User guide

Process to Submit Underutilized MSC Code Reports on Saralsanchar Portal

Department of Telecommunications
Government of India

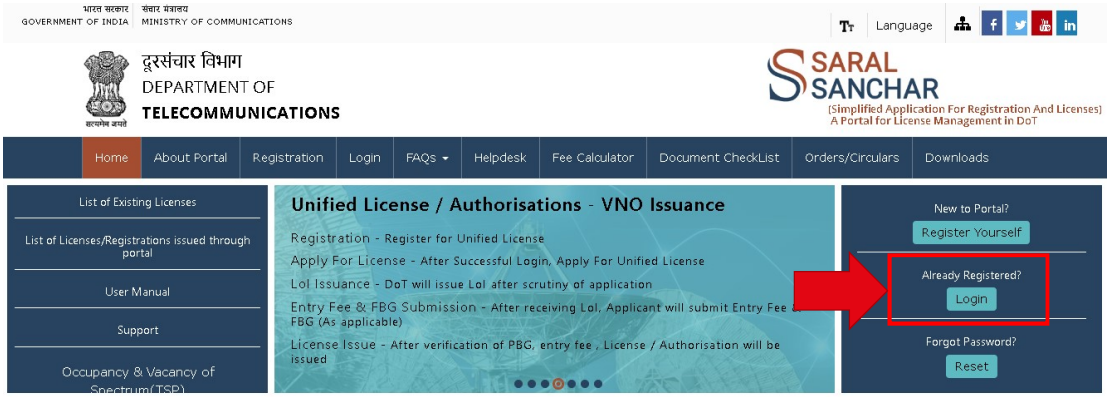
SARAL SANCHAR

Saralsanchar

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

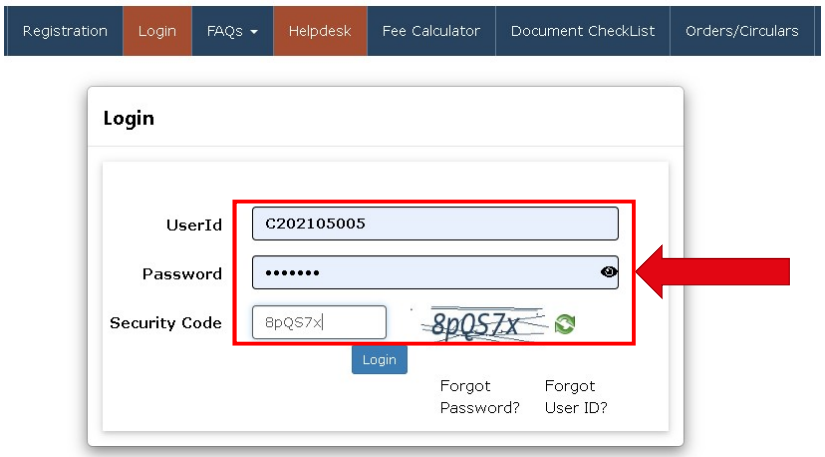
Saralsanchar Portal

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



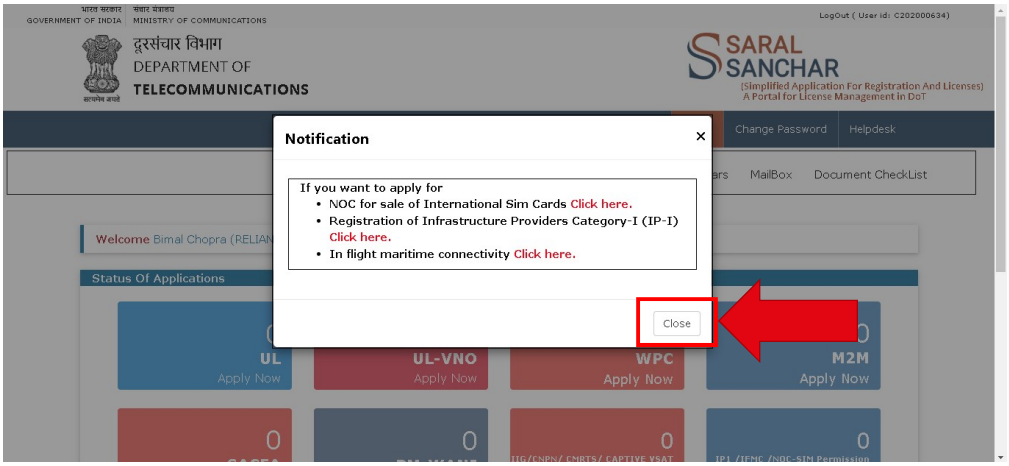
Login Screen

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



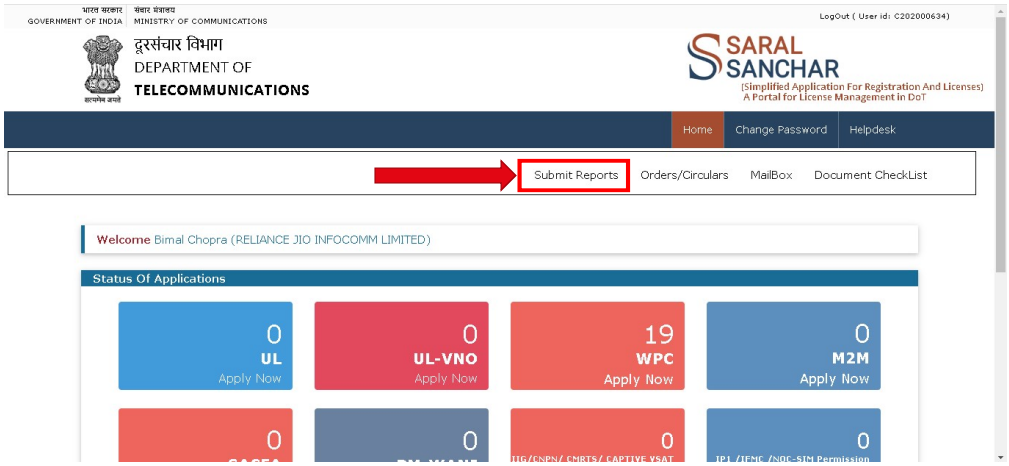
Information Screen

