User Manual
(Ver 1.2)

For

Applicant

Saralsanchar –WPC Satellite(Auto Renewal)

Department of Telecommunications

Government of India

13th Jun, 2023

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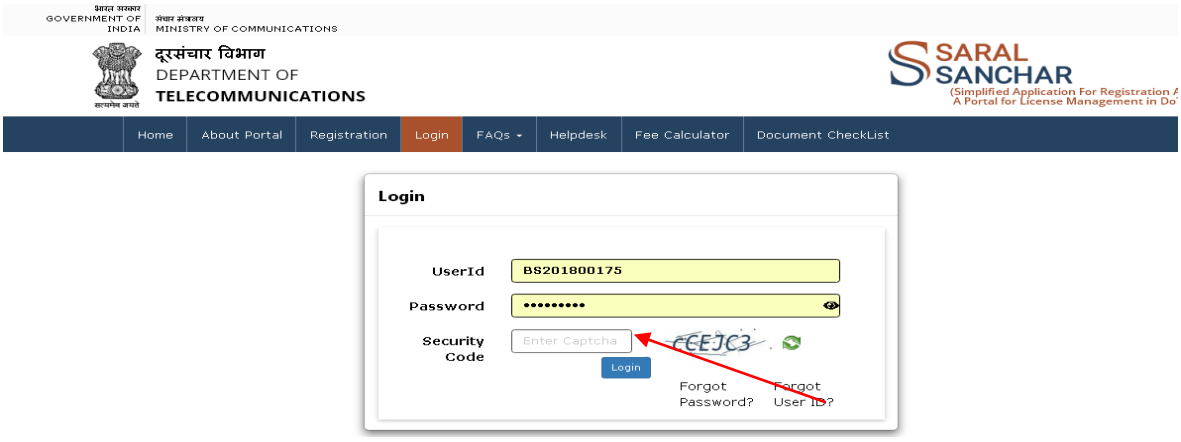
USER LOGIN

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

Click on Login button in the home page

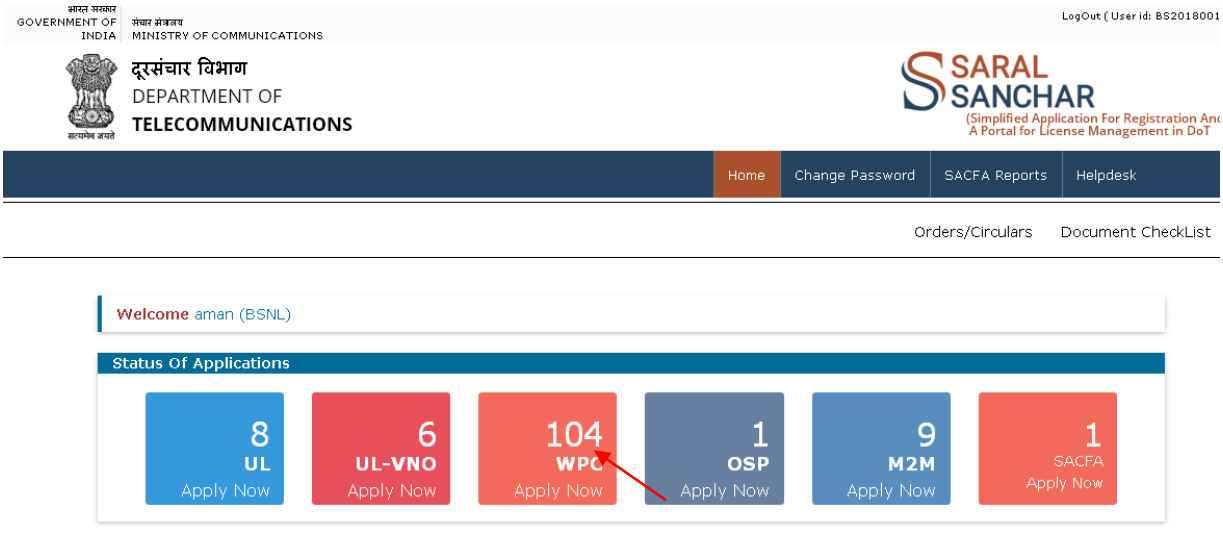


Enter the credentials and CAPTCHA CODE in the login forms as shown below and Click on LOGIN BUTTON.



