

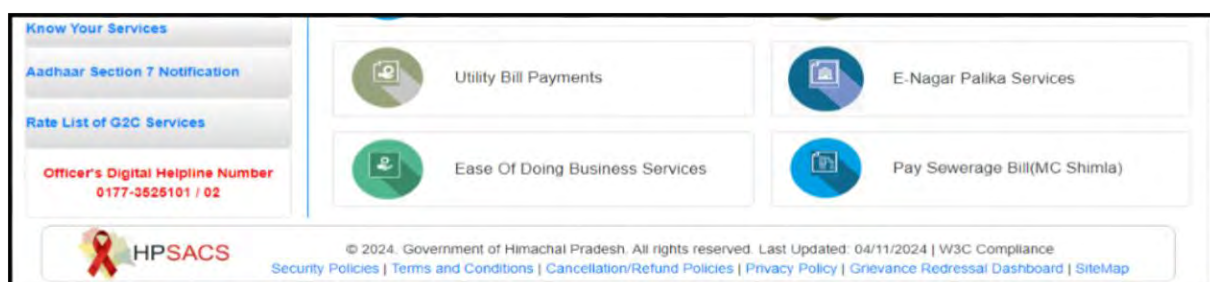
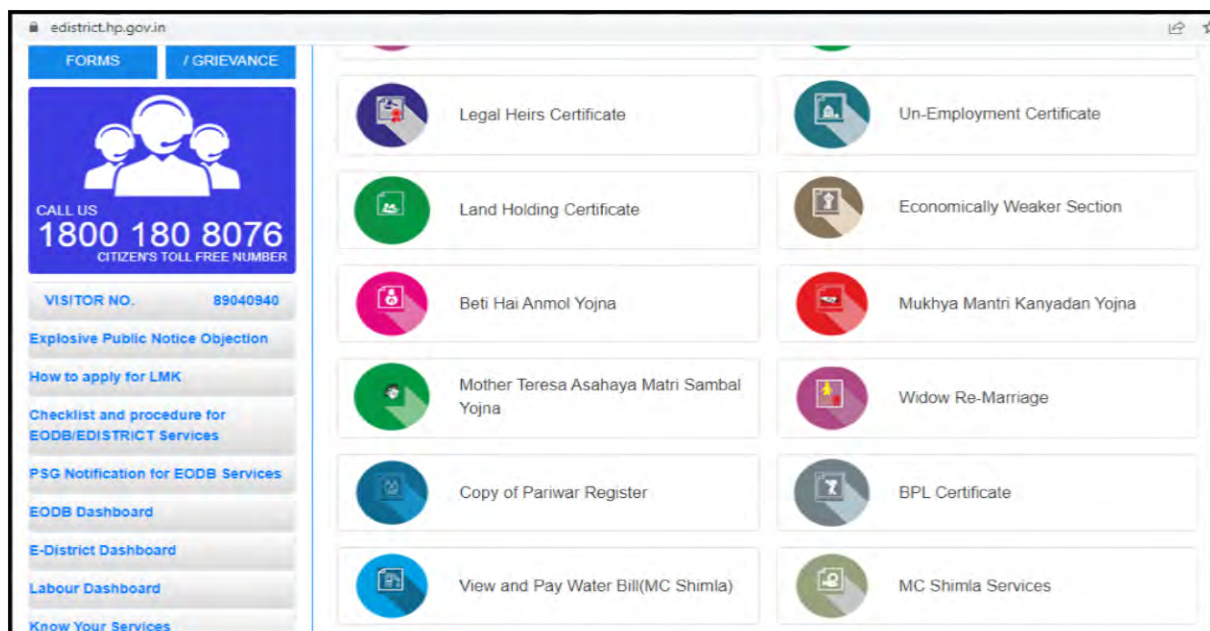
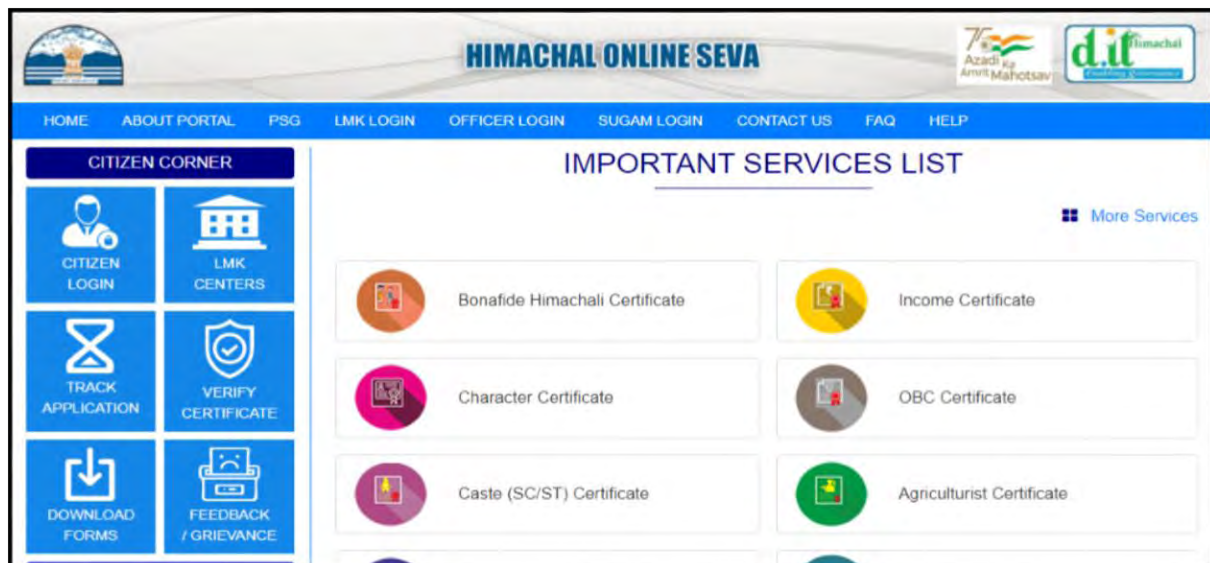
2025

User Manual for Application for Permission to Install a Lift

User Manual for Application for Permission to Install a Lift

The main screen, as displayed below, has provision for the user to 'Login' into the Edistrict portal. There is also a provision for the new user to 'Register' on to the Edistrict Portal, reset password.

To access the edistrict Portal visit <https://edistrict.hp.gov.in/>



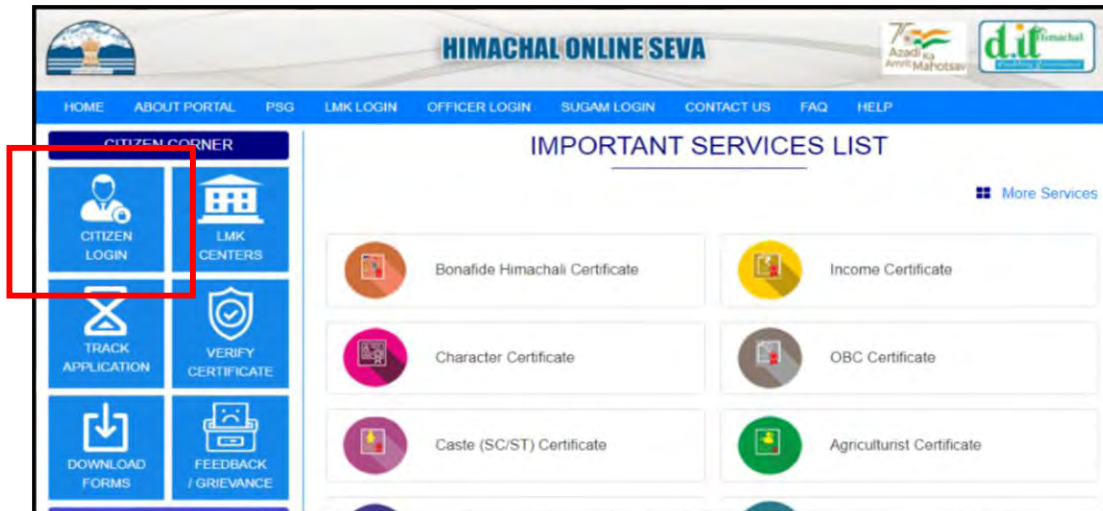


Manual for Citizen

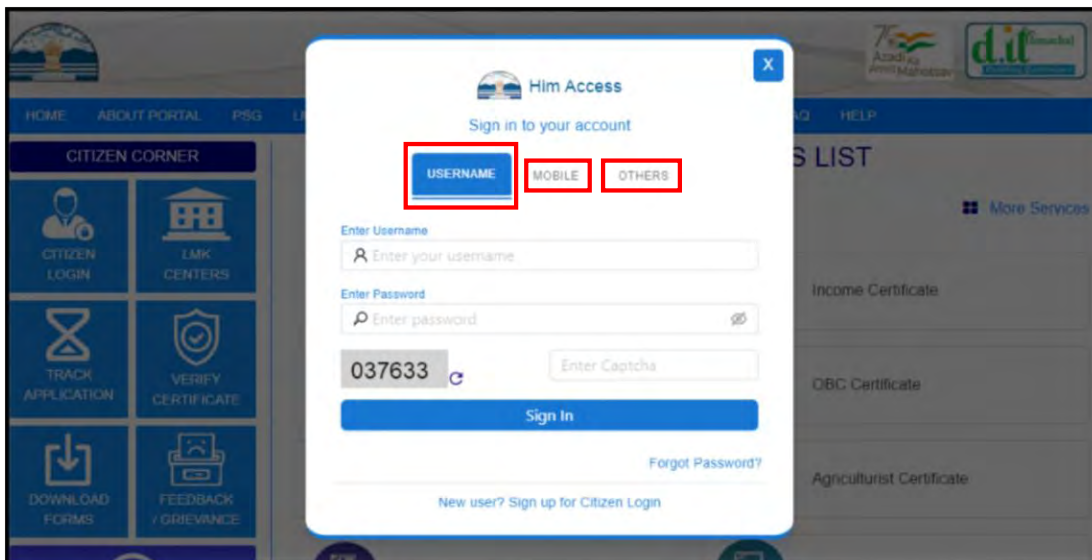
User Manual for Application for Permission to Install a Lift

Login into the System:

- Open the Web- Browser on the System
- Enter the URL of the Application on the Browser bar
- Click on the Citizen Login at the left side



After clicking on Citizen Login button, the portal would redirect to login screen as shown below, Applicant/citizen can login in three ways via username, mobile, others.



User Manual for Application for Permission to Install a Lift

If not registered on edistrict portal, Applicant/Citizen can create new user,

To create user, click on New User, enter the aadhar number, select the consent, as displayed in below screen.

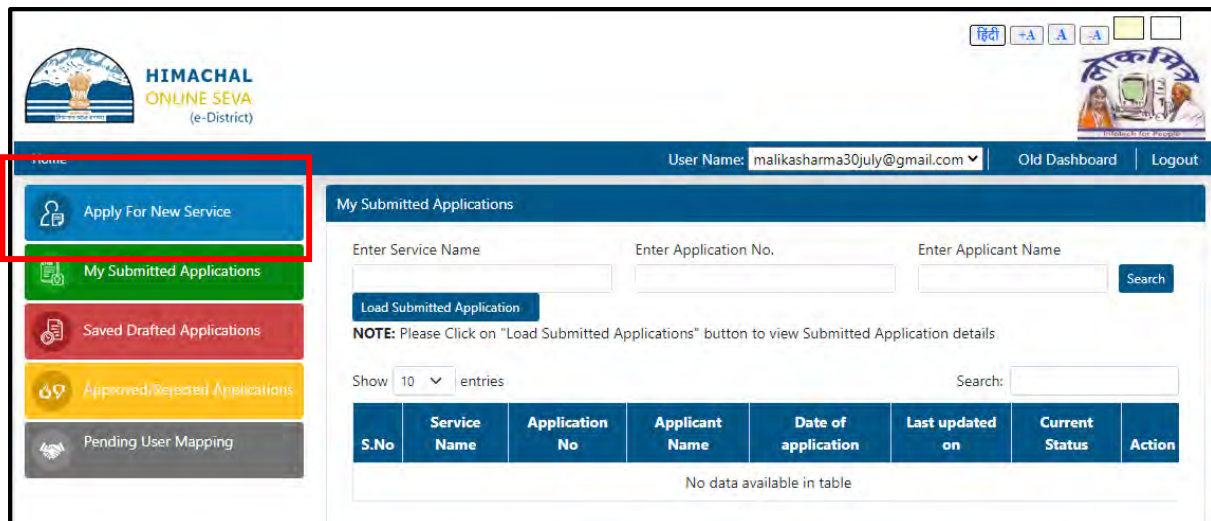
The screenshot displays the Him Access portal interface. On the left, a sidebar menu includes options like 'CITIZEN LOGIN', 'LMK CENTERS', 'TRACK APPLICATION', 'VERIFY CERTIFICATE', 'DOWNLOAD FORMS', and 'FEEDBACK / GRIEVANCE'. The main content area shows a 'Sign in to your account' modal with fields for 'Enter Username', 'Enter Password', and a 'Sign In' button. Below the password field, there is a link for 'Forgot Password?' and a button for 'New user? Sign up for Citizen Login'. To the right, a 'Sign up' modal is visible, featuring a 'Sign up using Aadhaar Number' field, a 'Consent for Aadhaar eKYC' section with a checkbox, and 'CANCEL' and 'NEXT' buttons.

