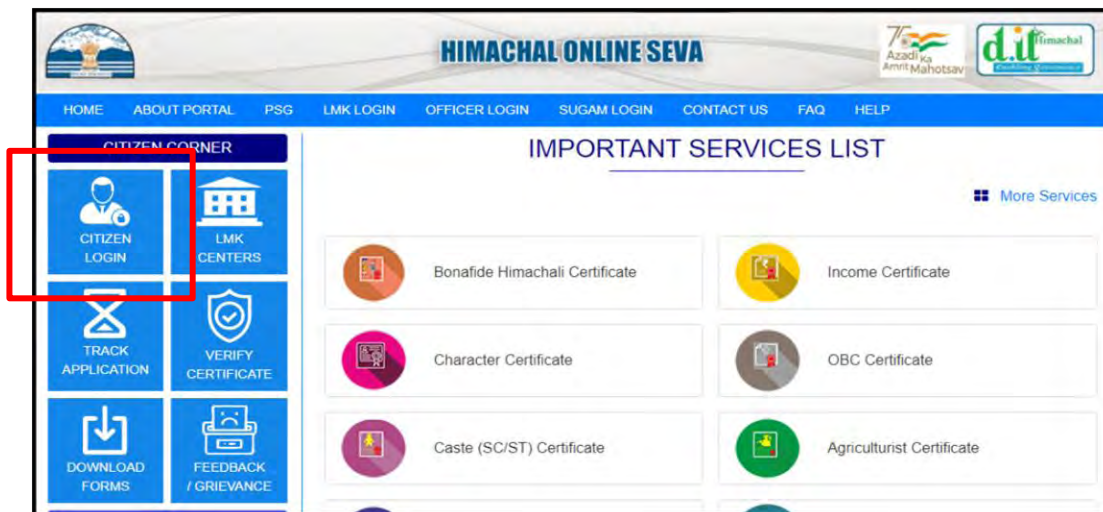


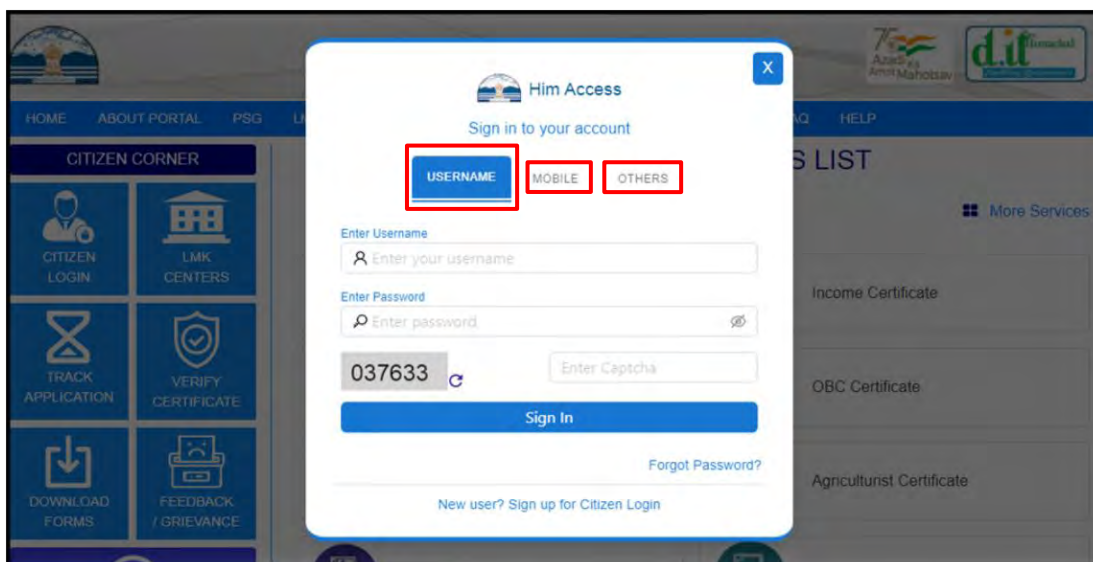
# **User Manual for Application for License to Work a Lift**

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.



