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Government of West Bengal

Power Department

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Government of West Bengal

DEPARTMENT OF COMMERCE AND INDUSTRIES

Mines and Power

NOTIFICATION

No. 2030M.P.—29th April 1958.—In exercise of the power conferred by section 21 of the West Bengal Lifts and Escalators Act, 1955 (West Bengal Act V of 1955), read with sections 3 and 5 of the said Act, the Governor is pleased to make the following rules to regulate the installation, maintenance and safe working of lifts in West Bengal and of all machinery and apparatus pertaining to such lifts and generally to carry out the purposes of the said Act, namely:—

RULES

CHAPTER I

1. **Short title.**—These rules may be called the West Bengal Lifts Rules, 1958.
2. (1) **Definitions.**—In these rules, unless there is anything repugnant in the subject or context,—
 - (a) “Act” means the West Bengal Lifts and Escalators Act, 1955;
 - (b) “automatically controlled lift” means a lift installation in which the lift car is set in motion and caused to stop automatically at any required lift landing by the operation of a push button or switch;
 - (c) “bottom clearance” means—
 - (i) for a lift car—the distance which the lift car-floor can travel below the level of the lowest lift landing until the weight of the fully loaded car rests on the buffers and includes the buffer compression,
 - (ii) for the counterweight—the distance which the counterweight can travel below the position it occupies when the lift car-floor is level with the top lift landing, until the full weight of the counterweight rests on the buffer and includes the buffer compression;
 - (d) “bottom over travel” means the distance provided for the lift car platform to travel below the level of the bottom terminal landing until the car is stopped by the final terminal stopping device;
 - (e) “buffer” means a device designed to absorb the impact of the lift car or counterweight at the extreme bottom limit of travel;
 - (f) “Car frame” means the supporting frame to which the platform of a lift car, its safety gear, guide shoes and suspension ropes are attached;
 - (g) “collective control” means a method of automatic control in which calls from the lift car and lift landings are registered and are answered by the lift car stopping in floor sequence at each lift landing for which a call has been registered, until all calls have had attention;
 - (h) “control system” means the arrangement by which the starting, direction of motion, speed acceleration, retardation and stopping of the lift are regulated;

- (i) "drum" means a drum forming part of the lift machine round which the suspension ropes are wound, and to which they are attached and by means of which power is transmitted from the lift machine to the suspension ropes;
- (j) "emergency stop push or switch" means a push button or switch designed to open the control circuit and cut off power from the lift machine so as to cause the lift car to stop;
- (k) "final terminal stopping device" means an emergency switch or switches arranged to stop the lift car at the limits of its over travel;
- (l) "form" means a form appended to these rules or the schedule thereto;
- (m) "gate lock or door lock" means a lock for the lift car or for the lift landing gate or door, which is so designed that the gate or door may be opened only when the lift car is in the landing zone or by a special key;
- (n) "goods lift" means a lift designed and intended primarily for the transport of goods but which may carry the lift attendant and persons necessary for loading and unloading of goods;
- (o) "landing" means that portion of a building or structure which is used for the reception and discharge of passengers or goods into or from a lift car;
- (p) "landing gate or door" means the hinged or sliding portion of the lift well enclosure controlling access to the lift car at any landing;
- (q) "landing zone" means the space not more than [38 cms]¹ above and below the landing;
- (r) "lift car gate or door" means the gate or door in the lift car providing for its entrance and exit;
- (s) "lift machine" means the mechanism and other equipment in connection therewith, used for raising and lowering the lift car;
- (t) "normal terminal stopping device" means a switch arranged to open the control circuit and to stop the lift car automatically within the limits of over travel;
- (u) "operating device" means the lift car switch, push button or other device employed to actuate the controller;
- (v) "overspeed governor" means an automatic device which operates the safety gear in the event the speed in the descending direction exceeds a predetermined limit;
- (w) "passenger lift" means a lift designed and intended primarily for the transport of passengers;
- (x) "safety gear" means a mechanical device attached to the car or counterweight frame or to the car and counterweight frames designed to stop and hold the car or counterweight to the guides in the event of a free fall or, if governor operated, to stop and hold the car or counterweight in the event of the speed in the descending direction exceeding the predetermined limit;
- (y) "schedule" means the schedule annexed to these rules;

¹ Substituted by the Amended Rule, 1975.

- (z) "service lift" means a lift which is intended only for the transport of materials and is so constructed as to render it impossible for use otherwise;
 - (aa) "sheave" means a rope wheel, the rim of which is grooved to receive the suspension ropes, but to which the ropes are not rigidly attached, and by means of which power is transmitted from the lift machine to the suspension ropes;
 - (bb) "top over travel" means the distance provided for the lift car platform to travel above the level of the top terminal landing until the car is stopped by the final terminal stopping device;
 - (cc) "total headroom" means the vertical distance from the level of the top of lift landing up to the underside of the top of the machinery space over the lift well;
 - (dd) "travel" means the distance between the lowest and the highest lift landings served.
- (2) In these rules other words and expressions have the same meanings as are assigned to them in the Act.

CHAPTER II

3. **Permission to erect a lift.**—The owner of any premises intending to install a lift in such premises shall make an application to the Chief [Electrical]¹ Inspector to the Government of West Bengal, hereinafter referred to as the Chief Electrical Inspector, who is hereby authorised in this behalf under section 3 of the Act in Form A for permission to erect the lift furnishing the information required in that form. A separate application shall be submitted for every lift intended to be installed.

(2) On receipt of such application the Chief [Electrical]¹ Inspector shall after making or causing to be made by the Inspector of Lifts such enquiries and requiring the applicant to furnish such other information as he may consider necessary in this behalf, either grant or refuse the permission to erect the lift.

(3) The permission to erect a lift granted under section 4 of the Act may at the first instance remain valid for a maximum period of one year from date of granting of the permission, but may be renewed by the Chief [Electrical]¹ Inspector from time to time in accordance with the provisions of the said section.

4. **Application for license to work a lift.**—(1) The owner of any premises who has been granted permission to erect a lift, shall, within one month after the completion of the erection of such lift, give to the Chief [Electrical]² Inspector who is hereby authorised in this behalf under section 5 of the Act, notice in writing of such completion and shall make an application to him in Form B for a license for working the lift and shall also furnish such further information as may be required in this behalf either by the Chief [Electrical]¹ Inspector or by the Inspector of Lifts.

(2) Every such application shall be accompanied by a receipt showing the deposit of the necessary fee in the manner provided in sub-rule (2) of rule 17, and triplicate

¹ Substituted by the Amended Rule 1975.

copies of drawings duly signed by the applicant showing the following particulars, namely :

- (a) layout of the lift installation,
- (b) plan,
- (c) sectional elevation,
- (d) arrangement of doors,
- (e) liftwell enclosures
- (f) size and position of the machine room relative to the lift-well.
- (g) position of hoisting machines,
- (h) number of floors to be served and total travel, and
- (i) wiring diagram of the control panel and lift equipment.

NOTE.—The scale of the drawing shall not without the special permission in writing of the Chief [Electrical]¹ Inspector be less than [2 cms to a metre]² for the plan, and [1 cm to a metre]³ for elevation.

5. **Grant of license to work a lift.**—(1) On receipt of an application in accordance with the provisions of rule 4, the Chief [Electrical]¹ Inspector may require an Inspector of Lifts to make such tests and enquiries as he may deem necessary.

(2) On being asked by the Inspector of Lifts, the applicant shall arrange for the trial operation of the lift so as to show to the satisfaction of that officer that the requirements of the Act and the rules as may be applicable in that case have been complied with.

(3) On receipt of a report from Inspector of Lifts to the effect that the lift installation conforms to the requirements of the Act and the rules thereunder, the Chief [Electrical]¹ Inspector may grant the license to work the lift, as nearly as possible in Form C and it shall be subject to the terms and conditions set out therein. Where, however, in the opinion of the Chief [Electrical]¹ Inspector the installation does not conform to the requirements of the Act or the rules, the Chief [Electrical]¹ Inspector may refuse to grant a license after giving the applicant an opportunity of being heard.

6. **Application for license to work existing lifts.**—(1) The owner of any premises in which a lift has been installed before the commencement of the Act shall, within three months from such commencement, apply to the Chief [Electrical]¹ Inspector in Form D for a license for the working of such lift and shall also furnish such further information as may be required in this behalf either by the Chief [Electrical]¹ Inspector or by the Inspector of Lifts.

(2) Every such application shall be accompanied by triplicate copies of drawings duly signed by the applicant showing, as far as practicable, the layout of the lift installation, wiring diagram of control panel and lift equipment and other particulars referred to in sub-rule (2) of rule 4.

7. **Grant of license for working existing lifts.**—On receipt of an application in accordance with the provisions of rule 6, the Chief [Electrical]¹ Inspector, after making or causing to be made such enquiry as he may deem necessary, and after giving the applicant an opportunity of being heard, may either grant a license as nearly as possible in Form C subject to such terms and conditions as he may impose, or refuse to grant a license.

¹to³ Substituted by the Amended Rule, 1975.

8. **License for working of lifts not to be granted unless requirements in this behalf are complied with.**—No license for working a lift shall be granted unless the requirements laid down in Chapter III of these rules, as may be applicable in any particular case, have been complied with in respect of such lift and its installation :

Provided that a license for the working of a lift, which has been installed before the commencement of the Act, for which the requirements of the rules in Chapter III cannot, in the opinion of the Chief [Electrical]¹ Inspector, be strictly complied with all reasonable efforts and without undue expenditure on the part of the applicants may be granted notwithstanding the deficiencies, if the Chief [Electrical]¹ Inspector is satisfied that the working of the lift is not likely to cause danger to any one.

In such case a brief note showing the requirements not complied with shall form an annexure to the license.

