

User Manual
(Ver 1.0)

For
Applicant

GMDSS License Renewal

**Department of
Telecommunications**

Government of India

15th Dec, 2022

TABLE OF CONTENTS

Sl.No	Introduction	Page No.
1	Index	2
2	About the Portal	3
3	login	3
4	User dashboard	5
5	Renewal Application	6
6	Payment	10
7	Download Certificate	13

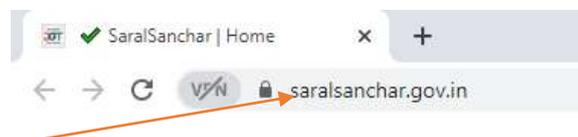
About the Portal

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

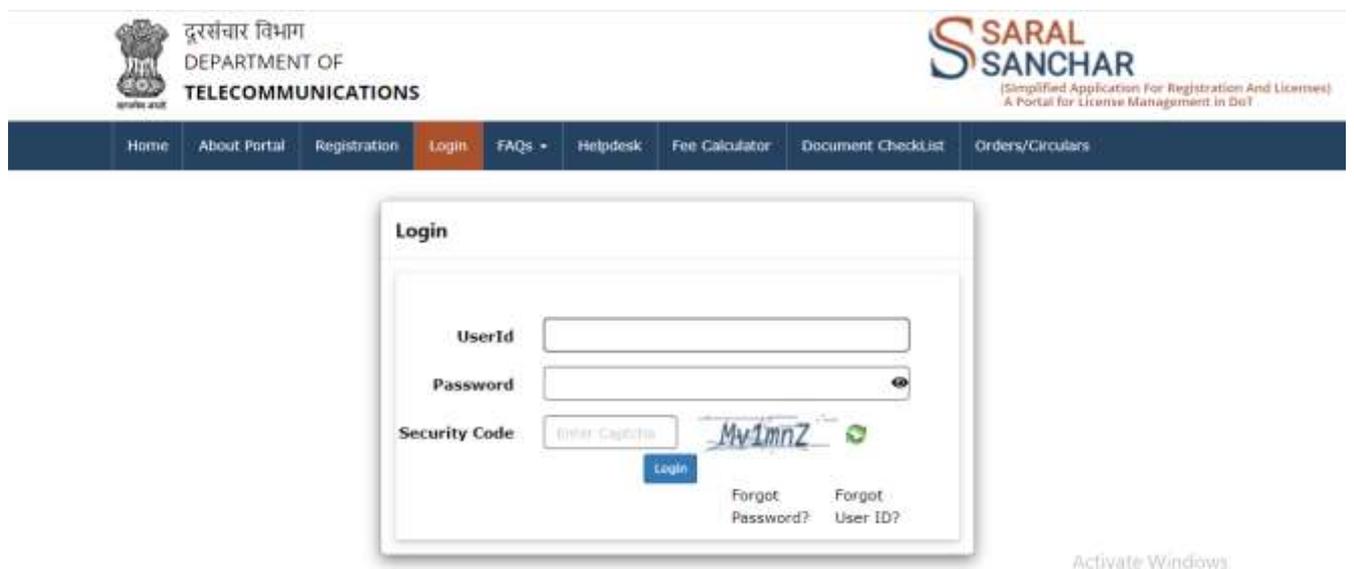
Saralsanchar Portal Home Page & Login:

2. 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 already registered. If not Click **Register Yourself** Button to register



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.

3. User dashboard

Welcome SHRI PRASAD SAKHARAM (FF)

Status Of Applications

6
WPC
Apply Now

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- 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 oca.gov.in are a) Safescript CA b)(n)Code Solutions CA c)Mudhra CA d)Capricorn CA e)Verisys 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.

Update Personal Details

Apply for Examinations (Amateur/RTR/GMDSS)

Apply for Certificates (Amateur/RTR/GMDSS)

