

**एमटीसीटीई उपयोगकर्ता अनुदेश**

**सं०: टीईसी/जीएल/डीडी/टीसीपी-811/05/जुलाई19**

**MTCTE USER INSTRUCTIONS**

**No.: TEC/GL/DD/TCP-811/05/Jul19**

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**एमटीसीटीई पोर्टल का उपयोग करने हेतु उपयोगकर्ता अनुदेश**  
संस्करण-2.0

**USER INSTRUCTION FOR USING MTCTE PORTAL**  
VERSION-2.0

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**TELECOMMUNICATION ENGINEERING**  
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[www.tec.gov.in](http://www.tec.gov.in)

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## **1.0 Introduction**

Government of India, vide Gazette Notification G.S.R. 1131(E) Dated 5<sup>th</sup> September 2017, mandated that every telecom equipment shall undergo mandatory testing and certification prior to its sale/import.

Any Original Equipment Manufacturer (OEM)/ importer/ dealer who wishes to sell, import, or use any telecom equipment in India, shall have to obtain Certificate from Telecommunication Engineering Centre (TEC) and mark or affix the equipment with appropriate Certification label.

To make the whole process of certification efficient and reduce the human intervention, processes of mandatory testing and certification of Telecom Equipment shall be administered through an online portal, called the MTCTE portal, which can be accessed by using the address <https://mtcte.tec.gov.in/>.

### **1.1 Purpose of this document**

The objective of this document is to describe the functioning of MTCTE portal and facilitate the manufacturers/ importers/ dealers, who intend to get their telecom equipment certified, in submitting their application for certification. This document contains instructions for using MTCTE portal with graphic screens for easy and better understanding.

### **1.2 Problem Reporting**

In case of any problem related to the software or to this document, please contact TEC at [help.mtcte.tec@gov.in](mailto:help.mtcte.tec@gov.in).

### **1.3 Security and Privacy**

The portal has passed extensive security tests and is hosted on secure cloud. There could be error message relating to security while using some browser.

While TEC maintains privacy of all data entered on the portal, and does not use it for any purpose other than what is intended under MTCTE, the information is open to disclosure under RTI Act. Users who wish to maintain secrecy of their data for commercial reasons are requested to contact TEC for mutual agreement on the extent to which data can be shielded for limited period.

### **1.4 Minimum System Requirements**

MTCTE Portal is a web-based application, which is compatible with all major browsers for its proper functioning. However, some browsers offer better experience.

### **1.5 Frequently used terms**

User refers to the person who is accessing the portal and registering himself on it.

A “\*” against any field indicates that entering data in that field is mandatory.

EUT means Equipment Under Test, for which application is being submitted on the portal.

A table of application status and its corresponding description is shown below:

<b>S No.</b>	<b>Application Status</b>	<b>Status Description</b>
1	DOC/SAMPLE AWAITED	Documents/Samples awaited by Testing Officer
2	PENDDRAFT APPLICATION FEE	Application is filled but payment for certification is pending
3	PEND EVAL	Evaluation of application is pending
4	PEND DDG EVAL DONE	Evaluation of application is completed now DDG has to verify.
5	PEND CAB TEST	Testing at CAB is pending
6	PEND DDG ALOC EVAL	Application for certification is pending with DDG
7	PEND DDG ALOC TEST	Application for testing is pending with DDG
8	PEND TEST	Testing is pending
9	PAIDRTEC FEE	Testing Fee of Application is paid to RTEC
10	PENDRTEC FEE	Testing Fee of Application is pending
11	PEND DDG WL TEST	Application for Testing is in waiting state at DDG
12	COMPLTEST	Testing is complete
13	PENDVAL	Validation of application is pending
14	TEST REQ	Testing of Equipment is required
15	PEND TEST LAB	Application is accepted by Testing Lab
16	DRAFT APPLICATION PAYMENT FAIL	Payment for application is failed
17	WITHHELDCERT	Certificate issued for application is withheld
18	REJ DDGRTEC	DDG has declined to accept application.
19	PEND DDG WL EVAL	DDG has accept application for certification but kept in wait list.
20	PEND DDG WL TEST	DDG has kept the application for testing in waitlist
21	PEND DDG WL TEST	DDG has accepted application for testing but kept in wait list.
22	REJCERT	Certificate is rejected
23	WITHHELDCERT	Certificate is withheld
24	REJTEST REQ	Application for testing has been rejected
25	DRAFT APPLICATION	Application is filled partially
26	APPL REG	Fees for certification is paid
27	PENDCERT	Certificate generation is pending
28	REJVAL	Application failed during validation.

## 2.0 Home Page

User will see a Home Page as soon as he connects to portal.



**Fig. 1: Home Page of MTCTE portal as it appears on screen.**

The Home Page contains all the information about the MTCE Portal under various Tabs like Labs, Essential requirements, Downloads etc. Information about TEC designated Labs is given under “Labs”. List of the certified equipment along with details is provided under “Certified Equipments”. Essential Requirements Tab contains the information of all the ERs notified by TEC for certification of Telecom equipment under MTCTE along with the parameters contained therein and applicable standards. All the documents related to the MTCTE Scheme are available under Tab “Downloads”.

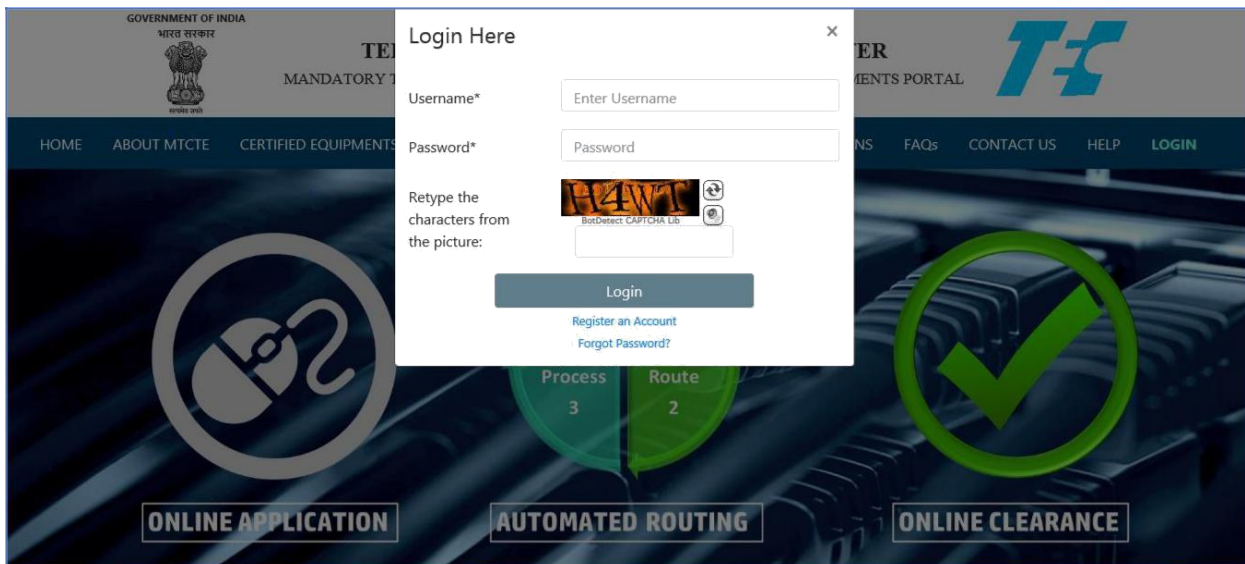
At the Right side of the screen, the Login link is available. This link allows User to login into the account through which he will apply for certification of his telecom equipment.

## 2.1 LOGIN

On clicking the Login tab, the login popup will appear as shown in Fig. 2. User is required to register himself on MTCTE portal before he can login to carry out certification related activities.

Login section contains three important fields: -

- i. Login
- ii. Register an Account
- iii. Forgot Password



**Fig. 2: Login popup appears after clicking on Login tab**

Login – This section is for logging in, using Username and Password. After filling up these fields, User clicks on Submit button, which allows him to log into the portal.

## 2.2 Forgot Password

On clicking Forgot Password, User is prompted to enter his Username on next screen as shown in Fig. 3. On pressing Reset Password, User will get the pop-up message “OTP sent to you successfully, please check your mailbox & spam folder”. On the next screen, new password can be entered along with this received OTP.

Forgot Password

## Reset your password?

Enter Username\*

[Reset Password](#)

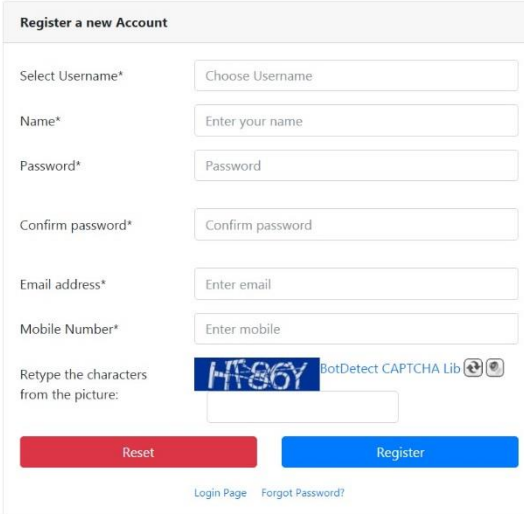
[Register an Account](#)  
[Login Page](#)

In case you are not able to reset your password here, contact Helpdesk at [help.mtcte.tec@gov.in](mailto:help.mtcte.tec@gov.in)

**Fig. 3: Sample picture of Reset your Password**

## 2.3 Register an Account

When User clicks Register an Account tab, the following page as shown in Fig. 4 appears. User needs to fill all the mandatory details here for registration.



The screenshot shows a registration form titled "Register a new Account". It contains the following fields and elements:

- Select Username\***: A text input field with the placeholder "Choose Username".
- Name\***: A text input field with the placeholder "Enter your name".
- Password\***: A text input field with the placeholder "Password".
- Confirm password\***: A text input field with the placeholder "Confirm password".
- Email address\***: A text input field with the placeholder "Enter email".
- Mobile Number\***: A text input field with the placeholder "Enter mobile".
- Retype the characters from the picture:**: A CAPTCHA image showing the characters "H86Y" and a "BotDetect CAPTCHA Lib" logo. Below it is a text input field for re-typing the characters.
- Buttons**: A red "Reset" button and a blue "Register" button.
- Links**: "Login Page" and "Forgot Password?" links at the bottom.

**Fig. 4: Register A New Account Page**

**Select Username:** This field specifies Username for login into User's account on MTCTE Portal. User has to enter a Username of his choice according to availability of username, meeting Username Rules

**Name** – this field is for User's name

**Password** – in this field, User enters his Password. The Entered password should meet the following requirements –

- A Lowercase Letter
- A Capital Letter
- A Numeric Value
- Minimum length of password must be 8 character.

**Confirm Password** - User re-enters same Password for confirmation.

**Email Address** – this field specifies email id of User for registration on MTCTE Portal. All messages related to activities done on the portal will be sent on this email id. OTP for registration sent on this email id needs to be entered to complete registration.

**Mobile Number** - In this field, Applicant will enter his mobile number.

**Retype the Character** – this is field is for security purpose to ensure that a human is making an online transaction rather than a computer. User needs to enter the Characters, which will appear in a small box near this field.

**Register** - this button allows User to submit the details entered in the registration application. On clicking the Register button, User's account shall be created on the MTCTE portal. After registering, User can login.



## 2.4 Registration Instructions

Only individuals, employed by Indian companies, which are OEM/ brand owner or authorized Indian Representative (AIR) of foreign OEMs are permitted to register

Before registering, User must obtain an Authorization Letter from his company authorizing him for MTCTE related responsibility, as per proforma given in Annexure-I.

Though any Username can be used, it is advisable to use a Username indicative of company name. Username indicative of personal or misleading names must be avoided.

The Name for registration must be same as given in Authorization Letter.

The email should be preferably company e-mail id, though other email ids are also permitted. All the notifications including OTPs for registering the account/Forgot Password are sent on this email id. It is therefore suggested that dedicated email id may be used by the company for this purpose, so that these notifications are not mixed up with other emails of the company. It would be company's responsibility to ensure access and proper attending to the email messages. MTCTE portal will not be sending cc copy to any other email id.

E-mail id cannot be changed by User himself. To update the email id, User is required to upload a Letter for Modification of Authorization, as per proforma given in Annexure-II, containing the new email id. The new email id will be updated only after the change is approved by TEC after verifying details from uploaded document.

