

**A guide to filing applications online for
Amateur Radio (Examinations & Certificates) in India
with effect from 1 August 2020**



27 April 2022

National Institute of Amateur Radio
Raj Bhavan Road, Hyderabad-500082, India
Tel: +91 40 23310287 URL: www.niar.org Email: info@niar.org

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

With best wishes,

Jose Jacob, VU2JOS
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

Contents

Sl.No	Topic	Page No.
1	Registration process	1
2	Exam Application	13
3	New License	24
4	Permanent Change of Location	33
5	Renewal of License	40
6	Duplicate License / Renewal	46
7	Special Callsign	52

Registration process

Note: First register in www.saralsanchar.gov.in

After registration only, the other applications can be made

Registration

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

1. Your **PAN Card Number**
(If minor not having PAN card, No. of parent / Guardian is required)
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

Date of Birth


PAN Number type
(In case of minor applicant, who do not have PAN then Guardian/Parent PAN number is mandatory)

Guardian/Parent Name

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

landline Number	<input type="text" value="23265464547"/>
Fax Number (if any)	<input type="text" value="11113654646"/>
E-mail	<input type="text" value="niteshjoshi535@gmail.com"/>
Mobile Number	<input type="text" value="8932644646"/>
Authorised contact Person /Signatory details	
Name	<input type="text" value="Nitesh Joshi"/>
Designation	<input type="text" value="JTO"/>
Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/> 82232  <input type="button" value="Verify"/>
<input type="button" value="Validate"/> <input type="button" value="Submit"/>	

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.

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

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.

The screenshot shows a registration form with the following fields and values:

- Address: Haldwani
- State: UTTARAKHAND
- District: Nainital
- Pincode: 263139
- Landline Number: 46426265659
- Fax Number (if any): 54465464646
- E-Mail: niteshjoshi535@gmail.com
- Mobile Number: 8218828589

OTP Authentication section:

- Enter Captcha before OTP Authentication: 82232 (Verified)
- Mobile OTP: Mobile OTP verified
- E-Mail OTP: Mail OTP verified

RESET button: (To reset any change in the above registration form)

Enter Captcha before submit: 51358 (Validated)

Buttons: Validate, Submit

After successfully registration you will see the below screen



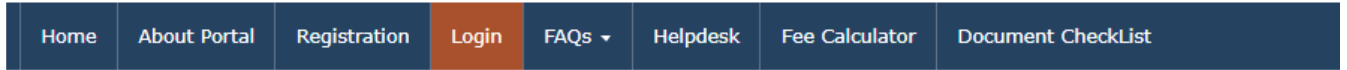
The user credentials will be sent to the **E-Mail address** of the applicant.

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**.



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**.



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)

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 on the WPC tab

भारत सरकार | संचार मंत्रालय
GOVERNMENT OF INDIA | MINISTRY OF COMMUNICATIONS

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

LogOut (User id: IE201900018)

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

Home Change Password Helpdesk

Welcome gf ()

Status Of Applications

0
WPC
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.

Update Personal Details:

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

The screenshot shows the SARAL SANCHAR portal interface. At the top left is the Department of Telecommunications logo. A notification banner at the top center reads "Please update personal details first!!!". The SARAL SANCHAR logo is at the top right. A sidebar on the left contains navigation buttons: "Update Personal Details", "Apply for Examinations (Amateur/RTR/GMDSS)", "Apply for Certificates (Amateur/RTR/GMDSS)", and "Equipment Type Approval". The main content area is titled "Details to apply for appearing in Exam" and features an "Examination Selection" section with a dropdown menu set to "Amateur Station Exam" and a "Go" button.

The screenshot shows the "Update User Other Details" form. The breadcrumb trail is "Home / WPC / Update User Other Details". The form has three tabs: "Personal Details" (active), "Address Details", and "Foreign Details". The form fields are as follows:

Name of Applicant:	<input type="text" value="NNNNNNNNNN NNNNNNI"/>	List other names (if any):	<input type="text"/>
Father/Mother/Husband Name:	<input type="text"/>	Height of Applicant(in cm):	<input type="text"/>
Date of Birth:	<input type="text"/>	Place of Birth:	<input type="text"/>
Color of Hair:	<input type="text"/>	Color of Eyes:	<input type="text"/>
Qualification:	<input type="text"/>	Complexion:	<input type="text"/>
Identification Marks:	<input type="text"/>	Occupation:	<input type="text" value="---Select---"/>
Nationality:	<input type="text" value="Indian"/>		
Source of Identification	<input type="text" value="---Select---"/>		
Identification No:	<input type="text"/>		

At the bottom of the form are "Submit" and "Close" buttons.

Home / WPC / Update User Other Details

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

Present Address:

Country:

Address:

Pincode:

District:

State:

Permanent Address:

Country:

Address:

Pincode:

District:

State:

The Registration process is now over.

Please proceed with the next option as required by you.

