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टीईसी ०५०१९:२०२१

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CERTIFICATION PROCEDURE

TEC 05019:2021

(Supersedes No. TEC/MP/DD/TAP-701/01/NOV-15)



ISO 9001:2015

दूरसंचार अभियांत्रिकी केंद्र

खुरशीद लाल भवन, जनपथ, नई दिल्ली-११०००१, भारत

TELECOMMUNICATION ENGINEERING CENTRE

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FOREWORD

Telecommunication Engineering Centre (TEC) is the technical arm of Department of Telecommunications (DOT), Government of India. Its activities include:

- Framing of TEC Standards for Generic Requirements for a Product/Equipment, Standards for Interface Requirements for a Product/Equipment, Standards for Service Requirements & Standard document of TEC for Telecom Products and Services
- Formulation of Essential Requirements (ERs) under Mandatory Testing and Certification of Telecom Equipment (MTCTE)
- Field evaluation of Telecom Products and Systems
- Designation of Conformity Assessment Bodies (CABs)/Testing facilities
- Testing & Certification of Telecom products
- Adoption of Standards
- Support to DoT on technical/technology issues

For the purpose of testing, four Regional Telecom Engineering Centers (RTECs) have been established which are located at New Delhi, Bangalore, Mumbai, and Kolkata.

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HISTORY SHEET

S.No	Document No.	Title	Remarks
1	005 TAP TEC/ MAY 96	Certification Procedure	
2	TEC/MP/DD/TAP-701/01/NOV-15	Certification Procedure	
3	TEC 05019:2021 (August,2021)	Certification Procedure	Revision of TAP (Type Approval Procedure TEC/MP/DD/TAP-701/ 01/NOV-15) document

CERTIFICATION PROCEDURE

No. TEC 05019:2021

1.0 INTRODUCTION

This document describes the testing & certification procedure adopted by Telecommunication Engineering Centre (TEC) for certification of Product/System related to Telecommunication against TEC Standards/Manufacturer's Specifications and prototype of a telecom product.

This document supersedes the earlier document No. TEC/MP/DD/TAP-701/01/NOV-15 and orders/instructions issued thereafter regarding testing and certification procedure.

1.1 Purpose of the Certificate

The Certificate ensures that the telecom and **related** ICT product/equipment/system meets technical and other requirements such as safety, EMI/EMC, interconnectivity & interoperability etc. and is suitable for use in Indian Telecom Network.

Further, as per Ministry of Communications Notification dated 29th August, 2018 regarding Public Procurement (Preference to Make in India) viz. PPP-MII based on the DPIIT, Government of India PPP-MII Orders dated 15-06-2017 and 28-05-2018, TEC Certificate is required for the purpose of compliance of telecom products with latest TEC Standards/Specifications namely erstwhile GRs/IRs if such GRs/IRs have been issued as per clause 9 of the said Notification.

Accordingly, TEC Certification is normally mandated in Telecom related procurement by PSUs/Government bodies.

The Certificate also establishes product credibility among prospective buyers as it is issued by TEC, a Government entity. This improves the overall business prospects of the firms manufacturing/trading with these Telecom Products.

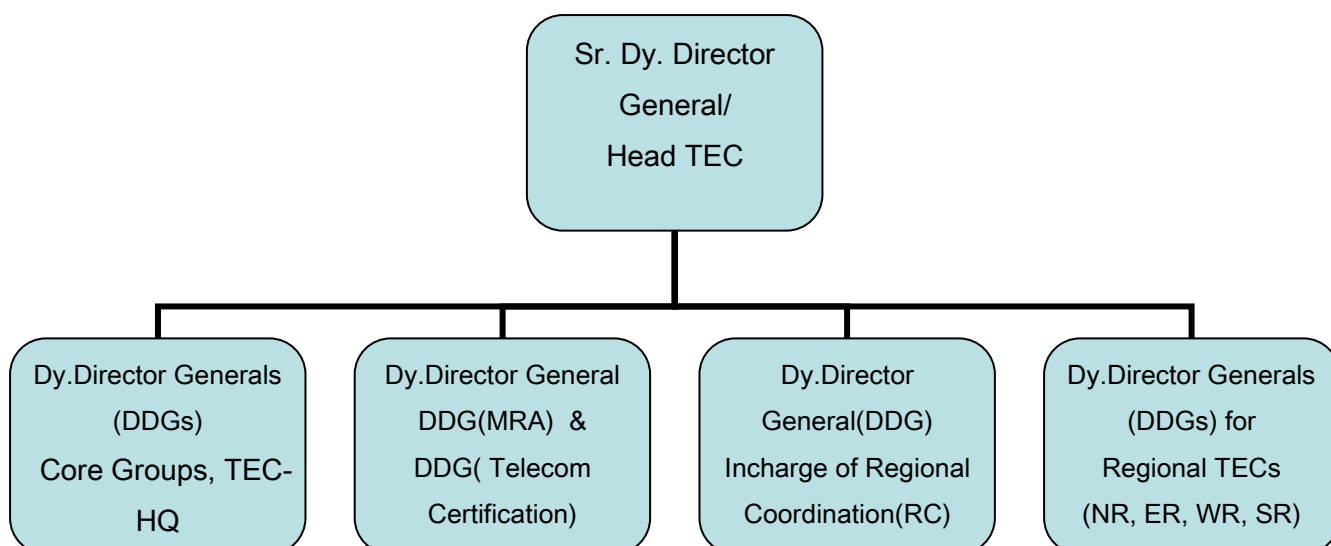
2.0 ABOUT TEC

- 2.1 TEC is the technical arm of Department of Telecommunications(DOT), entrusted with the task of framing Standards/Specifications/Guidelines for Telecom Equipment & Telecom Network in the country with an objective to establish state-of-the-art, seamlessly interoperable Telecom Networks. Telecom Equipment Manufacturers/Suppliers get their products tested and certified against these Standards.
- 2.2 TEC Standards/Specifications/Guidelines are formulated / adopted in consultation with its various stakeholders viz. Manufacturers, Traders, Telecom Service Providers, Labs, Academia, Telecom Associations etc.
- 2.3 Indian Telegraph (Amendment) Rules 2017, notified vide Gazette Notification No G.S.R. 1131(E) Part XI dated 5th September 2017, stipulate prior Mandatory Testing and Certification of Telecom Equipment (MTCTE) in respect of parameters as determined by the Telegraph Authority.

TEC has been designated as the Telegraph Authority for the purpose of administration of MTCTE procedure, Surveillance Procedure and for formulation of Essential Requirements (ERs). Telecom Equipment would be tested and certified against respective Essential Requirements.

- 2.4 A Committee under the Chairmanship of DDG (TC), TEC is entrusted with the responsibility for matter pertaining to complaints and independent verification of self-declarations and auditor's/accountant's certificates on random basis as per Public Procurement (Preference to Make in India) PPP-MII DoT Notification dated 29th August 2018.

- 2.5 TEC is also an enquiry point for Technical barriers to Trade (TBT) notifications pertaining to Telecom related rules and regulations.
- 2.6 TEC has been notified as the Designating Authority (DA) on behalf of DoT for designating Conformity Assessment Bodies (CABs) / Certification Bodies (CBs) located in India to perform testing and certification of telecom products. The role of TEC as DA is also to recognize foreign CABs/CBs as Mutual Recognition Arrangement (MRA) partner to perform testing and certification of telecom products as per India's requirements. Further, various state of the art labs are also being setup in TEC, New Delhi. These labs would provide test bed and would help in finalizing test processes and procedures, besides capacity building of the officials and surveillance.
- 2.7 TEC issues the following certificates after conformance testing against relevant TEC Standards / Manufacturer's Specifications and prototype of a telecom product.
- Type Approval Certificate (TAC)
 - Interface Approval Certificate (IAC)
 - Certificate of Approval (CoA)
 - Technology Approval
 - Certificate of Mandatory Conformance
- 2.8 The brief organizational setup of TEC with regard to testing and certification is as follows:



3.0 TYPES OF TEC STANDARDS / SPECIFICATIONS

The Role of Core Groups, TEC-HQ is inter-alia to formulate the following types of Standards/ Specifications after due consultation process:

S.No	Description of the document	Earlier Nomenclature
1.	TEC Standard for Generic Requirements for a Product/Equipment	Generic Requirements (GRs)
2.	TEC Standard for Interface Requirements for a Product/Equipment	Interface Requirements (IRs)
3.	TEC Test Guide associated with TEC Standard	Test Schedule and Test Procedure (TSTP)
4.	Standard for Service Requirements	Service Requirements (SRs)
5.	Standard document of TEC	Standard
6.	Essential Requirement	-----

Table-1

3.1 STANDARD FOR GENERIC REQUIREMENTS FOR A PRODUCT/ EQUIPMENT

The Standard for Generic Requirements for a Product/Equipment lays down requirements for the product / equipment to work seamlessly in Indian Telecom Network. These requirements refer to the following:

- Functional/Operational, Interconnectivity and interoperability requirements
- Quality requirements
- EMI/EMC requirements
- Safety requirements
- Security requirements (functional/operational), if applicable
- Any other equipment requirements that are considered generic
- Desirable requirements, if any

3.2 STANDARD FOR INTERFACE REQUIREMENTS FOR A PRODUCT/EQUIPMENT

The Standard for Interface Requirements for a Product/Equipment implies a minimum set of requirements in respect of inter-operability, safety and security that the equipment should conform to in order to connect and operate in the Indian Telecom Network. It may also include certain features of the product/system to meet the above objective.

The Standard for Interface Requirements for a Product/Equipment/System is aimed to primarily ensure that the product:

- inter-works properly with the other products/networks of the Indian Telecom Network
- meets the EMI/EMC standards as specified by TEC
- meets the safety standards as specified by TEC
- meets the minimum standard requirements for electrical interconnect/ compatibility as specified by TEC

- is compliant to the regulations of the Telecom Regulatory Authority of India and meets the requirements arising out of relevant orders/instructions of the Government

3.3 STANDARD FOR SERVICE REQUIREMENTS

The Standard for Service Requirements details the services and network related requirements for specific applications pertaining to Roll-out obligations, Service quality etc. which should be met by service providers in accordance with the requirements specified by the Licensing Authority.

3.4 STANDARD DOCUMENT OF TEC

The Standard Document of TEC refers to a set of standard/common requirements or specifications inter-alia, in respect of protocols, numbering, routing, switching, safety, security, EMI/EMC, environmental related requirements etc. issued by TEC for the equipment or product or network. It can be used either independently or can be referred to in Generic Requirements/Interface Requirements/Service Requirements of the telecom products/services.

TEC also adopts various international standards incorporating the needs of the Indian Telecom network wherever required.

3.5 TEC TEST GUIDE

The Test Guide of TEC is associated with erstwhile Specifications i.e. GRs/IRs/SRs. Test Guide involves testing and measurements to be conducted as per Standard for Generic Requirements /Interface Requirements of a Product/Equipment and Standard for Service requirements.

4.0 Types of Certification

4.1 Type Approval (TA)

Type Approval is the process of testing and certification of telecom & related ICT product, in accordance with TEC Test Guide for conformance with the Standard for Generic Requirements for a Product/Equipment issued by TEC.

4.2 Interface Approval (IA)

Interface Approval is the process of testing and certification of telecom and related ICT product, in accordance with TEC Test Guide, for conformance with the Standard for Interface Requirements for a Product/Equipment issued by TEC.

4.3 Certificate of Approval (CoA)

Certificate of Approval is the process of testing and certification of telecom & related ICT product (including integrated/innovative product & software in the emerging technology like 5G/AI/IoT/FSOC etc.) as per Manufacturer's specifications. This certificate is granted only when TEC does not have a Standard/Specifications for Generic/ Interface Requirements of the Product. The testing shall be conducted in accordance with the Test Guide approved by TEC. This scheme shall encourage Foreign joint collaboration development etc. with an objective to provide technological developments in india.

Note: A draft Test Guide as per Template (Annexure E) shall be submitted by the applicant applying for CoA. The concerned HQ Group shall examine and approve a Test Guide and specify the product category for the purpose of determination of fee payable.

Please Note: In case Certification is requested for a sub-component of the main product, whose TEC Standard for GR/IR is available, the applicant may

apply under CoA if the TEC Standard for GR/IR doesn't have provision for same.

Role of TEC Core Group/Division while approving Draft Test Guide for CoA

- 4.3.1** i) Core Division shall ensure that common Standards like Safety/EMI/EMC/SAR etc. if applicable shall be as per TEC Standards available on TEC website.
- ii) Core Division can also suggest additional technical and operational requirements for testing, if required while finalizing test guide.
- iii) The Core Division may consult / conduct meeting with the applicant, concerned TEC Divisions, RTECs and other stakeholders, if required prior to finalization of test guide.
- iv) Concerned DDG shall be the approving authority for the Test Guide.

The objective should be to complete certification process as early as possible in order to encourage innovators/entrepreneurs/start-ups to seek certification.

4.4 Technology Approval

- 4.4.1** Technology Approval is a process of testing and certification of prototype of a telecom and related ICT product developed by C-DoT, both public and private Academic Institutions/ Research Organizations / Startups in the field of Telecom sector. Technology Approval is given against the Standard for Generic Requirements issued by TEC for the product. The objectives of the certificate are to:

- encourage indigenization of technologies (Make in India)/ToT.
- encourage production of competitive consumer products;
- motivate industries and R&D institutions for product innovation;

To meet the above objectives, presently no fees is being charged from the applicant by TEC.

- 4.4.2** The eligible applicant shall offer the product to the RC Division, TEC-HQ (being nodal division for coordination) along with requisite documents (

mentioned in para 7.2.1). The RC Division will acknowledge the same and forward it to the concerned Core Division for further processing. In case any clarification/information is required, Core Division shall directly communicate with the applicant.

