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 23310287URL: www.niar.org Email: info@niar.org



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.



<u>Instructions for filing online applications for</u> <u>Duplicate License / Renewal Document of Amateur Radio License</u>

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"

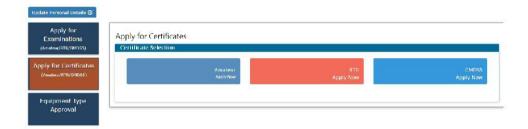
Guidelines for filling up are given in the following pages.





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

Apply for Certificates → Amateur (Apply Now)



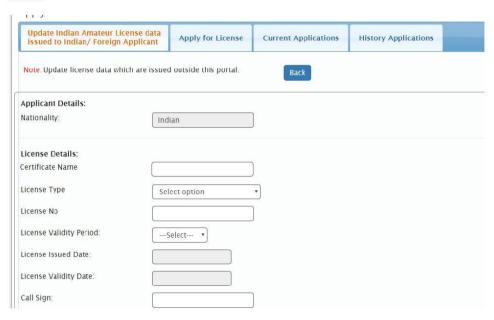
Apply for License → License issued outside this portal → Get Data

You will be redirected to following screen.



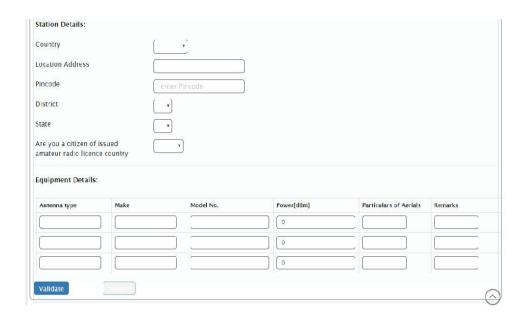


Click on "Add Data" pointed by arrow. You will get a form as shown below to upload your previous license details.



Make payment of Rs.100/- when prompted





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.







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