2025
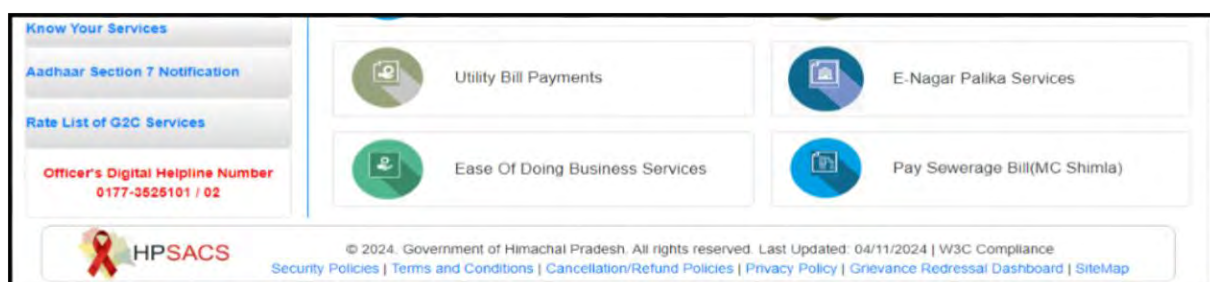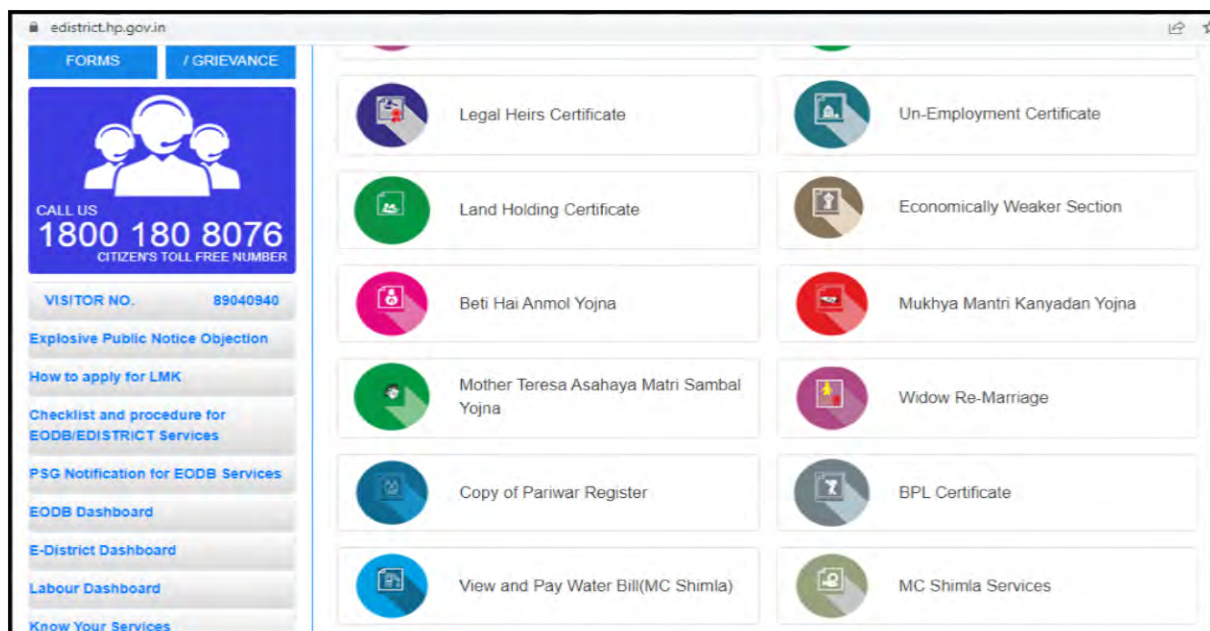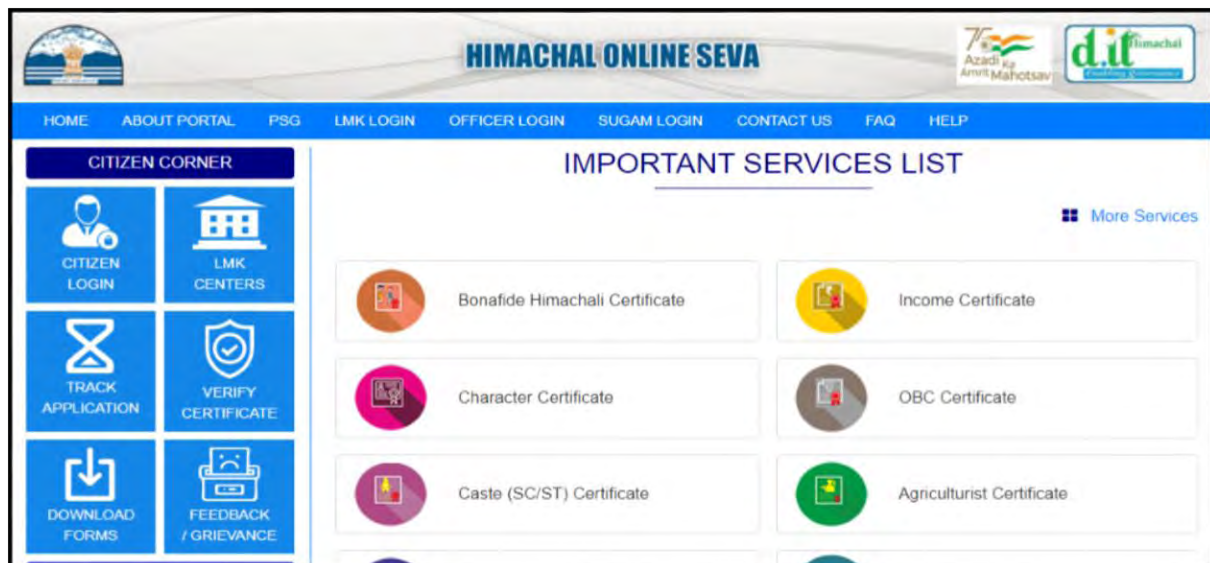
User Manual for Application for Permission to Install a Lift

