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

Application for Reciprocal License to Foreign Nationals

Attention all DX Radio Amateurs & DX Clubs!

The Wireless Planning & Coordination 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

Your comments appreciated to 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, 6th 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

<u>NOTE:</u>

As the https://saralsanchar.gov.in/ portal is not yet configured for Registration by Foreign Nationals, applications for Reciprocal license may be sent by post like before.

Please see details in
http://www.niar.org/downloads/ham-downloads/Application-for-Reciprocal-Licence.doc

Once the Registration by Foreign Nationals in https://saralsanchar.gov.in/ portal is activated, the guidelines given in the following pages may be followed:

<u>Instructions for filling online applications for Amateur Radio Reciprocal License to a foreign national to operate from India</u>

General Guidelines

Reciprocal Licenses are issued to foreign nationals to operate from India who have Amateur Radio Licenses issued in their motherland provide that

a. The country of which the applicant is citizen, grants reciprocal facilities to Indian nationals. It shall not apply where the Central Government considers that reciprocal facilities are not necessary.

b. The applicant must be above 18 years old

c. The License of the applicant is currently valid and holds appropriate category of Amateur Radio License issued by a competent authority in any other country and recognised by the Central Government.

d. The License under this rule shall be initially granted for a period of **one year or for the period of validity of visa**, **whichever is earlier**

e. Pay License fee: Rs.1000/-

1. Copy of License fee **payment** receipt through NTRP Portal (Bharatkosh) in PDF format is required to be uploaded for issue of the Amateur Radio License. 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: **"License fee"**

Function head: **"127500103050100 - Proficiency Certificate"**

PAO: 077188 - Controller of Communication Accounts, PAO HQ

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

Amount INR: 1000

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

Note: It is suggested that you contact a Radio Amateur or Amateur Radio Club in India if you have any difficulty in making payments and in filling the application forms

2. Please keep the following documents ready before logging into https://saralsanchar.gov.in to apply for Reciprocal License

    a) **Photograph**
(Scanned passport size in JPEG format and less than 50kb in size)

    b) **Signature**
(Scanned in JPEG format and less than 50kb in size)

    c) **Passport**
(Scanned copy of relevant pages of in PDF format)

    d) **Visa**
(Scanned copy of Indian visa in PDF format)

    e) **License /** Renewal issued in your country (Scanned copy in PDF format)

    f) **Longitude & Latitude** details of your location of station License in India

    g) **Consent letter** from building owner / Hotel etc. which you want as address of the station and operate. (Scanned copy)

    h) Copy of License fee **payment** receipt through NTRP Portal (Bharatkosh) (in PDF format)

Registration

To Register in https://saralsanchar.gov.in/ first keep the following ready:

1. Your **PAN Card Number   ???**

2. Your cellphone ready to receive OTP sent by SMS

3. Your email account in logged in condition to receive OTP and messages sent by email

The following guidelines may be followed:

Open **https://saralsanchar.gov.in/**

Click on the **Registration** link, available on the Top Navigation bar, or in the Top right sidebar panel.

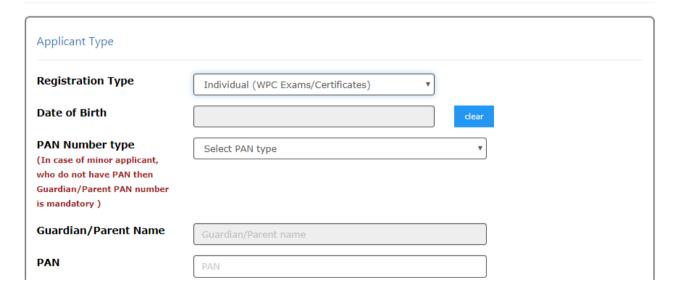You will be redirected to the below form.

To apply select **Individual (WPC Exams/ Certificates)** in **Registration Type**.