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, the 'CITIZEN CORNER' menu includes options like 'CITIZEN LOGIN', 'LINK CENTERS', 'TRACK APPLICATION', 'VERIFY CERTIFICATE', 'DOWNLOAD FORMS', and 'FEEDBACK / GRIEVANCE'. The main content area shows the 'Sign in to your account' modal with tabs for 'USERNAME', 'MOBILE', and 'OTHERS'. The 'USERNAME' tab is active, showing fields for 'Enter Username' and 'Enter Password'. A 'Sign In' button is present, along with a 'Forgot Password?' link. A red box highlights the link 'New user? Sign up for Citizen Login'. To the right, the 'Sign up' modal is shown, featuring a progress bar with steps '1' and '2'. Step 1 is 'ID Verification', which includes a field for 'Aadhaar Number' and a 'Consent for Aadhaar eKYC' section. Step 2 is 'Personal Details'. The consent section includes a checkbox and text: 'I hereby give my consent to Government of Himachal Pradesh for fetching my identity and other information for purpose of e-KYC through UIDAI, using the Aadhaar OTP or Biometric authentication with UIDAI and seeding it with family data base (Him Pansari) Government of Himachal Pradesh and Him'. There are 'CANCEL' and 'GET OTP' buttons at the bottom.

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

The screenshot displays the Him Access portal interface. On the left, the 'CITIZEN CORNER' menu is visible. The main content area shows the 'Sign in to your account' modal with tabs for 'USERNAME', 'MOBILE', and 'OTHERS'. The 'USERNAME' tab is active, showing fields for 'Enter Username' and 'Enter Password'. A 'Sign In' button is present, along with a 'Forgot Password?' link. A red box highlights the 'Sign In' button. To the right, the 'Two Step Authentication' modal is shown, featuring a progress bar with steps '1' and '2'. Step 1 is 'OTP Verification', which includes a field for 'OTP' and a 'Time Remaining: 00:34' indicator. Step 2 is 'Authentication'. The 'OTP' field contains the digits '5 9 5 6 4'. The 'Authentication' section includes an 'AUTHENTICATE' button. A red arrow points from the 'Sign In' button to the 'AUTHENTICATE' button.

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

HIMACHAL ONLINE SEVA (e-District)

User Name: malikasharma30july@gmail.com | Old Dashboard | Logout

**Apply For New Service**

My Submitted Applications

Enter Service Name:  Enter Application No.:  Enter Applicant Name:  **Search**

**Load Submitted Application**

**NOTE:** Please Click on "Load Submitted Applications" button to view Submitted Application details.

Show  entries Search:

S.No	Service Name	Application No	Applicant Name	Date of application	Last updated on	Current Status	Action
No data available in table							

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.

Himachal Online Seva

Welcome: malikasharma30july@gmail.com | Last Login time: | Back to Home | Old Dashboard | Logout

