

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



**Application for  
Renewal of License**

**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)

**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](mailto:info@niar.org)

With best wishes,

Jose Jacob, VU2JOS  
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 Renewal of License

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

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

After Registration, please continue from here

## Instructions for filing online applications for Renewal of Amateur Radio License

### General Guidelines:

- 1) The renewal application may be made from 2 months before the expiry of the license.
- 2) The Amateur license Renewal fee for **any** grade of License is as follows:

Sl.No	Period	Fee
1	20 years	Rs.1000/-
2	Life Time (ie upto the age of 80 years)	Rs.2000/-

- 3) Late fee shall be paid at Rs.100/- for every 6 months or part, after date of expiry of License

**Note:** There is no License fee to be paid by Licensees completing 80 years old. They will be issued Renewal for 10 more years at a time upon submission of other documents.

- 4) Please keep the following documents ready before logging in <https://saralsanchar.gov.in/>
- 5) **The documents which were submitted to apply for ASOC exam is already available in this website. The same can be downloaded and uploaded for issue of licence application.**

a) **Present address proof**

(Scanned 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**

(Scanned copy of PAN card / Passport etc. duly **attested** by **Gazetted officer** of Central or State Government (**in PDF format and less than 1 MB**)

c) **Longitude & Latitude** details of your location.

d) **Address Proof**

(Scanned copy of **Aadhar card / Consent from building owner** / Rent agreement for Station duly **attested** by **Gazetted officer** of Central or State Government (**in format and less than 1 MB**)

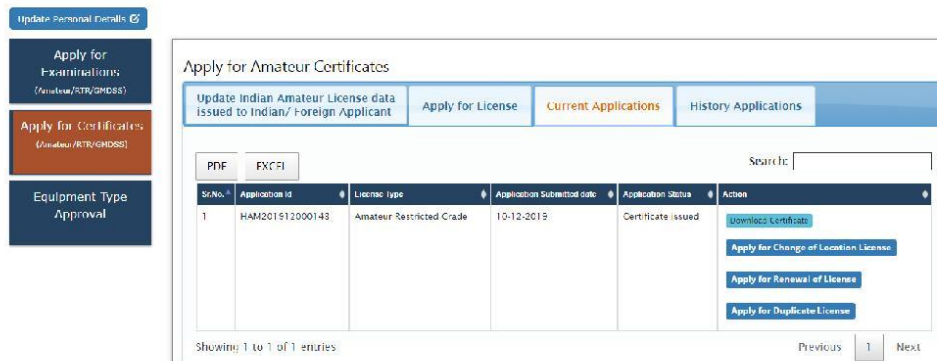
- 6) Now login <https://saralsanchar.gov.in/>

- 7) Please click on “**WPC Apply Now**”.

- 8) Then click on “**Apply for Certificates**” given in left side of the page

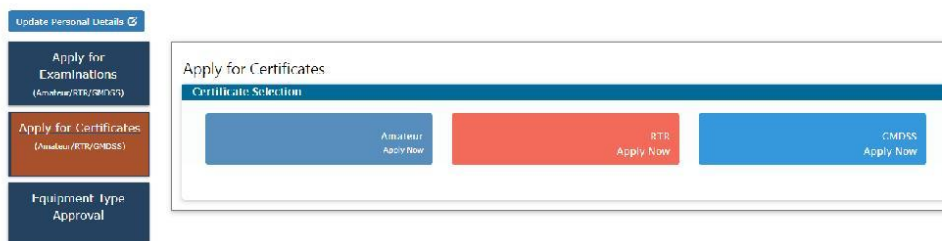
9) Then click on “**Amateur Apply Now**”

Guidelines for filling up is 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.

[Update Personal Details](#)

[Apply for Examinations \(Amateur/Club/NOSS\)](#)

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

[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:

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 Issued Date:

License Validity Date:

Call Sign:

**Make payment 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"/>	0	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<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/STR/2ND/22)  
Apply for Certificates  
(Amateur/STR/2ND/22)  
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:  

Sr.No.	License No.	License Type	License issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	View Update

Showing 1 to 1 of 1 entries  
Previous 1 Next

Update Personal Details &  
Apply for Examinations  
(Amateur/STR/2ND/22)  
Apply for Certificates  
(Amateur/STR/2ND/22)  
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:  

Sr.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

Showing 1 to 1 of 1 entries  
Previous 1 Next

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 Renewal through SMS. The **Renewal Document** 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