User Manual

For Applicant of

SACFA CLEARANCE

(Self-Declaration Mode)

Version -2.2

Department of Telecommunications

Government of India

INDEX

Purpose of this document

This document attempts to describe the operational aspects for SACFA clearance (Self-Declaration Mode) in Saralsanchar. This document will help to apply online view and assist all those who will be want to get clearance from DoT.

This document provides step-wise instructions for handling various aspects of the software with visual screens for easy and better understanding. It also describes the alert messages encountered while working with the software with appropriate remedial actions required to be taken by you.

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 home page once he connects the above site.

Portal Home Page:

To process apply user has to login in the portal first
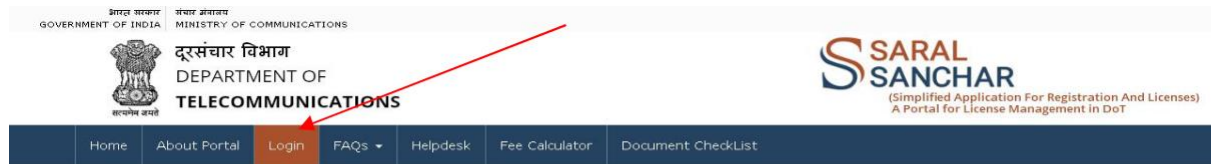
Applicant Dashboard:

After successful log in dashboard opens.

Click on 'SACFA Apply Now'

SACFA Clearance Application form will open.

There are 4 types of SACFA application type.

1. MAST HEIGHT CATEGORY

2. FULL SITING CATEGORY

3. EXEMPTION CATEFORY

4. ADDITIONAL ANTENNA CATEDORY

Application Category

Select category from dropdown.

* Select following Sub Category from dropdown.

1.Mast Height(Broadcast Service)

2.Mast Height(VSAT)

3 Mast Height (General)

* Select Nature of User from dropdown.

* If you the option is Telecom Service Provider select the Service Area of Operation from dropdown.

Alert message will be given to select correct service area as it cannot be changed during adding sites.
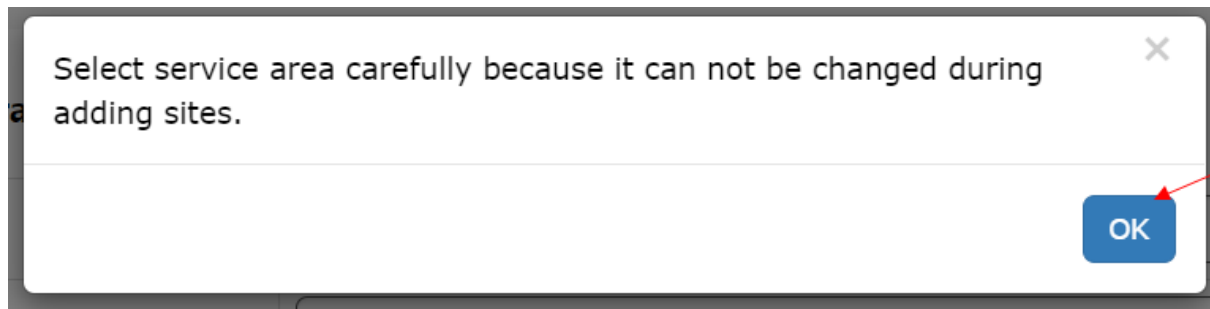
Click 'Ok' to process further.

DL/AIP Details

DL/AIP No	DL/AIP Issue Date	DL/AIP Valid Upto
+ ✏ 🗑		

To add DL / AIP details click ' + '

Enter DL/AIP No, DL, AIP issue Date, DL/AIP Valid Up to and Submit to add record.

To edit/ change added DL/AIP record, select row and click ' ✏ '

To delete added DL/AIP record, select row and click ' 🗑 '

After filling all above details submit the form.

Click 'Ok' to process further.

Application (ID : S20200000180) has been successfully created.

OK
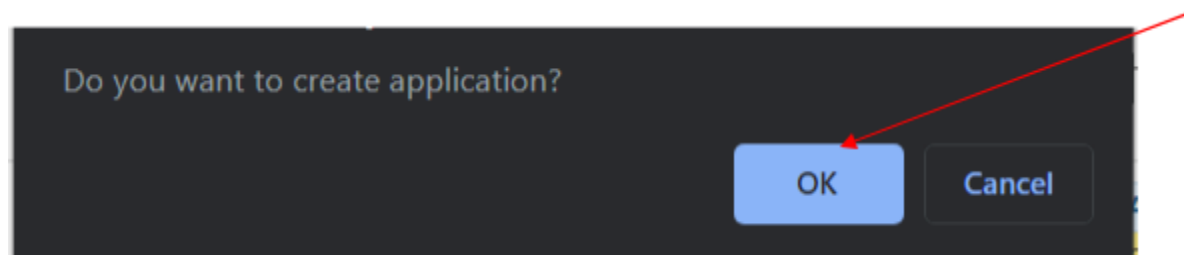
Click 'Ok' to process further.

