

GOVERNMENT OF KARNATAKA

DEPARTMENT OF ELECTRICAL INSPECTORATE

INFORMATION AS PER SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT 2005

I. FUNCTION AND DUTIES OF THE DEPARTMENT OF ELECTRICAL INSPECTORATE:(ELECTRICAL INSPECTOR, RAICHUR)

The Head Quarters of the Electrical Inspectorate is located at Nirmana Bhavan, 2nd floor, P.B. No: 5148, Dr. Rajkumar Road, Rajajinagar, Bangalore-10. The department has six zonal offices at Bangalore South, Bangalore North, Mysore, Mangalore, Dharwad and Kalaburagi, which are headed by the Additional Chief Electrical Inspectors. There are 09 circle offices at Bangalore Additional North, Bangalore East, Bangalore Additional East, Chitradurga, Bangalore Additional South, Bangalore West, Bangalore Additional West, Belagum and Bellary, which are headed by the Deputy Chief Electrical Inspectors. There are 8 Electrical Inspectors working as Divisional Officers in the field. This is report/declaration under RTI pertains to the Division office located at Raichur headed by Electrical Inspector, Raichur having jurisdiction of two districts viz Raichur & Yadgir. This divisional office is under the control of Kalaburagi Circle office located at Kalaburagi. The Electrical Inspector, Raichur office is located at K.H.S. Colony, NO. 1-11-37/3, Lingasgur Road, Raichur-584101. There are two sub-divisions coming under this division, headed by Deputy Electrical Inspectors and they are assisted by Assistant Electrical Inspectors.

The main functions of this Office is to ensure that all the electrical installations in this Divisional area (Raichur & Yadgir) are in general conformity with the provisions of Central Electricity Authority (Measures Relating to Safety and 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.

In order to achieve the above objectives, this office undertakes the following functions:

- i. Scrutiny and approval of electrical installation drawings of HT/CG/DG/TG sets /layouts up to 500KVA installations and LT MSB installations up to 18 mts Height.
- ii. Initial inspection for verifying safety standards and issue of permission for commissioning of HT/CG/DG/TG sets /layouts upto 500KVA installations, System Voltage upto 33 KV voltages, Semi permanent and Touring Cinemas, M.S.buildings upto 18 mts with L.T.supply, X-ray, Neon sign, Videos, Temporary installations upto 500 KVA installations.
- iii. Periodical inspection of HT/CG/DG/TG sets /layouts upto 3000KVA installations, System Voltage upto 66 KV voltages, Semi permanent and Touring Cinemas, M.S.buildings upto 18 mts with L.T.supply, Lifts, X-ray, Neon sign, Videos installations and MV installations after certain time interval.
- iv. Investigation of electrical accidents and reporting to the Government, with remedial suggestions to prevent the re-occurrence of the same. And to pursue with the Supplier / licensee to implement the remedial suggestions.
- v. Collecting fresh/renewal of electrical contractor licenses, supervisor permits, Mining Supervisor Permits, Special wiremen permits wiremen permits and forward to Head Office.
- vi. Renewal of cinema operator certificates & endorsement of the same, at certain time intervals.

In order to ensure total compliance to Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulations 2010, National Electrical Code and various other statutory requirements of both Central Government and State Government, the Schematic & layout drawings of all HT/CG/DG/TG sets /layouts upto 500KVA installations and LT MSB up to 18 mts Height etc., are approved so that the consumer could undertake erection and installation works as per the approved drawings. The department undertakes periodical inspection of all the categories of installations in

order to ensure that the installations are maintained for compliance to the relevant provisions of the Rules and Standards.

II. THE POWERS AND DUTIES OF OFFICERS AND OFFICIALS COMING UNDER RAICHUR DIVISION.

ELECTRICAL INSPECTOR, RAICHUR:

He/She is the head of the Divisional office with the administrative control for the Division. All the Officers/Staff working in the divisional office are coming under the administrative control of the officer. He/She is responsible 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 is also responsible for the investigation of fire accidents and fatal electrical accidents involving more than 1 up to 5 human beings and in any other matter assigned to him by his circle Deputy Chief Electrical Inspector, Zonal Additional Chief Electrical Inspector and Chief Electrical Inspector to Government and also monitoring of clearance of files as per office procedure in time.

DEPUTY ELECTRICAL INSPECTOR:

He/She 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/she shall be responsible in compilation of consolidated progress reports, DCB, expenditure statements reconciliation statements, RCB extract of his jurisdiction and Maintenance of G&F Records Ledgers, Bill register for the Demand in the DCB. He is also responsible for investigation, finalization and reporting of fatal electrical accident to a human being and in any other work assigned to him by his Electrical Inspector, Deputy Chief Electrical Inspector, Additional Chief Electrical Inspector and Chief Electrical Inspector to Govt. He/she is the authority to monitor the electricity tax collection in his jurisdiction.

He/she shall be responsible to 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.

ASSISTANT ELECTRICAL INSPECTOR (Technical):

He/she will assist the Electrical Inspector in all Technical matters of Division Office. He/she is responsible for scrutinizing and approval of electrical installation drawings and in any matter assigned to him by Electrical Inspector, Raichur. He/she is also responsible in maintaining of all statistical information with regard to installations, bill registers, accidents & other activities of the Electrical Inspector, Raichur and clearance of papers pertaining to the section as per office procedure in time.

ASSISTANT ELECTRICAL INSPECTOR (Field):

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 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.

