User Manual (Ver 1.0)

For Applicant

PUBLIC MOBILE RADIO TRUNKING SERVICES

Department of Telecommunications

Government of India

16th June, 2023

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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

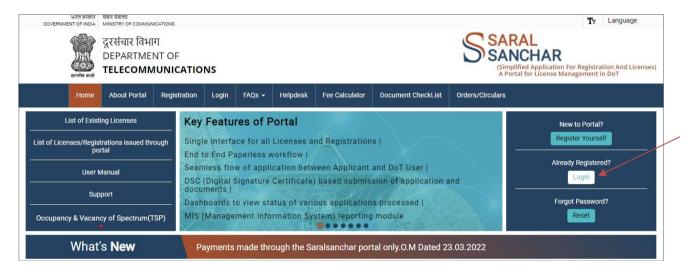


The application can be accessed through InternetExplorer/chrome web browser. The address for the portal is https://saralsanchar.gov.in. The user will and on the homepage once he connects to the above site.

SaralsancharPortalHomePage&Login:

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.

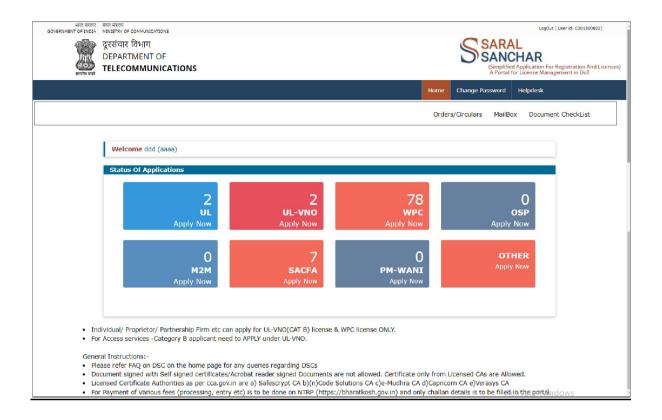


If you have forgotten your password, refer to the section Reset forgotten password.

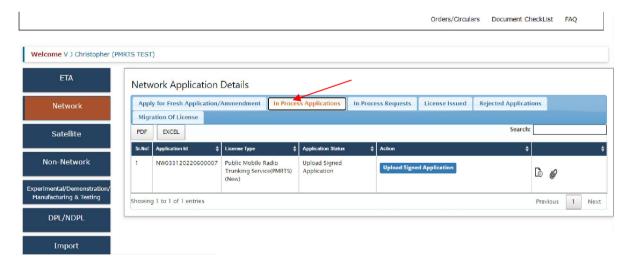


If user successfully the login, then user dashboard page below the screen.

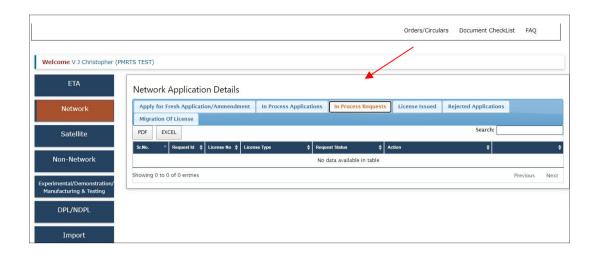
User dashboard

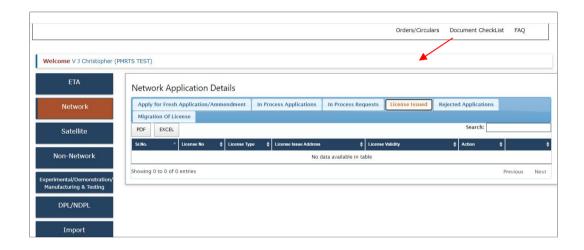


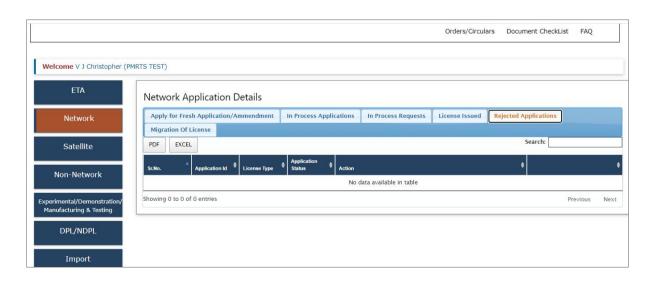
For testing of PMRTS License application click on WPC and then on Network block on the left menu.