5.0 ELIGIBILITY CRITERIA FOR APPLICANTS

The following are eligible to apply for Type Approval, Interface Approval and Certificate of Approval:

- (i) An Indian OEM who is manufacturing the product in India either itself or through contract manufacturing in part or in full under whose brand name the product is being sold or is proposed to be sold.
- (ii) An Authorised Indian Representative (AIR) / distributor / dealer / channel partner/branch office of a foreign OEM which is authorized by the foreign OEM to trade as well as to apply to TEC for certification of the product manufactured outside India, herein after referred to as 'Trader'.

Note: A manufacturer (Indian or foreign) who offers a solution by adding unit(s) from other Indian or foreign manufacturer(s) to its own unit(s) and the solution consists of more than one non-integrated units and the Standard for GR/IR permits the product to be offered in such a manner, such a manufacturer shall also be treated as an OEM, Indian as in para 5(i) or foreign for the purpose of para 5(ii), provided that for each such added unit this OEM should have separate authorised dealership/distributorship agreement/MoU document with the manufactures of the other units mentioning the period of validity. The applicant that is an Indian OEM or an Indian Trader of foreign OEM as the case may be is required to submit a copy of each of such authorised dealership/distributorship agreement/MoU document. However, in all such cases requiring authorized dealership/distributorship/channel partnership/MoU document the validity of the certificate if issued shall be as per clause 12 of this document.

6.0 JURISDICTION FOR TESTING

6.1 TEC has four Regional Centres called RTECs. These are RTEC(NR) for Northern Region, RTEC(WR) for Western Region, RTEC(SR) for Southern Region and RTEC(ER) for Eastern Region, located at New Delhi, Mumbai, Bengaluru and Kolkata respectively. The RTECs are responsible for testing of products, equipments and systems. Each RTEC is headed by a Dy. Director General (DDG). The coordination of activities of RTECs and issue of certificate is vested with Regional Coordination (RC) Unit at TEC,HQ New Delhi headed by a DDG.

6.2 The jurisdiction and contact details of RTECs for the purpose of testing are as follows:

<i>Address of Regional TEC</i>	<i>Jurisdiction</i>	<i>Contact</i>
Dy. Director General (NR) Regional Telecom Engineering Centre (North), Gate No. 5, Khurshid Lal Bhawan, Janpath, New Delhi-110001	Delhi, Rajasthan, Punjab, Haryana, Chandigarh, J&K, Ladakh, Himachal Pradesh, Uttrakhand and Uttar Pradesh	ddgnr.tec@gov.in Tel : +91-11-23739400 FAX: +91-11-23739300
Dy. Director General (ER) Regional Telecom Engineering Centre (East), Q/A Bldg., EP&GP Block, Bidhan Nagar, Sector V, Kolkata-700091	West Bengal, Bihar, Jharkhand, Odisha, Assam, Tripura, Sikkim, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Andaman & Nicobar.	ddger.tec@gov.in Tel : +91-33-23570010 FAX: +91-33-23570008
Dy. Director General (WR) Regional Telecom Engineering Centre (West), 2nd floor, D-Wing, BSNL Admin. Block, Juhu Danda Road, Santa Cruz (West), Mumbai-400054	Maharashtra, Gujarat, Daman and Diu, Madhya Pradesh & Chattisgarh, Dadara & Nagar Haveli and Goa	ddgwr.tec@gov.in Tel : +91-22-26610900 FAX: +91-22-26610920

Dy. Director General (SR) Regional Telecom Engineering Centre(South), Jaya Nagar Telephone Exchange, 2nd Floor, 9th Main, 4 th Block, Jaya Nagar, Bengaluru -560011	Karnataka, Kerala, Tamilnadu, Puducherry, Lakshadweep and Minicoy, Telangana, Andhra Pradesh, Mahe and Yanam.	ddgsr.tec@gov.in Tel : +91-80-26646222 FAX: +91-80-26654111
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Table-2

The contact and related details are also available on TEC website tec.gov.in

- 6.3 In case of Type Approval, Interface Approval and Certificate of Approval, the applicant is required to apply to the respective Regional TEC (RTEC) within whose jurisdiction their manufacturing plant or Registered Office is located.
- 6.4 In case of Technology Approval the eligible applicant is required to approach the RC Division of TEC-HQ which will further coordinate with concerned Core Group which has issued/is associated with the Standard for GR of the product.(refer para 4.4.2)

In case of online submission and processing of application whenever it is facilitated in future, the applicant shall be required to apply online with requisite documents on designated portal after registering itself online. The online application will then be routed to the respective RTECs for further evaluation.

7.0 Certification Procedure

7.1 Type Approval (TA), Interface Approval(IA) & Certificate of Approval(CoA)

- 7.1.1 Applicant has to fill both prescribed form 'A' and form 'A1' as given in Annexure A and A1 and submit them along with requisite documents to the RTEC concerned. The documents to be submitted are as follows:

(A) *In case the applicant is an Indian OEM*

- i. Copy of Industrial License, SSI registration, MSME registration, Copy of Certificate of Incorporation, Partnership Deed, Certificate of Recognition in case of Startup by Department for Promotion of Industry and Internal Trade(DPIIT),Government of India as applicable.

Note 1: Shareholding pattern/equity participation of the foreign company in the Indian Firm, if so should also be provided.

Note 2: In order to encourage and support women entrepreneurs and Start-ups TEC may consider reduced testing fee for certification of telecom product by Startups/small sector investments.

- ii. Quality Manual for manufacturing/ISO.
- iii. In case the manufacturing is carried out through contract manufacturing, copy of Agreement/MoU between the applicant also called the principal manufacturer and the Contract manufacturer(s) who is/are actually manufacturing the product thereof. Further, a copy of the manufacturing license(s) of the Contract manufacturer(s) shall also be provided.
- iv. If the offered product is manufactured under Transfer of Technology (ToT) from C-DOT / other organization which has been certified for Transfer of Technology, then copy of ToT agreement between the applicant and CDOT/ other organization
- v. Documents as per (C) below.

(B) *In case the applicant is an Indian Trader of foreign manufactured Equipment*

- i. Copy of Registration/Certificate of Incorporation of trader in India as applicable.
- ii. Authorisation from the foreign OEM in original that the trader is authorised for applying to TEC/RTEC for getting Certification for the specific product. In case the applicant is not able to submit Authorization in original at the time of application, the copy of the same, self-certified by the organization/institution/firm shall be submitted for processing the case. However, the original should be submitted within one month to concerned RTEC.
- iii. Copy of the authorization by foreign OEM declaring the applicant as their authorised Indian trader/ dealer/ distributor/ representative/ Channel partner/ Branch office for the product clearly indicating the after sale support and the validity period.
- iv. RBI permission to open branch office by a foreign OEM, if the applicant is a Branch office.
- v. Documents as per (C) below.

(C) *In both (A) and (B) above the following documents are also required to be submitted:*

- i. Copy of the Income tax return filed by the applicant for the last financial year or year previous to last financial year.

- ii. Copy of the Balance sheet of the applicant for the last financial year or year previous to last financial year.

Note: In case of Startup applying for CoA Certification, the documents mentioned in C(i) & (ii) above are exempted if the firm is set up during last two years. Further for Startups, Department for Promotion of Industry and Internal Trade (DPIIT) & MSME, Government of India guidelines for startups shall be applicable.

- iii. Authorization letter for the authorized signatory for signing form 'A'.
- iv. Import Export code as applicable to the product or part thereof.
- v. Specifications of the equipment containing features, facilities and physical description.
- vi. Installation/ System / Operation & Maintenance/ User manual of the equipment (preferable in soft copy). In case of ToT from C-DOT/ other organization which has been certified for Transfer of Technology, their relevant manuals are acceptable.
- vii. An affidavit attested by notary public for each equipment/model as per proforma given in Annexure 'A'.
- viii. Clause-wise compliance as per relevant Test Guide supported by in-house test results or from any lab/CAB are required to be submitted. The copy of accreditation certificate and scope of accreditation of respective CAB should to be submitted along with test reports. In case of EMC/EMI, safety and Environmental related tests , test reports from

TEC designated CABs are required to be submitted. (refer para 7.1.7 for details)

- ix. If long duration tests such as environmental testing are involved, the applicant should provide supporting document that the said test is in progress and the laboratory shall be able to issue the Test Report within a stipulated time period which shall be made available by the applicant to RTEC subsequently but before completion of evaluation.
- x. In case of application for Certificate of Approval (CoA), test results as per the draft Test Guide (Template at Annexure E) against Manufacturer's specifications as proposed by the applicant and carried out at any lab or in-house are required to be submitted. In case of EMC/EMI, safety and Environmental related tests , test reports from TEC designated CABs are required to be submitted.
- xi. Documentary proof of carrying out modifications in the product to overcome the shortcomings/deficiencies communicated to the applicant in case of Resubmission of application.
- xii. Copy of earlier valid Certificate in case of Renewal or testing of additional optional interface(s)/incremental testing of a product.
- xiii. Copy of Technology Approval certificate issued by TEC to C-DoT, Academic Institution/Research Organizations/startups in case of products which are manufactured under ToT.
- xiv. Any other document, if required as per Standard for Generic Requirements/Interface Requirements for the Product

Note:

- (a) A manufacturer (Indian or foreign) who offers a solution by adding unit(s) from other Indian or foreign manufacturer(s) to its own unit(s) and the solution consists of more than one non-integrated units and the Standard for Generic Requirements/Interface Requirements for a Product/Equipment permits the product to be offered in such a manner, such a manufacturer shall also be treated as an OEM, Indian as in para 5(i) or foreign for the purpose of para 5(ii), provided that for each such added unit this OEM should have separate authorised dealership/distributorship agreement/MoU document with the manufactures of the other units mentioning the period of validity. The applicant that is an Indian OEM or an Indian Trader of foreign OEM as the case may be is required to submit a copy of each of such authorised dealership/distributorship agreement/MoU document. However, in all such cases requiring authorized dealership/distributorship/channel partnership/MoU document the validity of the certificate if issued shall be as per clause 12 of this document.*
- (b) In respect of application for certification by Indian manufacturers for the product manufactured under MoU/ToT from the Original Equipment Manufacturer(OEM) which may be Foreign or Indian, the test results to be submitted along with the application form 'A' as a pre-requisite for registration of the case for certification, namely test results of NABL accredited/TEC designated lab and in-house test results as required for the product model, the test results of the original product with model number of the OEM shall also be acceptable if both the OEM and the applicant Indian manufacturer submit an affidavit (undertaking in case of foreign OEM) that both the models are same in hardware, software, features and specifications, and the brand/logo of the product model of Indian manufacturer is same as that of the OEM (foreign or Indian).*
- (c) EMC/EMI, Safety and environmental related test results as per relevant Test Guide are not required in case of products, which are manufactured*

under ToT from C-DOT/ Academic Institutions/Research Organizations/Startups consequent to Technology Approval model by TEC. But in-house test results for the applied model number as per relevant Test Guide are required to be submitted in such cases by the applicant.

(d) RTEC/TEC has the right to deny the acceptance of any telecom product for certification in view of Government orders and rules issued, if any, particularly related to Trusted Sources and associated Telecom equipment(trusted products) from time to time.

(e) The notification regarding security requirements issued by the government from time to time shall be adhered to.

7.1.2 The application submitted as above shall be scrutinized by the RTEC to check submission of requisite documents .

During initial scrutiny, if any shortcoming(s) / deficiencies are noticed, the applicant shall be informed accordingly to resubmit the same within 15 days after taking corrective action. If the Applicant fails to resubmit the document(s) within this extended period, the application would be closed/rejected for further processing under intimation to the applicant, indicating the reason(s) for rejection. The applicant has to apply again in such case.

7.1.3 In case the applicant offers for testing of product at a NABL accredited lab/TEC designated CAB, the concerned RTEC shall check the validity and scope of the accreditation to ascertain the capability of the test location/lab/CAB against Standards/specifications/clauses as applicable for the product before giving the approval/acceptance of test location(s).

7.1.4 If the application form A & A1 along with requisite supporting documents are found in order and the test location(s) for conducting tests is acceptable to RTEC, the applicant shall be intimated by RTEC to deposit the applicable test fee / administrative charge by online payment through Non-Tax Revenue Portal (NTRP) of Government of India (<https://bharatkosh.gov.in/>). The

applicant shall submit the payment receipt along with dully filled-in form 'B' (Annexure B) at respective RTEC within 15 days from issue of such intimation letter. This date can be extended by another 15 days on applicant's request. If the applicant fails to deposit requisite fee within the stipulated time, the case shall be closed and applicant informed accordingly.

In case of complete testing by TEC designated CAB, no test fee is payable and only administrative charge as applicable is payable to TEC.

In case of testing by RTEC whether at RTEC location or at any location other than RTEC/Applicant's in-house testing facility, the test fee as applicable is payable to TEC and the testing shall be done by RTEC. In case of test location other than RTEC, the test facilities/lab shall be arranged by the applicant at its own cost.

7.1.5 If the form 'B' and the test fee / administrative charge as applicable are found in order, RTEC shall register the application and allot a registration number on the form 'B'. One copy of the form 'B' with the registration number shall be returned to the applicant.

7.1.6 In case of testing by RTEC, the date of start of testing shall be intimated by RTEC to the applicant. If the applicant is not ready to start the test on the date fixed by RTEC for any reason, a request for extension of test date may be made to head of RTEC by the applicant before the date of start of test. The head of RTEC can give extension for maximum period of 30 days. If the tests could not be started during the extended period also, the application is liable to be closed by the RTEC after giving 15 days pre-closure notice to the applicant. In all such cases, the applicant's fees is forfeited and applicant shall apply afresh to seek certification.