RENEWAL LICENSE SELECTION

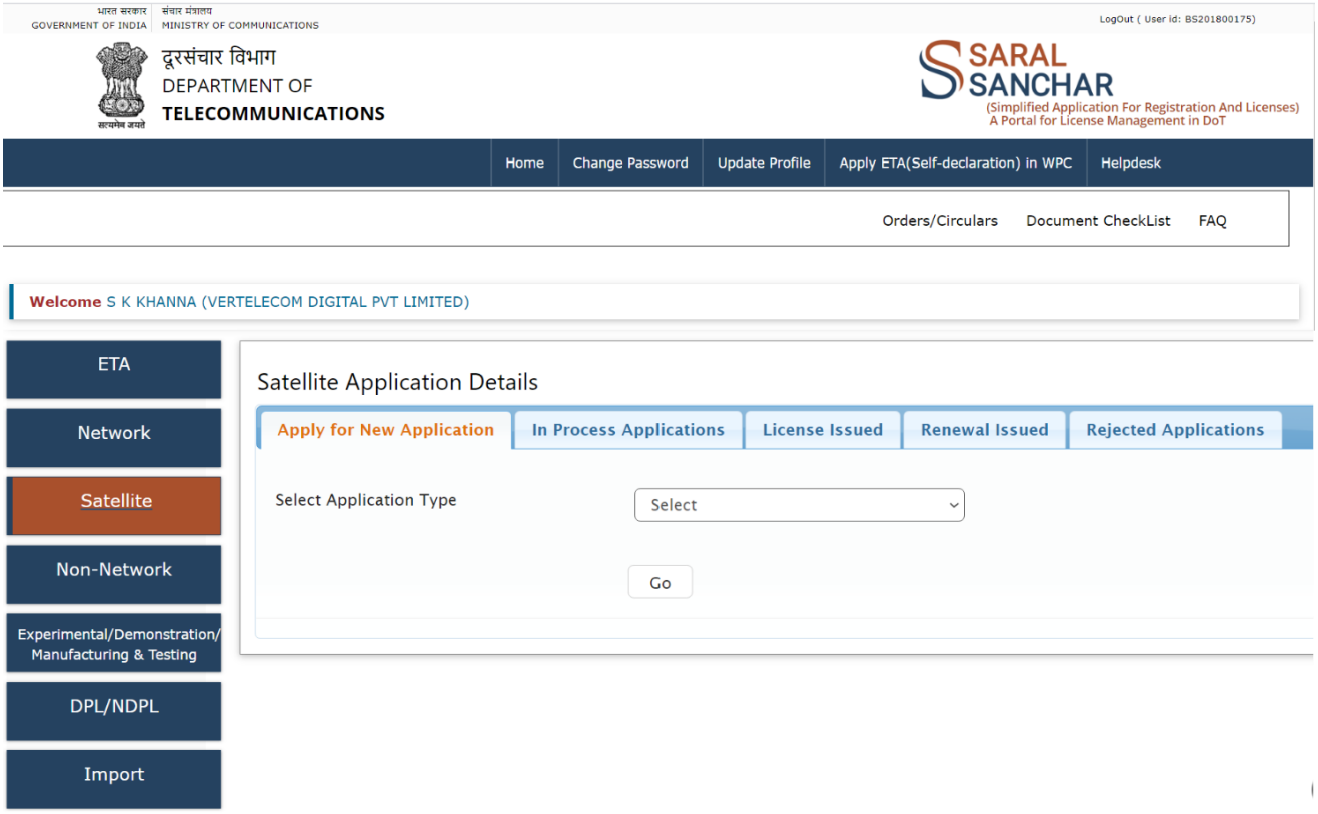
After Login click on “WPC” Widget



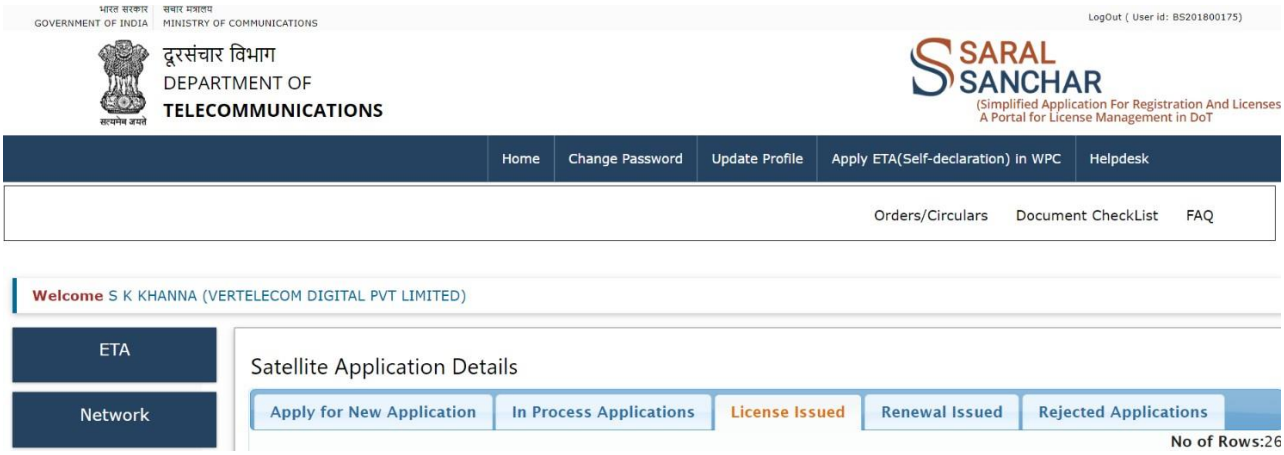
- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

