

User Manual
(For Applicant)

For

Online Registration of Unified
License-Virtual Network Operator
(UL-VNO)

Department of Telecommunications

Government of India

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Section-1

1.1 General Introduction

SARALSANCHAR'(**Simplified Application For Registration and Licenses**) a Web based Portal, for Issuing of various types of Licenses and Registration certificates is part of various Digital initiatives being taken by Department of Telecommunications. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless,secure and hasslefree platform for various applicants.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

-  **DoT** : Department of Telecommunications.
-  **OTP** : One Time Password.
-  **UL** : Unified License.
-  **UL-VNO** : Unified License - Virtual Network operator.
-  **OSP** : Other service provider
-  **LOI** : Letter of Intent

About Unified Licenses Virtual network (UL-VNO)

Applicant can apply for UL (VNO) along with VNO authorization for any one or more services listed below:

- a. Unified License VNO (All Services)
- b. Access Service (Service Area-wise)
- c. Internet Service (Category-A with All India jurisdiction)
- d. Internet Service (Category-B with jurisdiction in a Service Area)
- e. Internet Service (Category C with jurisdiction in a SSA)
- f. National Long Distance (NLD) Service
- g. International Long Distance (ILD) Service
- h. Global Mobile Personal Communication by Satellite (GMPCS) Service
- i. Public Mobile Radio Trunking Service (PMRTS) Service
- j. Very Small Aperture Terminal (VSAT) Closed User Group (CUG) Service
- k. INSAT MSS-Reporting (MSS-R) Service
- l. Resale of International Private Leased Circuit (IPLC) Service
- m. Access Service (CAT B)

Section-2

APPLICANT PART

(In case of new user and have not registered earlier) . Click on the Registration link , available on the Top Navigation bar , or in the Top right sidebar panel. You will be redirected to the below form.

The screenshot shows the 'New User Registration' form on the Department of Telecommunications website. The header includes the Department of Telecommunications logo, the name 'SARAL SANCHAL', and the text '(Department associated to the Department of Telecommunications)'. The form is titled 'New User Registration' and includes a sub-header 'The Department of Telecommunications is a'. The form fields are organized into two main sections: 'Applicant Type' and 'Company Details'. The 'Applicant Type' section includes fields for 'Registration Type', 'Name', 'Address', 'City', 'State', 'Pin Code', 'Email', and 'Mobile Number'. The 'Company Details' section includes fields for 'Company Name', 'Company Address', 'Company City', 'Company State', 'Company Pin Code', 'Company Email', and 'Company Mobile Number'. The form also includes a 'Registration Fee' field and a 'Registration Date' field. The form is submitted by clicking a 'Register' button.

Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number**. After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

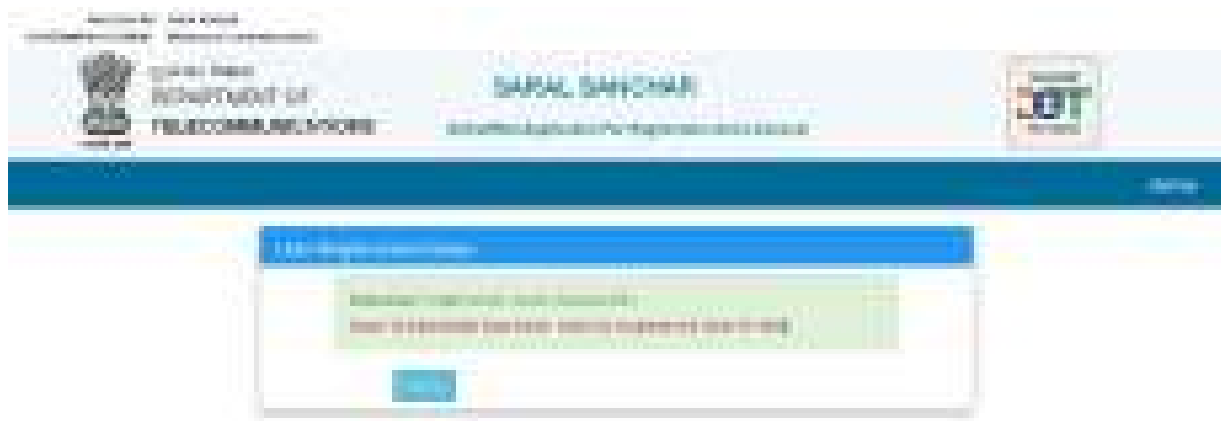
The screenshot shows a registration form with the following fields and sections:

- Contact Details:**
 - Country Number: +91
 - Full Name (at least 6): [Name]
 - E-Mail: [Email]
 - Mobile Number: [Mobile]
- Authorized Contact Person Details:**
 - Name: [Name]
 - Relationship: [Relationship]
 - Address: [Address]
 - City: [City]
 - State: [State]
 - Pincode: [Pincode]
 - Country Number: +91
 - Full Name (at least 6): [Name]
 - E-Mail: [Email]
 - Mobile Number: [Mobile]
- OTP Authentication:**
 - Buttons: [Generate OTP for E-Mail], [Generate OTP for Mobile]

After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number** . Please click on each button to get the respective OTP's.

You will receive **OTP's** , both on your **E-Mail address & Mobile Number** , that you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

After verifying the OTP's you will see the below screen. If you want to reset the data then there is a **RESET** button. If you don't want to reset data then enter the **CAPTCHA CODE** & click on submit to get yourself registered.



he user credentials will be sent to the **E-Mail address** of the applicant.

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2.2 First Login

Click Home Button on the above page and on the **home page** go to the **Login** button which is available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below , after entering the **CAPTCHA CODE** CLICK ON **LOGIN BUTTON** .



The screenshot shows the SARAL SANCHAR login interface. At the top, there is a header with the Government of India emblem and the text 'GOVERNMENT OF INDIA' and 'DEPARTMENT OF TELECOMMUNICATIONS'. To the right, the 'SARAL SANCHAR' logo is displayed with the tagline 'Simplest interfaces for Everyone, full power of modern communication to All'. Below the header is a dark blue navigation bar with a 'Home' button highlighted in orange. The main content area features a white login box with the title 'Login'. Inside the box, there are two yellow input fields for 'Email' and 'Password'. Below these fields is a CAPTCHA image and a blue 'Login' button. A 'Forgot Password' link is located at the bottom right of the login box.

After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.

The screenshot displays the SARAL KANCHAN portal. At the top, the header includes the Government of India emblem, the text "GOVERNMENT OF INDIA" and "DEPARTMENT OF TELECOMMUNICATIONS", and the SARAL KANCHAN logo with the tagline "Simplified system for Registration and Service of your own Communication to SARAL". Below the header is a dark blue navigation bar with a "Home" link. Underneath is a light blue banner with "SARAL KANCHAN" and "SARAL KANCHAN" in large letters. The main content area is titled "Change Password" and contains a form with fields for "Current Password", "New Password", and "Confirm Password". To the right of the form is a "Remember Me" checkbox and a "Login" button. A red arrow points to the "Login" button.

Enter the **New Password** & **confirm** the New Password (**The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow**) & then click on **Generate OTP** button. An OTP will be sent to your mobile phone . please enter the OTP and click on submit button. There is also a reset button to reset the passwords . After clicking submit you will be taken to this page.

The screenshot displays the Bharat Sanchar portal interface. At the top, the header includes the Government of India logo, the text 'GOVERNMENT OF INDIA', and the 'BHARAT SANCHAR' logo with the tagline 'Digitally Empowering The Empowered and Empowering the poor for better management of life'. Below the header is a navigation bar with links: Home, About Bharat Sanchar, Contact Us, Feedback, and Privacy Policy. The main content area features a 'Forgot Password' link and a 'Generate OTP' button. A red arrow points to the 'Generate OTP' button. Below the button is a red box containing the text 'OTP is sent to your mobile number'. At the bottom, there is a 'Submit' button.

2.3 UL-VNO Application for Individual

Applicant type company or Individual can apply for UL-VNO services. Applicant type Individual can apply for only AS-CATB services for district service area. The sample form for UL-VNO services is as below

For this click on the **APPLY NOW** button (***Shown by red arrow***) on the UL tab.

Application form will appear as follows. **Application ID** will be generated and will be shown on top of application form. Form will comprise of 5 steps viz. company info, payment details, promoter details, owner details and service details.



IMPORTANT

Digitally Signed Document : All the document to be uploaded hereafter must be in “pdf format” and “digitally Signed” . The portal will automatically reject any document which is not **digitally signed** or in **pdf format**.

2.3.1 Step I

Company Information:- In this step the information about company entered while registration will pop up and will be in disabled form.

The screenshot displays the 'Application for Sale' form in the MCA21 system. The form is titled 'APPLICATION FOR SALE (FORM 100) - New Version (2018)' and includes a progress bar at the top with five steps: Step 1: Application for Sale, Step 2: Company Information, Step 3: Director Information, Step 4: Shareholder Information, and Step 5: Final Review. The 'Company Information' section is highlighted in blue and contains a text box for 'Name of the Company' with the value 'ABC'. Below this, there are several sections for 'Company Details' and 'Shareholder Information', all of which are disabled (indicated by a light blue background and a 'disabled' label). The form is part of a larger application window with a dark blue header and a light blue sidebar.



