

User Manual for Permission for Erection of New Escalator on [doe.wbpower.gov.in](https://tathyasathi.bangla.gov.in) Portal.

Introduction

The installation of escalators in buildings has become a necessity, especially in multi-story structures, commercial complexes, and public transportation hubs. In West Bengal, obtaining permission to install a new escalator involves complying with the legal and safety norms established by the government of West Bengal. This document provides a step-by-step guide to applying for new escalator erection permissions through the official Tathya Sathi portal (<https://tathyasathi.bangla.gov.in>).

1. Prerequisites for Application

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

a) Documents Required:

- Ownership Proof:** Sale deed, lease agreement, Property Tax or other ownership documents.
- Mandatory Documents required for **Permission Letter to Erect New Escalator:**

i.	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.
ii.	Layout drawing of the Escalator(Drawing Number and Date of Approval of competent authority shall be written in Layout Drawing of Escalator.
iii.	Sanctioned Building Plan from Civic Authority.
iv.	Current Property Tax receipt for Proof of Ownership.
v.	Duly filled up Form-I [(Rule-3(1)] signed by the Owner or Power of Attorney Holder and Counter Signed by the Escalator Erecting Firm.

- 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 500/- for each 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:

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

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

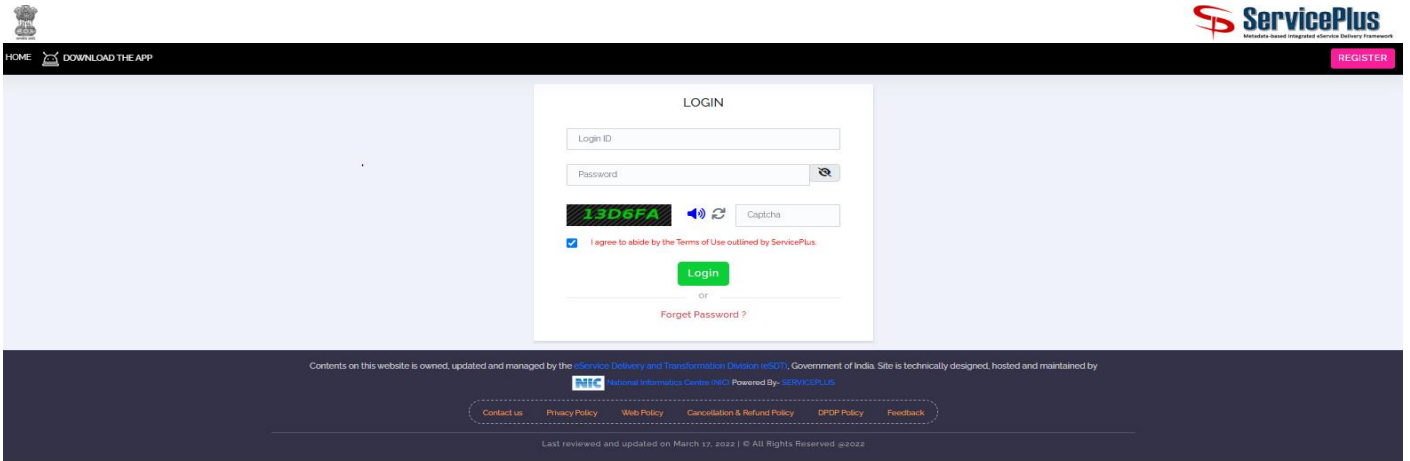
4. **Verify OTP:** An OTP will be sent to your registered mobile number and e-mail id. Enter it to verify.
5. **Login:** Use your credentials to log in.

