User guide

Process to Submit Underutilized wireline code Reports on Saralsanchar Portal

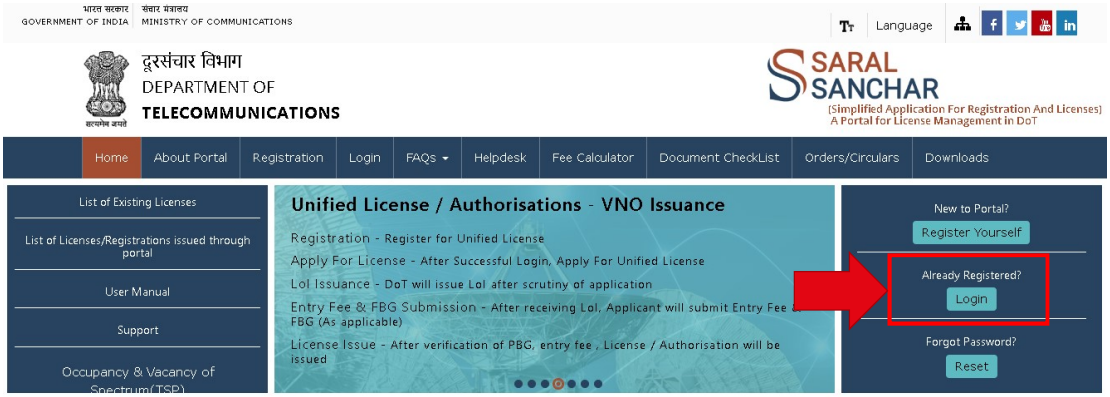
Department of Telecommunications
Government of India

