User Manual

(For Applicant)

Auto Renewal of UHF Short Range License (USR)

Department of Telecommunications

Government of India

19th Sep, 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. 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

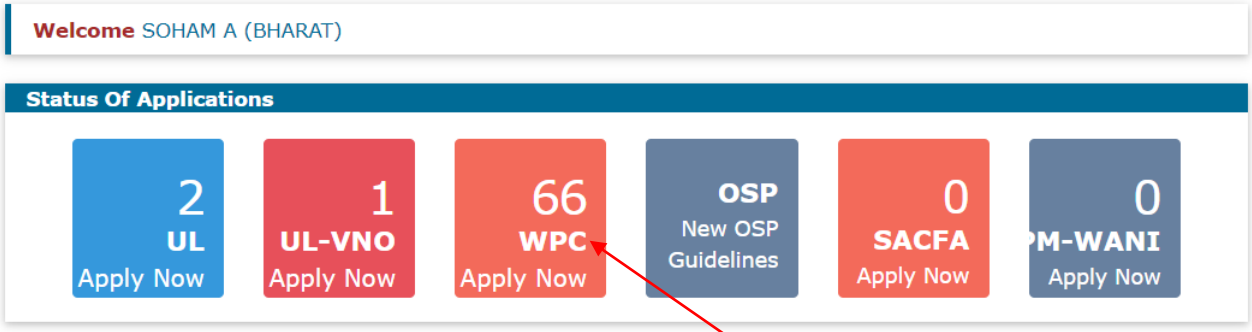
APPLICANT PART

2.1 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**.



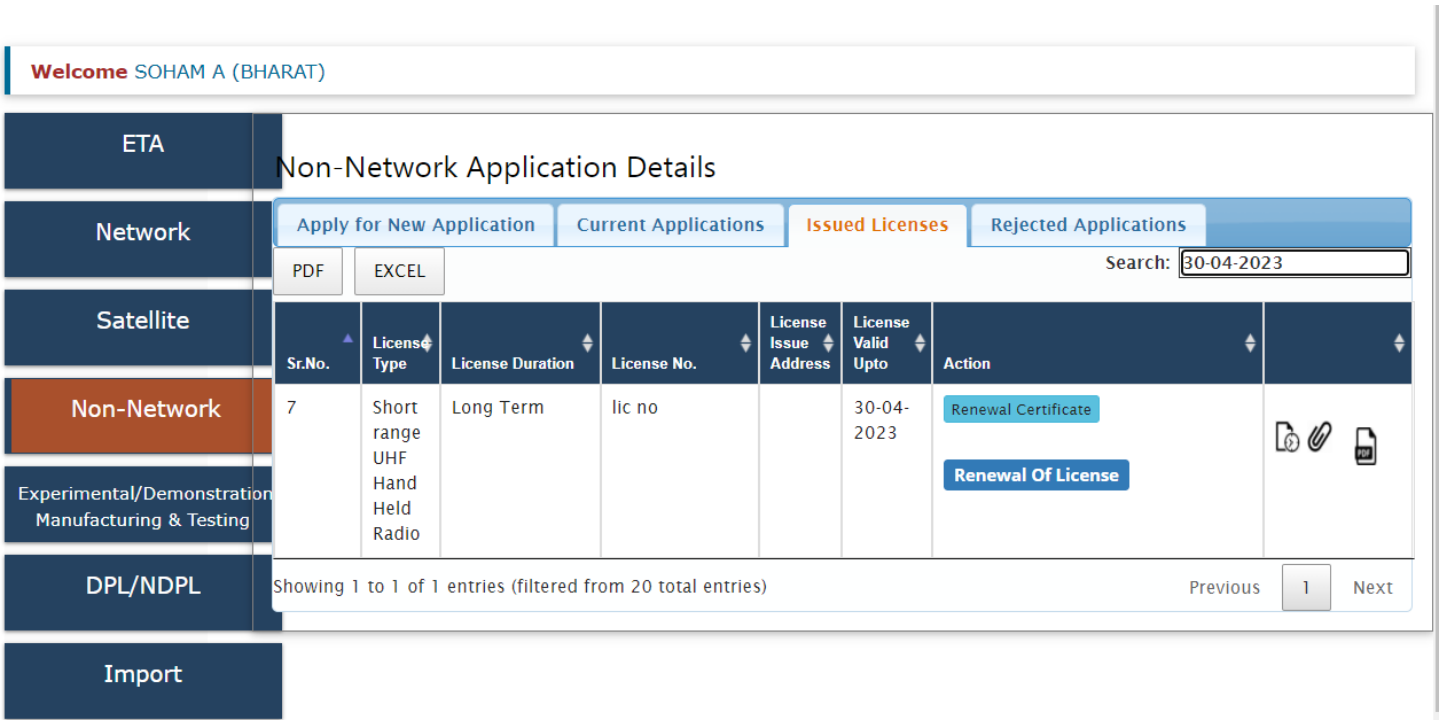


- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For Access services -Category B applicant need to APPLY under UL-VNO.

