



User Manual Ver. 1.3

Setting-up Of Licensee- DoT/ CCA Approver

Department Of Telecommunication



DECEMBER 6, 2023

Protean eGov Technologies Limited

Index

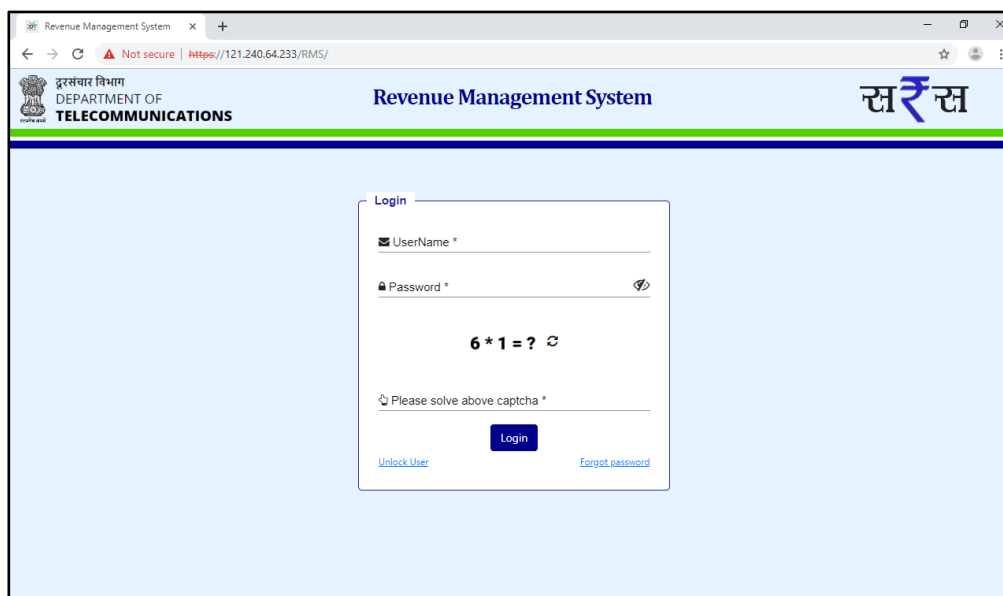
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1. Background

Concerned CCA and DOT user (Pertaining to assessing office) will register Licensee by entering Licensee details, uploading required supporting documents and entering License detail and BG detail(**BGMO office**). DoT / CCA Approver (Pertaining to Assessing Office) will make entry of Licenses. DoT checker (Level – 2) will approve the details entered by the maker (Level – 1).

2. Login to SARAS

- The DoT / CCA Approver (Level – 2) (Pertaining to Assessing Office) needs to Login to the SARAS
 - Enter User Name and Password of Approver User (Level – 2)
 - Enter CAPTCHA
 - Click on Login button.

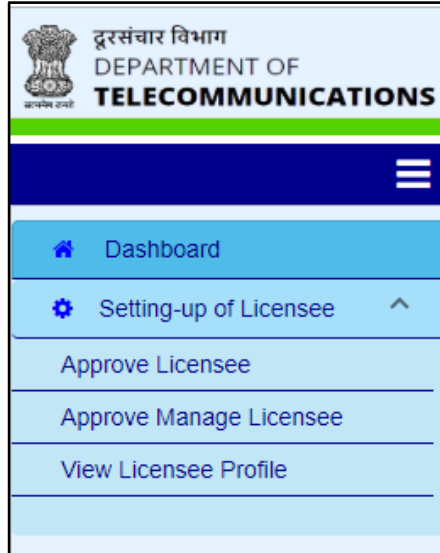


The screenshot displays the login interface of the Revenue Management System (RMS). The page features a header with the Department of Telecommunications logo and the text 'Revenue Management System'. The main content area contains a login form with the following elements:

- Username ***: A text input field for the user's name.
- Password ***: A password input field with a toggle icon for visibility.
- CAPTCHA**: A visual puzzle showing the equation $6 * 1 = ?$.
- Please solve above captcha ***: A text input field for the user's solution to the CAPTCHA.
- Login**: A blue button to submit the login credentials.
- Forgot password**: A link to reset the password.
- Unlock User**: A link to unlock a locked user account.

