

**LABOUR DEPARTMENT, GOVT. OF NCT OF DELHI**  
**GUIDELINES FOR**  
**APPROVAL OF INSTALLATION OF PASSENGER LIFT, LIFT SHAFT AND MACHINE**  
**ROOM**

<i>Eligibility Criteria</i>		
<ul style="list-style-type: none"> <li>✓ The applicant must be the citizen of India.</li> <li>✓ The applicant must be a resident of the territorial jurisdiction of NCT of Delhi.</li> </ul>		
<i>Mandatory Documents</i>		
<ul style="list-style-type: none"> <li>✓ Application in the prescribed Form-A.</li> <li>✓ Detailed drawings of the shaft as per the design of lift manufacturer/erector of the lift.</li> <li>✓ Self attested copy of any document as a proof of the applicant's ownership in respect of whole of the Lift installation premises.</li> </ul>		
<i>Documents to be attached with the Application Form</i>		
<b>1. Identity Proof of Applicant (Any One is mandatory)–</b>		
<ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Voter ID Card</li> <li>• Any Govt. recognized document</li> </ul>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• PAN Card</li> </ul>	<ul style="list-style-type: none"> <li>• Ration Card with Photo</li> <li>• Driving License</li> </ul>
<b>2. Present Address Proof of Applicant (Any One is mandatory)–</b>		
<ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Passport</li> <li>• Bank Passbook</li> <li>• Telephone Bill (<i>Landline or Post-paid</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Voter ID Card</li> <li>• Ration Card</li> <li>• Electricity Bill</li> <li>• Gas Bill</li> </ul>	<ul style="list-style-type: none"> <li>• Driving License</li> <li>• Rent Agreement (<i>Registered</i>)</li> <li>• Water Bill</li> <li>• Any Govt. recognized document</li> </ul>
<b>3. Permanent Address Proof of Applicant (Any One is mandatory)–</b> Same as the List in Col 2 above.		
<b>4. Date of Birth Proof of Applicant (Any One is mandatory)</b>		
<ul style="list-style-type: none"> <li>• Aadhaar Card (<i>Verified DoB</i>)</li> <li>• Nursing home/Hospital Report/Vaccination card</li> <li>• SSC from recognized board by GoI</li> <li>• Certificate from School signed by Principal on School Letter Head</li> </ul>		<ul style="list-style-type: none"> <li>• Passport</li> <li>• Driving License</li> <li>• CMO / Doctor Report</li> </ul>
<b>5. One Passport size Coloured Photograph of the applicant (Size 5cm x 4.5cm Or 2"x1.75")</b>		
<ul style="list-style-type: none"> <li>• Should include full face, front view and open eyes</li> <li>• should be in a plain white or off-white background</li> <li>• should have a natural expression (closed mouth)</li> </ul>	<ul style="list-style-type: none"> <li>• should be of full head from top of hair to shoulder</li> <li>• shouldn't be shadows on the face or background</li> <li>• should not include sunglasses or hats</li> </ul>	
<i>Important Note</i>		
<ul style="list-style-type: none"> <li>❖ No fees is required for approval of installation of passenger lift, lift shaft and machine room.</li> </ul>		