# User Manual (Ver 1.1)

For Applicant

Saralsanchar – Network License Surrender

## **Department of Telecommunications**

**Government of India** 

15<sup>th</sup> June , 2023

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#### USER LOGIN

The URL for testing module is http://210.212.169.196/

COVERNMENTOR NOM       MINISTRY OF COMMUNICATIONS       Tr       Langu         Image: Covernment of NOM       Anisotrary of communications       Image: Covernment of Nom       Image: Covernment of Nom <td< th=""></td<>											
List of Existing Licenses List of Existing OSP Registrations List of Licenses/Registrations	gistration         Login         FAQs -         Helpdesk         Fee Calculator         Document CheckList           Unified License / Authorisations -         VNO Issuance           Registration - Register for Unified License         Apply For License - After Successful Login, Apply For Unified License           Iol Issuance not will issue to a face contribution of application         Interview of application	New to Portal? Register Yourself Already Registered?									
portal User Manual	Entry Fee & FBG Submission - After receiving Loi, Application will submit Entry Fee & FBG (As applicable) License Issue - After verification of PBG, entry fee , License / Authorisation will be issued	Login									
What's <b>New</b>	FAQs on DSC(Digital signature certificate usage)										
QUICK LINKS DOT Website Telecom Licensing Wireless Planning and Coordination Non-Tax Receipt Portal (NTRP	About Saral Sanchar Portal The Indian Telecommunications Sector has grown rapidly in the last few years. While Government reforms and initiatives have played a very important part, industry has been the major driver of this remarkable growth. The Department of Telecommunications is striving to play the role of an enabler for the growth of the telecommunications sector and thereby, of the digital economy.	Downloads  Sample UL Application  Sample UL VNO Application  Sample OSP Application  Sample Power of Attorney									
BharatKosh)  Application Status Fee Calculator Document CheckList	Department of Telecom has taken some significant measures to improve the ease of doing business. It has been its endeavour to provide an environment, which is fair and transparent, encourages competition, promotes a level-playing field for all service providers, protects the interest of consumers and enables technological benefits to one and all.	<ul> <li>Sample Board of Resolutions</li> <li>Sample Certificate of Details of Promoters/ Partners/shareholder in company</li> </ul>									
D MTCTE Portal Statistics Total Registered applicant: Total UL Licenses / B	'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 hasslefree platform for various applicants.	Sample Equity detail certificate     Sample Certified copy of approval of Govt of India for Foreign Equity     Sample Board resolution regarding appointment of statutory auditor alo with specimen signature of CA									

Click on Login button in the home page

### SARALSANCHAR – NETWORK SURRENDER– APPLICANT USERGUIDE

भारत जरका GOVERNMENT OF INDIA अप्रमेन जप्ते	भेषर भेत्रतर MINISTRY OF COMMUNIC दूरसंचार विभाग DEPARTMENT OF TELECOMMUNIC	ATIONS CATIONS						SARAL SANCHAR (Simplified Application For Registration A A Portal for License Management in Do
н	ome About Portal	Registration			Helpdesk	Fee Calculator	Document CheckLis	st
		Lo	o <b>gin</b> User] Passwor Securi Coo	td E rd • ty E	nter Captcha	CCEDC3	Forgot Vuser ID?	

Enter the credentials and CAPTCHA CODE in the login forms as shown above and Click on LOGIN BUTTON

After Login click on "342 (Number above WPC) " of WPC widget

#### **STEP 1 - SURRENDER TAB SELECTION**



Step 2 - For Network Surrender select License Issued/Surrendered TAB from NETWORK Box .

