User guide

Process to Submit MSC Code utilization report on Saralsanchar Portal

Department of Telecommunications
Government of India

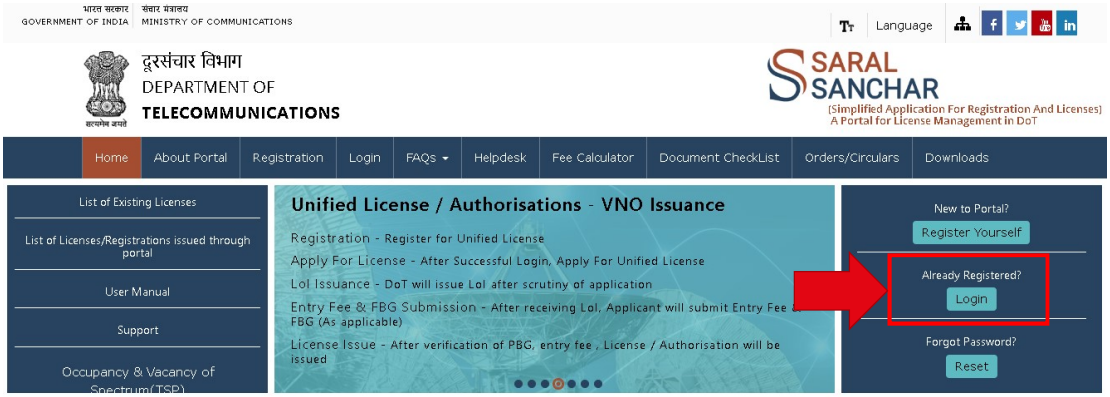
SARAL SANCHAR

Saralsanchar

Saralsanchar Portal enable TSPs to Submit MSC Code utilization reports on yearly basis. The process to submit the data is as follows:

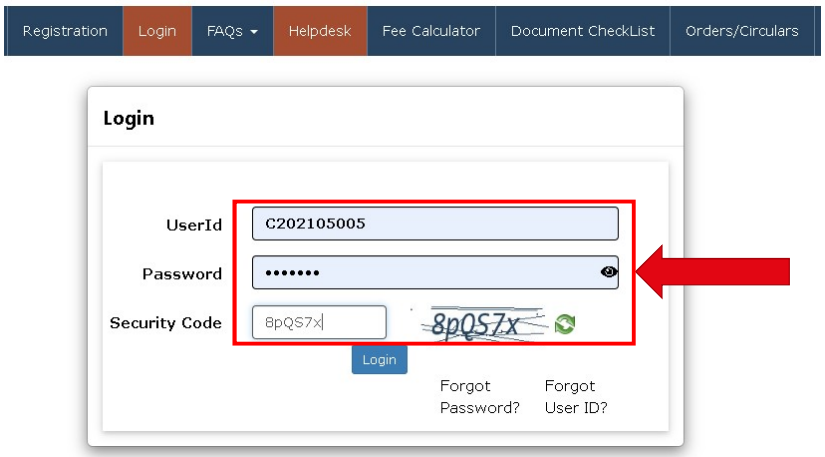
Saralsanchar Portal

- Go to Saralsanchar Portal and Click on the **"Login"** Button



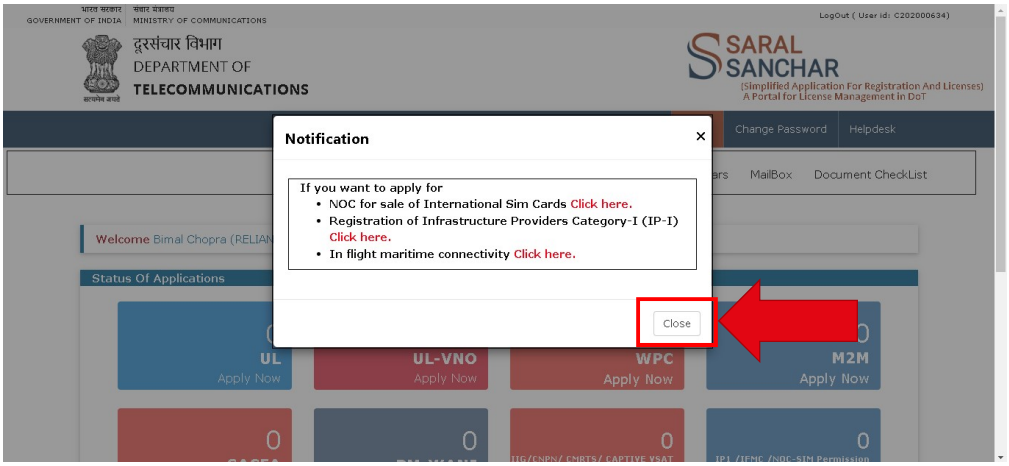
Login Screen

- Enter **UserID**, **Password** and **Security Code** and Click **"Login"** Button



