USER MANUAL

(For Licensee)

Migration of AMSL &MMSL licenses on Saralsanchar

Department of Telecommunications

Government of India

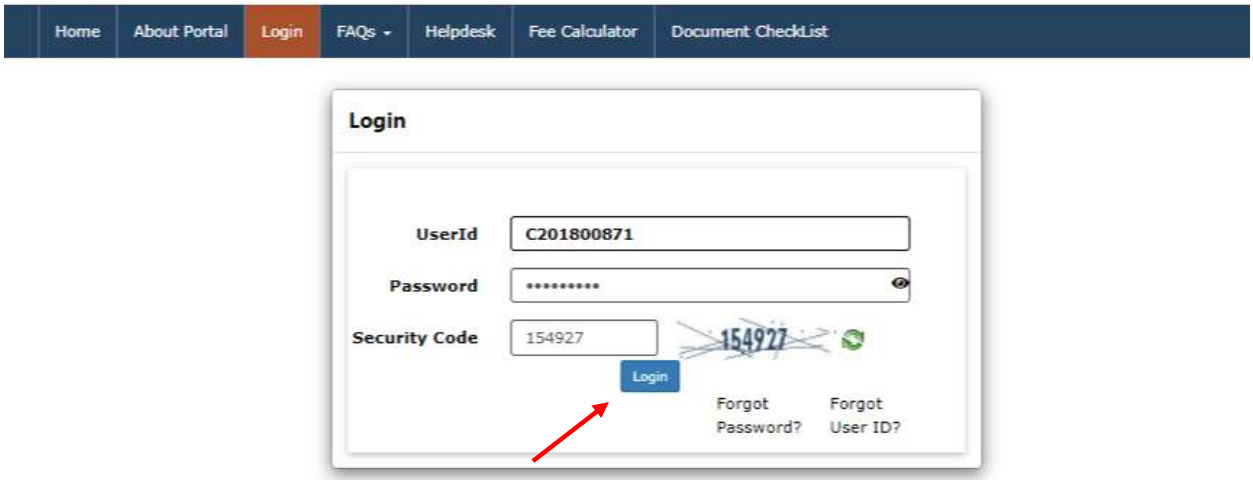
15th June, 2023

AERO MOBILE STATION LICENSE/ MARITIME MOBILE STATION LICENSE MIGRATION—USER MANUAL

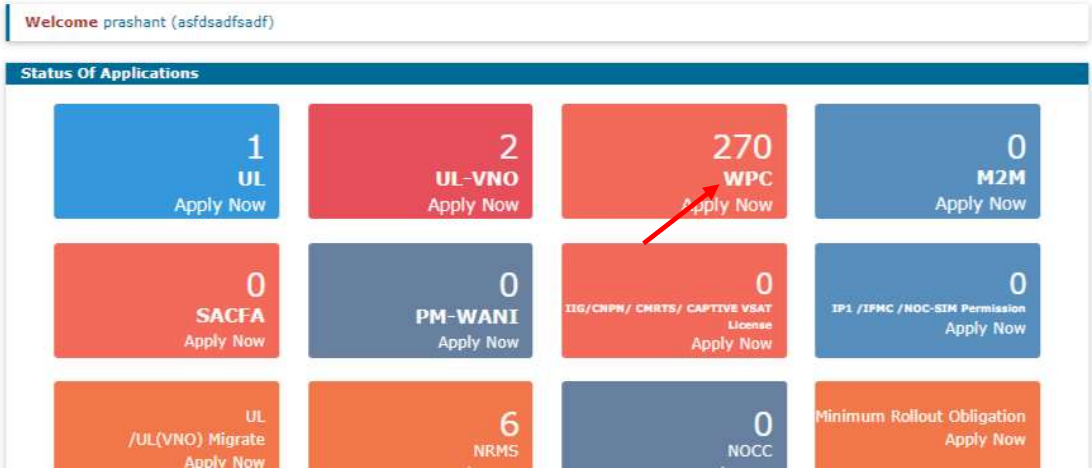
1. Visit Saralsanchar portal at https://saralsanchar.gov.in. Click on Log in button.



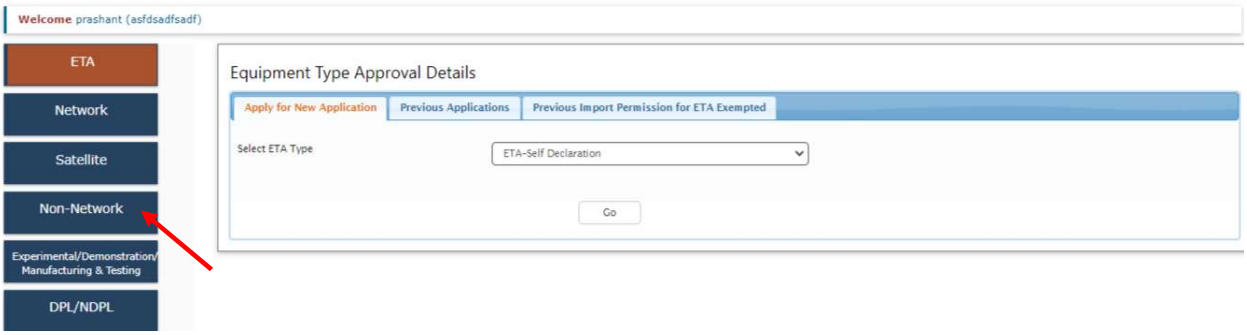
2. Enter Saralsanchar username, password and security code. Click on “log in” button.



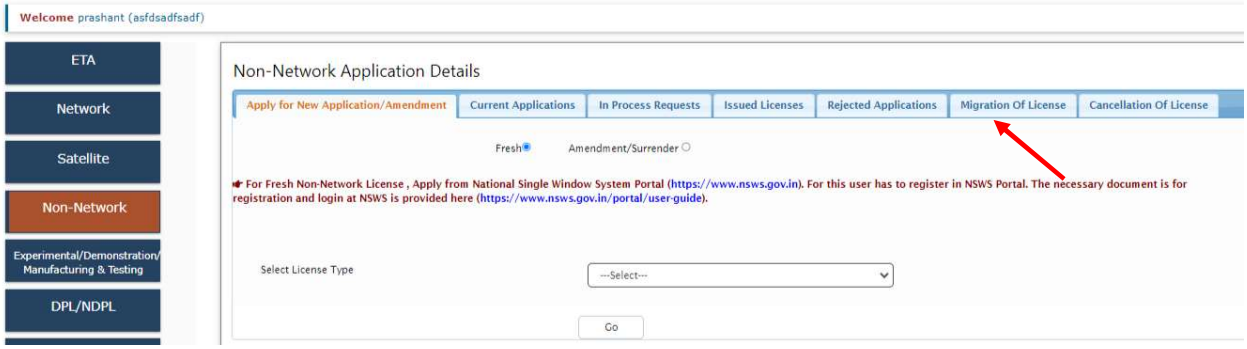
3. Click on “WPC” block.



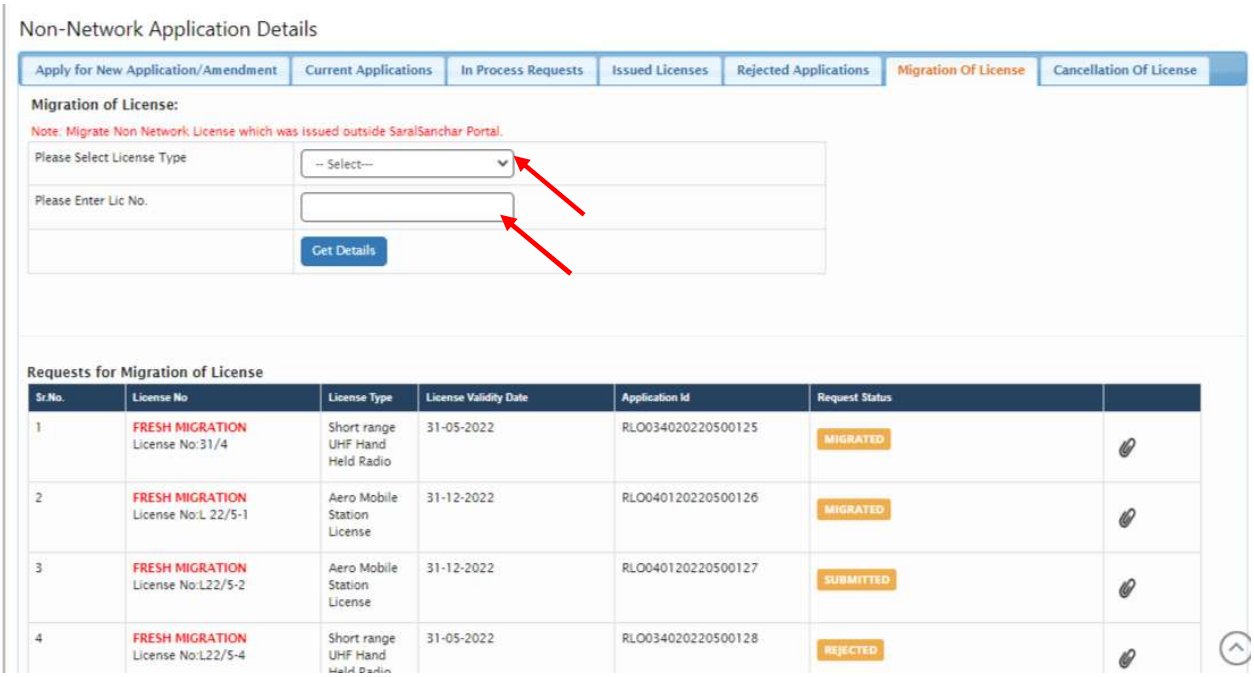
4. Click on “Non Network” tab.