FIRST DIVISION ASST AND SECOND DIVISION ASST:

He/She will assist to the head of the Office in the matters of Administration. Revenue reconciliation statement (0043) and Gazetted/Non-gazetted pay bills, Office T.A. bills, D.C. bills and other bills. Signing of drawal of receipts in favour of the head of the office (for signature), Services and Service Rules procedures implementation, Service Register's maintaince, Securitization and put-up of T.A.bills, D.C. Bills, other bills, Office Building Rent bills, Office decorum and maintenance, T&P maintenance and Renewal and endorsement pertaining to Cinema Operator certificate. He/She is responsible for preparation of replies to AG's departmental Audit paras, maintenance of reconciliation of Expenditure (2045) and also responsible for ensuring the above works,also monitoring of files pertaining to the office 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.

Maintenance of Fresh and Renewal of application received for issue of electrical contractor license, Supervisor and wiremen permits as directed by the Deputy Electrical Inspector, Raichur and in any other matter assigned to him by Higher Officers.

He/She will assist to the head of the Office 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.

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. 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.

The periodical inspection will also be carried out for all the above said Electrical installations along with MV installations, X-ray installations and Neon-sign installations by the jurisdictional inspecting officers and necessary inspection fees would be levied as per the prescribed rates.

The Chief Electrical Inspector to Govt. will be the final decision making authority for any revisions and clarifications.

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, Electricity Act 2003, Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulations 2010 and the Karnataka Lifts, Escala 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:

1. KCSR 1958
2. KFC 1958

3. KTC
4. Budget Manual
5. Hand book of office of procedure.
6. KCS (General recruitment) Rules 1977
7. KCS (Probation) Rules 1977
8. KCS(CCA) Rules 1957
9. KCS (Conduct) Rules 1966
10. KCS (Seniority) Rules
11. KCS (PPP) Act 1973 and Rules 1978
12. The Electricity Act 2003
13. I.E. Rules 1956
14. The Karnataka Cinemas (Regulation) Act 1964 and Rules 1971
15. The Karnataka Lifts, Escalators and passenger conveyors Rules, 2015.
16. The Karnataka Exhibition of films on TV screen through VCR or Laser Disc (Regulation) Rules, 1984
17. Karnataka (Licensing of Electrical Contractors, Special wiring permit and grant of certificates and permits to Electrical Supervisors and Wiremen) Rules 2012.
18. The Karnataka Electricity (Taxation on consumption) Act 1959 & Rules 1959 & The Karnataka Electricity (Taxation on Consumption) (amendment) Act, 2013
19. Inspection Manual.

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

ADMINISTRATION, ACCOUNTS, & CASH SECTION:

1. Service Registers and increment registers.
2. Drawal of salaries, recovery of loans and advances
3. Pay and TA acquittances
4. Bill Registers
5. Earned leave encashment, leave sanction register.
6. Court cases concerned to administration.
7. Budget estimate, allocation, etc.
8. Related Files pertaining to service matters.
9. Advances and re-imburement of medical expenses
10. Inward and outward registers.
11. General and Administrative circular files.
12. Assets & Liabilities of Group C&D employees.
13. Court cases files
14. Reconciliation of Revenue Receipts
15. Cash receipt book and cash book - under budget head 0043.
16. Details of receipt/remittance of DD/cheque received.
17. The ledger of remittance of cash / DD/ Cheque.
18. Imprest register
19. Reconciliation of expenditure under budget head 2045.
20. Cinema Operator's permits/ Registers/Ledgers.
21. Supervisor and Wireman Endorsement Register.

GENERAL & TECHNICAL SECTION:

1. The statistics of Electrical installations
2. Progress Reports
3. Statistics of electrical accidents of the department

4. Technical circular files.
5. Register of the Electrical drawing approvals
6. Register of the commissioning approvals
7. Registers of RTI annual returns (Form I, II and III)
8. Accident correspondences /Circular files.

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:

- Not applicable

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.

- Not applicable

IX. Directory of its Officers and employees;

Sl No	Designation of Employees	Name of the Employees	Telephone Nos.
1.	Electrical Inspector, Raichur	Smt. Farida Begum	08532220024
2.	Deputy Electrical Inspector, Raichur	Sri. Dodda Ningappa Haralu	08532220024
3.	a. Asst. Electrical Inspector (Technical) b. Asst. Electrical Inspector (Field)	Sri. Satisha Vacant	08532220024
4.	First Division Assistant	Smt K. Nagarani	08532220024
5.	Second Division Assistant	Sri. Sanganagouda	08532220024
6.	Helper	Vacant	
7.	Group 'D'	Sri. Sharath Kumar	08532220024

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.	Electrical Inspector	1	67550-104600
2.	Deputy Electrical Inspector	1	52650-97100
3.	Asst. Electrical Inspector	2	43100-83900
4.	First Division Asst.	1	27650-52650
5.	Second Division Asst	1	21400-42000
6.	Helper	1	18600-32600
7.	Group 'D'	1	17000-28950
	Total	08	

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 programmes.

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

- 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;

- The department is under the process of computerization; hence information in electronic media is not fully 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;

- 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;

I	The Electrical Inspector, K.H.S. Colony, NO. 1-11-37/3, Lingasgur Road, Raichur-584101.	1) Electrical Inspector, Raichur	Appellate Authority	08532220024
		Deputy Electrical Inspector Raichur	Public Information Officer (for their jurisdiction and as per Delegation of Power)	08532220024
		The Asst. Electrical Inspectors,	Assistant Public Information Officer (information pertains to Technical)	08532220024
		The First Division Assistant	Public Information Officer (Information pertains to Administration)	08532220024

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.

Electrical Inspector,
Raichur Division, Raichur.