

User Manual for Renewal of Escalator Owner License on doe.wbpower.gov.in Portal.

Introduction

Applying for a Renewal 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:

i.	Valid Escalator owner license.
ii.	Annual maintenance contract (Minimum 03 years and up to a maximum period of 05 years) with a authorised Escalator maintenance firm or Erector.
iii.	Application Form -IX signed by Owner of the lift and countersigned by Erecting Firm with seal

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: Yearly fees for renewal of Escalator licence Rs 1000/- 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:

1. **Visit the Portal:** Go to <https://tathyasathi.bangla.gov.in>
2. **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.

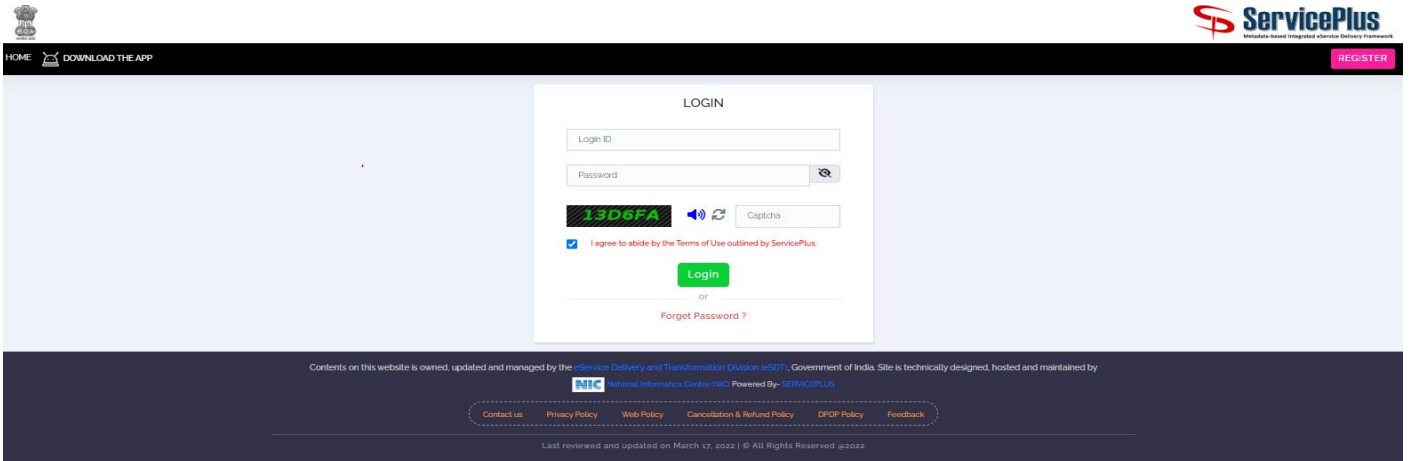
4. **Verify OTP:** An OTP will be sent to your registered mobile number and e-mail id. Enter it to verify.
5. **Login:** Use your credentials to log in.