Now press "next " button to go to next step.

2.3.2 Step II

Payment details of processing fee

Next step is feeding payment details of processing fee. As shown in image below on left side there is option of adding, editing and deleting payment details. If you click "+" sign separate window will pop up to enter payment details. Here you have to enter payment mode, amount, pay date and reference number and IFSC code.

If already details are submitted and user wants to change it then he has to click on “✍” icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on “🗑” icon. Separate window will open to get your confirmation by pressing “delete” button.

Processing fee amount can be calculated for services which are required to apply by using Fee calculator available in menu bar.

The screenshot shows a web application interface for submitting details. At the top, there are navigation links: Home, Register, Login, Forgot Password, and Contact Us. Below this, there are four tabs: Step 1: Register, Step 2: Verify, Step 3: Submit, and Step 4: Cancel. The main content area is titled "Submitting Details" and contains a table with the following columns: S.No., Name, Age, Gender, Religion, Caste, Address, Phone No., Email, and Remarks. A red arrow points to the first row of the table. Below the table, there are three sections for "Personal Details", "Declaration", and "Signature", each with a text area and a "Submit" button.

Upload payment challan copy digitally signed in pdf format .

In this page, user has to upload “**certificate of Registration**” by clicking “**choose File**” button of **6.1** and then selecting **file** and **upload** file digitally signed in pdf format using “**upload button**”.

The screenshot shows a web form with a header and a main content area. The main content area contains three sections, each with a 'Choose File' button and an 'Upload' button. Red arrows point to the 'Choose File' buttons in the first three sections. At the bottom, there is a 'Save Draft' button and a 'Next' button.

User also has to upload file digitally signed in pdf format for “Articles of Association” by clicking “choose File” button of 6.2 and then selecting file and upload using “upload button”. user also has to upload “MoU” by clicking “choose File” button of 6.3 and then selecting file and upload using “upload button”.

The form can be saved at any intermediate stage by clicking “save draft” button. After completion of this step, next step will be active using “next” button.

2.3.3 Step III

Promoter Details

The next step is entering “promoter Details”.



APPLICANT INFORMATION - APPLICANT INFORMATION (Step 3)

APPLICANT INFORMATION

PROMOTER INFORMATION

PROMOTER DETAILS

PROMOTER NAME

PROMOTER ADDRESS

PROMOTER CITY

PROMOTER STATE

PROMOTER ZIP

PROMOTER IS A PARTNER

PROMOTER IS A MEMBER

PROMOTER SIGNATURE

PROMOTER TITLE

(a)As shown in image below on left side there is option of adding, editing and deleting promoter details. If you click “+” sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on “✎” icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on “🗑” icon. Separate window will open to get your confirmation by pressing “delete” button.



(b) In this step , equity details of the company should be entered, As shown in image below there are text boxes to enter these details in percentage. Total Equity percentage should be 100

The screenshot shows a web form with several sections for entering equity details. A red arrow points to the 'Equity' field, which is currently empty. Below it, there are fields for 'Debt' and 'Total Equity', both of which are also empty. The form includes instructions and a 'Next' button at the bottom.

Equity details of the company should be entered, As shown in image below there are text boxes to enter these details in percentage. Total Equity percentage should be 100

(c) Here, the FDI status is to be entered in terms of percentage. Along with this certificate from Company Secretary or Statutory Auditor countersigned by director duly authorized by company has to be uploaded as shown in image below. This file upload is compulsory if FDI percentage is greater than 49

The screenshot shows a multi-step web form. At the bottom, there is a navigation bar with several buttons. Three red arrows point to specific buttons in this bar: the first arrow points to a button labeled 'Save Draft', the second arrow points to a button labeled 'Next', and the third arrow points to a button labeled 'FEE CALCULATOR'.

The form can be saved at any intermediate stage by clicking “save draft” button. After completion of this step, next step will be active using “next” button.

2.3.4 Fee Calculator:

The applicant can also use the **FEE CALCULATOR** Button , which is available at the navigation bar shown by the red arrow in the below screenshot.

On clicking the Fee Calculator button a pop will appear as shown below. You can fill the details by clicking the “+” button and after filling in the details click the **Calculate** button.

Fee Calculator

Domestic Fee

Category	Amount	Status
Domestic Fee	10000	Paid
Domestic Fee (including GST)	10000	Paid
Domestic Fee (including GST)	10000	Paid
Domestic Fee (including GST)	10000	Paid

Calculate

Cancel

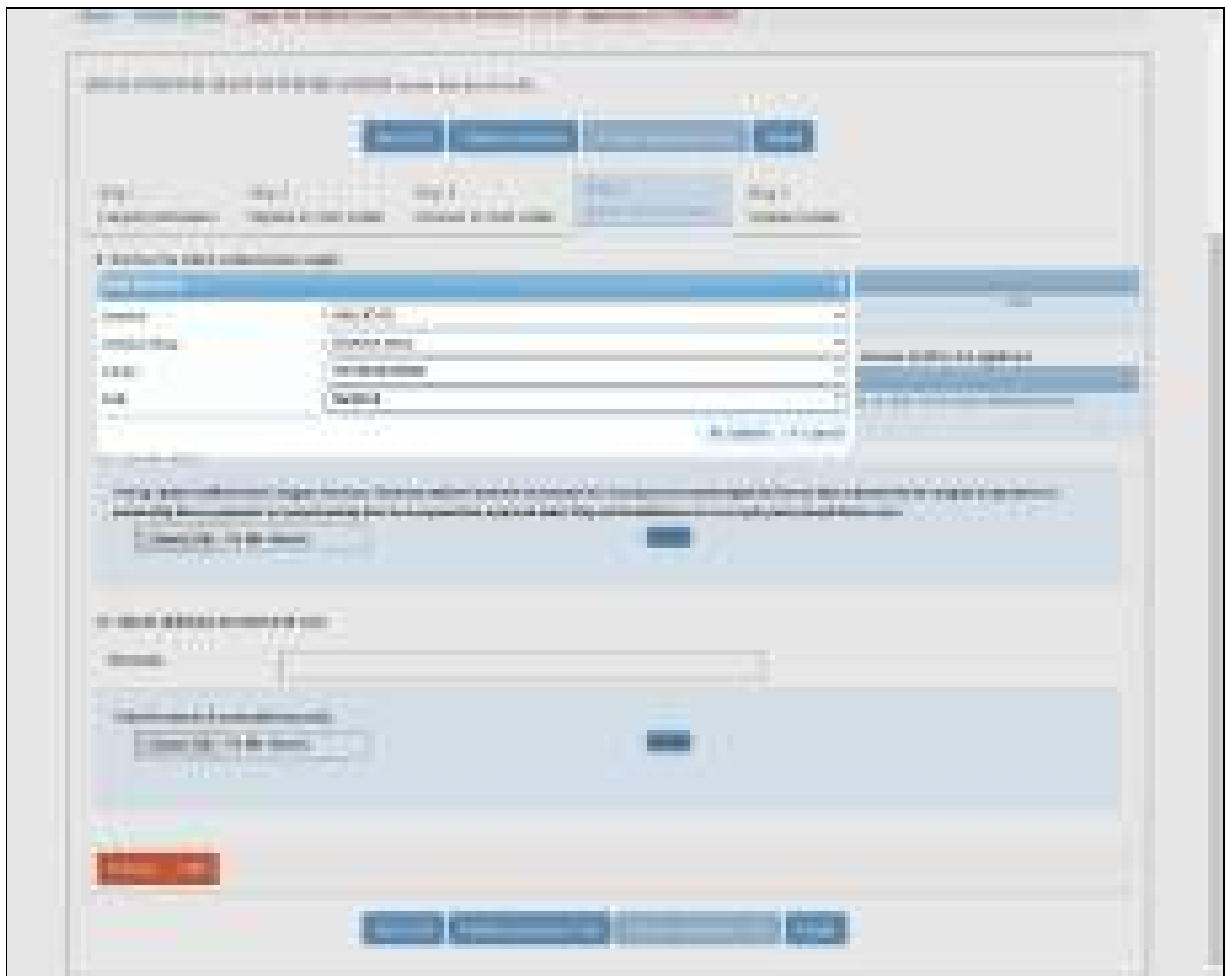


This way you can calculate your fee details.

2.3.5 Step IV

This step is entering "**Service & Other Details**".

The screenshot shows a software interface with a sidebar on the left and a main content area. A red arrow points to a dropdown menu in the sidebar, which is open and shows a list of options. The main content area contains several sections with text and buttons. The interface is designed for data entry, with a focus on the 'Service & Other Details' section.



(a)As shown in image above on left side there is option of adding, editing and deleting Services for which Authorization sought. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.



(b)As shown in image above on left side there is option of adding, editing and deleting Services for which licenses already available. If you click "+" sign separate window will pop up to enter **License** details. Here you have to **enter Name of License /Service authorization, Service area, No. & date of License/Authorization.**

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

(c) Here upload digitally signed file in pdf format of certificate of paid up capital issued by Company Secretary using a button shown by red arrow in above image.

