



परीक्षण और प्रमाणन प्रक्रिया

सं०: 93009:2021

TESTING & CERTIFICATION PROCEDURE

TEC 93009:2021

(Supersedes No. TEC / MP / DD / TCP-711 / 02. Oct 18)

दूरसंचार उपकरणों का अनिवार्य परीक्षण और प्रमाणन प्रक्रिया

संस्करण-2.1

PROCEDURE FOR MANDATORY TESTING &
CERTIFICATION OF TELECOMMUNICATION EQUIPMENT



VERSION-2.1

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भारत सरकार

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इस सर्वाधिकार सुरक्षित प्रकाशन का कोई भी हिस्सा, दूरसंचार अभियांत्रिकी केंद्र, नई दिल्ली की लिखित स्वीकृति के बिना, किसी भी रूप में या किसी भी प्रकार से जैसे -इलेक्ट्रॉनिक, मैकेनिकल, फोटोकॉपी, रिकॉर्डिंग, स्कैनिंग आदि रूप में प्रेषित, संग्रहीत या पुनरुत्पादित न किया जाए।

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FOREWORD

Telecommunication Engineering Centre (TEC) functions under Department of Telecommunications (DoT), Government of India. Its activities include:

- Issue of Generic Requirements (GR), Interface Requirements (IR), Service Requirements (SR) and Standards for Telecom Products and Services.
- Field evaluation of products and Systems.
- National Fundamental Plans.
- Support to DoT HQ and other Government Departments on technology issues.
- Testing & Certification of Telecom products.
- Technology Approvals for indigenous technologies from C-DoT, other government labs and Educational Institutions.
- WTO TBT National enquiry / notification point for Telecom / related ICT sector.

Four Regional Telecom Engineering Centres (RTECs) have been established which are located at New Delhi, Bengaluru, Mumbai and Kolkata, for testing and certification of Telecom/Related ICT products.

With the notification of Indian Telegraph (Amendment) Rules 2017 enabling Mandatory Testing and Certification of Telecom Equipment (MTCTE), TEC has been designated as the Telegraph Authority for the purpose of administration of MTCTE procedure and for formulation of Essential Requirements (ER) under MTCTE.

This document prescribes the procedure for Mandatory Testing and Certification of Telecom Equipment.

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HISTORY SHEET

Sl.	Document No.	Description	Remarks
1.	Annexure-A of Committee report for reviewing “Guidelines for testing and certification of Telecom Equipment” vide no. TEC / R / MTTE / 2017-18 dated 03.08.2017	Procedure for Mandatory testing and Certification of Telecom Equipment, Year 2017, Issue 1, Version 1.	Withdrawn for releasing (V2.0) and to make effective new version from 02 / Oct / 2018
2.	TEC / MP / DD / TCP-711 / 02 / Oct18	MTCTE Procedure V2.0	Withdrawn for incorporating Modifications as below.
3.	TEC 93009:2021	MTCTE Procedure V2.1	<p>Current (Incorporation of) –</p> <ol style="list-style-type: none"> 1. MTCTE labelling requirement changes in Annexure-D 2. Addition of fee details for certificate modification and renewal cases in Annexure-C. 3. Deletion of Table II and III of Annexure-A. 4. Inclusion of generic relaxation w.r.t. ILAC test report submission or exemption of test parameters based on designated CAB availability in India. 5. The dispatch of consignment of Telecom equipment from foreign port shall be treated as date of import. 6. Abbreviations.

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SECTION - I

MTCTE SCHEME

1.0 SHORT TITLE AND COMMENCEMENT

- 1.1 This document is called the 'Procedure for Mandatory Testing and Certification of Telecommunication Equipment (MTCTE)'.
- 1.2 This procedure i.e., mandatory testing and certification applicable for all Telecommunication Equipment, has come into force on the 1st of October, 2018.
- 1.3 The Indian Telegraph Rules, 1951, PART XI, Testing & Certification of Telegraph, (inserted Rule 528 to 537 under G.S.R. 1131(E), amended vide gazette notification dated 5th September 2017) provide that every Telecom Equipment must undergo prior mandatory testing and certification. This document describes the procedure and related framework for implementation of mandatory testing and certification.

2.0 DEFINITIONS

- 2.1 In this document, unless there is something repugnant in the subject or context,
 - i. 'Act' means Indian Telegraph Act 1885.
 - ii. 'Applicant' means a company or firm incorporated in India, which maybe indigenous Original Equipment Manufacturer (OEM) or a brand owner, or, in case of imported equipment, an Indian representative of foreign OEM, duly authorized by Foreign OEM.
 - iii. "Appropriate Authority" means an officer not below the rank of Assistant Director General of Department of Telecommunications or its subordinate or attached offices authorized by the Telegraph Authority.

- iv. 'Associated model' means model of a telecom equipment formed by using chassis / motherboard and cards / access ports of another tested and certified model, using the same chassis / motherboard and a larger superset of cards / access ports.
- v. Authorised Indian representative (AIR) means a company or firm incorporated in India, which, in case of imported equipment, has been duly authorized by Foreign OEM to carry out all obligations required under MTCTE in respect of the imported equipment.
- vi. 'BoM' means Bill of Material, and is a file containing details of all major modules / components of the model being offered for testing. In case of application for certification of multiple models, the BoM shall include such details of all models.
- vii. 'Certification' means that model of Telecom Equipment has undergone specified testing and complies with relevant Essential Requirements; such equipment model will be called 'Certified Equipment', and the document conveying the certification will be called the 'Certificate'.
- viii. 'Certification Label' means a non-erasable mark / label to be put by OEM/AIR, after the model of the equipment is certified by TEC.
- ix. 'Designated Conformance Assessment Body' or 'Conformance Assessment Body (CAB)' means a test laboratory designated by TEC for testing of telecom equipment against specified Essential Requirements.
- x. 'Essential Requirements' means set of parameters / standards / requirements / specifications etc. specified by TEC which are to be complied for seeking certification.
- xi. 'Family' means collection of all modules and chassis which can be used interchangeably in different combinations to achieve different

hardware / software configurations meeting different site requirements, which are certified as a whole under MTCTE.

- xii. 'HSE' means Highly Specialized Equipment, and refers to those Telecom/ related ICT Equipment, which have specialized power, cooling, storage or handling requirements, and limited import / sale.
- xiii. 'Mandatory Testing & Certification' means testing and certification of Telecom/related ICT Equipment as per the procedure described in this document.
- xiv. 'Model' means a particular hardware / software design or version of a product / equipment bearing a unique model number assigned to the equipment. An equipment, which is different in either of hardware / software / design, shall be treated as a different model.
- xv. 'Mutual Recognition Agreement / Arrangement (MRA)' means an agreement through which two countries give recognition to Certifying Bodies and CABs in respective countries.
- xvi. 'Prescribed Fee' is the fee charged for granting certification and may include Administrative Fee, Test Result Evaluation Fee, Certification Fee, Certificate Modification Fee etc.
- xvii. 'Provisional Certification' means that model of telecom equipment has undergone specified testing but does not comply with some parts of relevant Essential Requirements due to non-availability of complete testing infrastructure in the country; such equipment model will be called 'Provisionally Certified Equipment', and the document conveying the certification will be called the 'Provisional Certificate'. The issued provisional certificate shall be valid for two years from date of issue. With-in two years, the compliance of ERs w.r.t. provisionally exempted parameters are mandatory for converting it into regular certificate for balance period of five years.