If due to transfer/exit of the earlier authorized User, the company does not have the access to the email id used on the portal, applicant company is required to email the Letter for Modification of Authorization to the helpdesk ([help.mtcte.tec@gov.in](mailto:help.mtcte.tec@gov.in)), preferably from company email id. TEC will verify the details of User account from the Letter and will update the requested changes in the portal.

## 3.0 Creation of Profile

Once User logs into his account, he is taken to **Edit Profile page**.

### 3.1 Edit Profile

Fig. 5 shows fields to be filled by User to create his Company's Profile. There are two possibilities:

Certification is required for products of an Indian OEM or Brand owner. In this case, activities related to the certification of Telecom Equipment have to be performed by Indian Company itself, and another company cannot be authorized on its behalf.

Certification is required for products of a Foreign OEM. In this case, the foreign OEM needs to appoint an AIR, authorizing him, through a legally valid Memorandum of

Understanding (MOU) or contract, to perform and be responsible for all activities and obligations related to certification of Telecom Equipment, manufactured by him.

**Fig. 5: Create/ Edit profile page of MTCTE Portal.**

Applicant is also required to indicate TAN/PAN where TAN refers to Tax Deduction Account Number or Tax Collection Account Number and it is a 10 -digit alpha-numeric number issued by the Income-tax Department. TAN is to be obtained by all persons who are responsible for deducting tax at source (TDS) or who are required to collect tax at source (TCS). Permanent Account Number (PAN) is a ten-digit alphanumeric number, issued in the form of a laminated card, by the Income Tax Department, to any "person" who applies for it.

Main fields of the page are explained as under: -

**Applicant Name** – This should match with User’s name with which account has been registered as also the name appearing in the Authorization Letter.

**Designation** – This field specifies designation of User who is authorized representative of the company as appearing in the Authorization Letter.

**Authorization Letter** – Letter in proforma given in Annexure-I/ Annexure-II, authorizing the representative of the company by the Board of Directors of the company, to be uploaded against this field.

**Company Name** – This field specifies name of User’s Company.

**Website URL** – This field specify Website URL of Applicant’s company, if any.

**Registration Letter** – Certificate of Incorporation in case of company and partnership deed in case of firm is to be uploaded.

**Landline** – This field specifies the landline number of applicant company (10 digits including prefixed STD code, without leading zero or special characters. In case landline number is short of 10 digits, it should be suffixed with extra 1.

Mobile – This field specifies the Mobile number of Applicant Company (10 digits without leading zero or special characters).

Applicant Type – This field specifies whether User’s company is Indian OEM or AIR. User has to select this field accordingly.

Address - This field specifies the address of Applicant Company’s registered office, without State information.

Communication Address - This field specifies the address of Applicant Company, including state information, for correspondence from TEC.

State – Applicant has to select state of his company’s registered office.

Submit Details – By pressing this button, User Company’s details are submitted for validation to TEC, after which User needs to wait for TEC’s approval. User will be able to proceed to next step, access the dashboard page and submit applications for certification only after TEC’s approval.

**Note** – The created profile will be frozen and used for all applications from this account. For any change in the profile other than communication address, contact number or website URL, fresh Authorization Letter needs to be submitted and approved by TEC.

If User Company is OEM or Brand Owner, his registration process is complete. He can now start submitting applications, after approval of his registration by TEC.

### **3.2 Foreign Company Profile**

If Applicant Company qualifies as an AIR of a foreign OEM, User has to first complete all the steps mentioned under 3.1 for his company’s registration/ profile creation. After approval of registration of Applicant Company as AIR on the portal, he has to add the details of foreign OEM represented by the AIR. For this, AIR Company must obtain an AIR Authorization Letter from the foreign OEM Company authorizing the AIR for MTCTE related responsibility, as per proforma given in Annexure-III. For this, User has to click “Add Foreign OEM” and enter values against all the mandatory fields marked as (\*) on the New Foreign Company details as shown in Fig. 6.

If AIR company has MOU with more than one Foreign OEMs, and has duly been authorized by them to do all the activities related to certification of their telecom equipment, separate accounts have to be created by AIR, which can be registered by same or different persons authorized by the company. For each of such accounts, separate individual AIR Authorization Letters are required. Users are also advised to use Usernames indicative of combination of his company (AIR) name and foreign OEM name, and use separate email ids of each. AIR shall submit affidavit duly signed by AIR (Refer Annexure 5) or MOU signed between foreign OEM & AIR (Refer Annexure 6).

Users shall create one account for each foreign OEM. If AIR is having agreement & MOU with more than one foreign OEM for doing MTCTE related activities, he will have to create separate account on MTCTE portal for each foreign OEM.

**Fig. 6: Create/ Edit profile page – Add New Foreign Company Details**

Explanation of the fields required to be filled by User company (AIR) given as under:

Company Name – This field specifies name of the Foreign OEM Company.

Website URL – This field specifies Website URL of Foreign OEM Company.

Landline – This field specifies the landline number of Foreign OEM Company.

Mobile – This field specifies the Mobile number of Foreign OEM Company.

Permanent Address - This field specifies the Permanent address/Registered address of Foreign OEM Company.

Correspondence Address - This field specifies the address of Foreign OEM Company's address at which company intend to receive the communication from TEC, if any.

MOU Validity – This field describes the start and end dates of validity of Memorandum of Understanding (MOU) signed between Applicant Company and Foreign OEM Company. Certificates shall be issued for a period of 5 years (2 years in case of provisional certificate), or until date of expiry of MoU validity.

AIR Authorization Letter Validity - This field describes the start and end dates of validity of AIR Authorization Letter through which AIR has been authorized by Foreign OEM Company for doing all activities / taking decisions in relation to certification of telecom equipment. Applications from AIR in respect of products of foreign OEMs shall not be processed beyond date of expiry of AIR Authorization Letter validity.

Once the details are submitted by User, the same will be required to be approved by TEC. After Approval, User will be able to access the dashboard page and apply for certification.

**Note: If there is no mention of validity in MOU/Affidavit/AIR Authorization Letter, then date in “valid to” date in the portal may be mentioned as 01.01.9999**

### 3.3 Updating details related to the authorized person and User Company

Some of the fields of applicant's account profile viz. website of company, landline, mobile number and communication address can be updated through Edit Profile Tab,

as shown in Fig. 7, without uploading of any document. However, fresh authorization letter in prescribed format will be required to be uploaded for updating other details of authorized person like Applicant's Name and Designation. Relevant certificate of incorporation of applicant company will be required to be uploaded, if there is change in registered address of company.

After pressing Submit Details button, all the updated details will be submitted to TEC for verification from the relevant uploaded documents. The updated details will be verified and approved by TEC after which these will be visible in the portal. The User

The screenshot shows the 'Edit profile page – Indian OEM/AIR details' in the MTCTE Portal. The page has a dark sidebar on the left with navigation icons. The main content area is titled 'Applicant Self Company Details' and contains a form with the following fields:

- Applicant Name\***: Aakash Agarwal
- Mobile No\***: 9599306247
- Email\***: mtcte00@gmail.com
- Applicant Type\***: Authorized Indian Representative (dropdown)
- Designation\***: Manager
- Company Name\***: MTCTE
- State\***: National Capital Territory of Delhi (dropdown)
- Primary Contact No\***: 9599306247
- Website URL**: www.tec.gov.in
- Permanent Address\***: Khurshid Lal Bhavan, Gate No. 5, Ground Floor, Janpath Rd, New Delhi, Delhi 110001
- Communication Address\***: (if same as permanent address) Khurshid Lal Bhavan, Gate No. 5, Ground Floor, Janpath Rd, New Delhi, Delhi 110001
- Approval Letter\***: (upload icon)
- Regd. Letter\***: (upload icon)
- Alternate Contact No\***: 9599306247

A blue 'Update Details' button is located at the bottom center of the form.

**Fig. 7: Edit profile page – Indian OEM/AIR details**

### 3.4 Updating details related to Foreign OEM

Foreign OEM's website, its landline no., Mobile no., correspondence address can be changed without uploading of any document, as shown in Fig. 8. However, for updating permanent address and MOU validity, fresh MOU containing these changed details will be required to be uploaded. Change in validity of authorization will require the uploading of fresh authorization letter in prescribed format.

**New Foreign Company Details**

Company Name* <input type="text" value="MTCTE INTERNATIONAL LTD"/>	Website URL <input type="text" value="www.tec.gov.in"/>	Primary Contact No* <input type="text" value="9599306247"/>
Permanent Address <input type="text" value="Khurshid Lal Bhavan, Gate No. 5, Ground Floor, Janpath Rd, New Delhi, Delhi 110001"/>	Correspondence Address* <input type="text" value="Khurshid Lal Bhavan, Gate No. 5, Ground Floor, Janpath Rd, New Delhi, Delhi 110001"/>	Alternate Contact No <input type="text" value="9599306247"/>
MOU Letter Validity		
Valid From* <input type="text" value="2018-12-01"/>	Valid To* <input type="text" value="2025-02-28"/>	MOU Letter* <a href="#">📄</a>
Authorization Letter Validity		
Valid From* <input type="text" value="2019-06-01"/>	Valid To* <input type="text" value="2029-12-31"/>	Authorization Letter* <a href="#">📄</a>

**Fig. 8: Create/ Edit profile page – Update Foreign Company Details**

#### 4.0 Dashboard

The Dashboard is the home page of User’s Account where he can view the status of all pending applications. Dashboard displays following information as shown in Fig. 9.

- Last Login: this field specifies the date of the last login by User.
- No of pending applications: This field indicates the number of total applications, which have been created by User and are at various stages of certification.
- Search Button – This button allows User to search applications by entering any text string for search in any field.
- Application Details – has following fields
  - Application ID – this field denotes Application ID generated by system.
  - Applicant Company - this field denotes the name of Applicant Company.
  - Application Status - this field denotes the status of Application.
  - Apply Date - this field specifies the date on which the application is generated.
  - Application Type – this field specifies whether the Application is for the equipment under SCS Scheme or GCS Scheme.
  - Registration ID – After payment of fee, an application is registered and is allocated a Registration ID. The ID includes Application number, Product Name and date of application submission, in an abbreviated format.

MTCTE Portal Welcome Aakash Agarwal Logout

Dashboard / Applicant space

**Login Details**

Registered on: Registered on 10.06.2019:10:10 Number of pending Applications: 2

Approval Status: Approved

**Pending actions to user**

\*NOTE: Application with Status 'INITIATED DRAFT APPLICATION FEE' needs to be refreshed after payment.

Show 10 entries Search:

Application ID	Product Variant	Applicant Company	Application Status	Apply Date	Application Type	Registration ID
1316	Session Border Controller	MTCTE	INITIATED DRAFT APPLICATION FEE	2019-06-13	GCS	1316_Session Border Controller_2019-06-13
1310	Session Border Controller	MTCTE	INITIATED DRAFT APPLICATION FEE	2019-06-13	GCS	1310_Session Border Controller_2019-06-13

Showing 1 to 2 of 2 entries Previous 1 Next

Resume Application Refresh Payment Status Delete Application

**Fig. 9: Applicant's Dashboard**

At the bottom of the page, User will see the following buttons:

Showing 1 to 10 of 12 entries Previous 1 2 Next

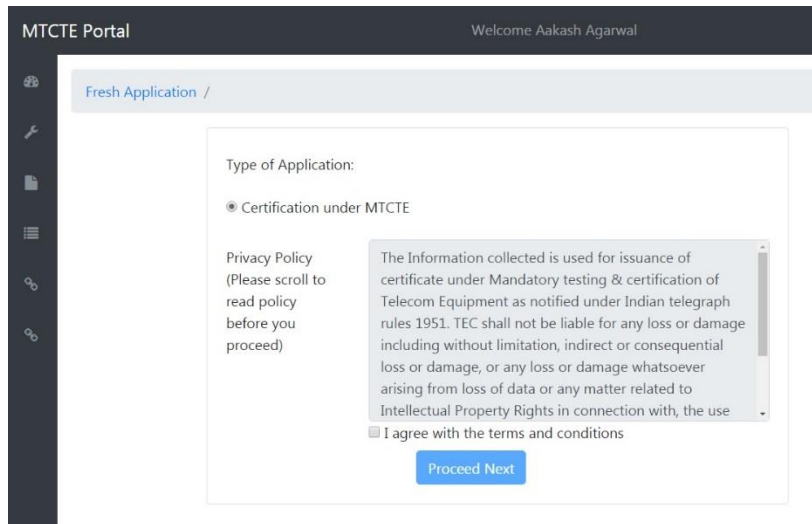
Resume Application Refresh Payment Status Delete Application

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- Previous, 1, 2, 3, Next are the buttons for page navigation
- Resume Application: This button is for resuming application saved by User earlier. Applicant can move to next step after resuming the application.
- Delete Application: This button is for deleting an application from the Dashboard. Applications with fees paid cannot be deleted.
- Refresh Payment Status: This button is for refreshing offline payment status.

