
User Manual

Fresh Authorisation

Authorisation Module (New Saral Sanchar)

For

Department of Telecommunications

Version 1.0

**e-Telecom Transformation Centre (eTT),
Independent Business Vertical (IBV) of C-DOT,
Department of Telecommunications,
Ministry of Communications,
Government of India**

1. Introduction

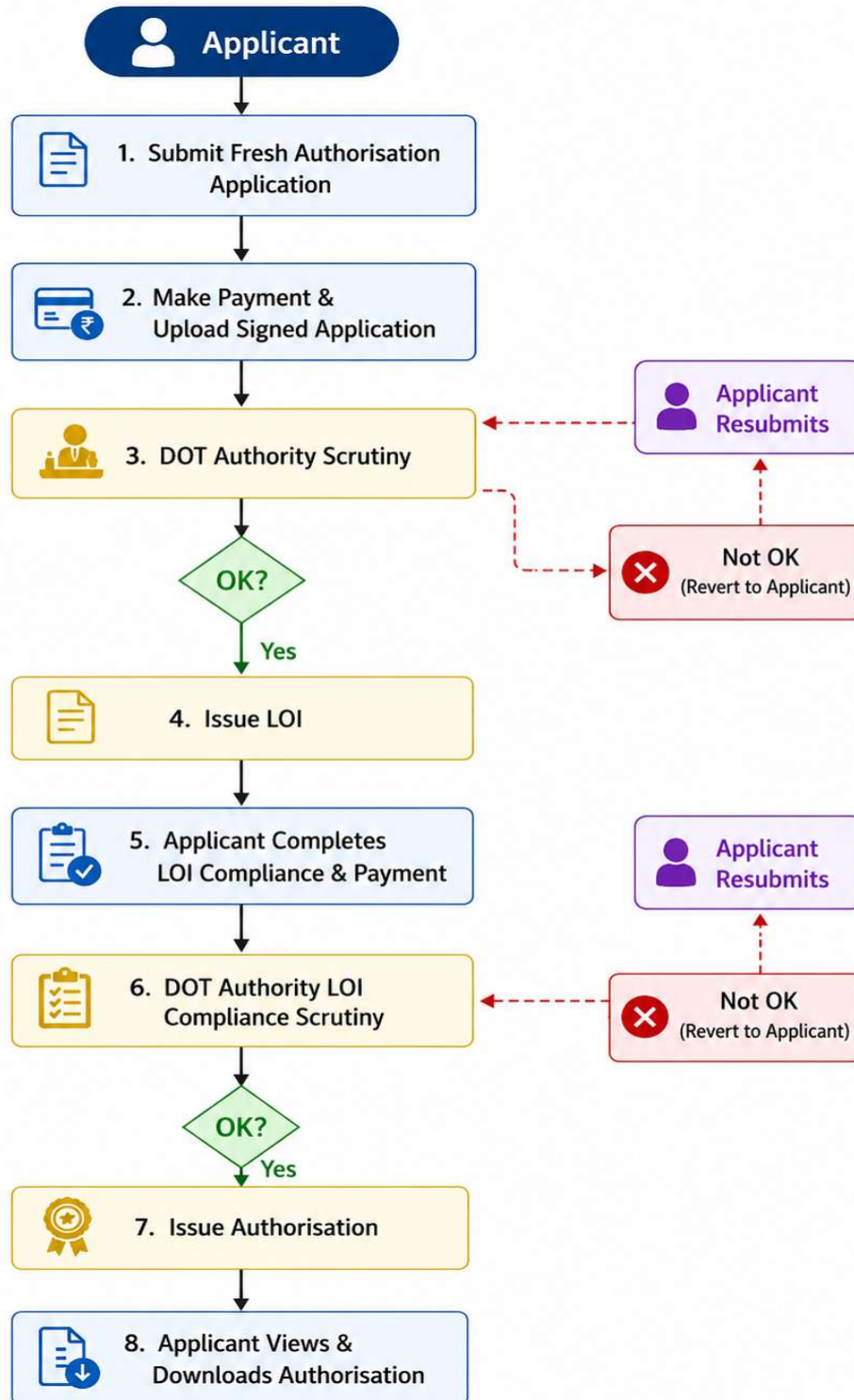
The **New Authorisation** module enables applicants to submit fresh authorisation applications through the Authorisation Module. The complete workflow includes application submission, payment, scrutiny by the DOT Authority, issuance of the Letter of Intent (LOI), submission of LOI compliance, final scrutiny, and issuance of the Authorisation.

This manual provides step-by-step instructions for both **Applicants** and **DOT Authority** users.

2. Process Flow

The New Authorisation process consists of the following stages:

1. Applicant submits a Fresh Authorisation Application.
2. Applicant makes the application payment and uploads the signed application.
3. DOT Authority scrutinizes the application.
4. DOT Authority issues the Letter of Intent (LOI).
5. Applicant completes LOI compliance and submits the required documents.
6. DOT Authority scrutinizes the LOI compliance.
7. DOT Authority issues the Authorisation.
8. Applicant views and downloads the issued Authorisation.