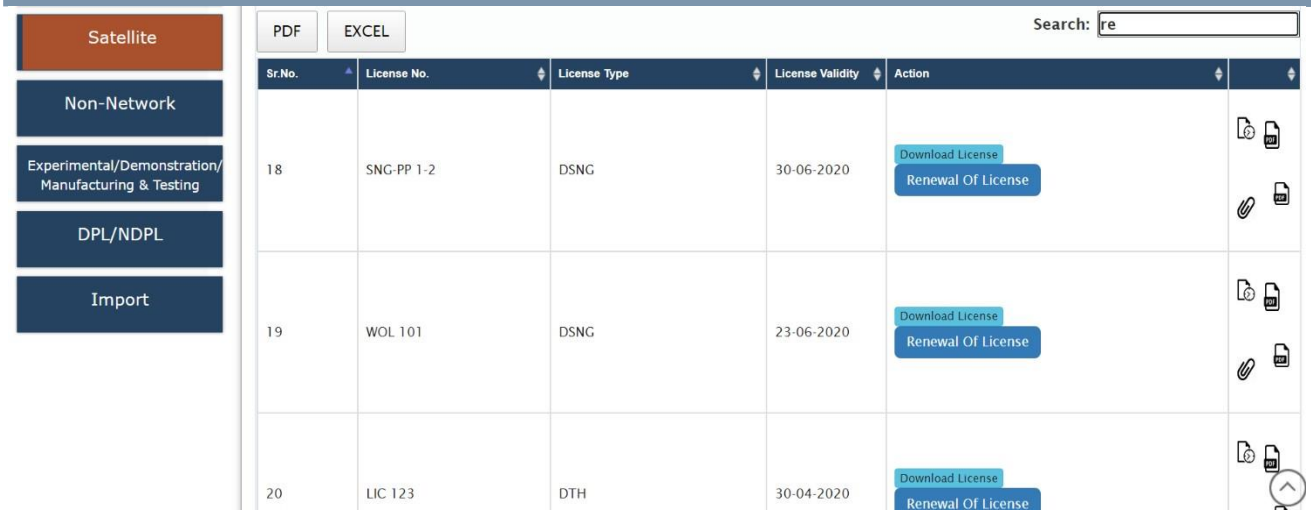
General Instructions:-

- 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

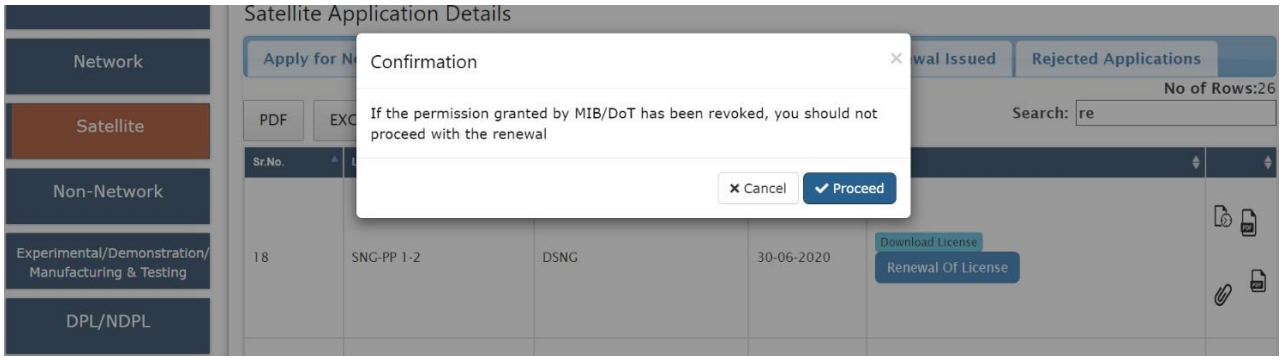


The user will be taken to the Saralsanchar Common Dashboard. Click on “Satellite” Widget. After that select the license for Renew from License Issued Tab. For Re-renewal From Renewal Issued Tab.





