

Office of the
Additional Chief Electrical Inspector,
No 1360, "G" & "H" Block,
Kuvempunagar, Anikethana Road,
Mysuru 570 023.

Information to public required to be published as per section 4(1) (b) of RTI Act 2005

1. Particulars of organization, Functions and duties

The Department of Electrical Inspectorate has its office at Mysuru, headed by Additional Chief Electrical Inspector and covers Mysuru, Chamarajanagar, Mandya, Hassan & Kodagu Districts (i.e., Licensee Chamundeshwari Electricity Supply Corporation Limited area)

The office is housed in a private building at,

No 1360, "G" & "H" Block, Kuvempu Nagar, Anikethana Road, Mysuru.

The office has both inspecting and Accounting staff to discharge its function and duties.

There is one Deputy Chief Electrical Inspector working as circle officer in the field, two Electrical Inspectors working as Divisional Officers in the field, two Deputy Electrical Inspectors working as sub-divisional officers in the field. Deputy Electrical Inspectors are assisted by two Assistant Electrical Inspectors in the field. Two Assistant Electrical Inspectors are working as Technical Assistant and assisting Additional & Deputy Chief Electrical Inspector in technical matters. The office is supported by two office Managers, two office Superintendent, two First Division Assistants, three Second Division Assistants & one Steno in Administration matters.

Function and Duties:

The main objectives of this office is to ensure that all the electrical installations of its jurisdiction shall be in safe condition and with a specific intention of minimizing the danger caused by the electricity to human beings, animal life and to the property. In order to achieve the above objectives following are the functions:

- I. Scrutiny of scheme pertaining to electrical safety aspects HT, DG & TG sets, Multistoried buildings of above 15 metres in height up to 24 metres, lifts & escalators, X-ray and Neon sign installations of consumers, cinema and temporary installations as per departmental delegation of power *
- II. Pre commissioning inspection of electrical installations as per departmental delegation of power *
- III. To carryout periodical inspection of all the above installations as per schedule as per departmental delegation of power *
- IV. Investigation of electrical accidents and reporting to the Government as per departmental delegation of power *

- V. To receive of various applications pertains to Electrical Contractors, Supervisor permits, Wiremen permits (both for fresh & renewal) of Mysuru district and forwarding to Member Secretary, Licensing Advisory & Examination Board.
- VI. Endorsement of Supervisor permits, Wiremen permits of Mysuru district.
- VII. Endorsements and renewal of cinema operator certificates pertaining to Mysuru, Chamrajanagar, & Mandya districts.

2 .Powers & Duties of officers/employee of office.

Additional Chief Electrical Inspector:

The Additional Chief Electrical Inspector is the head of the office. He shall discharge duties as per the procedures stipulated in officer procedures code and Manual and exercise power under various acts & Rules as stipulated in delegation of power* issued by the Government time to time and assist higher officers as & when required/ directed.

Deputy Chief Electrical Inspector:

He shall discharge duties as per the procedures stipulated in officer procedures code and Manual and exercise power under various acts & Rules as stipulated in delegation of power* issued by the Government time to time and assist higher officers as & when required/ directed.

Electrical Inspector, Mysuru North & Electrical Inspector Mysuru South, Mysuru:

He is inspecting officer and discharges his duties as per the delegation of power* and office procedure in time, pertaining to his jurisdiction i.e., as per office procedure in time and assist higher officers as & when required/ directed.

Deputy Electrical Inspector, Mysuru North & Deputy Electrical Inspector Mysuru South, Mysuru:

He is inspecting officer and discharges his duties as per the delegation of power* and office procedure, pertaining to his Jurisdiction i.e., as per office procedure in time and assist higher officers as & when required.

Assistant Electrical Inspectors (Field):

He is inspecting officer and discharges his duties as per the delegation of power* and office procedure, pertaining to his jurisdiction i.e., as per office procedure in time and assist higher officers as & when required.

Assistant Electrical Inspectors –(Technical Assistant):

He is responsible for maintenance of the statistical information of electrical installations of the circle office, preparing monthly progress report and consolidation of monthly returns and sending to Head office, updating of statistical information, analysis of fire accidents and presenting to DCEI, and responsible for clearances of papers pertaining to the technical section and processing of all the matters regarding issue of approvals / recommendations of electrical installations/electrical schemes and also responsible to maintain all the information and

records pertaining to inspections of DCEI as stipulated in delegations of power* and assist higher officers as & when required.

