



User Manual Ver. 1.3

Setting-up Of Licensee- DoT/CCA Maker

Department Of Telecommunication



DECEMBER 6, 2023

Protean eGov Technologies Limited

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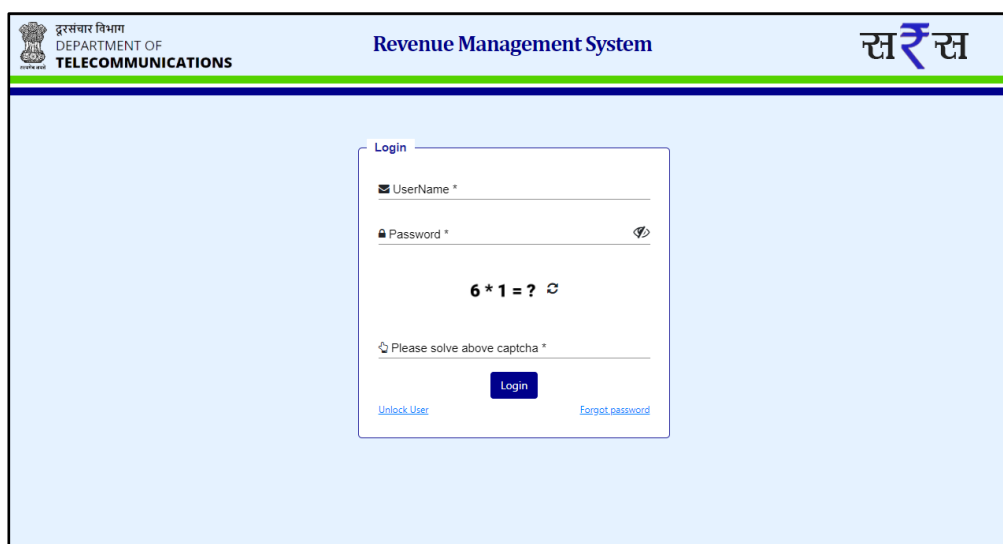
1. Background

Concerned CCA and DOT user (Pertaining to assessing office) will register Licensee by entering Licensee details, uploading required supporting documents and entering License and BG detail(**BGMO user**) in 2 level process . **DoT WPF user only will add, edit and approve the spectrum details in two level process.**

2. Login to SARAS

The Concerned CCA and DOT user (Pertaining to assessing office) needs to Login to the SARAS

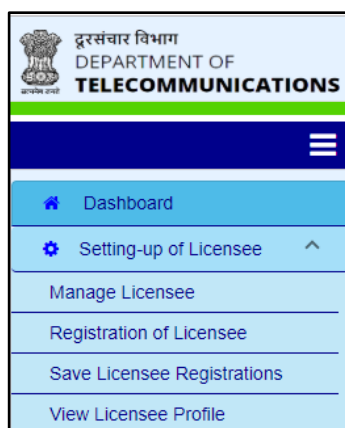
- a. Enter User Name and Password
- b. Enter CAPTCHA
- c. Click on Login button.



The screenshot shows the login interface of the SARAS Revenue Management System. The header includes the Department of Telecommunications logo and the text 'Revenue Management System' and 'सरस'. The login form contains fields for 'UserName *' and 'Password *', a CAPTCHA image showing '6 * 1 = ?' with a refresh icon, and a text input for 'Please solve above captcha *'. Below the form are 'Login', 'Unlock User', and 'Forgot password' links.

The Concerned CCA and DOT user (Pertaining to assessing office) will be displayed the below screen for 'Setting up of licensee' Module. As per Roles given by Admin, Concerned CCA and DOT user (Pertaining to assessing office) will able perform below actions.

- Registration of Licensee
- Save Licensee Registrations
- Manage Licensee
- View Licensee Profile



Concerned CCA and DOT user (Pertaining to assessing office) can view the pending activities on dashboard under 'Dashboard'.

3. Registration of Licensee

Concerned CCA and DOT user (Pertaining to assessing office) can register the New Licensee in the SARAS through this sub-module.

- When user clicks on **"Registration of Licensee"** sub-menu under the menu **"Setting up of Licensee"**, the user is able to view the form to capture the Licensee details. The form has been divided into following tabs:
 - A. Registration Details
 - B. Supporting Documents
 - C. License/Authorization Details
 - D. Bank Guarantee Details

3.1 Registration Details Tab

- Concerned CCA and DOT user (Pertaining to assessing office) can enter the Business Details, Principal place of business details, Authorized signatory details and Administration details in the Registration details tab, refer the screen below.