To login, enter the username, password and click on Sign In, enter the valid otp and click on authenticate.

This screenshot shows the login process on the Him Access portal. The 'Sign in to your account' modal is active, with the 'Enter Username' and 'Enter Password' fields highlighted by red boxes. The 'Sign In' button is also highlighted. Below the password field, there is a 'Forgot Password?' link and a 'New user? Sign up for Citizen Login' button. To the right, a 'Two Step Authentication' modal is displayed, showing the message 'OTP successfully sent to registered Mobile +91*****8899'. The OTP digits '5 9 5 6 4' are shown in individual boxes, and the 'AUTHENTICATE' button is highlighted with a red box. A red arrow points from the 'Sign In' button to the 'AUTHENTICATE' button.

User Manual for Application for Permission to Install a Lift

After login, click on Apply for New Service on the extreme left.



On clicking on Apply for new Service, following screen would be reflected, to apply for Permission for Installation of Lift, Applicant/citizen can apply for service in three ways first can search the service either by “Search by Name of Service” or second by “Search by Department” criteria or third can click on “More service” in the extreme bottom.



User Manual for Application for Permission to Install a Lift

By Selecting Search by Name of Service, enter the name of service in Search by Keyword box, and click on service.



The screenshot shows the 'Himachal Online Seva' portal. The header includes the Himachal Pradesh logo, the title 'Himachal Online Seva', and a user login status: 'Welcome: malikasharma30july@gmail.com | Last Login time:'. Navigation links 'Back to Home | Old Dashboard | Logout' are in the top right. The main content area has two radio buttons: 'Search By Name Of Service' (selected) and 'Search By Department'. Below the selected option, a red box highlights the 'Search By Service' section, which contains a 'Search By Keyword:' label and a text input field with the placeholder 'Enter keyword'. Below this section, the text 'G2C Important Services' is visible.

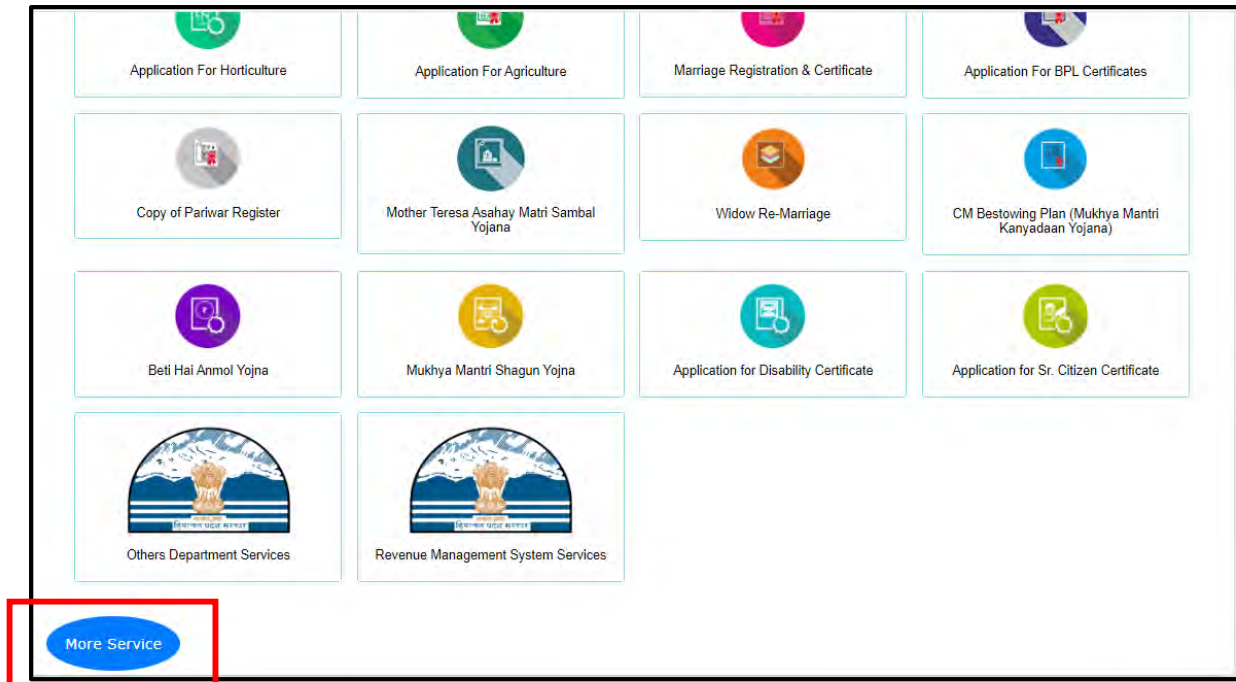
By Selecting Search by Department, select the Department Name and Service name from the drop down list and click on service



The screenshot shows the 'Himachal Online Seva' portal with the 'Search By Department' option selected and highlighted by a red box. The header and navigation links are the same as in the previous screenshot. In the main content area, the 'Search By Department' radio button is selected. Below it, a red box highlights the 'Search By Department' section, which contains two dropdown menus: 'Select Department Name' (with 'Select Department' as the current selection) and 'Select Service Name' (with 'Select Service' as the current selection). Below this section, the text 'G2C Important Services' is visible.

User Manual for Application for Permission to Install a Lift

Click on More Service to apply for service



On clicking on More Service, following screen would be reflected, to apply for Permission for Installation of Lift, click on LIFT LICENSING AUTHORITY, dropdown to apply for Application for Permission to Install A Lift would be reflected.



User Manual for Application for Permission to Install a Lift

1. After clicking on the service, following page would be reflected, where citizen/applicant can either Apply for New Application by clicking on “New Application” or Check Already submitted or send back application in “Existing Application”.



1.1 In case of new application, on New Application



User Manual for Application for Permission to Install a Lift

After clicking on New Application, the form to fill the details as per the requirements would be displayed as following.

- a) Firstly, fill the details of Application Type and click on save button to save the details.

Himachal Online Seva

Welcome: hc | Last Login time: [Back to Home](#) | [Old Dashboard](#) | [List Of Services](#) | [Logout](#)

[Dashboard](#) > [Application For Permission To Install A Lift](#)

Application Type | Applicant's Personal Details | Agent/Licensing Authority/Lift Details | Declaration Tab | Upload Documents

Applied By*
Select Applied By

Type of Lift*
Select Type of Lift

Whether a Licence has been previously granted*
Select Whether a Licence has been previously granted?

Choose File No file chosen

Fetch from DigLocker

Save Next

- b) On clicking on save, confirmation pop-up would be reflected as follows, after saving the details, click on Next button.

Himachal Online Seva

Welcome: hc | Last Login time: [Back to Home](#) | [Old Dashboard](#) | [List Of Services](#) | [Logout](#)

[Dashboard](#) > [Application For Permission To Install A Lift](#)

Application Type | Applicant's Personal Details | Agent/Licensing Authority/Lift Details | Declaration Tab | Upload Documents

Applied By*
State Government

Type of Lift*
Passenger

Whether a Licence has been previously granted*
Yes/ हाँ

Choose File 1 pdf

Fetch from DigLocker

Save Next

User Manual for Application for Permission to Install a Lift

c) After clicking on next button, fill the Applicant's Personal Details, click on save button.

Himachal Online Seva

Welcome: hc | Last Login time: | [Back to Home](#) | [Old Dashboard](#) | [List Of Services](#) | [Logout](#)

[Dashboard](#) > Application For Permission To Install A Lift

Application Type	Applicant's Personal Details	Agent/Licensing Authority/Lift Details	Declaration Tab	Upload Documents				
Title [*] Mr./ श्री	Name [*] Kapil	Gender [*] Male/ पुरुष	Date of Birth [*] 21/11/1990	E-Mail [*] nakulkumar2010@gmail.com	Mobile Number [*] 8384014952	Address [*] Shimla	Mode of Delivery [*] Online/ ऑनलाइन	Upload Applicant Signature [*] Choose File No file chosen

[Back](#) [Save](#) [Next](#)

d) On clicking on save, confirmation pop-up would be reflected as follows, after saving the details, click on Next button

Himachal Online Seva

Welcome: hc | Last Login time: | [Back to Home](#) | [Old Dashboard](#) | [List Of Services](#) | [Logout](#)

[Dashboard](#) > Application For Permission To Install A Lift

Application Type	Applicant's Personal Details	Agent/Licensing Authority/Lift Details	Declaration Tab	Upload Documents				
Title [*] Mr./ श्री	Name [*] Kapil	Gender [*] Male/ पुरुष	Date of Birth [*] 21/11/1990	E-Mail [*] nakulkumar2010@gmail.com	Mobile Number [*] 8384014952	Address [*] Shimla	Mode of Delivery [*] Online/ ऑनलाइन	Upload Applicant Signature [*] Choose File No file chosen

[Back](#) [Save](#) [Next](#)

User Manual for Application for Permission to Install a Lift

e) After clicking on next button, the form to fill Agent/Licensing Authority/Lift details form would be reflected.

Part A: - Fill the Owners/Agent/Lift Details

The screenshot shows the 'Owners/Agents/Lift Details' form. The 'Owners/Agents/Lift Details' tab is highlighted with a red box. The form includes the following fields:

- Title: Select Title (dropdown)
- Name: Enter Name (text input)
- Gender: Select Gender (dropdown)
- Date of Birth: Select Date of Birth (dropdown)
- E-Mail: Email (text input)
- Mobile Number: Mobile No (text input)
- Address: (text input)
- Upload Agent Signature: Choose File (button), No file chosen (text)

Part B: - afterwards fill the Lift details and click on save button.

The screenshot shows the 'Lift Details' form. The 'Save' button is highlighted with a red box. The form includes the following fields:

- Maximum No. of Passengers: EnterMaximum No. of Passengers (text input)
- Rated Maximum Speed of the Lift: EnterRated Maximum Speed of the Lift (text input)
- Total Weight of the Lift: EnterTotal Weight of the Lift (text input)
- Capacity (Kg/ Persons): EnterCapacity (Kg/ Persons) (text input)
- Number of Supporting Cables: EnterNumber of Supporting Cables (text input)
- Weight of the Counter Weight: EnterWeight of the Counter Weight (text input)
- Weight of Supporting Cables: EnterWeight of Supporting Cables (text input)
- Description of the Supporting Cables: EnterDescription of the Supporting Cables (text input)
- Number of Opening: EnterNumber of Opening (text input)
- Size of the Supporting Cables: EnterSize of the Supporting Cables (text input)
- Description of Car Cabin: EnterDescription of Car Cabin (text input)
- Type of Doors: EnterType of Doors (text input)
- Details of the construction of the overhead agreements with the weight and size of the beams: Choose File (button), No file chosen (text)
- Depth of the Pit from Lowest Part of the Lift Cage when at the Lowest Floor: EnterDepth of the Pit from Lowest Part of the Lift Cage when at (text input)

f) On clicking on save, confirmation pop-up would be reflected as follows, after saving the details, click on Next button

The screenshot shows the 'Lift Details' form with a confirmation pop-up. The 'Data Saved Successfully' message is highlighted with a red box. The 'Next' button is also highlighted with a red box. The form includes the following fields:

- Maximum No. of Passengers: 3546
- Capacity (Kg/ Persons): y6trtyy
- Weight of Supporting Cables: 7578
- Size of the Supporting Cables: hgfc4567
- Details of the construction of the overhead agreements with the weight and size of the beams: Choose File (button), No file chosen (text), TR1312025335678024_OVERHEAD_AGRREMENT.pdf (text)
- Number of Supporting Cables: 667
- Description of the Supporting Cables: tyghgctg
- Description of Car Cabin: hgtr
- Depth of the Pit from Lowest Part of the Lift Cage when at the Lowest Floor: fgghg
- Total Weight of the Lift: hgtytu
- Weight of the Counter Weight: 767
- Number of Opening: 543445566
- Type of Doors: hgvhb

User Manual for Application for Permission to Install a Lift

- g) After clicking on next button, fill the Lift Licensing Authority details i.e. where the lift is to be installed and click on next button.

