



GOVERNMENT OF TAMILNADU ELECTRICAL INSPECTORATE

APPLICANT MANUAL FOR OBTAINING LICENCE TO OPERATE AN ESCALATOR

(FORM F)

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



The screenshot displays the login interface for the Government of Tamil Nadu Electrical Inspectorate. At the top, it shows the date "24 November, 2024, Sunday" and navigation options like "Skip to Navigation" and "Text Size". The header includes the organization's name in English and Tamil, along with the state emblem. A prominent button labeled "Lift / Escalator Licence" is visible. The main content area is titled "Login" and features a sidebar with links for "Login", "Sign Up", "Forgot Password", and "Guidelines". The login form contains fields for "Email ID" and "Password", both masked with dots. Below these fields is a CAPTCHA challenge with the text "Type the characters you see in the picture" and two images of the characters "vcmhn". There are also 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 form, a notice mentions revised fee structures as per amendments to the Tamil Nadu Lifts and Escalators Rules, 1997. The footer contains the copyright notice: "© Copyright 2024 All rights reserved with Electrical Inspectorate, Government of Tamil Nadu".

- Click on the 'Form B Status' tab under the 'View Escalator Erection Permission Status' section. Then, click on the 'Proceed to Apply for Form F' tab to make an application for obtaining a license to operate an Escalator for which erection permission has been granted in Form B.

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Government of Tamil Nadu
Electrical Inspectorate

தமிழ்நாடு அரசு
மின் ஆய்வுத்துறை

Lift & Escalator Licence

Welcome SithananthamSI

Form B Status

Search

S. No.	Application No.	Escalator Ref. No.	Applicant Name	Status	Action	Queries
1	escalator-2025-E4Wah-10409	10238/E/B/CHN(N)/Dt:06/01/2025	xxxx	Issued	Proceed to apply Form F	
2	escalator-2023-24h21-10409	--	zxzX	Pending	--	

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4. Click on “Generate Form D” and then “Generate” to generate Form D.

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Government of Tamil Nadu Electrical Inspectorate தமிழ்நாடு அரசு மின் ஆய்வுத்துறை

Lift & Escalator Licence

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GENERATE FORM C, D & E

GENERATE WORK COMPLETION REPORT OF THE MANUFACTURER OF ESCALATORS (FORM D)

Generate Form D (PDF FORMAT & Get the Signature from Manufacturer)

View Generated Form D

GENERATE FORM OF COMPLETION REPORT FROM LICENCED CONTRACTOR (FORM E)

Generate Form E (PDF FORMAT & get the Signature from Electrical Contractor)

View Generated Form E

GENERATE NOTICE INTIMATING THE COMPLETION OF THE WORK OF ESCALATOR ERECTION (FORM C)

Generate Form C (It can be generated after Form D and E completed)

View Generated Form C

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Government of Tamil Nadu Electrical Inspectorate தமிழ்நாடு அரசு மின் ஆய்வுத்துறை

Lift & Escalator Licence

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Form D Details

S. No.	Escalator Ref No	Manufacturer Name	Form D	Status
1	10238/E/B/CHN(N)/Dt:06/01/2025	Kone Elevators India Pvt Ltd	Generate	--

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5. Fill out all the details and click 'Submit'.

The screenshot displays the website interface for the Government of Tamil Nadu Electrical Inspectorate. The header includes the date '06 January, 2025, Monday', navigation options, and the text 'Skip to Navigation | Text Size - A + |'. The main header features the Government of Tamil Nadu logo and the text 'தமிழ்நாடு அரசு மின் ஆய்வுத்துறை' (Tamil Nadu Government Electrical Inspectorate) and 'Lift & Escalator Licence'. A welcome message 'Welcome SithanthamS!' is visible.

The main content area is titled 'Work Completion Report of the Manufacturer of Escalators (Form D)'. It contains a form with the following fields:

- Escalator Ref No: 10238/E/B/CHN(N)/Dt:06/01/2025
- Erection of Escalator: 1
- Make of Escalator: Kone Elevators India Pvt Ltd
- Serial No (Enter):
- Rated Speed: Others
- Angle of Inclination: Others
- Vertical rise of the escalator: Others
- Width of the escalator: Others
- Rated Capacity in Persons/Hour: Others

A callout box with the text 'Fill in all fields' points to the form fields. At the bottom of the form, there are 'SUBMIT' and 'CLEAR ALL' buttons. The footer contains the copyright notice: '© Copyright 2025 All rights reserved with Electrical Inspectorate, Government of Tamil Nadu'.

6. After generating Form D by clicking on 'Generate PDF', click on 'View Form D'. Once the form is downloaded, obtain the manufacturer's signature.

