

User Manual

(For Applicant)

Online Application ETA-Self
Declaration

Department of Telecommunications

Government of India

13th Jun, 2023

Sl. No	Contents	Page No.
1	<u>Section-1</u>	3
1.1	General Introduction	3
2	<u>Section-2 Applicant Part</u>	4
2.1	Registration	4
2.2	First Login	7
2.3	Apply for ETA Self-Declaration	10
2.4	Payment of Fee	14
2.5	Upload Undertaking	15
2.6	Download ETA Certificate	17
2.7	Profile Update without Scrutiny	18

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/Autonomous 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	<input type="button" value="Company"/>				
CIN*	<input type="button" value="eg:U/L"/>	<input type="button" value="12345"/>	<input type="button" value="MH"/>	<input type="button" value="1234"/>	<input type="button" value="ABC"/>
[Note : CIN Format is U 12345 MH 1234 ABC 123456 in sub-blocks.]					
Confirm CIN *	<input type="button" value="eg:U/L"/>	<input type="button" value="12345"/>	<input type="button" value="MH"/>	<input type="button" value="1234"/>	<input type="button" value="ABC"/>
Company Name *	<input type="text" value="Name of Company"/>				
Date of Incorporation*	<input type="text"/>				<input type="button" value="clear"/>
PAN*	<input type="text" value="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

Pincode

District

▼

State

▼

LandLine Number

Fax Number(if any)

E-mail

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

Address

Pincode

District

▼

State

▼

Landline Number

Fax Number (if any)

E-mail

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

Address

Address line

Pincode

enter Pincode

District

▼

State

▼

Landline Number

eg:01112345678

Fax Number (if any)

eg:01112345678

E-mail

E-mail

Mobile Number

Mobile no

Authorised contact Person /Signatory details *

Name

Name of Authorised Contact person/Signatory

Designation,if any

Designation of Authorised Contact person/Signatory

Address

Address line

Pincode

enter Pincode

District

▼

State

▼

Landline Number

eg:01112345678

Fax Number (if any)

eg:01112345678

E-Mail

OTP will be sent on this mail ID in registration process

Mail Id

Mobile Number

OTP will be sent on this mobile number in registration process

Mobile No

**Enter Captcha before
OTP Authentication**

Enter Captcha

FAyUTB 

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 shows a registration form with the following fields and sections:

- Address:** Haldwani
- State:** UTTARAKHAND
- District:** Nainital
- Pincode:** 263139
- Landline Number:** 46426265659
- Fax Number (if any):** 54465464646
- E-Mail:** niteshjoshi535@gmail.com (with a note: OTP will be sent on this mail ID in registration process)
- Mobile Number:** 8218828589 (with a note: OTP will be sent on this mobile number in registration process)
- Enter Captcha before OTP Authentication:** Enter Captcha field containing 82232, with a Verify button next to it.
- OTP Authentication:**
 - Mobile OTP:** Enter Mobile OTP field, Generate OTP button, Validate button.
 - E-Mail OTP:** Enter Mail OTP field, Generate OTP button, Validate button.
- RESET:** A button to reset changes in the registration form.
- Enter Captcha before submit:** Enter Captcha field containing 51358, with 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.

After successfully registration you will see the below screen.

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

Password 

Security Code  

[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**.

गोपनीय सरकार सरकार संवितरण
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

Enter OTP

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.

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 / 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
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

Previous Next

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

Equipment Details:

5. Equipment Category ---Select---

6. Make(Name of Manufacturer,Country) Select Count

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
Start Freq	Stop Freq	Freq Unit	GSR NO	GSR DATE

View

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.

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

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

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

Test Report Details

Name of accredited laboratory issuing	Address/country of accredited laboratory	Accreditation Certificate Reference/Number	Test Report Number	Test Report
Add	Modify	View	Delete	View

Previous Next

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 |

Authorization from Manufacturer:
(For Indian Representative)

Authorization from Manufacturer:
Choose File | No file chosen |

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
-------------------------------	---------------------------------

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

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

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	Actions
1	ETA-SD-2023060005	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 | [Up](#)

भारत सरकार | मंत्रालय संचार | GOVERNMENT OF INDIA | MINISTRY OF COMMUNICATIONS | LogOut (User id: C201901905)

दूरसंचार विभाग | DEPARTMENT OF TELECOMMUNICATIONS | SARAL SANCHAR | (Simplified Application For Registration And Licenses) | A Portal for License Management in DoT

Home | Change Password | Update Profile | Apply ETA(Self-declaration) in WPC | Helpdesk | Orders/Circulars | Document CheckList | FAQ

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-2023060005**

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- 

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](#)



Non-Tax Receipt Portal

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
State	JHARKHAND		Country
Pincode/Zipcode	831001		Email
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 GMPCS 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.