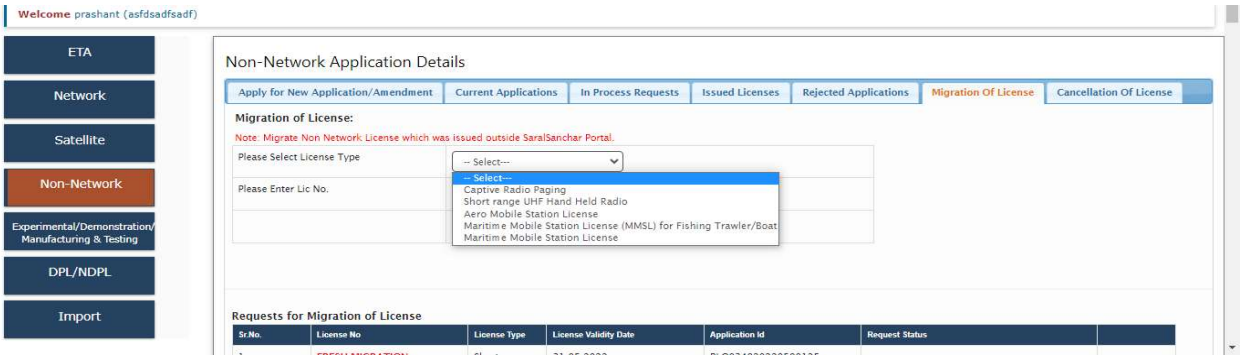


5. Click on “migration of license” tab.

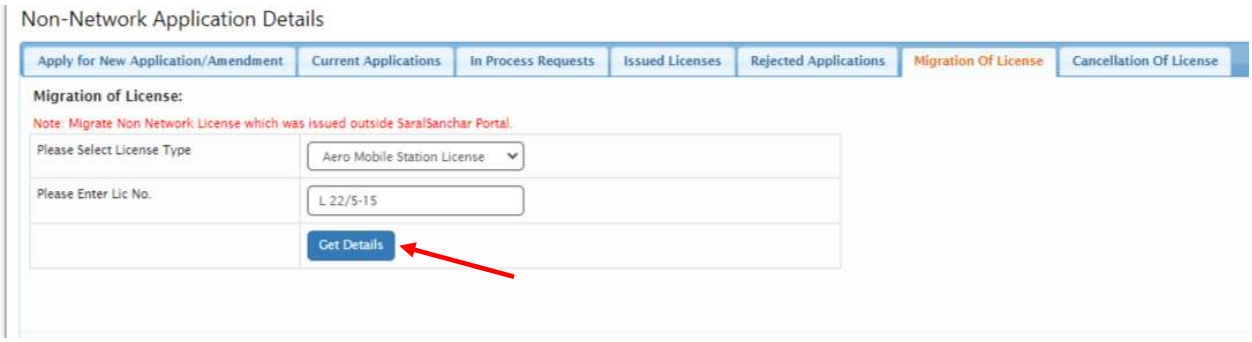


6. The following screen appear. Select the license type and enter the license number to be migrated.

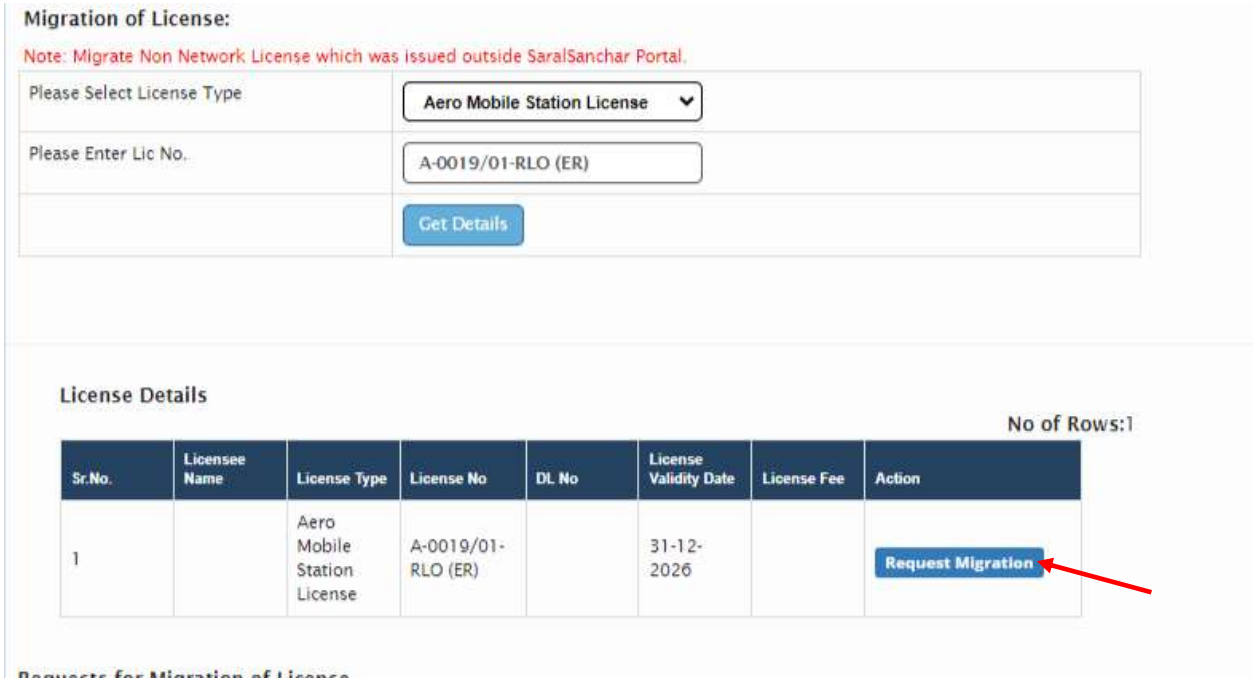




7. Click on Get details button.



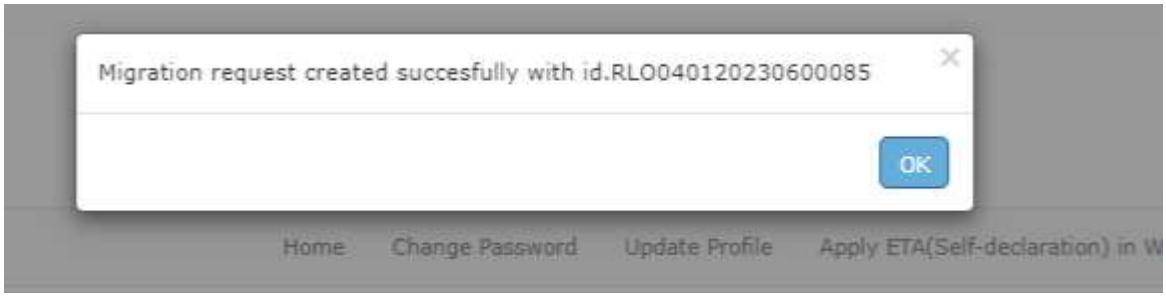
8. If details are available in SARALSANCHAR then it will show in table as below. Click on "request migration" button to initiate migration.



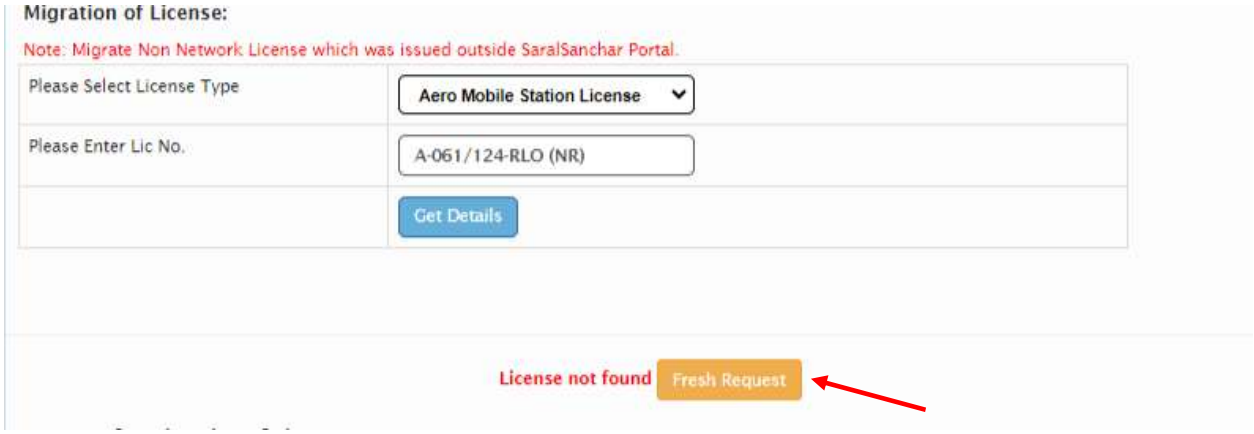
Click on “proceed” button to give confirmation.



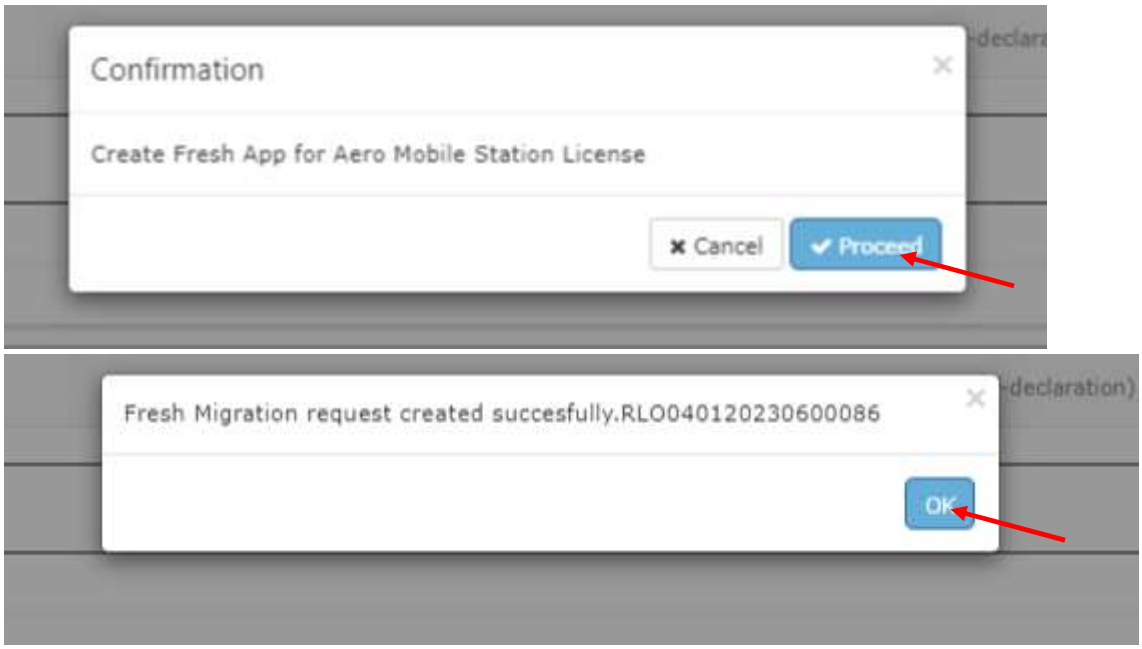
Migration request get created.



