

# **Information as per section 4(1)(b) of Right to Information Act, 2005 pertaining to the Office of the Electrical Inspector, Hassan**

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

The Office of the Electrical Inspector, Hassan headed by Electrical Inspector, Hassan (having jurisdiction of Hassan & Kodagu Districts) is located at No. 2278, 2<sup>nd</sup> Floor, Hotel Palika Complex, RC Road, Hassan-573201. There is one Electrical Inspector, one Deputy Electrical Inspector, two Assistant Electrical Inspectors, working in the field and one Assistant Electrical Inspector to assist in the office works, one First Division Assistant, one Second Division Assistant in Administration matter at this office.

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

- i. Scrutiny and approval of electrical installation drawings of LT MSB, 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, Multistoried Buildings with L.T supply & 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 and renewal & endorsement of cinema operators 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, permanent, semi-permanent, 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 KPTCL, KPCL, all ESCOM, all IPP's, Solar plant and 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 EMPLOYEES COMING UNDER THIS OFFICE:**

### **1. ELECTRICAL INSPECTOR, DIVISIONAL OFFICE, HASSAN:**

He/She is the head of the Divisional office with the administrative control for the Division (having jurisdiction of Hassan & Kodagu Districts). He/she is the only drawing and disbursing officer of Divisional Office, Hassan. All the Officers / Staff working in the Divisional Office come under the administrative control of this officer. He/she is responsible for scrutiny and approval of electrical installation drawings, issue of commissioning approvals, etc., & in administering the safety provisions in such of the electrical installations as per the delegation of powers. He/she shall be responsible in compilation of consolidated progress reports, DCB, expenditure statement, treasury Challan reconciliation & RCB Extract of his Division & oversees the finalization of reports in respect of electrical accidents under his purview. He/she is also responsible for the investigation and reporting of fire accidents and fatal electrical accidents involving more than 1 up to 5 human beings, Fatal Electrical Accident to Elephant, finalization of fatal & non-fatal electrical accidents to human & any other work sub delegated by the Zonal Deputy Chief Electrical Inspector, Additional Chief Electrical Inspector and Chief Electrical Inspector to Government and also monitoring of clearance of files as per office procedure in time.

### **2. DEPUTY ELECTRICAL INSPECTOR, HASSAN:**

He/She is responsible for scrutiny and approval of electrical installation drawings, issue of commissioning approvals, etc., & 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/she shall be responsible in compilation of progress reports, DCB, maintenance of F&G Records/Ledgers. He/she 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/she 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/she 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.

### **3. ASSISTANT ELECTRICAL INSPECTOR (Field)-1:**

The Assistant Electrical Inspector (Field) is responsible in administering the safety provisions in such of the electrical installations as per the delegation of powers. He/she shall assist the jurisdictional Deputy Electrical Inspector/Electrical Inspector/ Deputy Chief Electrical Inspector/Additional Chief Electrical Inspector and 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 reporting the same to his official Superiors.

She/ 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.

### **4. ASSISTANT ELECTRICAL INSPECTOR (Field)-2:**

The Assistant Electrical Inspector (Field) is responsible in administering the safety provisions in such of the electrical installations as per the delegation of powers. He/she 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 reporting the same to his official Superiors. She/ 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.

**5. ASSISTANT ELECTRICAL INSPECTOR (OFFICE):**

She/he will assist the Electrical Inspector in the matters pertaining to scrutiny of drawings of all installations, preparing of technical reports & letters, approvals, observation letters, Fire accident reports, compilation of progress report of Electrical Inspector & consolidation of Divisional Progress report. He/she is responsible for maintenance and updating of statistical information's of all the electrical installations of the Division. He/she is also responsible for drafting year wise administrative reports, analysis of accidents, chalking out 'e-Governance action plans, Technical Library maintenance etc., and in any other matter assigned to him/her by higher Officers and clearance of papers pertaining to the section as per office procedure in time.

**6. FIRST DIVISION ASSISTANT:**

She/he 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 and in any other matter assigned to him by Higher Officers.

**7. SECOND DIVISION ASSISTANT:**

She/he will be responsible for preparation of Revenue reconciliation statement of Hassan District, T&P maintenance, preparation of expenditure statement, preparation of Revenue reconciliation statement of Hassan District. He is responsible for maintenance of all consumer technical & administrative files. He is also responsible for maintenance of movement register, Consolidation of Officers DCB statements of Hassan District and any other works assigned by higher authorities.

**8. PEON:**

She/he shall maintain cleanliness in office & shall deliver local tappal. Attending treasury works & file keeping etc.,

**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 along with 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 300 EBS 2015 Date: 07/12/2018.

