User Manual

(For Applicant)

Online Renewal Network Licenses

Department of Telecommunications

Government of India

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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.

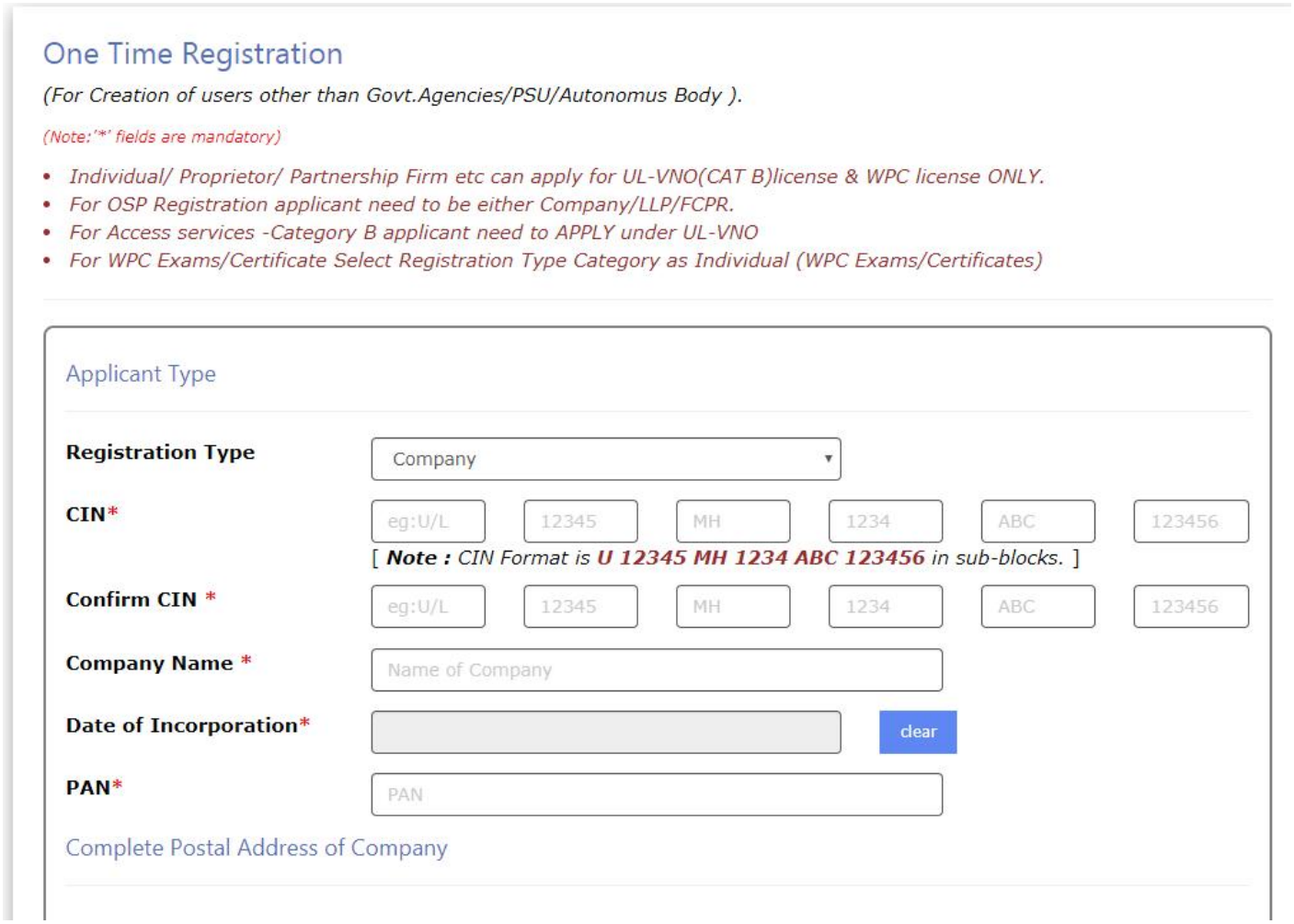
Section-2

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 Network License *select Company* 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

Corporate Office *

Address Address line

Pincode enter Pincode

District

State

LandLine Number eg:01112345678

Fax Number(if any) eg:01112345678

E-mail E-mail

*Registered Office** *(Addess same as* ***Corporate 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