Saralsanchar

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

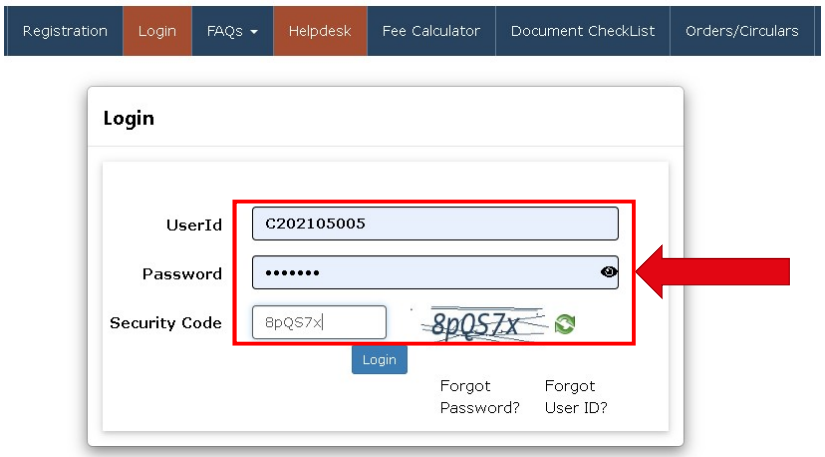
Saralsanchar Portal

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



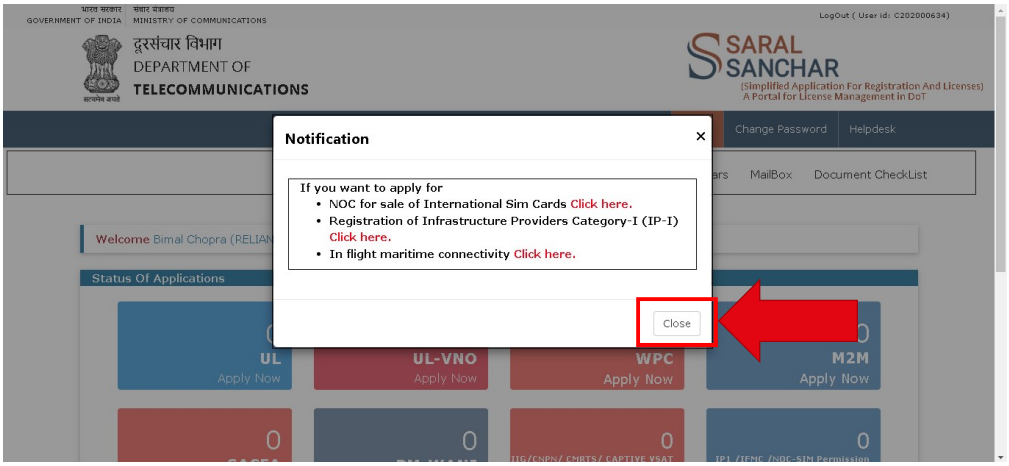
Login Screen

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



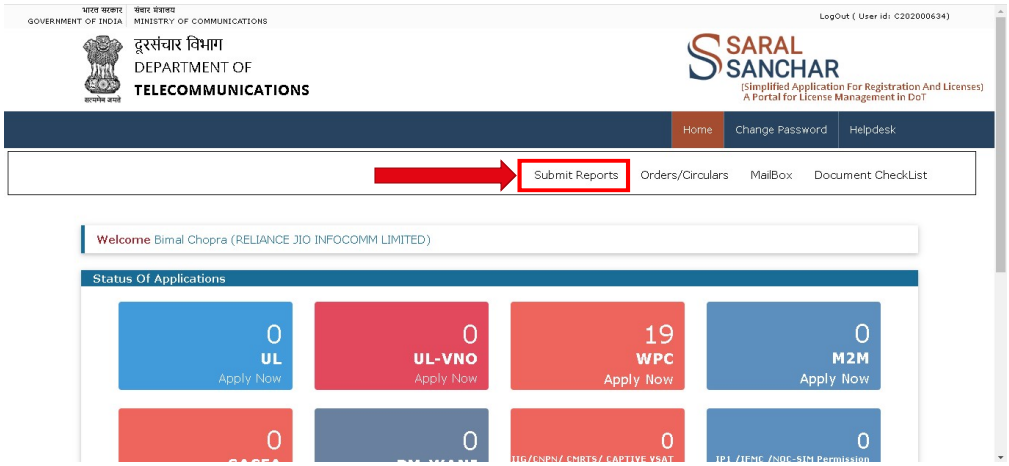
Information Screen

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



Proceed to Submit Reports

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



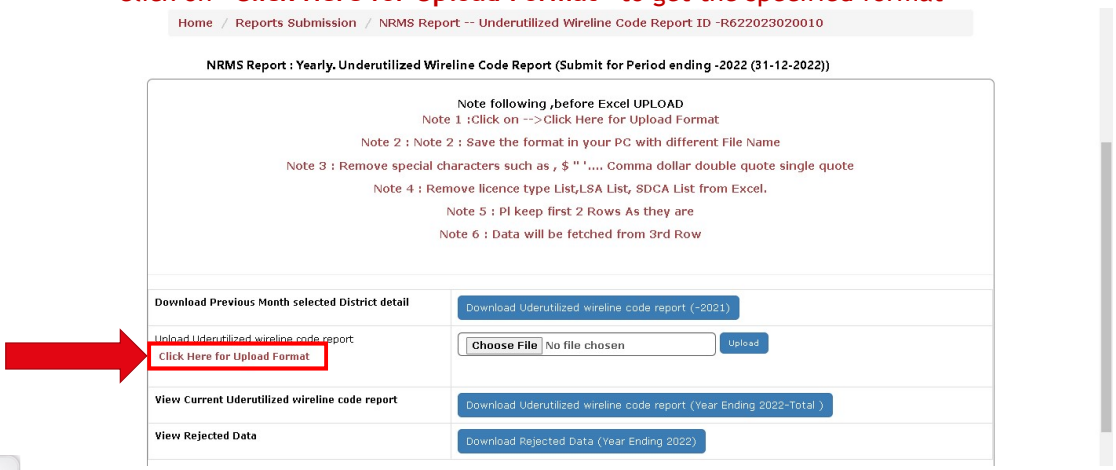
Report Selection Screen

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



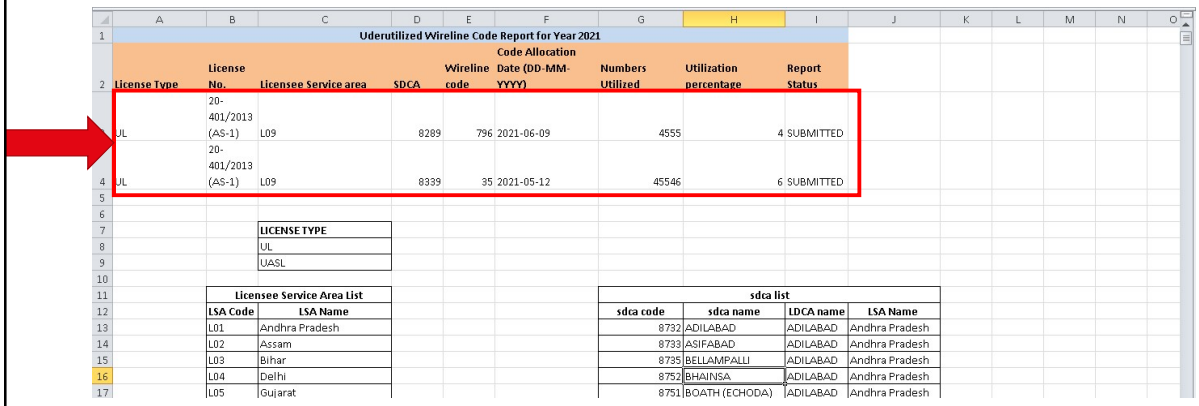
Data filling using Specified Format

- Data can be filled by uploading in a specified format
- Click on **"Click Here for Upload Format"** to get the specified format



Data filling using Specified Format

- Open the specified format. Enter the data accurately by using codes mentioned in Sheet



Uderutilized Wireline Code Report for Year 2021

