

**LABOUR DEPARTMENT, GOVT. OF NCT OF DELHI**  
**GUIDELINES FOR**

**GRANT OF LICENCE FOR WORKING OF PASSENGER LIFT**

*Eligibility Criteria*

- ✓ The applicant must be the citizen of India.
- ✓ The applicant must be a resident of the territorial jurisdiction of NCT of Delhi.

*Mandatory Documents*

- ✓ Application in the prescribed Form-B

*Documents to be attached with the Application Form*

**1. Identity Proof of Applicant (Any One is mandatory) –**

- Aadhaar Card
- Passport
- Ration Card with Photo
- Voter ID Card
- PAN Card
- Driving License
- Any Govt. recognized document

**2. Present Address Proof of Applicant (Any One is mandatory) –**

- Aadhaar Card
- Voter ID Card
- Driving License
- Passport
- Ration Card
- Rent Agreement (**Registered**)
- Bank Passbook
- Electricity Bill
- Water Bill
- Telephone Bill (**Landline or Post-paid**)
- Gas Bill
- Any Govt. recognized document

**3. Permanent Address Proof of Applicant (Any One is mandatory) –** Same as the List in Col 2 above.

**4. Date of Birth Proof of Applicant (Any One is mandatory)**

- Aadhaar Card (**Verified DoB**)
- Passport
- Nursing home/Hospital Report/Vaccination card
- Driving License
- SSC from recognized board by GoI
- CMO / Doctor Report
- Certificate from School signed by Principal on School Letter Head

**5. One Passport size Coloured Photograph of the applicant (Size 5cm x 4.5cm Or 2"x1.75")**

- Should include full face, front view and open eyes
- should be of full head from top of hair to shoulder
- should be in a plain white or off-white background
- shouldn't be shadows on the face or background
- should have a natural expression (closed mouth)
- should not include sunglasses or hats

*Important Note*

- ❖ Fee must be deposited by the applicant through online e-payment. An inspection fee of Rs. 20/- (twenty rupees only) is required to be paid along with the below applicable 'Electrical Installation' Inspection fee:

Fee( Electrical Installation Inspection)	Lift Speed
Rs. 500	Upto 1 m/sec
Rs. 750	1 to 1.5 m/sec
Rs. 1,000	More than 1.5 m/sec