☒ **Search By Name Of Service** ☐ **Search By Department**

**G2C Important Services**

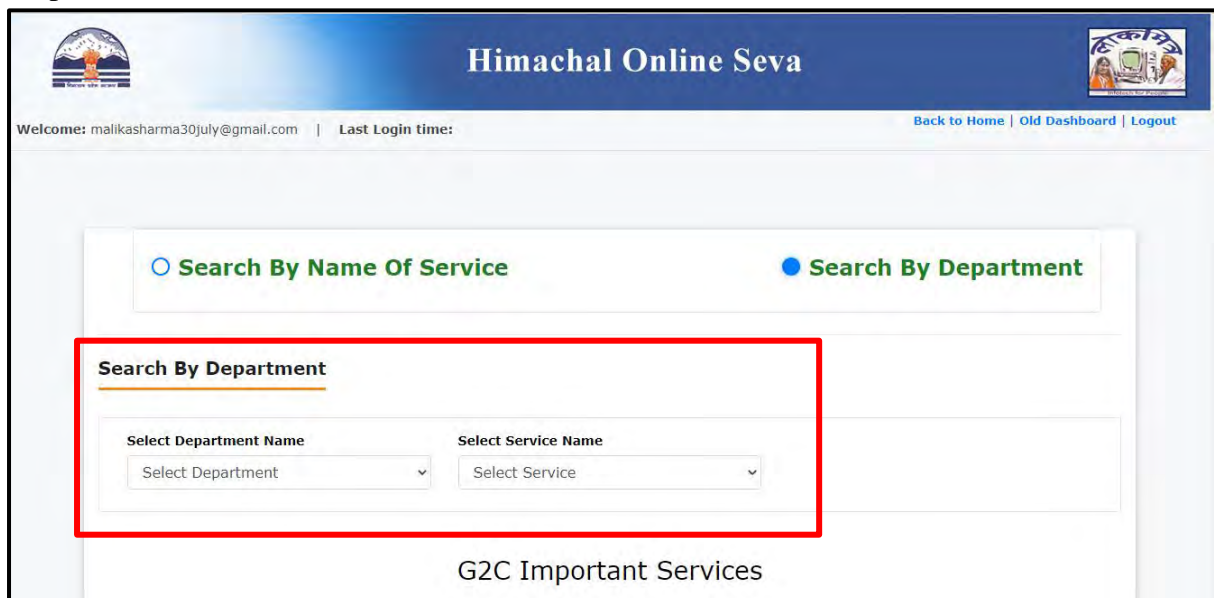
- Character Certificate
- Agriculturist Certificate
- Bonafide Himachali Certificate
- Income Certificate

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 welcome message: 'Welcome: malikasharma30july@gmail.com | Last Login time:'. Navigation links 'Back to Home', 'Old Dashboard', and 'Logout' are in the top right. Below the header, there are two radio buttons: 'Search By Name Of Service' (selected) and 'Search By Department'. 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.

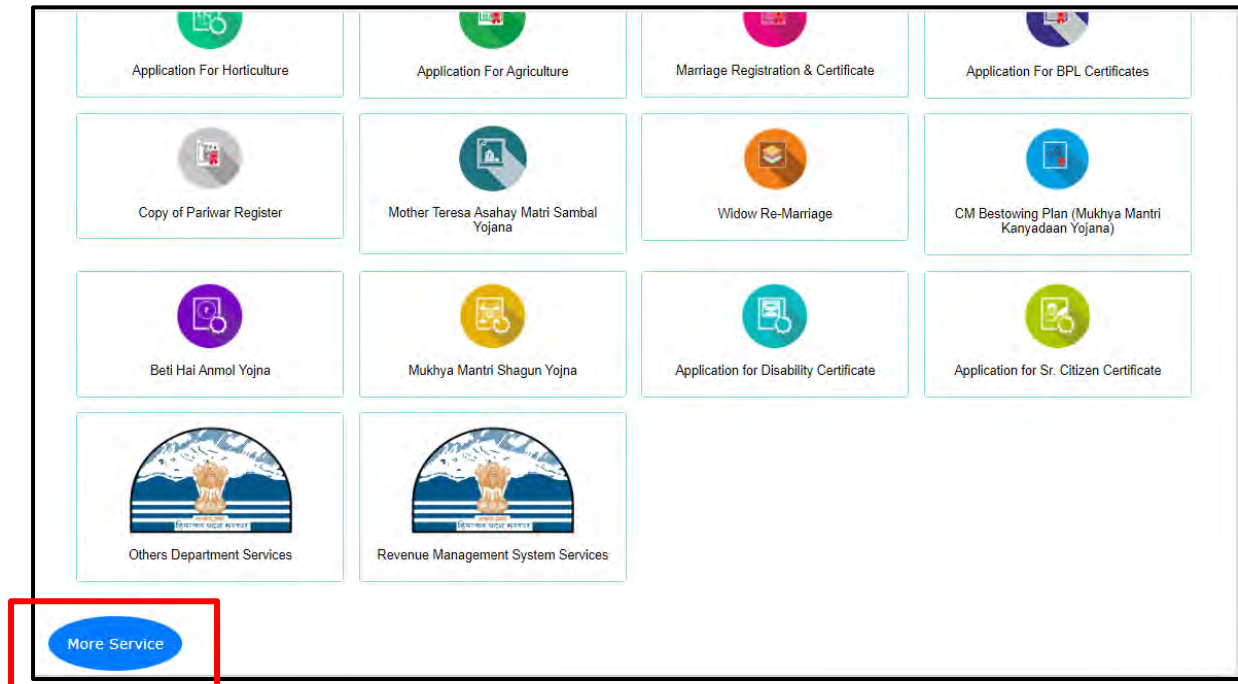
By Selecting Search by Department, select the Department Name and Service name from the drop down list and click on service