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.
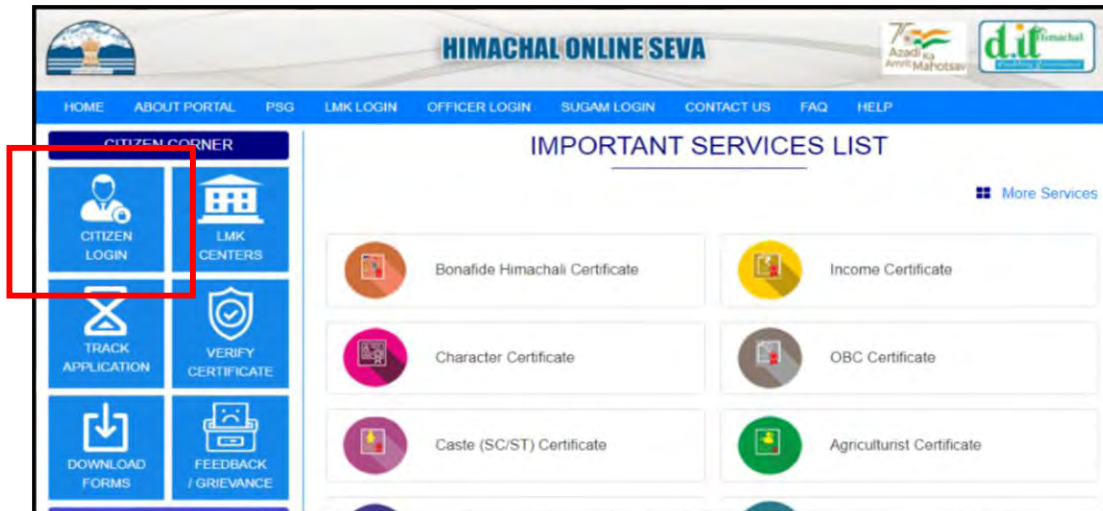
To access the edistrict Portal visit https://edistrict.hp.gov.in/
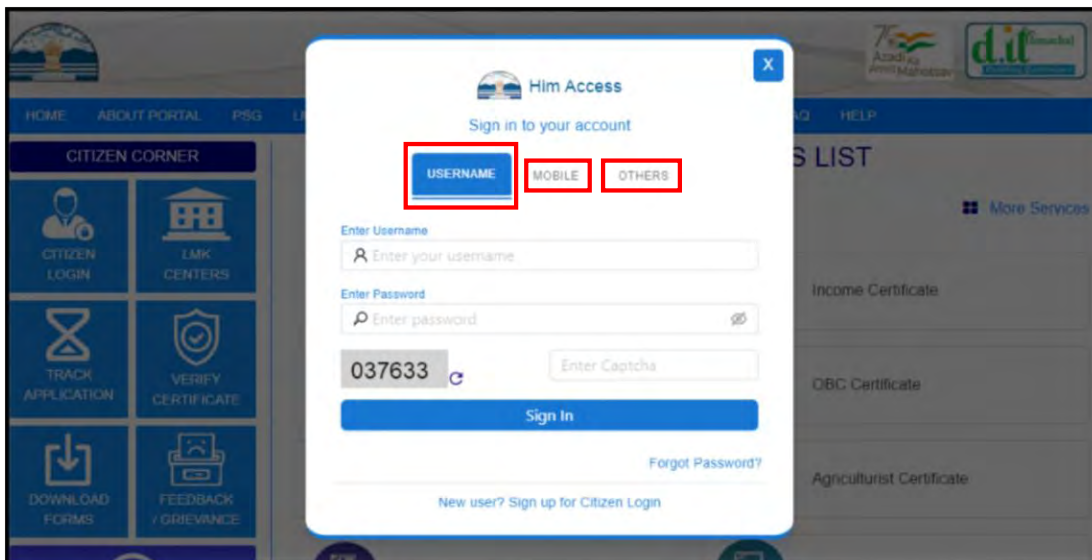
Manual for Citizen

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.

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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.

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

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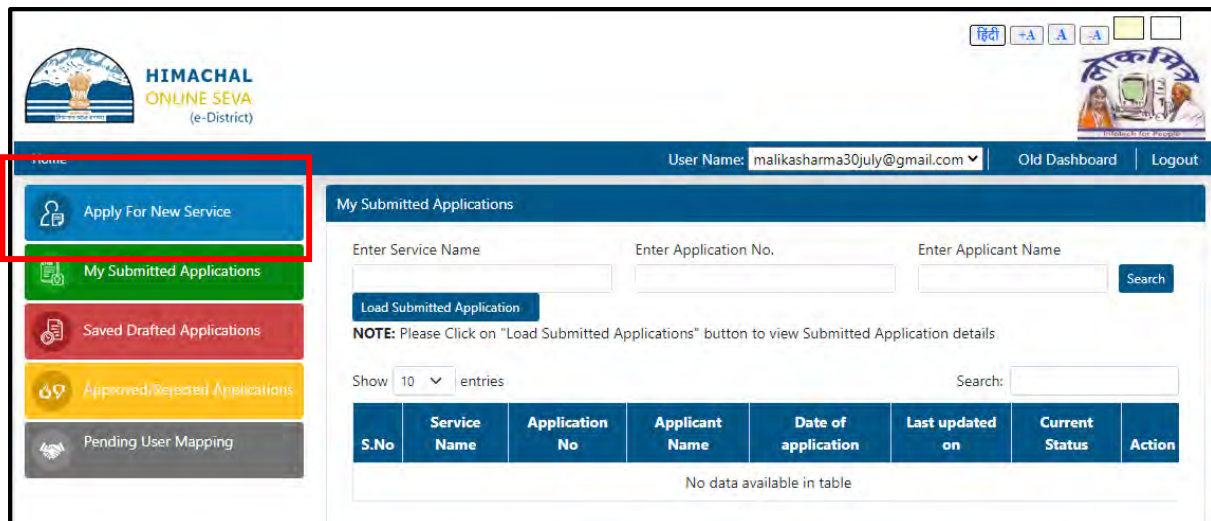
On clicking on Apply for new Service, following screen would be reflected, to apply for Permission for Installation of Lift, Applicant/citizen can apply for service in three ways first can search the service either by "Search by Name of Service" or second by "Search by Department" criteria or third can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