**Application for
Amateur Station Operators Certificate
(ASOC) Exam**

General Guide lines:

1. Any citizen of India above 12 years of age can appear for the Amateur Station Operators Certificate (ASOC) Examination.
2. This examination is conducted by Wireless Monitoring Stations of DOT, Ministry of Communications, Govt. of India located in different parts of India, several times per year.
3. If more than 20 candidates are there, the examination may be held at the applicant's location.
4. Exam details:
 - a) **Restricted Grade:** Radio Theory & Practice, Radio Regulations (1 hour exam). Qualifying Mark is 50%.
 - b) **General Grade:** Radio Theory & Practice, Radio Regulations (2 hours exam), Qualifying Mark is 60% and Morse code exam at 8 words per minute.
5. The exam is of Multiple Choice Objective Type.
6. A single application can be used if the applicant wishes to appear for both the exams simultaneously.
7. Applicants holding degree in Engineering/Science or Diploma in Engineering and having studied Electronics or Telecommunications shall be exempted from appearing in Radio Theory & Practice part of the test. They must submit attested copy of their concerned certificate and marks memo.
8. Prescribed examination fees for appearing in the ASOC Exam are as under:-

Sl. No.	Grade	Fee
1	Restricted	Rs.100/-
2	General	Rs.100/-
3	General & Restricted (both)	Rs.200/-

9. The whole process of Registration and filing of Exam Application in <https://saralsanchar.gov.in/> is given in the following pages

Please keep the following documents ready before logging into
<https://saralsanchar.gov.in/>

- a) **Photograph**
(Scanned colored passport size **in JPG format and less than 250 kb** in size)
- b) **Signature**
(Scanned in **JPG format and less than 150 kb** in size)
- c) **Date of Birth**
(Scanned copy of proof of document (Birth Certificate /SSC Certificate /10th class Memo etc.) **having father's name** duly **attested** by Gazetted officer of Central or State Government **in PDF format and less than 1 MB**)
- d) **Proof of Present Address**
(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**)
- e) **Proof of Permanent Address**
(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**)
- f) **Nationality Certificate**
(Scanned copy as per format given in **page 14 in PDF format and less than 1 MB**)
- g) Scanned copy of certificate of degree in Engineering with Electronics or Telecommunications or B.Sc. / M.Sc. with Electronics or Telecommunications or Diploma in Engineering with Electronics or Telecommunications certificate **if any**, for exemption of Part-A exam (Radio Theory & Practice) duly **attested** by Gazetted officer of Central or State Government (**in PDF format and less than 1 MB**)

NATIONALITY CERTIFICATE

Certified that I have known Shri/Ms _____ son/daughter of Shri _____ for the last _____ years and that to the best of my knowledge and belief he/she bears a good moral character. He/ She is of INDIAN nationality. He/ She is not related to me.

Place :

Date:

Signature
Designation

Note- This certificate should be from one of the officers listed below :-

1. Gazetted officers of Central or State Governments.
2. Members of Parliament or State Legislatures.
3. Sub-Divisional Magistrate/Officer.
4. Tahsildars or Naib/Deputy Tehsildars Authorised to exercise magisterial powers.
5. Principal / Head Master / Head Mistress of the recognized institutions (School / College)

Now log into <https://saralsanchar.gov.in>

Please click on “ **WPC Apply Now**”.

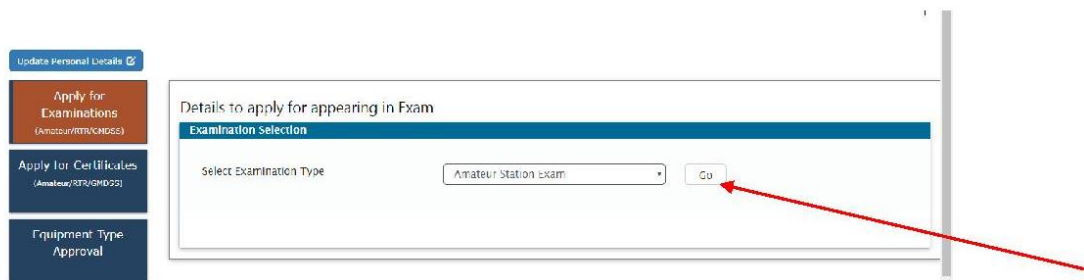
Then click on “**Go**” found after “**Amateur Radio Exam**”

Guidelines for filling up is given below:

2.4 Amateur Exam Application:

Below is a sample demo for **Amateur exam application**.

Apply for Examinations → **New Applications** → **Amateur Station Exam** → **Go**.



The screenshot shows a web interface for applying for an Amateur exam. On the left, there is a vertical menu with four items: 'Update Personal Details', 'Apply for Examinations (Amateur/RTR/CMDS)', 'Apply for Certificates (Amateur/RTR/CMDS)', and 'Equipment Type Approval'. The 'Apply for Examinations' item is highlighted in orange. The main content area is titled 'Details to apply for appearing in Exam' and contains a section for 'Examination Selection'. This section has a label 'Select Examination Type', a dropdown menu with 'Amateur Station Exam' selected, and a 'Go' button. A red arrow points to the 'Go' button.

2.4.1 Step 1

Applicant Details: In this step the information about applicant will appear as filled in Update personal details form above and will be able to upload documents once the form is saved using 'Save Draft'.

Home / WPC / Apply for Amateur Certificate

Application for Amateur Certificate

Save Draft Validate Application Submit

Step 1 Applicant Details Step 2 Other Details Step 3 Exam Details Step 4 Payment Details

1. Name of Applicant:auth

Upload Photograph
Upload Button Enable After Saving Draft
Upload Signature
Upload Button Enable After Saving Draft

2. Father/Mother/Husband Name:

3. Date of Birth:

Proof of Date of Birth:
Upload Button Enable After Saving Draft

4. Place of Birth:

5. Occupation:

6. Nationality:

Nationality Certificate Upload:
Upload Button Enable After Saving Draft

Once Savedraft 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.