7.1.7 (i) In case of testing by TEC designated CAB, the RTEC will register the case and intimate the applicant to get the testing done at any of the designated CAB(s) and submit the test results duly signed by representatives of the CAB and the applicant to RTEC concerned within five weeks or as stipulated for completion of the test. In case the applicant fails to submit test results within the stipulated time, the applicant shall be given another four weeks to resubmit the results. If the applicant fails submit the test results/reports within the extended period also, the application is liable to be rejected / closed under intimation to the applicant indicating the reasons for rejection.

(ii) Normally, retesting of EMI/EMC, Safety and Environmental tests need not required to be conducted in the presence of RTEC/TEC officials if the test reports are from TEC Designated CABs. The copy of accreditation certificate and scope of accreditation of respective CAB are also required to be submitted along with test reports. These test reports should not be older than five years as on the date of application. However, in case of any shortcomings /deficiencies/anomalies noticed in the above test reports by RTEC during scrutiny of test reports, RTEC may inform the applicant to get retesting done as required. The fee for the retest shall be borne by the applicant. The details of TEC Designated CABs are available on TEC website www.tec.gov.in

(iii) The testing of product against the parameters (other than EMI/EMC, Safety and Environmental tests) in accordance with applicable TEC Standard & Test Guide shall also be carried out by RTEC/TEC during evaluation to ascertain the compliance as per relevant test guide.

Note: *In any other case regarding acceptance of lab/ reputed institution and test reports, concerned Head of RTEC may decide accordingly.*

7.1.8 In case there is need for retesting of some parameters which do not comply with the existing clause(s) of TEC Standard noticed during testing, the applicant shall be given another four weeks for removing the deficiencies and reoffer the product for testing. If the applicant fails to do the same within the extended period also, the application is liable to be rejected / closed under intimation to the applicant indicating the reasons for rejection.

Further, the product which do not comply with the existing clause(s) of TEC Standards/Specifications even after reoffering/ retesting is also liable to be rejected and closed after giving 15 days prior closure notice to the applicant.

In all such cases, the applicant's fees is forfeited and applicant shall apply afresh to seek certification.

7.1.9 In case where the applicant has obtained Mandatory Testing and Certification of Telecom Equipment (MTCTE) Certificate issued by TEC, based upon the latest TEC ER, for any particular product/equipment and applies for voluntary certificate (IA/TA), then re-testing is not required for EMI/EMC, Safety and Environmental tests prior to issuance of certificate. However test fee, as applicable, shall be payable in such cases.

7.1.10 If long duration tests such as environmental testing are involved, the time as required for the test will be provided for and other tests will continue in parallel.

- 7.1.11 In case there is no designated CAB or NABL accredited lab for some parameter(s) of TEC Standard against which certification is sought, then the applicant shall arrange a suitable location to perform the test(s) in consultation with RTEC/TEC.
- 7.1.12 In case some features of the offered product are not applicable/available for the product as per existing clause(s) of TEC Standard/Specifications, the same should be clearly mentioned in the certificate issued by TEC under the 'Remarks' column.
- 7.1.13 General relaxation is granted to all equipment affected against a particular TEC Standard document when it is found that some of the clauses cannot be met by any of the product under offer. Subsequently, the relaxation shall become part of TEC Standard document. It shall be processed in consultation with Core Division, TEC, HQ and with the approval of Sr.DDG/Head of TEC.
- 7.1.14 Further, if the product testing could not be completed due to the reasons attributed to the applicant (delay/no response to queries, non availability of requisite testing persons etc.), the application is liable to be closed by the RTEC after giving 15 days pre-closure notice. In such case, the applicant's fees is forfeited and shall apply afresh to seek certification.
- 7.1.15 The test results shall be jointly signed by the officer(s) of RTEC/TEC involved in testing and the authorised representative of the applicant in case of testing by RTEC/TEC. (refer 7.1.7 (iii))
- 7.1.16 Activity Report & Draft Certificate (ARDC) in the prescribed format (Annexure-F) alongwith test reports jointly signed by applicant's representative and Testing Officer of RTEC or TEC designated CAB as applicable, shall be submitted to the head of RTEC for review and approval.
- 7.1.17 The approved ARDC shall be sent to RC unit of TEC-HQ and the certificate

will be issued by Director(RC), TEC-HQ or any other officer designated for the purpose. The RC unit may seek any clarifications/corrections in the ARDC from the concerned RTEC, if required.

7.1.18 The information regarding the certificate so issued shall be put on the TEC website.

7.1.19 The above Certification Procedure is applicable for de-centralised products wherein the product has been listed as de-centralised by the Core Division.

7.1.20 Force Majeure

In case of an event of Force Majeure e.g. pandemic, war, terrorist activity, earthquake, flood, regional conflicts or any other natural or man-made calamity:

- (i) The applicant can seek extension of the last date of submission of form 'B' and the fee/renewal fee.
- (ii) The applicant invoking this clause has to submit to RTEC sufficient proof of occurrence of the event / circumstances justifying the force majeure. If the applicant gives sufficient proof that the fee could not be submitted or the test could not be conducted, due to reasons attributed to Force Majeure, RTEC may extend the time of submission of fee or may extend/postpone the date of start/conduct of test/ the time of submission of test results in case of testing by NABL accredited/TEC designated CAB by a reasonable time or refund the fee on applicant's request after deducting applicable withdrawal charges for such case.

7.2 Technology approval

7.2.1 The C-DoT/ Academic Institutions,/Research Organizations/ Startups shall submit duly filled form 'T' as given in Annexure C for the prototype of telecom product developed by it, along with following documents to RC Division of TEC-HQ:

- i) System specifications of the equipment containing features, facilities and physical description.
- ii) Installation, System and Operation & Maintenance manual of the equipment.
- iii) Hardware, Software and firmware details of the equipment.
- iv) Block schematic diagram and physical configuration of the equipment.
- v) Test results as per the TEC Test Guide issued by TEC for the relevant TEC Standard for Generic Requirements for a Product/Equipment.
- vi) Test results against EMI/EMC clauses of the relevant TEC Standard for Generic Requirements for a Product/Equipment from NABL accredited/TEC designated lab along with copy of valid accreditation certificate and scope of accreditation.
- vii) Test results against safety clauses of the relevant TEC Standard for Generic Requirements for a Product/Equipment from NABL accredited/TEC designated lab along with copy of valid accreditation certificate and scope of accreditation.

Note: A writeup of the product with justification for consideration under Technology Approval may also be provided along with the documents.

7.2.2 The RC Division will acknowledge the same and forward it to the concerned Core Division for further processing the case. In case any clarification/information is required, Core Division shall directly communicate with the applicant.

7.2.3 If the product/technology is found compliant to the respective TEC Standard for Generic Requirements after testing and evaluation, the case shall be put up to Sr. DDG/Head, TEC for approval by Core Division prior to issuance of Technology Certificate by RC Division.

7.2.4 In case the product is not found compliant with respective TEC Standard for Generic Requirements during testing and evaluation, the applicant shall be

given another four weeks for compliance and reoffer the product for testing. If the applicant fails to reoffer the product within the extended period also, the application is liable to be rejected / closed under intimation to the applicant indicating the reasons for rejection.

However, in such case if the Standard for Generic Requirement is considered for revision by the concerned Core Group/Division, the applicant may reoffer the product after revision of the Standard by TEC.

7.3 Timeline for Certification Process

The Telecom products are divided in ten categories depending upon the man-hours stipulated for the whole process of scrutiny of application, testing, evaluation and certification. The entire process for certification should normally be completed in a period of three to five months from the date of submission of the fees & registration depending on the category of the product, tests involved etc.

8.0 Renewal of certificate

8.1 Renewal of a certificate implies continuation of certificate of a product/equipment without any break against the same TEC Standard / Manufacturer's specifications as in the existing certificate. The procedure for renewal of a certificate shall be as follows:

- (i) Applicant shall pay the renewal fee as applicable. Application for renewal in the form "A" should be submitted to the concerned RTEC at least three months before the expiry of the certificate along with previous issued certificate.
- (ii) The application for renewal against the TEC Standard/specification shall be accepted only if the TEC Standard/specification mentioned in the

existing certificate is valid on the date following the 'valid upto' date in the existing certificate.

- (iii) The applicant has to submit the affidavit (as available in Form A at Annexure A to this document) that there is no change in the hardware of the product.
- (iv) If there is any change in software version of the product at the time of submission of application for renewal of a certificate the applicant shall give a declaration that "TEC has been informed that despite this software version change the product is in compliance to the TEC Standard for Generic Requirements/Interface Requirements for a Product/Equipment /manufacturer's specification against which the product has been certified and that TEC has acknowledged the information (Copy of information to TEC and acknowledgement of RC Division of TEC as per para 12.3.2 to be attached with form A) ".
- (v) If the criteria mentioned in sub paras 8.1 (i) to 8.1 (iv) mentioned above are fulfilled, no test needs to be conducted for renewal and documents like in-house test results, test results from NABL accredited/TEC designated labs against EMC/EMI and safety clauses are not required.
- (vi) In case of renewal of a "Certificate of Approval (CoA), the criteria that "No TEC Standard for Generic Requirements/Interface Requirements for a Product/Equipment is issued for the product after the issue of the earlier CoA shall also be required to be fulfilled in addition to the sub-clauses (i) to (iv) above.

8.2 TEC reserves the right to conduct any or all the tests after recording the reasons thereof. Renewal, if issued, shall be valid for 5 years with effect from the date following the 'valid up to' date of the last certificate.

9.0 Amendment in Test Guide (earlier TSTP) during first case of testing against any Standard/Specification:

9.1 In the first case of testing and certification against new/revised TEC Standard for Generic Requirements/Interface Requirements/ Test Guide during examination of the test results submitted by the applicant along with form-A and A1 or during the testing by RTEC if it is found that there is difficulty in testing certain specification(s) as per the Test Guide due to the test setup provided in the Test Guide or the requisite test setup/facility not being available, the case shall be referred to concerned HQ group of TEC with the comments of RTEC. The HQ group on examination of the matter may recommend suitable amendment(s) to the Test Guide. The amendment will be conveyed to all the RTECs through RC Division at TEC HQ. Thereafter, the testing will be carried out against the revised Test Guide. Amendment to the Test Guide may also be carried out at a later date if the product in the first case did not cover all the requirements of the TEC Standard for Generic Requirements/Interface Requirements either due to some Standards/Specifications being optional or the TEC Standards/Specifications cover more than one product types/categories.

9.2 Procedure for centralized product and process of decentralization

- i) A product is termed as centralized if it is being tested for the first time and remains centralized till de-centralised by concerned Core Group/Division.
- ii) Cases for centralized product would be registered and scrutinized by concerned RTECs following the same procedure as for decentralized products (para 7.0 above). Concerned Core Division at TEC-HQ should be intimated by RTEC and involved in testing of such products. In case, Core Division is not able to associate in testing due to some reasons, It should intimate RTEC to proceed further and carry out testing. However, Core Division shall provide technical support to RTECs if required from time to time during testing.

- iii) The Test Reports, Activity Report and Draft Certificate(ARDC) should be recommended by concerned DDG(RTEC) and sent to DDG (RC), TEC-HQ for further submission to concerned Core Division for concurrence. The Core Division should also indicate while evaluating that whether the said product can be considered as de-centralised for such product in future. If so, the information sheet of the product, duly revised by concerned Core Division should be communicated to RC Division for further information of all RTECs for future.
- iv) After the concurrence of Core Division as above, the approval of Sr DDG/Head of TEC is sought by RC Division prior to issuance of Certificate.
- v) When a TEC Standard for Generic Requirements/Interface Requirements for a Product/Equipment supersedes earlier TEC Standard which was decentralized, the new TEC Standard shall normally remain decentralized.
- vi) When one product of a family is decentralized, other products of the same family would be considered for decentralization.

10.0 Withdrawal / Closure /Rejection of application

10.1 In case of testing by RTEC/TEC:-

10.1.1 If the application for certification is withdrawn by the applicant or is required to be closed by RTEC due to reasons attributable to the applicant, after registration of the case and **before the scheduled date of start of test**, then RTEC shall close the case under intimation to the applicant. In such cases the fee is refundable, after deduction of applicable withdrawal / closure Charge as in force. The fee is not adjustable against any other application by the applicant.

10.1.2 If the application for certification is withdrawn by the applicant or is required to be closed by RTEC after registration of the case and **on scheduled date of start of test** due to reasons attributable to the applicant, then RTEC shall close the case under intimation to the applicant. In such cases, the fee is refundable after deduction of applicable withdrawal / closure charges. The fee is not adjustable against any other application by the applicant

10.1.3 If the testing could not be started on the scheduled date of start of test as per clause 7.1.6 due to reason attributable to the applicant, then the case is liable to be closed by RTEC under intimation to the applicant. In such case, the applicant's fees is forfeited and applicant shall apply afresh to seek certification.

10.2 In case of complete testing by TEC Designated CAB

If the applicant fails to submit the test results to RTEC within stipulated time as per clause 7.1.7, the case is liable to be closed/rejected by the RTEC under intimation to the applicant giving reasons of closure. In such a case the administrative charge is neither refundable nor adjustable against any other application by the applicant.

10.3 If any of the test results submitted by the applicant is not compliant to the TEC Standard/Specification / Test Guide against which the product is tested or product fails during testing/retesting, suitable course of action as per para 7.1.8 is applicable prior to closure/rejection of the case. In such cases, the testing fees / administrative charge as applicable is forfeited and applicant shall apply afresh to seek certification.

Note: All the cases mentioned in para 10 above for withdrawal/closure/rejection shall result in automatic cancellation of form 'B'/registration.