The screenshot shows the 'Licensing Authority Details' tab selected in the top navigation bar. The form contains the following fields:

- State***: A dropdown menu with 'HIMACHAL PRADESH' selected.
- District***: A dropdown menu with '--Select District--' selected.
- Select Sub-Division**: A dropdown menu with 'Select Sub-Division' selected.
- Electrical Circle (Shimla/ Dharmshala)***: A text input field with the placeholder 'Enter Electrical Circle (Shimla/ Dharmshala)'.
- Location of Installation of Elevator***: A text input field with the placeholder 'Enter Location of Installation of Elevator'.

At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Next'.

- h) After clicking on next button, Declaration tab would be reflected, select the button to confirm declaration and click on save.

The screenshot shows the 'Declaration' tab selected in the top navigation bar. The form contains the following elements:

- Declaration**: A section header.
- Text Area**: A text area with the text 'I, do hereby declare that the aforesaid particulars are true and correct of the best of my knowledge and belief. If anything found incorrect, I shall be responsible for the same.' and a radio button.

At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Next'.

- i) On clicking on save, confirmation pop-up would be reflected as follows, after saving the details, click on Next button

The screenshot shows a confirmation pop-up window with the text 'Data Saved Successfully.' and an 'OK' button. Below the pop-up, the 'Declaration' tab is visible in the top navigation bar. The form contains the following elements:

- Declaration**: A section header.
- Text Area**: A text area with the text 'I, do hereby declare that the aforesaid particulars are true and correct of the best of my knowledge and belief. If anything found incorrect, I shall be responsible for the same.' and a radio button.

At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Next'.

User Manual for Application for Permission to Install a Lift

- j) After clicking on next button, upload the necessary documents required for the same and click on Submit Button to submit the application for permission.

Dashboard> Application For Permission To Install A Lift

Application Type	Applicant's Personal Details	Agent/Licensing Authority/Lift Details	Declaration Tab	Upload Documents																																			
<table border="1"><thead><tr><th>S.No</th><th>Document Type</th><th>Action</th><th>Fetch From DigiLocker</th><th>File Name</th></tr></thead><tbody><tr><td>1</td><td>Purchase Order*</td><td><input type="button" value="Choose File"/> No file chosen</td><td></td><td></td></tr><tr><td>2</td><td>Lift Drawing*</td><td><input type="button" value="Choose File"/> No file chosen</td><td></td><td></td></tr><tr><td>3</td><td>Ownership Proof*</td><td><input type="button" value="Choose File"/> No file chosen</td><td></td><td></td></tr><tr><td>4</td><td>Covering Letter*</td><td><input type="button" value="Choose File"/> No file chosen</td><td></td><td></td></tr><tr><td>5</td><td>Map approval for lift from TCP/ MC*</td><td><input type="button" value="Choose File"/> No file chosen</td><td></td><td></td></tr><tr><td>6</td><td>Other Documents</td><td><input type="button" value="Choose File"/> No file chosen</td><td></td><td></td></tr></tbody></table>					S.No	Document Type	Action	Fetch From DigiLocker	File Name	1	Purchase Order*	<input type="button" value="Choose File"/> No file chosen			2	Lift Drawing*	<input type="button" value="Choose File"/> No file chosen			3	Ownership Proof*	<input type="button" value="Choose File"/> No file chosen			4	Covering Letter*	<input type="button" value="Choose File"/> No file chosen			5	Map approval for lift from TCP/ MC*	<input type="button" value="Choose File"/> No file chosen			6	Other Documents	<input type="button" value="Choose File"/> No file chosen		
S.No	Document Type	Action	Fetch From DigiLocker	File Name																																			
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3	Ownership Proof*	<input type="button" value="Choose File"/> No file chosen																																					
4	Covering Letter*	<input type="button" value="Choose File"/> No file chosen																																					
5	Map approval for lift from TCP/ MC*	<input type="button" value="Choose File"/> No file chosen																																					
6	Other Documents	<input type="button" value="Choose File"/> No file chosen																																					
<input type="button" value="Back"/>				<input type="button" value="Submit"/>																																			

- k) On clicking on submit button, the confirmation pop-up for submission of the application along with application number would be reflected along with the status of the application.

Application For Permission To Install A Lift

Your application number is PIL2025121131921 and it has been Forwarded successfully, please use this application number for future reference.

OK

Welcome: hc | Last Login time:

Application For Permission To Install A Lift> Payment Details

S.No	Application No	Application Date	Applicant Name	Amount	Payment Gateway	Payment Status	Bank Ref No	Action
1	PIL2025121131921	Jan 21, 2025 11:13:19 AM	Kapil	0		PENDING		Pending at Executive Engineer

1.2 In case of existing application, click on Existing Application.

Himachal Online Seva

Welcome: hc | Last Login time:

Application For Permission To Install A Lift

Application For Permission To Install A Lift


Description

This service aims to facilitate the Applicant to apply for LIFT LICENSING AUTHORITY: Application For Permission To Install A Lift.

Supporting Documents

User Manual for Application for Permission to Install a Lift

- a) The details of all the applications submitted along with status and the applications send back to applicant/citizen would be reflected as follows



The screenshot shows the 'Himachal Online Seva' dashboard with the 'Application Status' section. It displays a table of 7 applications. The table has columns for S.No, Application No, Applicant Name, Application Date, Payment Status, Status, Bank Ref No, and Action. The first three columns are visible for all rows, while the others are partially visible or truncated.

S.No	Application No	Applicant Name	Application Date	Payment Status	Status	Bank Ref No	Action
1	PIL20251983042	Kapil					
2	PIL202511034523	Kapil					
3	PIL2025116565105	Kapil					
4	TR1312025335678624	Kapil					
5	TR1412025521012266	Kapil					
6	PIL2025114344964	Kapil					
7	PIL2025116543053	Kapil					

- b) To process the send back applications, click on the application number with Send Back for Correction status.



The screenshot shows the 'Himachal Online Seva' dashboard with the 'Application Status' section. It displays a table of 7 applications. The third row (S.No 3) is highlighted with a red border, showing the application number [PIL2025116565105](#), applicant name 'Kapil', application date 'Jan 16, 2025 10:56:51 AM', payment status 'PENDING', and status 'Sent Back For Correction'. The 'Action' column for this row shows a 'Receipt' button.

S.No	Application No	Applicant Name	Application Date	Payment Status	Status	Bank Ref No	Action
1	PIL20251983042	Kapil					Receipt
2	PIL202511034523	Kapil	PM		Engineer		Receipt
3	PIL2025116565105	Kapil	Jan 16, 2025 10:56:51 AM	PENDING	Sent Back For Correction		Receipt
4	TR1312025335678624	Kapil	Jan 16, 2025 10:56:51 AM				
5	TR1412025521012266	Kapil					
6	PIL2025114344964	Kapil					Receipt
7	PIL2025116543053	Kapil					

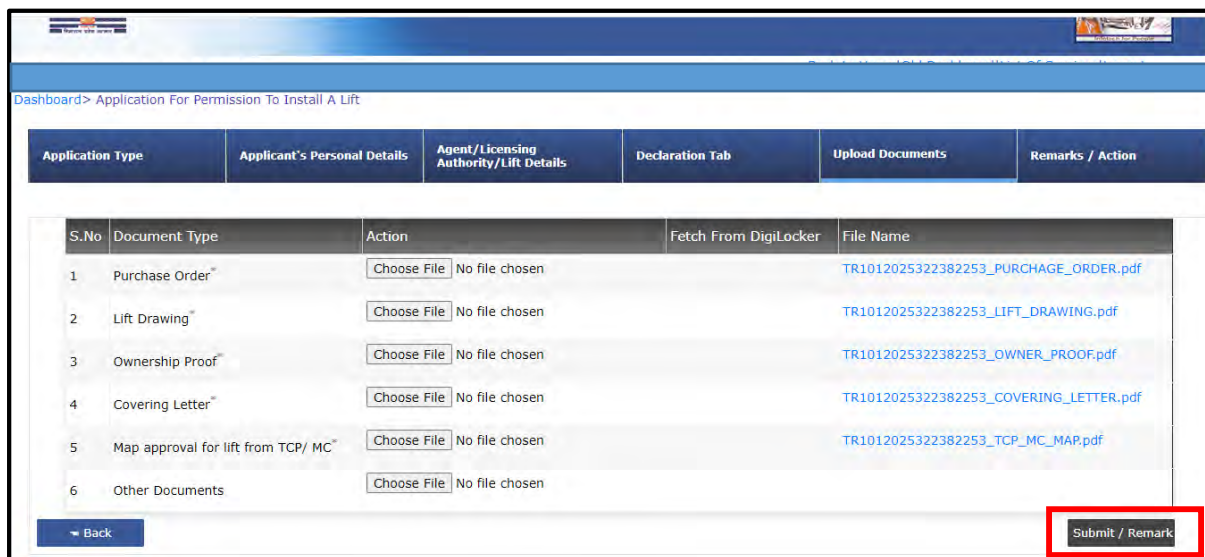
User Manual for Application for Permission to Install a Lift

- c) The application would be displayed for the amendments, follow the same process for amendments/rectifications i.e. update all the details as per Remarks of the officer in Application Type, Applicant's Personal Details, Agent/Licensing Authority/Lift Details. Declaration and Upload documents forms.



The screenshot shows the 'Himachal Online Seva' portal. The breadcrumb trail is 'Dashboard > Application For Permission To Install A Lift'. The form has six tabs: 'Application Type', 'Applicant's Personal Details', 'Agent/Licensing Authority/Lift Details', 'Declaration Tab', 'Upload Documents', and 'Remarks / Action'. The 'Application Type' tab is active, showing three dropdown menus: 'Applied By' (set to 'State Government'), 'Type of Lift' (set to 'Passenger'), and 'Whether a Licence has been previously granted' (set to 'No/ नहीं'). There are 'Save' and 'Next' buttons at the bottom.

- d) After amendments click on Submit/Remark to resubmit the application.



The screenshot shows the 'Upload Documents' tab of the application form. It contains a table with columns: S.No, Document Type, Action, Fetch From DigiLocker, and File Name. There are six rows of documents to be uploaded. At the bottom, there is a 'Back' button and a 'Submit / Remark' button, which is highlighted with a red rectangle.

S.No	Document Type	Action	Fetch From DigiLocker	File Name
1	Purchase Order*	Choose File No file chosen		TR1012025322382253_PURCHASE_ORDER.pdf
2	Lift Drawing*	Choose File No file chosen		TR1012025322382253_LIFT_DRAWING.pdf
3	Ownership Proof*	Choose File No file chosen		TR1012025322382253_OWNER_PROOF.pdf
4	Covering Letter*	Choose File No file chosen		TR1012025322382253_COVERING_LETTER.pdf
5	Map approval for lift from TCP/ MC*	Choose File No file chosen		TR1012025322382253_TCP_MC_MAP.pdf
6	Other Documents	Choose File No file chosen		

User Manual for Application for Permission to Install a Lift

- e) After clicking on Submit/remark, pop-up would be reflected to enter the remarks. Enter the remarks and click on Submit Remark.