- The DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) can view below screen for 'Setting up of licensee' Module. As per Roles given by Admin, DoT/CCA Approver will be able to perform below actions.
 - Approve Licensee
 - Approve Manage Licensee

- View Licensee Profile

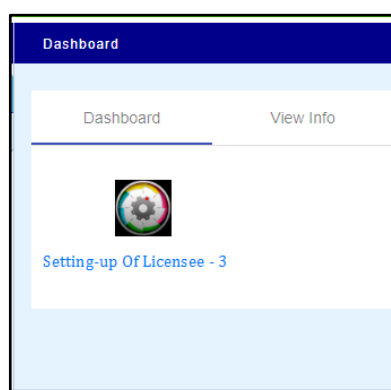
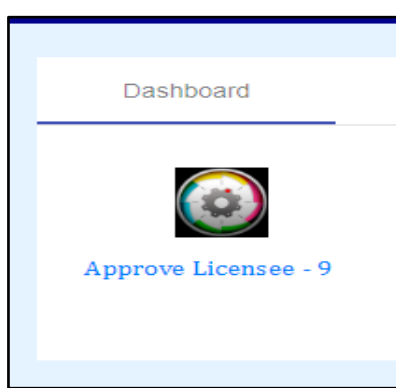


- DoT / CCA Approver (Level – 2) (Pertaining to Assessing Office) can view the pending activities on dashboard under 'Dashboard' tab and completed activities under 'View Info' Tab.

3. Approve Licensee

The DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) can approve the details of the Licensee captured by the DoT/CCA user (Pertaining to assessing office).

- The DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) needs to select the sub-menu “**Approve Licensee**” under the menu “**Setting-up of Licensee**”. Alternatively, the user can click on icon “**Setting up of Licensee**” on the Dashboard and then click on “**Approve Licensee**”.



- When DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) access the screen for “Approve Licensees” from sub-menu, then the user can select the Licensee details to be approved from the list manually or apply the search criteria and select specific record which he/she wants to approve.
- The list of records to be approved will be displayed to the DoT/CCA Approver user (Level – 2) (Pertaining to Assessing Office). The user can filter the records by using content search as well.
- The DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) can click anywhere on the record to select and view the details.
- The selected record will open with the auto-populated values filled by the Concerned CCA and DOT user (Pertaining to assessing office) in the respective tabs.

3.1 Registration details tab:

- The DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) can make necessary changes to the data or click on NEXT button. The user will redirect to supporting document tab.

Note:

CCA Office selected as “Assessing Office” will be office where License Fee Assessment is carried out.

3.2 Supporting Document tab:

- The DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) can check and view the supporting documents uploaded by Concerned CCA and DOT user (Pertaining to assessing office). The user can click on download symbol to download the documents.

Setting-up of Licensee >> Approve Licensee

1 Registration Details 2 Supporting Documents 3 License / Authorisation Details 4 Spectrum Details 5 Bank Guarantee

Upload Supporting Documents

Document Type *

Upload Document *

Browse Upload

List Of Documents Uploaded

00.28 MB Out of 10.00 MB Search

Document Type	Name Of Document	Size Of Document (MB)	Delete	Download
MY DOC 1 *	Vmbj.pdf	0.14		
20 MAR DOCUMENT *	Vmbj.pdf	0.14		

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- DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) can click on delete symbol to delete a particular document. The user can also click on Document Type drop down, select document type from list. The user can click on browse button to browse the document from system and click on upload button to upload the document. The document with asterisk symbol will be mandatory documents.

- The DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) will be redirect to license details tab on clicking the Next button.

3.3 License Details:

- The DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) can view and verify the license details filled by Concerned CCA and DOT user (Pertaining to assessing office). In case if at Level to it is required to modify the data, the same can be edited.

Setting-up of Licensee >> Approve Licensee

1 Registration Details 2 Supporting Documents 3 License / Authorisation Details 4 Spectrum Details 5 Bank Guarantee

Search

License Type	Area of Operation	License Service Area	Secondary Switching Area
ILD (National Area)	License Service Area	Maharashtra	

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<< Previous Add Close Next >>

- The DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) can click on ADD button to add the new license for that particular licensee. The user can add required data in populated form and click on save button to save the new added license. The user can also click on DELETE button to delete the license details.
- The user can 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
- In the Operating CCA field, select CCA Office where SUC Assessment is done, License Fees Payment is received, Spectrum Usage Charges are received, Bank Guarantees and maintained etc.

3.4 Bank Guarantee tab:

- The DoT/CCA Approver user (Level – 2) (Pertaining to **BGMO** Office) can enter the bank Guarantee irrespective of License and/or spectrum details entered in the License and spectrum details tab.
- The DoT/CCA Approver (Level – 2) (Pertaining to **BGMO** Office) can click on any record, which is displayed at the bottom, to verify the data. The DoT/CCA Approver can also edit the same record if required. The DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office) can click on SAVE button to save updated details.
- The DoT/CCA Approver (Level – 2) (Pertaining to **BGMO** Office) can click on ADD button and a new data entry form for Bank Guarantee will be displayed to enter any record. The user can click on SAVE button to save entered data.
- The Approver (can click on APPROVE button to approve the licensee after verification of all the details entered by the Maker user.

