

**GOVERNMENT OF KARNATAKA
(Electrical Inspectorate)**

No: DEI(MDK)/EST/F-RTI/2020-21/ **531-533**

Office of the Deputy Electrical Inspector
No: 82/1, First Floor, Beside KMB Lodge
Hill Road, Madikeri - 571201,
Ph.: 08272-295741

Dt: **19.11.2020**

AS ON 31.10.2020

INFORMATION AS PER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT, 2005 OF
MADIKERI SUB DIVISION, MADIKERI

I. FUNCTION AND DUTIES OF THE DEPARTMENT OF ELECTRICAL INSPECTORATE:

The Office of Deputy Electrical Inspector, Madikeri Sub Division, Madikeri is located in No: 82/1, First Floor, Beside KMB Lodge, Hill Road, Madikeri, Coorg Dist., headed by the Deputy Electrical inspector working as Sub divisional officer. The Head Quarters of the Electrical Inspectorate is located at Nirmana Bhavan, 2nd Floor, Dr. Rajkumar Road, Rajajinagar, Bengaluru - 560 001. The Zonal office is located at No: 1360, G & H Block, Anekethana Road, Kuvempunagar, Mysore & Divisional office is at No: 2278, 2nd Floor, Hotel Palika Complex, R C Road, Hassan - 573 201.

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

The Deputy Electrical Inspector is assisted by one Assistant Electrical Inspector in the field. The office is supported by one First Division Assistant, one Second Division Assistant, and One Peon.

Function and Duties:

The main objectives of this Sub division is to ensure that all the electrical installations in the District are in general conformity with the provisions of Central Electricity Authority (measures relating to safety & electric supply) Regulations, 2010, with a specific intention of minimizing the danger caused by the electricity to human beings, animal life and to the property.

The Officers also oversee the collection of tax on consumption of electricity, as laid down under Karnataka Electricity (Taxation on consumption or sale) Act 1959 & Rules 2014, from KPTCL, KPCL, all ESCOM, all IPP's, Solar plant and all such consumers consuming electricity from Captive consumption coming under Kodagu District as and when tax is levied by the Government.

In order to achieve the following objectives, the office of the Deputy Electrical Inspector, Madikeri undertakes the following functions:

- i. Scrutiny and approval of electrical installation drawings of HT installations, CG/DG/TG sets, Transformers installed on D.C.W works, X-ray and Neon sign installations of consumers and temporary installations, as per the Delegation of Powers.
- ii. Initial inspection of the above electrical installations & CESCO Transformer Centers & Lines for verifying safety standards and issue of permission/recommendation for commissioning as per the Delegation of Powers.
- iii. Investigation of electrical accidents and fire accidents, as per the Delegation of Powers & reporting to the Government, with remedial measures to prevent the re- occurrence of the same and to pursue with the Supplier/ licensee to implement the remedial suggestions.
- iv. Enquiring into the complaints and disputes referred to the Department between Consumer & Electrical contractor (Institution of prosecution against persons infringing the provisions of Acts and Rules).

- v. Supervision, accounting and collection of electricity consumption tax from different electricity consumers through Supplier/Licensee and Distribution Companies and collecting electricity tax on captive generation.
- vi. Processing of applications for fresh & renewal of electrical contractor licenses, supervisor permits, Special wiremen permits, wiremen permits & Endorsement of supervisor & wireman permits.
- vii. Processing of examination applications for industrial supervisor, mining supervisor & electrical wireman which are conducted once in a year by the Department.
- viii. Carrying out periodical inspection of all the above installations, Lifts, touring cinemas, video installations and MV installations after certain time interval, as per the Delegation of Powers, in order to ensure that the installations are maintained for compliance to the relevant provisions of the Rules and Standards.

In order to ensure total compliance to Central Electricity Authority (measures relating to safety & electric supply) Regulations, 2010, National Electrical Code and various other statutory requirements of both Central / State Government, the Schematic & layout drawings of all HT / DG / TC installations, etc., are approved so that the consumer can undertake erection and installation works as per the approved drawings.

The Officers oversee the collection of tax on consumption of electricity, as laid down under Karnataka Electricity (Taxation on consumption or sale) Act 1959 & Rules 2014, from all such consumers consuming electricity from Captive consumption coming under Hassan District as & when tax is levied by the Government.

