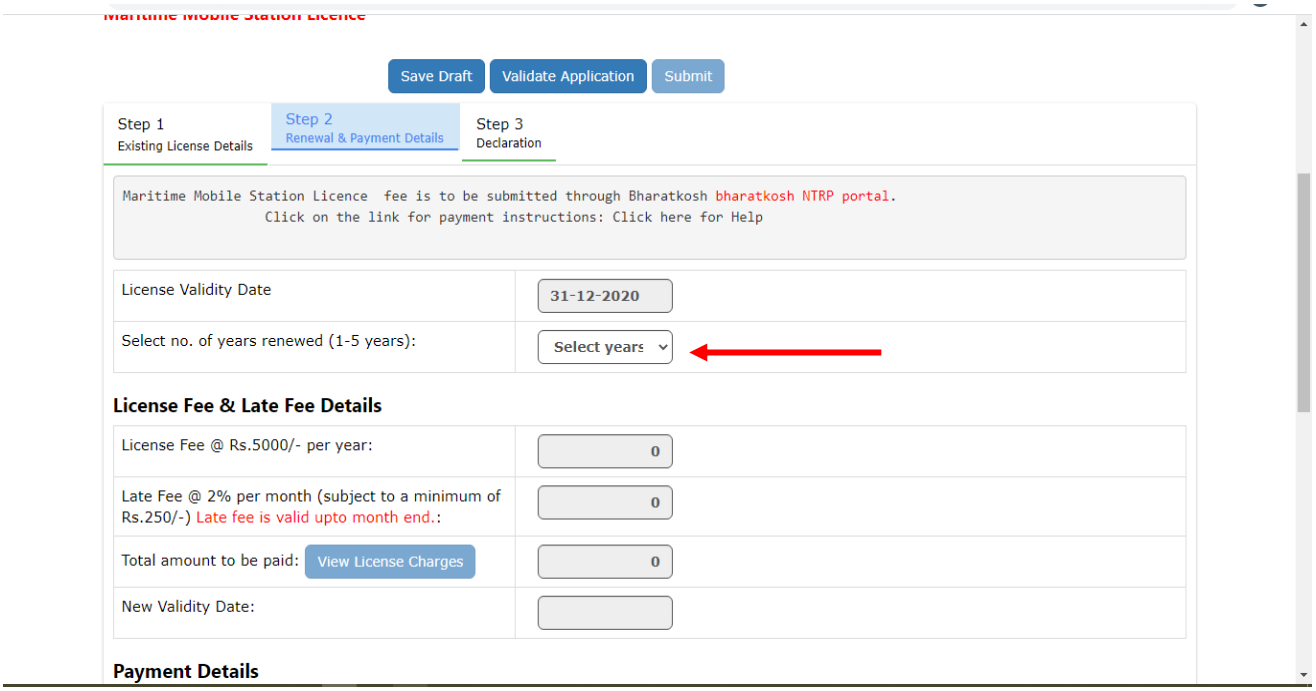
First, click “Save Draft” button to generate application id. Application id will be generated and displayed on screen as follows:

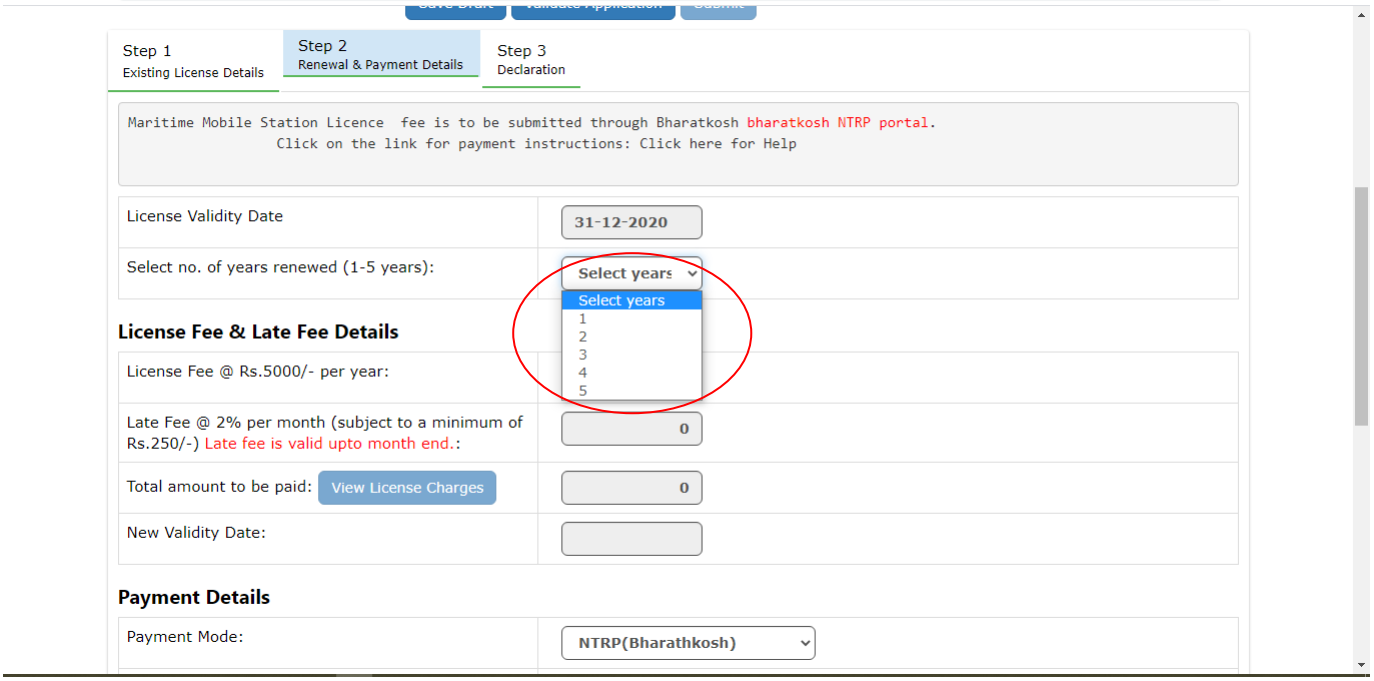


Note down this application ID for all future reference. The first tab on form “existing License Details” will show following fields:

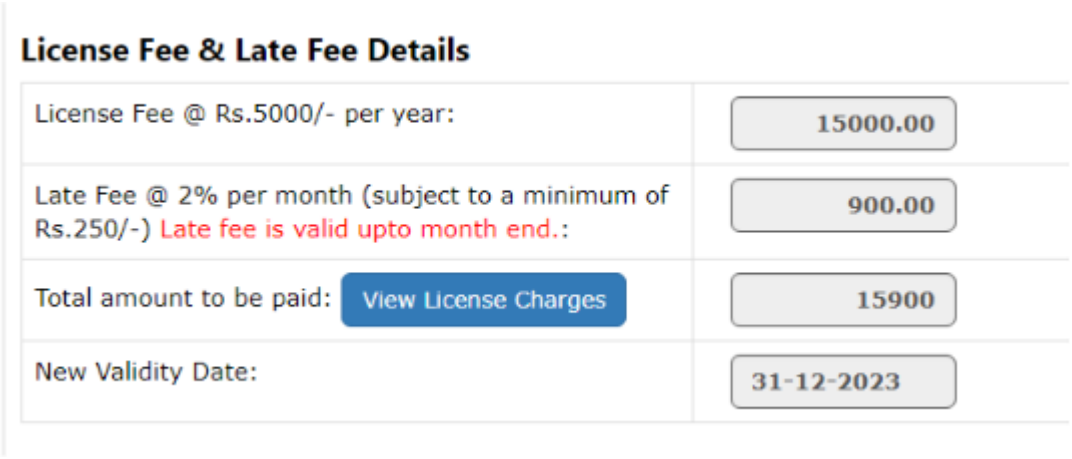


This details are pre populated from your existing license and read only. Click on "Renew & Payment details" tab. Following form will appear. In this form select number of years for which license to be renewed. Only those number of years will be available so that after selecting it your new validity will not be more than current year+5. Eg. If your license is expired in 2020 then options will be 1,2,3,4,5. If your license is about to expire in 2023 and current year is 2021 then options available will be 1,2,3 so that your new validity will not cross 2021+5 i.e. 2026.

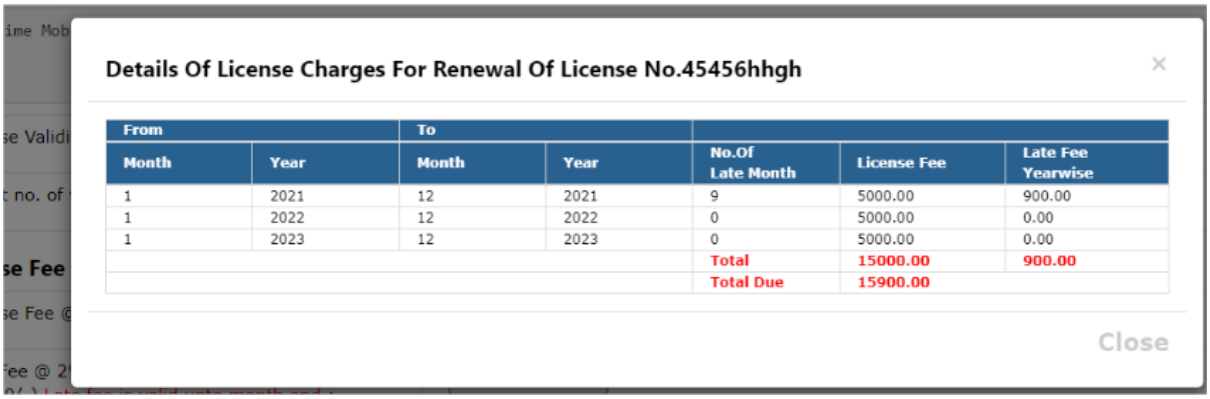




Once, you select the number of years, license fee, late fee, total amount to be paid and new validity date will be calculated automatically and shown in the form. The button "View License Charges" will be enabled to view the calculations.

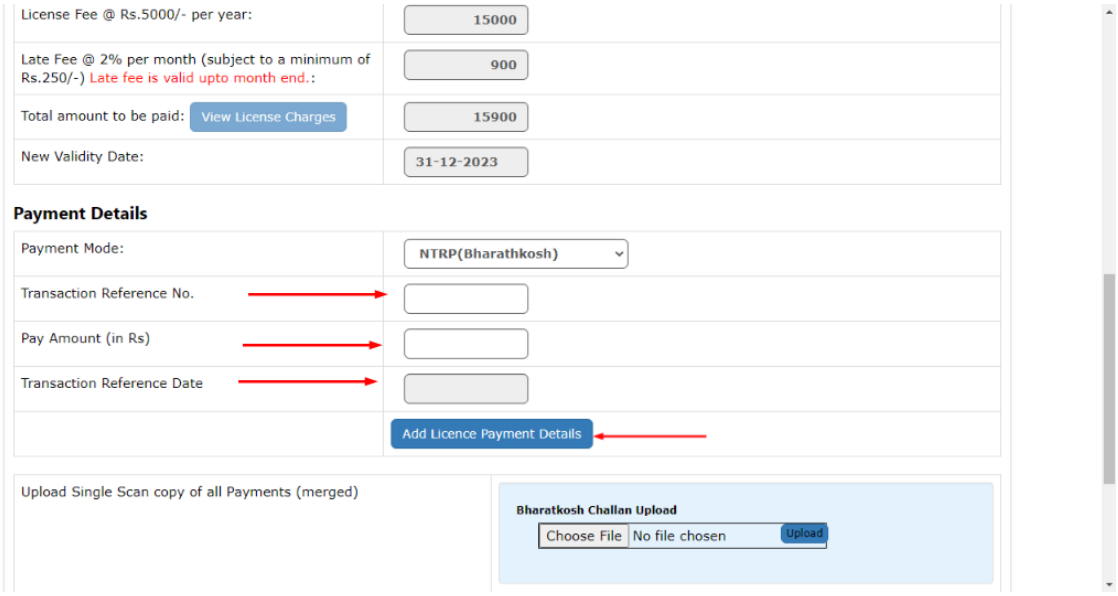


If you click the button "View License Charges" the details will be opened in small separate window.