One Time Registration

(For Creation of users other than Govt.Agencies/PSU/Autonomus Body).
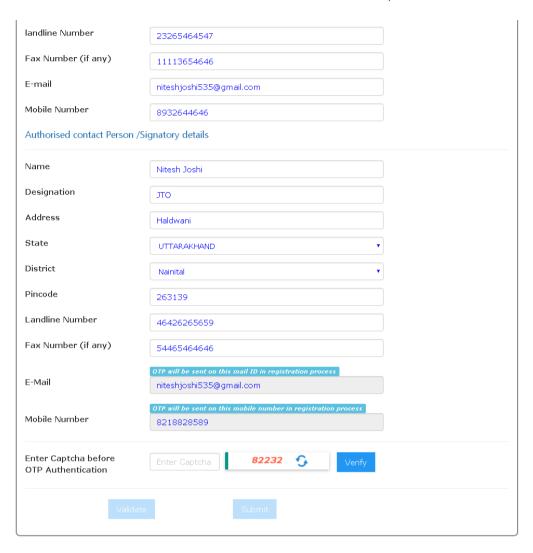
(Note:'*' fields are mandatory)

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B)license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO
- For WPC Exams/Certificate Select Registration Type Category as Individual (WPC Exams/Certificates)

Applicant Type

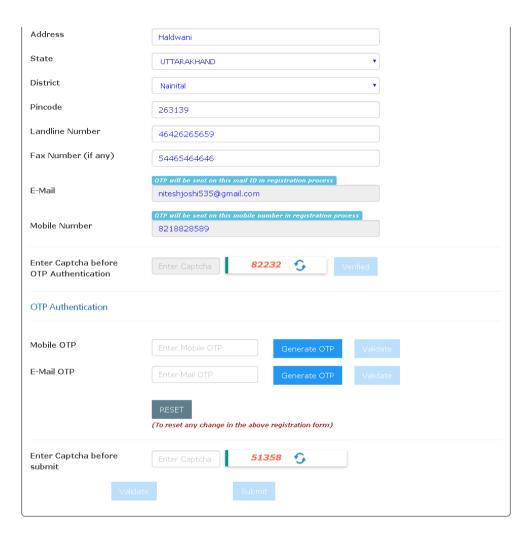|	
Registration Type	Individual (WPC Exams/Certificates) ▼
Date of Birth	[ ] clear
PAN Number type (In case of minor applicant, who do not have PAN then Guardian/Parent PAN number is mandatory)	Select PAN type ▼
Guardian/Parent Name	Guardian/Parent name
PAN	PAN

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

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

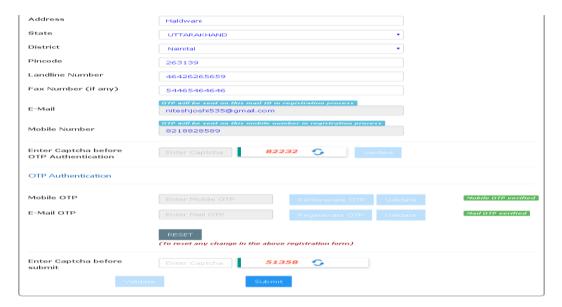You will receive **OTPs,** both on your **E-Mail address & Mobile Number** which you entered in the earlier step.

Enter the OTPs and click on **validate** button to verify them.

After verifying the OTPs 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.

After successfully registration you will see the below screen

The user credentials will be sent to the **E-Mail address** of the applicant.
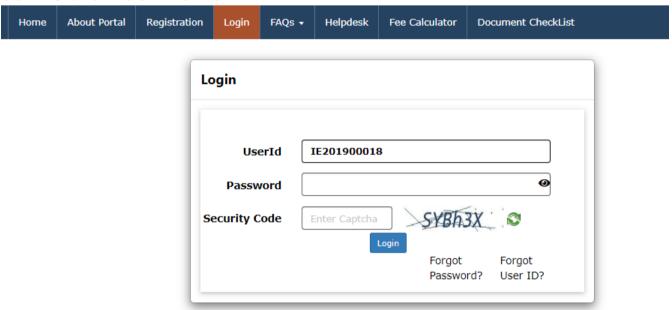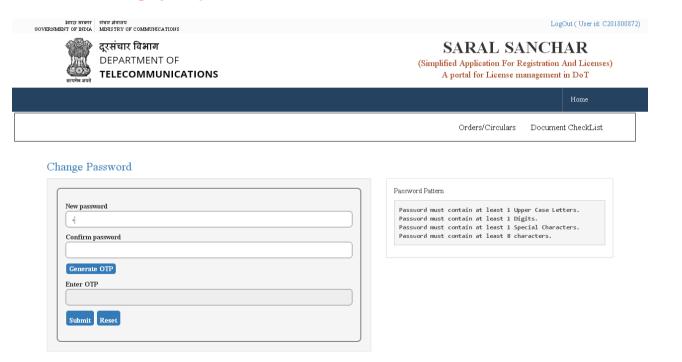
First Login