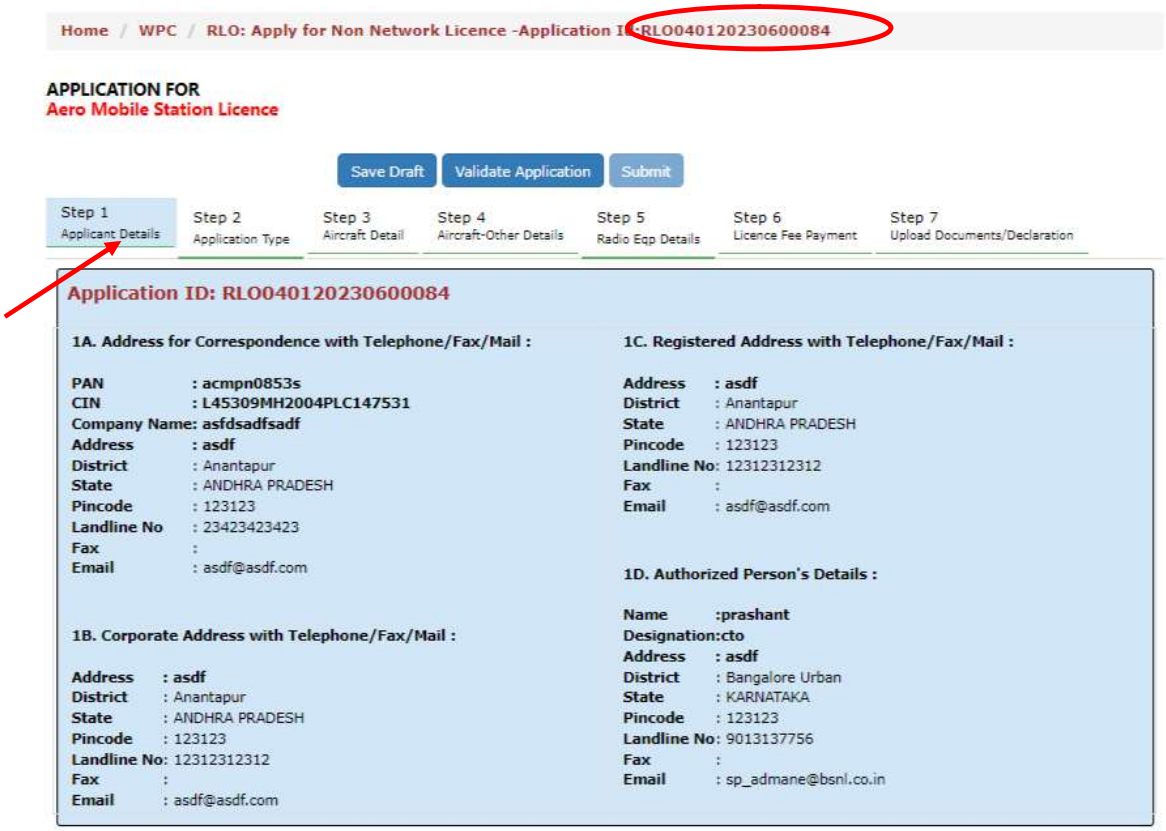
If license details are not available in “SARALSANCHAR” then it will give “License not found” message along with “fresh request” button. Click on “fresh request” button.



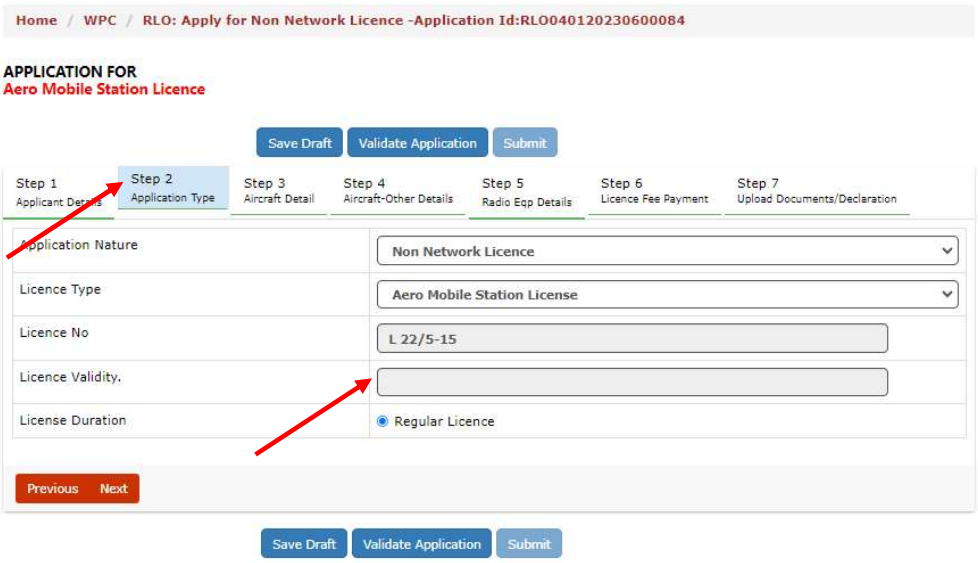
Click on “Proceed” button.

