User Manual
(Ver 1.0)

For
Applicant

GMDSS License Migration to Saralsanchar

Department of Telecommunications

Government of India

15th Dec, 2022

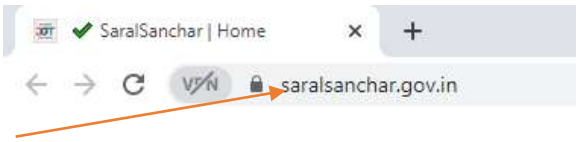
TABLE OF CONTENTS

Sl.No	Introduction	Page No.
1	Index	2
2	About the Portal	3
3	User Registration	4
4	User Login	6
5	Main Dashboard	7
6	Migration	8
7	Application form	9

About the Portal

'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.

How to Access



The application can be accessed through Internet Explorer/chrome web browser. The address for the portal is https://saralsanchar.gov.in. The user will land on the homepage once he/she connects to the above site.

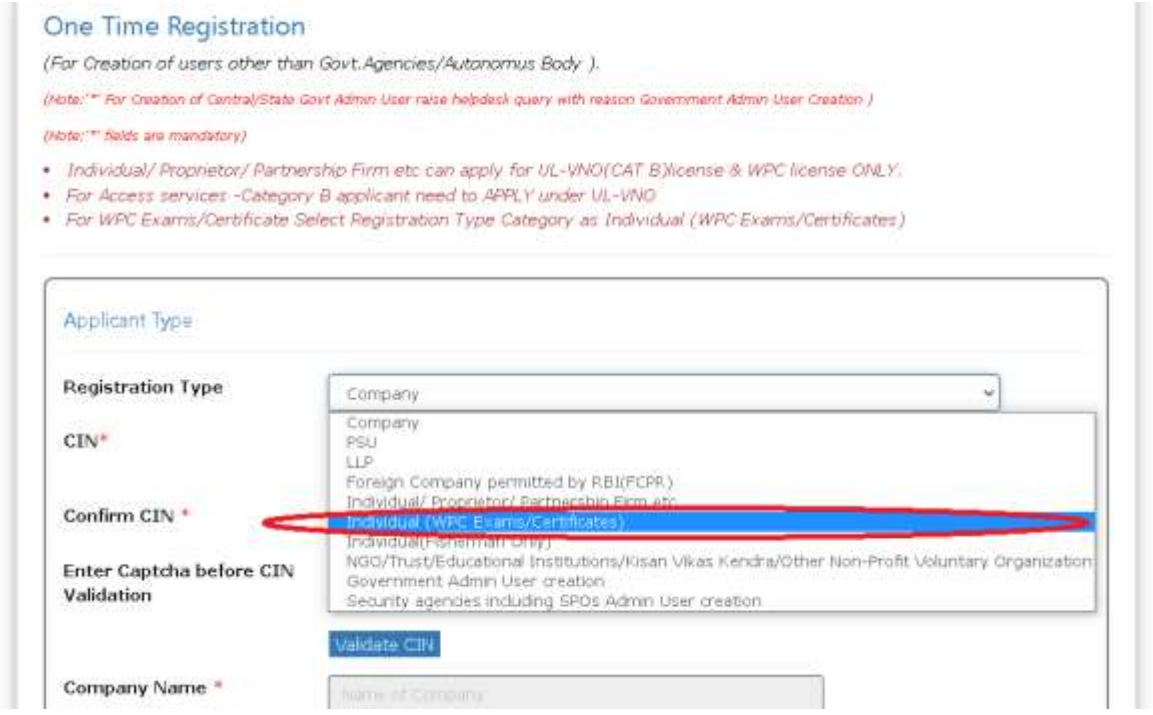
Saralsanchar Portal Home Page & Login:

Click on the Home Button on the above page. On the home page go to the Login button which is 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 if already registered. If not Click **Register Yourself** Button to register