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The screenshot displays the 'Revenue Management System' interface. The top header includes the 'Department of Telecommunications' logo, the system name, and a user welcome message 'Welcome Deepshikha Rawat'. The left sidebar contains a navigation menu with options like Dashboard, Setting-up of Licensee, Timeline Extension Request, License Fee Assessment, Deduction Claim, SUC, Payment Details, Manage Spectrum, Manage Surplus Payments, Court Case, Knowledge Bank, Discussion Board, Grievance, Budget, MIS Report, and Assessment Entry Utility. The main content area is titled 'Setting-up of Licensee >> Registration of Licensee' and features a four-step process bar: 1. Registration Details (active), 2. Supporting Documents, 3. License / Authorisation Details, and 4. Bank Guarantee. The 'Registration Details' section is divided into two main parts: 'Business Details' and 'Principle Place of Business'. The 'Business Details' section includes fields for Group Company / Company Name, Name of Licensee, Constitution of Business, CIN Number, GSTIN, PAN, Assessing Office, and BGMO Office. The 'Principle Place of Business' section includes fields for Address Line-1, Address Line-2, Address Line-3, State, City, Pincode, Email ID, and Telephone Number. The footer of the interface shows the Protean eGov Technologies Ltd. logo and version information.

- Concerned CCA and DOT user (Pertaining to assessing office) will enter the Business details of Licensee in the box for **Business details**.
- Concerned CCA and DOT user (Pertaining to assessing office) will enter the details of '**Principal place of businesses**' of licensee.
- Under **Authorized Signatory** details, the user will enter the details of the person authorized signatory.
- In '**Administration Details**' area the user will enter the details of Licensee Admin user. User ID entered in the Administration details will be used as login ID for that particular user. The availability of User ID is checked by the system.
- Click on SAVE button to save the data.
- Click on NEXT button to move on the next tab 'Supporting Document.'
- Concerned CCA and DOT user (Pertaining to assessing office) needs to select CCA Office where License Fee Assessment is carried out in 'Assessing office' field.

3.2 Supporting Document

- Concerned CCA and DOT user (Pertaining to assessing office) can upload the supporting documents in the Supporting Documents Tab.
- Concerned CCA and DOT user (Pertaining to assessing office) can click on the 'Document Type' drop down and select the document type from the list.

The screenshot displays the 'Revenue Management System' interface. The top header includes the Department of Telecommunications logo, the system name, and a user welcome message. A sidebar on the left lists various navigation options. The main content area is titled 'Setting up of License >> Registration of License' and features a progress bar with four steps: 1. Registration Details, 2. Supporting Documents (active), 3. License / Authorization Details, and 4. Bank Guarantee. The 'Supporting Documents' section contains a form with a 'Document Type' dropdown menu and an 'Upload Document' field with a 'Browse' button. Below the form are buttons for 'Previous', 'Close', and 'Save & Continue'.

- The user needs to click on the Browse button to browse the document to upload. After selecting the document, click on "Upload" button to upload the document in the system. The Maker user can select 'OTHER' from drop down if user wants to upload additional document. Enter the 'Other Document Type', browse and upload the document.
- Click on NEXT button to move to the next tab.

3.3 License Details Tab

- Concerned CCA and DOT user (Pertaining to assessing office) can enter multiple license details in the License Details Tab.

The screenshot displays the 'Revenue Management System' interface. On the left is a sidebar menu with options like Dashboard, Setting-up of Licensee, Timeline Extension Request, License Fee Assessment, Deduction Claim, SUC, Payment Details, Manage Spectrum, Manage Surplus Payments, Court Case, Knowledge Bank, Discussion Board, Grievance, Budget, MIS Report, and Assessment Entry Utility. The main area shows the 'Setting-up of Licensee >> Registration of Licensee' workflow with four steps: 1. Registration Details, 2. Supporting Documents, 3. License / Authorisation Details (active), and 4. Bank Guarantee. The 'License / Authorisation Details' form includes fields for License Type / Authorizations, Area of Operation, License Number, License Issue Date, Effective Date of License / Authorization, License Expiry Date, Entry Fee, License Termination/surrender date, Operating CCA, and an Upload Scanned Copy of License Allocation button. The footer mentions 'Powered by Protean eGov Technologies Ltd. version 2.28.1' and 'Copyright © 2015 All rights reserved. Department of Telecommunications'.

- The user can enter the License details and then click on ADD button to save the new added license. The Maker user can enter more than one license details for the Licensee using the Add button. The Maker user can click on DELETE button to delete the license details from system.
- While selecting License type, if user selects (Virtual Network Operators) VNO license, then user needs to add NSO details.
- User needs to fill below fields.
 - NSO Name
 - NSO License Type
 - Agreement Start Date
 - Agreement End Date
 - Upload scanned Copy of NSO Agreement
- As per License type, Area of operation, License service area and Secondary switching area of VNO license, Name of licensee will populate in the NSO Name drop down.