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.

2.2 Dashboard



"Non-Network">>"Issued Licenses">>Select the license to renew

2.3 Auto Renewal of USR license

5	RLO034020200500227	Short range UHF Hand Held Radio	Long Term	lic no	aaaa	30-04-2022	Download License Renewal Of License	

Click on “Renewal of license” to renew the license and below screen will appear upon click.

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

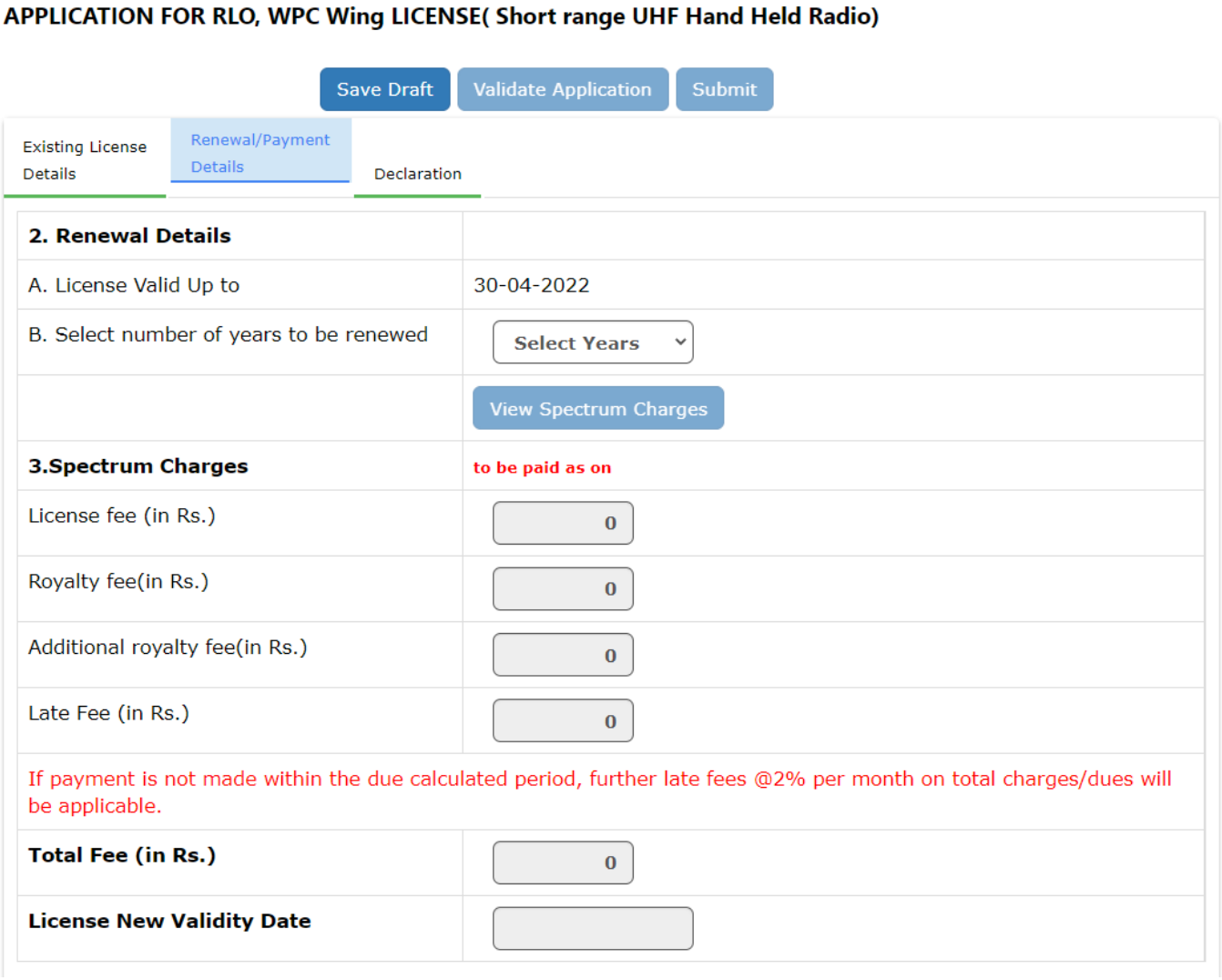
Save Draft | Validate Application | Submit