II. THE POWERS AND DUTIES OF OFFICERS AND STAFF OF THIS OFFICE:

DEPUTY ELECTRICAL INSPECTOR: HE is the head of the sub-divisional office with the administrative control of the sub-division. He is the drawing and disbursing Officer of sub-division office. All the Officers / Staff working in the sub-divisional office are coming under the administrative control of the officer. He is responsible in administering the safety provisions in such of the electrical installations as per the delegation of powers. (Including and any other matter assigned by the higher authorities). He shall be responsible in compilation of consolidated progress reports, DCB, expenditure statements reconciliation statements, RCB extract of his sub-division and Maintenance of B&D Records Ledgers, Bill register for the Demand in the DCB. He is also responsible for investigation and reporting of fatal electrical accident to one human being and Non-Fatal Electrical Accident to human being finalization of fatal electrical accidents to Animals (except Elephants) and in any other work sub delegated by the Higher Authorities. He/she is the authority to monitor the electricity tax collection in his jurisdiction.

He shall maintain all statistical information with regard to electrical installations coming under purview of higher officer in his jurisdiction, accident statistics & other activities of his jurisdiction and also monitoring clearance of files as per office procedure in time.

He is responsible for processing of applications for fresh & renewal of electrical contractor licenses, supervisor permits, Special wiremen permits, wiremen permits & Endorsement of electrical supervisor & wireman permits.

- 1) **ASSISTANT ELECTRICAL INSPECTOR:** He/She is responsible in administering the safety provisions in such of the electrical installations as per the delegation of powers. He shall assist the jurisdictional Deputy Electrical Inspector/Electrical Inspector/ Deputy Chief Electrical Inspector/ Additional Chief Electrical Inspector or Chief Electrical inspector to Government as the case may be. That apart he is responsible for the submission of monthly progress reports, DCB, expenditure and reconciliation statements, investigation of the electrical accidents to Animals and Non Fatal electrical accidents to Human beings and reporting the same to his official Superiors.

He is also responsible in maintaining of all statistical information with regard to installations, bill registers, accidents & other activities of the jurisdiction of his official superior and clearance of papers pertaining to the section as per office procedure in time.

- 2) **FIRST DIVISION ASST:** He/She will assist in the matters of Administration, maintenance of Revenue reconciliation, Cash book maintenance and implementation, remittance of Cheque / DD to the Treasury, preparation of Expenditure statement (2045), Revenue reconciliation statement (0043) and Gazetted / Non-gazetted pay bills, Office T.A. bills, D.C. bills and other bills, maintenance of renewal of application received for issue of electrical contractor license, Supervisor and wiremen permits as directed by concerned DEI's and in any other matter assigned to him by Higher Officers.
- 3) **SECOND DIVISION ASST:** He/She will assist in the matters of Administration, Inward, maintenance of B & D forms and outward of applications / papers received and to be dispatched from the office, maintenance of Stamp account, and in any other matter assigned by the higher authorities and clearance of papers pertaining to the section as per office procedure in time.
- 4) **PEON:** He shall maintain cleanliness in office & shall deliver local tappal. Attending treasury works & file keeping

III. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

All the applications for either grant of approval of drawings in respect of all kinds of electrical installations are scrutinized by the departmental officers according to the delegation of powers subject to the requisite drawings are submitted to the jurisdictional Officers along with the requisite drawing scrutiny fee / documents. Wherever there are any deficiencies, the same will be intimated to the applicant for compliance and resubmission. The erection of the electrical equipments is required to be undertaken as per the approved plans only.

The above said procedure is also followed by the respective officers coming under this office.

The periodical inspection will also be carried out for all the above said Electrical installations, X-ray installations and Neon-sign installations by the jurisdictional inspecting officers and necessary inspection fees would be levied as per the prescribed scale vide Ref No: EN 71 EBS 2007 Date:28.08.2008(fee Gazette copy).

IV. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

The norms for discharging the works will be followed as per Inspection Manual 1987, Manual for taxation and schedule of lift rules 1976. The office procedures set by the Government of Karnataka is being followed for relevant applications.

V. 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:(As Amended Upto Date)

1. The Electricity Act, 2003
2. Central Electricity Authority (Measures Relating to safety and electric supply) Regulations, 2010.
3. The Karnataka Electrical Inspectorate (Powers, functions and levy of Fees) Rules, 2018.
4. Karnataka Cinemas (Regulation) Act 1964 and Rules 2014.
5. The Karnataka Lifts, escalators & passenger conveyors Act 2012, Rules 2015 & (Amendment) Rules 2017.

6. The Karnataka Exhibition of Films on Television Screen through Video Cassette Recorder or Laser Disc (Regulation) Rules, 1984.
7. The Karnataka (Licensing of Electrical Contractors, Special wiring permit and grant of certificates and permits to Electrical Supervisors and Wiremen) Rules 2012 and amendments thereto.
8. The Karnataka Electricity (Taxation on consumption or Sale) Act 1959 and Karnataka Electricity (Taxation on consumption or sale) Rules 2014.
9. National Electric Code-2014.
10. Inspection Manual.

VI. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

ADMINISTRATION SECTION:

1. Service Registers and increment registers.
2. Drawl of salaries, recovery of loans and advances
3. Pay and TA acquaintances
4. Bill Registers
5. Earned leave encashment, leave sanction register
6. Court cases concerned to administration.
7. Budget estimate, allocation, etc.
8. Reconciliation of expenditure
9. Related Files pertaining to service matters.
10. Advances and re-imburement of medical expenses
11. Inward and outward registers.
12. General and Administrative circular files.
13. Electricity Tax ledgers.
14. Court cases files
15. Electricity tax ledgers of KPCL, KPTCL and IPP's.
16. Reconciliation of Revenue Receipts
17. Cash receipt book and cash book
18. Details of receipt/remittance of DD/cheque received from different sections.
19. Paid vouchers
20. The ledger of remittance of cash / DD/ Cheque.
21. Imprest amount register.
22. Cinema Operator's permits renewal/ Endorsement Registers/Ledgers.
23. Registers of applications received for fresh/ renewal of Electrical Contractor Licenses & Special wiring permits.
24. Registers of applications received for fresh/ renewal of Mining/ Industrial Electrical Supervisors permits.
25. Registers of applications received for fresh/ renewal of wireman permits.
26. Dispute files – Dispute between LEC & consumer.
27. Registers of applications received for industrial/ mining supervisors & electrical wireman examination.

TECHNICAL SECTION:

1. Registers of the Electrical drawing approvals
2. Registers of the commissioning approvals
3. Registers of RTI annual returns (Form I, II and III)
4. Register of Electrical Accident reports & correspondences /Circular files.
5. Periodical inspection registers of various category of installations.
6. Technical clarification correspondence files
7. Progress Reports.

8. Technical circular files.
9. Statistics of Electrical installations.
10. Statistics of Electrical accidents.

VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

- No such arrangements made

VIII. 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 in this office.

IX. Directory of its Officers and employees:

| Sl. No. | Category of Post | Name Sri /Smt. | Telephone Nos. |
|---------|---------------------------------------|----------------|----------------|
| 1) | Deputy Electrical Inspector, Madikeri | Amith H V | 08272-295741 |
| 2) | Asst. Electrical Inspector - Field | Vacant | -do- |
| 3) | First Division Assistant | Vacant | -do- |
| 4) | Second Division Assistant | Vacant | -do- |
| 6) | Peon | Vacant | -do- |

X. 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 Rs. |
|-------|-----------------------------|---------------------|--|
| 1) | Deputy Electrical Inspector | 1 | 52650-1250-53900-1450-62600-1650-72500-1900-83900-2200-97100 |
| 2) | Asst. Electrical Inspector | 1 | 43100-1100-46400-1250-53900-1450-62600-1650-72500-1900-83900 |
| 3) | First Division Asst. | 1 | 27650-650-29600-750-32600-850-36000-950-39800-1100-46400-1250-52650 |
| 4) | Second Division Asst | 1 | 21400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-39800-1100-42000 |

| | | | |
|----|--------------|----------|---|
| 5) | Peon | 1 | 17000-400-18600-450-20400-500-22400-550-24600-600-27000-650-28950 |
| | Total | 5 | |

- XI. **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**
- Department has no planned programs.
- XII. **The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.**
- Not applicable
- XIII. **Particulars of recipients of concessions, permits or authorizations granted by it;**
- Not applicable
- XIV. **Details in respect of the information, available to or held by it, reduced in an electronic form;**
- 4(1)(a) is displayed and 4(1)(b) is available in electronic form for viewing on prior request.
- XV. **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;**
- Any information required can be had from the Office in working hours only.
- XVI. **The names, designations and other particulars of the Public Information Officers;**

| | | |
|---|-------------------------------|--------------|
| Sri. Amith H V Assistant Electrical Inspector, Madikeri (A/c) | Public Information Officer | 08272-295741 |
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- XVII. **Such other information as may be prescribed and thereafter update these publications every year;**

Efforts will be made to update the information as required under the RTI Act, and improve the database to the Satisfaction of the public in general.

* 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 and Designation of the first appellate Authority:

Sri. Amith H V
Deputy Electrical Inspector,
Madikeri


DEPUTY ELECTRICAL INSPECTOR
Deputy Electrical Inspector
Madikeri Sub Division
MADIKERI

Copy Submitted for kind Information to:

1. Chief Electrical Inspector to Govt., 2nd Floor, Nirmana Bhavana, Rajajinagar, Bengaluru.
2. Additional Chief Electrical Inspector, No: 1360, G & H Block, Anekethana Road, Kuvempunagar, Mysuru and
3. Electrical Inspector, No: 2278, 2nd Floor, Hotel Palika Complex, R C Road, Hassan.
4. O.C