

ANNEXURE – I

(see rule 3)

Application for permission to install lift or
For making additions or alterations to the installed lift.

(To be submitted to the Inspector of Lift and Escalators)

1. Full name and permanent address of the owner/applicant. : _____
2. Name and address of the local agent of owner, if any. (appointed under section 14) : _____
3. Address of the premises where the lift is to be installed or additions or alterations are proposed. : _____
4. Where a lift has been previously erected and a license has been granted (Details to be given) : _____
5. Name and address of the person (authorized under section 13) who will install the lift or make additions or alterations : _____
6. Maker's name and address : _____
7. Number of lift required : _____
8. Rated Load : number of persons : _____
Kilograms : _____
9. Rated speed : _____ meter per second.
10. Travel in meters : _____
12. Method of control : _____
13. Position and details of machine room : _____
14. Position and details of counter weight. : _____
15. Details of car frame, platform, internal size of car : _____
16. Details of bottom and top counter weight clearance: _____
17. Details of car and landing doors with its opening device and locking arrangements. : _____

- 18. Details of emergency stop switch, floor leveling switch, floor selectors and car gate switch. :_____
- 19. Details of lift pit, lift well enclosure and lifting beam:_____
- 20. Details of over speed governor. :_____
- 28. Details of retiring cam/retiring ram. :_____
- 29. Details of safety gear. :_____
- 30. Details of sheave and diverter pulley. :_____
- 31. Details of slack rope switch. :_____
- 32. Distance of total head room. :_____
- 33. Travel distance :_____
- 34. Details of bottom and top car clearance. :_____
- 35. Details of alarm system :_____
- 36. Details of earthing :_____
- 37. Details of emergency signal or telephone. :_____
- 37. Details of lift well dimensions. :_____
- 38. Details of power and lighting cables to half way points in lift well. :_____
- 39. Details of the construction of the overhead arrangement with the weight and sizes of the beams. :_____
- 40. Proposed date for commencement of work :_____
- 41. Proposed date for completion of work. :_____

Signature of the person referred to at Serial Number 5 of above

Signature of the Applicant

Authorization Number.

Date:

ANNEXURE-II

(see rule 3)

Application for permission to install escalator or making additions or alterations to the installed escalator.

(To be submitted to the Inspector of Lifts and Escalators)

1. Full name and permanent address of the owner/applicant.
2. Name and address of the local agent of the owner, if any (appointed under section 14)
3. Address of the premises where the escalator is to be installed or additions or alterations are proposed.
 4. Whether an escalator has been previously erected and a licence has been granted (Details to be given)
 5. Name and address of the person (authorized under section 13) who will install the escalator or make additions or alterations:-
 6. Maker's name and address
 7. The rated speed of the escalator
 8. The rated load of the escalator in Kilograms
 9. The maximum number of persons which the escalator can carry
 10. The angle of inclination of the escalator with the horizontal
 11. The width of escalator.
 12. The vertical rise of the escalator.
 13. The number, description, weight and size main drive chain, handrail drive chain and governor drive claim.
 14. Details of construction of the stresses and step treads together with the weight and size of all structural members and supporting beams in connection therewith.
 15. Proposed date of commencement of work
 16. Proposed date of completion of work

Signature of the person
Referred to at Serial Number 5 of above

Signature of the Applicant

Authorization Number.

Date:

ANNEXURE-III

(see rule 3)

Declaration from the person authorized under section 13 for erection of lifts/escalators

We hereby declare and undertake to complete the work of erection of lift/escalator for which permission to install may be granted under the Assam Lifts and Escalators Act, 2006. We also undertake the responsibility to see that works of lift/escalator installation is inspected by the Inspector of Lifts and Escalators and defects pointed out by him are duly complied with. The lift/escalator installed by us shall be handed over to the respective owner after the license to use the lift/escalator is issued under section 4.

Date :

Signature of the authorized person

Authorization number:

ANNEXURE IV

(see rule 4)

Application for a licence for operating the lift or escalator.

