User Manual
(Ver 1.0)

For
Applicant

GMDSS License Renewal

Department of Telecommunications

Government of India

15th Dec, 2022

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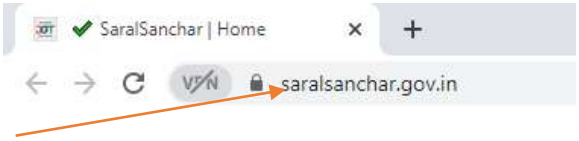
About the Portal

'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.

The following types of Licenses/Authorizations are issued from this portal:

- Unified License
- Unified License-Virtual Network Operator
- WPC Licenses
- PM-WANI

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.

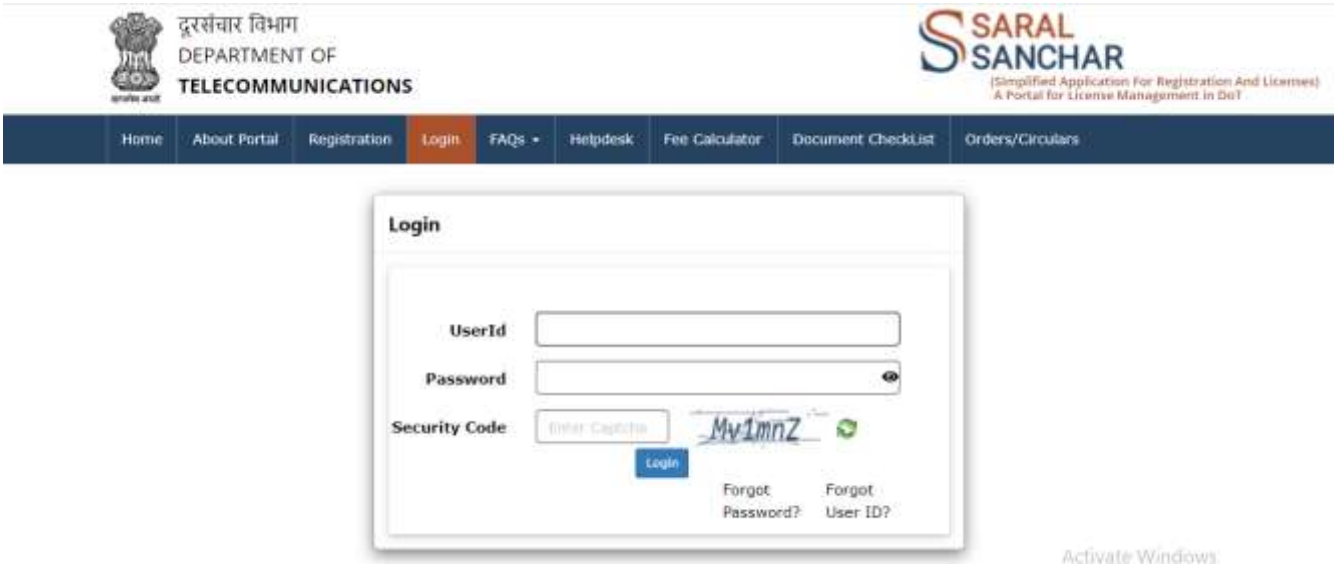
Saralsanchar Portal Home Page & Login:

2. Portal 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 registed. If not Click **Register Yourself** Button to register

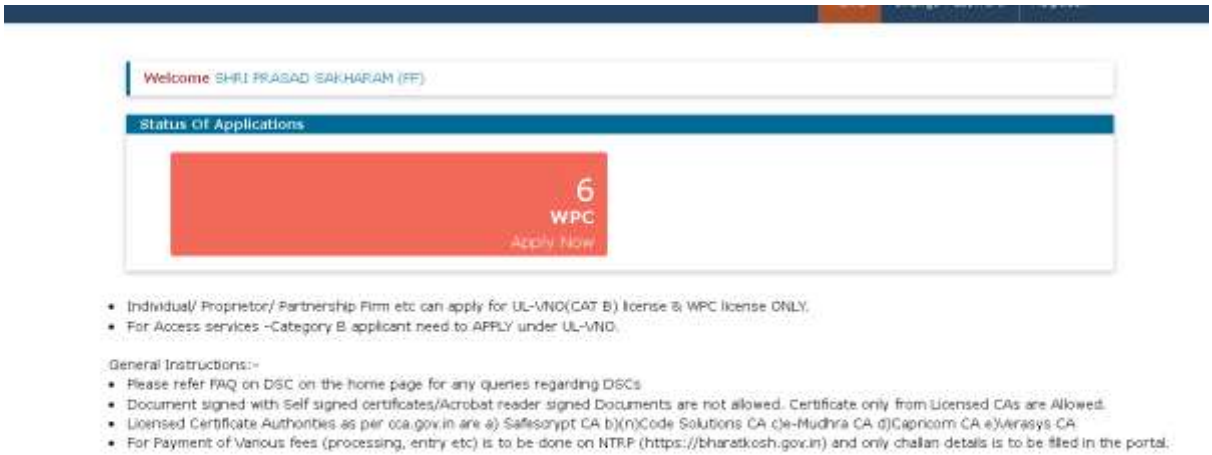


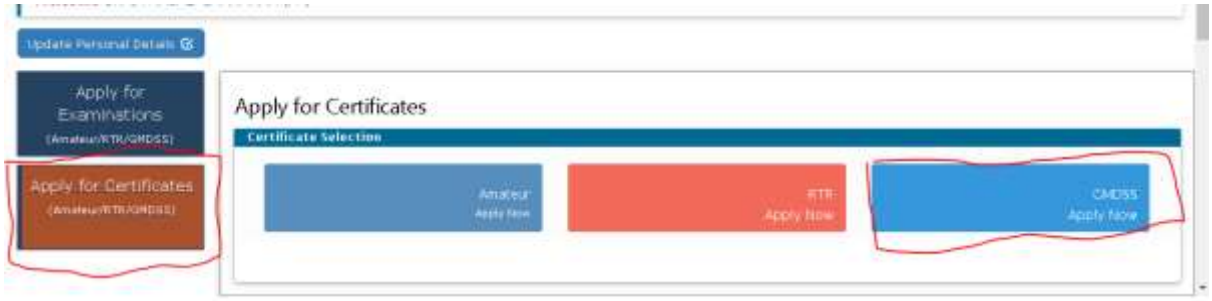
If you have forgotten your password, refer to the section Reset forgotten password.



