

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 Circle Office at Ballari, headed by The Deputy Chief Electrical Inspector and covers Ballari & Koppal Districts (i.e., Licensee Gulbarga Electricity Supply Company area)

The office is housed in a private building at, No No. 37/1, 2nd Floor, Near Durgamma Temple, Kappagal Road, Ballari -583103.

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

There is one Electrical Inspector working as Circle officer in the field & one Deputy Electrical Inspector working as sub-divisional officer in the field. The Deputy Electrical Inspector is assisted by two Assistant Electrical Inspectors in the field. One Assistant Electrical Inspector is working as Technical Assistant and assisting Deputy Chief Electrical Inspector and Electrical Inspector in technical matters. The office is supported by One Superintendent, one First Division Assistant, one Steno & one nos. of Second Division Assistants in Administration matters.

**Functions 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 of HT, DG & TG sets, Multistoried buildings of above 15 meters in height up to 24 meters, 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 various applications pertaining to Electrical Contractors License, Supervisor permits, Wiremen permits (both for fresh & renewal) of Ballari district and forwarding to The Member Secretary, Licensing Advisory & Examination Board.
- VI. Endorsements of Supervisor permits & Wiremen permits of Ballari district.
- VII. Endorsements and renewal of cinema operator certificates pertaining to Ballari & Koppal districts.

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

Deputy Chief Electrical Inspector:

He shall discharge duties as per the procedures stipulated in the office 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:

He is the 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 the office procedure code in time and assist higher officers as & when required/directed.

Deputy Electrical Inspector:

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

Assistant Electrical Inspectors (Field):

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

Assistant Electrical Inspector – (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 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 & EI as stipulated in delegations of power\* and assist higher officers as & when required.

Accounts Officer:

Office Superintendent;

He will assist the Head of the Office in the matters of Administration, Accounts, Taxation, Licensing & COC. He is the custodian of Service related matters of the staff and Service Rules procedures implementation. He is responsible for scrutiny and T. A. bills, D.C. Bills, Office Building Rent bills & other bills of Ballari Office. He is responsible for T&P maintenance, reconciliation of Expenditure (2045) and Receipts (0043) of Ballari 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 Inspector all the applications received for endorsements and renewal of cinema operator certificates pertaining to Ballari & Koppal districts.

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

He is assisted by First Division Assistant, One Steno and one nos. of Second Division Assistants.

First Division Assistant;

He will assist the head of the Office & 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 the 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 all the applications received for endorsements pertaining to Electrical Supervisor and wiremen permits of Ballari District.

Steno:

He is assisting the head of the Office & 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 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 in maintenance of G-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 superintendent in respect of office matters.

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 down in various office hand book is being followed to carry out day to day official transactions. The procedure for inspection and approval of 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 The Karnataka Lifts, Escalator & Passenger conveyors Act 2012 and Rules 2015 & 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. Central Electricity Authority (Measures relating to safety and electric supply), Regulations 2010.
10. The Karnataka Lifts, Escalator & Passenger conveyors Act 2012 and Rules 2015.
11. Karnataka Cinematograph Act 1964 and Rules 2014
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 Deputy Chief Electrical Inspector, Ballari office.

9. Directory of its officers & employee:

Sl. No.	Category of Post	Name Sriyuths /Smt.	Telephone Nos.
1.	Deputy Chief Electrical Inspector	Sri B. K. Venkat Reddy	08392-256094
2.	Electrical Inspector,	Sri Vijay Kumar A.N	08392-256094
3.	Deputy Electrical Inspector,	Sri K. Darmareddy	08392-256094
4.	Assistant Electrical Inspector- (Technical Assistant)	Vacant	
5.	Assistant Electrical Inspector-1	Smt Swathi.B	

6.	Assistant Electrical Inspector- 2	Vacant	
7.	Superintendent	Vacant	
8.	First Division Assistant	Vacant	
9.	Steno	Vacant	
10.	Second Division Assistant	Smt Ammanni Girijamma	
11.	Driver	Vacant	
12.	Peon	Vacant	
13.	Group "D"	Vacant	
14.	Deputy Electrical Inspector,	Sri K. Darmareddy (Incharge)	08539- 220787
15.	Assistant Electrical Inspector	Smt Sushma. C	
16.	First Division Assistant	Vacant	
17.	Second Division Assistant	Sri Kotresh	
18.	Group "D"	Vacant	

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)	Deputy Chief Electrical Inspector	01	74400- 109600
2	Electrical Inspector	01	67550-104600
3)	Deputy Electrical Inspector	02	52650-97100
4)	Asst. Electrical Inspector	04	43100-83900

4)	Superintendent	01	37900-70850
6)	First Division Asst.	02	27650-52650
7)	Steno	00	-----
8)	Second Division Asst	02	21400-42000
9)	Computer Operator	01	-----
10)	Driver	1	27650-52650
11)	Peon	1	18600-32600
12)	Group "D"	2	17000-28950
<b>12)</b>	<b>Total</b>	18	

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 Deputy Chief Electrical Inspector, Ballari 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 Deputy Chief Electrical Inspector, Ballari office.

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

No concession permits or authorizations are granted by the Deputy Chief Electrical Inspector, Ballari 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 Deputy Chief Electrical Inspector, Ballari office for public use.

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

Sl. No.	Name Sri/Smt.	Designation	PIO for the information held
1	Sri B. K. Venkat Reddy	Deputy Chief Electrical Inspector, Ballari	All matters pertains to his jurisdictional area & as per delegation of Powers*
2	Sri Vijay Kumar A.N	Electrical Inspector Ballari	All matters pertains to his jurisdictional area & as per delegation of Powers*
3	Sri K. Darmareddy	Deputy Electrical Inspector Ballari	All matters pertains to his jurisdictional area & as per delegation of Powers*
4	Vacant	Deputy Electrical Inspector Koppal	All matters pertains to his jurisdictional area & as per delegation of Powers*
4	Vacant	Assistant Electrical Inspector Ballari (Technical)	All technical matters pertaining to jurisdictional area of Deputy Chief Electrical Inspector, Ballari & Electrical Inspector, Ballari as per delegation of Powers*.
5	Vacant	Superintendent	All non technical matters i.e., Administration, Accounts, Taxation, etc pertaining to jurisdictional area of Deputy Chief Electrical Inspector, Ballari. All Licensing matters pertaining to Ballari District. All COC renewal & Endorsement matters pertaining to Ballari & Koppal Districts

19. 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>)