The screenshot shows the 'Himachal Online Seva' portal with the same header and navigation links as the previous image. In this view, the 'Search By Department' radio button is selected. 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.



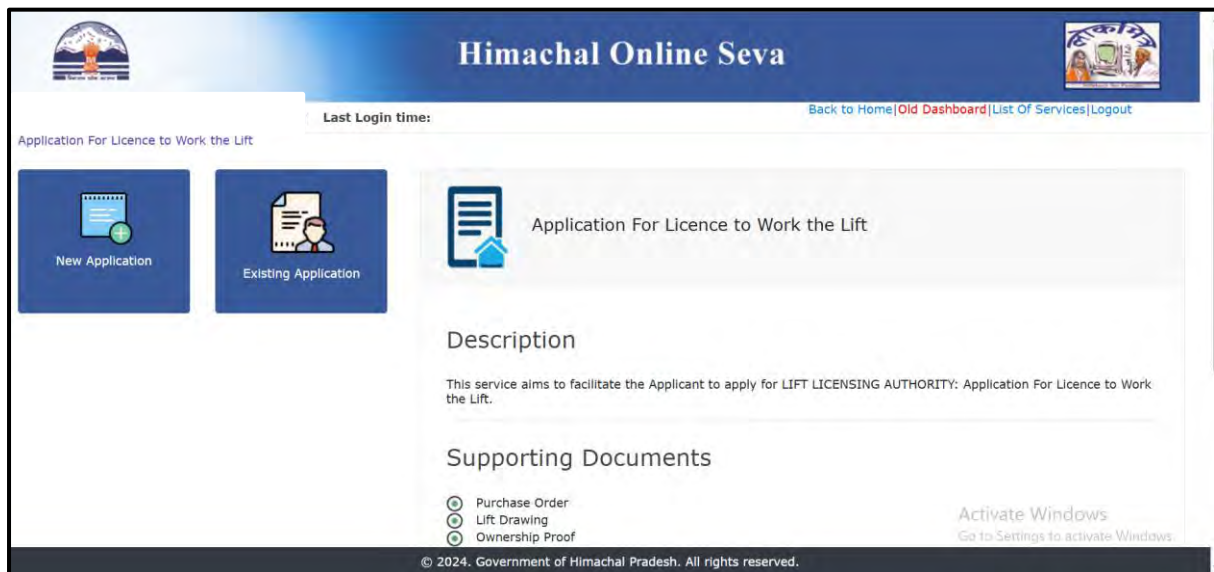
Click on More Service to apply for service



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 License to Work a Lift would be reflected.



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) In Application Type form select whether the permission was taken offline or online in case of online permission select online, in case offline permission is granted select offline.