The screenshot shows a web application dashboard for 'Application For Permission To Install A Lift'. A modal window titled 'Remark' is open, featuring a text input field for 'Remarks' and a 'Submit Remark' button. The background dashboard includes a navigation bar with links like 'Back to Home', 'Old Dashboard', 'List Of Services', and 'Logout'. Below the navigation bar, there are tabs for 'Application Type', 'Applicant's Personal Details', 'Agent / Licensing', 'Documents', 'Upload Documents', and 'Remarks / Action'. The 'Remarks / Action' tab is active, displaying a table with columns 'S.No', 'Document Type', and 'File Name'. The table lists six documents: Purchase Order, Lift Drawing, Ownership Proof, Covering Letter, Map approval for lift from TCP/ MC, and Other Documents. A 'Submit / Remark' button is located at the bottom right of the dashboard.

- f) After clicking on Submit Remark, application would be resubmitted.

The screenshot displays the 'Himachal Online Seva' portal. The header includes the Himachal Pradesh logo and the text 'Himachal Online Seva'. Below the header, there is a navigation bar with links: 'Back to Home', 'Old Dashboard', 'List Of Services', and 'Logout'. The main content area is titled 'Payment Details' and shows a table with columns: 'S.No', 'Application No', 'Application Date', 'Applicant Name', 'Amount', 'Payment Gateway', 'Payment Status', 'Bank Ref No', and 'Action'. The table contains one entry with the following details: S.No: 1, Application No: PIL2025116565105, Application Date: Jan 20, 2025 12:31:11 PM, Applicant Name: Kapil, Amount: 0, Payment Gateway: Himkosh, Payment Status: PENDING, Bank Ref No: Pending at Executive Engineer. The table is paginated, showing 1 to 1 of 1 entries.

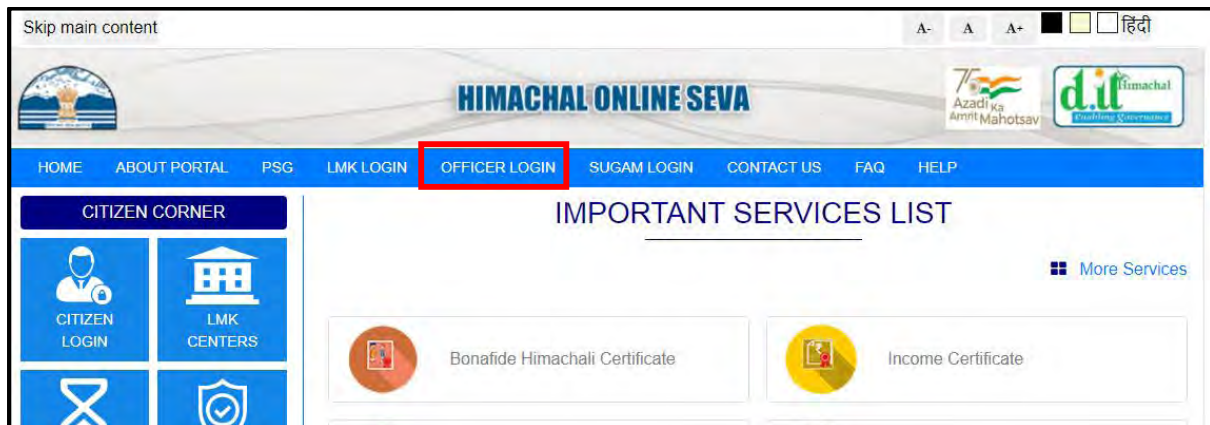
S.No	Application No	Application Date	Applicant Name	Amount	Payment Gateway	Payment Status	Bank Ref No	Action
1	PIL2025116565105	Jan 20, 2025 12:31:11 PM	Kapil	0	Himkosh	PENDING	Pending at Executive Engineer	



Officer Manual and Dashboard

User Manual for Application for Permission to Install a Lift

Click on the Officer Login.



After clicking on Officer Login, enter the User Id, Password and click on submit.

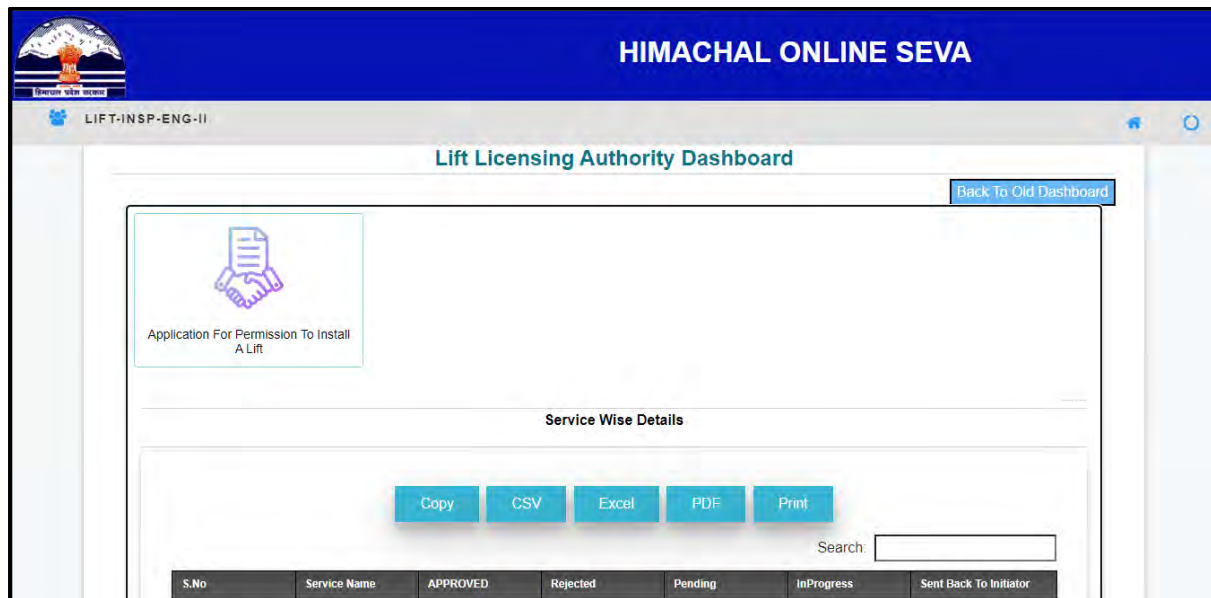


User Manual for Application for Permission to Install a Lift

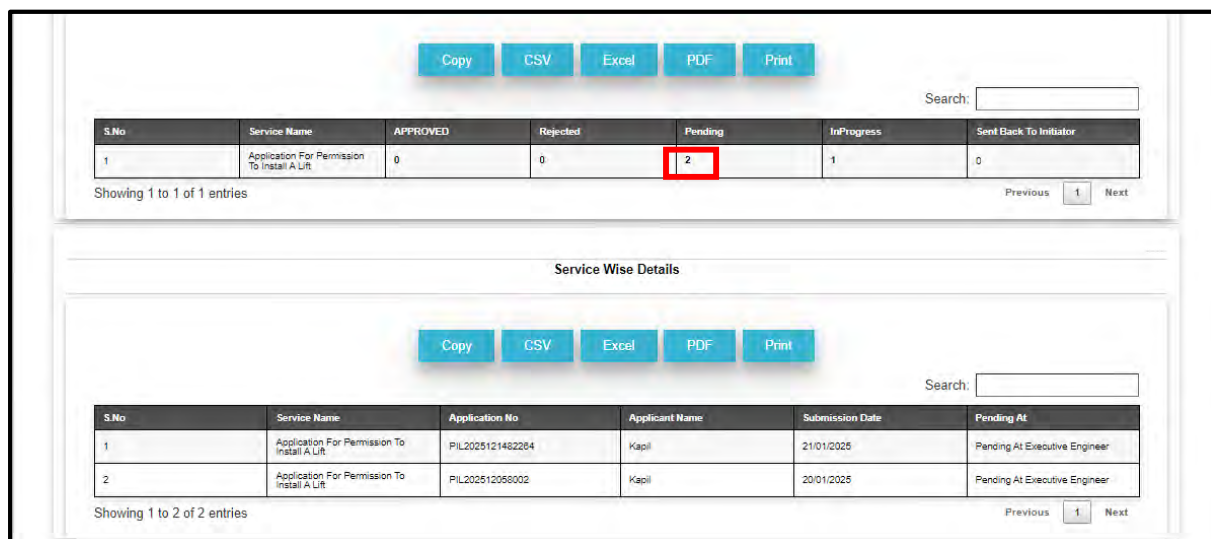
a) Lift Inspector-cum-Executive Engineer Login

Lift Inspector-cum-Executive Engineer logs in to Application based on login credentials. System routes the Application request to concerned Engineer based on Lift details.

The dashboard with details would be reflected after logging in to the portal. As reflected in the screen below.

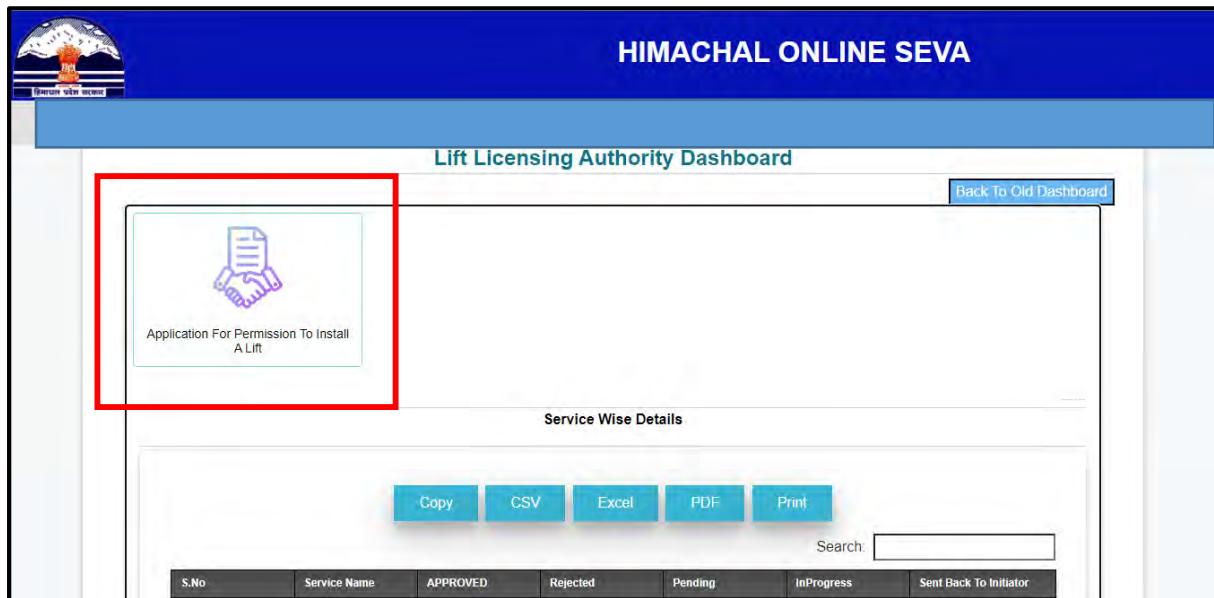


Officer can view the details of the applications, i.e. approved, pending etc, to view the details, click on the count of the applications. The details would be reflected as follows.

