

User Manual

(For Applicant)

Online Renewal Network Licenses

Department of Telecommunications

Government of India

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Section-1

1.1 General Introduction

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.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

- **DoT** : Department of Telecommunications.
- **OTP** : One Time Password.

Section-2

APPLICANT PART

2.1 Registration

(In case you are new to the portal, and have not registered earlier) . Click on the Registration link, available on the Top Navigation bar, or in the Top right sidebar panel. You will be redirected to the below form.

To apply for Network License select *Company* in **Registration Type**.

One Time Registration

(For Creation of users other than Govt.Agencies/PSU/Autonomus Body).

(Note: '*' fields are mandatory)

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B)license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO
- For WPC Exams/Certificate Select Registration Type Category as Individual (WPC Exams/Certificates)

Applicant Type

Registration Type

CIN*
[**Note : CIN Format is U 12345 MH 1234 ABC 123456 in sub-blocks.]**

Confirm CIN *

Company Name *

Date of Incorporation*

PAN*

Complete Postal Address of Company

Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number**. After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

*Corporate Office **

Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text" value=""/>
State	<input type="text" value=""/>
LandLine Number	<input type="text" value="eg:01112345678"/>
Fax Number(if any)	<input type="text" value="eg:01112345678"/>
E-mail	<input type="text" value="E-mail"/>

Registered Office (Address same as Corporate Office No Yes)*

Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text" value=""/>
State	<input type="text" value=""/>
Landline Number	<input type="text" value="eg:01112345678"/>
Fax Number (if any)	<input type="text" value="eg:01112345678"/>
E-mail	<input type="text" value="E-mail"/>

Address for Correspondence with Telephone/Mail* (Address same as Registered Office No Yes)

Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text"/>
State	<input type="text"/>
landline Number	<input type="text" value="eg:01112345678"/>
Fax Number (if any)	<input type="text" value="eg:01112345678"/>
E-mail	<input type="text" value="E-mail"/>
Mobile Number	<input type="text" value="Mobile no"/>

Authorised contact Person /Signatory details *

Name	<input type="text" value="Name of Authorised Contact person/Signatory"/>
Designation,if any	<input type="text" value="Designation of Authorised Contact person/Signatory"/>
Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text"/>
State	<input type="text"/>
Landline Number	<input type="text" value="eg:01112345678"/>
Fax Number (if any)	<input type="text" value="eg:01112345678"/>
E-Mail	<input type="text" value="Mail Id"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="Mobile No"/> <small>OTP will be sent on this mobile number in registration process</small>

Enter Captcha before
OTP Authentication



Validate

Submit

After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number**. Please click on each button to get the respective OTP's.

The screenshot shows a registration form with the following fields and values:

- Address: Haldwani
- State: UTTARAKHAND
- District: Nainital
- Pincode: 263139
- Landline Number: 46426265659
- Fax Number (if any): 54465464646
- E-Mail: niteshjoshi535@gmail.com
- Mobile Number: 8218828589

Below the form, there is a captcha section with the text "Enter Captcha before OTP Authentication". The captcha code is 82232, and a "Verified" button is present.

The "OTP Authentication" section contains two rows of input fields and buttons:

- Mobile OTP: Input field "Enter Mobile OTP", "Generate OTP" button, and "Validate" button.
- E-Mail OTP: Input field "Enter Mail OTP", "Generate OTP" button, and "Validate" button.

A "RESET" button is located below the OTP fields, with the text "(To reset any change in the above registration form)" underneath it.

At the bottom, there is another captcha section with the text "Enter Captcha before submit". The captcha code is 51358, and there are "Validate" and "Submit" buttons.

You will receive **OTP's**, both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

After verifying the OTP's you will see the below screen. If you want to reset the data then there is a RESET button. If you don't want to reset data then enter the **CAPTCHA CODE** & click on submit to get yourself registered.