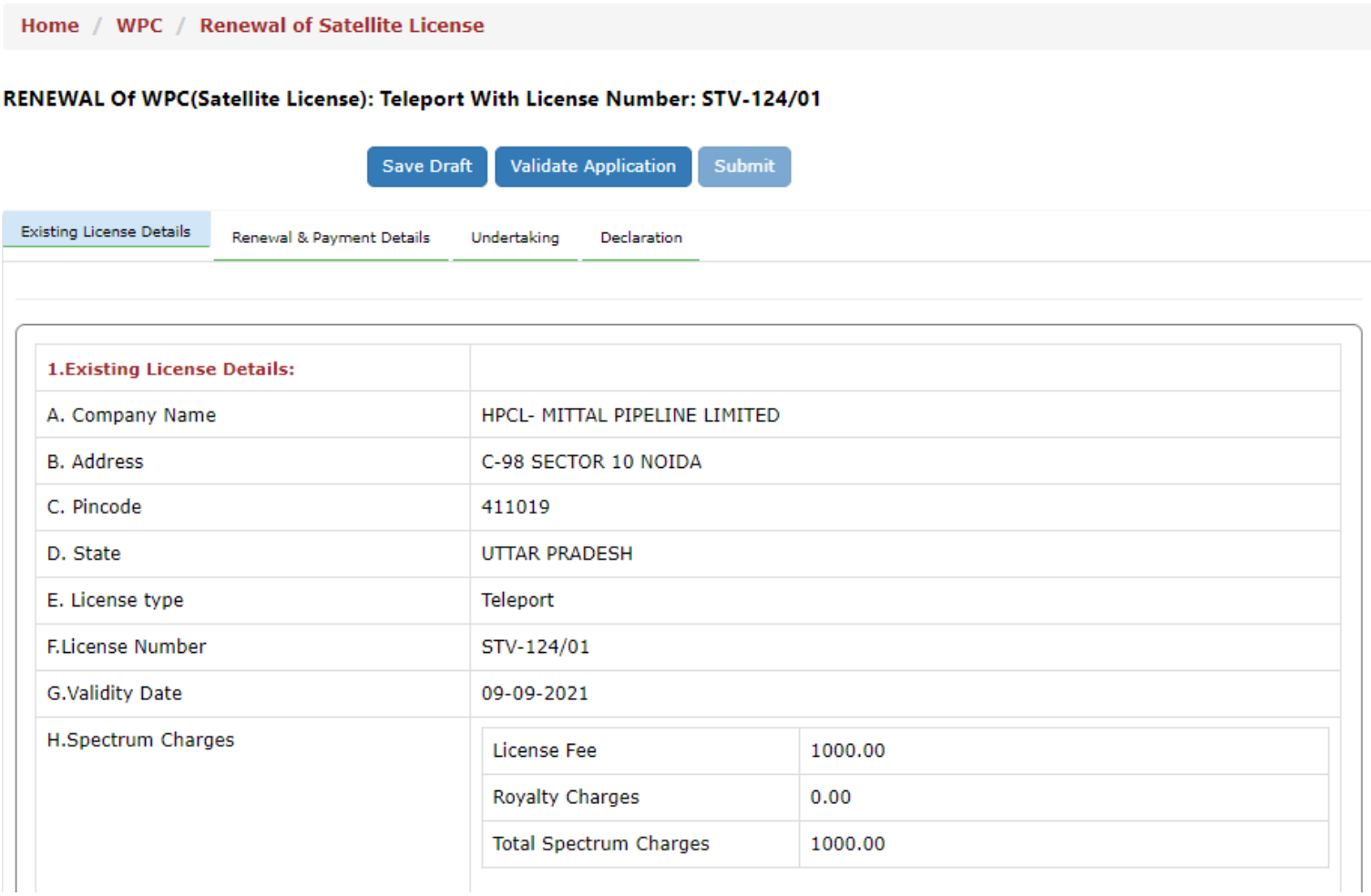
After License Issued/Renewal Issued Tab selection click on “Renewal Of License” Button.



User has to give Confirmation for Renewal.

APPLYING FOR RENEWAL OF LICENSE TYPE –Teleport/DTH/HITS/DSNG.

Existing License Details Step.



2. Permission Details:	
A. Transponder allocation letter and its validity	
Transponder allocation letter	**Transponder Allocation Letter** Choose File No file chosen Upload
Validity of transponder allocation letter	30-06-2020
B. MIB Permission and its validity	
Permission from MIB	**MIB Permision** Choose File No file chosen Upload
Validity of Permission from MIB	03-09-2026

I. No of Stations	1
2. Permission Details:	
A. Transponder allocation letter and its validity	
Transponder allocation letter	**Transponder Allocation Letter** ST033620220300555_TAL_v0.pdf Uploaded Delete
Validity of transponder allocation letter	30-12-2022
B. MIB Permission and its validity	
Permission from MIB	**MIB Permision** ST033620220300555_MIB_v0.pdf Uploaded Delete
Validity of Permission from MIB	

Previous Next

The applicant shall Check /fill various details related to the license in this section. For example, Check Existing License Details, Validity of the Required Document Can be uploaded under this Section.

ⓘ*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.*

Click on "**Next** "Button.