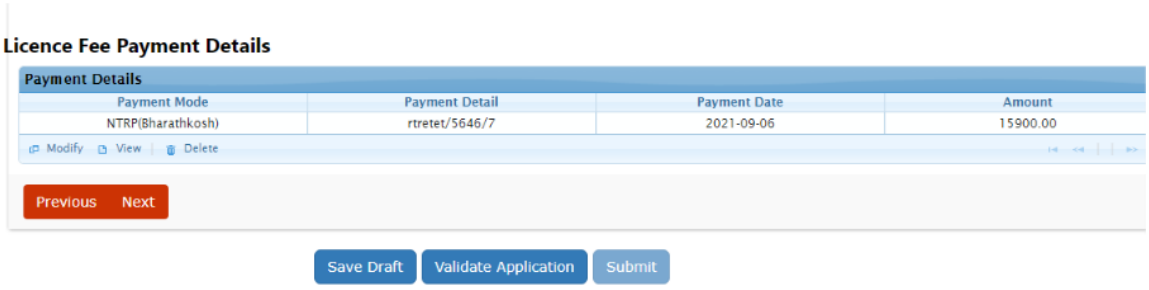


Please press “Save Draft” button.

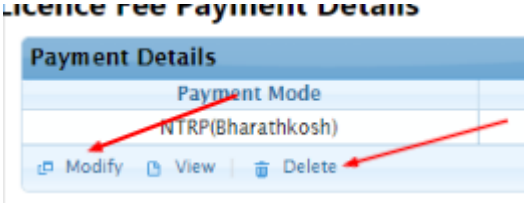
Now go to “bharatkosh” portal and make payment of above shown amount. This amount is valid only upto the current month. If month changes Late Fee changes and total amount to be paid also changes, Fill payment details in the “Payment Details” fields and click on “Add License Payment Details” button.



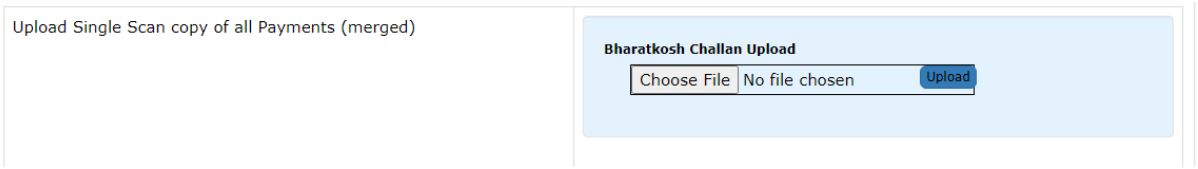
Once, you entered the details , it will be displayed in the grid in the form as below.



If there are more than one transaction, keep on adding it by repeating the same procedure i.e. entering payment details in payment details fields and pressing “add license payment Details” tab. It will be added in grid shown above. The entries of grid can be modified/ deleted using “modify” and “delete” buttons on the grid.

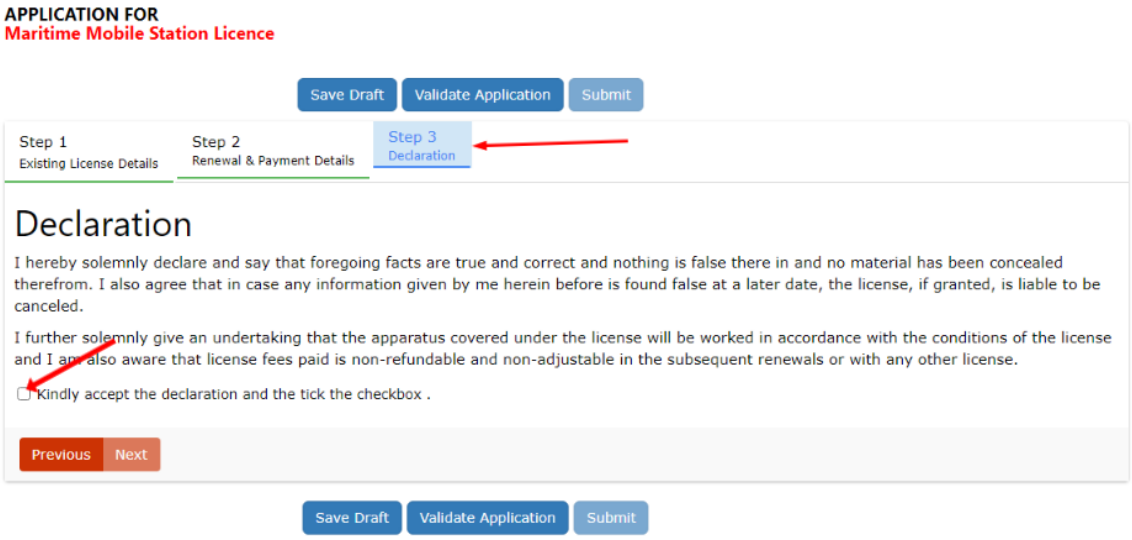


Now, all payment details should be scanned in a single pdf file, digitally sign the file and upload it using upload option given in the form.

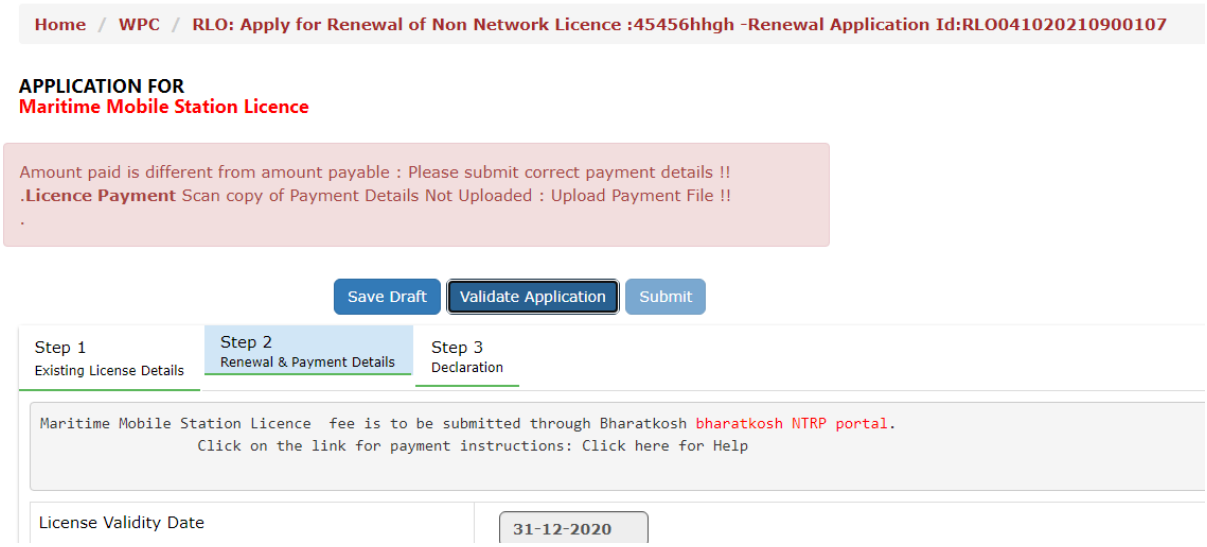


Save the draft again.

Now go to the next tab of form “declaration” and click the check box to accept the terms and conditions.



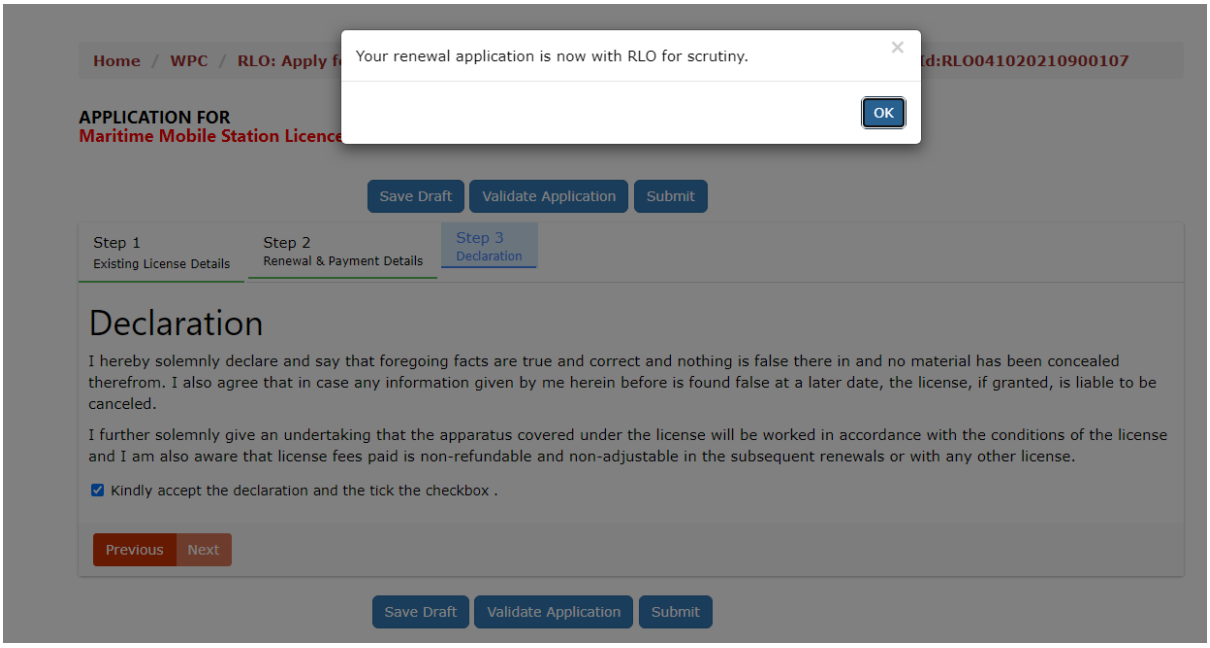
Now press “validate application” button to validate all information provided by you. If any information is missing or wrongly given (such as total amount paid is different than total amount to be paid) then such message will be displayed on top and “submit” button remains disabled.



Make desired modifications , accept the declaration again and again “validate application”.

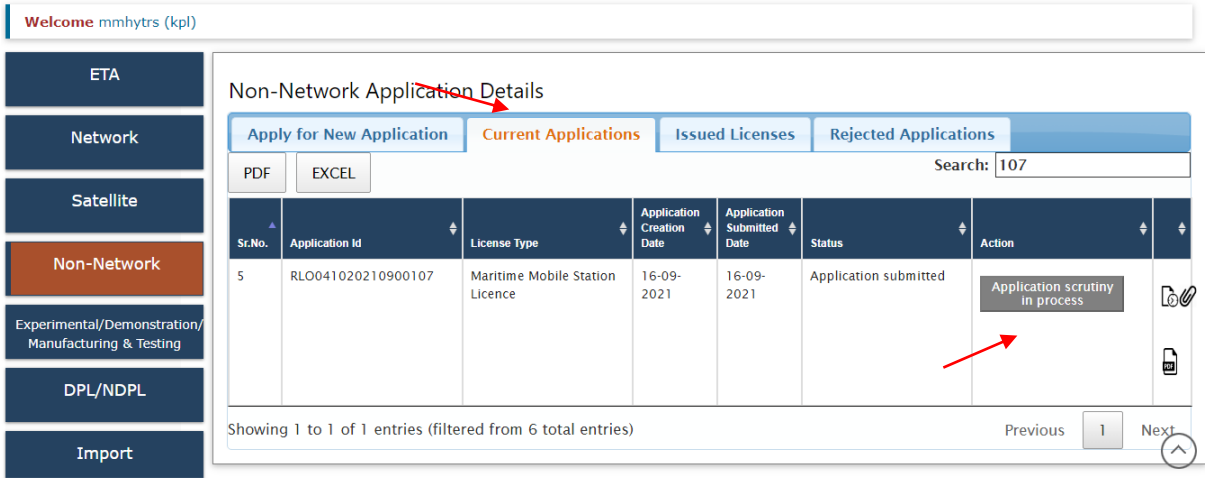
If all information provided is correct, then pop up of “validation successful” will come and “submit” button get enabled.

Press the submit button and submit the application. Application will go to RLO for scrutiny.