ETA	Network	Application Detai	ls		Ŷ		
Network	Apply for I Migration	Fresh Application/Ammen Of License	dment In Process Applicatio	ns In Process Requests	License Issued/Surrendere	d Rejected Applicati	ons
Satellite	PDF EX	CEL				Search:	
Non-Network Experimental/Demonstration/	Sr.No.	License No ¢	License Type Terrestrial Broadcast (FM/Community Radio Station/SW/MW/LPT/HPT/DTT) 0	License Issue Address bbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb	License Validity 🔶 7 30-06-2023	Action 🔶	0
Manufacturing & Testing DPL/NDPL	12	MW-112233	Microwave Link MW access and MW backbone for Access Service Providers(Migrated)	CGM BSNL IT PROJECT CIRCL ,Pune ,MAHARASHTRA, 411026	30-10-2022	Renewal Of License	Ø
Import	13	MW-2022/1909	Microwave Link MW access and MW backbone for Access Service Providers(Migrated)	CGM BSNL IT PROJECT CIRCL ,Pune ,MAHARASHTRA, 411026	30-09-2022	Renewal Of License Surrender Of License	Ø

Step 3 : Click on Surrender of License to proceed for surrender

भारत सरकार GOVERNMENT OF INDIA	संचार मंत्रालय MINISTRY OF COMMUNICATIONS					LogOut ( User id: C2018008:
	दूरसंचार विभाग DEPARTMENT OF	Confirmation			× SSARA	L HAR
स्टिपमेन जपते	TELECOMMUNICATIONS	Do you really want to	process for surrender of thi	s license?	(Simplified A Portal fo	Application For Registration And or License Management in DoT
				× No	If-declaration) in WPC	Helpdesk
					Orders/Circulars Doo	cument CheckList FAQ
Welcome M Test	(Test)					
ETA	Network Appl	ication Details				
Network	Apply for Fresh Ap	oplication/Ammendment	In Process Applications	In Process Requests	License Issued/Surrendere	d Rejected Applications
	Migration Of Licen	ise				

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Step 4 - Now Click on Save Draft and generate Surrender id to proceed with

SURRENDER APPLICATION FOR WPC(NETWO	RK LICENSE-TG-03)	1	
Pincode not available Need help ? Click here Save Draft	Validate Application	n Submit	
Company No of Station Equipment Information Stations Details Details			
1A.Company/Organization details for which license is required	1B.Personal Detail	s :	1C.Address for Correspondence with Telephone/Fax/Mail :
CIN L74899DL1995PLC070609	Name * Father's Name* Designation*	aaaaa dddd sde	Address : airtel house District : New Delhi State : DELHI
Company Name Test	Nationality Date of Birth*	Indian v 01-03-2004	Pincode : 111111 Landline No: 12345678900 Fax : Mobile No : 911111111
License issue address details :	Place of Birth*	ttt	Email : test@gmail.com
Address * NEYVELI LIGNITE CORPOR Pincode* 607802	Permanent Address* Pincode *		
District Cuddalore V	District	~	

SURRENDER APPLICATIO	N FOR WPC(NETW	ORK LICENSE-TG-03	)		
Need help ? Click here	Save Dra	ft Validate Applicatio	on Submit		
Company No of St Information Stations De	ation Equipment etails Details				
Application ID: NW	034820230600	022			
1A.Company/Organizati which license is required	1A.Company/Organization details for which license is required .		ls :	1C.Address for Correspondence with Telephone/Fax/Mail :	
		Name *	ааааа		
CIN		Father's Name*	Address : airtel house District : New Delhi		
L74899DL1995PLC070	0609	Designation*	sde	State : DELHI	
Company Name		Nationality	Indian Y	Pincode : 111111 Landline No: 12345678900	
Test		, Date of Birth*	01-03-2004	Fax :	
License issue address de	etails :	Place of Birth*	ttt	Mobile No         : 9111111111           Email         : test@gmail.com	
Address * NEYVELI L	IGNITE CORPOR	Permanent Address*			
Pincode* 607802		Pincode *			

#### Step 5 : Surrender form details

SURRENDER APPLICATION FOR WPC(NETWORK LICE	NSE-TG-03)	
Pincode not available		
Save Draft Valid	ate Application Submit	
Company No of Station Equipment Information Stations Details Details		
No.Of Station Details		
	Operational	Standby
1. No of Fixed Stations (Excluding Repeater Stations)	1	0
2. No of Repeater Stations	0	0
3. No of Handheld Stations	0	0
4. No of Vehicle Mounted Stations	0	0

