

User Manual, Inspection procedure & inspection checklist for Escalator Owner License on doe.wbpower.gov.in Portal.

Introduction

Applying for a Escalator Owner License is a mandatory process to ensure the safety, compliance, and regulation of these devices. The <https://tathyasathi.bangla.gov.in> portal provides a convenient, streamlined method for these applications. This guide details the step-by-step process for applying online through the portal, including prerequisites, procedures, and tips for a successful application.

1. Prerequisites for Application

Before starting the online application, ensure that you have the following ready:

a) Documents Required:

1. **Ownership Proof:** Sale deed, lease agreement, Property Tax or other ownership documents.
2. **Installation and Compliance Certificates** (Documents proving compliance with safety and regulatory standards)**Details:**

i.	Wiring Diagram for control panel and Escalator equipment
ii.	Details of Motor , gear, pulleys, hand rail, step treads, comb plates etc. as installed in the Escalator
iii.	Test form issued by the licensed electrical contractor on electrical aspect of the Escalator
iv.	Self Declaration by owner indicating the layout drawing and Escalator Erecting Firm indicating the layout drawing of Escalator is made as per the duly sanctioned plan
v.	Manufacturers Certificate regarding quality, material construction of main suspension ropes, insulation of electrical equipment, speed governor, key of driving sheave etc.
vi.	Safety Certificate regarding functioning of over speed governor, safety unit, Brakes, Stopping device and locking device etc.
vii.	Application Form -IV signed by Owner of the Escalator and countersigned by Erecting Firm with seal.
viii.	Sanctioned Building Plan from Civic Authority.

3. **Consent Letters:** If the property is leased, consent from the owner is required.

b) Digital Requirements:

- Scanned copies of all the documents (in PDF format, size limit specified on the portal).
- Active email ID and mobile number for communication.
- Internet-enabled device.

c) Financial Requirements:

- Application fee payment: Rs 7500/- per Escalator.
- Details of online payment options (credit/debit card, net banking, UPI).

2. Registering on the <https://tathyasathi.bangla.gov.in> Portal

To access the application process, you need to create an account on the portal:

1. **Visit the Portal:** Go to <https://tathyasathi.bangla.gov.in>
2. **Select “REGISTER”:** On the homepage, click on the "REGISTER" button.

The screenshot shows the homepage of the tathyasathi.bangla.gov.in portal. The browser address bar displays 'tathyasathi.bangla.gov.in/login.do'. The page features the ServicePlus logo and navigation links for 'HOME', 'SELECT STATE', and 'DOWNLOAD THE APP'. A 'REGISTER' button is highlighted with a yellow arrow. Below the navigation, there are two main sections: 'NATIONAL COUNT' and 'PREVIOUS DAY ACTIVITY (APPLICATION DETAILS)'. The 'NATIONAL COUNT' section includes: STATES ONBOARD (1), SERVICES LAUNCHED (57), APPLICATIONS RECEIVED (2,171,639), APPLICATIONS DISPOSED (1,650,190), and APPLICATIONS PENDING (521,449). The 'PREVIOUS DAY ACTIVITY' section includes: RECEIVED (131), DELIVERED (0), PROCESSED (238), and REJECTED (7). Below these statistics, there is a section titled 'An Easy and Intuitive Application' with a description of the ServicePlus framework and a list of features: Build Software through Dictate, Design & Deploy; Interactive, Intelligent & Interoperable; Automated Data Migration; Integrated Dynamic Report Generation; and Systematic Process Flow Management. Two buttons, 'TRACK APPLICATION >>' and 'KNOW YOUR ELIGIBILITY >>', are also visible.

3. **Enter Details:** Provide your name, email ID, mobile number, and set a secure password.

The screenshot shows the registration form on the tathyasathi.bangla.gov.in portal. The form is titled 'REGISTRATION' and includes the following fields: Full Name*, Email Id*, Mobile No., Password*, Select State*, District, and a Captcha field. The Password* field has a note: 'Note: Password should be at least 'g' characters with at least one special character[@#\$%&*^&1, one numeric, one small case and one upper case letter (i.e Admin@357)'. There is a checkbox for 'I agree to abide by the Terms of Use outlined by ServicePlus' and a 'Submit' button.