2.3

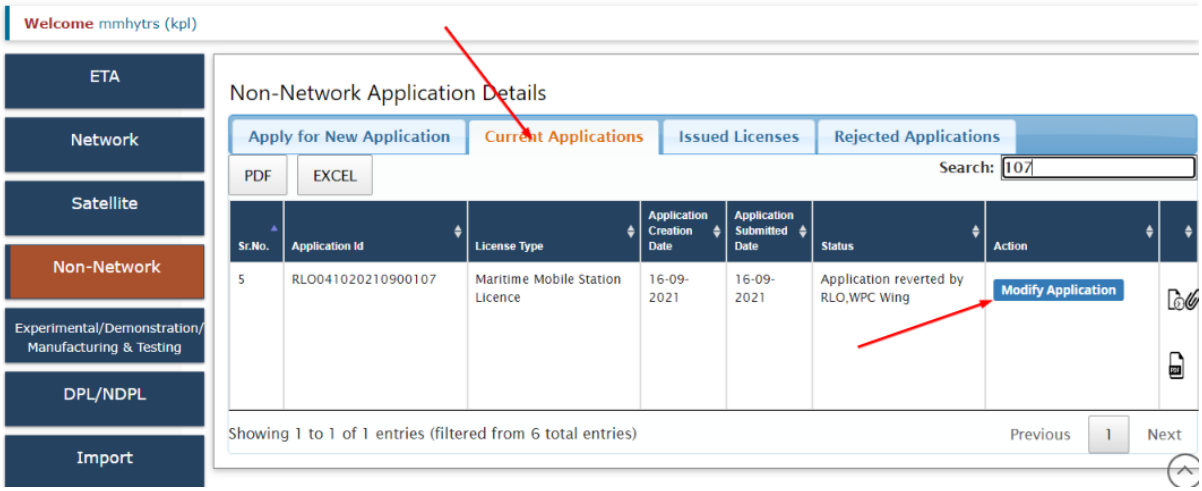
Status of application can be checked in dashboard under “Current Application” tab.



2.4

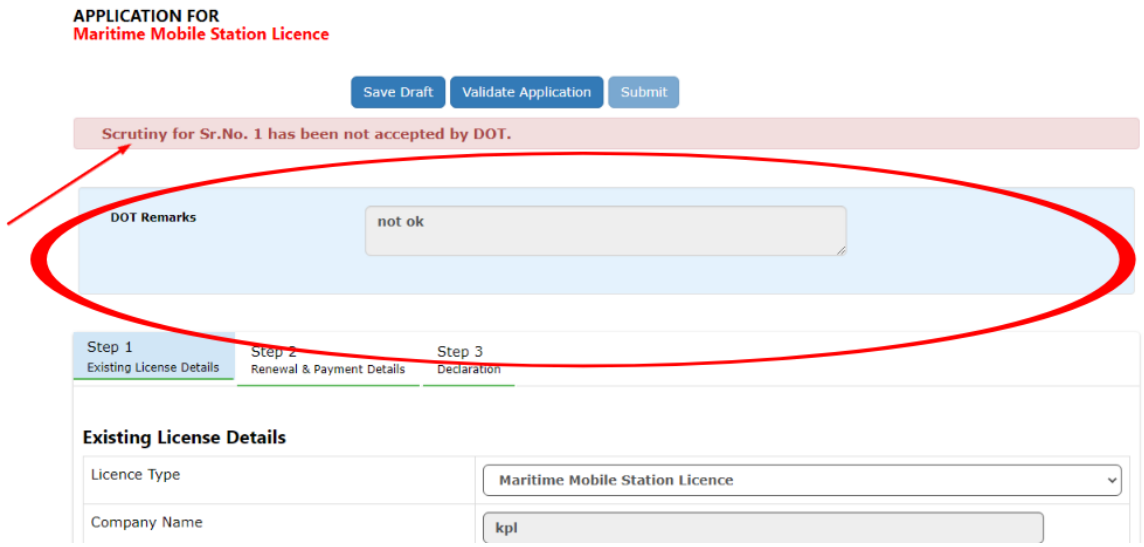
Now the RLO will scrutinize the application. If he find any mistakes or shortfall in application then he will revert back the application to you.

This will be available in your dashboard , under current application tab. The Action column will have “modify application” button. Press this button.



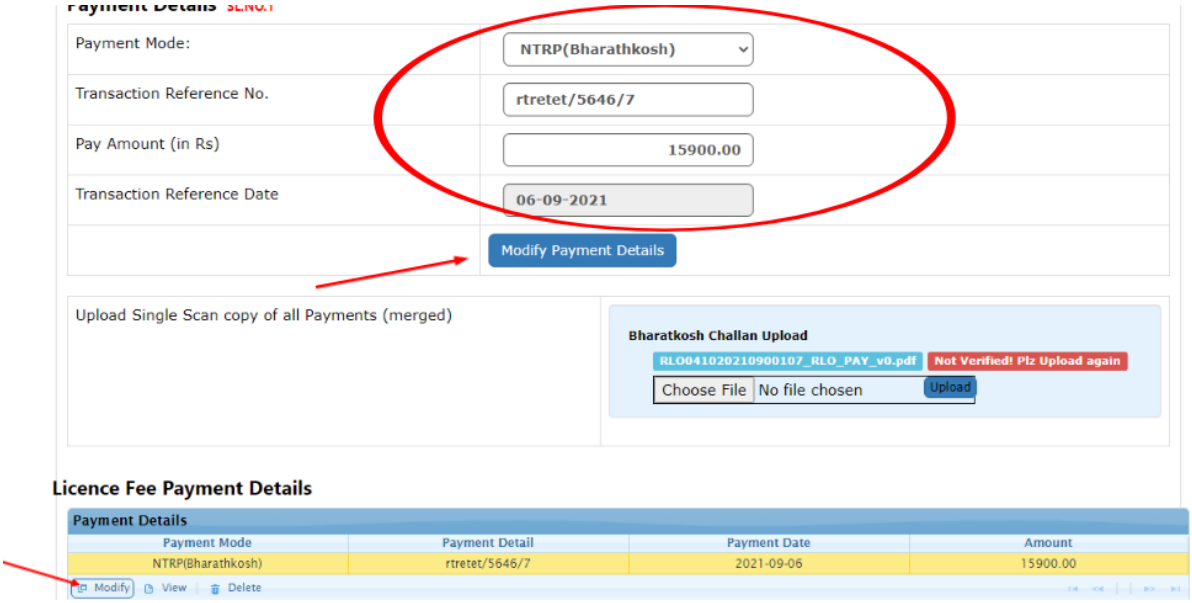
2.5

The application will open and in the top there will be message that which part need modifications and also there will be remarks given by DoT RLO.

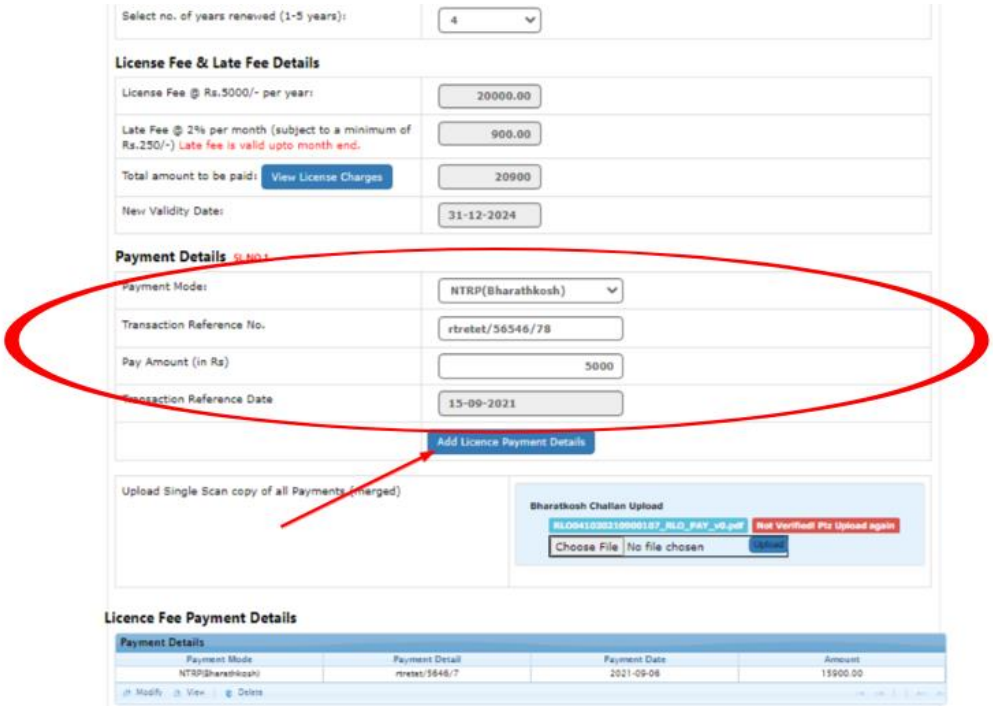


According to modifications suggested by DoT , do the modifications . number of years required can be changed using drop down. Due to change in number of renewal years the total amount to be paid and new validity will be changed. Make necessary modify /addition in

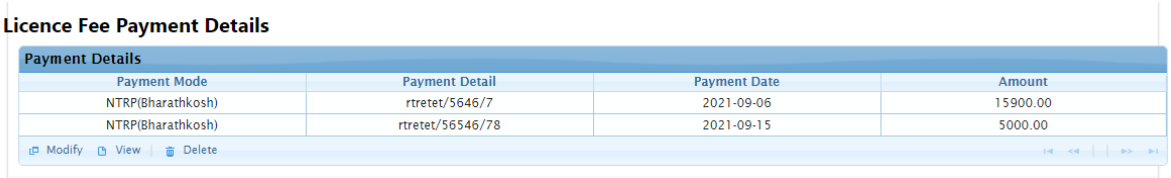
payment details using “modify” button of grid / payment details fields and “add payment details” button.



Or

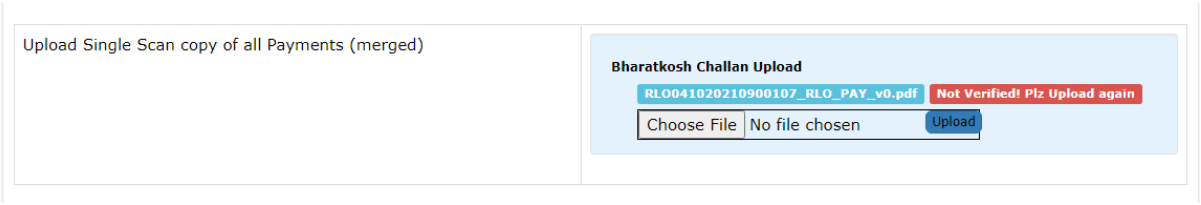


One more row will be added in payment grid.



After making changes press “save draft” button.

If scrutiny for Sl.No. is not accepted by DoT then previously uploaded payment details will be tagged as “unverified” and applicant need to again upload scanned and digitally signed copy of payment details again.



2.6

Now, validate application using “validate application” button. . If any information is missing or wrongly given (such as total amount paid is different than total amount to be paid) then such message will be displayed on top and “submit” button remains disabled.

If all information is correct then accept the declaration in “step 3” and again validate application. The “submit” button get enabled. Press it and submit application.