Renewal & Payment Details Step

Home / WPC / Renewal of Satellite License

RENEWAL Of WPC(Satellite License): Teleport With License Number: STV-124/01

Save Draft | Validate Application | Submit

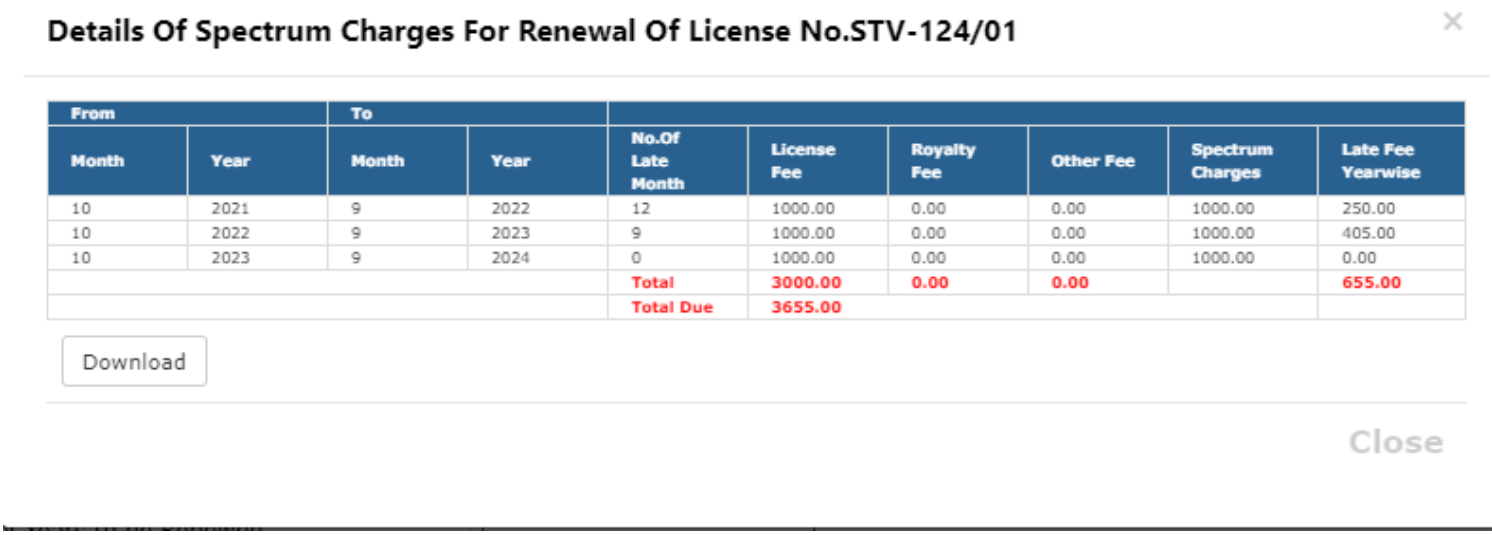
Existing License Details | Renewal & Payment Details | Undertaking | Declaration

Note:
1.Fee to be submitted through Bharatkosh.Please click here to help

3.Renewal Details	
A. Validity Date	09-09-2021
Payment Received up to	09-09-2021
B. Select No of Years to be Renewed	2 Year
	Calculate Spectrum Charges / View Spectrum Charges
C. New Validity Date of the License	12-12-2024
D. Spectrum Charges Received up to	30-09-2024

4.Spectrum Charges To Be Paid	Pay During Jun -2023
License Fee (in Rs.)	3000.00
Royalty Charges(in Rs.)	0.00
Late Fee (in Rs.)(if any)	655.00
Total Spectrum Charges (in Rs.)	3655 If payment is not made within the due calculated period, further late fees @2% per month on total charges/dues will be applicable..
Excess Paid Amt	
Total Spectrum Charges to be Paid (in Rs.)	3655