(d) Here any other file digitally signed and in pdf format if applicant wants to upload can upload . This is not compulsory.

The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

Step IV

Owner & Other Details

This step is entering "Owner & Other Details".



(a)As shown in image above on left side there is option of adding, editing and deleting Company owner details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on “✎” icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on “🗑” icon. Separate window will open to get your confirmation by pressing “delete” button.



(b)As shown in image above on left side there is option of adding, editing and deleting CEO/CTO/CFO details. If you click “+” sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on “✎” icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on “🗑️” icon. Separate window will open to get your confirmation by pressing “delete” button.

A screenshot of a web application form. At the top, there are several rows of data with yellow and blue headers. Below this, there is a section with a light blue background. A red arrow points to a button labeled "Upload Certificate". Below this, there is a section with a light blue background and a green arrow points to a checkbox. Below this, there is a section with a light blue background and a purple arrow points to a checkbox. At the bottom, there are several buttons: "Back", "Next", "Cancel", and "Save".

(c) Here upload digitally signed pdf file of certificate clearance from Ministry of Home Affairs using a button shown by red arrow in above image if owner or if CEO/CFO/CTO is foreign national.

(d) Here upload digitally signed pdf file of Certified **Power of Attorney by Resolution of Board of Directors that the person signing the application is authorized signatory (document digitally signed)**. using a button shown by green arrow in above image.

(e) Accept all terms and conditions by click on checkbox shown by purple arrow in above image.

Save the form by clicking "save draft" button. Now next button is disabled as this is the final stage. You can go to any previous stage using "previous" button and can do the changes.

Now, validate & preview application form using "Validate & Preview Application Form" button. If any discrepancies in the form then it will get reflected on the top of the page as shown below.

User should preview the form and do necessary changes . After all this process form should be submitted using "submit" button. If "Terms & Conditions" checkbox not clicked then system will not allow to submit the form.

So, first click on "Terms & Conditions" checkbox then press "submit" button. Form will get submitted and home screen will get displayed showing status of the application and action pending.



This shows the errors.

If no discrepancy then on the top right corner "validation successful message" gets displayed & you will be redirected to the dashboard which is shown below.

2.4 Upload Application



This shows the Dashboard of the Applicant.

Using "History" button , user can find out history of the application

Using "Generate pdf" button (shown in red arrow) user can get application in pdf format.

Now there is one action pending and that is to **"upload the application with digital signature"** this can be done by clicking the **"Upload Application"** button.

After clicking the **Upload Application** button you will be redirected to this page.



You can download the application form in pdf format from the “**Download Application**” button

Upload the necessary document and click on the “**Final Submit**” button.

After This you will be redirected to the dashboard page .

2.4 UL Application

Applicant type company or Individual can apply for UL-VNO services. Applicant type Individual can apply for only AS-CATB services for district service area. The sample form for UL-VNO services is as below

For this click on the **APPLY NOW** button (***Shown by red arrow***) on the UL-VNO tab.

Application form will appear as follows. **Application ID** will be generated and will be shown on top of application form. Form will comprise of 5 steps viz. company info, payment details, promoter details, owner details and service details.



IMPORTANT

Digitally Signed Document : All the document to be uploaded hereafter must be in “pdf format” and “digitally Signed” . The portal will automatically reject any document which is not **digitally signed** or in **pdf format**.

2.4.1 Step I

Company Information:- In this step the information about company entered while registration will pop up and will be in disabled form

The screenshot shows the BSNARHAR application portal. At the top, there is a header with the BSNARHAR logo and the text "BSNARHAR" and "BSNARHAR Application Portal". Below the header, there is a navigation bar with links: "Home", "About Us", "Contact Us", "FAQ", "Privacy Policy", "Terms & Conditions", "Disclaimer", "Feedback", "Help", "Login", "Registration", "Forgot Password", "Reset Password", "Create Account", "Verify Account", "Cancel Account", "Delete Account", "Update Profile", "Update Password", "Update Email", "Update Phone", "Update Address", "Update Education", "Update Employment", "Update Marital Status", "Update Dependents", "Update Emergency Contact", "Update Medical History", "Update Financial Information", "Update Social Security Information", "Update Tax Information", "Update Insurance Information", "Update Other Information".

The main content area displays the "APPLICANT'S VIEW OF BSNARHAR Application for Admitted Section under Selfed Group". It includes a section for "APPLICANT'S INFORMATION" with fields for "Name", "Date of Birth", "Gender", "Marital Status", "Education", "Employment", "Marital Status", "Dependents", "Emergency Contact", "Medical History", "Financial Information", "Social Security Information", "Tax Information", "Insurance Information", and "Other Information".



Now press "next " button to go to next step.

2.4.2 Step II

Payment details of processing fee

Next step is feeding payment details of processing fee. As shown in image below on left side there is option of adding, editing and deleting payment details. If you click "+" sign separate window will pop up to enter payment details. Here you have to enter payment mode, amount, pay date and reference number and IFSC code.

If already details are submitted and user wants to change it then he has to click on "✍" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on “

Processing fee amount can be calculated for services which are required to apply by using Fee calculator available in menu bar.

The screenshot shows the 'APPLICANT'S LIST OF REQUESTS FOR INFORMATION' page in the TELCOMMUNICATIONS portal. The page displays a table with columns for 'REQUEST ID', 'REQUEST TITLE', 'REQUEST STATUS', 'REQUEST DATE', and 'REQUEST TYPE'. A red arrow points to the 'REQUEST FOR INFORMATION' button in the 'REQUEST TYPE' column of the first row.

REQUEST ID	REQUEST TITLE	REQUEST STATUS	REQUEST DATE	REQUEST TYPE
1	REQUEST FOR INFORMATION	PENDING	2023-10-10	REQUEST FOR INFORMATION

Upload payment challan copy digitally signed in pdf format .

The screenshot shows a multi-step web form. At the top, there are four tabs: 'Step 1: Company Information', 'Step 2: Member Information', 'Step 3: Articles of Association', and 'Step 4: Completion'. The 'Step 3: Articles of Association' tab is currently selected. Below the tabs, there is a section titled 'Upload documents or generate the file.' with a sub-instruction: 'Upload your documents or generate the file for the following documents:'. This section contains three rows, each with a document name, a 'choose file' button, and an 'upload' button. The three documents are: 'Articles of Association', 'Memorandum of Understanding (MoU)', and 'Articles of Association (if applicable)'. Three red arrows point to the 'choose file' buttons for each of these three documents. At the bottom of the form, there is a 'save draft' button and a 'next' button.

User also has to upload file digitally signed in pdf format for “Articles of Association” by clicking “choose File” button of 6.2 and then selecting file and upload using “upload button”. user also has to upload “MoU” by clicking “choose File” button of 6.3 and then selecting file and upload using “upload button”.

The form can be saved at any intermediate stage by clicking “save draft” button. After completion of this step, next step will be active using “next” button.

2.4.3 Step III

Promoter Details

The next step is entering “promoter Details”.