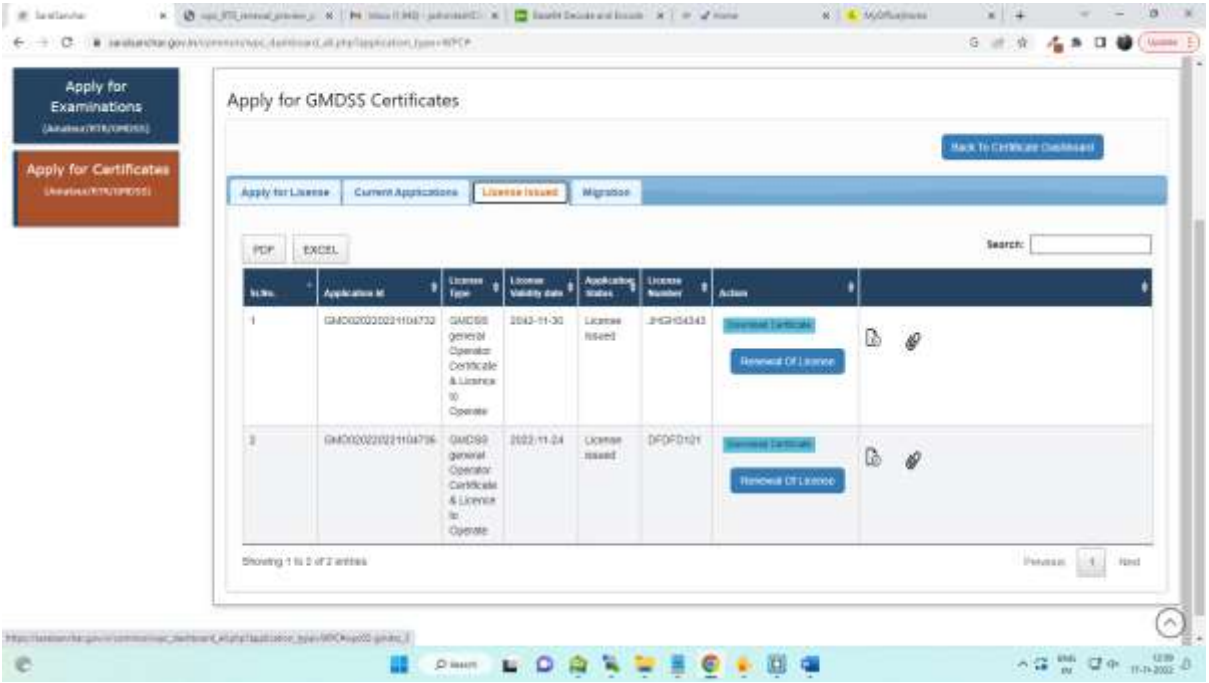
If user successfully the login, then user dashboard page below the screen.

3. User dashboard



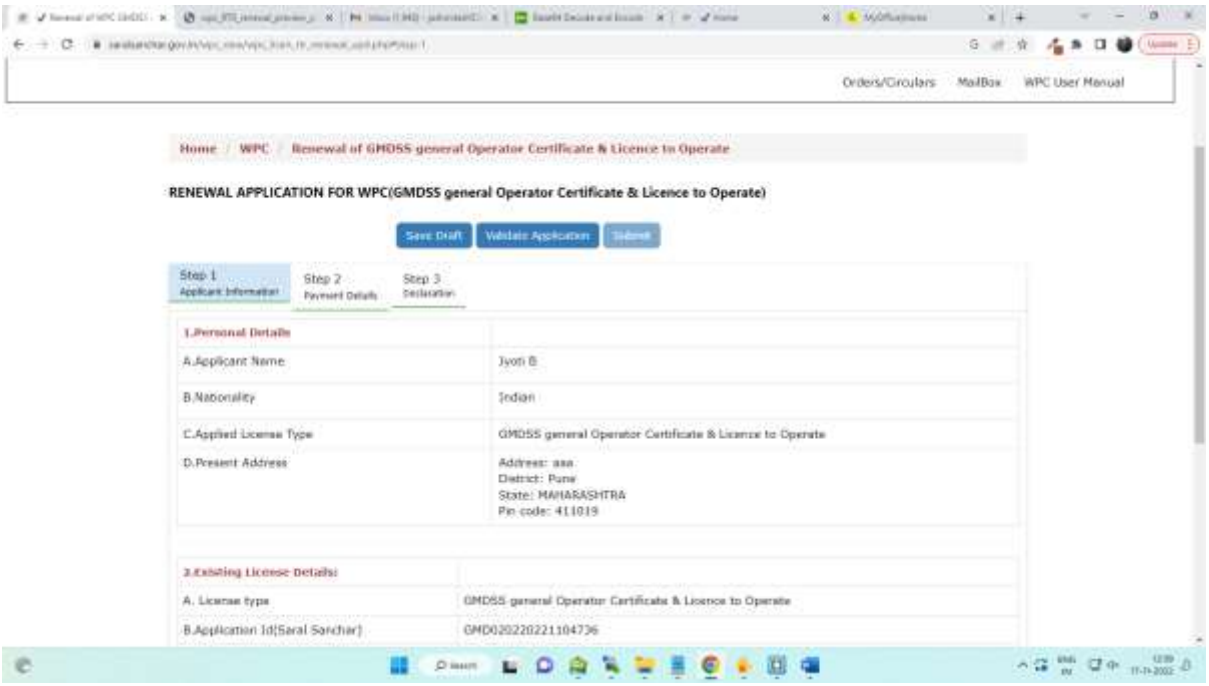


Under License issued Tab, Licenses issues will be available. For every license due for renewal shows Renewal of License button.