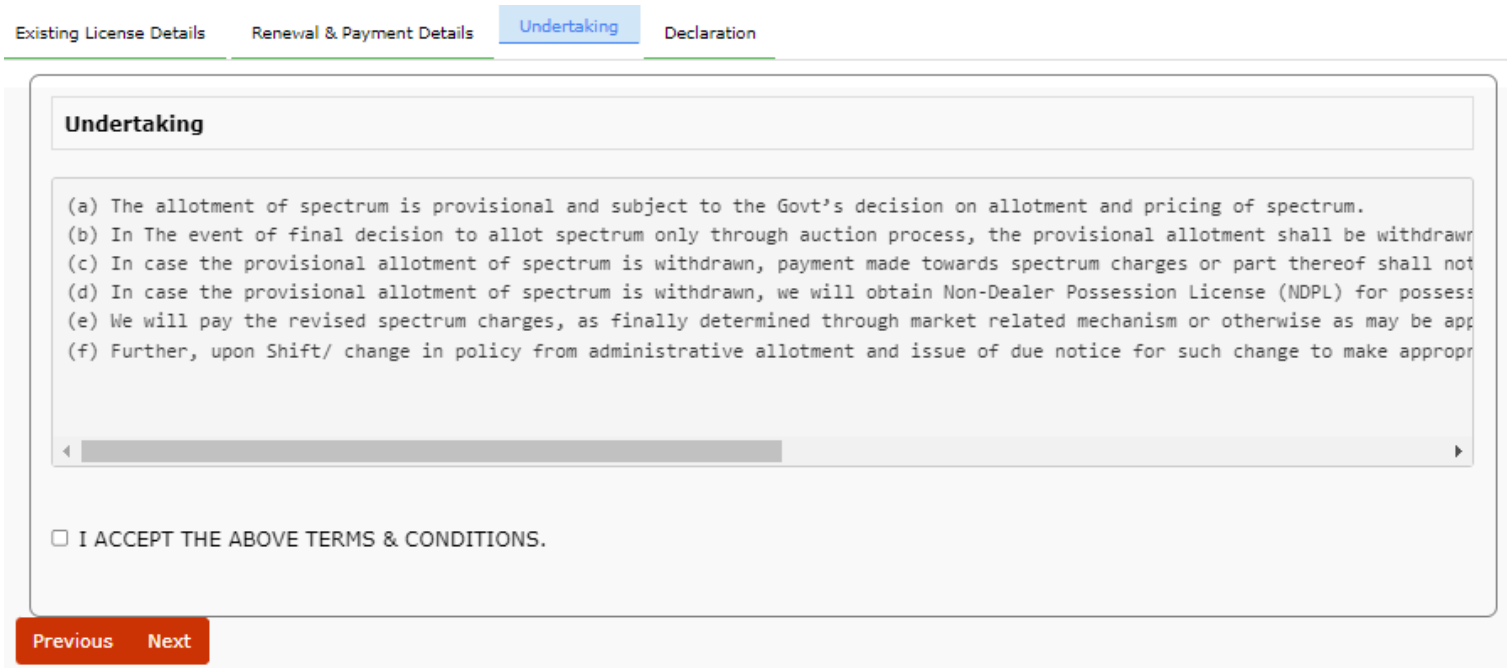
Previous Next



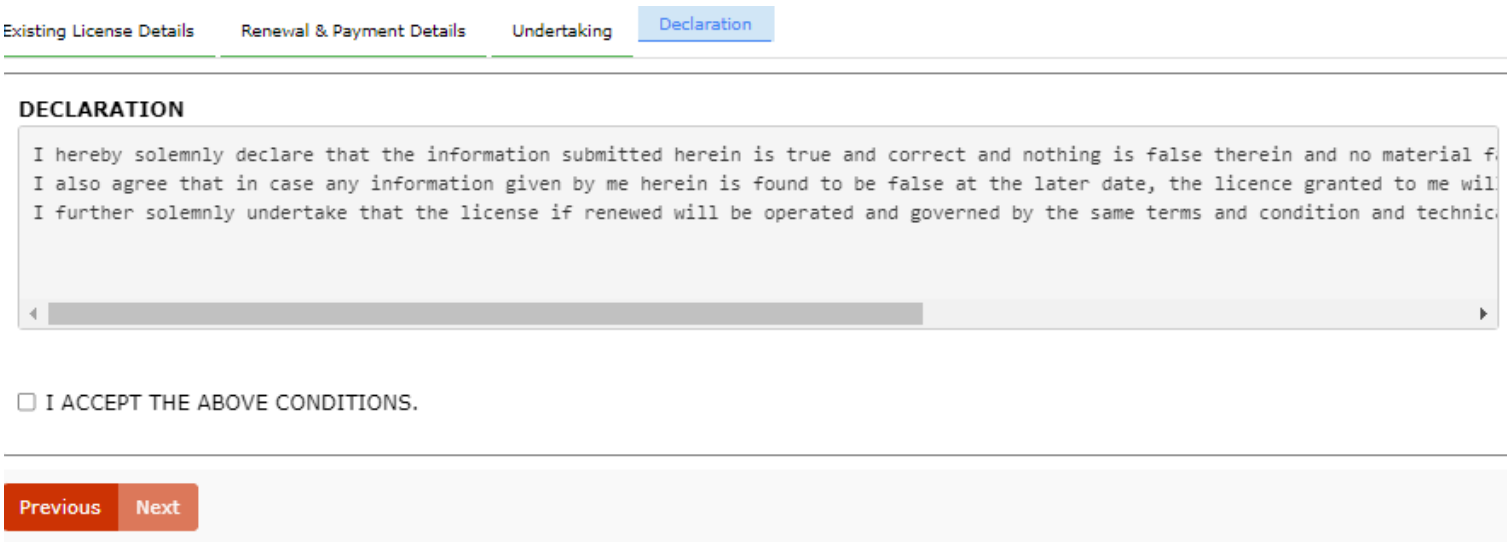
Under This Section User has to Select No Year for renewal of License and Transaction reference Date for calculate the Spectrum Charges. After Calculate User can view Spectrum Charges by clicking view Spectrum Charges button. In that window user may download the charges details. Pay the Required Spectrum Charges For applicable period.

