

**File No: DS-11/28/1/2020-DS-III**

**Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001  
(DS Cell)**

**New Delhi, dated the 30-08-2022**

**OFFICE MEMORANDUM**

**Subject: Online Lifecycle management and submission of reports through Saral Sanchar**

Saral Sanchar portal enables application for new License / authorization in online mode. Phase-2 of Saral sanchar is ready and will allow applicants / licensees to carry out various activities involved in lifecycle of the License in online mode. The upgraded system will also allow you to send online reports and compliances. In this regard you have to register and create USER ID and password on the Saral Sanchar Portal ([https://saralsanchar.gov.in/admin/olmRegistration\\_add.php](https://saralsanchar.gov.in/admin/olmRegistration_add.php) ) as new user. In case you already have your userId and password then you can start using various post license activities, i.e application of surrender / name change / change in authorized signatory etc., submission of all kind of reports etc by logging in the portal (<https://saralsanchar.gov.in/LoginHome.php> ).

2. As a first step, all licensees have to mandatorily update / confirm the information of their existing Licenses / authorizations. Further, licensees are mandatorily required to send / fill the online reports through reporting module of Saral Sanchar. Manual for using the portal for migration of license / authorizations is enclosed for ready reference as **Annexure-I** and is also available at [https://saralsanchar.gov.in/user\\_manual/ul/UL\\_Migration\\_Applicant.pdf](https://saralsanchar.gov.in/user_manual/ul/UL_Migration_Applicant.pdf) . List of documents required for migration of existing licenses / authorizations is enclosed as **Annexure-II**.

3. All licensees are hereby requested to immediately confirm / migrate details latest by **15-9-2022** of your all existing licenses / authorizations issued before November-2018 and

I/3057477/2022

start sending the online reports. All such licensees who have been issued license through Saral Sanchar only (i.e. after November-2018) can straight away start using the Report module of upgraded Saral Sanchar. It is further requested that till the time the new system is stabilized; licensees are also required to continue sending the reports as per the current procedure. Once the system is stabilized the department will discontinue Offline Reports and will accept reports in online mode only. Licensees are requested to fill the status of various reports for the current year w.e.f. 1-4-2022.

4. This is issued with the approval of Member (Technology).

(Vineet Malik)  
ADG (DS)

**Encl:** As above

To

All Licensees

Copy to

1. DG(Telecom)
2. All LSA Heads
3. DDG(AS)/DDG(Satellite)/DDG(CS)/DDG(NT)
4. Director (IT-II) for uploading on DOT website
5. ITPC Pune for sending along with mails to licensees
6. ISPAI / COAI

**Annexure – II****List of Documents required for Migration of Existing License / Authorization**

1. Following digitally signed (by authorized signatory) documents are required;
  - Certificate of Incorporation
  - License Agreement
  - Board Resolution authorizing the authorized signatory
2. The authorized signatory who is applying for migration must have a digital signature
3. The authorized signatory mentioned in the License need not be the same for the process of migration.
4. The board resolution authorizing the authorized signatory must be same who is signing all the documents for migration.
5. In case the Licensee has multiple authorizations under single Unified License, he is required to upload only the digitally signed copy of latest authorization which should have names of all prior authorizations under the same license number.
6. For any queries, please raise ticket on helpdesk. (<https://saralsanchar.gov.in/ticket/tktadd.php?var=1>)

**User Manual  
(Version 1.0)**

For  
Applicant

Migration and related workflows of UL/UL VNO licenses  
in  
SARALSANCHAR

**Department of Telecommunications  
Government of India**

**18th June, 2022**

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## 1) **Introduction:-**

Government has issued the guidelines for shifting telecom service providers to the new Unified Licenses regime, wherein the spectrum is not given along with the permits as has been done in the past.

After coming into force of the Unified License, all the existing licenses issued under Section 4 of the Indian Telegraph Act 1885 shall stand automatically converted to the Unified License. This will be the Unified License.

On conversion, the validity of the Unified License shall be same as the validity of existing license. The conditions of Unified License shall be the same as existing license.