2.7

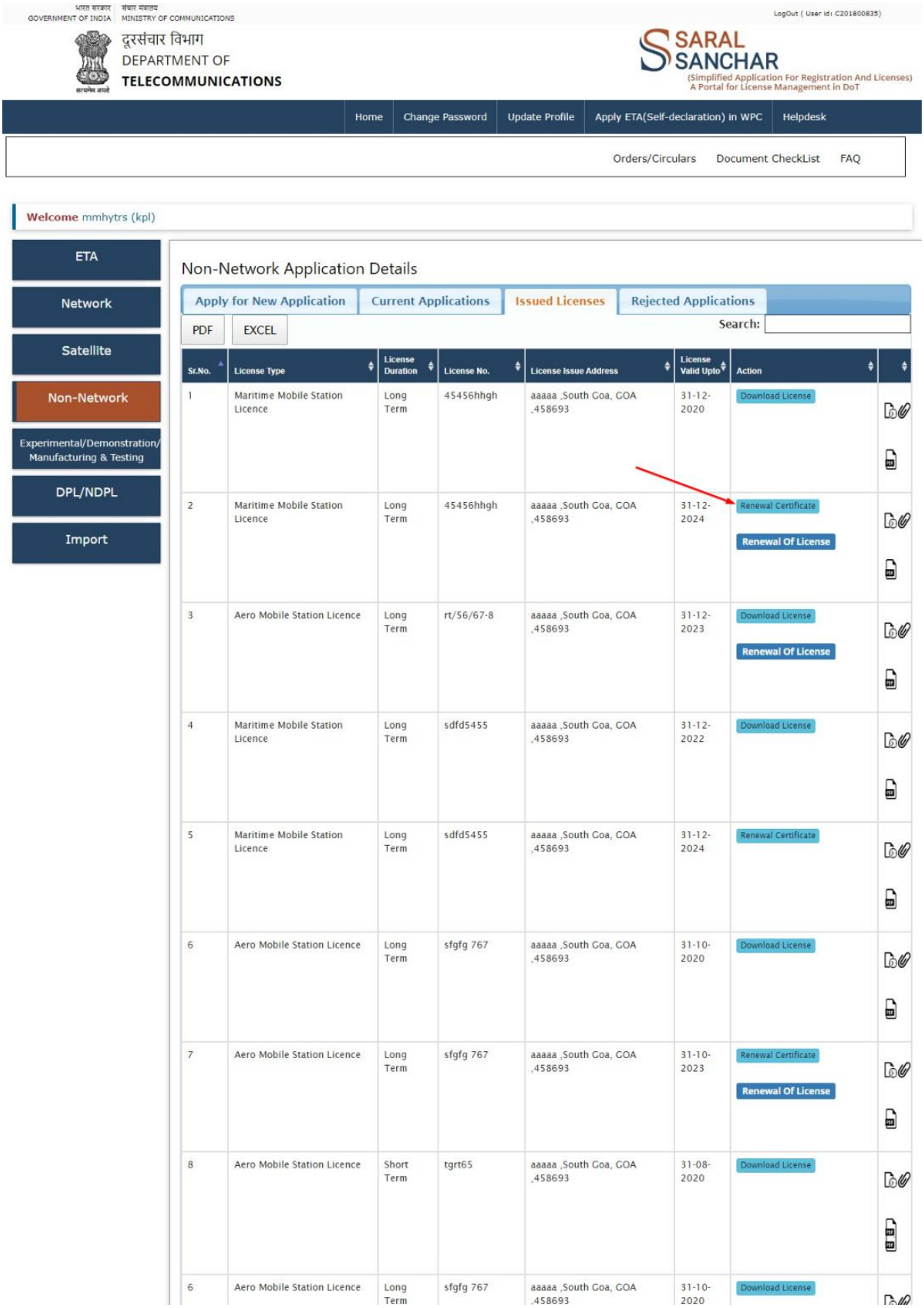
Application again will go to RLO for scrutiny.

If application found correct by DOT RLO then it will approve it and “Renewal Certificate” get generated.

2.8

The renewal certificate is available in dashboard under “issued licnese” tab.

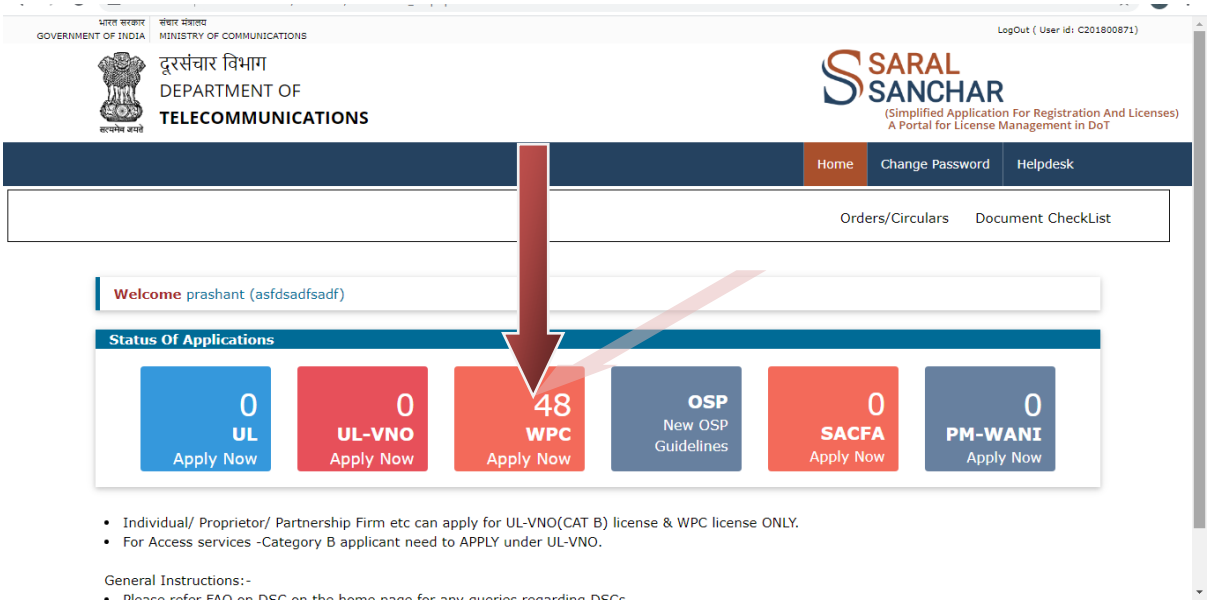
By clicking “renewal certificate” button against corresponding license can be downloaded.


भारत सरकार
GOVERNMENT OF INDIA
संचार मंत्रालय
MINISTRY OF COMMUNICATIONS
LogOut (User id: C201800835)
दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS
SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A Portal for License Management in DoT
Home
Change Password
Update Profile
Apply ETA(Self-declaration) in WPC
Helpdesk
Orders/Circulars
Document CheckList
FAQ
Welcome mmhytrs (kpl)
ETA
Network
Satellite
Non-Network
Experimental/Demonstration/ Manufacturing & Testing
DPL/NDPL
Import
Non-Network Application Details
Apply for New Application
Current Applications
Issued Licenses
Rejected Applications
PDF
EXCEL
Search:
Sr.No.
License Type
License Duration
License No.
License Issue Address
License Valid Upto
Action
1 Maritime Mobile Station Licence Long Term 45456hhgh aaaaa ,South Goa, GOA ,458693 31-12-2020 Download License
2 Maritime Mobile Station Licence Long Term 45456hhgh aaaaa ,South Goa, GOA ,458693 31-12-2024 Renewal Certificate Renewal Of License
3 Aero Mobile Station Licence Long Term rt/56/67-8 aaaaa ,South Goa, GOA ,458693 31-12-2023 Download License Renewal Of License
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7 Aero Mobile Station Licence Long Term sfgfg 767 aaaaa ,South Goa, GOA ,458693 31-10-2023 Renewal Certificate Renewal Of License
8 Aero Mobile Station Licence Short Term tgrt65 aaaaa ,South Goa, GOA ,458693 31-08-2020 Download License
6 Aero Mobile Station Licence Long Term sfgfg 767 aaaaa ,South Goa, GOA ,458693 31-10-2020 Download License

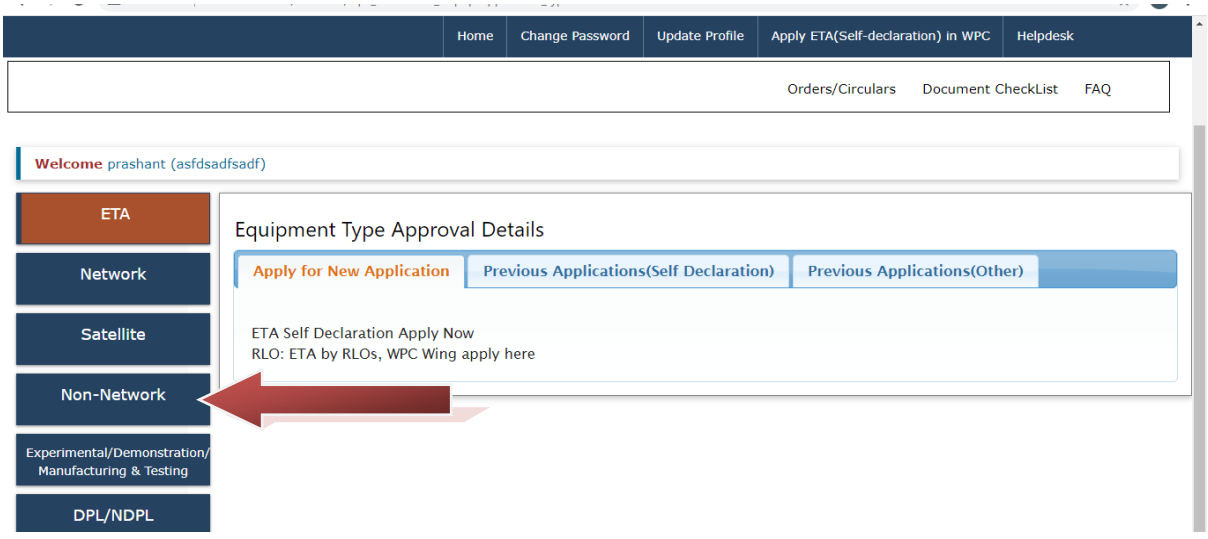
Section -3

AMSL Renewal

3.1 First visit the site saralsanchar.gov.in. Enter your login credentials. After submitting correct login credential user will get the following menu. Click on WPC for Non Network MMSL and AMSL Licenses.