- Apply Escalator
- > Erection Permission (Form A)
- > Submit Existing Licence
- View Escalator
- > Erection Permission Status (Form B)
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- > Completion Report (Form C, D & E)
- Escalator Licence Status (Form F)
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To

The Inspector of Lifts and Escalators,
Escalator Ref. No: **10238/E/B/CHN(N)/Dt:06/01/2025**

Sir,

**Sub: Erection of Escalator
Submission of Completion Report**

We M/S Kone Elevators India Pvt Ltd having undertaken the work of erection of the lifts or escalators at the premises of [redacted] and having completed the erection of the said escalator hereby certify that the work of erection of the lift or escalator complies with the provisions of the Tamil Nadu Lifts and Escalator Rules, 1997. We further certify that the erection and testing of the escalator has been carried out in accordance with the provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and Tamil Nadu Lifts and Escalator Rules, 1997 and confirm that the Lift car, motor, Controller, Ropes, Governor and all the system components of the Escalators have been tested and conforming to the Bureau of Indian Standards or relevant International Standards.

It is certified that the Building in which the escalator is erected is structurally sound and stable. We further certify that the escalator installation is ready for Inspection which is required to be made for the purpose of Issuing a licence under the said Act and the Rules, for working the same.

We undertake the full responsibility of the Installation to be handed over duly to the owner after Inspection and compliance of provisions of the said Act and Rules.

Particulars

Make of Escalator and Serial No.	:	Kone Elevators India Pvt Ltd and 7899765
Angle of inclination of Escalator	:	
Width of the Escalator	:	
Vertical rise of the escalator	:	
Rated Speed of Escalator	:	
Rated Capacity in Persons/Hour	:	

Yours faithfully,

Signature of the Manufacturer of the Escalators or the Company of the Electrical and Mechanical Engineers.

Registration Certificate No:

Validity:

GENERATE PDF

The screenshot displays the website interface for the Government of Tamil Nadu Electrical Inspectorate. At the top, there is a navigation bar with the date '06 January, 2025, Monday', a 'Skip to Navigation' link, and text size controls. The header features the organization's name in English and Tamil, along with its logo. A 'Lift & Escalator Licence' button is visible in the top right. Below the header, a dark bar displays a welcome message: 'Welcome SithanthamS!'. The main content area is divided into a left sidebar with a menu and a central 'Form D Details' section. The sidebar menu includes options like Home, Settings, Escalator Common Dashboard, Apply Escalator Erection Permission (Form A), Submit Existing Licence, View Escalator Erection Permission Status (Form B), Escalator Erection Completion Report (Form C, D & E), Escalator Licence Status (Form F), Escalator Licence Renewal (Form G), Challan, Name Change of Escalator Licence, and Lifts Managements. The 'Form D Details' section shows a 'Generated successfully' message above a table with one entry. The table has columns for S. No., Escalator Ref No, Manufacturer Name, Form D, and Status. The entry for S. No. 1 has a 'View Form D' button highlighted with a red box. Below the table, there are navigation links: «Previous», Next», and 1 of 1. The footer contains the copyright notice: © Copyright 2025 All rights reserved with Electrical Inspectorate, Government of Tamil Nadu.

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Lift & Escalator Licence

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Form D Details

Generated successfully

S. No.	Escalator Ref No	Manufacturer Name	Form D	Status
1	10238/E/B/CHN(N)/Dt:06/01/2025	Kone Elevators India Pvt Ltd	---	View Form D

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7. After completing Form D Click on “Generate Form E” and then “Generate” to generate Form E.

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Lift & Escalator Licence

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GENERATE FORM C, D & E

GENERATE WORK COMPLETION REPORT OF THE MANUFACTURER OF ESCALATORS (FORM D)

Generate Form D (PDF FORMAT & Get the Signature from Manufacturer)

View Generated Form D

GENERATE FORM OF COMPLETION REPORT FROM LICENCED CONTRACTOR (FORM E)

Generate Form E (PDF FORMAT & get the Signature from Electrical Contractor)

View Generated Form E

GENERATE NOTICE INTIMATING THE COMPLETION OF THE WORK OF ESCALATOR ERECTION (FORM C)

Generate Form C (It can be generated after Form D and E completed)

View Generated Form C

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Form E Details

S. No.	Escalator Ref No	Contractor Name	Form E	Status
1	10238/E/B/CHN(N)/Dt:06/01/2025		Generate	--

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8. Fill out all the details and click 'Submit'.