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

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

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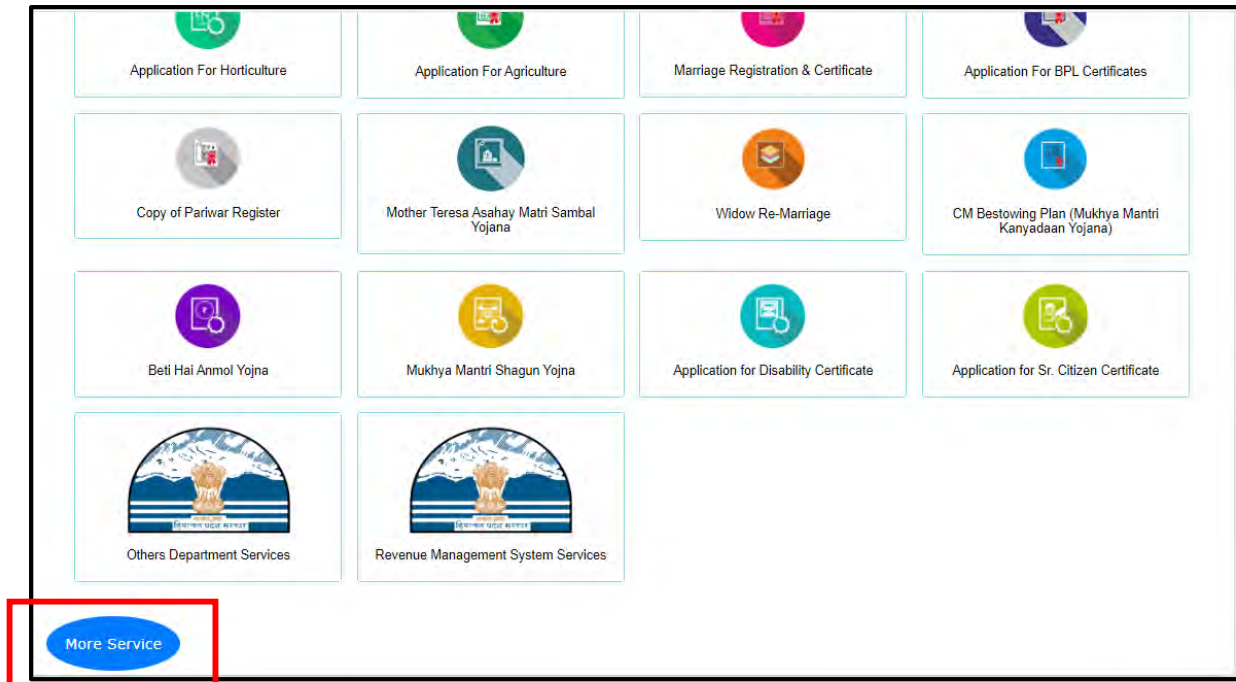
On clicking on More Service, following screen would be reflected, to apply for Permission for Installation of Lift, click on LIFT LICENSING AUTHORITY, dropdown to apply for Application for Permission to Install A Lift would be reflected.

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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

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.

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

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

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

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

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

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

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.

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

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

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.

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.

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

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

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

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.

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

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

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

Officer Manual and Dashboard

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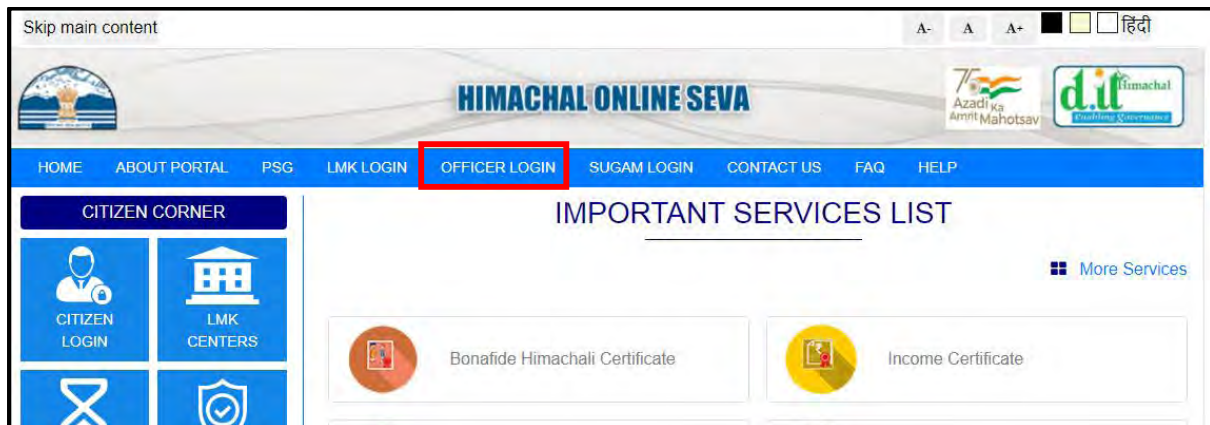
After clicking on Officer Login, enter the User Id, Password and click on submit.