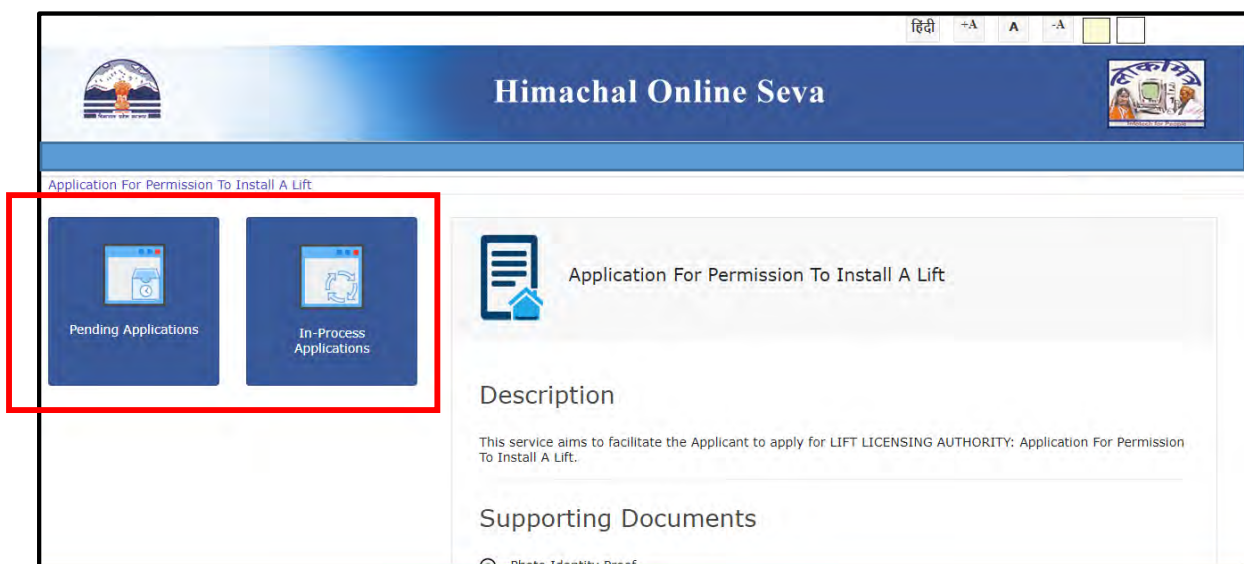


User Manual for Application for Permission to Install a Lift

To process the application, click on Application For permission to Install a Lift.

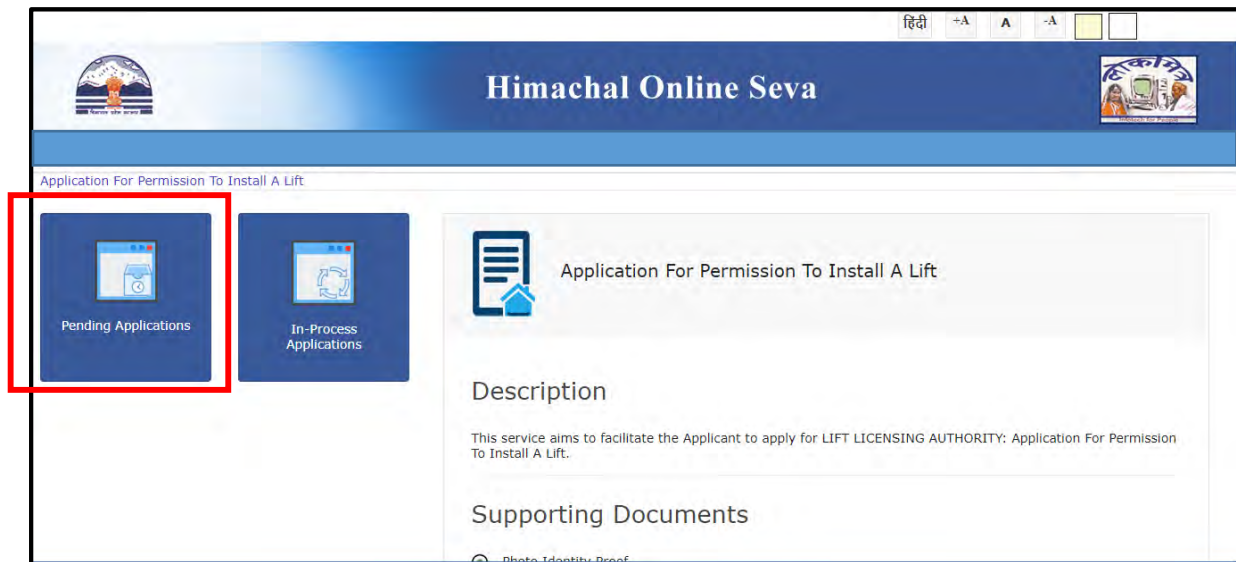


After clicking on Application for permission to Install a Lift, Dashboard to view “Pending” as well as “In Progress” applications would be reflected.



User Manual for Application for Permission to Install a Lift

1.1 To view “Pending applications”, click on Pending applications



- a) After clicking on pending applications, All the pending applications would be reflected in grid view as follows

The screenshot shows the 'Himachal Online Seva' portal with the 'Application Status' page. The page displays a table of pending applications. The table has columns for Application No, Applicant Name, Application Date, Status, and Action. There are two entries in the table.

	Application No	Applicant Name	Application Date	Status	Action
1	PIL202512058002	Kapil	Jan 20, 2025 3:58:00 PM	Pending at Executive Engineer	
2	PIL2025121482264	Kapil	Jan 21, 2025 10:48:21 AM	Pending at Executive Engineer	

Showing 1 to 2 of 2 entries

- b) To view application, click on Application No

The screenshot shows the 'Himachal Online Seva' portal with the 'Application Status' page. The table of pending applications is displayed, and the first application number, PIL202512058002, is highlighted with a red box.

	Application No	Applicant Name	Application Date	Status	Action
1	PIL202512058002	Kapil	Jan 20, 2025 3:58:00 PM	Pending at Executive Engineer	
2	PIL2025121482264	Kapil	Jan 21, 2025 10:48:21 AM	Pending at Executive Engineer	

Showing 1 to 2 of 2 entries

User Manual for Application for Permission to Install a Lift

- c) After clicking on application no, the details of the application would be reflected as follows.

Part A Applicant Details would be reflected as follows:

Dashboard > Application For Permission To Install A Lift > PIL2025121482264

Applicant Details	Remarks / Action
Application Type	
Applied By* State Government	Type of Lift* Service
Whether a Licence has been previously granted* Yes/ हाँ	
Choose File No file chosen TR2112025432657866_PREV_GRANTED_LICENCE.pdf Watch From Digilocker	
Applicant's Personal Details	
Title* Mr./ श्री	Name* Kapil
Gender* Male/ पुरुष	
Date of Birth* 21/11/1990	E-Mail* nakulkumar2010@gmail.com
Mobile Number* 8384014952	
Address* Shimla	Mode of Delivery* Online/ अनलाइन
Upload Applicant Signature* Choose File No file chosen TR2112025432657866_APPLICANT_SIGN.jpeg	

Part B Agent/Licensing Authority Details would be reflected as follows:

Agent/Licensing Authority/Lift Details

Agent's Details (If Any)

Title Mr./ श्री	Name Mohan	Gender Male/ पुरुष
Date of Birth 07/03/1996	E-Mail test@gmail.com	Mobile Number 8273664555
Address Shimla	Upload Agent Signature Choose File No file chosen TR2112025432657866_AGENT_SIGN.jpeg	

Licensing Authority Details

State* HIMACHAL PRADESH	District* SHIMLA/शिमला	Select Sub-Division SDM KOTKHAI
Electrical Circle (Shimla/ Dharmshala)* SHIMLA	Location of Installation of Elevator* Kothkhai Shimla	

User Manual for Application for Permission to Install a Lift

Part C Lift Details and Declaration would be reflected as follows:

Lift Details

Maximum No. of Passengers*	Rated Maximum Speed of the Lift*	Total Weight of the Lift*
12	23	23
Capacity (Kg/ Persons)*	Number of Supporting Cables*	Weight of the Counter Weight*
23	34	34
Weight of Supporting Cables*	Description of the Supporting Cables*	Number of Opening*
34	test	2
Size of the Supporting Cables*	Description of Car Cabin*	Type of Doors*
45	test	two way
Details of the construction of the overhead agreements with the weight and size of the beams*		Depth of the Pit from Lowest Part of the Lift Cage when at the Lowest Floor*
Choose File No file chosen TR2112025432657866_OVERHEAD_AGRREMENT.pdf		34

Declaration

Declaration

I, do hereby declare that the aforesaid particulars are true and correct of the best of my knowledge and belief. If anything found incorrect, I shall be responsible for the same.

Upload Documents

Part D The documents uploaded by the applicant would be reflected as follows, to view the uploaded documents officer can click on the File name and view the document.

Upload Documents

S.No	Document Type	Action	File Name
1	Purchase Order		TR2112025432657866_PURCHASE_ORDER.pdf
2	Lift Drawing		TR2112025432657866_LIFT_DRAWING.pdf
3	Ownership Proof		TR2112025432657866_OWNER_PROOF.pdf
4	Covering Letter		TR2112025432657866_COVERING_LETTER.pdf
6	Map approval for lift from TCP/ MC		TR2112025432657866_TCP_MC_MAP.pdf
6	Other Documents		

User Manual for Application for Permission to Install a Lift

- d) To take action after reviewing the application, click on Remarks/Action.

Dashboard > Application For Permission To Install A Lift > PIL2025121482264

Applicant Details **Remarks / Action**

Application Type

Applied By* State Government Type of Lift* Service Whether a Licence has been previously granted* Yes/ हां

Choose File | No file chosen
TR2112025432657866_PREV_GRANTED_LICENCE.pdf
Watch From Digilocker

Applicant's Personal Details

Title* Mr / श्री Name* Kapil Gender* Male/ पुरुष

Date of Birth* 21/11/1990 E-Mail* nakulkumar2010@gmail.com Mobile Number* 8384014952

Address* Shimla Mode of Delivery* Online/ अनलाइन Upload Applicant Signature*
Choose File | No file chosen
TR2112025432657866_APPLICANT_SIGN.jpeg

- e) Lift Inceptor-cum-Executive Engineer can either Send back the application to applicant/citizen (Send Back To Citizen) or can forward the application to Next level/approving authority (Forward to Licensing Authority-cum- Superintending Engineer). Also can add remarks in Remarks Column. Also officer can upload document in upload Document (non mandatory) section.

Himachal Online Seva

Welcome: LIFT-INSP-ENG-II | Last Login time: Back to Home | Logout

Dashboard > Application For Permission To Install A Lift > PIL2025121482264

Applicant Details **Remarks / Action**

Action Remarks

Remarks:*
*Maximum 400 Characters Are Allowed

Action
Select Action
Select Action
Forward To Licensing Authority-cum-Superintending Engineer
Send Back To Citizen
Submit

S.No	Date	Submitted By	Remarks
------	------	--------------	---------

User Manual for Application for Permission to Install a Lift

- To forward the application to Licensing Authority-cum- Superintending Engineer, enter Remarks in Remarks Section, select the Action from drop down and click on Submit.
- Confirmation pop-up would be reflected, on clicking OK application would be forwarded to Licensing Authority-cum- Superintending Engineer.

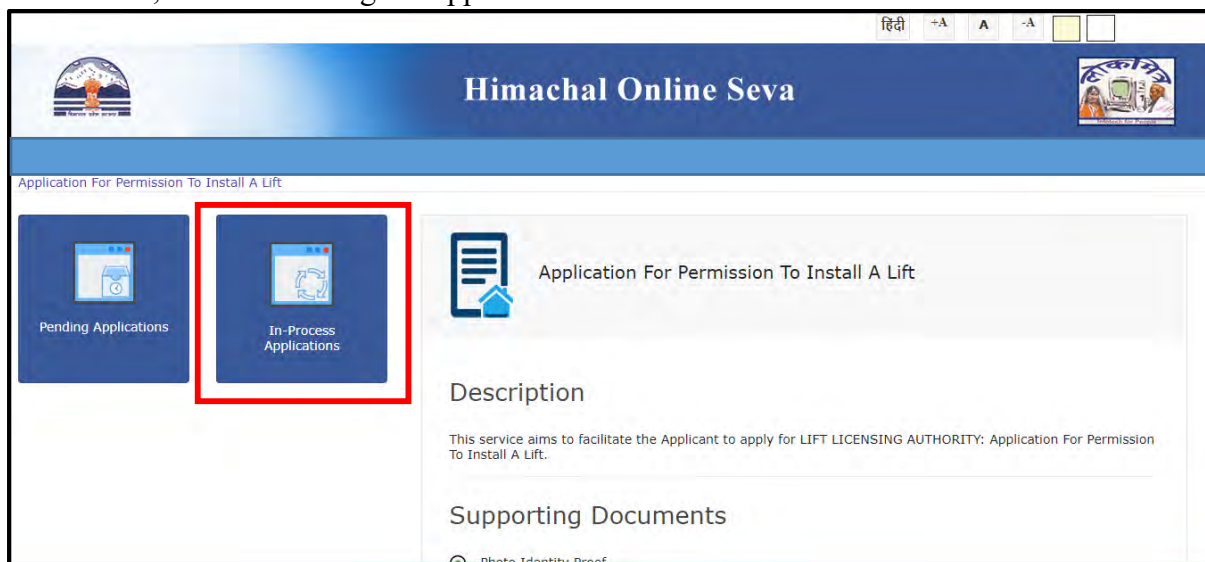
The screenshot shows a web application interface. At the top, there is a header with a logo on the left and a user profile on the right. Below the header, a confirmation pop-up is displayed with the text "Are you sure you want to submit the application?" and two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box. Below the pop-up, the main content area is divided into two sections: "Applicant Details" and "Remarks / Action". The "Remarks / Action" section contains a form with two main parts: "Action" and "Remarks". The "Action" part has a "Remarks:" label, a text input field containing "ok", and a dropdown menu labeled "Action" with the selected option "Forward To Licensing Authority-cum-Superi". The "Remarks" part has a table with columns "S.No", "Date", "Submitted By", and "Remarks". The "Submit" button is highlighted with a red box.