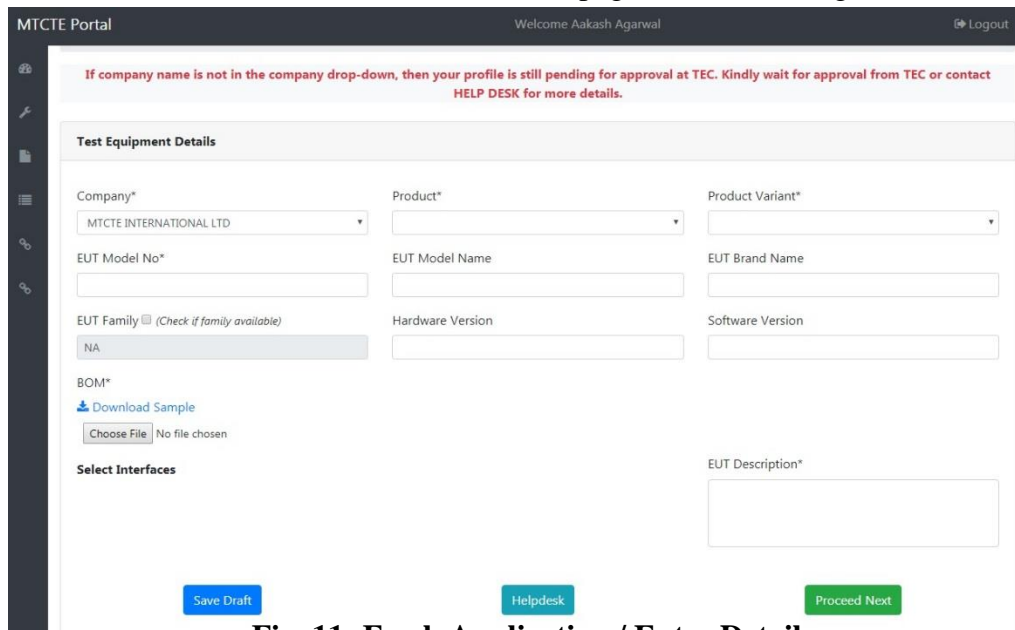
## 5.0 Fresh Application

The Fresh Application tab is on the left side of the home page of applicant's account. On clicking this tab, following page will open as shown in Fig. 10.



**Fig. 10: Sample picture of Fresh Application Page**

Under the Fresh Application/ Enter Details, User needs to select Type of Certification i.e. Certification under MTCTE. User needs to select “Certification under MTCTE”, and read privacy policy until the end, by scrolling down. At the end User should tick the checkbox button “I agree with terms and conditions”. On clicking the Proceed Next Button, User will be taken to Enter Details page as shown in Fig. 11.



**Fig. 11: Fresh Application / Enter Details**

## 5.1 Enter Details

Fig. 11 shows fields, which are to be filled by User to apply for certification.

Company– User’s company name will be displayed by default.

Product and Product Variant – These fields display the list of products and corresponding product variants. User shall first select the appropriate product and then appropriate corresponding product variant. After Product and product



Variant is selected, interfaces applicable for selected product variant will be displayed under field “Mention Interfaces List”. User shall select the interfaces available in his/her product variant by entering “1” in the number of ports against respective interface.

EUT Model Number – This field specifies Model Number of EUT. The certificate will be issued for a particular model number of User’s equipment.

EUT Model Name – This field specifies Model name of EUT.

EUT Family– This field is applicable only if EUT Family is to be tested. Entering any text in this field as Family name shall process the application under family certification.

EUT Brand Name – This field specifies Brand Name of EUT.

Hardware Version – This field specifies the Hardware Version of EUT.

Software Version – This field specifies Version of Software installed in Equipment under Test, if available.

BOM – In this field, User needs to upload Bill of Material file in excel format. The standard format of BOM is available for download at the link next to this field. The BOM contains details of card/ modules and few other attributes of the product like frequency, power, enclosure type etc., as applicable. User can submit single application for certification of up to 10 models if the models qualify as associated models of the tested model. There are separate columns for each associated model. User shall enter name of the associated models in prescribed cells of BOM and indicate presence of card/ module in corresponding associated models. If all the modules/ chases/ units belong to a family, Associated Models columns should be left blank.

Note: No column of BoM should be deleted. In case of application for associated models, less than 10 in number or for family, cells in concerned columns should be left blank. Refer Guidelines for BOM at Annexure IV.

EUT Description – this field is for description of EUT. User is advised to enter only the key features, which describe the equipment properly, without repeating the information already entered in various fields.

At the bottom of the page, the following buttons are visible:

- Save Draft: This button is for saving the information entered in application that can be resumed later from dashboard.
- Helpdesk: This button help will take User to the Helpdesk page.
- Proceed Next: This button will take User to the next stage of certification process.

After filling all the details, User clicks the Proceed Next Button, and is taken to the Confirm Details page as shown in Fig. 12. In this page, User needs to check details filled on previous page, i.e., Product name, Product Variant, EUT Model Number, EUT

Model Name, EUT Family, EUT Brand, Hardware and Software Version, BOM, EUT Description. Applicant shall check the associated models against which application is being submitted and have been entered in BOM file, as these associated models will also be mentioned in certificate.

The screenshot shows the 'Confirm Details' page in the MTCTE Portal. The page title is 'Fresh Application / Confirm Details'. The main heading is 'Confirm your details before final submission'. The form contains the following fields and values:

Application Number	1311	Certification Scheme	GCS
Product	Mobile Radio Trunking System	ER Applicable	TEC5678418
Product Variant	MRTS Mobile Station	ER Type	REGULAR
EUT Model No	AP 15C	<a href="#">Download ER File</a>	
EUT Model Name		<b>Certification Fee Details</b>	
EUT Brand Name		Administrative Fee	30000
EUT Family	NA	Evaluation Fee	200000
Software Version		Total Fee	230000
Hardware Version			
Associated Models	None		

At the bottom of the form, there are three buttons: 'Edit Draft' (blue), 'Download Application Info' (grey), and 'Submit to Pre-check Evaluator' (green).

**Fig. 12: Fresh Application / Confirm Details**

## 5.2 Confirm Details

On this page, User needs to check details filled on previous page, i.e., Product name, Product Variant, EUT Model Number, EUT Model Name, EUT Family, EUT Brand, Hardware and Software Version, BOM, EUT Description. User should check the associated models against which application is being submitted and have been entered in BOM file, as these associated models will also be mentioned in certificate.

On the right, Certification Scheme, ER Type and ER Applicable will be displayed corresponding to the information entered at the previous page.

Applicant can also download Essential Requirements as applicable to this equipment from the link – Download ER File.

The amounts of Administrative Fees, Evaluation Fee, if applicable, and Total Fee applicable to this application is also displayed.

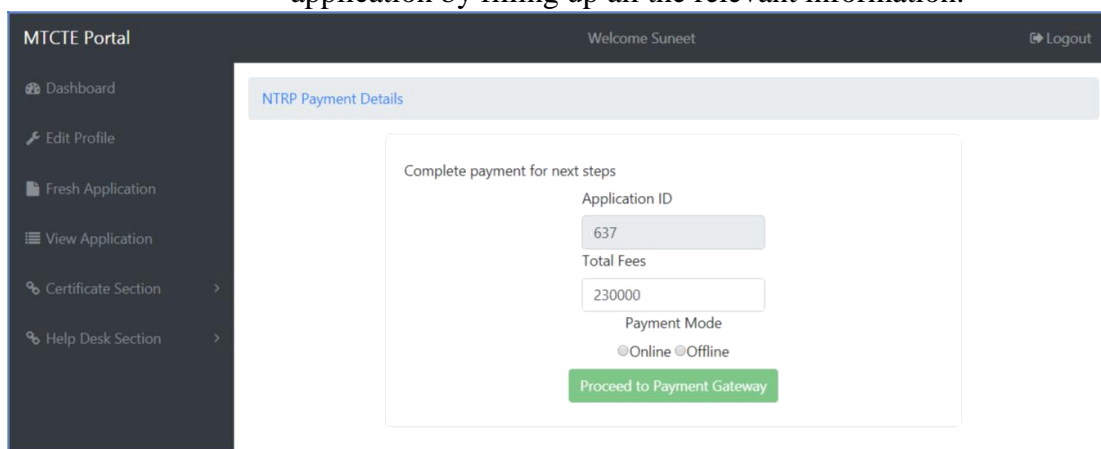
Under this section, User will see following buttons:

- **Edit Draft:** This button allows User to make changes in the application. User will not be able to change the Application details after clicking ‘proceed to next’ button, Hence, User should ensure correctness of the details submitted, or use this button to go back and edit the entered details.
- **Download Application Info:** This button allows User to download the application information file in PDF format, which was filled by the Applicant in previous pages. Before submitting the application, User should have Application submitted details for future purpose also.
- **Submit to Pre-check Evaluator:** This button will submit User’s Application to Pre-check Evaluator. Pre-check Evaluator evaluate BOM and all other details of Application submitted by the user.

## Pre-check Evaluator cases

1. Pre-Check Evaluator Evaluate Application – if Applicant Application is evaluated and approved by the Pre-Check Evaluator officer, then user can resume application to pay fees.
2. Pre-Check Evaluator Reject Application - If Pre-Check Evaluator finds any mistake in BOM uploaded for the application, he may reject application. In this case user have to make corrections in the BOM and apply again.

Note: - Application rejected 3 times by Pre-Check Evaluator officer will be deleted automatically. In this case user will apply again fresh application by filling up all the relevant information.



The screenshot displays the 'NTRP Payment Details' page within the MTCTE Portal. The page header includes 'MTCTE Portal', 'Welcome Suneet', and a 'Logout' link. A sidebar menu on the left contains options like 'Dashboard', 'Edit Profile', 'Fresh Application', 'View Application', 'Certificate Section', and 'Help Desk Section'. The main content area is titled 'NTRP Payment Details' and contains a form with the following fields:

- Application ID: 637
- Total Fees: 230000
- Payment Mode:  Online  Offline

A green button labeled 'Proceed to Payment Gateway' is located at the bottom of the form.

**Fig. 13: Sample picture of NTRP Payment/Payment details.**

### 5.3 NTRP Payment Details

User is advised to check and note down the fee amount and Application ID displayed on this page. There is no Go Back or Cancel button here. If User wants to abort his application, he can click any other tab from the menu and leave the page.

During trial phase of MTCTE portal, the amount field has been made editable. Users are advised to change the payable amount to ₹ 1 and make the payment for trial purpose.

1 Confirm Info      2 Pay

**Payment Mode Online**

**Depositor Details**

Name : \_\_\_\_\_  
 Address 1 : \_\_\_\_\_ Address 2 : \_\_\_\_\_  
 City : \_\_\_\_\_ District : \_\_\_\_\_  
 State : \_\_\_\_\_ Country : \_\_\_\_\_  
 Pincode/ZipCode : \_\_\_\_\_ Email : \_\_\_\_\_  
 Mobile No (91) : \_\_\_\_\_  
 Aadhar Number : \_\_\_\_\_ Pan Number : \_\_\_\_\_  
 Tan Number : \_\_\_\_\_ Tin Number : \_\_\_\_\_

**Purpose Details**

Sr. No.	Ministry	PAO Name	DDO Name	Purpose & Payment Type	Payment Period/Frequency	Amount (In INR)
1	TELECOMMUNICATIONS	CONTROLLER OF COMMUNICATION ACCOUNTS, TEC, NEW DELHI[077194]	SRDOG [20194]	Testing fee(MTCTE),Administrative Charges	One Time	60000.00
						Total : 60000.00

**Confirm**

**Fig. 14: Sample picture of NTRP Payment Gateway.**

There are two modes for payment of certification fee - online payment and offline payment. User shall select appropriate option before clicking “Proceed to Payment Gateway”.