The services under such a license will be restricted to the service(s) that the Licensee could offer and to the service area(s) permitted under the existing license. In case an existing licensee after conversion to Unified License wishes to provide services permitted within the scope of service under Unified License but which are not covered under its old license, then it will have to apply for Unified License.

For conversion to the Unified License, there shall be no additional entry fee to be paid by the licensee.

A holder of Unified License shall have the option to apply for and migrate to a Unified License.

In the event a holder of Unified License desires to expand/alter the service(s) offered or service area(s) of operations, it shall be required to migrate to Unified License and pay the prescribed entry fee.

## 2) Migration Request:-

In order to migrate the existing UL, UL VNO and Pre-UL licenses a new Migrate button is provided on the main dashboard for the applicant user.

The screenshot displays the SARAL SANCHAR portal interface. At the top, it shows the Government of India logo and the Department of Telecommunications logo. The SARAL SANCHAR logo is prominently displayed on the right, with the tagline "Simplified Application For Registration And Licenses A Portal for License Management in DoT". Below the header, there is a navigation bar with links for Home, Change Password, Update Profile, and Helpdesk. A secondary navigation bar includes links for Orders/Circulars and Document Checklist. The main content area features a "Welcome" message and a "Status Of Applications" section. This section contains seven application status cards, each with a count and an "Apply Now" link. The "UL/UL(VNO) - Migrate" card is circled in blue.

License Type	Count	Action
UL	1	Apply Now
UL-VNO	9	Apply Now
WPC	4	Apply Now
SACFA	0	Apply Now
PM-WANI	0	Apply Now
OTHER	0	Apply Now
UL/UL(VNO) - Migrate	0	Apply Now

- 3) **Application form:**- Once the migrate button is pressed the user is redirected to the Application form page where all the user and services data already present is populated which can be edited.

Home / Unified License / Apply for Unified License(VNO) -Application Id:UM20220117

**APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License(Migration).**  
(All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Step 1 Company Information Step 2 Service & Other Details

**Application ID: UM20220117**

**CIN**  
U32202GJ2008PTC055722

1. Company Name : aasss

2. Complete Postal Address of Company

i) Corporate Office :  
fff,gggggggg  
District: Pulwama  
State : JAMMU AND KASHMIR  
Pincode : 444444  
Landline No: 4444444444  
Fax No:  
Email : mmm@ll.oo

ii) Registered Office :  
fff,gggggggg  
District: Pulwama  
State : JAMMU AND KASHMIR  
Pincode : 444444  
Landline No: 8888888888  
Fax No:  
Email : mmm@ll.oo

3. Address for Correspondence with Telephone/Fax/Mail :  
fff,gggggggg  
District: Pulwama  
State : JAMMU AND KASHMIR  
Pincode : 444444  
Landline No : 7777777777  
Fax :  
Mobile No : 9999999999  
Email : mmm@ll.oo

4. Authorised contact Person / Signatory details :  
Name: gggggggggg  
Desg: xxxxx  
Add: fdgdhgfjghgk  
District: Mahendragarh  
State: HARYANA  
Pincode: 475686  
Landline No: 9999999999  
Fax:  
Mobile No: 9422034747  
Email: medha08@gmail.com

• The certificate for digitally signed document should be from Licensed CAs as per cca.gov.in.

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Save Draft Validate Application Form Preview Application Form Submit



The existing services data is populated which can be edited and new services data also can be added. Also the user has to upload 3 documents mentioned in the form.

Home / Unified License / Apply for Unified License(VNO) -Application Id:UM20220117

### APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License(Migration).

(All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Step 1 Company Information Step 3 Service & Other Details

#### 5. Details of the Licenses granted under section 4 of Indian Telegraph Act 1885 or authorization various for services

License Type	Service	Service Area	Circle	SSA/District	License No	Effective Date	Validity
VNO	AS	Telecom circle/Metro	GUJARAT		20-1001/2019AS-I	2021-07-08	20
VNO		Secondary Switching	GUJARAT		20-809/2018-I	2017-02-09	20
VNO		Secondary Switching	GUJARAT		20-806/2018AS-I	2017-02-09	20
VNO		Secondary Switching	GUJARAT		20-1001/2019AS-I	2021-07-08	20
VNO		Secondary Switching	GUJARAT		20-1001/2019AS-I	2021-07-08	20

6. First 3 pages of License Agreement to be uploaded.(In case of multiple license please upload merged copies of all license)(Document digitally signed by authorized signatory).