4. **Verify OTP:** An OTP will be sent to your registered mobile number and e-mail id. Enter it to verify.
5. **Login:** Use your credentials to log in.

3. Applying for a New Escalator Owner License

Once registered, follow these steps:

Step 1: Navigate to the Application Section

1. **Login to Your Account:** Enter your credentials on the portal's login page.

HOME DOWNLOAD THE APP

ServicePlus
Metadata-based Integrated eService Delivery Framework

REGISTER

LOGIN

Login ID

Password

1SD6FA Captcha

I agree to abide by the Terms of Use outlined by ServicePlus.

Login

or

Forgot Password ?

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2. **Dashboard Access:** Once logged in, go to the "Services" section.
3. **Select "New Escalator Owner Licenses":** Find the appropriate option for New Escalator Owner License.

ServicePlus
Metadata-based Integrated eService Delivery Framework

29 : 41 Themes Language Nihil Mandal

Menu

Apply For Services / View All Available Services

view WEST BENGAL Services

10 entries per page Search:

Sl.No.	Service Name	Department Name
11	Modification of Contractor License	DIRECTORATE OF ELECTRICITY
12	New Escalator Owners License	DIRECTORATE OF ELECTRICITY
13	New Workman Permit	DIRECTORATE OF ELECTRICITY
14	Application for Issuance of Age Certificate - GP	Panchayats and Rural Development Department
15	New Lift Owners License	DIRECTORATE OF ELECTRICITY
16	Application for issuance of Janani Suraksha Yojana Certificate - GP	Panchayats and Rural Development Department
17	Application for Issuance of Residential Certificate- GP	Panchayats and Rural Development Department
18	Application for Issuance of Alias Certificate - GP	Panchayats and Rural Development Department
19	Application of Granting SARAI Licence	Department of Personnel and Administrative Reforms and E-Governance
20	Application for Registration of Employer for Migrant Labour	Panchayats and Rural Development Department

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Step 2: Fill the Online Application Form

1. **Personal Details:** Enter your name, address, and contact details.
2. **Property Details:** Provide the address and description of the building where the New Escalator is installed.
3. **Technical Details:** Enter the specifications of the Escalator, including:
 - o Manufacturer's name.
 - o Model and capacity.
 - o Date of installation.
4. **Compliance Details:** Attach safety and compliance documents.
5. **Payment Section:** Pay the application fee using the available methods.

Application For New Escalator Owner's License

Eligibility Criteria

1. Possessing an approved sanctioned building plan with provision to erect Escalator.
2. Possessing a valid permission letter to erect new Escalator.

Documents Required

1. Application Form IV signed by Owner of the Escalator and countersigned by Erecting Firm with seal. *
2. Safety Certificate regarding functioning of over-speed governor, car safety unit, Buffer, Brakes, Terminal and Final stopping device & locking device. *
3. Manufacturer's Certificate regarding quality, material construction of main suspension ropes, insulation of electrical equipment, speed governor, key of driving sheave etc. *
4. Wiring Diagram for control panel and Escalator equipment. *
5. Details of Motor, gear, pulleys, belt etc. as installed in the Escalator. *
6. Test form issued by the licensed Electrical contractor / Escalator erecting firm on electrical aspect of the Escalator. *
7. Wiring diagram of the control panel and the Escalator equipment. *
8. Self-Declaration by owner indicating the layout drawing of Escalator is made as per the duly sanctioned plan *
9. Self-Declaration by Escalator Erecting Firm indicating the layout drawing of Escalator is made as per the duly sanctioned plan. *

Note:

1. All the drawings would have to be duly signed by the applicant.
2. The scale of the drawings shall not without the special permission in writing of the Electrical Inspector be less than one-fourth inch, to a foot for the plan and one-eighth inch, to a foot for elevation.
3. Necessary Diagrams to be uploaded should display the following information as mentioned below:
 - o As-built Layout Drawing of the Escalator
 - o Sectional elevation
 - o Number of floors to be served and total travel