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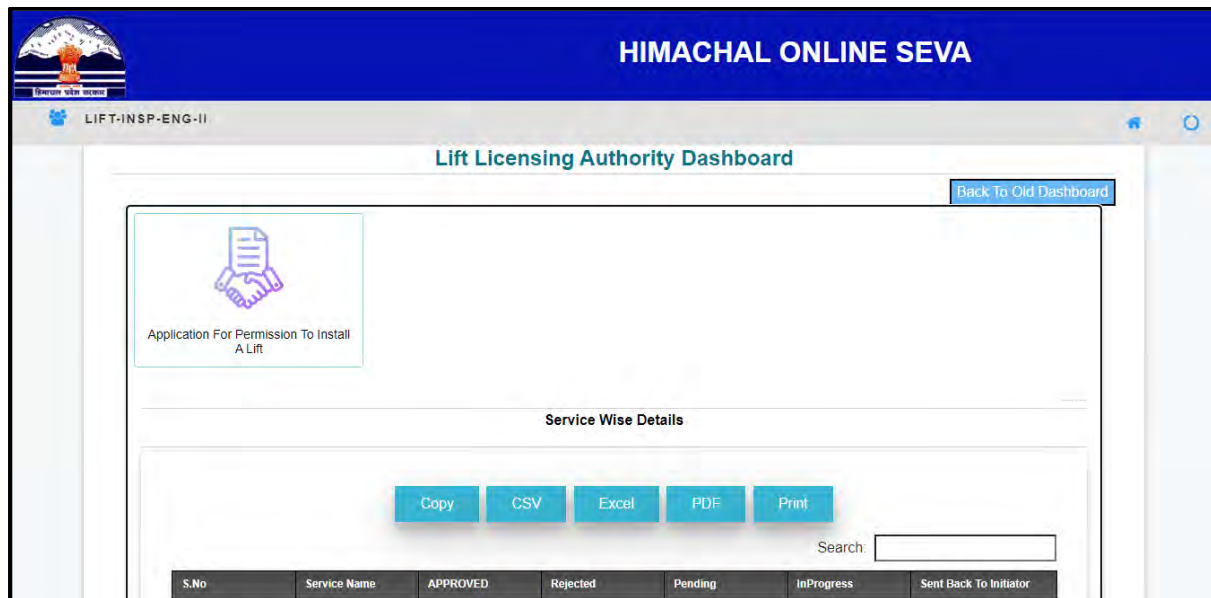
Lift Inspector-cum-Executive Engineer logs in to Application based on login credentials. System routes the Application request to concerned Engineer based on Lift details.

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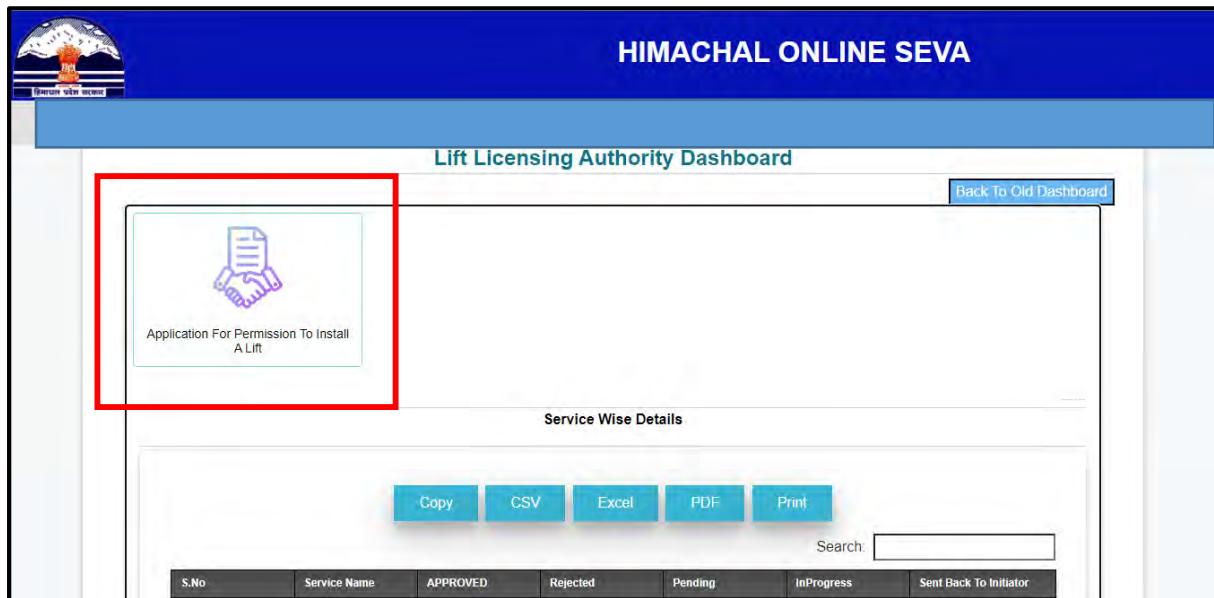

