

**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](http://www.niar.org) Email: [info@niar.org](mailto: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](mailto:info@niar.org)

With best wishes,

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, 6<sup>th</sup> Floor, Sanchar Bhavan,  
20 Ashoka Road, New Delhi –110001, India

Tel: 011-2303 6534, 2303 6539, 2302 6733, Fax: 011-2371 6111  
Email: [awacop-dot@nic.in](mailto:awacop-dot@nic.in)

## Application for Duplicate License / Renewal

**Note:** Registration in <https://saralsanchar.gov.in/> is mandatory to apply for Duplicate License / Renewal. So first register in the above site if it is not already done. Details of Registration is given separately. After Registration continue from here.

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

**General Guidelines:**

Copy of License fee **payment** receipt through NTRP Portal (Bharatkosh) (in PDF format) is required to be uploaded for issue of Duplicate license / Renewal. Hence this has to be done first. Its details are as follows:

To make the payment first please register in the site <http://bharatkosh.gov.in> under Ministry “**Telecommunications**” and log in

In **Make your payment** select “**Receipt for DOT**”

In **Depositor’s Category** select “**Individual**”

In **Purpose** select “**Amateur License**”

In **Payment type** select: “**Fee for issue of duplicate license**”

**Function head: “127500103050100 - Proficiency Certificate”**

**PAO: 077188 - Controller of Communication Accounts, PAO HQ**

**DDO: 205155- DDO, SO(Cash), New Delhi**

**Amount INR: 100**

Then follow guidelines, make payment and get copy of payment receipt from the website

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

(If not registered, please see guidelines on how to register in SARAL website which is given separately.)

- a) Copy of fee **payment** receipt through NTRP Portal (Bharatkosh)
- b) Scanned copy of **License** (if available)
- c) Scanned copy of latest **Renewal** card (if available)
- d) 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.

Sr.No.	Application Id	License type	Application Submitted date	Application Status	Action
1	HAM201512000143	Amateur Restricted Grade	10-12-2015	Certificate issued	<a href="#">Download Certificate</a> <a href="#">Apply for Change of Location License</a> <a href="#">Apply for Renewal of License</a> <a href="#">Apply for Duplicate License</a>

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

Apply for Certificates → Amateur (Apply Now)

Amateur Apply Now      RTR Apply Now      GMDSS 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/CIW/UNLSS)

Apply for Certificates  
(Amateur/RTY/QRSS)

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
FXCFI
Search:

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

Showing 0 to 0 of 0 entries Previous Next

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 Validity Date:

Call Sign:

**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"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Validate

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 Certificates (Amateur/RTT/2ND/3RD)

Equipment Type Approval

**Apply for Amateur Certificates**

Update Indian Amateur License data issued to Indian/ Foreign Applicant

Note: Update license data which are issued outside this portal

PDF FX/CFI Search:

Sr.No.	License No.	License Type	License Issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<input type="button" value="View"/> <input type="button" value="Update"/>

Showing 1 to 1 of 1 entries

Update Personal Details

Apply for Certificates (Amateur/RTT/2ND/3RD)

Equipment Type Approval

**Apply for Amateur Certificates**

Update Indian Amateur License data issued to Indian/ Foreign Applicant

License issued outside this portal  Exam conducted through this portal

PDF EXCEL Search:

Sr.No.	License No.	License Type	License Issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<input type="button" value="Apply for Change of Location License"/> <input type="button" value="Apply for Renewal of License"/> <input type="button" value="Apply for Duplicate License"/>

Showing 1 to 1 of 1 entries

Once submitted, application will go to DOT Nodal Officer for scrutiny. If any data and uploaded documents are not verified it will be reverted back and applicant must make the necessary changes and resubmit again. If verified the Duplicate License / Renewal will be issued.

The applicant will get an option to download the Duplicate License / Renewal Certificate by logging-in to the dashboard.

If you face any problem in filling up the details, please use Saral Sanchar Help Desk found in <https://saralsanchar.gov.in/ticket/tktdash.php>