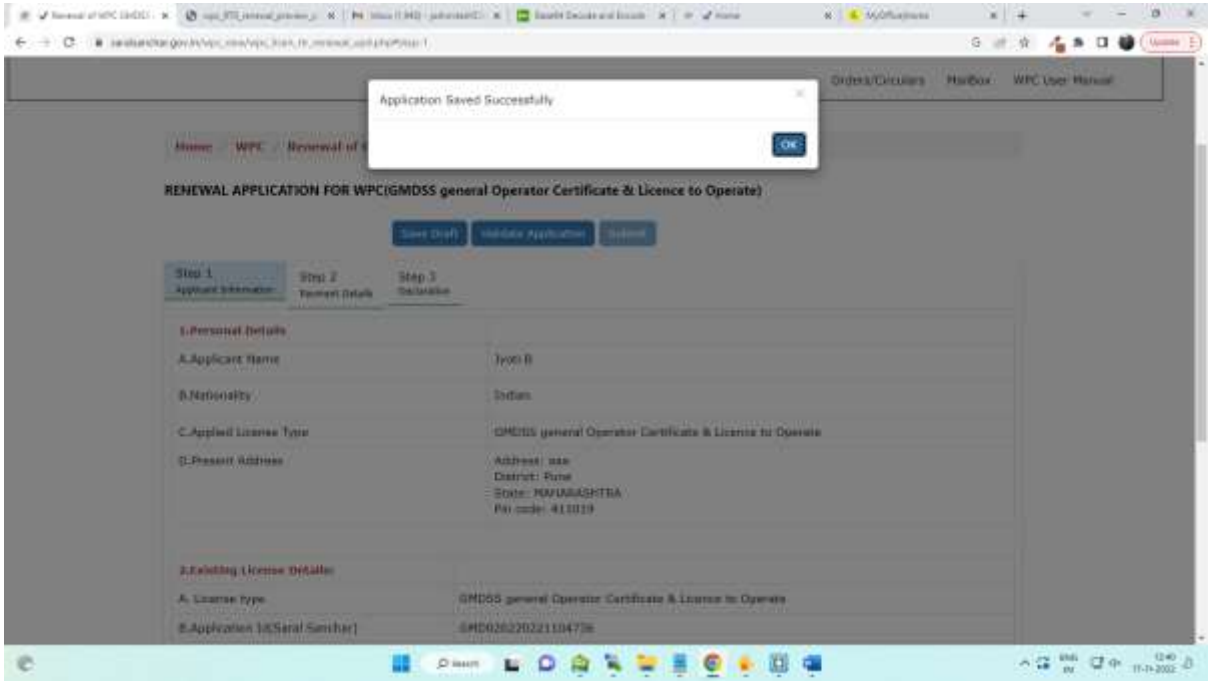


4. Renewal Application

On Clicking the Renewal of License Button. Under step -1 applicant information is displayed



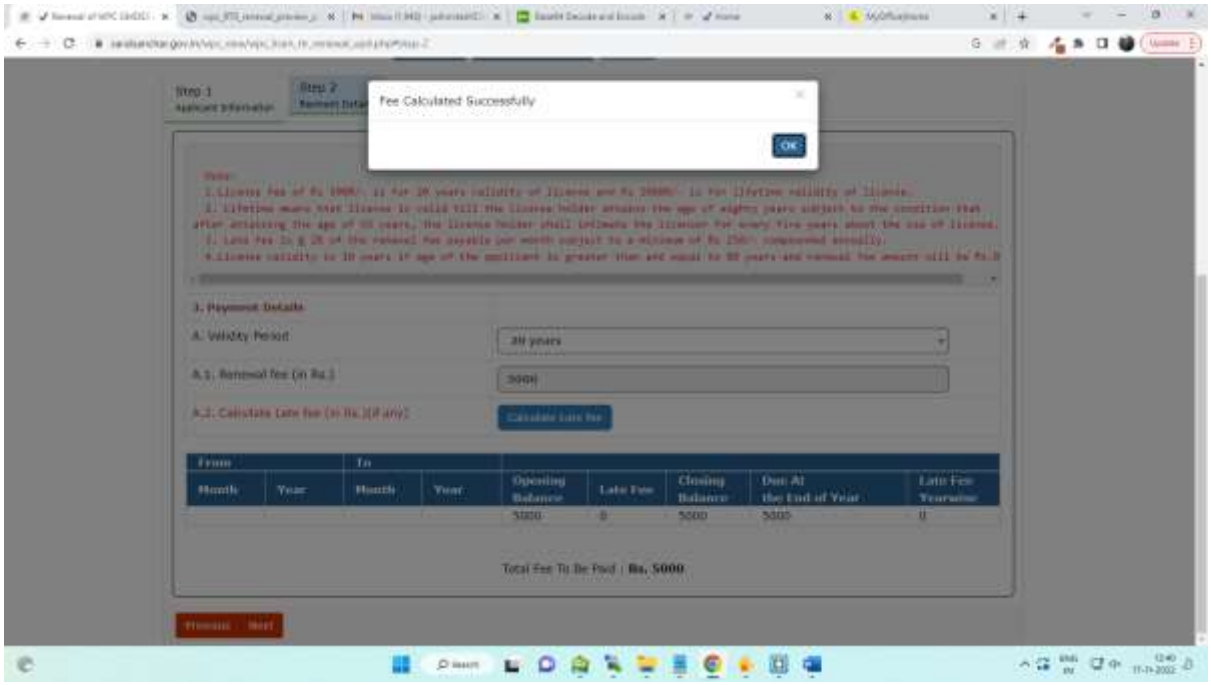
Click Save Draft to save the application