- To Send Back application to Citizen/Applicant for amendments, Enter Remarks in Remarks section, Select Send back to Citizen in Action and Click on Submit.
- After clicking on Submit, pop-up confirmation would be reflected to submit the application, on clicking on OK, application would be successfully send back to applicant.

The screenshot shows the same web application interface as the previous one. The confirmation pop-up is still present with the text "Are you sure you want to submit the application?" and "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box. In the "Remarks / Action" section, the "Action" part now has a "Remarks:" label, a text input field containing "changes required", and a dropdown menu labeled "Action" with the selected option "Send Back To Citizen". The "Submit" button is highlighted with a red box.

User Manual for Application for Permission to Install a Lift

- 1.2 To view “In-progress applications” i.e. applications against which action has been taken, click on In-Progress applications.



- a) After clicking on In-progress Applications, all the applications would be reflected in grid view as follows:

The screenshot shows the 'Himachal Online Seva' portal with the 'Application Status' section. It displays a table with 3 entries. The table has columns for S.No, Application No, Applicant Name, Application Date, Status, and Action. The status for all three entries is 'Pending at Licensing Authority'.

S.No	Application No	Applicant Name	Application Date	Status	Action
1	PLI20251983042	Kapil		Pending at Licensing Authority	
2	PLI2025114344964	Kapil		Pending at Licensing Authority	
3	PLI2025121482264	Kapil		Pending at Licensing Authority	

- b) To view application, click on application no., the application with remarks would be reflected.

The screenshot shows the 'Himachal Online Seva' portal with the 'Application Status' section. It displays a table with 3 entries. The table has columns for S.No, Application No, Applicant Name, Application Date, Status, and Action. The status for all three entries is 'Pending at Licensing Authority'. The second application number, PLI2025114344964, is highlighted with a red box.

S.No	Application No	Applicant Name	Application Date	Status	Action
1	PLI20251983042	Kapil		Pending at Licensing Authority	
2	PLI2025114344964	Kapil		Pending at Licensing Authority	
3	PLI2025121482264	Kapil		Pending at Licensing Authority	

User Manual for Application for Permission to Install a Lift

b) Licensing Authority-cum-Superintending Engineer Login

Licensing Authority-cum-Superintending Engineer logs in to Application based on login credentials and click on Submit.

Skip main content

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HIMACHAL ONLINE SEVA

75 Azadi Ka Amrit Mahotsav dit himachal

HOME ABOUT PORTAL PSG LMK LOGIN OFFICER LOGIN SUGAM LOGIN CONTACT US FAQ HELP

Login to Apply for Services

☒ Registered User

User ID

Password

User Type

Captcha

[Forgot Password](#)

After login, the officer dashboard would be reflected as below.

HIMACHAL ONLINE SEVA

LIFT-SUP-ENG

Lift Licensing Authority Dashboard

[Back to Old Dashboard](#)

Application For Permission To Install A Lift

Service Wise Details

Search:

S.No	Service Name	APPROVED	Rejected	Pending	InProgress	Sent Back To Initiator
1	Application For Permission To Install A Lift	0	0	3	1	0

Showing 1 to 1 of 1 entries

Previous Next

User Manual for Application for Permission to Install a Lift

Officer can view the details of the applications, i.e. approved, pending etc, to view the details, click on the count of the applications. The details would be reflected as follows.

The screenshot shows the 'HIMACHAL ONLINE SEVA' interface. At the top, there's a header with the Himachal Pradesh logo and the text 'HIMACHAL ONLINE SEVA'. Below the header, there's a sub-header 'LIFT-SUP-ENG'. The main content area has a search bar and buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. Below these is a table with the following data:

S.No	Service Name	APPROVED	Rejected	Pending	InProgress	Sent Back To Initiator
1	Application For Permission To Install A Lift	0	0	3	1	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Below this table, there's a section titled 'Service Wise Details' with the same search and action buttons. It contains a table with the following data:

S.No	Service Name	Application No	Applicant Name	Submission Date	Pending At
1	Application For Permission To Install A Lift	PIL2025121482284	Kapil	21/01/2025	Pending At Superintending Engineer
2	Application For Permission To Install A Lift	PIL2025114344994	Kapil	19/01/2025	Pending At Superintending Engineer
3	Application For Permission To Install A Lift	PIL20251083042	Kapil	09/01/2025	Pending At Superintending Engineer

Showing 1 to 3 of 3 entries

Previous 1 Next

To process/view applications click on Application For Permission To Install A Lift.

The screenshot shows the 'Lift Licensing Authority Dashboard' within the 'HIMACHAL ONLINE SEVA' interface. The dashboard has a search bar and buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. A red box highlights a button labeled 'Application For Permission To Install A Lift' with a document icon. Below this, there's a table with the following data:

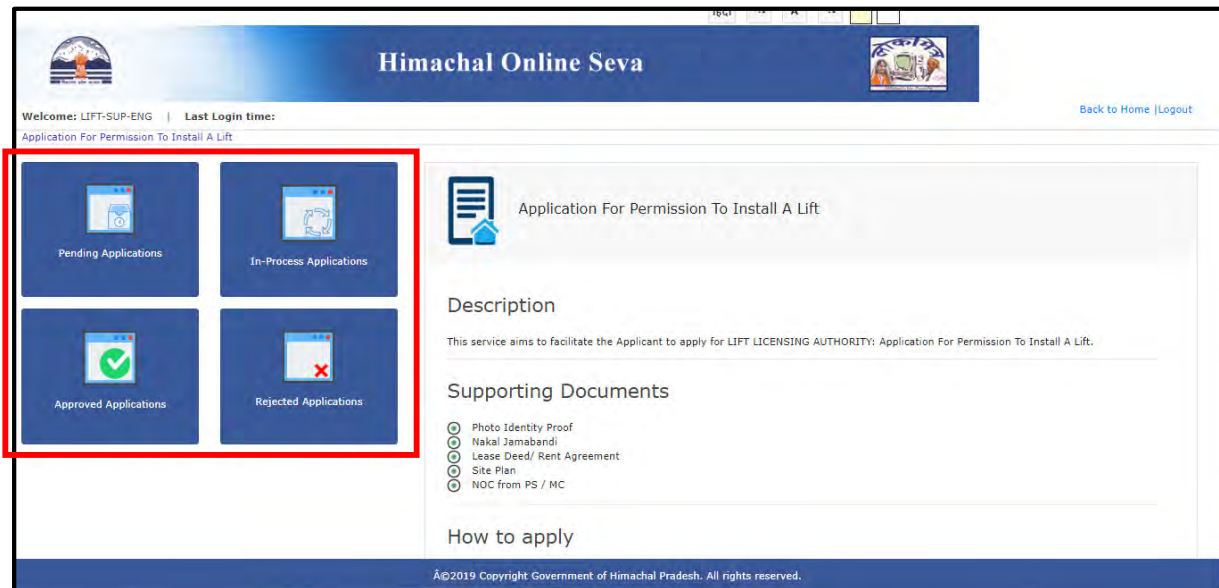
S.No	Service Name	APPROVED	Rejected	Pending	InProgress	Sent Back To Initiator
1	Application For Permission To Install A Lift	0	0	3	1	0

Showing 1 to 1 of 1 entries

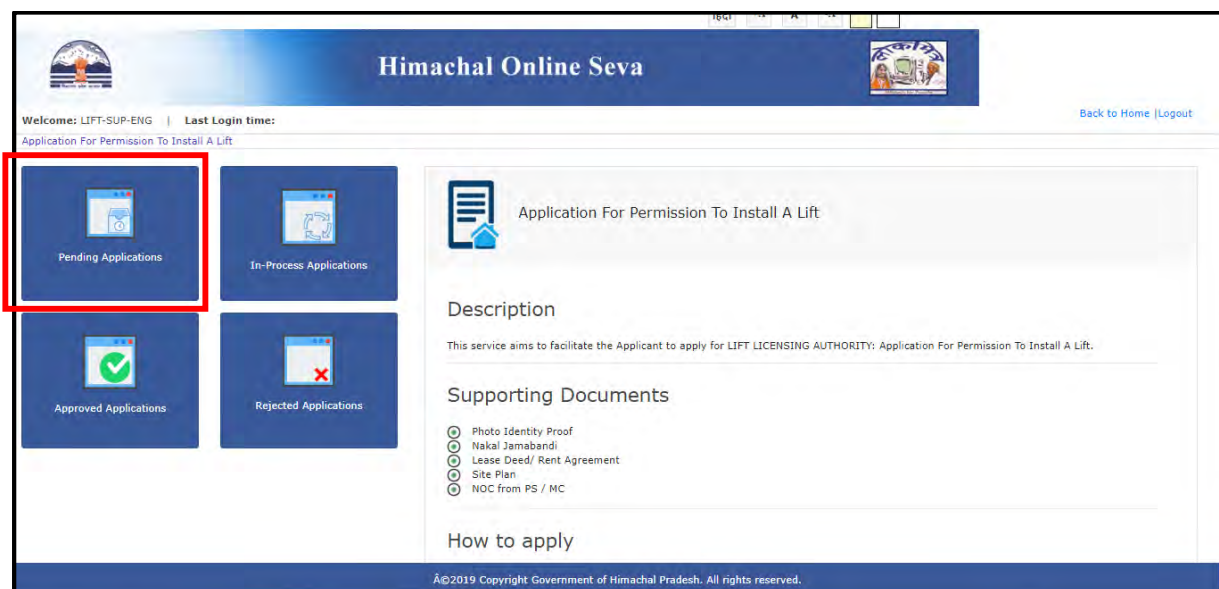
Previous 1 Next

User Manual for Application for Permission to Install a Lift

The following dashboard would be reflected, where Pending Applications, In-Process Application, Approved applications and Rejected Applications can be viewed.



2.1 To view pending applications, click on “Pending Applications”



User Manual for Application for Permission to Install a Lift

- a) After clicking on pending applications, All the pending applications would be reflected in grid view as follows



Dashboard > Application Status

Show 10 entries

	Application No	Applicant Name	Application Date	Status	Action
1	PIL20251983042	Kapil		Pending at Licensing Authority	
2	PIL2025114344964	Kapil		Pending at Licensing Authority	
3	PIL2025121482264	Kapil		Pending at Licensing Authority	

Showing 1 to 3 of 3 entries

Previous 1 Next

- b) To view application, click on Application No



Dashboard > Application Status

Show 10 entries

	Application No	Applicant Name	Application Date	Status	Action
1	PIL20251983042	Kapil		Pending at Licensing Authority	
2	PIL2025114344964	Kapil		Pending at Licensing Authority	
3	PIL2025121482264	Kapil		Pending at Licensing Authority	

Showing 1 to 3 of 3 entries

Previous 1 Next

User Manual for Application for Permission to Install a Lift

- c) The Licensing Authority will review the application same way as reviewed by Lift Inspector, The Licensing Authority-cum- Superintending Engineer can Approve, Reject, Send Back applications by clicking on Remarks/Action.

The screenshot shows the 'Remarks / Action' tab selected in the application review interface. The 'Action' section has a dropdown menu with options: 'Select Action', 'Approve', 'Reject', and 'Send Back To Lift Inspector-cum-Executive Engineer'. The 'Remarks' section has a table with columns: S.No, Date, Submitted By, and Remarks. The table contains one row with S.No 1.