Officer can view the details of the applications, i.e. approved, pending etc, to view the details, click on the count of the applications. The details would be reflected as follows.
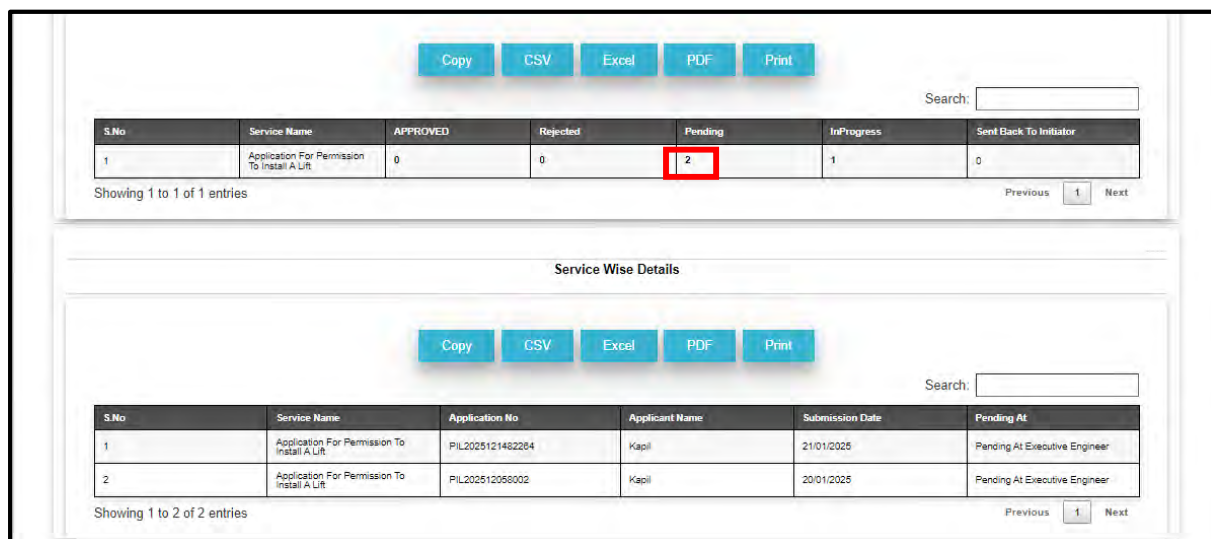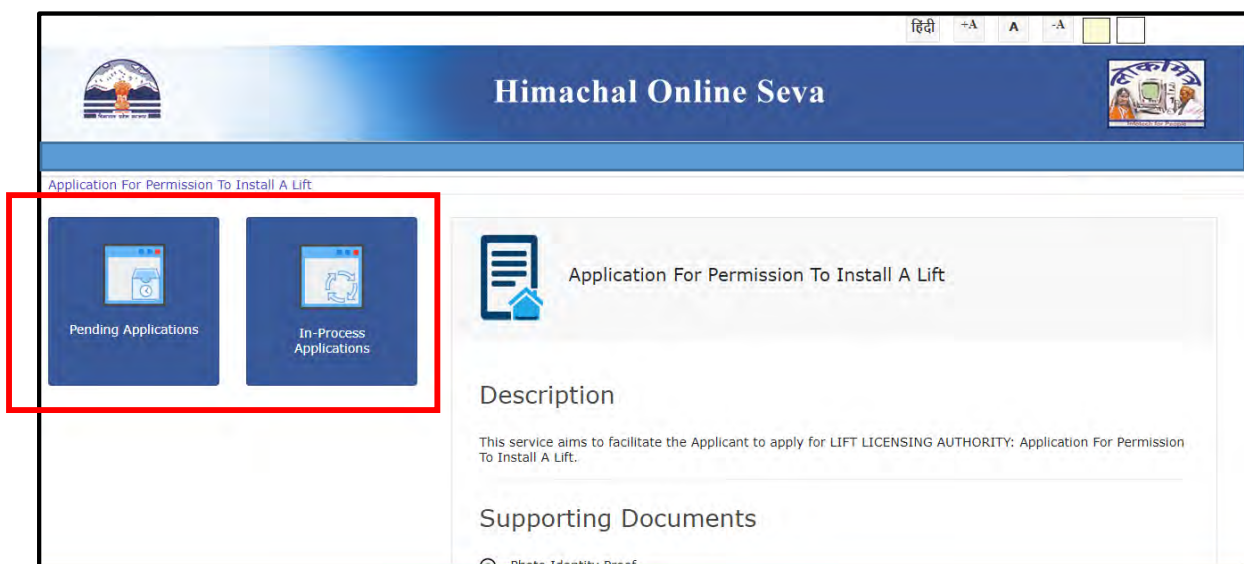
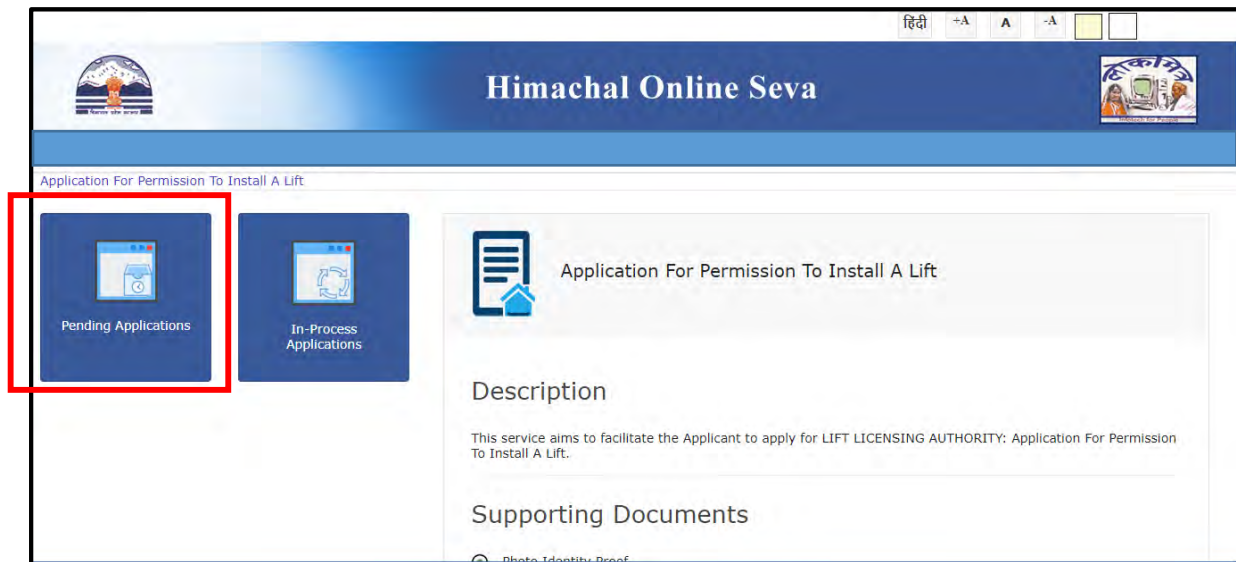To process the application, click on Application For permission to Install a Lift.

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

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

b) To view application, click on Application No

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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:

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

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

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.

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

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.