Apply for Certificates

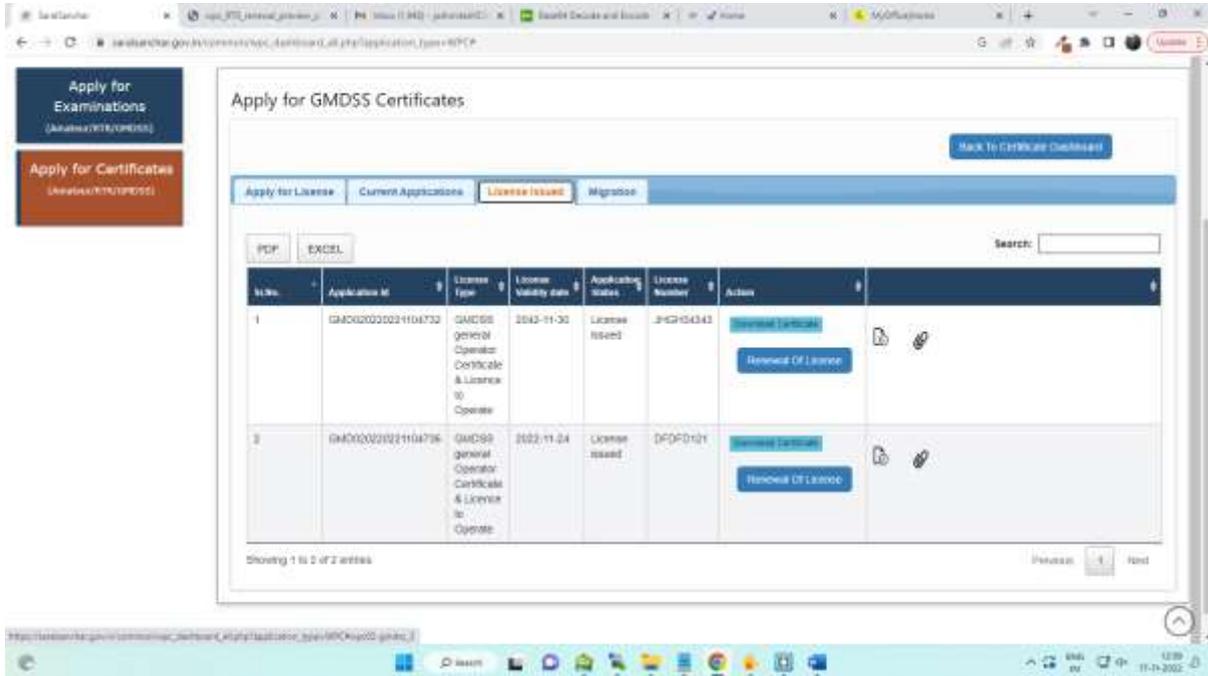
Certificate selection

Amateur Apply Now

RTR Apply Now

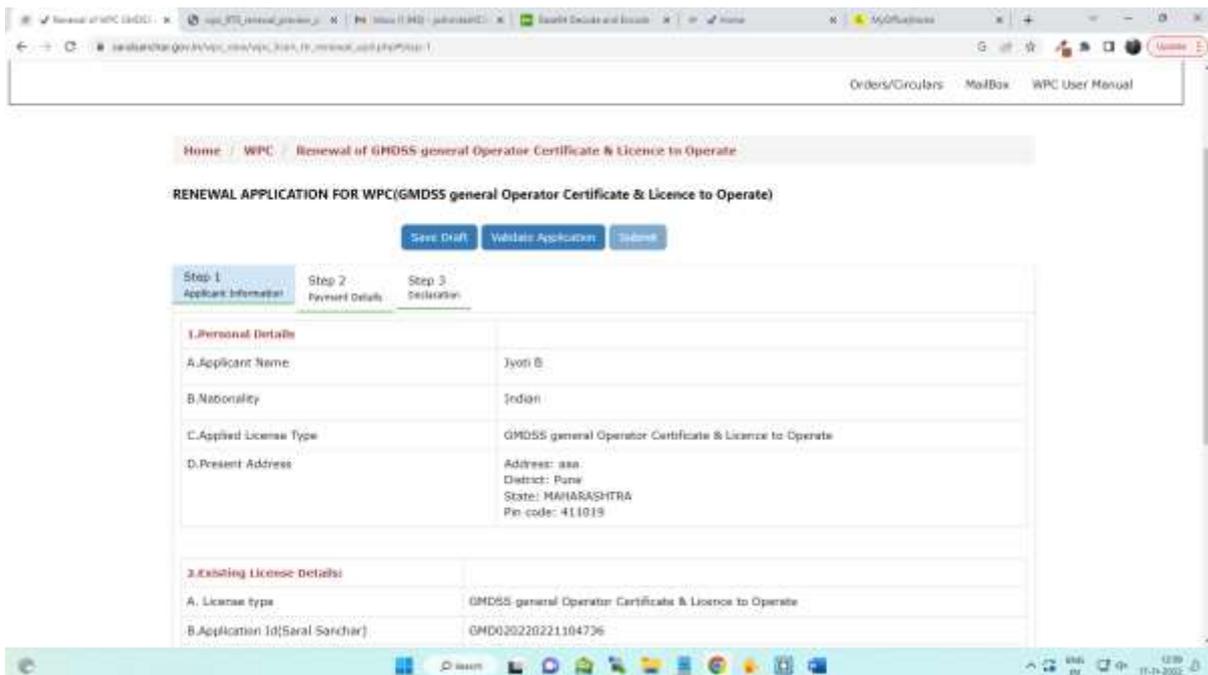
GMDSS Apply Now

Under License issued Tab, Licenses issues will be available. For every license due for renewal shows Renewal of License button.

