

OFFICE OF THE  
DEPUTY CHIEF ELECTRICAL INSPECTOR BENGALURU ADDITIONAL WEST

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

**1. Particulars of organization, Functions and duties**

1. One of the circle office of the department located in a private building at No.221, Zenith Building, First Floor 12<sup>th</sup>Block, 2<sup>nd</sup> Stage, Nagarabhavi Main Road, Bangalore – 560072 is headed by the DCEI, having the jurisdictional areas at Bangalore urban district namely W3, W4, W5, N6, N8 & Tavarekere, BESCOM Subdivisions and Ramanagara District.

**The sanctioned strength & the jurisdictions of the office of Bangalore additional west is as follows:**

1. One number of DCEI, having the jurisdiction of the areas covered by the subdivisions of BESCOM at Bangalore Urban district namely of W3 S/D, W4 S/D, W5 S/D, N6 S/D, N8 S/D & Tavarekere S/D, BESCOM Subdivisions and Ramanagara District.
2. The DCEI detailed above is assisted by one number of EI having the jurisdiction detailed above with the works assigned by the DCEI apart from the notification of DOP by the government.
3. One of the DEI having the jurisdictional area covered by the subdivisions of BESCOM at Bangalore Urban district namely W3 S/D, W4 S/D, W5 S/D, N6 S/D, N8 S/D & Tavarekere S/D, BESCOM Subdivisions.
4. One number of AEI in Office & two number of AEI's in field; designated as AEI-O & AEI-2. AEI-1 covers the jurisdictional area covered by the subdivisions of BESCOM at Bangalore Urban district namely of W3 S/D, W4 S/D, W5 S/D & AEI-2 covers the areas covered by the subdivisions of BESCOM namely N6 S/D, N8 S/D & Tavarekere S/D.
5. One of the DEI with the office at Ramanagara having the jurisdictional of the areas covered by the district of Ramanagara.

**Function and Duties**

The main objective of the department and this office is to ensure that all the electrical installations in its jurisdiction is in safe condition and with a specific intention to avoid the danger caused by the electricity to human beings, animal life and to the property.

In order to achieve the above objectives the office is vested with the following duties:

- I. To carry out the Scrutiny and approval of electrical scheme pertaining to electrical installations of HT, DGsets, Multistoried buildings of 15 meters & above in height up to 24mtrs, lifts & escalators, X-ray and Neon sign installations of consumers, cinema and temporary electrical installations as per departmental delegation of power \*
- II. Precommissioning inspection of the electrical installations, as per departmental delegation of power \* and to grant safety certificates to such installations.
- III. To carry out periodical inspection of all the above installations as per departmental delegation of power \*.

- IV. Investigation of electrical and fire accidents and reporting of the same to the Government, as per departmental delegation of power \*
- V. Endorsements and renewal of cinema operator certificates within the jurisdictional area of DCEI.
- VI. Scrutiny of applications received for grant/renewal of contractor/Supervisor /Wireman licenses& forwarding the same to the head office.

## **2. Powers& Duties of officers/employees of office of the Deputy Chief Electrical Inspector, Bangalore additional west:**

### **Deputy Chief Electrical Inspector**

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

### **Electrical Inspector, Bangalore Additional West**

He/she will discharge his/her duties as per the delegation of power\* and office procedure in time, pertaining to his /her area Jurisdiction i.e. as per office procedure. He/ She would assist higher officers as & when required, and any work assigned by the head of the office.

### **DeputyElectrical Inspector, Bangalore Additional West**

He/she will discharge his/her duties as per the delegation of powerand office procedure in time, pertaining to his /her area Jurisdiction i. e as per office procedure. He/ She would assist higher officers as & when required/directed.

He/she is responsible to maintain the details of all electrical installation (irrespective of inspection powers) and any work assigned by the head of the office

### **Assistant Electrical Inspector (Field), Bangalore Additional West**

He/she will discharge his/her duties as per the delegation of power\* and office procedure in time, pertaining to his area Jurisdiction i .e as per office procedure. And assist higher officers as & when required/directed. He/she is responsible to maintain the details of all electrical installation and any work assigned by the head of the office.

### **Assistant Electrical Inspector –Technical assistant(Office):**

He/she is responsible for maintenance of the statistical information of electrical installations of the circle, preparing progress report of DCEI and consolidation of the same & forwarding to Higher Office/Head office, updating of statistical information, analysis of fire accidents and presenting to DCEI.He/she will be responsible for clearances of papers pertaining to the technical section of DCEI and processing of all the matters regarding issue of approvals / recommendations of electrical installations/electrical schemesand also monitoring of clearances



of files and papers pertaining to the technical section of DCEI and also responsible to maintain all the information pertaining to inspections of DCEI as stipulated in delegations of power\* & assist the DCEI in scrutiny the electrical scheme and maintain the records pertaining to inspections, as per office procedure in time, and assist higher officers as & when required.