- xviii. If even after expiry of Provisional Certificate, the complete testing infrastructure is still not developed in country, a certificate may be issued with validity for two years from date of issue provided that the essential requirements w.r.t. initially exempted parameters are not revised. The document conveying the certification will be called the 'Provisional Certificate' and it shall be mandatory for converting it into regular certificate within two years, for balance period of five years.
- xix. 'Temporary Certification' means that model for any equipment, variant or interface, Essential Requirements are not listed on the MTCTE portal (www.mtcte.tec.gov.in), the applicant may submit the requisite details on the portal. TEC will examine the details and will specify provisional ERs against which the equipment can be tested and complied. On evaluation of test results, a temporary certificate with one-year validity shall be issued. A regular ER shall be issued by TEC for the equipment for which provisional ER was prescribed. The equipment should be got certified against regular ER before expiry of validity of temporary certificate.
- xx. 'DG Telecom' is an apex level officer and acting as head of the DoT field units in all the 22 Licensed Service Areas located across the country. Headquarter of Director General Telecom (DGT-HQ) is located in Delhi.
- xxi. 'LSA' Licensed Service Area field units means field Offices of Department of Telecommunications which would act as enforcement and monitoring wing of the Department for the purpose of Surveillance under Mandatory Testing and Certification of Telecom Equipment (MTCTE).
- xxii. 'RTEC' means Regional offices of TEC, which shall also carry out testing as designated CAB. RTEC may also test the Telecom/

related ICT Equipment as witness testing at a location other than itself, if the test facilities are accredited with NABL.

- xxiii. 'Rule' means The Indian Telegraph Rules 1951 and its amendment.
- xxiv. 'Security Wing' means the unit of Department of Telecommunications handling matters with respect to testing and certification relating to security aspects of Telecom Equipment / Networks.
- xxv. 'TEC' means the Telecommunication Engineering Centre, New Delhi, under Department of Telecommunications (DoT HQ), which, inter alia, is the Telegraph Authority for the purpose of Testing and Certification.
- xxvi. 'Technical Regulations' means product characteristics or their related processes and production methods, including the applicable administrative provisions, with which compliance is mandatory.
- xxvii. 'Telecommunication equipment' also referred to as 'Telecom Equipment' or 'Equipment' is synonymous with 'Telegraph', as defined in Section 3 of Indian Telegraph Act, 1885, and the terms are interchangeable for Telecom and applicable ICT Equipment.
- xxviii. 'Appeals Officer' is a telegraph authority designated by approving authority who is dealing with appeals received from the Appellant (i.e., OEM / AIR) against any decisions taken by TEC / AA at various levels with respect to their application for issue of certification.

2.2 Words and expressions used but not defined in this document shall have the meaning respectively assigned to them in the Act or the Rules made there under.

3.0 CERTIFICATION OBJECTIVES

3.1 Certification process endeavours to encourage:

- i. that any Telecom Equipment does not degrade performance of existing network to which it is connected;
- ii. safety of the end-users;
- iii. protection of users and general public by ensuring that radio frequency emissions from equipment do not exceed prescribed standards;
- iv. that telecom equipment complies with the relevant national and international regulatory standards and requirements.

3.2 The testing and certification envisaged in this procedure ensures that the equipment meets all TEC prescribed Essential Requirements. The quality and reliability of equipment is not part of this procedure, hence, the same is not guaranteed through this certification. OEMs / dealers themselves will be responsible for necessary quality and reliability criteria claimed by them.

3.3 Any equipment to be used in the network of Licensed Telecom Service Providers/ Internet Service Providers/Virtual Network Operators etc. may have to undergo additional tests as specified in License.

4.0 SCOPE OF CERTIFICATION

4.1 The scope of certification would cover all types of Telecom/related ICT Equipment to be sold in India for being connected or capable of being connected to Indian Telecom / Communication Network. The effective dates for certification becoming mandatory for different products are notified by the Government separately.

4.2 The use of certified equipment, unless specifically exempted, shall be governed by extant guidelines, rules / conditions of license of Telecom service provider/ Internet Service Providers/Virtual Network Operators and etc.

- 4.3 If the equipment is being imported for Research and Development or for demonstration purpose in India or as a sample for mandatory testing, prior TEC certification is exempted for that sample.
- 4.4 Any uncertified equipment, which is not prohibited in India by any law, personally accompanied on inward foreign travel to India for personal use, is exempted from mandatory testing and certification on self-declaration.
- 4.5 Equipment that are manufactured / imported in India but exclusively meant for export, are excluded from MTCTE provided that the model number / country variant should be distinct from the model sold in India under MTCTE. Supporting documents issued from the state / central government are required by the Telegraph Authority.
- 4.6 Highly Specialized Equipment, as notified by Government from time to time are not covered by MTCTE.

5.0 GENERAL

- 5.1 Any Original Equipment Manufacturer (OEM) / Authorised Indian Representative (AIR) who wishes to sell or import any telecom equipment in India, shall have to obtain Certificate from Telecommunication Engineering Centre (TEC) and label the equipment with appropriate Certification label as mentioned in Annexure-D.
- 5.2 Certification needs to be obtained only once for a model of equipment, and is applicable for any quantity of the certified model of the equipment. A different model of the equipment needs separate certification.
- 5.3 However, associated models of the main model / certified model of the telecom equipment shall be certified without testing. Further, if an equipment is tested and certified under family definition, any hardware / software configuration of the equipment formed by using a subset of modules / chassis from the family shall be treated as certified. Broad

criterion for qualifying a model as associated model and definition of family is given in Annexure-B.