Fee Details

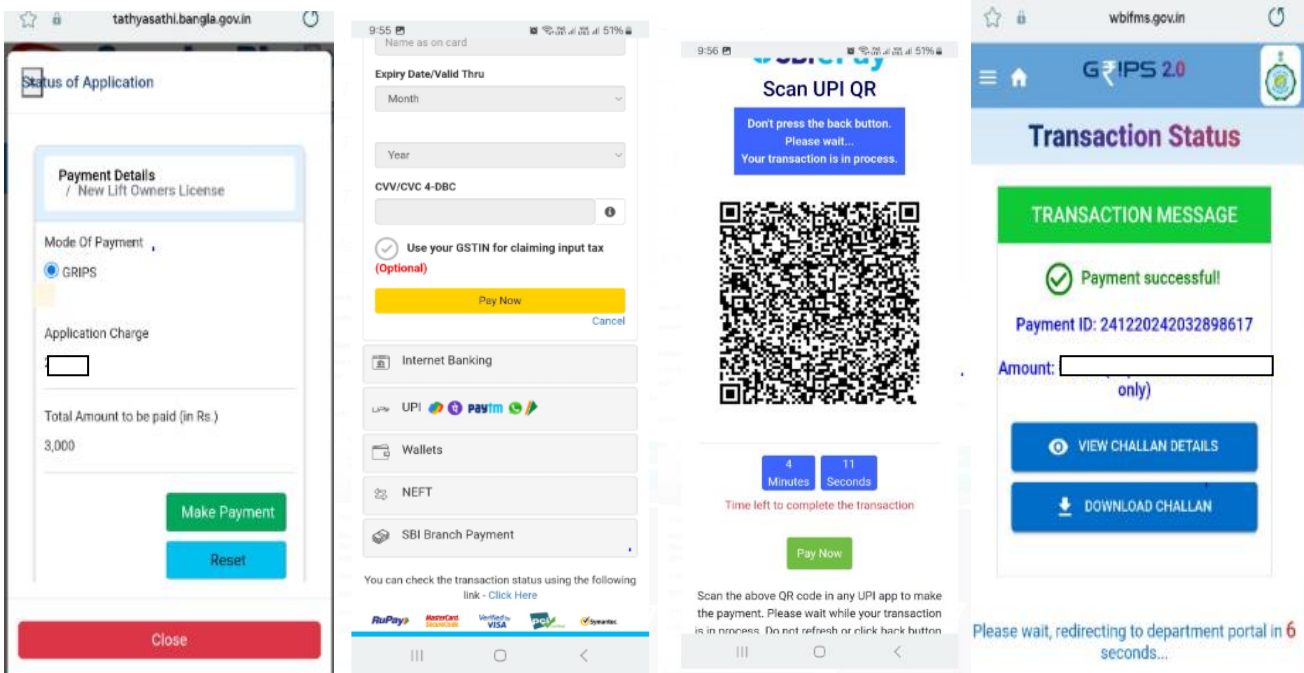
1. Fees for Escalator or Travelators is Rs. 7500/-

Payment Mode:

Online payment through GRIPS

Buttons: Draft, Save & Next, Close, Reset

1. **Payment Section:** Pay the application fee using the available methods.