Home / W	PC / Su	rrender Fiz	xed/Lan	d Mobile-HF/	VHF/UHF (#	bove 806MHz	) Licence No	TG-03		
SURRENDER	APPLICA	TION FOR	WPC(NE	I WORK LICE	:NSE-1G-03)					
Pincode not ava	lable k here									
			Save	e Draft Valic	late Applicatior	Submit				
Company	No of	Station	Equipmen							
Information	Stations	Details	Details							
Station Deta	ails									
Station Detai										
Station Categor	y Name of S	Station Addre	ss of Stati	Latitude	Longitude	Type of Antenna	Antenna Gain	Antenna Azimut	Antenna Elevatio	Height of Site
Fixed	WSTN_NEY	VELI ELENEYVEL	LI CUDDALC	11'31'26.00"N	79'27'5.00"E	OMNI	5.000	0.000	0.000	0.00

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Existing Equip	ment Details								
Category	Equipment Type	Manufacturer	Model	Frequency Deati	RF Power	Emission	Quantity	Imported Y/N	Other Deta
Transmitter(Trans	Fixed	MOTOROLA	MAX-638	806.0000-869.00	1.000W	1 G1D	1		1
List of Equipr	nent for Surr	ander							
Equipment De	tails								
Category	Equipment Tyr	e Manufactur	er Mo	del RF Pov	ver Ava	ailability	Quantity	WMO/DPL	WMO/DPL
Transmitter(Trans	ni Fixed	MOTOROLA	A MAX	(-638 1.000	W		1		
	odify								
O View   C M									

#### Step 6 : Destruct all Equipment

Company Information         No of Stations         Station         Equipment Details           Equipment Details         Existing Equipment Details           Existing Equipment Details         Existing Equipment Details           Category         Equipment Type         Manufacturer           Model         Frequency Deati         RF Power         Emission           Category         Equipment Type         Manufacturer         Model           Category         Equipment Type         Manufacturer         Model	
Equipment Details Existing Equipment Details Category Equipment Type Manufacturer Model Frequency Deati RF Power Emission Quantity Imported Y/N Other Details(Se Taxeenitering Event MOTOPOLA MAYA38 506 0000-550 001 1 000W 1 0 D 1	
Existing Equipment Details         Model         Frequency Deati         RF Power         Emission         Quantity         Imported Y/N         Other Details(Second 2000)           Transmitter         MOTOPOLA         MOTOPOLA         MOTOPOLA         MOTOPOLA         Dotted 2000)         1 000W         1 01D         1 </td <td></td>	
Category Equipment Type Manufacturer Model Frequency Deati RF Power Emission Quantity Imported Y/N Other Details(Se	
Transmitter/Trans Eixed MOTOPOLA MAX-538 805 0000-850 00 1 000W 1 C1D 1	
4	
List of Equipment for Surrender	
Equipment Details	
Category Equipment Type Manufacturer Model RF Power Availability Quantity WMO/DPL WMO/DPL User	
Category Equipment Type Manufacturer Model RF Power Availability Quantity WMO/DPL WMO/DPL User Transmiter/Tran	

Step 7 : Start Destruction . Equipments are destructed either by DPL or WMO In case of Lost Equipments FIR Copy is required. And for Lost cases destruction is by WMO

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Equipment Details							
Category Equipment Type	Manufacturer	Model	RF Power	Availability	Quantity	WMO/DPL	WMO/DPL User
View CP Modify	MOTOROLA	MAX-038	1.000W				14 <4     >> >1
Equipment Category				Transmitter(Tran	ısmit Only)		
Equipment Type				Fixed			
Model				MAX-638			
Manufacturer		MOTOROLA	A				
Quantity		1					
Equipment Availability		Lost		~			
Certificate Required From		WMO				~	
WMO (for destruction of equipment)		WMO Ba	nglore		~		
		Save Equipm	ent Request D	etails Close			