- 5.4 Only complete-in-itself, standalone, independent equipment are tested and certified under MTCTE. Equipment modules / components are not covered by MTCTE. Further, combinations of independent equipment made to form systems are not certified under MTCTE; instead, each independent equipment should be certified separately.
- 5.5 The equipment needs to be tested only in a designated CAB, or recognized CAB of MRA partner country. The test results / test reports shall not be older than five years on the date of submission.
- 5.6 As a relaxation, test reports / results from any lab accredited by accreditation bodies under ILAC may be accepted except for those parameters of ERs which are listed on TEC website on MTCTE Portal TEC website (www.tec.gov.in) and MTCTE Portal (www.mtcte.tec.gov.in) to be mandatorily tested in Indian CABs. Such list of parameters will be notified from time to time on TEC and MTCTE Portal. These relaxations are time bound in nature. The test results / test reports submitted during this period shall not be older than five years on the date of submission.
- 5.7 Exemption from submission of test reports against certain parameters may be permissible, if requested by the applicant as a relaxation to MTCTE procedure. These relaxations are time bound in nature. In such cases, provisional certificates will be issued having validity of two years.
- 5.8 “The date of dispatch of consignment” of telecom equipment from foreign port shall be treated as date of import of respective consignment of telecom equipment for MTCTE purpose.
- 5.9 The issued certificate shall be valid for five years from the date of issue.
- 5.10 TEC may amend / suspend / cancel the certificate, if it comes to the knowledge of TEC that any violation of the Rules has taken place.

- 5.11 TEC may issue such directions to OEMs / AIR / dealers / users, consistent with the Act, Rule or this Procedure, as may be necessary, for carrying out the purpose of this Procedure.
- 5.12 The certification procedures, which are detailed in this document, are subject to revision from time to time.

6.0 CERTIFICATION SCHEMES

6.1 General Certification Scheme (GCS)

- 6.1.1 This scheme is applicable for all telecom / related ICT equipment listed in Table A.2 of the Annexure-A, against which GCS is indicated. This list is updated from time to time and updated version of this list available on MTCTE portal (www.mtcte.tec.gov.in) is always to be referred to.
- 6.1.2 Under this scheme, applicant shall be required to submit test wise compliance along with test reports, in respect of parameters included in ERs, from any designated CAB or recognized CAB of MRA partner country. The test results shall be evaluated for compliance against respective ERs.
- 6.1.3 If equipment is found compliant with all applicable Essential Requirement parameters, a Certificate shall be issued to the applicant along with labelling details, for the specific model of equipment.
- 6.1.4 In case where valid Type / Interface Approval Certificate (TAC / IAC) issued by TEC, or TSEC issued by BSNL based upon the latest TEC GR / IR is in vogue for any particular equipment, the testing for only incremental clause(s) of ER, if any, and evaluation of such incremental test results is required for issue of certificate. The validity of this MTCTE certificate shall be for the remaining period of TAC / IAC / TSEC.
- 6.1.5 In case, for any equipment, variant or interface, Essential Requirements are not listed on the MTCTE portal (www.mtcte.tec.gov.in), the applicant may submit the requisite details on the portal. TEC will examine the details

and will specify provisional ERs against which the equipment can be tested and complied. On evaluation of test results, a temporary certificate with one-year validity shall be issued.

6.1.6 A regular ER shall be issued by TEC for the equipment for which provisional ER was prescribed. The equipment should be got certified against regular ER before expiry of validity of temporary certificate.

6.1.7 The certificate will normally be issued within 4-8 weeks from the date of submission of complete test results, depending upon complexity of equipment.

6.2 Simplified Certification Scheme (SCS)

6.2.1 This scheme is applicable for all equipment listed in Table-A.1 of the Annexure-A against which SCS is indicated.

6.2.2 Under this scheme, applicant has to submit a test wise compliance sheet, along with a Self-Declaration of Conformity (SDoC), in respect of parameters included in ERs.

6.2.3 All other rules / procedures applicable in case of GCS shall apply in case of SCS, except that test reports are not required to be submitted by applicant or evaluated by TEC. TEC, however, reserves the right to ask the applicant to submit copy of report in case of SCS also.

6.2.4 The certificate will normally be issued within fifteen working days from the date of submission of application.

7.0 TECHNICAL REGULATIONS

7.1 The technical regulations prescribed under this framework are in the form of Essential Requirements. The Essential Requirements (ER) to be complied for the purpose of certification under this procedure will include following:

- i. EMI / EMC: As prescribed by TEC

- ii. Safety: As prescribed by TEC
 - iii. Technical requirements: As prescribed by TEC
 - iv. Other requirements: As notified by TEC / DoT HQ / any Government Agency from time to time
 - v. Security Requirements: As per notification issued by DoT HQ.
- 7.2 The current ER available on the MTCTE online portal needs to be complied.
- 7.3 If ER is not available, a Provisional ER will be prescribed on the request of applicant.
- 7.4 If ER is amended, it will be applicable from a prospective date indicated in the ER. Until that time, existing ER will be applicable.

8.0 FEES PAYABLE

- 8.1 The Fees charged under MTCTE consist of Administrative Fee (for SCS and GCS both) and additionally Test Report Evaluation Fee (for GCS).
- 8.2 Equipment covered by MTCTE are grouped according to the time and complexity involved in testing the equipment or evaluating test reports. The Schedule of Fees applicable for different groups is given in Annexure-C.
- 8.3 In case applicant opts for testing in one of the TEC / RTEC labs, applicable test fee shall be charged separately.
- 8.4 All fees are non-refundable.
- 8.5 The fees are to be deposited during the application process on MTCTE portal (www.mtcte.tec.gov.in).
- 8.6 During processing, the MTCTE portal (www.mtcte.tec.gov.in) will lead the user to the Non-Tax Revenue Portal (NTRP) for online payment.

9.0 EQUIPMENT LABELLING

9.1 OEM shall be responsible that equipment offered for sale / use in India is clearly marked with the following:

- i. The OEM / Brand name;
- ii. The equipment's trade name, model name, serial number;
- iii. Relevant TEC certification label (India, ER No, Model No, Approval No (Certificate No) with date of issue of certificate, validity of certificate, Country of Origin, Country of Manufacturing and TEC Logo).
- iv. In case sufficient space on parts, items or product is not available for marking labelling information, at least Country name ('India') and TEC logo to be marked and rest of the information w.r.t. above in the form of machine-readable i.e., two-dimensional code (QR code etc.).

In case of products of foreign OEMs, AIR shall ensure the equipment is properly labelled.

9.2 Requirement of labelling on certified products shall be exempted for initial period of six months w.e.f. date from which testing and certification of respective equipment in India is notified as mandatory. The detailed labelling guidelines are given in Annexure-D.

10.0 CERTIFICATE MODIFICATION

10.1 Certificate modification without re-testing:

10.1.1 Change in ownership of equipment / brand or modifications performed on the certified equipment which do not involve any change in hardware / software design and that do not affect compliance with approved Essential Requirements will require certificate modification without going through the process of testing. In such cases, certificate holders should apply online for certification of the modified equipment / modified ownership. After examination of the application, a new certificate will be issued reflecting

the changes. Certificate holders may continue to sell such modified equipment after re-certification by TEC. Examples of such modifications are:

- i. Change in model number / name arisen due to change in size, shape, colour or enclosure of equipment;
- ii. Change in model number without affecting the hardware / software design.
- iii. Change in ownership / structure / address of company holding the certificate for the equipment and manufacturing locations.
- iv. Inclusion of name of a new Associated Model not originally available on the existing certificate, but covered by BoM already submitted.