S.No	Date	Submitted By	Remarks
1			

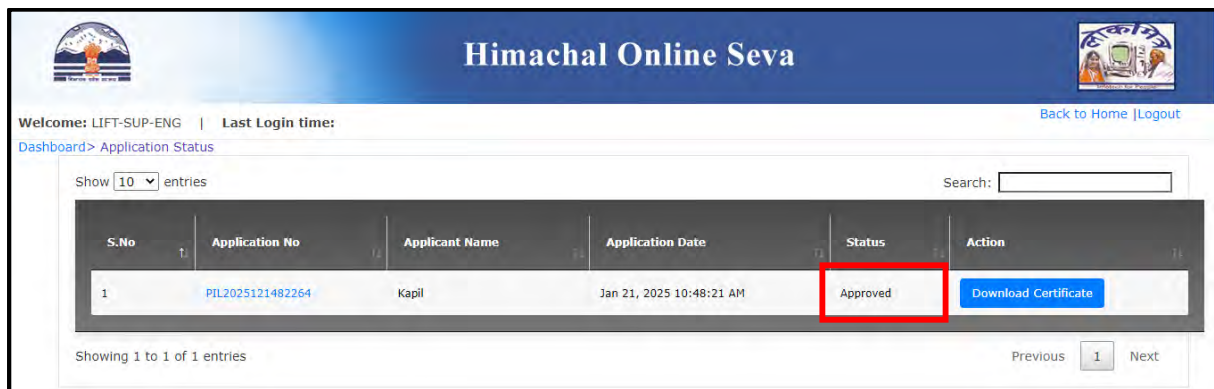
- d) To “**Approve**” application, select approve in the Action drop down, enter Remarks and click on Submit. Confirmation pop-up will be reflected, click on OK to approve application.

The screenshot shows the 'Approve' action selected in the 'Action' dropdown. The 'Remarks' section has a table with columns: S.No, Date, Submitted By, and Remarks. The table contains one row with S.No 1. A confirmation pop-up is displayed with the text 'Are you sure you want to submit the application?' and buttons 'OK' and 'Cancel'.

S.No	Date	Submitted By	Remarks
1			

User Manual for Application for Permission to Install a Lift

- e) After clicking on OK, the application would be approved and status would be reflected.



The screenshot shows the 'Himachal Online Seva' dashboard. The user is logged in as 'LIFT-SUP-ENG'. The 'Application Status' page displays a table with one entry. The 'Status' column for this entry is 'Approved', which is highlighted with a red box. A 'Download Certificate' button is visible next to the entry.

S.No	Application No	Applicant Name	Application Date	Status	Action
1	PIL2025121482264	Kapil	Jan 21, 2025 10:48:21 AM	Approved	Download Certificate

- f) To “Send Back” application to Lift Inspector, select Send Back To Lift Inspector-cum-Executive Engineer from Action drop down.



The screenshot shows the 'Himachal Online Seva' dashboard. The user is logged in as 'LIFT-SUP-ENG'. The 'Application For Permission To Install A Lift' page displays the application details for application number PIL202511034523. The 'Action' dropdown menu is set to 'Send Back To Lift Inspector-cum-Executive', which is highlighted with a red box. The 'Remarks' field contains the text 'ok', also highlighted with a red box. A 'Submit' button is visible at the bottom.

S.No	Date	Submitted By	Remarks
1			
2			
3			

User Manual for Application for Permission to Install a Lift

- g) After selecting the drop down, click on Submit, confirmation pop-up would be reflected click on OK to send back application.

The screenshot shows a confirmation pop-up with the text "Are you sure you want to submit the application?" and buttons for "OK" and "Cancel". Below the pop-up, the application details page is visible. It includes a "Remarks" section with a text area containing "ok" and a "Send Back To Lift Inspector-cum-Executive" dropdown menu. A "Submit" button is highlighted with a red box.

Dashboard > Application For Permission To Install A Lift > PIL202511034523

Applicant Details | **Remarks / Action**

Action

Remarks*
ok
*Maximum 400 Characters Are Allowed

Action*
Send Back To Lift Inspector-cum-Executive

Remarks

S.No	Date	Submitted By	Remarks
1	Jan 10, 2025 2:40:10 PM	LIFT-INSP-ENG-PALAMPUR	ok
2	Jan 15, 2025 1:08:18 PM	LIFT-SUP-ENG	test
3	Jan 28, 2025 3:19:59 PM	LIFT-INSP-ENG-PALAMPUR	ok

- h) After clicking on OK, the application would be successfully send back to Lift Inspector-cum-Executive Engineer.

The screenshot shows the "Himachal Online Seva" application status page. It displays a table with application details and a search bar. The table shows two entries, both with a status of "Pending at Executive Engineer".

Dashboard > Application Status

Show 10 entries Search:

S.No	Application No	Applicant Name	Application Date	Status	Action
1	PIL20251993042	Kapil		Pending at Executive Engineer	
2	PIL202511034523	Kapil		Pending at Executive Engineer	

Showing 1 to 2 of 2 entries Previous 1 Next

User Manual for Application for Permission to Install a Lift

- i) To “**Reject**” application, select reject in the Action drop down, enter Remarks and click on Submit.

The screenshot shows the 'Himachal Online Seva' interface. The breadcrumb trail is 'Dashboard > Application For Permission To Install A Lift > PIL2025116543053'. The page has two tabs: 'Applicant Details' and 'Remarks / Action'. The 'Remarks / Action' tab is active. It contains two main sections: 'Action' and 'Remarks'. In the 'Action' section, the 'Remarks*' text area contains 'Documents not correct' and has a red border. Below it, the 'Action*' dropdown menu is set to 'Reject' and also has a red border. At the bottom of the 'Action' section is a 'Submit' button with a red border. The 'Remarks' section contains a table with the following data:

S.No	Date	Submitted By	Remarks
1			ok

- j) After clicking on Submit, confirmation pop-up would be reflected, click on OK to Reject application.

The screenshot shows a confirmation pop-up window with the text 'Are you sure you want to submit the application?' and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red border. Below the pop-up, the 'Himachal Online Seva' interface is visible. The breadcrumb trail is 'Dashboard > Application For Permission To Install A Lift > PIL2025116543053'. The 'Remarks / Action' tab is active. The 'Action' section shows the 'Remarks*' text area with 'Documents not correct' and the 'Action*' dropdown menu set to 'Reject'. The 'Submit' button is no longer visible. The 'Remarks' section contains a table with the following data:

S.No	Date	Submitted By	Remarks
1	Jan 23, 2025 12:25:28 PM	LIFT-INSP-ENG-PALAMPUR	ok

- k) After clicking on OK, application would be Rejected and status would be reflected as follow

The screenshot shows the 'Himachal Online Seva' interface with the breadcrumb trail 'Dashboard > Application Status'. The 'Show 10 entries' dropdown is set to '10'. The 'Search:' field is empty. The table displays the application status with the following data:

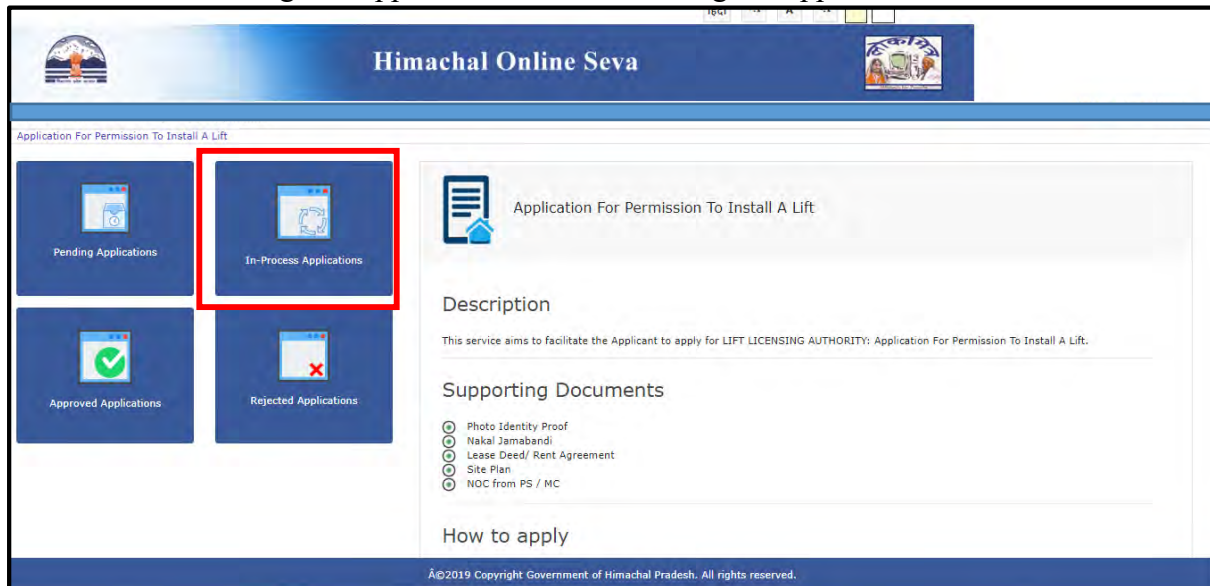
S.No	Application No	Applicant Name	Application Date	Status	Action
1	PIL2025114344964	Kapli	Jan 15, 2025 3:51:21 PM	Rejected	

Showing 1 to 1 of 1 entries

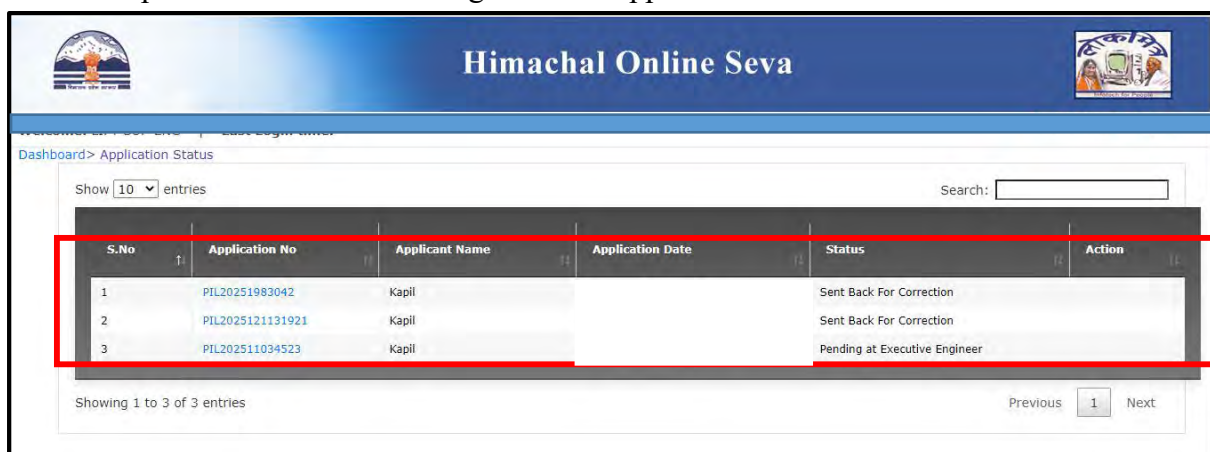
Previous 1 Next

User Manual for Application for Permission to Install a Lift

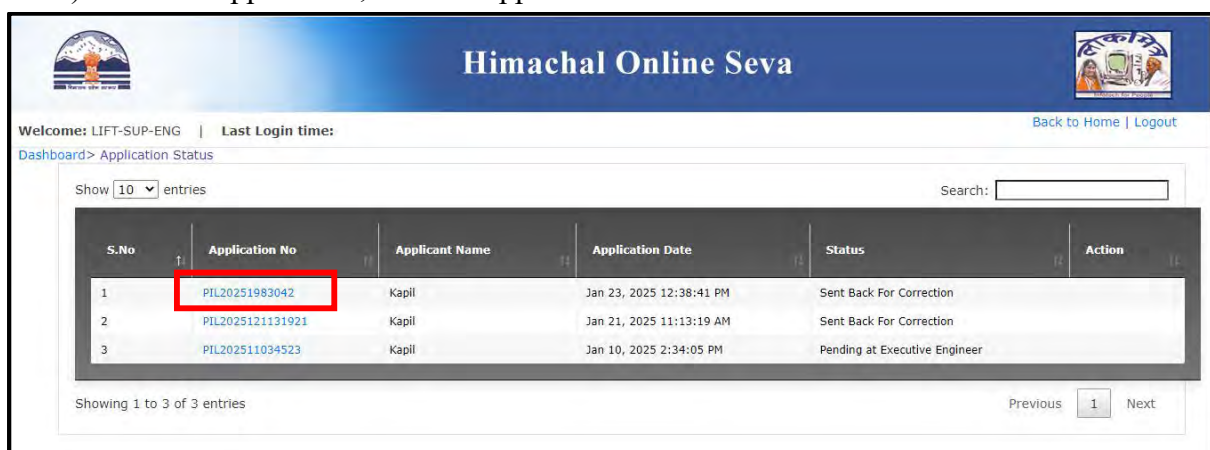
2.2 To view In-Progress Application, click on In-Progress application



- a) After clicking on In Progress applications, all the application send back to Lift Inspector-cum-Executive Engineer and Applicant/Citizen would be reflected as follows



- b) To view application, click on application No.