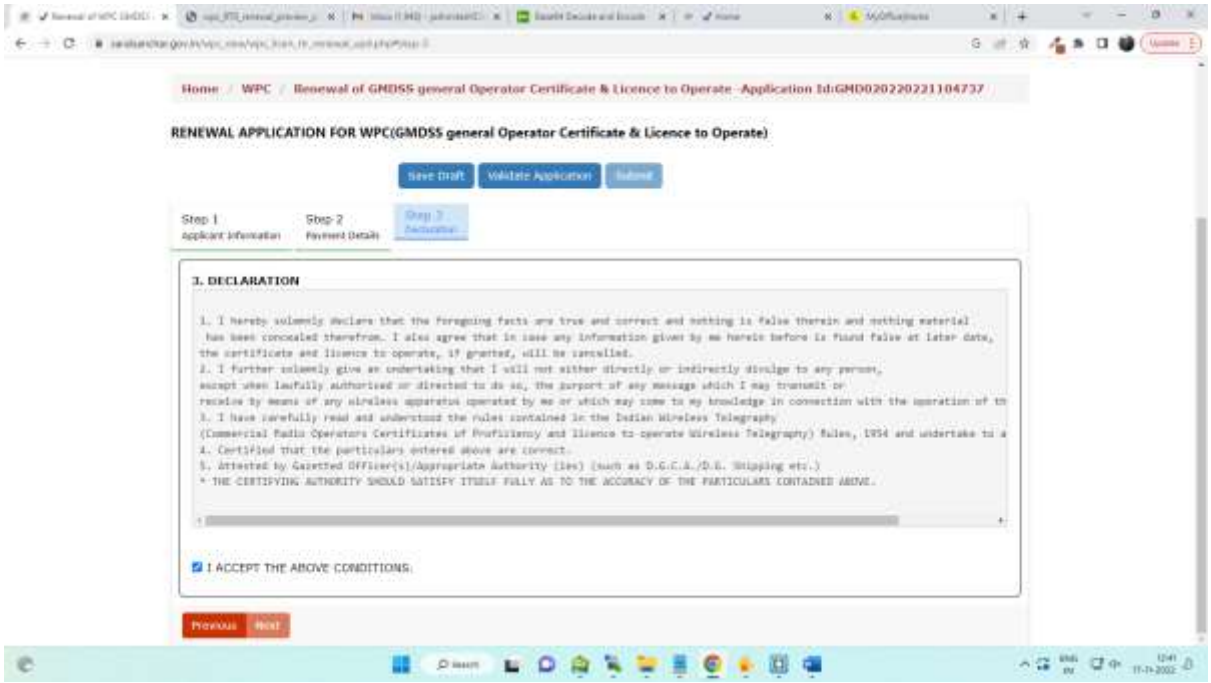
Go to Step 2 for Payment Details



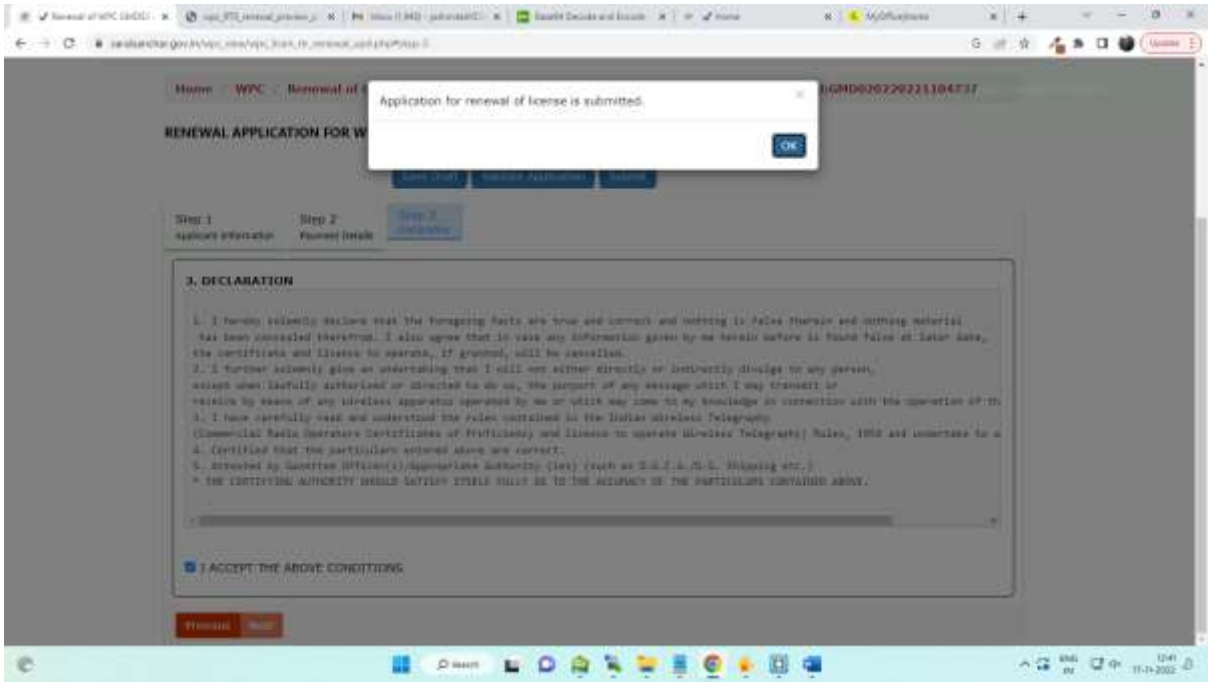
Click Calculate Late fee Button to get the Total fee. Late fee is displayed in Table format