The screenshot shows the 'Himachal Online Seva' web portal. The header includes the Himachal Pradesh logo and the text 'Himachal Online Seva'. Below the header, there is a navigation bar with tabs: 'Application Type', 'Applicant's Personal Details', 'Owners/Agents/Lift Details', 'Licensing Authority Details', 'Declaration Tab', and 'Upload Documents'. The 'Application Type' tab is active. In this tab, there are two radio buttons: 'Online' (selected and highlighted with a red box) and 'Offline'. Below the radio buttons, there is a section for 'Enter Application No.' with a search button. To the right, there is a field for 'As per Form B, Lift Installation Completion Date'. Below these, there are dropdown menus for 'Applied By' and 'Type of Lift'. To the right of these, there is a section for 'Whether a Licence has been previously granted' with a dropdown menu and a 'Browse' button. At the bottom right, there is a 'Next' button. The footer of the page includes the text 'Activate Windows' and 'Go to Settings to activate Windows'.

In case Online is selected, enter the Application number and record would be automatically fetched from the application for Permission of Install Lift.

This screenshot is identical to the one above, showing the 'Himachal Online Seva' web portal. The 'Online' radio button is selected and highlighted with a red box. The form includes fields for Application No., Applied By, Type of Lift, and a declaration section. The 'Next' button is visible at the bottom right. The footer of the page includes the text 'Activate Windows' and 'Go to Settings to activate Windows'.



In case Offline is selected, the details are to entered by the applicant/citizen.

Dashboard > Application For Licence to Work the Lift

Application Type	Applicant's Personal Details	Owners/Agents/Lift Details	Licensing Authority Details	Declaration Tab	Upload Documents
------------------	------------------------------	----------------------------	-----------------------------	-----------------	------------------

☐ Online ☒ Offline

As per Form B, Lift Installation Completion Date\*

Applied By\* Type of Lift\* Whether a Licence has been previously granted\*

Select Applied By Select Type of Lift Select Whether a Licence has been previously granted.?

Choose file No file chosen

Save

Activate Windows Go to Settings to activate Windows. Next

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- b) After entering the details, click on save, a confirmation pop-up would be reflected after saving the details, click on Next button to proceed further.

Dashboard > Application For Licence to Work the Lift

Application Type	Applicant's Personal Details	Owners/Agents/Lift Details	Licensing Authority Details	Declaration Tab	Upload Documents
------------------	------------------------------	----------------------------	-----------------------------	-----------------	------------------

☐ Online ☒ Offline

As per Form B, Lift Installation Completion Date\*

Applied By\* Type of Lift\* Whether a Licence has been previously granted\*

Select Applied By Select Type of Lift Select Whether a Licence has been previously granted.?

Choose file No file chosen

Save

Activate Windows Go to Settings to activate Windows. Next

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- c) After clicking on next button, fill the Applicant's Personal Details, click on save button, to save details, click on next to proceed further.

Himachal Online Seva

Back to Home | Old Dashboard | List Of Services | Logout

Dashboard > Application For Licence to Work the Lift

Application Type	Applicant's Personal Details	Owners/Agents/Lift Details	Licensing Authority Details	Declaration Tab	Upload Documents
------------------	------------------------------	----------------------------	-----------------------------	-----------------	------------------

Title\* Name\* Gender\*

Mr./ श्री testing Male/ पुरुष

Date of Birth\* E-Mail\* Mobile Number\*

01/03/1998 thakur rekha301@gmail.com 9816008263

Address\* Mode of Delivery\* Upload Applicant Signature\*

Online/ ऑनलाइन Browse... No file selected.

Back Save Next

- d) Fill the Owner's/Agent/Lift Details, In case any agent is available fill the agent details along with Lift Details or else fill the Lift Details.  
After filling the details click on save , a confirmation pop-up would be reflected, afterwards click on Next button to proceed.

**Himachal Online Seva**

Back to Home | Old Dashboard | List Of Services | Logout

Dashboard > Application For Licence to Work the Lift

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

**Agent's Details (if Any)**

Title: Select Title | Name: Enter Name | Gender: Select Gender

Date of Birth: Select Date of Birth | E-Mail: Email | Mobile Number: Mobile No.

Address: | Upload Agent Signature: Browse... No file selected.