NSO Details

NSO Name
Aayush Infra Licensee

NSO License Type
CMTS

Agreement Start Date
DD/MM/YYYY
09/01/2020

Agreement End Date
DD/MM/YYYY
01/02/2030

Scanned Copy of NSO Agreement

Name Of Document	Size Of Document (MB)	Delete	Download
dummy.pdf	0.01		

Upload Scanned Copy of NSO Agreement

click on NEXT button to move to the next tab.

Note:

- *Entry of license is an optional step while registration of licensee.*
- *Click on ADD button to add multiple licenses in the system.*
- *Bank Account Details are optional*

3.4 Bank Guarantee tab

- Concerned CCA and DOT user (Pertaining to **BGMO** office) can enter the Bank Guarantee details in the Bank Guarantee Tab.

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protean Ravi
DEPARTMENT OF
TELECOMMUNICATIONS

Revenue Management System

सरस Welcome Deepshikha Rawat

Setting-up of Licensee >> Registration of Licensee

1 Registration Details 2 Supporting Documents 3 License / Authorization Details 4 Bank Guarantee

Is Bank Guarantee Mandatory *

☐ No ☐ Yes

Bank Guarantee Details

Bank Guarantee Related to *

Bank Guarantee Number *

Bank Guarantee Submission Date *

DD/MM/YYYY

Bank Guarantee Start Date *

DD/MM/YYYY

Bank Guarantee Expiry Date *

DD/MM/YYYY

₹ Bank Guarantee Amount *

Is Bank Guarantee Inviolable

Yes

Bank Details

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- The Concerned CCA and DOT user (Pertaining to **BGMO** office) can add Bank Guarantee details in populated form and then click on ADD button to save the newly added Bank Guarantee. The DoT/CCA Maker user can click on DELETE button to delete the Bank Guarantee details. The Maker user can click on ADD button to add the new Bank Guarantee.
- The Concerned CCA and DOT user (Pertaining to **BGMO** office) can click on SUBMIT button to complete the registration of licensee.

Note:

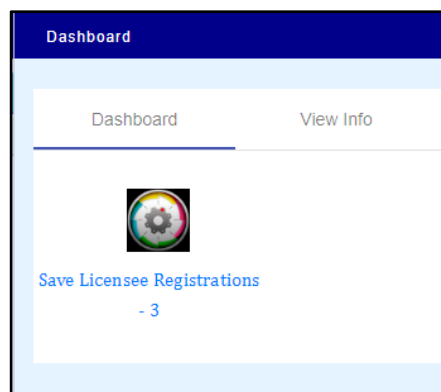
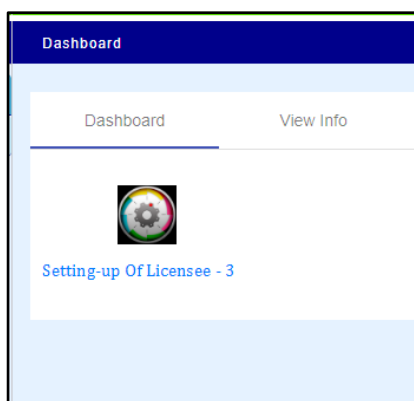
- *Entry of the details in Bank Guarantee tab is mandatory while registration of licensee.*
- *DoT/CCA Maker user can enter the Bank Guarantee irrespective of License and spectrum details entered in the License and spectrum details tab.*

4. Save Licensee Registration

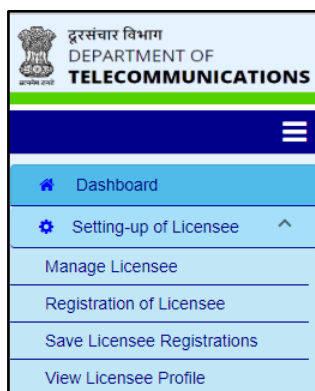
Concerned CCA and DOT user (Pertaining to assessing office) is able to view the records, which have been saved partially during the registration of licensee.

- The Concerned CCA and DOT user (Pertaining to assessing office) can view the actionable records pending on the dashboard. The DoT/CCA Maker user can click on 'Setting up of Licensee' Menu, refer the screen below. Click on 'Save Licensee Registrations' sub menu. (List of records will populate).

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- Alternatively, the Concerned CCA and DOT user (Pertaining to assessing office) can click on the sub-menu “Save Licensee Registrations” under the menu for “Setting-up of Licensee” and the list of records will populate.