Office Manager:

Manager is assisting Additional Chief Electrical Inspector in all the matters of Administration, Accounts, & Taxation, and arrange for smooth manage of office as per the procedures laid in Rules & codes and office procedure. He is responsible for auditing of electricity tax pertaining to licensees and non-licensees under Karnataka Electricity (Taxation on Consumption or Sale) Act 1959, furnishing replies to AG audit paras and also collection of all outstanding tax balance and other administrative matters. He is responsible for the Government money (including DD, Cheque) received in the office and disburse to the concerned or credit to the Government account with proper accountability. He is responsible for the preparation of consolidation of Revenue reconciliation (0043) and Reconciliation of Expenditure (2045) of the circle in time. He will scrutiny & place before concerned Deputy Electrical Inspector's all the applications received for Fresh Electrical Contractor licenses, Supervisor and wiremen permits of Mysuru District.

He is assisted by Two Office Superintendents, two First Division Assistants, One Steno, and Three Second Division Assistants.

Office Superintendent;

He will assist the head of the Office & Managers in the matters of Administration, Accounts, Taxation, Licensing, & COC He is custodian of Service related matters of the staff and Service Rules procedures implementation. He is responsible for scrutiny and placing before Manager T. A. bills, D.C. Bills, Office Building Rent bills & other bills of Mysuru Office. He is responsible for T&P maintenance, reconciliation of Expenditure (2045) and Receipts (0043) of Mysuru office and also responsible for HRMS matters & for ensuring the above works and any other matter assigned to him by head of office/Higher Officers and clearance of papers pertaining to the section as per office procedure in time.

He will scrutiny & place before concerned Electrical Inspectors all the applications received for endorsements and renewal of cinema operator certificates pertaining to Mysuru, Chamrajanagar, & Mandya districts.

He will scrutiny & place before concerned Deputy Electrical Inspector's all the applications received for Renewal of Electrical Contractor licenses, Supervisor and wiremen permits of Mysuru District.

He is assisted by two First Division Assistants, One Steno and three Second Division Assistants.

First Division Assistant;

He will assist to the head of the Office, Manager & Superintendent in the matters of Administration, maintenance of Revenue reconciliation, Cash book maintenance, remittance of Received cash/DD/ Cheque to the Treasury. He shall assist in preparation of Expenditure Statement (2045), Gazetted / Non-gazetted pay bills, T.A. bills, D.C. bills and other bills, Revenue reconciliation Statement (0043) and in any other matter assigned to him by Higher Officers and clearance of papers pertaining to the section as per office procedure in time.

He will scrutiny & place before concerned Deputy Electrical Inspector's all the applications received for endorsements pertaining to Electrical Supervisor and wiremen permits of Mysuru District.

Steno:

He is assisting the head of the Office and Manager & Superintendent and shall work on the computers such as updating of information and preparing data bank for various works & making entries & any other work assigned by the officers pertains to the office work.

Second Division Assistant;

He will assist to the head of the Office in the matters of Administration, Inward and outward of applications / papers received and to be dispatched from the office, and maintenance of Stamp account. He will assist Deputy Electrical Inspector's in maintenance of B & D forms. He shall assist in any other matter assigned by the higher authorities and clearance of papers pertaining to the section as per office procedure in time. He shall assist the Manager & superintendent in respect of office matters.

Helper;

He shall be assisting inspecting officers in inspection & file keeping.

Driver;

He shall maintain the Government Vehicle in good running condition and shall be available on short notices for inspection by the inspecting officers.

Peon;

He shall maintain cleanliness in office & shall deliver local tappal. Attend treasury works & file keeping.

3. Procedure followed in the decision making process including channels of supervision and accountability.

All the applications for either grant of approval of electrical schemes in respect of all kinds of electrical installations are scrutinized by the officers according to the delegation of powers. The designated officers /staff will verify the application whether applicant has furnished the required documents, if any shortcomings notified to applicant otherwise it will be processed and required approval/consent will be communicated accordingly. The periodical inspection will also be carried out for all the Electrical installations along with MV installations, X-ray installations and Neon-sign installations by the designated inspecting officers and any non compliance to the safety provisions will be intimated to the owner of installation for rectification.