Step 3: Upload Documents

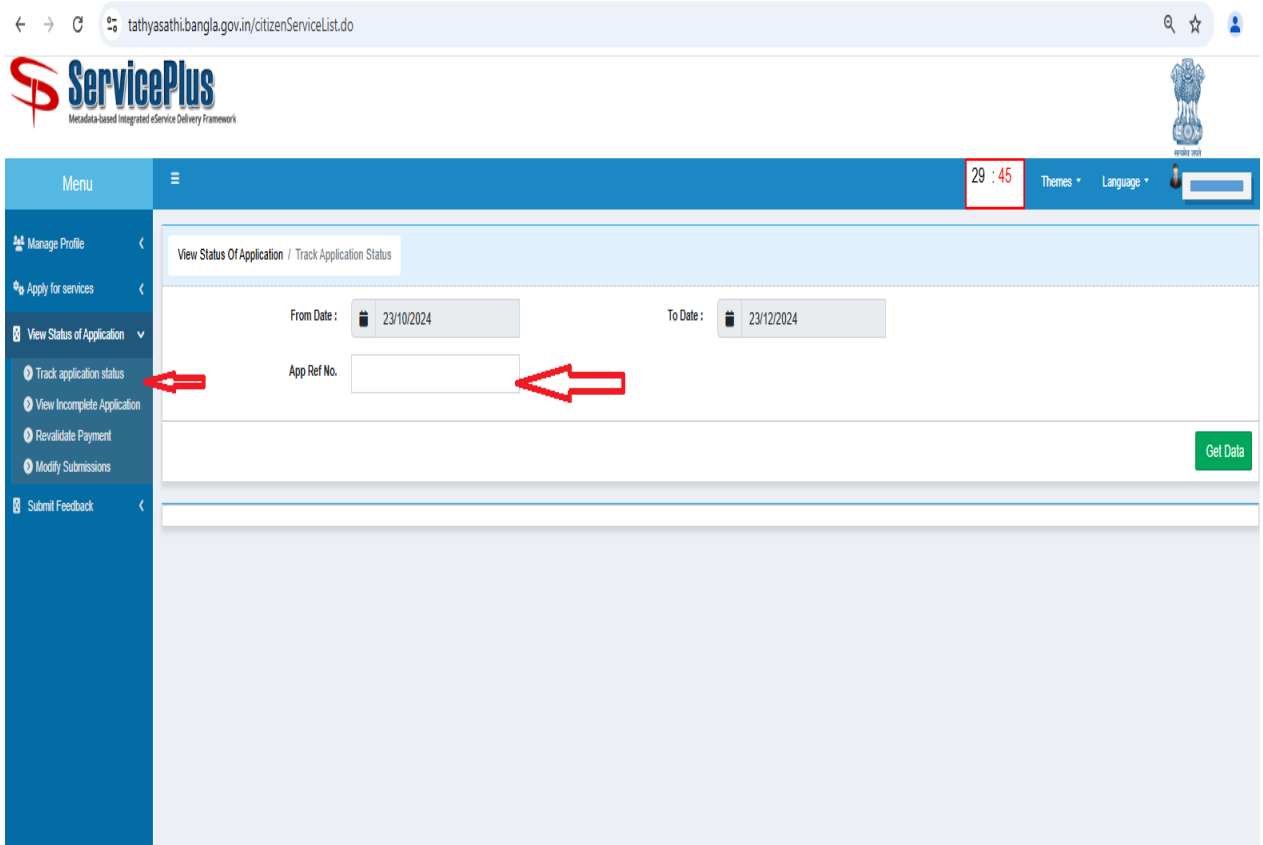
1. **Ensure Clarity:** Upload legible and accurate scanned copies of all required documents.
2. **Organize Files:** Follow the portal's instructions for naming and uploading files.
3. **Submit Form:** Double-check details and click "Submit" to complete.

Step 4: Acknowledgment Receipt

1. **Download Receipt:** After submission, a receipt will be generated.
2. **Reference Number:** Note the application number for future reference.

Step 3: Track Status

1. **Acknowledgment Receipt:** Download the renewal application receipt.
2. **Track Progress:** Use the reference number to track the status.



5. Tips for a Smooth Application Process

1. **Keep Documents Handy:** Ensure all documents are ready and scanned beforehand.
2. **Use a Stable Internet Connection:** To avoid interruptions during submission.
3. **Check Portal Updates:** Stay informed about application deadlines and fee changes.

6. Post-Application Process

After submitting the application:

1. **Verification:** Authorities will review your application and documents.
2. **Inspection:** A site inspection may be scheduled.
3. **License Issuance:** Upon approval, the license will be issued digitally and can be downloaded from the portal.