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



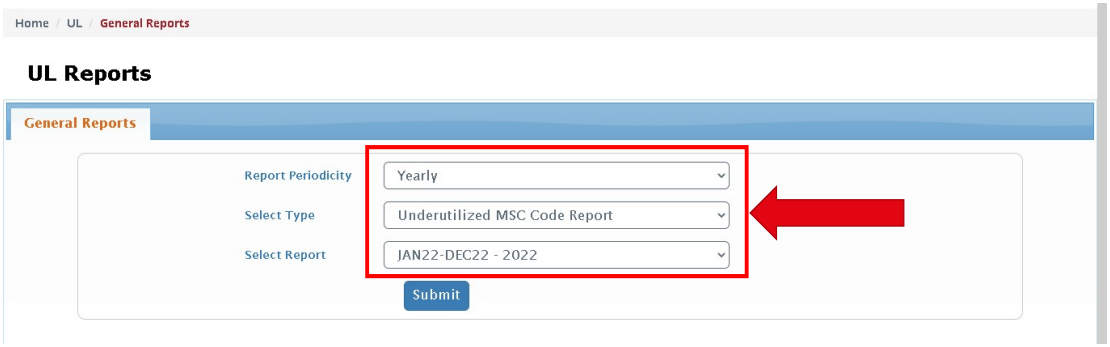
Proceed to Submit Reports

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



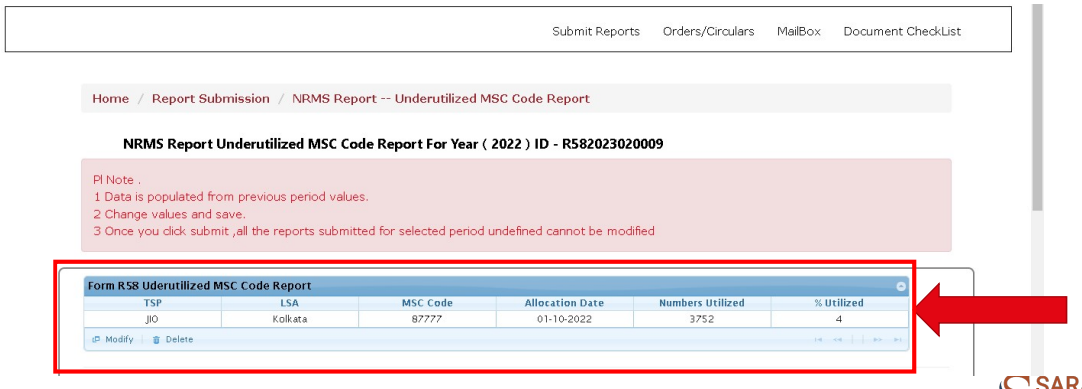
Report Selection Screen

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



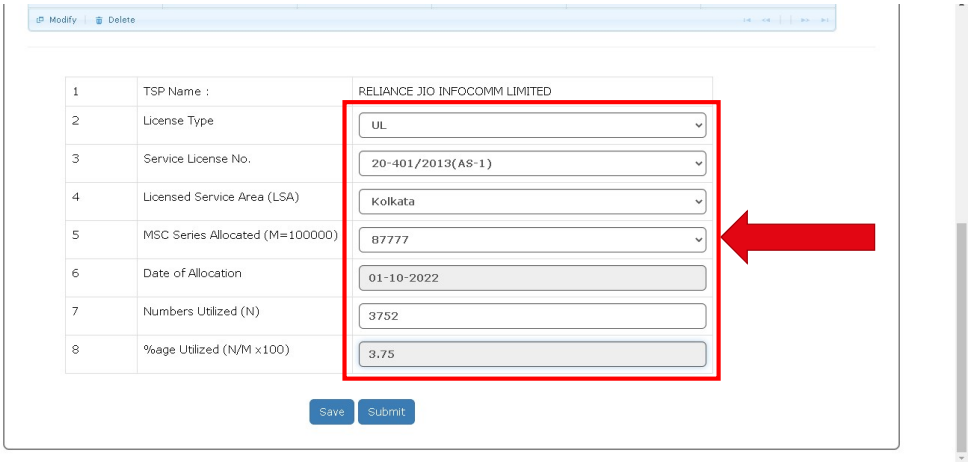
Data filling using form

- Data is auto-populated from previous period values and saved as current year 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



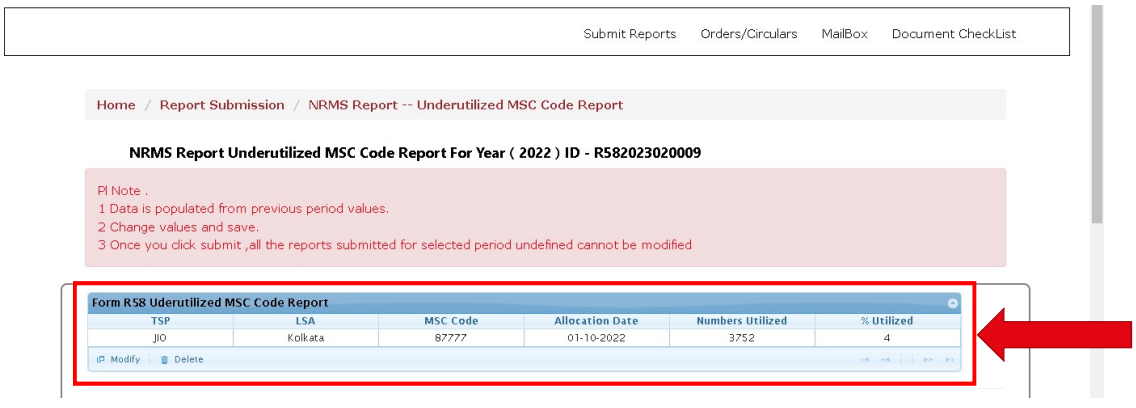
Data filling using form