To,
The Inspector of Lift and Escalators,

Sub : Installation of lift/escalator at the

Dear Sir,

With reference to letter No.....datedof your office granting permission to install a lift/escalator at the above mentioned premises, I/We have to state that the work of installation of the lift/escalator has been completed on20...

I/We therefore request that a license for operating the lift/escalator may be granted.

The work of erection of the lift/escalator has been carried out in accordance with the provisions of the Assam Lifts and Escalators Rules, 2010.

A fee of Rs.....in accordance with the rule 16 has been paid and the challan in original is enclosed.

Yours faithfully,

Signature of the owner/applicant

Date

ANNEXURE-V

(see rule 4)

Declaration from the person authorized under section 13

To,

The Inspector of Lift and Escalators,

Ref : Our Contract No.....dated.....with
 Messers..... lift/Escalator at.....

Sir,

We.....having undertaken the work of installation of the lift/escalator at the premises named.....and having completed the installation of said the lift/escalator hereby certify that the work of installation of the lifts/escalator(s) complies with the provisions of the Assam Lift and escalators Rules, 2010. We further certify that the lift/Escalator installation is ready for inspection which is required to be made for the purpose of issuing a license under the Assam Lifts and Escalators Act, 2006, for operating the same.

Signature of the authorized person.

Authorization Number.

Date :

ANNEXURE-VIII

(see rule – 5)

Application for license for operating a lift installed before the commencement of the Act.

(To be submitted to the Inspector of Lifts and Escalators)

1. Full name and address of the applicant : _____
2. Name and address of the local agent, if any : _____
3. Address of the premises where the lift has been erected together with the name of the owner thereof _____
4. Name and address of the person (authorized under section 13) who is going to maintain the lift. _____
5. Type of lift : _____
6. The rated load of the lift (in Kilograms) : _____
7. The rated speed of the lift (meters/second) : _____
8. The total weight of the lift car including the rated load : _____
9. The total weight of the counterweight : _____
10. The number, description, weight and size of the suspension ropes : _____
11. The pit depth : _____
12. Travel and the number of floors served : _____
13. The total head room : _____

Date.....20

Signature of the applicant.

Signature of the authorized person.

Authorization Number.

Note

Every application shall be accompanied with the original license obtained and a challan in original showing the payment towards the fee as prescribed in rule 16.

ANNEXURE-IX

(see rule-5)

Application for license for operating an escalator installed before the commencement of the Act.

(To be submitted to the Inspector of lifts and escalators)

1. Full name and address of the applicant : _____
2. Name and address of the local agent, if any : _____
3. Address of the premises where the escalator has been erected together with the name of the owner thereof : _____
4. Name and address of the person (authorized under section 13) who is going to maintain the escalator. : _____
5. Type of escalator : _____
6. The rated load of the escalator (in Kilograms) : _____
7. The rated speed of the escalator (meters/second) : _____
8. The maximum number of persons which the escalator can carry. : _____
9. The angle of inclination of the escalator with the horizontal: _____
10. The width of escalator : _____
11. The vertical rise of the escalator : _____
12. The number, description, weight and size of main drive chain step chain, hand rail drive chain and governor drive chain : _____
13. The total head room : _____

14. (i) Details of construction of the stresses and step treads together with the weight and size of all structural members and supporting beams in connection therewith.

(ii) The approximate reaction which has been imposed on the building due to the escalator installation including beams, etc. shall be given as far as practicable.

Date :.....20
Signature of the authorized person.

Signature of the applicant.

Authorization Number.

ANNEXURE-X
(see rule-8)

Application for renewal of license of lift/escalator.

To,

The Inspector of Lift and Escalators,

Sub : Renewal of working license for the lift/escalator installed at

Sir,

With reference to the above, it I stated that the working license in respect of lift/escalator installedis sent herewith for renewal thereof as required under section 6 of the Assam Lifts and Escalators Act, 2006 and it is requested to return the same after renewal.

An original challan of Rs. Being the renewal fee and a report as required under section 16 of the said Act are also enclosed.

Enclo: As above.

Yours faithfully,

Date:

Signature of the owner.

ANNEXURE-XI

(see rule 9)

Details of lifts/Escalators under maintenance.