### **Office Superintendent**

He/ She will assist the head of the Office in the matters of Administration. He/she shall be responsible for overall functioning of office as per the directions of the office head. He is the custodian of Services related matters of the staff and implementation of service Rules procedures. He/she will be responsible for scrutiny and placing of T.A.bills, D.C. Bills, other bills Office Building Rent bills before the Head of the Office/ manager. He/she will be the responsible for the Office maintenance decorum and maintenance, T&P maintenance.He/She is responsible for reconciliation of Expenditure (2045) and receipts (0043) and also responsible for ensuring the above works are carried out at the stipulated time.

He/She is assisted by First Division Assistants and Second Division Assistants who would be monitoring of files pertaining to the administration of the office and in any other matter assigned to him by head of office/Higher Officers and clearance of papers pertaining to the administration section as per office procedure in time.

### **First Division Assistants**

He/ She will assist the head of the Office in the matters of Administration, maintenance of Revenue reconciliation, Cash book maintenance, remittance of Received cash/DD/Cheque to the Treasury, Revenue reconciliation statement (0043), maintenance of salary, preparation of Expenditure statement (2045), Gazette / Non-gazette pay bills, Office T.A. bills, D.C. bills and other bills, Service Matters & HRMS 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/she shall assist the superintendent in respect of office matters. He/she shall be responsible for record keeping of all the files concerning administration section as per norms.

### **Second Division Assistant**

He/ She will assist the head of the Office in the matters of Administration concerning, Inward and outward of applications / papers received and to be dispatched from the office, maintenance of Stamp account, and maintenance of G & F forms making entries in ledgers in any other matter assigned by the higher authorities and clearance of papers pertaining to the section as per office procedure in time He/she shall assist the superintendent in respect of office matters.

### **Helper (Technical)**

He shall be assisting inspecting officers in testing of the earth results and megger results & any other such tests being carried out during inspection of the electrical installations & maintenance of files of such installation.

## **Driver**

He shall maintain the Government Vehicle in good running condition and be available on short notices for inspection by the inspecting officers. He shall report the requirement of fuel well in advance to the office superintendent/Manager. All trip made by the officers shall be recorded in Log book soon after the trip & monthly abstract to be presented before the head of the Office.

## **Peon**

He/she shall maintain cleanliness of the office & shall deliver local tappal. He/she shall attend to treasury works & generally in maintenance of all the Office files.

## **Computer operator**

He/she 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 Head of the Officer or other officers pertains to the office work.

### **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 kind of electrical installations are to be 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 are noticed the same shall be informed to the applicant. On receipt of the compliance of the shortcomings & subsequent approval of the drawings, the installation shall be inspected upon receipt of the completion report & enclosures/documents/ and remittance of the inspection fee and required approval/consent will be communicated accordingly, within the period stipulated as per the citizens charter.

All inspections including the periodical inspections will be carried out by the designated Officers as per DOP.

### **4. The norms set by the Office for the discharge of its functions**

The office procedures laid down in various office hand book is being followed to carry out day today official transactions. The procedures for inspection and approval of electrical scheme is stipulated in departmental inspection manual & CEA regulation 2010 and same is being followed. Similarly, the tax matters are dealt with as per the tax manual. The lift inspection is carried out as per norms stipulated in KLR 2015 & relevant code of practice. Generally, the norms are being instructed by the Head of the Head of the department through the circulars from time to time.



**5.The Act/ Rules/ Regulations, instructions, manuals and records, in possession or under its control or used by its employees for discharging its functions:**

1. KCSR
2. KFC 1958
3. KTC
4. MCE
5. Hand book office of procedure.
6. KCS(CCA) Rules 1957
7. KCS (Conduct) Rules 1966
8. Karnataka Cinematograph Act 1964 and Rules 2012
9. Karnataka Lift act 2012 and Rules 2015
10. Karnataka (Licensing of Electrical contractor and grant of certificates and permits to electrical supervisors and wireman) Rules 2016.
11. Karnataka Electricity (Taxation on sale /consumption) Act 1959 and Rules made these under.
12. National Electric code.
13. Inspection Manual.
14. Electricity Act 2003.
15. CEA regulation 2010.