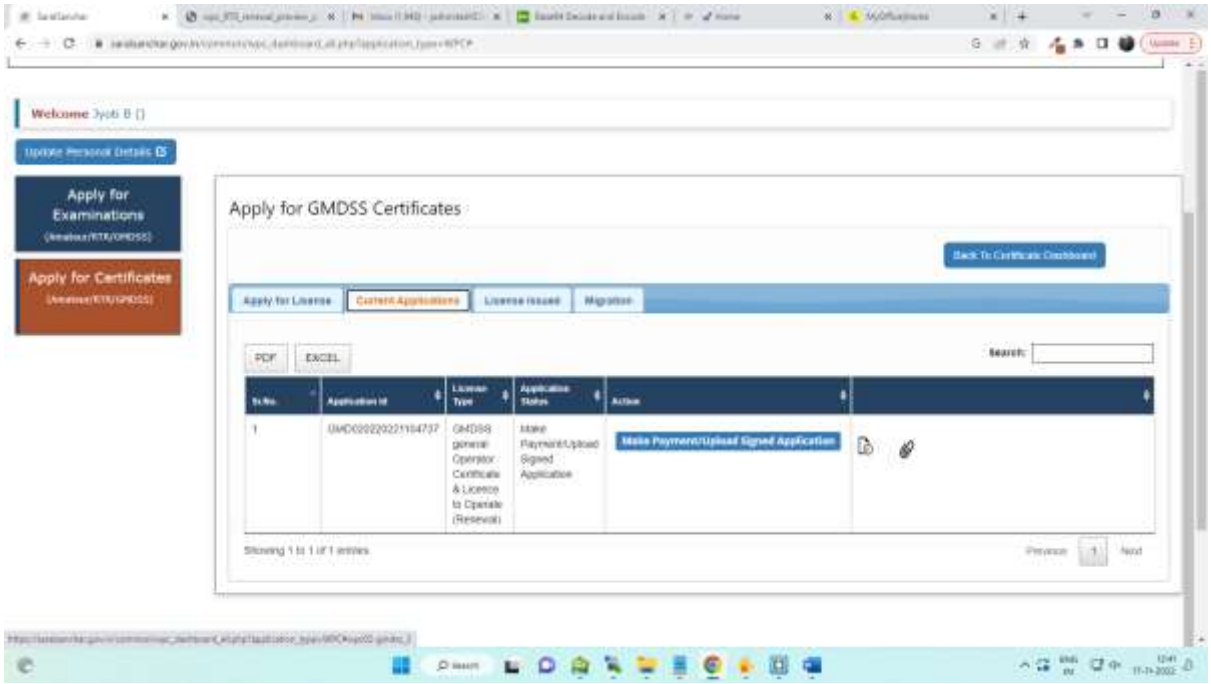
Go to Step -3 to complete the acceptance of Declaration



Click the Save Draft button and validate the application. If no errors Submit the application to for payment of fee.