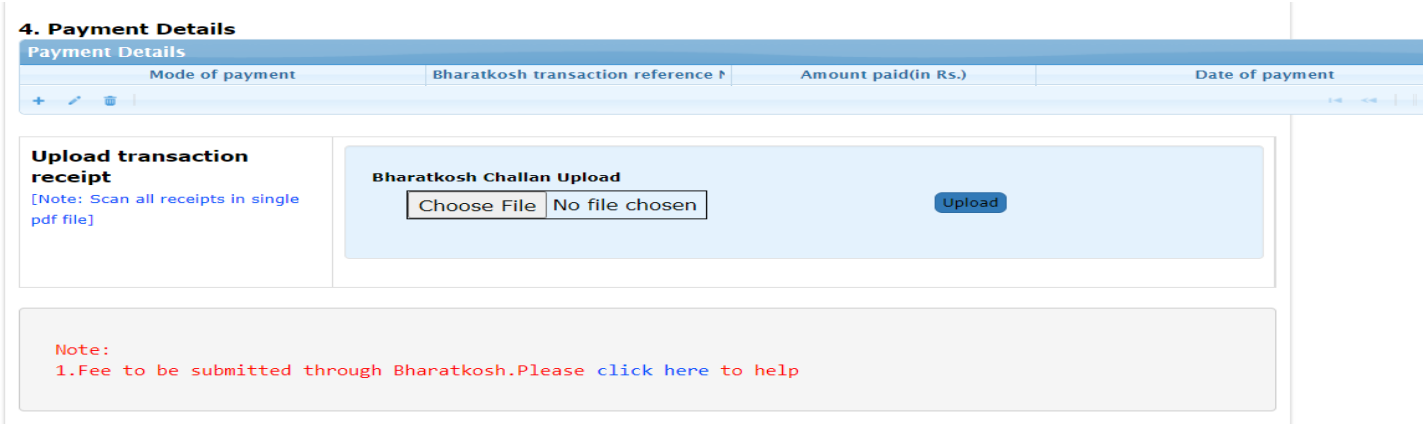
Existing License Details | Renewal/Payment Details | Declaration

1.Existing License Details:

A.Company/Organization details for which license is required :	BHARAT
B.License issue address details :	Address aaaa Pincode 411019 District Pune State MAHARASHTRA Landline No Fax Mobile No Email
C. License type	Short range UHF Hand Held Radio
D.License Number	lic no
E. License Validity Date	30-04-2022
F. Number of Stations	12
G. Annual Spectrum Charges	License Fee 123.00 Royalty Fee 11.00 Additional Royalty Fee 11.00