To,

The Inspector of Lift and Escalators,
.....

. As required by rule 9 of the Assam Lifts and Escalators Rules, 2010 I/We hereby certify that the lift/escalator(s) installed at And owned by.....is under my/our maintenance

The installation of the aforesaid lift/escalator satisfies the entire requirement as laid down under the Assam Lifts and Escalators Act, 2006 and the rules thereunder. I/We maintain logbook as required under Rule 9(j) of the Assam Lifts and Escalators Rules, 2010.

Date:

Signature of the authorized person.

Authorization Number.

ANNEXURE-XIII

(see rule 11)

Authorization of person for erection and maintenance of lifts or escalators.

1. Requirements for authorization.

An application for authorization for erection and maintenance of lifts or escalator, as the case may be, under the provisions of Rule 11 of the Assam Lifts and Escalators Rules, 2010 may be made in the prescribed form-I appended to this annexure along with the prescribed fee by a person fulfilling the following criteria.

- i) shall have the valid electrical contractor's license from the Assam State Electrical Licensing Board.
- ii) shall have an independent office premises with an independent telephone connection within the State of Assam.
- iii) shall have to produce a certificate from any nationalized bank to the effect that he is solvent to the extent of rupees eight lakhs.
- iv) shall have in his regular employment following minimum staff.

(a) At least one engineer possessing (i) a degree in mechanical engineering or its equivalent qualification from the recognized university or institution and having an experience of at least four years in the field of elevators or escalators, as the case may be or (ii) a diploma in mechanical engineering from a recognized Institute and having an experience of at least eight years in the field of elevators or escalators as the case may be.

(b) At least one engineer possessing (i) a degree in electrical engineering or its equivalent qualification from the recognized university or institution and having an experience of at least four years in the field of elevators or escalators as the case may be or (ii) a diploma in electrical engineering from a recognized Institute and having an experience of at least eight years in the field of elevators or escalators as the case may be.

(c) At least one person possessing a certificate in the trade of electrical or electronics from the Industrial Training Institute or any other recognized Institution approved by the Chief Inspector and having an experience of at least five years in the field of elevators or escalators, as the case may be.

(d) One erection pair for every ten new lift or escalators to be erected during any calendar year consisting of one electrician, one fitter and one helper.

(e) One maintenance pair for every fifty lifts or escalators under maintenance during any calendar year consisting of one electrician and one helper and

(a) Clerk/attendant round the clock having the presence in the service station for responding to the complaint calls from the owners. Provided that the employment of such clerk/attendant shall not be necessary during night hours if facilities for better communication like mobile phone, pager system etc. are available during such hours:

Provided that when a person applying for authorization under rule 11 is himself a qualified mechanical or electrical engineer with requisite experience, the employment of another mechanical or electrical engineer shall to be necessary.

(v) Shall have a workshop in his own possession within the State of Assam equipped with minimum required machineries and testing instruments.

Provided that when the authorized person is having his own manufacturing unit within the state of Assam, he shall not be required to have a separate workshop but he shall be required to have the minimum machineries and instruments as required.

(vi) Shall have necessary safety gadgets, like safety belts and head gears for entire staff engaged in the work of erection and maintenance.

(vii) Shall have suitable means of transportation at his disposal for transportation of material.

Provided that when the number of lifts or escalators under maintenance in a city or town other than the city where the main office is situated exceeds fifty, additional service station shall be established in such city or town having the facilities as required by the Chief Inspector:

Provided further that a staff register and the relevant records related with erection and maintenance work shall be maintained by such person and the same shall be produced for verification as and when directed by the Chief inspector. The specimens of such staff register as well as the guide lines to be followed for maintaining the records of erection and maintenance shall be prescribed by the Chief Inspector.

Provided further that a person authorized for such erection and maintenance shall not be eligible for obtaining the authorization for inspection and testing under section 13.

Provided also that any person having any business relation in its individual capacity either directly or indirectly with the person authorized for inspection and testing under section 13 shall also be not eligible for obtaining the authorization for erection and maintenance.

