User Manual (Ver 1.0)

> For Applicant

GMDSS License Migration to Saralsanchar

Department of Telecommunications

Government of India

15th Dec, 2022

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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.



How to Access

The application can be accessed through Internet Explorer/chrome web browser. The address for the portal is <u>https://saralsanchar.gov.in</u>. The user will land on the homepage once he/she connects to the above site.

Saralsanchar Portal Home Page & 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 already registered. If not Click **Register Yourself** Button to register

1. User Registration



Register yourself as shown in screen below, under registration type Individual (WPC/Certificates)

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For Access services -Category	ship Firm etc can apply for UL-YNO(CAT B)license & WPC license ONLY. B applicant need to APPLY under UL-VNO lect Registration Type Category as Individual (WPC Exams/Certificates)
Applicant Type	
Registration Type	Company
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a 7 and a	Individual/ Proprietor/ Pertnershin Firm etc. Individual (WPC Exemplementers)
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After Selection, The form changes as given below

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After entering all the details, leave Corporate, Registered Office address blank and Enter the Authorized Signatory Details along with Address, Mobile number and Email.

Validation of Email and Mobile to be done and then Submit the For.

On Successful submit the userid along with password will be mailed to your validated mail id.

Login with the new user id and password and change the password.

2. User Login



If you have forgotten your password, Click reset button

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

screen.

3. Main Dashboard

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Status Of Applicati	ons		
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		6 WPC	
		Apply NOW	

Individually Prophetory Parchership Film etc. can apply for UL-VNO(LOV B) Incerse & WPC license
 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 Authonities as per oca.gov in are a) Safesorypt CA b)(n)Code Solutions CA c)e-Mudhra CA d)Capincom CA e/Varasys CA
- Loomsed Certificate Authonoles as per oraligorum are a) samscrypt CA b)(n)close solutions CA ce-mudnia CA b)Capicom CA eyveraeys 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.

Click Apply now



Click Apply now in the GMDSS Button.

4. Migration In the Dashboard for GMDSS, Click Migration tab

Apply for Examinations	Apply for GMDSS Certi	ficates	
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Select License type as GMDSS GOC , Search by License No $\,$ and Enter the GOC LIC No.

Click Get Details. If the Portal has Data It will show the data in the table below. If not the Migration request will be Fresh request and confirmation to proceed will be shown. Click proceed to confirm.

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Migration request is created successfully and is shown as

On clicking OK the Form is shown as, Step -1 shows the Applicant Profile details entered at the time of registration, if any mistake in these details, Update profile menu is available in the top menu bar to update the details. If all details are fine then click save draft to save the application.

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5. Application form

In Step -2 License details are shown, The Name shown in picked up from Profile and is non editable.

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APPLICATION for GMDSS general Operator Certificat	e & Licence to Operate
Save Draft	Makdata Application Statest
Step 1 Step 2 Applicant Details	
2. Personal Details	
Name	THRI TEASATERAKHARAM
Father's Name	KOTA GANGA RAO
Date of Birth	09-06-1990
Height	165 Cms
Nationality	Indian
Color of Eyes	
Color of Hair	BLACK
Complexion	WHEATISH
Marks of Identification	Nole near lower lip
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Once Data entry is complete click save draft button, Validate button and Submit the application.

Submitted applications are available on the Migration tab with status.

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Once the scrutiny is done at the WPC DoT end with acceptance, the request shows as MIGRATED.

If not accepted, the request shows as **REJECTED** with Remarks.

The user may create another request for migration.

Once successfully migrated, the user can proceed for Renewal of License activity.