

USER INSTRUCTIONS TO FILL DPL/NDPL LICENSE APPLICATION FORM:

USER INSTRUCTIONS 1: HOW TO APPLY

- APPLICANTS HAS TO REGISTER HIMSELF ON SARAL SANCHAR PORTEL(<https://saralsanchar.gov.in>) FOR LOGIN.

AFTER SIGNING IN ON SARAL SANCHAR PORTAL:-CLICK ON DPL/NDPL LICENSE

1. GO TO "NEW APPLICATIONS" SECTION
2. SELECT THE APPLICATION TYPE DPL OR NDPL (AS PER YOUR CASE)
3. FILL ALL THE DETAILS OF COMPANY/ORGANIGATION AND PERSONAL DETAILS OF OWNER.
4. CLICK ON SAVE DRAFT BUTTON
5. CLICK ON NEXT BUTTON
6. FILL THE "EQUIPMENT DETAILS" AND THEN CLICK ON "SAVE EQUIPMENT DETAILS" BUTTON
NOTE: - a. YOU CAN ADD MULTIPLE FREQUENCIES AND MULTIPLE POWERS FOR ONE TYPE OF EQUIPMENT.
b. LIKewise MANY DIFFERENT TYPE OF EQUIPMENTS CAN BE ADDED AFTER PRESSING "SAVE EQUIPMENT DETAILS" BUTTON
7. CLICK ON NEXT BUTTON
8. UPLOAD DOCUMENTS
 - a. ADD TECHNICAL LITERATURE OF EACH EQUIPMENTS AND UPLOAD (IN PDF FORMAT ONLY, MAX FILE SIZE 5 MB)
 - b. UPLOAD CIN CERTIFICATE (IN PDF FORMAT ONLY, MAX FILE SIZE 5 MB)
 - c. UPLOAD IDENTITY DOCUMENT (IN PDF FORMAT ONLY, MAX FILE SIZE 5 MB)
 - d. UPLOAD PHOTO (IN JPEG FORMAT ONLY, MAX FILE SIZE 250 KB)
 - e. UPLOAD SIGNATURE (IN JPEG FORMAT ONLY, MAX FILE SIZE 250 KB)
9. CLICK ON NEXT BUTTON
10. FILL PAYMENT DETAILS BY ADDING ROW
11. UPLOAD BHARATKOSH PAYMENT CHALLAN RECEIPT(IN PDF FORMAT ONLY, MAX FILE SIZE 5 MB)
12. CLICK ON NEXT BUTTON
13. READ DECLARTION CAREFULLY
14. SAVE THE APPLICATION BY CLICKING "SAVE DRAFT" BUTTON
15. CLICK ON "VALIDATE APPLICATION" BUTTON TO VALIDATE YOUR APPLICATION
NOTE:- IF ANY ERROR SHOWN THEN RECTIFY THE ERROR AND VALIDATE AGAIN
16. CLICK ON PREVIEW APPLICATION FORM TO CHECK THE DETAILS YOU HAVE SUBMITTED IN APPLICATION FORM
17. CLICK ON SUBMIT BUTTON TO SUBMIT YOUR APPLICATION FORM(NOTE:- **YOUR FORM IS NOT FINALLY SUBMITTED AS IT IS NOT SIGNED YET**)
18. GO TO CURRENT APPLICATION SECTION
19. CLICK ON "UPLOAD SIGNED APPLICATION" BUTTON
TWO OPTIONS AVAILABLE TO USER
 - a. SIGNED THROUGH DIGITAL SIGNATURE
 - b. OTP BASED VERIFICATION FROM YOUR REGISTERED MOBILE NUMBER
20. DOWNLOAD THE APPLICATION FORM
21. SIGN THE APPLICATION
 - a. IF OPTED DIGITAL SIGNATUE THEN UPLOAD DIGATLLY SIGNED APPLICATIION FORM
 - b. IF OPTED OTP BASED VERIFICATION THEN AFTER VALIDATION THROUGH MOBILE NUMBER UPLOAD PHYSICALLY SIGNED APPLICATION
22. CLICK ON "SUBMIT" BUTTON FOR FINAL SUBMISSION OF APPLICATION FORM

USER INSTRUCTION 2: Details of DPL/NDPL issuing offices in India**LIST OF DPL/NDPL ISSUING OFFICES (WMS/IWMS/RHQ's) AS PER THEIR JURIDICTION:**

No	City	Address	DPL/NDPL Jurisdiction
1	Ahmedabad	WMS Ahmedabad Opp. Jagat Park Society, Ghatlodiya, AHMEDABAD-380061, Gujarat. Tel: 079-27603444, Fax:079-27603011	1. Gujarat 2. Daman & Diu
2	Ajmer	WMS Ajmer Kotra, Pushkar Road, AJMER-305004, Rajasthan. Tel:0145-2600641, Fax: 0145-2600593	Rajasthan
3	Bengaluru	WMS Bengaluru II Floor, Channammanakere Telephone Exchange, II Cross, II Main, Vidyapeetha Road, BENGALURU-560085, Karnataka. Tel:080-26690102, Fax:080-26790300	Karnataka: Bellary, Chamarajanagar, Mysuru, Ramanagara, Mandya, Hassan, Bengaluru Rural, Bengalurti Urban, Tumakuru, Kolar, Chikkaballapur, Chitradurga, Raichur, Yadgir, Gulbarga, Bidar district
4	Bhopal	WMS Bhopal Gehunkheda, Kolar Road, BHOPAL- 464042, Madhya Pradesh. Tel: 0755-2416880 Fax: 0755-2416880	Madhya Pradesh
5	Bhubaneswar	WMS Bhubaneswar, Quarter No.1, Block 1, Type 3, RTTC Colony, VaniVihar, P.O. Shaheed Nagar, BHUBANESWAR-751010, Odisha. Tel:0674-2589293 Fax: 0674-2589294	Odisha
6	Chennai	SRHQ, Near FACIT Asia, Kandanchavadi, Peungudi, CHENNAI-600096, Tamilnadu. Tel:044-24960234 Fax:044-24960235	1. Tamil Nadu 2. Pudducherry 3. Andaman & Nicobar Islands
7	Dehradun	WMS Dehradun 108, Dharampur, Haridwar Road DEHRADUN-248001, Uttarakhand. Tel: 0135-2670907	Uttarakhand
8	Dibrugarh	WMS Dibrugarh 3 rd , GiridharilalSardarmalls Building, Mancotta Road, DIBRUGARH-786001, Assam. Tel:0373-2325238	1. Assam 2. Arunachal Pradesh 3. Nagaland 4. Manipur

9	Goa	WMS Goa, Sylvia Building, ChogamSangolda Road, Alto Povorim, GOA-403112. Tel:0832-2417245 Fax:0832-2410280	Goa
10	Gorakhpur	WMS Gorakhpur Gurauli Bujurg, Chhapia PO, Khajani Road, GORAKHPUR-273001, Uttar Pradesh. Tel:0551-2321709 Fax:0551-2323481	Uttar Pradesh: Balrampur,Basti,AmbedkarNagar,Az magargh, Jaunpur, Allahbad, SantRavidasNagar,Mirzapur, Pratapagarh, Sultanpur, Faizabad, Sonbhadra, Chandauli,Ghazipur, Ballia, Deoria, Gonda, Sravasti, Kushinagar, Maharaganj, SiddharthNagar,SantKabir Nagar, Gorakhpur, Varanasi ditrict
11	Hyderabad	WMS Hyderabad Room No.302, 3rd Floor, Telecom Engineering Centre Building, Charlapalli, HYDERABAD - 500051, Telangana. Tel:040-27261516,27261517,27261518 Fax:040-27261516	Telangana
12	Jalandhar	WMS Jalandhar Jalandhar-Hoshiyarpur Highway NH 70, Vill. ChohakKalan, PO Bhojowal, JALANDHAR-144101, Punjab. Tel:0181-2412010 Fax:0181-2413044	1. Punjab 2. Himachal Pradesh 3. Chandigarh
13	Jammu	WMS Jammu, 6/9-P, Trikuta Nagar JAMMU-180020, Jammu & Kashmir. Tel:0191-2477467	1. J&K 2. Laddakh
14	Kolkata	ERHQ, Budge BudgeTrunk Road, Gopalpur, Sarkarpool PO, 24 Parganas, KOLKATA-700143, West Bengal. Tel:033-24010151, 24014473 Fax:033-24019407	West Bengal : Murshidabad, Nadia, Birbhum, Barddhaman, Bankura,PaschimMedinipur,PurbaM edinipur,Hoogly, Howrah, Kolkata, North 24 Parganas, South 24 Parganas, Jhargram, Puruliya district
15	Lucknow	WMS Lucknow ROOM NO.- 208 RTTC BSNL Bldg,Sec- G, LDA Colony , LUCKNOW -226012, Uttar Pradesh.	Uttar Pradesh: Pilibhit, Shahjahanpur, Hardoi, Kannauj, Etawah,Auraiya, Jalaun, Hamirpur, Banda,Chitakoot, Mainpuri, Barreilly, Baduan, Kaushambi, Bahraich,Lakhimpur, Kheri , Sitapur, Barabanki, Lucknow, Unnao, Kanpur, Kanpur Dehat, Fatehpur, Raebareli, Amethi, Mahoba, Jhansi,Saharanpur, Shamli, Muzaffarnagar, Bijnor, Agra, Mathura,Hatras, Aligarh, Bulandshar, Baghpat, Meerut, Amroha, Moradabad, Rampur, Hapur, Sambhal, Etah, Hathras, Kasganj, Farukkabad, Firozabad

16	Mangalore	WMS Mangalore 9-153/24, Near Vaidyanatha Temple, Shakthinagar, MANGALURU-575016, Karnataka Tel. 0824-2210692 Fax No. 0824-2210792	Karnataka: Haveri, Devangere, Shivaimogga, Chikkamagaluru, Udupi, Dakshin Kannada, Kodagu, UttaraKanada, Belgaum, Dharwad, Gadag, Koppal, Bagalkot, Vijayapura district
17	Mumbai	WRHQ, Gorai Road, Borivli West, MUMBAI-400091, Maharashtra. Tel:022-28671626 Fax:022-28650244	1. Maharashtra: Aurangabad, Nashik, Palghar, Thane, Ahmednagar, Pune, Bid, Osmanaabad, Raigarh, Satara, Solapur, Ratnagiri, Sangli, Kolhapur, Sindhudurg, Nanddurbar, Dhule, Mumbai city & Mumbai Suburban district 2. Bombay High 3. Dadra & Nagar Haveli
18	Nagpur	IWMS Nagpur Chindwara Road, PO Koradi T.P.S., NAGPUR-441111, Maharashtra. Tel:0712-2612114 Fax:0712-2612040	Maharashtra: Jalgaon, Buldhana, Akola, Amravati, Wardha, Nagpur, bhandara, Gondia, Gadchiroli, Chandrapur, Yavatmal, Washim, Hingoli, Jalna, Parbhani, Nanded & Latur district
19	New Delhi	NRHQ, IMS Campus, Ghitorni, PO Mehrauli, NEW DELHI-110030. Tel:011-26502658 Fax:011-26502380	1. Delhi NCR 2. Haryana 3. Uttar Pradesh :Gautam Budha Nagar, Ghaziabad
20	Patna	WMS Patna, Quarter No.-4, Road No.-9, Gardanibagh, PATNA-800001 Bihar. Tel: 0612-2240909	Bihar
21	Raipur	WMS Raipur Room No.H-5, Plot No. 110 Sankar Nagar, Sales Tax Colony, Khamhardeh, RAIPUR-492007, Chhattisgarh Tel.0771-2109600	Chhattisgarh
22	Ranchi	WMS Ranchi Bali Bagicha, Harmu Housing Colony RANCHI-834002, Jharkhand. Tel:0651-2243023, 2244928	Jharkhand
23	Shillong	WMS Shillong Umpling, Lapalang, Rynjah, SHILLONG-793006, Meghalaya. Tel:0364-2230113, 2230893 Fax:0364-2233727	1. Meghalaya 2. Mizoram 3. Tripura
24	Siliguri	WMS Siliguri S.J.D.A Residential Complex, Shantinagar, Dabgram, SILIGURI-734004, West Bengal Tel. 0353-2598125 Fax:0353-2598124	1. Sikkim 2. West Bengal :Maldah, Dakshin Dinajpur, Uttar Dinajpur, Darjeeling, Kalimpong, Jalpaiguri, Alipurduar, Cooch Behar district

25	Thiruvananthapuram	WMS Thiruvananthapuram Kachani, Nettayam, THIRUVANANTHAPURAM-695013, Kerala. Tel:0471-2373202	1. Meghalaya 2. Mizoram 3. Tripura
26	Vijayawada	WMS Vijayawada 3 rd Floor, G Block, P&T Colony, M.G.Road,VIJAYAWADA-520010, Andhra Pradesh. Tele:0866-2476068 Fax: 0866-2476072	Andhra Pradesh: Prakasam, Guntur,Krishna, West Godavari, Kurnool, Anantpur, Nellore, Cuddapah, Chittoor district.
27	Visakhapatnam	WMS Visakhapatnam Lake View Layout, Back Side of Vambay Colony, Madhurvada, VISAKHAPATNAM -530048, Andhra Pradesh. Tel:0891-2539365, Fax: 0891-2710014	Andhra Pradesh : East Godavari, Vishakhapatnam,Srikakulam, Vizianagaram district