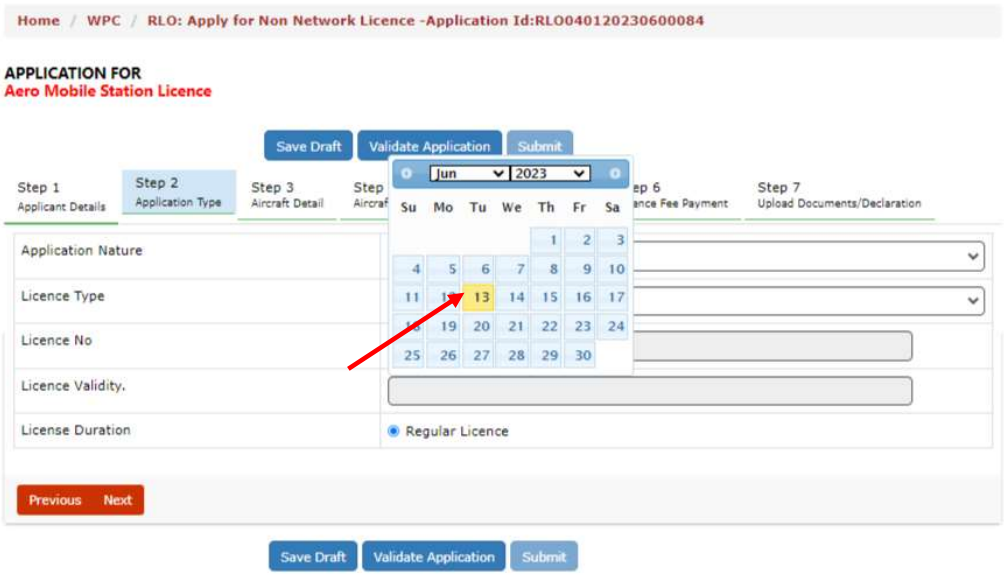


9. The application Id get created and form populates. Step-I shows licensee details

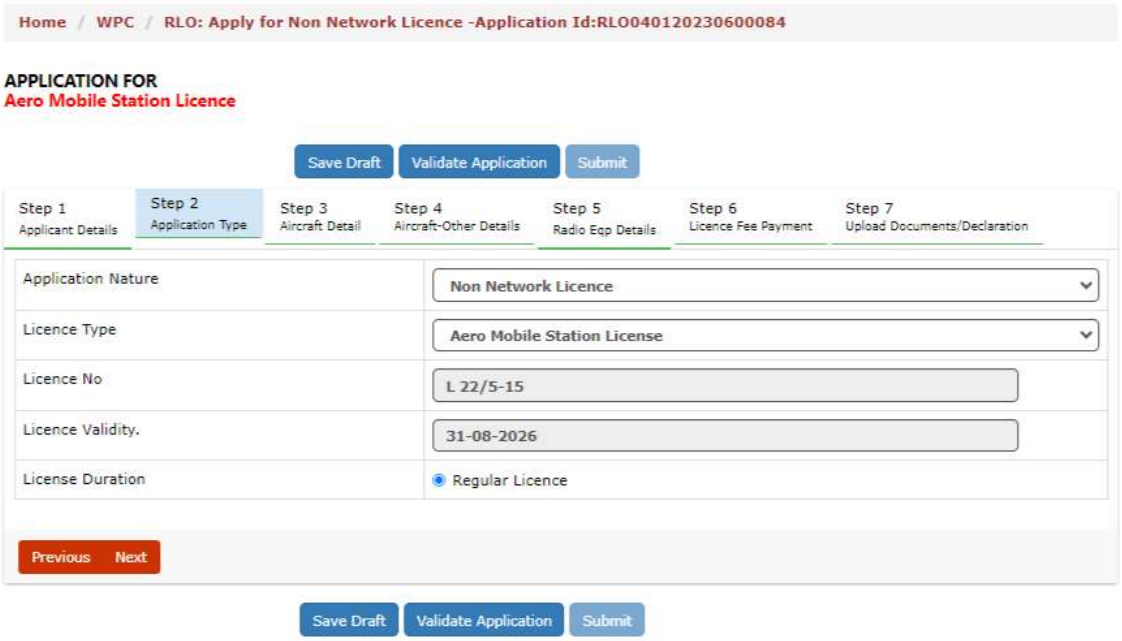


10. Step –II shows application type and here licensee has to fill license validity date.

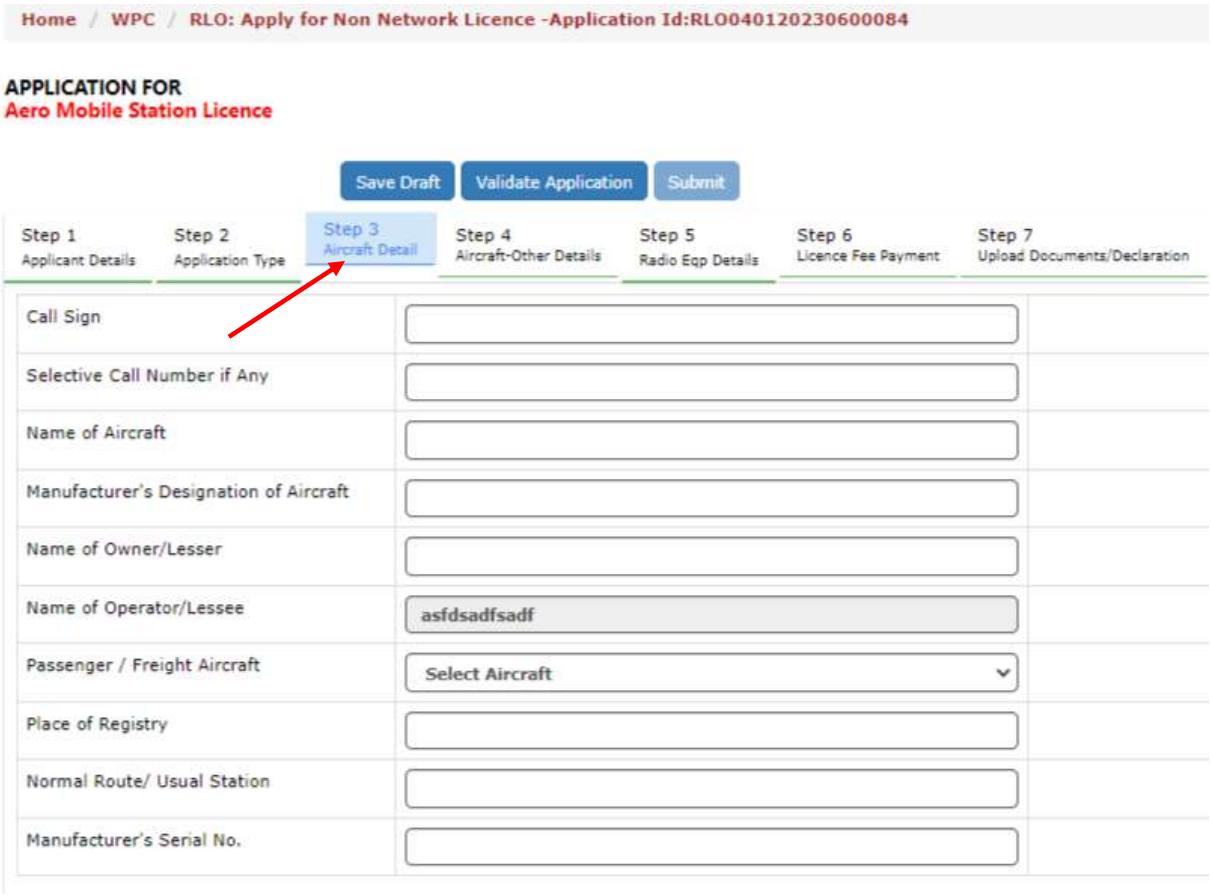




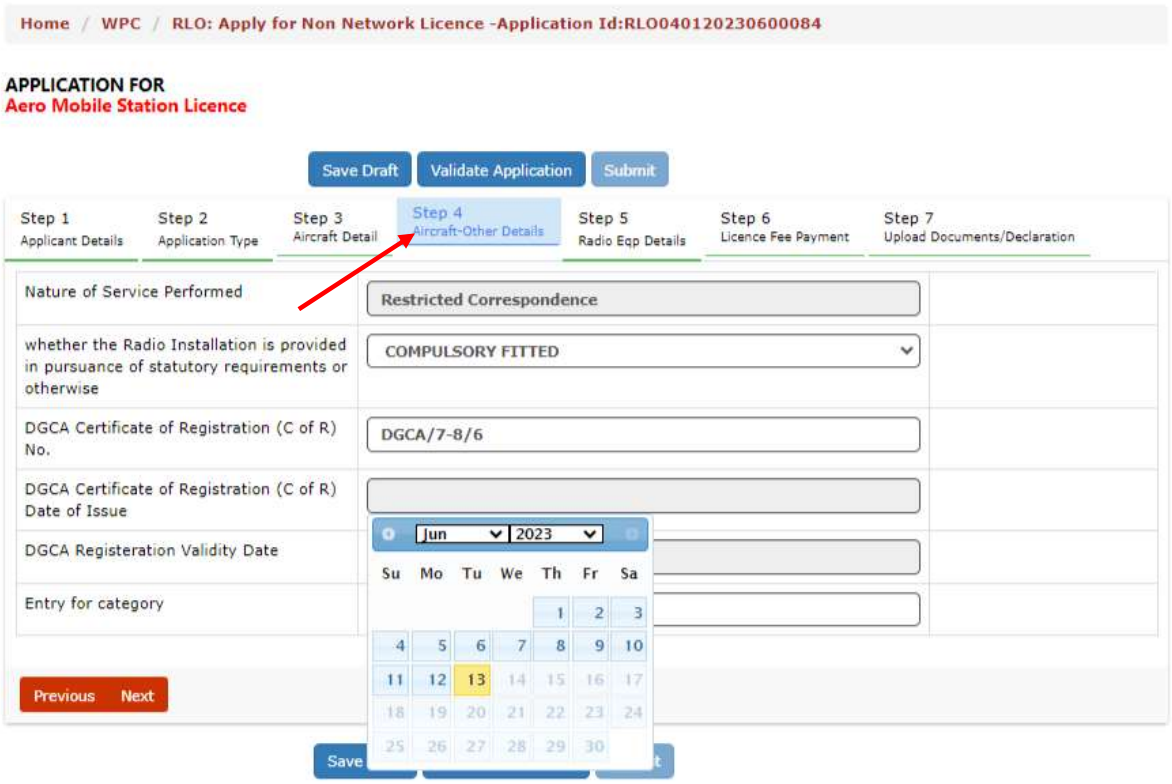
Click on “save draft” button to save the changes.