First 3 pages of License Agreement to be uploaded(In case of multiple license please upload merged copies of all licenses in pdf format only)

Choose file No file chosen Upload

7. Certified copy of Registration/Certificate of Incorporation (Document digitally signed by authorized signatory.)

Copy of registration (in pdf format only)

Choose file No file chosen Upload

8. Resolution of Board of Directors that the person signing the application is authorized signatory(document digitally signed by authorized signatory).

Resolution of Board of Directors that the person signing the application is authorized signatory(in pdf format only)

Choose file No file chosen Upload

• The certificate for digitally signed document should be from Licensed CAs as per cca.gov.in.

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Save Draft Validate Application Form Preview Application Form Submit

The application form can be Saved and Validated before the final Submit.  
Also Application form can be previewed in PDF format.

#### 4) Addition/ Modification of license and services data:-

Applicant can modify the existing license and service details.

Applicant can also add new entries of license details using the + (plus) menu on the grid table.

Home / Unified License / Apply for Unified License(VNO) -Application Id:UM20220113

**APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License(Migration).**  
(All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Step 1  
Company Informat

**5. Details of th**  
**Service Details**

Licence Type	Validity
VNO	20
UL	20
UL	20
UL	20
UL	20
UL	20

**Add Record**

Licence Type: VNO

Service: Select Service

Service Area:

Circle:

SSA/District:

License No:

Effective Date:

Validity:

Submit Cancel

5) **Upload Signed Application:-**

The applicant has to upload the digitally signed form after submitting the application form. It can be downloaded from the same page.

Upload signed application for application ID: **UM20220117**

Please Download pdf format of application and upload digitally signed application.

**Download Application:** [Download Application](#)

**Upload Digitally Signed Application:**

[Choose file](#) | No file chosen [Upload](#)

[Final Submit](#)

Once the signed application is uploaded and submitted using Final Submit button the application will be forwarded to the respective nodal office for scrutiny.

Migration Request Details

Migration Of License				
Sr.No.	Request Id	Request Creation Date date	License No	Request Status
1	UM20220117	16-07-2022	20-1001/2019AS-I,20-609/2016-I,20-609/2016AS-I,20-1001/2019AS-I,20-1001/2019AS-I	<a href="#">Scrutiny In Progress</a>

Welcome : jyoti (nodal\_officer)

UL [Services In Operation](#)

UL(VNO)

LIM/LIS

Other License

UL / UL(VNO) Migration

Migration requests				
Sr.No.	Request Id	Request Creation Date date	License No	Request Status
1	UM20220117	16-07-2022	20-1001/2019AS-I,20-609/2016-I,20-609/2016AS-I,20-1001/2019AS-I,20-1001/2019AS-I	<a href="#">Migrated</a>

- 6) **Modification after reversion:** In case the nodal officer reverts the application for corrections, the reverted application will appear in the user dashboard with Modify button.



The screenshot shows a table titled "Migration Request Details" with a sub-header "Migration Of License". The table has five columns: "Sr No.", "Request Id", "Request Creation Date", "License No", and "Request Status". A single row is visible with the following data: Sr No. 1, Request Id UMG0220117, Request Creation Date 16-07-2022, License No 20-1001/2019AS-1,20-609/2016-1,20-609/2016AS-1,20-1001/2019-1,20-1001/2019AS-1, and Request Status. A blue button labeled "Modify after reversion" is located in the "Request Status" column of the first row and is circled in orange.

Sr No.	Request Id	Request Creation Date	License No	Request Status
1	UMG0220117	16-07-2022	20-1001/2019AS-1,20-609/2016-1,20-609/2016AS-1,20-1001/2019-1,20-1001/2019AS-1	Modify after reversion

Migration application form will be opened for editing again for user. After submission of the form same flow of scrutiny will be followed as for the new migration application.