4. The norms set by it for the discharge of its functions.

The office procedures laid in various office hand book is being followed to carry out day to day official transactions. The procedure for inspection and approval electrical scheme is stipulated in departmental inspection manual and same is being followed. Similarly the tax matters is being followed as per the tax manual & The lift inspection is carried out as per norms stipulated in Karnataka Lift Act 1974 & Rules 1976 & relevant code of practice. Generally, the norms are being instructed by the Head of the department through the circulars from time to time.

5. The rules, Act books, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

1. KCSR 1958
2. KFC 1958
3. KTC
4. MCE
5. Hand book of office procedure.
6. KCS(CCA) Rules 1957
7. KCS (Conduct) Rules 1966
8. Electricity Act 2003
9. The IE Rules 1956
10. Karnataka Cinematograph Act 1964 and Rules 2014
11. Karnataka Lifts Act, 1974 and Karnataka Lift Rules 1976
12. Karnataka Video Cassette recorder Rules 1984.
13. The Karnataka (Licensing of Electrical Contractors, Special wiring permit and grant of certificates and permits to Electrical Supervisors and Wiremen) Rules 2012.
14. The Karnataka Electricity (Taxation on consumption or Sale) Act 1959 and Karnataka Electricity (Taxation on consumption or sale) Rules 2014.
15. National Electric code.
16. Inspection Manual and tax Manual

6. A statement of the categories of documents that are held by it or under its control:

ADMINISTRATION SECTION:

1. Service Registers of Non Gazette Staff.
2. Pay and TA acquittances Registers
3. Bill Registers
4. Cash Book
5. Reconciliation of Office Expenditure Registers
6. Reconciliation of Revenue Receipts Registers
7. Register of Receipt and remittance of DD/ Cheque received.
8. Paid vouchers File
9. Inward and outward registers.
10. Electricity Tax ledgers.
11. Cinema Operator's permits renewal and Endorsement Registers.
12. Registers of applications received for Electrical Contractors Fresh & Renewal.
13. Registers of applications received for Industrial/ Mining Supervisors & Electrical wireman Permits Fresh & Renewal,

14. Registers of applications received for Industrial/ Mining Supervisors & Electrical wireman Permits examination .
15. Registers of applications received for Electrical supervisors & Electrical wireman Permits Endorsements.

TECHNICAL SECTION:

1. Register of the Electrical drawing approvals & files.
2. Register of the commissioning approvals & files.
3. Register of Electrical Accident reports & correspondences / files.
4. Periodical inspection registers of various category of installations & files.

7. The particulars of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of policy or implementations thereof;

No such arrangements made

8. A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, are the minutes of such meetings are accessible for public:

No boards, councils, committees and other bodies are constituted within Additional Chief Electrical Inspector, Mysuru office .

9. Directory of its officers & employee;

Sl. No.	Category of Post	Name Sriyuths /Smt.	Telephone Nos.
1.	Additional Chief Electrical Inspector, Mysuru	H B Lakshmeesha	2463177
2.	Deputy Chief Electrical Inspector, Mysuru	T A Sampath Krishnammachar	2463178
3.	Electrical Inspector, Mysuru South, Mysuru	H S Venktesh	2463176
4.	Electrical Inspector, Mysuru North, Mysuru	Altaf Hussain Jakarthy	2463178
5.	Deputy Electrical Inspector, Mysuru South, Mysuru	K Veena	2463177
6.	Deputy Electrical Inspector, Mysuru North, Mysuru	M Archana	2463177
7.	Assistant Electrical Inspector-1 (Technical Assistant)	N S Usha	2463177
8.	Assistant Electrical Inspector -2 (Technical Assistant)	Vacant	

9.	Assistant Electrical Inspector- Mysuru North -1, Mysuru.	Vacant	
10.	Assistant Electrical Inspector- Mysuru North -2, Mysuru.	P Sapuna	2463177
11.	Assistant Electrical Inspector- Mysuru South -1, Mysuru.	Vacant	
12.	Assistant Electrical Inspector- Mysuru South -2, Mysuru.	N Raju	2463177
13.	Manager -1	M Shivanna	2463177
14.	Manager -2	P Jayaram Shetty	2463177
15.	Superintendent -1	Vacant	
16.	Superintendent -2	Vacant	
17.	First Division Assistant-1	Vacant	
18.	First Division Assistant-2	Vacant	
19.	Steno	Vacant	
20.	Second Division Assistant- 1	Kalpanaraju	2463177
21.	Second Division Assistant -2	Vacant	
22.	Second Division Assistant -3	Vacant	
23.	Driver	Vacant	
24.	Helper	Vacant	
25.	Peon	K A Jagadish	