		Save D	Draft Vali	idate Application	Submit				
Company I Information	No of Si Stations D	tation Equipment Details							
Equipment De	etails								
Existing Equip	ment Details								
Category	Equipment Typ	e Manufacturer	Model	Frequency Deati	RF Power	Emission	Quantity	Imported Y/N	Other Details(
Transmitter(Trans	Fixed	MOTOROLA	MAX-638	805.0000-859.00	1.000W	1 G1D	1		1
List of Equipn Equipment Det	<mark>nent for Su</mark> tails	rrender							
List of Equipn Equipment Det Category	ment for Su tails Equipment	rrender Fype Manufacturer	Mod	lei RF Po	wer A	vailability	Quantity	WMO/DPL	WMO/DPL User
List of Equipm Equipment Det Category Transmitter(Transm	ment for Su tails Equipment Fixed	Frender Fype Manufacturer MOTOROLA	Mod MAX-6	lel RF Po 538 1.001	wer An	vailability LOST	Quantity 1	WMO/DPL WMO	WMO/DPL User K Shanthi

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-derburger p.e	tails : Please (	Ipload Single FII	R copy for 1	L Lost Equipmen	ts .				
		Save I	Draft Val	idate Application	Submit				
Company Information	No of Stat Stations Deta	on Equipment ils Details							
Equipment D	etails								
Existing Equip	ment Details								
Category	Equipment Type	Manufacturer	Model	Frequency Deati	RF Power	Emission	Quantity	Imported Y/N	Other Details
									-
List of Equip	ment for Surr	ender							
List of Equip	ment for Surr tails	ender							
List of Equip Equipment De Category	ment for Surr tails Equipment Typ	ender Manufacturer	Mod	iel RF Po	wer Av	ailability	Quantity	WMO/DPL	WMO/DPL Usi
List of Equip Equipment De Category Transmitter(Trans	ment for Surr tails Equipment Typ Fixed	ender Manufacturer MOTOROLA	Mod MAX-1	iel RF Po 638 1.000	wer Av. DW	ailability LOST	Quantity 1	WMO/DPL WMO	WMO/DPL Us K Shanthi
List of Equip Equipment De Category Transmitter(Trans View d M	ment for Surr tails Equipment Typ Fixed odify	ender Manufacturer MOTOROLA	Mod MAX-1	iel RF Po 638 1.000	wer Av	ailability LOST	Quantity 1	WMO/DPL WMO	WMO/DPL U: K Shanthi
List of Equipm Equipment De Category Transmitter(Trans View gr M	ment for Surr tails Equipment Typ M Fixed odify	ender Manufacturer MOTOROLA	Mod MAX-1	lel RF Po 638 1.00	wer Av	ailability	Quantity 1	WMO/DPL WMO	WMO/DPL Us K Shanthi
List of Equip Equipment De Category Transmitter(Trans View @ M	ment for Surr tails Equipment Tyj Fixed ddfy	ender Manufacturer MOTOROLA	Mod MAX-I	iel RF Po 638 1.000	wer Av	ailability	Quantity 1	WMO/DPL WMO	WMO/DPL Us K Shanthi
List of Equip Equipment Do Category Transmitter(Trans View @ M FIR Copy	ment for Surr tails Equipment Tyj m Fixed ddfy	ender Manufacturer MOTOROLA	Mod MAX-1 Jpload	iel RF Po 638 1.004	wer Av	ailability	Quantity 1	WMO/DPL WMO	WMO/DPL Us K Shanthi

		Sav	ve Draft 🛛 V	alidate Applicatior	Submit				Applicati	on validated suc
Company No Information St	o of Statio ations Detai	on Equipme Is Details	nt							
Equipment Det	ails									
Existing Equipm	ent Details									
Category Ec	quipment Type	Manufacturer	Model	Frequency Deati	RF Power	Emission	Quantity 🕈	Imported Y/N	Other Details(Se	
Transmitter(Trans	Fixed	MOTOROLA	MAX-638	805 0000-850 00	1.000W	1 G1D	1		1	
4	ant fan Gum		MAXOJO	000.000-005.00						
List of Equipme Equipment Detai	ent for Surre	ender	macos	300.000-055.00						
List of Equipme Equipment Detai Category	ent for Surre ils Equipment Typ	ender • Manufactu	irer Mi	odel RF P	ower Av	ailability	Quantity	WMO/DPL	WMO/DPL User	
List of Equipme Equipment Detai Category Transmitter(Transmi	ent for Surre ils Equipment Typ Fixed	e Manufactu MOTORO	irer Ma LA MAX	odel RF P X-638 1.00	ower Av DOW	ailability LOST	Quantity 1	WMO/DPL WMO	WMO/DPL User K Shanthi	
List of Equipment     Equipment Detai     Category     Transmitter(Transm     View @ Modit	ent for Surre ils Equipment Typ Fixed fy	e Manufactu MOTORO	irer Mi LA MAX	odel RF P X-638 1.00	ower Av DOW	ailability LOST	Quantity 1	WMO/DPL WMO	WMO/DPL User K Shanthi	