User Manual for Application for Permission to Install a Lift

- c) After clicking on Application No, the application can be viewed by clicking on Applicant Details.



Himachal Online Seva

Application For Permission To Install A Lift> In-Process Applications>PIL20251983042

Applicant Details Remarks / Action

Application Type

Applied By* State Government Type of Lift* Passenger Whether a Licence has been previously granted* Yes/ हाँ

Choose File No file chosen
PIL20251983042_PREV_GRANTED_LICENCE.jpg
Fetch From Disk or Server

Applicant's Personal Details

Title* Name* Gender*

- d) To view Remarks, click on Remarks/action.



Himachal Online Seva

Application For Permission To Install A Lift> In-Process Applications>PIL20251983042

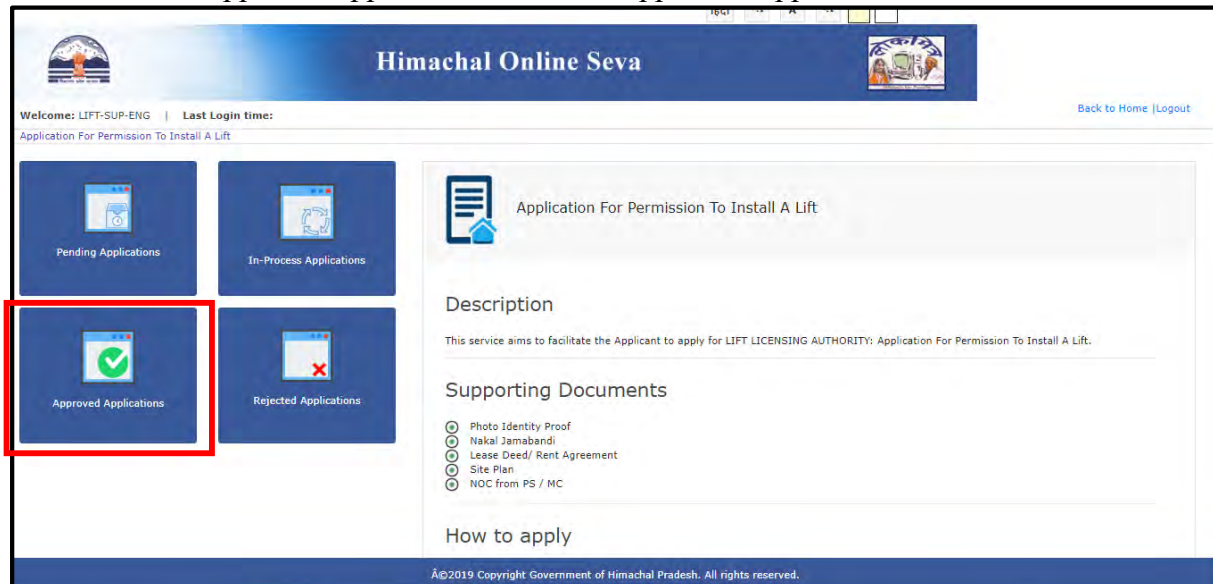
Applicant Details Remarks / Action

Remarks

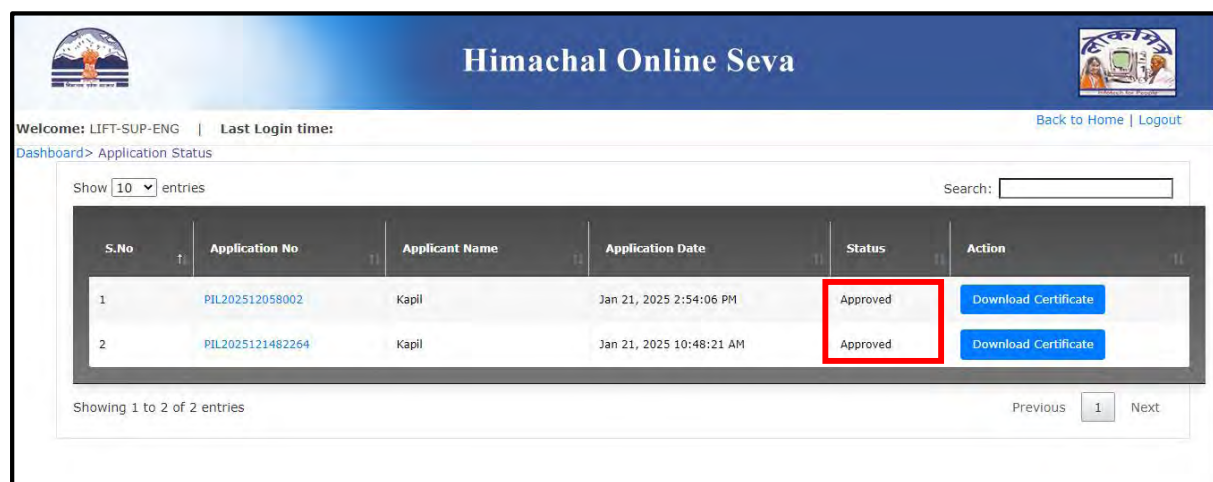
S.No	Date	Submitted By	Remarks
1			
2			
3			

User Manual for Application for Permission to Install a Lift

2.3 To view Approved applications, click on Approved Applications.



- a) After clicking on Approved Applications, all the approved applications would be reflected as follows





- b) To view the certificate for approved applications, click on Download Certificate



User Manual for Application for Permission to Install a Lift

c) After clicking on Download Certificate, the certificate would be reflected as follows

	<p>हिमाचल प्रदेश सरकार GOVERNMENT OF HIMACHAL PRADESH PUBLIC WORKS DEPARTMENT Office of Superintending Engineer, 1st Electrical Circle HPPWD, Kasumpti Shimla-171009</p>
Application No. PIL2025310132114	Dated:-10/03/2025
<p>With reference to your application on 10/03/2025 for permission to install a lift in SIRMAUR, permission is hereby granted to Mr. Kapil subject to the following terms and conditions:</p> <ol style="list-style-type: none">1. The permission for construction of building to be acquired from the TCP/MC/concerned authorities.2. You have to abide by the Indian electricity rules.3. The lift to be installed through authorized engineers/agents of the manufactures.4. The lift-well structure should be designed by a qualified structure engineer.5. This permission is valid for six months. If installation is delayed, then permission is to be renewed/ revalidated.6. The total installation process will be at your own risk.7. You have to abide by the labour laws.8. You have to register the lift within one month of its completion.	
<p>Licensing Authority-cum-Superintending Engineer, 1st Electrical Circle, HPPWD Kasumpti Shimla-9.</p>	
<p>Disclaimer:- This is a digitally signed certificate and does not require hand signature. The responsibility of verification of this document before accepting the same for any legal purpose, would rest with the institution or organization or company or any other entity where this document is produced.</p>	
<p>Note:- This document can be verified online at Himachal Online Seva (HP e-District) portal http://edistrict.hp.gov.in using unique certificate ID.</p>	

User Manual for Application for Permission to Install a Lift

- d) After clicking on Application No, the application can be viewed by clicking on Applicant Details.



The screenshot shows the 'Himachal Online Seva' portal. The user is logged in as 'LIFT-SUP-ENG' and is viewing the 'Approved Applications' for application number 'PIL202512058002'. The 'Applicant Details' tab is selected, showing the following information:

Application Type		
Applied By*	Type of Lift*	Whether a Licence has been previously granted*
Private	Bed	Yes/ हाँ

Below the application type section, there is a file upload area for 'PIL202512058002_PREV_GRANTED_LICENCE.pdf' with a 'Choose File' button and a 'No file chosen' message. A 'Print from DigiLocker' button is also visible.

Applicant's Personal Details		
Title*	Name*	Gender*
Mr./ श्री	Kapil	Male/ पुरुष
Date of Birth*	E-Mail*	Mobile Number*
21/11/1990	nakulkumar2010@gmail.com	8384014952

- e) To view Remarks, click on Remarks/action.

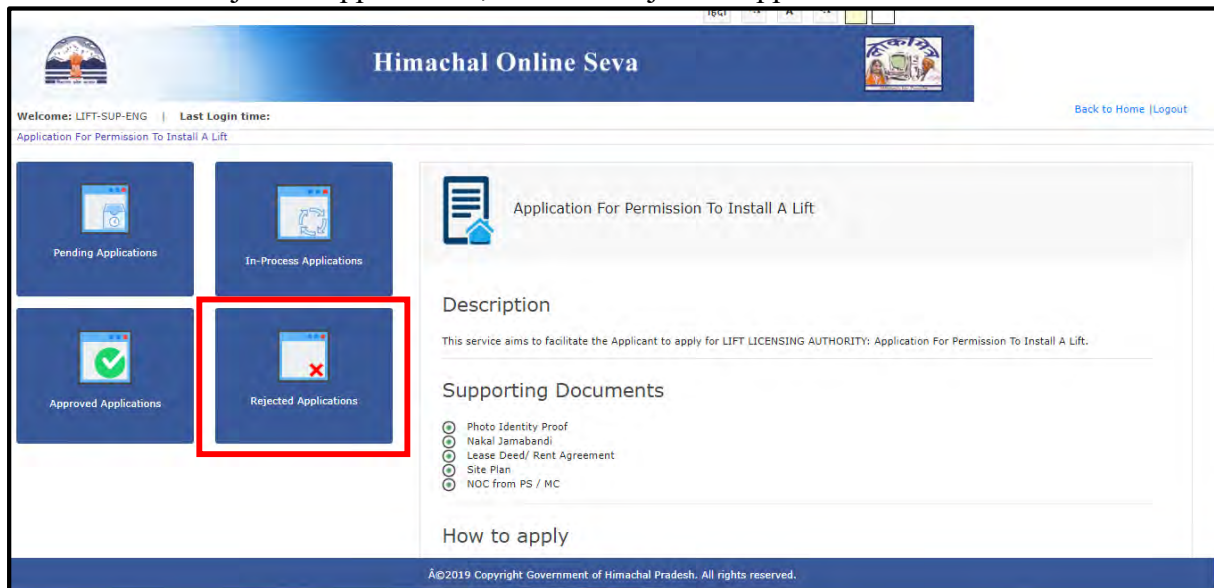


The screenshot shows the 'Himachal Online Seva' portal with the 'Remarks / Action' tab selected. The 'Remarks' section displays a table with the following data:

S.No	Date	Submitted By	Remarks
1	Jan 21, 2025 11:48:10 AM	LIFT-INSP-ENG-II	test
2	Jan 21, 2025 2:47:30 PM	Kapil	resubmit with changes
3	Jan 21, 2025 2:49:53 PM	LIFT-INSP-ENG-II	test
4	Jan 21, 2025 2:52:06 PM	Kapil	ok
5	Jan 21, 2025 2:52:48 PM	LIFT-INSP-ENG-II	test
6	Jan 21, 2025 2:54:06 PM	Kapil	ok
7	Jan 21, 2025 2:54:32 PM	LIFT-INSP-ENG-II	ok
8	Jan 21, 2025 2:56:26 PM	LIFT-SUP-ENG	ok

User Manual for Application for Permission to Install a Lift

2.4 To view Rejected Applications, Click on Rejected Applications.



- a) After clicking on Rejected Applications, all the approved applications would be reflected as follows