10. The Monthly Remuneration Received by Each of Its Officers and Employees, Including the System of Compensation as Provided In Its Regulations:

Sl.No	Name of the Post	Sanctioned strength	Scale of Pay of the post
1)	Additional Chief Electrical Inspector	1	44250-1050-45300-52500-1350-60600
2)	Deputy Chief Electrical Inspector	1	40050-1050-45300-1200-52500-1350-56550

3)	Electrical Inspector	2	36300-900-39000-1050-45300-1200-52500-1350-53850
4)	Deputy Electrical Inspector	2	28100-700-28800-800-33600-900-39000-1050-45300-1200-50100
5)	Asst. Electrical Inspector	6	22800-600-24600-700-28800-800-33600-900-39000-1050-43200
6)	Manager	2	21600-600-24600-700-28800-800-33600-900-39000-1050-40050
7)	Superintendant	2	20000-500-21000-600-24600-700-28800-800-33600-900-36300
8)	First Division Asst.	2	14550-350-15600-400-47200-450-19000-500-21000-600-24600-700-26700
9)	Steno	1	14550-350-15600-400-47200-450-19000-500-21000-600-24600-700-26700
10)	Second Division Asst	3	11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000
11)	Driver	1	11600-200-12000-250-13000-300-14200-350-15600-400-17200-450-19000-500-21000
12)	Helper	1	10400-200-12000-250-13000-300-14200-350-15600-400-16400
13)	Peon	1	9600-200-12000-250-13000-300-14200-350-14550
	Total	25	

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

No plan schemes are formulated in Additional Chief Electrical Inspector, Mysuru office and hence no budget allocation is made for the same.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

No subsidy programmes are implemented by the Additional Chief Electrical Inspector, Mysuru office.

13 Particulars of recipients of concessions, permits or authorizations granted by it:

No concession permits or authorizations are granted by the Additional Chief Electrical Inspector, Mysuru office.

14. Details in respect of the information, available to or held by it, reduced in an electronic form:

This office is not yet computerized; hence information in electronic media is not available.

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

No library or reading rooms are maintained by the Additional Chief Electrical Inspector, Mysuru office for public use.

16. The names, designation and other particulars of The Public Information Officers:

SI NO	Name Sri/Smt	Designation	PIO for the information held
1	T A Sampath Krishnammachar	Deputy Chief Electrical Inspector, Mysuru	All matters pertains to his jurisdictional area & as per delegation of Powers*
2	H S Venktesh	Electrical Inspector Mysuru South, Mysuru	All matters pertains to his jurisdictional area & as per delegation of Powers*
3	Altaf Hussain Jakarthy	Electrical Inspector, Mysuru North, Mysuru	All matters pertains to his jurisdictional area & as per delegation of Powers*
4	N S Usha	Assistant Electrical Inspector, Mysuru	All technical matters pertaining to jurisdictional area of Additional Chief Electrical Inspector, Mysuru & as per delegation of Powers*.
5	K Veena	Deputy Electrical Mysuru South, Mysuru	All matters pertains to his jurisdictional area & as per delegation of Powers*
	M Archana	Deputy Electrical Mysuru North, Mysuru	All matters pertains to his jurisdictional area & as per delegation of Powers*
6	M Shivanna	Manager	All non technical matters i.e., Administration, Accounts, Taxation , etc pertaining to jurisdictional area of Additional Chief Electrical Inspector, Mysuru. All Licensing matters pertaining to Mysuru District. All COC renewal & Endorsement matters pertaining to Mysuru, Chamarajanagar & Mandya Districts

17 . Such other information as may be prescribed and thereafter update these publications every year:

Any information required can be had from the Office in working hours & arrangements will be made to update these publications every year.

* Delegation of power for inspecting officers (Govt. order No EN 5 EBS 2012 dated 12.09.2013) is available in office /departmental web site <http://www.ksei.gov.in>)

Name & Designation of First Appellate Authority:

H B Lakshmeesha,
Additional Chief Electrical Inspector,
Mysuru.

(Sd/-)
Additional Chief Electrical Inspector,

Memo NO ACEI (MYS) / 11 TEC/2014-15/ 7803 dated :19.1.15

Copy Submitted to: The Chief Electrical Inspector Bangalore for kind information

Copy to all PIO's for information

(Sd/-)
Additional Chief Electrical Inspector,