10.1.2 TEC may call for re-testing / re-evaluation of certified telecom equipment and charge the relevant fee, should the need arise to check on the compliance of the equipment to the ERs.

10.2 Certificate Modification with re-testing:

10.2.1 Any other modifications performed on the certified equipment which involves either any change in Hardware / Software design or that affects its conformance with approved Essential Requirements will warrant fresh certification. Some examples (not limited to following) of such modifications are:

- i. Addition of new network interface card;
- ii. Change in the existing network interface card
- iii. Inclusion of a new Associated Model neither originally mentioned on the existing certificate, nor covered by BoM of certified model.
- iv. Inclusion of a new chassis, interface module or unit in the family of already certified equipment.

10.3 In case of modifications affecting ER conformance (refer clause 10.2.1), certificate holders should apply online afresh and the equipment shall

have to undergo complete testing, as applicable. The modified equipment shall be sold or used only after fresh certificate is issued by TEC.

- 10.4 Any modification in the certified product without obtaining certificate modification shall amount to use of uncertified equipment and shall be dealt accordingly.
- 10.5 Modifications that cannot be differentiated as incremental change shall be treated as fresh application.
- 10.6 The validity of modified certificate shall be for balance period of five years.
- 10.7 A change in software, by way of minor revision / patch / bug fix / update does not necessarily call for certificate modification, unless the change has resulted in non-conformity or non-compliance to ERs, to which the equipment was earlier compliant. The OEM himself is responsible for ascertaining the same and applying for certificate modification, should the need arise.

11.0 RENEWAL

- 11.1 For renewal, a Certificate holder must apply online and pay the renewal fee, at least one month prior to expiry of the current certificate's validity period.
- 11.2 A certificate shall be renewed only if there is no change in the Essential Requirements applicable to the equipment, and there is no change in the equipment model.
- 11.3 After evaluation of the renewal application, a fresh certificate valid for another five years shall be issued, indicating the previous certificate number thereon.
- 11.4 TEC may call for re-testing / re-evaluation of certified telecom equipment and charge the relevant fee, should the need arise to check on the compliance of the equipment to the ERs.

12.0 REVISION OF ESSENTIAL REQUIREMENT

- 12.1 Technological developments, changes in international standards or other regulatory requirements may entail revision of Essential Requirement.
- 12.2 Essential Requirements will generally be issued along with a prospective date of effect indicated thereupon.
- 12.3 The revision of Essential Requirement shall not generally affect the validity of certificate of already certified Telecom Equipment. Equipment for which applications are received after the notified date of effect of amended ER shall be required to be certified against amended ER.

13.0 RESPONSIBILITIES OF OEMs / AIRs / DEALERS / USERS

- 13.1 An OEM / AIR / Dealer shall not sell the equipment and an AIR shall not import a telecom / related ICT equipment until it has been certified by TEC and the Certification Label is applied or embossed on the equipment.
- 13.2 The equipment to be sold / used must be of the same model that has been certified.
- 13.3 If need arises, OEM / AIR should offer the certified equipment for further tests and evaluation, as and when directed by TEC.
- 13.4 An OEM / AIR / dealer must cease to sell the uncertified Telecom Equipment if so, directed by TEC and dispose off such equipment, at his own expense in the manner directed by TEC.
- 13.5 Telecom licensees should use only certified telecom equipment in their network.
- 13.6 As the certification issued under this procedure ensures that the certified equipment has been tested for conformance to Safety, EMI / EMC, Security, Technical and other requirements including SAR, public is advised to buy / use certified telecom equipment only, in their own interest of safety and security.

SECTION - II

14.0 SURVEILLANCE

- 14.1 Authority/ Appropriate Authority (AA) reserves the right to inspect and/ or test any telegraph, which requires mandatory certification at any time and at any premises including sites where it is in use or at the place of manufacturing to ensure that the telegraph used/ sold has required certifications and/ or conforms to the Essential Requirements of existing certifications. Such inspection and/ or testing may be carried out periodically, or at the discretion of Telegraph Authority/ Appropriate Authority or due to any complaint.
- 14.2 Surveillance is carried out to monitor and to enforce the compliance of MTCTE as required under Indian Telegraph Rules.
- 14.3 AA may enquire any entity engaged in the manufacture, store for sale, sale or distribution of any goods to give such information as he deems necessary. AA shall also have the power to inspect premises of OEM/dealer and issue directions.
- 14.4 Surveillance may be carried out on the basis of Information from user, inspection, Service Providers report on connected equipment. It may also be e-commerce market surveillance.
- 14.5 For all cases of contravention, Contravention report in respect of each instance shall be prepared.
- 14.6 In case of Established Contravention (where contravention has been established after inspection/ examination of product and related documents) of an Identified Contravener, a copy of the contravention report shall be sent to the authorized representative of the Contravener along with a notice asking him to provide written acknowledgement of receipt of the notice and to apply on MTCTE portal under penal provisions mentioned in MTCTE procedure.

- 14.7 In case of Suspected Contravention (contravention cannot be established by inspection/ examination of product and related documents, unless the product is tested in lab), AA can obtain the sample of the product under suspicion as per Standard Operating Procedure (SOP) to establish contravention.
- 14.8 Samples may be obtained from the manufacturer or the certificate holder of the certified product or can be purchased randomly from the marketplace. In case the product is not readily available in the market, AA can get it directly from the Original Equipment manufacturer (OEM).
- 14.9 The testing fee for testing the sample shall be borne by the OEM.
- 14.10 If the sample is compliant with the MTCTE procedure, the case shall be closed. In case of established contravention, the OEM/AIR shall be directed to apply on MTCTE portal under penal provisions. In case the sample conforms to ER, the testing fee shall be reimbursed to the OEM.
- 14.11 Factory Premises Inspection (FPI) may also be carried out in case certified product has operational problems and/or is complained against by users and it has been found that the operational problem relates to the parameters against which the equipment has been certified. FPI may also be carried out if sufficient information indicates that the conformity or the consistency of certified products might be affected due to production assembly and the quality system of the manufacturer and factories.
- 14.12 During FPI, the inspection team may inspect or cause to be inspected any books or other document and other Goods kept by or belonging to or in the possession or under the control of any person engaged in the manufacturing and/or warehousing.
- 14.13 If there is any non-conformity found in the Factory Premises Inspection, the corrective actions shall be taken within three months. If the OEM/the importer fail to take any corrective measure the MTCTE certificate shall be

withdrawn and OEM/the importer shall be barred from labelling its products for conformance to MTCTE.