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

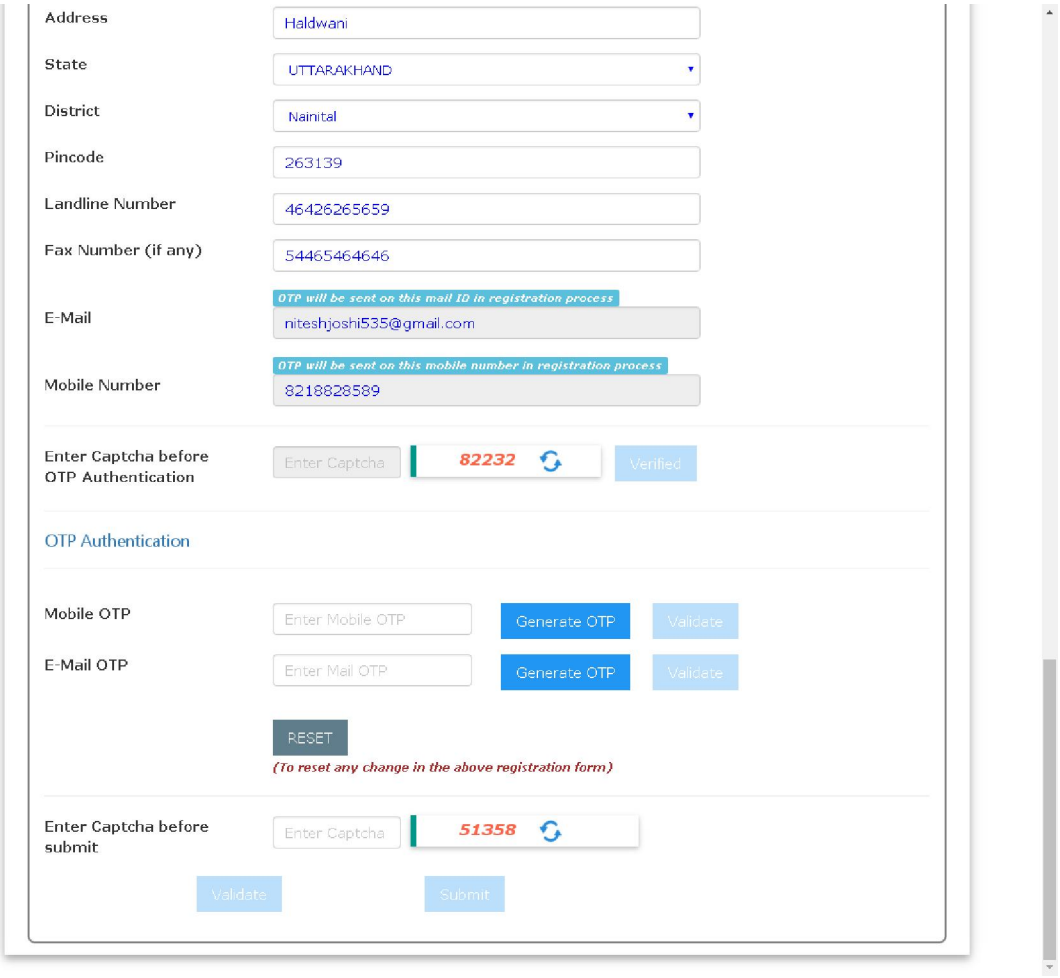
Address	Address line
Pincode	enter Pincode
District	
State	
landline Number	eg:01112345678
Fax Number (if any)	eg:01112345678
E-mail	E-mail
Mobile Number	Mobile no