Address	Haldwani		
State	UTTARAKHAND		
District	Nainital		
Pincode	263139		
Landline Number	46426265659		
Fax Number (if any)	5465164646		
E-Mail	<small>OTP will be sent on this mail ID in registration process</small> niteshgoshi535@gmail.com		
Mobile Number	<small>OTP will be sent on this mobile number in registration process</small> 9219928599		
Enter Captcha before OTP Authentication	Enter Captcha	92232	Validate
OTP Authentication			
Mobile OTP	Enter Mobile OTP	Regenerate OTP	Validate <small>Mobile OTP verified</small>
E-Mail OTP	Enter Mail OTP	Regenerate OTP	Validate <small>Mail OTP verified</small>
	RESET	<small>(To reset any change in the above registration form.)</small>	
Enter Captcha before submit	Enter Captcha	51358	Validate
			Submit

After successfully registration you will see the below screen.



The user credentials will be sent to the **E-Mail address** of the applicant.

2.2 First Login

Click on the Home Button on the above page. On the **home page** go to the **Login** button 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**.

Login

UserId

Password

Security Code


[Forgot Password?](#)
[Forgot User ID?](#)

After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.

भारत सरकार संचार विभाग LogOut (User id: C201800872)
GOVERNMENT OF INDIA MINISTRY OF COMMUNICATIONS


दूरसंचार विभाग
 DEPARTMENT OF
TELECOMMUNICATIONS

SARAL SANCHAR

(Simplified Application For Registration And Licenses)
 A portal for License management in DoT

[Home](#)

[Orders/Circulars](#)
[Document CheckList](#)

Change Password

New password

Confirm password

Enter OTP

Password Pattern
 Password must contain at least 1 Upper Case Letters.
 Password must contain at least 1 Digits.
 Password must contain at least 1 Special characters.
 Password must contain at least 8 characters.

Enter the **New Password & confirm** the New Password (*The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow*) & then click on **Generate OTP** button. An OTP will be sent to your mobile phone. Please enter the OTP and click on submit button. There is also a reset button to reset the above data. After submit you will be directed to this page. Click on the **APPLY NOW** button (Shown *by red arrow*) on the WPC tab

Welcome ITPC (ITPC)

Status Of Applications

0 UL Apply Now	0 UL-VNO Apply Now	0 WPC Apply Now	0 OSP Apply Now	0 SACFA Apply Now
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- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

General Instructions:-

- Please refer FAQ on DSC on the home page for any queries regarding DSCs
- Document signed with Self signed certificates/Acrobat reader signed Documents are not allowed. Certificate only from Licensed CAs are Allowed.
- Licensed Certificate Authorities as per cca.gov.in are a) Safescrypt CA b)(n)Code Solutions CA c)e-Mudhra CA d)Capricorn CA e)Verasys CA
- For Payment of Various fees (processing, entry etc) is to be done on NTRP (https://bharatkosh.gov.in) and only challan details is to be filled in the portal.

2.3 Dashboard

Network Application Details

Apply for New Application		In Process Applications		In Process Requests		License Issued	
Rejected Applications							
PDF	EXCEL	Search: <input type="text"/>					
Sr.No.	License No	License Type	License Issue Address	License Validity	Action		
1	rsdsddd dfdfd 999	Captive Trunking- Below 806 MHz(New)	dsds ,Pune ,MAHARASHTRA, 411019	25-02-2022	Download License Renewal Of License		

2.4 Renewal of license

In the Network box Go to “License issued” tab to see the list of licenses to renew.

Following the example for P Group license. Same process can be followed for T Group licenses.

Network Application Details

Apply for New Application In Process Applications In Process Requests License Issued						
Rejected Applications						
PDF	EXCEL	Search: <input type="text"/>				
Sr.No.	License No	License Type	License Issue Address	License Validity	Action	
1	rsdsddsd dfdfd 999	Captive Trunking- Below 806 MHz(New)	dsds ,Pune ,MAHARASHTRA, 411019	25-02-2022	Download License Renewal Of License	

Click on “Renewal of license” to renew the license and below screen will appear upon click.