Note: Without approval, licensee user will not be able to login to SARAS.

4. Approve Manage licensee

- Actionable items will display on the Dashboard of the DoT/CCA Approver (Level – 2) (Pertaining to Assessing Office), if CCA/DoT Maker user submits the modification using the Manage Licensee screen.
- The DoT/CCA Approver can click on Setting up of license icon and select the icon for “Approve Manage Licensee”. Alternatively the user can click on setting up of licensee menu (present at the left hand side of the screen) and click on Approve Manage licensee sub menu.
- When the DoT/CCA Approver can access the screen for “Approve Manage Licensees” from sub-menu, then the user needs to apply the search criteria and search the required data. The list of records to be approved will be displayed to the user. The user can filter the records by using content search.
- The DoT/CCA Approver can click anywhere on the record to select and open required record which will be displayed in the form across different tabs. The records added by DoT/CCA Maker after approval will be highlighted, refer the screen below.

Note: User is able to view all license and spectrum details entered by DoT/CCA Maker User.

Setting-up of Licensee >> Approve Manage Licensee

1 Registration Details 2 Supporting Documents 3 License / Authorisation Details 4 Spectrum Details 5 Bank Guarantee

Search

Spectrum Technology	Frequency Band	Auction Year	Quantum Spectrum	License Type
BWA	1800	2018	2.11	ILD (National Area)
GSM	900	2003	12.5	UL(Access Service)
GSM	2300	1970	12.5	UL(Access Service)

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« Previous Close Next »

- The DoT/CCA Approver can click on the highlighted records, review and edit the records if needed by clicking on the Update button.
- The DoT/CCA Approver user can navigate between tabs for checking the data and then once all the details are checked, the user can click on 'Approve' button, which is present on Bank Guarantee tab.

Note: Only after final approval by DoT/CCA Approver, updated information will be come into effect for further activities.

5. Manage spectrum

- This module is only enabled for WPF users. There are three options in this module. For level 2, options of approve spectrum is available.

1

Spectrum Details

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	
3G	2500	Administratively Allotted	2022	100	UL- ISP A	National Area		
E-band	1800	Auction	2022	2000	UL(Access Service)	License Service Area	PUNJAB	
E-band	3300	Auction	2021	1200	UL(Access Service)	License Service Area	PUNJAB	
E-band	2100	Auction	2022	255	UL(Access Service)	License Service Area	PUNJAB	

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Close

Final Approve »

- Level 2 user can check the entry submitted by level 1 user. Once user has seen and **update** the record, if correction is made, it shall be highlighted in **yellow** colour. Fresh entries shall appear in **yellow** colour.

User Manual -Ver. 1.3

Revenue Management System
सरस Welcome Tanvika Singh

Date of LOI *
DD/MM/YYYY
20/09/2023

Effective Date of SUC *
DD/MM/YYYY
20/09/2023

Expiry Date *
DD/MM/YYYY
31/12/2026

Bid Amount *
₹ 500000

Scanned Copy of Spectrum Auction LOI

Name Of Document	Size Of Document (MB)	Download	Delete
Requisition Slip.pdf	0.19		

Upload Scanned Copy of Spectrum Auction LOI

Browse

Update
Approve
Close

Setting-up of Licensee >> Approve Spectrum (Level-2)

1 Spectrum Details

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	
3G	2500	Administratively Allotted	2022	100	UL-ISP A	National Area		
E-band	1800	Auction	2022	2000	UL(Access Service)	License Service Area	PUNJAB	
E-band	3300	Auction	2021	1200	UL(Access Service)	License Service Area	PUNJAB	
E-band	2100	Auction	2022	255	UL(Access Service)	License Service Area	PUNJAB	

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Close
Final Approve >

- Once level 2 user is satisfied, it can click on **approve** following which it shall reflect in **green** colour. Following this, user if it still feels the need to correct, it can correct but user must change and click on update and row shall be highlighted in yellow colour.
- Till **final approval**, level 1 can resubmit via manage spectrum only (add spectrum shall be disabled for licensee) which shall appear in yellow colour again.
- Upon clicking final approval, the spectrum data shall get approved and it shall be available for entry of fresh spectrum under add spectrum level 1 or manage spectrum under level 1. **The highlight(green or yellow) shall disappear after final approval.**