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

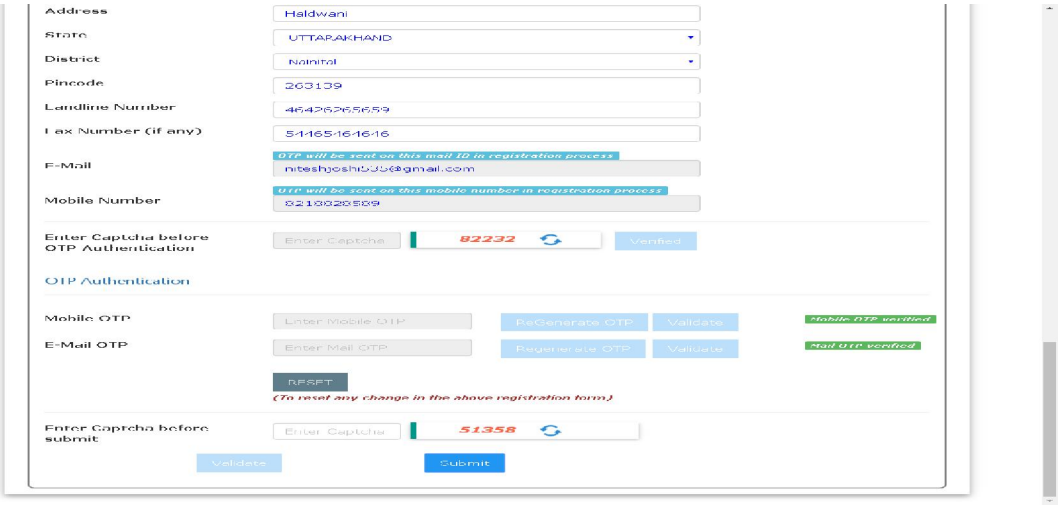
Validate Submit

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.

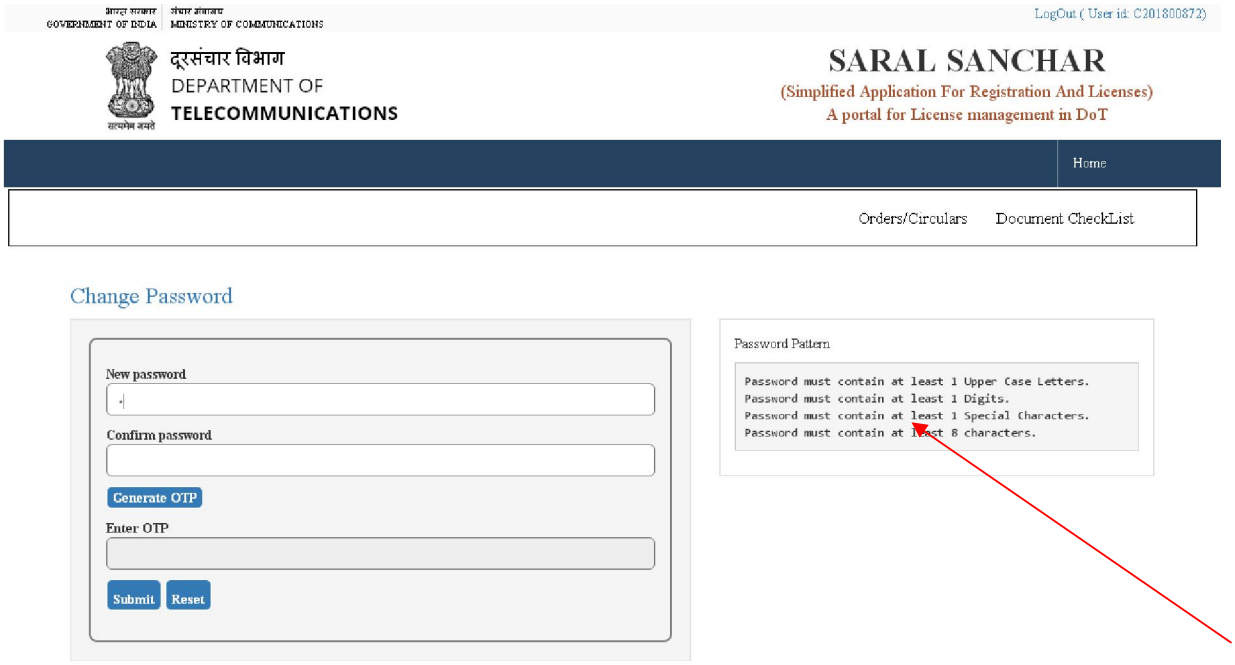
2.2 First Login

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**.

