

**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**Wireless Planning & Co-ordination Wing**

6 Floor, Sanchar Bhawan,  
20, Ashoka Road, New Delhi-110001

No. P-14036/03/2023- COP

Dated: 11/03/2025

**Office Memorandum**

**Subject: Launch of new Amateur/HAM migration module on Saral Sanchar portal of DoT**

The new Telecommunication (Amateur Service) Rules, 2024 promotes digital implementation of Amateur Radio Operator Station (ASO) Certificate, however the digital implementation of ASO License/Certificate is already in place on Saral Sanchar portal of DoT since year 2020. Prior to year 2020 the ASO License/Certificate has been granted manually in the form of amateur radio booklet.

2. All valid ASO License/Certificate holders, whose fresh or renewal of ASO license/certificate has been issued manually prior to functioning of the Amateur/HAM module on Saral Sanchar portal of DoT are required to migrate their ASO license/certificate and subsequent renewals, if any, on Saral Sanchar portal at <https://saralsanchar.gov.in> within six months i.e. before 15.09.2025.

3. No application fee is required for migration on the Amateur/HAM migration module and on successful migration, ASO Certificate holder would receive a digital QR code authenticated ASO certificate with same details as issued in Amateur booklet.

4. A holder having fresh or renewed ASO Certificate issued on the Saral Sanchar portal need not apply for migration.

This issues with the approval of the competent authority.

Enclosure: User manual for applicants

**SACHIN** Digitally signed by  
**KUMAR** SACHIN KUMAR  
Date: 2025.03.11  
17:47:33 +05'30'

Assistant Wireless Adviser  
to the Government of India

Email: [awacop-dot@gov.in](mailto:awacop-dot@gov.in) , Ph: 011 2303 6181

To:

All Concerned

Copy to: Sr. DWA (IT & SACFA)- for uploading at DOT website.

**User Manual**

(For Applicant)

ASOC Migration to Saralsanchar Portal

**Department of Telecommunications**

**Government of India**

15-03-2025

<b>Sl. No</b>	<b>Contents</b>	<b>Page No.</b>
1	Registration	3
2	First Login	7
3	User Profile	8
4	Apply for ASOC Migration	9

## 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.

The screenshot shows the SARAL SANCHAR portal homepage. The top navigation bar includes links for Home, About Portal, Registration, Login, FAQs, Helpdesk, Fee Calculator, Document Checklist, Orders/Circulars, and Downloads. The 'Registration' link is circled in red. The top right sidebar panel contains a 'New to Portal?' section with a 'Register Yourself' button, also circled in red. Other options include 'Already Registered?' with a 'Login' button and 'Forgot Password?' with a 'Reset' button. The main content area features 'Key Features of Portal' and 'What's New' sections.

### One Time Registration

(Note: '\*' fields are mandatory)

- For Access services -Category B applicant need to APPLY under UL-VNO
- For WPC Exams/Certificate Select Registration Type Category as Individual (WPC Exams/Certificates)

#### Applicant Type

**Registration Type**

Individual (WPC Exams/Certificates)

**Date of Birth\***

clear

**PAN Number type\***

(In case of minor applicant,

who do not have PAN then

Guardian/Parent PAN number

is mandatory )

Select PAN type

**Guardian/Parent Name**

Guardian/Parent name

**PAN\***

PAN

Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number**. After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

Authorised contact Person /Signatory details \*

---

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

---

**Enter Captcha before OTP Authentication**  

---

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 fields and options:

- Address:** Haldwani
- State:** UTTARAKHAND
- District:** Nainital
- Pincode:** 263139
- Landline Number:** 46426265659
- Fax Number (if any):** 54465464646
- E-Mail:** niteshjoshi535@gmail.com (Note: OTP will be sent on this mail ID in registration process)
- Mobile Number:** 8218828589 (Note: OTP will be sent on this mobile number in registration process)

**OTP Authentication Section:**

- Enter Captcha before OTP Authentication:** Includes an input field, a captcha image showing '82232', a refresh icon, and a 'Verified' button.
- 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)' below it.