**Lift Details**

Maximum No. of Passengers\*: Enter Maximum No. of Passengers | Rated Maximum Speed of the Lift\*: Enter Rated Maximum Speed of the Lift | Total Weight of the Lift\*: Enter Total Weight of the Lift

Capacity (Kg/ Persons)\*: Enter Capacity (Kg/ Persons) | Number of Supporting Cables/Pistons\*: Enter Number of Supporting Cables/Pistons | Weight of the Counter Weight\*: Enter Weight of the Counter Weight

Weight of Supporting Cables\*: Enter Weight of Supporting Cables | Description of the Supporting Cables/Pistons\*: Enter Description of the Supporting Cables/Pistons | Number of Opening\*: Enter Number of Opening

Size of the Supporting Cables\*: Enter Size of the Supporting Cables | Description of Car Cabin\*: Enter Description of Car Cabin | Type of Doors\*: Enter Type of Doors

Details of the construction of the overhead agreements with the weight and size of the beams\*: Browse... No file selected. | Depth of the Pit from Lowest Part of the Lift Cage when at the Lowest Floor\*: Enter Depth of the Pit from Lowest Part of the Lift Cage when at the Lowest Floor | Full details as to in what respects the lift does not comply with the requirements laid down in the SCHEDULE appended to the Himachal Pradesh State Lifts Rules 2005: |

Type of Room\*: Select Type of Room | Machine No. of Lift\*: Enter Machine No. of Lift | Registration No: Enter Registration No

Make & Model\*: Enter Make & Model | Year of Installation: Enter Year of Installation

Back | **Save** | **Next**

Activate Windows  
Go to Settings to activate Windows.

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

**Himachal Online Seva**

Back to Home | Old Dashboard | List Of Services | Logout

Dashboard > Application For Licence to Work the Lift

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

State\*: HIMACHAL PRADESH | District\*: Select District | Select Sub-Division: Select Sub-Division

Electrical Circle (Shimla/ Dharmshala)\*: Enter Electrical Circle (Shimla/ Dharmshala) | Location of Installation of Elevator\*: Enter Location of Installation of Elevator

Back | **Save** | **Next**

- f) After clicking on next button, Declaration tab would be reflected, select the button to confirm declaration. Click on save to save the details and next to proceed further.

**Himachal Online Seva**

Back to Home | Old Dashboard | List Of Services | Logout

Dashboard > Application For Licence to Work the Lift

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

**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. |

Back | **Save** | Next

- g) After clicking on next button, upload the necessary documents required for the same and click on Submit Button to submit the application for license to work a lift.

Dashboard > Application For Licence to Work the Lift

Application Type	Applicant's Personal Details	Owners/Agents/Lift Details	Licensing Authority 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><a href="#">Choose file</a> No file chosen</td><td></td><td></td></tr><tr><td>2</td><td>Lift Drawing*</td><td><a href="#">Choose file</a> No file chosen</td><td></td><td></td></tr><tr><td>3</td><td>Ownership Proof*</td><td><a href="#">Choose file</a> No file chosen</td><td></td><td></td></tr><tr><td>4</td><td>Covering Letter*</td><td><a href="#">Choose file</a> No file chosen</td><td></td><td></td></tr><tr><td>5</td><td>Map approval for lift from TCP/ MC*</td><td><a href="#">Choose file</a> No file chosen</td><td></td><td></td></tr><tr><td>6</td><td>Other Documents</td><td><a href="#">Choose file</a> No file chosen</td><td></td><td></td></tr></tbody></table>						S.No	Document Type	Action	Fetch From DigiLocker	File Name	1	Purchase Order*	<a href="#">Choose file</a> No file chosen			2	Lift Drawing*	<a href="#">Choose file</a> No file chosen			3	Ownership Proof*	<a href="#">Choose file</a> No file chosen			4	Covering Letter*	<a href="#">Choose file</a> No file chosen			5	Map approval for lift from TCP/ MC*	<a href="#">Choose file</a> No file chosen			6	Other Documents	<a href="#">Choose file</a> No file chosen		
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5	Map approval for lift from TCP/ MC*	<a href="#">Choose file</a> No file chosen																																						
6	Other Documents	<a href="#">Choose file</a> No file chosen																																						
<a href="#">Back</a>					<a href="#">Submit</a>																																			

- h) On clicking on submit button, the confirmation pop-up for submission of the application would be reflected.

