

User Manual

(For Applicant)

Online Application ETA-Self
Declaration

Department of Telecommunications

Government of India

13th Jun, 2023

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Section-1

1.1 General Introduction

SARALSANCHAR'(Simplified Application For Registration and Licenses) a Web based Portal, for Issuing of various types of Licenses and Registration certificates is part of various Digital initiatives being taken by Department of Telecommunications. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless, secure and hassle free platform for various applicants.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

-  **DoT** : Department of Telecommunications.
-  **OTP** : One Time Password.
-  **ETA** : Equipment Type Approval

Section-2

APPLICANT PART

2.1 Registration

(In case you are new to the portal, and have not registered earlier) . 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 for Network License *select Company* 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

Company ▼

CIN*

eg:U/L

12345

MH

1234

ABC

123456

[**Note :** CIN Format is **U 12345 MH 1234 ABC 123456** in sub-blocks.]

Confirm CIN *

eg:U/L

12345

MH

1234

ABC

123456

Company Name *

Name of Company

Date of Incorporation*

clear

PAN*

PAN

Complete Postal Address of Company

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

*Corporate Office **

Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text" value="▼"/>
State	<input type="text" value="▼"/>
LandLine Number	<input type="text" value="eg:01112345678"/>
Fax Number(if any)	<input type="text" value="eg:01112345678"/>
E-mail	<input type="text" value="E-mail"/>

*Registered Office** (Address same as **Corporate Office** ☒ No ☐ Yes)

Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text" value="▼"/>
State	<input type="text" value="▼"/>
Landline Number	<input type="text" value="eg:01112345678"/>
Fax Number (if any)	<input type="text" value="eg:01112345678"/>
E-mail	<input type="text" value="E-mail"/>

Address for Correspondence with Telephone/Mail* (Address same as Registered Office ☒ No ☐ Yes)

Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text"/>
State	<input type="text"/>
landline Number	<input type="text" value="eg:01112345678"/>
Fax Number (if any)	<input type="text" value="eg:01112345678"/>
E-mail	<input type="text" value="E-mail"/>
Mobile Number	<input type="text" value="Mobile no"/>

Authorised contact Person /Signatory details *

Name	<input type="text" value="Name of Authorised Contact person/Signatory"/>
Designation,if any	<input type="text" value="Designation of Authorised Contact person/Signatory"/>
Address	<input type="text" value="Address line"/>
Pincode	<input type="text" value="enter Pincode"/>
District	<input type="text"/>
State	<input type="text"/>
Landline Number	<input type="text" value="eg:01112345678"/>
Fax Number (if any)	<input type="text" value="eg:01112345678"/>
E-Mail	<div>OTP will be sent on this mail ID in registration process</div> <input type="text" value="Mail Id"/>
Mobile Number	<div>OTP will be sent on this mobile number in registration process</div> <input type="text" value="Mobile No"/>

Enter Captcha before
OTP Authentication



Validate

Submit

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

The screenshot displays a registration form with the following sections:

- Personal Details:** Address (Haldwani), State (UTTARAKHAND), District (Nainital), Pincode (263139), Landline Number (46426265659), and Fax Number (54465464646).
- Contact Information:** E-Mail (niteshjoshi535@gmail.com) and Mobile Number (8218828589). Both fields have a blue notification bar stating "OTP will be sent on this mail ID / number in registration process".
- OTP Authentication Section:**
 - Enter Captcha before OTP Authentication:** Includes a captcha input field with the code "82232", a refresh button, and a "Verified" button.
 - OTP Authentication:** A sub-section header.
 - Mobile OTP:** Includes an input field, a "Generate OTP" button, and a "Validate" button.
 - E-Mail OTP:** Includes an input field, a "Generate OTP" button, and a "Validate" button.
 - RESET:** A button with the text "(To reset any change in the above registration form)".
- Final Submission:** Includes another captcha input field with the code "51358", a "Validate" button, and a "Submit" button.

You will receive **OTP's**, both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

After verifying the OTP's 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.