**Final Submission:**

- Enter Captcha before submit:** Includes an input field, a captcha image showing '51358', a refresh icon, 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.

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

- Address: Haldwani
- State: UTTARAKHAND
- District: Nainital
- Pincode: 263109
- Landline Number: 46426265659
- Fax Number (if any): 54165164646
- E-Mail: niteshgoshi555@gmail.com
- Mobile Number: 9210020509

Below the form, there are two captcha verification steps:

- Step 1: "Enter Captcha before OTP Authentication" with a captcha image showing "82232" and a "Validate" button.
- Step 2: "Enter Captcha before submit" with a captcha image showing "51358" and a "Validate" button.

OTP authentication options include "ReGenerate OTP" and "Validate" buttons for both Mobile and E-Mail, with green status indicators: "Mobile OTP verified" and "Mail OTP verified". A "REPORT" button and a note "(To reset any change in the above registration form)" are also present.

After successful registration you will see the below screen.

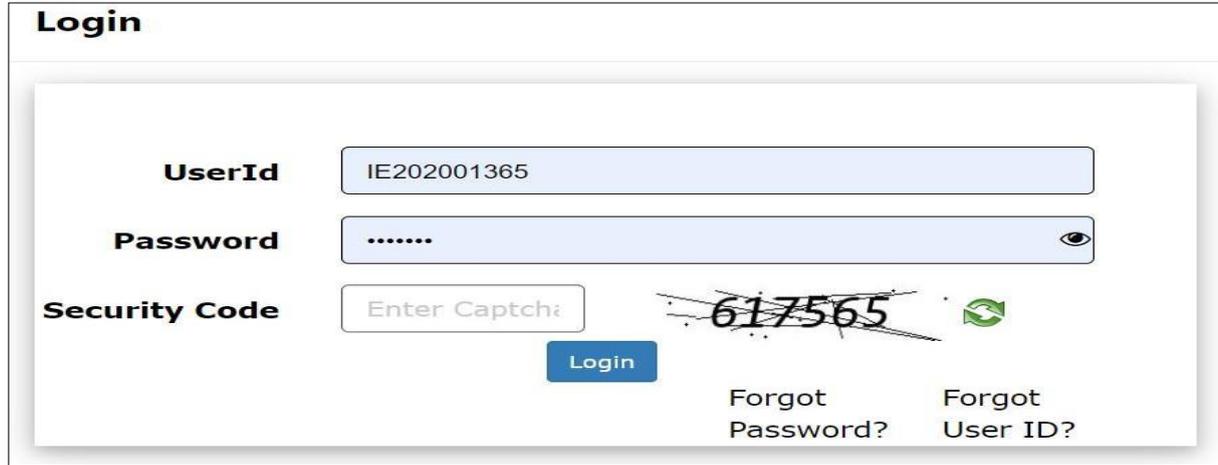
The user credentials will be sent to the **E-Mail address** of the applicant.



## 2. First Login

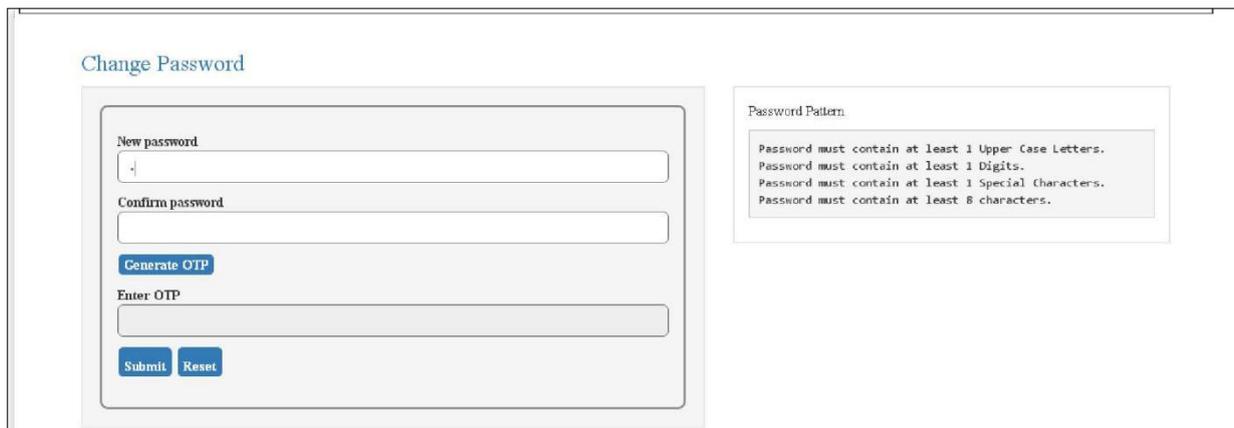
Click on the Home Button on the above page. On the **home page** go to the **Login** button available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN**



