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# **User Manual**

**License to Authorisation Migration**

## **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

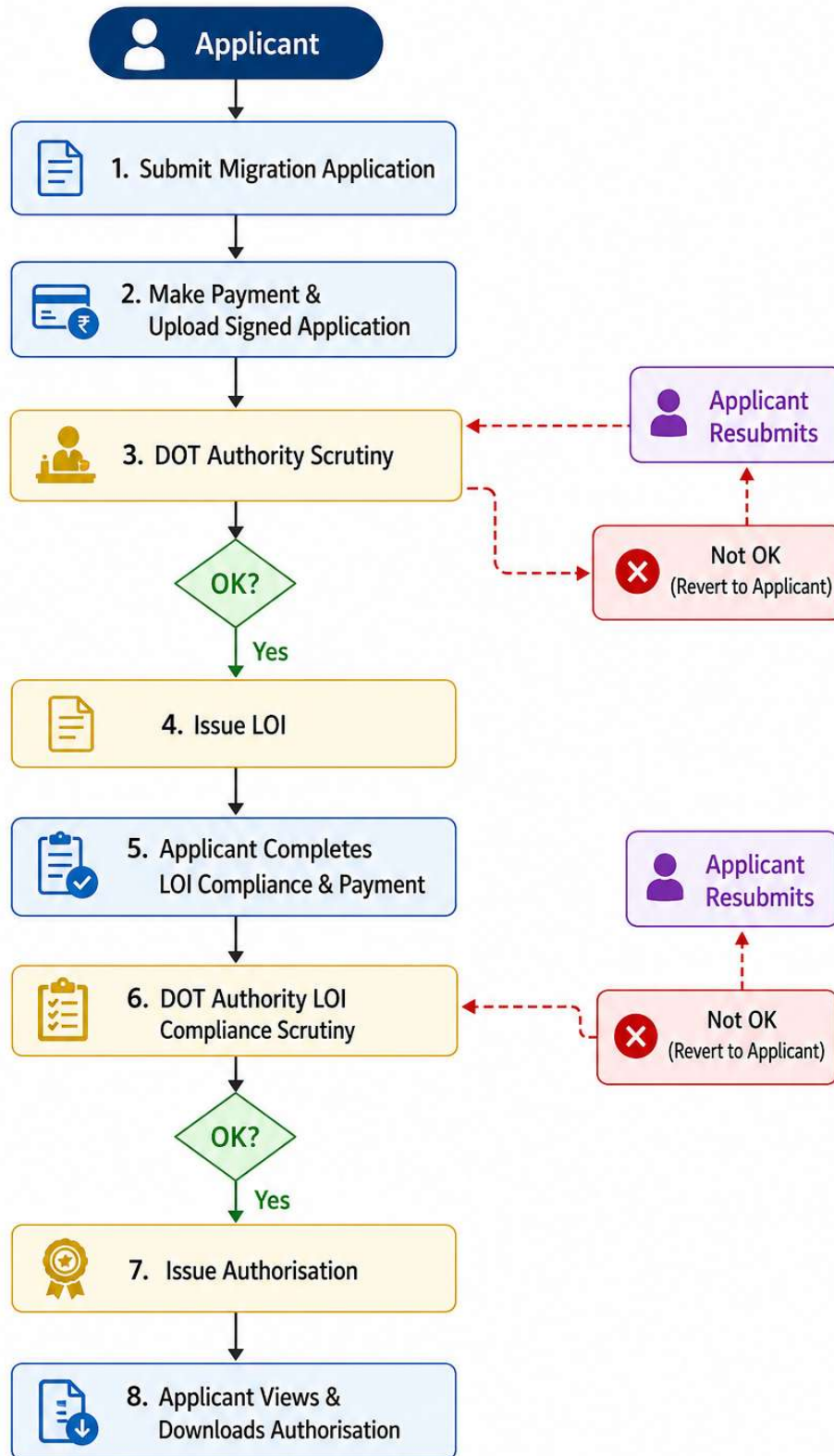
This user manual describes the process for migrating an existing License to an Authorisation through the Authorisation Module. The migration process involves activities performed by both the **Applicant** and the **DOT Authority**, from submission of the migration application to the issuance of the Authorisation.

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## 2. Process Flow

The License to Authorisation Migration process consists of the following stages:

1. Applicant submits the Migration Application.
2. Applicant makes the required payment and uploads the signed application.
3. DOT Authority scrutinizes the Migration Application.
4. DOT Authority issues the Letter of Intent (LOI).
5. Applicant submits LOI compliance along with 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 Migration Application

##### Steps

1. Log in to the **Authorisation Module** using Applicant credentials.
2. Navigate to the **Dashboard**.
3. Click **Migrate License to Authorisation**.
4. Read the **Important Information** displayed on the screen.
5. Click **Next**.
6. The **Migration Application Form** will be displayed.
7. Enter/upload all the required information/document.
8. Verify the entered/uploaded details.
9. Click **Submit**.