Now Click on Non-Network Tab for MMSL and AMSL Licenses

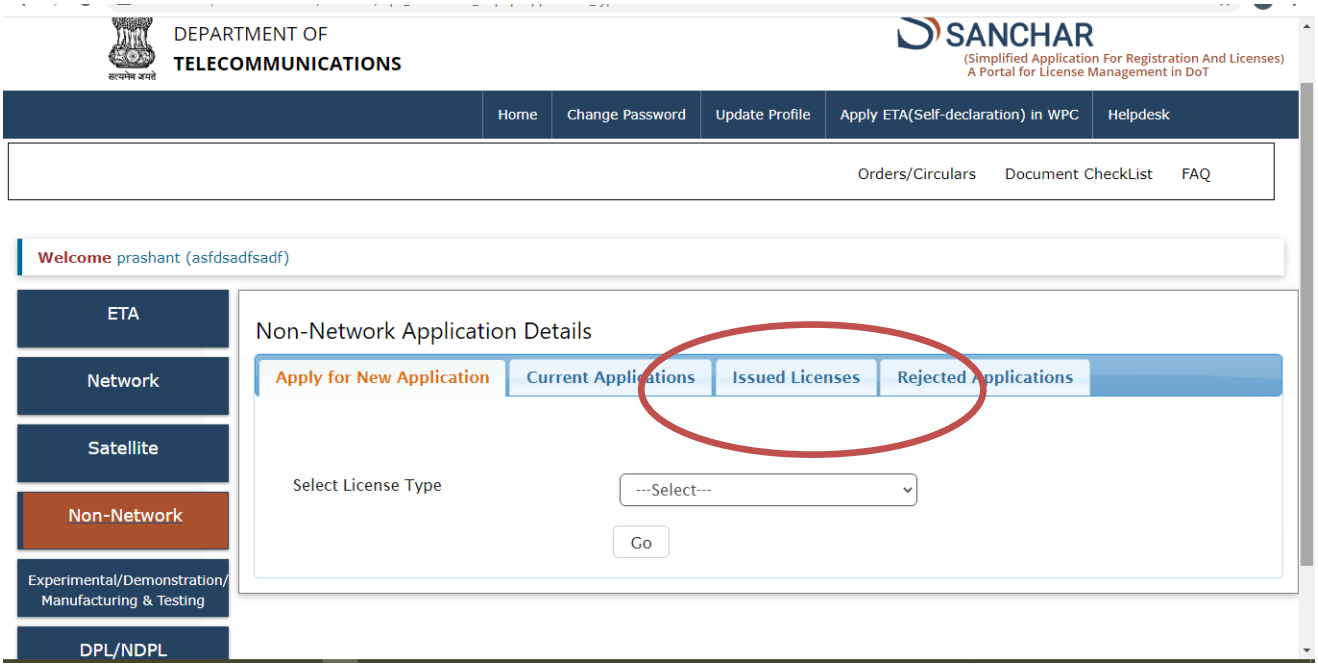


After Selection of Non-Network User will get 4 Tabs

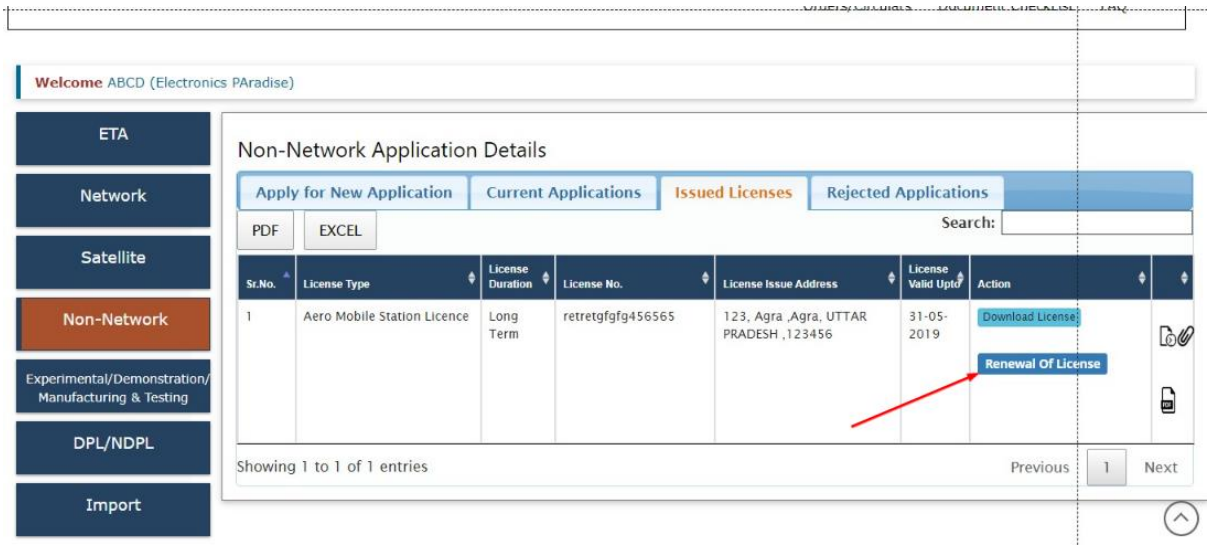
•Apply For New Application

- Current Application
- Issued Licenses

- Rejected Application

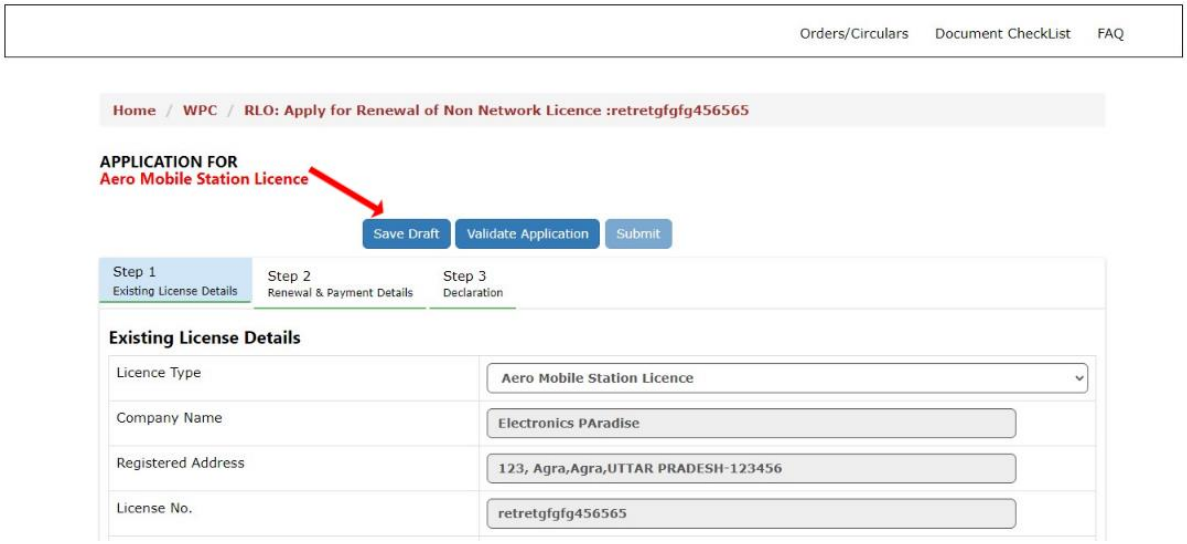


Now click on "Issued Licenses" tab. Following table will appear. The license which is eligible for renewal will have "Renewal of License" button. The long term licenses which are expired or which will expire in next 5 years are eligible for renewal. Only those licenses will have "Renewal of License" tab.

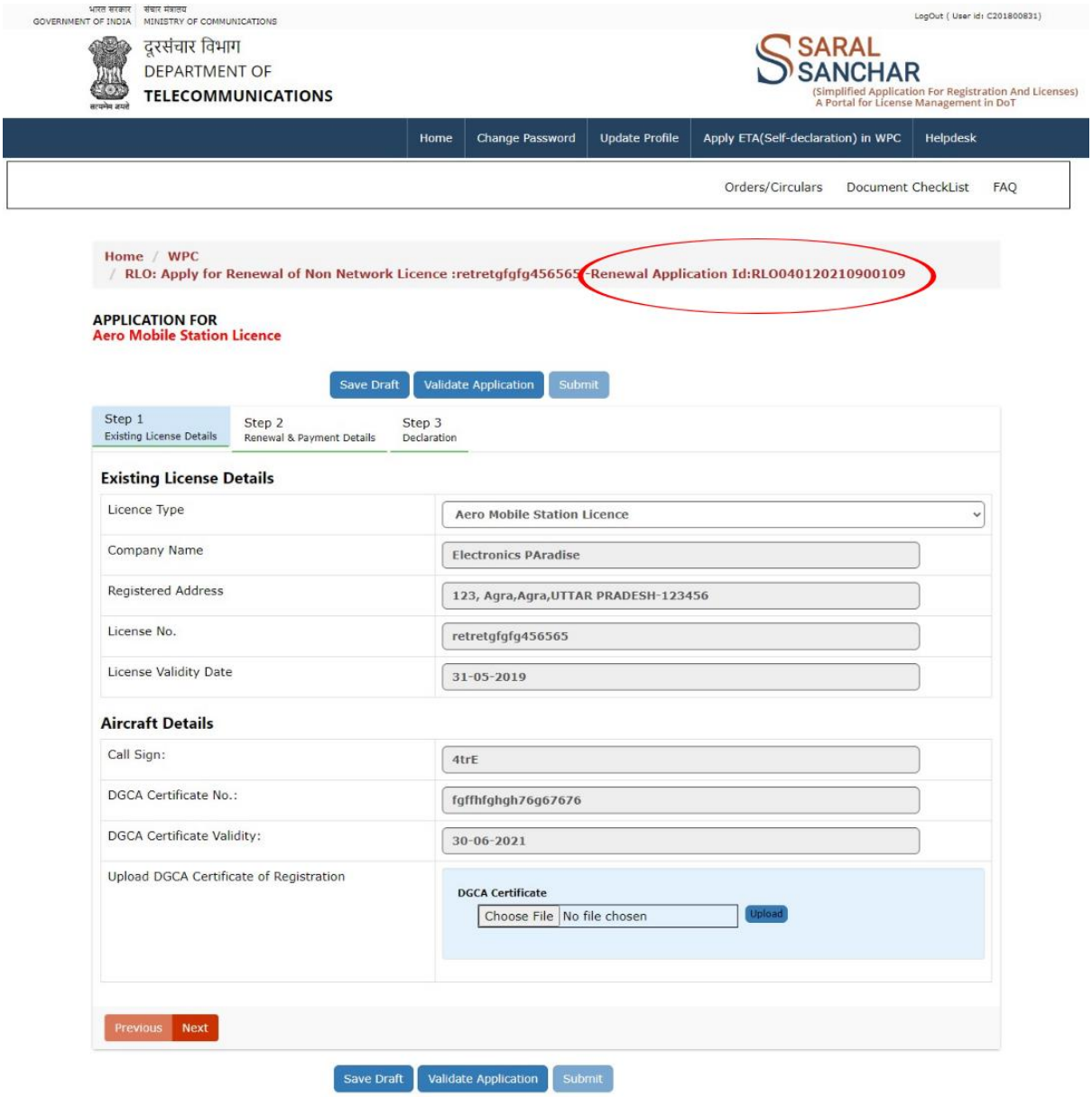


Click "Renewal of License" button against the desired AMSL license. Following form will appear.

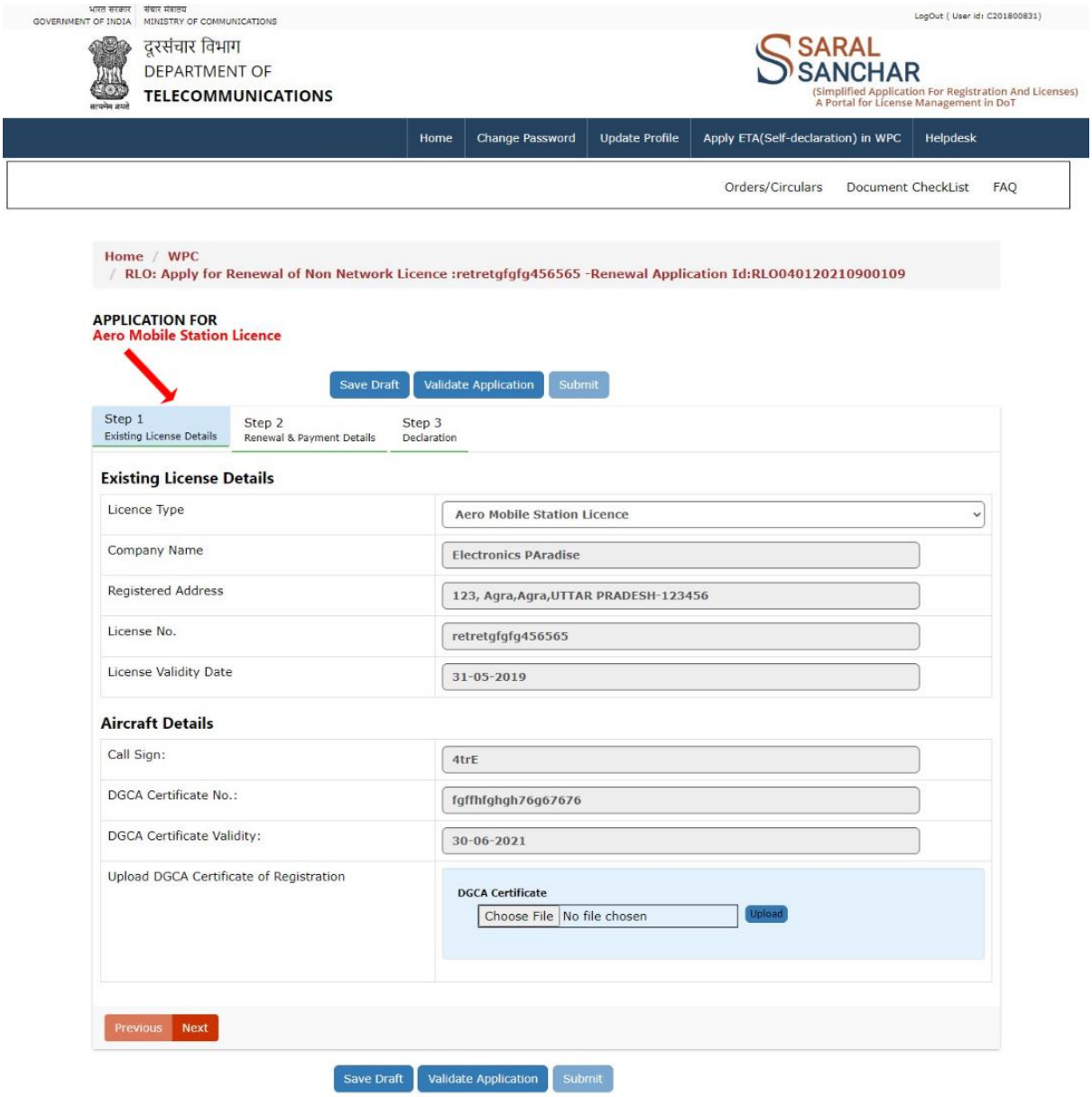
3.2



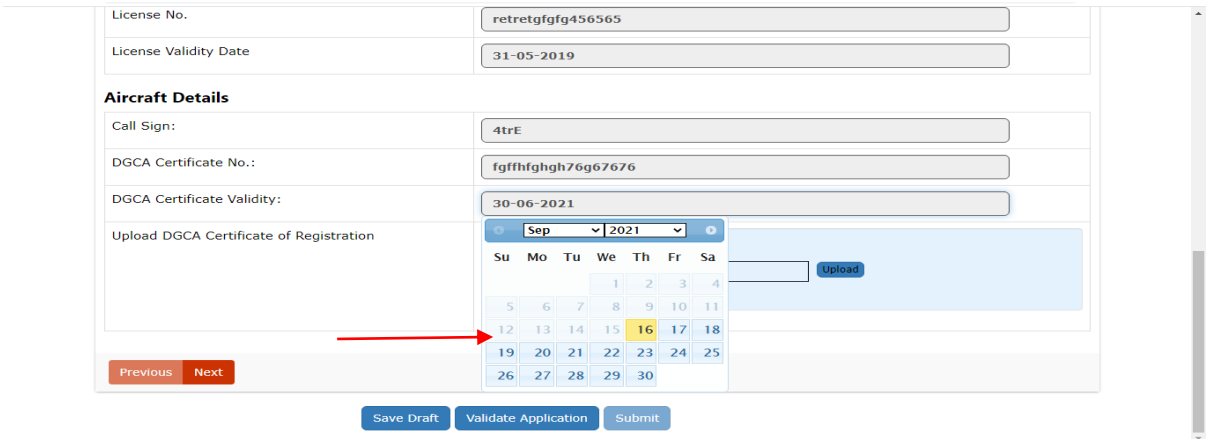
First, click “Save Draft” button to generate application id. Application id will be generated and displayed on screen as follows:



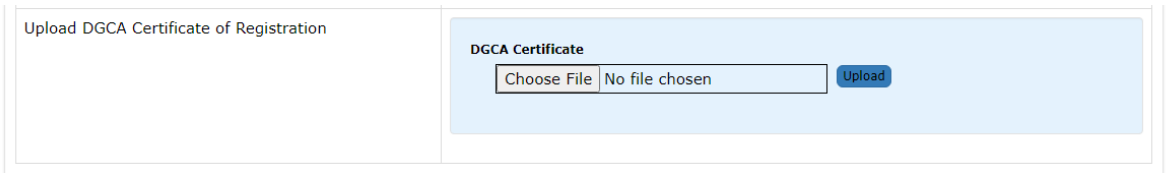
Note down this application ID for all future reference. The first tab on form “existing License Details” will show following fields:



This details are pre populated from your existing license and read only. Here system will check DGCA certificate validity. If it is expired then applicant has to renew it and enter new validity of DGCA and upload the digitally signed pdf copy of new DGCA certificate .



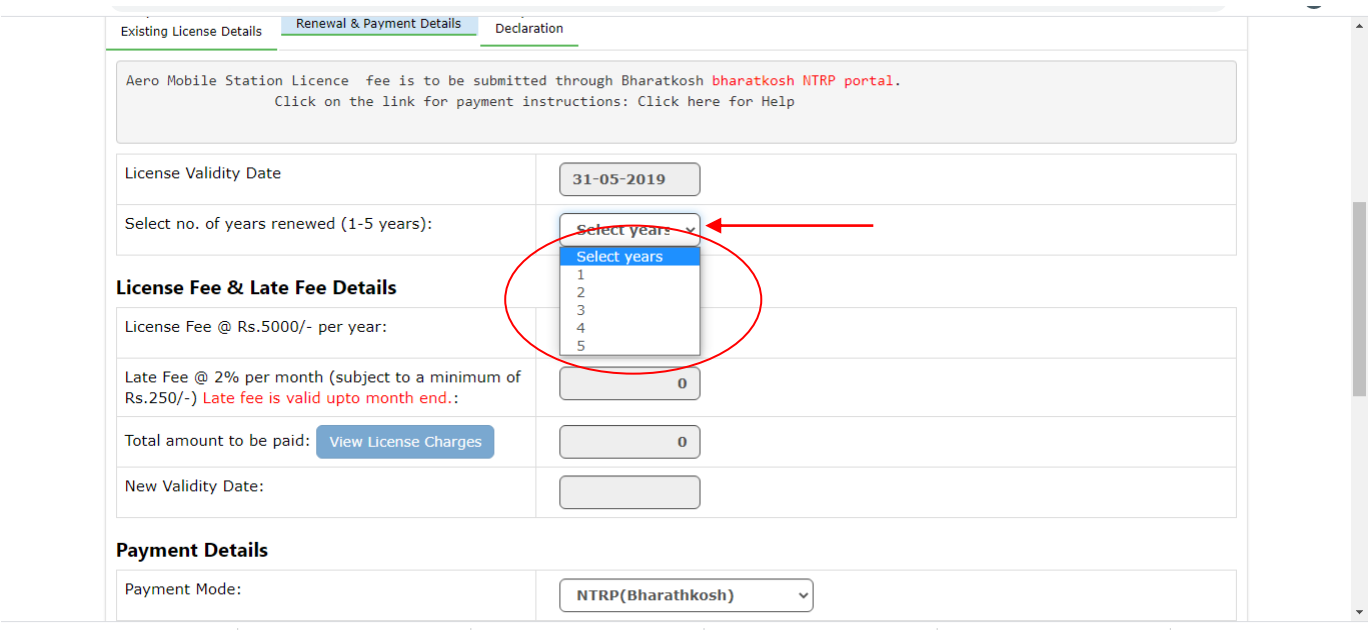
Upload DGCA renewal certificate



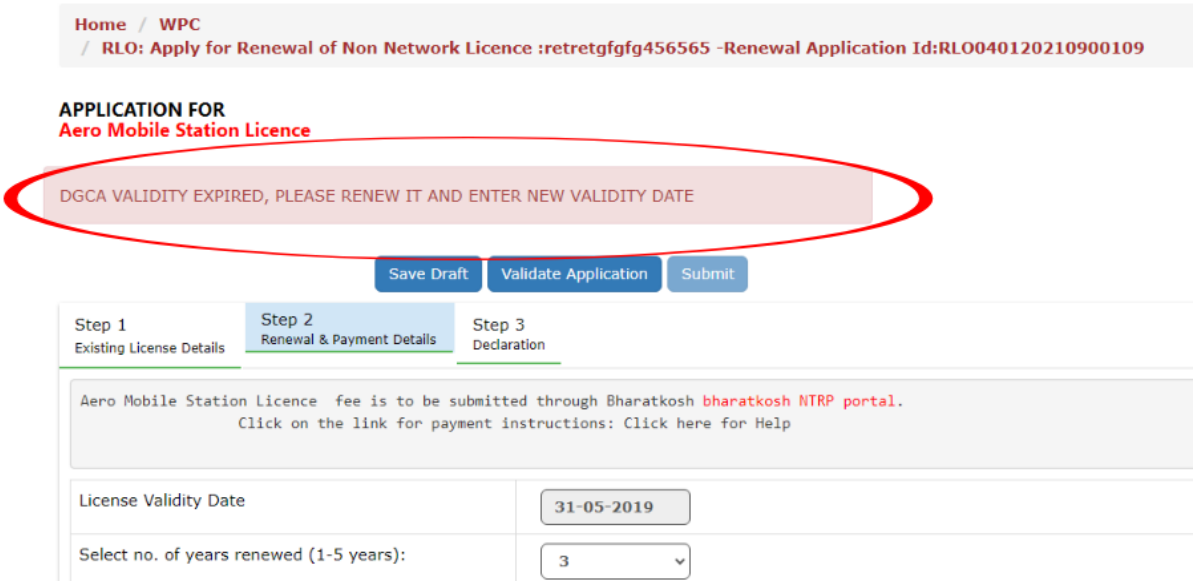
Press “save draft” button.

Click on “Renew & Payment details” tab. Following form will appear. In this form select number of years for which license to be renewed. Only those number of years will be available so that after selecting it your new validity will not be more than current year+5. Eg. If your license is expired in 2020 then options will be 1,2,3,4,5. If your license is about to expire in 2023 and current year is 2021 then options available will be 1,2,3 so that your new validity will not cross 2021+5 i.e. 2026.

If your DGCA certificate is valid then number of renewal years selection is restricted such a that after selecting it your renewal validity will not be more than your DGCA validity. eG. yourDGCA certificate is valid up to 2024 and current year is 2021 then number of years options will be 1,2,3 as 2021+3=2024.

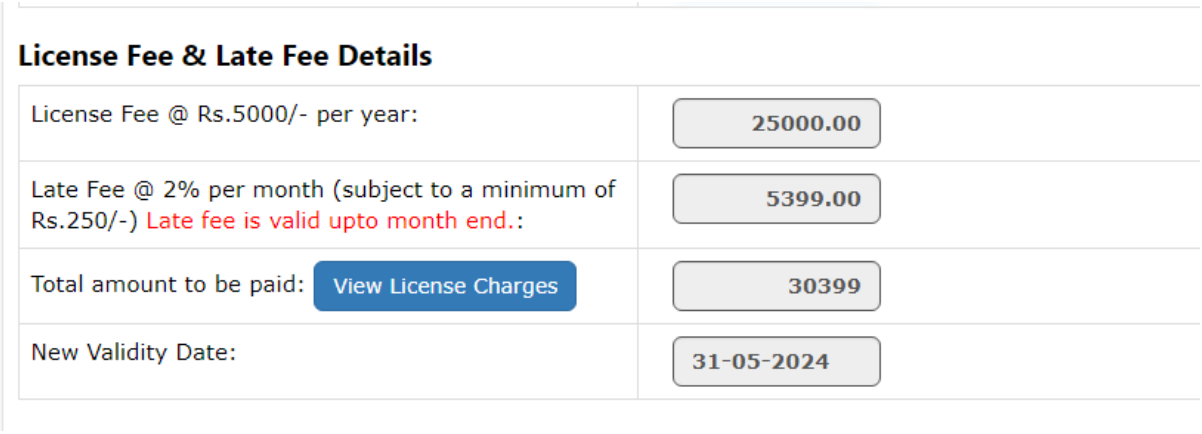


If your DGCA certificate is expired and you have not entered new DGCA validity and selected number of years for renewal then system will not allow you and following error will appear.

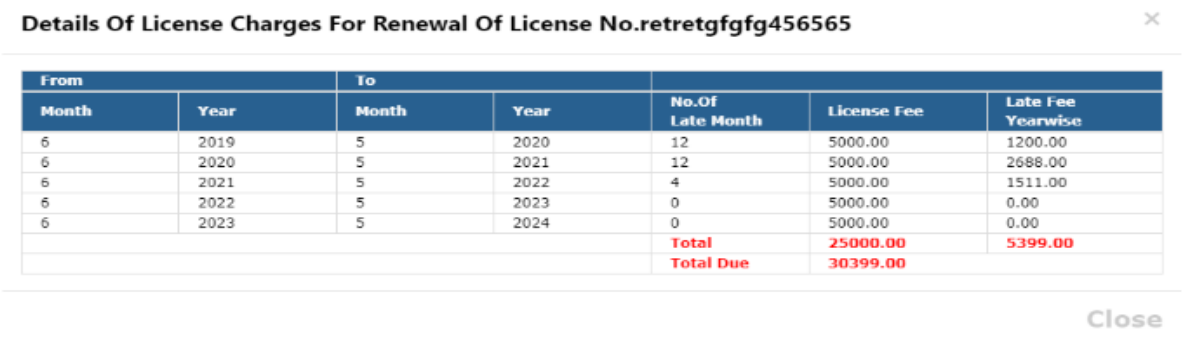


So, before going for "payment & renewal " tab, please check whether you entered renewed DGCA validity date.

Once, you select the number of years, license fee, late fee, total amount to be paid and new validity date will be calculated automatically and shown in the form. The button "View License Charges" will be enabled to view the calculations.