The screenshot shows a login form titled "Login". It contains three input fields: "UserId" with the value "IE202001365", "Password" with masked characters ".....", and "Security Code" with the value "617565". A "Login" button is positioned below the Security Code field. To the right of the Security Code field is a CAPTCHA image showing the number "617565" with a green checkmark. Below the Security Code field are two links: "Forgot Password?" and "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** as this the first login.



The screenshot shows a "Change Password" form. It includes a "New password" field, a "Confirm password" field, a "Generate OTP" button, and an "Enter OTP" field. Below the "Enter OTP" field are "Submit" and "Reset" buttons. To the right of the form is a "Password Pattern" box containing the following requirements: "Password must contain at least 1 Upper Case Letters.", "Password must contain at least 1 Digits.", "Password must contain at least 1 Special Characters.", and "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

**Status Of Applications**

2

WPC

Apply Now

0

SACFA

Apply Now

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- 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.

### Section -3- ASO Exam Application

Click on WPC Apply now link.





दूरसंचार विभाग  
DEPARTMENT OF  
TELECOMMUNICATIONS

Please update personal details first!!!

OK



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

Update Personal Details ↗

Apply for  
Examinations  
(Amateur/RTR/GMDSS)

Apply for Certificates  
(Amateur/RTR/GMDSS)

Equipment Type  
Approval

Details to apply for appearing in Exam

Examination Selection

Select Examination Type



Go

### 3. User profile

- Once the details are submitted then applicant can apply for exam.

Home / WPC / Update User Other Details

Personal Details | Address Details | Foreign Details

Name of Applicant:	<input type="text" value="Jyoti BS"/>	List other names (if any):	<input type="text"/>
Father/Mother/Husband Name:	<input type="text" value="SUNANDA"/>	Height of Applicant(in cm):	<input type="text"/>
Relationship:	<input type="text" value="Mother"/>	Place of Birth:	<input type="text" value="Mumbai"/>
Date of Birth:	<input type="text" value="01-01-1970"/>	Color of Eyes:	<input type="text"/>
Color of Hair:	<input type="text" value="Black"/>	Complexion:	<input type="text"/>
Qualification:	<input type="text" value="B.E"/>	Occupation:	<input type="text" value="Software Professional"/>
Identification Marks:	<input type="text"/>		
Nationality:	<input type="text" value="Indian"/>		
Source of Identification	<input type="text" value="---Select---"/>		
Identification No:	<input type="text"/>		

Personal Details	Address Details	Foreign Details
<b>Present Address:</b>		
Country	<input type="text" value="India"/>	
Address:	<input type="text"/>	
Pincode	<input type="text"/>	
District	<input type="text"/>	
State	<input type="text"/>	
<b>Permanent Address:</b>		
Country	<input type="text" value="India"/>	
Address:	<input type="text"/>	
Pincode	<input type="text"/>	
District	<input type="text"/>	
State	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Close"/>		