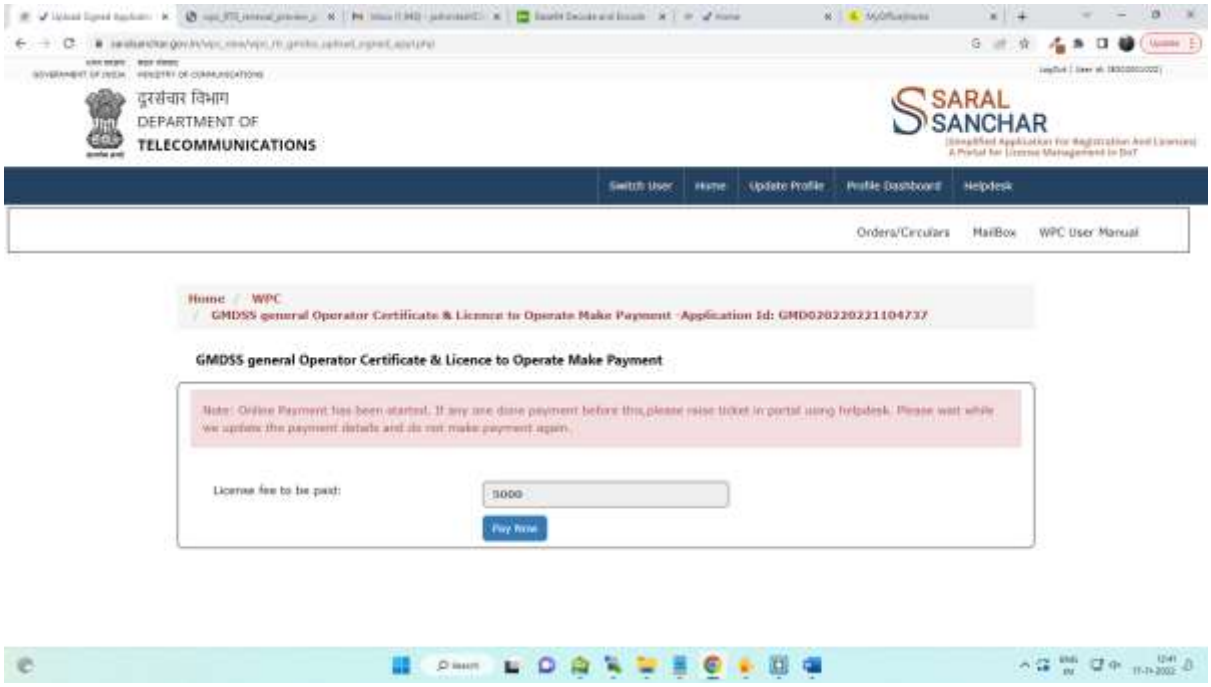


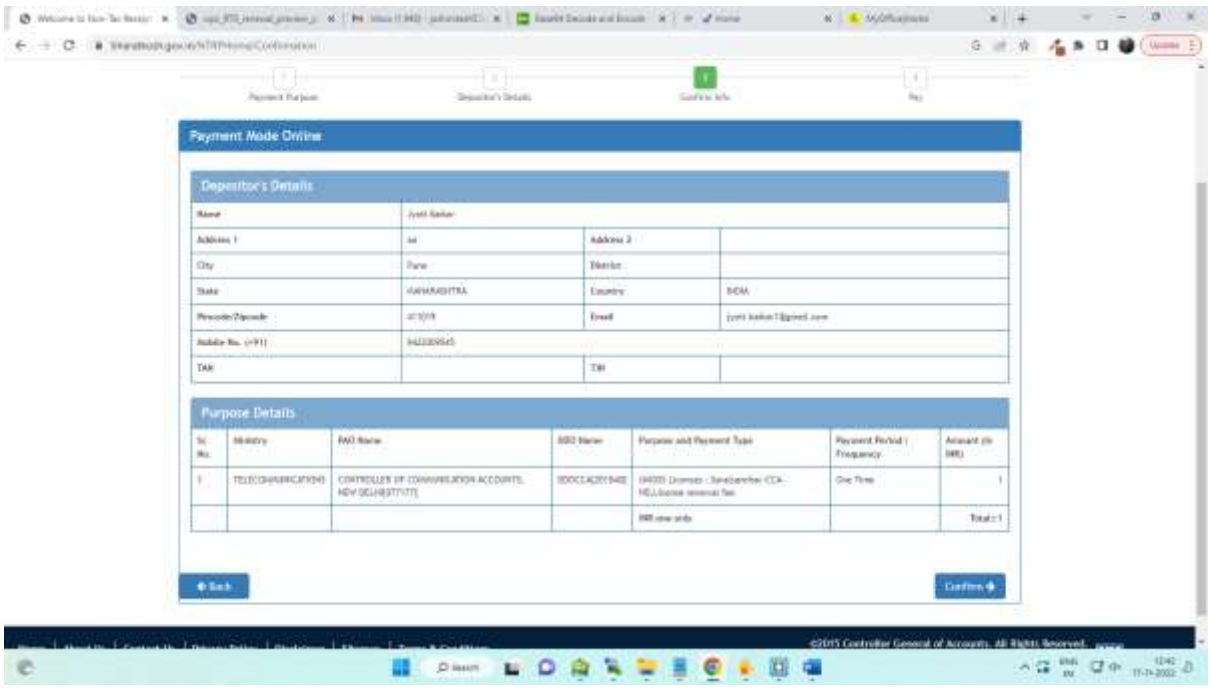
After submit you will be redirected to Bharatkosh payment portal, If you missed this action still the renewal application is available in the current applications and go for payment.