##### Result

The migration application is successfully submitted and is displayed in the **Migration List**.

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#### 3.2 Make Payment and Upload Signed Application

##### Steps

1. Open the **Migration List**.
2. Select the submitted application.
3. Click **Make Payment & Upload Signed Application**.
4. Click **Pay**.
5. Complete the payment through the available payment gateway.
6. Upload the signed application.
7. Click **Submit Application**.

##### Result

The application is submitted to the DOT Authority for scrutiny.

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### 3.3 Submit LOI Compliance

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

#### Steps

1. Log in to the **Authorisation Module**.
2. Navigate to the **Dashboard**.
3. Open the **Migration List**.
4. Select the application.
5. View the issued **LOI**.
6. Make the required payment through either:
  - Authorisation Portal, or
  - SARAS.
7. Upload all required LOI compliance documents.
8. Click **Submit**.

#### Result

The LOI compliance is submitted for verification by the DOT Authority.

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### 3.4 View Issued Authorisation

After the Authorisation is issued:

#### Steps

1. Log in to the **Authorisation Module**.
2. Navigate to the **Dashboard**.
3. Open the **Migration List**.
4. Select the application.
5. View and download the issued Authorisation.

#### Result

The License Migration process is completed successfully.

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## **4. DOT Authority Activities**

### **4.1 Scrutiny of Migration Application**

#### **Steps**

1. Log in to the **Authorisation Module** using DOT Authority credentials.
2. Navigate to the **Dashboard**.
3. Open the **Migrate License List**.
4. Select the received application.
5. Click **Scrutiny**.
6. Verify all required scrutiny points.
7. Mark each point as **OK** or **Not OK**.

#### **If the application is not satisfactory**

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** to complete the scrutiny.

#### **Result**

The application is approved for LOI generation.

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### **4.2 Issue Letter of Intent (LOI)**

#### **Steps**

1. Return to the **Migrate License List**.

2. Select the application.
3. Click **LOI**.
4. Enter the required LOI details.
5. Upload the LOI document.
6. Click **Submit**.

### **Result**

The Letter of Intent is issued to the Applicant.

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## **4.3 LOI Compliance Scrutiny**

### **Steps**

1. Open the **Migrate License List**.
2. Select the application.
3. Perform the LOI Compliance Scrutiny.
4. Verify all uploaded documents and compliance information.

### **If compliance is not satisfactory**

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

### **If compliance is satisfactory**

1. Click **Submit LOI Scrutiny**.

### **Result**

The application becomes eligible for Authorisation issuance.

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## **4.4 Issue Authorisation**

### **Steps**

1. Return to the **Migrate License List**.

2. Select the application.
3. Proceed with **Issue Authorisation**.
4. Enter the required Authorisation details.
5. Upload the signed Authorisation document.
6. Click **Submit**.

## Result

The Authorisation is successfully issued to the Applicant.

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## 5. Workflow Summary

| Stage                               | Performed By  | Outcome                       |
|-------------------------------------|---------------|-------------------------------|
| Submit Migration Application        | Applicant     | Application Created           |
| Payment & Signed Application Upload | Applicant     | Application Submitted         |
| Migration Scrutiny                  | DOT Authority | Application Approved/Reverted |
| LOI Issue                           | DOT Authority | LOI Generated                 |
| LOI Compliance Submission           | Applicant     | Compliance Submitted          |
| LOI Compliance Scrutiny             | DOT Authority | Compliance Approved/Reverted  |
| Issue Authorisation                 | DOT Authority | Authorisation Issued          |
| View Authorisation                  | Applicant     | Migration Completed           |

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## 6. Application Reversion Process

If, during either the Migration Scrutiny or the LOI Compliance Scrutiny, the DOT Authority identifies missing, incorrect, or incomplete information:

- The application is reverted to the Applicant.
- The Applicant updates the required information or uploads the necessary documents.

- The Applicant resubmits the application.
- The DOT Authority performs the scrutiny again.

This process continues until all required information and documents are found satisfactory.

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## **7. Completion of Migration**

The License to Authorisation Migration process is considered complete when:

- The Migration Application has been approved.
- The Letter of Intent (LOI) has been issued.
- The Applicant has successfully complied with all LOI requirements.
- The DOT Authority has issued the final Authorisation.
- The Applicant is able to view and download the issued Authorisation from the Authorisation Module.

**\*\*\*\*\* Thankyou \*\*\*\*\***