Personal Details	Address Details	Foreign Details
Date of passport Issue:	<input type="text"/>	Date of passport Expiry:
Place where Passport issued:	<input type="text"/>	Visa Number:
Father's home address:	<input type="text"/>	Visa Type:
	<input type="text"/>	Visa Issued Date :
	<input type="text"/>	Visa Validity Date:
	<input type="text"/>	Visa Issued by:
Foreign Town:	<input type="text"/>	Country of Visit:
Period of Stay in India:	<input type="text"/>	Regn No of Amateur Society:
Purpose of visit:	<input type="text"/>	Board/Univ Name:
Associated Amateur Organization:	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Close"/>		

#### 4. Apply for ASOC Migration

Below is a sample demo for Amateur Migration license application. Apply for Certificates→Migration.

Apply for Amateur Certificates

[Back To Certificate Dashboard](#)

Update Indian Amateur Certificate data issued to Indian/ Foreign Applicant	Apply for Certificate	Current Applications	Pending Requests	Certificate Issued /Rejected	<b>Migration</b>
--	-----------------------	----------------------	------------------	------------------------------	------------------

**Migration of License:**  
 Note: Migrate Amateur License no which was issued outside SaralSanchar Portal.

Please Select License Type:

Please Enter Amateur License no.:

[Get Details](#)

---

**Requests for Migration of License**

[PDF](#) [EXCEL](#) Search:

Sr.No.	License No/DL No	License Type	License Validity Date	Application Id	Remarks	Request Status	History
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

[Back To Certificate Dashboard](#)

Update Indian Amateur Certificate data issued to Indian/ Foreign Applicant	Apply for Certificate	Current Applications	Pending Requests	Certificate Issued /Rejected	<b>Migration</b>
--	-----------------------	----------------------	------------------	------------------------------	------------------

**Migration of License:**  
 Note: Migrate Amateur License no which was issued outside SaralSanchar Portal.

Please Select License Type:

Please Enter Amateur License no.:

-- Select--

Amateur General Grade

Amateur Restricted Grade

[Get Details](#)

Apply for Amateur Certificates

[Back To Certificate Dashboard](#)

Update Indian Amateur Certificate data issued to Indian/ Foreign Applicant	Apply for Certificate	Current Applications	Pending Requests	Certificate Issued /Rejected	Migration
--	-----------------------	----------------------	------------------	------------------------------	-----------

**Migration of License:**

Note: Migrate Amateur License no which was issued outside SaralSanchar Portal.

Please Select License Type:

Please Enter Amateur License no.:

License not found

**Requests for Migration of License**

PDF EXCEL Search:

Sl.No.	License No/DL No	License Type	License Validity Date	Application Id	Remarks	Request Status	History
No data available in table							

License number provided in the search box will be checked from the portal, If the license number is available in the portal will not be allowed to proceed. If the License number is not available in portal, Fresh request button will get enabled.

Request is generated as

Fresh Migration request created succesfully.HAM202503000028 ✕

Click OK, below form will be displayed.

### Step 1: Applicant Details

- In this step the information about applicant will appear as filled in Update personal details form above.

Save Draft Validate Application Submit

Step 1 Applicant Details Step 2 Other Details Step 3 Location Details Step 4 Technical Details

A. CALL SIGN :\*

B. License Validity:\*

C. Centre for Examination:

D. Exam Date:

1. Name of Applicant:Pratham Munjal

Upload Photograph  
Choose File No file chosen  
Upload

Upload Signature  
Choose File No file chosen  
Upload

2. Father/Mother/Husband Name:

2a. Relationship:

3. Date of Birth:

4. Place of Birth:

5. Occupation:

6. Nationality:

Serial 2,3,4,5,6 are populated from Profile section and are non-editable, to change profile has to be updated