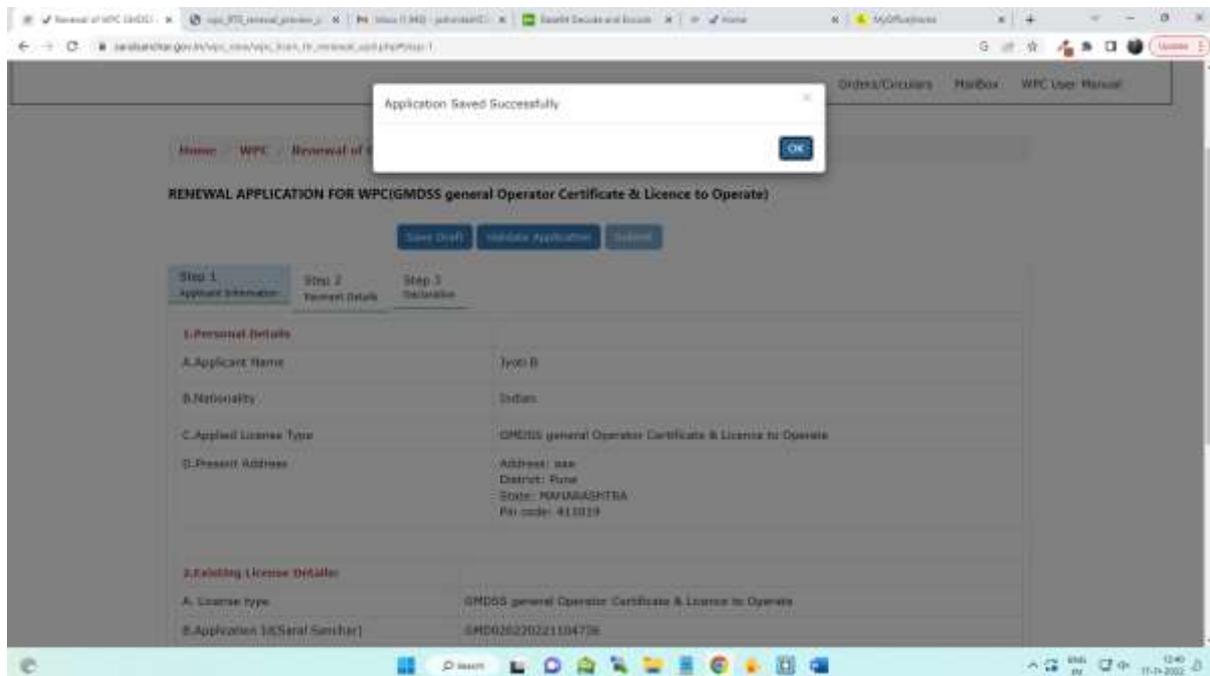


4. Renewal Application

On Clicking the Renewal of License Button. Under step -1 applicant information is displayed



Click Save Draft to save the application



Go to Step 2 for Payment Details

RENEWAL APPLICATION FOR WPC(GMDSS general Operator Certificate & Licence to Operate)

Save Draft Validate Application Submit

Step 1 Applicant Information **Step 2 Payment Details** Step 3 Declaration

Note:

1. License fee of Rs 5000/- is for 20 years validity of license and Rs 10000/- is for lifetime validity of license.
2. Lifetime means that license is valid till the license holder attains the age of eighty years subject to the condition after attaining the age of 65 years, the license holder shall intimate the licensor for every five years about the use of
3. Late fee is @ 2% of the renewal fee payable per month subject to a minimum of Rs 250/- compounded annually.
4. License validity is 10 years if age of the applicant is greater than and equal to 80 years and renewal fee amount will

3. Payment Details

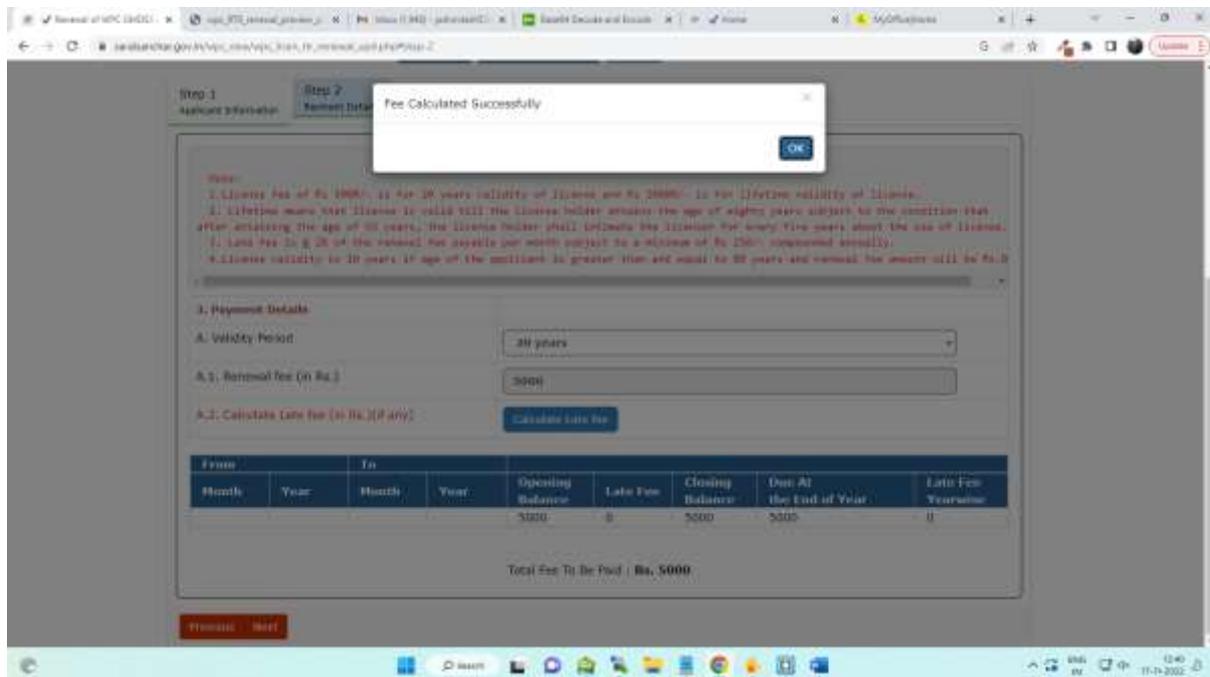
A. Validity Period

A.1. Renewal fee (in Rs.)