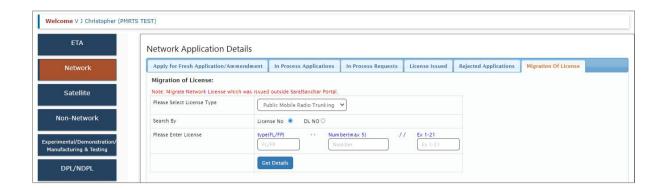


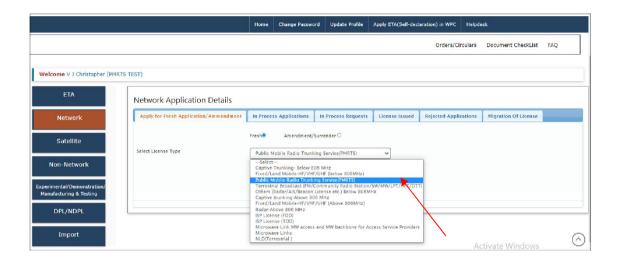
Dashboard shows three tabs Apply for Fresh Application/Amendment, InProcess application, InProcess Requests, License Issued, Rejected Applications, Migration of License.

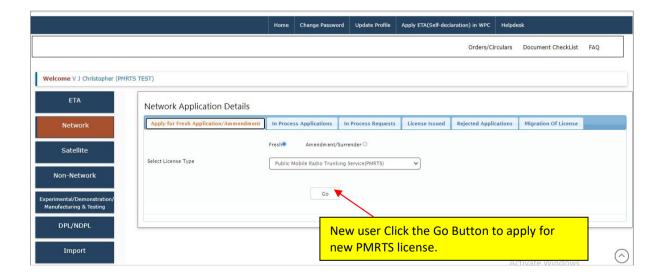










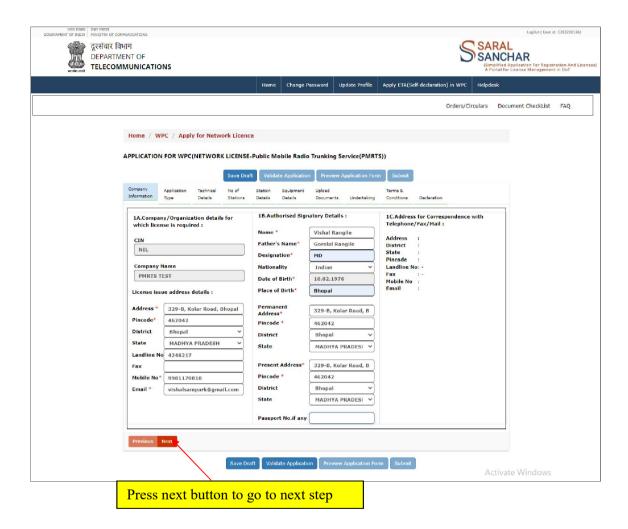


For applying for new license click on the "Apply New License" link.

New License applying Procedure

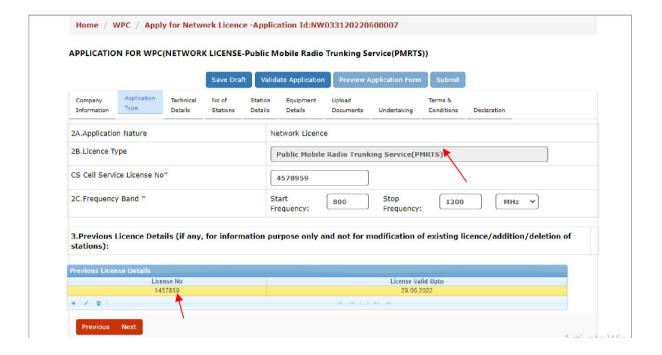
Step-I Company Information:

In this step the information about company entered while registration will pop up and will be in view only form.