3. Applying for Permission Letter to Erect New Escalator.

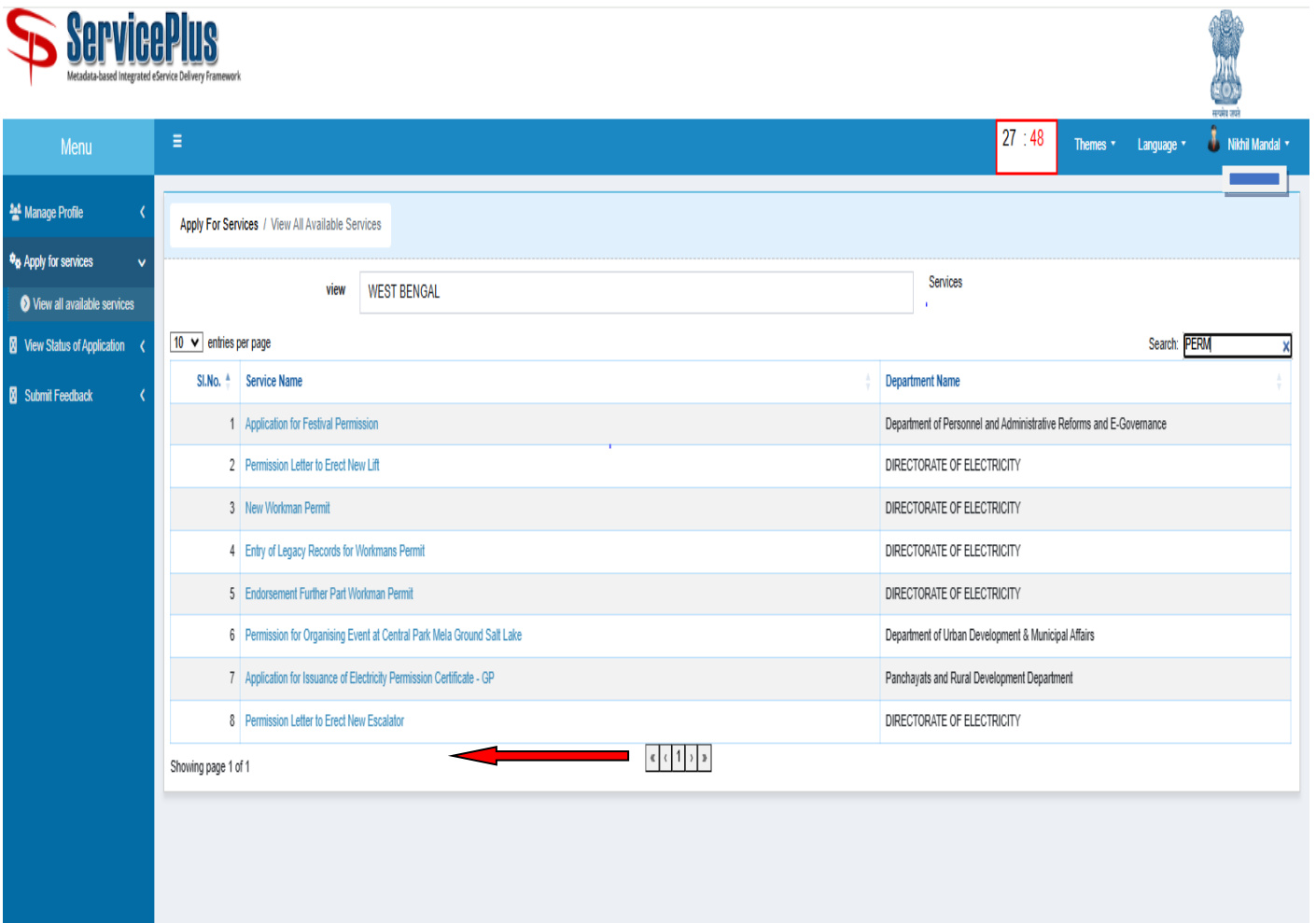
Once registered, follow these steps:

Step 1: Navigate to the Application Section

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



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



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 escalator is installed.
3. **Technical Details:** Enter the specifications of the escalator, including:
 - o Manufacturer's name.

- Model and capacity.
- 4. Compliance Details:** Attach safety and compliance documents.
 - 5. Payment Section:** Pay the application fee using the available methods.

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Menu

- Manage Profile
- Apply for services
 - View all available services
 - View Status of Application
 - Submit Feedback

Application for Permission Letter to Erect New Escalator

Eligibility Criteria

- Holding an approved sanctioned building plan with provision to erect Escalator.

Documents Required

- Duly filled up Form-II signed by the Owner / Power of Attorney Holder *
- Current Property Tax receipt for Proof of Ownership (upto 2 years back). *
- Sanctioned Building Plan with provision to erect an Escalator. *

Note: Photocopy of the original building sanction plan should be sent by post to Chief Electrical Inspector, Directorate of Electricity, 11 N.S. Road, Kolkata – 700 001 along with the acknowledgement slip generated on submission of the online application.

- Layout drawing of the Escalator. Drawing Number and Date of Approval of competent authority shall be written in Layout Drawing of Escalator and and Counter Signed by the Escalator Erecting Firm. *
- Self-Declaration by owner indicating the layout drawing of Escalator is made as per the duly sanctioned plan. *
- Self-Declaration by Escalator Erecting Firm indicating the layout drawing of Escalator is made as per the duly sanctioned plan. *
- Declaration to the effect that the Erection of Escalator has not started as on date, counter signed by Owner and Erector firm. *

Note: (*) denotes mandatory document.

Fee Details

- Application Charge Rs 500/- *

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

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Status of Application

Payment Details

Mode Of Payment

GRIPS

Application Charge

Total Amount to be paid (in Rs.)

Make Payment

Reset

Close

9:55

Expiry Date/Valid Thru

Month

Year

CVV/CVC 4-DIGIT

Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

Internet Banking

UPI

Wallets

NEFT

SBI Branch Payment

You can check the transaction status using the following link - Click Here

9:56

Scan UPI QR

Don't press the back button. Please wait... Your transaction is in process.

4 Minutes 11 Seconds

Time left to complete the transaction

Pay Now

Scan the above QR code in any UPI app to make the payment. Please wait while your transaction is in process. Do not refresh or click back button.

