

**A guide to filing online applications for  
Amateur Radio in India  
with effect from 1 August 2020**



**Application For  
Permanent Change of Location**

**National Institute of Amateur Radio**  
Raj Bhavan Road, Hyderabad-500082, India  
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**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. FAQ

Your comments appreciated to [info@niar.org](mailto:info@niar.org)

With best wishes,

Jose Jacob  
National Institute of Amateur Radio  
Hyderabad

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### **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 Permanent Change of Location

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

Details about Registration is given separately in  
<https://qsl.net/vu2jos/Registration/pdf>

After Registration, please continue from here

**Instructions for filing application for  
Permanent Change of location of Amateur Radio License**

**General Guidelines:**

**As per the Office Memorandum of WPC Wing, DOT, Ministry of Communications, Govt. of India (No. P-11015/01/2019/COP dated 7<sup>th</sup> June 2019 (shown below), Amateur Radio Stations are now allowed to operate from anywhere in India, except from those locations restricted by Government of India from time to time.**

Government of India  
Ministry of Communications  
Department of Telecommunications  
Wireless Planning & Coordination (WPC) Wing  
Sanchar Bhawan, 20, Ashoka Road, New Delhi-110 001

No. P-11015/01/2019-COP

Date: 7th June, 2019

**OFFICE MEMORANDUM**

In order to simplify operations of Amateur stations in India, competent authority has decided the following: -

Amateur Radio Stations [new as well as existing] are allowed to operate anywhere in India except those locations restricted by Government of India from time-to-time.

Needful changes in the Rules will follow in due course of time.

*Onkar Nath*  
07.06.2019  
(Onkar Nath)  
Assistant Wireless Adviser  
Government of India  
(ऑकार नाथ)  
(ONKAR NATH)  
सहायक वित्तिय सल्लाहकार  
Assistant Wireless Adviser  
दूरसंचार विभाग, भारत सरकार  
Dept. of Telecom, Govt. of India  
नई दिल्ली/New Delhi

To

All concerned

Copy for information to:

- 1) Joint Wireless Adviser/Sr. Deputy Wireless Adviser, Regional Licensing Office, WPC Wing (Delhi/ Mumbai/ Kolkata/ Chennai/ Guwahati).
- 2) Director, Wireless Monitoring Organisation.
- 3) Engineer-in-Charge, Regional HQs, Mumbai, Kolkata, Chennai, Delhi
- 4) Director, IT DoT/ Sr. DWA (ASMS) for uploading on DoT & WPC websites.

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### Details:

1. **The fee for Permanent Change of Location is Rs. 200/-**
2. Please keep the following documents ready before logging into <https://saralsanchar.gov.in/>
  - a. **Present Address Proof**  
(copy of any one of Aadhar card / Election card / Driving License / Ration Card / Electricity Bill / Bank Passbook/ Telephone bill / Rent agreement etc) duly **attested** by Gazetted officer of Central or State Government (**in PDF format and less than 1 MB**)
  - b. **Personal id proof**  
(copy of PAN card duly **attested** by Gazetted officer of Central or State Government (**in PDF format and less than 1 MB**))
  - c. **Scanned copy of License** & Renewal (as applicable)
  - d. **Longitude & Latitude** of new location
  - e. **New Address Proof**  
(Scanned copy of **Aadhar Card** / **Consent from building owner** duly **attested** by Gazetted officer of Central or State Government (**in PDF format and less than 1 MB**))
3. Now log into <https://saralsanchar.gov.in/>
4. Please click on **“Apply for Certificates”** given in left side of the page.
5. Please click on **“Amateur Apply Now”**
6. Please click on **“Apply for Change of Location License”**

Guidelines for filling up are given in the following pages.

## 2.9 Example for Change of Location Application

Any license issued through saral sanchar portal or migrated to saral sanchar portal will have the facility to apply for change of location/Renewal/Duplicate license facility, to apply for change of location click on “Apply for change of location license” button.

[Update Personal Details](#)

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

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

[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	<a href="#">Apply for Change of Location License</a> <a href="#">Apply for Renewal of License</a> <a href="#">Apply for Duplicate License</a>

Showing 1 to 1 of 1 entries

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### 2.9.1 Step 1

**Applicant Information:** In this step the information about applicant will appear as filled in Update personal details, existing license applicant filled/migrated and will be able to upload documents once the form is saved using 'Save Draft'.