- 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.
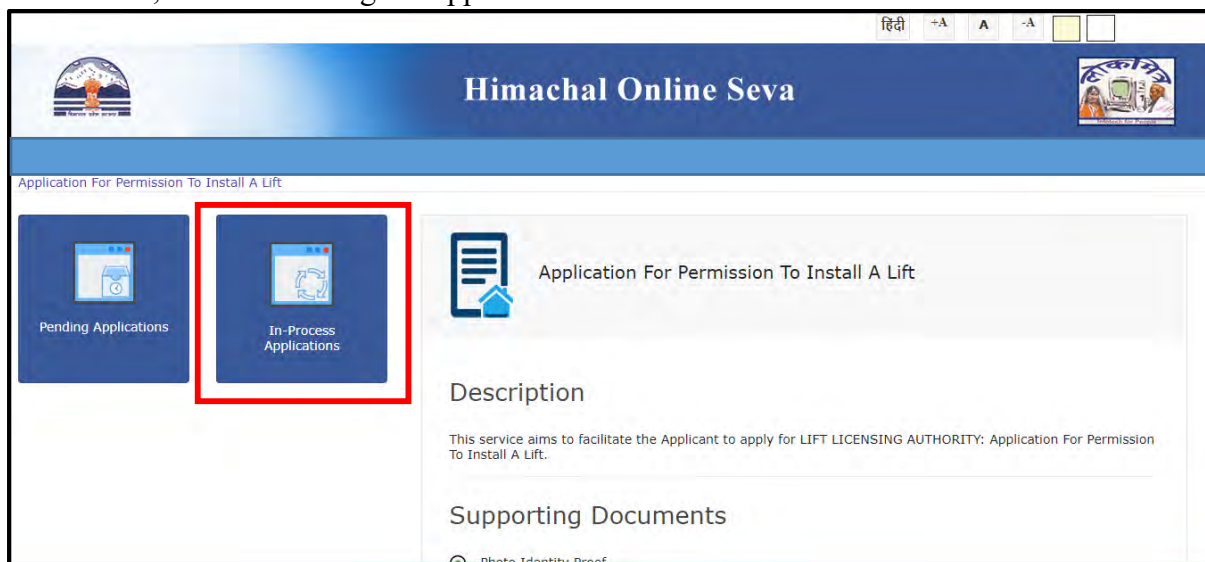

- To Send Back application to Citizen/Applicant for amendments, Enter Remarks in Remarks section, Select Send back to Citizen in Action and Click on Submit.
- After clicking on Submit, pop-up confirmation would be reflected to submit the application, on clicking on OK, application would be successfully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

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:

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

b) Licensing Authority-cum-Superintending Engineer Login

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

After login, the officer dashboard would be reflected as 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.
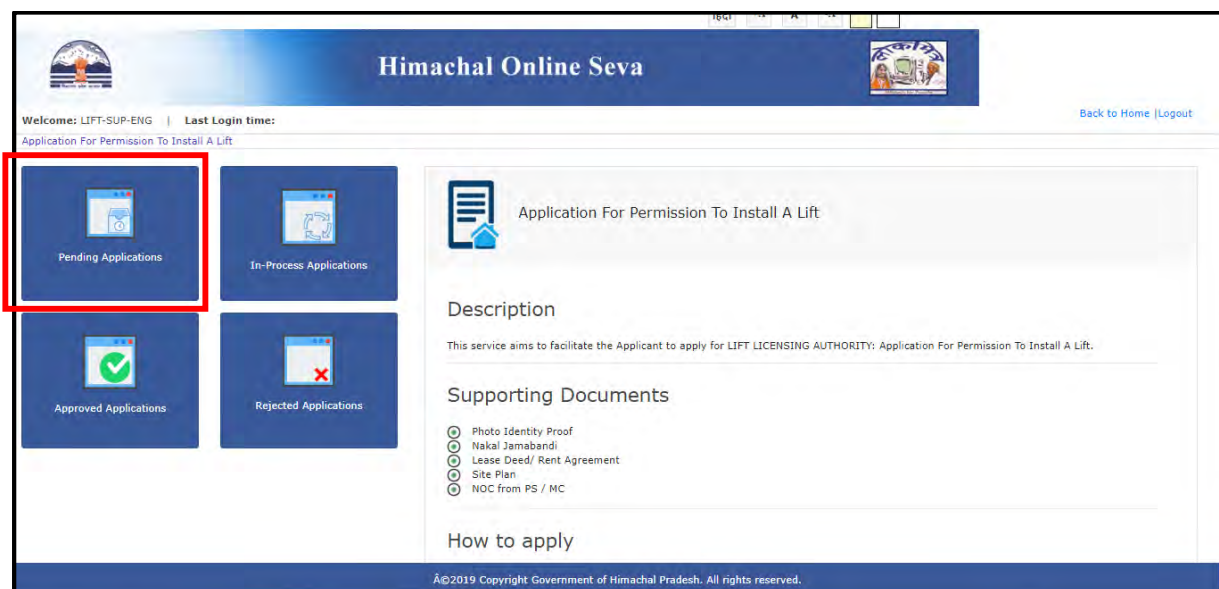

To process/view applications click on Application For Permission To Install A Lift.

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"

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

b) To view application, click on Application No

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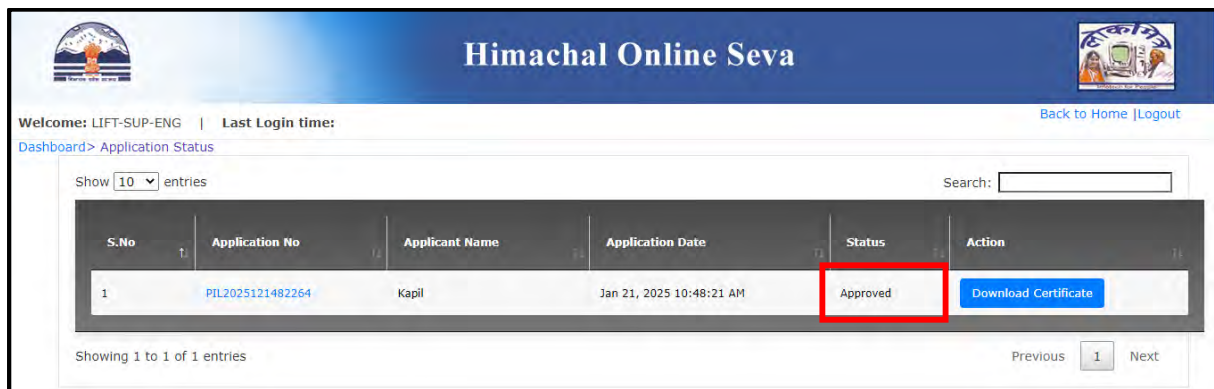
d) To "**Approve**" application, select approve in the Action drop down, enter Remarks and click on Submit. Confirmation pop-up with be reflected, click on OK to approve application.