2. Grant of certificate of authorization: The Chief Inspector may after such enquiries and tests as may be considered necessary grant a certificate of authorization in form II, in case of lifts and in form III, in case of escalators set out in this annexure to an applicant who fulfill the above requirements.

3. Renewal of authorization.

Every authorization granted under rule 11 shall be valid for a calendar year. The authorization may be renewed on an application made in that behalf to the Chief Inspector along with following documents before 15th December of every year.

1. Certificate of Authorization in original.
2. A challan in original in token of payment of fee

3. Zerox copy of the application made for the renewal of the electrical contractors license.
4. A copy of the staff register attested by a gazetted officer.
5. A statement indicating the numbers of lifts erected during the period January to October of the year preceding the year for which the application for renewal is made.
6. Number of lifts maintained during the period January to October of the year preceding the year for which the application for renewal is made.
7. A certificate from any nationalized bank to the effect that the applicant continues to be solvent to the extent of Rupees eight laks.
8. A copy of the application made, if any, for renewal of the registration granted under the Factories Act, 1948.
9. Updated list of machineries, equipments and testing instruments in possession.
10. Details of safety gadgets for staff.
11. Details of vehicles in possession for transportation of materials.

In the event of the holder of the authorization failing to get the authorization renewed in the said manner before the date of expiry, the authorization shall be come void and a fresh authorization shall have to be obtained.

4. Grant of duplicate certificate of authorization:-

A duplicate of certificate of certificate of authorization granted under these rules may be issued on certificate by the applicant of the loss of the original certificate to the satisfaction of the Chief Inspector.

A fee in the manner provided in rule 16 shall be charged for the issue of the duplicate certificate of authorization.

On the issue of a duplicate certificate the original certificate shall be deemed invalid and if found shall be returned to the Chief Inspector for cancellation.

5. Suspension or cancellation of the certificate of authorization:-

If the person holding a certificate of authorization under these rules is found to be guilty of negligence, incompetence or the breach of any of these rules or of the conditions of the certificate of authorization, the Chief Inspector, may, after giving the holder of the certificate an opportunity of being heard suspend the certificate for a specific period or cancel the same. The decision of the Chief Inspector in this regard shall be final.

FORM-I
(ANNEXURE-XIII)

Application for obtaining authorization for erection and maintenance of lifts or escalators.

1. Name of the applicant
2. Legal status (whether individual firm or company)
(Registration Number, and names of partners or Directors to be given in case of firm or company, as the case may be.)
3. Business Address
(Details about possession)
4. Whether certificate of authorization was issued in the past in the same name. If so, give number and date of certificate of authorization.
5. Particulars relating to erection or maintenance of lifts/escalators. Details of lifts/escalators erected or maintained to be furnished.
6. Registration number of electrical contractor's license.
7. Whether solvency certificate is attached.
8. Details of entire staff employed
9. Details of workshop with machineries.
10. Details of testing instruments.
11. Details of safety gadgets/tools.
12. Details of facilities of vehicles.
13. Details of payment of fee (Challan to be attached)
14. Remarks.

I/We hereby declare that the particulars stated above are correct to the best of my/our knowledge.

Place :

Date :.....

Signature

Name

Designation:

Notes: (1) Any person who makes, procures to be made or assist in making any false statement for the purpose of obtaining for himself or any other person a certificate of authorization for erection and maintenance of lifts/escalators shall render himself liable to prosecution.

(2) If additional space is required for completing any items, additional sheet may be attached to this form.

ANNEXURE-XIV

(see rule 11)

Authorization of person for maintenance of lifts or escalators.

1. Requirements for authorization.

An application for authorization for maintenance of lifts or escalators, as the case may be, under the provisions of Rule 11 of the Assam Lifts and Escalators Rules, 2010 may be made in the prescribed form "I" appended to this annexure along with the prescribed fee by a person fulfilling the following criteria.

Shall have the valid electrical contractor's license from the Assam State Licensing Board.

- (ii) Shall have an independent office premises with an independent telephone connection within the State of Assam.
- (iii) Shall have to produce certificate from any nationalized bank to the effect that he is solvent to the extent of Rupees Two lacs.
- (iv) Shall have in his regular employment the following minimum staff.