11.0 Resubmission of application

If the application/case is closed/rejected by RTEC as per clause 10, then fresh registration can be done by submitting the following:

- (i) Resubmission of duly filled form 'A' and 'A1'.
- (ii) Documentary proof of carrying out modifications in the product to overcome the shortcomings communicated to the applicant.
- (iii) Resubmission of fee applicable for fresh case as per the procedure already prescribed.

12.0 Validity of certificate

12.1 In general the certificate issued against a TEC Standard for Generic Requirements/Interface Requirements for a Product//Manufacturer's specifications will be valid for a period of 5 years.

12.1.1 If the product consists of more than one non-integrated parts manufactured by different OEMs and the product has been accepted for testing as per provisions of clause 5 of this document, then the period of validity of the certificate shall be limited to the lowest period of validity of above said agreements/MoUs in case it is less than 5 years.

12.1.2 In case of trader authorised by a foreign OEM, the period of validity of the certificate shall be limited to the period of validity of the authorization / MoUs in case it is less than 5 years.

12.1.3 In case of Indian manufacturer manufacturing the product with ToT/MoU from the OEM/owner of technology, the period of validity of the certificate shall be

limited to the period of validity of the ToT/MoU/agreement in case it is less than 5 years.

12.2 Extension of certificate

In case of certificate with limited validity period as in clauses 12.1.1 to 12.1.3 the validity is extendable to full 5 years from the date of issue of the original certificate on request of the holder of the certificate along with the copy of the relevant extended Agreement/MoU/Authorisation and an affidavit that there is no change in Hardware / software of the product. The extended certificate shall be against old specification only. The applicable administrative charges will be taken for such an extension of certificate.

12.3 Modifications in the certified product

12.3.1 The certificate issued by TEC shall not be valid for any hardware variant of the product. In such a case a fresh certificate shall be required.

12.3.2 If the software version of the product is changed as compared to the version mentioned in the certificate issued by TEC during its validity period, the certificate holder shall inform the certificate issuing authority in TEC (i.e. RC Division presently) about the change in the software version along with a declaration that “Despite this software version change the product is in compliance to the TEC Standard/Specification for Generic Requirements/Interface Requirements for a Product/manufacture’s specification against which the product has been certified”. On submission of this information and declaration by the applicant, RC Division of TEC,HQ will issue an acknowledgement of the same to the applicant with a copy to the concerned RTEC.

12.3.3 Any modification in the certified product in violation of 12.3.1 and 12.3.2 shall render the certificate invalid.

13.0 Formats for certificates

13.1 Interface Approval Certificate/Type Approval Certificate/Certificate of Approval
The format of certificates in these cases shall be as per Annexure D-1 to Annexure D-3 respectively. The terms and conditions of the certificate are mentioned on the back of the certificate.

Note:

- (i) If the product consists of more than one non-integrated parts and there is no single model number is assigned to the product then the Model numbers of each part forming the product shall be mentioned in the certificate.*
- (ii) TEC may incorporate conditions while issuing the certificate in view of Government orders and rules, if any, made under the Indian Telegraph Act, or any other relevant Act, from time to time.*
- (iii) TEC may amend / withhold / suspend / cancel the already issued certificate in view of Government orders and rules, if any, made under the Indian Telegraph Act, or any other relevant Act, from time to time.*

13.2 Technology Approval Certificate

The format of the Technology Approval Certificate shall be as per Annexure D-4.

Note: *(i) TEC may incorporate conditions while issuing the certificate in view of Government orders and rules, if any, made under the Indian Telegraph Act, or any other relevant Act, from time to time.*

(ii) TEC may amend / withhold / suspend / cancel the already issued certificate in view of Government orders and rules, if any, made

under the Indian Telegraph Act, or any other relevant Act, from time to time.

14.0 Change of name / address of the applicant / OEM

Request application for change of name/address of applicant / OEM may be made to concerned RTEC within two months of such a change along with following documents:

- (i) Duly notarized Affidavit on stamp paper of Rs. 50/- stating that the name/address of the applicant/OEM has changed giving new Name/Address and that there is no change in hardware, software, functions, features or interface(s) of the product.
- (ii) The issued certificate in original.
- (iii) Documents containing proof of change in name / address as the case may be.
- (iv) Modification fee/charge in form of online payment through Non-Tax Revenue Portal (NTRP) or any other mode prescribed by TEC.

The Modification fee as applicable may be levied for incorporating modifications in already issued certificate and for issue of revised certificate, on the request of the applicant provided reasons of modification are not attributable to TEC.

The RTEC after scrutinizing the documents as above shall convey its approval along with revised draft certificate to the Regional Coordination unit in TEC-HQ for issue of revised certificate. The validity of revised certificate shall remain same as that of earlier certificate.

In case the applicant informs about change in its Name/Address after Registration of Application and before the issue of certificate, no modification fee will be levied; however the applicant shall have to submit documents as above.

If it comes to the notice of TEC that holder of the certificate has failed to inform about change in Name/Address of the applicant/OEM **within two months** of such a change, TEC may temporarily suspend the corresponding certificate(s) / levy suitable enhanced modification fees as decided by TEC till the revised certificate is issued.

15.0 Change in address of manufacturing site

Whenever there is change in address of the manufacturing site or the activity of manufacturing has been shifted to a contract manufacturer, the applicant shall intimate the RTEC regarding such a change along with address of the new manufacturing site, copy of agreement/Order with the Contract Manufacture as the case may be within two months. In this case no change in certificate is required.

In case the holder of the certificate/applicant fails to inform about change in Name/ address of the applicant/OEM/Manufacturing site, **within two months** of such a change, TEC may cancel the corresponding certificate(s) / temporarily suspend such certificate(s) till the revised certificate is issued on application for change of address of manufacturing site.

16.0 Certification against TEC Standard for Generic Requirement (GR) when certificate against TEC Standard for Interface Requirement (IR) for the Product/Equipment exists

For products in respect of which TEC has issued a Standard for GR as well as an IR and an applicant already holds a certificate against the Standard for IR

and an application is submitted for Type Approval (against Standard for GR) of the product, TEC need not conduct Standard for Interface Requirements related tests which are part of the Standard for GR, provided the said Standard for IR is still valid at the time of Application. The applicant would have to pay the fee as applicable for the product category.

17.0 Certification against optional interfaces and features in Standard for GR/IR

If there are optional interfaces/features as mentioned in Standard for GR/IR and a certificate is issued against test of selected optional interfaces/features (as applied by the applicant), any of all of the remaining optional interfaces/features can be applied for the same model subsequently if there is no change in hardware/software of the product and there is no change in Standard for GR/IR (i.e. Standard for GR/IR number remains the same) within the validity period of the already issued certificate. If such an application for certification is made, the new certificate shall include all mandatory and optional interfaces/features that have been tested and shall supersede the earlier issued certificate. The certificate shall be valid till the validity period of the original issued certificate. If test is to be conducted by TEC, incremental testing fee, as applicable for the category shall be payable. If the test is to be conducted by TEC designated CAB, administrative charge, as applicable for the category shall be payable by the applicant to TEC along-with form 'B'.

18.0 Certification against Standard for GR/IR which is amended or revised

- 18.1 If during the validity period of a certificate the relevant Standard for IR/GR is **amended**, the holder of the certificate has an option to get the product certified against the amended Standard for IR/GR ('valid upto' date remaining unchanged) provided:-

- (i) There is no change in Hardware or software since the issue of last certificate, which may affect compliance to any clause of the old Standard for IR/GR/Test Guide.
- (ii) The applicant gets the **incremental tests** done (which involves change in parameters,limits,range etc.) against the same mandatory and optional interfaces or any other feature as in the existing certificate conducted by RTEC. Association of concerned HQ Group of TEC may be required in first such case after amendment in Standard for IR/GR.
- (iii) The applicant deposits 10% of the Test fee (for the category as per amended Standard for IR/GR) as incremental testing fee for Certification against this amendment in Standard.

18.2 Further, in case of **revision** of Standard of IR/GR, the applicant shall have to apply afresh to seek certification against such revised Standard. The incremental tests as mentioned in para 18.1 will not be applicable in such case.

However, the earlier issued certificate against the earlier Standard will remain valid for the period mentioned in the certificate. Further, no renewal of certificate will be done for such case.

18.3 For a product certified against an Standard for IR/GR and further certified against the amended Standard for IR/GR as per clause 18.1 above, a situation may arise when the Standard for IR/GR is revised (wherein amendments are only included in revised document) within the validity period of the certificate. In this case if the certificate holder applies for certification against the revised Standard for IR/GR, the same will be treated as a fresh case but no test shall normally be conducted and validity of the certificate shall remain same. In this case no test fee shall be payable, however, only the administrative charges as applicable shall be payable by the applicant

19.0 Fees payable

The fees charged for Certifications i.e. Type Approval Certificate, Interface Approval Certificate & Certificate of Approval consist of Administrative, Testing and other certification related fees as applicable. The present Test Tariff for Testing and Certification of Telecom Products by TEC is placed at Annexure H. TEC may revise the fees/tariff from time to time which will be available on TEC website.

19.1 Test Fee

It includes one-time fees (including administrative charge) for testing and evaluation of test reports by RTEC/TEC official(s). This fee is based on category of the product (presently 1 to X category) depending upon the man-hours stipulated for the complete process of scrutiny of application, testing, evaluation and certification.

19.2 Administrative Charge

It is the fee charged for evaluation of test reports & other related documents and issue of certificate in case of complete testing of the product as per relevant test guide by TEC designated CAB.

19.3 Modification fee :

Change of name / address of the applicant / OEM where change in issued certificate is required.

19.4 Withdrawal/ closure charges

This fees, as applicable is for withdrawal of application by applicant and subsequently closure of application by RTEC after registration of case and before or on the scheduled date of start of test.

19.5 The details of other fees are as below:

- i. Certification Fees against GR/IR which is amended**

Presently, it is 10% of the Test fee (for the category as per amended Standard for IR/GR) as incremental testing fee for Certification against this amendment in Standard (refer para 18.1).

ii. Certification against optional interfaces and features in Standard for GR/IR

If test is to be conducted by TEC, incremental testing fee, as applicable for the category shall be payable. If the test is to be conducted by TEC designated CAB, administrative charge, as applicable for the category shall be payable by the applicant to TEC (refer para 17)

iii. Renewal Fees

Applicant shall pay renewal fees as applicable based on category of the product for processing the case (refer para 8).

iv. Infrastructure assessment (IA) charges

Infrastructure assessment may be done in case of application by Indian Manufacturers before carrying out Testing and Certification of their product, if required/applicable as per guideline(s) approved by TEC in this regard.

v. Source Approval Fee (if required)

Source Approval is an approval applicable to raw materials required for the manufacturing of underground cable including optical fibre cable and different components to be used in manufacturing the telecom products.

20.0 Surveillance

20.1 TEC reserves the right to inspect and/or test the product during validity period of the certificate at any time and at any premises including sites where it is in use or at the place of manufacturing to ascertain whether the manufacturer or the trader is abiding by the terms and conditions of the certificate issued to him and whether the current model of the product is identical to the one certified by TEC. Such inspection and/or testing may arise either at discretion

of TEC or due to any complaint received by TEC regarding use of the certified product. No test fee is chargeable in such cases. However, test facilities / lab shall have to be arranged by applicant to whom the certificate was issued at its own cost, if test facility is not available with TEC.

20.2 TEC reserves the right to suspend/withhold/ cancel the certificate after giving prior notice of 15 days during its validity period if:

- (i) the holder of the certificate does not observe the terms and conditions of the certificate.
- (ii) the holder of the certificate does not submit the equipment for retesting if requested by TEC or does not make retesting possible within a prescribed timeframe.
- (iii) the holder of the certificate makes any hardware/software change from the original equipment against which the certificate was issued in violation to clause 12.3 or that the declaration given therein is false.
- (iv) the holder of the certificate no longer exist or is not traceable.
- (v) it is found that the applicant to whom the certificate is issued is not having suitable repair and servicing facilities as per applicable TEC Standards.

20.3 If the holder of the certificate is a trader/Authorised Indian Representative, it shall be responsible for violation indicated in 20.2 by the foreign OEM.

20.4 Normally, the suspension of the certificate should not be more than 90 days. During this period, TEC may examine the matter and revoke or cancel the certification in case the facts or the explanation furnished by the applicant is not satisfactory. The decision of the TEC shall be communicated to the certificate holder also.

20.5 The suspension/withhold/ revoke/cancel shall be done with the approval of Sr. DDG /Head of TEC.

20.6 TEC reserves the right to notify the suspension/withhold /revoke/cancellation through TEC website or any suitable medium.

21.0 Complaints and Appeals

21.1 Complaints:

Procedure for dealing with complaints in TEC received from various sources against the product, certificate holder, misuse of certificate or any other, is as below:

- i) The complaint shall be made in writing (by any means such as letter/ email etc.) to the Director (RC), TEC-HQ with complete details of the complainant (name, address, organization, contact details etc.) and description of the complaint with supporting information / documents as relevant.
- ii) If the complaint has no details of the complainant or the description is not adequate, the TEC reserves the right of dealing with the complaint as deemed fit.
- iii) If Prima-facie the complaint appears to be valid and having some substance, it shall be examined by the designated Committee constituted in TEC with the approval of Sr. DDG/Head, TEC. The Committee may have members from RC, concerned Core Division and RTEC depending on the nature of the complaint.
- iv) The complaint should be examined by Committee within three months, unless it requires more time depending on the nature of the complaint.
- v) The Report of the Committee with observations, recommendations and conclusion shall be submitted to Sr. DDG/Head of TEC for final decision.
- vi) The decision in this regard should be communicated to the complainant.

21.2 Appeals

This section describes the procedure for dealing with appeals received from the Appellant (i.e. OEM / Trader /AIR) against any adverse decisions taken by TEC with respect to their certification application, e.g. refusal to accept an application, refusal to accept test results/ reports, refusal to proceed with evaluations, refusal to grant certification, decisions to close the application or deny certification or any adverse action imposed/ taken. Appellant may also appeal against TEC decision to put the certification under abeyance, suspend, or forced withdrawal of certification, or any other action that impedes the attainment of certification.