By clicking on this button, if online mode was selected, User will be taken to Non-Tax Revenue Portal (NTRP) of Ministry of Finance as shown in Fig.14, for making online payment. For his own understanding, User can separately access NTRP at <https://bharatkosh.gov.in/>, and download User guide for using NTRP.

User has several options of online payments viz through Credit and Debit Cards issued by MasterCard, VISA, Repays, etc. After making payment, User will be automatically redirected back to MTCTE portal, where he can resume the application and proceed.

Users are advised to quickly complete the online payment process on NTRP, to return to MTCTE portal before session time out. Return to MTCTE portal after session time out could result in display of error messages, and affect smooth payment process.

If User has selected offline payment mode, he will be taken to NTRP with an additional pop up as shown in Fig.15 below:

Search

If Registered as NEFT/RTGS User, Please provide your credentials to proceed further

User Name : \_\_\_\_\_  
 Password : \_\_\_\_\_ **Submit**

If you're not registered NEFT/RTGS User, Please enter your Bank Account details through which you will do NEFT/RTGS

Once you have successfully entered a valid account Number, you will receive NTRP portal login credential at the email id provided by you. Please use this credential in future.

Enter Bank Account No. : \_\_\_\_\_  
 Select Bank Name: **AXIS BANK** ▼  
 Enter Bank IFSC Code: \_\_\_\_\_ **Submit to Validate Account**

### Fig. 15: NTRP Payment Gateway – Off line mode

Offline mode specially suits those companies, which have different persons/ departments responsible for MTCTE application and payment. User is shown two options on NTRP:

- If registered as NEFT/RTGS User, please provide your credentials to proceed further: User Name, Password, and Submit.
- If you are not registered as NEFT/RTGS User, please enter your Bank Account details through which you will do NEFT/RTGS: Enter Bank Account No., Select Bank Name and Enter Bank IFSC Code, and Submit to Validate Account. A message is displayed (in green ribbon) that once you have successfully entered a valid account number, you will receive NTRP portal login credential at the email id provided by you. Please use this credential in future.

For making offline payment using NEFT/RTGS mode, the User (or person responsible for making payments) should be registered on NTRP. This registration needs to be done only once for one bank account details. For registration on NTRP portal, please read NTRP User Guide. The username and password for this registration needs to be available with the User.

The MTCTE User should have either the username and password (if already registered on NTRP), or the Bank Account Number, Bank Name and IFSC Code. Either set of information may be submitted on NTRP (Fig. 15) to validate the account. In case registration has not already been done on NTRP for NEFT/ RTGS payment, the login and password for making payment on NTRP shall be received on the email registered in the bank for the entered account and payment challan shall be generated on NTRP, which can be downloaded by user and passed on to bank account holder. Thereafter, bank account holder, using his bank account username/ password/ OTP credentials, may make NEFT/ RGTS payment, as per details available in the payment challan.

https://bharatkosh.gov.in/TrackTransaction/VerifyUser

Non-Tax Receipt Portal

Verify User

Select:  Is Custom based Transaction  Is POS based Transaction  Is Normal Transaction

Country: INDIA

Mobile Number:

Email :

VWYH4 Refresh

Send OTP

### Fig. 16: NTRP – Verify User for Tracking Payment – Off line mode

After the payment has been made, the User may track the status of payment on NTRP portal either by logging in on <https://bharatkosh.gov.in/loginRegistrationProcess/Login> or by verifying his mobile on <https://bharatkosh.gov.in/TrackTransaction/VerifyUser> (Fig. 16), and thereafter by submitting the transaction reference number (Fig.17)

Track Transaction

Mobile No:

Email: AHMADSHAKE@YAHOO.COM  
[Change E-Mail](#)

Transaction Ref. No:

Financial Year: 2018-2019

Transaction Type:  Archive  
 Active

Fig. 17: NTRP – Track Payment – Off line mode

User can download payment receipt from NTRP.

In case of offline payment, the MTCCTE session would be terminated and payment can be made by account holder using generated challan and NTRP login credential. Thereafter, on the Dashboard, User would need to login again, select the Application (for which payment was made) as shown in Fig. 18 and click Refresh Payment Status, if the payment was made offline. If payment status is Paid, he needs to click Resume Application.

\*NOTE: Application with Status 'INITIATED DRAFT APPLICATION FEE' needs to be refreshed after payment.

Show 10 entries Search:

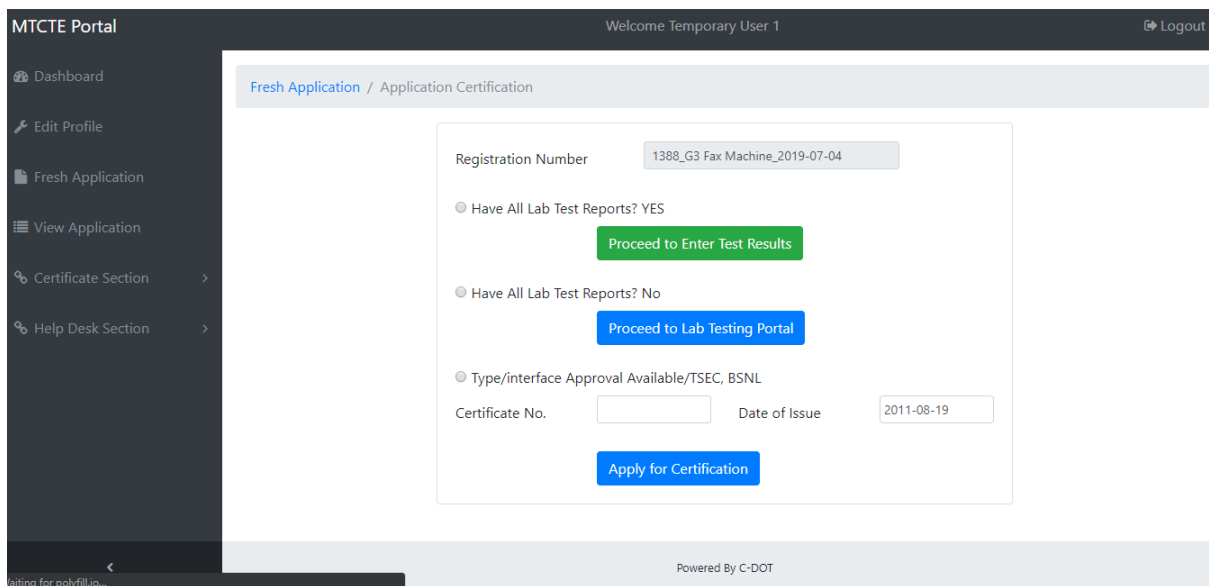
Application ID	Product Variant	Applicant Company	Application Status	Apply Date	Application Type	Registration ID
641	Private Automatic Branch Exchange	TEC Mfg Ltd	PEND DRAFT APPLICATION FEE	2018-12-29	GCS	641_Private Automatic Branch Exchange_2018-12-29
639	64 Kbps DXC	TEC Mfg Ltd	INITIATED DRAFT APPLICATION FEE	2018-12-29	GCS	639_Digital Cross Connect_2018-12-29

Showing 1 to 2 of 2 entries

Fig. 18: Dashboard for Resuming Application

## 5.4 Application Certification

On resuming a paid application, User will be directed to Application Certification page, as shown in Fig. 19.



**Fig. 19: Application Certification**

On the Application Certification page, User is asked to click either:

- Have Lab Test report? Yes
- Have Lab Test report? No
- Type/ Interface Approval Available /TSEC BSNL

### **5.5 Have Lab Test report? Yes**

If the User has all the reports, he should select Have Lab test Reports? Yes, and click on Proceed to Upload Test reports. User will be taken to Application Details page as shown in Fig. 20.

MTCTE Portal Welcome Askash Agarwal [Logout](#)

This is to be noted that applications under General Certification Scheme require uploading of reports against parameters, Users should fill authentic information.

**Application Details**

Search:

Parameter_Name	Name of Standard	Compliance	Tested_Lab	Report_No.	Date(yyyy-mm-dd)
Acoustic Shock Absorption	P.360, Annex-D	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Conducted And Radiated Emission - Class B	TEC EMI EMC Standard, CISPR 22, CISPR 32, Annex-B	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
ERP for Cordless Telephone	GSR issued by WPC, Annex-D2	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Frequency Band For Cordless Telephone	GSR issued by WPC, Annex-D2	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Idle State Current for 2 wire Int	ETSI EN 300 001 and TBR-21 Clause 4.4.1, Annex-D	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Immunity to AC Voltage Dips and Short Interruptions	TEC EMI EMC Standard, IEC:61000-4-11, Annex-B	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Immunity to DC Voltage Dips and Short Interruptions	TEC EMI EMC Standard, IEC:61000-4-29, Annex-B	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Immunity to Electrostatic Discharge	TEC EMI EMC Standard, IEC:61000-4-2, Annex-B	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Immunity to Fast Transients (Burst)	TEC EMI EMC Standard, IEC:61000-4-4, Annex-B	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Immunity to Radiated RF	TEC EMI EMC Standard, IEC:61000-4-3, Annex-B	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Immunity to RF Field Induced Conducted Disturbance	TEC EMI EMC Standard, IEC:61000-4-6, Annex-B	select	<input type="text"/>	<input type="text"/>	<input type="text"/>
Immunity to Surges	TEC EMI EMC Standard, IEC:61000-4-5, Annex-B	select	<input type="text"/>	<input type="text"/>	<input type="text"/>

Showing 1 to 20 of 20 entries

Powered By C-DOT

**Fig. 20: Application Details**

On this page applicant will enter the requisite details from the Lab Test Reports available with him as explained below:

- **Parameter Name** – This field specifies different test parameters of ERs applicable to the EUT.
- **Standard** - This is un-editable field and displays the standards corresponding to the EUT test parameter.
- **Compliance** – In this field, User Applicant has to select Self-Declaration of Conformity (SDOC) by selecting Complied against each parameter, as shown in Fig. 21. In case, user has obtained exemption for a particular parameter, he has to select exempted option in drop down menu and upload letter (as given in Parameter Exemption proforma at Annexure- VII) against upload report option.



Name of Standard	Compliance	Tested_Lab
EC EMI EMC Standard, CISPR 22, CISPR 32. Annex-B	select	
SR issued by WPC. Annex-D2	select	
SR issued by WPC. Annex-D2	select Complied Non Complied	
TSI EN 300 001 and TBR-21 Clause 4.4.1. Annex-D	select	
Name of Standard	Compliance	Tested_Lab

