Government of India
Ministry of Communications
Department of Telecommunications
(Data Services)

No.DS-28/1/2020-DS-III   **Date: 25-02-2025**

To,

1. **All Licensees with Internet Service Provider (ISP) License**
2. **All Unified Licensees with ISP Authorization(s)**
3. **All Unified Licensees (VNO) with ISP Authorization(s)**

Subject: License Lifecycle management and submission of reports online through Saral Sanchar-reg.

This has reference to the previous instructions issued by this Office vide letter of even no. dated 30.08.22 (**copy attached**) followed by letter dated 20.01.23 (**copy attached**) to carry out various activities involved in lifecycle management of the License in online mode and also to send reports and compliances online through Saral Sanchar Portal.

2.   In view of above and in line with the objective to digitize operations and improving efficiency, all Licensees are hereby instructed to comply with the following:

- **Submission of Reports/Compliances**: Effective immediately, Licensees are required to submit all reports/compliances through Saral Sanchar Portal's reporting module only.

- **License Lifecycle management related activities**: Effective immediately, surrender applications and all other requests for name/address/authorized signatory changes etc. are to be submitted through Saral Sanchar Portal only. Henceforth, offline requests of the aforesaid nature shall not be accepted.

3.   Further, in accordance with Clause 7 of Chapter I of the Unified License/UL-VNO, and similar provisions under the ISP License, and in order to strengthen monitoring, ensure regulatory compliance, and improve oversight, all ISP Licensees are hereby instructed to provide prior intimation to the LSA Field Unit concerned also alongside the LSA Field Unit where the License has been signed, before installing a new node or commencing a new service within their authorized service area.

MANISH TRIPATHI
Digitally signed by MANISH TRIPATHI
Date: 2025.02.25 14:44:05 +05'30'

(Manish Tripathi)
Asst. Director General (DS-III)

Copy to
1. O/o DG (Telecom) with a request for circulation to allLSA Heads.
3. DDG(AS)/DDG(Satellite)/DDG(CS)/DDG(NT)
4. Director (IT-II) for uploading on DOT website
5. ITPC, BSNL for sending along with emails to licensees

No.DS-28/1/2020-DS-III
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, New Delhi – 110001
(DS Cell)

New Delhi, dated the 20th January, 2023

To

1.
   1. All Licensees with Internet Service Provider (ISP) License
   2. All Unified Licensees with ISP Authorization(s)
   3. All Unified Licensees (Virtual Network Operator) with ISP Authorization(s)

Subject: Instructions to migrate Existing license / authorization to Saral Sanchar Portal.

Instructions are hereby issued herein under Clause 15.1 of Internet Service Provider (ISP) License / Clause 16.1 of the Unified License for mandatory compliance of the following (if not done already) latest within 30 calendar days of issue of this letter:

Migrate / onboard to Saral Sanchar Portal and seek confirmation of the said migration from the respective LSA field units of DOT.

2.   In this reference, please refer to this office letter dated 30-08-2022 (copy enclosed as **Annexure – I**) vide which procedure for migration to Saral Sanchar Portal was communicated to you. Further vide this office letter dated 21-09-2022 (copy enclosed as **Annexure – II**) you were reminded to migrate to the said portal. Respective LSAs have also been pursuing for the said migration with you. In case, any assistance is required you may seek the same from respective LSA where your registered office is located.

3.   Please note that in case you do not migrate to Saral Sanchar portal within the time frame stated in para 1 above, the same would be considered as your failure to perform obligation under License condition stated in para 1 above and action will be taken as per Clause 10 of ISP / Unified License.

(Vineet Malik)
ADG (Data Services)

Encl. As Above

Copy to
   1. Secretary T for kind information please.
   2. DG (T), DoT HQ with a request to direct LSA filed units to get the aforesaid letter delivered to the Licensees with ISP License / authorization who are yet to migrate.

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3. All LSAs for necessary action.
4. DDG LFP for kind information please.
5. DDG NT for issue of these instructions to said Licensees via Saral Sanchar portal
6. DDG IT DOT for uploading on DOT website
7. Director (DS-II) for kind information please.

File No: DS-11/28/1/2020-DS-III

Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001
(DS Cell)

New Delhi, dated the 30-08-2022

OFFICE MEMORANDUM

Subject: **Online Lifecycle management and submission of reports through Saral Sanchar**

Saral Sanchar portal enables application for new License / authorization in online mode. Phase-2 of Saral sanchar is ready and will allow applicants / licensees to carry out various activities involved in lifecycle of the License in online mode. The upgraded system will also allow you to send online reports and compliances. In this regard you have to register and create USER ID and password on the Saral Sanchar Portal (https://saralsanchar.gov.in/admin/olmRegistration_add.php) as new user. In case you already have your userId and password then you can start using various post license activities, i.e application of surrender / name change / change in authorized signatory etc., submission of all kind of reports etc by logging in the portal (https://saralsanchar.gov.in/LoginHome.php).

2.   As a first step, all licensees have to mandatorily update / confirm the information of their existing Licenses / authorizations. Further, licensees are mandatorily required to send / fill the online reports through reporting module of Saral Sanchar. Manual for using the portal for migration of license / authorizations is enclosed for ready reference as **Annexure-I** and is also available at https://saralsanchar.gov.in/user_manual/ul/UL_Migration_Applicant.pdf   .   List of documents required for migration of existing licenses / authorizations is enclosed as **Annexure-II**.

3.   All licensees are hereby requested to immediately confirm / migrate details latest by **15-9-2022** of your all existing licenses / authorizations issued before November-2018 and

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start sending the online reports. All such licensees who have been issued license through Saral Sanchar only (i.e. after November-2018) can straight away start using the Report module of upgraded Saral Sanchar. It is further requested that till the time the new system is stabilized; licensees are **also** required to continue sending the reports as per the current procedure. Once the system is stabilized the department will discontinue Offline Reports and will accept reports in online mode only. Licensees are requested to fill the status of various reports for the current year w.e.f. 1-4-2022.

4.   This is issued with the approval of Member (Technology).

VINEET MALIK
Digitally signed by VINEET MALIK
Date: 2022.08.30 16:25:43 -07'00'

(Vineet Malik)
ADG (DS)

Encl: As above

To
All Licensees

Copy to

1. DG(Telecom)
2. All LSA Heads
3. DDG(AS)/DDG(Satellite)/DDG(CS)/DDG(NT)
4. Director (IT-II) for uploading on DOT website
5. ITPC Pune for sending along with mails to licensees
6. ISPAI / COAI