- i) The appeal shall be filed in writing to the Appeal Officer within thirty days from the date of adverse decision along with all the necessary information / documents in support of the appeal.
- ii) Initially the appeal shall be examined by Appeal Officer for its validity. Admitted appeals shall be placed before the designated Appeal Committee. The Appeal Committee may consist of three members nominated by Sr. DDG/Head, TEC. Director (RC) will be the convenor for the said Committee.
- iii) While nominating members for the Committee, it shall be ensured that the nominated members are not directly involved in the decision-making process for the appellant.
- iv) The Designated Appeal Committee shall seek comments of the RTEC/TEC as the case may be, prior to examining the appeal. The Committee may also ask the appellant to present the appeal in person(s) during the process of hearing of appeal. The appellant may depute his/ her representative for hearing; however, the deputed representative(s) should be from its staff only. The dealing officer involved in the adverse decision may also provide technical inputs but shall not be involved in the decision making of the Appeal Committee.

- v) After examination of the appeal, the committee may seek clarifications and information from all appropriate sources. If considered necessary, the Committee shall ask TEC to depute its staff or expert to investigate the matter.
- vi) Based on the data gathered through any of the above stated means, the Appeal Committee shall make the final decision within a reasonable time (say three months) and the Appellant shall be informed accordingly by Appeal Officer. Appeal Officer shall also inform the dealing officer of that particular case regarding the outcome of appeal.
- vii) At any time during the review, the appellant may withdraw the appeal in writing. However, if for any reason, an appeal is withdrawn, a future appeal on the same grounds shall not be considered.
- viii) The Appeal Officer shall maintain record pertaining to all appeals including important details like date of receipt, name and address of the Appellant, details of appeal, outcome and final disposal. No further appeal in this regards will be considered.
- ix) This procedure of Appeal will not be applicable for adverse action(s) taken by Telegraph Authority under provisions of license conditions.
- x) The names of Appeal Officer and members of Appeal Committee shall be notified by TEC separately after approval of Sr. DDG/Head, TEC.

22.0 Saving clause

In the matter of interpretation of the various clauses of this document, if required decision of Sr. DDG/Head, TEC is final.

23.0 Review of the document and Impact assessment

Review of the document will be taken up normally every three years. A document can be reviewed earlier also due to change in certification procedure/ suggestions from stakeholders or on advice of DoT.

Further, TEC may conduct impact assessment by engaging third party to ascertain the awareness of this certification scheme and benefits to the Stakeholder.

The document remains valid unless it is withdrawn or revised or superseded.

Disclaimer

- 1.This procedure is subject to modifications/amendments from time to time without any prior notice.
2. The Certificate is not a proof of Manufacturing location/capabilities, ownership details, claim regarding local content of the product etc.
3. The Certificate should not be construed to be an authorization for trading or manufacturing activities which may be subject to applicable laws/rules/regulations.

GLOSSARY OF TERMS USED

ACCREDITED LABORATORY

A testing laboratory NABL accredited/TEC designated for conducting specified tests by a national Accreditation Body in any country or an international accreditation body.

AMENDED TEC STANDARD for GR/IR

A TEC Standard for GR/IR which is amended by TEC without a new Standard for GR/IR Number.

AI

Artificial Intelligence

APPLICANT

Any Indian manufacturer or authorised trader/ dealer / channel partner of a foreign OEM or branch office of a foreign OEM who applies for certification of a telecom product.

Any organization having ownership of a Technology of Telecom product through its own R&D who applies for Technology approval.

CAB

Conformance Assessment Body is a test laboratory designated by TEC for testing of telecom products against specified TEC Standard for GR/IR.

C-DOT

The term is used for the Centre for Development of Telematics which is the Telecom Technology development centre of the Department of Telecommunication, Government of India.

CERTIFICATE OF APPROVAL

Certificate of Approval is a process of testing and certification of telecom equipment as per Manufacturer's specifications.

CORE DIVISION/GROUP

Divisions in TEC Head Quarter, each entrusted in general with certain segments of telecom technologies.

DOT

The term implies any appropriate authority of the Department of Telecommunications, Government of India.

EMI/EMC

Electromagnetic Interference/ Electromagnetic Compatibility

FSOC

Free Space Optical Communication

INTERFACE APPROVAL(IA)

Interface Approval is a process of testing and certification of telecom equipment, in accordance with Test Guide (erstwhile TSTP) issued by TEC, for conformance with the TEC Standard for Interface Requirements.

IoT

Internet of Things

LICENSED SERVICE PROVIDER

Any Organization licensed by DoT to provide a public telecom service.

MRA

Mutual Recognition Arrangement by which two countries give recognition to Certifying Bodies and CABs in respective countries.

MTCTE

Mandatory Testing and Certification of Telecom Equipment

OEM

The term OEM implies an Original Equipment Manufacturer, which means a manufacturer of telegraph/telecom equipment or a person/firm/company under whose brand the telegraph/telecom equipment is sold or proposed to be sold.

PRINCIPAL MANUFACTURER

The manufacturer whose registered address is mentioned against 'Manufacturer' in Form 'A' and the product bear the model number owned by it but the manufacturing of the product is done through a contract agreement.

PRODUCT SPECIFICATION

Product Specification defines the full technical details of a particular model of product along with its features and functions. A number of products with diverse product specs, and technology could comply with the same Standard for IR/GR.

RBI

Reserve Bank of India

RENEWAL

Renewal of an existing certificate implies extending its validity for next term.

REVISED STANDARD FOR GR/IR

A Standard for GR/IR which is revised by TEC with a new Standard for GR/IR Number.

RTEC

Regional Telecom Engineering Centre is branch office of TEC responsible for testing of telecom equipments generally in its jurisdiction.

STANDARD DOCUMENT OF TEC

Standard Document of TEC refers to a set of standard/common requirements or specifications inter-alia, in respect of protocols, numbering, routing, switching,

interfaces, safety, security, system etc. issued by TEC. It can be used either independently or can be referred to in Standard for Generic Requirements/Interface Requirements/Service Requirements of the telecom products/services.

STANDARD FOR SERVICE REQUIREMENT (SR)

Standard for Service Requirement for the purpose of this document implies to a set of requirements/ specifications issued by TEC pertaining to Roll-out obligations, Service quality etc. as prescribed by the Licensor in the relevant License.

TEC

TEC means Telecom Engineering Centre under the Department of Telecommunications.

TEC Standard for Generic Requirements for a Product/Equipment

TEC Standard for Generic Requirements for a Product/Equipment of a telecom equipment issued by TEC implies a set of requirements pertaining to performance, features, quality etc. besides TEC Standard for Interface Requirement (IR) of the equipment.

TEC Standard for Interface Requirements for a Product/Equipment

TEC Standard for Interface Requirements for telecom equipment implies a minimum set of requirements issued by TEC primarily in respect of inter-operability, safety and security that the equipment should conform to in order to connect and operate in the Indian Telecom Network.

TECHNOLOGY APPROVAL

Technology Approval is a process of testing and certification of prototype of a telecom product developed by C-DoT, Academic Institutions, Govt./Research Organizations and Start-ups. Technology Approval is given against the Standard for Generic Requirements (GR) issued by TEC for the product.

TEST GUIDE

Test Guide is a document issued by TEC to carry testing of telecom equipment against Standard for IR/GR/manufacturer's specifications.

TRADER

The term implies a trader/dealer/channel partner/ branch office of a foreign OEM.

TYPE APPROVAL(TA)

Type Approval is a process of testing and certification of telecom product, in accordance with Test Guide (erstwhile TSTP) of TEC, for conformance with the Standard for Generic Requirements (GR) of the product issued by TEC.

**DEPARTMENT OF TELECOMMUNICATIONS
TELECOMMUNICATION ENGINEERING CENTRE**

FORM A

RTEC <Delhi/Kolkata/Mumbai/Bengaluru>

Application for Product Certification

A. Details of the applicant

Registered Name			
Registered Address			
Country		PIN:	
Type of Applicant < Manufacturer or Trader>			
Telephone		FAX	
Mobile		E-mail	
Website			
Address for correspondence	PIN:		
Telephone		FAX	
Mobile		E-mail	
Website			

B. Details of the Product to be certified

Product Name			
Model No.		Year of Manufacture	
S/w version, if any			
Registered Name & Address of the Manufacturer			

/OEM			
Country		PIN:	
Telephone		FAX	
Mobile		E-mail	
Website			

C. Please tick (✓) the type of certificate required

Type Approval	
Interface Approval	
Certificate of Approval	

D. Standard/Specifications details

Title of the TEC Standard/Specification*	
Standard/Specification No. against which the certification is sought	

(* In case of application for Certificate of Approval, Manufacturer's specifications and draft Test Guide proposed by the applicant should be attached)

E. Please tick (✓) whether the application is for

New certificate	
Renewal of certificate	
Additional Optional Interfaces of a TEC certified product	
Certification against amended Standard for GR/IR of existing certificate #	
Certification against revised Standard for GR/IR of existing certificate ##	
Resubmission	

(Kindly refer the list of documents to be attached for the applicability of # and ##)

F. List of optional interfaces/features along with clause No., if any, offered for test in addition to the mandatory interfaces/features as per Standard for GR/IR

(i)	
(ii)	
(iii)	
(iv)	

(Attach separate sheet if required)

G. Details of the manufacturing location of the product

Registered Name			
Address			
Country		PIN:	
Telephone		FAX	
Mobile		E-mail	
Website			

(In case there are more than one manufacturing location, the same should be mentioned/annexed)

H. Details of the contract manufacturer in case of contract manufacturing in part or full

Whether manufacturing in Part or full			
Registered Name of the contract manufacturer			
Registered Address			
Country		PIN:	
Telephone		FAX	
Mobile		E-mail	
Website			
Address of the manufacturing location			

Country			PIN:
Telephone		FAX	
Mobile		E-mail	
Website			

(Please attach separate sheet in case of more contract manufacturers)

Dated:

Signature of the authorized signatory

Place: _____

To be filled by TEC

Received the application form	
TEC Ack No.	

OFFICE STAMP

Signature of Receiving officer:

Date:

Name & designation:

List of documents to be attached (as applicable)

(A) In case the applicant is an Indian OEM

S. No.	Type of document	Check (✓) for submitted document or N/A*
i	<p>Copy of Industrial License, SSI registration, MSME registration, Copy of Certificate of Incorporation, Partnership Deed, Certificate of Recognition in case of Startup by Department for Promotion of Industry and Internal Trade(DPIIT),Government of India as applicable.</p> <p><i>Note 1: Shareholding pattern/equity participation of the foreign company in the Indian Firm, if so should also be provided.</i></p> <p><i>Note 2: In order to encourage and support women entrepreneurs, TEC may consider reduced testing fee for certification of telecom product by Startups/small sector investments.</i></p>	
ii.	Quality Manual being followed for manufacturing/ISO	
iii.	In case the manufacturing is carried out through contract manufacturing, copy of Agreement/MoU between the applicant also called the principal manufacturer and the Contract manufacturer(s) who is/are actually manufacturing the product thereof. Further, a copy of the manufacturing license(s) of the Contract manufacturer(s) shall also be provided.	
iv.	If the offered product is manufactured under Transfer of Technology (ToT) from C-DOT/other organization which has been certified for Transfer of Technology, then copy of ToT agreement between the applicant and CDOT/ other organization	
v.	Documents as per (C) below.	

* Put N/A if Not Applicable

(B) In case the applicant is an Indian Trader of foreign manufactured equipment

S. No.	Type of document	Check (✓) for submitted document or N/A*
i.	Copy of Registration/Certificate of Incorporation of trader in India as applicable.	
ii.	Authorisation from the foreign OEM in original that the trader is authorised for applying to TEC/RTEC for getting Certification for the specific product. In case the applicant is not able to submit Authorization in original at the time of application, the copy of the same, self-certified by the organization/institution/firm shall be submitted for processing the case. However, the original should be submitted within one month to concerned RTEC.	
iii.	Copy of the authorization by foreign OEM declaring the applicant as their authorised Indian trader/ dealer/ distributor/ representative/ Channel partner/ Branch office for the product clearly indicating the after sale support and the validity period.	
iv.	RBI permission to open branch office by a foreign OEM, if the applicant is a Branch office.	
v.	Documents as per (C) below.	

* Put N/A if Not Applicable

(C) In both (A) and (B) above the following documents are also required to be submitted:

S. No.	Type of document	Check (✓) for submitted document or N/A*
i.	Copy of the Income tax return filed by the applicant for the last financial year or year previous to last financial year.	
ii.	Copy of the Balance sheet of the applicant for the last financial year or year previous to last financial year. <i>Note: In case of Startup applying for CoA Certification, the documents mentioned in C (i) & (ii) above are exempted if the firm is set up during last two years. Further, for Startups, Department for Promotion of Industry and Internal Trade (DPIIT), Government of India guidelines for startups shall be applicable.</i>	
iii.	Authorization letter for the authorized signatory for signing form 'A'.	
iv.	Import Export code as applicable to the product or part thereof.	
v.	Specifications of the equipment containing features, facilities and physical description.	
vi.	Installation/ System / Operation & Maintenance/ User manual of the equipment (preferable in soft copy). In case of ToT from C-DOT/ other organization, which has been certified for Transfer of Technology, their relevant manuals are acceptable.	
vii.	An affidavit attested by notary public for each equipment/model as per proforma given in Annexure 'A'.	
viii.	Clause-wise compliance as per relevant Test Guide supported by in-house test results or from any lab/CAB are required to be	

	submitted. The copy of accreditation certificate and scope of accreditation of respective CAB should to be submitted along with test reports. In case of EMC/EMI, safety and Environmental related tests, test reports from TEC designated CABs are required to be submitted.	
ix.	If long duration tests such as environmental testing are involved, the applicant should provide supporting document that the said test is in progress and the laboratory shall be able to issue the Test Report within a stipulated time period which shall be made available by the applicant to RTEC subsequently but before completion of evaluation.	
x.	In case of application for Certificate of Approval (CoA), test results as per the draft Test Guide (Template at Annexure E) against Manufacturer's specifications as proposed by the applicant and carried out at any lab or in-house are required to be submitted. In case of EMC/EMI, safety and Environmental related tests , test reports from TEC designated CABs are required to be submitted.(also refer viii above)	
xi.	Documentary proof of carrying out modifications in the product to overcome the shortcomings/deficiencies communicated to the applicant in case of Resubmission of application.	
xii.	Copy of earlier valid Certificate in case of Renewal or testing of additional optional interface(s)/incremental testing of a product.	
xiii.	Copy of Technology Approval certificate issued by TEC to C-DoT, Academic Institution/Research Organizations/startups in case of products which are manufactured under ToT.	
xiv.	Any other document, if required as per Standard for Generic Requirements/Interface Requirements for the Product.	