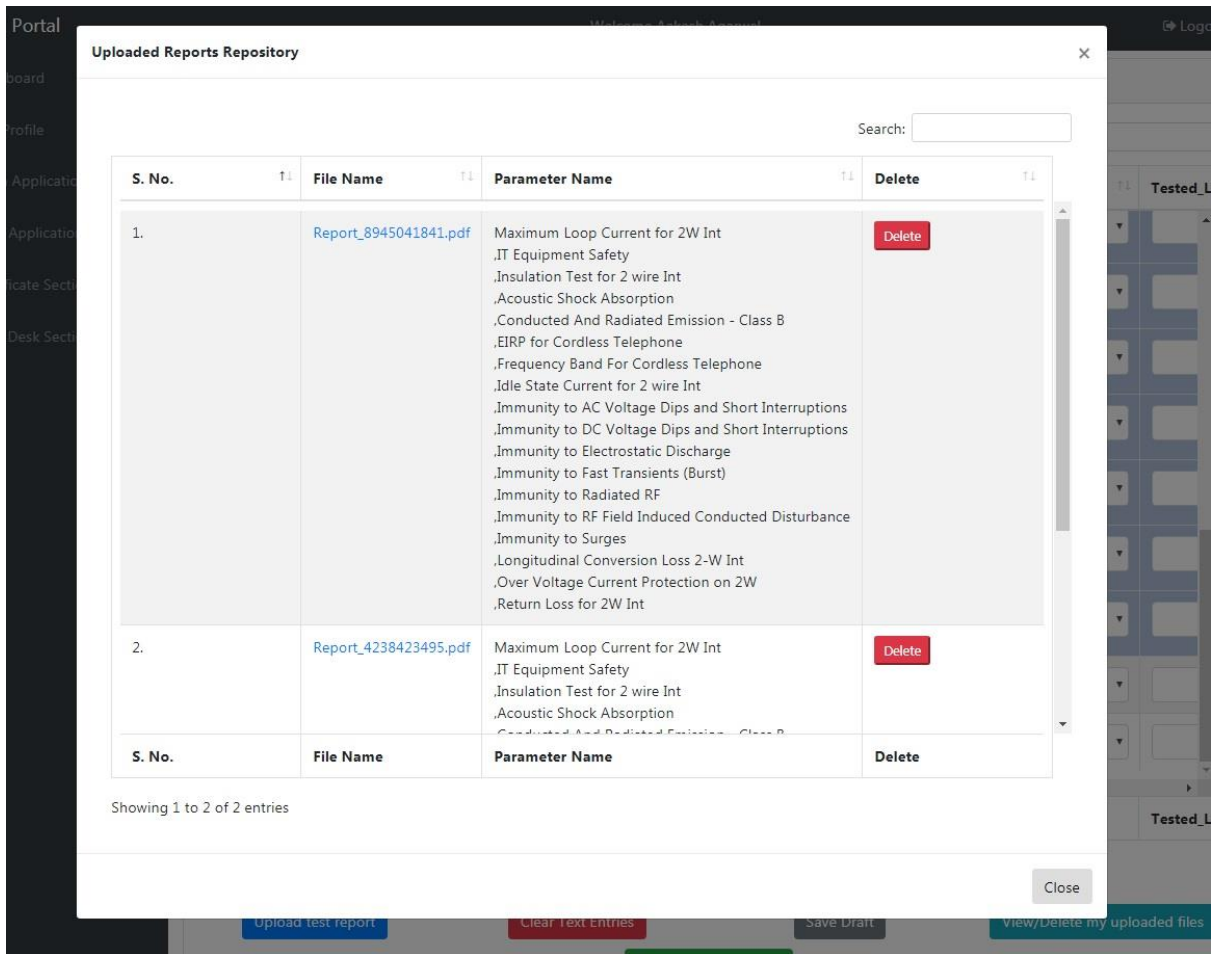
**Fig. 21: Self-declaration of Conformity (SDOC)**

- Tested Lab - The name of the Lab where the EUT was tested is to be selected from the drop-down list under this field. In case the lab name is not visible in the list, then user can type the lab in the text box.
- Report No. - This field specifies report number of tested equipment.
- Date - This field specifies date of report of the tested equipment.

**At the bottom of the page, User will see the following buttons:**

- Upload Reports - this button is to upload the Lab Test Reports
  - ✓ Maximum size of uploading the reports is 35 Mb against each parameter.
  - ✓ Report for all parameter can be uploaded once.
  - ✓ Different Reports for selected parameter can be uploaded. If there are 2 reports file for one parameter, then user can upload 2 files for one parameter.
  - ✓ Similarly, if there is a combined report for many parameters, it can be uploaded by selecting that parameters.
  - ✓ If in spite of such arrangement, User is unable to upload all of his reports against the space available, he may email or send the hard copy of the reports to the concerned RTEC.
  - ✓ All reports should be in Pdf format.
- View/Delete my uploaded files – this button show's Uploaded Reports Repository uploaded by the user as shown in Fig. 22. Figure shows user uploaded reports for different parameters
- Clear Text fields - this button is for clearing all the text filed.

- Save Draft - this button is for saving ‘Application details page’ and resume it later. Users can also save reports and resume it later

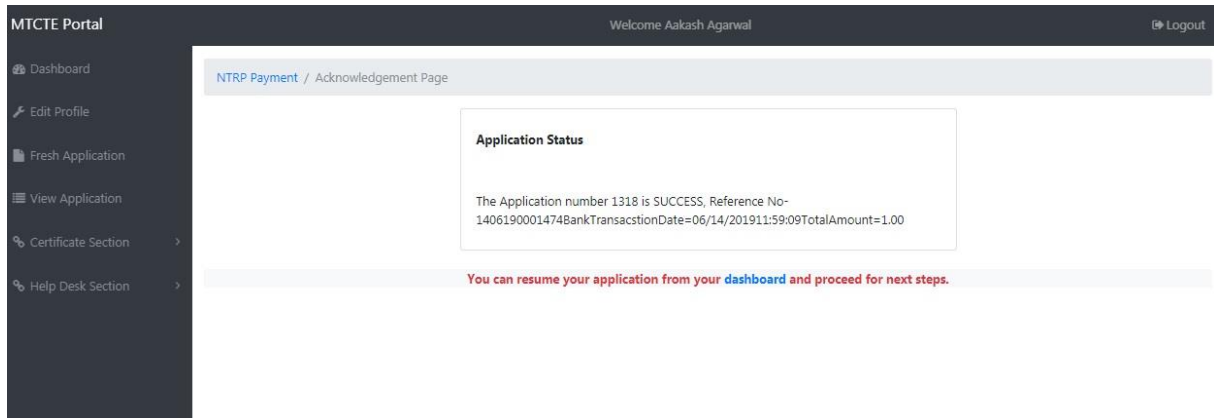


**Fig. 22: Uploaded Reports Repository**

After all reports are uploaded and other details are entered, User should click Apply for Certification Button. On clicking, the application for certification will be submitted to TEC for evaluation and the User will receive a message as shown in Fig. 23.

If equipment falls under **SCS (Simplified Certification Scheme)**, User will be required to enter the compliance and test results along with test report details viz test lab, reports no., date of test report. However, User is not required to upload test reports and he can submit only the parameter-wise SDOC.

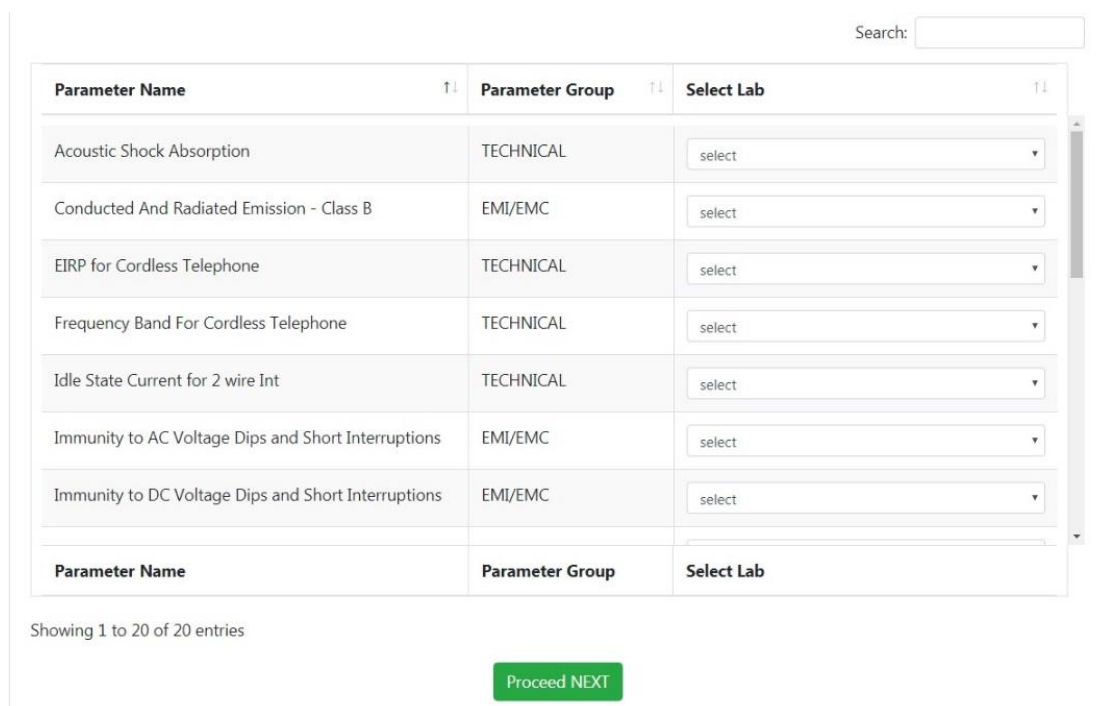
The User will be able to check the status of application in Dashboard.



**Fig. 23: Acknowledgement/ Response**

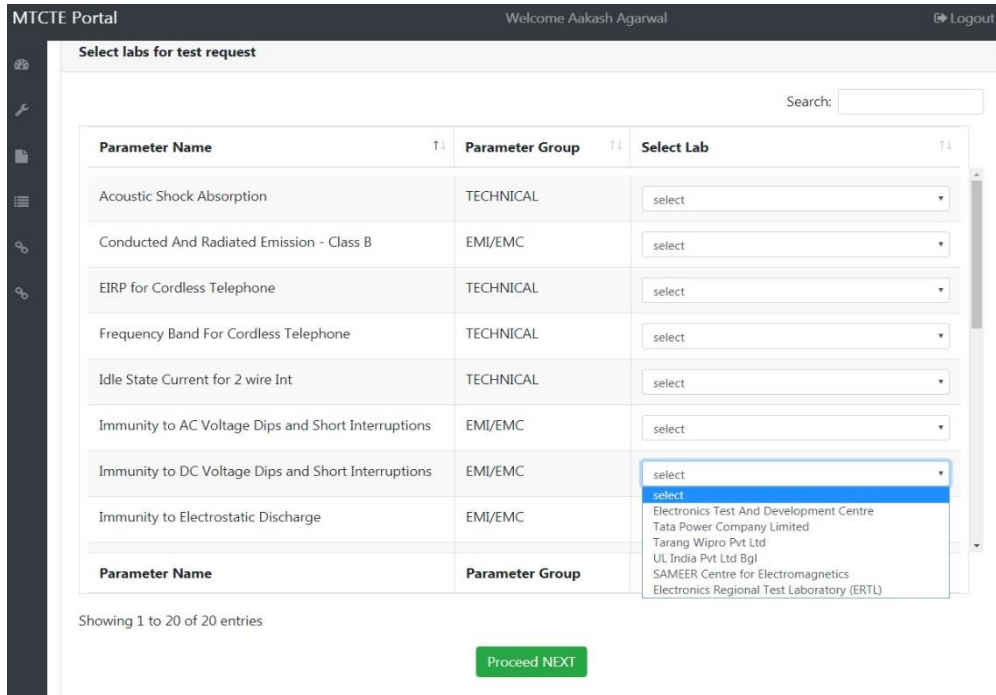
## 5.6 Have Lab Test report? No

Users who don't have some of the reports may select Have Lab test Reports? No, and click on Proceed to select Lab. User will be taken to Select Lab Page (refer Fig. 24.1.)



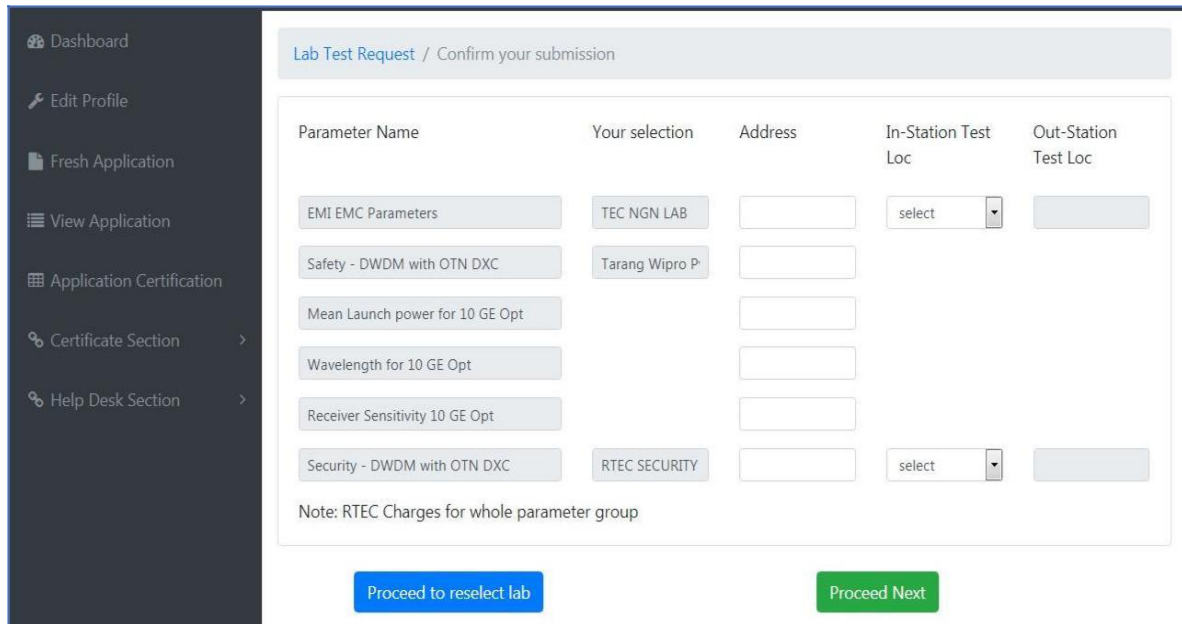
**Fig. 24.1: Select Labs for Testing Screen**

This page displays all parameters of the ER applicable for the EUT. User has to select labs for each of the parameter for which he doesn't have reports, and leave other parameters for which he has the reports, as it is, as shown in Fig. 24.2.