SECTION - III

15.0 NON-CONFORMITY & CONTRAVENTIONS

15.1 If it comes to the notice of the Telegraph Authority / Appropriate Authority (AA) that an uncertified equipment or certified equipment with unauthorized modifications or equipment whose certification has expired is being sold / used or intended to be sold / used, or a certified equipment is not conforming to the Essential Requirements for which the certification has been issued; then

- a) AA will issue a notice of violation inter-alia ordering to stop the sale / use of the uncertified equipment with immediate effect.
- b) Such telegraph will be required to undergo the mandatory certification within one hundred and eighty days from the date of issue of notice of violation. For the same, the telegraph authority will charge ten times of the prescribed fee and after observing the procedures as specified under MTCTE, may issue the Certificate.
- c) In case certification is not obtained for such telegraph within stipulated timeframe, AA may order to take custody of all such telegraph and may order to destroy the telegraph.

15.2 If it comes to the notice of the Telegraph Authority / Appropriate Authority (AA) that any entity / entities that are licensed under the Act, are using any uncertified equipment or failing in taking action against use of uncertified equipment by user, as prescribed in Rule 536 under 'The Indian Telegraph Rules, 1951, PART XI, Testing & Certification of Telegraph' then;

- a) AA will issue a notice of violation inter-alia ordering it to stop the use of the uncertified equipment with immediate effect and will take actions as per the provisions of their license conditions.

- b) However, AA may allow getting the mandatory certification done within one hundred and eighty days from the date of issue of notice of violation. For the same, the telegraph authority will charge ten times of the prescribed fee and after observing the procedures as specified under MTCTE may issue the Certificate.
- 15.3 Prescribed fee as indicated in previous clause shall mean the applicable fees as given in para 8.0.
- 15.4 Unlawful / unauthorised / fraudulent / forged use of certification label by anyone shall be a criminal offence and relevant penal provisions of Indian Penal Code shall apply.

SECTION – IV

16.0 APPEALS

- 16.1 This section describes the procedure for dealing with appeals received from the Appellant (i.e. OEM / AIR) against any decisions taken by TEC / AA with respect to their certification application, e.g., refusal to accept an application, refusal to accept test results / reports, refusal to proceed with evaluations, refusal to grant certification, decisions to close the application or deny certification or any other action imposed / taken. Appellant may also appeal against AA's decision to put the certification under abeyance, suspend, or forced withdrawal of certification, or any other action that impedes the attainment of certification.
- 16.2 Appeal shall be made to Appeals Officer, TEC in writing, within 30 days from the date of decision taken by TEC / AA.
- 16.3 Initially the appeals shall be examined by Appeals Officer for its validity and if prima-facie they appear to be valid and having some substance, they will be taken up for further actions or otherwise the appellant will be informed appropriately. Appeals Officer shall acknowledge the receipt of appeals.
- 16.4 Admitted appeals shall be placed before the designated Appeals Committee. Designated appeals committee may consist of atleast three members.
- 16.5 While nominating members for the Committee, Appropriate Authority shall ensure that the nominated members are not directly involved in the decision-making process for the appellant.
- 16.6 Designated Appeals Committee is responsible for considering the appeal. An opportunity will be given to the appellant to present the appeal in person(s) during the process of hearing of appeal. The appellant may depute his / her representative for hearing; however, the deputed

representative(s) should be from its staff only. The dealing officer may provide technical inputs if so desired by the committee but shall not be involved in the decision making of the Appeals Committee.

- 16.7 After examination of the appeal, the committee may seek clarifications and information from all appropriate sources. If considered necessary, the Committee shall ask TEC to depute its staff or expert to investigate the matter.
- 16.8 Based on the data gathered through any of the above stated means, the Appeals Committee shall make the final decision within a reasonable time and the Appellant shall be informed accordingly by Appeals Officer. Appeals Officer shall also inform the dealing officer of that particular case regarding the outcome of appeal.
- 16.9 At any time during the review, the appellant may withdraw the appeal in writing. However, if for any reason, an appeal is withdrawn, a future appeal on the same grounds shall not be considered.
- 16.10 The Appeals Officer shall maintain record pertaining to all appeals including important details like date of receipt, name and address of the Appellant, details of appeal, outcome and final disposal. No further appeal in this regard will be considered.
- 16.11 This procedure of Appeal will not be applicable for action(s) taken by Telegraph Authority under provisions of license conditions.
- 16.12 The designated Appeals Officer and the Appeals Committee have been notified by TEC on MTCTE Portal / TEC website (www.mtcte.tec.gov.in / www.tec.gov.in).

SECTION-V

17.0 APPLICATION PROCEDURE

17.1 The application process shall be online through MTCTE Portal (www.mtcte.tec.gov.in).

17.2 The applicant may register online and upload relevant documents in support of

- (i) Company Registration (Indian / Foreign OEMs and AIR in case of Foreign OEM).
- (ii) Authorisation Letter issued by the company (Indian OEM and AIR in case of Foreign OEM) authorizing for MTCTE related responsibilities.
- (iii) Articles of Association (AoA) of company duly signed by either Director or Company Secretary as per the norms. (Indian OEM / Foreign OEM and AIR).
- (iv) Memorandum of Association (MoA) of company duly signed by either Director or Company Secretary as per the norms (Indian OEM / Foreign OEM and AIR).
- (v) Latest available Shareholding pattern of the company (Indian OEM / Foreign OEM and AIR in case of Foreign OEM only) clearly indicating the list of board of members and their designation, percentage of share / number of shares of stake Holders and citizenship of shareholders. Additionally, in case of foreign OEMs, the applicant from Indian company shall upload documents in support of
 - a) MoU between foreign OEM and Indian representative (AIR) for sale and support of the product in India, and

b) Authorizing the AIR for discharging MTCTE related responsibilities.

- 17.3 The documents shall be scrutinized by TEC. Any shortcoming in documents shall be intimated to the applicant. After rectification of shortcomings, applicant's registration shall be approved, after which he may submit applications for testing / certification.
- 17.4 Applicant shall select product to be certified, its variant details, available interfaces and associated models' information, if applicable, and shall upload BoM and data sheet of equipment on the portal. The BOM should specify model number, details of individual PCBs and exhaustive list of all the power / signal / control / data / communication ports in addition to other usual details. Applicant shall also submit the manufacturing location(s) of the Telecom / ICT Equipment under certification with details of contact person at location(s). After submission of his application, applicant will be shown the applicable certification scheme, ER and fee payable. Once submitted, no changes are permitted in the documents later.
- 17.5 After payment of fee, applicant shall be asked to submit test results / reports.
- 17.6 In case the applicant selects the option of "reports not available", he is directed to testing section of MTCTE portal, wherein he can select CAB(s) of his choice for testing. After testing and uploading of test results / reports by CAB(s), applicant can resume the application by selecting "All reports available".
- 17.7 In case of SCS, applicant shall submit an ER clause wise compliance sheet, along with a Self-Declaration of Conformity (SDoC). The submitted test results will be examined and if the equipment is found to be compliant, certificate will be issued.