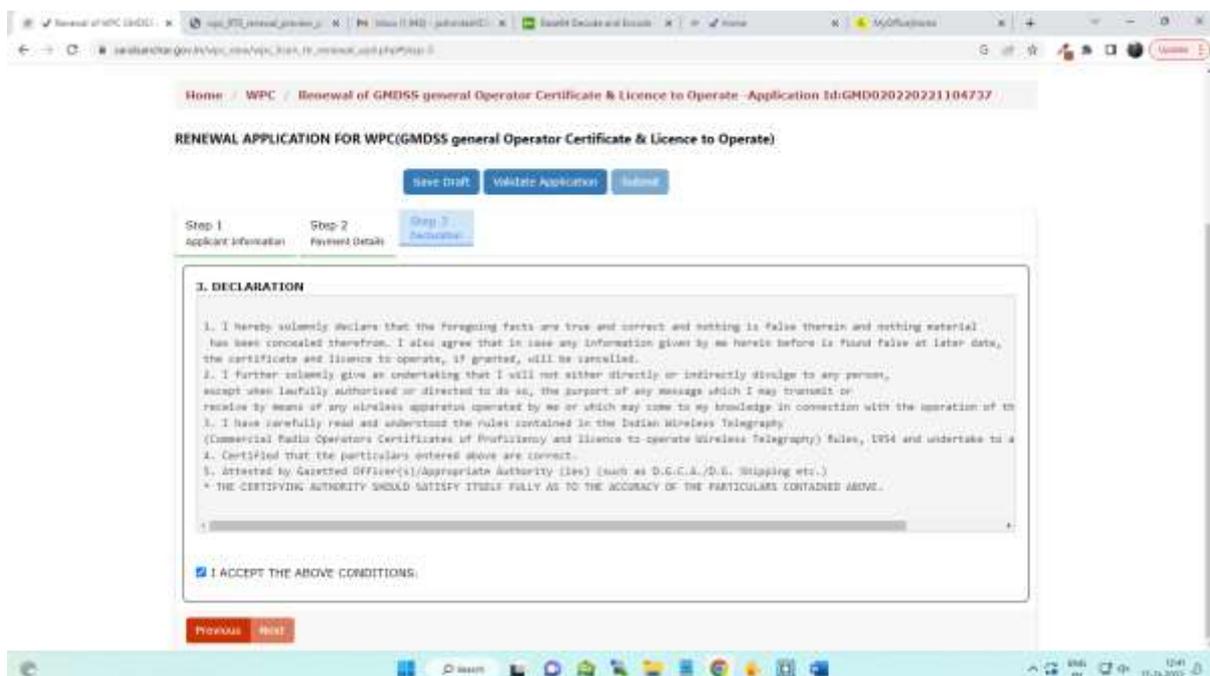
A.2. Calculate Late fee (in Rs.) (if any)

From		To		Opening Balance	Late Fee	Closing Balance	Due At the End of Year	Late Fee Yearwise
Month	Year	Month	Year					
Total Fee To Be Paid : Rs.								

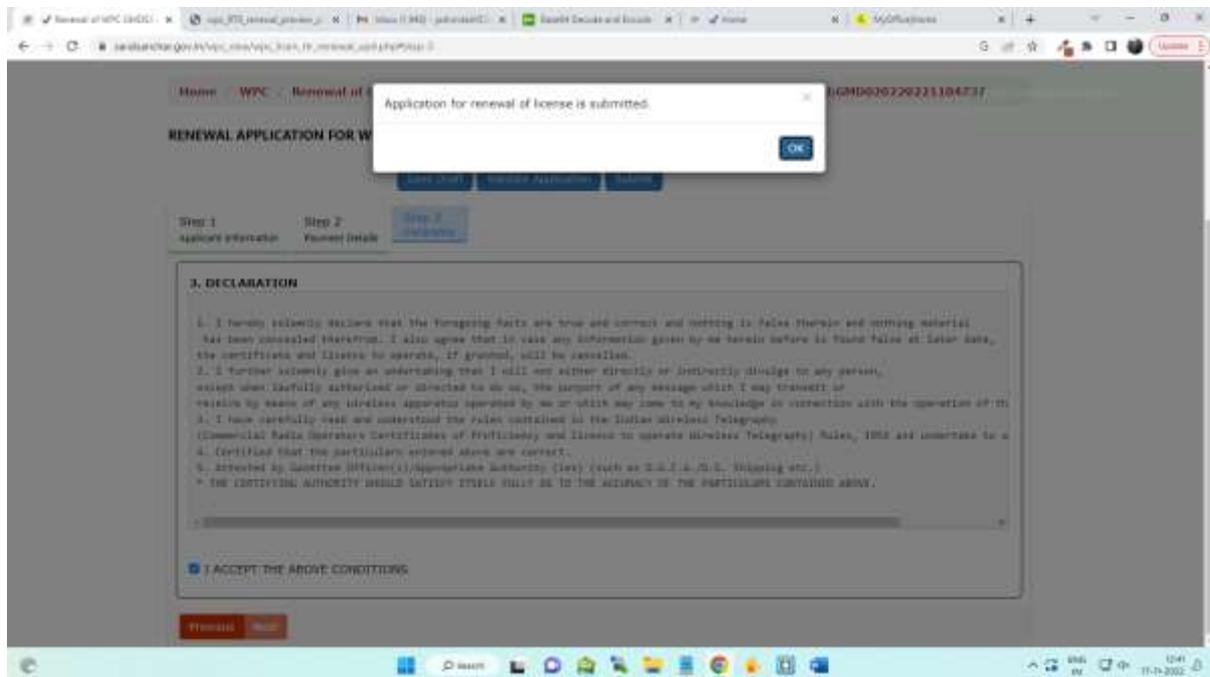
Click Calculate Late fee Button to get the Total fee. Late fee is displayed in Table format