**Fig. 24.2: Selects Lab for Testing – Lab Selection**

User is free to select CABS or RTEC of his choice from the drop-down list available for selected parameter. List of designated labs and their contact details are available on MTCTE Home page. Users are advised to contact the labs in advance and work out the details of fees, testing schedule etc. in advance, before selecting the lab from this menu. After selecting the lab, User should click on Proceed Next button, which will take him to Confirm your Submission Page as shown in Fig. 25 below.



**Fig. 25: Confirm your Submission**

On Confirm your Submission Page, User has to check the details of labs.

RTECs carry out testing in their own labs as well as at any other location arranged by User, where requisite testing facilities are available. The location can be In-station i.e. within the same station where RTEC is located, or Out-station, where separate testing fee is charged by RTEC for outstation travel. If the User selects RTEC labs, he has to select/ enter name of station where he has arranged testing facility and give the details.

Proceed to Reselect Lab – This button is for reselecting lab. In case User needs to add more Test or to choose different Lab for any Parameter Test, he can change here. But once the page is proceeded to next, Applicant unable to reselect the Lab.

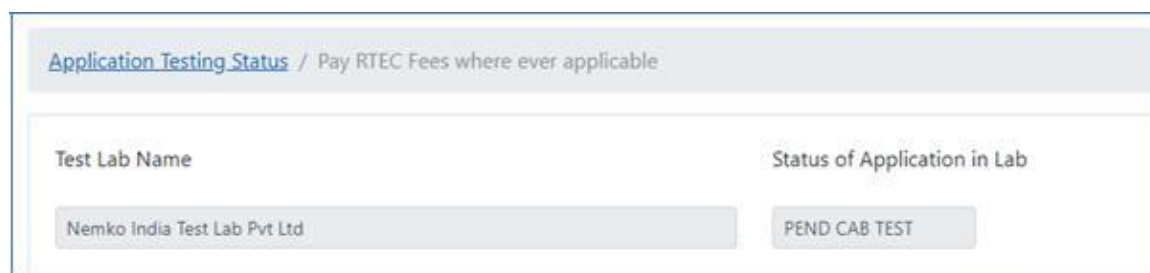
Proceed Next – on clicking Proceed Next Button, test request will be sent to Lab(s) selected by User, as shown in Fig. 26.



**Fig. 26: Acknowledgement/ Response**

In case of CABs:

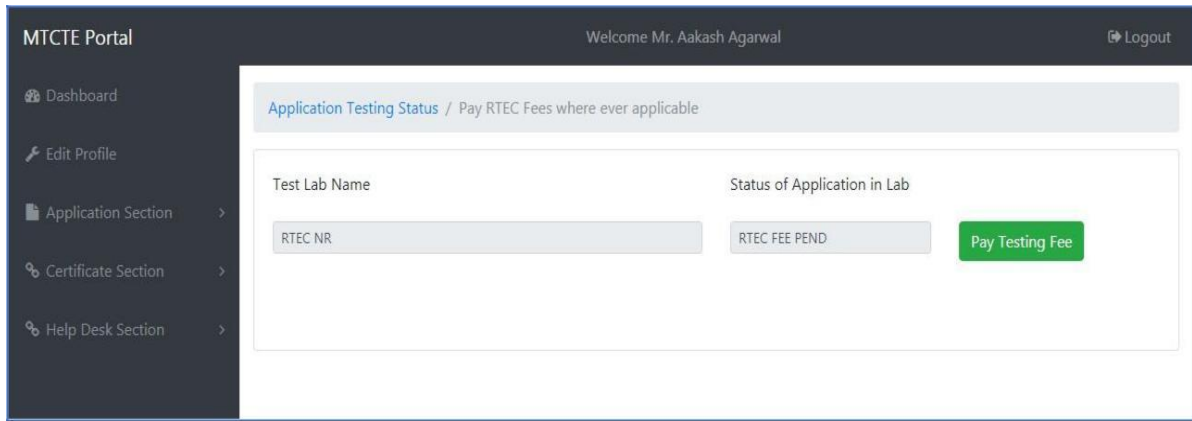
- When selected CAB accepts the application, the status of application will change to PEND CAB TEST as shown in Fig. 27, and mail will be sent to User.
- After testing is completed and Test Reports are uploaded by the CAB, these will be visible in Application Detail Page.



**Fig. 27: Application Testing Status - CAB testing**

In case of RTEC

- When Selected RTEC LAB accepts the application, User gets email. He should resume the application from the Dashboard, and select Pay Fees button to pay testing fee, as shown in Fig. 28 below:



**Fig. 28: Application Testing Status - Pay RTEC Fees**

- On pressing the Pay Fees button, applicable fee details will be displayed and User has to make the payment through NTRP as has been explained earlier.
- After payment of test fee, the EUT sample should be submitted to concerned RTEC and RTEC will prepare a test schedule in consultation with the User. After testing is completed, RTEC will upload the test results and test reports.

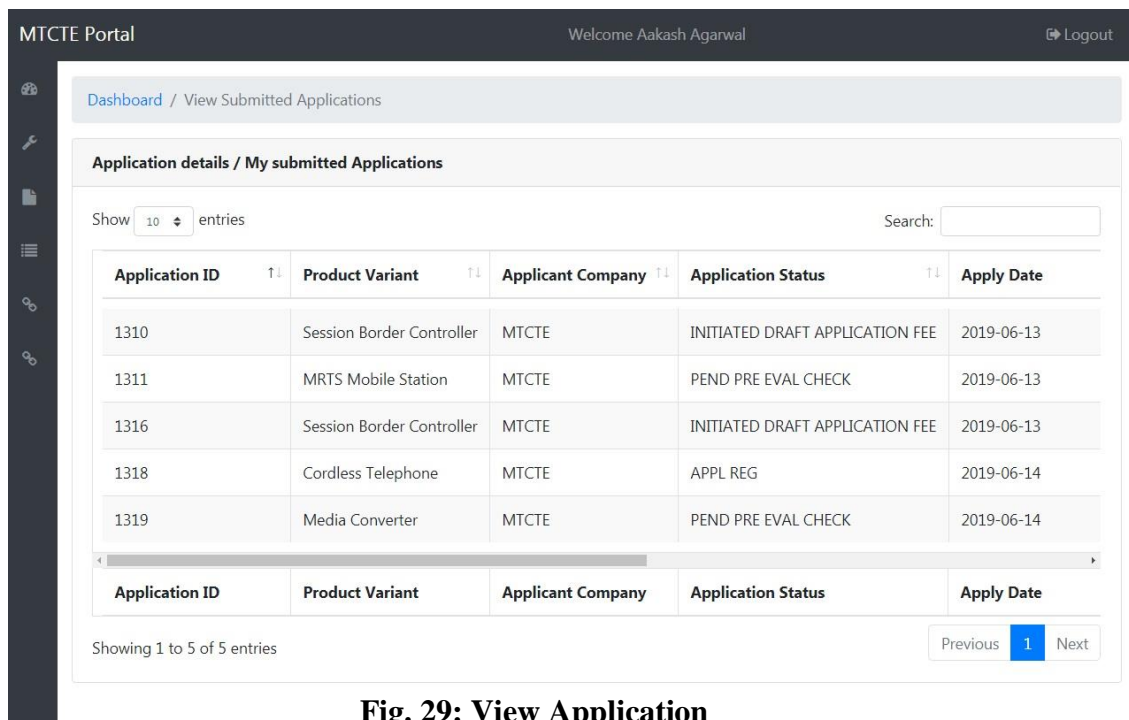
Applicant can resume the application see the status of application and the test results/ test reports will be visible to User after these uploaded by the RTEC LAB/ CAB in Application Detail Page.

When User has received emails for receipt of all the test reports for which test requests were sent to different CABs/ RTECs, he should resume the application and click Have All Test Report? Yes, and continue to apply for certificate by uploading balance reports and entering compliance in respect of all parameters.

Note: Applicant shall upload grey-scaled scanned reports with resolution of 200 dpi. Uploading of color-scanned report must be avoided.

## 6.0 View Application

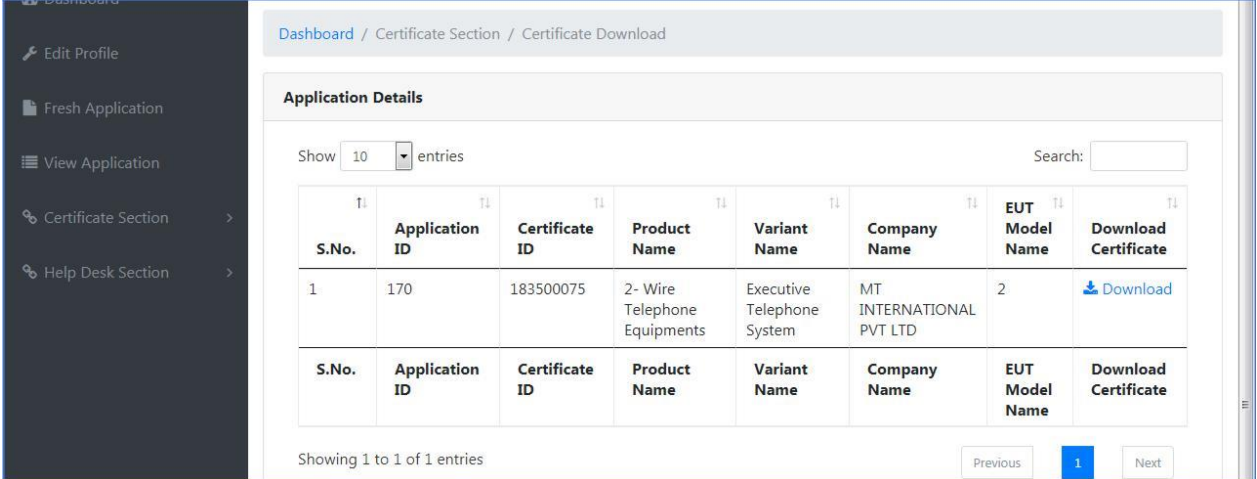
This tab is visible on left side of Dashboard as shown in Fig. 29. User can view all applications submitted by him in this account, including pending, rejected and certificate issued cases. Sorting and free text search options are available.



**Fig. 29: View Application**

## 7.0 Certificate Section

This section can be accessed by clicking Certificate Section tab on the Dashboard, as shown in Fig. 30 below. On clicking Certificate Download, User will be taken to Certificate Download page, where list of all application for which certificates have been issued will appear, with a link to download certificate against each application. On clicking the download button, Certificate for selected application will be downloaded.