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

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

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

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

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

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

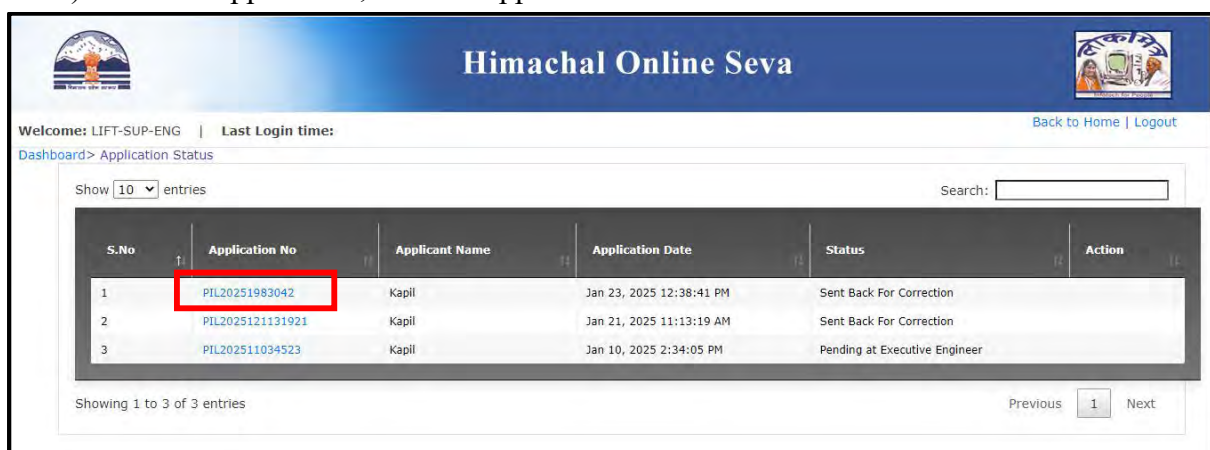k) After clicking on OK, application would be Rejected and status would be reflected as follow

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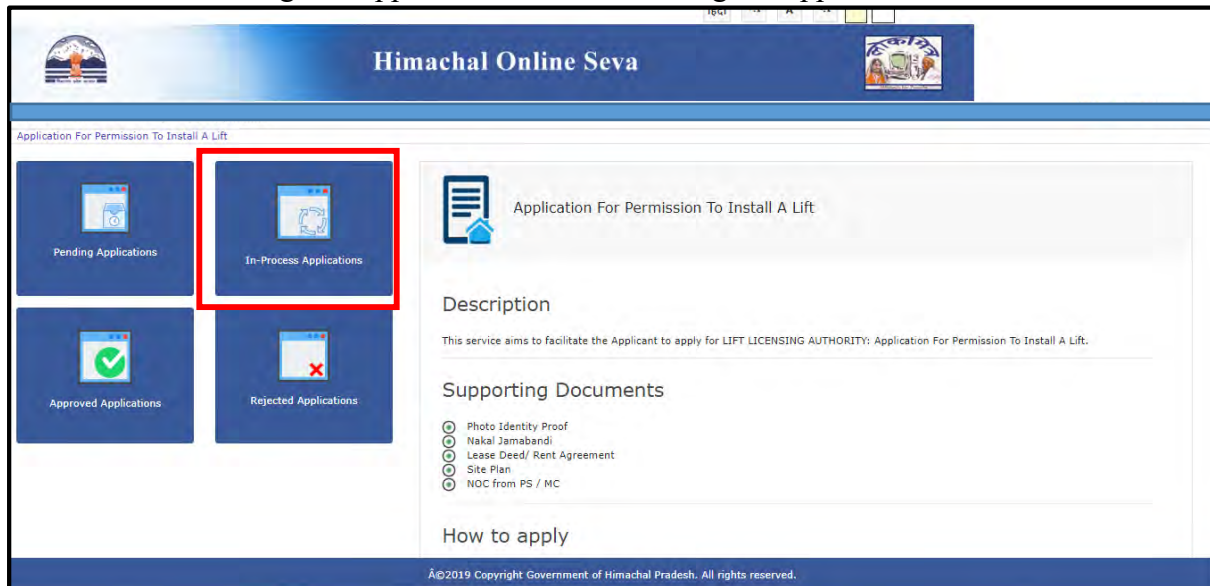
a) After clicking on In Progress applications, all the application send back to Lift Inspector-cum-Executive Engineer and Applicant/Citizen would be reflected as follows

b) To view application, click on application No.