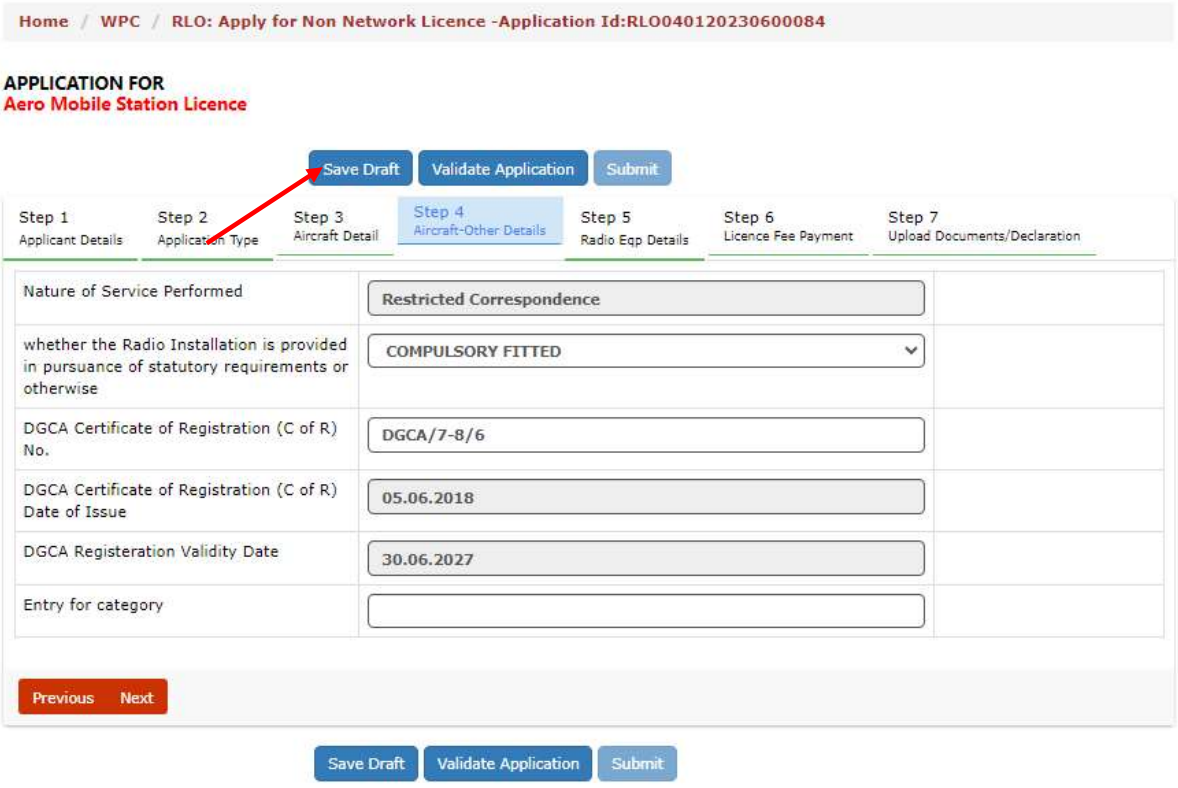


11. Step-III is a form to fill aircraft details. Fill data in all fields and click "save draft" button to save changes.

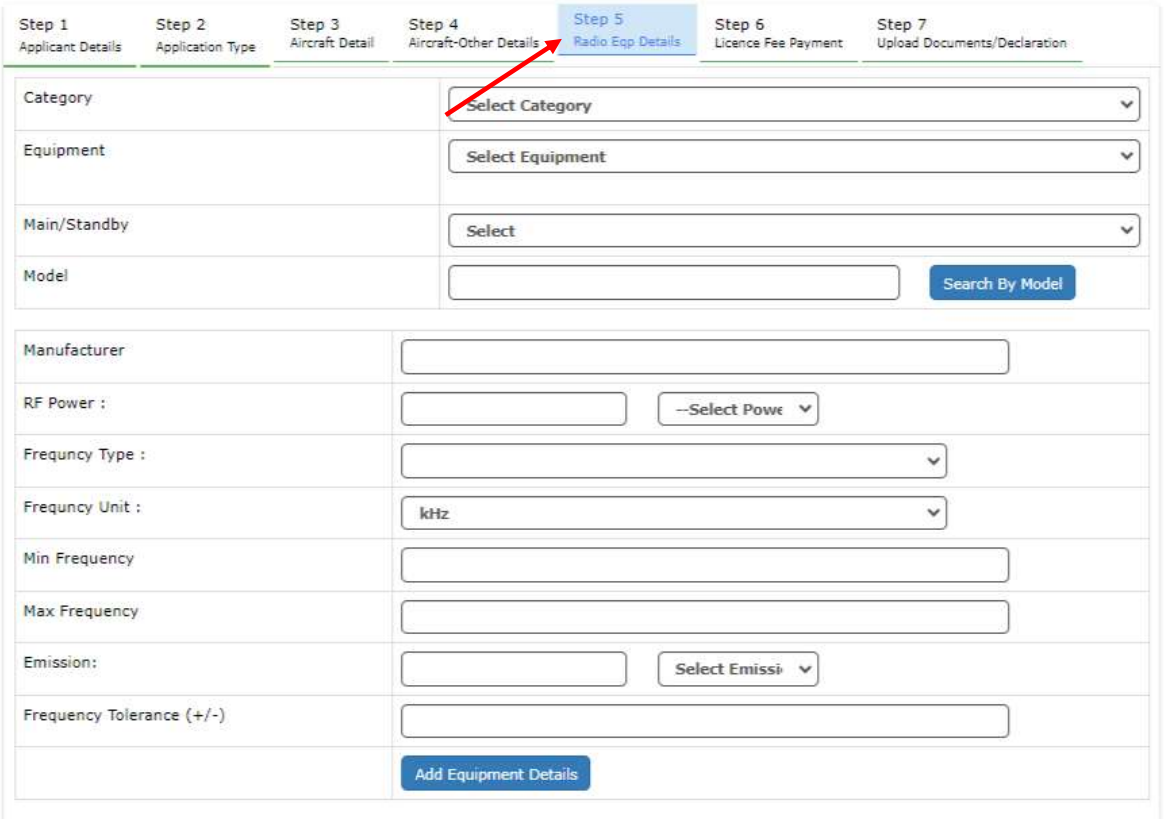


12. Step-IV shows form for other details of aircraft including DGCA details. Click "save draft" button to save changes.

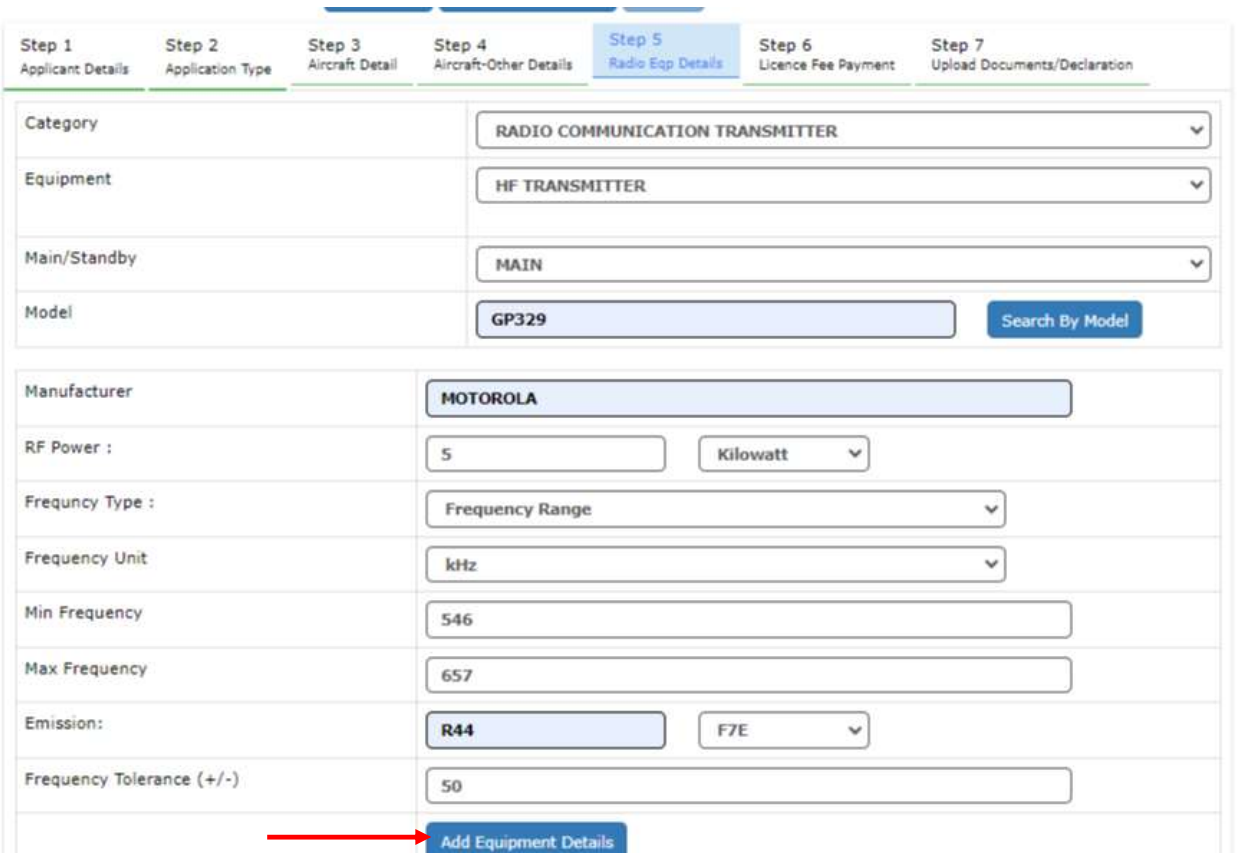




13. Step-V is a form to add equipment details.

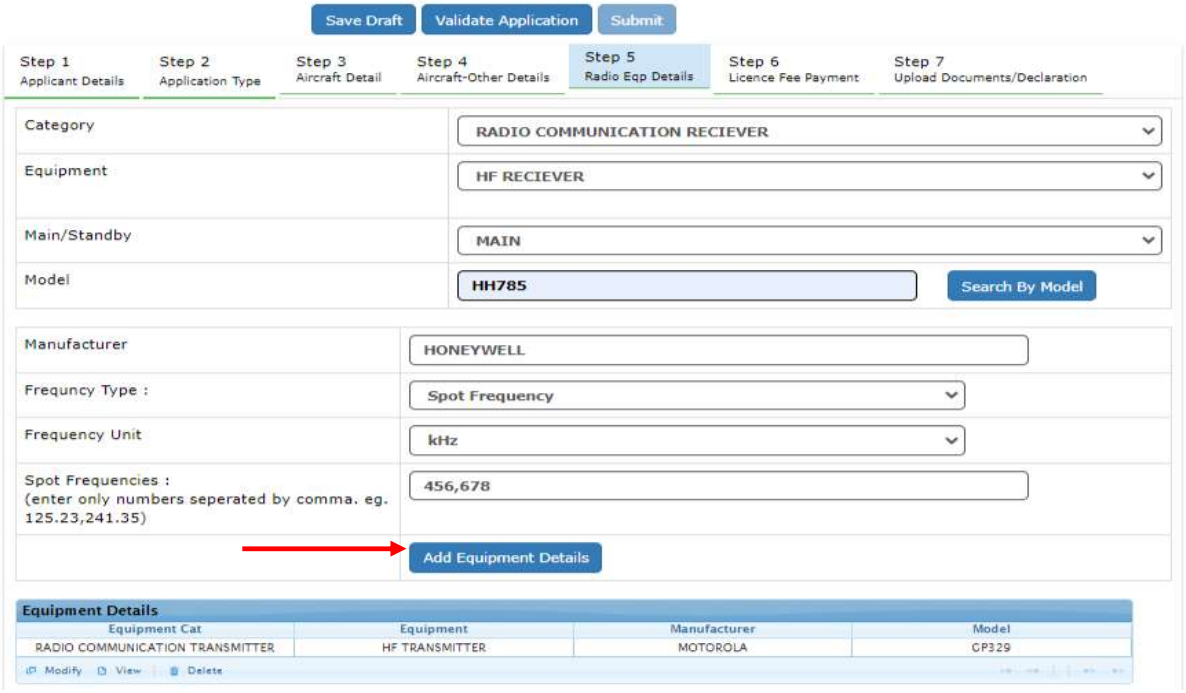


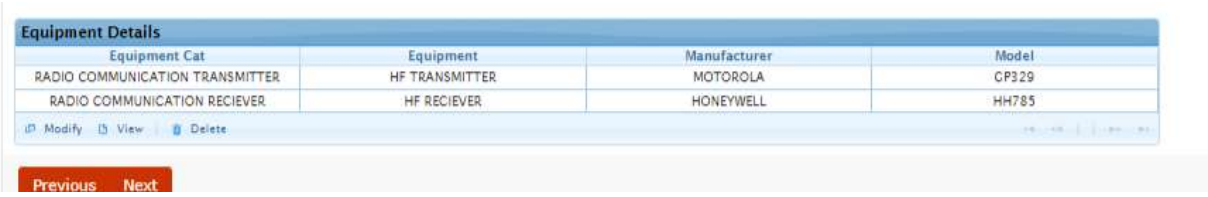
Select Category of equipment. Depending on category selected some fields of form may change like for “receiver” category power and frequency tolerance fields will notapear in form. Fill or select all fields as all fields are compulsory and click on “add equipment details” button.



Equipment get added against this application and appear in grid as below.

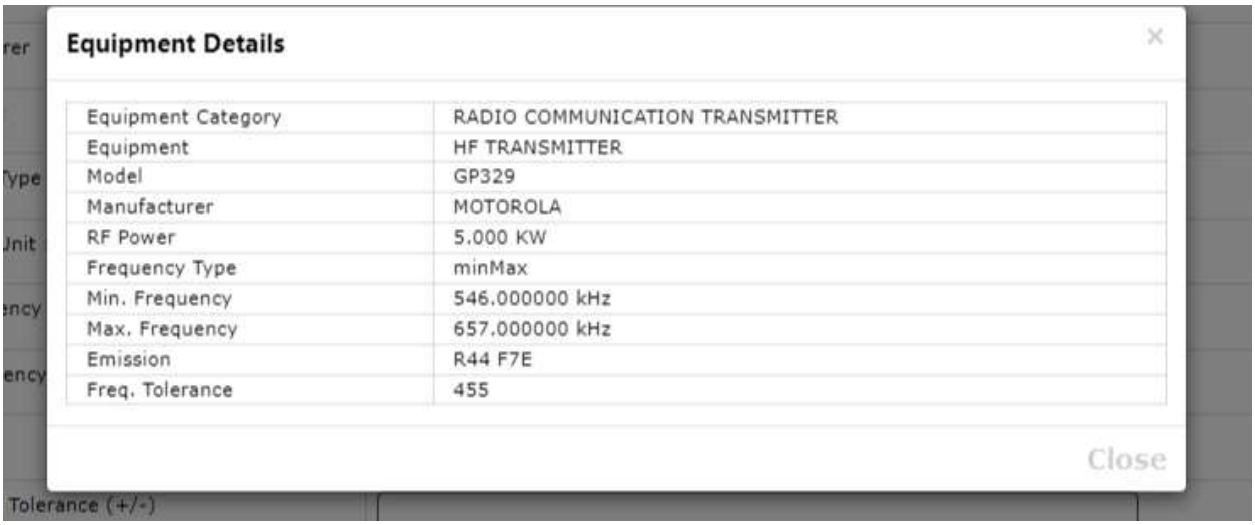






To view the details of equipments added , select the corresponding row and click on “view” button.

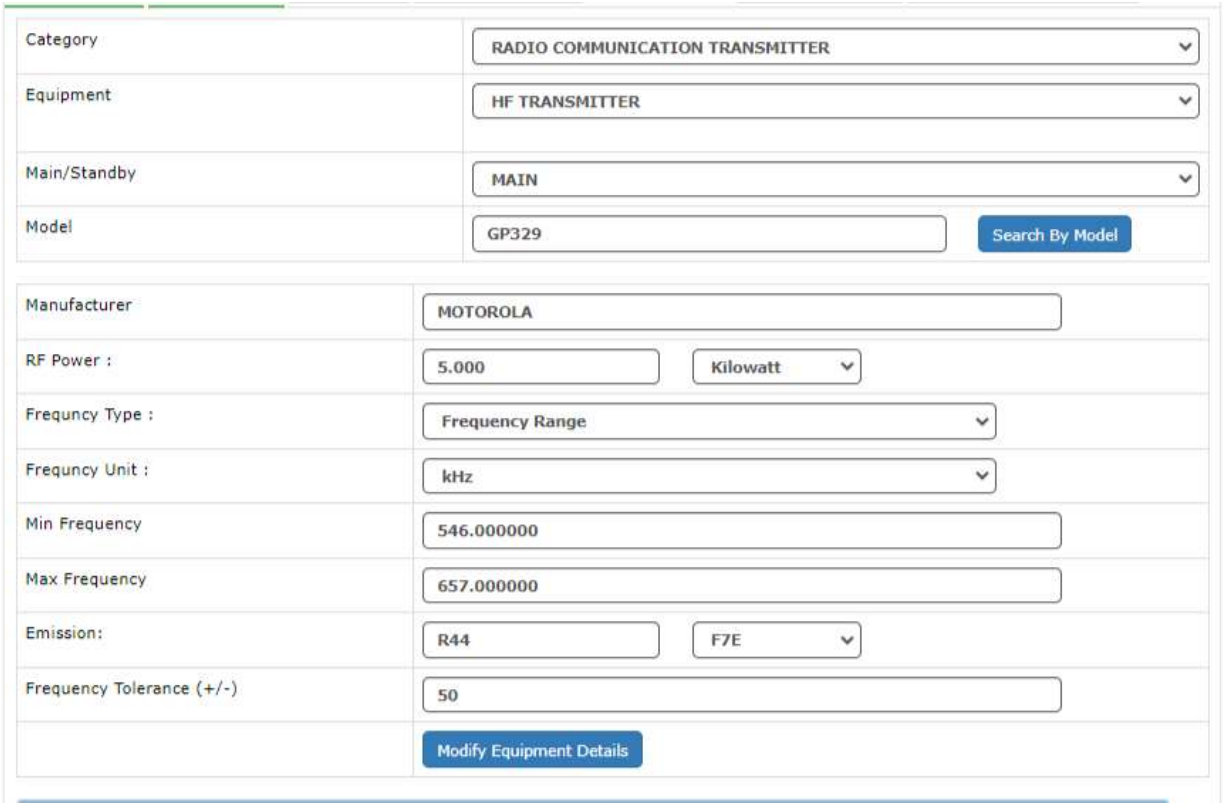


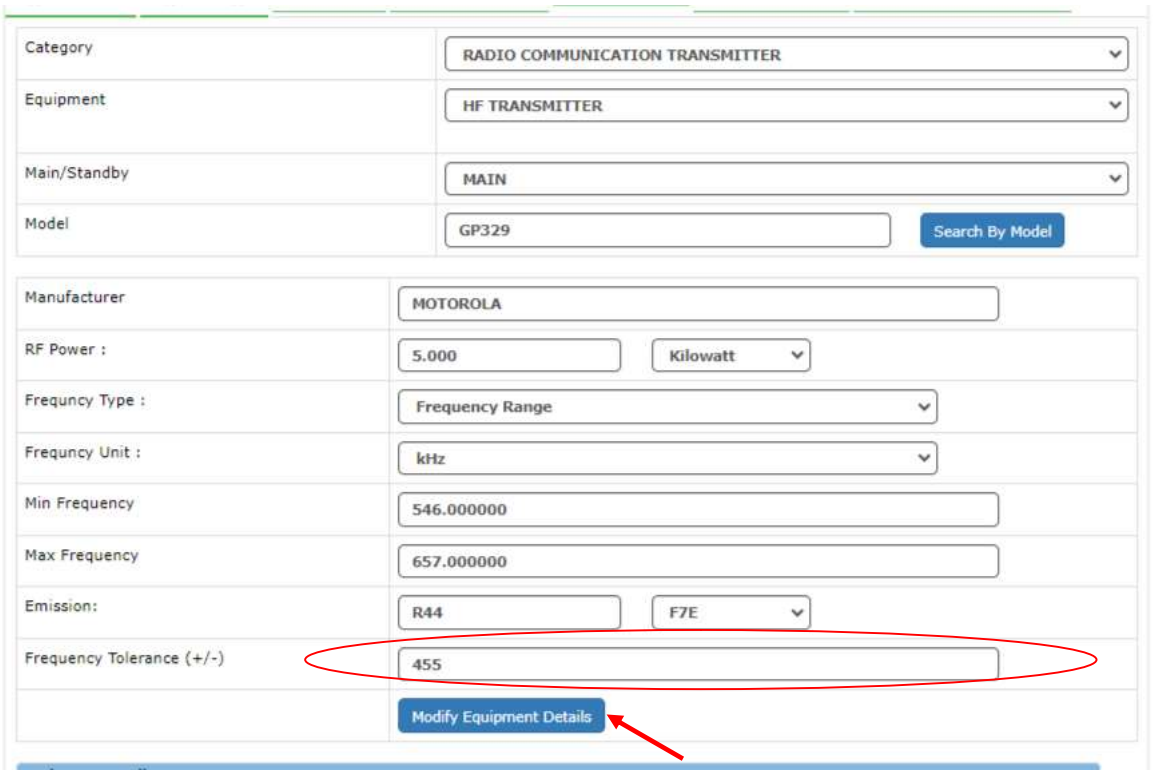


To modify the added equipment details , select the corresponding row and click on “modify” button.

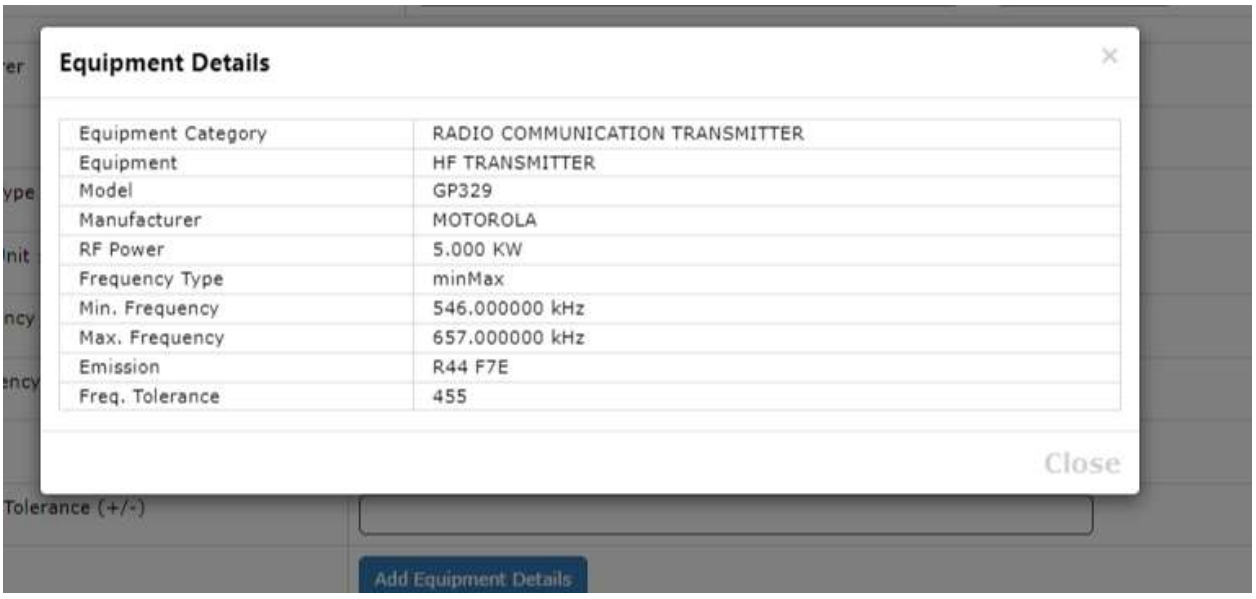


All details get populated in the equipment addition form and “modify equipment details” button will come. Make all desired changes and click the button.

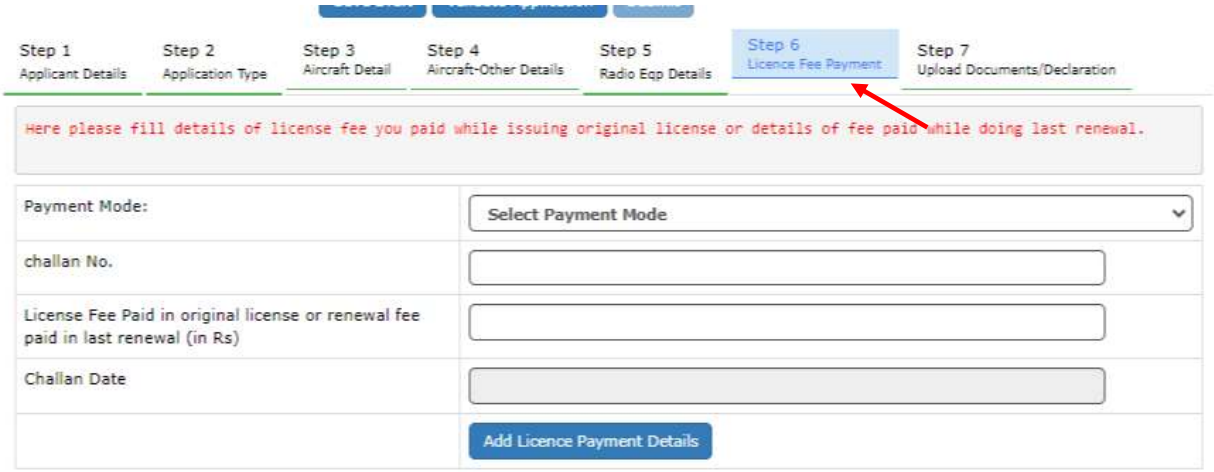




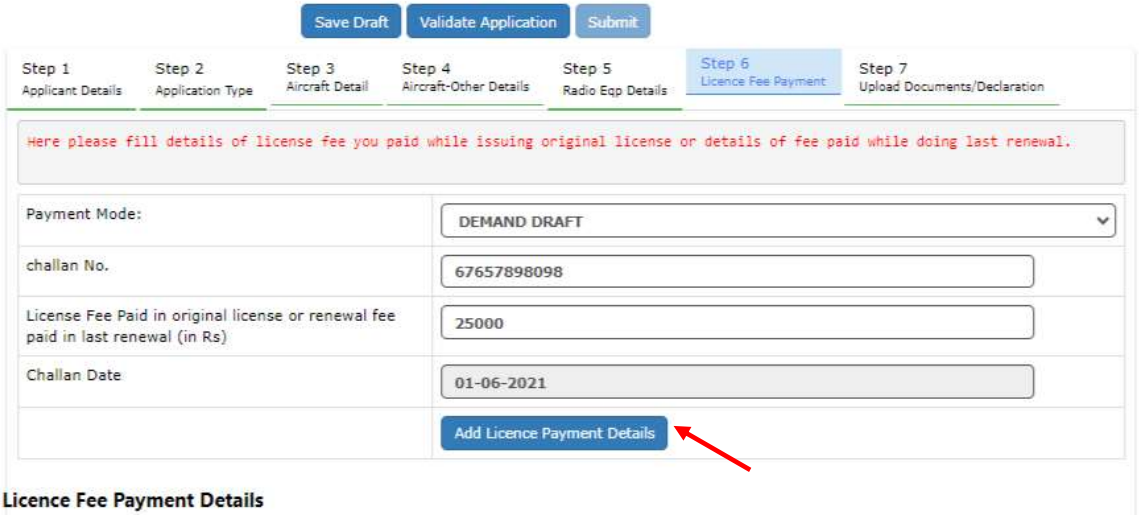
The changes get saved. Licensee can verify the same using "view" button.



14. Step-VI is form to add last license or renewal payment done against this license. Select payment mode, enter challan number, amount and challan date.



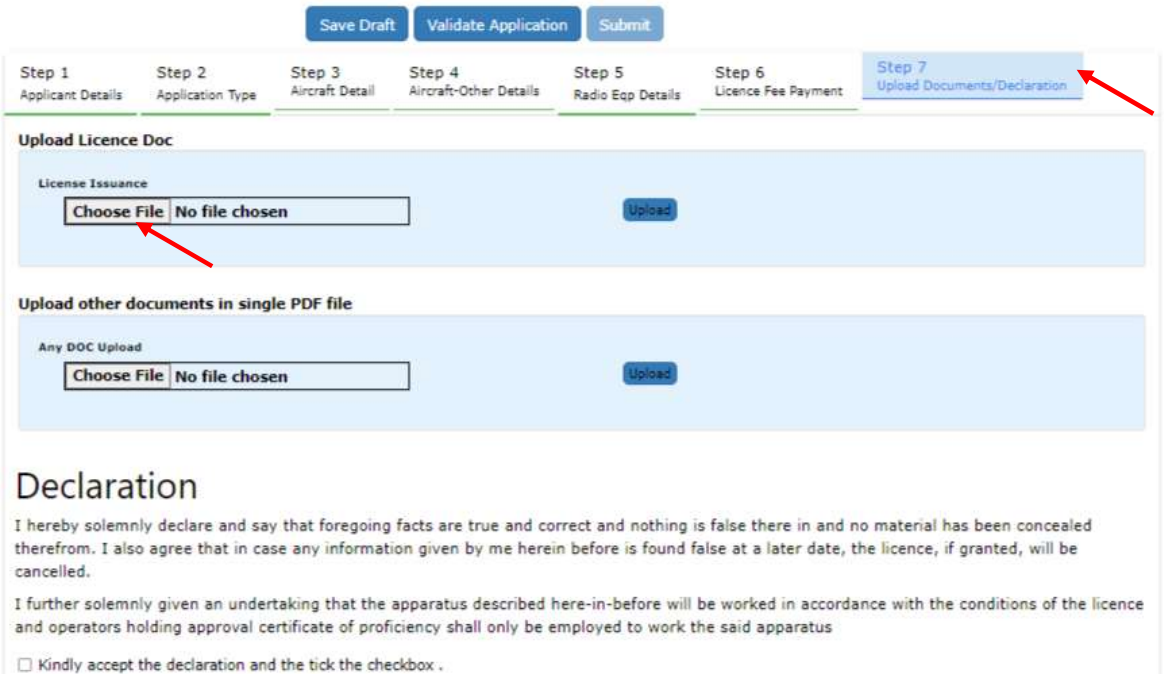
Click on “add License Payment Details” button.



Payment details get saved and populate in grid as shown below. Again these details can be viewed , modified and deleted like in equipment details grid. Click on “save draft” to save the changes.



15. Step-VII is upload documents and declaration. Here upload the digitally signed license copy and other document if any. Accept the declaration.



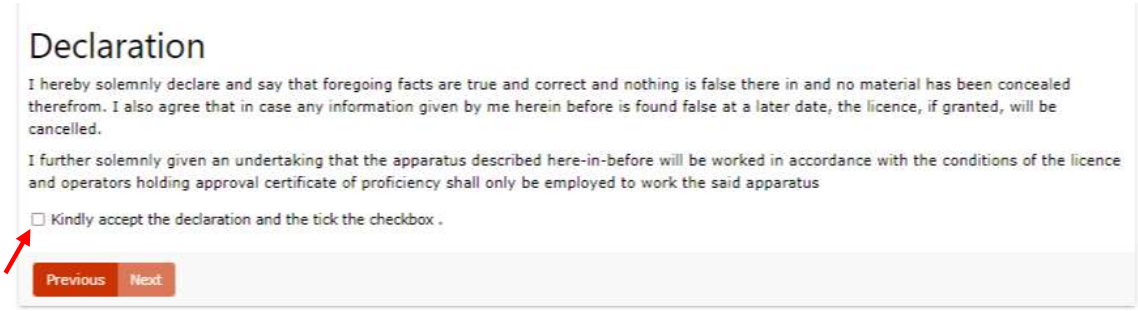
Choose the file from location on your system and click on “upload” button.



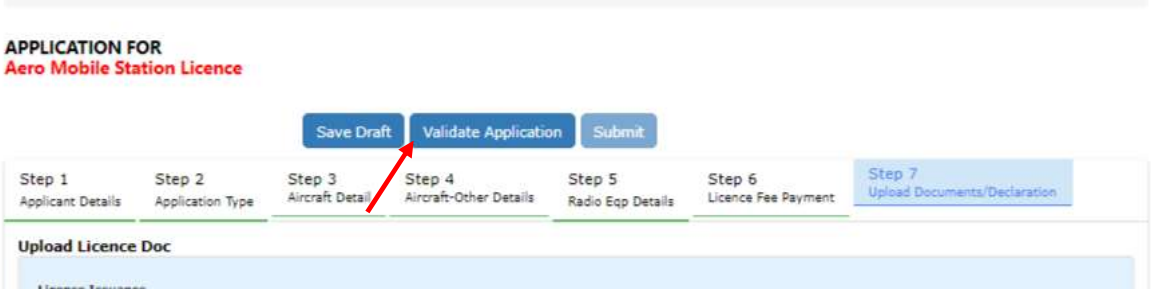
Once digitally signed license copy is uploaded , delete option will be available .



Click on check box to accept the declaration.



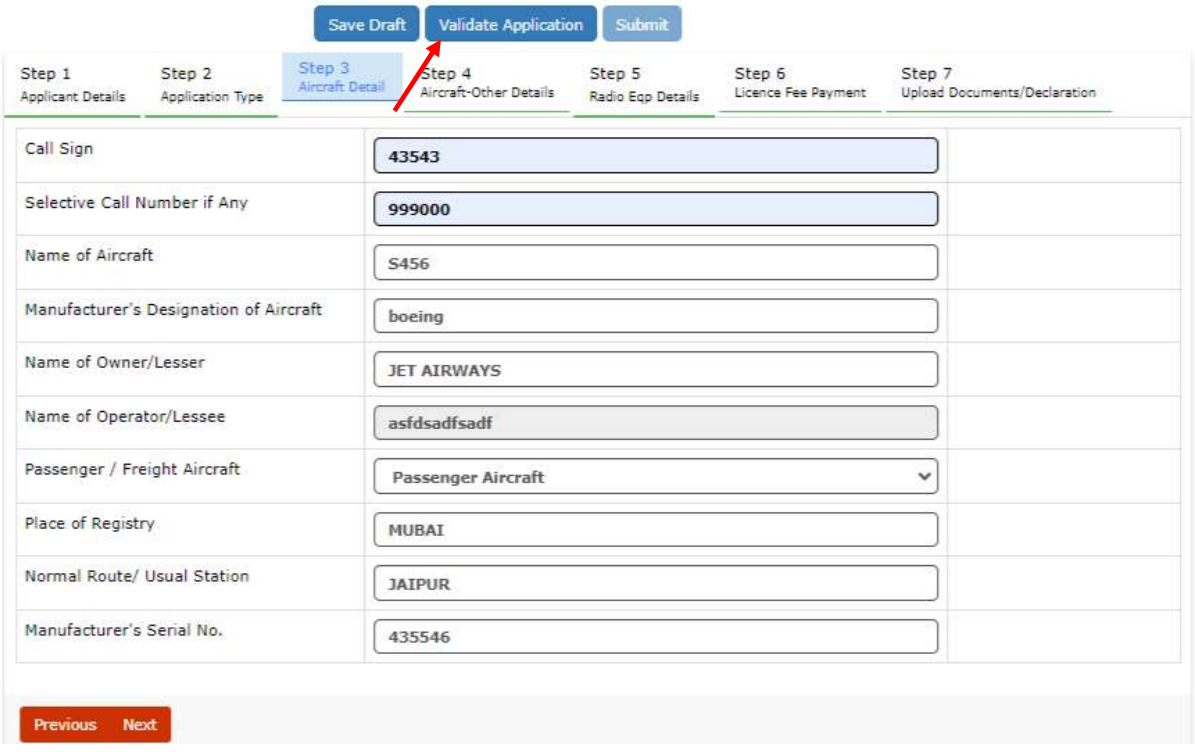
16. Click on “validate” button to validate the application and find that all required details are entered.