At least one engineer possessing (i) a degree in mechanical engineering or its equivalent qualification from the recognized university or Institution and having an experience of at least two years in the field of elevators or escalators as the case may be or (ii) a diploma in mechanical engineering from a recognized institution and having an experience of at least four years in the field of elevators or escalators, as the case may be.

At least one engineer possessing (I) a degree in electrical engineering or its equivalent qualification from a recognized university or institution and having an experience of atleast two years in the field of elevators or escalators as the case may be or (ii) a diploma in electrical engineering from a recognized institution and having an experience of at least four years in the field of elevators or escalators, as the case may be.

At least one person possessing a certificate in the trade of electrical or electronics from the industrial Training Institute or any other recognized institution approved by the Chief Inspector and having an experience of minimum five years in the field of elevators or escalators as the case may be.

Clerk/attendant round the clock having the presence in the service station for responding to the complaint calls from the owners. Provided that the employment of such clerk/attendant shall not be necessary during night hours if facilities for better communication like mobile phone pager system etc. are available during such hours.

Provided that when a person applying for authorization under rule 11 is himself a qualified mechanical or electrical engineer with requisite experience, the employment of another mechanical or electrical engineer shall not be necessary.

(v) Shall have a workshop in his own possession within the State of Assam having telephone connection.

Provided that when the authorized person is having his own manufacturing unit within the state of Assam, he shall not be required to have a separate workshop but he shall be required to have the minimum machineries and instruments.

(vi) Shall have necessary safety gadgets like safety belts and head gears for entire staff engaged in the work of maintenance.

(vii) Shall have suitable independent vehicles in his possession for transportation of materials.

Provided that when the number of lifts or escalators under maintenance in a city or town other than the city where the main office is situated exceeds fifty, additional service station shall be established in such city or town having the facility as directed by the Chief Inspector.

Provided further that a staff register and the relevant records related to maintenance shall be maintained by such person and the same shall be produced for verification as and when directed by the Chief Inspector. The specimen of such staff register as well as the guide lines to be followed for maintaining the records of maintenance shall be prescribed by the Chief Inspector.

Provided also that a person authorized for such maintenance shall not be eligible for obtaining the authorization for inspection and testing under section 13.

Provided also that any person having any business relations in its individual capacity either directly or indirectly with the person authorized for inspection and testing under section 13 shall also be not eligible for obtaining the authorization for maintenance.

2. Grant of certificate of authorization: The Chief Inspector may after such enquiries and tests as may be considered necessary grant a certificate of authorization in form II in case of lift and in form III, in case of escalators set out in this annexure to an applicant who fulfills the above requirements.

3. Renewal of authorization: Every authorization granted under rule 11 shall be valid for a calendar year. The authorization may be renewed on an application made in that behalf to the Chief Inspector along with following documents before 15th December of every year.

Certificate of Authorization in original.

A challan in original in token of payment of fee for renewal of authorization

Zerox copy of the application made for the renewal of the electrical contractors license.

A copy of the staff register attested by a gazaetted officer.

A statement indicting the numbers of lifts maintained during the period January to October of the year preceeding the year for which the application for renewal is made.

A certificate from any nationalized bank to the effect that the applicant continues to be solvent to the extent of Rupees two lacs.

A copy of the application made, if any, for renewal of the registration granted under Factories Act 1948.

Updated list of machineries, equipments and testing instrument in possession.

Details of safety gadgets for staff.

Details of vehicles in possession for transportation of materials.

In the event of the holder of the authorization failing to get the authorization renewed in the said manner before the date of expiry, the authorization shall be come void and a fresh authorization shall have to be obtained.

4. Grant of duplicate certificate of authorization: A duplicate of certificate of authorization granted under these rules may be issued on certificate by the applicant of the loss of the original certificate to the satisfaction of the Chief Inspector.

A fee in the manner provided in Rule 16 shall be charged for the issue of the duplicate certificate of authorization.

On the issue of a duplicate certificate the original certificate shall be deemed invalid and if found shall be returned to the Chief Inspector for cancellation.