Save Draft Validate Application Submit

Step 1 Applicant Details	Step 2 Other Details	Step 3 Location Details	Step 4 Technical Details
<b>A. CALL SIGN :*</b> <input type="text" value="AII23"/>			
<b>B. License Validity:*</b> <input type="text" value="13-03-2025"/>			
<b>C. Centre for Examination:</b> <input type="text" value="Ahmedabad"/>			
<b>D. Exam Date:</b> <input type="text" value="dd-mm-yyyy"/>			
<b>1. Name of Applicant:Pratham Munjal</b>			
 <input type="button" value="Delete"/>			
 <input type="button" value="Delete"/>			
<b>2. Father/Mother/Husband Name:</b> <input type="text" value="BHARAT BHUSHAN"/>			
<b>2a. Relationship:</b> <input type="text" value="Father"/>			
<b>2. Date of Birth:</b> <input type="text"/>			

## Step 2: Other Details (Mandatory)

- Next step displays other details such as id proof and address details.

Save Draft Validate Application Submit

Step 1 Step 2 Step 3 Step 4  
Applicant Details Other Details Location Details Technical Details

<b>7. Other Details</b>	
Type of ID proof:	<input type="text" value="AADHAR"/>
ID Proof No:	<input type="text" value="456899993142"/>
ID Proof Upload:	<div style="border: 1px solid #ccc; padding: 2px;"> <b>ID Proof Upload</b>  <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> </div>
<b>8. Present Address:</b>	
	<div style="border: 1px solid #ccc; padding: 2px;"> <b>Proof of present address upload</b>  <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> </div>
Country	<input type="text" value="India"/>
Address:	<input type="text" value="80 no house shanti vihar,karkardooma"/>
Pincode	<input type="text" value="110092"/>
District	<input type="text" value="East Delhi"/>
State	<input type="text" value="DELHI"/>
<b>9. Permanent Address:</b>	
Country	<input type="text" value="India"/>
Address:	<input type="text" value="E 1 Naveen shahdara"/>
Pincode	<input type="text" value="110032"/>
District	<input type="text" value="East Delhi"/>
State	<input type="text" value="DELHI"/>

Previous Next

Serial 8,9 are populated from Profile and are non-editable, to change profile has to be updated

## Step 3: Location Details

- Enter Station details. (Mandatory)

Step 1 Applicant Details	Step 2 Other Details	Step 4 Location Details	Step 5 Technical Details
<b>10. Station Details</b>			
<b>Station Address same as Present Address:</b>		<input type="radio"/> Yes <input checked="" type="radio"/> No	
A. Station Address		<input type="text"/>	
B. Pin code		<input type="text" value="enter Pincode"/> <span style="color: red; font-weight: bold;">Pincode not available</span> <a href="#">Need help ? Click here</a>	
C. District		<input type="text" value=""/>	
D. State		<input type="text" value=""/>	
E. Latitude		Degrees      Minutes      Seconds <input type="text" value="NORTH"/>	
<small>[Note : Allowed only 2 digits for degree,minutes; Range: 8°4' to 37°6' N ]</small>		<input type="text" value="eg:78"/> <input type="text" value="eg:11"/> <input type="text" value="eg:25.4"/>	
F. Longitude		Degrees      Minutes      Seconds <input type="text" value="EAST"/>	
<small>[Note : Allowed only 3 digits for degrees and 2 digits for minutes; Range: 68°7' to 97°25' E ]</small>		<input type="text" value="eg:111"/> <input type="text" value="eg:11"/> <input type="text" value="eg:25.4"/>	
<a href="#">Previous</a>		<a href="#">Next</a>	

### Step 4: Technical Details (Optional)

Enter the equipment details, frequency details, validity of the license and upload copy old license already issued.

Home / WPC / Apply for Migration of Amateur Certificate

**Application for Migration of Amateur Certificate - Application ID: HAM202502000020**

Save Draft Validate Application Submit

Step 1 Applicant Details Step 2 Other Details Step 3 Location Details Step 4 **Technical Details**

**11. Antenna and Mast details:**

Type of Station: Terrestrial/Satellite

Type of Antenna

Height of Antenna/MAST (in meters)

Make

Model

Antenna Gain  dBi

Particulars of aerals used

SACFA Acceptance ID

SACFA Issue Date

Remarks

Is Equipment imported?  No  Yes

[Add Equipment Details](#)