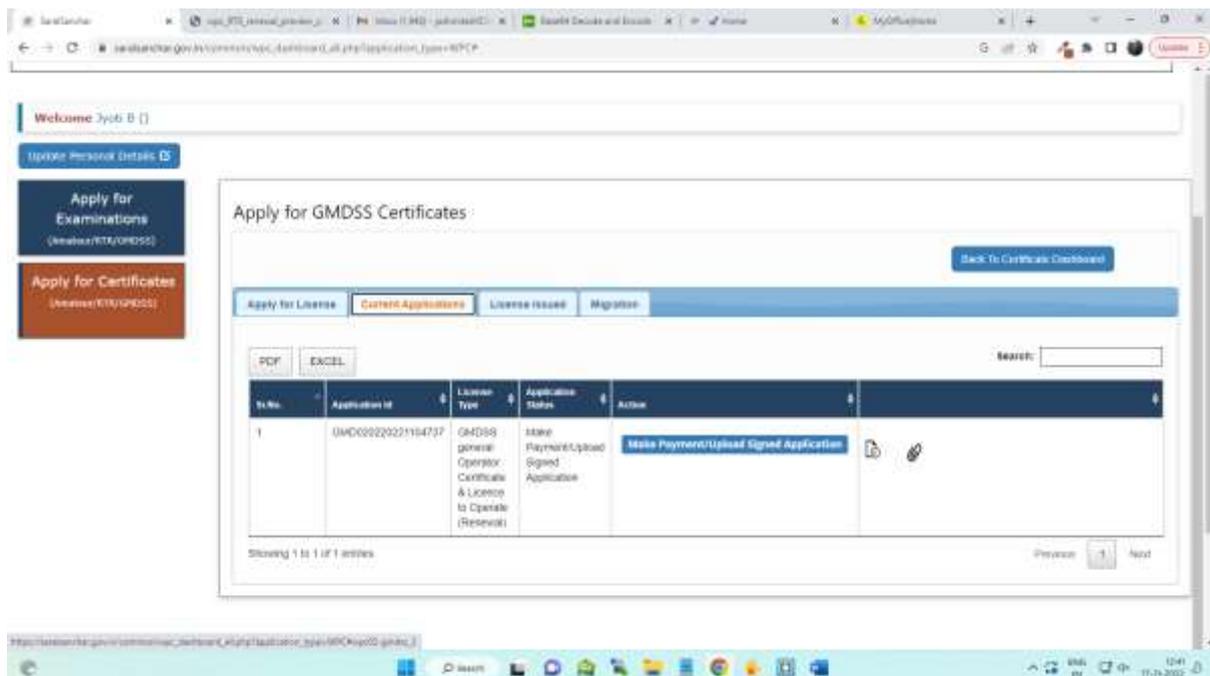
Go to Step -3 to complete the acceptance of Declaration



Click the Save Draft button and validate the application. If no errors Submit the application to for payment of fee.