5. Suspension or cancellation of the certificate of authorization: If the person holding a certificate of authorization under these rules is found to be guilty of negligence, incompetence or the breach of any of these rules or of the conditions of the certificate of authorization, the Chief Inspector, may, after giving the holder of the certificate an opportunity of being heard suspend the certificate for a specific period or cancel the same. The decision of the Chief Inspector in this regard shall be final.

FORM-I

(ANNEXURE-XIV)

Application for obtaining authorization for maintenance of lifts and escalators.

1. Name of the applicant
2. Legal status (whether individual firm or company)
(Registration Number, and names of partners or directors to be given in case of firm or company, as the case may be.)
3. Business Address
(Details about possession)
4. Whether certificate of authorization was issued in the past in the same name. If so, give number and date of certificate of authorization.
5. Particulars relating to erection or maintenance of lifts/escalators. Details of lifts/escalators erected or maintained to be furnished.
6. Registration number of electrical contractor's licence.
7. Whether solvency certificate is attached.
8. Details of entire staff employed
9. Details of workshop with machineries.
10. Details of testing instruments.
11. Details of safety gadgets/tools.
12. Details of facilities of vehicles.
13. Details of payment of fee (Challan to be attached)
14. Remarks.

I/We hereby declare that the particulars stated above are correct to the best of my/our knowledge.

Place :

Date :.....

Signature

Name

Designation

Notes: (1) Any person who makes, procures to be made or assist in making any false statement for the purpose of obtaining for himself or any other person a certificate of authorization for erection and maintenance of lifts/escalators shall render himself liable to prosecution.

(2) If additional space is required for completing any items, additional sheet may be attached to this form.

ANNEXURE-XV

(see rule-11)

Authorization of person for carrying out periodical inspection and testing of lifts or escalators.

1. REQUIREMENTS FOR AUTHORIZATION: An application for authorization for periodical inspecting and testing of lifts or escalators, as the case may be, under the provisions of Rule 11 of the Assam Lifts and Escalators Rules, 2010 shall be made in the prescribed form I appended to this annexure along with the prescribed fee by a person fulfilling the following criteria.

Shall have an independent office premises within the state of Assam with a telephone and necessary ministerial staff.

- (ii) Shall either himself possess a degree in electrical engineering or its qualification from a recognized university or institution and have an experience five years in the field of elevators or escalators or a diploma in electrical engineering from the recognized Institute and have an experience of ten years in the field of elevators or escalators or he shall employ a person having the said qualifications and experience.
- (iii) Shall have to produce a solvency certificate from any nationalized bank to the effect that he is solvent to the extent of rupees one lac.
- (iv) Shall employ the necessary technical staff for the assistance in his work.
- (v) possess required testing instruments.

Provided that a staff register shall be maintained by such person and the same shall be produced for verification as when directed by the Chief Inspector. The specimen of such staff register shall be prescribed by the Chief Inspector.

Provided further that a person authorized for such inspection and testing shall not be eligible for obtaining the authorization for erection and maintenance or maintenance under section 13.

Provided also that any person having any business relations in his individual capacity either directly or indirectly with the person authorized for erection and maintenance or maintenance shall also be not eligible for obtaining the authorization for inspection and testing.

2. Grant of certificate of authorization: The Chief Inspector may after such inquiries and tests as may be considered necessary grant a certificate of authorization in form II in case of lift and in form III, in case of escalators set out in this annexure to an applicant who fulfills the above requirements.

3. Renewal of authorization: Every authorization granted under rule 11 shall be valid for a calendar year. The authorization may be renewed on an application made in that behalf to the Chief Inspector along with following documents before 15th December of every year.

Certificate of Authorization in original.

A challan in original in token of payment of fee for renewal of authorization

A copy of the staff register attested by a gazetted officer.

A statement indicating the numbers of lifts inspected during the period January to October of the year preceding the year for which the application for renewal is made.
A certificate from any nationalized bank to the effect that the applicant continues to be solvent to the extent of rupees one lac.
Updated list of testing instruments in possession.

In the event of the holder of the authorization failing to get the authorization renewed in the said manner before the date of expiry, the authorization shall become void and a fresh authorization shall have to be obtained.