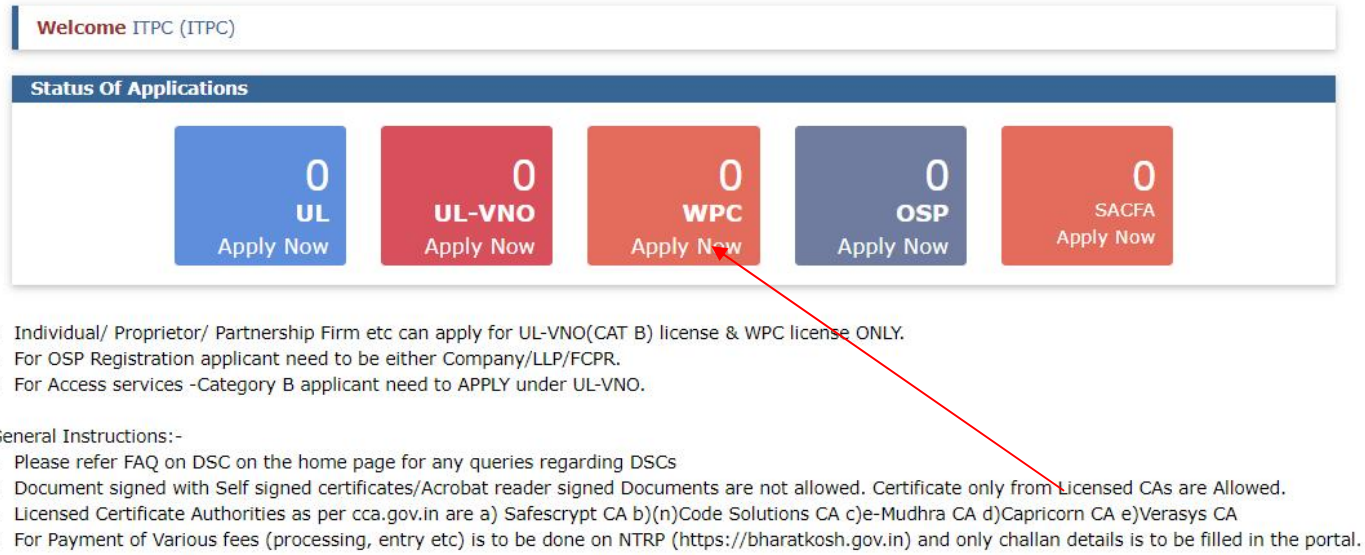
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



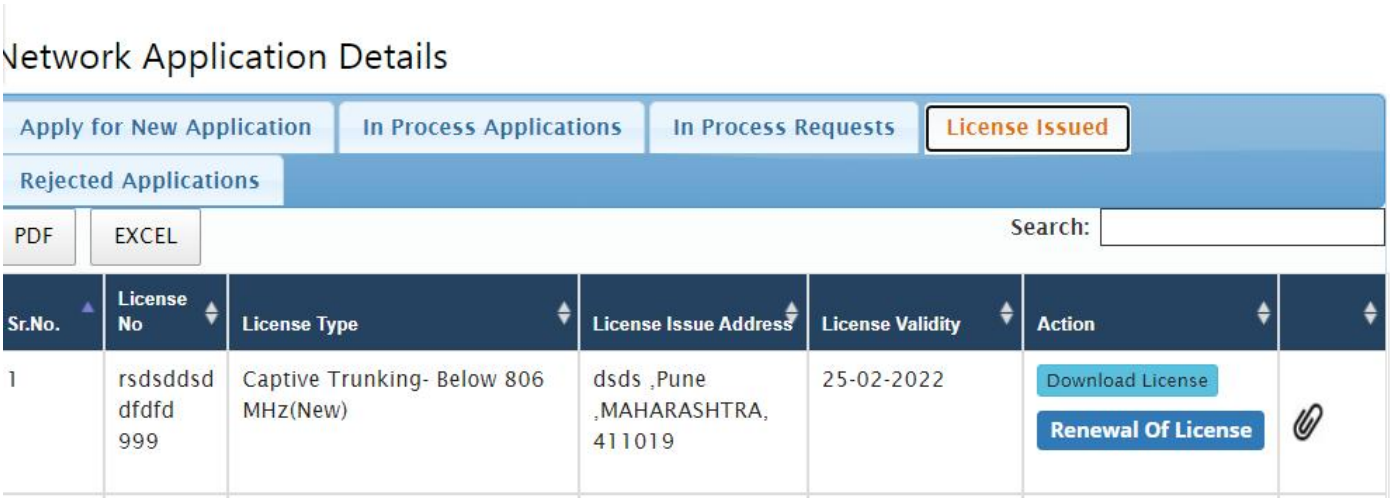
After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.