* Put N/A if Not Applicable

If during the validity period of a certificate the relevant Standard for IR/GR is amended, the holder of the certificate has an option to get the product certified against the amended Standard for IR/GR ('valid upto' date remaining unchanged) provided:-

- (i) There is no change in Hardware or software since the issue of last certificate, which may affect compliance to any clause of the old Standard for IR/GR/Test Guide.
- (ii) The applicant gets the incremental tests done (which involves change in parameters, limits, range etc.) against the same mandatory and optional interfaces or any other feature as in the existing certificate conducted by RTEC.

The applicant shall deposit 10% of the Test fee (for the category as per amended Standard for IR/GR) as incremental testing fee for Certification against this amendment in Standard.

For a product certified against an Standard for IR/GR and further certified against the amended Standard for IR/GR as per clause above, a situation may arise when the Standard for IR/GR is revised (wherein amendments are only included in new document number) within the validity period of the certificate. In this case if the certificate holder applies for certification against the revised Standard for IR/GR, the same will be treated as a fresh case but no test shall normally be conducted and validity of the certificate shall remain same. In this case no test fee shall be payable, however, only the administrative charges as applicable shall be payable by the applicant.

SPECIMEN AFFIDAVIT

(To be submitted along with Form 'A')

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>

2. That the firm/company is manufacturing the < name of the product > with <Model No. * > at its own manufacturing plant / through contract manufacturing in part / full at <address of the manufacturing site> and we have test and repair facility for this product at < name and address of the facility>.

OR

That the firm/company is an authorized Indian dealer/distributor/channel partner/ representative/branch office of the foreign OEM <name and address

of the foreign OEM of the product>_____for manufacturing the <name of the product> _____ with <Model No. *>_____ at _____< address of the manufacturing site>_____ and we have test and repair facility for this product at < name and address of the facility>_____.

** In case the product consists of more than one non-integrated units the model numbers of individual units are as below:*

<i>S. No.</i>	<i>Unit Name:</i>	<i>Model No.</i>
<i>i</i>		
<i>ii</i>		
<i>iii</i>		
<i>.....</i>		

3. [In case of Indian Trader] That we affirm and declare that the import of the product as described at serial 2 above has been done within the framework of rules of Government of India as prescribed in its Export and Import policy or any other law, rule or notification in force.

OR

[In case of Indian OEM] That we affirm and declare that the import of various parts of the product which have been imported has been done within the framework of rules of Government of India as prescribed in its Export and Import policy or any other law, rule or notification in force.

4. [In case of Renewal/Revision of certificate or testing of Additional Optional Interfaces of a certified product] That there is no change in the hardware of the product as compared to the model tested and certified by TEC vide existing certificate No. _____ dated _____.

5. In case of Renewal/Revision of certificate a testing of additional optional interfaces of a certified product, we affirm that “software version has changed from ____ to _____ and TEC has been informed that despite other software version change, the product is in compliance to the TEC Standard for IR/GR/Manufacturer’s Specification against which the product has been certified and that acknowledgement of TEC in this regard is attached herewith”. (Note:- This clause is applicable only if there is a change in software version.)
6. [In case of Transfer of Technology from C-DOT, Public/Private Academic Institutions, Govt./Research Organizations and Start-ups] That the offered product is exactly same in hardware and software as compared to the model for which technology approval was given by TEC to them.
7. We affirm and declare that we indemnify TEC/DoT from any dispute, litigation, obligation and/or loss/damage etc. arising out of TOT/ use of technology, brand or model of the product mentioned above 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 > (<Name> & Address)
2. < Signature > (<Name> & Address)

UNDERTAKING

(On letter head of the applicant to be submitted along with form A)

To

<RTEC NR/ER/WR/SR>

____<Address>_____

We have applied for certification of ____<name of the product>_____ against TEC Standard for IR/GR No. _____. we M/s _____ do solemnly declare and affirm as follows:

A. That the testing is proposed to be carried at :

[Strike off / delete whichever is not applicable]

(i) RTEC Delhi/Mumbai/Kolkata/Bengaluru

OR

(ii) TEC Designated CAB < Name & Address of the CAB> _____

OR

(iii) Name & Address of the lab/facility: _____

B. That the following test instruments as per Test Guide No. _____ are available with valid calibration certificates at the above said test lab *(Not required in case of RTEC/ TEC Designated CAB)*.

S.No.	Name of Instrument	Model No.	Validity period of Calibration certificate
1			
2			
3			
...			
...			

C. That the following facilities as per Test Guide No. _____ are also available at the above said test location(s):

(Not required in case of RTEC Lab/TEC Designated CAB)

S.No.	Facility/Item (For example, Test Jig, Various Interfaces, Direct Exchange Line, mobile phone, SIM etc.)
1	
2	
...	

[Signature with stamp of the applicant/Authorised Signatory]

**DEPARTMENT OF TELECOMMUNICATIONS
TELECOMMUNICATION ENGINEERING CENTRE**

FORM B

RTEC <Delhi/Kolkata/Mumbai/Bengaluru>

(To be filled in duplicate)

A. Name, address & contact details of the applicant:

Name			
Address			
Country		PIN:	
Type of Applicant < Manufacturer or Trader >			
Telephone		FAX	
Mobile		E-mail	
Website			
Address for correspondence	PIN:		
Telephone		FAX	
Mobile		E-mail	
Website			
B. Name of the product (as per TEC Standard):			
C. TEC letter No & Date for submission of form B:			
D. Type of certificate required(as per form 'A'):			

E. Please tick (✓) whether the application is for (as mentioned in form 'A'):

New certificate	
Renewal of certificate	
Additional Optional Interfaces of a TEC certified product	
Certification against amended Standard for GR/IR of existing certificate	
Certification against revised Standard for GR/IR of existing certificate	
Resubmission	

F. Proposal for test location(s) (Please tick✓):

1. RTEC	Delhi	Kolkata	Mumbai	Bengaluru
2. TEC Designated CAB	Name & Address of the CAB			
3. Other location(s)	Address			
The required test sample(s) with Model No. _____ and Serial No. _____ shall be presented at the test location(s) before the prescribed date of start of test.				

G. Fee remittance details:

NTRP transaction / reference No.		Dated	
Bank name			
Amount (Rs.)	(in figures)	(in words)	

Signature of the Applicant/Authorized signatory

To be filled by TEC

Application Registration No.	
Signature of receiving officer	
Date	
Name & designation	

OFFICE STAMP

(Note: Second copy to be issued to applicant after recording the acknowledgement Number)

In case of online submission of application in future, form B with requisite details, as submitted by the applicant will be generated by the system and communicated to the applicant.

**DEPARTMENT OF TELECOMMUNICATIONS
TELECOMMUNICATION ENGINEERING CENTRE**

FORM T

Application for Technology Approval

*(To be submitted in duplicate by C-DOT, Public/Private Academic Institutions,
Govt./Research Organizations and Start-ups to RC Division, TEC HQ)*

A. Details of the applicant

Registered Name			
Registered Address	PIN:		
Telephone		FAX	
Mobile		E-mail	
Website			

B. Details of the Product to be certified

Product Name	
Model No.	
Typical Application	

C. TEC Standard for GR No. against which technology approval is sought_____

D. List of documents to be attached:

- (i) System specifications of the equipment containing features, facilities and physical description.
- (ii) Installation, System and Operation & Maintenance manual of the equipment.

- (iii) Hardware, Software and firmware details of the equipment.
- (iv) Block schematic diagram and physical configuration of the equipment.
- (v) Test results as per the TEC Test Guide issued by TEC for the relevant TEC Standard for Generic Requirements for a Product/Equipment.
- (vi) Test results against EMI/EMC clauses of the relevant TEC Standard for Generic Requirements for a Product/Equipment from NABL accredited/TEC designated lab along with copy of valid accreditation certificate and scope of accreditation.
- (vii) Test results against safety clauses of the relevant TEC Standard for Generic Requirements for a Product/Equipment from NABL accredited/TEC designated lab along with copy of valid accreditation certificate and scope of accreditation.

Note: A writeup of the product with justification for consideration under Technology Approval may also be provided along with the documents.

Dated:

Place

Authorized signatory

To be filled by RC Division, TEC

Received the application form	
RC Division, TEC HQ File No. and date	

Signature of Receiving officer:

Date:

Name & designation:

OFFICE STAMP

(Note: Second copy to be issued to C-DOT, Public/Private Academic Institutions, Govt./Research Organizations and Start-ups after recording the acknowledgement Number)

FORMATS OF CERTIFICATES

There will be 4 types of certificates as per Annexure [D-1 to D-4]

D-1 (Light Blue) is format for Interface Approval Certificate

D-2 (Light Green) is format for Type Approval Certificate

D-3 (Light Yellow) is format for Certificate of Approval

D-4 (Light Pink) is format for Technology Approval Certificate

Government of India
Department of Telecommunications
**Telecommunication Engineering
Centre**

Khurshid Lal Bhavan, Janpath, New Delhi-110001



भारत सरकार
दूरसंचार विभाग
दूरसंचार अभियांत्रिकी केंद्र
खुरशीदलाल भवन, जनपथ, नई दिल्ली-
110001

INTERFACE APPROVAL CERTIFICATE

No.: _____

Date: <dd.mm.yyyy>

This is to certify that the product described below conforms to the TEC Standard indicated below. This certificate is issued subject to the terms and conditions given overleaf.

APPLICANT

(Name and Address)

(Type of applicant-Trader / Manufacturer)

TEC Standard No.

(Standard No. along with Amendment No. and date , if any)

PRODUCT NAME

(As per TEC Standard)

MODEL No.

Original Equipment Manufacturer*

(Registered Name and Address)

SOFTWARE VERSION

(If any)

VALID UP TO

REMARKS:

(As per requirement of the TEC Standard)

1. _____
2. _____
3. Number and Date of last certificate#: _____
4. Effective date of this certificate: <dd.mm.yyyy>

Note: # To be mentioned in case of revision/renewal of Certificate

(NAME)

DIRECTOR(RC)

e-mail: dirta.tec@gov.in

TEC website: www.tec@gov.in

* "The Certificate is not a proof of Manufacturing location/capabilities, ownership details, claim regarding local content of the product etc. Kindly refer other Terms and Conditions mentioned OVERLEAF"

No. : _____

Date: <dd.mm.yyyy>

TERMS & CONDITIONS

- i) This certificate merely indicates conformance to the TEC Standard document mentioned herein and the actual use of the product is subject to the applicable government rules and regulations including security requirements.
- ii) This certificate does not cover any functions or features beyond the scope of the TEC Standard mentioned herein, nor the performance of the equipment in different environment conditions.
- iii) This certificate issued by TEC shall not be valid for any hardware variant of the product. Any hardware variant of the product shall be treated as a different model for which a fresh certificate shall be required.
- iv) The software version mentioned in this certificate was the version declared by the certificate holder at the time of testing of the product. Any change in the software version of the product has to be brought to the notice of TEC along with a declaration as per the prescribed procedure to avoid cancellation of the certificate. TEC will issue an acknowledgement of receipt of such declaration.
- v) During the validity of this certificate, TEC reserves the right to inspect and/or test the product/equipment at any premises where it is in use or at the place of the manufacturer. If any adverse effect/deterioration in the performance of the approved product/equipment or interconnected system is noticed during inspection and/or testing or its use in Indian telecom network, TEC reserves the right to cancel/suspend the certificate.
- vi) For radio communication equipment, the operating frequencies shall comply with the approved frequencies by Wireless Planning and Co-ordination (WPC) wing of Department of Telecommunications. Possession, use, sale and operation of the wireless product is subject to applicable permissions/licenses.
- vii) This certificate should not be construed to be an authorization for trading or manufacturing activities which may be subject to applicable laws/rules/regulations.
- viii) TEC may amend/suspend/cancel this certificate in view of Government orders and rules or any anomaly noted by TEC/RTEC.
- ix) Application for renewal of this certificate as per certification procedure of TEC should be submitted 3 months before the expiry of the certificate but not earlier than six months before expiry of the certificate.

Tested by: RTEC _____ / CAB<Name & Address>_____

(NAME)

DIRECTOR (RC)

To

<APPLICANT's ADDRESS>

Government of India
Department of Telecommunications
Telecommunication Engineering
Centre



भारत सरकार
दूरसंचार विभाग
दूरसंचार अभियांत्रिकी केंद्र
खुरशीदलाल भवन, जनपथ, नई दिल्ली-
110001

Khurshid Lal Bhavan, Janpath, New Delhi-110001

TYPE APPROVAL CERTIFICATE

No.: _____

Date: <dd.mm.yyyy>

This is to certify that the product described below conforms to the TEC Standard indicated below. This certificate is issued subject to the terms and conditions given overleaf.