- 17.8 If it is case of GCS, applicant shall submit test reports summary along with test results, shall upload test reports, and shall accept online undertaking regarding correctness of uploaded documents / reports. The test results / reports will be examined and if the equipment is found to be compliant, certificate will be issued.
- 17.9 Telecom / ICT Equipment shall be tested in Designated CAB or recognized CAB of MRA partner country. However, Telegraph Authority may allow acceptance of test results / test reports for some or all tests from any other source for some limited period as a relaxation to this Procedure.
- 17.10 All the submitted documents and communication with TEC should be either in Hindi or English language only. If any submitted document is in any other language, then its certified English translation should also be submitted simultaneously.
- 17.11 Application for testing by RTECs can be submitted through concerned section of MTCTE portal. The contact details and jurisdiction of RTECs are given in Annexure-E.

ABBREVIATIONS

For the purpose of this document the following abbreviations apply:

AA	:	Appropriate Authority
AIR	:	Authorised Indian Representative
BoM	:	Bill of Material
BTS	:	Base Transceiver Station
CAB	:	Conformance Assessment Body
CPE	:	Customer-premises Equipment
DWDM	:	Dense Wavelength Division Multiplexing
EMC	:	Electromagnetic compatibility
EMI	:	Electromagnetic interference
ER	:	Essential Requirement
FPI	:	Factory Premises Inspection
GCS	:	General Certification Scheme
GR	:	Generic Requirements
HSE	:	Highly Specialized Equipment
HSN	:	Harmonised System of Nomenclature
IAC	:	Interface Approval Certificate
ICT	:	Information and Communications Technology
ILAC	:	International Laboratory Accreditation Cooperation
IoT	:	Internet of Things
IP	:	Internet Protocol
ISD	:	International Subscriber Dialling
ISP	:	Internet Service Provider
ISDN	:	Integrated Services Digital Network
ISO	;	International Organization for Standardization

MRA	:	Mutual Recognition Agreement / Arrangement
MTCTE	:	Mandatory Testing and Certification of Telecom Equipment
NSD	:	National Security Directive
OEM	:	Original Equipment Manufacturer
PABX	:	Private Automatic Branch Exchange
PCB	:	Printed Circuit Board
PSTN	:	Public Switched Telephone Network
PTP	:	Precision Time Protocol
RTEC	:	Regional Telecom Engineering Centre
SAR	:	Specific Absorption Rate
SCS	:	Simplified Certification Scheme
SDH	:	Synchronous Digital Hierarchy
SDoC	:	Self Declaration of Conformity
SOP	:	Standard Operating Procedure
SR	:	Service Requirements
TAC	:	Type Approval Certificate
TBT	:	Technical Barriers to Trade
TEC	:	Telecommunication Engineering Centre
TSEC	:	Technical Specification Evaluation Certificate
UHF	:	Ultra-High Frequency
VHF	:	Very High Frequency
VNO	:	Virtual Network Operator
WTO	:	World Trade Organisation

===== End of the document =====

Table-A.1**List of Equipment Covered under MTCTE (Simplified Certification Scheme)**

S. No.	Name of Equipment	Indian Standard No (ER No)	Product Fee Group	HSN Code
1.	Executive Telephone System	TEC18352006	A	
2.	NSD / ISD Payphone	TEC18352006	A	
3.	Electronic Telephone Instrument	TEC18352006	A	
4.	Key Telephone Systems	TEC18352006	A	
5.	2-Line Feature Phone	TEC18352006	A	
6.	Coin Box Telephone	TEC18352006	A	
7.	Terminals for connecting to PSTN	TEC18352006	A	
8.	CLIP Phone	TEC18352006	A	
9.	Audio Conferencing Facility Device	TEC12661911	A	
10.	Multi Line Telephone System	TEC12661911	A	
11.	Group 3 FAX Machine	TEC13291911	A	
12.	Modem	TEC16631911	A	
13.	ISDN CPE	TEC64731911	A	

Table-A.2

List of Equipment Covered under MTCTE (General Certification Scheme)

S. No.	Name of Equipment	Indian Standard No (ER No)	Product Fee Group	HSN Code
1.	Cordless Phone	TEC12671911	A	
2.	Point of Sale (PoS) Terminal	TEC17671911	A	
3.	GPON Equipment	TEC14761911	B	
4.	DSL Equipment	TEC13751911	B	
5.	IoT Gateway	TEC24492002	B	
6.	Tracking Devices	TEC28732002	B	
7.	Smart Electricity meter	TEC28362002	B	
8.	Smart Watch	TEC28982002	B	
9.	Smart Security Camera	TEC28822002	B	
10.	Router	TEC37681911	C	
11.	LAN Switch	TEC37942007	C	
12.	Mobile Handsets and Dongles	TEC47722002	C	
13.	Mobile BTS	TEC42722002	C	
14.	Compact Cellular Network	TEC42272002	C	
15.	Mobile Repeater	TEC47782002	C	

16.	Microwave Communication Equipment	TEC56422005	C	
17.	UHF / VHF Communication Equipment	TEC58432005	C	
18.	Mobile Radio Trunking System Equipment	TEC56782005	C	
19.	Equipment Operating in 2.4GHz and 5GHz Frequency Bands	TEC23732002	B	
20.	Satellite System equipment	TEC57282005	C	
21.	IP Terminal	TEC67472003	B	
22.	Media Gateway	TEC66492003	C	
23.	Signalling Gateway	TEC67492003	C	
24.	Session Border Controller	TEC67222003	C	
25.	Soft Switch	TEC67792003	C	
26.	PABX	TEC67291911	B	
27.	Telephony Application Server		C	
28.	Telephony Media Server		C	
29.	Multiplexing Equipment	TEC78831911	C	
30.	SDH Equipment	TEC78831911	C	
31.	DWDM Equipment	TEC78831911	C	
32.	Digital cross Connect	TEC78831911	C	
33.	End point devices for Environmental Monitoring	TEC23732002	B	
34.	Feedback Devices	TEC23231911	B	

35.	PTP Grandmaster Equipment	TEC37871911	C	
36.	IP Security Equipment	TEC34731911	C	
37.	Radio Broadcast Receivers			
38.	Optical Fibers (Single Mode)	TEC70012008		
39.	Mobility Management Entity	TEC40012104	C	
40.	IP Multimedia Conferencing Equipment	TEC34622104	B	

The above list of equipment covered by MTCTE is updated from time to time. The updated list can be downloaded from [www.mtcte.tec.gov.in /](http://www.mtcte.tec.gov.in/).