4. Grant of duplicate certificate of authorization: A duplicate of certificate of authorization granted under these rules may be issued on certificate by the applicant of the loss of the original certificate to the satisfaction of the Chief Inspector.

A fee in the manner provided in Rule 16 shall be charged for the issue of the duplicate certificate of authorization.

On the issue of a duplicate certificate the original certificate shall be deemed invalid and if found shall be returned to the Chief Inspector for cancellation.

5. Suspension or cancellation of the certificate of authorization: If the person holding a certificate of authorization under these rules is found to be guilty of negligence, incompetence or the breach of any of these rules or of the conditions of the certificate of authorization, the Chief Inspector, may, after giving the holder of the certificate an opportunity of being heard suspend the certificate for a specific period or cancel the same. The decision of the Chief Inspector in this regard shall be final.

FORM-I

(ANNEXURE-XV)

Application for obtaining of authorization for periodical inspection and testing of lifts or escalators.

1. Name of the applicant.....

2. Legal status : (Whether individual, firm or company. Number of registration and names and addresses of partners or directors to be given in case of firm or company, as the case may be)

3. Office address with details of telephone (Details regarding possession to be given).

4. Whether certificate of authorization was issued in the past in the same name. If so, give number and date of certificate of authorization.

5. Details of technical qualifications and experience. (Attested copies to be attached).

6. Details of technical and ministerial staff employed.

7. Details of payment of fee (challan to be attached)

I/We hereby declare that the particulars stated above are correct to the best of my/our knowledge.

Place :

Date :

Signature

Name

Designation:

ANNEXURE-XVI

(see rule-13)

Form of reporting accident on lift/escalator by owner of lift/escalator or his agent

1. Date and time of accident
2. Place of accident
3. Name of owner
4. Details of victim
 - 1) Name
 - 2) Father's name
 - 3) Sex of victim
 - 4) Full postal address
 - 5) Approximate age
 - 6) Fatal/non fatal
5. In case the victim is an employee of the person authorized under section 13
 - a. Designation of such person
 - b. Brief description of the job undertaken
 - c. Whether such person was allowed to work on the job
6. Type of the lift/escalator (Passenger/hospital/goods/service)
7. Registration number of the licence of lift/escalator along with the name, address and authorization number of the authorized person by whom the lift/escalator is erected or maintained.
 8. (a) Describe fully the nature and extent of injuries, e.g. fatal/disablement (permanent or temporary) of any portion of the body or burns or other injuries.
 - (b) In case of fatal accident, was the postmortem performed?
9. Detailed causes leading to the accident.
10. Action taken regarding first-aid, medical attendance etc. immediately after the occurrence of the accident (give details)
11. Whether the District Magistrate and Police Station concerned have been notified of the accident (if so, give details)
12. Steps taken to preserve the evidence in connection with the accident to the extent possible
13. Name and designation(s) of the person(s) assisting, supervising the person(s) killed or injured.
14. Name and designation of the persons present at and witnessed the accident
15. Any other information/remarks

Place :

Date :.....

Signature

Name

Designation:.....

Address of the person reporting:...

ANNEXURE –XVII

(see rule 16)

Notice of remittance of fee.

No.
Office of the
Date:

To,

.....
.....
.....

Sub : Remittance of fee for the initial inspection/periodical inspection/re inspection of lift/escalator installed at.....

Sir,

The initial inspection/periodical inspection/re-inspection of the lift/escalator installed at..... has been carried out by this office on..... and the fee/re-inspection fee of Rs..... is leviable for such inspection under rule 16 of the Assam Lift and Escalators Rules, 2010. It is, therefore, informed to remit the said amount of fee into the Govt. Treasury or the State Bank of India within a period of ten days from the date of this notice under the account head “0043-Taxes and Duties on electricity-.....” by challan in triplicate and the original challan be sent to this office.

If the fee is not remitted within a period of ten days as stated above the same shall be re-covered as arrears of land revenue as per the provisions of Section 17 of the Assam Lifts and Escalators Act, 2006 which may be noted.

Yours faithfully,

Inspector of Lifts and Escalators.