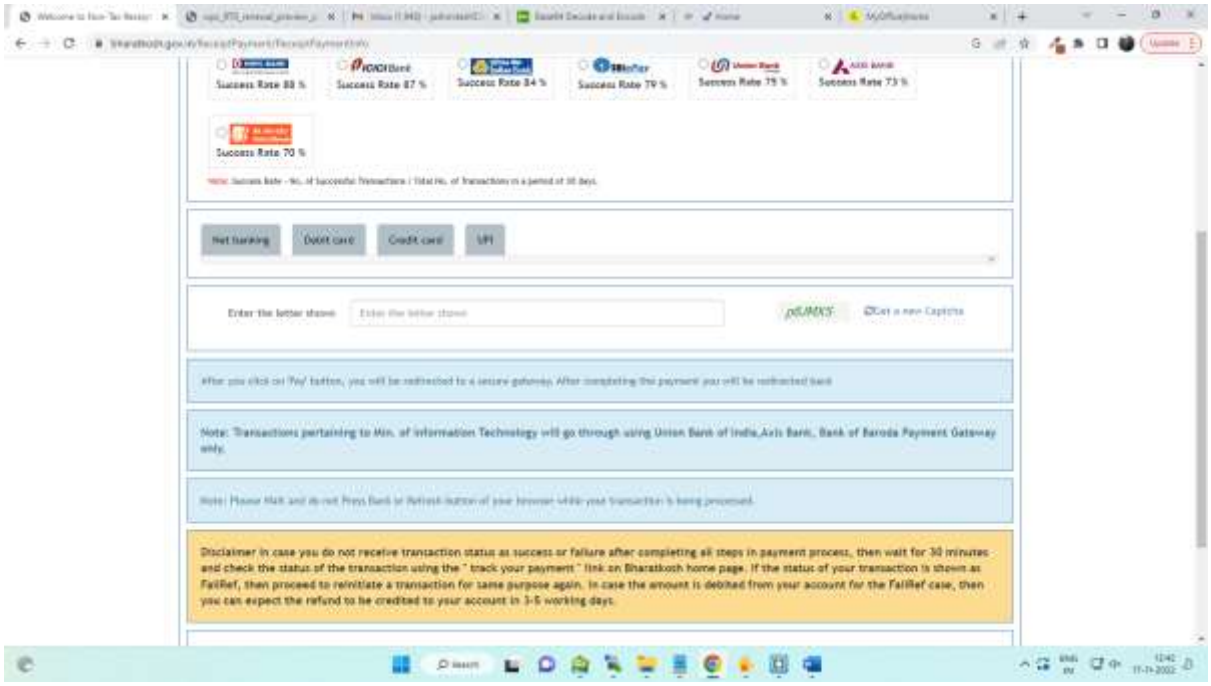


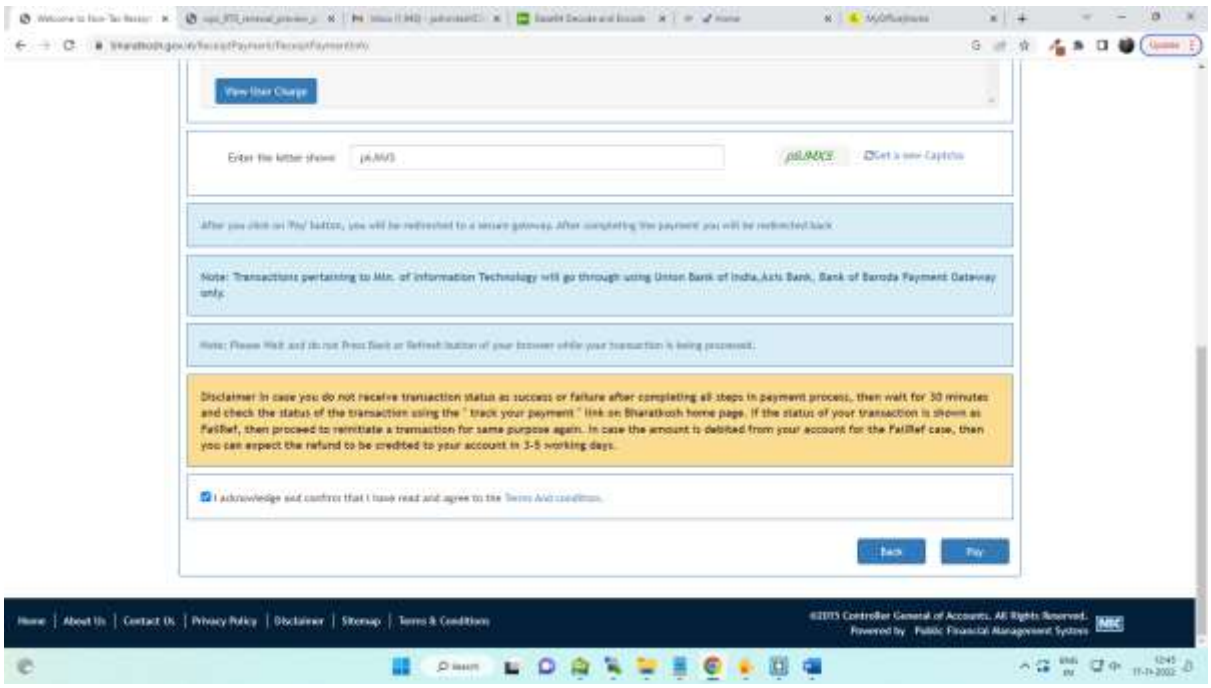
3. Payment

Click pay now button and follow the steps as listed below screens.