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GRIPS 2.0

Transaction Status

TRANSACTION MESSAGE

Payment successful

Payment ID: 241220242032898617

Amount: only

VIEW CHALLAN DETAILS

DOWNLOAD CHALLAN

Please wait, redirecting to department portal in 6 seconds...

Step 3: Upload Documents

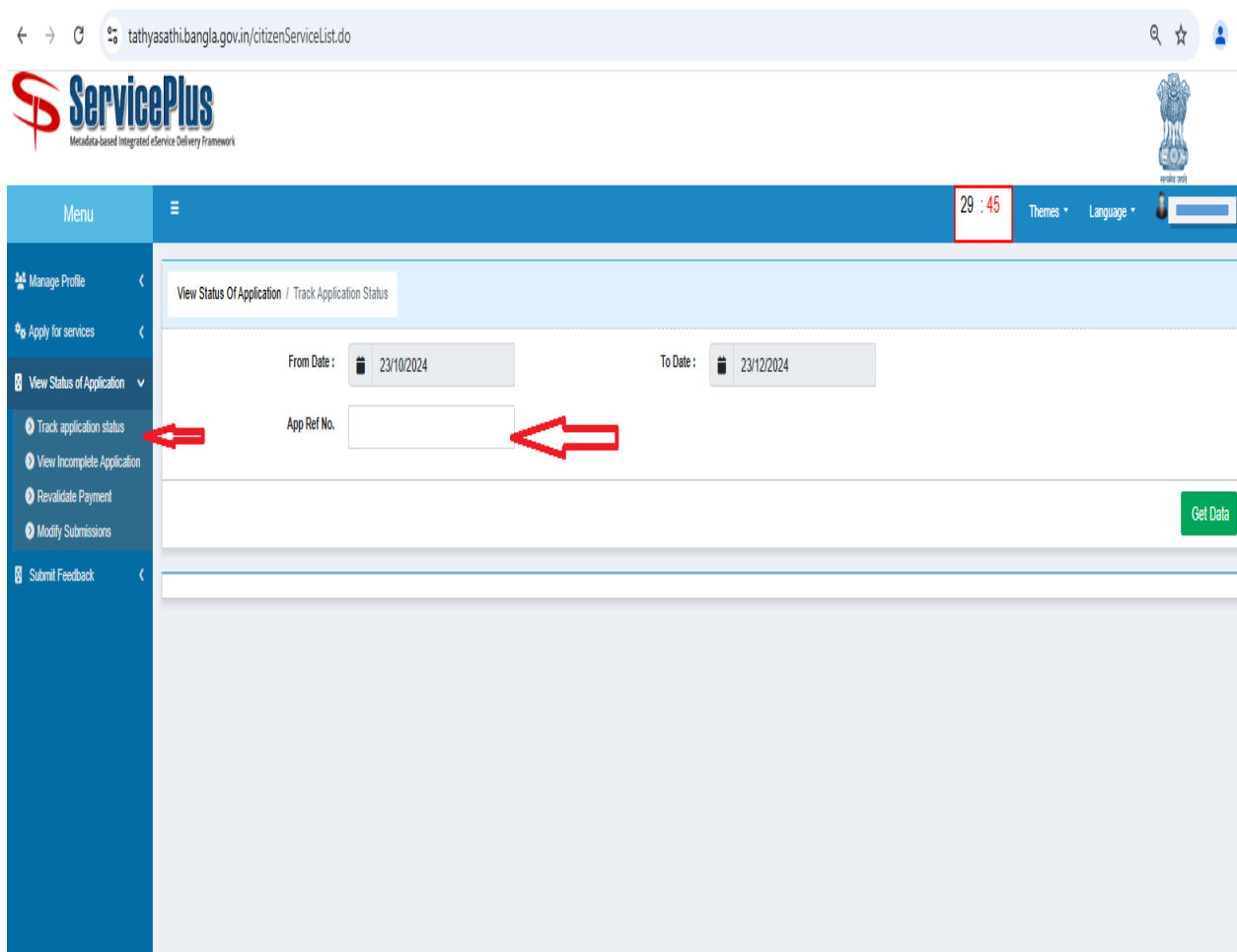
1. **Ensure Clarity:** Upload legible and accurate scanned copies of all required documents.
2. **Organize Files:** Follow the portal’s instructions for naming and uploading files.
3. **Submit Form:** Double-check details and click “Submit” to complete.

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 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.
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6. Post-Application Process

After submitting the application:

1. **Verification:** Authorities will review your application and documents.
2. **Erection Permission Letter Issuance:** Upon approval, the Permission Letter to Erect New Escalator 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 Permission Letter to Erect New Escalator 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	06 Day from the received of application with fees.
3	Area Lift Inspector	Verification by Area Lift Inspector	08 Days.
7	Chief Electrical Inspector	Approval by Chief Electrical Inspector	07 Days.