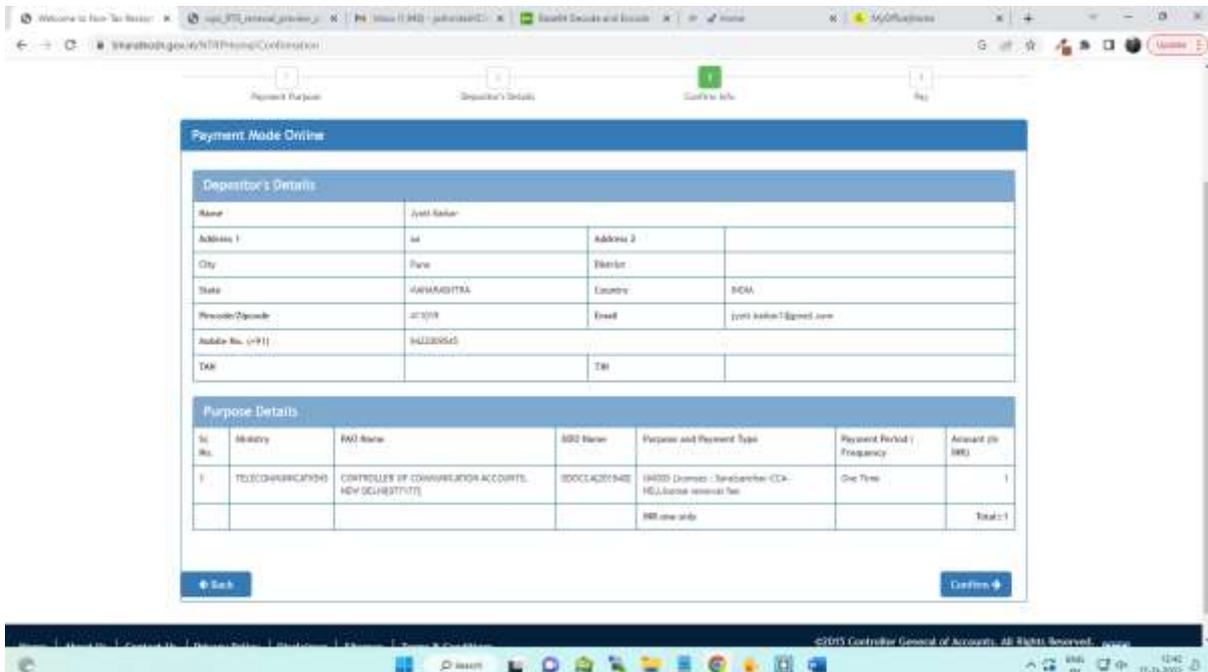
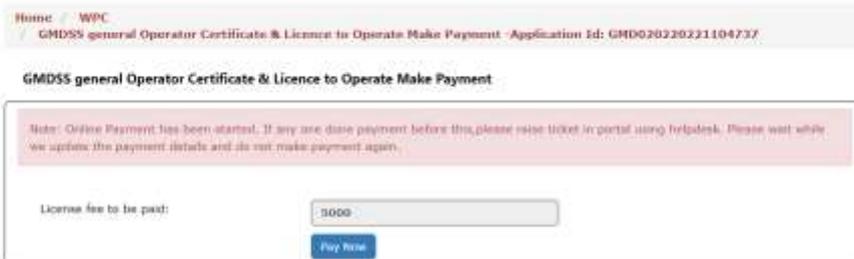


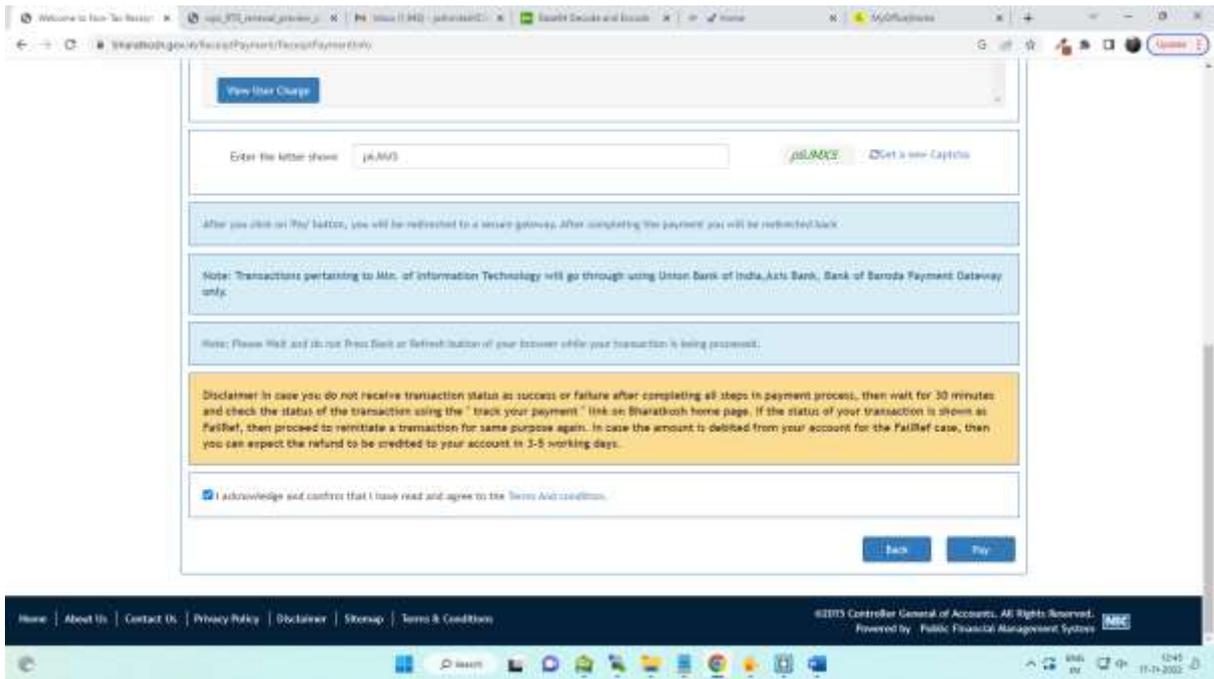
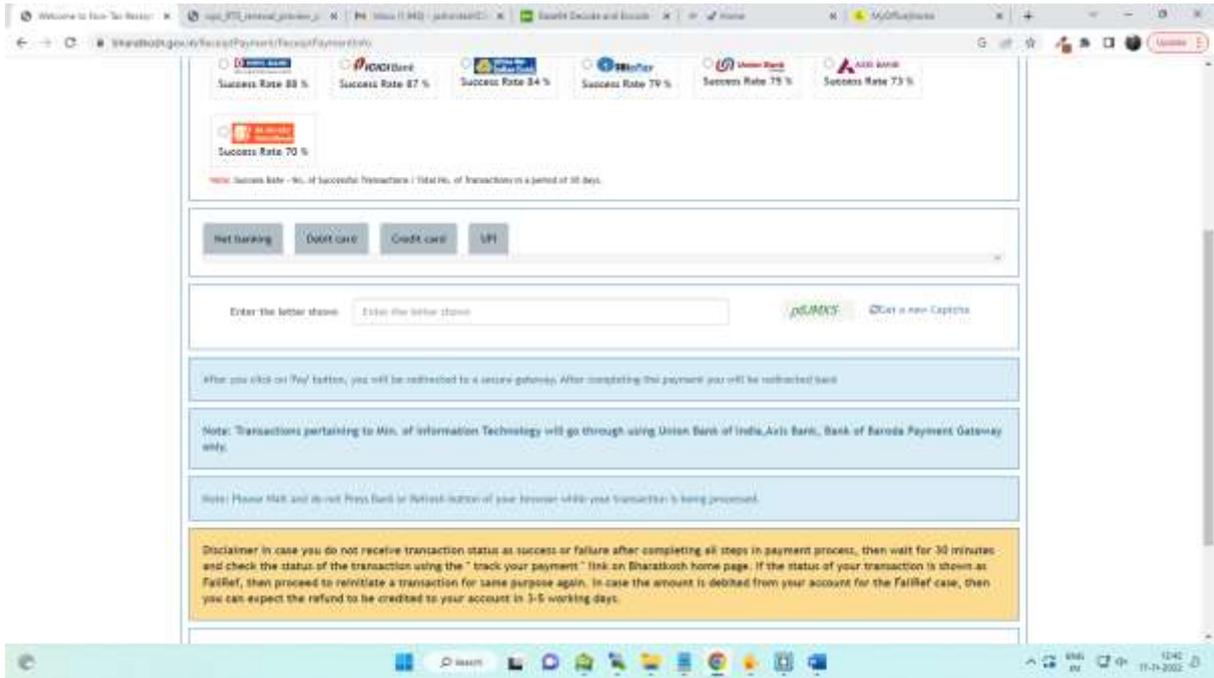
After submit you will be redirected to Bharatkosh payment portal, If you missed this action still the renewal application is available in the current applications and go for payment.