[Save Draft](#)
[Validate Application](#)
[Submit](#)

Existing License Details	Renewal & Payment Details	Declaration						
1A.Existing License Details:								
Company/Organization Name	BSNL --							
License issue address details	Address dsds Pincode 411019 District Pune State MAHARASHTRA Landline No1234512345 Fax Mobile No 1234598765 Email							
License type	Captive Trunking- Below 806 MHz()							
License Number	rsdsddsd dfdfd 999							
Validity Date	25-02-2022							
No.Of Stations	1							
Annual Spectrum Charges	<table border="1"> <tr> <td>License Fee</td> <td>234.00</td> </tr> <tr> <td>Royalty Fee</td> <td>999.00</td> </tr> <tr> <td>Additional Royalty Fee</td> <td>222.00</td> </tr> </table>		License Fee	234.00	Royalty Fee	999.00	Additional Royalty Fee	222.00
License Fee	234.00							
Royalty Fee	999.00							
Additional Royalty Fee	222.00							

1B. Supporting Documents :

CS Cell Letter No	<input type="text"/>
CS Cell Letter Validity Date <small>License will be valid upto CS Cell Validity Date</small>	<input type="text"/>
Upload Service License from CS Cell	Download previously uploaded Service License from CS Cell <div style="border: 1px solid #ccc; padding: 5px;"><p>Service License from CS Cell</p><p><input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p></div>

Applicant has to add valid Supporting document details such as

Service license details from CS Cell in case of Captive Trunking , GOPA details in case of Terrestrial Broadcast (FM/Community Radio Station/SW/MW/LPT/HPT/DTT) license, ISP Service License details in case of ISP (FDD) and ISP(TDD) licenses and UL/UASL service agreement details in case of Microwave BWA license.

Step2:

Renewal Of Captive Trunking- Below 806 MHz With License No: rdsdssd ddfdf 999

Existing License Details	Renewal & Payment Details	Declaration
2. Renewal Details		
A. License valid up to	25-02-2022	
B. Select no.of years to be renewed	<input type="text" value="2 year"/>	
		<input type="button" value="Calculate Spectrum Charges"/> <input type="button" value="View Spectrum Charges"/>
3. Spectrum charges to be paid Pay as on 17-09-2021		
Previous Balance Fee (in Rs.)	<input type="text" value="0"/>	
License Fee (in Rs.)	<input type="text" value="468"/>	
Royalty Fee(in Rs.)	<input type="text" value="1998"/>	
Additional Royalty Fee(in Rs.)	<input type="text" value="444"/>	
Excess Paid Amount Adjusted(in Rs.)	<input type="text" value="0"/>	

Late Fee (in Rs.)(if any)	0
If payment is not made within the due calculated period, further late fees @2% per month on total charges/dues will be applicable.	
Total Fee (in Rs.)	2910
License New Validity Date	29-02-202

4. Payment Details

Mode Of Payment	Transaction Reference N	Amount Paid(in Rs.)	Date Of Payment	Bank Name and Branch
NTRP(Bharatkosh)	12345123455432166666	2,910	17.09.2021	

Upload payment receipt
[Note: Scan all receipts in single pdf file]

Payment Receipt/Challan

NW030620210900021_PAY_v0.pdf	Uploaded	Delete
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Click on view spectrum charges to see the detailed breakup of spectrum charges.

Details Of Spectrum Charges For Renewal Of License No.rdsd dsd dfdfd 999

Pay on 17-09-2021
 Pay on 31-10-2021
 Pay on 30-11-2021
 Pay on 31-12-2021
 Pay on 31-01-2022

As On 17-09-2021

From		To		No.Of Late Month	License Fee	Royalty Fee	Add.Royalty Fee	Excess Paid Amount Adjusted	Spectrum Charges	Late Fee Yearwise
Month	Year	Month	Year							
3	2022	2	2023	0	234	999	222	0	1455	0
3	2023	2	2024	0	234	999	222	0	1455	0
Previous Balance :0				Total	468	1998	444	0		0
				Total Due	2910					

