



## **GOVERNMENT OF TAMILNADU ELECTRICAL INSPECTORATE**

APPLICANT MANUAL FOR RENEWAL OF LIFT LICENCE TO WORK A LIFT

(FORM G)

1. Go to the website <https://tnei.tn.gov.in/lift/>
2. To access the portal click 'Login' and enter the Email ID and password in the fields.

The screenshot displays the official website of the Government of Tamil Nadu Electrical Inspectorate. The header includes the date '24 November, 2024, Sunday', a 'Skip to Navigation' link, and text size controls. The main header features the Government of Tamil Nadu logo, the text 'Government of Tamil Nadu Electrical Inspectorate', and the Tamil text 'தமிழ்நாடு அரசு மின் ஆய்வுத்துறை'. A 'Lift / Escalator Licence' button is visible in the top right. On the left, a sidebar menu contains 'Login', 'Sign Up', 'Forgot Password', and 'Guidelines'. The 'Login' section is highlighted. The login form includes fields for 'Email ID' and 'Password', both masked with dots. Below these fields is a CAPTCHA image with the text 'Type the characters you see in the picture' and the characters 'vcmhn'. There are links for 'New Consumer?' and 'Forgot Password?'. A callout box with an arrow points to the 'LOGIN' button, with the text 'Click on Login'. Below the login form, there is a notice about the revised fee structure as per the Amendments to the Tamil Nadu Lifts and Escalators Rules, 1997 dated 10-10-2018 (G.O. Ms No.70, Energy (D2) dated 10.10.2018). The footer contains the copyright notice: '© Copyright 2024 All rights reserved with Electrical Inspectorate, Government of Tamil Nadu'.

3. After logging in successfully, click on "Apply Form G" tab under the section "Lift Licence Renewal (Form G)" to renew the lift licence. Then click on Send renewal request. Complete all fields of Form G, attach required files, and click "Apply" to make an application.

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Electrical Inspectorate

தமிழ்நாடு அரசு  
மின் ஆய்வுத்துறை

Lift & Escalator Licence

Welcome SithananthamSI

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- Settings
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- Submit Existing Licence
- View Lift Erection Permission Status (Form B)
- Lift Erection Completion Report (Form C, D & E)
- Lift Licence Status (Form F)
- Lift Licence Renewal (Form G)**
  - Apply Form G
  - View Renewals
- Challan
- Name Change of Lift Licence
- Lift Common Dashboard
- Escalators Managements

### Renewal Request

S. No.	Lift Licence No	Expiry Date	Action
1	F1234	10 Nov 2016	<a href="#">Send Renewal Request</a>

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Lift & Escalator Licence

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Managements

### Apply for Renewal

Registered No. F1234

Date of Registration 11-11-2025

Date of Expiry 10-11-2016

Address of Lift Erected 15, Peter&#039;s road

Name of Annual Maintenance Company (AMC) -- Please Select --

Attach Copy of AMC agreement: Choose file No file chosen

Total Number of Landings of the Lift: 5

Renewal Fee and Additional Fee: 45300

Copy of Insurance Policy: Choose file No file chosen

☐ View Rule 5 (1) TNLR 1997


APPLY

Fill in all fields

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- After generating Form G by clicking on 'Generate PDF', click on 'View Form G' to download 'Form G'.

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Lift & Escalator Licence

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## FORM G

[See rule 5 (1)]

### APPLICATION FOR RENEWAL OF LICENCE FOR WORKING A LIFT

**To**

Electrical Inspector / Chennai - North,  
Thiru.vi.ka. Industrial Estate,  
Guindy,  
Chennai - 600032.

**Lift Ref. No 67890**

**Sir,**

Sub: Application for renewal of licence for working the Lift at **15, Peter's road, 600020**

As required under rule 5 (1) of the Tamil Nadu Lift and Escalator Rules, 1997, I/We here by apply for the renewal of licence for working the Lift and the required particulars are furnished below and request that renewal of licence may be granted.

1.	Full name and address of the applicant	M/S. ABC pvt ltd,15, Peter's road
2.	Contact Number and E-mail Id	
3.	Address of the place where the lift has been erected together with the name of the Owner thereof	15, Peter's road-600020
4.	Details of licence previously granted	No F1234
5.	Details of fee paid.	Rs.45300
5.	Total Number of Landings.	5
6.	Whether a copy of valid Insurance Policy taken by the Owner of the lift covering insurance for person using the lift is enclosed.	Attached
7.	Whether a copy of Annual Maintenance Contract for the lift is enclosed.	M/s. Grace Lifts Copy of AMC agreement is attached
7.	Whether a copy of test reports issued by the authorised competent person is enclosed.	Attached

Yours faithfully,

Signature of the Owner of the Lift

**GENERATE PDF**

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- After it has been downloaded, sign the Form G. Select the "View Renewals" tab under the "Lift Licence Renewal (Form G)" section. To submit the signed Form G, select "Submit Form G" under the "Action" tab.

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### Renewal Details

Form G Generated successfully

**Note:** Download the generated Form G and put the signature, then click Submit Form G to upload signed Form G.

S. No.	Lift Licence No.	Request Sent Date	Validity	Queries	Form G	Action	Inspection Date
1	F1234	07 Jan 2025	--		Download	Submit Form G	--

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- Upload the signed Form G and click on 'Submit'.

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Lift & Escalator Licence

Welcome SithanthamS!

Submit Form G

Select Licence No. F1234

Signed Form G Choose file No file chosen

SUBMIT CLEAR ALL

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5. Select the lift for which challan is to be generated and click 'Generate Challan'. The generated challan is for reference purpose only and should not be used for payment at treasury banks. Kindly use the reference number mentioned in the challan and pay through karuvoolam site <https://www.karuvoolam.tn.gov.in/challan/echallan>

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Lift & Escalator Licence

Welcome SithanthamS!

Submit Form G

The Form G uploaded successfully.

Select	Lift Licence Number	Applicant Name	Fee Amount (Rs)
<input checked="" type="checkbox"/>	F1234	ABC pvt ltd	45,300.00
Total Amount (Rs)			45,300.00

GENERATE CHALLAN

**Note:** This Challan is for your reference purpose only and should not be used for payment at treasury banks. Kindly use the reference number mentioned in the challan and pay through karuvoolm site (<https://www.karuvoolam.tn.gov.in/challan/echallan>)

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6. After successful payment of fee, upload the paid challan and fill out the details in the 'submit paid challan' tab and then click 'submit'.

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## Government of Tamil Nadu Electrical Inspectorate

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Lift / Escalator Licence

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### Submit Paid Challans

Challan No.

Reference No.

Date of Payment

Fee Paid

Upload Challan

Upload challan

( Note : Original remitted challan to be sent to department. )

Type the characters you see in the picture
 



SUBMIT

CLEAR ALL

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7. On receipt of Form G, the Inspector shall make an inspection within fifteen days and on getting himself satisfied that the provisions of the Act and these rules are complied with, the Inspector shall renew the licence in Form "F" within fifteen days from the date of receipt of rectification of defects, if any. To view the status of the form F click on 'View Renewals' and download the issued form F in the 'Action' tab.

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