3. Applicant Activities

3.1 Submit Fresh Authorisation Application

Steps

1. Login to the **Authorisation Module** as an **Applicant**.
2. Navigate to **Dashboard**.
3. Click the **Apply New** submenu under the **Authorisation** section in the left-hand menu.
4. Read the **Important Information** screen and click **Next**.
5. The **Fresh Authorisation Application Form** will be displayed.
6. Fill/upload in all the required details/document.
7. Click **Submit**.
8. Go to the **Application List** under the **Authorisation** section in the left-hand menu.
9. Select the submitted application.
10. Click **Make Payment & Upload Signed Application**.
11. Click **Pay** and complete the payment.
12. Upload the signed application.
13. Click **Submit Application**.

Result

The application is successfully submitted to the DOT Authority for scrutiny.

3.2 Submit LOI Compliance

After the DOT Authority issues the Letter of Intent (LOI):

Steps

1. Login to the **Authorisation Module** as an **Applicant**.
2. Navigate to **Dashboard**.
3. Open the **Authorisation Application List** under the **Authorisation** section in the left-hand menu.

4. Select the application.
5. View the issued **LOI**.
6. Complete the required payment through either:
 - **Authorisation Portal**, or
 - **Other Portal (SARAS or BharatKosh)**.
7. Upload all required LOI compliance documents.
8. Click **Submit**.

Result

The LOI compliance documents are submitted to the DOT Authority for verification.

3.3 View Issued Authorisation

After the Authorisation has been issued:

Steps

1. Login to the **Authorisation Module** as an **Applicant**.
2. Navigate to **Dashboard**.
3. Open the **Authorisation Application List** under the **Authorisation** section in the left-hand menu.
4. Select the application.
5. View and download the issued Authorisation.

Result

The New Authorisation process is completed successfully.

4. DOT Authority Activities

4.1 Scrutiny of Fresh Authorisation Application

Steps

1. Login to the **Authorisation Module** as **DOT Authority**.

2. Navigate to **Dashboard**.
3. Open the **Authorisation Application List** under the **Authorisation** section in the left-hand menu.
4. Select the received authorisation application.
5. Click **Scrutiny**.
6. Verify all the required scrutiny points.
7. Mark each point as **OK** or **Not OK**.

If the application is incomplete or incorrect

1. Revert the application to the Applicant.
2. The Applicant updates the information or uploads the required documents.
3. The Applicant resubmits the application.

If the application is satisfactory

1. Click **Submit Scrutiny**.
2. Upload the **DOT Remarks**.
3. Click **Submit Scrutiny** again to complete the scrutiny.

Result

The application is approved for LOI generation.

4.2 Issue Letter of Intent (LOI)

Steps

1. Return to the **Authorisation Application List** under the **Authorisation** section in the left-hand menu.
2. Select the application.
3. Click **LOI**.
4. Enter the required LOI details.
5. Upload the **Letter of Intent (LOI)**.
6. Click **Submit**.

Result

The Letter of Intent (LOI) is successfully issued to the Applicant.

4.3 LOI Compliance Scrutiny

Steps

1. Login to the **Authorisation Module** as **DOT Authority**.
2. Navigate to **Dashboard**.
3. Open the **Authorisation Application List** under the **Authorisation** section in the left-hand menu.
4. Select the application.
5. Perform **LOI Compliance Scrutiny**.
6. Verify all submitted documents and compliance details.

If the compliance is incomplete or incorrect

1. Revert the application to the Applicant.
2. The Applicant updates the information or uploads the required documents.
3. The Applicant resubmits the LOI compliance.

If the compliance is satisfactory

1. Click **Submit LOI Scrutiny**.

Result

The application is approved for Authorisation issuance.

4.4 Issue Authorisation

Steps

1. Return to the **Authorisation Application List** under the **Authorisation** section in the left-hand menu.
2. Select the application.
3. Proceed with **Authorisation Issue**.

4. Enter the required Authorisation details.
5. Upload the **Authorisation Certificate**.
6. Click **Submit**.

Result

The Authorisation is successfully issued to the Applicant.

5. Workflow Summary

Stage	Performed By Outcome	
Submit Fresh Authorisation Application	Applicant	Application Created
Payment & Upload Signed Application	Applicant	Application Submitted
Application Scrutiny	DOT Authority	Application Approved or Reverted
Issue Letter of Intent (LOI)	DOT Authority	LOI Issued
Submit LOI Compliance	Applicant	Compliance Submitted
LOI Compliance Scrutiny	DOT Authority	Compliance Approved or Reverted
Issue Authorisation	DOT Authority	Authorisation Issued
View Issued Authorisation	Applicant	Process Completed

6. Application Reversion Process

During either the application scrutiny or the LOI compliance scrutiny, if the DOT Authority finds missing, incorrect, or incomplete information, the following process is followed:

- The application is reverted to the Applicant.
- The Applicant updates the required information or uploads the necessary supporting documents.
- The Applicant resubmits the application.
- The DOT Authority performs the scrutiny again.

This cycle continues until all requirements are fulfilled and the application is found satisfactory.

7. Completion of the New Authorisation Process

The New Authorisation process is considered complete when:

- The Fresh Authorisation Application has been successfully submitted.
- The application payment and signed application have been received.
- The application has passed scrutiny by the DOT Authority.
- The Letter of Intent (LOI) has been issued.
- The Applicant has completed all LOI compliance requirements.
- The LOI compliance has been approved by the DOT Authority.
- The final Authorisation has been issued.
- The Applicant can successfully view and download the issued Authorisation from the Authorisation Module.

******* Thankyou *******