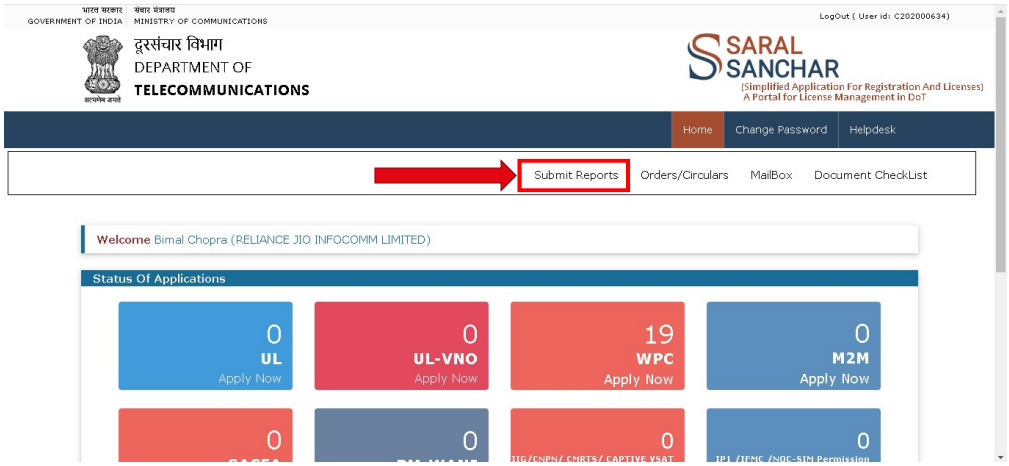
Information Screen

- Click on the "**Close**" Button



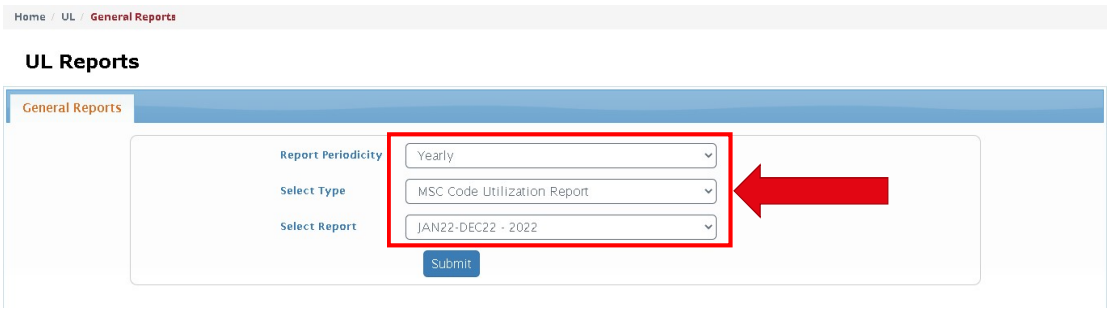
Proceed to Submit Reports

- Click on "**Submit Reports**" tab



Report Selection Screen

- Select Report Periodicity as **"Yearly"**
- Select Type of Report as **"MSC Code Utilization Report"**
- Select Period for which report is to be filled and Press **"Submit"** button