- The below image displays the details for the “Save Licensee Registrations” screen.



- The Concerned CCA and DOT user (Pertaining to assessing office) can use content search to search for a particular record and then can click anywhere on the record to open the details of the record. Previously saved data will be populated on the screen.

- The Concerned CCA and DOT user (Pertaining to assessing office) can edit the existing details or add new details. The Concerned CCA and DOT user (Pertaining to assessing office) can then view and verify details.
- Fill the required details and click on SUBMIT button to register the licensee in the SARAS system.

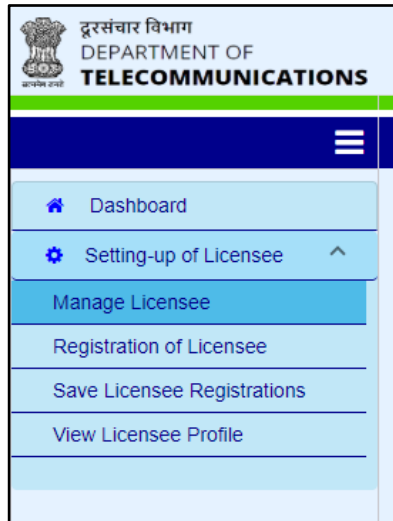
Note: Procedure will be same as mentioned above in 'Registration Module'.

5. Manage Licensee

(Spectrum Details Tab has been disabled)

Concerned CCA and DOT user (Pertaining to assessing office) can view and Edit licensee in this section. Concerned CCA and DOT user (Pertaining to assessing office) can make any changes or can add any new License or Bank Guarantee for particular licensee through 'Manage Licensee' Sub module. BGMO office can add or make changes to BG. **For licensees having BG related to spectrum auction which are in custody of WPF wing, such entry shall be done by WPF wing.**

- Concerned CCA and DOT user (Pertaining to assessing office) can click on 'Setting up of Licensee' module and select the sub-menu Click on 'Manage Licensee' sub module.



- The screen for Manage Licensee is displayed as below

- The Concerned CCA and DOT user (Pertaining to assessing office) can apply search criteria to search the record and click on the Search button. The user can click anywhere to open the record.
- Concerned CCA and DOT user (Pertaining to assessing office) is able to view the screens same as 'Registration of Licensee', but with previously filled and approved data.
- User can view all the details filled in registration tab, supporting document, License details and BG details.

Registration Details :

**** Spectrum Tab has been disabled**

- User can edit details present on registration tab.

○ Supporting Document Tab :

Upload Supporting Documents

Document Type *

Upload Document *

List Of Documents Uploaded

00.01 MB Out of 10.00 MB

Search

Document Type	Name Of Document	Size Of Document (MB)	Delete	Download
LICENSE AGREEMENT	Assessment_Report_1995-96.pdf	0.01		

**** Spectrum Tab has been disabled**

- User can upload any new supporting document or can delete existing document.

○ License Details Tab :

Search

License Type	Area of Operation	License Service Area	Secondary Switching Area	License Number	License Issu
ISP -IT - A	National Area			LIC-27052020	06/03/1970
INSAT MSS-R	National Area			LIC-18072020	04/04/1974
CUG VSAT	National Area			LIC-18072020	04/06/1975
RADIO LINKS	License Service Area	PUNJAB		LIC-110820	11/03/1976

Items per page: 5 1 - 4 of 4

**** Spectrum Tab has been disabled**

- Concerned CCA and DOT user (Pertaining to assessing office) can edit any existing license or can add new license by clicking on 'ADD' button.

○ Bank Guarantee Details :

Bank Guarantee Related To	Licensee Name	License Type	Area Of Operation	LSA	SSA	License Number
FBG for LF and other dues	RJ Industries	ISP -IT - A	National Area			LIC-27052020

**** Spectrum Tab has been disabled**

- Concerned CCA and DOT user (Pertaining to assessing office) can edit any existing bank guarantee details or can add new bank guarantee by clicking on 'ADD' button.
- After adding any new license, bank guarantee by licensee, details will be available for Final Approval.
- This functionality is available to DoT/CCA Checker user (Approver) (Pertaining to Assessing Office).

6. Manage spectrum

- This module is only enabled for WPF users. There are three options in this module. For level 1, options of add spectrum and manage spectrum are available. Under add spectrum, fresh entry of spectrum can be made. Under manage spectrum, update/correction can be made to existing spectrum.