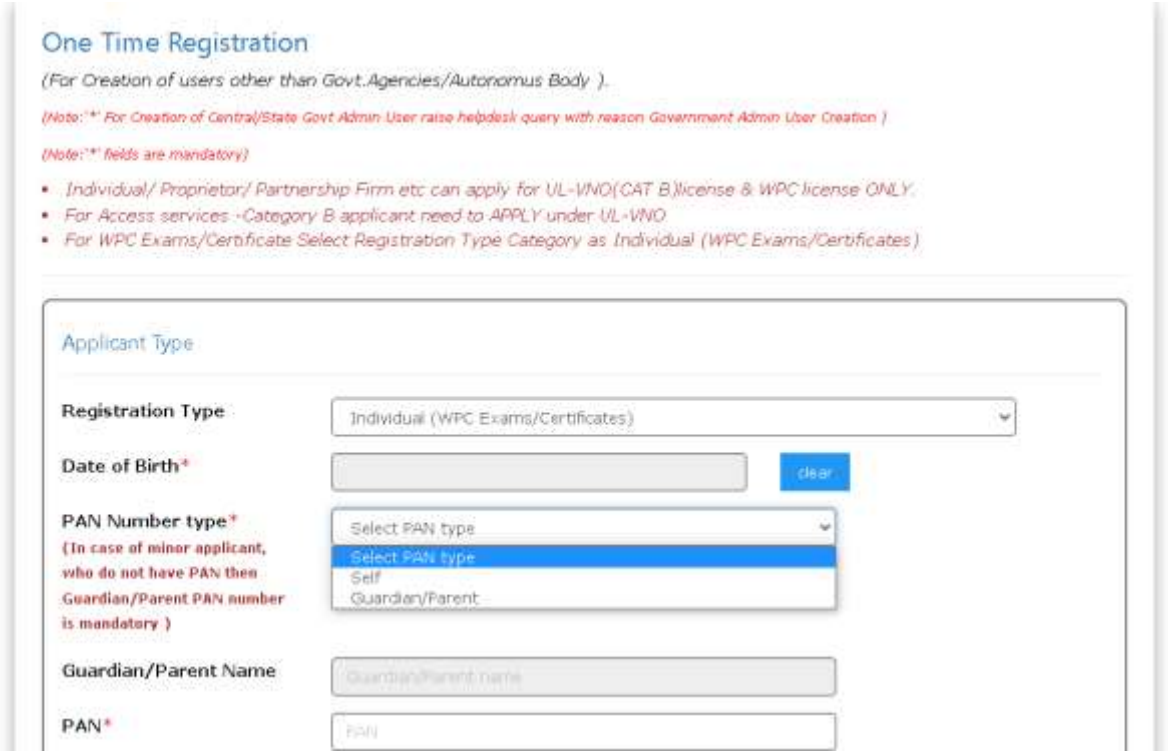
1. User Registration



Register yourself as shown in screen below, under registration type Individual (WPC/Certificates)



After Selection, The form changes as given below



After entering all the details , leave Corporate, Registered Office address blank and Enter the Authorized Signatory Details along with Address, Mobile number and Email.

Validation of Email and Mobile to be done and then Submit the For.

On Successful submit the userid along with password will be mailed to your validated mail id.

Login with the new user id and password and change the password.