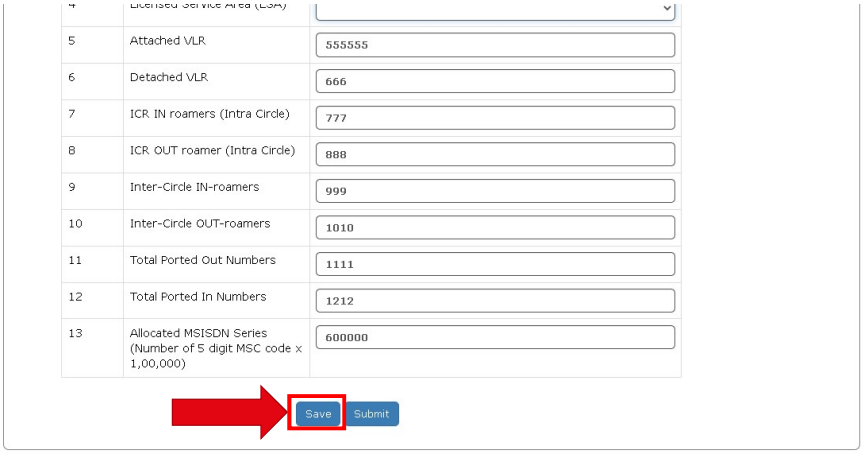
Data filling using form

- Data is auto-populated from previous period values
- If this data is not valid for current period then delete it.
- If slight modifications are required then use "modify" option.
- Change the values if required and click **"Save"**
- Once submitted, report cannot be modified



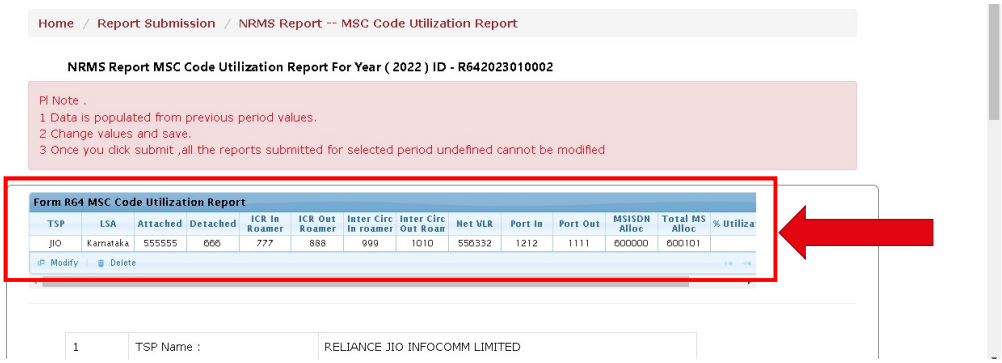
Data filling using form

- Enter respective data/Apply the changes if any and click on "**Save**" button.



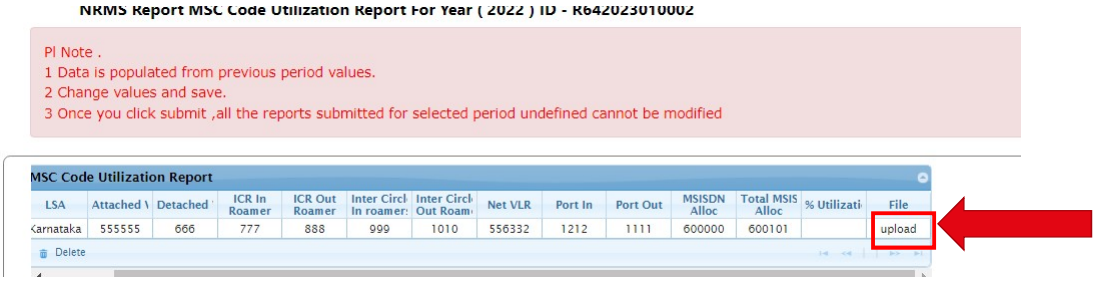
Data filling using form

- The entered data can be modified or deleted at this stage



Data filling using form

- The entered data populated in grid
- The supporting pdf file (digitally signed) can be uploaded here



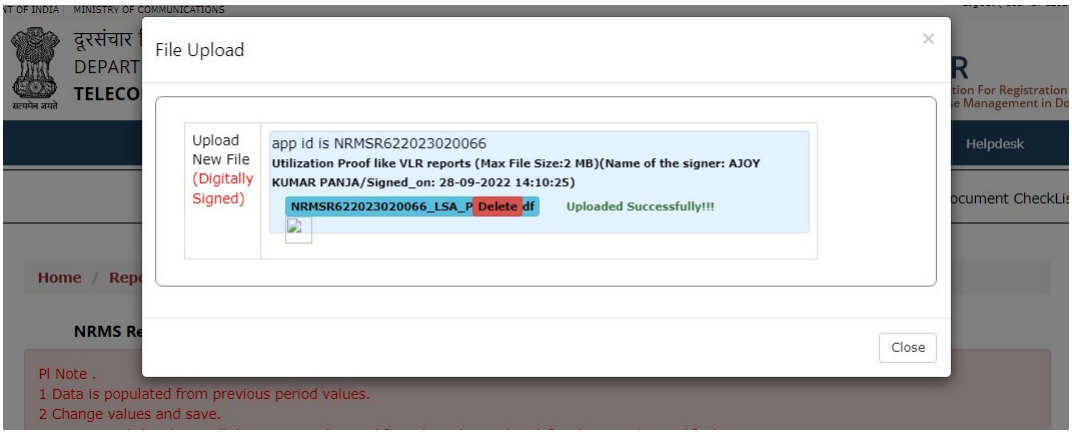
Data filling using form

- The entered data populated in grid
- The supporting pdf file (digitally signed) can be uploaded here using “upload” radio button