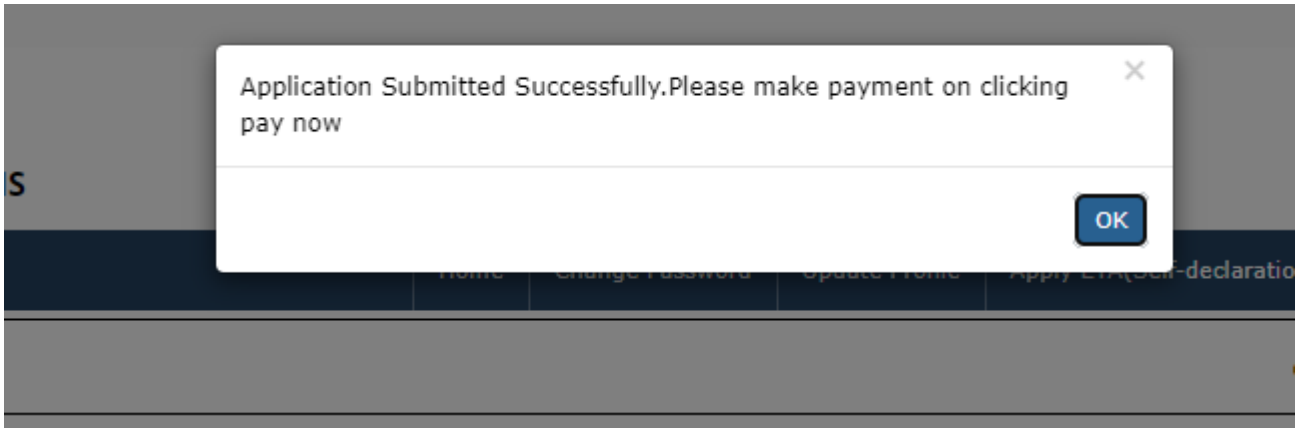
For Submitting Renewal of License User has to also Accept Undertaking & Declaration.

Undertaking



Declaration





After Clicking ok

Home / WPC / Payment of Satellite License

Payment Of Teleport With License No: STV-124/01

Payment Details	
Spectrum charges to be paid	Pay During Jun -2023
License Fee (in Rs.)	3000
Royalty Fee(in Rs.)	0
Late Fee (in Rs.)(if any)	655
Total Spectrum Charges (in Rs.)	3655
Excess Paid Amt (in Rs.)	0
Total Spectrum Charges to be Paid (in Rs.)	3655
License New Validity Date	12-12-2024
	Pay Now Delete

User Now Pay Renewal Charges ONLINE After Successful Payment Application Submitted for Nodal