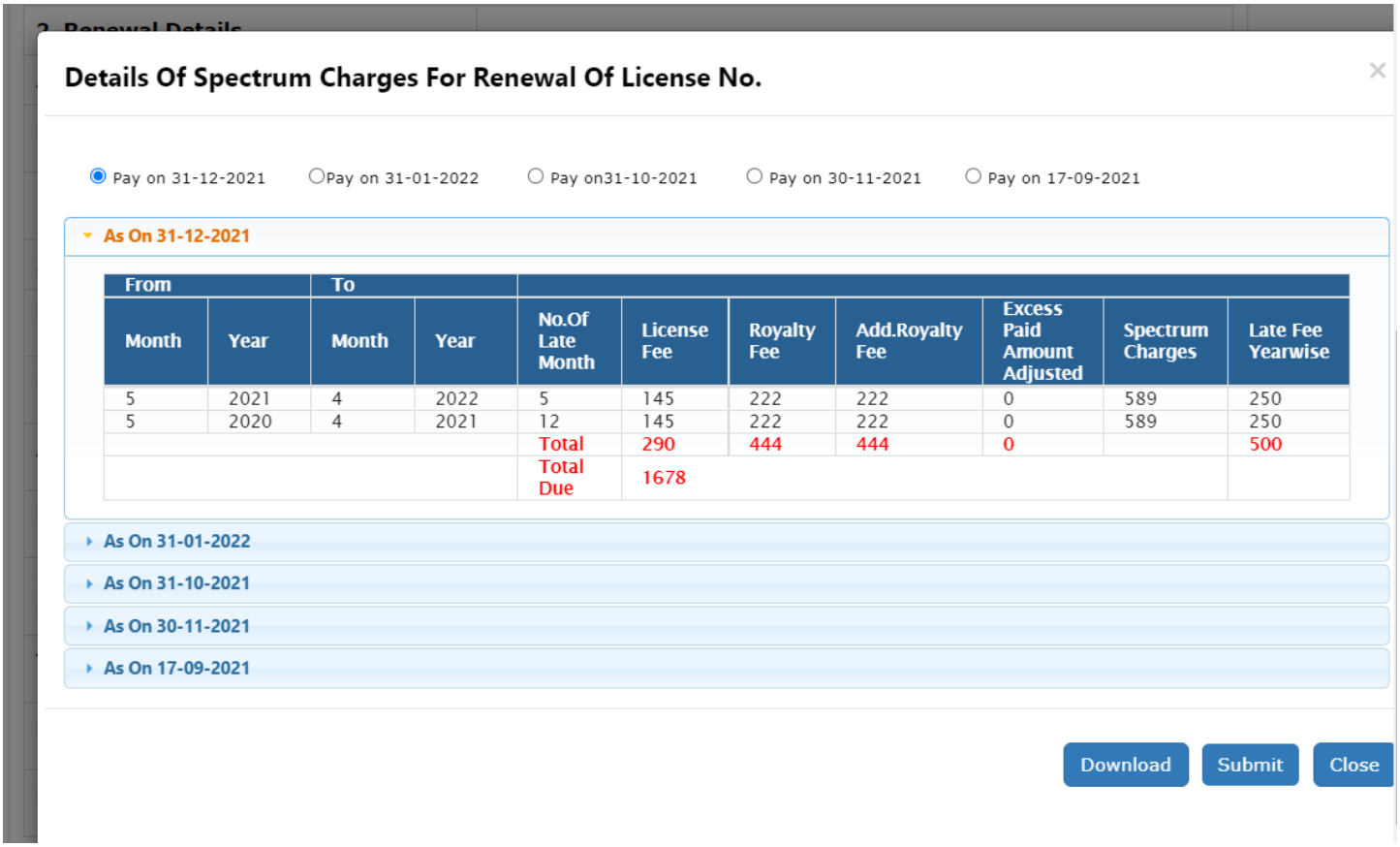
Existing license details are auto – populated as per original license. Save draft to create a provisional application number.