**REVERTED APPLICATION**

**APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License(Migration)**

(All types of Licenses /registrations except WPC)

Save Draft

Validate Application

Preview Application Form

Submit

Scrutiny for Sr.No. 5,6,7,8, has not accepted by DOT.

Step 1

Company Information

Step 2

Service & Other Details

Application ID: **UM20220117**

**CIN**

U32202GJ2008PTC055722

1. Company Name : aecss

2. Complete Postal Address of Company

i) Corporate Office :

Addr:fff,gggggggg

District: Pulwama

State : JAMMU AND KASHMIR

Pincode : 444444

Landline No: 4444444444

Fax No:

Email : mmm@ll.oo

ii) Registered Office :

Addr: fff,gggggggg

District: Pulwama

State : JAMMU AND KASHMIR

Pincode : 444444

Landline No: 8088888888

Fax No:

Email : mmm@ll.oo

3. Address for Correspondence with Telephone/Fax/Mail :

Addr:fff,gggggggg

District: Pulwama

State : JAMMU AND KASHMIR

Pincode : 444444

Landline No : 7777777777

Fax :

Mobile No : 9999999999

Email : mmm@ll.oo

4. Authorised contact Person /Signatory details :

Name: ggggggggg

Desg: xxxxx

Addr: fdgfhgfjghgk

District: Mahendragarh

State: HARYANA

Pincode: 475686

Landline No: 9999999999

Fax:

Mobile No: 9422034747

Email: medha08@gmail.com

• The certificate for digitally signed document should be from Licensed CAs as per cca.gov.in.

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Next

Save Draft

Validate Application Form

Preview Application Form

Submit

**REVERTED APPLICATION**  
**APPLICATION FOR GRANT OF UNIFIED LICENSE/Authorisation for Additional Services under Unified License(Migration)**

(All types of Licenses /registrations except WPC)

Save Draft Validate Application Preview Application Form Submit

Scrutiny for Sr.No. 5,6,7,8, has not accepted by DOT.

Step 1 Step 2  
 Company Information Service & Other Details

**5. Details of the Licenses granted under section 4 of Indian Telegraph Act 1885 or authorization various for services**

Remark : addad

Service Details								
License Type	Service	Service Area	Circle	SSA/District	License No.	Effective Date	Validity	
VNO	AS	Telecom circle/Metr	GUJARAT		20-1001/2010AS-I	2021-07-08	20	
VNO	AS	Secondary Switching	GUJARAT		20-609/2010-I	2017-02-09	20	
VNO	AS	Secondary Switching	GUJARAT		20-609/2016AS-I	2017-02-09	20	
VNO	AS	Secondary Switching	GUJARAT		20-1001/2010AS-I	2021-07-08	20	
VNO	AS	Secondary Switching	GUJARAT		20-1001/2016AS-I	2021-07-08	20	

**6. First 3 pages of License Agreement to be uploaded.(In case of multiple license please upload merged copies of all license) (Document digitally signed by authorized signatory).**

Remark : sdsd

First 3 pages of License Agreement to be uploaded(In case of multiple license please upload merged copies of all licenses in pdf format only)

UM20220117\_BERAGRES\_v8.pdf Not Verified! Plz Upload again

Choose file No file chosen

Upload

**7. Certified copy of Registration/Certificate of Incorporation (Document digitally signed by authorized signatory.)**

Remark : sfsfs

Copy of registration (in pdf format only)

UM20220117\_CCCCL\_v8.pdf Not Verified! Plz Upload again

Choose file No file chosen

Upload

**8. Resolution of Board of Directors that the person signing the application is authorized signatory(document digitally signed by authorized signatory).**

Remark : asasas

Resolution of Board of Directors that the person signing the application is authorized signatory(in pdf format only)

UM20220117\_PDA\_v8.pdf Not Verified! Plz Upload again

Choose file No file chosen

Upload

- The certificate for digitally signed document should be from Licensed CAs as per cca.gov.in.

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Save Draft Validate Application Form Preview Application Form Submit