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The screenshot shows the 'Revenue Management System' interface. The left sidebar contains a menu with options: Dashboard, Setting-up of Licensee, WPC Licensee, Manage Spectrum, Registrations, Saved Licensee Registrations, Approve Licensee, Manage Licensee, Approve Manage Licensee, View Licensee Profile, Court Case, Knowledge Bank, Discussion Board, Grievance, MIS Report, and Assessment Entry Utility. The 'Manage Spectrum' option is highlighted. The main content area displays the 'Add Spectrum' form with the following fields: Group Company / Company Name, Licensee Name, Area of Operation, and Created By. There are 'Search' and 'Clear' buttons at the bottom of the form. The footer includes the text 'Powered by Protean eGov Technologies Ltd. version 2.08.1 Copyright © 2018 All rights reserved. Department of Telecommunications' and the Protean logo with the tagline 'Change is growth'.

- In add spectrum, name of licensee can be searched and then additional entry can be made as per spectrum allotment.

The screenshot shows the 'Revenue Management System' interface with the 'Add Spectrum' form. Below the form, there is a search bar and a table displaying search results. The table has the following columns: Group Company / Company Name, Name of Licensee, Constitution of Business, CIN Number, GSTN, PAN Number, and Assessing Officer. The table contains one row of data for 'BHARTI AIRTEL LTD'. The footer includes the text '20.1 ecommunications' and the Protean logo with the tagline 'Change is growth'.

Group Company / Company Name	Name of Licensee	Constitution of Business	CIN Number	GSTN	PAN Number	Assessing Officer
BHARTI AIRTEL LTD	Bharti Airtel Ltd	Public Limited Company	L74899DL1995PLC070609	06AAACB2894G1ZR	RTKBA3826E	LFA

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Setting-up of Licensee >> Manage Spectrum >> Add Spectrum

Search

Spectrum Technology	Frequency Band	Administrative Allotment / Auction	Administrative Allotment / Auction Year	Quantum Spectrum	License Type	Area of Operation	License Service Area	Secondary Switching Area
No records found.								

Items per page: 5 0 of 0 < >

Add Close Final Submit

Spectrum Details

Spectrum Technology * Administrative Allotment / Auction *

Administrative Allotment / Auction Year * Frequency Band (MHz) *

Quantum of Spectrum (MHz) * License Type / Authorization *

Area of Operation *

Spectrum LOI Number *

Date of LOI * Effective Date of SUC *

DD/MM/YYYY DD/MM/YYYY

Expiry Date *

DD/MM/YYYY ₹ Bid Amount *

Date of Upfront Payment *

DD/MM/YYYY ₹ Upfront Amount

Upload Scanned Copy of Spectrum Auction LOI *

Browse

- After data is entered, the data will be available for final submit. Multiple entries can be made together and then final submit may be clicked.
- Prior to final submit, any correction can be made to fields other than License type, LSA and SSA can be edited.
- A new field “Spectrum Acquisition-Mode” for entering the spectrum acquisition type i.e. Auction, Administrative allotment, Liberalised, Merged, and Trading is also being provided.
- It may be noted that once submitted as “final submit” fresh entry cannot be made till last entry is approved at level 2. User may process all fresh entries together and submit for approval.

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Revenue Management System

Welcome Tanvika Singh

Spectrum Details

Spectrum Technology *
E-band

Administrative Allotment / Auction *
Administratively Allotted

Frequency Band (MHz) *
26000

License Type / Authorization *
UL(Access Service)

License Service Area *
ASSAM

Quantum of Spectrum (MHz) *
Quantum of Spectrum (MHz) is required

Area of Operation *

License Service Area

Spectrum LOI Number *
2-3/WPF

Date of LOI *
DDMM/YYYY
04/10/2023

Expiry Date *
DDMM/YYYY
27/10/2023

Bid Amount *
₹ 25222

Upload Scanned Copy of Spectrum Auction LOI *

List of Registered MSOs as on 31.07.2023.pdf

Success

Spectrum Details Added Successfully

Clear Add Close

Setting-up of Licensee >> Manage Spectrum >> Add Spectrum

Search

Spectrum Technology	Frequency Band	Administrative Allotment / Auction	Administrative Allotment / Auction Year	Quantum Spectrum	License Type	Area of Operation	License Service Area	Secondary Switching Area
E-band	26000	Administratively Allotted	2022	500	UL(Access Service)	License Service Area	ASSAM	

Items per page: 5 1 - 1 of 1

Add Close Final Submit

- For making correction in existing spectrum entry, manage spectrum module can be used. The changes once submitted move to level 2 for approval.

Setting-up of Licensee >> Manage Spectrum

Manage Spectrum

Group Company / Company Name

Area of Operation

Search Clear