Click on the **Home Button** on the above page.

On the **Home Page** go to the **Login** button 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**.

Home	About Portal	Registration	Login	FAQs ▾	Helpdesk	Fee Calculator	Document CheckList

Login

UserId	IE201900018
Password	👁
Security Code	Enter Captcha SYBh3X 🔄

Login

Forgot Password?   Forgot User ID?

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

GOVERNMENT OF INDIA   MINISTRY OF COMMUNICATIONS

LogOut (User id: C201800872)

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

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

Home

Orders/Circulars   Document CheckList

Change Password

New password

Confirm password

Generate OTP

Enter OTP

Submit   Reset

Password Pattern

```
Password must contain at least 1 Upper Case Letters.
Password must contain at least 1 Digits.
Password must contain at least 1 Special Characters.
Password must contain at least 8 characters.
```

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*)
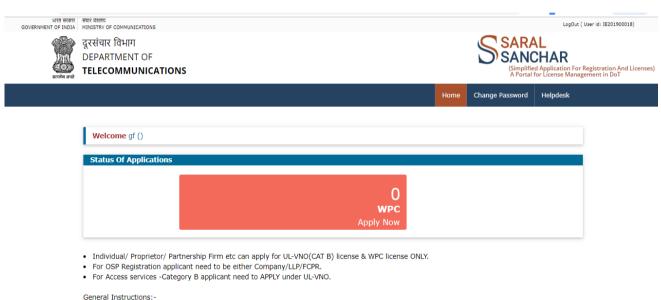
Then click on **Generate OTP** button.

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 above data.

After submit you will be directed to this page.

Click on the **APPLY NOW** button (Shown *by red arrow*) on the WPC tab

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.
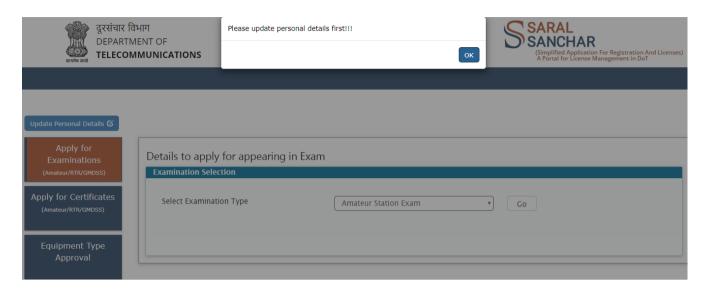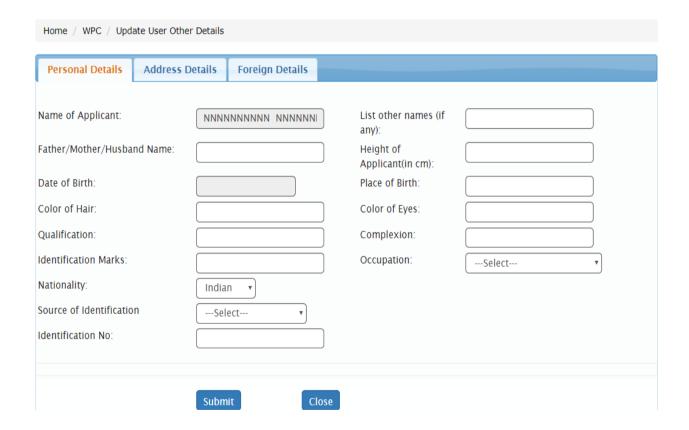
General Instructions:-
- Please refer FAQ on DSC on the home page for any queries regarding DSCs
- Document signed with Self signed certificates/Acrobat reader signed Documents are not allowed. Certificate only from Licensed CAs are Allowed.
- Licensed Certificate Authorities as per cca.gov.in are a) Safescrypt CA b)(n)Code Solutions CA c)e-Mudhra CA d)Capricorn CA e)Verasys CA
- For Payment of Various fees (processing, entry etc) is to be done on NTRP (https://bharatkosh.gov.in) and only challan details is to be filled in the portal.
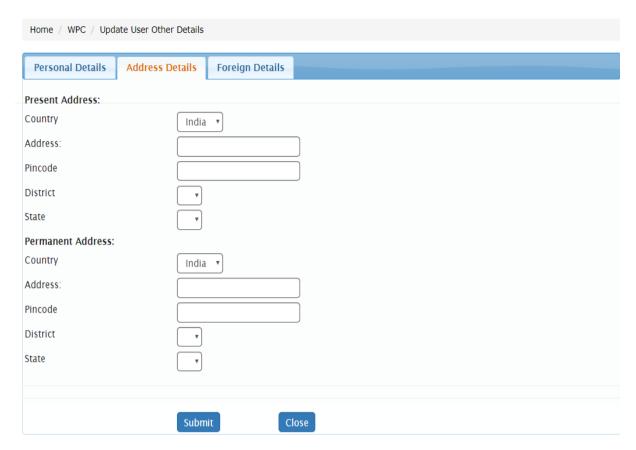
Update Personal Details:

When the applicant login for the first time, he/she will be redirected to update personal details.

Home / WPC / Update User Other Details

Personal Details | **Address Details** | **Foreign Details**

Present Address:

Country   [India ▾]

Address: [_____]

Pincode   [_____]

District   [▾]

State   [▾]

Permanent Address:

Country   [India ▾]

Address: [_____]

Pincode   [_____]

District   [▾]

State   [▾]

[Submit]   [Close]

The Registration process in now over.

Next

Please click on "**1 WPC Apply Now**"

.

Please click on "**Apply for Certificates**" given in left side of the page.

.

Please click on "**Amateur Apply Now**"

Guidelines for filling up is given in the following pages.

Note:

1) **For Proof of Birth:** Upload Passport copy

2) **For Nationality Certificate:** Upload Passport copy

3) **For Proof of Present Address:** Upload Passport copy

4) **For Proof of Permanent Address:** Upload Passport copy

5) **For Station Address Proof:** Upload copy of Consent letter from building owner/ Hotel etc. which you want as address of the station in India and operate.

It is suggested to apply well in advance before the proposed visit to India as it takes some time for processing of the application.

2.8 Apply for Reciprocal license through migration (Foreign)

Apply for Certificates→Amateur (Apply Now)
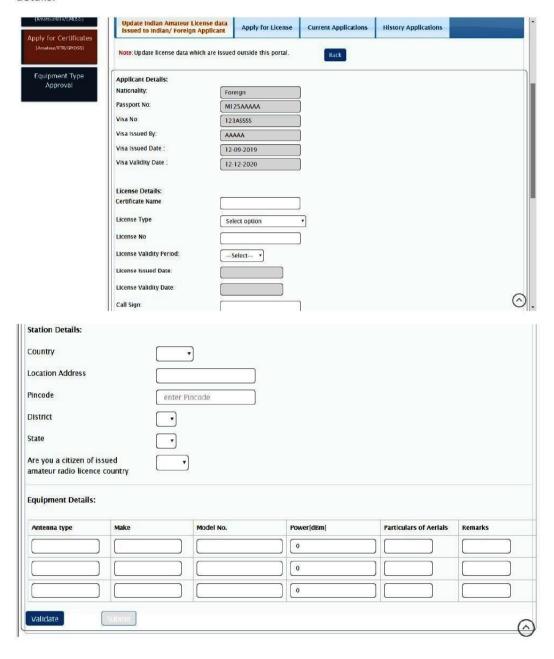

Apply for License→License issued outside this portal→Get Data

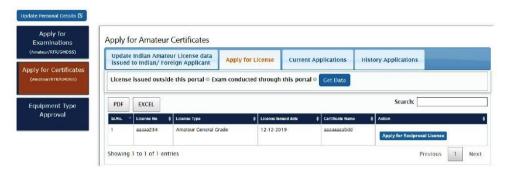You will be redirected to following screen.