Dashboard / Certificate Section / Certificate Download

Application Details

Show 10 entries Search:

S.No.	Application ID	Certificate ID	Product Name	Variant Name	Company Name	EUT Model Name	Download Certificate
1	170	183500075	2- Wire Telephone Equipments	Executive Telephone System	MT INTERNATIONAL PVT LTD	2	<a href="#">Download</a>

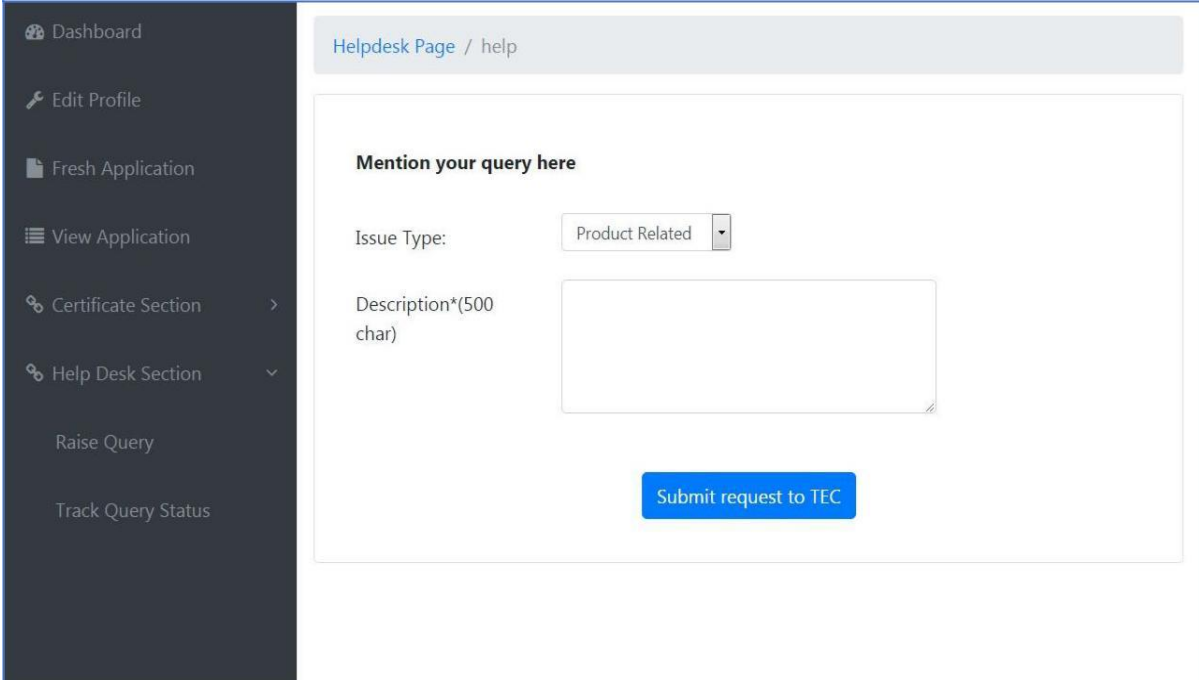
Showing 1 to 1 of 1 entries

Previous 1 Next

Fig. 30: Certificate Download

## 8.0 Helpdesk

Helpdesk Section tab is available on the left side of Dashboard as shown in Fig. 31.



Dashboard / Helpdesk Page / help

Mention your query here

Issue Type:

Description\*(500 char)

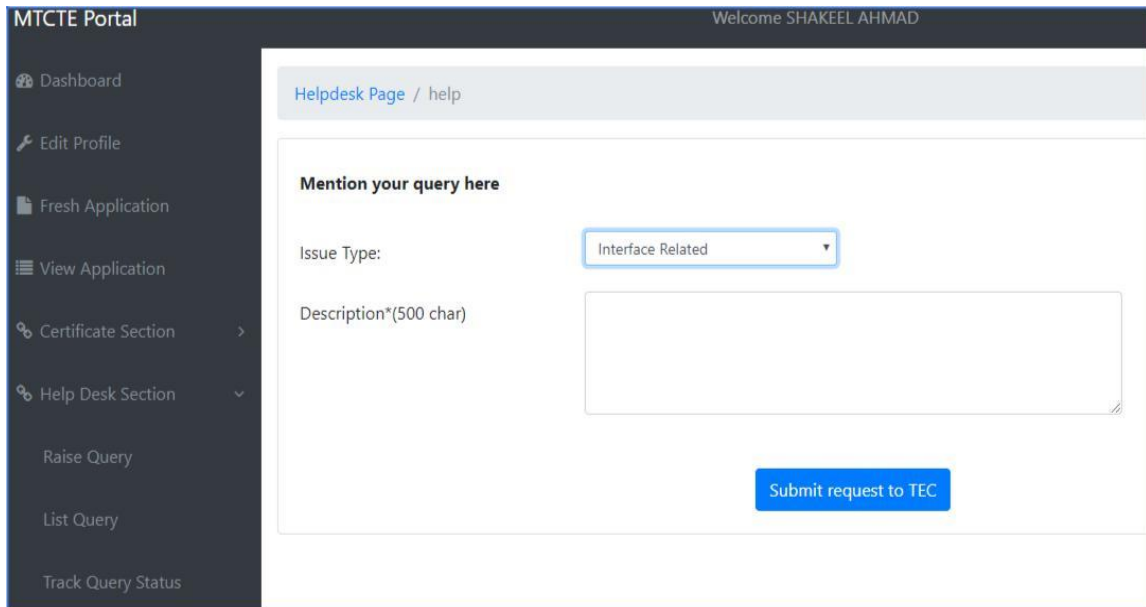
[Submit request to TEC](#)

Fig. 31: Helpdesk Page

## 8.1 Role of Helpdesk



- Provide technical assistance and support for incoming queries and issues related to MTCTE Portal.
- Respond to queries either on Emails or over the phone.
- Any help to Applicants.



**Fig. 32: Help Desk Section – Issue Types**

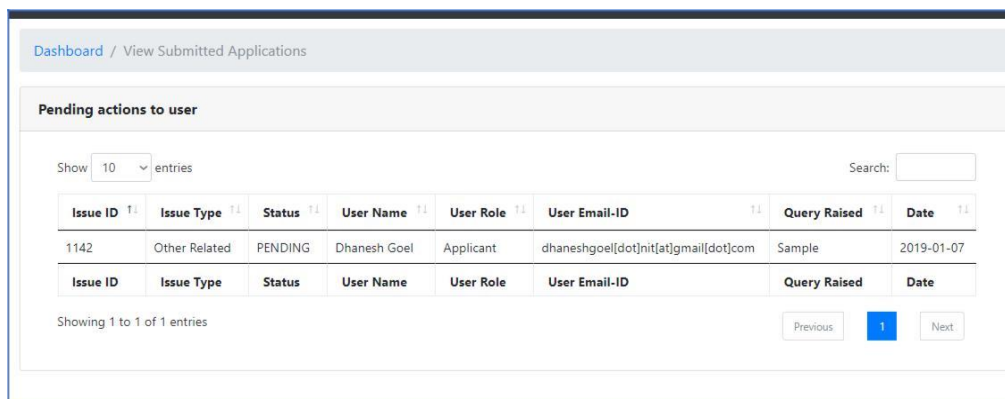
## 8.2 Raise Query

Applicant can raise a query, under the Helpdesk Section by selecting Raise Query. After Clicking on Raise Query, the Helpdesk Page will open as shown in Fig. 32 above.

On helpdesk page, User should select Issue Type from drop down Menu and describe his/her query in the description box. After entering the description of query, he should press Submit Request to TEC, on which the query is submitted to Help Desk section of TEC and a Ticket Number is generated for tracking the query status later.

## 8.3 List Query

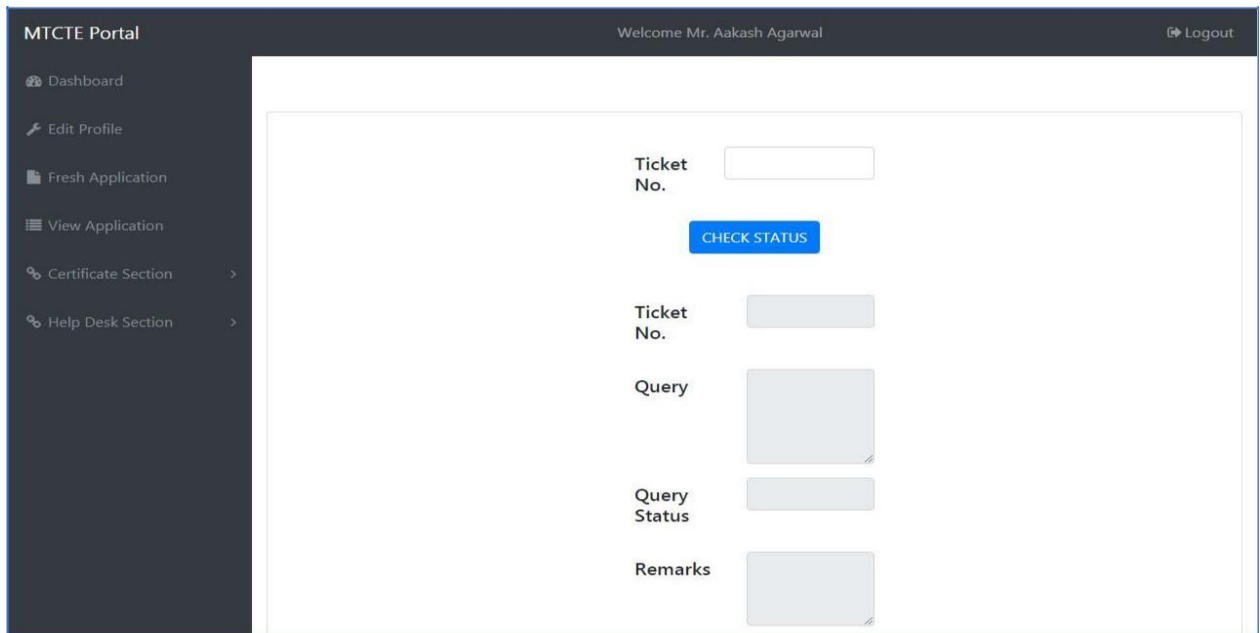
Applicant can see a list of queries submitted by him, with their status.





**Fig. 33: Helpdesk Page – List query Status**

## 8.4 Track Query Status



The screenshot displays the MTCTE Portal interface. On the left is a dark sidebar with navigation options: Dashboard, Edit Profile, Fresh Application, View Application, Certificate Section, and Help Desk Section. The main content area shows a form for tracking query status. At the top, it says 'Welcome Mr. Aakash Agarwal' and has a 'Logout' link. The form contains the following fields and controls:

- Ticket No. (input field)
- CHECK STATUS (blue button)
- Ticket No. (disabled input field)
- Query (disabled text area)
- Query Status (disabled input field)
- Remarks (disabled text area)

**Fig. 34: Helpdesk Page – Track query Status**

User can track his query Status from selecting Track Query Status under the Helpdesk Section by entering the Ticket Number, which is generated at the time of raising query. On clicking Check Status, the status with any detail in Remarks field will be displayed.

**Authorization Letter**

[For authorization of an individual employee of Indian OEM/ AIR for performing certification related activities]

(To be issued by Board of Directors of the company /Proprietor of firm on letterhead of the company/firm)

To,  
Telecom Certification Division  
TEC, New Delhi

Date:

I, \_\_\_\_\_ (Name) \_\_\_\_\_, Director/ Partner/ CEO/ MD  
of \_\_\_\_\_ (company Name) \_\_\_\_\_, hereby authorize  
\_\_\_\_\_ (Name) \_\_\_\_\_, \_\_\_\_\_ (Designation) \_\_\_\_\_, to carry out all activities, like submission  
of application /declaration, on the behalf of company, in relation to certification of telecom  
equipment, under Mandatory Testing and Certification of Telecom Equipment (MTCTE).

(Signature with date)

Name

Designation

Company Name

Address of the company

Contact No.

Email id.

Office Seal

**Letter for Modification of Authorization**

[For change of name, designation and email of individual employee of Indian OEM/AIR, authorized for performing certification related activities] (To be issued by Board of Directors of the company /Proprietor of firm on letterhead of the company/firm)

To,

Date:

Telecom Certification Division

TEC, New Delhi

I, \_\_\_\_\_ (Name) \_\_\_\_\_, Director/ Partner/ CEO/ MD of \_\_\_\_\_ (company Name) \_\_\_\_\_, hereby authorize \_\_\_\_\_ (Name) \_\_\_\_\_, \_\_\_\_\_ (Designation) \_\_\_\_\_, in place of \_\_\_\_\_ (Name of earlier authorized representative of company) \_\_\_\_\_, \_\_\_\_\_ (Earlier Representative's Designation) \_\_\_\_\_, to carry out all activities, like submission of application /declaration, on the behalf of company, in relation to certification of telecom equipment, under Mandatory Testing and Certification of Telecom Equipment (MTCTE). The User Id being used is \_\_\_\_\_ (Use rid) \_\_\_\_\_.

I further request to change the Email-id for carrying out all the activities related to MTCTE from \_\_\_\_\_ (earlier used e-mail id) \_\_\_\_\_ to \_\_\_\_\_ (new e-mail id) \_\_\_\_\_ due to \_\_\_\_\_. (Reason for change) \_\_\_\_\_. {Strike out if not applicable}

(Signature with date)

Name

Designation

Company Name

Address of the company

Contact No.

Email id.