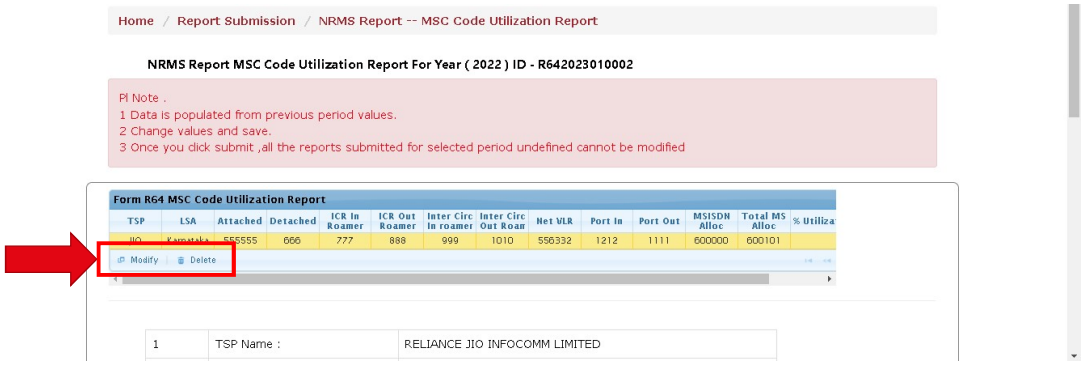
Data filling using form

- Successfully uploaded file will be displayed
- Close the window



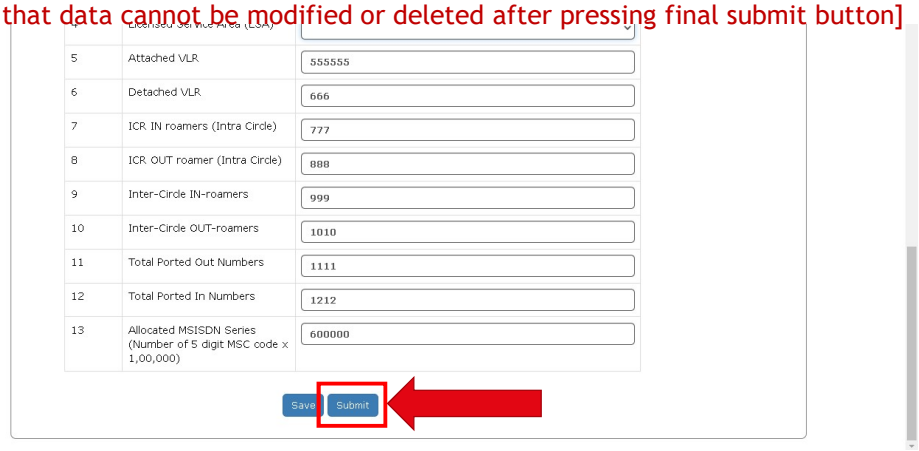
Data filling using form

- Select the record which needs to be modified or deleted(It will be highlighted in yellow)
- Click on **"Modify"** or **"Delete"** button as per need



Final Submission Screen

- Make all entries. “submit” report after all entries
- Scroll down to the bottom. Click on “**Submit**” button*
  [*Note that data cannot be modified or deleted after pressing final submit button]



5	Attached VLR	555555
6	Detached VLR	666
7	ICR IN roamers (Intra Circle)	777
8	ICR OUT roamer (Intra Circle)	888
9	Inter-Circle IN-roamers	999
10	Inter-Circle OUT-roamers	1010
11	Total Ported Out Numbers	1111
12	Total Ported In Numbers	1212
13	Allocated MSISDN Series (Number of 5 digit MSC code x 1,00,000)	600000

Save Submit

Data Submission Successful

The data is submitted and available with nodal officer



Thank You