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

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

2.3 To view Approved applications, click on Approved Applications.
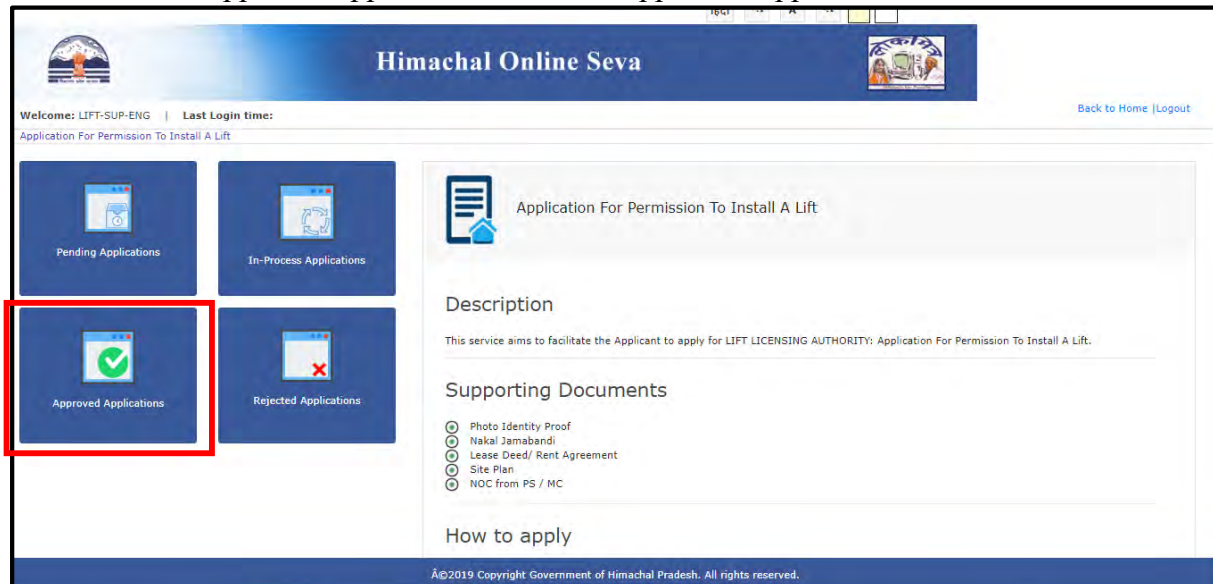
a) After clicking on Approved Applications, all the approved applications would be reflected as follows
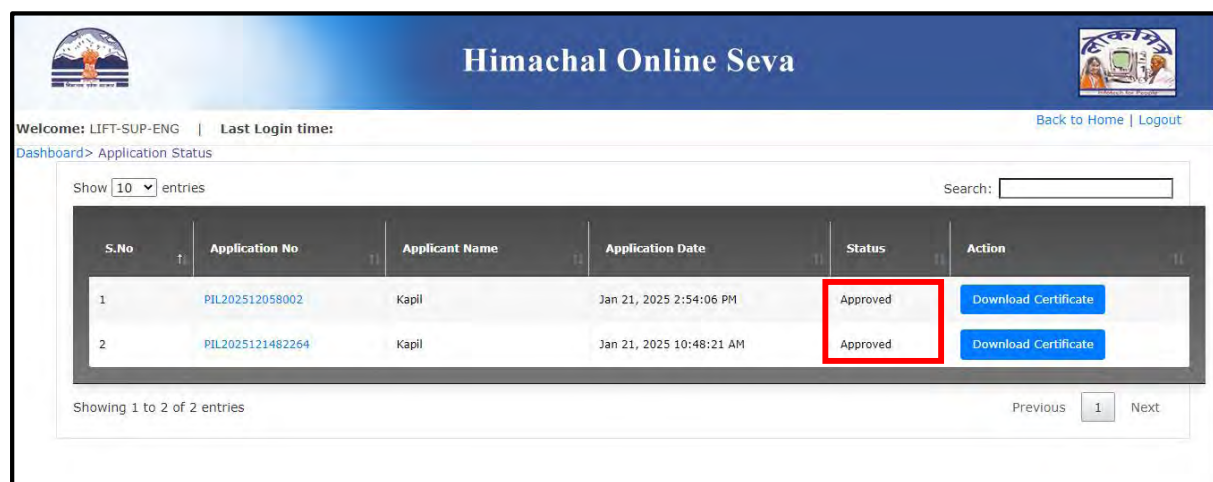
b) To view the certificate for approved applications, click on Download Certificate

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

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

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

2.4 To view Rejected Applications, Click on Rejected Applications.
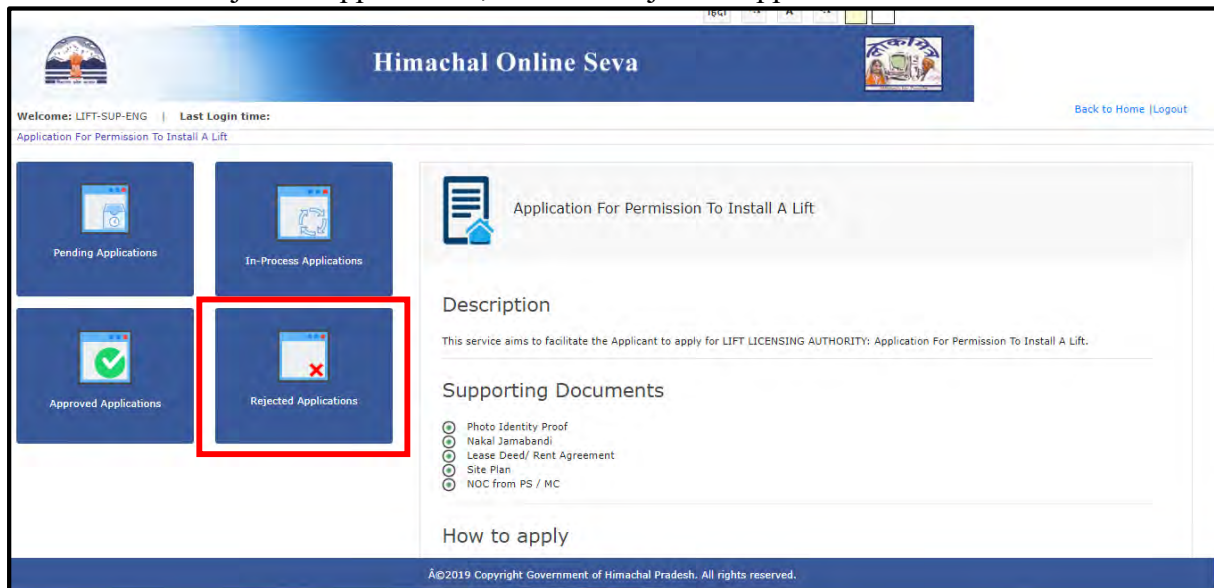
a) After clicking on Rejected Applications, all the approved applications would be reflected as follows