Address	Haldwani
State	UTTARAKHAND
District	Nainital
Pincode	263139
Landline Number	46426265659
Fax Number (if any)	54465464646
E-Mail	OTP will be sent on this mail ID in registration process niteshjoshi535@gmail.com
Mobile Number	OTP will be sent on this mobile number in registration process 8218828589
Enter Captcha before OTP Authentication	Enter Captcha 82232 Verified
OTP Authentication	
Mobile OTP	Enter Mobile OTP Regenerate OTP Validate Mobile OTP verified
E-Mail OTP	Enter Mail OTP Regenerate OTP Validate Mail OTP verified
RESET (To reset any change in the above registration form.)	
Enter Captcha before submit	Enter Captcha 51358 Submit

After successfully registration you will see the below screen.

 GOVERNMENT OF INDIA DEPARTMENT OF TELECOMMUNICATIONS	SARAL SANCHAR (Simplified Application For Registration And Licenses)	 Home
User Registration Status Success! Registration Done Successfully User Credentials has been sent to registered user E-Mail. Home		

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

2.2 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**.

Login

UserId

C201800819|

Password

.....

Security Code

Enter Captcha



Login

Forgot Password?

Forgot User ID?

UserId

C201800819|

Password

.....

Security Code

Enter Captcha

Login

~~n2BXGI~~



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**.

<p>भारत सरकार GOVERNMENT OF INDIA</p>  <p>संचार विभाग MINISTRY OF COMMUNICATIONS</p> <p>दूरसंचार विभाग DEPARTMENT OF TELECOMMUNICATIONS</p>	<p>SARAL SANCHAR</p> <p>(Simplified Application For Registration And Licenses)</p> <p>A portal for License management in DoT</p>	<p>LogOut (User id: C201800872)</p>
---	---	--------------------------------------

LogOut (User id: C201800872)



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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](#)

•

Confirm password

Generate OTP

Enter OTP

1

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

Welcome ITPC (ITPC)

Status Of Applications

0 UL Apply Now	0 UL-VNO Apply Now	0 WPC Apply Now	0 OSP Apply Now	0 SACFA Apply Now
-----------------------------	---------------------------------	------------------------------	------------------------------	--------------------------------

- 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.

2.3 ETA Application:

Below is a sample demo for **ETA application**. ETA → Apply for New

Select ETA Type → Go.

Home Change Password Update Profile Apply ETA(Self-declaration) in WPC Helpdesk

Orders/Circulars Document CheckList FAQ

Welcome DIAMOND SINHA (TATA STEEL)

ETA

Network

Satellite

Non-Network

Experimental/Demonstration/
Manufacturing & Testing

DPL/NDPL

Import

Equipment Type Approval Details

Apply for New Application Previous Applications Previous Import Permission for ETA Exempted

Select ETA Type

ETA-Self Declaration

Go

Example for ETA –Self declaration .

2.3.1 Company Information

Company Information: In this Company/Organization Details, Personal Details are to be filled and Address for Correspondence will be showed as filled while registration.

Home	Change Password	Update Profile	Apply ETA(Self-declaration) in WPC	Helpdesk
------	-----------------	----------------	------------------------------------	----------

Orders/Circulars Document CheckList FAQ

Home / WPC / Apply for ETA(Self-Declaration)

APPLICATION FOR ETA THROUGH SELF DECLARATION

Public Notice i.r.t. misuse of 446 MHz license-free radios
General Notice to the manufacturers and agencies obtaining ETA certificate for 446 MHz license-free radios

Save Draft Validate Download Undertaking Submit

Step 1
Company Information

Step 2
Equipment/GSR Details

Step 3
RF Test Report Details

Step 4
Uploads

Step 5
Terms and Conditions

CIN/LLPIN
L27100MH1907PLC000260

1. Company Name : TATA STEEL

2. Complete Postal Address of Company
i) Corporate Office :
TATA STEEL, BOMBAY HOUSE, 24, HOMI MODY STREET, FORT, MUMBAI
District: Mumbai City
State : MAHARASHTRA
Pincode : 400001
Landline No: 02266658282
Fax No: 02266657724
Email : cosec@tatasteel.com

3. Address for Correspondence with Telephone/Fax/Mail :
TATA STEEL, BISTUPUR, GENERAL OFFICE, CORPORATE CENTRE
District: East Singhbhum
State : JHARKHAND
Pincode : 831001
Landline No : 06572423305
Fax :
Mobile No : 7781011022
Email : diamond.sinha@tatasteel.com

4. Authorised contact Person /Signatory details :
Name: DIAMOND SINHA
Desg: HEAD STATUTORY COMPLIANCE MANAGEMENT
Add: TATA STEEL, BISTUPUR, GENERAL OFFICE, CORPORATE CENTRE
District: East Singhbhum
State: JHARKHAND
Pincode: 831001
Landline No: 06576645743
Fax:
Mobile No: 7781011022
Email: diamond.sinha@tatasteel.com

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2.3.2 Equipment Details

APPLICATION FOR ETA THROUGH SELF DECLARATION

Public Notice I.r.t. misuse of 446 MHz license-free radios

General Notice to the manufacturers and agencies obtaining ETA certificate for 446 MHz license-free radios

Save Draft

Validate

Download Undertaking

Submit

Step 1
Company Information

Step 2
Equipment/GSR Details

Step 3
RF Test Report Details

Step 4
Uploads

Step 5
Terms and Conditions

Equipment Details:

5. Equipment Category

---Select---

6. Make(Name of Manufacturer,Country)

Select Country

7. Model

Only single Model is applicable under a single ETA

Check model

Only single Model is applicable under a single ETA.

Add Frequency Button Enable After Saving Draft

Freq & GSR Details


Start Freq	Stop Freq	Freq Unit	GSR NO	GSR DATE
<div><div>View</div></div>				

Previous


Next

2.3.3 RF Test Details

Select Equipment category, Make and model and click on save draft. Once Save draft is clicked provisional application number will be attached to your application and further actions will be taken on the same.



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A Portal for License Management in DoT

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APPLICATION FOR ETA THROUGH SELF DECLARATION

Public Notice I.r.t. misuse of 446 MHz license-free radios

General Notice to the manufacturers and agencies obtaining ETA certificate for 446 MHz license-free radios

Save Draft

Validate

Download Undertaking

Submit

Step 1
Company Information

Step 2
Equipment/GSR Details

Step 3
RF Test Report Details

Step 4
Uploads

Step 5
Terms and Conditions

Test Report Details

Name of accredited laboratory issuing	Address/country of accredited laboratory	Accreditation Certificate Reference/No	Test Report Number	Test Report
<div><div>Add</div><div>Modify</div><div>View</div><div>Delete</div></div>				

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Home / WPC / Apply for ETA(Self-Declaration) -Application Id:ETA-SD-20230600005

APPLICATION FOR ETA THROUGH SELF DECLARATION

Public Notice i.r.t. misuse of 446 MHz license-free radios
General Notice to the manufacturers and agencies obtaining ETA certificate for 446 MHz license-free radios

Save Draft Validate Download Undertaking Submit

Step 1 Company Information Step 2 Equipment/GSR Details Step 3 RF Test Report Details **Step 4 Uploads** Step 5 Terms and Conditions

Publication Date

*Here mention date from which ETA will be available to public

RF Test report(s):

MAX SIZE FOR FILE UPLOAD IS 10MB

RF Test Report:(in case of multiple RF test reports please upload a combined pdf document)

Choose File No file chosen Upload

Authorization from Manufacturer:
(For Indian Representative)

Authorization from Manufacturer:

Choose File No file chosen Upload

Applicant will be able to upload the documents and submit equipment details, RF Test Report Details.

After entering all required data , validate this application, download undertaking and submit it.

Public Notice i.r.t. misuse of 446 MHz license-free radios
General Notice to the manufacturers and agencies obtaining ETA certificate for 446 MHz license-free radios

Save Draft

Step 1 Company Information Step 2 Equipment/GSR Details **Step 3 RF Test Report Details** Step 4 Uploads Step 5 **Terms and Conditions**

Terms and Conditions:

i. The use of the equipment will be on Non-interference, Non-protection and sharing (non-exclusive) basis.
ii. Use of the equipment in case not conforming to the Gazette notification(s) will require a specific wireless operating license, as applicable from this Ministry.
iii. Field units of WPC Wing reserve the right for sample check/audit carried out for the purpose of RF analysis/spectrum monitoring in view to avoid interference to other wireless users and ensure compliance of technical parameters.
iv. ETA through Self-Declaration is valid only for equipments which are exempted from import licensing requirements as per the Import Policy of DGFT and no separate import license is required from WPC Wing.
v. The applicant is liable for prosecution under Indian Law in case of any wrong declaration/ submission of ingenuine RF test report(s) for issue of ETA through Self-Declaration.

Note:
1.Once ETA through self-declaration is generated for a model; subsequently it may be utilized by other person(s) for import/usage purpose in India.
2.The importers of above model shall comply with other import related requirements, if any, with Customs.

☒ I agree with the above terms and conditions.

Previous Next

Your Application is submitted successfully with application number ETA-SD-20230600005 at ETA Self Declaration Portal.Download Undertaking from Dashboard and upload signed undertaking.

OK

After submission this application, it will be available for payment as shown on dashboard.

2.4 Payment of Fee

[Home](#) [Change Password](#) [Update Profile](#) [Apply ETA\(Self-declaration\) in WPC](#) [Helpdesk](#)

[Orders/Circulars](#) [Document CheckList](#) [FAQ](#)

Welcome **DIAMOND SINHA (TATA STEEL)**

[ETA](#)
[Network](#)
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[Experimental/Demonstration/
Manufacturing & Testing](#)
[DPL/NDPL](#)

Equipment Type Approval Details

[Apply for New Application](#) [Previous Applications](#) [Previous Import Permission for ETA Exempted](#)


PDF EXCEL Search:

Sr.No:	Application Id	Equipment Name	Make	Model	Application Submitted Date	
1	ETA-SD-20230600005	Cameras	XXX	Canon	13-06-2023	Application is submitted and pending for undertaking upload. Pay Now


Showing 1 to 1 of 1 entries Previous 1 Next

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GOVERNMENT OF INDIA

संचार मंत्रालय
MINISTRY OF COMMUNICATIONS



दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS



**SARAL
SANCHAR**
(Simplified Application For Registration And Licenses)
A Portal for License Management in DoT

LogOut (User Id: C201901905)

[Home](#) [Change Password](#) [Update Profile](#) [Apply ETA\(Self-declaration\) in WPC](#) [Helpdesk](#)


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Note: Online Payment for ETA Self Declaration has been started. If any one done payment before this,please raise ticket in portal using helpdesk.

Make Payment & Upload signed undertaking for application ID: **ETA-SD-20230600005**

[Previous Attachments](#) [Application History](#) [Pay Now](#)





Click on Pay Now Button. It will be directed to BHARATKOSH site for payment.


Bharatkosh
 Government of India Receipts Portal

English हिन्दी A+ A A-

Controller General of Accounts
 Dept. of Expenditure, Ministry of Finance

[Home](#)
[About Us](#)
[User Guide](#)
[Contact Us](#)
[FAQs](#)
[Terms And Conditions](#)
[Charge-back and Refund Policy](#)

1 Payment Purpose
2 Depositor's Details
3 Confirm Info
4 Pay

0 False
Payment Mode Online

Depositor's Details

Name	TATA STEEL		
Address 1	TATA STEEL, BISTUPUR, GENERAL OFFICE, CORPORATE CENTRE	Address 2	
City	East Singhbhum	District	
Name	TATA STEEL		
Address 1	TATA STEEL, BISTUPUR, GENERAL OFFICE, CORPORATE CENTRE	Address 2	
City	East Singhbhum	District	
State	JHARKHAND	Country	INDIA
Pincode/Zipcode	831001	Email	diamond.sinha@tatasteel.com
Mobile No. (+91)	7781011022		
TAN		TIN	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	TELECOMMUNICATIONS	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188]	DDO, SO(Cash), New Delhi[205155]	Unified license for GMP/CS service - Saralsanchar,	One Time	10000
				INR ten thousand only		Total::10000

[← Back](#)
[Confirm →](#)

2.5 Upload Undertaking

After successful payment of fee, it will be available for uploading undertaking as shown in dashboard.

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Welcome DIAMOND SINHA (TATA STEEL)

ETA
Network
Satellite
Non-Network
Experimental/Demonstration/Manufacturing & Testing
DPL/NDPL

Equipment Type Approval Details

[Apply for New Application](#)
[Previous Applications](#)
[Previous Import Permission for ETA Exempted](#)

PDF EXCEL Search:

Sr.No.	Application Id	Equipment Name	Make	Model	Application Submitted Date	
1	ETA-SD-20230600005	Cameras	xxx	Canon	13-06-2023	Application is submitted and pending for undertaking upload. Upload Undertaking

Showing 1 to 1 of 1 entries
 Previous 1 Next

Previous Attachments

Application History

Download Undertaking:

Download Undertaking

Upload ETA Undertaking:

Choose File

No file chosen

Upload

Transaction Receipt No

2015XXXXX

Transaction Date

13-06-2023

OTP will be sent on this mobile number.

Mobile Number

7XXXXXXXX

OTP Authentication

(Note:After getting OTP,validate OTP through validate button.)

Mobile OTP

Mobile OTP verified

enter OTP

ReGenerate OTP

Validate

Final Submit

Close

Here upload undertaking and validate mobile OTP and submit it.

Upload ETA Undertaking:

The application has been successfully submitted.Please download ETA from the dashboard.

OK

Transaction Receipt No

Transaction Date

13-06-2023

OTP will be sent on this mobile number.

Mobile Number

9422009545

OTP Authentication

(Note:After getting OTP,validate OTP through validate button.)

Mobile OTP

Mobile OTP verified

enter OTP

ReGenerate OTP

Validate

Final Submit

Close

2.6 Download ETA Certificate

After submitting details, ETA can be downloaded from Dashboard.

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Welcome DIAMOND SINHA (TATA STEEL)

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Import

Equipment Type Approval Details

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Previous Applications

Previous Import Permission for ETA Exempted

PDF

EXCEL

Search:

Sr.No:	Application Id	Equipment Name	Make	Model	Application Submitted Date	
1	ETA-SD-20230600005	Cameras	xxxx	Canon	13-06-2023	Payment Verified

Showing 1 to 1 of 1 entries

Previous1Next

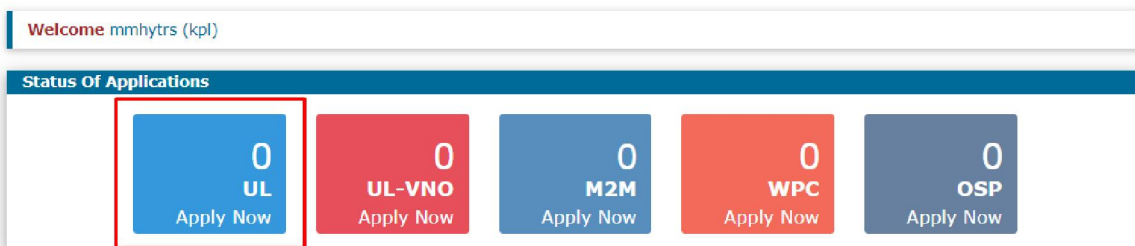
2.7 Profile Update without Scrutiny

If no **application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied and in process.

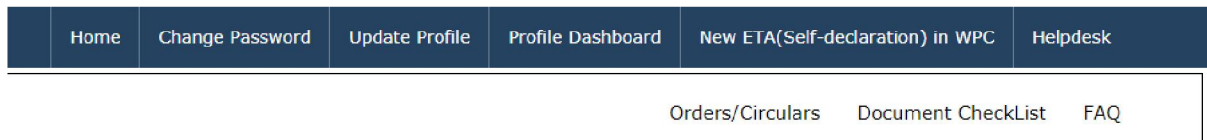
If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.8 Profile Update with Scrutiny).

STEPS:

1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear

Form titled 'Updation Of Registration Profile' with the subtitle '(For Creation of users other than Govt.Agencies/PSU/Autonomous Body)'. The form includes fields for Registration Type (Company), CIN (u58974gj3654res854796), Company Name (kpl), Date of Incorporation (15-02-2000), and PAN (aalpv3852g). There is a 'clear' button next to the Date of Incorporation field and a 'Complete Postal Address of Company' label at the bottom.

1. User can update profile multiple times until new application is applied and in process