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Form of Completion Report from Licenced Contractor (Form E)

Escalator Ref No: 10238/E/B/CHN(N)/Dt:06/01/2025

Erection of Escalator

Voltage and System of Supply (V): 3 Phase 415V System

Particulars of Work: Electrical Wiring work for the Escalator

(a) M.V. Installations

Equipment: Escalator

Capacity of Motor

Voltage of Motor: 3 Phase 415V

Fed from Distribution Board/Switch Board

(b) Lighting

(c) Test Results

Insulation resistance for the whole of installation: 50 Mega Ohms

Between phases: 50 Mega Ohms

Between each phase and earth: 50 Mega Ohms

Resistance of earth electrode for earthing system: Below 5 Ohms

Maximum earthing resistance of installation: 2 Ohms

SUBMIT CLEAR ALL

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- After generating Form E by clicking on 'Generate PDF', click on 'View Form E'. Once the form is downloaded, obtain the Electrical Contractor's signature.

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FORM E

[See rule 4 (1)]

FORM OF COMPLETION REPORT FROM LICENSED CONTRACTOR FOR ELECTRICAL WORKS OF ESCALATOR

We report that the electrical installation detailed below has been installed by us and tested and that to the best of our knowledge and belief it complies with Central Electricity Authority (MSES) regulations, 2010 as well as the Indian Standard Code of practices for Electrical Installations.

Escalator Ref. No: 10238/E/B/CHN(N)/Dt:06/01/2025

1) Electrical Installation at : _____

2) Voltage and system of supply : **3 Phase 415V System**

3) Particulars of works:

(a) M.V. Installation:

Sl.NO	Equipment	Capacity in KW	Voltage	Fed from Distribution Board/Switch Board
(1)	(2)	(3)	(4)	(5)
1	Escalator	50	3 Phase 415V	DB

(b) Lighting: - 200

N.B. Additional sheets to be used, if needed, for furnishing details against any items

(c) Test Results

I. (1)	Insulation resistance for the whole installation	50 Mega Ohms
(2)	Between Phases	50 Mega Ohms
(3)	Between each phase and earth	50 Mega Ohms
II. (1)	Resistance of earth electrode for earthing system	Below 5 Ohms
(2)	Maximum earthing resistance of installation	2 Ohms

Signature of Supervisor _____

Name and Address _____

COMPETENCY CERTIFICATE

No. _____

Valid upto _____

Dated _____

Signature of Electrical Contractor _____

Name and Address _____

ELECTRICAL CONTRACTOR LICENCE

No. _____

Valid upto _____

Dated _____

[GENERATE PDF](#)

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S. No.	Escalator Ref No	Contractor Name	Form E	Status
1	10238/E/B/CHN(N)/Dt:06/01/2025	[Redacted]	---	View Form E

Navigation links for '«Previous' and 'Next»' are present, along with a '1 of 1' indicator. A sidebar on the left contains a menu with options such as Home, Settings, Escalator Common Dashboard, Apply Escalator Erection Permission (Form A), Submit Existing Licence, View Escalator Erection Permission Status (Form B), Escalator Erection Completion Report (Form C, D & E), Escalator Licence Status (Form F), Escalator Licence Renewal (Form G), Challan, Name Change of Escalator Licence, and Lifts Managements. The footer contains the copyright notice: '© Copyright 2025 All rights reserved with Electrical Inspectorate, Government of Tamil Nadu'.

10. After completing Form E Click on “Generate Form C” and then “Generate” to generate Form C.

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GENERATE FORM C, D & E

GENERATE WORK COMPLETION REPORT OF THE MANUFACTURER OF ESCALATORS (FORM D)

Generate Form D (PDF FORMAT & Get the Signature from Manufacturer)

View Generated Form D

GENERATE FORM OF COMPLETION REPORT FROM LICENCED CONTRACTOR (FORM E)

Generate Form E (PDF FORMAT & get the Signature from Electrical Contractor)

View Generated Form E

GENERATE NOTICE INTIMATING THE COMPLETION OF THE WORK OF ESCALATOR ERECTION (FORM C)

Generate Form C (It can be generated after Form D and E completed)

View Generated Form C

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Lift & Escalator Licence

Welcome SithanthamSI

Form C Details

Search Search

S. No.	Escalator Ref No	Form C	Status
1	10238/E/B/CHN(N)/Dt:06/01/2025	Generate	--

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11. Fill out all the details and click 'Submit'.