- 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

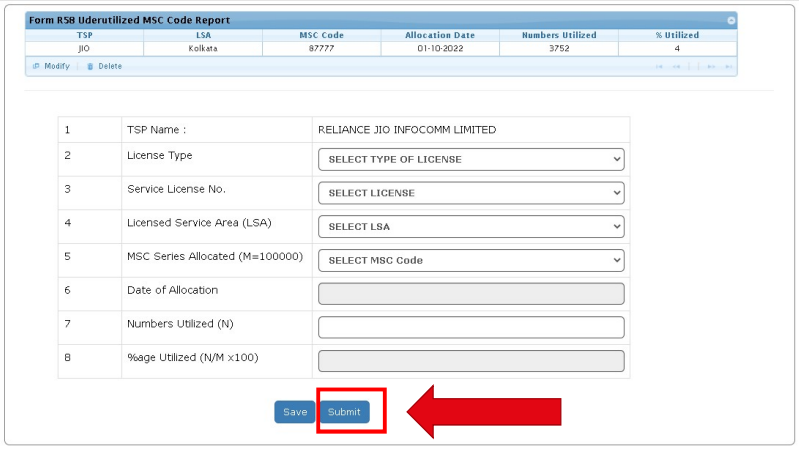
- Select the record which needs to be modified or deleted(It will be highlighted in yellow)
- Click on **"Modify"** or **"Delete"** button as per need



Final Submission Screen

- After making all entries, the report can be submitted.
- Scroll down to the bottom. Click on **"Final Submit"** button*.

[*Note that data cannot be modified or deleted after pressing final submit button]



Data Submission Successful

The data is submitted and available with nodal officer



Thank You