



DEPARTMENT
OF
ELECTRICAL
INSPECTORATE
(DEI)

User Manual: License to
Run - Lifts /Escalator
/Passenger Conveyors

Table of Contents

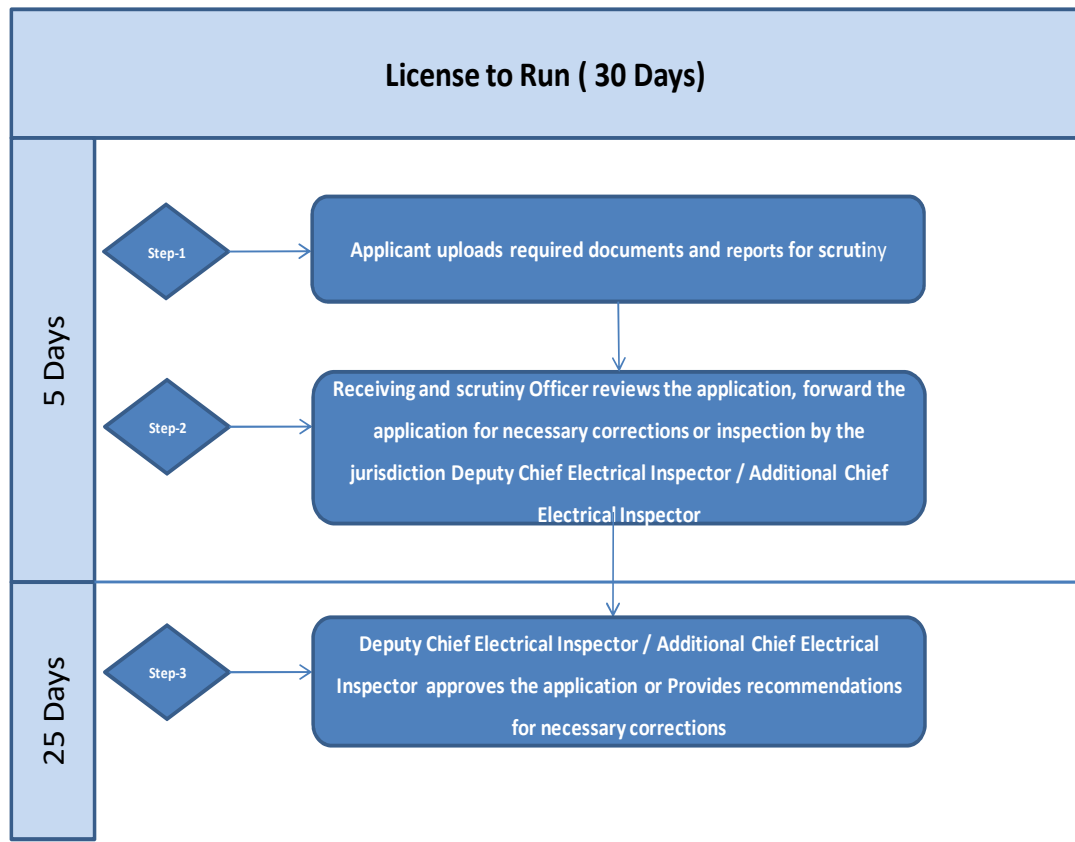
License To Run.....	3
1. Work flow.....	5

License To Run : Lifts /Escalator /Passenger Conveyors

Competent Authority	DEPARTMENT OF ELECTRICAL INSPECTORATE
Name of the Service	License To Run
Who are eligible to get this service	Any person or Company who intends to get the Lift/Escalator/Passenger Conveyors erected in the State of Karnataka
Stage	Pre-Establishment
Sakala Timeline	30 Days
Documents to be enclosed with the request	<p>Application from Owner in Form B-1and enclose the following,Completion report of the Registered person in respect of Lift in Form-B2 and in respect of escalator and passenger conveyor in Form-B3</p> <p>Copy of manufacturer test certificates for the following, namely:-</p> <p>In case of Lifts:-</p> <ol style="list-style-type: none"> motor or machine. over speed governor . controller. buffers. door drive. lift Car and Landing door fire rating. main hoist and governor rope. electrical travelling cable. <p>In case of Escalators or Passenger conveyors:-</p> <ol style="list-style-type: none"> motor and machine. over speed governor. controller.
Apply here:	https://ksej.gov.in/eisoft/Home.aspx?serv_cat=9&srv_code=35
Procedure	<ol style="list-style-type: none"> Applicant will log in to service of official website https://ksej.karnataka.gov.in Departmental webpage will open showing the details of service, details of scanned documents requires, service process Next enter the mobile number and applicant will get the OTP which is to be entered. Once OTP is entered the application gets opened. Applicant need to fill all fields, upload all the requested scanned documents and make online payment of fees then save and submit After successful submission of application , applicant will get the acknowledgement. The concerned AEI will receive the application online and verifies documents , test certificates , notes his/her observations and generates the report and submits the same online to Additional Chief Electrical Inspector/Deputy Chief Electrical Inspector for inspection ACEI/DCEI reviews the report and the application submitted . If application found in order , the ACEI/DCEI will update the inspection date. On the scheduled dates the authority will conduct the inspection. If observations are found during the inspection , defect letter will be issued to the applicant and if installation is in conformity with Act and Rules , ACEI/ DCEI will prepare recommendation letter to CEIG for issue of License Applicant shall attend the defects and submit the compliance report for having attended the defects and submit the compliance report for having attended the defects intimated by this department through online.ACEI/DCEI will visit the spot and verify the defects . And will recommend to CEIG for issue of License AEI at Head office will receive the recommendation letter from ACEI/ DCEI online. AEI will prepare the draft of the License and will sent to DEI for review

	10. CEIG will issue the licence.
Fee/Charges to be paid to get the service	Rs.100/-(Application Fee) + Applicable fee per as per Annexure-1
Grievance Portal	
Sakala	
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Additional Chief Electrical Inspector
Maximum number of days to wait to get the decision of the Competent Officer	45 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Additional Chief Electrical Inspector -Head office
Maximum no. of days to wait to get the decision of Appellate Authority	45 Working Days
Integrated Public Grievance System (IPGRS)	
Website	https://ipgrs.karnataka.gov.in/

1. Work flow



Annexure-1

Annexure-1		
1	Fees for grant of license (Initial Inspection) per lift.	
i	Multi-storied Building up to six floors including basement and ground floors. (a) Residential Building (b) Non-residential Building	(a) 2500/- (b) 3500/-
ii	Multi-storied Building having more than 6 floors up to 15 floors including basement and ground floors. (a) Residential Building (b) Non-residential Building	(a) 3500/- (b) 4500/-
iii	Multi-storied Building having more than 15 floors up to 25 floors including basement and ground floors. (a) Residential Building (b) Non-residential Building	(a) 4500/- (b) 5500/-
iv	Multi-storied Building having more than 25 floors including basement and ground floors. (a) Residential Building (b) Non-residential Building	(a) 6000/- (b) 7000/-
2	Fees for grant of license (Initial Inspection) (Residential and commercial)	4000/-