9. **Orders for repairing lift and prohibiting use thereof.**—An order under section 12 of the Act shall be issued as nearly as possible in Form E and shall be served on the owner, agent or occupier of the premises or other person responsible for the working of the lift and the person on whom the order is served, shall comply with the order within the time as may be specified therein and shall report compliance in writing to the officer by whom the order is served.

10. **Maintenance of lifts.**—(1) No person or firm shall be deemed duly qualified and competent for appointment under sub-section (2) of section 11 of the Act, for the maintenance of any lift installation unless such person or firm holds a valid certificate of registration issued under and in accordance with the regulations contained in the schedule to these rules and applicable in respect of the type, class and make of the particular lift installation.

(2) The provisions of sub-rule (1) shall not have application in regard to existing lifts for a period of three months from the date of commencement of this Act where the owners thereof have made other arrangements for maintenance of such lift installations.

Explanation—In these rules “existing lift” means a lift installed before the commencement of the Act.

11. **Appointment of lift attendant.**—(1) One or more attendants, as may be necessary, shall be appointed in writing by the owner of any premises to whom a license to work a lift has been granted or by his agent, if any, for working the lift. No person shall be eligible for appointment as lift attendant unless he possesses a valid authorisation issued in his favour under and in accordance with the regulations contained in the schedule to these rules.

(2) The provisions of sub-rule (1) shall not have application in regard to existing lifts for a period of two months from the date of issue of the license.

(3) An Inspector of Lifts may relax the provisions of sub-rule (1) subject to such conditions as he may impose, for such period not exceeding two weeks as he thinks fit, on the ground either of emergency or special circumstances.

12. **Report of accidents.**—The notice of accidents in terms of the provisions of section 13 of the Act, shall be given in Form F as soon as may be after the accident but not later than 24 hours of the accident, to the Inspector of Lifts and also in the city of Calcutta to the Commissioner of Police and elsewhere to the District Magistrate.

¹ Substituted by the Am.

13. **Unused lifts.**—(1) When a lift installed at any place ceases to be used, the owner thereof or his agent, if any, shall forthwith give notice thereof in writing to the Inspector of Lifts and shall either remove it or maintain it in a condition so as to prevent any danger to persons, after disconnecting it entirely from all sources of power for its operation.

(2) All gates and doors shall be efficiently locked so as to prevent the entry of unauthorised persons to the lift well and the owner or his agent shall, if ordered by the Inspector of Lifts so to do, take such other precautions as are considered necessary by the Inspector of Lifts to prevent danger.

14. **Renewal of License.**—(1) Every license for working a lift shall be renewed annually. Application for renewal of the license together with the license and the challan showing payment of the annual license fee as provided in these rules shall be submitted to the Chief [Electrical]¹ Inspector or to such other officer as he may by order authorise in this behalf before the date of expiry of the license. In the event of the holder of a license failing to renew his license in the manner aforesaid before the date of its expiry, his license shall become void and full license fee shall be charged for the issue of a fresh license in his favour :

Provided that if the application for renewal of a license as aforesaid, is received within one month from the date of expiry of the license, the license may be renewed with effect from that date on payment of the annual license fee and a penalty of Rs. [20.]²

(2) The form in which application for renewal of a license is to be made may be obtained from the office of the Inspector of Lifts on request.

15. **Grant of duplicate license.**—A duplicate of a license may be issued on payment of a fee of Rs. 10 on certification by the applicant of the loss of the original license to the satisfaction of the Chief [Electrical]¹ Inspector.

16. **Appeals.**—(1) An appeal under section 19 of the Act from an order specified in column 1 of the table below, shall be made in writing to the State Government within the period specified in the corresponding entry in column 2 of that table and shall be accompanied by a copy of the order appealed against.

THE TABLE

Order appealed against	Period of limitation
1	2
(a) An order under section 4 or an order under section 8, refusing permission to erect a lift.	Three months from the date of such order.
(b) An order under section 5 or an order under section 8, refusing the grant of license to work a lift.	Three months from the date of such order.
(c) An order under section 12	One month from the date of such order.
(d) An order under section 17 suspending or cancelling the license to work a lift.	One month from the date of such order.

¹and²Substituted by the Amended Rule, 1975.

(2) A fee of Rs. 10, which shall not be refunded, shall be paid in respect of every appeal and a copy of the challan showing payment of the fee shall accompany every appeal.

17. **Fees for Inspection, Application for license and Renewal of license.**—The following fees, which shall not be refunded on any account, shall be levied :

A. Application for license for working a lift—Rs. [100]¹ per lift.
B. Annual license fee—(1) For lifts excepting these in premises and for purposes mentioned in items (2) and (3) below—Rs. [40]² per lift.

(2) For lifts in hospitals or dispensaries declared by Government as not maintained for private gain—Rs. 10 per lift.

(3) For lifts in building dedicated for public charity and used exclusively for that purpose for which a declaration has been made by Government—Rs. 10 per lift.

C. Annual inspection fee—Rs. [35]³ per lift.

D. For inspection made at the request of the owner of the premises to whom a license has been granted or his agent or at the request of any occupier thereof who ordinarily uses the lift—Rs. 10 per lift for each inspection.

(2) All fees payable under the Act or these rules including those referred to in sub-rule (2) of the rule 16 shall be paid—

(i) at the Reserve Bank of India or into a Government Treasury in the State of West Bengal under the head ["043—Taxes and Duties on Electricity—IV—Other Receipts—2—Receipts under the West Bengal Lifts and Escalators Act, 1955"]⁴ by challan in triplicate, the duplicate copy being forwarded to the Chief [Electrical]⁵ Inspector, or

(ii) at the office of the Chief [Electrical]⁵ Inspector, in cash, by money order or by cheque.

CHAPTER III

18. **Lift.**—Every lift and its enclosure shall be so constructed that no part of the body of any person in the lift car is likely to be trapped between the counterweight and any other moving part of the lift.

19. **Liftwells.**—(a) Every liftwell intended for the reception of the lifts or any equipment necessary for its maintenance shall be exclusively reserved for that purpose and shall not be used for any other purpose.

(b) The inner sides of a liftwell shall, so far as practicable, from a smooth, continuous flush surface devoid of projections or recesses. Where any projections extending inwards from the general surface of the enclosure, at or near openings or landings cannot be rendered flush, these shall be bevelled on the underside to an angle of not less than 60 degree from the horizontal by means of hard wood, metal plates, cement rendering, or other suitable fire-resisting materials.

(c) Where a liftwell is provided to serve more than one lift, suitable screen of adequate strength shall be fixed in the liftwell, where necessary, to protect persons working in the liftwell or in the lift car, from accidental contact with counterweights at any stage of their travel.

¹to⁵ Substituted by the Amended Rule, 1975.

(d) No room, passage or thoroughfare shall be provided under any liftwell without the permission in writing from the Inspector of Lifts and subject to such terms and conditions as he may impose.

(e) Every liftwell, together with the whole of the equipment and apparatus contained therein, shall be rendered fire-resisting to the greatest possible extent.

20. Liftwell enclosures.—(a) Except as provided in sub-rule (b) every liftwell shall be protected by a substantial fire resisting enclosure extending on all sides and fitted with gates or doors. The enclosures shall be so constructed that no person may fall down in the liftwell or come into contact with any moving part of the lift when the gates or doors are shut.

(b) Where fire-resisting construction cannot be provided, the liftwell shall be enclosed to a height of not less than [1.83 metres]¹ or such greater height as may be recommended by the Inspector of Lifts.

(c) Where wire grille or similar construction is used, the mesh or opening shall be not greater than [3cms.]² and the liftwell enclosure shall be of sufficient strength to resist accidental impacts by users of the staircase or adjoining floors, and in the case of goods lifts, by movements of materials in the vicinity.

(d) Where the clearance between the inside of an open type liftwell enclosure and any moving or movable part of the lift equipment or apparatus is less than [5cms.]³ the openings in the enclosure shall be further protected by netting of square mesh not greater than [13mms.]⁴ and of wire not smaller than [1 mm]⁵ or in a manner approved in writing by the Inspector of Lifts..

(e) The liftwell enclosure on the sides used for loading and unloading shall not be at a distance of more than [13 cms.]⁶ from edge of the lift car platform.

(f) There shall be no opening in the liftwell enclosure permitting access to the lift car by passing under the counterweight.

(g) In the construction of liftwell enclosure glass shall not be used.

21. Lift pit, bottom clearance and top clearance.—(a) *Lift pit*—(i) A pit hereinafter referred to as the lift pit shall be provided for every lift below the level of its lowest landing. (ii) The lift pit shall be so constructed as to be capable of withstanding the impact of the lift car with contract load or the impact of the counterweight when either is descending at contract speed or at governor tripping speed in case governor operated safety gear is used.

The lift pit shall be of adequate size and shall be maintained in a dry and clean condition. The floor of the lift pit shall be approximately level and where necessary provisions shall be made for permanent drainage.

(b) **Bottom clearance and top clearance.**—Every lift shall provide (1) the depth of the lift pit shall be sufficient for a bottom clearance of not less than [90 cms]⁷ between the bottom of the lift-well and the lowest point of the underside of the lift or its attachments when the lift car is on the lowest landing;

Explanation.—For the purpose of this rule “clearance” shall mean the distance between the buffer striking plate and the top of the buffer when it is fully compressed;

¹ Substituted by the Amenddd Rule, 1977.

² to ⁷ Substituted by the Amended Rule, 1975

(2) A top clearance of not less than [90cms.]¹ shall be provided between the top of the lift car or its attachments and the underside of the overhead structure or other obstruction when the lift car is at the top landing and between the top of the counterweight and the underside of the overhead structure or other obstruction when the lift car is at the lowest landing :

Provided that for lifts having contract speed exceeding [1.52 metres per second]² the bottom and top clearances shall not be less than [1.52 metres]³ except with the permission of the Inspector of Lifts :

Provided further that where oil or similar buffers are used, the Inspector of Lifts may permit such clearances as he may consider adequate for cars and counterweights.