Home / WPC / Apply for Amateur Certificate -Application Id:EXAM20191200124

Application for Amateur Certificate

Save Draft Validate Application Submit

Step 1 Applicant Details Step 2 Other Details Step 3 Exam Details Step 4 Payment Details

Application ID: EXAM20191200124

1. Name of Applicant:auth

Upload Photograph

Choose File No file chosen

Upload

Upload Signature

Choose File No file chosen

Upload

2. Father/Mother/Husband Name: amma

3. Date of Birth: 01-01-1935

Proof of Date of Birth: Proof Date of Birth Upload

Choose File testt1.pdf Upload

4. Place of Birth: morsugudem

5. Occupation: Government Employee

6. Nationality: Indian

Nationality Certificate Upload: Download nationality certificate format

Nationality Certificate Upload

Choose File No file chosen Upload

Press "next" button to go to next step.

2.4.2 Step 2

Other Details:

Next step is adding other details such as id proof and address details.

In case of Indian applicant at least one of ID proof or Nationality certificate is mandatory. Upload present and permanent address proofs.

Address:	IT PROJECT 11CIRCLE BSNL RTTC BLDG PLOT NO.121/122 MIDC G BLOC
Pincode	411019
District	Pune

District	Pune
State	MAHARASHTRA

Proof of Present Address Upload:	Proof of present address upload <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
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9. Permanent Address:

Country	India
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Address:	Morsugudem, Chityal
Pincode	508114
District	Nalgonda
State	TELANGANA

Proof of Permanent Address Upload:	Proof of permanent address upload <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
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2.4.3 Step 3

Exam Details:

Select the grade you are applying for and Exam center.

Application for Amateur Certificate

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

Step 1 Applicant Details	Step 2 Other Details	Step 3 Exam Details	Step 4 Payment Details
10.Exam Details			
Category of License Applied:		---select---	
Centre of Examination:		---Select---	
Is Exempted from Part A:		<input type="radio"/> No <input checked="" type="radio"/> Yes	
Reason for Exemption:		---Select---	
Proof of exemption from part A:		Proof of Exemption from Part A <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	

When the option shows for payment of Exam fees:

Pay Rs.100/- if you are appearing for any one grade (Restricted/General)

Pay Rs.200/- if you are appearing for both grades (Restricted & General)

Note:

Once the details are added then validate application using "Validate Application" button and if validated successfully then "Submit" button will be activated. Once the application is submitted you will be redirected to dashboard and status will be as shown by red color.

Apply for Amateur Exam

Instructions for filling online applications					
PDF		EXCEL		Search:	
S.No.	ApplicationId	Exam Type	Application Submitted date	Application Status	Action
1	EXAM20191100113	Amateur Restricted Grade	18-11-2019	Application Cancelled	Application Cancelled
2	EXAM20191100114	Amateur Restricted Grade	18-11-2019	Exam declared	Exam Application
3	EXAM201911200123	Amateur General Grade		Application submitted	Application scrutiny in process
4	EXAM20191100114	Amateur Personal Photo		Verification in process	

2.4.5 View Application button: This button lets you view your application form.

Apply for Amateur Exam

Instructions for filling online applications					
PDF		EXCEL		Search:	
S.No.	ApplicationId	Exam Type	Application Submitted date	Application Status	Action
	EXAM20191100114	Amateur Restricted Grade	18-11-2019	Application Cancelled	Application Cancelled
1	EXAM20191100114	Amateur Restricted Grade	18-11-2019	Exam declared	Exam Application View Application
1	EXAM201911200123	Amateur General Grade		Application submitted	Application scrutiny in process
1	EXAM20191100114	Amateur Personal Photo		Verification in process	

Upon scrutiny of documents, photograph, 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.

After the application is scrutinized successfully the applicant will be notified of the exam date and venue through SMS once it is decided by Wireless Monitoring Station. The **Admit Card** can be **downloaded** from portal by logging into the **Dashboard**.

The printout of the Admit Card must be taken with you when you appear for the exam along with id proof and original of other documents which were submitted on line.

ADMIT CARD

AMATEUR STATION OPERATING LICENCE EXAMINATION- 2022

Application Number	EXAM2022
Name	
Date of Birth	
Grade	Amateur General and Restricted

Photo
Signature

Examination Details

Exam Centre	Chennai
Venue	Southern Regional Headquarters,\nIMS Campus,\nAnna Nedunchalai,\nKandanchavadi,\nPerungudi,\nChennai-600096
Date and Time	

Signature of Examiner

Signature of Candidate

INSTRUCTIONS TO THE CANDIDATES

1. Print this Admit Card on an A4 size paper. Admit Card is valid only if the candidate's photograph image is legibly printed.
2. The Admit Card is to be produced for verification at the time of the test. At least one original(not photocopied or scanned) valid (not expired) Photo identification card (such as Driving Licence, Passport, PAN Card, Voter ID, Aadhaar Card) should also be presented. The photo ID card should not be damaged or smudged.
3. Date of Birth Proof, Address proof, Proof for Exemption in Part A and Undertaking certificate (For students between ages 12 and 18) may be produced to the examiner for verification.
4. Mobile phones or any other electronic gadgets such as calculators, watches are NOT ALLOWED inside the test centre.
5. Candidates should report at the test venue 30 minutes prior to the start of the test. No candidate will be permitted after the commencement of the test.
6. The Admit Card is provisional subject to the condition that the candidate has fulfilled the eligibility conditions like age, academic qualification (in case of exemption from Part A) etc. as mentioned in the application.
7. This Admit card is valid only for the test date and time as specified above.

