

**A guide to filing applications online for
Amateur Radio (Examinations & Certificates) in India
with effect from 1 August 2020**



**Application for
Duplicate License / Renewal**

National Institute of Amateur Radio
Raj Bhavan Road, Hyderabad-500082, India
Tel: +91 40 23310287 URL: www.niar.org Email: info@niar.org

7 May 2022

Attention all VU Hams & SWLs !

The WPC Wing, DOT, Ministry of Communications, Govt. of India has notified through the Office Memorandum File No. Project/ASMS/02/2019 (Part-1) dated 27 July 2020 that with effect from 1 August 2020 all applications for Amateur Radio are to be done only online through <https://saralsanchar.gov.in/>

Practical guidelines for the same is given in the following pages.

References (issued by WPC Wing)

1. Office Memorandum dated 27 July 2020
2. User Manual
3. Instructions
4. FAQ

Your comments appreciated to info@niar.org

With best wishes,

Jose Jacob, VU2JOS
National Institute of Amateur Radio
Hyderabad, India

Address of Licencing Authority:

The Assistant Wireless Adviser to the Govt. of India
Ministry of Communications,
Department of Telecommunications,
Wireless Planning & Coordination Wing
Amateur Section, 6th Floor, Sanchar Bhavan,
20 Ashoka Road, New Delhi –110001, India

Tel: 011-2303 6534, 23036539, 23026733, Fax: 011-23716111
Email: awacop-dot@nic.in

Application for Duplicate License / Renewal

Note: Register in <https://saralsanchar.gov.in/>

Details of Registration process is given in
<https://qsl.net/vu2jos/Registration/pdf>.

After Registration continue from here.

**Instructions for filing online applications for
Duplicate License / Renewal Document of Amateur Radio License**

General Guidelines:

Please keep the following documents ready before logging in
<https://saralsanchar.gov.in>

- a) Scanned copy of **License** (if available)
 - b) Scanned copy of latest **Renewal** card (if available)
 - c) Scanned copy of the **FIR** registered with police.
- (FIR is not required if the Renewal document is damaged/mutilated)

Now log into <https://saralsanchar.gov.in>

1. Please click on **“Apply for Certificates”** given in left side of the page
2. Then click on **“Amateur Apply Now”**

Guidelines for filling up are given in the following pages.

[Update Personal Details](#)

[Apply for Examinations \(Amateur/RTR/GNDSS\)](#)

[Apply for Certificates \(Amateur/RTR/GNDSS\)](#)

[Equipment Type Approval](#)

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant

[Apply for License](#)

[Current Applications](#)

[History Applications](#)

[PDF](#) [EXCPI](#)

| Sr.No. | Application Id | License type | Application Submitted date | Application Status | Action |
|--------|-----------------|--------------------------|----------------------------|--------------------|--|
| 1 | HAM201512000143 | Amateur Restricted Grade | 10-12-2019 | Certificate issued | Downloads Certificate Apply for Change of Location License Apply for Renewal of License Apply for Duplicate License |

Search:

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2.7 Apply for Renewal/Duplicate/Change of location through migration (Indian)

Apply for Certificates→Amateur (Apply Now)

[Update Personal Details](#)

[Apply for Examinations \(Amateur/RTR/GNDSS\)](#)

[Apply for Certificates \(Amateur/RTR/GNDSS\)](#)

[Equipment Type Approval](#)

Apply for Certificates

Certificate Selection

Amateur
Apply Now

RTR
Apply Now

GNDSS
Apply Now

Apply for License→License issued outside this portal→Get Data

You will be redirected to following screen.

[Update Personal Details](#)

[Apply for Examinations \(Amateur/UV/UNBSS\)](#)

[Apply for Certificates \(Amateur/RTS/GMOSS\)](#)

[Equipment Type Approval](#)

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant

Apply for License

Current Applications

History Applications

Note: Update license data which are issued outside this portal.

[Add Data](#)

[PDF](#)
[EXCFI](#)

Search:

| Sr.No. | License No | License Type | License issued date | Certificate Name | Action |
|----------------------------|------------|--------------|---------------------|------------------|--------|
| No data available in table | | | | | |

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Click on “Add Data” pointed by arrow. You will get a form as shown below to upload your previous license details.

[Update Indian Amateur License data issued to Indian/ Foreign Applicant](#)

[Apply for License](#)

[Current Applications](#)

[History Applications](#)

Note: Update license data which are issued outside this portal.

[Back](#)

Applicant Details:

Nationality:

License Details:

Certificate Name:

License Type:

License No:

License Validity Period:

License Issued Date:

License Validity Date:

Call Sign:

Make payment of Rs.100/- when prompted

Station Details:
Country
Location Address
Pincode
District
State
Are you a citizen of issued amateur radio licence country

Equipment Details:

| Antenna type | Make | Model No. | Power[dBm] | Particulars of Aerials | Remarks |
|----------------------|----------------------|----------------------|------------------------|------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0 <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 0 <input type="text"/> | <input type="text"/> | <input type="text"/> |

Validate Submit

Fill all the details and click on validate. If validated successfully then submit button will get activated. Once submitted it will appear in the dashboard as shown. Applicant can view or edit using the button 'View' and "Update" as shown in below screenshot.

Update Personal Details
Apply for Examinations (Amateur/RTM/2NDSS)
Apply for Certificates (Amateur/RTM/2NDSS)
Equipment Type Approval

Apply for Amateur Certificates
Update Indian Amateur License data issued to Indian/ Foreign Applicant | Apply for License | Current Applications | History Applications
Note: Update license data which are issued outside this portal [Add Data](#)
PDF EXCEL Search:

| Sl.No. | License No. | License Type | License Issued date | Certificate Name | Action |
|--------|-------------|-----------------------|---------------------|------------------|-------------|
| 1 | 111 | Amateur General Grade | 11-12-2009 | 111 | View Update |

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Update Personal Details
Apply for Examinations (Amateur/RTM/2NDSS)
Apply for Certificates (Amateur/RTM/2NDSS)
Equipment Type Approval

Apply for Amateur Certificates
Update Indian Amateur License data issued to Indian/ Foreign Applicant | **Apply for License** | Current Applications | History Applications
License issued outside this portal * Exam conducted through this portal [Get Data](#)
PDF EXCEL Search:

| Sl.No. | License No. | License Type | License Issued date | Certificate Name | Action |
|--------|-------------|-----------------------|---------------------|------------------|---|
| 1 | 111 | Amateur General Grade | 11-12-2009 | 111 | Apply for Change of Location License Apply for Renewal of License Apply for Duplicate License |

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Upon scrutiny of documents, payment etc. by WPC/DoT, necessary instructions on correction & re-uploading of documents etc. if any, would be conveyed to the applicant through email / SMS alerts. This can also be monitored / downloaded by applicants on SARAL Sanchar **Dashboard** of the applicant's login.

If scrutiny is not successful then applicant has to modify and resubmit it.

Applicant may **communicate** with respective WPC Nodal through portal and may also submit additional/required documents, if any. Applicant may also raise a **Helpdesk** request through portal.

Once the application is scrutinized successfully the applicant will be notified of the issue of the Duplicate Document through SMS. The **Duplicate Document** can be **downloaded** from portal by logging into www.saralsanchar.gov.in and following the details given below:

- 1) Click on the Number
- 2) Apply for Certificates
- 3) Amateur - Apply now
- 4) Current Application
- 5) Action
- 6) Download Certificate

Good luck!

73

Jose Jacob, VU2JOS