Explanation.—For the purpose of this rule “clearance” shall mean the distance between the buffer striking plate and the top of the buffer when it is fully compressed.

22. Landing gates and doors.—(a) All landing openings in the lift well enclosure shall be protected by gates or doors covering the entire landing opening in each case. The top track of a landing gate or door shall not obstruct the entrance to the car.

(b) All landing gates and doors and their tracks shall be of sufficient strength so as to be capable of withstanding any impacts from their normal use or from any accidental cause, without being permanently deformed and without the doors being sprung from their guides.

(c) All landing gates shall be of a close picket type and no openings shall exceed [5.72cms.]⁴ in width between the vertical members of the gate when it is fully extended unless otherwise permitted by the Inspector of Lifts.

(d) In the case of solid sliding landing doors a fire-resisting vision panel of adequate size shall be provided.

(e) Automatic fire door or shutter which operates by means of a fusible link or otherwise, due to the action of heat, shall not be allowed in any landing, opening or in the lift-well enclosure of any lift if such opening provides an access for exit from the building.

23. Locking devices for landing gates and doors.—(a) Every landing gate or door shall be fitted with locking device of approved design which shall comply with the following requirements, unless otherwise permitted in writing by the Inspector of Lifts in any particular type or class of lifts.

(i) Suitable means shall be provided so that it shall not be possible to open the gate or door from the landing side unless the lift car is in the landing zone pertaining thereto.

Provision shall be made so that a landing gate or door may be opened in case of an emergency or for inspection by the Inspector or by any authorised person, by means of a special key or other suitable device, irrespective of the position of the lift car.

¹ to ⁴ Substituted by the Amended Rule, 1975.

- (ii) Under normal condition of operation no lift car shall be started or kept in motion, unless all landing gates or doors pertaining to the lift are in the closed position.

Note.—Landing doors of a lift under the control of an attendant in the lift car will be considered to be in closed position when the leading edge of the door is within [10 cms.]¹ of the nearest face of the door jamb and with centre opening doors, when the leading edges are within [10 cms.]¹ of each other, provided that (a) the door cannot be reopened from the landing side after it has reached the limit of [10 cms.]¹ and (b) the door continue to remain closed and locked so long as the lift car is in motion.

(b) The electrical and mechanical parts of all locking devices for gates or doors, shall be sufficiently strong so that reasonable wear may not create an unsafe condition.

(c) Every electro-mechanical lock shall be suitably encased and the removal of any detachable cover fitted to such casing, must not affect the operation of the locking device. Where springs are used in locking devices, these shall be in compression and properly supported.

(d) The contacts of locking devices for gates or doors, shall be opened positively.

(e) The locking devices for landing gates or doors shall be so designed that the lock contact is not closed and the electrical circuit established until the gate or door is closed:

Provided that the locking device shall not prevent the operation of the lift whilst the emergency release push is in temporary use, or when the lift car is being moved under the control of the levelling device.

(f) The metal casing or conduits containing or protecting the electrical conductors to the lock or contact boxes shall be mechanically strong and shall be securely fixed to the boxes, so as to maintain good electrical and mechanical continuity throughout their whole length.

24. Guides.—(a) Suitable rigid guides shall be provided for the lift cars and counterweights of all lifts throughout their travel.

(b) Guides shall be of such length that it shall not be possible for any of the car or counterweight shoes to run off the guides.

(c) Guides shall be of steel, except where acid fumes or similar causes in the building may render such material unsuitable.

(d) Guides shall be continuous throughout the entire length of the liftwell and shall be so jointed and fixed to their brackets, which shall be of iron or steel, that the guides shall not deflect by more than [6.4 mms]² under normal operation.

Wood blocks, plugs or similar methods shall not be used for fixing guide brackets.

(e) Guides and their fixings shall be so arranged as to withstand the application of the safety gear when stopping a fully loaded car of a counterweight.

¹ and ² Substituted by the Amended Rule, 1975.

25. Buffers.—(a) Buffers shall be provided below all lift cars and counterweights in accordance with the requirements stated below:

- (i) Spring buffers or their equivalent may be used with lifts having a contract speed not exceeding [1.52 metres per second].¹

Spring buffers shall be capable of stopping a lift car with contract load from contract speed without permanent deformation.

- (ii) Oil buffers or their equivalent shall be used with lifts having a contract speed exceeding [1.52 metres per second].¹

The maximum rate of retardation of oil buffers based on governor tripping speed shall be [24.54 metres per second]² per second and the minimum total stroke of such buffer shall be based on an average retardation of [9.81 metres per second]³ second based on governor tripping speed.

Means shall be provided for readily ascertaining the adequacy of oil supply in the buffers.

- (iii) With lifts having a contract speed not exceeding [0.38 metres per second]⁴ buffers made of timber or rubber, may be used with the permission of the Inspector of Lifts.

(b) Buffers shall be placed symmetrically with respect to the centre of the car platform or counterweight, as the case may be, and these shall be so arranged that the car or counterweight under normal conditions of operation, does not strike them.

26. Counterweights.—(a) All counterweights shall travel in rigid guides and in the liftwell or part of a liftwell to which these belong.

(b) If an independent lift car counterweight is used, it shall not be of such weight as will cause undue slackening of any of the suspension ropes during acceleration or retardation.

(c) Counterweights consisting of multiple sections with or without frames shall be secured by at least two tie rods passing through holes in all the sections. Such tie rods shall have lock nuts at each end and shall be further secured by suitable split pins. The factor of safety of the threaded portion of the tie rods shall be not less than 8.

27. Lift Cars.—(a) Lift cars shall be provided with roof, enclosures and gates or doors. The enclosures of lift cars intended to carry persons shall be not less than [2 metres]⁵ in height, with no openwork panels within a height of [1.83 metres]⁶ from the lift car floor. Perforated roof, where used, shall provide reasonable protection to persons in the car against falling articles and the perforation shall be sufficiently close in mesh. The roof, solid or perforated, shall be capable of supporting the weight of a man weighing [68 kgs.].⁷

(b) Where the lift car has a solid enclosure and doors, provision shall be made for adequate ventilation and every lift car door shall be provided with suitable fire-resisting vision panel of adequate size.

(c) No glass shall be used in the roof or car enclosure of a lift car.

¹ to ⁷ Substituted by the Amended Rule, 1975.

(d) Each lift car entrance shall be provided with a gate or door which shall cover the full height and width of the car opening. The top track of the gate or door shall not obstruct the car entrance.

(e) Lift car gates shall be of a close picket type and no openings shall exceed [6.4 cms]¹ in width between the vertical members of the gate when it is fully extended unless otherwise permitted by the Inspector of Lifts.

(f) Each lift car gate or door shall be provided with an electric switch which will prevent the lift car from being started or kept in motion unless the car gates or doors are closed:

Provided that slow speed levelling of the lift car will be permitted from a position of [38 cms]² above or below the landing level with the gates or doors open.

(g) Lift car gate or door switches shall be opened positively.

(h) Every lift car controlled by an attendant shall be operated by a removable handle or key which shall remain at all times in the possession of the attendant. The handle or key shall automatically return to the ["Off" position]³ when power is cut off. Landing gates of such lift cars shall also be opened only by a similar removable handle or key.

(i) Every lift car shall be fitted with a suitable light for adequate illumination of the car and the light shall be kept burning during the whole time the lift is available for use.

(j) Each passenger lift car shall, where practicable, be provided with an emergency exit. Such exit shall be provided either in the roof or, where more than one lift is installed in a liftwell, in the side adjacent to the adjoining lift car. Where conditions do not allow the provision of an emergency exit, the car safety gear shall be of a type that can be released by raising the lift car.

(k) Top emergency exit panels shall not open inwards and shall be clear of all gears and equipments mounted on the top of the lift car. The panels shall be held by suitable fasteners and so arranged that the panels can be opened from both inside and outside of the lift car.

(l) Emergency exit panels shall not be opened or removed while the lift car is in motion and suitable means shall be provided to prevent the lift from being operated when the emergency panel is opened or removed.

(m) Every lift car of an automatically controlled lift shall be provided with an emergency alarm signal which can be operated by a push button in the lift car and shall be clearly audible outside the liftwell in order that assistance may be obtained in case of a breakdown or failure between the floors. Every such push button shall be clearly marked.

(n) Where lift car levelling device are used, the lift car platform shall be fitted with a substantial apron so as to prevent any object from being trapped between the lift car platform and lift landing while the car is within that landing zone.

(o) Lift car platform shall be so designed and of such construction as to meet any particular condition of loading. The lift car floor of passenger lift shall be of smooth non-slip surface.

¹ and ² Substituted by the Amended Rule, 1975

³ Substituted by the Amended Rule, 1977

28. **Load to be marked in the lift car.**—The contract load of the lift in [Kilograms]¹ or in other acceptable units shall be marked in a conspicuous position in every lift car. For passenger lifts, the maximum number of persons (other than the lift attendant) that the lift car is permitted to carry safely shall also be similarly marked.

The contract load of such lifts shall not be less than [34 kgs.]² or its equivalent for every [0.1 square metre]³ of the lift car floor area.

No passengers or load exceeding the number or amount marked shall be carried in the lift car.

Explanation.—For the purpose of calculation, the load of a person carried in the lift car shall be reckoned as [68 kgs.]⁴ or its equivalent in the average.

29. **Lift car frame.**—(a) The car of every passenger or goods lift shall be carried in a steel frame which shall be sufficiently rigid and of adequate strength to withstand the operation of the safety gear without permanent deformation.

(b) The deflection of the lift car frame cross-head and the members carrying the lift car platform shall not exceed 1/1000 of their span under static conditions with the contract load on the lift car platform.

(c) Renewable guide shoes or guide shoes with renewable linings shall be provided at the top and bottom of both the sides of the lift car frame.

30. **Lift car and counterweight safety gears.**—(a) Every lift suspended by ropes shall be provided with safety gear attached to the lift car frame and should preferably be placed beneath the lift car platform.