Updation the Application form – Incase of any mistake made earlier. This is button is available till the sites are not added.

Modify Application(Application Id:S20200000026)

Application Type	MAST HEIGHT CATEGORY
Sub Category	Mast Height (VSAT)
Nature of User	Telecom Service Provider
Service Area [Note : Select service area carefully because it can not be changed during adding sites]	West Bengal

DL/AIP Details	DL/AIP No	DL/AIP Issue Date	DL/AIP Valid Upto
	212	14-01-2020	11-03-2021
	+ ✎ 🗑		⏮ ⏪ 1 ⏩ ⏭

DL/AIP Copy Upload(Upload size : 1 MB Max)	S20200000026_DL_AIP_v0.pdf 📝	Delete

Update

Updation the Application form – In case of any mistake made earlier. This is button is available till the sites are not added.
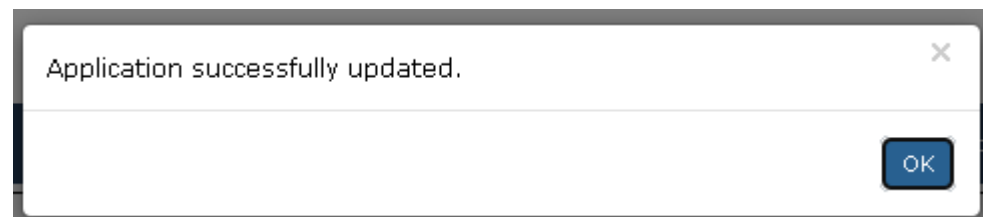
Click 'Ok' to process further.

Once the Application Form is completed in all respects, then the addition of sites to the application can be started. In the User Dash Board the under Current Application the created application forms are visible. Go to the application where sites are to added

ADD/UPDATE Sites:-

Click on Add/Update Sites button to add the sites.

Click Next Button

Click Add Button at the Bottom of Grid.

It shows Site Details like Application Type, Sub category, Nature of user, Service Area etc.

Whether the Site is MRO Site Yes or No.

* Enter Transmitter Output Power/ EIRP

Transmitter Output Power /EIRP	Power ● EIRP ○	Enter Transmit	Unit:	Select unit ▾

* If select Power select power unit like Mw/W/KW etc from dropdown.

* If select EIRP select EIRP unit like dBm/ dBw etc from dropdown.

Enter Transponder Number of Operation.

Frequency band of operation: - In case of TSP (Access Service) the band of frequency to selected from the given drop down/ radio button

Frequency/Freq.Band of operation	Selected Freq:	832.995-834.225 MHz

☑ 832.995-834.225 MHz(800 MHz)
☐ 877.995-879.225 MHz(800 MHz)
☐ 879.225-880.455 MHz(800 MHz)
☐ 834.225-835.455 MHz(800 MHz)
☐ 835.455-836.685 MHz(800 MHz)
☐ 880.455-881.685 MHz(800 MHz)
☐ 881.685-882.915 MHz(800 MHz)
☐ 836.685-837.915 MHz(800 MHz)
☐ 1746.3-1751.7 MHz(1800 MHz)

In case of all other wireless users including TSPs other than (Access Service), the exact Frequency spot as mentioned in the DL/ Frequency authorization letter may be populated

Frequency/Freq.Band of operation
[Note : For frequency band enter as 123-435 for e.g and
for single frequency as 123 for e.g]

Frequency/Freq.Band	MHz ▾	Add More

Note:- For frequency band enter as 123-435 for e.g and for single 16requency as 123 for e.g

To add more frequency / Freq, Band of operation click 'Add More'.

Provide the Pin code of Address of Location of site

Provide the Geo- Coordinates of the Location of Site

Provide the Height Parameters for the Site

Provide the Antenna Details

Add the Other details like DOT Agreement Number and Save the Site

This can be repeated for the all sites the required in the application. One application is allowed for entry 100 Sites only

The Sites can be modified, deleted and downloaded using the grid buttons as shown

Undertaking to be given by the user

Undertaking for Self Declaration Mode to be given by the user

Click on checkbox for acceptance.

After acceptance of Declaration the application along with site details can be previewed

After click on 'Preview Application Form', Competed application in PDF format is available of download.