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Notice Intimating the Completion of the Work of Escalator Erection (Form C)

Escalator Ref No 10238/E/B/CHN(N)/Dt:06/01/2025

Completed Date:

Address where the escalator is erected

Escalator Manufacturer Kone Elevators India Pvt Ltd

I have read and accepted the Form C Terms & Conditions. [View Form C Terms and Conditions](#)

SUBMIT **CLEAR ALL**

Fill all the details

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12. After generating Form C by clicking on 'Apply', click on 'View Form C'. Select the Escalator 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 SithanathamSI 🔔

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FORM C

[See Rule 4 (1)]

NOTICE INTIMATING THE COMPLETION OF THE WORK OF ERECTION OF LIFT OR AN ESCALATOR AND APPLICATION FOR A LICENCE TO WORK AN ESCALATOR

To

The Inspector of Lifts and Escalators,

Sir,

Sub: Erection of Escalator

With reference to your letter No. **10238/E/B/CHN(N)/Dt:06/01/2025** dated **06-01-2025** by which permission has been granted to erect an Escalator at the above mentioned premises, I/We have to state that the work of erection of the Escalator was completed on **03-01-2025** by Thiru **M/S Kone Elevators India Pvt Ltd** I/We further request that a Licence for working the Escalator may be granted. The work of erection of the Escalator has been carried out in accordance with the provisions of the Tamil Nadu Lifts and Escalator Rules, 1997.

A work Completion Report of the manufacturer of escalators or Company of the Electrical and Mechanical Engineers, Completion Report of the licensed Electrical Contractor, and copy of the Insurance Policy taken by the owner(s) of the Escalator covering Insurance for the persons using the Escalator are enclosed.

Yours faithfully,

Signature of the owner of the Escalator.

APPLY

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Form C Details

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S. No.	Escalator Ref No	Form C	Status
1	10238/E/B/CHN(N)/Dt:06/01/2025	---	View Form C

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Select	Escalator Reference Number	Applicant Name	Fee Amount (Rs)
<input type="checkbox"/>	10238/E/B/CHN(N)/Dt:06/01/2025		10,000.00
Total Amount (Rs)			10,000.00

GENERATE CHALLAN

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13. After completing this, click on 'Intimating Completion' tab under Escalator Erection completion section and upload signed Form C, D and E in the respective tabs and click on 'Submit'.

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Escalator Details

S. No.	Escalator Ref No	Status
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Intimating completion of the work

Upload Signed Form C: No file chosen

Upload Signed Form D: No file chosen

Upload Signed Form E: No file chosen

Insurance Policy: No file chosen

Upload all the documents

Note: Submit original signed copies of Form C, D and E after filing online application

SUBMIT CLEAR ALL

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14. Upon successful submission, a notification will be displayed as shown in the figure below.

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Government of Tamil Nadu
Electrical Inspectorate

தமிழ்நாடு அரசு
மின் ஆய்வுத்துறை

Lift & Escalator Licence

Welcome SithananthamSI!

> Home
> Settings
Escalator Common
> Dashboard
Apply Escalator
> Erection Permission (Form A)
> Submit Existing Licence
View Escalator
> Erection Permission Status (Form B)
Escalator Erection
> Completion Report (Form C, D & E)
Escalator Licence
> Status (Form F)
Escalator Licence
> Renewal (Form G)
> Challan
Name Change of
> Escalator Licence
> Lifts Managements

Escalator Details

Data saved successfully!

S. No.	Escalator Ref No	Status
1	10238/E/B/CHN(N)/Dt:06/01/2025	Request Sent

«Previous Next» 1 of 1

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15. 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

தமிழ்நாடு அரசு
மின் ஆய்வுத்துறை

Lift & Escalator Licence

Welcome SithanathamSI

Submit Paid Challans

Challan No.

Reference No.

Date of Payment

Fee Paid

Upload Challan No file chosen

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

Type the characters you see in the picture

Upload challan

Challan

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16. On receipt of Form C, D and E, the Inspector shall arrange for inspection of the Escalator within fifteen days and on getting himself satisfied that all the requirements of the Act and these rules are complied with, he may grant licence in Form "F" within fifteen days from the date of receipt of compliance report of rectification of defects, if any. To view the status of the form F click on 'Form F status'.

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Government of Tamil Nadu Electrical Inspectorate



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மின் ஆய்வுத்துறை

[Lift & Escalator Licence](#)

Welcome SithananthamS!

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- > Erection Permission Status (Form B)
- Escalator Erection Completion Report (Form C, D & E)
- Escalator Licence Status (Form F)
- Escalator Licence & Queries**
- > Escalator Licence Renewal (Form G)
- > Challan
- > Name Change of Escalator Licence
- > Lifts Managements

Escalators Licence & Queries

S. No.	Escalator Ref No	Apply Date	View Queries	Inspection Date	Licence in Form F
1	10238/E/B/CHN(N)/Dt:06/01/2025	06 Jan 2025	🗨	--	Pending

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