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

[OK](#)

Welcome: hc | Last Login time: Jul 29, 2025 3:05:22 PM

[Back to Home](#) [Old Dashboard](#) [List Of Services](#) [Logout](#)

Application For Licence to Work the Lift > Payment Details

### Payment Details

S.No	Application No	Application Date	Applicant Name	Amount	Payment Gateway	Payment Status	Bank Ref No	Action
1				750		PENDING		<a href="#">Pay</a>

[top](#)

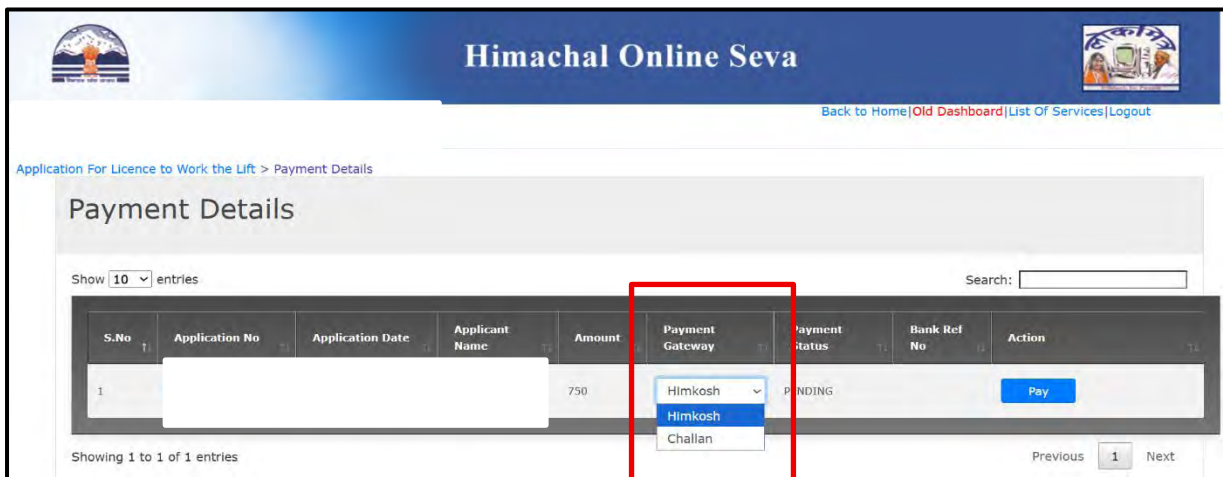
- i) After submission for application citizen/applicant will make the payment of Rs 750/- by selecting the mode of payment and clicking on pay.



The screenshot shows the 'Himachal Online Seva' website interface. The header includes the Himachal Pradesh logo, the text 'Himachal Online Seva', and navigation links: 'Back to Home', 'Old Dashboard', 'List Of Services', and 'Logout'. Below the header, the breadcrumb trail reads 'Application For Licence to Work the Lift > Payment Details'. The main section is titled 'Payment Details'. It features a 'Show 10 entries' dropdown and a search bar. A table displays payment information for one entry:

S.No	Application No	Application Date	Applicant Name	Amount	Payment Gateway	Payment Status	Bank Ref No	Action
1					Himkosh	PENDING		<a href="#">Pay</a>

At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons.



This screenshot is similar to the previous one, but the 'Payment Gateway' dropdown menu is open, showing three options: 'Himkosh', 'Himkosh', and 'Challan'. The amount in the table is now '750'. The rest of the interface remains the same.

- j) After successful payment, the application would be forwarded to Lift Inspector-cum-Executive Engineer.