The screenshot shows a web form titled "APPLICANT DRAFT OF NEW LISTING" with a sub-header "Promoter Details". The form is divided into several sections. The first section contains a table with columns for "Promoter Name", "Type", "Equity Percentage", and "Net Worth". Below this table, there are input fields for "Promoter Name", "Type", "Equity Percentage", and "Net Worth". The second section contains a "Save" button and a "Back" button. The third section contains a "Save" button and a "Back" button. The fourth section contains a "Save" button and a "Back" button. The fifth section contains a "Save" button and a "Back" button. The sixth section contains a "Save" button and a "Back" button. The seventh section contains a "Save" button and a "Back" button. The eighth section contains a "Save" button and a "Back" button. The ninth section contains a "Save" button and a "Back" button. The tenth section contains a "Save" button and a "Back" button. The eleventh section contains a "Save" button and a "Back" button. The twelfth section contains a "Save" button and a "Back" button. The thirteenth section contains a "Save" button and a "Back" button. The fourteenth section contains a "Save" button and a "Back" button. The fifteenth section contains a "Save" button and a "Back" button. The sixteenth section contains a "Save" button and a "Back" button. The seventeenth section contains a "Save" button and a "Back" button. The eighteenth section contains a "Save" button and a "Back" button. The nineteenth section contains a "Save" button and a "Back" button. The twentieth section contains a "Save" button and a "Back" button. The twenty-first section contains a "Save" button and a "Back" button. The twenty-second section contains a "Save" button and a "Back" button. The twenty-third section contains a "Save" button and a "Back" button. The twenty-fourth section contains a "Save" button and a "Back" button. The twenty-fifth section contains a "Save" button and a "Back" button. The twenty-sixth section contains a "Save" button and a "Back" button. The twenty-seventh section contains a "Save" button and a "Back" button. The twenty-eighth section contains a "Save" button and a "Back" button. The twenty-ninth section contains a "Save" button and a "Back" button. The thirtieth section contains a "Save" button and a "Back" button. The thirty-first section contains a "Save" button and a "Back" button. The thirty-second section contains a "Save" button and a "Back" button. The thirty-third section contains a "Save" button and a "Back" button. The thirty-fourth section contains a "Save" button and a "Back" button. The thirty-fifth section contains a "Save" button and a "Back" button. The thirty-sixth section contains a "Save" button and a "Back" button. The thirty-seventh section contains a "Save" button and a "Back" button. The thirty-eighth section contains a "Save" button and a "Back" button. The thirty-ninth section contains a "Save" button and a "Back" button. The fortieth section contains a "Save" button and a "Back" button. The forty-first section contains a "Save" button and a "Back" button. The forty-second section contains a "Save" button and a "Back" button. The forty-third section contains a "Save" button and a "Back" button. The forty-fourth section contains a "Save" button and a "Back" button. The forty-fifth section contains a "Save" button and a "Back" button. The forty-sixth section contains a "Save" button and a "Back" button. The forty-seventh section contains a "Save" button and a "Back" button. The forty-eighth section contains a "Save" button and a "Back" button. The forty-ninth section contains a "Save" button and a "Back" button. The fiftieth section contains a "Save" button and a "Back" button. The fifty-first section contains a "Save" button and a "Back" button. The fifty-second section contains a "Save" button and a "Back" button. The fifty-third section contains a "Save" button and a "Back" button. The fifty-fourth section contains a "Save" button and a "Back" button. The fifty-fifth section contains a "Save" button and a "Back" button. The fifty-sixth section contains a "Save" button and a "Back" button. The fifty-seventh section contains a "Save" button and a "Back" button. The fifty-eighth section contains a "Save" button and a "Back" button. The fifty-ninth section contains a "Save" button and a "Back" button. The sixtieth section contains a "Save" button and a "Back" button. The sixty-first section contains a "Save" button and a "Back" button. The sixty-second section contains a "Save" button and a "Back" button. The sixty-third section contains a "Save" button and a "Back" button. The sixty-fourth section contains a "Save" button and a "Back" button. The sixty-fifth section contains a "Save" button and a "Back" button. The sixty-sixth section contains a "Save" button and a "Back" button. The sixty-seventh section contains a "Save" button and a "Back" button. The sixty-eighth section contains a "Save" button and a "Back" button. The sixty-ninth section contains a "Save" button and a "Back" button. The seventieth section contains a "Save" button and a "Back" button. The seventy-first section contains a "Save" button and a "Back" button. The seventy-second section contains a "Save" button and a "Back" button. The seventy-third section contains a "Save" button and a "Back" button. The seventy-fourth section contains a "Save" button and a "Back" button. The seventy-fifth section contains a "Save" button and a "Back" button. The seventy-sixth section contains a "Save" button and a "Back" button. The seventy-seventh section contains a "Save" button and a "Back" button. The seventy-eighth section contains a "Save" button and a "Back" button. The seventy-ninth section contains a "Save" button and a "Back" button. The eightieth section contains a "Save" button and a "Back" button. The eighty-first section contains a "Save" button and a "Back" button. The eighty-second section contains a "Save" button and a "Back" button. The eighty-third section contains a "Save" button and a "Back" button. The eighty-fourth section contains a "Save" button and a "Back" button. The eighty-fifth section contains a "Save" button and a "Back" button. The eighty-sixth section contains a "Save" button and a "Back" button. The eighty-seventh section contains a "Save" button and a "Back" button. The eighty-eighth section contains a "Save" button and a "Back" button. The eighty-ninth section contains a "Save" button and a "Back" button. The ninetieth section contains a "Save" button and a "Back" button. The ninety-first section contains a "Save" button and a "Back" button. The ninety-second section contains a "Save" button and a "Back" button. The ninety-third section contains a "Save" button and a "Back" button. The ninety-fourth section contains a "Save" button and a "Back" button. The ninety-fifth section contains a "Save" button and a "Back" button. The ninety-sixth section contains a "Save" button and a "Back" button. The ninety-seventh section contains a "Save" button and a "Back" button. The ninety-eighth section contains a "Save" button and a "Back" button. The ninety-ninth section contains a "Save" button and a "Back" button. The hundredth section contains a "Save" button and a "Back" button.

(a)As shown in image below on left side there is option of adding, editing and deleting promoter details. If you click “+” sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.

(b) In this step , equity details of the company should be entered, As shown in image below there are text boxes to enter these details in percentage. Total Equity percentage should be 100

The image shows a screenshot of a corporate filing form, likely for FDI (Foreign Direct Investment) reporting. A red arrow points to a field labeled "FDI" where the percentage is to be entered. The form includes various sections for company details, financials, and compliance. The "FDI" field is highlighted in yellow. Below it, there are sections for "FDI Status" and "FDI Percentage". The "FDI Status" section has a dropdown menu with options like "FDI", "Non-FDI", and "Other". The "FDI Percentage" section has a text input field. The form also includes a "Declaration" section at the bottom with a checkbox and a "Submit" button.

(c) Here, the FDI status is to be entered in terms of percentage. Along with this certificate from Company Secretary or Statutory Auditor countersigned by director duly authorized by company has to be uploaded as shown in image below. This file upload is compulsory if FDI percentage is greater than 49

Step 1: Company Name, Step 2: Registered Office, Step 3: Authorized Signatory, Step 4: Director, Step 5: Net Worth, Step 6: Capital, Step 7: Company Type, Step 8: Business Activity, Step 9: Company Size, Step 10: Company Status, Step 11: Other Information.

Company Name: [Text Box] (Mandatory)

Registered Office: [Text Box] (Mandatory)

Authorized Signatory: [Text Box] (Mandatory)

Director: [Text Box] (Mandatory)

Net Worth: [Text Box] (Mandatory)

Capital: [Text Box] (Mandatory)

Company Type: [Text Box] (Mandatory)

Business Activity: [Text Box] (Mandatory)

Company Size: [Text Box] (Mandatory)

Company Status: [Text Box] (Mandatory)

Other Information: [Text Box] (Mandatory)

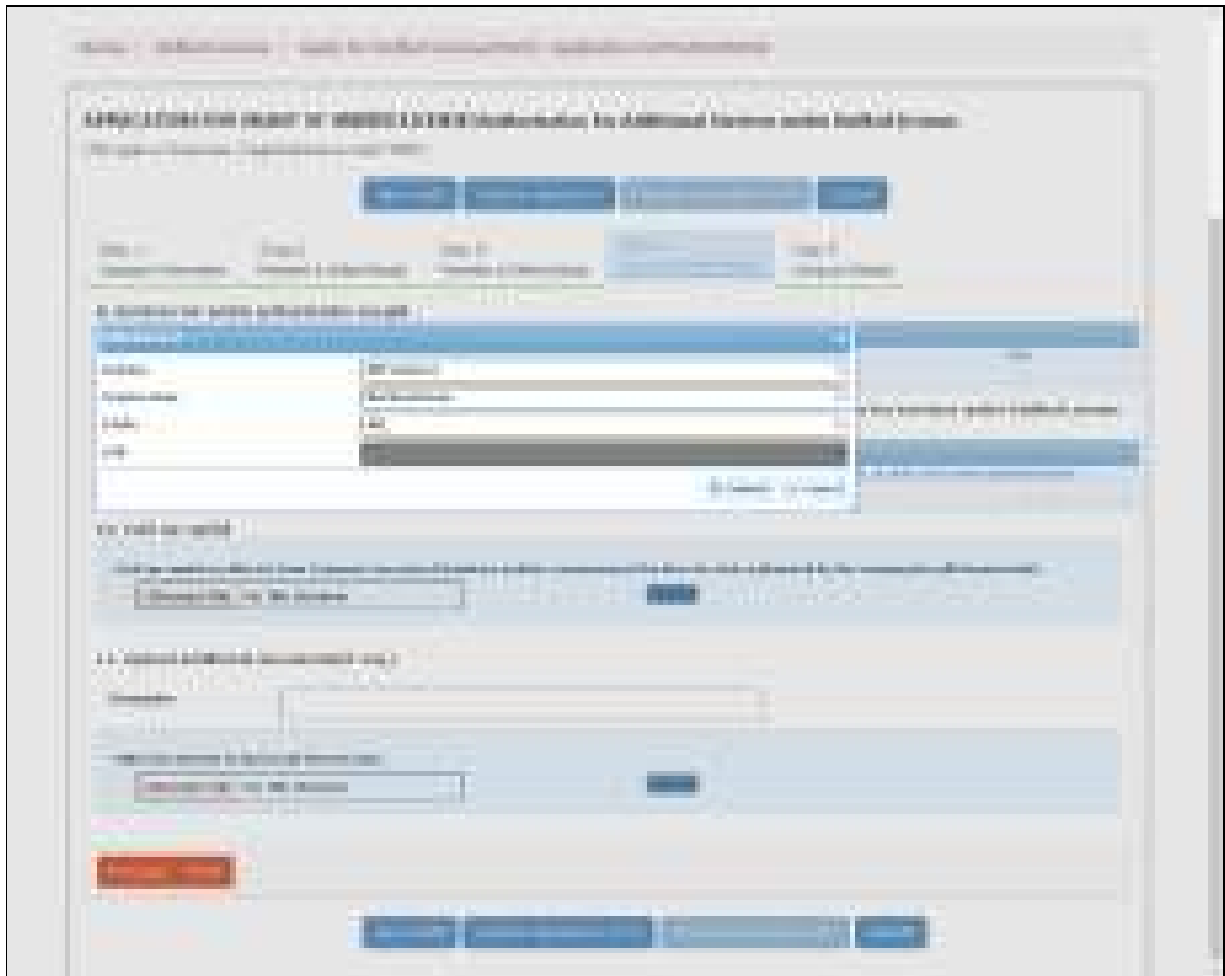
(d) In this section, enter the net worth of the company in lakhs rupees, in textbox as shown in below image. Also upload

Minimum Net Worth amount for services which are required to apply for authorization can be calculated using Fee Calculator (Please refer Fee calculator on page no 23)

2.4.5 Step IV

This step is entering “**Service & Other Details**”.

