

User Manual for Permission for Erection of New Lift on doe.wbpower.gov.in Portal.

Introduction

The installation of Lifts 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 Lifts 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 lift 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:

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

i.	Self Declaration by owner indicating the layout drawing and Lift Erecting Firm indicating the layout drawing of Lift is made as per the duly sanctioned plan.
ii.	Layout drawing of the Lift(Drawing Number and Date of Approval of competent authority shall be written in Layout Drawing of Lift.
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 Lift Erecting Firm.

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 500/- for each lift
- 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.

← → ↻ tathyasathi.bangla.gov.in/login.do

ServicePlus
Metadata-based Integrated e-Service Delivery Framework

HOME SELECT STATE DOWNLOAD THE APP REGISTER LOGIN

NATIONAL COUNT

1	57	2,171,639	1,650,190	521,449
STATES ONBOARD	SERVICES LAUNCHED	APPLICATIONS RECEIVED	APPLICATIONS DISPOSED	APPLICATIONS PENDING

PREVIOUS DAY ACTIVITY (APPLICATION DETAILS)

131	0	238	7
RECEIVED	DELIVERED	PROCESSED	REJECTED

An Easy and Intuitive Application

Developed as part of Panchayat Enterprise Suite (PES) under epanchayat Mission Mode Project (MMP). ServicePlus meta-data based e-Service delivery framework which is built on LowCode-NoCode (LCNC) architecture for delivering electronic-services to citizens. An application which is quick to learn and easy to use with minimal effort or very less skill set.

- Build Software through Dictate, Design & Deploy
- Interactive, Intelligent & Interoperable
- Automated Data Migration
- Integrated Dynamic Report Generation
- Systematic Process Flow Management

TRACK APPLICATION >>

KNOW YOUR ELIGIBILITY >>

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

ServicePlus
Metadata-based Integrated e-Service Delivery Framework

HOME DOWNLOAD THE APP LOGIN

REGISTRATION

Full Name*

Enter your full name

Email Id*

Enter a valid email Id

Mobile No

Enter Mobile No

Password*

Enter password

Note: Password should be at least 'g' characters with at least one special character!@#%&*^&~', one numeric, one small case and one upper case letter (i.e Admin@357)

Select State*

Select

District

Select

33U9GB

Enter Captcha

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

Submit

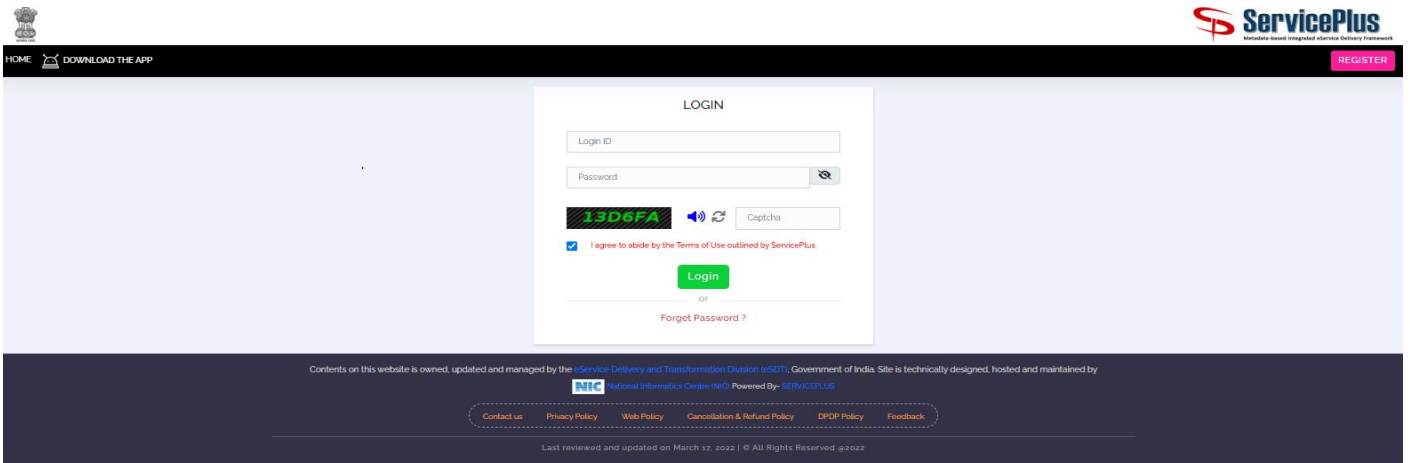
- Verify OTP:** An OTP will be sent to your registered mobile number and e-mail id. Enter it to verify.
- Login:** Use your credentials to log in.