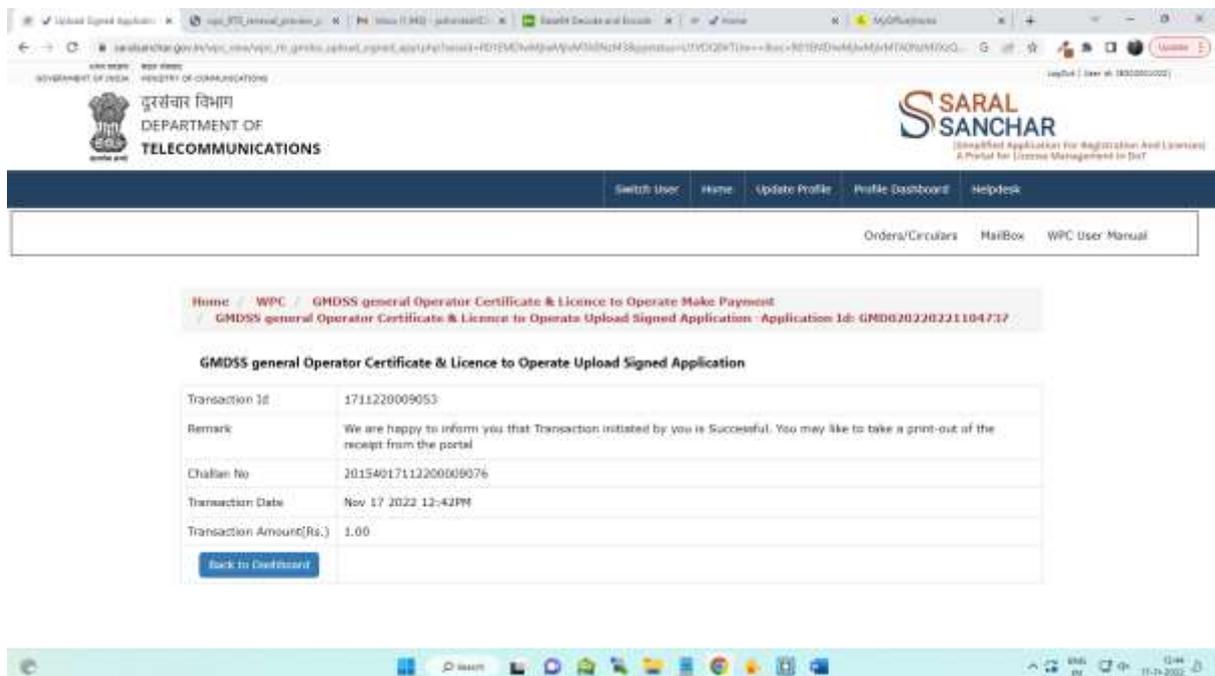
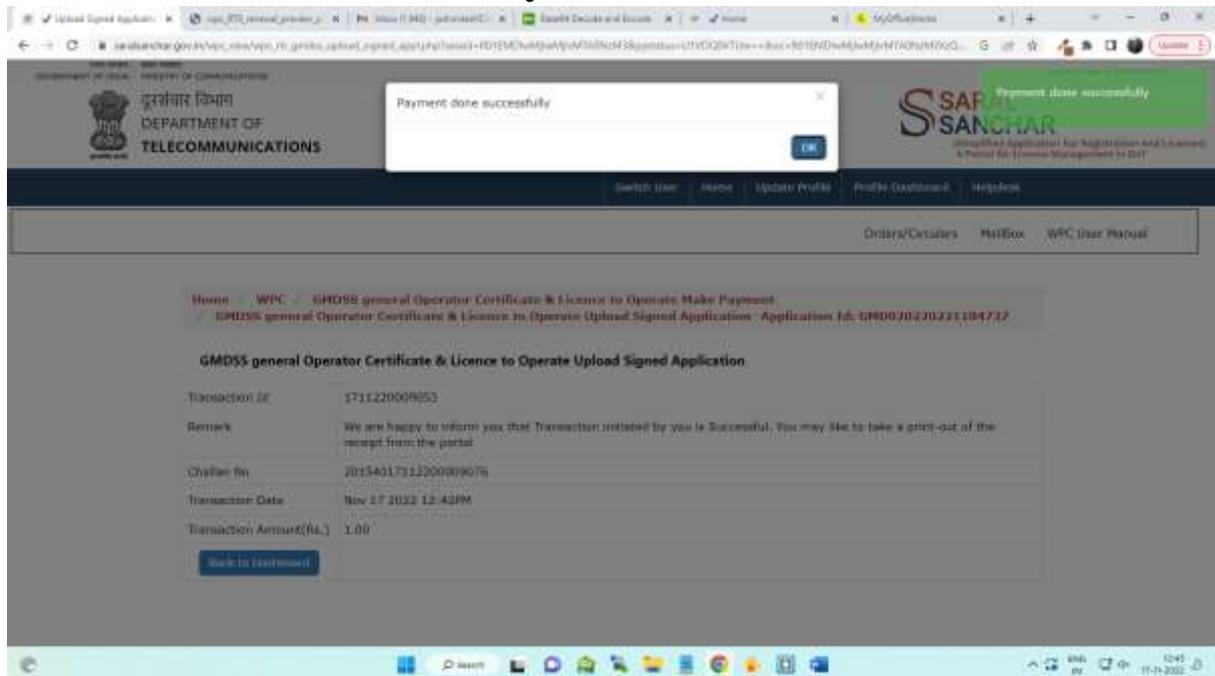
3. Payment