APPLICATION FOR SACFA CLEARANCE

(Application ID S20210024995)

1. Company Information

i). Company/Organization details for which SACFA clearance is required

CIN	U72900GJ2007PLC105869
Company Name	BSNL

ii). Address for Correspondence

Address	DDSD
Pincode	411019
District	Pune
State	MAHARASHTRA
Landline No	99999999999
Fax	99999999999
Mobile No	9423034565

After checking all the details, proceed for submit, Confirmation taken from the user regarding the details submitted

Confirmation   ✕

Ensure all details are correct as no change in any parameter will be entertained after submission. Do you want to submit ?

✖ No   ✔ Yes

In Acceptance , Applicant is routed to payment screen where payment has to be completed online from Bharat Kosh Portal (NTRP)

Verify the amount and click pay now.

On completion of Payment the Applicant is routed back to Saralsanchar Portal to complete the Application submission.

Applicant has to upload digitally signed application and submit the application.

On submission applicant is shown the details for the sites getting cleared in the self-declaration mode and sites sent to scrutiny due to the criteria

For sites getting auto cleared Certificate can be generated.

K-19012/P/FBW/BBY/1000045/2021 - CFA
Government of India
Ministry of Communications
Department of Telecommunications
Wireless Planning and Co-ordination Wing

6th Floor,
Sanchar Bhawan,
20, Ashoka Road,
New Delhi - 110001
Date: 22/11/2021

MEMORANDUM

SUBJECT: Siting Clearance For: BSNL , Maharastra

The undersigned is directed to refer to your application(s) on the above subject and to say that the Standing Advisory Committee on Radio Frequency Allocation(SACFA) has approved the following site(s) with the parameters and conditions indicated below.

Sr. NO	WPC Acceptance No. Clearance Date Site Location	Latitude / Longitude	Tower Height AGL(in mtrs)	Site Height AMSL (in mtrs)	Nearest Airport/ AMSL	Frequency/ Emission	Tx.Power/ EIRP
1	P/FBW/BBY/10 00045/2021 22/11/2021 qwqwqw,Pune, MAHARASHTR A-411019	25°12'12.00"N 78°23'12.00"E	30.00	100.00	Jhansi 259.000	830.835-832. 065 MHz/875 .835-877.065 MHz Asas	10.0000W(Tx Power)

Terms and Conditions:

1. This clearance is valid subject to issuance of frequency agreement letter by WPC.
2. Provision of day and night obstruction marking as per ICAO Standard.
3. The clearance is subject to ratification by SACFA.
4. Erection is to be completed within 3 years from date of issue of clearance for all sites other than this sites proposed by AIR Doordarshan for which the limit is 5 years and completion report is to be intimated to Air HQrs, Naval HQrs and AAI.
5. In case of harmful interference to existing operations due to spurious radiations from the transmitter in excess of the permissible limits as per radio regulations, the service provider will take remedial measures immediately falling which the concerned transmitter(s) will have to be shutdown.
6. This clearance also does not imply fulfillment of inter-satellite system co-ordination requirement or compliance with national guidelines on space matters wherever applicable.
7. This clearance is purely technical for installation ofWireless Station as per licence agreement issued by Ministry of Communications.
8. This clearance is valid for one year from the date of issue or till the Wireless operating Llicence (WOL) is obtained for operating wireless station,whichever is earlier.
9. This clearance is issued without prejudice to applicable byelaws, rules and regulation of local bodies such as Municipal Corporation/ Gram Panchayat etc.
10. Site cleared as per decisions of -------------- SACFA meeting, Site Cleared as per directives of Chairman,SACFA, under special drive. However the applicant will take suitable remedial action at his own cost, including relocation,in case of electromagnetic or physical interference to any member(s).
11. The applicant shall also ensure that the site(s) does not fall within the approach funnel as defined in DGCA circular No.

5/1989, dated 24-3-1989.

12. The sites marked (*) are cleared with a Restricted height as indicated against each case.

Note:

1. **The above clearance is based upon self-declaration of the applicant on correctness of the parameters indicated in the above Table. Therefore, the responsibility on correctness of the said parameters lies solely with applicant.**
2. **The above clearance is auto-generated through system, therefore does not require signature of the authorizedsignatory.**
3. **The authenticity of the certificate can be verified on https://www.saralsanchar.gov.in/ , if required.**

Assistant Wireless Adviser
For Secretary SACFA

o:
BSNL
DDSD,Pune,MAHARASHTRA
Pin:411019
Tel:9423034565

Copy to:
1.Director(WM),WMO HQ, New Delhi
2.EiC/OiC/Engineer(Inspection), Wireless Monitoring Stations, WMO.