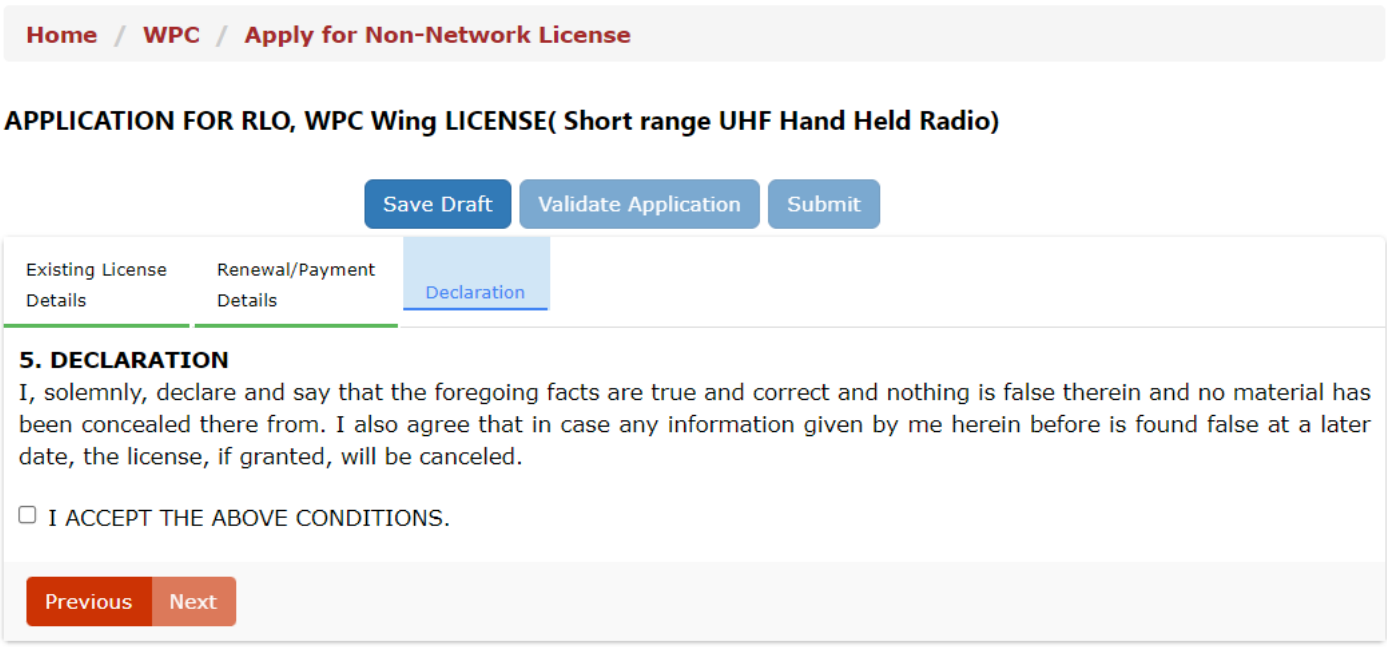




In the second tab applicant can check the renewal details and add the payment details.

Select no of years to be renewed and calculate spectrum charges. Applicant can view spectrum charges button.

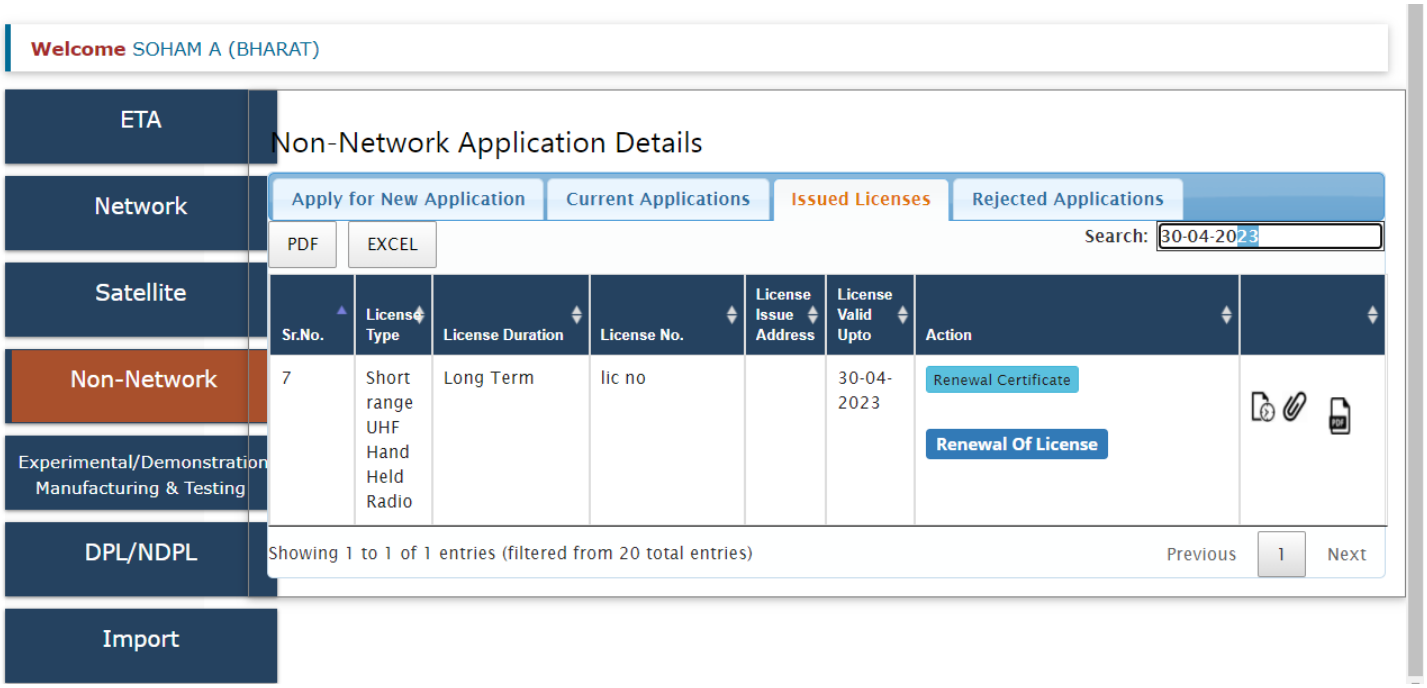




Once all the details are saved and validated Select the checkbox and submit the application for scrutiny. If payment details are verified then the applicant would get an option to download renewal certificate as shown

below. If payment details are not verified then renewal request is reverted back to applicant for correction and applicant will be notified through mail and SMS.

2.4 Download Auto Renewal Certificate



Click on "**Renewal certificate**" button to download the renewal certificate.