Equipment Details									
Station	Type	Height	Gain	SACFA ID	Make	Model	RF Power	Aerials	Remarks
12	12	12	12.000	12	asd	123	02/12/2025	12	test

[Modify](#)

**12. Frequency Details:**

A. Frequency Band	Start Freq. <input style="width: 150px;" type="text"/>	Stop Freq. <input style="width: 150px;" type="text"/>	Units KHz <span style="float: right;">▼</span>
B. RF Power	<input style="width: 150px;" type="text"/>	dBm <span style="float: right;">▼</span>	
C. Emission(As per Radio Regulations)	<input style="width: 250px;" type="text"/>		
D. Frequency Measuring Device Details	Make <input style="width: 100px;" type="text"/>	Model <input style="width: 100px;" type="text"/>	Mfg. Date mm/dd/yyyy <span style="float: right;">📅</span>
E. Power Measuring Device Details	Make <input style="width: 100px;" type="text"/>	Model <input style="width: 100px;" type="text"/>	Mfg. Date mm/dd/yyyy <span style="float: right;">📅</span>

[Add Frequency Details](#)

Frequency Details								
Frequency Band	RF Power	Emission	Frequency Measuring Device			Power Measuring Device		
			Make	Model	Mfg. Date	Make	Model	Mfg. Date
12-12KHz	1208m	1212	12	12	2025-02-12	12	12	2025-02-12

[Modify](#) ⏪ ⏩

**13. License Certificate:**

	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Upload License Certificate</div> <div style="border: 1px solid #007bff; padding: 2px 5px; font-size: 0.8em;">HAM202502000020_LC_v0.pdf</div> <div style="margin-left: 20px; color: green; font-weight: bold; font-size: 0.8em;">Verified</div> </div>
--	--

Previous
Next

Click Save, Validate and Submit the Form.

Redirected to Upload Signed Application Screen.

### Step 5: Upload Signed Application

<a href="#">Orders/Circulars</a> <a href="#">MailBox</a> <a href="#">WPC User Manual</a>	
<a href="#">Home</a> / <a href="#">WPC</a> / <a href="#">Upload Migration of Amateur Certificate</a>	
<b>Upload Migration of Amateur Certificate With Application ID: HAM202503000042</b>	
<b>Upload Signed Application</b>	
Download your application	<a href="#">Download</a>
Sign & Upload	<b>Upload Signed Application</b>
	<a href="#">HAM202503000042_AMTRAPN_v1.pdf</a> <span>Verified</span>
	<a href="#">Submit</a>

Click Download for downloading PDF application created from the data entered. This PDF needs to signed Physically by taking printout and scanning back to PDF. Upload this signed application.

**Requests for Migration of License**

PDF EXCEL Search:

Sr.No.	License No/DL No	License Type	License Validity Date	Application Id	Remarks	Request Status	History
1	<b>FRESH MIGRATION</b>	Amateur General Grade	31/07/2024	HAM202407000068		<b>SUBMITTED</b>	

Showing 1 to 1 of 1 entries Previous **1** Next

- Once the application is scrutinized successfully then applicant can download the license certificate.
- If scrutiny is not successful then applicant has to modify and resubmit it.

Apply for Amateur Certificates [Back To Certificate Dashboard](#)

Update Indian Amateur Certificate data issued to Indian/ Foreign Applicant    Apply for Certificate    Current Applications    Pending Requests    Certificate Issued /Rejected    **Migration**

**Migration of License:**  
 Note: Migrate Amateur License no which was issued outside SaralSanchar Portal.

Please Select License Type:

Please Enter Amateur License no.

---

**Requests for Migration of License**

PDF EXCEL Search:

Sr.No.	License No/DL No	License Type	License Validity Date	Application Id	Remarks	Request Status	History
1	<b>FRESH MIGRATION</b>	Amateur General Grade	31/03/2025	HAM202503000022		<b>MIGRATED</b>	

Showing 1 to 1 of 1 entries Previous **1** Next