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



2.3 Dashboard



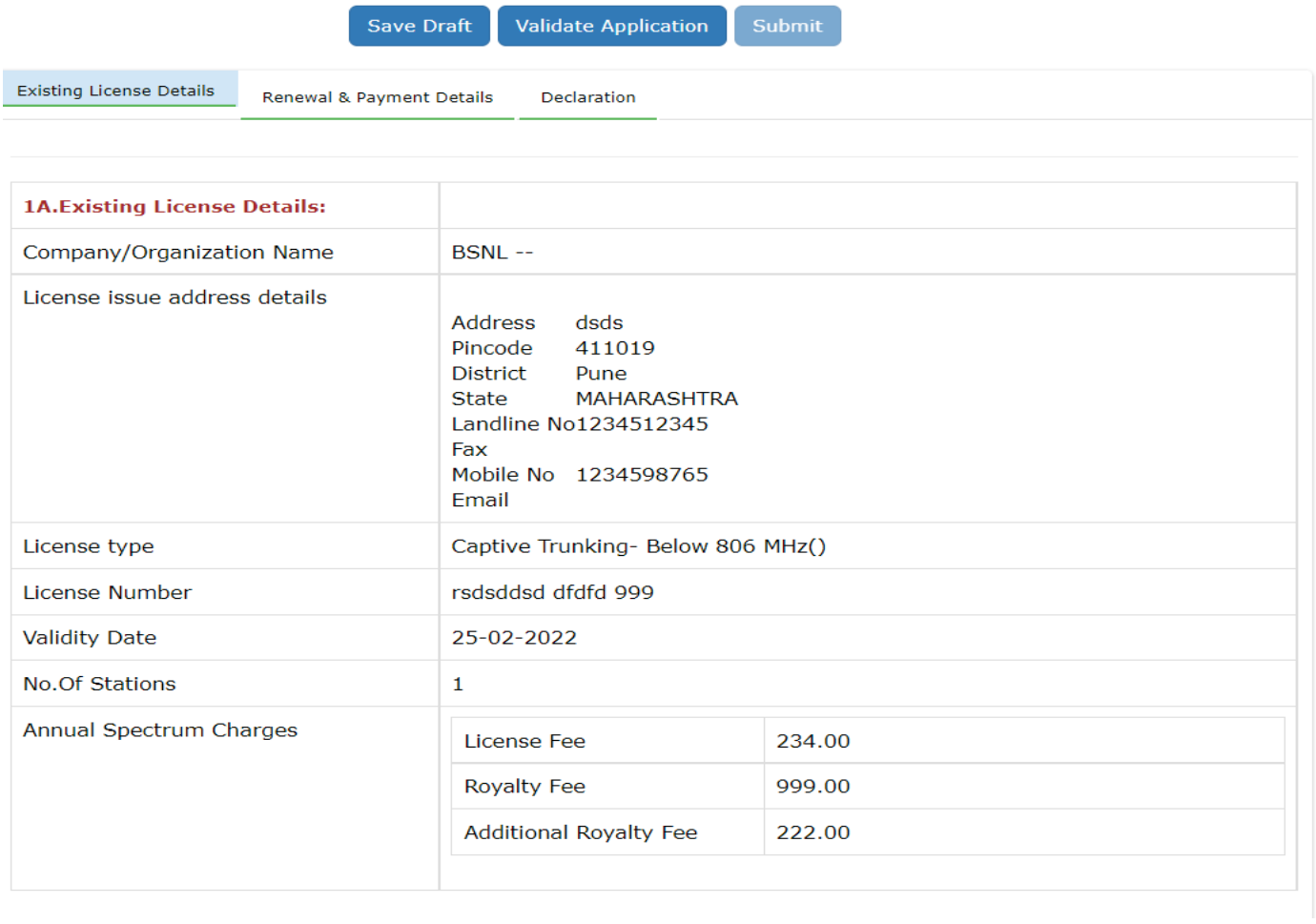
2.4 Renewal of license

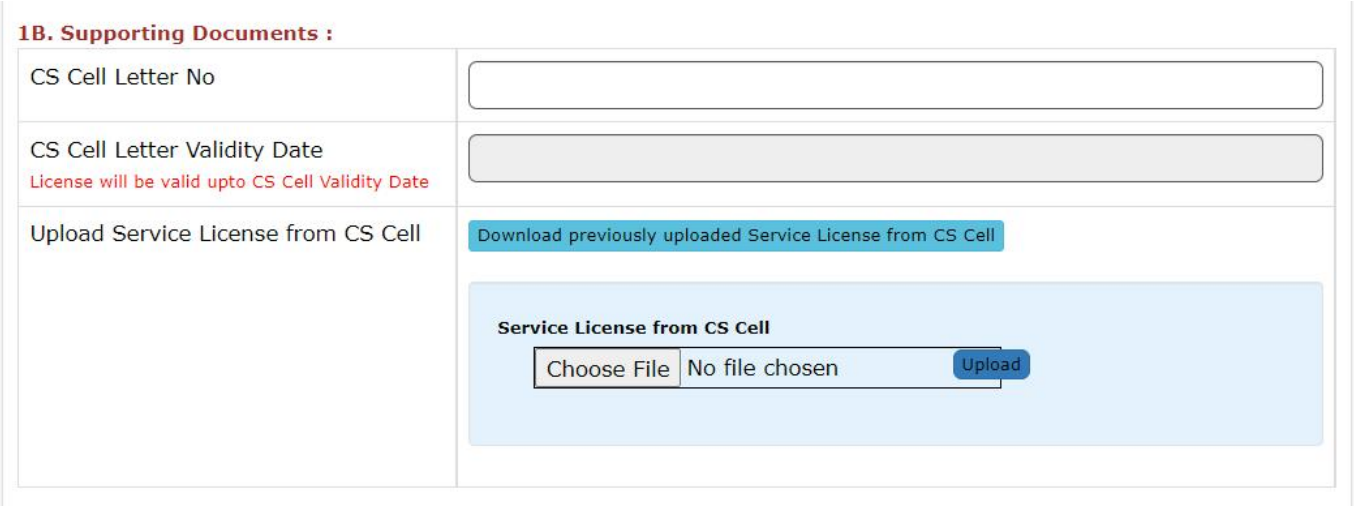
In the Network box Go to "License issued" tab to see the list of licenses to renew.

Following the example for P Group license. Same process can be followed for T Group licenses.



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