2. User Login

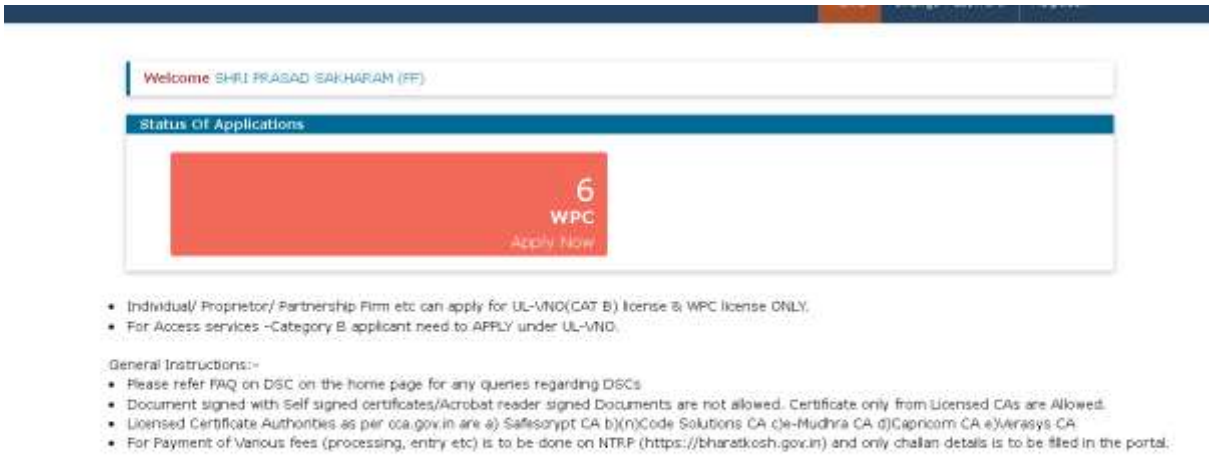


If you have forgotten your password, Click reset button

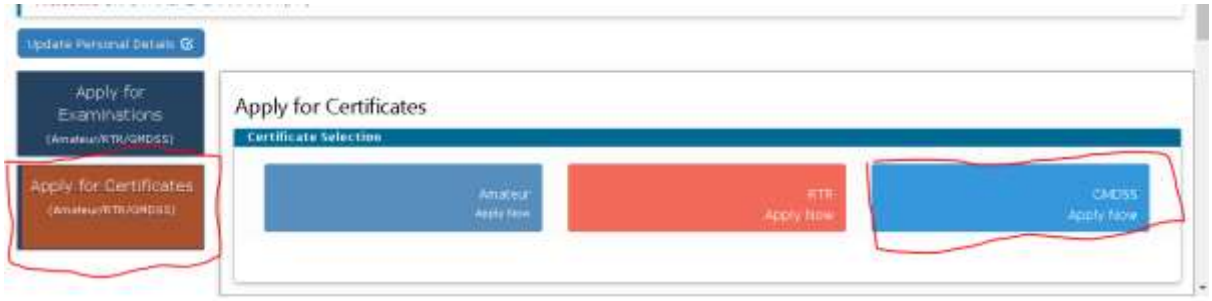


If user successfully the login, then user dashboard page below the screen.

3. Main Dashboard



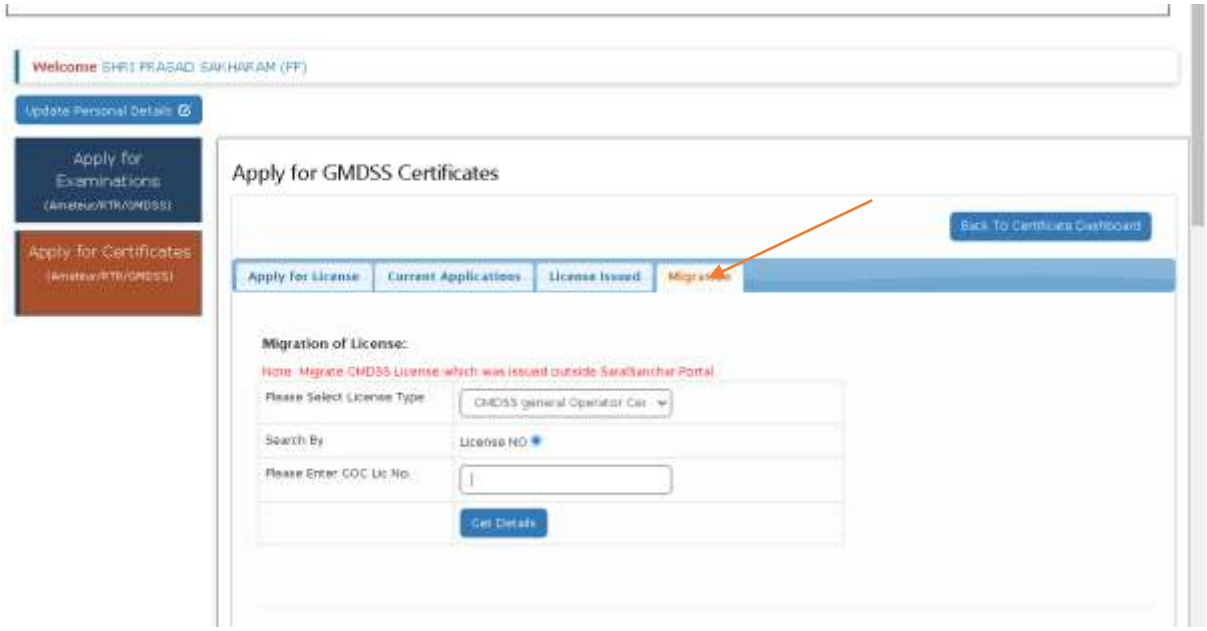
Click Apply now



Click Apply now in the GMDSS Button.