License Type	License No.	Licensee Service area	SDCA	Wireline code	Code Allocation Date (DD-MM-YYYY)	Numbers Utilized	Utilization percentage	Report Status
UL	20-401/2013 (AS-1)	L09	8289	796	2021-06-09	4555	4	SUBMITTED
UL	20-401/2013 (AS-1)	L09	8339	35	2021-05-12	45546	6	SUBMITTED

LICENSE TYPE
UL
UASL

Licensee Service Area List	
LSA Code	LSA Name
L01	Andhra Pradesh
L02	Assam
L03	Bihar
L04	Delhi
L05	Gujarat

sdca list			
sdca code	sdca name	LDCA name	LSA Name
8732	ADILABAD	ADILABAD	Andhra Pradesh
8733	ASIFABAD	ADILABAD	Andhra Pradesh
8735	BELLAMPALLI	ADILABAD	Andhra Pradesh
8752	BHAINSA	ADILABAD	Andhra Pradesh
8751	BOATH (ECHODA)	ADILABAD	Andhra Pradesh

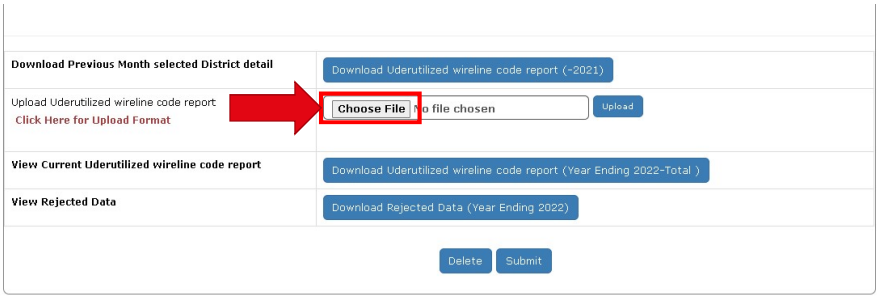
Data filling using Specified Format

- Follow the given instructions carefully while filling the data

- Save the format in your PC with different File Name
- Remove special characters such as , $ " '.... Comma dollar double quote single quote
- Remove licence type List, LSA List, SDCA List from Excel.
- Pl keep first 2 Rows As they are
- Data will be fetched from 3rd Row