A. Step by step movement of application at Directorate of Electricity, Department of Power through online system for Approval for Escalator Owner License along with individual timelines

S.L NO	USER	TASK NAME	TIMELINE
1	Citizen	Application Submission	
2	Chief Electrical Inspector	Application Receipt by Chief Electrical Inspector	01 Day from the received of application.
3	Area Lift Inspector	Verification by Area Lift Inspector	01 Day.
4	Citizen	Applicant Payment	
5	Area Lift Inspector	Verification Of Payment By Area Lift Inspector	05 Days from the date of Payment by Citizen.
6	Area Lift Inspector	Inspection Report by Area Lift Inspector	18 Days from the date of Payment by Citizen.
7	Chief Electrical Inspector	Approval by Chief Electrical Inspector	05 Days from the Inspection Report by Area Lift Inspector.

Inspection procedure of Escalator.

1	Angle of Inclination-
	Angle of incline of the escalator shall not be more than 30° from the horizontal. In particular cases, an angle of incline up to 35° may be permitted for escalators having a vertical rise not more than 6 m.
2	Width of Escalator-
	The width must accommodate the expected passenger traffic, typically ranging between 600 mm to 1,000 mm.
3	Balustrading-
a	Escalators shall be provided on each side with solid balustrades. On the step side (interior panel), the balustrades shall be smooth and substantially flush except for protective moulding parallel to the run of the steps. Vertical mouldings that cover joints of panels shall be properly bevelled and shall not project more than 6.5 mm. Gaps between interior panels of the balustrade shall not be wider than 4mm.
b	The width between balustrades, measured on the incline up to a point 680 mm vertically above the nose line of the steps, shall not be less than the width of the step. It shall not exceed the width of the step by more than 330 mm with a maximum of 165 mm on either side of the escalator.
c	There shall be no abrupt changes in the width between the balustrades on the two sides of the escalator. Where a change in width is unavoidable, such change shall not exceed 8percent of the greater width. In changing the direction of the balustrades resulting from a reduction in width the maximum allowable angle of change in balustrades shall not exceed 15 degrees from the line of the escalator travel
d	The use of glass for balustrade interior panelling is permitted, provided it is splinter free one

	layer safety (tempered) glass and has sufficient mechanical strength and rigidity. The thickness of the glass shall not be less than 6 mm
4	Handrails-
a	Each balustrade shall be provided with a handrail moving in the same direction and at the same speed as the steps.
b	Each moving handrail shall extend at normal handrail height not less than 300 mm beyond the line of points of comb plate teeth at the upper and lower landings.
c	Hand or finger guards shall be provided at points where the handrails enter the balustrade.
d	The horizontal distance between the centre lines of two handrails, measured on the incline, shall not exceed the width between the balustrades by more than 150 mm, with a maximum of 75 mm on either side of the escalator.
5	Step Treads and Landings-
a	Check that step treads are slip-resistant, uniformly illuminated with at least 20 lux, and landings are clear of obstructions.
b	The depth of any step tread in the direction of travel shall not be less than 400 mm and the rise between treads shall not be more than 220 mm.
c	The maximum clearance between step treads on the horizontal run shall be 4 mm.
d	The tread surface of each step shall be slotted in a direction parallel to the travel of the steps. Each slot shall not be more than 6.5 mm wide and not be less than 9.5 mm deep; and the distance from centre to centre of adjoining slots shall not be more than 9.5 mm.
e	Safety provision shall be installed in the system to stop the escalator when anything is stuck in the clearance between the step tread and the skirting.
6	Comb Plates-
	The comb plate teeth shall be meshed with and set into the slots of the tread surface. Comb plates shall be adjustable vertically. Safety provision shall be installed in the comb plate assembly so that the safety contact stops the escalator when anything is caught between the comb plate and the step.
7	Trusses or Girders-
	Assess structural components for signs of wear, corrosion, or damage.
8	Track Arrangement-
	Ensure tracks guide steps smoothly without misalignment or undue vibration.
9	Capacity and Loading-
	Confirm the escalator can handle the maximum designed load without performance degradation.
10	Speed Limits-
	Measure operational speed to ensure it does not exceed 0.5 meters per second, as per safety standards.
11	Power Application, Driving Machine, Motor, and Brake-
	Inspect the driving mechanism, motor, and braking system for proper function and compliance with electrical safety standards.