[As On 31-10-2021](#)
[As On 30-11-2021](#)
[As On 31-12-2021](#)
[As On 31-01-2022](#)

[Download](#)
 [Submit](#)
 [Close](#)

Step3:

Renewal Of Captive Trunking- Below 806 MHz With License No: rdsd dsd dfdf 999

Save Draft Validate Application Submit

Existing License Details Renewal & Payment Details Declaration

5. DECLARATION

I hereby solemnly declare that the given facts are true and correct and nothing is false therein and nothing I also agree that in case any information given by me herein before is found false at the later date, the I hereby declare that technical parameters as authorised in the license such as frequency, equipment, loca I further abide by the terms & conditions of order issued by WPC vide No. R-11014/15/2012-NT (Pt.) dated

I ACCEPT THE ABOVE CONDITIONS.

Fill all the details and read the declaration and submit the renewal request for scrutiny. If payment details are correct and supporting documents/service agreement is valid then nodal officer verifies the applications and applicant will be notified to download the renewal certificate. If payment/supporting document details are wrong then renewal request will be reverted back to applicant for modification.

2.5 Download renewal certificate

ETA	Network Application Details						
Network	Apply for New Application		In Process Applications		In Process Requests		License Issued
Satellite	Rejected Applications					Search: <input type="text"/>	
Non-Network	PDF	EXCEL					
Experimental/Demonstration Manufacturing & Testing	Sr.No.	License No	License Type	License Issue Address	License Validity	Action	
DPL/NDPL	1	rdsd dsd dfdf 999	Captive Trunking- Below 806 MHz(New)	dsds ,Pune ,MAHARASHTRA, 411019	25-02-2022	Download License	
	2	rdsd dsd dfdf 999	Captive Trunking- Below 806 MHz(Renewal)	dsds ,Pune ,MAHARASHTRA, 411019	29-02-2024	Renewal Certificate Renewal Of License	

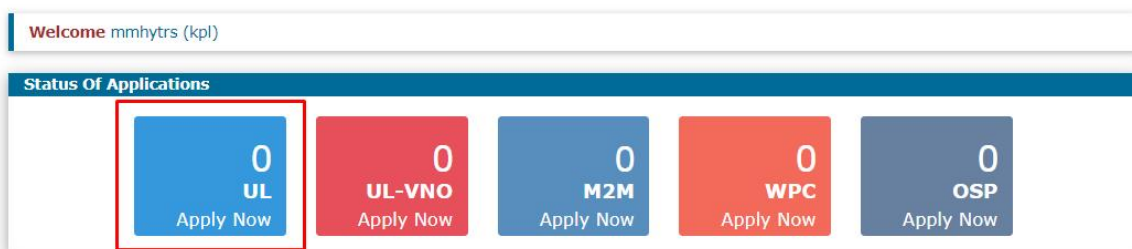
2.6 Profile Update without Scrutiny

If no **application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied and in process.

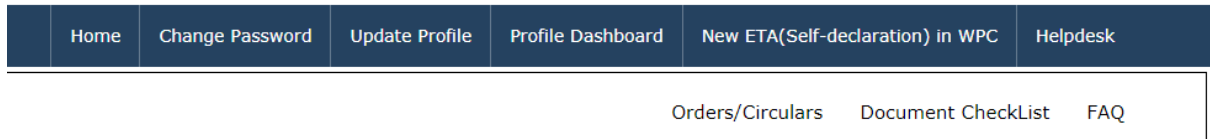
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.8 Profile Update with Scrutiny).

STEPS:

1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear

A Portal for License Management

Home Change Password Update Profile Profile Dashboard Helpdesk

Orders/Circulars MailBox Fee Calculator Document Check

Updation Of Registration Profile
(For Creation of users other than Govt.Agencies/PSU/Autonomous Body).

Registration Type

Registration Type

CIN

Company Name *

Date of Incorporation*

PAN*

Complete Postal Address of Company

1. User can update profile multiple times until new application is applied and in process