A pawl or ratchet shall not be held to constitute a sufficient safety gear for lifts.

(b) The safety gear shall be capable of stopping and sustaining the lift car with full contract load in the lift car.

(c) The safety gear shall operate to stop and sustain the lift car in the event of failure of all suspension ropes, or in the event of the lift car exceeding a predetermined speed in the descending direction when an overspeed governor is fitted.

(d) No lift car safety gear shall be permitted to stop an ascending lift car. If an ascending lift car is to be stopped on account of overspeed, a safety gear shall be fitted to the counterweight for this purpose. An overspeed governor may however be used to cause the motor control and the brake control circuits to be opened in the event of overspeed in the ascending direction.

(e) The safety gear of every lift having a travel exceeding [6 m.]⁵ shall be operated by an overspeed governor.

(f) The application of the safety gear shall not cause the lift car platform to become out of level in excess of [4 cms. per metre]⁶ measured in any direction.

(g) The motor control and the brake control circuit shall be opened at the time the safety gear is applied.

(h) When the lift car safety gear is applied, no decrease in the tension of any rope for applying the safety gear, or in the motion of the lift car in the descending direction shall release the lift car safety gear.

(i) No safety gear shall depend upon the completion or maintenance of an electric circuit for its operation.

All safety gears shall be applied mechanically and shall operate independently of any springs used in its construction. Vibration of the lift car frame shall not cause the safety gear to be applied.

(j) Any rope used for applying the safety gear shall be supported by its own pulleys and properly guarded. Such pulleys shall be mounted independently of any shaft carrying the lifting ropes. Such ropes shall be of steel or other suitable material.

(k) The gripping surfaces of lift car or counterweight safety gears shall run free of the guides during normal operation of the lift.

(l) Any levers or cams operated by shafts shall be fasten to such shafts by means of keys in accordance with approved methods.

(m) Safety gears shall be designed to grip each guide and to operate on both guides equally and simultaneously.

(n) All bearings for actuating drums and screw shafts in connection with the safety gears shall be of non-ferrous metal.

(o) In case of a safety gear actuated by means of a rope unwinding from a drum, the rope shall have at least three complete turns on the drum after the safety gear has been applied and the lift car has stopped. The minimum diameter of such drum shall be [13 cms.]¹ The device for holding the safety rope or rod in position during normal operation shall be fixed to the steel framework of the lift car and not to the bodywork of the lift car. The ends of the governor rope shall be held by a clevis or other similar means, which shall effect its purpose by friction. The clevis or other holding device shall be supported by or from the steel framework of the car and not fixed to the bodywork of the lift car.

(p) The counterweight safety gear, if any, may be operated by the same governor and governor rope used to operate the lift car safety gear, provided it complies with the requirements for and for the application of counterweight safety gear.

When operated by an overspeed governor, provision shall be made to cause the application of the counterweight safety gear, at a speed greater than, but not more than 10 per cent. In excess of that at which the lift car safety gear is applied.

(q) Safety gears shall be of the following types :

- (i) Safety gears of the instantaneous type may be used on lift car having a contract speed not exceeding [1 metre per second].²
- (ii) Safety gears of the instantaneous type be used on counterweight having contract speed not exceeding [1.27 metres per second].³
- (iii) Where the contract speed exceeds [1 metre per second]⁴ safety gear of the following types shall be used :

- (1) Gradual wedge clamp type.
- (2) Flexible guide clamp type.

¹ to ⁴ substituted by Amended Rule, 1975

The maximum stopping distance of lift cars with safety gears of gradual wedge clamp, and flexible guide clamps with the contract load in the lift car, and the minimum stopping distance with the attendant only in the lift car shall be in accordance with the table below :

TABLE

[Speed in metre per second]	Maximum stopping distance with contract load		Minimum stopping distance with attendant only in the lift car.	
	Gradual wedge clamp type Metre	Flexible guide clamp type Metre	Gradual wedge clamp type Metre	Flexible guide clamp type Metre
1.52 ..	2.13	0.53	0.46	0.15
2.03 ..	2.36	0.76	0.51	0.23
2.54 ..	2.67	1.22	0.56	0.31
3.05 ..	3.05	1.44	0.64	0.38
3.56 ..	3.43	1.93	0.71	0.46
4.06 ..	3.73	2.51	0.81	0.53 ¹

Note.—The stopping distance shall mean the actual slide as measured by the marks on the guides.

31. **Overspeed governors and governor ropes.**—(a) An overspeed governor shall be provided for operation of the lift car safety gear of every lift having a travel exceeding [6 metres].²

(b) Overspeed governor shall be so placed that it cannot be struck by the lift car or counterweight in the event of overtravel and there is sufficient space for proper operation of the governor.

(c) The tripping speed of governor shall be suitably marked or stamped on the governor base.

(d) The motor control circuit and the brake control circuits shall be opened before or at the time the governor trips.

(e) Governor ropes shall be of steel or other suitable material and shall be of suitable construction in size and strength. When replacement of original governor ropes becomes necessary, these shall be normally of the same size, material and capacity as the ropes originally supplied by the makers of the lift. Before replacement by any other kind of rope, the suitability of such rope shall be tested to the satisfaction of the Inspector of Lifts.

(f) Governor ropes shall run clear of governor jaws, during normal operation of the lift.

¹ and ² substituted by the Amended Rule, 1975

(g) Governor jaws and their mountings shall be so designed that any cutting tearing or deformation of the rope resulting from their application shall not prevent proper operation of the safety gear.

(h) The arc of contact between the governor jaws shall be such that no cutting, tearing or deformation of the rope shall result from the operation of the safety gear.

32. Machine room. (a) A machine room of suitable size and construction shall be provided for the housing of the lift machinery together with the associated apparatus and equipment. Where circumstances so require, motor generators and ancillary equipment may be installed in another room which shall conform to the requirements of the machine room.

(b) The machine room shall be of strong construction, weather proof and dry and shall be properly ventilated to prevent any undue rise in temperature inside the room. Where necessary, means shall also be provided to maintain a reasonable temperature in the machine room. The floor of the machine room shall be capable of carrying the load of the lift machinery and other equipment housed therein.

(c) The machine room shall be provided with permanent lighting arrangement of an approved type and wherever available electric lighting shall be provided by at least one fixed light point and one plug socket for hand lamp for every machine or every two machines. The light switch shall be fixed near the machine room entrance.

(d) The machine room shall be provided with reasonable access for the entry or removal of the equipments therein or of any part thereof. The height of the machine room shall be sufficient to allow any part of the equipment to be accessible and removal for repairs and replacement and in no case the height shall be less than [2 metres]¹ clear.

(e) The machine room shall be provided with access doors opening upwards.

(f) If the floor or platform of any machine room does not cover the entire liftwell, the open sides shall be provided with hand-rails or shall be guarded by other suitable means.

(g) The machine room shall not be used as a store room or for any purpose other than housing the lift machineries and its associated apparatus and equipment. No inflammable or explosive material shall be kept in the machine room.

(h) The machine room shall be accessible only to authorised persons. Where the electrical pressure exceeds 250 volts, a caution notice shall be displayed permanently on the outside of the door in a conspicuous position.

Explanation.—No person shall be deemed to be an authorised person unless the owner or agent of the lift has authorised him in writing for any specific duty to be performed in the machine room and a copy of such authorisation has been given to the person concerned. Every such authorisation shall be entered in a register to be maintained by the owner of the lift or by his agent for the purpose. This register shall be produced to the Inspector of Lifts on demand.

33. Housing of overhead pulleys.—Overhead pulleys and the allied machinery shall be so fixed and housed as will allow safe and convenient access to them and will enable their maintenance and repairs to be carried out with safety. Where the platform or floor of the house does not extend to the full area of the liftwell, suitable guard rail or similar fitting shall be provided to ensure safety. Provision shall also be made for adequate lighting and ventilation of the space.

¹ Substituted by the Amended Rule, 1975

34. Lift machineries and supports.—(a) Drums, sheaves and pulleys shall be of cast iron or steel and shall have suitable grooves for ropes and shall be provided with suitable flanges. The diameter of the drum or sheave shall be in accordance with approved standards.

(b) Friction gearing or friction clutch mechanism shall not be used for connecting the main driving gear to the drum or sheave.

(c) Belt or chain driven machine shall not be used to raise the lift car. No worm gear having cast iron teeth shall be employed.

(d) The sheave, drum, worm wheel or spur gear of any lift machine shall be fixed to its shaft or driving unit either by means of sunk keys or splines according to approved standards or shall be secured to a flange forming an integral part of the shaft or driving unit by means of turned tight-fitting bolts.

No set screw fastenings shall be used in lieu of keys or other positive connections.

(e) Winding drum and traction machines for power driven lifts shall be equipped with the brakes applied automatically by means of springs in compression only or by gravity, when the operating device is in the "off" position or in the event of the supply of power being cut off from any cause.

(f) Electric lift machines shall be provided with brakes released electrically. Brakes shall not be released in normal operation until power has been applied to the driving motor.

Earth fault, short circuit or counter electromotive force shall not prevent the brakes from being applied during normal operation.

Any emergency release device fitted to a brake shall not be capable of holding the brake in the "off" position during normal operation.

(g) Provision shall be made for winding the machine by hand. The direction of winding corresponding with the raising and lowering of lift car shall be clearly indicated on the motor.

(h) All machines, pulleys, overspeed governors and similar units shall be so supported and held as to prevent any of these machineries or parts thereof from becoming loose or displaced affecting their safe working. Supporting beams shall be of steel or reinforced concrete.

35. Suspension ropes.—(a) Suspension ropes shall be of steel. Chains shall not be used for the suspension of a lift car or counterweight.

(b) Not less than two independent suspension ropes shall be used for any lift with traction drive, and not less than two independent ropes for the lift car and two for each counterweight shall be used with drum drive.

