



SARAS

NSDL e-Governance Infrastructure Limited

Modules Covered



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- ❖ Setting-Up of Licensee
- ❖ Bank Guarantee
- ❖ Deduction Claim Verification
- ❖ License Fee Assessment
- ❖ User Management
- ❖ Master Management
- ❖ CAF / EMR / LD Notices
- ❖ Court Case
- ❖ Grievance
- ❖ Discussion Board
- ❖ Knowledge Bank
- ❖ Dashboard
- ❖ Audit Module
- ❖ Exception Handling
- ❖ External Interfaces
- ❖ Notice Set-Up

Setting-up of Licensee



- ❖ DoT LFP user can register Licensee user by entering the following on screen
 - Licensee details
 - License details
 - Spectrum details
 - Bank Guarantee details
- ❖ Provision to upload supporting documents
- ❖ System to create Admin user for Licensee who can in turn create maker and checker users for each License
- ❖ Multiple Licenses, Spectrum and Bank Guarantee details can be entered into the system

Setting-up of Licensee contd..



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- ❖ DoT LFP user can update the Licensee details registered in the system. System to keep track of all the updates
- ❖ Provision for Licensee Admin to view list of spectrum allocation, License authorization and Bank Guarantees



❖ Add BG

- DoT / CGCA User can make entry of first BG while setting-up of Licensee
- All Subsequent BGs will be entered by Licensee

❖ Verify BG

- DoT/ CGCA/CCA user need to verify the BG added and edit the same if required
- On edit, an error rectification alert will be sent to Licensee

❖ Validate BG

- CCA user need to Validate the BG added and edit the same if required
- On edit, an error rectification alert will be sent to Licensee
- Letter will be issued to Bank for confirmation of BG



❖ Approve BG

- After receiving confirmation from Bank, CCA to mark BG as Approved
- CCA can upload supporting document if required

❖ Review BG

- Half Yearly review : Calculate BG amount based on last four positive quarters
- Validity Check: Generate renewal notice for BGs which are going to expire in next two months
- Additional BG: When there is jump of 25% in LF or SUC as compared to last quarter



- ❖ Manage BG : Licensee can make changes to the existing BG
- ❖ Notice
 - CCA can issue Notice
 - Licensee can view and respond the Notice
- ❖ Release BG
 - Licensee can request to release BG
 - CCA can approve request for release of BG
- Invoke BG



❖ Invoke BG

- CCA can Invoke a BG fully or partially
- CCA to issue a letter of Invocation to Bank
- CCA to enter funds received as part of Invocation and close Invocation request
- Else CCA can issue a letter to Bank for withdrawal of Invocation
- System will keep track of funds received against a Invocation issued



❖ Submission of Deduction Claims

- Licensee to prepare file of deduction claims as per prescribed CSV formats
- Licensee to pass the prepared file through File Validation utility (FVU)
- FVU to validate the file for format level validations and add FVU version, record level and file level hash
- Licensee to upload the files passed through FVU
- RMS to verify FVU version and file level hash
- In case of rejection at FVU level or RMS level, an error response file will be generated which will provide details of issue
- Licensee can upload multiple files of AO/AG/PP/IR



❖ Upload supporting documents

- Records uploaded through files will be displayed in grid
- Licensee to select records one by one and upload supporting documents
- After upload of mandatory supporting documents, Licensee can submit deduction claims through Maker and Checker Users

❖ Additional Deduction claims

- To upload deduction claims after submission of deduction claims by checker or to upload deduction claims after the defined timeline, Licensee needs to raise a request to upload additional deduction claims
- On approval of request, Licensee will be able to upload additional deduction claims



❖ Verification of deduction claims

- Verification can be done by maximum four and minimum two levels of CCA officers
- Provision to define threshold amount of Invoices at each level on basis of which records will be identified and displayed in Mandatory which CCA user at that level needs to mandatorily verify
- Records beyond threshold value will be displayed in review tab and CCA user may or may not verify the same
- Records submitted on time will be displayed in Regular tab where as other records will be displayed under supplementary tab
- AT each level, status, admissible amount and remarks provided by previous user needs to be displayed
- Under the above mentioned tabs, data will be displayed in separate tabs for AO/AG/PP/IR



❖ Submission of Audited Deduction Claims

- System to display quarterly deduction claims auto-populated
- Licensee can upload additional deduction claims
- Licensee can upload supporting documents to quarterly deduction claims uploaded
- Deduction claims which are newly added and where licensee has made changes are displayed as highlighted to CCA users so that CCA user need not verify all the deduction claims again



- ❖ Timeline Extension request
 - Licensee can raise a timeline extension request for submission of deduction claims
 - CCA can view the timeline extension requests raised and approve by providing date till which extension is approved or reject the request by providing appropriate comments
- ❖ Re-initiation of Deduction verification
 - Licensee can request to re-initiate deduction verification by providing appropriate reason
 - CCA user may accept or reject the request with appropriate comments
- ❖ DVR
 - Issue provisional DVR for quarterly deduction claims
 - Show Cause Notice issuance
 - Response to Show Cause Notice
 - Specking Order
 - Issue final DVR