Note: Items not covered under the MTCTE as below;

- I. Spare cards or faulty cards after repair.
- II. Integrated systems and networks consisting of more than one Telecom / related ICT Equipment, each of which are individually covered by MTCTE, shall not be certified under MTCTE.

Associated Models and Family Definition

- 1.0 Each model of a telecom product needs to be tested and certified under MTCTE once. However, in the following cases, more than one model can be covered by a single certificate:
- 1.1 **Pizza Box Models:** In such equipment, generally a single PCB or motherboard is used for creating number of different models. These hardware / software models are created by providing different combination or configuration of access ports. In this case, if one pizza box model built around a particular motherboard having largest configuration of ports is tested and certified, all other models built around the same motherboard with a different lower configuration of interfaces / access ports shall be covered by the same certificate.
- 1.2 **Chassis-based Models:** Such equipment generally consists of a single chassis with the same backplane, and common function cards like processor or logic card, power supply card and other common control cards are present in the chassis. Different hardware variant models are formed by inserting different combination of functional cards (like frequency filter cards or interface cards) in the chassis. In this case, if one model built on one chassis populated with largest variety of interface cards is tested and certified, all other models built around the same chassis by inserting another combination of the same or lower number of interfaces shall be covered by the same certificate.
- 1.3 **Family based Models:** Such equipment families generally consist of a number of chassis with varying capacities, and a large number of cards,

all of which can be inserted in any of the chassis in the family interchangeably. Depending upon customer requirement, different combination of chassis from the family and different combination of cards are used at one site, which can be closely called one model. In this case, if all chassis of the family are tested and certified separately or collectively, and all cards in the family are tested and certified by inserting them in whatsoever chassis, then all other models built by selecting some of the chassis and some of the cards from the pool of tested chassis and cards shall be covered by the same certificate.

- 1.4 Split Unit Type Models: Such equipment generally consists of two functionally independent units, like an indoor unit and an outdoor unit, or a baseband unit and a radio unit. Safety and EMI / EMC testing of individual unit is possible in isolation, but technical parameter testing can be carried out only when the two units are connected. Each of the two units are often in different varieties; mostly the outdoor or radio unit variety is based upon frequency of operation and power capability, and the indoor or baseband unit variety is based upon chassis size, interface cards etc. In such cases, if all the outdoor or radio units have been individually tested with any (one or more) of the indoor or baseband units, and all the indoor or baseband units have been individually tested with any (one or more) of outdoor or radio units, the collection of all such indoor or baseband units and all outdoor or radio units will be treated as a family and will be certified accordingly. Further, the concept of associated model may be applied to indoor or baseband units, if these meet the criteria.

- 2.0 In case of Pizza box models and chassis-based models, the model with largest configuration is called the tested model. The other models built around the same motherboard are called Associated Models.
- 3.0 Where plug-in type of interface modules is used, if module with highest port density is tested, module with lower port density need not be tested. However, a module with two different types of ports will be treated as different from a module with either type of ports, and needs to be tested.
- 4.0 Maximum 10 number of associated models can be included in one certificate, the tested model being one of the 10.
- 5.0 Model numbers of all associated models need to be indicated in the online application in the corresponding Bill of Material (BoM) file.
- 6.0 In case of radiating equipment, the model with highest radio power level is tested. The model of radio equipment with lower power will be covered by the same certificate under family-based models.
- 7.0 In case of radiating equipment with different frequency band, tests are required to be carried out on all frequency band.

Schedule of Fees

- 1.0 Administrative Fee: Applicable for all products, as per respective product group indicated in Table A.1 and Table A.2 of Annexure-A.
- 2.0 Test Report Evaluation Fee: Applicable in addition to Administrative Fee, only for products under GCS, as per respective product group indicated in Table A.2 of Annexure-A.
- 3.0 Certificate Modification Fee: Applicable if application for certificate modification is made, and no testing or report evaluation is involved. The amount of this fee is same as Administrative fee, for the respective product group. In case testing and test report evaluation is involved, respective fees will be charged in addition.
- 4.0 Renewal Fee: Applicable if application for renewal of certificate is made, and no testing or report evaluation is involved. The amount of this fee is same as Administrative fee, for the respective product group.
- 5.0 Testing Fee: In case of testing by CABs, fees as charged by CABs shall be payable directly to the CAB, without involvement of MTCTE portal. In case of testing in RTEC Labs, testing fee as notified by TEC separately, shall be payable through MTCTE portal.
- 6.0 Fees for Contravention: In case of contraventions of requirements of mandatory testing, the fee as required under para 15.2 shall be ten times of the applicable fee as per para 1.0 and 2.0 of ANNEXURE-C.
- 7.0 The fees as on date, indicated in para 1.0 and 2.0 of ANNEXURE-C are as follows. Any change in the fee shall be notified on MTCTE Portal (www.mtcte.tec.gov.in) / TEC website (www.tec.gov.in).

Table C.1 – Schedule of Administrative and Evaluation Fee

Group of Equipment	Administrative Fee ₹	Test Report Evaluation Fee ₹
A.	10,000	50,000
B.	20,000	1,00,000
C.	30,000	2,00,000
D.	50,000	4,00,000

8.0 The fees as on date indicated in para 3.0 and 4.0 of ANNEXURE-C are as follows:

Table C.2 – Applicability of Administrative and / or Evaluation Fee in Certificate Modification or Renewal

S. No	Category of Certificate Modification / Renewal	Type of Modification	Fee applicable
1.	Administrative Modification	i. Change in address of Indian / Foreign OEM Name	Administrative fee of respective Group of Equipment (A / B / C / D)
		ii. AIR Name and Address Change	
		iii. Change in Authorization Validity / MoU Validity	

2.	Technical Modification (due to modification in product / addition of model)	i. Associated model addition	Administrative fee of respective Group of Equipment (A / B / C / D)
		ii. Software version change (without affecting compliance to ER)	
		iii. Hardware version change (without affecting compliance to ER)	
		iv. Interface addition / deletion / modification	Administrative fee along with full test report evaluation fee for respective Group of Equipment (A / B / C / D)
		v. Addition of sub- unit model in family	
		vi. Certification against new ER	
3.	Temporary/Provisional to Regular conversion		Administrative fee of respective Group of Equipment (A / B / C / D)
4.	Certificate Renewal	i. New ER has come in effect	Administrative fee along with full test report evaluation fee for respective Group of Equipment (A / B / C / D)
		ii. As per old ER	Administrative fee of respective Group of Equipment (A / B / C / D)

Labelling Guidelines

- 1.0 The TEC certification label required under clause 9.1 of MTCTE as given by TEC in the issued certificate.
- 2.0 The TEC labelling requirements consists of:
 - i. TEC certification label on body of the equipment.
 - ii. Indication of equipment conforming to Essential Requirements in its technical document as shown in *Figure D.2*.
 - iii. 'e-label' of TEC Certification in case of Telecom / related ICT equipment with integrated displays in lieu of physical labelling also permitted.
- 3.0 The 'TEC certification label' on body of equipment needs to conform to following guidelines :-
 - 3.1 The 'TEC certification label' consists of the pictorial representation of TEC logo, drawn in the exact style as indicated in the following. If the size of TEC logo is reduced or enlarged, the aspect ratio given in the figure must be maintained.