(c) All ropes anchored to a winding drum shall have not less than one complete and one-half turns of the ropes on the winding drum when the lift car or counterweight has reached the extreme limit of its over travel.

(d) The factor of safety of the combined suspension ropes shall be not less than 12, based on static contract load, plus the weight of the car and accessories.

(e) Every lift car or counterweight rope shall be free from joints.

(f) The winding drum and the lift car and counterweight suspension ropes shall be properly secured by clamps on the inside of the drum.

(g) The lift car and counterweight ends of the suspension ropes shall be fastened by spliced return loops, clipped return loops, or individual tapered babbitted sockets. Loops shall not bear directly on their fixings, but shall be lined with proper thimbles, eyes or similar protection. In all cases the fastenings shall be capable of sustaining a load of not less than 80 per cent. of the ultimate strength of the undisturbed rope.

(h) Means shall be provided for adjusting the lengths of the ropes to equalize the load on the individual suspension ropes.

(i) The materials, quality, construction and the fixing of ropes shall, as far as applicable conform to approved standards and methods pertaining to the same.

(j) Tensioning devices for compensation ropes, governor ropes and the like shall be protected against damage due to falling objects.

36. Operation, control and devices pertaining thereto.—(a) *Main Switch*:—A manually operated main disconnecting switch of adequate capacity shall be installed to control supply of electrical energy to the main circuit cable of every electric lift machine or motor-generator set and the switch shall be so placed that it is close to and visible from the lift machine or motor-generator set to which the supply is controlled.

(b) *Operating devices and control*: (i) Where metal to metal contacts are used on the controller switches for opening the main circuits, or to stop a lift machine, such circuits shall have at least two independent current breaks in the design.

(ii) In an automatically controlled lift, neither the operation of springs nor the completion of another electrical circuit shall be depended upon to open the circuit for stopping the lift at terminal landings.

(iii) No control system shall be used which depends on the completion or maintenance of an electrical circuit for the operation of the safety gear or for the interruption of the power supply to the motor and the application of the electro-mechanical brake to stop the lift car either at terminal landings or when the emergency "Stop" push or switch is operated.

The requirements of this sub-rule shall not apply to dynamic braking or speed control devices.

(iv) Lift machines driven by poly phase motors shall be protected against phase reversal or phase failure:

Provided that this shall not apply to A.C. motors forming part of motor-generator sets.

(v) The control circuit shall be suitably protected independently of the main circuits and it shall be so arranged that an earth fault or open circuit shall not create an unsafe condition.

(c) *Emergency switch*: The lift car of every automatically controlled lift and of every lift having a car levelling device shall be provided with emergency "Stop" push or switch which will cause the motor-control and brake-control circuits to be opened when operated.

(d) *Slack rope switch or devices*: Every lift having winding drum machine shall be provided with a properly constructed switch or device of adequate capacity which shall automatically cut-off supply of power and shall stop the machine in the event the lifting ropes of the lift car become slack either due to any obstruction of the lift car in its travel in the descending direction or due to any other cause whatsoever.

(e) *Automatically controlled lifts*: In the case of automatically controlled lifts, it shall be further provided that while a lift car is travelling to any particular lift landing, it shall not be possible to interfere with its journey by pressing any control button, except that with the collective control the lift car may be stopped at any intermediate landing.

Provision shall be made for a reasonable time lag to regulate the re-starting of the lift car.

37. Normal and Final Terminal Stopping Devices.—(a) *Normal Terminal Stopping Devices*: (i) Every lift shall be provided with upper and lower normal terminal stopping devices arranged to stop the lift car automatically from any speed attained in normal operation within the limits of top and bottom over travel. Such stopping devices shall act independently of the operating device, the final terminal stopping device and the buffers.

(ii) Every lift having a winding drum machine shall have normal terminal stopping devices operated by the movement of the lift car and fixed either in the liftwell or on the lift car.

(iii) Every lift having a traction machine shall have normal terminal stopping devices operated by the movement of the lift car and fixed either in the liftwell or on the lift car or in the machine room.

(iv) Electric lifts having hand rope or rod operating device shall have stops fastened securely to the rope or rod arranged to centre the operating device for stopping the lift car.

(v) Electric lifts having winding drum machines with hand rope, or rod, lever or wheel operating devices, shall have an additional device to centre the operating device automatically.

(vi) All normal terminal stopping switches whether mounted on the lift car or in the liftwell shall be of enclosed type and shall be securely mounted. The contacts of all terminal stopping devices shall be opened positively and mechanically by the movement of the lift car.

Note.—In the case of electric lifts using floor controller or other similar devices for automatic stopping at the floor landing, only one set of floor stopping contracts shall be necessary for each terminal landing provided these contacts and the means of operating them comply with the requirements for terminal stopping devices.

(b) *Final Terminal Stopping Devices*: (i) Every lift shall be provided with upper and lower final terminal stopping devices arranged to stop the lift car within the top and bottom clearances independently of the operating device and the normal terminal stopping devices, but with buffers operative.

(ii) Final terminal stopping devices shall be arranged to operate with the lift car as close to the terminal landings as practicable without interfering with the normal operation of the lift. Where spring buffers are employed, final terminal stopping devices shall be arranged to open before the buffers are engaged.

(iii) Every lift having a winding drum machine shall have two final terminal stopping devices, one being operated by the machine and the other by the movement of the lift car.

(iv) Every lift having a traction machine shall have final terminal stopping devices operated by the movement of the lift car.

(v) Final stopping devices shall act to prevent movement of the car under power in both directions of travel and shall after operating, remain open until the lift car has been moved by the winding to a position within the limits of normal travel.

(vi) The final terminal stopping devices shall not control the same switches on the controller as those controlled by normal terminal stopping devices unless two or more separate and independent switches are provided, two of which shall be closed to complete the motor and brake circuits for each direction of travel. When the final stopping devices control the same switch or switches on the controller as the operating device or the normal terminal stopping devices, they shall be connected in the control circuit on the opposite side of the line.

(vii) All final terminal stopping switches whether mounted on the lift car or in the liftwell shall be of enclosed type and shall be securely mounted. The contacts of all terminal stopping devices shall be opened positively and mechanically by the movement of the lift car.

38. Electrical Wiring and Apparatus.—(a) All electrical wiring and apparatus in connection with the lift installation, shall conform to the Indian Electricity Rules in force, and also to other regulations, if any, relating to fire insurance of the building in which the lift is installed.

(b) All electric supply lines and apparatus in the lift car shall be so constructed and shall be so installed, protected, worked and maintained that there may be no danger to persons therefrom.

All metal casings or metallic coverings containing or protecting any electric supply lines or apparatus, shall be efficiently connected with earth.

(c) No bare conductor shall be used in any lift car as may cause danger to persons.

(d) All cables and other wiring in connection with the lift installation shall be of suitable grade for the voltage at which these are intended to be worked and if metallic covering is used it shall be efficiently earthed.

(e) Suitable caution notice shall be affixed near every motor or other apparatus in which energy is used at a pressure exceeding 250 volts.

(f) The electrical parts of gate or door switches, terminal stopping devices, other operating and similar devices, locking devices, controllers and of similar other parts shall be efficiently insulated and the insulation shall be capable of withstanding for a period of one minute, the continuous application of a test voltage of alternating current equal to ten times the voltage at which these electrical parts are energised, subject to a maximum voltage of 2,000 volts when the test voltage is applied between contacts or similar parts in the open position, and between such contacts and earthed parts.

39. Tests.—(a) No new lift shall be brought into use unless the lift has been tested to determine whether its safety gear, brakes, terminal stopping devices, buffers, overspeed governor, etc., operate satisfactorily.

(b) The person or firm responsible for the installation of a lift shall certify in writing that the tests carried out by him to determine the suitability of the lift for normal and regular service, has been satisfactory and, if required by the Inspector of Lifts, such tests shall be carried out in the presence of and to the satisfaction of the Inspector of Lifts.

The Inspector of Lifts may also himself carry out such tests as he may think necessary for his satisfaction, to determine the suitability of the lift for normal and regular use. Such tests shall be carried out in presence of the representative of the person or firm who is responsible for the installation of the lift.

(c) For the test of safety gear, the test shall be carried out with contact load in the lift car to determine whether it operates satisfactorily. If the safety gear is of the gradual wedge-clamp or flexible guide-clamp type, the test shall be made to determine whether the safety gear will operate within the maximum and minimum stopping distances given in the table under rule 30.

(d) The over speed tests shall be made with ropes attached and all electrical apparatus operative except for the overspeed contact or cut out on the governor. For lifts operating directly from alternating current the governor shall be tripped by hand at the maximum speed obtainable.

40. Sundry precautions.—(a) Adequate precautions shall be taken to guard against any possibility of a lift being operated by unauthorised persons. Precautions shall also be taken to prevent a lift from being operated by any person when it is not intended for use.

(b) An authorised person shall be on duty in the premises where a lift is installed during the whole period the lift remains in actual use.

(c) No person shall remain in the pit while the lift is working. Adequate precautions shall be taken to protect persons working in the pit from accidental contact with the counterweight.

(d) While a lift is under examination or repairs, suitable steps shall be taken to ensure that the lift is not operated inadvertently by any person in such a manner as may endanger the safety of persons working in the lift.

(e) No such explosive or other inflammable material shall be carried in the lift car as may endanger the safety of persons.

41. Relaxation of rules.—(a) In the case of service lifts an Inspector of Lifts may, by order in writing, and subject to such conditions as he may think fit to impose, relax the provisions of any of these rules to such extent as, in his opinion, may not be applicable to such lifts.

(b) In the case of lifts operated by power other than electricity, an Inspector of Lifts may, by order in writing, relax the provision of these rules to such extent as, in his opinion are inconsistent or are not applicable to such lifts. Such lifts must, however, comply with such instructions as may be issued in this behalf by the Inspector of Lifts with the approval of the Government.