APPLICANT

(Name and Address)

(Type of applicant-Trader / Manufacturer)

PRODUCT NAME

(As per TEC Standard)

TEC Standard No.

(Standard No. along with Amendment No. and date , if any)

MODEL No.

Original Equipment Manufacturer*

(Registered Name and Address)

SOFTWARE VERSION

(If any)

VALID UP TO

REMARKS:

(As per requirement of the TEC Standard)

1. _____
2. _____
3. Number and Date of last certificate#: _____
4. Effective date of this certificate*: <dd.mm.yyyy>

Note: *#To be mentioned in case of revision/renewal of Certificate

(NAME)

DIRECTOR(RC)

e-mail: dirta.tec@gov.in

TEC website: www.tec@gov.in

* "The Certificate is not a proof of Manufacturing location/capabilities, ownership details, claim regarding local content of the product etc. Kindly refer other Terms and Conditions mentioned OVERLEAF"

No. : _____

Date: <dd.mm.yyyy>

TERMS & CONDITIONS

- i) This certificate merely indicates conformance to the TEC Standard document mentioned herein and the actual use of the product is subject to the applicable government rules and regulations including security requirements.
- ii) This certificate does not cover any functions or features beyond the scope of the TEC Standard mentioned herein, nor the performance of the equipment in different environment conditions.
- iii) This certificate issued by TEC shall not be valid for any hardware variant of the product. Any hardware variant of the product shall be treated as a different model for which a fresh certificate shall be required.
- iv) The software version mentioned in this certificate was the version declared by the certificate holder at the time of testing of the product. Any change in the software version of the product has to be brought to the notice of TEC along with a declaration as per the prescribed procedure to avoid cancellation of the certificate. TEC will issue an acknowledgement of receipt of such declaration.
- v) During the validity of this certificate, TEC reserves the right to inspect and/or test the product/equipment at any premises where it is in use or at the place of the manufacturer. If any adverse effect/deterioration in the performance of the approved product/equipment or interconnected system is noticed during inspection and/or testing or its use in Indian telecom network, TEC reserves the right to cancel/suspend the certificate.
- vi) For radio communication equipment, the operating frequencies shall comply with the approved frequencies by Wireless Planning and Co-ordination (WPC) wing of Department of Telecommunications. Possession, use, sale and operation of the wireless product is subject to applicable permissions/licenses.
- vii) This certificate should not be construed to be an authorization for trading or manufacturing activities which may be subject to applicable laws/rules/regulations.
- viii) TEC may amend/suspend/cancel this certificate in view of Government orders and rules or any anomaly noted by TEC/RTEC.
- ix) Application for renewal of this certificate as per certification procedure of TEC should be submitted 3 months before the expiry of the certificate but not earlier than six months before expiry of the certificate.

Tested by: RTEC _____ / CAB<Name & Address>_____

(NAME)

DIRECTOR (RC)

To

<APPLICANT's ADDRESS>

Government of India
Department of Telecommunications
Telecommunication Engineering
Centre



भारत सरकार
दूरसंचार विभाग
दूरसंचार अभियांत्रिकी केंद्र
खुरशीदलाल भवन, जनपथ, नई दिल्ली-
110001

Khurshid Lal Bhavan, Janpath, New Delhi-110001

CERTIFICATE OF APPROVAL

No.: _____

Date: <dd.mm.yyyy>

This is to certify that the product described below conforms to the TEC specification indicated below. This certificate is issued subject to the terms and conditions given overleaf.

APPLICANT

(Name and Address)

(Type of applicant-Trader / Manufacturer)

MANUFACTURER's SPECIFICATIONS

As per Annexure

PRODUCT NAME

MODEL No.

Original Equipment Manufacturer*

(Registered Name and Address)

SOFTWARE VERSION

(If any)

VALID UP TO

REMARKS:

(As per requirement of the specifications)

1. _____
2. _____
3. Number and Date of last certificate#: _____
4. Effective date of this certificate: <dd.mm.yyyy>

Note: # To be mentioned in case of revision/renewal of Certificate

Enclosure: Manufacturer's Specifications

(NAME)

DIRECTOR(RC)

e-mail: dirta.tec@gov.in

TEC website: www.tec@gov.in

* "The Certificate is not a proof of Manufacturing location/capabilities, ownership details, claim regarding local content of the product etc. Kindly refer other Terms and Conditions mentioned OVERLEAF"

No. : _____

Date: <dd.mm.yyyy>

TERMS & CONDITIONS

- i) This certificate merely indicates conformance to the Manufacturer's Specifications/ TEC Specifications against which certificate is granted and the actual use of the product is subject to the applicable government rules and regulations including security requirements.
- ii) This certificate does not cover any functions or features beyond the scope of the Manufacturer's Specifications/ TEC Specifications against which certificate is granted, nor the performance of the equipment in different environment conditions.
- iii) This certificate issued by TEC shall not be valid for any hardware variant of the product. Any hardware variant of the product shall be treated as a different model for which a fresh certificate shall be required.
- iv) The software version mentioned in this certificate was the version declared by the certificate holder at the time of testing of the product. Any change in the software version of the product has to be brought to the notice of TEC along with a declaration as per the prescribed procedure to avoid cancellation of the certificate. TEC will issue an acknowledgement of receipt of such declaration.
- v) During the validity of this certificate, TEC reserves the right to inspect and/or test the product/equipment at any premises where it is in use or at the place of the manufacturer. If any adverse effect/deterioration in the performance of the approved product/equipment or interconnected system is noticed during inspection and/or testing or its use in Indian telecom network, TEC reserves the right to cancel/suspend the certificate.
- vi) For radio communication equipment, the operating frequencies shall comply with the approved frequencies by Wireless Planning and Co-ordination (WPC) wing of Department of Telecommunications. Possession, use, sale and operation of the wireless product is subject to applicable permissions/licenses.
- vii) This certificate should not be construed to be an authorization for trading or manufacturing activities which may be subject to applicable laws/rules/regulations.
- viii) TEC may amend/suspend/cancel this certificate in view of Government orders and rules or any anomaly noted by TEC/RTEC.

Tested by: RTEC _____ / CAB<Name & Address>_____

(NAME)

DIRECTOR (RC)

To

<APPLICANT's ADDRESS>

2/2

Government of India
Department of Telecommunications
Telecommunication Engineering
Centre



भारत सरकार
दूरसंचार विभाग
दूरसंचार अभियांत्रिकी केंद्र
खुरशीदलाल भवन, जनपथ, नई दिल्ली-
110001

Khurshid Lal Bhavan, Janpath, New Delhi-110001

TECHNOLOGY APPROVAL CERTIFICATE

No.....

Dated: <dd.mm.yyyy>

This is to certify that the product described below conforms to the TEC Standard indicated below. This certificate is issued subject to the terms and conditions given overleaf.

APPLICANT

(Name and Address)

TEC STANDARD No.

(TEC Standard for GR No. along with Amendment No. and date , if any)

PRODUCT NAME

(As per TEC Standard for GR)

MODEL No.

(If any)

SOFTWARE VERSION

REMARKS:

(As per requirement of the TEC Standard for GR)

1. _____
2. _____
3.
4. Number and Date of last certificate#: _____
5. Effective date of this certificate: <dd.mm.yyyy>

[Note: # To be mentioned in case of revision/renewal of Certificate.]

(NAME)

Director (RC)

e-mail: dirta.tec@gov.in

TEC website: www.tec@gov.in

* "The Certificate is not a proof of Manufacturing location/capabilities, ownership details, claim regarding local content of the product etc. Kindly refer other Terms and Conditions mentioned OVERLEAF"

No. _____

Dated: <dd.mm.yyyy>

TERMS & CONDITIONS

- i) This certificate is issued for the proto type developed by the Applicant.
- ii) This certificate merely indicates conformance to the TEC Standard document mentioned herein and the actual use of the product is subject to the applicable government rules and regulations including security requirements.
- iii) This certificate does not cover any functions or features beyond the scope of the TEC Standard/Specification mentioned herein.
- iv) This certificate issued by TEC shall not be valid for any hardware variant of the product. Any hardware variant of the product shall be treated as a different model for which a fresh certificate shall be required.
- v) The software version mentioned in this certificate was the version declared by the certificate holder at the time of testing of the product. Any change in the software version of the product has to be brought to the notice of TEC along with a declaration as per the prescribed procedure to avoid cancellation of the certificate. TEC will issue an acknowledgement of receipt of such declaration.
- vi) For radio communication equipment, the operating frequencies shall comply with the approved frequencies by Wireless Planning and Co-ordination (WPC) wing of Department of Telecommunications. Possession, use, sale and operation of the wireless product is subject to applicable permissions/licenses.
- vii) If any deterioration of performance of the technology approved product is noticed during use in Telecom Network, the department reserves the right to cancel/suspend the certificate.
- viii) TEC may amend/suspend/cancel this certificate in view of Government orders and rules or any anomaly noted by TEC/RTEC.

Tested by: <HQ group>, TEC HQ.

(-Name-)

DIRECTOR(RC)

To

< Applicant's Address>

(Template for CoA)

**MANUFACTURER'S SPECIFICATIONS
&
DRAFT TEST GUIDE**

< Title of the Product/Equipment >

Submitted by :

< Name & registered address of the Applicant >

CONTENTS

<i>Section</i>	<i>Item</i>	<i>Page No.</i>
	CHAPTER-1 (Manufacturer's Specifications)	
1.0	Introduction [to network element, or system]	
1.1	Description [of network element, or system in terms of components, Diagram & architecture, etc.]	
1.2	Functional Requirements	
1.3	Operational Requirements	
1.4	Interface Requirements	
1.5	Quality Requirements	
1.6	EMI/EMC Requirements	
1.7	Safety Requirements	
1.8	Security Requirements	
	CHAPTER-2 (Draft Test Guide)	
2.0	General information	
2.1	Testing team	
2.2	List of the Test Instruments	
2.3	Equipment Configuration	
2.4	Equipment/System Manuals	
2.5	Test Setup & Procedures	
2.6	Summary of Test results	

CHAPTER-1

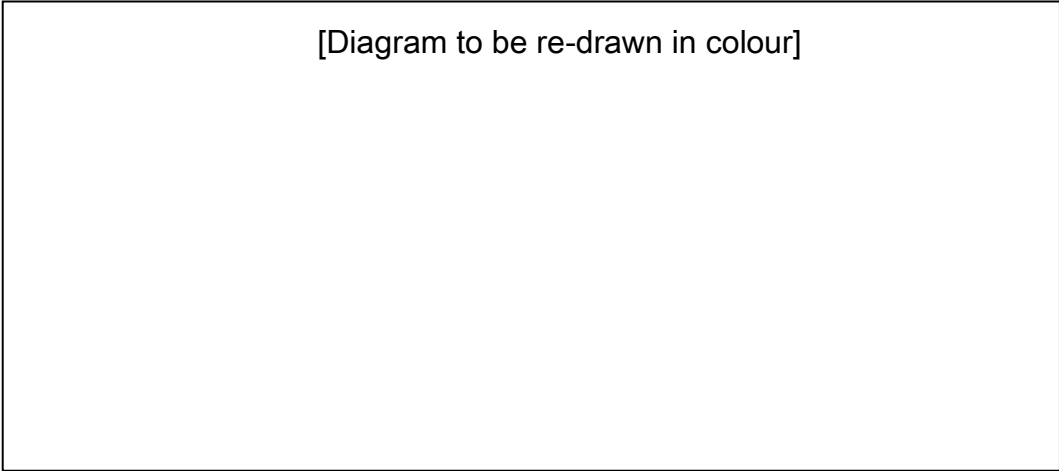
(Manufacturer's Specifications)

1.0 Introduction:

[Limited to 150 words (without any graphics), Main application of the product, Salient points]

1.1 Description:

[Brief description of the product including its constituent functional blocks & architecture and typical deployment scenario of the product in the network]



[Diagram to be re-drawn in colour]

the Diagram]

1.2 Functional Requirements

Give typical functional requirements like:

- i. It shall provide logging through authentication.
- ii. It shall provide the requisite alarms.
- iii. It shall provide encryption & signaling protection to the traffic flowing through it.
- iv. It shall be configured to accept emergency call from unregistered users.
- v. It shall provide overload protection.
- vi. It shall support smooth upgrade procedure so that the service downtime is kept to a minimum.
- vii. Security requirements which are a part of the proper working of equipment or are as per accepted standards.

1.3 Operational Requirements

Give typical Operational requirements like:

- i. The manufacturer shall guarantee the satisfactory performance of the equipment without any degradation at an altitude upto 3,000 meters.
- ii. The equipment should be able to work without any degradation in saline atmosphere near coastal areas and should be protected against corrosion.
- iii. Visual indication to show power ON/OFF status shall be provided.

1.4 Interface Requirements

1.5 Quality Requirements

Note : This may also include Environment Requirements also

1.6 EMI/EMC Requirements

1.7 Safety Requirements

1.8 Security Requirements

Note: The applicant may indicate additional requirements/features of the product offered for Certification.