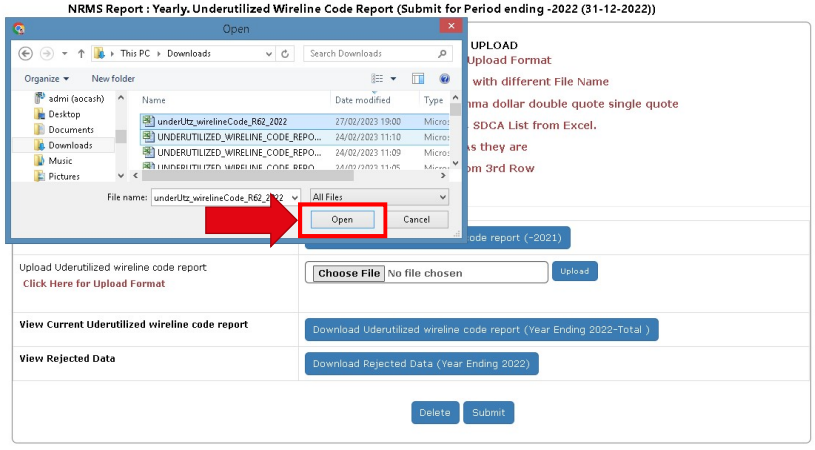
Data filling using Specified Format

- To upload the data, click on **"Choose File"**



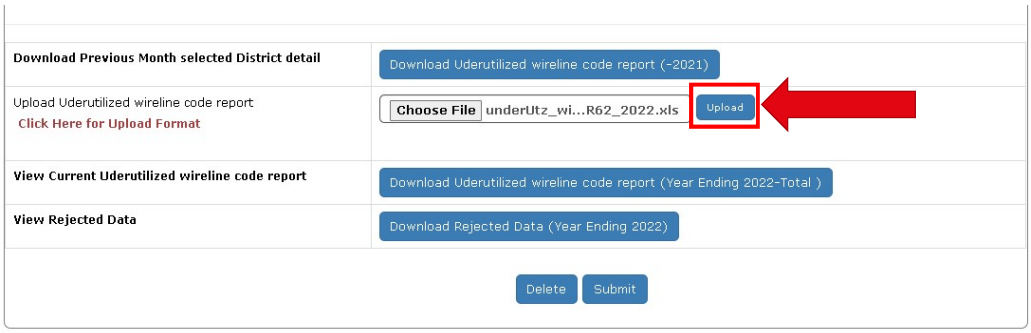
Data filling using Specified Format

- Select the file to upload and click on **"Open"**



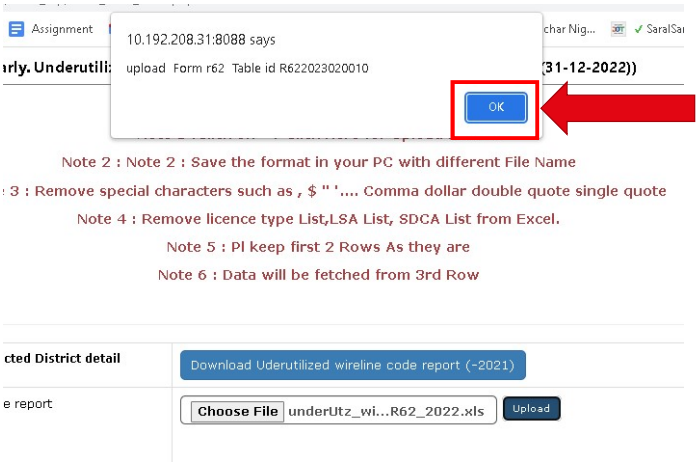
Data filling using Specified Format

- Press **"Upload"** button



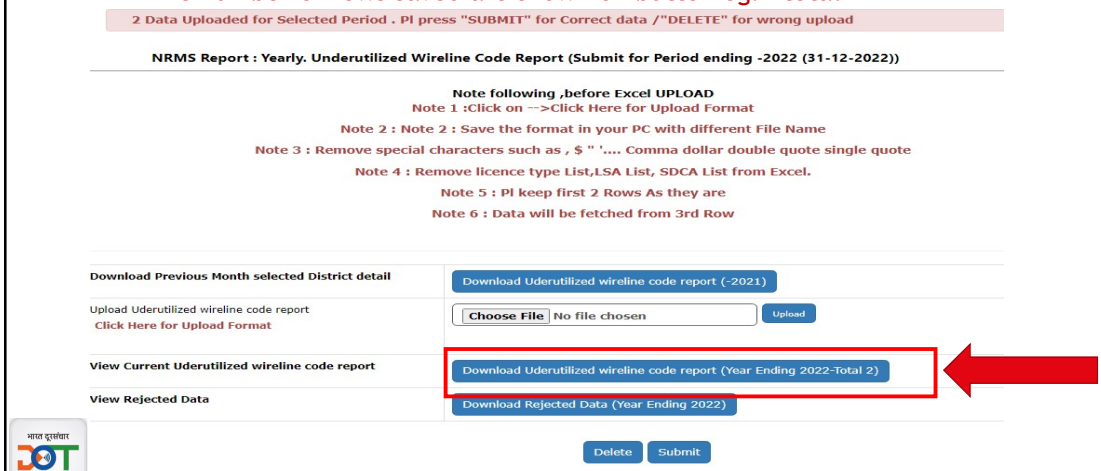
Data filling using Specified Format

- Press **"Ok"** button



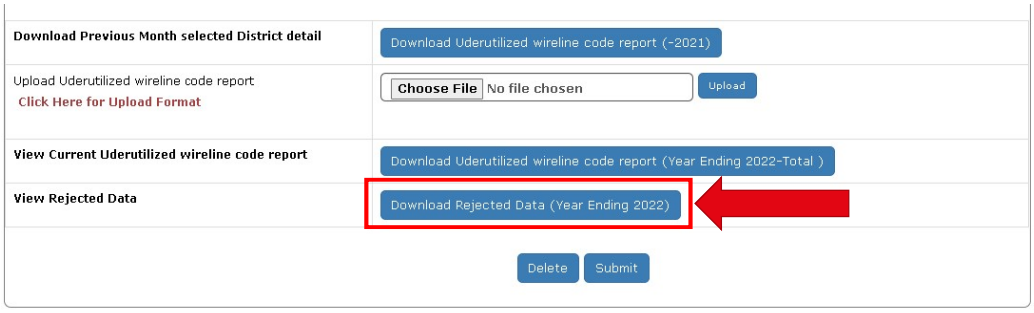
Data filling using Specified Format

- Press **"Underutilized wireline code report(Year Ending YEAR-Total XX)"** button to download the report
- The number of rows saved are shown on button eg. "total 2"



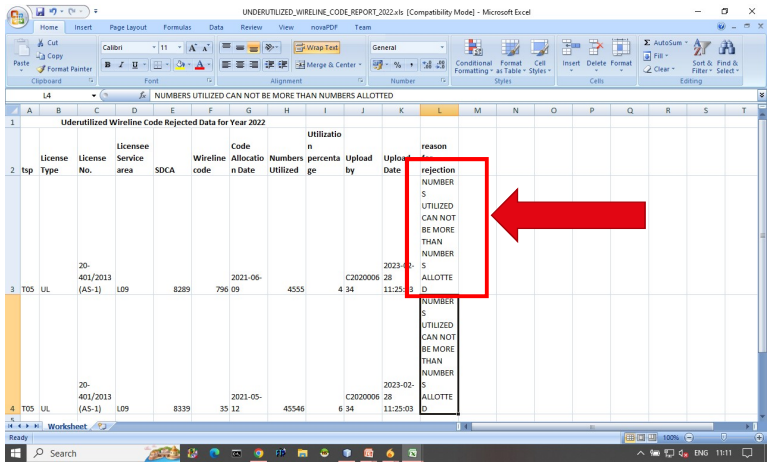
Data filling using Specified Format

- Press **"Download Rejected Data(Year Ending YEAR)"** button to download the rejected data