42. Authority to lodge complaint.—An Inspector of Lifts or any other person duly authorised by the State Government in this behalf may make a complaint to the Criminal Courts for an offence punishable under section 18 of the Act.]

FORM A

Application for permission to erect lifts

(To be submitted to the Chief [Electrical]¹ Inspector, Government of West Bengal.)
(Vide section 3 of the Act and rule 3 of the West Bengal Lifts Rules, 1958)

1. Full name and address of the applicant.....
2. Name and address of the local Agent, if any.....
3. Address of the premises at which the lift is proposed to be erected, and the name of the owner of the premises.....
4. Whether any application for permission was previously made. If so, details of the same.....
5. Type of lift proposed to be erected (Passenger/Goods/Service).....
6. Maker's name and address.....
7. The contract speed of the lift.....
8. The contract load of the lift in [Kilograms]².....
9. The maximum number of persons including the lift attendant which the lift can carry.....
10. The total weight of the lift car including the contract load.....
11. The weight of the counterweight.....
12. The number, description, weight and size of the suspension ropes.....
13. The pit depth.....
14. Travel and the number of floors to be served.....
15. The total headroom.....
16. (i) Details of construction of the over-head arrangement with the weight and size of the beams.....
(ii) The approximate reaction which will be imposed on the building due to the lift installation including supporting beams, etc.....

Dated.....

Signature of the applicant.

^{1,2} Substituted by Amended Rule, 1975

FORM B

Notice of completion of the work of erection of a lift and application for a license to work the lift.

(Vide section 5 of the Act and rule 4 of the West Bengal Lifts Rules, 1958)

From

To the Chief [Electrical]¹ Inspector, West Bengal.
1 Harish Mukherjee Road, Calcutta.

Dated..... 19....

Dear Sir,

Subject : Erection of lift at.....

I/We hereby give notice under rule 4 of the West Bengal Lifts Rules, 1958, that the work of erection of the lift at the above address, permission for which was accorded under your letter No....., dated....., has been/ will be completed on..... The work has been carried out by..... Necessary scale drawings as required under rule 4 are enclosed herewith.

I/We further request that a license for working the lift may be granted to me/us.

I/We hereby give undertaking that any additions, alterations or modifications as may be considered necessary under the West Bengal Lifts Rules, 1958, on inspection at site, will be carried out without undue delay.

[A fee of Rs. 100]² has been paid into the Reserve Bank of India/Government Treasury/Office of the Chief [Electrical]¹ Inspector under Receipt No....., dated.....19....

A chalan for the amount issued by the Reserve Bank of India/Government Treasury is herewith attached.

Yours faithfully,

Signature of owner of the Lift.

^{1,2} Substituted by Amended Rule, 1975

Notes

1. Every application shall be accompanied by a receipt showing the deposit of the necessary fee in manner provided in rule 1 along with triplicate copies of drawings duly signed by the applicant showing the following :

- Layout of the lift installation.
- Plan.
- Sectional elevation.
- Arrangement of doors.
- Liftwell enclosures.
- Size and position of the machine room relative to the liftwell.
- Position of hoisting machines.
- Number of floors to be served and total travel.
- Wiring diagram of the control panel and lift equipment.

2. The scale of the drawings shall not without the special permission in writing of the Chief [Electrical]¹ Inspector be less, than [2 Cms. to a metre]² for the plan, and [1 Cm. to a metre]³ for elevation.

3. The fee for each application is Rs. [100]⁴. The fee may be paid at the Reserve Bank of India or into a Government Treasury in the State of West Bengal under the head ["043—Taxes and Duties on Electricity—IV—Other Receipts—2—Receipts" under the West Bengal Lifts and Escalators Act, 1955"]⁵ by chalan in triplicate or at the office of the Chief [Electrical]¹ Inspector, in cash, by money order or by cheque.

FORM C

GOVERNMENT OF WEST BENGAL

License to work a lift

[Vide section 5(3) of the Act and rule 5 of the West Bengal Lifts Rules, 1958.]

(This licence is not transferrable or assignable to any person or firm. This license is to be renewed annually and must be produced to the Licensing Authority when called for.)

Registered No.....

Shri/Sarvashri..... is/are

hereby authorised to work the lift erected at the premises No.....

..... the particulars of which are given below. This license shall remain valid from to and is issued subject to the conditions set out on the reverse.

¹⁻⁵ Substituted by Amended Rule, 1975

Particulars

- Make of lift and Serial No.....
- Type of lift.....
- Type of control.....
- Capacity.....

Dated, Calcutta.....
The..... day of..... 19....

Chief [Electrical]¹ Inspector,
West Bengal.

Date of renewal	Date of expiry	Initial of the Officer renewing the license

Conditions

1. The lift and its installation shall be worked and maintained in conformity with the provisions of the West Bengal Lifts and Escalators Act, 1955, and the West Bengal Lifts Rules, 1958, in so far as these are applicable in this case.

2. If the holder of this license does not reside in the town or village in which the lift has been erected, he shall within one month from the date of this license appoint an agent who shall be resident in the town or village in which the lift has been erected. The agent so appointed shall be responsible for the working and maintenance of the lift in conformity with the provisions of the West Bengal Lifts and Escalators Act, 1955 and the West Bengal Lifts Rules, 1958, in so far as these are applicable in this case. The name of every such agent shall be communicated to the Inspector of Lifts and to the Commissioner of Police in Calcutta or to the District Magistrate elsewhere. Any change of agent shall also be similarly notified.

3. The holder of this license or his agent, if any, shall, within one month from the date of this license, appoint a person or firm who is in possession of a valid certificate of registration for maintenance of the lift installation and shall communicate the name of such person or firm to the Inspector of Lifts and also in the city of Calcutta to the Commissioner of Police and to the District Magistrate elsewhere. Any change of person or firm so appointed, shall also be similarly notified.

4. No additions or alterations to the lift and its installation shall be carried out without prior approval by the Chief [Electrical]¹ Inspector, West Bengal.

5. If the holder of this license ceases to have interest in the lift installation for which the license is issued, the license shall be deemed to be invalid and it shall be returned to the Chief [Electrical]¹ Inspector, West Bengal.

¹ Substituted by Amended Rule, 1975

Application for license for working of a lift installed prior to the commencement of the Act.

Read section 8 read with sub section (2) of section 5 of the Act and rule 6 of the West Bengal Lifts Rules, 1958]

(To be submitted to the Chief [Electrical]¹ Inspector, Government of West Bengal.)

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. Type of lift erected.....
5. (i) Maker's name.....
(ii) Maker's local agents' address.....
6. The contract speed of the lift.....
7. The contract load of the lift in [Kilograms]².....
8. The maximum number of persons including the lift attendant which the lift can carry.....
9. The total weight of the lift car including the contract load.....
10. The weight of the counterweight.....
11. The number, description, weight and size of the suspension ropes.....
12. The pit depth.....
13. Travel and the number of floors served.....
14. The total head room.....

15. (i) Details of construction of the overhead arrangement with the weight and size of the beams.....
- (ii) The approximate reaction which has been imposed on the building due to the lift installation including supporting beams, etc., should be given as far as practicable.....

Date.....[19]¹

Signature of the applicant.....

(Read the notes below before filling in this form)

Notes

1. Every application shall be accompanied by a receipt showing the deposit, of the necessary fee in the manner prescribed in rule [17]² and triplicate copies of drawing duly signed by the applicant showing the following:

- (a) Layout of the lift installation.
- (b) Plan.
- (c) Sectional elevation.
- (d) Arrangement of doors.
- (e) Liftwell enclosures.
- (f) Size and position of the machine room relative to the liftwell.
- (g) Position of hoisting machines.
- (h) Number of floors to be served and total travel.
- (i) Wiring diagram of the control panel and lift equipment.

2. The scale of the drawings shall not without special permission in writing of the Chief [Electrical]³ Inspector be less than [2 cms. to a metre]⁴ for the plan, and [1 cm. to a metre]⁵ for elevation.

3. The fee for each application is [Rs. 100]⁶. The fee may be paid at the Reserve Bank of India or into a Government Treasury in the State of West Bengal under the head ["043—Taxes and Duties on Electricity—IV—Other Receipts—2—Receipts under the West Bengal Lifts and Escalators Act, 1955"]⁷ by chalan in triplicate or at the office of the Chief [Electrical]³ Inspector, in cash, by money order or by cheque.

¹ and ² Substituted by Amended Rule, 1975

³ to ⁷ Substituted by Amended Rule, 1975

¹ Substituted by Amended Rule, 1977

GOVERNMENT OF WEST BENGAL

Form of order for repairing lift and prohibiting use thereof

[Vide section 12 of the Act and rule 9 of the West Bengal Lifts Rules, 1958]

To

(Owner/Agent/Occupier of the premises/Person responsible for the work of the Lift*)

1. Whereas it appears to me that the lift in premises No.
 under License No.

does not fulfil the terms and condition of the license, or rules
 of the West Bengal Lifts Rules, 1958 or is in an unsafe condition, or is likely to
 attended with danger to human life as stated in the accompanying sheet, you
 hereby called upon under section 12 of the West Bengal Lifts and Escalators A
 1955, to comply with the said terms and conditions and *rules and to carry
 the said repairs and/or alterations* to the lift on or before the
 of]19....]¹

and to report compliance in writing to me.

2. I also hereby forbid the use of the lift with effect from the date of rec
 of this order until the repairs or alterations referred to in paragraph 1 above
 made or the cause of the danger is eliminated or the terms, conditions or rules
 complied with.*

3. An appeal may be filed against this order under clause (c) of sub-section
 of section 19 of the Act read with rule 16 of the West Bengal Lifts Rules, 1958
 within one month from the date of its issue, but not withstanding such app
 this order must be complied with, unless the appellate authority, on or before
 date specified in paragraph 1 above, otherwise directs.

Inspector of Lifts, West Bengal/Officer duly authorised*

Dated at.....