Click on the link for syllabus and guidelines – [Syllabus](#)

Application for License

**Instructions for filing online applications for issue of
Amateur Radio License**

1. Amateur Radio Licenses are issued to candidates who qualify in ASOC examination.
2. Prescribed license fees for General & Restricted Grades are as under:-

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

3. Next please keep the following documents ready before logging into <https://saralsanchar.gov.in/>

The documents which were submitted to apply for ASOC exam is already available in this website. The same can be downloaded and uploaded again 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 :**

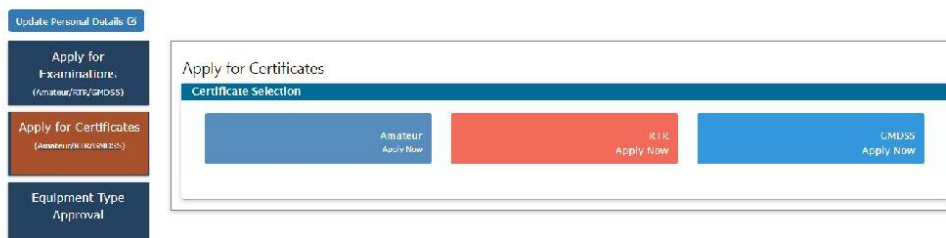
(Scanned copy of **Aadhar card / Consent from building owner** / Rent agreement for Station)

4. Now log in to <https://saralsanchar.gov.in>
5. Please click on **“WPC Apply Now”**
6. Then click on **“Apply for Certificates”** given in left side of the page.
7. Then click on **“Amateur Apply Now”**

Guidelines for filling up is given in the following pages.

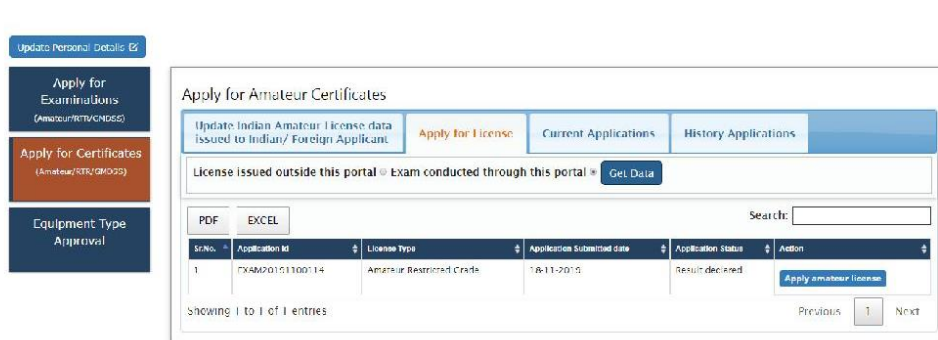
2.5 Apply for Amateur license through exam

Apply for Certificates → Amateur (Apply Now)



Apply for License → Exam conducted through this portal → Get Data

You will be redirected to following screen.



You will get the exam application you passed. “Click on Apply Amateur license”.

2.5.1 Step 1

Applicant Information: In this step the information about applicant will appear as filled in Update personal details form above 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 Technical Details	Step 4 Parental Details	Step 5 Declaration
1. Personal Details				
A. Applicant Name	anuj			
D. Nationality	Indian			
C. Applied License Type	Amateur Restricted Grade			
D. Present Address	Address: 11 PROJECT 11 CIRCLE BSNL RTHC BLDG FLD1 NO.123/122 MIDC G BLOCK CHINCHWAD District: Pune State: MAHARASHTRA Pin code: 411019			
E. Upload present address proof	Proof of present address upload <input type="button" value="Upload Button Enable After Saving Draft"/>			
F. Personal ID	200116470529(ADII)			
G. Upload Personal ID	ID Proof Upload <input type="button" value="Upload Button Enable After Saving Draft"/>			

2. DO YOU HOLD RADIO TELEGRAPH OPERATOR'S CERTIFICATE?

A. Certificate Issued for LifeTime	<input type="text" value="No"/>
B. Name of Certificate	<input type="text"/>
C. Category of License	<input type="text"/>
D. License Number	<input type="text"/>
E. Date of Issue	<input type="text"/> <input type="button" value="clear"/>
F. Validity Date	<input type="text"/> <input type="button" value="clear"/>
G. RADIO TELEGRAPH OPERATOR'S CERTIFICATE UPLOAD	Radio Telegraph Operator's Certificate Upload <input type="button" value="Upload Button Enable After Saving Draft"/>

Uploads:

1. Present address proof.
2. Personal Id proof
3. Radio Telegraph Certificate in case you select "YES" in above screenshot (**DO YOU HOLD RADIO TELEGRAPH OPERATOR'S CERTIFICATE?**)

2.5.2 Step 2

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

5. Apparatus Details:

Do you hold Radio Telegraph Operator's Certificate: No
Type of Antenna: Inverted V
Make: Icom
Model: IC 7100, IC 2300H
Power: 50 Watts, 5 Watts
Particulars of Aerials to be used: Inverted V, Ground Plane
Is equipment imported: Yes

Home / WPC / Apply for Amateur License / Application ID: NIAM201912000143

APPLICATION FOR WPC(Amateur License)

Save Draft Validate Application Submit

Step 1 Applicant Information Step 2 Location Details Step 3 Technical Details Step 4 Payment Details Step 5 Declaration

3. Station Details:

A. Station Address:

B. Pin code:

C. District:

D. State:

E. Latitude:

F. Longitude:

G. Upload Station Details Proof:

2.5.3 Step 3

Technical Details:

1. Enter Equipment Details: You can add multiple equipment details also.

Once added details will appear in the table below and click on modify to edit the details.