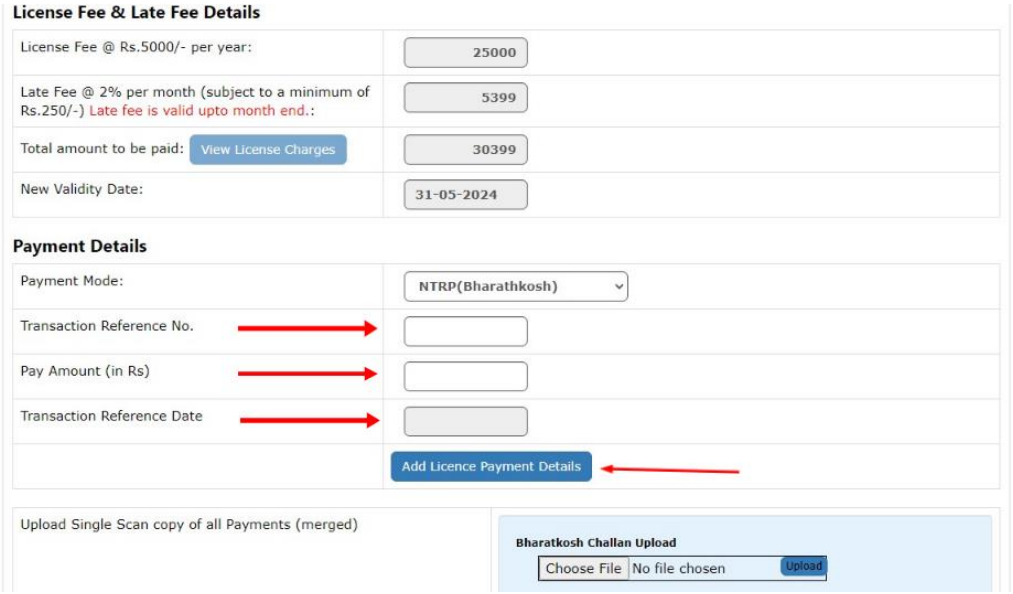


If you click the button "View License Charges" the details will be opened in small separate window.

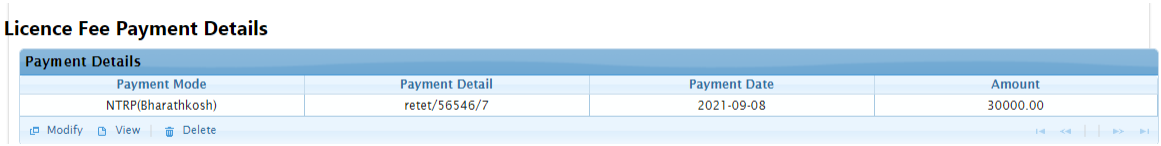


Please press “Save Draft” button.

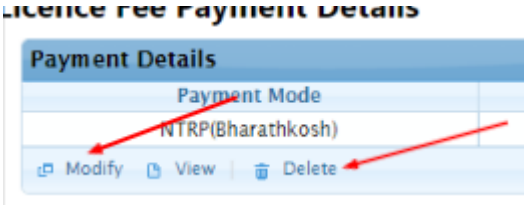
Now go to “bharatkosh” portal and make payment of above shown amount. This amount is valid only upto the current month. If month changes Late Fee changes and total amount to be paid also changes, Fill payment details in the “Payment Details” fields and click on “Add License Payment Details” button.



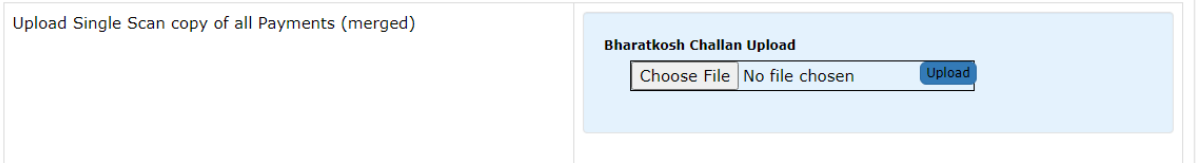
Once, you entered the details , it will be displayed in the grid in the form as below.



If there are more than one transaction, keep on adding it by repeating the same procedure i.e. entering payment details in payment details fields and pressing “add license payment Details” tab. It will be added in grid shown above. The entries of grid can be modified/ deleted using “modify” and “delete” buttons on the grid.

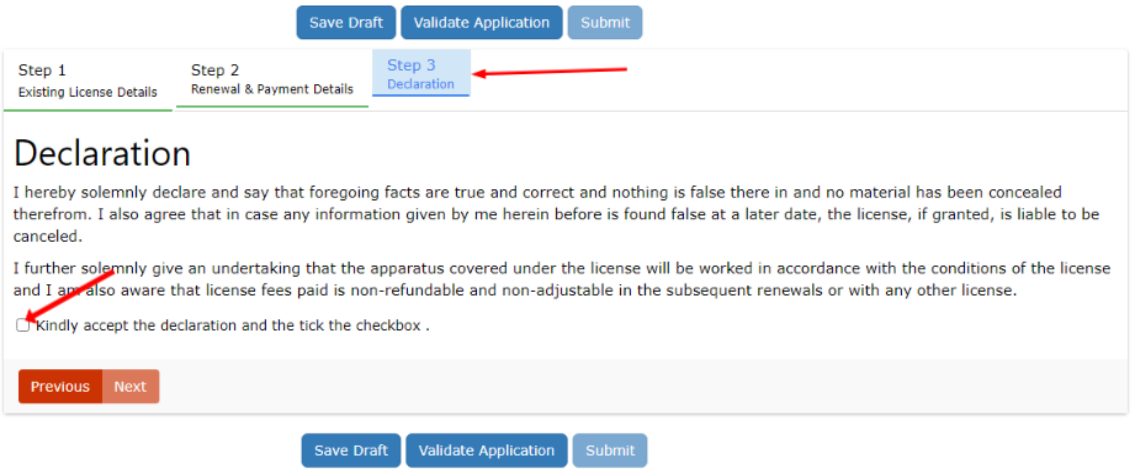


Now, all payment details should be scanned in a single pdf file, digitally sign the file and upload it using upload option given in the form.

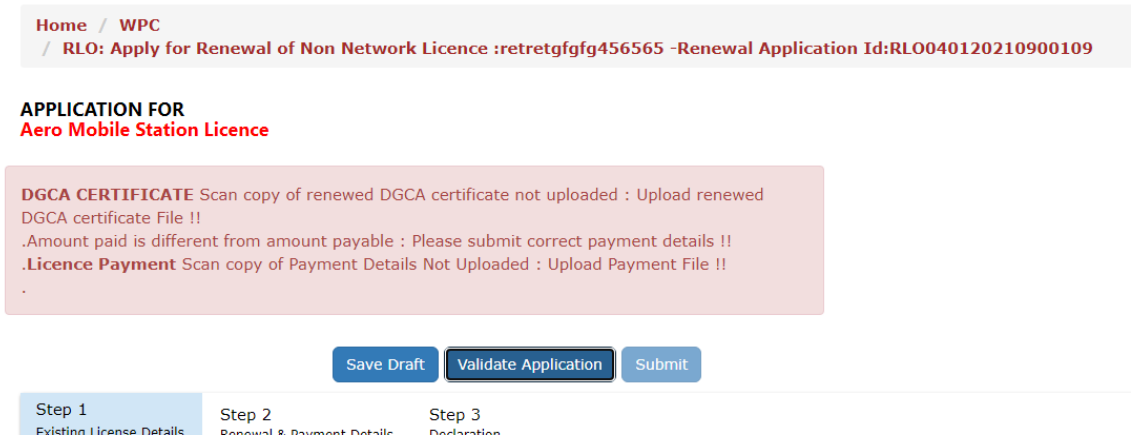


Save the draft again.

Now go to the next tab of form “declaration” and click the check box to accept the terms and conditions.



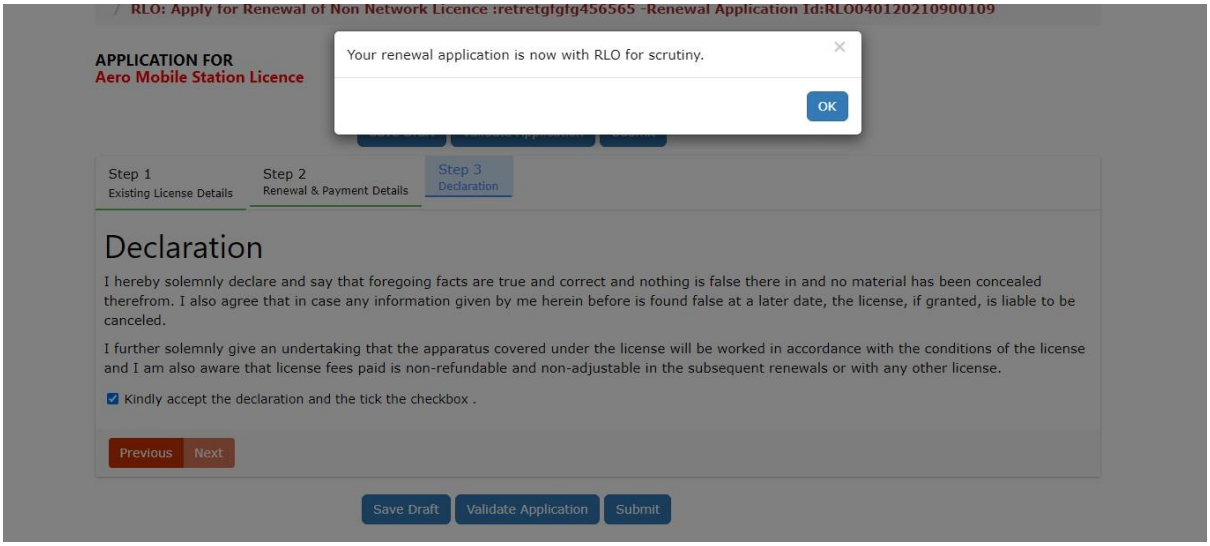
Now press “validate application” button to validate all information provided by you. If any information is missing or wrongly given (such as total amount paid is different than total amount to be paid) then such message will be displayed on top and “submit” button remains disabled.



Make desired modifications , accept the declaration again and again “validate application”.

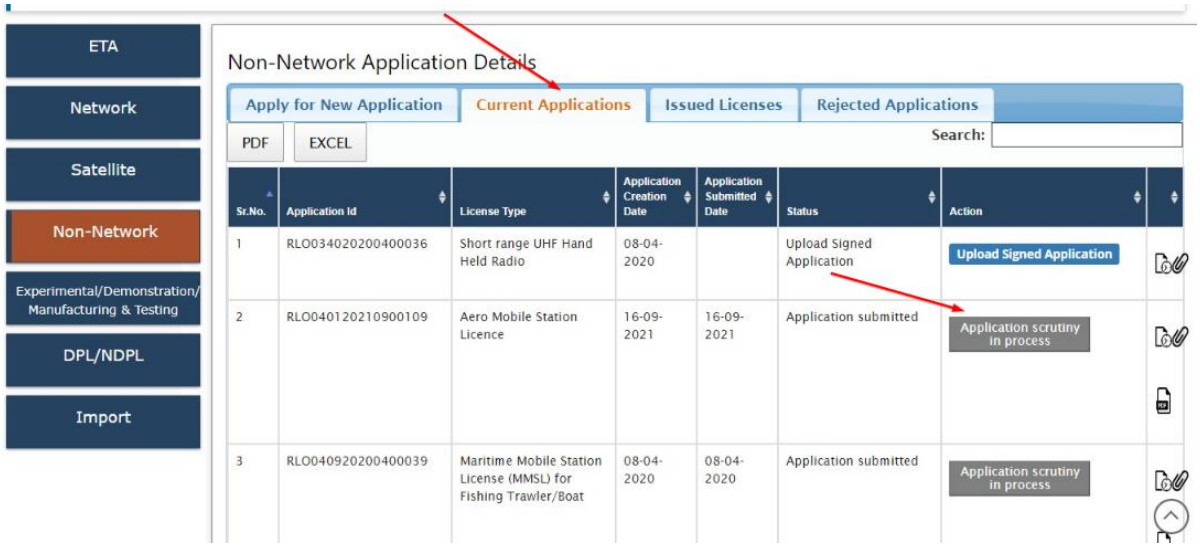
If all information provided is correct, then pop up of “validation successful” will come and “submit” button get enabled.

Press the submit button and submit the application. Application will go to RLO for scrutiny.