3. Applying for Permission Letter to Erect New Lift.

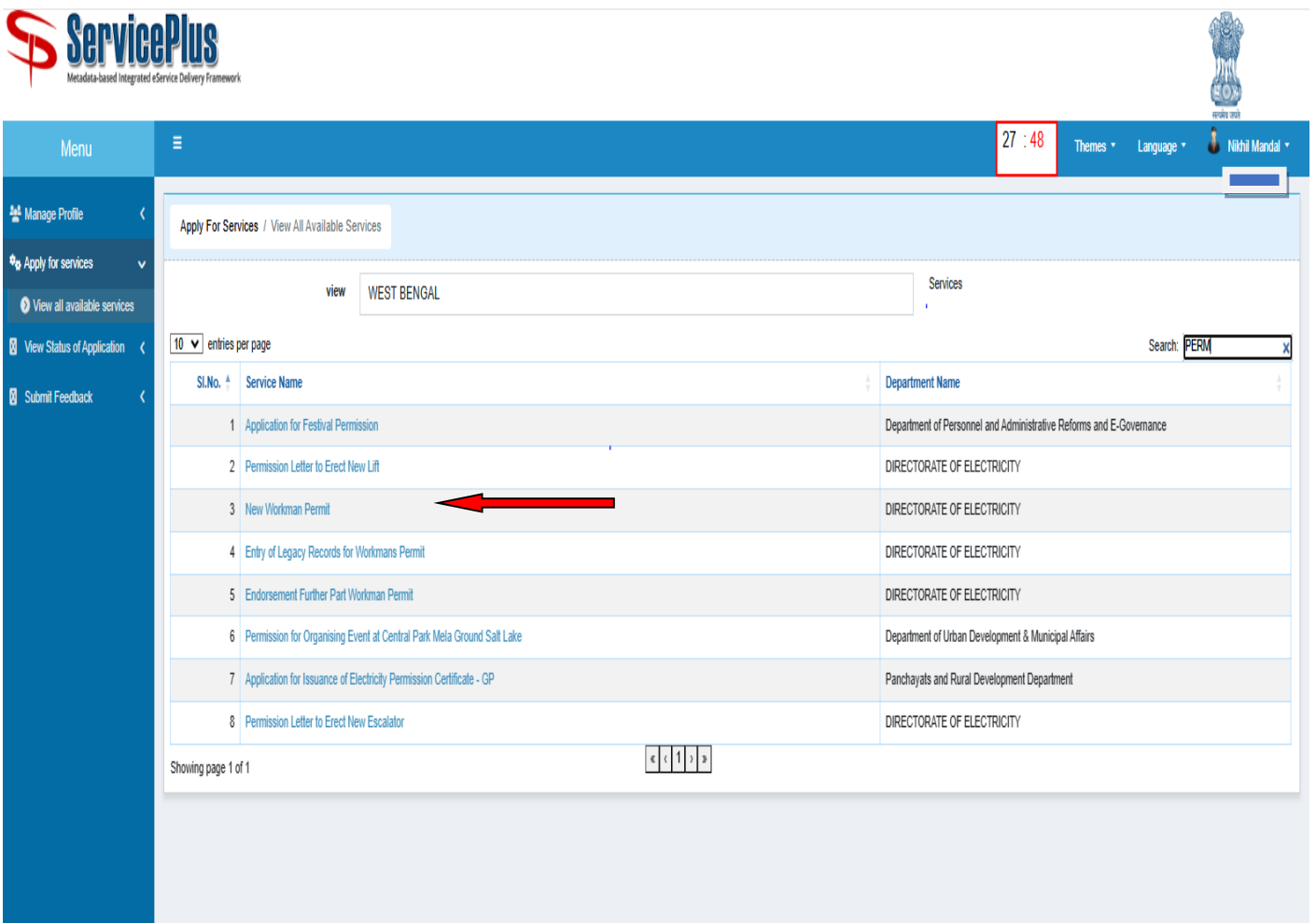
Once registered, follow these steps:

Step 1: Navigate to the Application Section

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



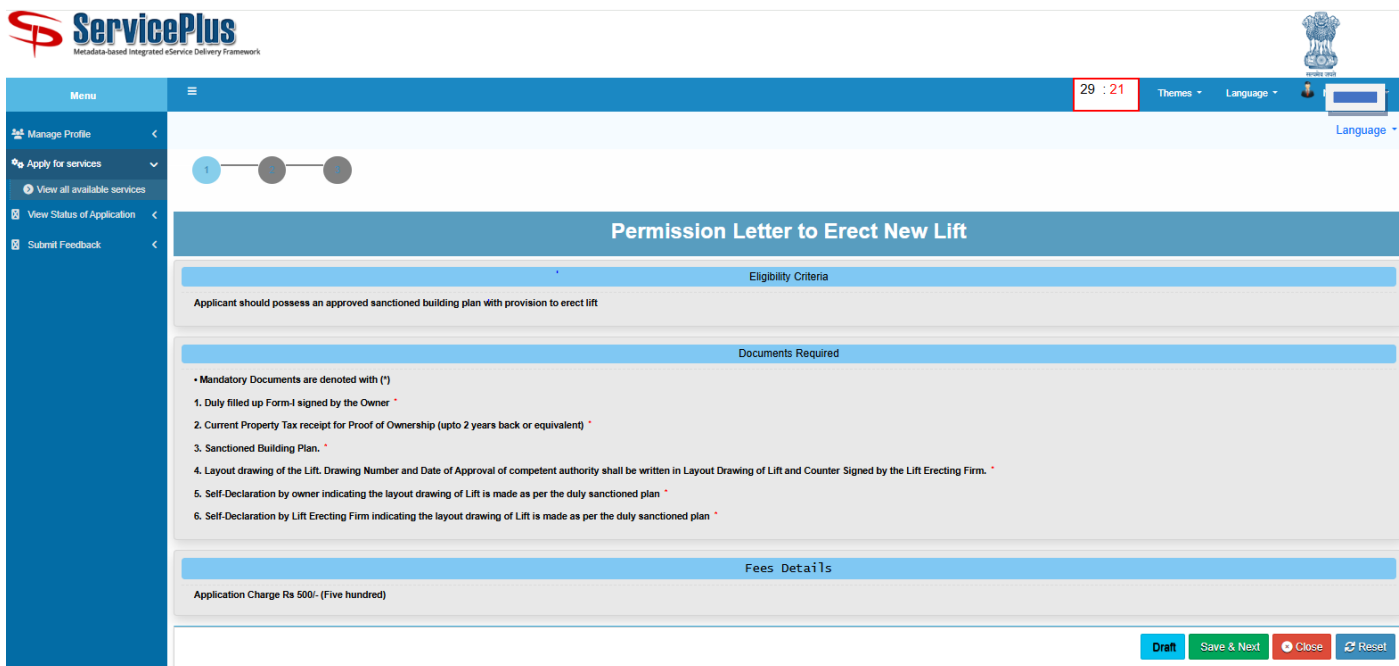
2. **Dashboard Access:** Once logged in, go to the "Services" section.
3. **Select “Permission Letter to Erect New Lift”:** Find the appropriate option for **Permission Letter to Erect New Lift**.