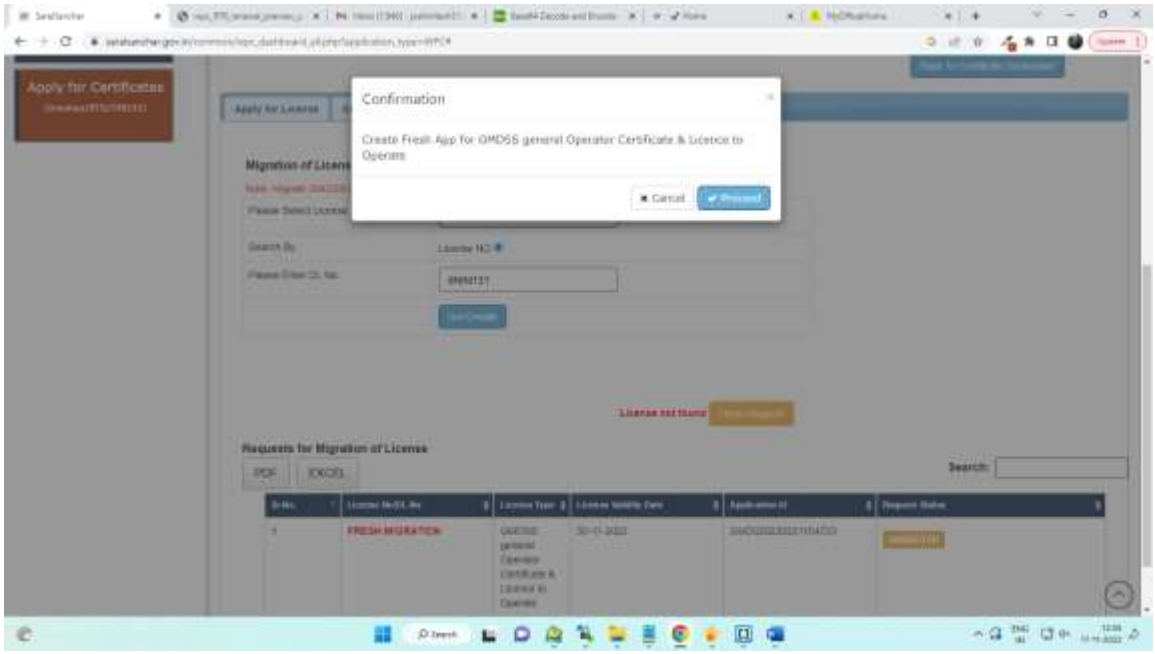
4. Migration

In the Dashboard for GMDSS, Click Migration tab

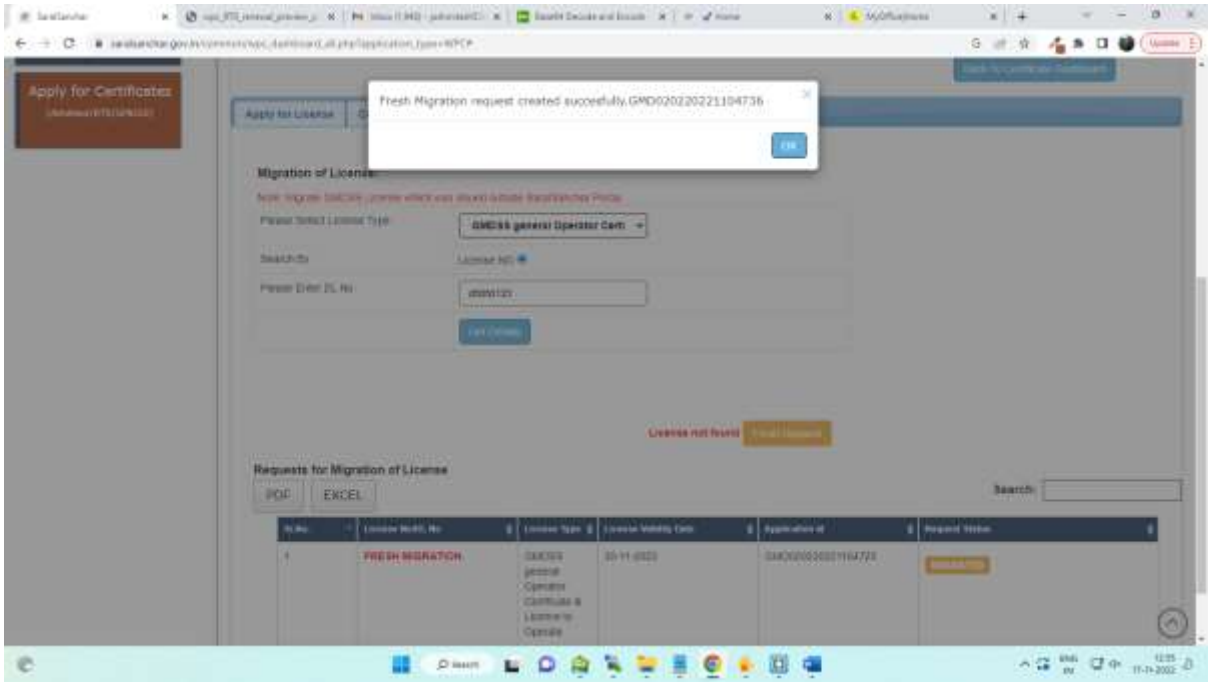


Select License type as GMDSS GOC , Search by License No and Enter the GOC LIC No.

Click Get Details. If the Portal has Data It will show the data in the table below. If not the Migration request will be Fresh request and confirmation to proceed will be shown. Click proceed to confirm.

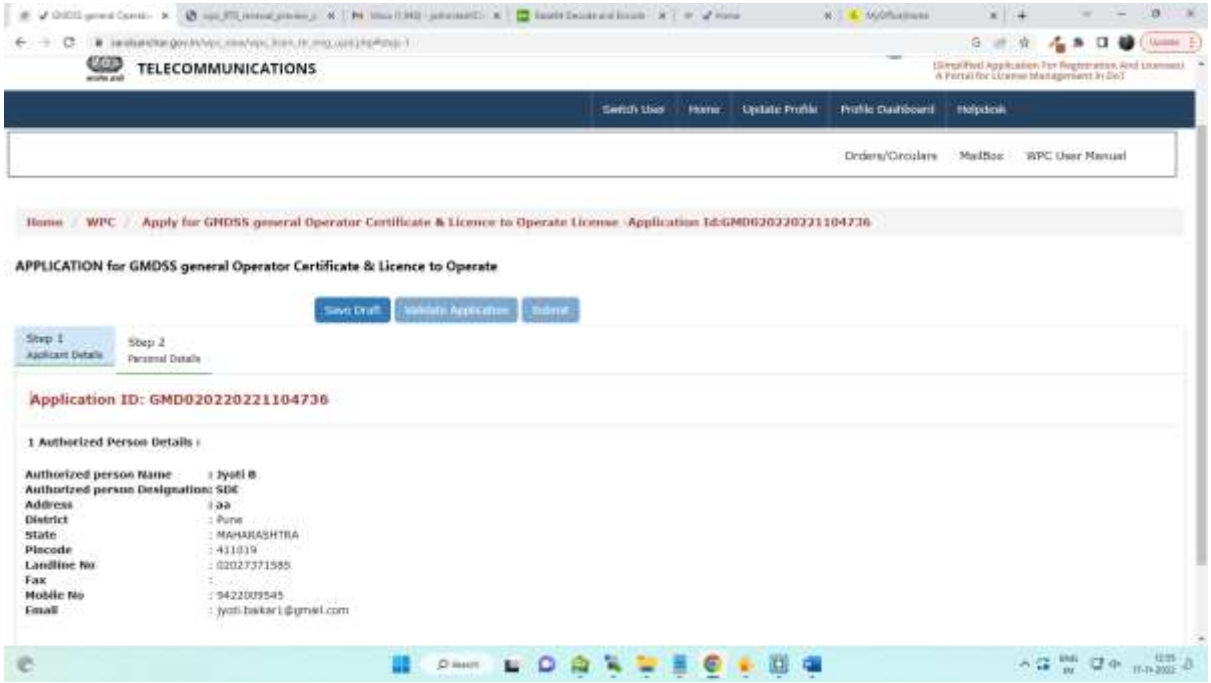


Migration request is created successfully and is shown as

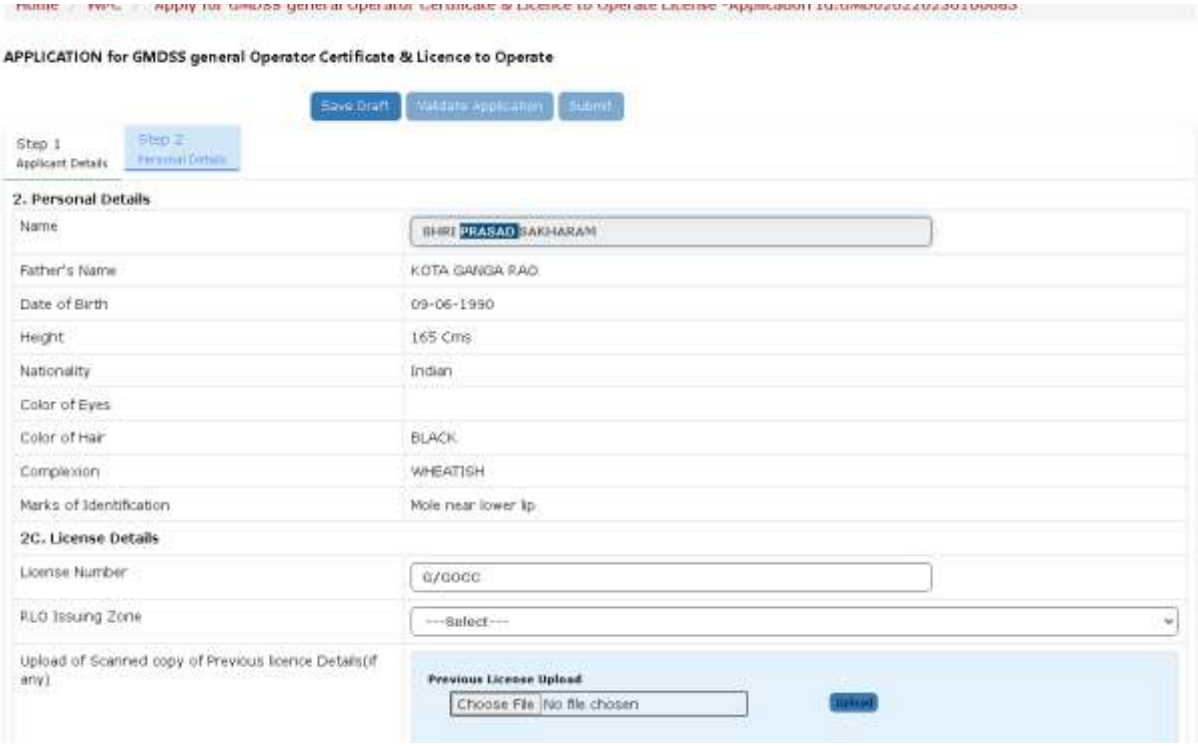


On clicking OK the Form is shown as, Step -1 shows the Applicant Profile details entered at the time of registration, if any mistake in these details, Update profile menu is available in the top menu bar to update the details. If all details are fine then click save draft to save the application.