The.....day of.....[19....]²

* Strike out whichever does not apply.

¹ and ² Substituted by Amended Rules, 1977.

FORM F

GOVERNMENT OF WEST BENGAL

Notice of Accident

[Vide sub-section (1) of section 13 of the Act and rule 12 of the West Bengal Lifts Rules, 1958]

From
(Owner/Agent)*

To

*The Inspector of Lifts, West Bengal, Calcutta.
 The Commissioner of Police, Calcutta.
 The District Magistrate.....

Dated.....19..

DEAR SIR,

I/We have to inform you that an accident has occurred at premises No.
 at hours
 in connection with the operation of a lift owned by me/us *resulting/likely to have
 resulted in loss of human life/personal injury, the details of which are given below.

I/We also state that the working of the lift has been discontinued and shall
 not be resumed except under your written permission.

1. Type of the lift.....
(Passenger/goods/service)
2. Registered number of the licence for working the lift.....
3. Particulars of person or persons injured—
Name (s)
Casto.....Occupation.....Age.....
4. Nature of injury occasioned by the accident.....
5. If resulted in the loss of human life.....
6. Classification and cause of accident.....
(Electrical or mechanical)
7. Names of persons who saw the accident and can give important evidence.....
8. Any additional information which may elucidate the circumstances of the accident.....

Yours faithfully,

*Owner/Agent.

*Strike out whichever does not apply.

THE SCHEDULE

(See rules 10 and 11)

Regulations for registration of persons or firms for maintenance of lifts and for grant of authorisation to lift attendants

REGULATIONS

1. **Appointment of Lift Committee:** For carrying out the purpose of these regulations a Lift Committee (hereinafter referred to as "the Committee") shall be appointed by the State Government.

2. **Constitution of the Lift Committee:** The Committee shall consist of—

- (a) the Chief [Electrical]¹/Inspector to the Government (ex officio) who shall be the Chairman;
- (b) an Inspector of Lifts to the Government to be appointed by the State Government who shall be the Member-Secretary.
- (c) two persons who have technical knowledge and are conversant with the construction and maintenance of lifts, representing makers or suppliers of lifts to be nominated by the State Government; and
- (d) one person representing the owners of lifts to be nominated by State Government.

3. **Terms of appointment:** The term of appointment of members other than the ex officio Chairman and the Member-Secretary to the Committee shall be three years.

4. **Vacancies:** If a member leaves the State or is absent therefrom for a continuous period of more than six months, another person may be appointed in place of such member for the unexpired portion of such member's term.

The Committee shall have power to act notwithstanding any vacancy in its membership.

5. **Functions of the Committee:** The functions of the Committee shall be—

- (a) to consider applications from persons or firms who intend to be registered for carrying out maintenance of lifts in accordance with the provisions of the Act and the rules thereunder and to grant certificates of registration for the purpose;
- (b) to grant authorisation to lift attendants;
- (c) to enquire into allegations of incompetence, negligence, misconduct or malpractice on the part of a lift attendant holding an authorisation or of a person or firm holding certificate of registration granted by the Committee or allegations of breach of a condition of a certificate of registration on the part of the person or firm holding the certificate of registration granted by the Committee and to take such action in respect of such authorisation or certificate of registration as may be considered necessary;

- (d) to maintain a register of persons and firms to whom certificates of registration have been granted;
- (e) to maintain a register of persons to whom authorisations as lift attendants have been issued;
- (f) to conduct such tests and other enquiries as may be necessary for the grant of certificates of registration and for grant of authorisations to lift attendants; and
- (g) generally to carry out the provisions of these regulations.

6. **Meetings of the Committee:** The Committee shall meet at least once in six months at such times and at such places as may be decided by the Chairman for transacting business which, in the opinion of the Chairman, cannot be transacted by the circulation of papers.

At least seven days' notice of all meetings shall be sent to each member.

7. **Quorum:** The Chairman or the Member-Secretary together with one other member shall form a quorum at any duly convened meeting of the Committee.

8. **Member-Secretary to the Committee:** The Member-Secretary of the Committee shall carry out such directions as may be given by the Committee from time to time and shall also perform the following duties:

- (i) shall receive applications for certificates of registration and shall place the same before the Committee after necessary scrutiny and enquiry;
- (ii) shall maintain a register of all persons and firms to whom certificates of registration have been granted;
- (iii) shall receive applications for lift attendant's authorisation and shall place the same before the Committee after necessary scrutiny and enquiry;
- (iv) shall maintain a register of persons to whom authorisations as lift attendants have been granted; and
- (v) shall renew the certificates of registration and lift attendant's authorisations annually.

9. **Registration of persons or firms for maintenance of lifts: (1) Qualifications—** An application for a certificate of registration for maintenance of lifts under the provisions of the West Bengal Lifts Rules, 1958, may be made either by a person or by a firm who is a manufacturer of lift or an authorised representative or agent of a manufacturer of lift or who has experience in the erection and maintenance of lifts for a period of not less than two years which is regarded as satisfactory by the Committee:

Provided that the Committee may also accept the application from persons or firms who do not fulfil the requirements as above but are, in the opinion of the Committee, otherwise qualified for the purpose.

(2) **Application for certificate of registration.**—Every applicant for a certificate of registration under these regulations shall make an application in Form I, appended hereto and shall forward the application duly filled in to the Member-Secretary together with a fee of [Rs. 50]¹ which shall not be refunded.

NOTES.—(i) The [unclear] at the Reserve Bank of India or Government Treasury in the State of West Bengal under the head ["043—Taxes and Duties on Electricity—IV—Other Receipts—2—Receipts under the West Bengal Lifts and Escalators Act, 1955"]¹ by chalan in triplicate, the duplicate copy being forwarded to the Chief [Electrical]² Inspector, 1, Harish Mukherjee Road, [P.O. Elgm Road]³ Cal-20 or at the office of the Chief [Electrical]² Inspector in cash, by money order or by cheque.

(ii) Form of application may be obtained from the office of the Member-Secretary.

(3) *Grant of Certificate of registration.*—The Committee may, after such enquires and tests as may be considered necessary, grant a certificate of registration as nearly as possible in Form II appended hereto, to an applicant who has submitted an application for the same in accordance with clause (2) of regulation 9 and has satisfied the Committee that he has necessary qualifications for grant of the certificate of registration.

The certificate of registration may either be of a general nature or for any specified class, type or make of lifts according to the nature of qualification of the applicant.

(4) *Renewal of certificate of registration.*—Every certificate of registration granted under these regulations shall be renewed annually. Application for renewal together with the certificate of registration and a renewal fee of [Rs. 10]⁴ shall be submitted to the Member-Secretary before the date of expiry of the certificate. In the event of failure to renew a certificate before the date of expiry, the certificate shall be cancelled and the full initial fee, i. e. [Rs. 50]⁵ shall be charged for the issue of new certificate :

Provided that if the application for renewal is received within one month from the date of expiry, the certificate may be renewed on payment of the renewal fee and a penalty of ;Rs. [10].⁴

(5) *Grant of duplicate certificate of registration.*—A duplicate of a certificate of registration granted under these regulations may be issued on certification by the applicant of the loss of the original certificate to the satisfaction of the Member-Secretary.

A fee of Rs. 10 shall be charged for issue of a duplicate certificate of registration.

On the issue of a duplicate certificate, the original certificate shall be deemed invalid and if found, shall be returned to the Member-Secretary for cancellation.

(6) *Suspension or cancellation of the certificate of registration.*—If any person or firm holding a certificate of registration under these regulations is found by the Committee to be guilty of negligence, incompetence or of breach of any of these regulations or of the conditions of the certificate of registration held by the person or firm, the Committee may after giving the holder of the certificate an opportunity of being heard suspend or cancel such certificate. Any defacement or unauthorised entry in the certificate will render the same liable to similar suspension or cancellation.

The decision of the Committee in this regard shall be final.

10. *Authorisation to work as lift attendant.*—(1) *Qualification.*—An applicant for authorisation to work as lift attendant shall be a person—

- Who is not under 18 years of age,
- who is physically fit and possesses a good eyesight, good hearing and does not suffer from any mental disease, and
- who has knowledge or experience in lift operation.

(2) *Application for authorisation to work as lift attendant.*—Every applicant for an authorisation to work as lift attendant shall make an application in Form III appended hereto, and shall forward the application duly filled in to the Member-Secretary together with—

- a fee of Rs. 4 not refundable, which shall be paid either at Government Treasury or Reserve Bank of India in West Bengal by chalan under the Head of Account ["043—Taxes and Duties on Electricity—IV—Other Receipts—2—Receipts under the West Bengal Lifts and Escalators Act, 1955"]¹, or at the office of the Chief [Electrical]² Inspector, in cash, by money order or by cheque,
- two copies of a recent photograph [(size 5 Cms x 6 cms)]³ of the applicant duly attested by a Gazetted Officer or a responsible person bearing his signature or thumb impression on the back of each copy, and
- a certificate from a registered medical practitioner regarding the applicant's physical fitness, good eyesight, good hearing, etc.

Every application for authorisation to work as a lift attendant shall be forwarded through a sponsoring authority who shall either be a manufacturer of lifts or an authorised representative or agent of a manufacturer of lifts or an owner of a lift for which a license has been granted or a person or firm to whom a certificate of registration has been granted under these regulations for maintenance of lifts. The sponsoring authority shall, if so required to do by the Committee, provide facilities for testing of the applicant's practical knowledge in the operation of lifts to the satisfaction of the Committee.

The application shall be liable to cancellation if proper facilities for testing practical knowledge of the candidate is not available.

(3) *Syllabus for examination.*—Every applicant for authorisation to work as lift attendant shall show to the satisfaction of the Committee that—

- he clearly understands all signal pertaining to the operation of lifts and also the authorised loading of lifts,
- he is able to operate a lift in a proper manner and to understand that the safety locks for the landing gates and doors and of the lift car gates and doors are operating correctly, and
- he is conversant with and able to take steps in an emergency in the course of operation of lifts.