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$\leftarrow$ $\rightarrow$ G $\blacksquare$	Not secure   10.192.208.31:8088/wp	rc_network/wpc_licen_nw_surr.php#step-1
🖸 YouTube 💡 Ma	ps 💪 MyOffice Home 🔇 10.192.20	I8.21:9070
स्टममेन जमर	DEPARTMENT OF TELECOMMUNICATION	Surrender request Submitted.
		-declaration) in WPC
	Home / WPC / Surrende	er Fixed/Land Mobile-HF/VHF/UHF (Above 806MHz) Licence No TG-03
	SURRENDER APPLICATION F	OR WPC(NETWORK LICENSE-TG-03)
		Save Draft Validate Application Submit
	Company No of Station Information Stations Detail	in Equipment s Details

Step 8 :Dash Board ,after Destruction submission:

After Submission , Now application is available in WMO/DPL for destruction

ETA	Network Application Details											
Network	Apply Migrat	Apply for Fresh Application/Ammendment         In Process Applications         In Process Requests         License Issued/Surrendered         Rejected A           Migration Of License         Migration Of License         Migration Of License         Migration Of License         Migration Of License							Applicati	ons		
Satellite	PDF	EXCEL	License No.	•	License Type	•	Dequest Status	•	Action	Search:		•
Non-Network	11	NW034820221100018	NWW3482	0220300002	Fixed/Land Me HF/VHF/UHF ( 806MHz)(Ame	obile- Above ndment)	WOL issuance i pending	s	Pending for Issue of License		6 <i>6</i>	. 🛤
Manufacturing & Testing DPL/NDPL	12	NW034820230600022	TG-03 old lic no.(	TG-03)	Fixed/Land M HF/VHF/UHF ( 806MHz)(Surr	obile- Above ender)	Submit Surrend Request	ler	Submitted for scruitiny		lò <i>(</i> /	
Import	Showing	1 to 12 of 12 entries								Previous	1	2 Next

Dash Board ,after Destruction :

After successful process by WMO/DPL Applicant can download surrender certificate

Network	Apply for F	resh Application/Ammendm	ient In Process Ap	oplications In Process Rec	uests License Issued/Surre	ndered Rejected Applications
	Migration	Of License			$\wedge$	
Satellite	PDF EX	CEL				Search: 22
	Sr.No.	▲ License No 🛔	License Type 🛛 🌲	License Issue Address	License Validity 🛔	Action 🔶
Non-Network	14	NWW34620140441402	Others (Radar/AIS/Beacon	GM(E&T) HEAD INFOCOM ONGC ,REGIONAL INFOCOM,	10-04-2014	Renewal Of License
Experimental/Demonstration/ Manufacturing & Testing			806MHz(Migrated)	BANDRA SION LINK ROAD, MUMBAI DHARAVI PO ,Mumbai City		Surrenuer Of License
DPL/NDPL				,MAHARASHTRA, 400017		
	15	NWW34820220300002	Fixed/Land Mobile- HF/VHF/UHF (Above	411019 MAHARASHTRA,	31-10-2023	ID.
Import			806MHz)()			<i>w</i>
	16	TG-03	Fixed/Land Mobile- HF/VHF/UHF (Above 806MHz)(Surrender)	NEYVELI LIGNITE CORPORATION LIMITED ,MINES II ADMN BLDC.,PO NEYVELI, CUDDALOR DIST , NEYVELI SECOND MINES ,Cuddalore ,TAMIL NADU,	31-12-2023	Surrender Certificate

---- End of Document ----