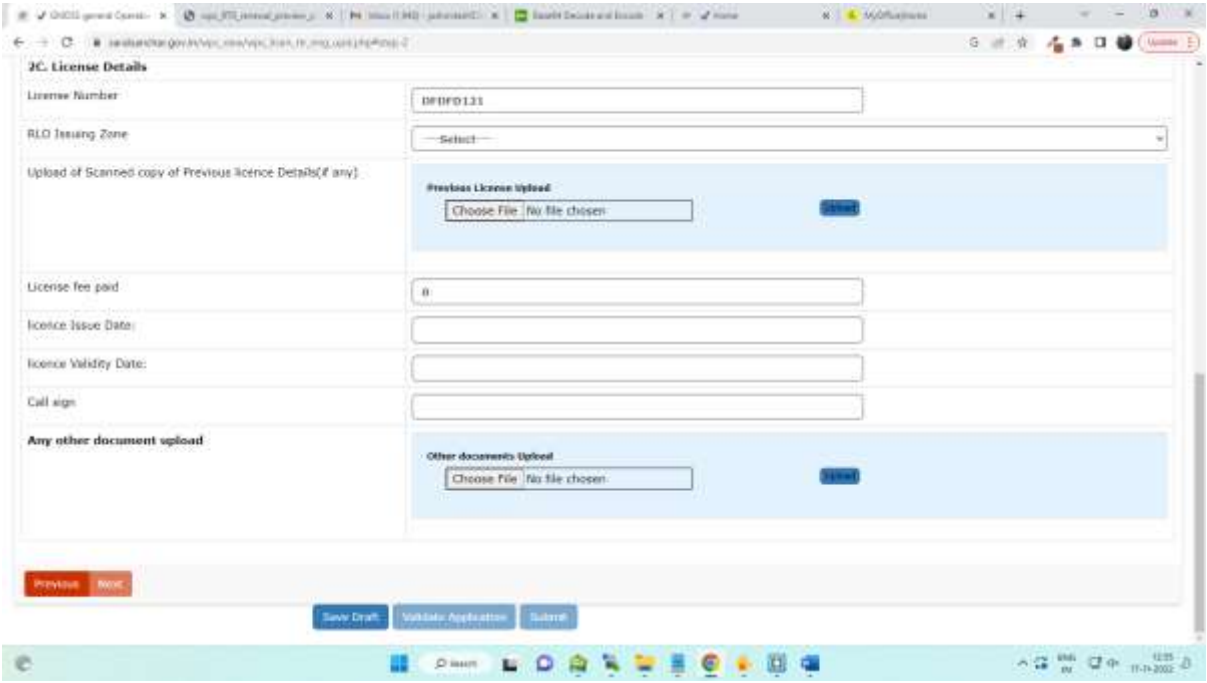
5. Application form



In Step -2 License details are shown, The Name shown in picked up from Profile and is non editable.

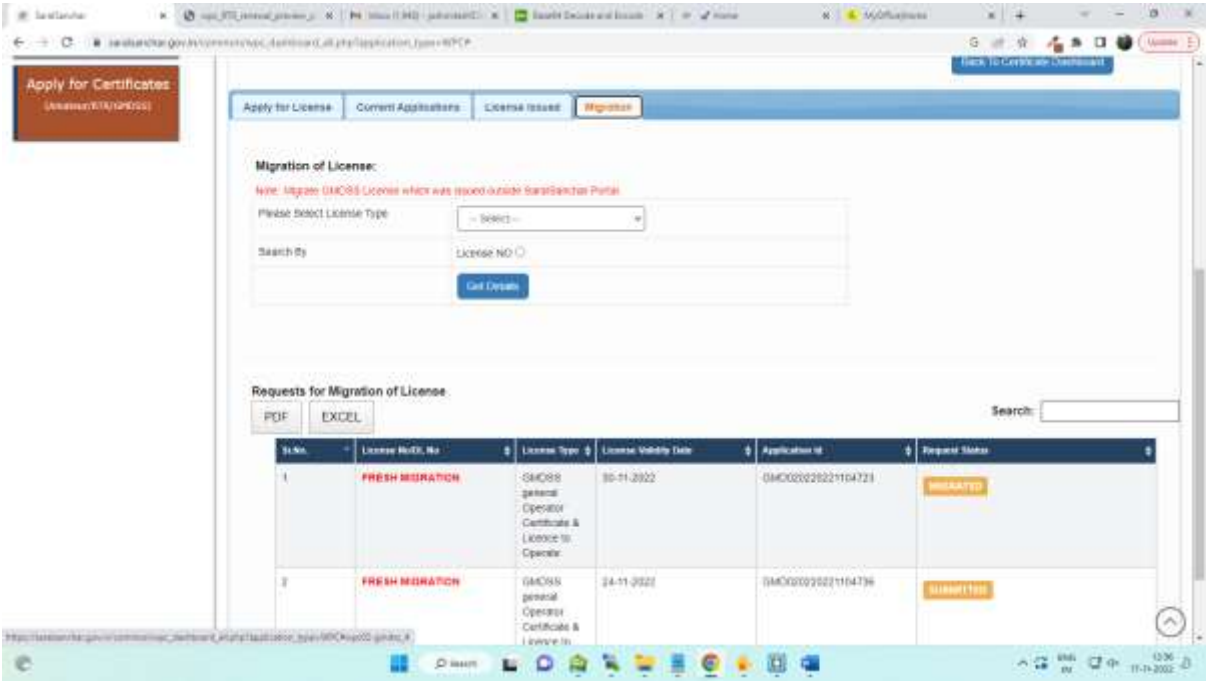


Enter the License details and upload necessary documents as shown



Once Data entry is complete click save draft button, Validate button and Submit the application.

Submitted applications are available on the Migration tab with status.



Once the scrutiny is done at the WPC DoT end with acceptance, the request shows as MIGRATED.

If not accepted, the request shows as REJECTED with Remarks.

The user may create another request for migration.

Once successfully migrated, the user can proceed for Renewal of License activity.