Save Draft Validate Application Submit

Step 1 Applicant Information Step 2 Location Details Step 3 Technical Details Step 4 Payment Details Step 5 Declaration

4. Equipment Details:

Type of Antenna:

Make:

Model:

Power:

Particulars of aeriels proposed to be used:

Remarks:

Is Equipment is imported? No Yes

Equipment Details						
Type	Make	Model	RF Power	Aerials	Remarks	
<input type="button" value="Modify"/>						

2. Enter Frequency Details: You can add multiple Frequencies also.

- A. Frequency band: Select units option to kHz / MHz as given below
- B. Units: Select power option to Watts

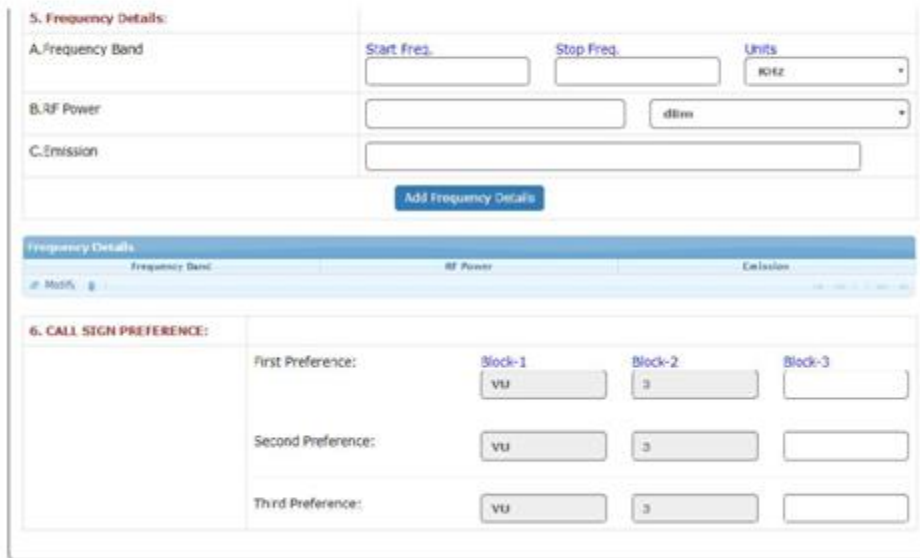
Frequency band	Power	Emissions
1800-1825 kHz	50 Watts	A1A
3500-3700 kHz	50 Watts	A1A J3E
3890-3900 kHz	50 Watts	A1A J3E
7000-7200 kHz	50 Watts	A1A J3E
10100-10150 kHz	50 Watts	A1A
14000-14350 kHz	50 Watts	A1A J3E
18068-18168 kHz	50 Watts	A1A J3E
21000-21540 kHz	50 Watts	A1A J3E

24890-24990 kHz	50 Watts	A1A J3E
28000-29700 kHz	10 Watts	A1A J3E
50-52 MHz	10 Watts	F1B, F2B, F3E, F3C
144- 146 MHz	10 Watts	F1B, F2B, F3E, F3C
434-438 MHz	10 Watts	F1B, F2B, F3E, F3C
5725-5840 MHz	10 Watts	F1B, F2B, F3E, F3C

Select 3 callsigns of your choice

Once added details will appear in the table below and click on modify to edit the details.

3. Call Sign preference: Enter 3 choices for call sign.



The screenshot shows a web form with two main sections:

- 5. Frequency Details:** This section contains three input fields: 'A. Frequency Band' with sub-fields for 'Start Freq.', 'Stop Freq.', and 'Units' (set to 'kHz'); 'B. RF Power' with a power input field and a 'dBm' dropdown; and 'C. Emission' with a text input field. Below these is an 'Add Frequency Details' button.
- 6. CALL SIGN PREFERENCE:** This section has three rows for 'First Preference:', 'Second Preference:', and 'Third Preference:'. Each row contains three input fields labeled 'Block-1', 'Block-2', and 'Block-3'. The 'Block-1' fields are pre-filled with 'VU', and the 'Block-2' fields are pre-filled with '3'.

Select Payment details: (Rs.1000/- or Rs. 2000/-)

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

Download the application, sign it and upload the scanned copy in pdf

2.5.5 Step 5

Declaration:

Home / WPC / Apply for Amateur License -Application Id:HAM201912000143

APPLICATION FOR WPC(Amateur License)

Save Draft Validate Application Submit

Step 1 Applicant Information Step 2 Location Details Step 3 Technical Details Step 4 Payment Details Step 5 Declaration

8. DECLARATION

I hereby solemnly declare that the foregoing facts are true and correct and nothing is false therein and nothing material has been concealed there from. I also agree that in case any information given by me herein before is found false at a later date, the license, if granted, will be canceled. I further solemnly give an undertaking that I will not either directly or indirectly divulge to any person, except when lawfully authorized or directed to do so, the purport of any message which I may transmit or receive by means of any wireless apparatus operated by me or which may come to my knowledge in connection with the operation of said apparatus. I have carefully read and understood the rules contained in the Indian Wireless Telegraphs (Amateur Service) Rules, 1978 and undertake to abide by them and observe the conditions of the license. The licensed station shall not be made accessible to any unauthorized person at any time.

I ACCEPT THE ABOVE CONDITIONS.

Read declaration carefully and select the checkbox I ACCEPT THE ABOVE CONDITIONS.

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

2.5.5 Upload Signed Application

Update Personal Details

Apply for Examinations (Amateur/RTT/SHDCG)

Apply for Certificates (Amateur/RTT/INDSS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data Issued to Indian/ Foreign Applicant Apply for License Current Applications History Applications

PDF EXCEL Search:

Sr.No.	Application id	License Type	Application Submitted date	Application Status	Action
1	HAM201912000143	Amateur Restricted Grade	10.12.2019	Signed application upload Pending	Upload Signed Application


Showing 1 to 1 of 1 entries Previous 1 Next

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

Make payment (Rs.1000/- or Rs. 2000/-)



Home / WPC / Upload Signed License Application -Application Id:HAM201912000143

UPLOAD SIGNED APPLICATION

Download license application	
Upload Signed License Application [PDF only]	Upload license application(with signature) <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="button" value="Submit"/>	

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

UPLOAD SIGNED APPLICATION

Download license application	
Download Personal Details	
Upload Signed License Application [PDF only]	Upload license application(with signature) <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Upload Signed personal details [PDF only]	Upload personal details(with signature) <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="button" value="Submit"/>	

Once submitted, application will go to DoT nodal officer for scrutiny. If any data and uploaded documents are not verified it will be reverted back and applicant should make the necessary changes then resubmit again. If verified then license will be issued.

2.6 Possible actions after license issued through Saral Sanchar Portal

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 license through SMS. The **Licence** can be **downloaded** from portal by logging into the **Dashboard**.

Model of License

License No

Call Sign: VU



सत्यमेव जयते

L-14011/07/2022-AMT

Government of India
Ministry of Communications
Department of Telecommunications
WPC Wing, Sanchar Bhawan
New Delhi-110001.

Amateur Wireless Station License

Name of the Licensee	
Date of Birth	
Father/Mother/Husband Name	
Category of License	Amateur Restricted Grade
Call Sign	
License No	
Valid Upto	
Location of Station	

Date of issue :

Place : New Delhi

Signature of licensee :

Signature of witness :

Address of witness : Assistant Wireless Adviser

License to Establish, Maintain and work an Amateur Wireless Station in India

Having satisfied by examination or otherwise that possesses the requisite technical qualifications as prescribed under the Indian Wireless Telegraphs(Amateur Service)Rules, 1978; the Central Government, in exercise of the powers conferred under the authority of section 4 of the Indian Telegraph Act, 1885 (13 of 1885), hereby grant to him an **Amateur Wireless Station License, Grade - Amateur Restricted Grade** to establish maintain and work a wireless telegraph transmitting and receiving station, detailed above during the terms of period commencing on the day of the date hereof and terminating on the This License becomes invalid unless renewed further by way of a document showing the renewal of license.

The license is governed by the Indian Wireless Telegraphs (Amateur Service) Rules, 1978 and amendments thereafter.

Centre's Specifications:-Place:- Hyderabad ,Wireless Monitoring Station, Room No: 302, Third Floor, TEC Building, Near Cherlapally Bus Stop, Cherlapally, Hyderabad-500051 Phone: 040-27261518

Place :New Delhi

Date of issue :

Assistant Wireless Adviser

To

Application for Permanent Change of Location

**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 7th 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

(ऑकार नाथ)
(ONKAR NATH)
सहायक बेतार सलाहकार
Assistant Wireless Adviser
दूरसंचार विभाग, भारत सरकार
Deptt. 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.

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	11-12-2005	111	<div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Apply for Change of Location License</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Apply for Renewal of License</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">Apply for Duplicate License</div>

Showing 1 to 1 of 1 entries Previous 1 Next

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
1. Personal Details		
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 style="border: 1px solid #ccc; padding: 5px; background-color: #e0f0ff;"> <p style="text-align: center; margin: 0;">Proof of present address upload</p> <p style="text-align: center; margin: 0; color: #f00;">Upload Button Enable After Saving Draft</p> </div>	
F. Personal ID	adfbv3456y(PAN)	
G. Upload Personal ID	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f0ff;"> <p style="text-align: center; margin: 0;">ID Proof Upload</p> <p style="text-align: center; margin: 0; color: #f00;">Upload Button Enable After Saving Draft</p> </div>	
2. Existing License Details:		
A. License type	Amateur Restricted Grade	
B. Application Id(Saral 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)	
3. Existing Station Location Details:		
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 style="display: flex; justify-content: center; gap: 10px;"> Previous 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	Permanent ▼			
B.Location Address	<input type="text"/>			
C.Pincode	enter Pincode <input type="text"/>			
D.District	<input type="text"/>			
E.State	<input type="text"/>			
F.Latitude <small>[Note : Allowed only 2 digits for hour,minutes]</small>	Degrees eg:78 <input type="text"/>	Minutes eg:11 <input type="text"/>	Seconds eg:25.44 <input type="text"/>	Direction NORTH ▼
G.Longitude <small>[Note : Allowed only 3 digits for hours and 2 digits for minutes]</small>	Degrees eg:111 <input type="text"/>	Minutes eg:11 <input type="text"/>	Seconds eg:25.45 <input type="text"/>	Direction EAST ▼
H.Station Address Proof	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Proof of Station Details</p> <div style="display: flex; align-items: center;"> <input style="margin-right: 5px;" type="button" value="Choose File"/> No file chosen <input style="margin-left: auto;" type="button" value="Upload"/> </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

Take Print out

Sign it

Scan it into pdf

Upload signed application

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

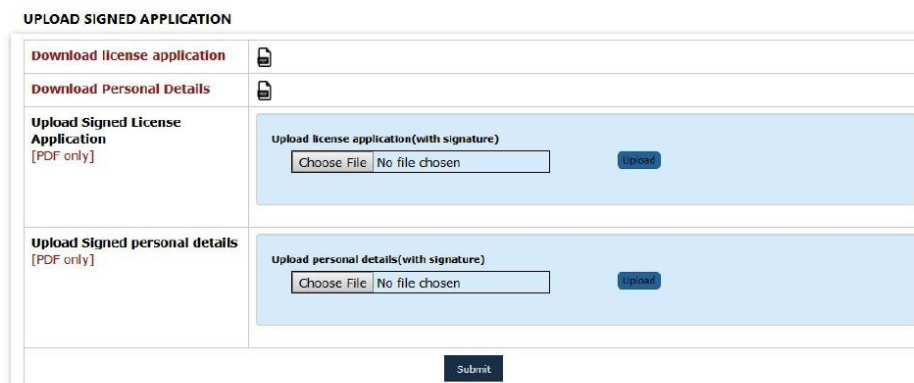
2.9.4 Upload Signed Application



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 **Dashbord** 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 license through SMS. The **Change of Location** document can be **downloaded** from portal by logging into the **Dashbord**.

Application for Renewal of License

**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.**

e) **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**)

f) **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**))

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

h) **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**))

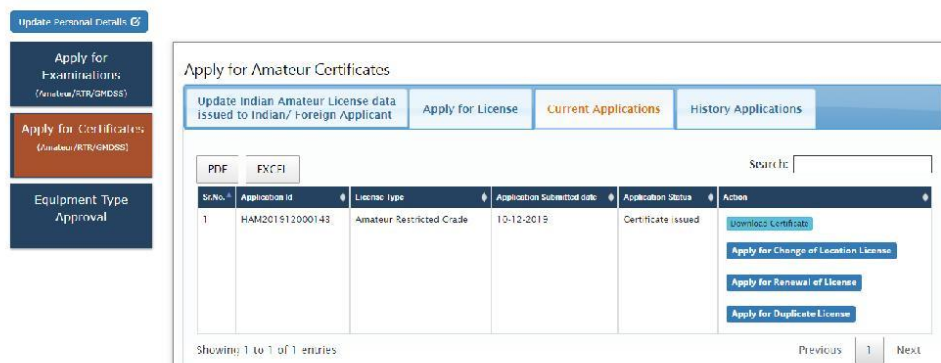
- 6) Now login <https://saralsanchar.gov.in/>

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

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

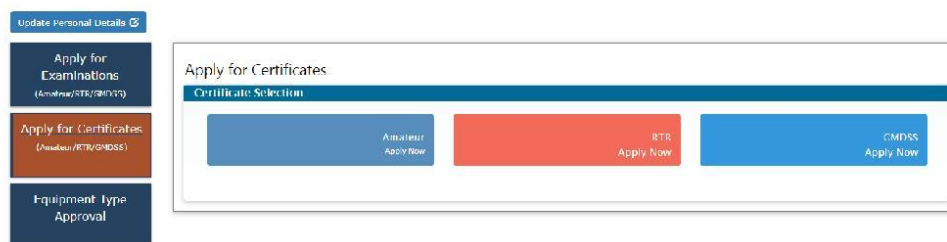
9) Then click on **“Amateur Apply Now”**

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/RTY/GRU/SS)
 Apply for Certificates (Amateur/RTY/GRU/SS)
 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 EXCFI 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"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Validate

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/RTX/GMDSS)

Apply for Certificates
(Amateur/RTX/GMDSS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant

Note: Update license data which are issued outside this portal.

PDF EXCEL Search:

Sl.No.	License No.	License Type	License Issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<input type="button" value="View"/> <input type="button" value="Update"/>

Showing 1 to 1 of 1 entries

Update Personal Details &

Apply for Examinations
(Amateur/RTX/GMDSS)

Apply for Certificates
(Amateur/RTX/GMDSS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant

License issued outside this portal Exam conducted through this portal

PDF EXCEL Search:

Sl.No.	License No.	License Type	License Issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<input type="button" value="Apply for Change of Location License"/> <input type="button" value="Apply for Renewal of License"/> <input type="button" value="Apply for Duplicate License"/>

Showing 1 to 1 of 1 entries

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 license through SMS. The **Licence Renewal document** can be **downloaded** from portal by logging into the **Dashboard**.

**Application for
Duplicate License / Renewal**

**Instructions for filing online applications for
Duplicate License / Renewal Document of Amateur Radio License**

General Guidelines:

The fee to be paid is Rs.100/-

Please keep the following documents ready before logging in
<https://saralsanchar.gov.in>

- a) Scanned copy of **License** (if available)
- b) Scanned copy of latest **Renewal** card (if available)
- c) Scanned copy of the **FIR** registered with police.

(FIR is not required if the Renewal document is damaged/mutilated)

Now log into <https://saralsanchar.gov.in>

1. Please click on **“Apply for Certificates”** given in left side of the page
2. Then click on **“Amateur Apply Now”**

Guidelines for filling up are given in the following pages.

Update Personal Details

Apply for Examinations (Amateur/RTR/CMDS)

Apply for Certificates (Amateur/RTR/CMDS)

Equipment Type Approval

Apply for Amateur Certificates

Update Indian Amateur License data issued to Indian/ Foreign Applicant | Apply for License | **Current Applications** | History Applications

PDF EXCFI Search:

Sr.No.	Application Id	License type	Application Submitted date	Application Status	Action
1	HAM201912000143	Amateur Restricted Grade	10-12-2019	Certificate issued	Download Certificate 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

2.7 Apply for Renewal/Duplicate/Change of location through migration (Indian)

Apply for Certificates → Amateur (Apply Now)

Update Personal Details

Apply for Examinations (Amateur/RTR/CMDS)

Apply for Certificates (Amateur/RTR/CMDS)

Equipment Type Approval

Apply for Certificates

Certificate Selection

Amateur Apply Now | RTR Apply Now | CMDS 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/RTY/GRU/SS)
 Apply for Certificates (Amateur/RTY/GRU/SS)
 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 EXCFI 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 of Rs.100/- 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"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Validate

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/RTT/GMDSS)

Apply for Certificates (Amateur/RTT/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

Note: Update license data which are issued outside this portal.

PDF EXCEL Search:

Sr.No.	License No.	License Type	License issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<input type="button" value="View"/> <input type="button" value="Update"/>

Showing 1 to 1 of 1 entries 1

Update Personal Details

Apply for Examinations (Amateur/RTT/GMDSS)

Apply for Certificates (Amateur/RTT/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

PDF EXCEL Search:

Sr.No.	License No.	License Type	License issued date	Certificate Name	Action
1	111	Amateur General Grade	11-12-2009	111	<input type="button" value="Apply for Change of Location License"/> <input type="button" value="Apply for Renewal of License"/> <input type="button" value="Apply for Duplicate License"/>

Showing 1 to 1 of 1 entries 1

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 license through SMS. The **Duplicate document** (Licence /Renewal) can be **downloaded** from portal by logging into the **Dashboard**.

Application for Special Callsign

Application for Special Callsign

- 1) The WPC Wing, DOT, Ministry of Communications, Govt. of India issues Special Callsigns to Radio Amateurs for occasions like Contests / Conventions / DXpeditions / Demonstrations / Exhibitions / Jamborees / Technical investigations in radio and other special events etc.
- 2) Application for such authorization shall be made well in advance indicating, among others, the specific period for which the authorization is required and exact location.
- 3) The special callsign will be issued for a maximum of 90 days at a time and can be extended for 90 more days after that.
- 4) There is no fee to be paid for the same.
- 5) If more than one Radio Amateur is involved, separate application must be sent for each person.
- 6) The following documents may be submitted for the issue of special callsign.
 - a) Application
 - b) Individual Consent
 - c) Copy of valid Amateur License
 - d) Copy of latest Renewal (if applicable)
- 7) The callsign blocks allotted by ITU to India is: ATA-AWZ, VTA-VWZ, 8TA-8YZ
- 8) As the option for Application for Special Callsign is presently not available in Saral Sanchar portal, the application shall be sent by email to awacop-dot@nic.in
- 9) The hard copy of the application may be sent by Speed post / Registered Post (Not by Courier) to

**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**

Tel: 011-2303 6534, 2303 6539, 2302 6733, Fax: 011-2371 6111

Draft copy of Application is given in the following page:

**APPLICATION FOR SPECIAL CALLSIGN FOR
AMATEUR WIRELESS TELEGRAPH STATION LICENCE**

From

Date:/...../.....

.....
.....
.....PIN.....

Tel/Cell no.

Email:

To
The Assistant Wireless Advisor to Govt. of India,
Ministry of Communications,
Department of Telecommunications, WPC Wing,
Amateur Section, 6th Floor, Sanchar Bhavan,
20 Ashoka Road, New Delhi – 110 001.
Email: awacop-dot@nic.in

Dear Sir,

Sub: Request for special callsign – regarding

Ref: My Amateur Radio Licence No....., Callsign valid upto

I request you to issue a special callsign to me for the following purpose / occasion:

.....

I shall strictly follow the Indian Wireless Telegraphy (Amateur Service) Rules, issued by Govt. of India.

Period of operation:

Choice of callsign: 1) AT..... 2) AU..... 3) 8T

Location:

Enclosed please find the following:

1. Copy of my original licence
2. Copy of latest renewal (if applicable)

Thanking you,

Yours faithfully,

()

Sample of Temporary permission order to use special call sign



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
WIRELESS PLANNING & COORDINATION WING
6TH FLOOR, SANCHAR BHAWAN,
20, ASHOKA ROAD, NEW DELHI 110001**


No. L-14011/01/2020-AMT

Date: / /2020

Subject: Temporary permission to use Special call sign.

Special permission of the Ministry of Communications, Department of Telecommunications, is hereby accorded to **Shri** Amateur License holder (License No. & Call-sign **VU**) to use of special call sign " " for the period from / /2020 to / /2020 for **spreading awareness about COVID-19 pandemic.**

2. Amateur Station is to be operated on authorized Amateur frequency bands only.
3. This permission is granted subject to the condition that the Amateur Wireless Equipments are used only for said purpose and all security measures are taken to avoid any misuse or loss of equipments and interference to existing wireless installations.
4. THIS PERMISSION IS GRANTED SUBJECT TO THE CLEARANCE FROM LOCAL AUTHORITIES.


(Davender Singh Rawat)

Engineer

Ph. No. - 011 23036733

FAX - 011 23716111

(देवेन्द्र सिंह रावत)

(DAVENDER SINGH RAWAT)

अभियन्ता/Engineer

दूरसंचार विभाग, भारत सरकार
Deptt. of Telecom, Govt. of India
नई दिल्ली/New Delhi

To,

Copy to:

Engineer-in-Charge (SR), SRHQ, Chennai for information & necessary action.