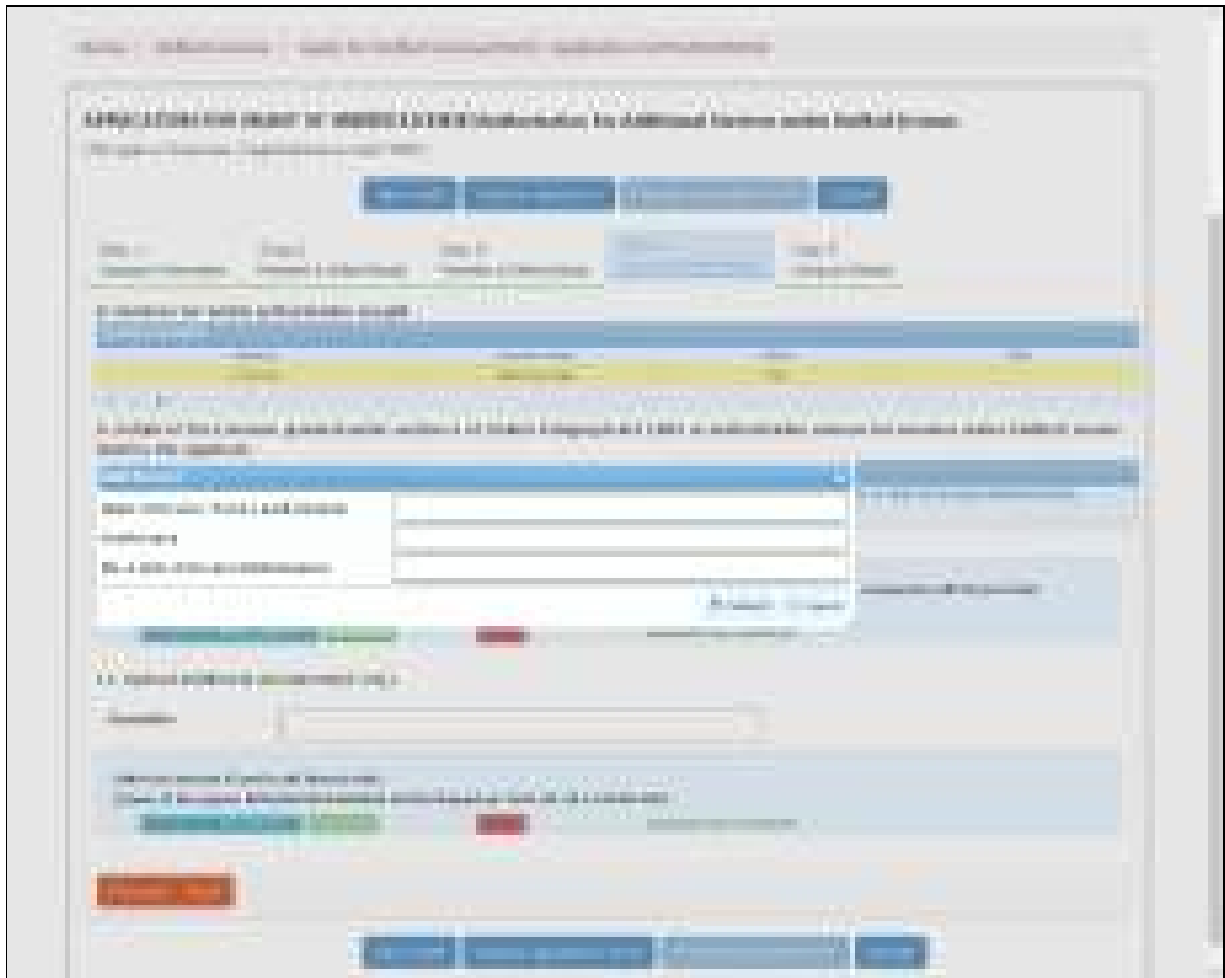
The screenshot displays a software interface for entering 'Service & Other Details'. The interface is divided into several sections with blue headers. The top section contains a title bar and a navigation pane on the left. The main area is divided into two columns. The left column contains a 'Service' dropdown menu, a 'Service Type' dropdown menu, and a 'Service Description' text area. The right column contains a 'Service Code' dropdown menu, a 'Service Category' dropdown menu, and a 'Service Status' dropdown menu. Below these sections, there are several input fields and buttons. A red 'Cancel' button is visible at the bottom left. The interface is designed with a clean, professional look using a color palette of blues, greys, and whites.



(8) As shown in image above on left side there is option of adding, editing and deleting **Services for which Authorization sought**. If you click "+" sign separate window will pop up to enter **Services for which authorization sought** details. Here you have to enter name of **Service, Service Area (District), Circle (State)**.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "🗑" icon. Separate window will open to get your confirmation by pressing "delete" button.



(9)As shown in image above on left side there is option of adding, editing and deleting Services for which licenses already available. If you click “+” sign separate window will pop up to enter **License** details. Here you have to **enter Name of License /Service authorization, Service area, No. & date of License/Authorization.**

If already details are submitted and user wants to change it then he has to click on “✎” icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on “🗑️” icon. Separate window will open to get your confirmation by pressing “delete” button.

Step 1: Company Information Step 2: Company's Information Step 3: Financials **Step 4: Documents**

14. Paid up capital

Upload (for the above)

15. Other documents (optional)

Upload (for the above)

(c) Here upload digitally signed file in pdf format of certificate of paid up capital issued by Company Secretary using a button shown by red arrow in above image.

(d) Here any other file digitally signed and in pdf format if applicant wants to upload can upload. This is not compulsory.

The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

Step IV

Owner & Other Details


This step is entering "Owner & Other Details".



The screenshot shows a software interface for entering owner details. At the top, there is a header bar with navigation links. Below it, a table lists existing owners. A red arrow points to a '+' icon in the table header, indicating the option to add new details. The table has columns for Name, Type, Equity Percentage, and Net Worth. Below the table, there are two sections: 'Add New Owner Details' and 'Edit Owner Details', each with a corresponding button. The 'Add New Owner Details' section includes fields for Name, Type, Equity Percentage, and Net Worth. The 'Edit Owner Details' section includes fields for Name, Type, Equity Percentage, and Net Worth, along with a 'Save' button.


(a)As shown in image above on left side there is option of adding, editing and deleting Company owner details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on "✎" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on “” icon. Separate window will open to get your confirmation by pressing “delete” button.



(b)As shown in image above on left side there is option of adding, editing and deleting CEO/CTO/CFO details. If you click “+” sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on “” icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on “🗑️” icon. Separate window will open to get your confirmation by pressing “delete” button.

The screenshot shows a web application interface for a company registration process. It features several sections: 'Company Details' with fields for name, address, and contact information; 'Shareholder Details' with a table for listing shareholders; and a 'Declaration' section. The 'Declaration' section contains a list of terms and conditions, each with a checkbox for acceptance. A red arrow points to a checkbox labeled 'I agree with the terms and conditions of the application and the company is authorized to act on behalf of the company'. A green arrow points to a button labeled 'I agree with the terms and conditions of the application and the company is authorized to act on behalf of the company'. A purple arrow points to a button labeled 'I agree with the terms and conditions of the application and the company is authorized to act on behalf of the company'.

(c) Here upload digitally signed pdf file of certificate clearance from Ministry of Home Affairs using a button shown by red arrow in above image if owner or if CEO/CFO/CTO is foreign national.

(d) Here upload digitally signed pdf file of Certified **Power of Attorney by Resolution of Board of Directors that the person signing the application is authorized signatory (document digitally signed)**. using a button shown by green arrow in above image.

(e) Accept all terms and conditions by click on checkbox shown by purple arrow in above image.

Save the form by clicking "save draft" button. Now next button is disabled as this is the final stage. You can go to any previous stage using "previous" button and can do the changes.

Now, validate & preview application form using "Validate & Preview Application Form" button. If any discrepancies in the form then it will get reflected on the top of the page as shown below.