Step 1 Applicant Information	Step 2 Location Details	Step 3 Payment Details
<b>1. Personal Details</b>		
A. Applicant Name	auth	
B. Nationality	Indian	
C. Applied License Type	Amateur Restricted Grade	
D. Present Address	Address: IT PROJECT 11CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOCK CHINCHWAD District: Pune State: MAHARASHTRA Pincode: 411019	
E. Upload present address proof	<div>Proof of present address upload</div> <div>Upload Button Enable After Saving Draft</div>	
F. Personal ID	adfbv3456y(PAN)	
G. Upload Personal ID	<div>ID Proof Upload</div> <div>Upload Button Enable After Saving Draft</div>	
<b>2. Existing License Details:</b>		
A. License type	Amateur Restricted Grade	
B. Application Id(Sarat Sanchar)	HAM201912000143	
C. License Number	lic no	
D. License Validity Period:	20Y	
E. Call Sign	VU3AAA	
F. Date Of Issue	11-12-2019	
G. Validity Date	10-12-2039	
H. Upload existing License	Existing Certificate(Download)	
<b>3. Existing Station Location Details:</b>		
A. Station address	IT PROJECT CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOCK CHINCHWAD	
B. State	MAHARASHTRA	
C. District	Pune	
D. Pin code	411019	
<div>Previous</div> <div>Next</div>		

Uploads:

1. Present address proof.

## 2. Personal Id proof

### 2.9.2 Step 2

**Location Details:** Enter Station details and upload station address proof.

[Save Draft](#)
[Validate Application](#)
[Submit](#)

Step 1  
Applicant Information

Step 2  
Location Details

Step 3  
Payment Details

4.Provisional Station Location Details				
A.Change of Location	<div>Permanent</div>			
B.Location Address	<div></div>			
C.Pincode	<div>enter Pincode</div>			
D.District	<div></div>			
E.State	<div></div>			
F.Latitude <small>[Note : Allowed only 2 digits for hour,minutes ]</small>	<div>Degrees</div> <div>eg:78</div>	<div>Minutes</div> <div>eg:11</div>	<div>Seconds</div> <div>eg:25.44</div>	<div>Direction</div> <div>NORTH</div>
G.Longitude <small>[Note : Allowed only 3 digits for hours and 2 digits for minutes ]</small>	<div>Degrees</div> <div>eg:111</div>	<div>Minutes</div> <div>eg:11</div>	<div>Seconds</div> <div>eg:25.45</div>	<div>Direction</div> <div>EAST</div>
H.Station Address Proof	<div style="background-color: #e6f2ff; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>Proof of Station Details</b> </div> <div> <div>Choose File</div> <div>No file chosen</div> </div> <div> <div>Upload</div> </div> </div> </div>			

### 2.9.3 Step 3

**Payment Details:**

Pay the fees using Bharatkosh Portal. Click on "Click here" as shown by arrow to redirect to Bharatkosh portal.

Make payment of Rs. 200/-

Download the application, sign in, scan it into pdf

Upload signed application




After submitting the application you will be redirected to dashboard. Upload signed application.

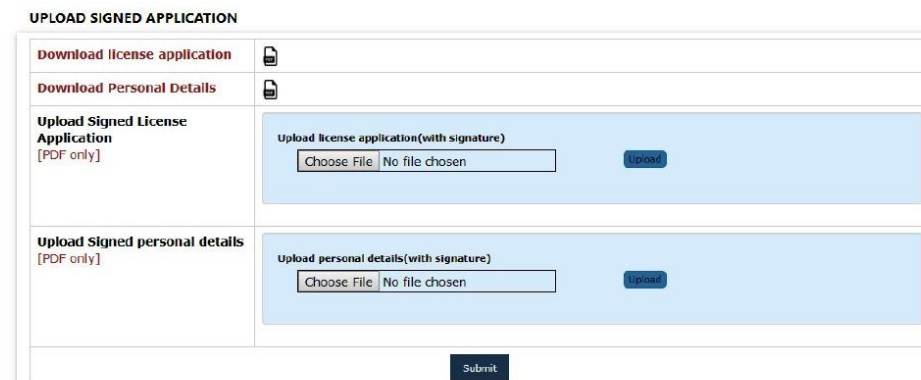
## 2.9.4 Upload Signed Application



Click on the button pointed by arrow and you will see the below screen.



Download license application and upload the signed application. In case of foreign applicant signed personal details should also be uploaded as shown.



Upon scrutiny of documents, payment etc. by WPC/WMO/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 Change of Location through SMS. The **Change of Location** can be **downloaded** from portal by logging into [www.saralsanchar.gov.in](http://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