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

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.
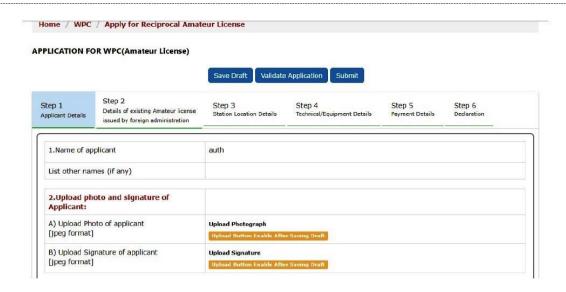

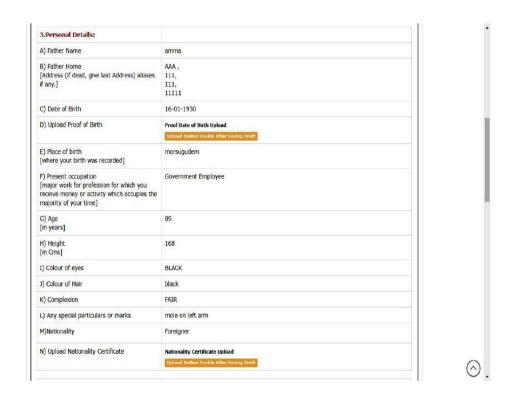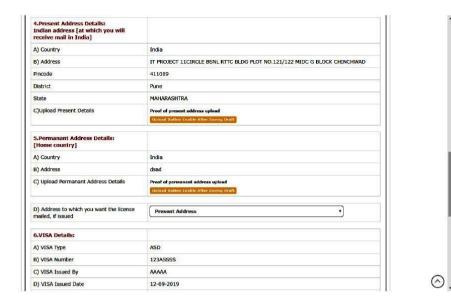Applicant can apply for Reciprocal license.

2.8.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in Update personal details form and applicant should also S. No 8 (Other details) and will be able to upload documents once the form is saved using 'Save Draft'.
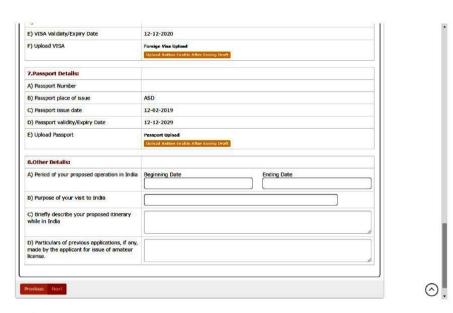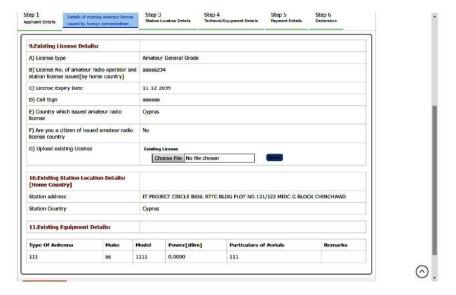
APPLICATION FOR WPC(Amateur License)

Save Draft | Validate Application | Submit

Step 1 Applicant Details	Step 2 Details of existing Amateur license issued by foreign administration	Step 3 Station Location Details	Step 4 Technical/Equipment Details	Step 5 Payment Details	Step 6 Declaration

1.Name of applicant	auth
List other names (if any)	

2.Upload photo and signature of Applicant:

A) Upload Photo of applicant [Jpeg format]	**Upload Photograph** Upload Button Enable After Saving Draft
B) Upload Signature of applicant [Jpeg format]	**Upload Signature** Upload Button Enable After Saving Draft

3.Personal Details:

A) Father Name	amma
B) Father Home [Address (if dead, give last Address) aliases if any.]	AAA , 111, 111, 11111
C) Date of Birth	16-01-1930
D) Upload Proof of Birth	**Proof Date of Birth Upload** Upload Button Enable After Saving Draft
E) Place of birth [where your birth was recorded]	morsugudem
F) Present occupation [major work for profession for which you receive money or activity which occupies the majority of your time]	Government Employee
G) Age [in years]	89
H) Height [in Cms]	168
I) Colour of eyes	BLACK
J) Colour of Hair	black
K) Complexion	FAIR
L) Any special particulars or marks	mole on left arm
M)Nationality	Foreigner
N) Upload Nationality Certificate	**Nationality Certificate Upload** Upload Button Enable After Saving Draft

4.Present Address Details: Indian address [at which you will receive mail in India]	
A) Country	India
B) Address	IT PROJECT 11CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOCK CHINCHWAD
Pincode	411019
District	Pune
State	MAHARASHTRA
C)Upload Present Details	Proof of present address upload Upload Button Enable After Saving Draft

5.Permanant Address Details: [Home country]	
A) Country	India
B) Address	dsad
C) Upload Permanant Address Details	Proof of permanent address upload Upload Button Enable After Saving Draft
D) Address to which you want the license mailed, if issued	Present Address ▼

6.VISA Details:	
A) VISA Type	ASD
B) VISA Number	123ASSSS
C) VISA Issued By	AAAA
D) VISA Issued Date	12-09-2019

E) VISA Validaty/Expiry Date	12-12-2020
F) Upload VISA	Foreign Visa Upload Upload Button Enable After Saving Draft

7.Passport Details:	
A) Passport Number	
B) Passport place of issue	ASD
C) Passport Issue date	12-02-2019
D) Passport validity/Expiry Date	12-12-2029
E) Upload Passport	Passport Upload Upload Button Enable After Saving Draft

8.Other Details:		
A) Period of your proposed operation in India	Beginning Date	Ending Date
B) Purpose of your visit to India		
C) Briefly describe your proposed itinerary while in India		
D) Particulars of previous applications, if any, made by the applicant for issue of amateur license.		

Previous Next

Once Save draft is clicked provisional application number will be attached to your application and further actions will be taken on the same. Applicant will be able to upload the documents.

Press "next "button to go to next step.

2.8.2 Step 2

Existing License, station, equipment details of previous license will appear and applicant needs to upload documents.

2.8.3 Step 3

Add station details and upload station address proof.
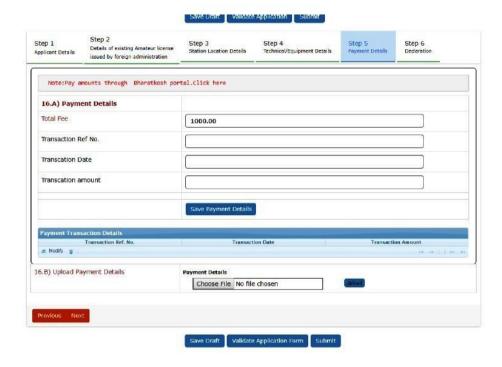
2.8.4 Step 4

Add Equipment, Frequency details and call sign preference.

2.8.5 Step 5

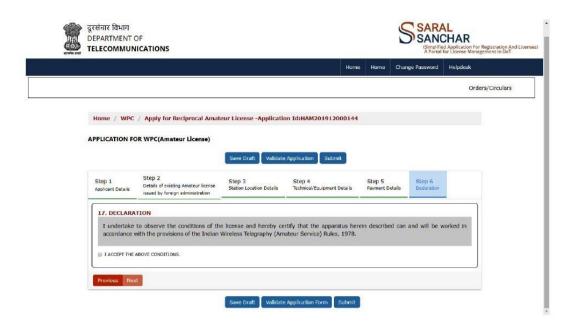Add payment details and upload payment receipt.

2.8.6 Step 6

Declaration:

Read carefully declaration and agree the above conditions.

Click on Validate application form and if successfully validated then submit the application. After submitted upload signed application and personal details form. Application will go for scrutiny. If all the data submitted and uploads are correct then applicant will be issued reciprocal license. If any wrong data is submitted then application will be reverted to applicant. And applicant needs to resubmit again.

The applicant will get option to download the Reciprocal License from portal 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