12	Chains-
	Examine chains for tension, lubrication, and signs of wear to prevent mechanical failures.
13	Safety Devices-
	Test safety features, including emergency stop buttons, step demarcations, and anti-slide devices, to ensure they are operational.
14	Machine Room-
	If applicable, inspect the machine room for adequate space, ventilation, and compliance with safety regulations.
15	Lighting of Step Treads-
	Verify that step treads are illuminated with a minimum of 20 lux to enhance visibility and safety
16	Access to Interior-
	Ensure safe and convenient access points for maintenance personnel to the interior components of the escalator.
17	Speed Governor-
	The escalator shall be equipped in such a way that the stop automatically before the speed exceed 1.2 times the rated speed. Where speed control device are used for this purpose they shall have switched off the escalator before the speed 1.2 times the rated speed.
18	Testing-
	Conduct operational tests to assess performance under normal and emergency conditions, ensuring all systems function correctly.
i)	No new escalator shall be brought into use unless the escalator has been tested as follows:
a)	Site tests of escalator: - Each type and size of escalator shall be tested for the rated load that is designed to carry.
b)	Over speed test: - The application of the over speed safety device shall be obtained by causing the escalator to travel at the governor tripping speed. With escalator driven by alternating current motors, the governor may be tripped by hand with the escalator travelling at its normal speed;
c)	Reversal test: - The accidental reversal device shall be made to function by manually operating or attempting to operate the escalator in the reversal direction.
d)	Stop buttons: - The emergency stops buttons required in each direction of the travel.

CHECKLIST:

	GENERAL CHECKLIST FOR ESCALATOR INSTALLATIONS: -
1	Whether permanent supply up to the dedicated Main Switch/MCCB for lift is available. Yes / No.
2	Whether separate & dedicated single phase main switch/MCCB has been provided Yes / No.

3	Whether Escalator main switch provided at nearest convenient location in lift lobby
	Yes / No.
4	Whether the Escalator Main Switches at Ground Floor have been earthed with 8 SWG G.I wire at two distinct points
	Yes / No.
5	Whether main switch earthings are done to the building earth bar
	Yes / No.
6	Whether building earth bar is connected with minimum two earth pits and those are proper and marked as earth pits
	Yes / No.
7	Whether earth resistance at building earth bar measured & is within acceptable limit
	Yes / No.
8	Whether proper marking on Escalator main switch done.
	Yes / No.
9	Whether civil jobs at each floor Escalator landing positions completed.
	Yes / No.
10	Whether staircase hand rail/guard at each floor provided
	Yes / No.
11	Whether pit is cleaned and water proof.
	Yes / No.
12	All earthing wires, controller wiring etc. are properly dressed.
	Yes / No.
13	Whether pit stop switches are available.
	Yes / No.
14	Whether Pit light is working.
	Yes / No.
15	Whether lobby lights are provided.
	Yes / No.
16	Whether alarm bell checked and found ok.
	Yes / No.
17	Whether metal 415 V danger plate outside Escalator (near control panel are)machine are provided.
	Yes / No.

18	Whether Balustrade provided on two sides.
	Yes / No.
19	Whether handrail switch provided.
	Yes / No.
20	Whether stop switch/push provided.
	Yes / No.
21	Whether start key is not accessible to public, as provided.
	Yes / No.
22	Whether comb plate switch provided.
	Yes / No.
23	Whether step broken switch provided.
	Yes / No.
24	Whether floor plate lifting switch provided.
	Yes / No.
25	Whether step chain clutch switch provided.
	Yes / No.
26	Whether skirt panel switch provided.
	Yes / No.
27	Whether stop switch in machine (control panel) room provided.
	Yes / No.