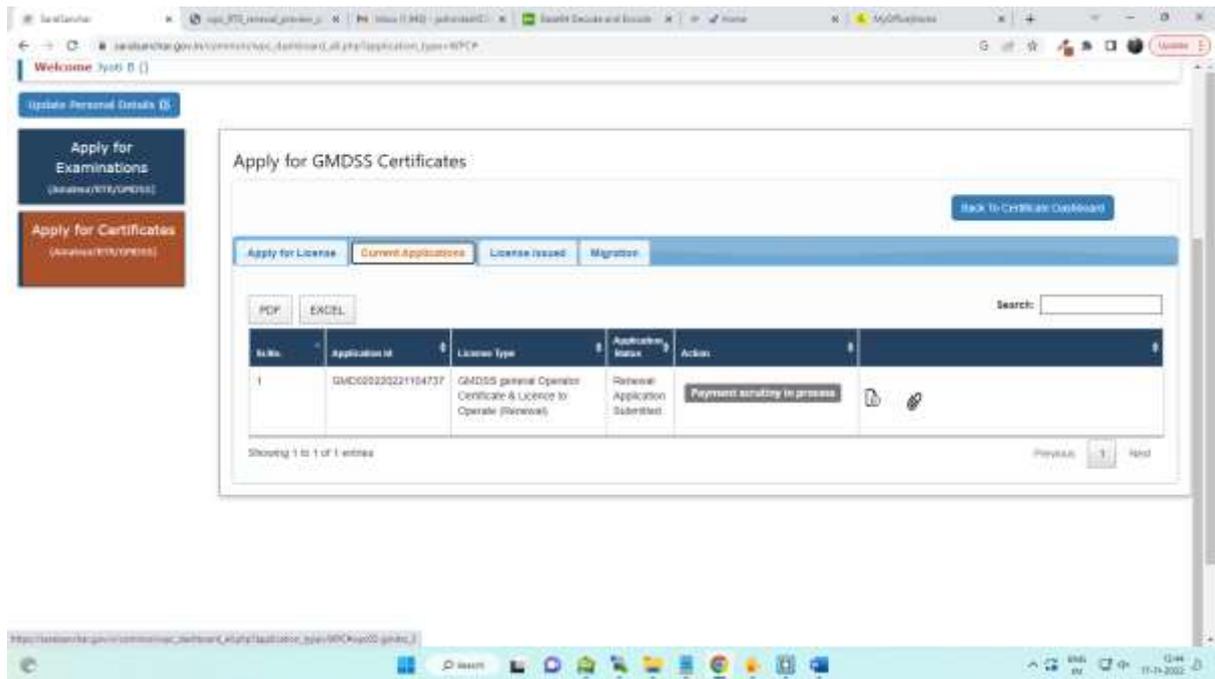
Click pay now button and follow the steps as listed below screens.





After the completion of Payment, you will be redirected back to Saralsanchar Portal with Payment success screen.





Once Scrutiny Process is completed and accepted in the DoT side. Then the certificate will be available on user dashboard for download.