If any required field is missing then system throws error , displays the same and ask to enter missing details.



Fill are details mentioned above, click “save draft” to save the changes and “validate” again.

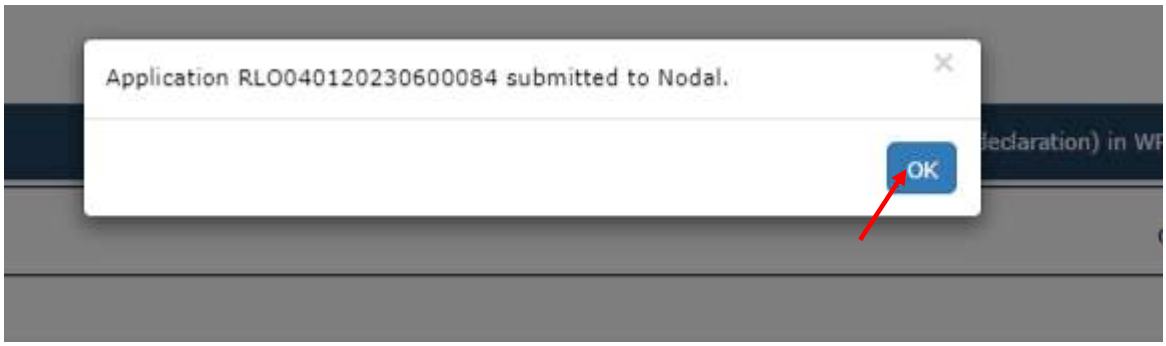


If all required fields are entered then validation will be successful and success message get flashed.

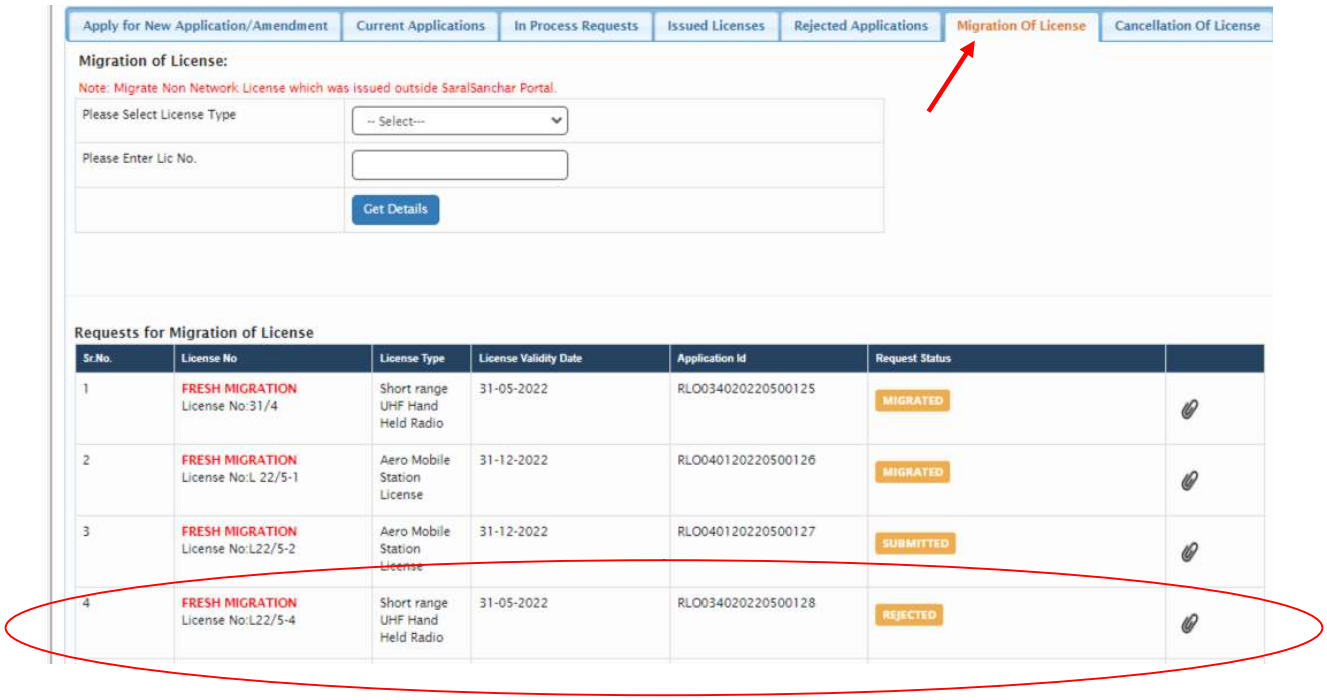
17. As validation is successful so now “submit” button get enabled. Click on “submit” button to submit the migration request.



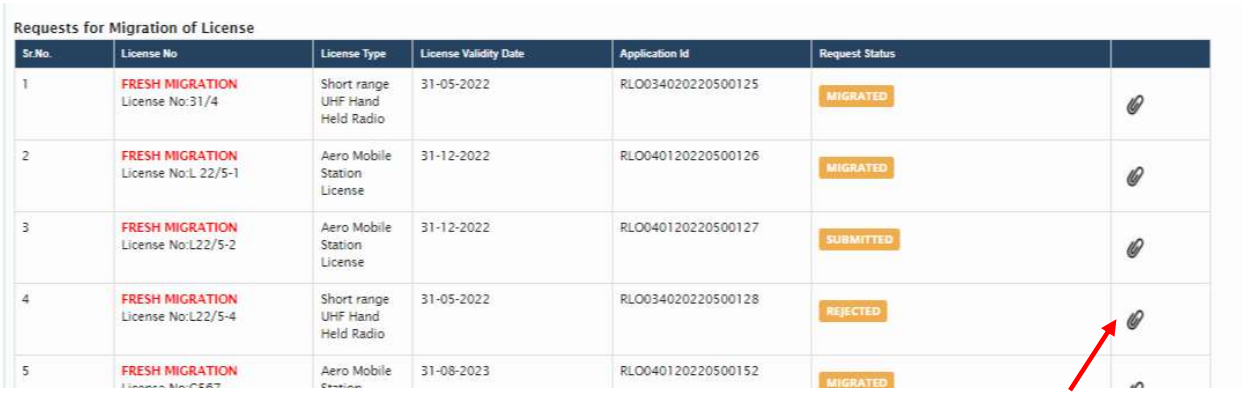
The application get submitted and same is routed to RLO depending on corporate office address of licensee.



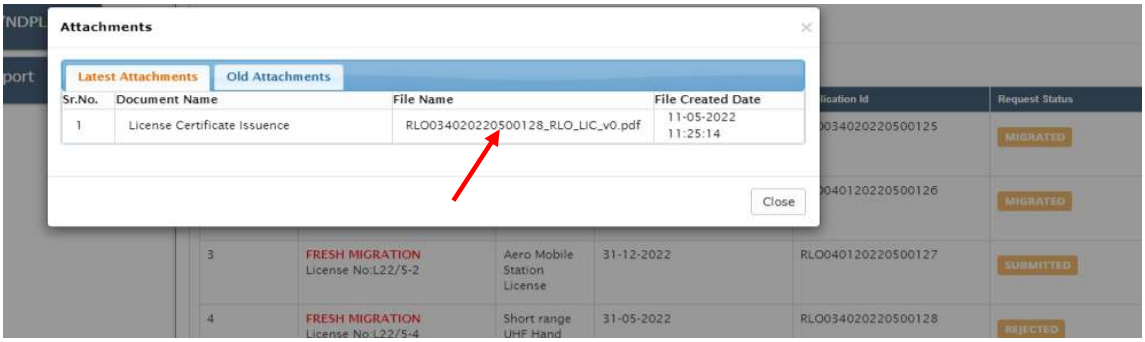
18. RLO scrutinize the application, if RLO Reject the application, intimation of the same come to licensee over sms and email. The same can be seen in dashboard under “migration” tab.



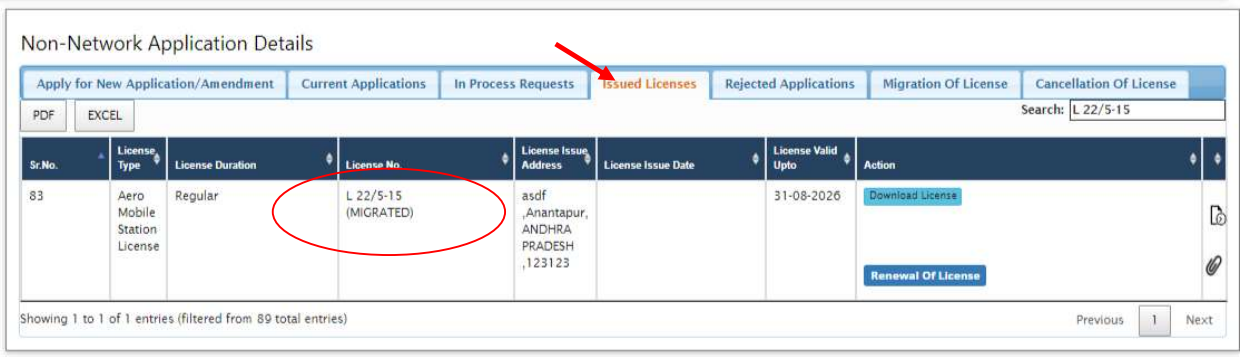
The DoT remarks for rejection if uploaded by Dot can be viewed by click on “attachment” symbol against the rejected application.



The list of document displays, click on file name to download the document.



19. If RLO accepts the migration request, the license get migrated and available in “license issued” tab in dashboard.


Non-Network Application Details
Apply for New Application/Amendment
Current Applications
In Process Requests
Issued Licenses
Rejected Applications
Migration Of License
Cancellation Of License
PDF
EXCEL
Search: L 22/5-15
Sr.No.
License Type
License Duration
License No.
License Issue Address
License Issue Date
License Valid Upto
Action
83
Aero Mobile Station License
Regular
L 22/5-15 (MIGRATED)
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