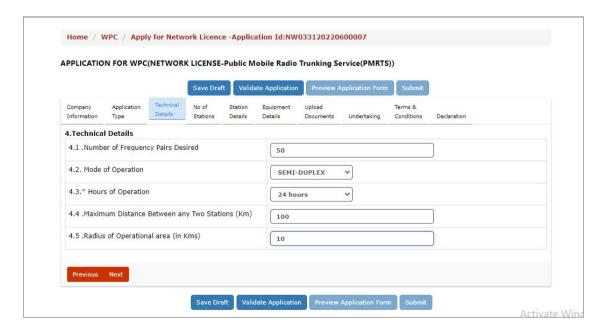
Step -II Application Type

Next step is feeding Frequency Banddetails and previous license issue dated (shown in red arrow).



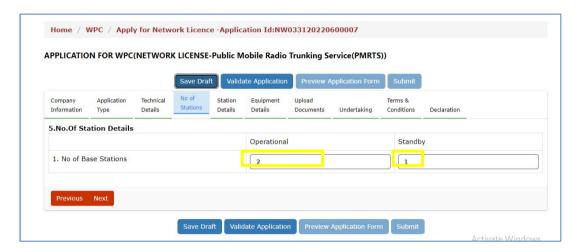
Step - III TechnicalDetails

Thenextstepisentering "Technical Details". Fill the data for mode and hours of operation.



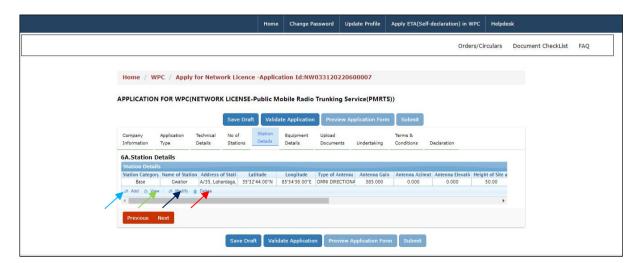
Step - IVNo of Station

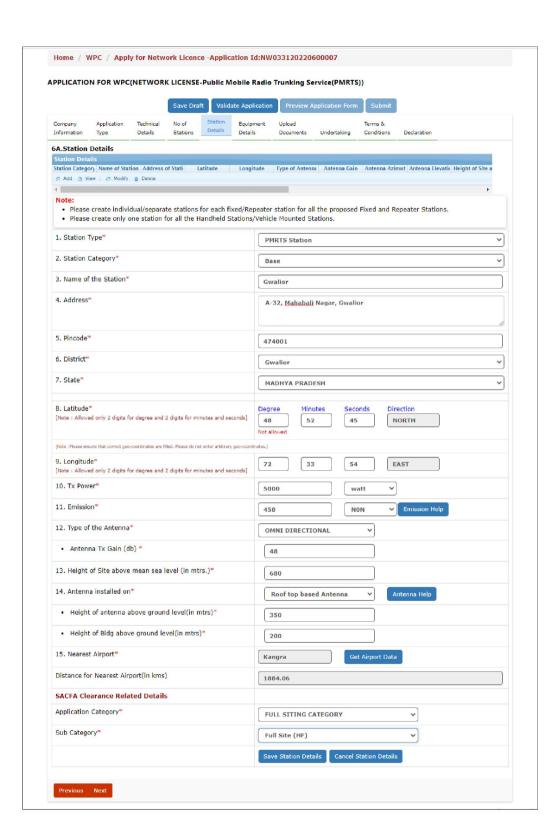
Station details fill up in this section. if operational are 2 and stand by 1 so user have to submit 2 details of **Station Details Tab** and total no. of equipment are 3 image are shown in blow for yellow rectangle mark.



Step - VStation Details

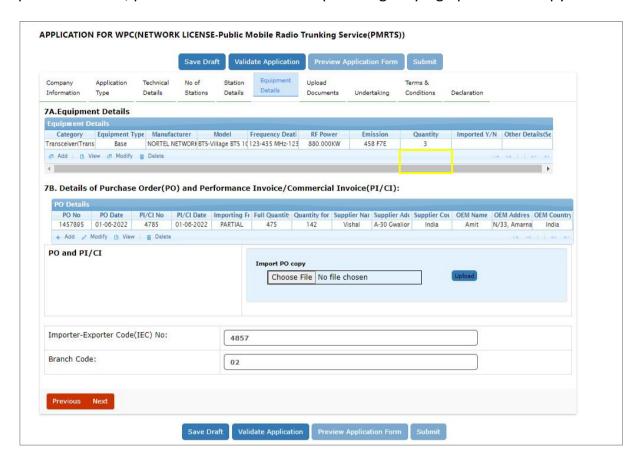
In these sectionAdd,View,Modify and delete button (shown in arrow) if the user submit in No of Station tabs for 2 operational and 1 standby so its mean user are submit 2 station details in these section click the add button and fill the next station details information required just like station type, category, name of station, antenna specificationetc.





Step – VIEquipment Details

In these section fill the equipment details section – Category, Equipment Type, Manufacture, Model, Freq. Details, RF Power, Emission, Quantity 3 (2 Operational + 1 Stand by submit in **No. of Station** section) and details of purchase order, performance invoice and upload digitally sign pdf for PO copy.



Step – VII Upload Documents

In these section 5 pdf upload - Company details, ID Proof of auth. signatory, technical specification, service license and other relevant document are submitted.

Save Draft Validate Application Preview Application Form No of Terms & Company Application Technical Station Equipment Information Undertaking Conditions Declaration Details Stations Details Details Type 8A.Company Details* (Documents related to CIN etc.) Company Details Upload Choose File No file chosen 8B.ID proof of Authorised Signatory* Personal Details Unload Choose File No file chosen 8C.Technical Specifications of Equipment Technical Specifications of Equipment Choose File No file chosen 8D.Service License from CS Cell* Service License from CS Cell Choose File No file chosen 8E.Other relevant documents (if any) Other Document(if any) Choose File No file chosen

APPLICATION FOR WPC(NETWORK LICENSE-Public Mobile Radio Trunking Service(PMRTS))

IMPORTANT

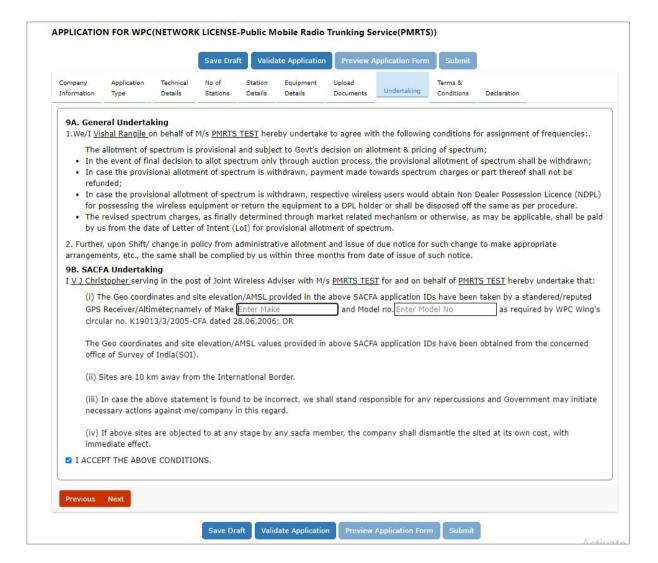
Digitally Signed Document: All the document to be uploaded must be in "pdf format" and "digitally Signed". The portal will automatically reject any document which is not digitally signed or not in pdf format.

Save Draft Validate Application Preview Application Form Submit

Step - VIII Undertaking

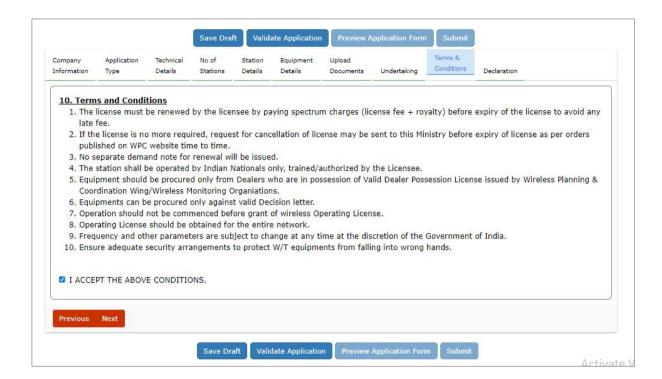
General undertaking and SACFA undertaking required GPC receiver making and model number submit in these section.

Activate V



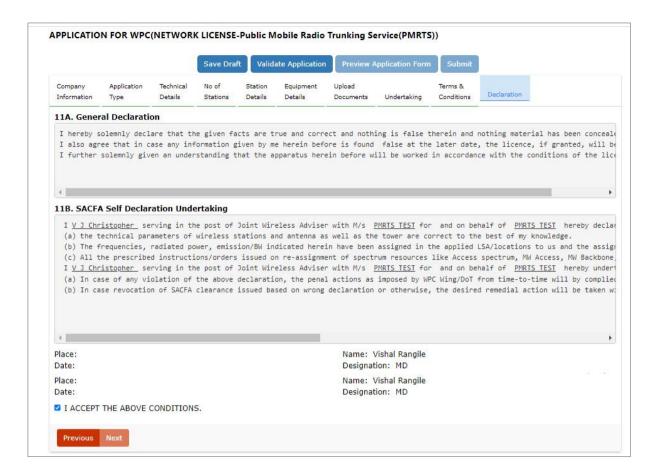
Step - IX Terms & Condition

If "Terms & Conditions" check box not clicked then system will not allow submitting the form.

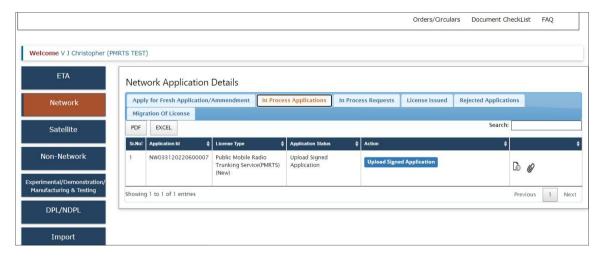


Step – X Declaration

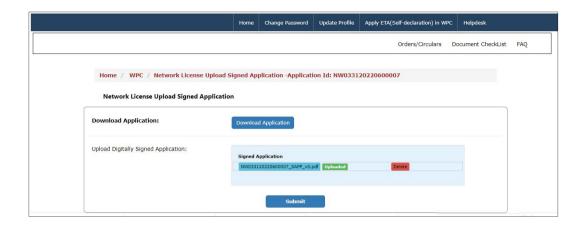
In these section self declaration form for General and SACFA purpose. When the user fill all the credential and click for save draft, valid application download the preview application form and finally click the submit button.



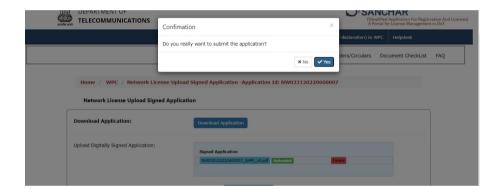
After submit button user show in dashboard below the image.

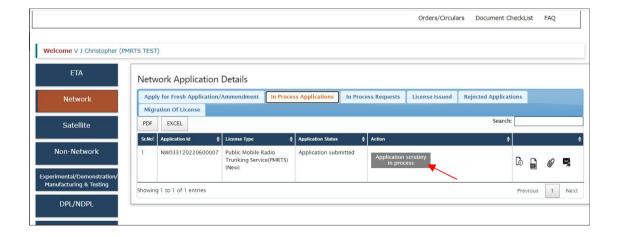


"Upload the application with digital signature" sign application button click and show the next screen for digitally sign pdf file attached in these section.



Upload the digital sign copy and submit the button open a popup window for confirmation for submit the final document.