User should preview the form and do necessary changes . After all this process form should be submitted using "submit" button. If "Terms & Conditions" checkbox not clicked then system will not allow to submit the form.

So, first click on "Terms & Conditions" checkbox then press "submit" button. Form will get submitted and home screen will get displayed showing status of the application and action pending.

Department of Telecommunications

Ministry of Communications

Validation Successful

Home / Registration / Application Form for Mobile Number Portability (MNP)

Instructions:

- 1. User should register on the portal and create a profile.
- 2. User should fill the MNP Request form and submit it.
- 3. User should wait for the MNP Request Approval.
- 4. User should wait for the MNP Request Completion.

APPLICATION FORM FOR MOBILE NUMBER PORTABILITY (MNP)

(If user is already registered, click on the 'Login' button)

Step 1: Registration | Step 2: Request for MNP | Step 3: MNP Request Approval | Step 4: MNP Request Completion

MNP Request Details

MNP Request ID	MNP Request Status	MNP Request Date	MNP Request Time
----------------	--------------------	------------------	------------------

MNP Request History

MNP Request ID	MNP Request Status	MNP Request Date	MNP Request Time	MNP Request Reason
----------------	--------------------	------------------	------------------	--------------------

This shows the errors.

If no discrepancy then on the top right corner "validation successful message" gets displayed & you will be redirected to the dashboard which is shown below.



2.5 Upload Application

This shows the Dashboard of the Applicant.

Using "History" button , user can find out history of the application

Using "Generate pdf" button (shown in red arrow) user can get application in pdf format.

Now there is one action pending and that is to **"upload the application with digital signature"** this can be done by clicking the **"Upload Application"** button.

After clicking the **Upload Application** button you will be redirected to this page.

The screenshot displays the SARAL SANDHAN portal interface. At the top, there is a header with the organization's name and logo. Below the header, a navigation bar contains links such as 'Home', 'About Us', 'Contact Us', and 'Help'. The main content area features a large green banner with the text 'SARAL SANDHAN' and 'Online Application Form'. Below the banner, there is a section titled 'Download Application Form' with a button labeled 'Download Application Form'. To the right of this section, there is a 'Final Submit' button. The interface is designed to guide users through the application process, from downloading the form to final submission.

You can download the application form in pdf format from the **"Download Application"** button

Upload the necessary document and click on the **"Final Submit"** button.

After This you will be redirected to the dashboard page .



Scrutiny :

Now the applicant will wait for the scrutiny of the documents , the scrutiny process will be a two stage process viz. (a) Pre Scrutiny (b) Post Scrutiny .

If after scrutiny any of your documents are not acceptable to DoT then those documents will be reverted back to you and you will be notified about the same via SMS and E-Mail. You will required to upload the reverted documents again . The link for re- uploading the reverted documents will be available in your dashboard.

2.6 Dashboard Details:

This dashboard has four buttons

- 1. History button:** This shows the history of actions completed till now.



2. Download Application button: This button lets you download your application form

Application for Admission to the Bachelor's Program in Business Administration

Personal Information

First Name	Last Name
Date of Birth	Place of Birth
Current Address	Phone

Academic Background

High School Education

Name of High School: _____
 Graduation Year: _____
 GPA: _____

University Education

Name of University: _____
 Degree Program: _____
 Graduation Year: _____

References

Name	Relationship	Address	Phone	Email
Mr. John Doe	Father	123 Main St, Anytown, CA 90210	(555) 123-4567	john.doe@email.com

Download Application

3. Attachment button: This shows the list and links of the documents you have uploaded till now.



4. Reminder button: This button lets you put some reminders. On clicking this button you will be redirected to this page.

The screenshot displays the SARAL SANCHAR portal interface. At the top, the header includes the Government of India logo, the text 'GOVERNMENT OF INDIA DEPARTMENT OF TELECOMMUNICATIONS', and the SARAL SANCHAR logo with the tagline 'Saral Sanchar: The Department's Digital Gateway to Public Services'. Below the header is a navigation bar with links: Home, Dashboard, My Profile, and Reminders. The main content area features a 'Reminders' section with a blue header bar. Below this, there is a form with two columns. The left column contains labels: 'Application Id', 'Authorized Person Name', 'Mobile No.', 'Email Id', and 'Password'. The right column contains a 'Remember Me' checkbox, a 'Forgot Password' link, and a 'Login' button. A 'Logout' button is also visible at the bottom right of the form.

On the 1st line will be your **Application Id** followed by the **Authorized Person Name**.

On the next line is the message type i.e. if you want your reminder to be only a text message then click the radio button of SMS, if you want your reminder to be only an E-Mail, click on the Mail radio button and if you want both SMS and Mail reminder then click on both.

If you want to upload any file then click on yes and upload the file .

Click on send , your message for the reminder will be sent to the DoT personnel.

Now go to the **Mailbox** button on the 2nd Navigation Bar and you will be redirected to your mailbox.

Click on the outbox to see your recently sent message regarding **reminder** to the DoT personnel.

You will see all the details of the message you sent to the DoT personnel including the attachments (if any).

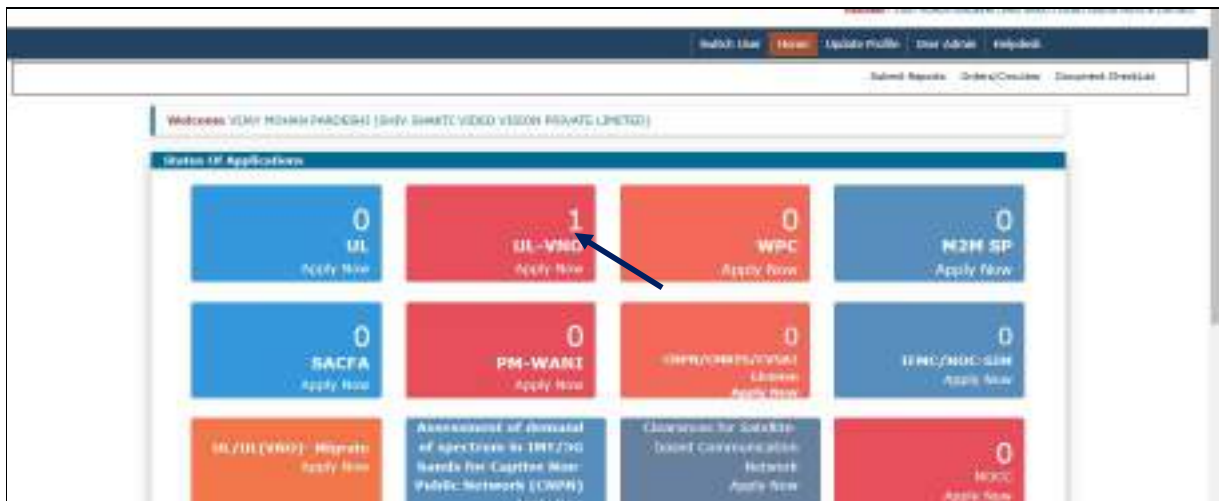


Now the application will go to the DoT Nodal officer who will firstly pre scrutinize all your uploaded information, then there will be a post scrutiny, after scrutiny if any of your documents are not accepted by DoT , then they will be reverted back to you. You will be required to reupload the documents reverted back to you correctly.

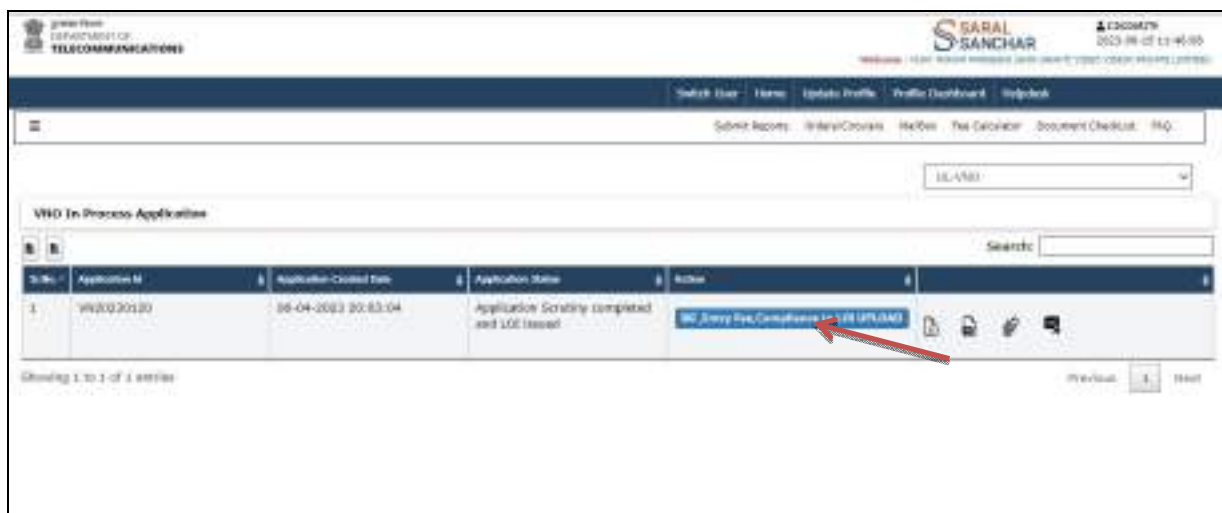
2.7 Upload Signed LOI , BG Details and Online Payment Of Entry Fee:

After scrutiny DoT will issue the LOI , you will be notified about it by SMS on your registered Mobile number, thereafter you can download the LOI from your dashboard which is shown below.