Data filling using Specified Format

- Rejected data will be available in Excel along with the reason for rejection

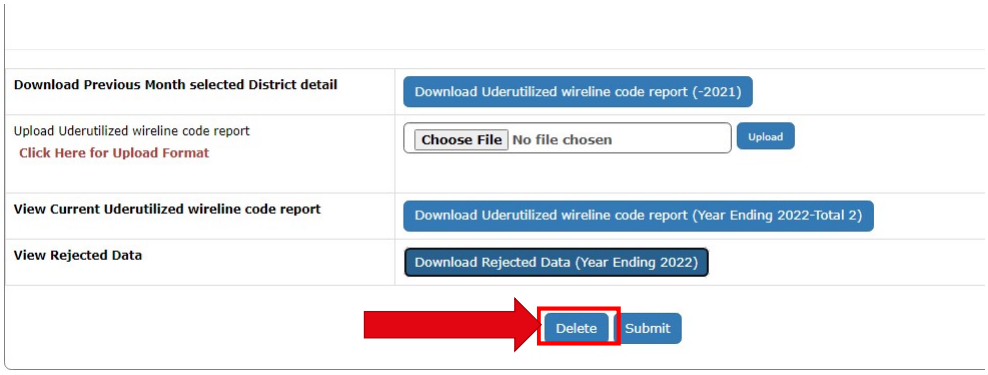


Uderutilized Wireline Code Rejected Data for Year 2022

tsp	License Type	License No.	Licensee Service area	SDCA	Wireline code	Code Allocation Date	Numbers Utilized	Utilization percentage	Upload by	Upload Date	reason for rejection
TOS	UL	20-401/2013 (AS-1)	L09	8289	796	2021-06-09	4555	4 34	C2020006	2023-02-28 11:25:3	NUMBERS UTILIZED CAN NOT BE MORE THAN NUMBERS ALLOTTED
TOS	UL	20-401/2013 (AS-1)	L09	8339	35	2021-05-12	45546	6 34	C2020006	2023-02-28 11:25:03	NUMBERS UTILIZED CAN NOT BE MORE THAN NUMBERS ALLOTTED

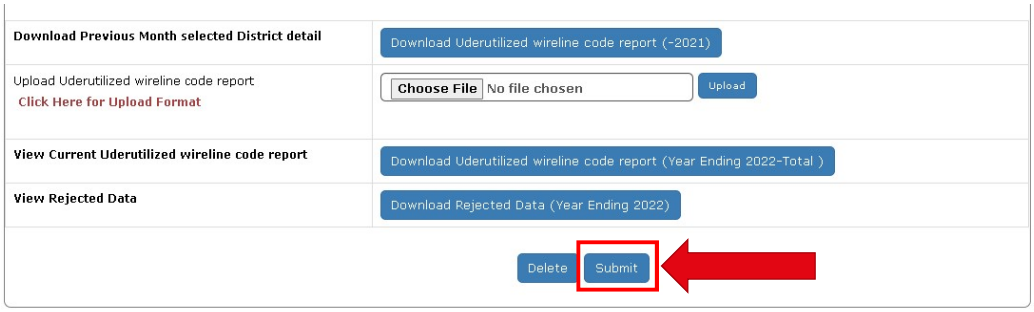
Data filling using Specified Format

- If any data is rejected, press “DELETE” button to delete all entries
- Modify the data to avoid rejection
- Again upload the file



Final Submission Screen

- Once data is uploaded with zero rejection, press "**Submit**" button for final submission



Data Submission Successful

The data is submitted and available with nodal officer



Thank You