¹, ², ⁴, ⁵, Substituted by Amended Rule, 1975

³ Omitted by Amended Rule, 1977

¹ to ³ Substituted by Amended Rule, 1975.

(4) *Grant of authorisation to work as lift attendant.*—Every applicant who has submitted an application in accordance with clause (2) of regulation 10, shall be required to appear before the Committee for necessary oral and practical tests at such place as may be decided by the Committee. Every candidate who has satisfied the Committee, shall be granted certificate of authorisation []¹ to work as lift attendant as nearly as possible in form IV appended hereto.

The authorisation certificate may either be of a general nature or for any specified class, type or make of lifts according to the proficiency of the applicant.

(5) *Renewal of authorisation certificate.*—Every authorisation to work as lift attendant granted under these regulations shall be renewed annually. The fee for renewal shall be one rupee which shall not be refunded on any account. Application for renewal together with the authorisation certificate and a declaration by the holder of the authorisation certificate regarding his physical fitness shall be submitted to the Member-Secretary before the date of expiry of the authorisation certificate. In the event of failure to renew the authorisation certificate before the date of expiry, a penalty not exceeding one rupee shall be charged in addition to the fee for renewal :

Provided that the Member-Secretary may, at his discretion, verify the correctness of a declaration made by the applicant regarding his physical fitness and if the declaration is found incorrect or false, he may not renew the authorisation certificate which shall be liable to cancellation.

(6) *Grant of duplicate authorisation certificates.*—Whenever the holder of an authorisation certificate proves to the satisfaction of the Member-Secretary that the authorisation certificate granted to him under these regulations has been lost, stolen or destroyed or mutilated without fault on his part, he shall be granted a duplicate authorisation certificate on application to the Member-Secretary. The charge for each of such duplicate authorisation certificate shall be one rupee which shall not be refunded on any account.

On the issue of a duplicate authorisation certificate, the original authorisation certificate shall be deemed invalid and if found, shall be returned to the Member-Secretary for cancellation.

(7) *Suspension or cancellation of authorisation certificate.*—If any person holding an authorisation certificate to work as lift attendant is found to be physically infirm or mentally unsound or guilty of negligence or incompetence or drunkenness or misconduct or of breach of any of these regulations, the Committee may after giving the person authorised an opportunity of being heard suspend or cancel such authorisation certificate. Any effacement, defacement or unauthorised entry in the authorisation certificate shall also render the same liable to similar suspension or cancellation. The decision of the Committee in this matter shall be final.

¹ Omitted by Amended Rule, 1977.

FORM I

[See regulation 9(2)]

Application for Certificate of Registration for Maintenance of Lifts.

(Particulars must be entered in English)

1. Name of the applicant.....
(person or firm)
2. In case of firm state whether the firm is registered or not. (Full name of agent or manager to be given in the case of a registered Company).....
3. Business address.....
4. Whether certificate of registration was issued before in the same name. If so, give number and date of certificate of registration.....
5. State whether you are makers of lift or authorised representative or agent of makers of lift.....
The names, address, etc., of the makers of lift of whom you are representative or agent to be furnished.....
6. Particulars relating to erection or maintenance of lifts. Details of type of lifts erected or maintained to be furnished.....
7. Names of technically qualified persons in the employ of the applicant for erection and maintenance of lifts.....

I/We confirm that the fee of Rs. [50]¹ has been paid in support of this application and the chalan/money order receipt is attached herewith.

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

I/We hereby also declare that I/we have in my/our possession a latest copy of the "West Bengal Lifts Rules, 1958" and that I/we have fully understood the terms and conditions under which a certificate of registration for maintenance of lifts is granted, a breach of which will render the certificate liable to cancellation.

Dated.....[19]² Signature
Designation

NOTES.—(1) Any person who makes, procures to be made or assists in making any false statement for the purpose of obtaining for himself or any other person a certificate of registration for maintenance of lifts, shall render himself liable to prosecution.

(2) If additional space is required for completing items Nos. 5, 6 and 7, an additional sheet of paper may be attached to this form.

¹ Substituted by Amended Rule, 1975

² Substituted by Amended Rule, 1977

FORM II

[See regulation 9(3)]

GOVERNMENT OF WEST BENGAL

Certificate of Registration for Maintenance of Lifts.

(This certificate is to be renewed annually and must be returned to the Member-Secretary on demand)

(Authorised by Government Notification No....., dated.....195..)

Registered No.....

Shri/Sarvashri.....

is/are hereby authorised to carry out the maintenance of lifts of the class and type stated below within the State of West Bengal. This certificate of registration is issued subject to compliance with the conditions set out on the reverse.

.....
Member-Secretary, Lift Committee

.....
Chairman, Lift Committee

Date of issue.....[19]¹

Class and type of lifts—

Date of renewal	Date of expiry	Initial of Member-Secretary.

¹ Substituted by Amended Rule, 1977.

Conditions

1. Every contract for maintenance of a lift undertaken by the holder of this certificate of registration shall be in writing and the holder thereof shall be responsible for the proper maintenance of the lift and its installation for which the contract has been made.

2. The reports of periodical inspections and tests of the lift and its installation shall be recorded in a register to be maintained for the purpose by the holder of the certificate of registration and every such report shall be duly signed and dated by the person making the inspection and tests.

The report shall contain sufficient details so as to give a clear indication of the condition of the important component parts of the lift installation and of their fitness for safe working of the lift. If required by the Inspector of Lifts, such report shall be kept in a form approved by him for the purpose.

If as a result of inspection and tests, any defects or breach of rules, as may affect the safe working of the lift, is found in the lift installation, the owner or agent thereof shall be intimated forthwith about the same by holder of the certificate of registration and a copy of such intimation shall also be forwarded to the Inspector of Lifts.

3. The holder of this certificate of registration shall maintain a register of technical personnel employed by him for maintenance of lifts and the register shall be produced for inspection on demand by an Inspector of Lifts or by other person authorised by him in this behalf.

4. Any change in the address of the place of business of the holder of this certificate of registration shall be communicated to the Member-Secretary within two weeks of such change. Any change of agent or manager, if any, shall be similarly notified.

[See regulation 10(2)]

Application for Grant of Lift Attendant's Authorisation

(Particulars to be entered in English)

(Read the notes overleaf before filling in this form)

1. Full name of the applicant.....
(in block letters)
2. Address : (i) Home address.....
(ii) Local address.....
3. Age.....
4. Details of experience including the type and class of lifts operated.
[Testimonials or other evidence in support of the experience are to be produced]
.....
5. Have you obtained any temporary authorisation to work as lift attendant?
If so, state the number and date thereof and the authority who issued it
.....
6. Have you made any previous application in Form I ? If so, state particulars
(date of application, etc.).....
7. Personal description of applicant :—
(1) Nationality
(2) Religion or caste
(3) Height.....[mètre]¹.....[Cm]².....
(4) Complexion.....
(5) Marks or peculiarities for identification.....

I hereby declare that the particulars stated above are correct and true to the best of my knowledge. I confirm that the fee of Rs. 4 has been paid by me in cash/money order/by chalan.

.....
Signature (or thumb impression) of applicant.

¹ = Substituted by the Amended Rule, 1975

Certificate of the sponsoring authority*

(i) I/We certify that Shri.....whose particulars have been given above, has been performing/has performed duties of a lift attendant under me/us for.....years.....months and during this period he has operated the lift satisfactorily. He is a suitable person to whom lift attendant's authorisation may be granted.

(ii) I/We certify that Shri.....whose particulars have been given above, has acquainted himself with the work of a lift attendant and can operate a lift satisfactorily and he is a suitable person to whom lift attendant's authorisation may be granted.

(iii) I/We also declare that I/We am/are agreeable to provide facilities for tests of this applicant's practical experience in the operation of a lift if so required by the Lift Committee.

Signature

Name and address.....

Date.....

Notes

1. The application fee which is Rs. 4 must be paid into a Government Treasury or the Reserve Bank of India in West Bengal by chalan or remitted by money order or in cash at the office of the Chief [Electrical]¹ Inspector. If the fee is paid by chalan or by money order, the copy of chalan or money order receipt must be forwarded with the application.

2. Every application must be accompanied by—

(a) two copies of a recent photograph of the applicant [(size 5 Cms. × 6 Cms)]² with his signature or thumb impression on the back of each copy.

(b) a certificate from a registered medical practitioner regarding the physical fitness of the applicant.

3. Any person making false statements for the purpose of obtaining a lift attendant's authorisation will render him liable for prosecution.

4. Incomplete applications are liable to be rejected.

N.B.—Strike out (i) or (ii) above which is not applicable

* This certificate is to be signed by an employer or a prospective employer of the applicant or makers of lift or authorised representative or agent of makers of lift or by a persons or firm to whom certificate of registration has been issued by the Lift Committee.

¹ = Substituted by the Amended Rule, 1975

FORM IV

[See regulation 10(4)]

GOVERNMENT OF WEST BENGAL

Lift Attendant's authorisation

(This authorisation is to be renewed annually and must be returned to the Member-Secretary on demand)

Registered No.....

Shri of
having satisfied the Lift Committee his competency to fulfil the duties of a lift attendant in accordance with the rules now in force, this authorisation is granted to him in pursuance of the regulations made under the schedule to the West Bengal Lifts Rules, 1958.

This authorisation is to be carried on the holder's person when acting as lift attendant and shall be produced on demand by an Inspector of Lifts. Failure to comply with above will render the authorisation liable to cancellation.

.....
Member-Secretary, Lift Committee

.....
Chairman, Lift Committee

1) Date of issue.....19

Personal description—

1. Age.
2. Nationality.
3. Religion or caste
4. Height.
5. Complexion.
6. Marks or peculiarities for identification.

Photo

.....
Signature or thumb impression.

Date of renewal	Date of expiry	Initial of Member-Secretary