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

The norms for discharging the works will be followed as per the Rules and Acts as detailed in section V below and 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:**

1. The Electricity Act, 2003
2. Central Electricity Authority (measures relating to safety and electric supply) Regulations, 2010.
3. Karnataka Cinemas (Regulation) Act 1964 and Rules 2014.
4. The Karnataka Lifts escalator & passenger conveyors Act 2012 and Rules 2015.
5. The Karnataka Exhibition of Films on Television Screen through Video Cassette Recorder or Laser Disc (Regulation) Rules, 1984.
6. The Karnataka (Licensing of Electrical Contractors, Special wiring permit and grant of certificates and permits to Electrical Supervisors and Wiremen) Rules 2012.
7. The Karnataka Electricity (Taxation on consumption or Sale) Act 1959 and Karnataka Electricity (Taxation on consumption or sale) Rules 2014.
8. National Electric Code-2014
9. 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 case files
15. Reconciliation of Revenue Receipts
16. Cash receipt book and cash book
17. Details of receipt/remittance of DD/cheque received from different sections.
18. Cinema Operator's permits renewal/ Endorsement Registers/Ledgers.
19. Registers of applications received for fresh/ renewal of Electrical Contractor Licenses & Special wiring permits.
20. Registers of applications received for fresh/ renewal of Mining/ Industrial Electrical Supervisors permits.
21. Registers of applications received for fresh/ renewal of wireman permits.
22. Dispute files – Dispute between LEC & consumer.
23. 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 categories of installations.
6. Technical clarification correspondence files
7. Progress Reports:
8. Technical circular files.
9. The statistics of Electrical installations.
10. Statistics of electrical accidents.

**VII. 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

**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 within Electrical Inspector, Hassan office

**IX. DETAILS OF THE EMPLOYEES AT THE OFFICE OF THE ELECTRICAL INSPECTOR, HASSAN.**

Sl. No	Category of Post	Name Sri /Smt.	Telephone Nos.
1	Electrical Inspector, Hassan	Smt. Usha C.N.	08172- 297105
2	Deputy Electrical Inspector, Hassan	Smt. Haseena Bhanu N.A.	
3	Assistant Electrical Inspector-(Field)-1	Sri. Puttaswamy M.	
4	Assistant Electrical Inspector-(Field)-2	Sri. Ghouse Khan D.M.	
5	Assistant Electrical Inspector-(Office)	Sri. Prashanth K.V.	
6	First Division Assistant	Smt. Suvarna A.M	
7	Second Division Assistant-1	Vacant	
8	Peon	Vacant	

**X. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:**

Office of the Electrical Inspector, No. 2278, 2<sup>nd</sup> Floor, Hotel Palika Complex, RC Road, Hassan-573201

Sl. No.	Category of Post	Sanctioned strength	Pay scale
1.	Electrical Inspector, Hassan	01	67550-1650-72500-1900-83900-2200-97100-2500-104600
2.	Deputy Electrical Inspector, Hassan	01	52650-1250-53900-1450-62600-1650-72500-1900-83900-2200-97100
3.	Assistant Electrical Inspector (Field)	02	43100-1100-46400-1250-53900-1450-62600-1650-72500-1900-83900
4.	Assistant Electrical Inspector-(Office)	01	43100-1100-46400-1250-53900-1450-62600-1650-72500-1900-83900



5.	First Division Assistant	01	27650-650-29600-750-32600-850-36000-950-39800-1100-46400-1250-52650
6.	Second Division Assistant	01	21400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-39800-1100-42000
7.	Peon	01	17000-400-18600-450-20400-500-22400-550-24600-600-27000-650-28950

**XI. 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 Electrical Inspector, Hassan office and hence no budget allocation is made for the same.

**XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:**

No subsidy programs are implemented by the Electrical Inspector, Hassan office.

**XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:**

No concession permits or authorizations are granted by the Electrical Inspector, Hassan office.

**XIV. 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.

**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:**

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

**XVI. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

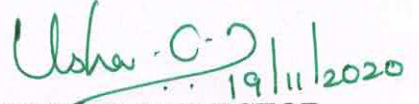
Office of the Electrical Inspector, Hassan.

Sl. No.	Category of Post	Name Sri/Smt.	Telephone Nos.
1.	Deputy Electrical Inspector, Hassan	Smt. Haseena Bhanu. N.A. P.I.O for Hassan district (All matters pertains to his jurisdictional area & as per delegation of Powers. All Licensing matters pertaining to his jurisdiction).	08172-297105
2.	Assistant Electrical Inspector (Office)	Sri. Prashanth K.V. P.I.O. (All technical & Administrative matters pertaining to jurisdictional area of Electrical Inspector, Hassan & as per delegation of Powers).	

**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.

Name and Designation of First Appellate Authority  
Smt. Usha C. N.  
Electrical Inspector,  
Hassan

  
19/11/2020  
**ELECTRICAL INSPECTOR**  
**HASSAN**  
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No: EI (HSN)/EST/FDA/RTI/TEC-11/2641-42/2020-21, Dt:

Copy submitted for kind information to:

- 1) The Chief Electrical Inspector, Bangalore.
- 2) The Additional Chief Electrical Inspector, Mysore,
- 3) O.C & M.F.