3.3

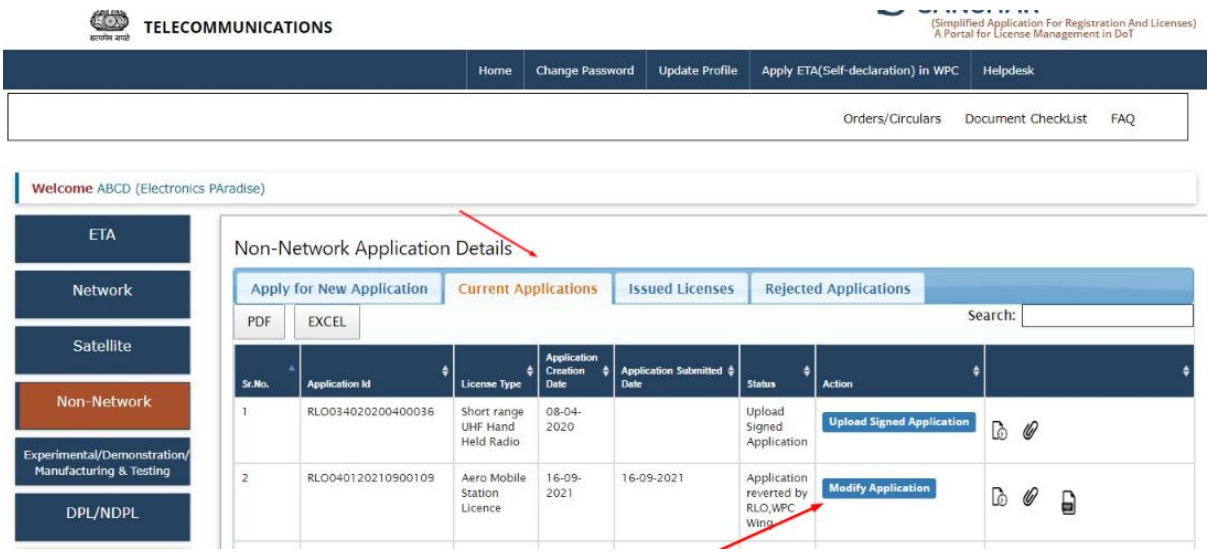
Status of application can be checked in dashboard under “Current Application” tab.



3.4

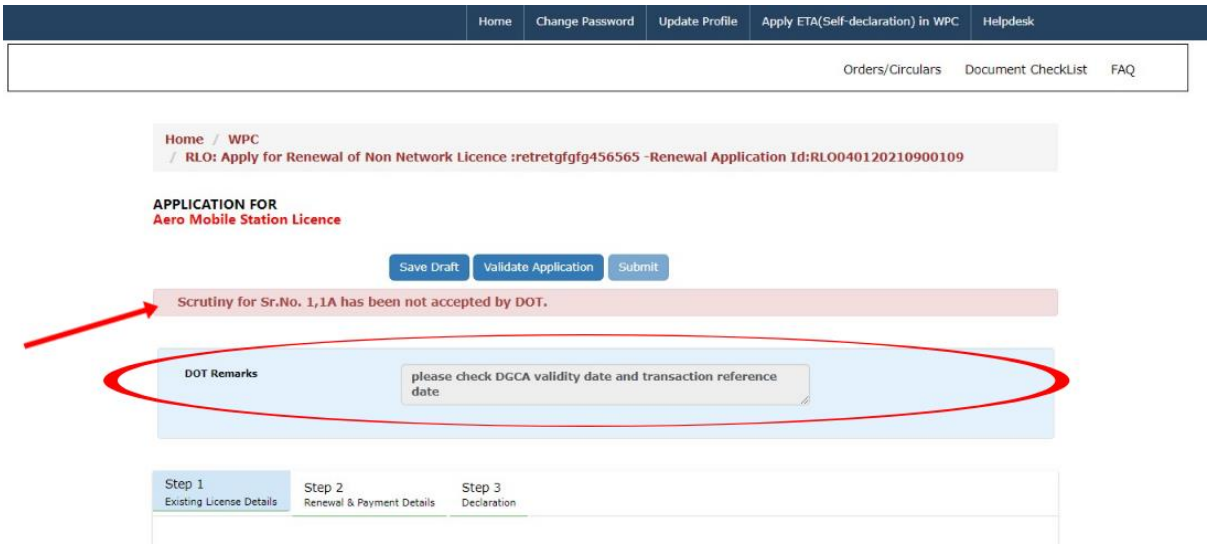
Now the RLO will scrutinize the application. If he find any mistakes or shortfall in application then he will revert back the application to you.

This will be available in your dashboard , under current application tab. The Action column will have “modify application” button. Press this button.

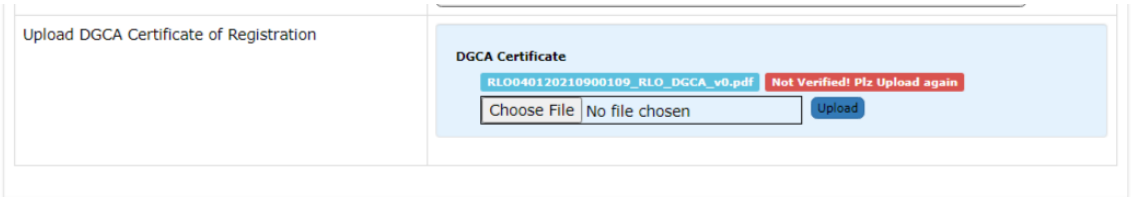


3.5

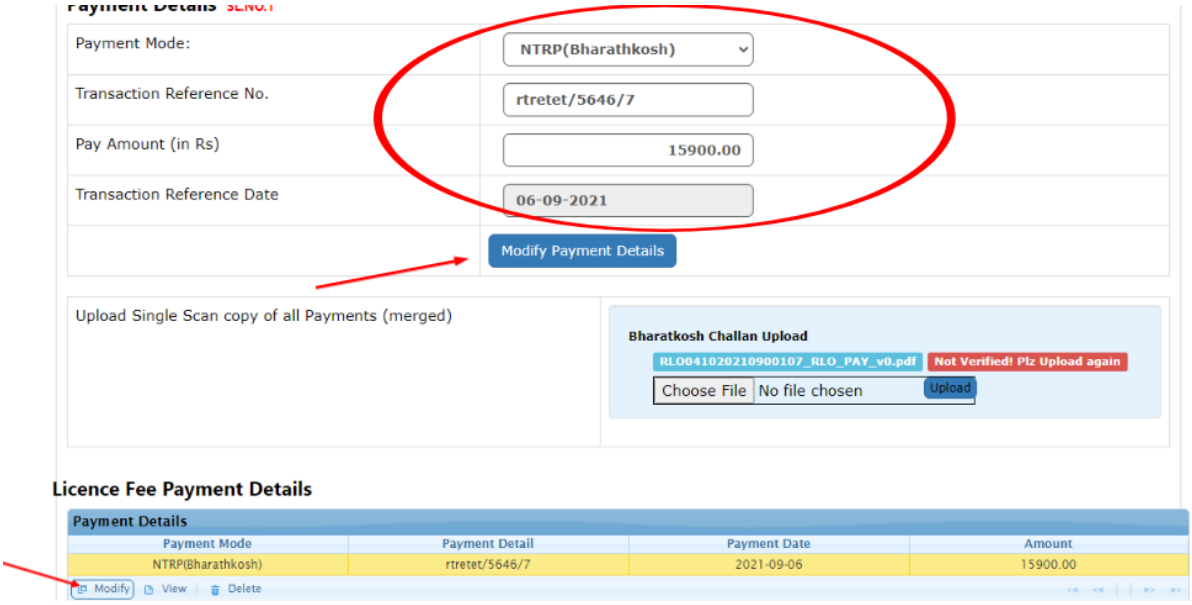
The application will open and in the top there will be message that which part need modifications and also there will be remarks given by DoT RLO.



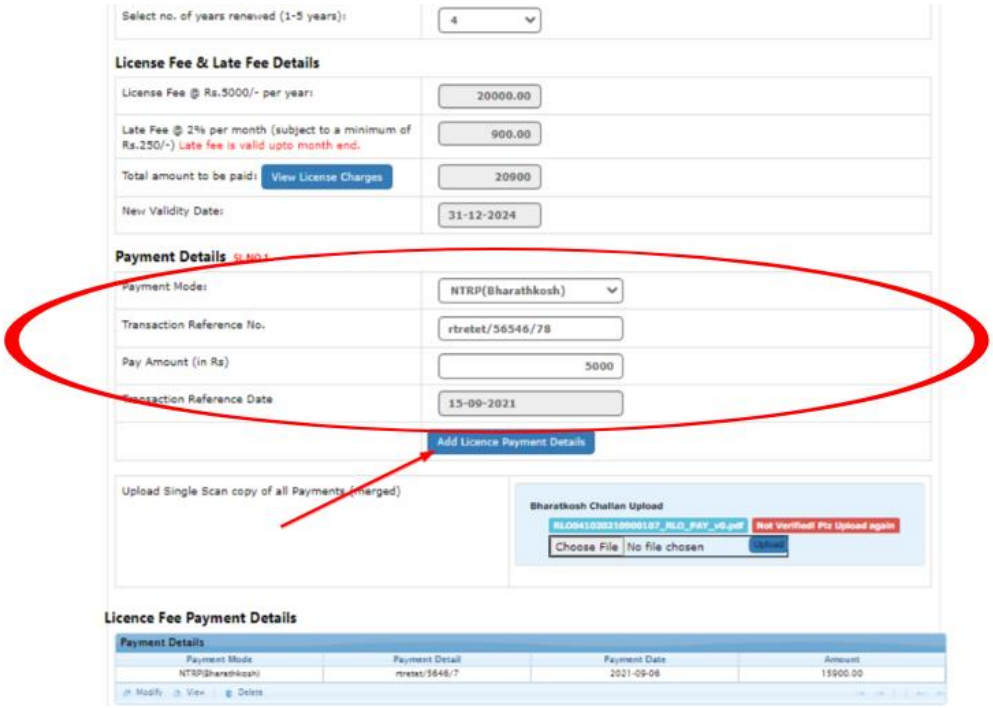
If scrutiny for Sr. No. 1A has not accepted by doT means there is modifications required in DGCA certificate validity date or copy of certificate. Do the modifications as suggested by DoT. Previously uploaded DGCA certificate will be tagged as “not verified” and applicant need to again upload scanned and digitally signed copy of renewed DGCA certificate.



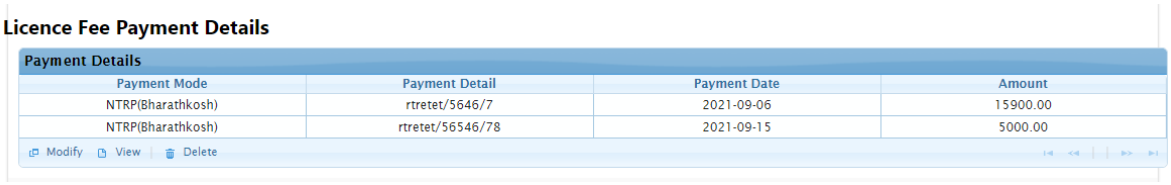
If scrutiny for Sr. No. 1 has not accepted by doT means there is modifications required in payment and renewal details. According to modifications suggested by DoT , do the modifications . Number of years required can be changed using drop down. Due to change in number of renewal years the total amount to be paid and new validity will be changed. Make necessary modification /addition in payment details using “modify” button of grid / payment details fields and “add payment details” button.



Or

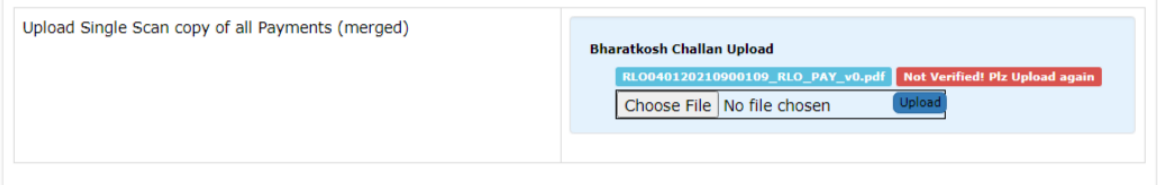


One more row will be added in payment grid.



After making changes press “save draft” button.

If scrutiny for Sl.No.1 is not accepted by DoT then previously uploaded payment details will be tagged as “not verified” and applicant need to again upload scanned and digitally signed copy of payment details again.



3.6

Now, validate application using “validate application” button. . If any information is missing or wrongly given (such as total amount paid is different than total amount to be paid) then such message will be displayed on top and “submit” button remains disabled.

If all information is correct then accept the declaration in “step 3” and again validate application. The “submit” button get enabled. Press it and submit application.

3.7

Application again will go to RLO for scrutiny.

If application found correct by DOT RLO then it will approve it and “Renewal Certificate” get generated.

3.8

The renewal certificate is available in dashboard under “issued licnese” tab.

By clicking “renewal certificate” button against corresponding license can be downloaded.