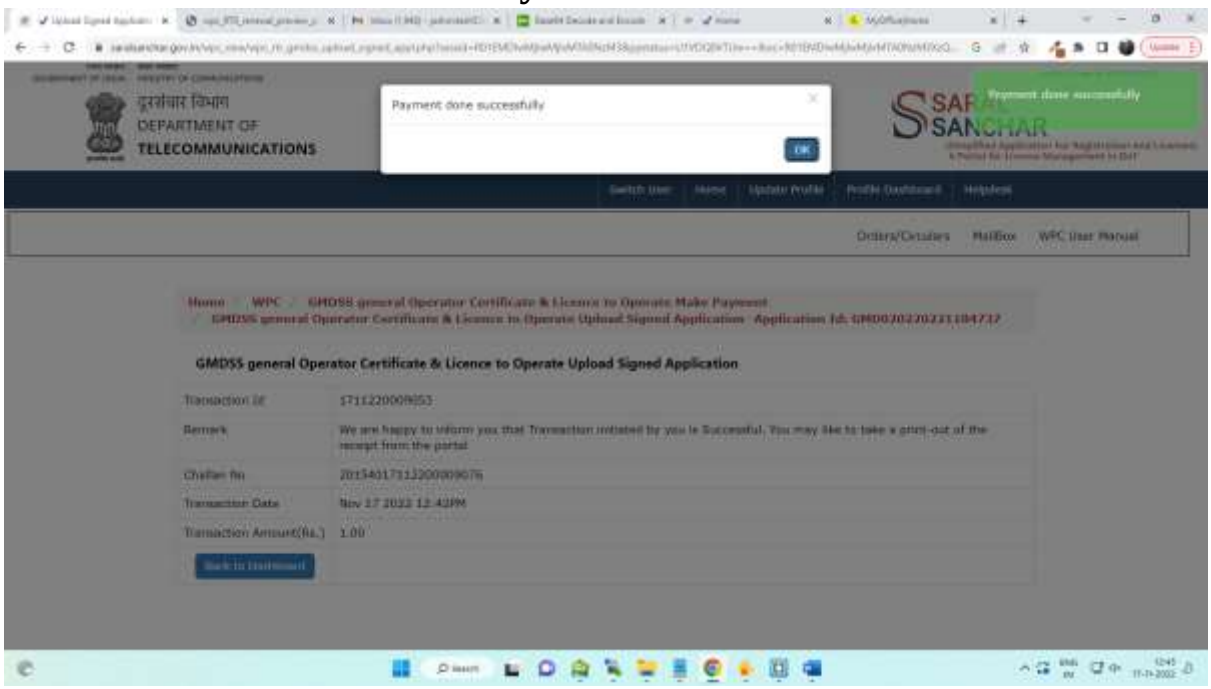


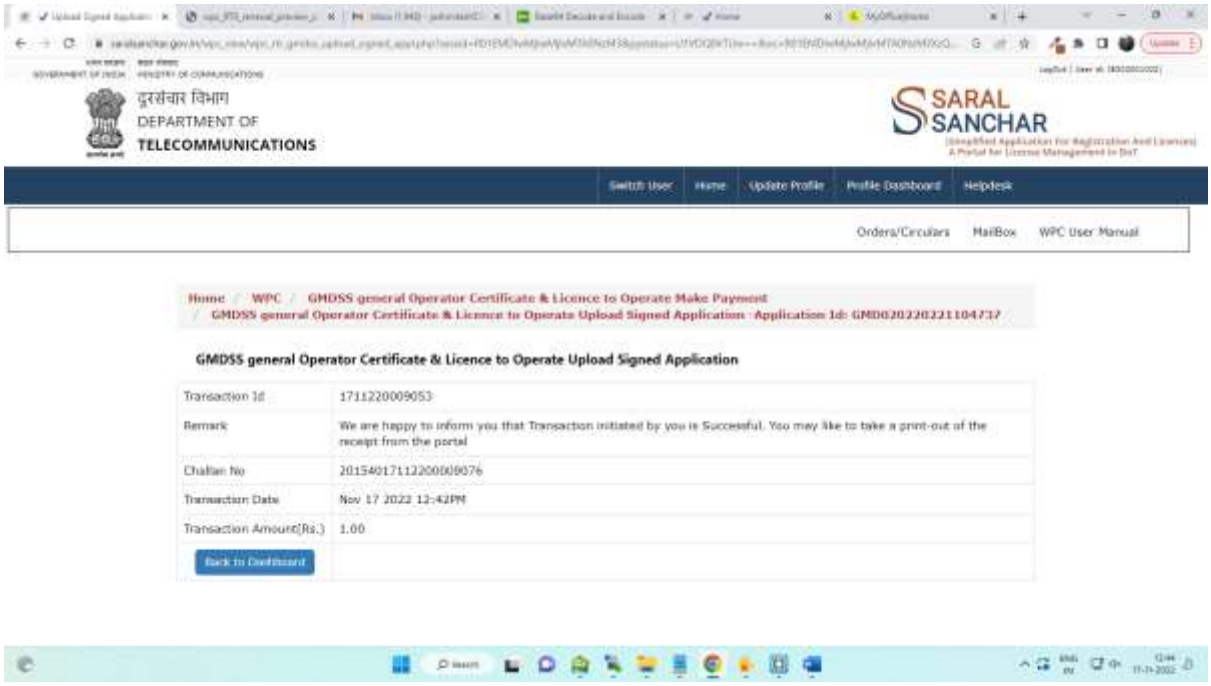


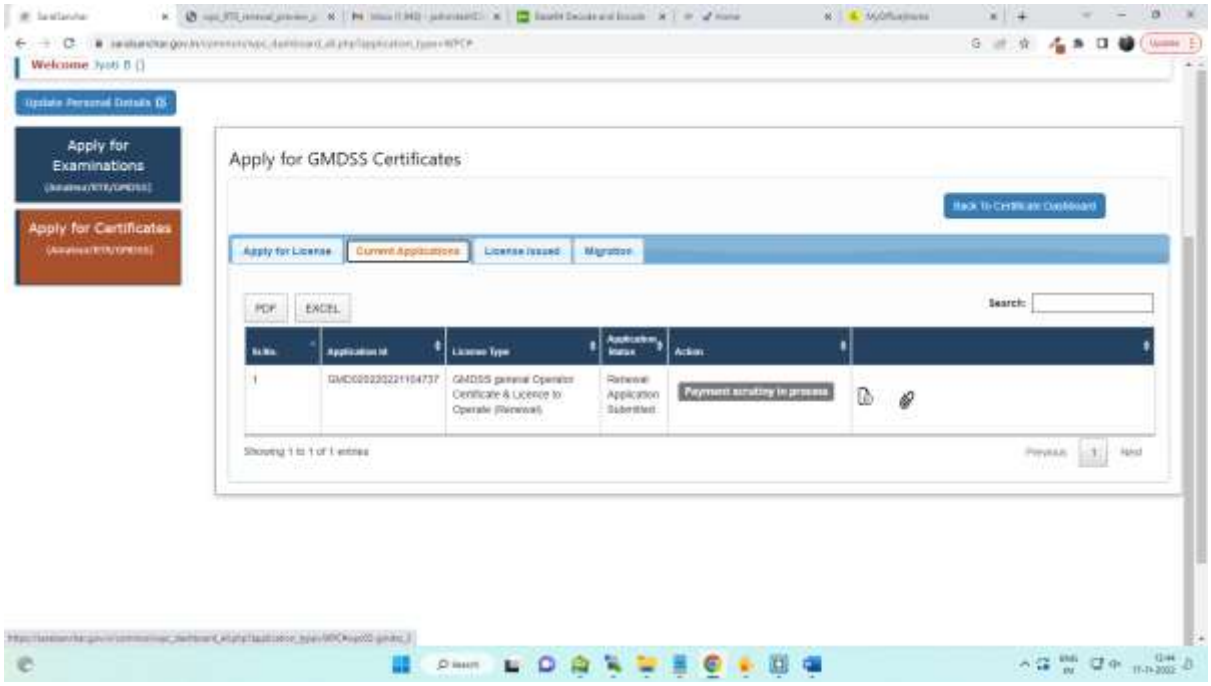

Success Rate 88 %
Success Rate 87 %
Success Rate 84 %
Success Rate 79 %
Success Rate 75 %
Success Rate 73 %
Success Rate 70 %
Net banking
Debit card
Credit card
UPI
Enter the letter shown
Note: Transactions pertaining to Min. of information Technology will go through using Union Bank of India,Axis Bank, Bank of Baroda Payment Gateway only.
Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as Failed, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your account for the Failed case, then you can expect the refund to be credited to your account in 3-5 working days.


View User Charge
Enter the letter shown
Note: Transactions pertaining to Min. of information Technology will go through using Union Bank of India,Axis Bank, Bank of Baroda Payment Gateway only.
Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as Failed, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your account for the Failed case, then you can expect the refund to be credited to your account in 3-5 working days.
I acknowledge and confirm that I have read and agree to the Terms And condition.
Back
Pay
Home | About Us | Contact Us | Privacy Policy | Disclaimer | Sitemap | Terms & Condition

After the completion of Payment, you will be redirected back to Saralsanchar Portal with Payment success screen.







Once Scrutiny Process is completed and accepted in the DoT side. Then the certificate will be available on user dashboard for download.