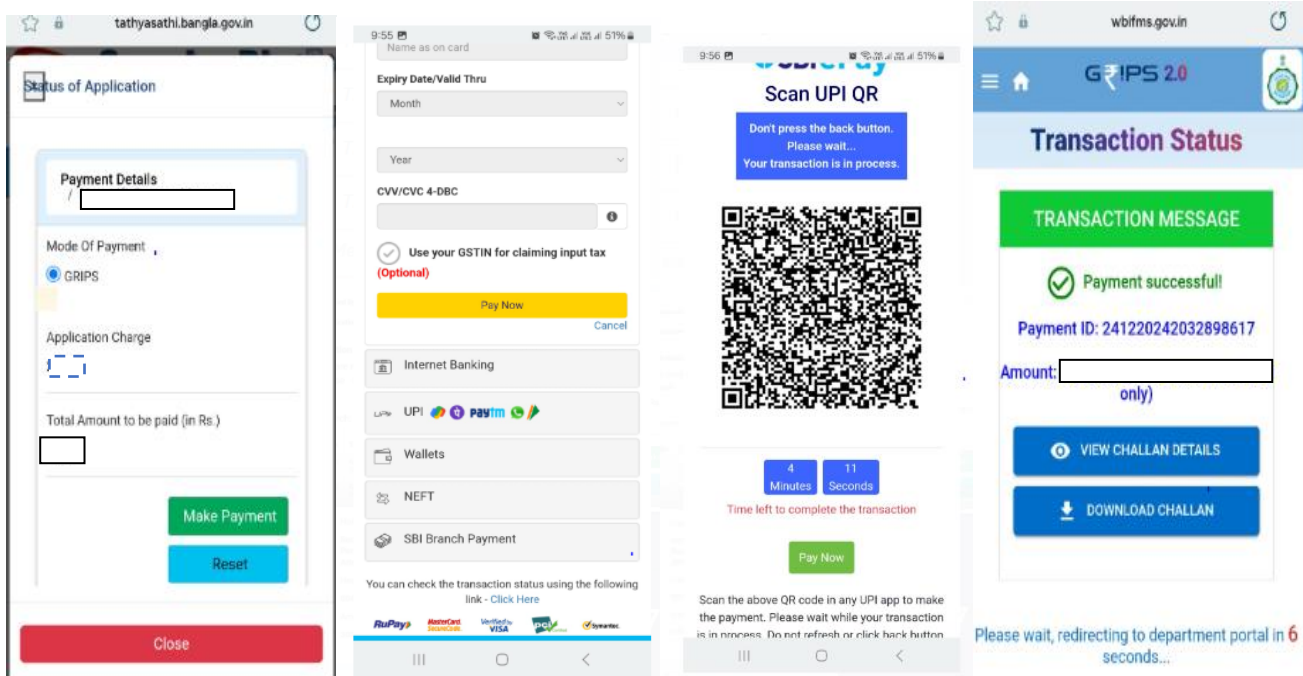
Step 2: Fill the Online Application Form

1. **Personal Details:** Enter your name, address, and contact details.
2. **Property Details:** Provide the address and description of the building where the lift is installed.
3. **Technical Details:** Enter the specifications of the lift, 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.



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



Step 3: Upload Documents

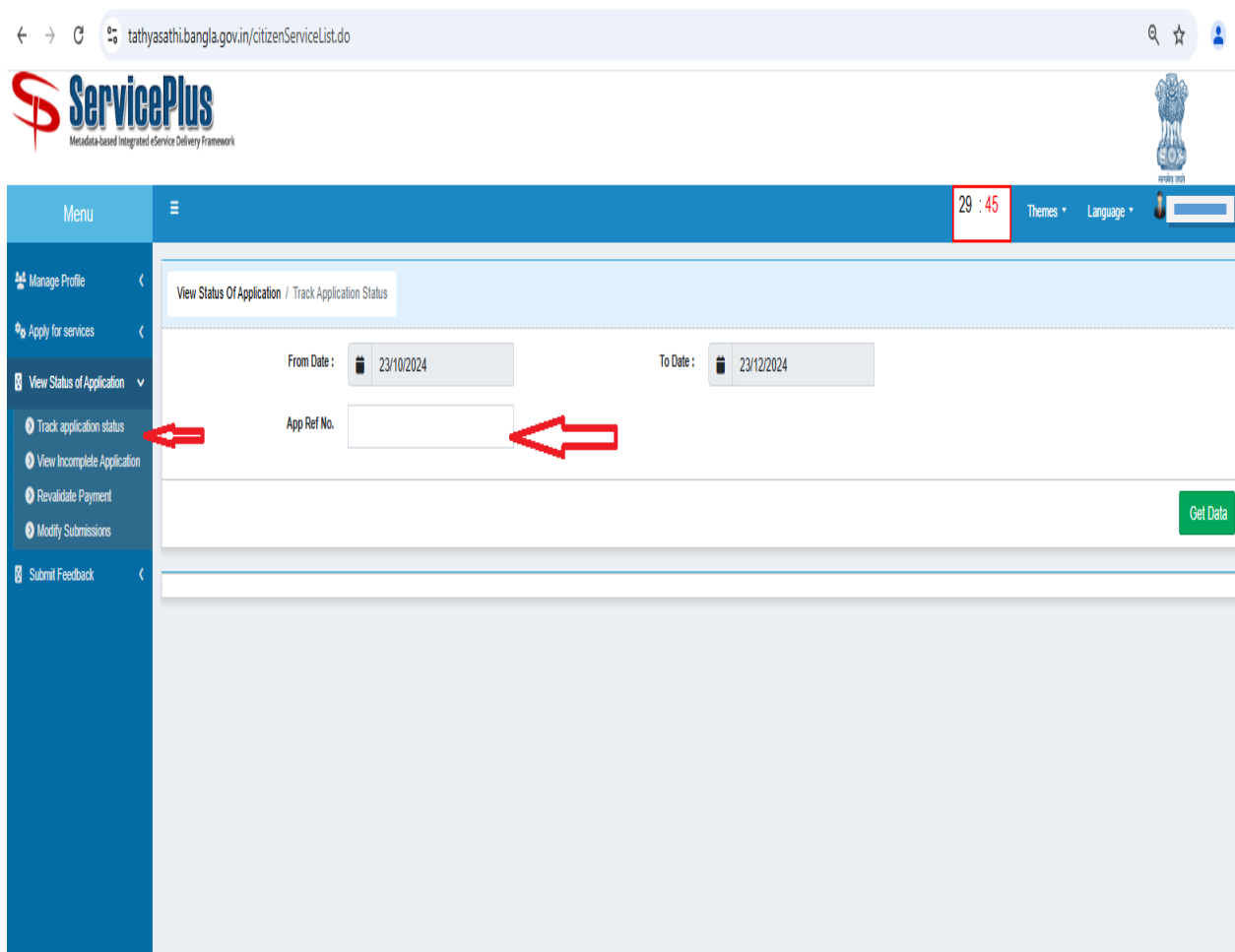
1. **Ensure Clarity:** Upload legible and accurate scanned copies of all required documents.
2. **Organize Files:** Follow the portal's instructions for naming and uploading files.
3. **Submit Form:** Double-check details and click "Submit" to complete.

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.



The screenshot shows a web browser window with the URL tathyasathi.bangla.gov.in/citizenServiceList.do. The page features the 'ServicePlus' logo and the Bangladesh emblem. A navigation menu on the left includes options like 'Manage Profile', 'Apply for services', and 'View Status of Application'. The 'View Status of Application' dropdown is expanded, with 'Track application status' highlighted by a red arrow. The main content area displays a form with 'From Date' (23/10/2024) and 'To Date' (23/12/2024) fields. Below these is an 'App Ref No.' input field, also highlighted by a red arrow. A 'Get Data' button is visible on the right side of the form.

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. **Erection Permission Letter Issuance:** Upon approval, the Permission Letter to Erect New Lift 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 Lift 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.
4	Chief Electrical Inspector	Approval by Chief Electrical Inspector	07 Days.