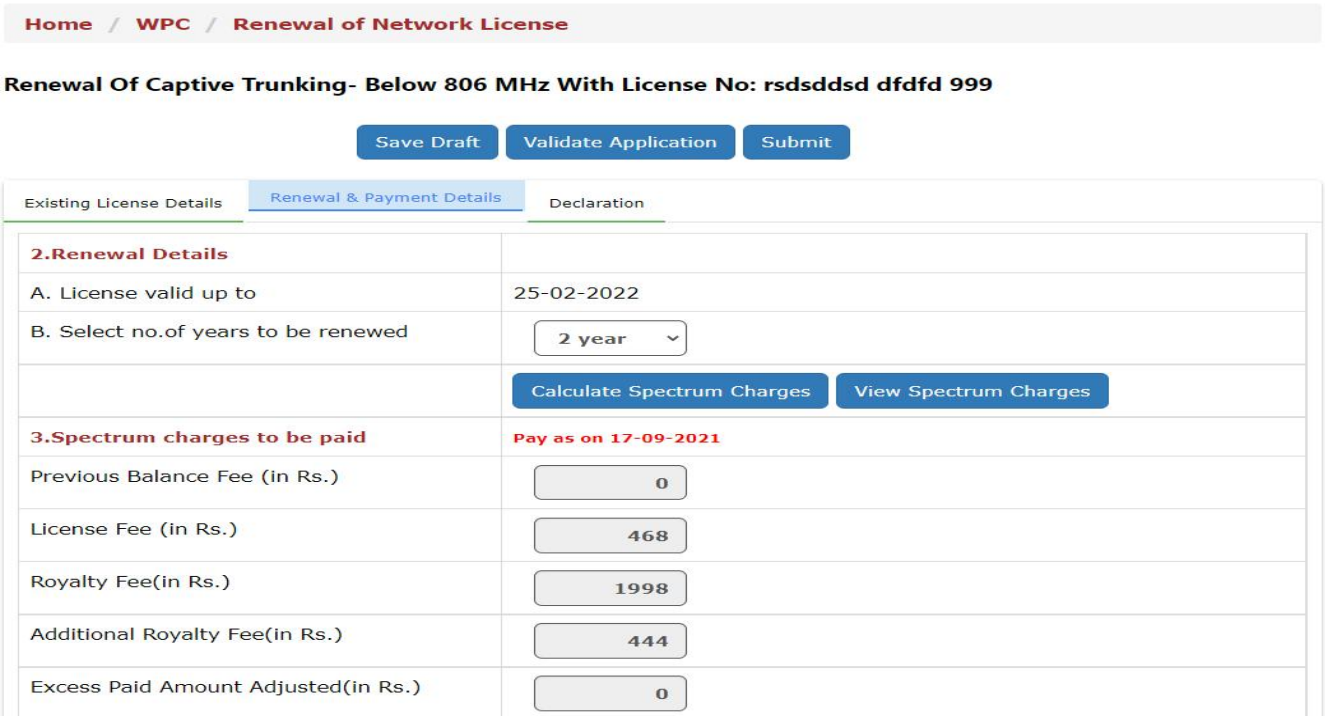




Applicant has to add valid Supporting document details such as

Service license details from CS Cell in case of Captive Trunking , GOPA details in case of Terrestrial Broadcast (FM/Community Radio Station/SW/MW/LPT/HPT/DTT) license, ISP Service License details in case of ISP (FDD) and ISP(TDD) licenses and UL/UASL service agreement details in case of Microwave BWA license.

Step2:



Late Fee (in Rs.)(if any)	0
If payment is not made within the due calculated period, further late fees @2% per month on total charges/dues will be applicable.	
Total Fee (in Rs.)	2910
License New Validity Date	29-02-202

4. Payment Details

Payment Details

Mode Of Payment	Transaction Reference N	Amount Paid(in Rs.)	Date Of Payment	Bank Name and Branch
NTRP(Bharatkosh)	12345123455432166666	2,910	17.09.2021	

Upload payment receipt
[Note: Scan all receipts in single pdf file]

Payment Receipt/Challan

NW030620210900021_PAY_v0.pdf Uploaded Delete

Click on view spectrum charges to see the detailed breakup of spectrum charges.

Details Of Spectrum Charges For Renewal Of License No.rsdsddsd dfdfd 999

Pay on 17-09-2021 | Pay on 31-10-2021 | Pay on30-11-2021 | Pay on 31-12-2021 | Pay on 31-01-2022

As On 17-09-2021

From		To								
Month	Year	Month	Year	No.Of Late Month	License Fee	Royalty Fee	Add.Royalty Fee	Excess Paid Amount Adjusted	Spectrum Charges	Late Fee Yearwise
3	2022	2	2023	0	234	999	222	0	1455	0
3	2023	2	2024	0	234	999	222	0	1455	0
Previous Balance :0				Total	468	1998	444	0		0
				Total Due	2910					

As On 31-10-2021
As On 30-11-2021
As On 31-12-2021
As On 31-01-2022

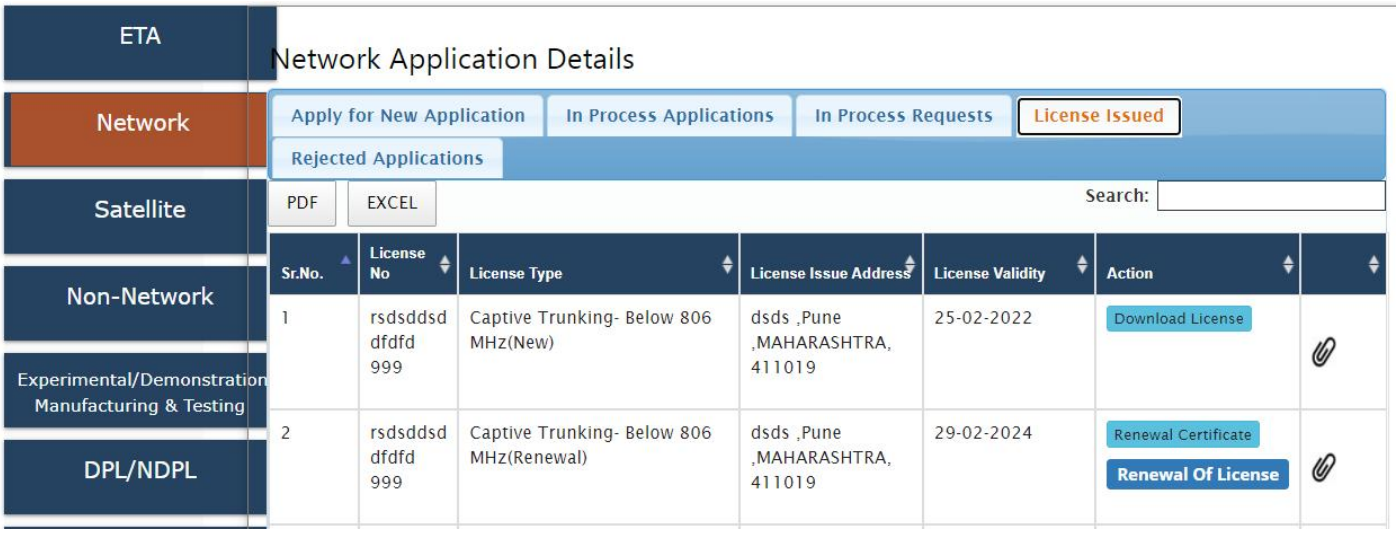
Download Submit Close

Step3:



Fill all the details and read the declaration and submit the renewal request for scrutiny. If payment details are correct and supporting documents/service agreement is valid then nodal officer verifies the applications and applicant will be notified to download the renewal certificate. If payment/supporting document details are wrong then renewal request will be reverted back to applicant for modification.

2.5 Download renewal certificate



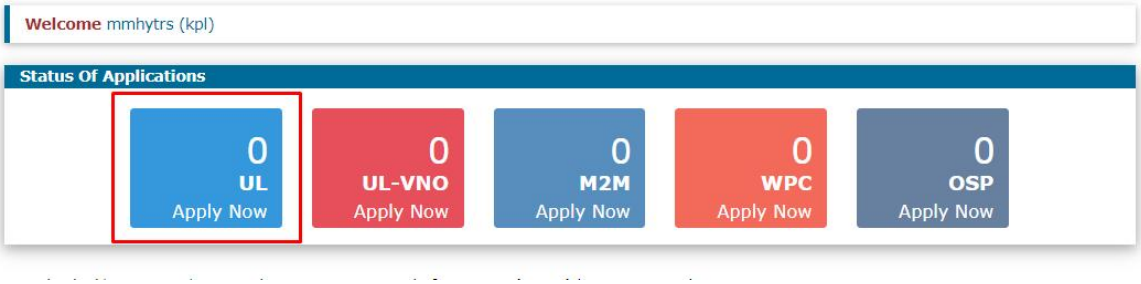
2.6 Profile Update without Scrutiny

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.

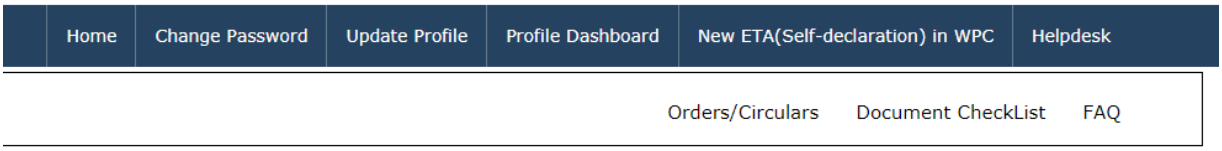
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.8 Profile Update with Scrutiny).

STEPS:

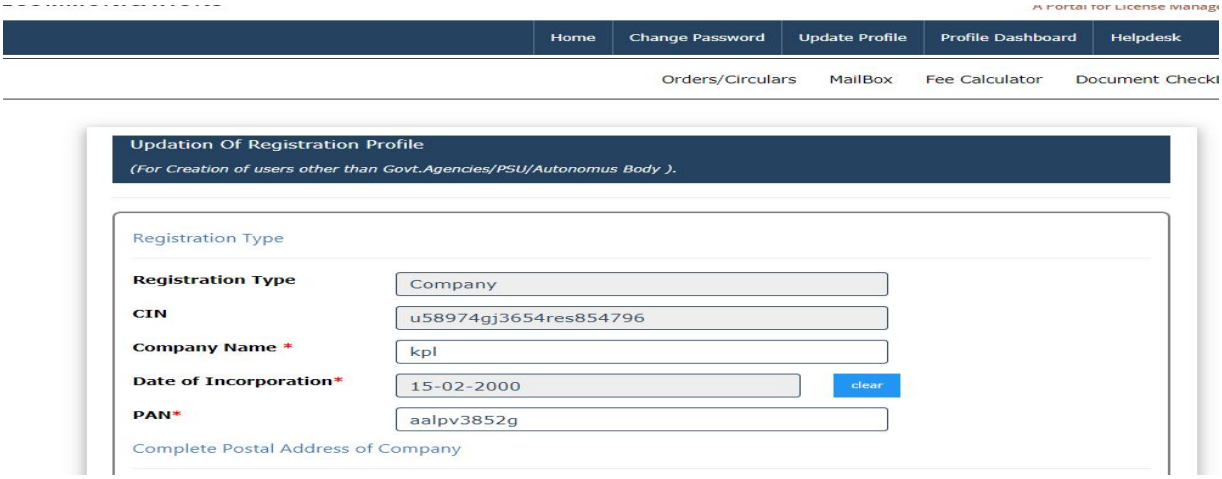
1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear



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