3. Applying for Renewal of Escalator Owner License.

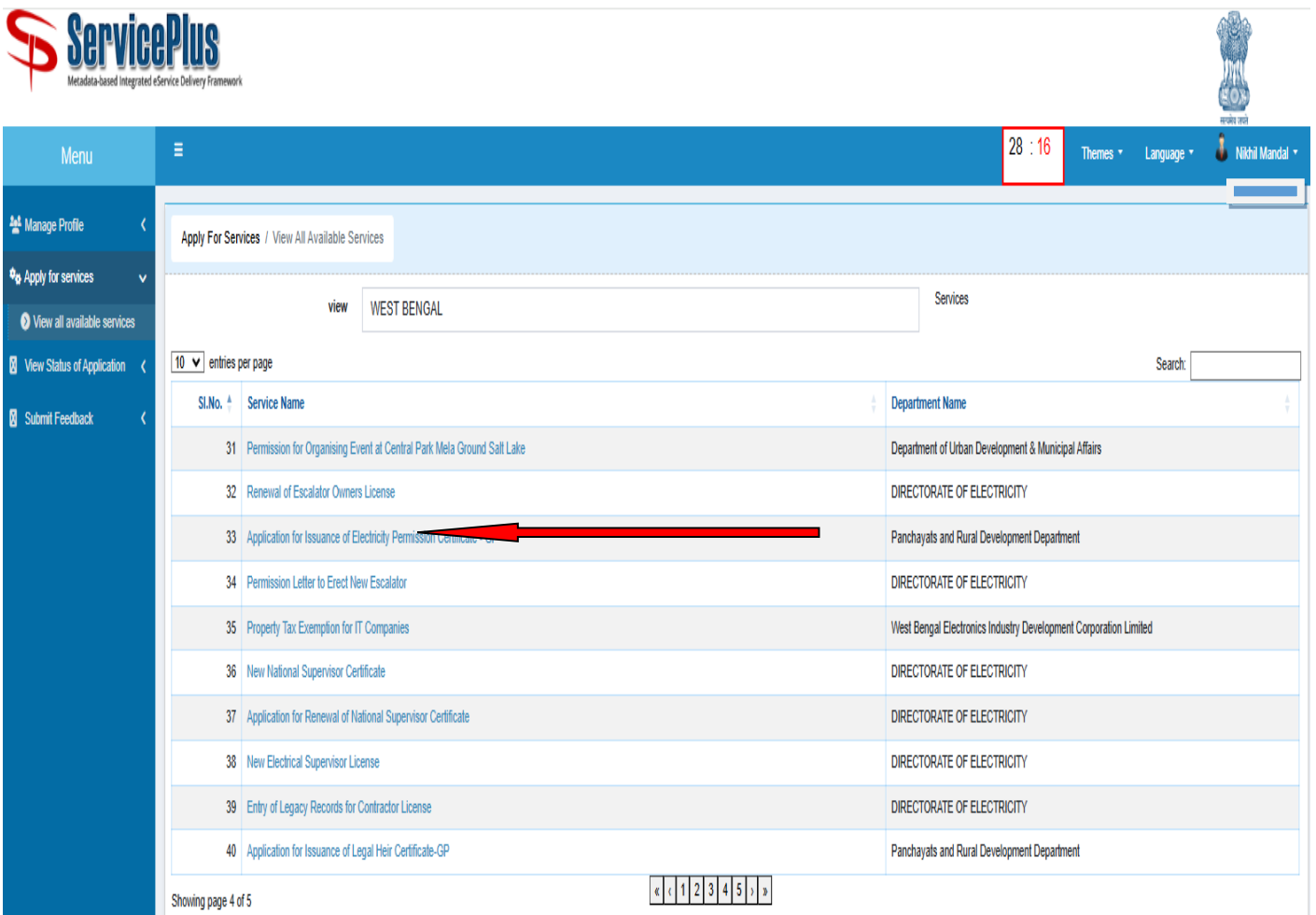
Once registered, follow these steps:

Step 1: Navigate to the Application Section

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



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

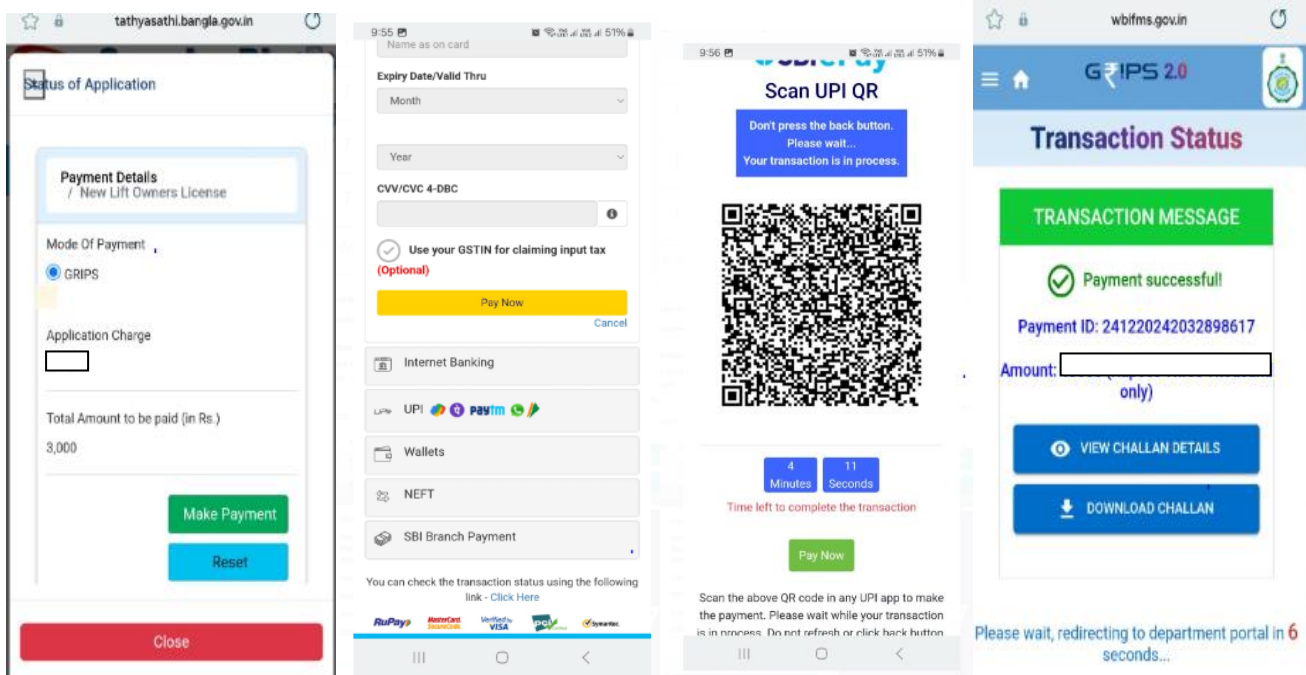


Step 2: Fill the Online Application Form

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.
- Date of issuance of Escalator Owner License.

4. **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 1: Access the Renewal Section

1. **Login to Your Account:** Use your credentials to access the portal.
2. **Locate "Renewal" Option:** In the "Services" section, select the "Renew Escalator Owner License" option.

Application of Renewal of Escalator Owners License

Eligibility Criteria

Possessing a valid Escalator Owner's License to operate an Escalator.

Documents Required

1. Escalator Owner's License. *
2. Renewal form under rule 14(2) of the West Bengal Escalators Rule, 1962 with the signature of the owner and counter-signed by Escalator maintenance firm with seal. *
3. Form - B(modified) with the signature of the owner and counter-signed by the Escalator maintenance firm with seal (in case of Escalator revalidation). *
4. Annual Maintenance contract of the period for which the renewal is sought for counter-signed by the Owner and Escalator Maintenance firm. *

NB. Mandatory Documents are denoted with (*)

Fee Details

The applicant needs to pay the following fees to avail the service

1. Fees for renewal within expiry date: Rs 50.00
2. Fees for renewal with fine within one month of the expiry date: Rs 70.00 (Rs 50.00+Rs 20.00)
3. Revalidation after One month (1 month) but up-to 1 year from the date of expiry: Rs 135.00
4. For each additional year or a part thereof after 1 year from date of expiry: Rs 135.00

CSC Fees

NA.

Disclaimer

N.B. I hereby authorise the approving authority of the applied service to view my Aadhaar and other personal information as provided during submission of application. *

I Agree

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 the ServicePlus web portal interface. At the top, the browser address bar displays 'tathyasathi.bangla.gov.in/citizenServiceList.do'. The ServicePlus logo is visible on the left, and the Indian government emblem is on the right. A navigation menu on the left includes options like 'Manage Profile', 'Apply for services', 'View Status of Application', and 'Submit Feedback'. The 'View Status of Application' menu item is expanded, showing 'Track application status' with a red arrow pointing to it. The main content area is titled 'View Status Of Application / Track Application Status' and features date selection fields for 'From Date' (23/10/2024) and 'To Date' (23/12/2024). Below these is an 'App Ref No.' input field with a red arrow pointing to it. A 'Get Data' button is located at the bottom right of the form area.

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.

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

S.L NO	USER	TASK NAME	TIMELINE
1	Citizen	Application Submission	
2	Dealing In-Charge Lift/Escalator	Application Receipt by Dealing In-Charge	01 Day from the received of application.
3	Chairman Lift Committee	Verification by Chairman Lift Committee.	02 Day.
4	Area Lift Inspector	Call for Verification by Area Lift Inspector	03 Day.
5	Area Lift Inspector	Inspection Report by Area Lift Inspector	04 Days.
6	Citizen	Applicant Payment	
7	Chairman Lift Committee	Approval by Chairman Lift Committee.	05 Days from the Applicant Payment.