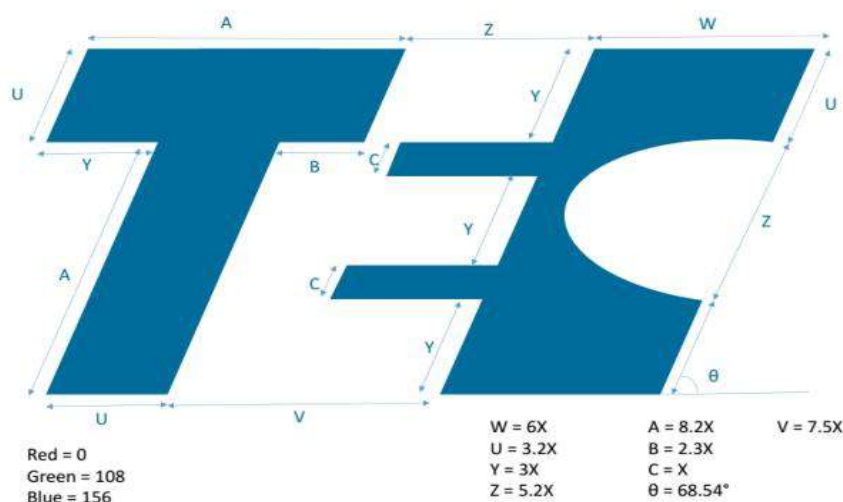


Figure D.1

- 3.2 The height of TEC logo shall be 1 / 4th of the size of the brand name, subject to a minimum height of 6 mm. The label “INDIA, Essential Requirement (ER) number, Model No. and Country of Origin” shall be of Arial Font subject to minimum font size of 6.
- 3.3 The TEC certification label can be engraved, raised, embossed or debossed or printed label.
- 3.4 In case of engraving or debossing of TEC Certification label, *Figure – D.2* given in the guidelines may be referred. The TEC logo (in colour) has to be engraved / debossed while the other portion of the label (in white) is to be flush with product body surface.
- 3.5 If the logo is raised or embossed, then the TEC logo shown in *Figure – D.1* (in white) has to be raised while the other portion (in colour) is to be engraved.
- 3.6 If the TEC logo is colour printed, then the colour composition given in the attached figure (RGB=0,108,156) must be maintained with no significant variation in colour. However, black and white label is also permitted (coloured=black, white=white).
- 3.7 The ‘TEC certification label’ shall be legible, indelible and should be easily discernible under normal lighting conditions. In case of e-labelling, same should not be possible to be deleted.
- 3.8 The ‘TEC certification label’ shall be put on the product at a prominent location so that it is clearly visible to the user. However, in case of removable or user replaceable outer cover (e.g., back cover in case of few mobile models) it can be placed below removable cover.
- 3.9 The durability of label shall be tested as per the ISO 28219:2017.

- 3.10 The technical manual of the product should contain the information that this product conforms to the relevant Essential Requirements of TEC, Department of Telecommunications, Ministry of Communications, Govt of India, New Delhi-110001.
- 4.0 The 'TEC certification e-label / physical label' consists of the Name of Country "INDIA", ER Number of the certificate issued for the device under MTCTE, the device's model number, Approval No (Certificate No) with date of issue certificate, validity of certificate, country of origin, Country of Manufacturing and TEC Logo, as given in following figure.

INDIA
ER NO. -
MODEL NO. -
CERTIFICATE NO. -
ISSUED DATE -
VALIDITY UPTO -
COUNTRY OF ORIGIN -
COUNTRY OF MANUFACTURING -



Figure – D.2

In case sufficient space on parts, items or product is not available for marking labelling information, at least Country name ('India') and TEC logo to be marked and rest of the information w.r.t. above in the form of machine-readable i.e., two-dimensional code (QR code etc.).

- 5.0 The device shall not require any special accessory / tool or supplementary plug-in (e.g., the installation of a SIM / USIM card) to access the e-label.

- 6.0 The compliance related information shall be programmed by the manufacturer and the information shall be secured in such a manner that third party cannot modify it.
- 7.0 The information can be in the firmware or software menu provided it is easily accessible and cannot be modified.
- 8.0 The compliance related information should be placed in the section containing regulatory information about the device. All the regulatory information required on the packaging and user manual also permitted in the form of electronic media (CD or Online access or QR-code or memory devices or any other form for user convenience) also.
- 9.0 Users shall be able to access the information without requiring special access codes or permissions and, in all cases; the information shall be accessible in no more than four steps in a device's menu.
- 10.0 Instructions on how to access e-label shall be included in the user's manual, operating instructions or as an insert in the package of the product, or other similar means.
- 11.0 Alternately, the instructions to access the information may be available on the product related website. The instructions on how to access the website shall be provided in the user's manual or package of the product.
- 12.0 Devices utilising 'e-label' shall have a physical label on the packaging of the product (printed) at the time of import / storage for sale or during distribution.
- 13.0 Manufacturers may initiate advance action for labelling the equipment before issue of certificate by TEC, only after ascertaining at their own level that the equipment conforms to relevant ER, and the product would conform to relevant ER when tested in the designated CAB under MTCTE.

Regional TECs

All enquiries regarding testing of equipment should be addressed to Regional Telecommunication Engineering Centre (RTEC). The contact detail along with jurisdiction of present RTEC are as under:

Concerned officer	Jurisdiction	e-mail / Tel (Office)
Deputy Director General (NR), RTEC New Delhi	Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Laddakh, Punjab, Rajasthan, Uttarakhand and Uttar Pradesh.	ddgnr.tec@gov.in Tel: 011-23739400
Deputy Director General (WR) RTEC Mumbai	Chhattisgarh, Daman & Diu, Dadra & Nagar Haveli, Goa, Gujarat, Madhya Pradesh and Maharashtra.	ddgwr.tec@gov.in Tel: 022-26610900
Deputy Director General (ER) RTEC Kolkata	Assam, Arunachal Pradesh, Andaman & Nicobar, Bihar, Jharkhand, Meghalaya, Manipur, Mizoram, Nagaland, Odisha, Sikkim, Tripura and West Bengal.	ddger.tec@gov.in Tel:033-23570010
Deputy Director General (SR) RTEC Bengaluru	Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Tamil Nadu, Telangana and Puducherry	ddgsr.tec@gov.in Tel:080-26646222

Flow Chart For “MTCTE” Procedure