Office Seal

**AIR Authorization Letter**

[For authorization of an Indian company by Foreign OEM as its Authorized Indian representative]

(To be issued by Board of Directors of the Foreign OEM on company's letterhead)

To,

Date:

Telecom Certification Division

TEC, New Delhi

I, \_\_\_\_\_(Name)\_\_\_\_\_, Director/ Partner/ CEO/ MD,

hereby authorize \_\_\_\_\_(Applicant Indian Company Name)

\_\_\_\_\_,

as our Authorized Indian Representative, to carry out all activities, like submission of application /declaration, on the behalf of company, and to take all decisions and discharge all obligations, in relation to certification of telecom equipment, manufactured by my company, under Mandatory Testing and Certification of Telecom Equipment (MTCTE). Details of the Indian company, so authorized, are given as under: -

Company Name:

Address:

Contact Number:

Registration number.

Email Id:

This authorization shall remain valid up to \_\_\_\_\_(date)\_\_\_\_\_.

(Signature with date)

Name

Designation

Company Name

Address of the Foreign OEM Company

Contact No.

Email id.

Office Seal

**Guidelines for filling of Bill of Material**

**Definitions:**

1. **Bill of Material:** - Bill of Material File is a file containing details of all major modules/ components/parameters of the model being offered for testing. In case of application for certification of multiple models, the Bill of Material shall include such details of all models under associated model or family definition of MTCCTE.
2. **Associated Model:** - ‘Associated model’ means model of a telecom equipment formed by using chassis/ motherboard and cards/ access ports of another tested and certified model, using the same chassis/ motherboard and a larger superset of cards/ access ports.
3. **Family:** - ‘Family’ means collection of all modules and chases which can be used interchangeably in different combinations to achieve different hardware configurations meeting different site requirements, which are certified as a whole under MTCCTE.

**Guidelines**

Bill of Material file (in Excel format) is to be filled carefully, as the equipment under certification is captured in BOM file. BOM file may play an important role while submitting the application for modification of certificate due to modification in equipment viz. addition of an interface (Refer MTCCTE procedure). Associated models of a main model or family of telecom equipment is decided on the basis of equipment details captured in BOM file. Considering the importance of the BOM file, application submitted by the applicant is provisioned to go through pre-check evaluation stage before the application is sent for payment of certification fee.

There can be three type of applications, submitted for certification of telecom equipment, i. Application for certification of an individual models; ii. Application for certification of main model and its associated models iii. Application for certification of family of equipment. Applicant must go through the definition of associated models or family before submission of application for certification. Following broad guidelines shall be observed for filling the BOM file: -

**i. Certification of an individual model or its associated models**

1. Main model no., entered in Cell H2 of BOM file under “Enter Main Model No.” must be same as EUT model No., entered under Equipment Details at fresh application page of MTCCTE portal. If both are not same, portal will not allow to upload the BOM file and return the error message.
2. If application is also for certification of associated models, associated models in respective Cells I2 to R2 of BOM – corresponding to associated model No. 1 to associated Model No. 10; shall be entered. Presence or absence of module/card in associated model shall be indicated against respective associated model by entering ‘Y’ or ‘N’ in corresponding cell of BOM.
3. Column ‘E’ and column ‘F’ of BOM shall not be filled, as these columns are meant for family equipment.
4. One column is reserved for main model/each associated model for recording presence or absence of module/card in main model and respective associated model. Hence, the columns which are not required to be filled due to certification of less than 10 associated models must be left blank. Example- If

- application is submitted for certification of main model and two associated models, only three columns i.e. H, I, J of BOM shall only be filled and the remaining columns of BOM shall be left blank. Sample BOM for associated models is captured in Fig. 1.

Module Name	Module Code	Module Hardware Version	Module Software Version	Sub Unit Name	Sub Unit Model No.	Remarks	Module present in Main Model	Module present in Associated model-1	Module present in Associated model-2	Module present in Associated model-3	Module present in Associated model-4	Module present in Associated model-5	Module present in Associated model-6	Module present in Associated model-7	Module present in Associated model-8	Module present in Associated model-9	Module present in Associated model-10
Model No.							M123	M+ 123	MA 123	Enter Associated model no. 3	Enter Associated model no. 4	Enter Associated model no. 5	Enter Associated model no. 6	Enter Associated model no. 7	Enter Associated model no. 8	Enter Associated model no. 9	Enter Associated model no. 10
Control	a	2	2			fds	Y	Y	Y								
Power	b	2	1.4			ter	Y	Y	Y								
Switch	c	2.3	1.6			uyt	Y	Y	N								
2w	d	2	1.1			lhg	Y	N	N								
4w	e	2.2	1.1			lkj	Y	Y	Y								
Wi-Fi	f	2.2	1.2			ytr	Y	N	N								
Ethernet	g	2.1	1.3			nvb	Y	Y	N								
Note	Gray area cells are write protected. In Associated model BOM, values against fields of column E & F will not be entered by the applicant. Associated Models to be printed on the certificate will be entered by the Applicant from cell no. I2 to R2. H2 being the main model must be filled and matched with EUT Model Number entered on FreshApplication page. In Family BOM, values against fields of columns H to R will not be entered by the applicant. Value entered against the EUT family on fresh application page will be printed in the certificate.																

Fig. 1

## ii. Certification of family of equipment

- Box at EUT family on fresh application page shall be checked. Name/Number of family of telecom equipment, to be certified, shall be entered against EUT Family field. EUT model no. shall not be entered, as this field is applicable, for certification of telecom equipment mentioned in (i) above.
- A to G columns of BOM pertains to family equipment, thus, these columns of BOM shall only filled. Columns H to R of BOM pertains to the information of associated models. Hence, information in these columns i.e. H to R columns of BOM shall not be entered.
- There is a provision for entry of model no. under Sub-Unit Model No. column of BOM. All modules/cards, present in one model no., shall preferably be entered continuously. There may be some duplication of entries, as same module/card may be present in more than one model of same family, to be certified under one application. But, it will facilitate to identify modules/cards present in one model. Sample BOM for family equipment is captured in Fig. 2.

Module Name	Module Code	Module Hardware Version	Module Software Version	Sub Unit Name	Sub Unit Model No.	Remarks	Module present in Main Model	Module present in Associated model-1	Module present in Associated model-2	Module present in Associated model-3	Module present in Associated model-4	Module present in Associated model-5	Module present in Associated model-6	Module present in Associated model-7	Module present in Associated model-8	Module present in Associated model-9	Module present in Associated model-10
Model No.							Enter Main Model No	Enter Associated model no. 1	Enter Associated model no. 2	Enter Associated model no. 3	Enter Associated model no. 4	Enter Associated model no. 5	Enter Associated model no. 6	Enter Associated model no. 7	Enter Associated model no. 8	Enter Associated model no. 9	Enter Associated model no. 10
Control 1	a	2	2	Router	RX 123	fds											
Power 1	b	2	1.4	Router	RX 123	ter											
Switch 1	c	2.3	1.6	Router	RX 123	uyt											
2w 1	d	2	1.1	Router	RX 123	ihg											
4w 1	e	2.2	1.1	Router	RX 123	lkj											
Wi-Fi 1	f	2.2	1.2	Router	RX 123	ytr											
Ethernet 1	g	2.1	1.3	Router	RX 123	nrb											
Control 2	h	2	2	Router	RX 123	fds											
Power 2	i	2	1.4	Router	RX 123	ter											
Switch 2	j	2.3	1.6	Router	RX 123	uyt											
2w 2	k	2	1.1	Router	RX 123	ihg											
4w 2	l	2.2	1.1	Router	RX 123	lkj											
Wi-Fi 2	m	2.2	1.2	Router	RX 123	ytr											
Ethernet 2	n	2.1	1.3	Router	RX 123	nrb											
Note	Gray area cells are write protected. In Associated model BOM, values against fields of column E & F will not be entered by the applicant. Associated Models to be printed on the certificate will be entered by the Applicant from cell no. I2 to R2. H2 being the main model must be filled and matched with EUT Model Number entered on Fresh Application page. In Family BOM, values against fields of columns H to R will not be entered by the applicant. Value entered against the EUT family on fresh application page will be printed in the certificate.																

Fig. 2

**SPECIMEN AFFIDAVIT**

To be submitted on non-judicial stamp paper of Rs 100 and duly attested by a first class Magistrate, Oath Commissioner or by a Notary Public.

**AFFIDAVIT**

**[Strike off/delete whichever is not applicable]**

I \_\_\_\_\_ son/daughter of \_\_\_\_\_ resident of \_\_\_\_\_

do solemnly declare and affirm as follows.

1. That I am the sole Owner/Proprietor of the firm/company < name of the firm/company> having its headquarter at < registered address of the firm/company>.

**OR**

That I am authorised to sign this affidavit and apply to TEC for certification on behalf of the firm/company < name of the firm/company> having its headquarter at < registered address of the firm/company> [hereinafter called “the Applicant Company”]

2. That the Applicant company is an authorized Indian dealer/distributor/channel partner/representative/branch office of the foreign OEM <name and address of the foreign OEM> for certification of Telecommunication Equipment, manufactured by them, under MTCTE.
3. I/We *Applicant Company* shall be responsible/liable:-
  - i. For conformance of certified Telecommunication equipment against respective Essential requirement during the period of validity of its certificate



- ii. For compliance of provisions contained in surveillance procedure w.r.t. non-conformance/contraventions
  - iii. To comply with any other directions of Telegraph Authority/Appropriate Authority, designated for implementation of MTCTE scheme
4. I/We affirm and declare to hold TEC harmless against future claims, losses or damages, if any, arising out of certification related activities or disputes between Applicant Company and Foreign OEM.
5. I/We affirm and declare that we indemnify TEC/DoT from any dispute, litigation, obligation and/or loss/damage etc. arising out of certification of telecom equipment under MTCTE and we shall be solely responsible for any such eventuality.

[DEPONENT]

#### VERIFICATION

Verified \_\_\_\_\_ day of \_\_\_\_\_ year 20\_\_ that the contents of above affidavit are true to the best of my knowledge and belief and nothing untrue has been stated nor any facts has been concealed.

[DEPONENT]

Witnesses

1. < Signature with date > ( <Name> & Address)
2. < Signature with date > ( <Name> & Address)

**MOU Clauses**

MOU must contain following clauses, in addition to other clauses, if any, and these clauses must act as a superseding clauses over other clauses contained in the MOU :-

1. Notwithstanding anything contained in this document, Applicant company is an authorized Indian dealer/distributor/channel partner/ representative/branch office of the foreign OEM <name and address of the foreign OEM> for certification of Telecommunication Equipment, manufactured by them, under MTCTE.
2. Notwithstanding anything contained in this document, Applicant Company shall be responsible/liable:-
  - i. For continued conformance of certified Telecommunication equipment against respective Essential requirement
  - ii. For compliance of provisions contained in surveillance procedure w.r.t. non-conformance/contraventions
  - iii. To comply with any other directions of Telegraph Authority/Appropriate Authority, designated for implementation of MTCTE scheme
3. Notwithstanding anything contained in this document, Applicant Company and Foreign OEM affirm and declare to hold TEC harmless against future claims, losses or damages, if any, arising out of certification related activities or disputes between Applicant Company and Foreign OEM.
4. Notwithstanding anything contained in this document, Applicant Company and Foreign OEM affirm and declare that they indemnify TEC/DoT from any dispute, litigation, obligation and/or loss/damage etc. arising out of certification of telecom equipment under MTCTE and they shall be solely responsible for any such eventuality

**Annexure-VII**

**Proforma for seeking exemption from submission of test reports against few parameters**

Exemption may be granted from submission of test reports against few parameter(s) indicated therein. Details of the product, test parameters and reason for seeking exemption is mentioned below:-

1.	Product Name	
2.	Product Variant Name	
3.	Name of OEM/Importer	
4.	E-Mail id of contact person	
5.	Mobile number of contact person	
6.	Name of Parameter to be exempted	
7.	Reason for seeking exemption (Please tick whichever is applicable)	
	Test report from International accredited lab not available because normally product is not tested for this parameter or there is no International accredited lab.	
	The product is manufactured in India and there is no accredited/designated lab in India.	
	The product does not comply with specific limits/test voltages/procedures prescribed in ERs.	
	Others (please specify)	

**Declaration:** I declare that the information provided by me on the above form is true and correct to the best of my knowledge.

(Signature)  
(Name of Authorized representative of Applicant Company)

(Designation)

Seal

Date:  
Place: