User Manual

(For Applicant)

Online Application ETA-Self Declaration

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.
- **ETA :** Equipment Type Approval

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**.

ote:'*' fields are mandatory)						
Individual/ Proprietor/ Partne For OSP Registration applicat For Access services -Categor For WPC Exams/Certificate S	nt need to be e y B applicant n	ither Company/ eed to APPLY ur	LLP/FCPR. nder UL-VNO			
Applicant Type				-11		
Registration Type	Company			Ŧ		
	<u></u>					
CIN*	eg:U/L	12345	MH	1234	ABC	123450
CIN*				1234 4 ABC 123456 in		123450
CIN* Confirm CIN *						123450
Confirm CIN *	[Note : CIN	1 Format is U 12	2345 MH 123	4 ABC 123456 ii	n sub-blocks.]	
	[Note : CIN	1 Format is U 12	2345 MH 123	4 ABC 123456 ii	n sub-blocks.]	

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	Address line
Pincode	enter Pincode
District	
State	
LandLine Number	eg:01112345678
Fax Number(if any)	eg:01112345678
E-mail	E-mail

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

Address	Address line
Pincode	enter Pincode
District	· · · · · · · · · · · · · · · · · · ·
State	· · · · · · · · · · · · · · · · · · ·
Landline Number	eg:01112345678
Fax Number (if any)	eg:01112345678
E-mail	E-mail
	· · · · · · · · · · · · · · · · · · ·

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

Address	Address line
Pincode	enter Pincode
District	· · · · · · · · · · · · · · · · · · ·
State	
landline Number	eg:01112345678
Fax Number (if any)	eg:01112345678
E-mail	E-mail
Mobile Number	Mobile no

Authorised contact Person /Signatory details *

Name	Name of Authorised Contact person/Signatory
Designation, if any	Designation of Authorised Contact person/Signatory
Address	Address line
Pincode	enter Pincode
District	
State	
andline Number	eg:01112345678
Fax Number (if any)	eg:01112345678
E-Mail	OTP will be sent on this mail ID in registration process Mail Id
Mobile Number	OTP will be sent on this mobile number in registration process Mobile No
Enter Captcha before OTP Authentication	Enter Captcha

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.

Address	Heldweni
State	UTTARAKHAND
District	Nainital
Pincode	263139
Landline Number	46426265659
Fax Number (if any)	54465464646
E-Mail	0TP will be sent on this mail 10 in registration process niteshjoshi535@gmail.com
Mobile Number	07P will be sent on this mobile number in registration process 8218828589
Enter Captcha before OTP Authentication	Enter Captcha 82232 🕟 Venfied
OTP Authentication	
Mobile OTP	Enter Mobile OTP Generate OTP Validate
E-Mail OTP	Enter Mail OTP Generate OTP Validate
	RESET (To reset any change in the above registration form)
Enter Captcha before submit	Enter Captcha 51358 5
Valio	late Submit

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.

Enter Mobile OTP Recenserate OTP Validate Southle OTP Recenserate OTP Validate Recenserate OTP Recenserate OTP Validate R
unor mobile uno
Enter Mobile OTP. Volidate Mobile OTP. verified
Enter Captcha 82232 S Venfled
017 vill be sent on this mobile number in registration process 6216628569
010 will be sent on this mail 10 in registration process niteshjoshi535@gmail.com
544654646
46426265659
263139
Nainital
UTTARAKHAND

After successfully registration you will see the below screen.

दूरशंबार विकास DEPARTMENT OF TELECOMMUNICATIONS	SARAL SANCHAR (Simplified Application For Registration And Licenses)	
		14
User Registrat	ion Status	
	essI Registration Done Successfully. Credentials has been sent to registered user E-Mail.	
	Home	

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	C201800819		
Password	••••••		0
Security Code	Enter Captcha	n2BXGI	
	Login	Forgot	Forgot
		Password?	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**.

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	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.

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



- 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 ETA Application:

Below is a sample demo for ETA application. ETA \rightarrow Apply for New

Select ETA Type \rightarrow <u>Go</u>.

		Home	Change Password	Update Profile	Apply ETA(Self-declaration) in WPC	Helpdesk
					Orders/Circulars Di	ocument CheckList FAQ
Welcome DIAMOND SINHA (TATA STEEL)					
ETA	Equipment Type App	roval Details				
Network	Apply for New Application	Previous Applica	ations Previous In	nport Permission f	or ETA Exempted	
Satellite	Select ETA Type	ETA-	-Self Declaration		~	
Non-Network			Ce l			
Experimental/Demonstration/ Manufacturing & Testing	L					
DPL/NDPL						
Import						\bigcirc

Example for ETA –Self declaration .

2.3.1 Company Information

Company Information: In this Company/Organization Details, Personal Details are to be filled and Address for Correspondence will be showed as filled while registration.

Home / WPC /	Apply for ETA(Self-D	eclaration)				
	ETA THROUGH SELF					
	suse of 446 MHz license-free manufacturers and agencie		ate for 446 MH	z license-free radios		
	Save Draft V	alidate Download	Undertaking	Submit		
Step 1 Company Information	Step 2	Step 3	Step 4	Step 5		
Company Information	Equipment/GSR Details	RF Test Report Details	Uploads	Terms and Conditions	-	
CIN/LLPIN						
L27100MH	1907PLC000260					
1. Company	Name : TATA STEEL					
2. Complete	Postal Address of Com	pany				
i) Corp	orate Office :					
	TEEL, BOMBAY HOUSE	24, HOMI MODY S	REET, FORT	, MUMBAI		
State :	MAHARASHTRA					
	e : 400001 No: 02266658282					
	: 02266657724					
Email :	cosec@tatasteel.com					
	or Correspondence wit					
	TEEL, BISTUPUR, GENE : East Singhbhum	RAL OFFICE, CORPO	DRATE CENT	RE		
	JHARKHAND					
	e : 831001 e No : 06572423305					
Fax :	e No . 00372423303					
	No : 7781011022 diamond.sinha@tatast	eel.com				
4 Authorice	d contact Person /Sign	atory details :				
	DIAMOND SINHA	atory details .				
	IEAD STATUTORY COM TA STEEL, BISTUPUR,			CENTRE		
	: East Singhbhum	GENERAL OFFICE, C	URPURATE	CENTRE		
	HARKHAND					
	e: 831001 e No: 06576645743					
Fax:						
Mobile	No: 7781011022					

2.3.2 Equipment Details

 Public Notice i.r.t. misuse of 446 MHz license-free r General Notice to the manufacturers and agencies of 	ndios btaining ETA certificate for 446 MHz license-free radios	
Save Draft Val	date Download Undertaking Submit	
Step 1 Step 2	Step 3 Step 4 Step 5	
Company Information Equipment/GSR Details	RF Test Report Details Uploads Terms and Conditions	
Equipment Details:		-
Equipment Details.		
5. Equipment Category	Select	~
6. Make(Name of Manufacturer,Country)		Select Countr V
		Select Countr +
7. Model	Only single Model is applicable under a sir	ngle ETA Check model
	Only single Model is applicable unde	er a single ETA.
	Add Frequency Button Enable After Saving Draft	
Freq & GSR Details		
Start Freq Stop Fr	eq Freq Unit G	GSR NO GSR DATE
🝵 🛛 😰 View		F4 4

2.3.3 RF Test Details

Select Equipment category, Make and model and click on save draft. Once Save draft is clicked provisional application number will be attached to your application and further actions will be taken on the same.

	ELECOMMUNIC	TIONS					MCHAR mplified Application For Re Portal for License Manager	gistration And Lice nent in DoT
			Home	Change Passwo	rd Update Profile	Apply ETA(Self-declaration) in \	WPC Helpdesk	
						Orders/Circulars	Document CheckLi	st FAQ
			1					
	Home / WPC / /	Apply for ETA(Self-D	eclaration)					
1	APPLICATION FOR E	TA THROUGH SELF	DECLARATION					
		use of 446 MHz license-free nanufacturers and agencie		icate for 446 MHz	license-free radios			
L.		Save Draft V	alidate Download	l Undertaking	Submit)	
		Save Diait		Tondertaking	Submic			
	Step 1	Step 2	Step 3	Step 4	Step 5			
_	Company Information	Equipment/GSR Details	RF Test Report Detail	Uploads	Terms and Conditions			
	Test Report Details							
	Name of accredited labor	atory issuing Address/co	untry of accredited labo	orate Accreditation	Certificate Reference/Nu	Test Report Number	Test Report	
	@ Add @ Modify 🖸 V	iew 🍵 Delete				14		

		DECLARATION				
	use of 446 MHz license-fre manufacturers and agencie		e for 446 MHz	license-free radios		
	Save Draft	/alidate Download U	ndertaking	Submit		
Step 1 Company Information	Step 2 Equipment/GSR Details	Step 3 RF Test Report Details	Step 4 Uploads	Step 5 Terms and Conditions		
Publication Date						
				ETA will be available to pub	lic	
RF Test report(s):				FILE UPLOAD IS 10MB		anna I
			rt:(incase of n File No file		ease upload a combined pdf d	ocument)
					_	
Authorization from	Manufacturor					
(For Indian Represent		Authorizatio	n from Manufa	cturer:		
		Choose	File No file	chosen	Upload	

Applicant will be able to upload the documents and submit equipment details, RF Test Report Details.

After entering all required data , validate this application, download undertaking and submit it.

 Public Notice i.r.t. mis 		
 General Notice to the 	manufacturers a Save D	Your Application is submitted successfully with application numberETA- × SD-20230600005 at ETA Self Declaration Portal.Download Undertaking from Dashboard and upload signed undertaking.
Step 1 Company Information	Step 2 Equipment/GS	ОК
Terms and Cond	litions:	
ii. Use of the ec from this Mir lii. Field units of avoid interfe iv. ETA through of DGFT and v. The applican	quipment in cas histry. WPC Wing rest rence to other v Self-Declaration no separate im	III be on Non-interference, Non-protection and sharing (non-exclusive) basis. e not conforming to the Gazette notification(s) will require a specific wireless operating license, as applicable erve the right for sample check/audit carried out for the purpose of RF analysis/spectrum monitoring in view to wireless users and ensure compliance of technical parameters. n is valid only for equipments which are exempted from import licensing requirements as per the Import Policy port license is required from WPC Wing. osecution under Indian Law in case of any wrong declaration/ submission of ingenuine RF test report(s) for eclaration.
India.		on is generated for a model; subsequently it may be utilized by other person(s) for import/usage purpose in shall comply with other import related requirements, if any, with Customs.
I agree with the all	bove terms and	conditions.
Previous Next		

After submission this application, it will be available for payment as shown on dashboard.

2.4 Payment of Fee

		Home C	Change Password	Update Profile	Apply ETA(Self-declar	ration) in WPC	Helpdesk	
					Orders/	Circulars Do	ocument CheckList	FAQ
Welcome DIAMOND SINHA (TATA STEEL)							
ETA	Equipment Type Approval	Details						
Network	Apply for New Application Previ PDF EXCEL	ous Applicatio	Previous Im	port Permission	for ETA Exempted		Search:	
Satellite	Sr.No: Application Id 🔶 Equ	ipment Name	\$ Make \$	Model 🔶 .	Application Submitted Date		\$	¢
Non-Network	1 ETA-SD-20230600005 Car	meras	XXX	Canon	13-06-2023	Application is and pending fo undertaking u	or Pay N	ow Io
Experimental/Demonstration/ Manufacturing & Testing	Showing 1 to 1 of 1 entries						Previou	us 1 Next
DPL/NDPL								
	1 8 1 2 1 1 1 1000 00 2							(^)
भारत सरकार संघार मंत्रातय GOVERNMENT OF INDIA MINISTRY OF C	OMMUNICATIONS						LogOut (U	ser id: C201901905)
दूरसंचार f						(Simplifi	AL CHAR ied Application For Reg I for License Managem	gistration And Licenses) tent in DoT
		Home	Change Password	Update Profile	Apply ETA(Self-deck	aration) in WPC	Helpdesk	
					Orde	rs/Circulars	Document CheckL	ist FAQ
Note: helpde	Online Payment for ETA Self Declaration sk.	has been star	ted. If any one do	ne payment bef	ore this,please raise tic	ket in portal us	sing	
Make F	Payment & Upload signed undertaking for	r application I	D: ETA-SD-2023	0600005				
Prev	ious Attachments Application History	Pay Now						

Click on Pay Now Button. It will be directed to BHARATKOSH site for payment.

ar	atkes	Sn Portal				Controlle Dept. of Exp	r General of penditure, Ministr
RYDE	Home	About Us User Guide Contact		s And Conditio	ons Charge	-back and Refund Poli	
	1 Payment Purpose	2		3 Confirm Int	fo	N	on-Tax Recei
_	nent Mode Online	•					
De	positor's Details	TATA STEEL					
Addr		TATA STEEL, BISTUPUR, GENERAL OFFICE, CORPORATE	CENTRE		Address 2		
City		Fast Sinobhum			District		
Name	2	TATA STEEL					
Addr	ess 1	TATA STEEL, BISTUPUR, GENERAL OFFICE, CORPORATE	CENTRE		Address 2		
City		East Singhbhum			District		
State		JHARKHAND			Country	INDIA	
Pince	de/Zipcode	831001			Email	diamond.sinha@tataste	el.com
Mobi	le No. (+91)	7781011022					
TAN					TIN		
Pu	rpose Details						
Sr. No.	Ministry	PAO Name	DDO Name	Purpose	and Payment Type	Payment Period Frequency	i / Amount (In INR)
1	TELECOMMUNICATION	S CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188]	DDO, SO(Cash), New Delhi[205155]	Unified li - Saralsar	cense for GMPCS se tchar,	ervice One Time	10000
				INR ten t	housand only		Total::10000
No.		S CONTROLLER OF COMMUNICATION ACCOUNTS, PAO	DDO, SO(Cash), New	Unified li - Saralsar	cense for GMPCS se nchar,	Frequency	INR) 10

2.5 Upload Undertaking

After successful payment of fee, it will be available for uploading undertaking as shown in dashboard.

		Home Ch	ange Password	Update Pro	ofile Apply ETA(Self-declar	ration) in WPC Helpdes	k
					Orders/	Circulars Document C	CheckList FAQ
Welcome DIAMOND SINHA ((TATA STEEL)						
ETA	Equipment Type Appro	oval Details					
Network	Apply for New Application	Previous Application	s Previous I	nport Permiss	ion for ETA Exempted		
	PDF EXCEL					Search	
Satellite	Sr.No. Application Id	Equipment Name	\$ Make	\$ Model	Application Submitted Date	¢	
Non-Network	1 ETA-SD-20230600005	Cameras	xxx	Canon	13-06-2023	Application is submitted and pending for undertaking upload.	Upload Undertaking
<pre>cperimental/Demonstration/ Manufacturing & Testing</pre>	Showing 1 to 1 of 1 entries				1		Previous 1 Next
DPL/NDPL	1 <u></u>						G

Upload ETA Undertaking:		
	Choose File No file chosen Upload	
Transaction Receipt No	2015XXXXX	
Transaction Date	13-06-2023	
	GTP will be sent on this mobile number.	
Mobile Number	7xxxxxxxx	
OTP Authentication		
(Note:After getting OTP,validate OTP through val	date button.)	
(Note:After getting OTP,validate OTP through val	date button.)	
Mobile OTP Mobile OTP verified	enter OTP Validate	

Here upload undertaking and validate mobile OTP and submit it.

🖷 🖾

Upload ETA Undertaking:		^
	The application has been successfully submitted.Please download ETA X	
Transaction Receipt No	ОК	
Transaction Date	13-06-2023	
Mobile Number	077 will be sent on this mobile number. 9422009545	
OTP Authentication (Note:After getting OTP,validate OTP th	ough validate button.)	
Mobile OTP Habite OTP verified	enter OTP ReCenerate OTP Validate	
	Final Submit Close	

2.6 Download ETA Certificate

After submitting details, ETA can be downloaded from Dashboard.

		Home Change Pi	ssword Update Profile	Apply ETA(Self-declaration) in WPC	Helpdesk
				Orders/Circulars	Document CheckList FAQ
Welcome DIAMOND SINHA (TA	ATA STEEL)				
ETA	Equipment Type Approval	Details			
Network	Apply for New Application Previo	ous Applications P	evious Import Permissio	n for ETA Exempted	Search:
Satellite	Sr.No: Application Id 🔶 Equi	ipment Name 🔶	Make 🔶 Model 🜲	Application Submitted Date	¢ \$
Non-Network	1 ETA-SD-20230600005 Can	neras	xxx Canon	13-06-2023 Payment Ve	rified
Experimental/Demonstration/ Manufacturing & Testing	Showing 1 to 1 of 1 entries				Previous 1 Next
DPL/NDPL	L				
Import					\bigcirc

2.7 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

0	0	0	0	0
UL	UL-VNO	м2М	WPC	OSP

Home	Change Password	Update Profile	Profile Dashboard	New ETA(Self-de	eclaration) in WPC	Helpdesk
			С)rders/Circulars	Document Check	List FAQ

3. Update profile without scrutiny form will appear

A Portal for Licen					ortai for License Manag
	Home	Change Password	Update Profile	Profile Dashboa	rd Helpdesk
		Orders/Circula	rs MailBox	Fee Calculator	Document Check

Registration Type			
Registration Type	Company		
CIN	u58974gj3654res854796		
Company Name *	kpl		
Date of Incorporation*	15-02-2000 clear		
PAN*	aalpv3852g		

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