CHAPTER-2

(Test Guide)

2.0 General Information:

S. No.	General Information	Details	
1	Name, Address and Contact Details of the Applicant		
2	Date of Application		
3	Details of Equipment		
	Type of Equipment	Model No.	Serial No.
(i)			
(ii)			
4	Any other relevant Information:-		

2.1 Testing team: *(to be filled by testing team at the time of testing)*

S. No.	Name	Designation	Organization	Signature
1.				
2.				
3.				

2.2 List of the Test Instruments:

(to be filled by testing team at the time of testing)

S. No.	Name of the test instrument	Make /Model	Validity of calibration
1			dd/mm/yyyy
2			
3			

2.3 Equipment Configuration:

(i) <Equipment/product name> Configuration:

S. No.	Item	Details	Remarks

Relevant information like No. of cards, ports, slots, interfaces, size etc. may be filled as applicable for the product

(ii) <Other associated equipment name> Configuration:

S. No.	Item	Details	Remarks

Relevant information like No. of cards, ports, slots, interfaces, size etc. may be filled as applicable for the product

2.4 Equipment/System Manuals:

Availability of Maintenance manuals, Installation manual, Repair manual & User Manual, any other technical manual etc. (Y/N)

2.5 Test Setup & Procedures:

1. Parameter Name	
2. Test Details	<i>Test Name and Other relevant details</i>
3. Test Instruments Required	1. <Name> 2.
4. Test Setup	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
5. Test Procedure	<i>Testing Steps may be written here....</i> 1) 2) 3)
6. Test Limits	(if any)
7. Expected Results	1.<values>..... 2.<values>..... 3. Other tests (test name)

Further Test Setup & Procedures may be added as per requirement

2.6 Summary of Test Results:

Equipment name & Model No. _____

<i>Parameter Name</i>	<i>Compliance (Complied /Not Complied / Submitted/Not Submitted / Not Applicable)</i>	<i>Remarks / Test Report Annexure No.</i>

[Add as per requirement]

Date:

Place:

** Signature of Applicant / Authorized Signatory*

** Section F as given above is also to be submitted by the Applicant/ Authorised signatory as part of in-house test results along with Form-A. The Authorised signatory shall be the same as the one for Form 'A'.*

TELECOMMUNICATION ENGINEERING CENTRE
(DEPARTMENT OF TELECOMMUNICATIONS)
ACTIVITY REPORT

A.1	Name of the RTEC	
2	File Number	
3	Registration Number & date	
4	Type of Approval (Type / Interface / CoA)	
5	TEC Standard / Specification No.	
B.1	Type of Applicant (Trader/Manufacturer)	
2	Name and address of the Applicant (H.O. address & Factory address)	
3	Contact details (e-mail and mobile no.)	
4	Name of the Product Software Version, if applicable	
5.a	Model Name / Number	
b	Is the Model Name / No. used by any other firm	

6.a	Serial No. of the product tested	
b	(if it is not a product of the applicant, give the name of the manufacturer along with the serial No.)	
7	Is the product decentralized?	
8.a	Does the Manufacturer have any TOT with any Foreign / Indian Company?	
i	If YES, was the unit tested productionized at the applicant's plant or any other plant	
ii	If productionised at the applicant's plant, give the production run, quantity and objective i.e. supply to whom?	
iii	If productionised at Applicant's plant, state the status of the manufacturer in India (status) of integration/indigenisation, test & repair facility at the plant site and value addition.	
8.b	In case of trader, Is he authorized for trade? State the status of testing / repair facility and the location of the same (Pl. indicate the date till which the trade Authorization is valid)	
9	Does the product comply with all the clauses of the TEC	

	Standard/Specification?	
10	Is any relaxation granted by Sr. DDG (Details to be given)	
11	Is it a New case / renewal case / addition of some facility to earlier approved product? (Other than new case old Approval certificate No. to be given)	
C.1	Date of receipt of Form - "A"	
2	Date of receipt of Form - "B"	
D.1	Amount of Infrastructure Fee, if applicable	
2	Amount of Test Fee collected through NTRP	
3	NTRP Transaction No. and date	
4	A certificate that no fee / charges pending and all dues collected	
5	Date of Infrastructure assessment, if applicable (copy of the Infrastructure advice to be attached)	
6	Date of Start of product testing	
7	Date of commencement and date of completion of Environmental test (In case environmental test has not been done, reason thereof)	

8	Date of commencement and date of completion of field trial (If the field trial has not been done, reason thereof)	
9	Date of completion of final testing	
10	Tested at factory or TEC premises or Others (Mention testing location)	
E.1	If the approval is not for full period subject to some condition(s) the reasons thereof	
2	Remarks, if any	
3	Copy of the Draft Certificate	
4	Annexure to certificate, if any	

Counter signed (by Director).

Signature of the Testing Officer
with Designation (ADG/AD)

Name:

Name :

Designation:

Designation:

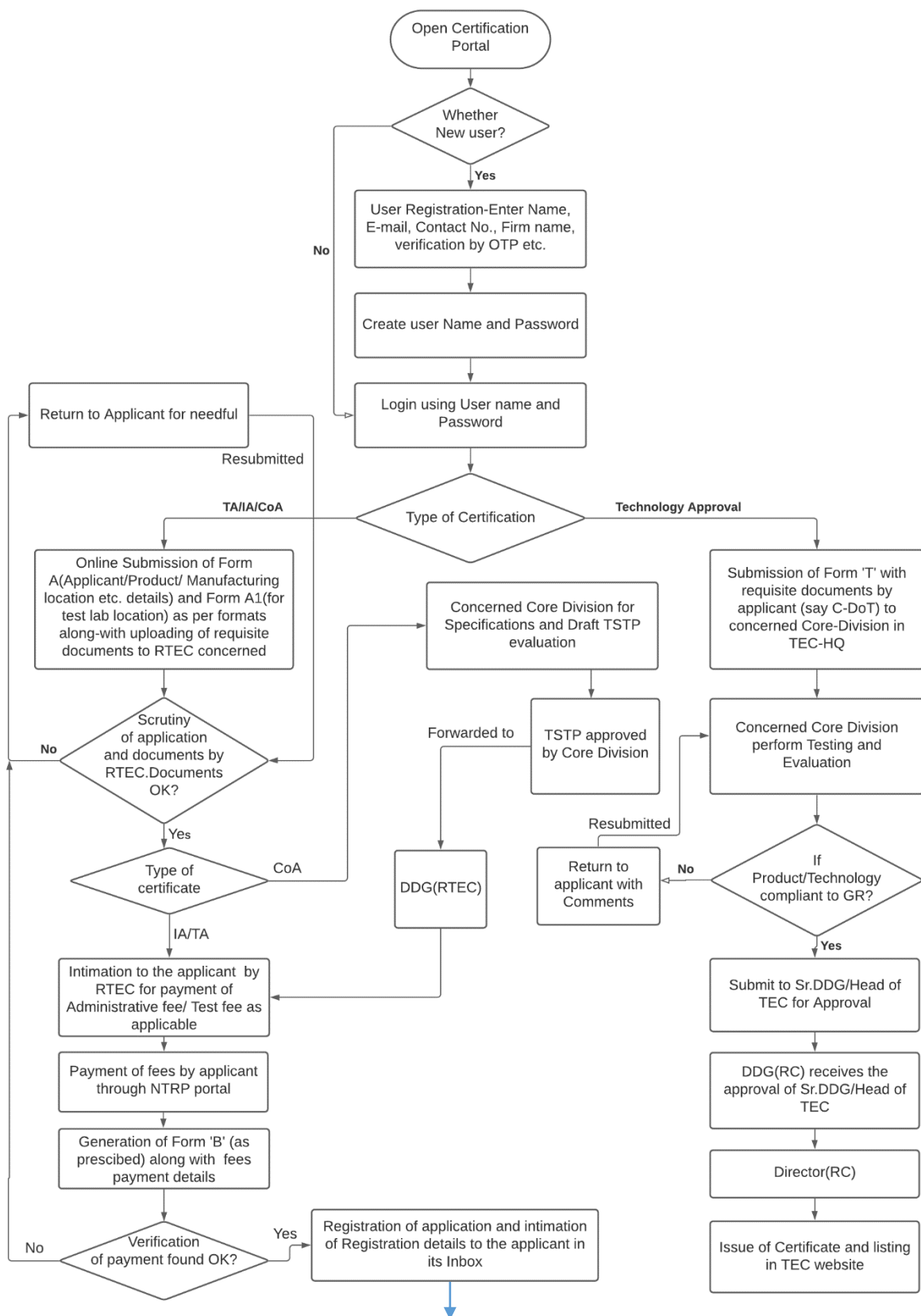
TAC/IAC/CoA APPROVED

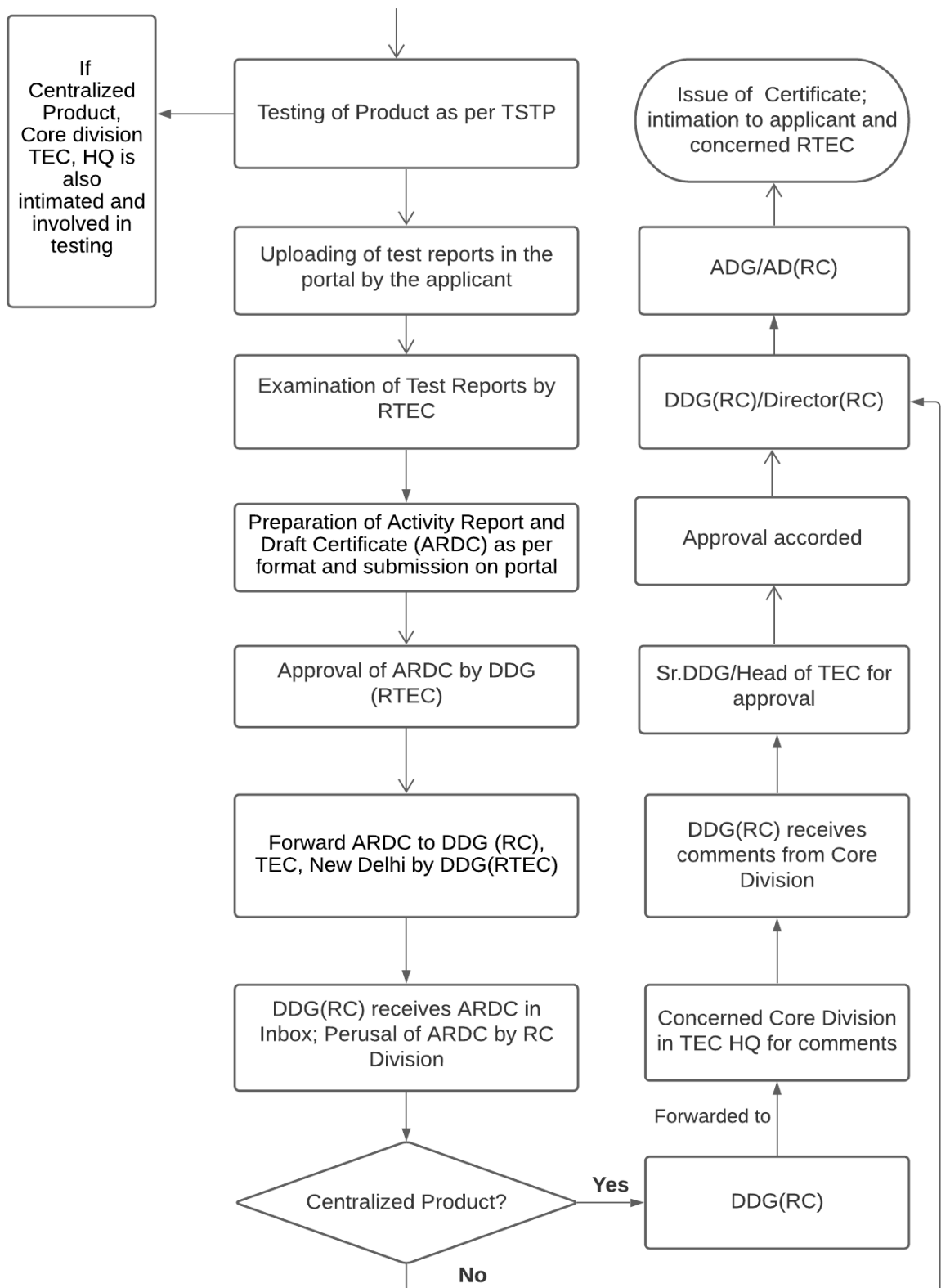
Date:

DDG, RTEC.

Flow Chart for Online Voluntary Certification:

Annexure-G





Schedule of Fees

Existing tariff structure applicable as per TEC letter no. TEC/NR.RC/Tariff/33/2014(Vol II) dated 31.12.2015 is as below:

1. Test Fee

Category	In-station tariff	Outstation Tariff
I	21,400	41,400
II	46,650	82,800
III	86,250	1,47,800
IV	1,51,450	2,46,500
V	2,10,000	3,54,800
VI	3,41,250	5,94,600
VII	5,25,000	7,78,300
VIII	7,87,500	10,40,800
IX	15,75,000	18,28,300
X	26,25,000	28,78,300

Out station testing happens when the test site is located outside RTEC headquarters.

2. Administrative charge to be collected by TEC (in case of testing by CAB):

Category I to V Rs.10,000/-

Category VI to X Rs.20,000/-

3. Certificate Modification Charge = Rs. 5000/-

4. Charges for withdrawal of application by applicant or closure of application by TEC after registration of case and before scheduled date of start of test:

Category I to V Rs.10,000/-

Category VI to X Rs.20,000/-

5. Charges for withdrawal of application by applicant or closure of application by TEC after registration and on the date of start of test:

20% of test fee (subject to minimum of Rs.20,000/-)

6. Infrastructure assessment (IA) charges

Infrastructure assessment may be done in case of application by Indian Manufacturers before carrying out Testing and Certification of their product, if required/applicable. The existing IA charges is Rs 25,000/-.

7. Source Approval Fee

Source Approval is an approval applicable to raw materials required for the manufacturing of underground cable including optical fibre cable and different components to be used in manufacturing the telecom products. The existing source approval fee is Rs 25,000 /-.

Please Note: Tariff/Fees may be revised by TEC from time to time and the same will be made available on TEC website www.tec.gov.in.