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

Equipment Type Approval Details

Apply for New Application		Previous Applications		Previous Import Permission for ETA Exempted		
PDF	EXCEL					
Apply for New Application		Previous Applications		Previous Import Permission for ETA Exempted		
Search: <input type="text"/>						
Sr.No:	Application Id	Equipment Name	Make	Model	Application Submitted Date	
1	ETA-SD-2023060005	Cameras	XXX	Canon	13-06-2023	Application is submitted and pending for undertaking upload. Upload Undertaking
View Details Edit Delete						

Showing 1 to 1 of 1 entries

Previous 1 Next

Previous Attachments
Application History

Download Undertaking:
[Download Undertaking](#)

Upload ETA Undertaking:

No file chosen
 [Upload](#)

Transaction Receipt No
2015XXXX

Transaction Date
13-06-2023

Mobile Number

OTP will be sent on this mobile number.

OTP Authentication

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

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

Mobile OTP Mobile OTP verified

[ReGenerate OTP](#)
[Validate](#)

[Final Submit](#)
[Close](#)



Here upload undertaking and validate mobile OTP and submit it.

Upload ETA Undertaking:
[Delete](#)

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

Transaction Receipt No

Transaction Date
13-06-2023

Mobile Number

OTP will be sent on this mobile number.

OTP Authentication

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

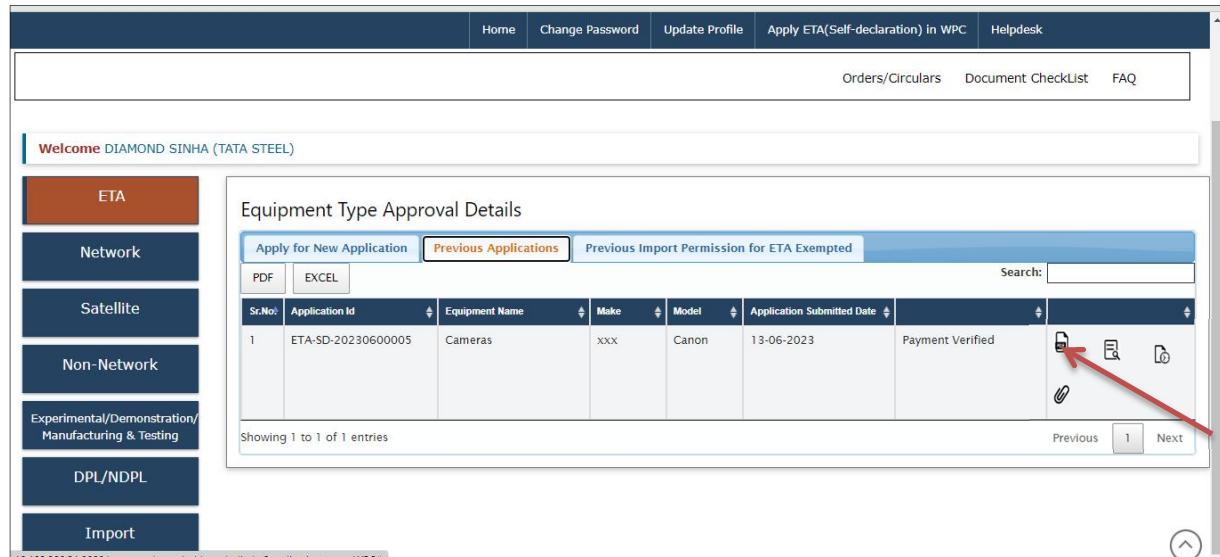
Mobile OTP Mobile OTP verified

[ReGenerate OTP](#)
[Validate](#)

[Final Submit](#)
[Close](#)

2.6 Download ETA Certificate

After submitting details, ETA can be downloaded from Dashboard.



Equipment Type Approval Details

Sr.No.	Application Id	Equipment Name	Make	Model	Application Submitted Date	Payment Verified	Actions
1	ETA-SD-2023060005	Cameras	XXX	Canon	13-06-2023	Payment Verified	  

Showing 1 to 1 of 1 entries

Previous 1 Next

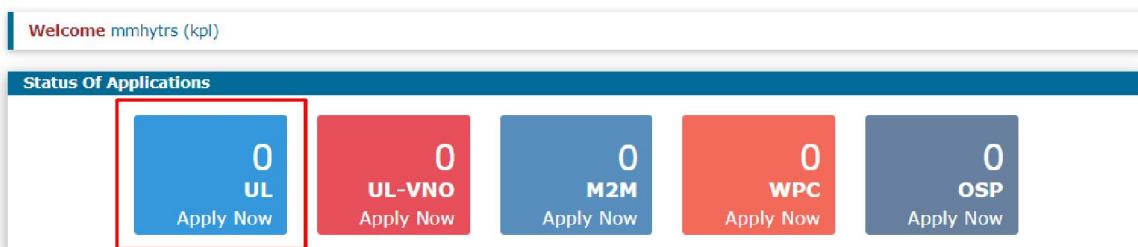
2.7 Profile Update without Scrutiny

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

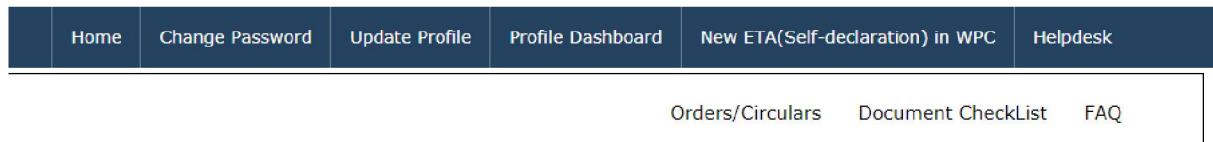


Welcome mmhytrs (kpl)

Status Of Applications

0 UL Apply Now	0 UL-VNO Apply Now	0 M2M Apply Now	0 WPC Apply Now	0 OSP Apply Now
----------------------	--------------------------	-----------------------	-----------------------	-----------------------

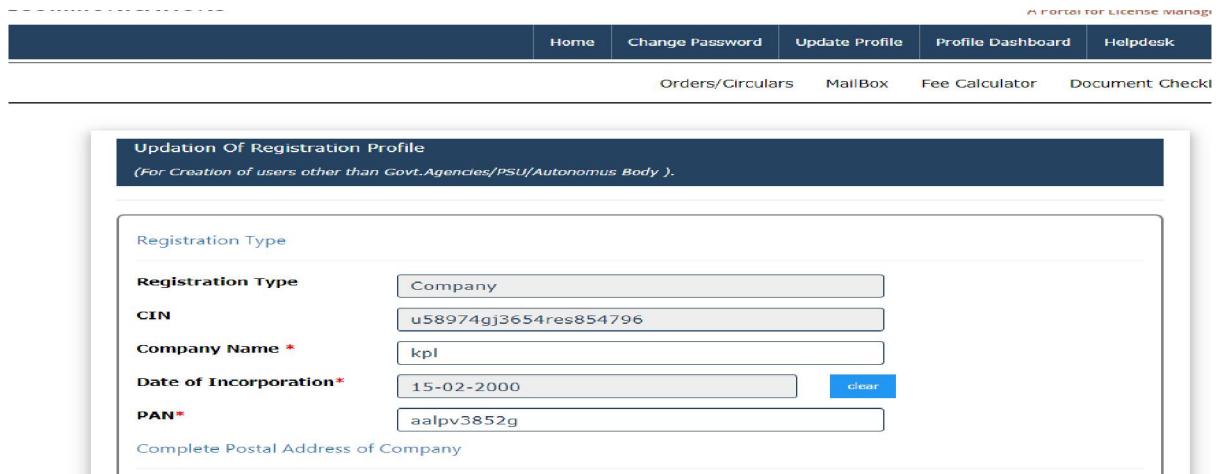
2. Click on Update Profile



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

Orders/Circulars Document CheckList FAQ

3. Update profile without scrutiny form will appear



Updation Of Registration Profile
(For Creation of users other than Govt. Agencies/PSU/Autonomous Body).

Registration Type

Registration Type: Company

CIN: u58974gj3654res854796

Company Name *: kpl

Date of Incorporation *: 15-02-2000

PAN *: aalpv3852g

Complete Postal Address of Company

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