❖ Submission of Quarterly Statement of Revenue

- Licensee can make entry of quarterly statement of revenue through Maker and Checker logins
- CCA can do scrutiny of Statement of revenue at two levels
- CCA Users can either mark the statement of revenue as verified or can send it back to licensee by selecting the field which needs to be updated and providing appropriate remarks
- Licensee will be able to edit only those fields which are marked by CCA officer

❖ Submission of Audited Statement of Revenue

- Audited statement of revenue will be displayed as auto-populated from the quarterly values
- Licensee can make necessary changes to the Audited statement of revenue and submit the same
- Process followed for scrutiny will be same as quarterly statement of revenue
- Licensee user can also make entry of Annexure to the Audited Statement of revenue



❖ Add-Backs

- DoT/CCA/CGCA users can make entry of Add-Backs
- Add-backs can be entered for following three types
 - DoT Add-Backs
 - Special Audit Add-Backs
 - CAG Addbacks
- User can apportion the add-backs across various licenses or within License across quarter or entry can be made quarter wise
- Addbacks entered will be verified by next level officer
- After Verification, Mapping and comparison of Add-Backs will be done
- Final Add-Backs will be identified and same will be approved by next level of officer
- Next level officer can revise the values in the Add-Backs if required



❖ Uploading Audited Documents

- Licensee Admin need to upload Audited document like company profit & loss statement
- Licensee can make entry of reconciliation sheet on screen
- CCA Users can view Audited documents and reconciliation sheet to determine undisclosed revenue

❖ Timeline Extension

- Licensee can request timeline extension for submission of quarterly, Annually Statement of revenue, submission of Audited documents etc.
- Licensee provides date till which extension is required along with justification for the same
- CCA user may approve the same, change the date or reject the request by providing appropriate comments



❖ Payment

- Licensee needs to make payment of License Fee online through RMS
- Following will be three modes of payment available
 - Online through Bharatkosh Payment Gateway
 - Challan based payment through Bharatkosh Payment
 - Offline payment
- CCA can verify the offline payment details entered by Licensee



❖ LF Assessment

- LF Assessment can be initiated by CCA/DoT User after
 - Licensee has uploaded Audited Documents
 - Licensee has submitted Deduction Claims
 - Licensee has submitted Audited Statement of revenue
- Assessment includes following steps
 - Determination of AGR
 - LF calculation
 - Interest Calculation
 - Penalty and Interest on Penalty
 - Generate Assessment Report
- Approval of Assessment report at five levels (Min 2 levels)
- Issuance of Assessment Report and Demand order
- Licensee to respond to the Demand Notice



❖ Terminal and Capital Cost based Assessment

- Licensee to enter capital cost / number of terminal details through its maker/checker login
- CCA to do scrutiny of the entries made by Licensee
- Licensee to upload Audited Documents. Deduction claims
- CCA to initiate Assessment
- Steps followed for Assessment of Capital cost based and Terminal based Assessment will be same as AGR based assessment



- ❖ Role based access to all users of RMS
- ❖ Admin user can create roles and groups as required
- ❖ Admin user can Modify existing roles and groups
- ❖ Admin can activate / deactivate users, unlock user and reset password
- ❖ Licensee Admin can create Maker / Checker users for each license
- ❖ Provision to allocate multiple roles to same users
- ❖ Every user will be able to view his/her own profile
- ❖ RMS Admin User can set the environment variables



- ❖ Masters can be managed through Master Management Module
- ❖ Provision for RMS Admin to Add, edit or delete a record from Master
- ❖ System to keep track of all the changes done to the master
- ❖ All drop-down values incorporated in RMS are managed through Master Management module



- ❖ Based on inputs from Term Cell - DoT / CCA / CGCA users can make entry of Penalty Notices and issue the same to the Licensee users
- ❖ DoT / CCA / CGCA users can make changes to the CAF / EMR / LD Penalty Notice details already entered in the system
- ❖ Licensee users can view the Notices and make full/part payment using Bharatkosh Payment gateway
- ❖ Provision to upload the Scanned copy of CAF/EMR/LD Penalty Notice/Letter issued by term cell if required



- ❖ DoT / CCA / CGCA users can enter / update details of Court Case
- ❖ DoT / CCA / CGCA users to make entry of proceedings of hearing and next hearing date
- ❖ System Alerts on the Dashboard to designated officials regarding upcoming hearing dates and entry of hearing proceedings after hearing
- ❖ DoT/CCA/CGCA user can forward the case from one office to other
- ❖ Provision to link various cases for future reference
- ❖ Provision to tag multiple cases together and maintain the same as a group while entering hearing details
- ❖ Provision to enter the details of the Counsellor's payments
- ❖ Provision for DoT / CCA / CGCA to search and view case details and edit the court case details

- ❖ Licensee users can raise online Complaints / Grievances in RMS to DoT, CCA or CGCA
- ❖ Licensee to mark enter office names in “For Action” and/or “For Information”
- ❖ Grievance raised can be viewed by DoT/CCA/CGCA users associated with office marked as “For Action” or “For Information”
- ❖ Only those users associated with the office marked as “For Action” can respond to the grievance or forward the same to other offices by providing comments.
- ❖ Provision to link the Grievance being raised to the earlier raised grievances if required



- ❖ Licensee can upload multiple supporting documents while raising Grievance
- ❖ DoT/CCA/CGCA users can upload supporting document and enter remarks while responding or forwarding Grievance to other office
- ❖ In case of Pendency, Grievance will be displayed in escalation tab of users nominated for escalation as per escalation matrix defined for each office
- ❖ Complete sequence of events for each grievance will be maintained in the system
- ❖ Facility to view the list of Grievance raised along with status



- ❖ Discussion on the Discussion Board can be initiated only by the designated Moderator users of DoT / CCA / CGCA users
- ❖ Moderator to enter the category of the discussion and add participants
- ❖ Moderator monitor the ongoing discussion and can delete comments provided by any user or to block a particular user if required
- ❖ Participants can view entries by other participants date wise and can enter their views on the ongoing discussion
- ❖ Participants can upload documents if required or can also provide link to the documents available on public domain



- ❖ Discussion can be initiated by designated Moderator from Knowledge Bank Module also. In that case link to information in Knowledge Bank will be maintained
- ❖ Provision for users to view list of on-going discussions, sort on basis of date of initiation or category
- ❖ System to auto-close the discussion if in case it remains inactive for more than two hours
- ❖ Provision for Moderator to close the discussion
- ❖ On the closure of the discussion, all the trail of the discussion will be deleted



- ❖ DoT or CGCA Admin can add information to knowledge Bank.I
- ❖ Information may contain critical Orders for easy reference in future
- ❖ Information uploaded can be categorized and marked as public/private
- ❖ key-words can be associated with the information for quick search in future
- ❖ Information marked as private can be viewed only by DoT / CCA / CGCA users where as public information can be viewed by Licensee also.
- ❖ Moderator user can initiate Discussion on any information available in Knowledge Bank



- ❖ RMS will be dashboard driven
- ❖ Dashboard to have two tabs – “Dashboard” and “View Info”
- ❖ Each module for which user has rights will be displayed as icon on the Dashboard
- ❖ Below the icon count of items pending for action will be displayed
- ❖ When user clicks on count, list of items pending for action will be displayed
- ❖ Provision for user to sort the items by clicking on column heads
- ❖ Pagination in case if pending list is long
- ❖ User can click on any case and view complete details of that selected request



- ❖ Provision for user to take required actions
- ❖ Separate tab for “view only” items – View Info tab
- ❖ “View Info” tab is similar to the “Dashboard” except that the list of records on which the user has taken action will be displayed
- ❖ In “View Info” tab, the details displayed will be in non-editable format
- ❖ User can click on any case and view complete details of that selected request



- ❖ Separate Table will be created in database to maintain audit trail of all important transactions which will be exactly same as the main table
- ❖ In case of any update/delete to any record complete record with existing values will be copied to audit table
- ❖ Information like Old value, new value, user responsible and timestamp will be maintained in the system in case if any record is added / updated or deleted



- ❖ All exceptions will be handled gracefully by the system
- ❖ User transactions that would generate any system level exception will be logged and tracked for issue identification
- ❖ System will give user friendly messages in case of exceptions providing the details of the issue occurred



❖ Following External Interfaces will be integrated in RMS

- Bharatkosh
- SMS / Email Gateway
- E-Sign
- LIMBS



- ❖ Provision for RMS Admin to set-up Notice templates and generate notices based on specific events
- ❖ Provision to define parameters for each notice templates
- ❖ Provision to insert variable data in static content of the notice
- ❖ Provision to manually edit the auto-generated notice



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THANK YOU !

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- ❖ Role based access to MIS reports
- ❖ Provision to download MIS reports in excel / PDF formats
- ❖ Provision for user to sort MIS details by clicking on column header
- ❖ Provision to apply filters as per provisions made in the system
- ❖ Restriction on date range to avoid impact on normal functioning of RMS
- ❖ Pagination in case if MIS data displayed is large in number



- ❖ Provision for DoT LFA and DoT WPF wing to enter Budgetary Revenue Estimates(BE) for next FY and Revised Revenue Estimates (RE) for the current FY
- ❖ LFA and WPF wings will feed the BE & RE for License Fee and Spectrum usage charges respectively
- ❖ The Budget data will be used for MIS and Dashboard to see if LFA / WPF progress in terms of achieving the revenue targets
- ❖ Provision to view details for previous Financial Years