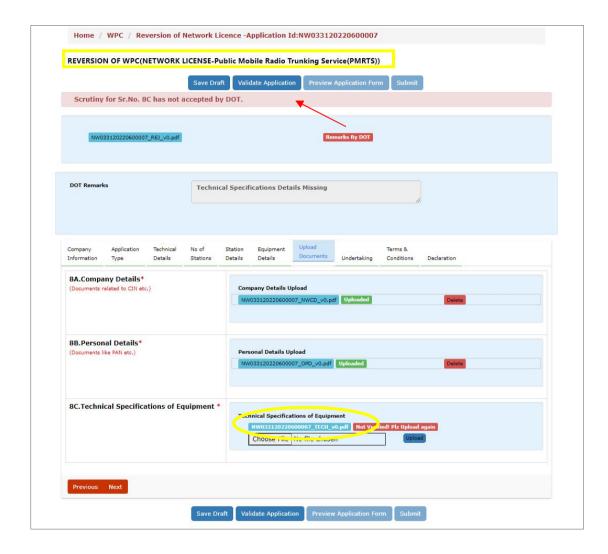




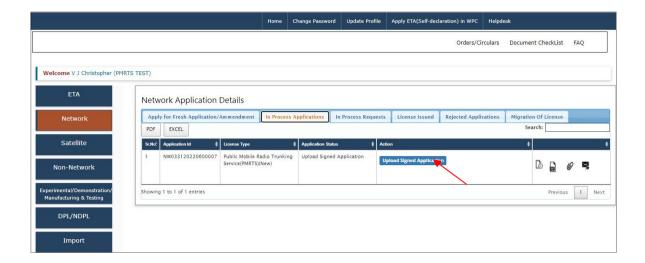
When the user selects the yes for submission user will redirected to the dashboard page and status will be shown as "**Pending for Scrutiny**" in the dashboard. Now the application is with the DoT nodal officer for scrutiny and approval / Reversion.

Working on Scrutiny Reverted form

If the DoT nodal officer has not accepted any of the details submitted by the applicant, the application will be reverted back to the applicant for re-submission of the details submitted. The summary will be shown on the top bar where the sections/items that were not accepted by the DoT nodal while the scrutiny of the application will be shown.



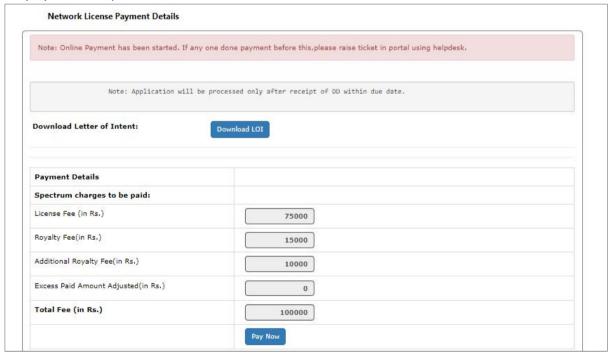
User shall modify all these sections/items and shall resubmit the application with the modified details/ upload sign application.



When the nodal officer is satisfied with all details / documents submittedthen the application will be processed further and the applicant can see the status in the dashboard.

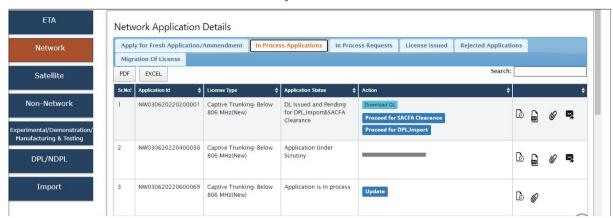
Download LOI and Complete Payment

Once the application is fully approved and LOI is issued by the Nodal, the applicant can download the LOI from the Dashboard using the Download LOI. Applicant will do payment as per LOI.



After successful payment, DL will be automatically generated. Applicant will download that Decision Letter and proceed for SACFA Clearance and DPL or import of Equipment.

Proceed For SACFA and DPL/Import



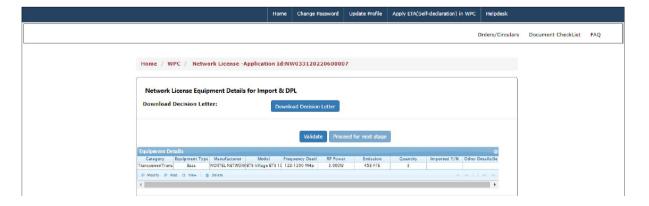
When user click the proceed for SACFA Clearance button and process further for SACFA site details ,screen will appear as follow.



