

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

Introduction

Applying for a Renewal Lift 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:

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 lift licence is Rs 500/-
- 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

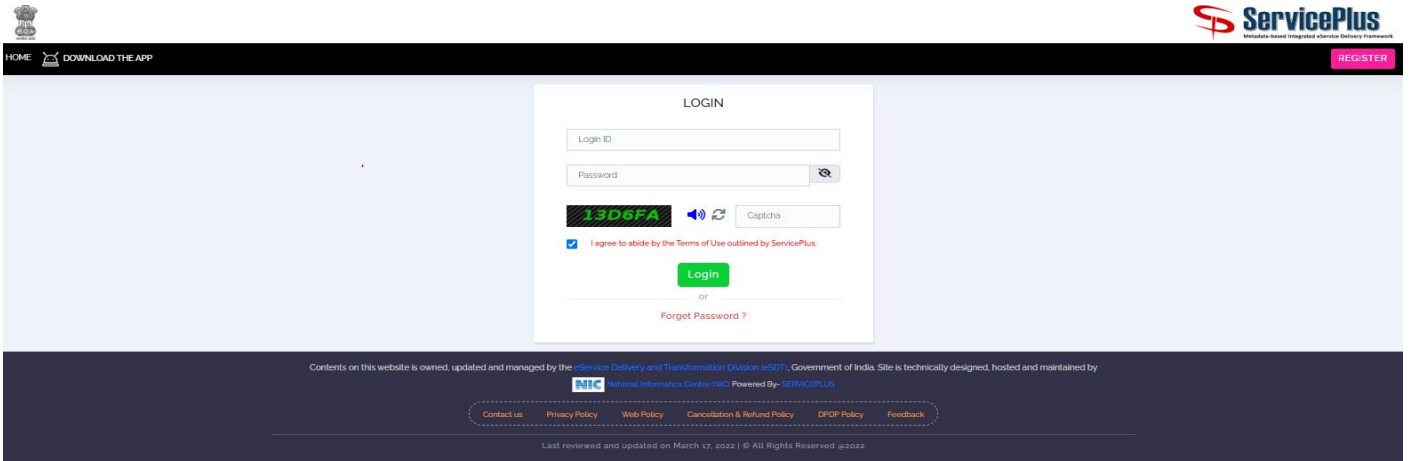
- Verify OTP:** An OTP will be sent to your registered mobile number and e-mail id. Enter it to verify.
- Login:** Use your credentials to log in.

3. Applying for Renewal of Lift Owner License.

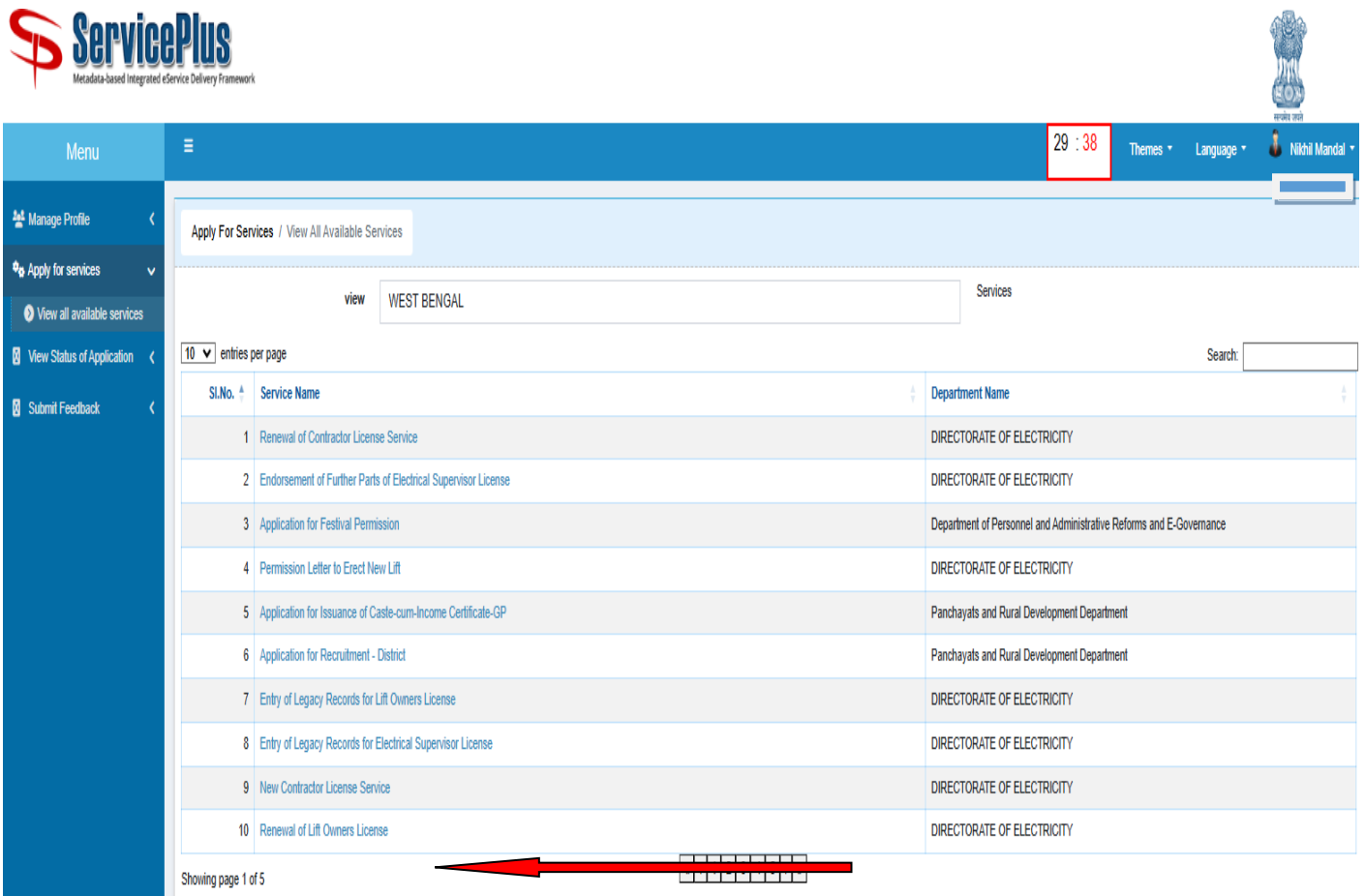
Once registered, follow these steps:

Step 1: Navigate to the Application Section

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

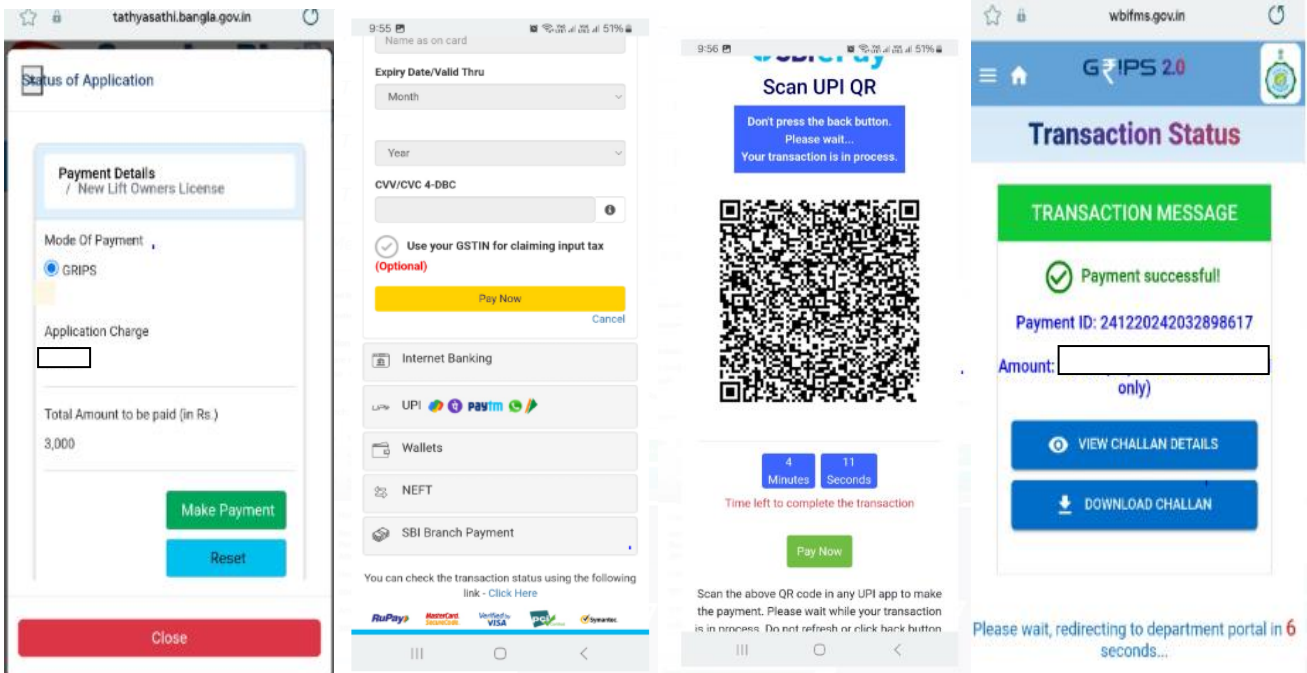


2. **Dashboard Access:** Once logged in, go to the "Services" section.
3. **Select “Renewal of Lift Owner License”:** Find the appropriate option for Renewal of Lift Owner License.



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 lift is installed.
3. **Technical Details:** Enter the specifications of the lift including:
 - o Manufacturer’s name.
 - o Model and capacity.
 - o Date of issuance of Lift 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.

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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 Lift Owner License" option.

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.
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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 Lift 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.