You will firstly log in and after successful log in you will click on the "1" shown by red arrow to go to your dashboard for the application you had earlier applied for.



After LOI issuance , Applicant will upload signed LOI , BG Details and will do online payment of Entry Fee through single form by clicking below link.



BG Upload:

Enter BG details using following form. Here select BG Type and enter BG details upload BG file. In case of UL application , BG Type will be financial and in case of VNO application.

Validate Application **Cancel**

Step 1: Screen Information Step 2: IFB Details Step 3: IFB/Pack Details **Step 4: Service Area**

Selections are requested to fill service area also IFB & IFG details and option to selecting service area is available in drop-down menu.

IFB TYPE	Select IFB Type
Service Area	Select Service Area
IFB/IFG Number	Select IFB Number
Issue Date	Select Issue Date
Expiry Date	Select Expiry Date
IFG Code	Select IFG Code
Bank Name	Select Bank Name
Branch Name	Select Branch Name
Branch Address	Select Branch Address

Get Data

IFBG Details:

IFB Number	Issue Date	IFG Code	Issued On/Date of Bid	Service Area
1	20/01/2020	1	20/01/2020	1

Upload Consolidated File for IFG

☐ Upload ☐ Digitally Sign & Upload

Previous **Next**

Online Payment of Entry Fee:

For Online payment of Enter Fee using following button.

Application ID: VN20230120

Pay Entry Fee(Rs.): 100000

Pay Now

On click of Pay NOW will be redirected to Bharatkosh portal.

Mobile No. (RTI)	916702311				
Tab					Tab

Purpose Details						
Sl. No.	Activity	RCI Name	BOI Name	Purpose and Payment Type	Payment Period / Frequency	Amount (INR)
1	TELECOMMUNICATIONS	CONTROLLER OF COMMUNICATIONS ACCOUNTS (RCI) (20230120)	Department of Telecommunications (DO) (DO) (20230120)	IL (RTI) for SP & service (Bharatkosh) Entry Fee	One Time	100000
				RTI over (2023) only		Total: 100000

Back

Close

Complete the Payment of Entry Fee by clicking confirm button in Bharatkosh portal.

Upload LOI Compliance:

To download the LOI (unsigned) please click link as shown below .

After downloading the LOI , you are required to signed the LOI and upload the signed LOI. You can upload the signed LOI by using following form.

After successful validation and submission of BG, Entry Fee and signed LOI, it will be available for scrutiny at the nodal side. The dashboard of the Applicant will be like this.

S.No.	Application ID	Application Created Date	Application Status	Action
1	VN0230003	17-01-2023 15:00:09	BG, Entry Fee and Signed LOI Compliance Scrutiny- In process	BG ENTRY FEE SCRUTINY IN PROCESS

Showing 1 to 1 of 1 entries

2.8 Reverted Document

Now these uploaded documents will be scrutinized by DoT and if any discrepancies are found then those documents will be reverted back to you for uploading them again. This is illustrated below, suppose your entry fee has some discrepancy then it will be reverted back to you and then you are supposed to upload it again as shown below.

Your dashboard will look like this after DoT has reverted your documents back.

S.No	Application No	Application Created Date	Application Status	Action
1	UL20220002	29-01-2022 17:28:38	BG, Entry Fee and Signed L&T Compliance Reverted	BG L&T'S FOR MODIFICATION IN PROGRESS

Showing 1 to 1 of 1 entries

Previous Next

Click on above link & upload the respective file.

Bank Contact No.

Amount (in Lakhs of Rs)

PBG Details:

Application No	Issue Date	BSL Code	Issued to (AAR of R)	Status
UL20220002	11-06-2021	SC000000	A	BG

Upload Consolidated File for PBG

Documents Uploaded Redownload & Upload Again

Now the applicant dashboard will look like this, as he will be waiting for scrutiny of the documents

S.No.	Application ID	Application Created Date	Application Status	Action
1	VM20230033	17-01-2023 13:52:08	BC, Entry Fee and Signed LGE Compliance Scrutiny in process	REVIEW THE NEW ENTRY IN PROGRESS

2.9 Invitation acceptance

Your dashboard will look like this after successful scrutiny of bank guarantee and entry fee. Now application pending for Invitation acceptance.

S.No.	Application ID	Application Created Date	Application Status	Action
1	VL20230246	21-02-2023 19:50:08	Compliance to LGE verified, Invitation letter issuance is in process	INVITATION ISSUANCE PENDING

Nodal will issue invitation and applicant will accept this invitation or ask for reschedule this invitation.

S.No.	Application ID	Application Created Date	Application Status	Action
1	VM20230033	17-01-2023 13:52:08	License signing invitation issued, Invitation acceptance is pending at applicant	INVITATION ACCEPTANCE

Invitation acceptance response for Application ID: **VN20230132**
(Note: * Fields are compulsory)

Download Invitation Letter: [VN20230132-INV-0001](#)

Agreement Signed Date:

Remarks:

Invitation accepted? ☒ Yes ☐ Not Yes

Remarks, if any:

[Post Answer](#)

After acceptance of Invitation, DoT will issue you the **License Certificate**.

GOVERNMENT OF INDIA, MINISTRY OF COMMUNICATIONS, DEPARTMENT OF TELECOMMUNICATIONS

SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A portal for License management in DoT

Home | Change Password | Update Profile | Helpdesk

Orders/Circulars | MailBox | Fee Calculator | Document Checklist | FAQ

Welcome, HITESH JYOTHI (9914)

OR, APPLICATION DETAILS

Sr.No.	Application ID	Application Created Date	Application Status	Action
1	VN20230132	23-09-2018 17:03:25	Entry fee, BG accepted and signed LDI needed	Cancelled (over and above payment)    

Showing 1 to 1 of 1 rows

2.10 Download License Certificate

You can download your **License Certificate** from your dashboard by clicking the **Download License Certificate** button which is shown below.



2.11 Profile Update without Scrutiny

If **no application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied and in process.

If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

- 1.After user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear



Update Of Registration Profile
(For Creation of users other than Govt.Agencies/PSU/Autonomous Body).

Registration Type

Registration Type: Company

CIN: u58974gj3654res854796

Company Name *: kpl

Date of Incorporation*: 15-02-2000 clear

PAN*: aalpv3852g

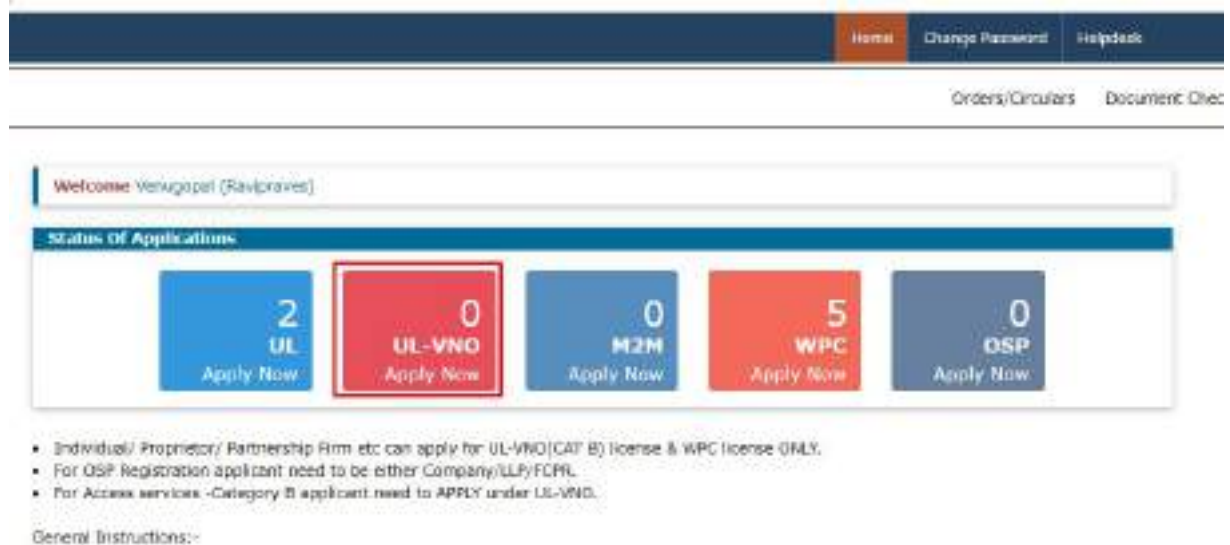
Complete Postal Address of Company

1. User can update profile multiple times until the application status change to other than 2.11 Table.

2.12 Profile Update with Scrutiny

STEPS:

1. After login, click on UL module



2. Click on Update Profile Menu on top. Profile Updation page will open



Mobile Number

9404683409

Upload File

Supporting document for updation of Authorized Address(Name of the signer: Raghavendra Neriker/Signed_on: 17-08-2018 18:04:35)

Supporting document for updation of Authorized Address.pdf

Uploaded

Delete

Request letter file upload*

Request letter for profile updation(Name of the signer: Raghavendra Neriker/Signed_on: 17-08-2018 18:04:35)

Request letter for profile updation.pdf

Uploaded

Delete

Other Documents to be uploaded,if any

Other Documents to be uploaded

Choose File | No file chosen

Upload

Validate

Submit

3. After Validate button, Changed field will appear. Proceed accordingly

E-Mail: venumucharla2012@gmail.com

Mobile No:

Upload Photo:

Request:

Changes in Profile Details

	Old Profile Details	New Profile Details
Authorisation Contact Details	kdkgyulyugl(Name) ktykyu(Designation) uoyuloyg IAMMU & KASHMIR Reasi 859667 69707808908(Land line) venumucharla2012@gmail.com 9404683469(Mobile)	Venugopsl(Name) ktykyu(Designation) uoyuloyg IAMMU & KASHMIR Reasi 859667 69707808908(Land line) venumucharla2012@gmail.com 9404683469(Mobile)

Proceed

Cancel

Other Documents to be uploaded,if any

Other Documents to be uploaded

Choose File No file chosen

upload

Validate

Submit

4. After OTP Authentication , submit button will enable.

OTP Authentication

Mobile OTP

Click to generate OTP

Validate

E-Mail OTP

Click to generate OTP

Validate

RESET

(to reset any change in the above registration form)

Enter Captcha before submit

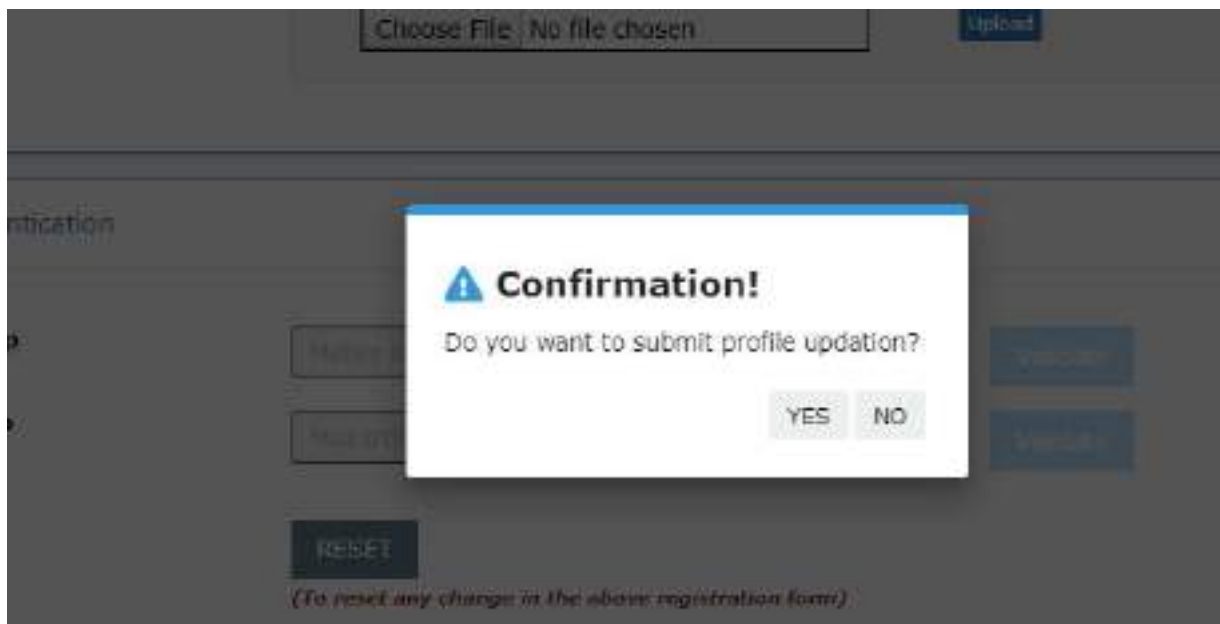


Validate

Submit

The screenshot shows a web form titled "OTP Authentication". It contains two main sections: "Mobile OTP" and "E-Mail OTP". Each section has a text input field for the OTP, a "Click to regenerate OTP" button, and a "Verify OTP" button. To the right of each "Verify OTP" button is a green status message: "Mobile OTP verified" and "Email OTP verified". Below these sections is a "RESET" button with the text "(To reset any change in the above registration form)". At the bottom, there is a section labeled "Enter Captcha before submit" with a "Enter Captcha" input field and a CAPTCHA image showing the text "KRMxRr". At the very bottom of the form are two buttons: "Verify" and "Submit".

5. After Submit and Confirmation, Page will redirect to Profile Update Dashboard.



Info:Application Complete/inprocess status of all modules(licences)
 UL/UL(VNC) Applications:1
 CSP Applications:0
 WPC Applications:1

User Profile Updation dashboard

Sr.No.	Request ID	Request Date	User ID	Application Status	Action		
1	20190000108	2019-07-29 12:08:35	C201800850	Request applied	SCRUTINY PENDING		
2	20190000102	2019-07-25 11:45:37	C201800850	Request verified OK after Scrutiny	COMPLETED		
3	20190000100	2019-07-23 15:59:12	C201800850	Request verified OK after Scrutiny	COMPLETED		
4	20190000099	2019-07-23 15:54:45	C201800850	Request verified OK after Scrutiny	COMPLETED		

6. Can check the to whom the scrutiny assigned through

Profile History for :20190000108

No of Rows:1

S.NO	Date	Request Forwarded By	Request Forwarded To	Request Forwarded Date	Remark
1	Request applied	kfgyyuyug(applicant)	nodal_asus	29-07-2019 12:08:35	

Close

User Profile

Sr.No.	Request ID	Request Date	User ID	Application Status	Action		
1	20190000108	2019-07-29 12:08:35	C201800850	Request applied	SCRUTINY PENDING		
2	20190000102	2019-07-25 11:45:37	C201800850	Request verified OK after Scrutiny	COMPLETED		
3	20190000100	2019-07-23 15:59:12	C201800850	Request verified OK after Scrutiny	COMPLETED		
4	20190000099	2019-07-23 15:54:45	C201800850	Request verified OK after Scrutiny	COMPLETED		

7. Check the uploads through

Attachments of 20190000108

Latest Attachments

Old Attachments

Sr.No.	Document Name	File Name	File Created Date
1	Request letter for profile updation	20190000108_REQ_LTR.v0.pdf	2019-07-29 12:01:20
2	Authorised contact Person /Signatory details	20190000108_AUTH.v0.pdf	2019-07-29 12:01:12

User Profile Updation dashboard

Sr.No.	Request ID	Request Date	User ID	Application Status	Action		
1	20190000108	2019-07-29 12:08:35	C201800850	Request applied	SCRUTINY PENDING		
2	20190000102	2019-07-25 11:48:37	C201800850	Request verified OK after Scrutiny	COMPLETED		
3	20190000108	2019-07-25 15:59:12	C201800850	Request verified OK after Scrutiny	COMPLETED		
4	20190000099	2019-07-23 15:54:45	C201800850	Request verified OK after Scrutiny	COMPLETED		

8. After submit of profile update, the request status is REQUEST APPLIED

User Profile Updation dashboard							
Sr.No.	Request ID	Request Date	User ID	Application Status	Action		
1	20190000108	2019-07-29 12:08:35	C201800850	Request applied	SCRUTINY PENDING		
2	20190000102	2019-07-25 11:48:37	C201800850	Request verified OK after Scrutiny	COMPLETED		

9. If request is reverted, then user has to validate and submit again after rectification of required corrections and uploads.

User Profile Updation dashboard							
Sr.No.	Request ID	Request Date	User ID	Application Status	Action		
1	20190000108	2019-07-29 12:08:35	C201800850	After Scrutiny by DoT, reverted to applicant for update	UPDATE		

9404003409

Upload File

Supporting document for updation of Authorized contact Person /Signatory details

Choose File No file chosen [Upload](#)


Request letter file upload

Request letter for profile updation

Choose File No file chosen [Upload](#)

[Validate](#) [Submit](#)

10. After submit, page will redirect to profile dashboard along with SMS and mail to nodal

User Profile Updation dashboard						
Sr.No.	Request ID	Request Date	User ID	Application Status	Action	
1	20190000108	2019-07-29 12:08:35	C201800850	Resubmitted after Reversion	PENDING FOR RE-SCRUTINY	 
2	20190000102	2019-07-25 11:45:37	C201800850	Request verified OK after Scrutiny	COMPLETED	 

11.If scrutiny is OK, then Profile update cycle is completed

Sr.No.	Request ID	Request Date	User ID	Application Status	Action	
1	20190000108	2019-07-29 12:08:35	C201800850	Request verified OK after Scrutiny	COMPLETED	 