After successful payment for SACFA and applicant will get SACFA certificate for Sites.



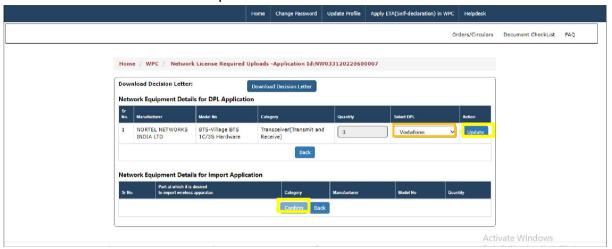
After clicking proceed for DPL / Import , applicant will select import option if equipment is to be imported otherwise it will be purchase from DPL .



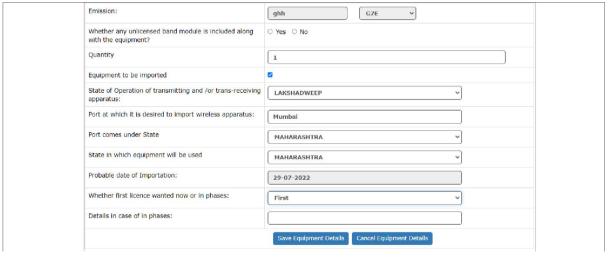
User click the validated button pop screen for confirmation open if the user select in yes new screen are appear it.



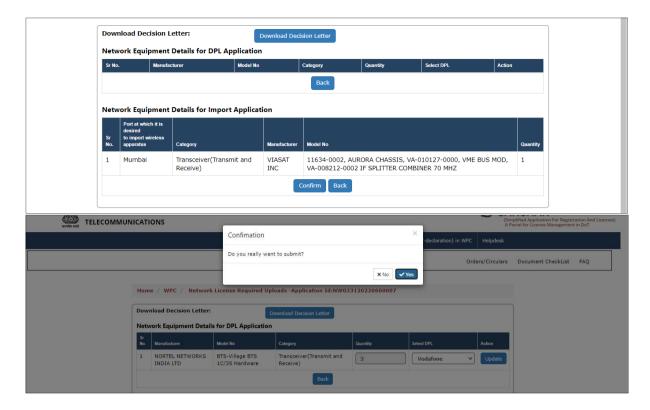
If equipment is to be purchased from DPL, then applicant will select that particular DPL otherwise it will ask for import details.

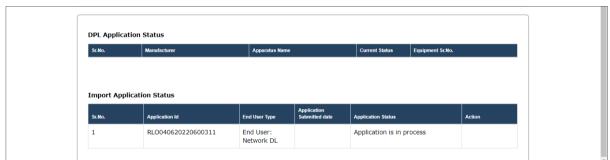


If equipment is to be imported then following data need to be entered.



Depending on port selection, equipment import request will be created as follow.



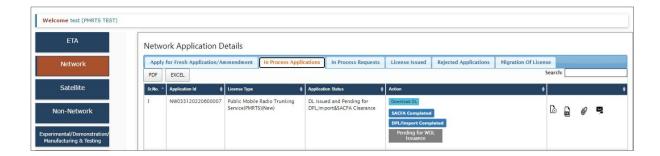


After confirmation DPL or Import, equipment request will be available at DPL or Import as per selection.

If applicant has selected DPL then equipment request will be available at DPL end.

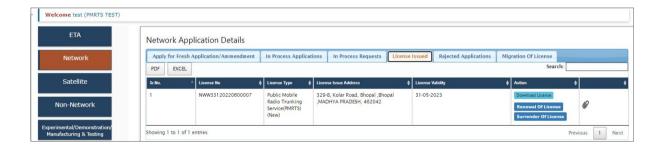


After equipment Request approved from DPL holder or import process completed, status will be changed as shown in below screenshot.



After completion of SACFA clearance and Equipment procurement, nodal will issue license and this will available at applicant end under License Issued Tab as follow. Applicant will download this license using Download License Link.

Download License



---- END -----