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

**Establishment,tax,permits and cash section**

1. Service register & Increment Register.
2. Drawing of salaries, recovery of loans and advances register
3. Pay and TA acquaintances register
4. Bill Registers (establishment)
5. Earned leave encashment, leave sanction register/file
6. File on the Budget estimatè, allocation, etc.
7. File on the Reconciliation of expenditure
8. Related Files pertaining to service matters.
9. Files on the Advances and re-imburement of medical expenses
10. Inward and outward registers
11. General and Administrative circular files
12. Electricity tax ledgers of non licensee and IPP's
13. Reconciliation of Revenue Receipt
14. Cash receipt book and cash book
15. Details of receipt/remittance of DD/cheque received.
16. Paid vouchers file / register
17. The ledger of remittance of cash / DD/ Cheque
18. Deduction Register.
19. Incumbency registers.
20. Cinema Operator's permits/ Registers/Ledgers
21. Electrical Contractors Licensing Fresh/Renewal Registers.
22. Supervisor Fresh and Renewal Registers/Ledgers.
23. Wireman Fresh and Renewal Registers/Ledgers.

24. General movement register

25. Register showing cash held by the employees on a day today basis.

Technical section

1. Register of the Electrical drawing approvals
2. Register 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 variouscategory of installations.
6. Technical clarification correspondence 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 as far as this Office is concerned.

**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 such committees formedas far as this Office is concerned.

## 9. Directory of its officers & employees

Sl no	Name	Designation	Phone no	Pay Scale	Working with affect from
1	Sri. Srinivasa, M C	Dy.Chief Electrical Inspector	080-2321094 2	74400-109600	13.02.2020
2	Sri Nagaraj	Electrical Inspector, Additional West	080-2321094 2	67550-104600	14.02.2020
3	Smt. Netravathi. G N	Dy.Electrical Inspector,Addl. West	080-2321094 2	52650-97100	08.08.2016
4	Smt. Geetha.T	Asst.Electrical inspector (Tech)	080-2321094 2	43100-83900	15.05.2014
5	Sri Ajaj G.H	Asst.Electrical inspector -2	080-2321094 2	43100-83900	15.05.2014
6	Vacant	Asst.Electrical inspector - 1		43100-83900	
7	Sri P Krishnappa	Superintendent	080-2321094 2	37900-70850	02.11.2017
8	Kum. Shwetha. N	FDA	080-2321094 2	27650-52650	27.06.2019
9	Hemesh G A	S D A 1	080-2321094 2	21400-42000	25.06.2019
10	Vacant	SDA 2		21400-42000	
11	Vacant	Driver		21400-42000	
12	Vacant	Group D		17000-28950	
13	Ravi. V	Helper	Tempora ry	Keonics	28.10.2016
14	Sri Hussain khan	Computer operator	Tempora ry	Keonics	08.05.2019

## 10. The Monthly Remuneration Received by way of pay scale of each of Its Officers and Employees, Including the System of Compensation As Provided In way of pay scale Regulations:

The monthly remuneration is shown in.9



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

This Office functions on Non plan budget.

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

No such subsidy programs are available.

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

Not applicable

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

This office is yet to be 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:**

The facilities available & other information of the dept have been displayed on the Notice board within the office premises. No reading room is maintained.

The Office being a subordinate Office to the Head Office, no facility is available.

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

**Office of the Deputy Chief Electrical Inspector, Bangalore Additional West,  
No.221, Zenith Building, First Floor, 12<sup>th</sup> Block, 2<sup>nd</sup> Stage, Nagarabhavi Main  
Road, Bangalore – 560072**

Sl NO	Name	Designation	PIO for the information held
1	Sri Nagaraj	Electrical Inspector, Additional West	All matters pertains to his jurisdictional area & works specified in item no 2 of this documents.
2	Smt. Netravathi G N	Deputy Electrical Inspector Additional West	All matters pertains to his jurisdictional area & works specified in item no 2 of this documents.
3	Smt. Geetha T	Asst. Electrical Inspector, (Tech)	All matters pertains to his jurisdictional area & works specified in item no 2 of this documents.
4	Sri P Krishnappa	Superintendent	All non technical matters i.e., Administration, Accounts, Taxation , Licensing, COC etc pertaining to jurisdictional area & delegation of Powers of Deputy Chief Electrical



Inspector, Bangalore Additional West,  
Bangalore.

**LIST OF ASSISTANT PUBLIC INFORMATION OFFICER AS REQUIRED UNDER  
RTI 2005**

SI NO	Name	Designation	Area pertains as APIO
1	Sri. Ajaj G.H	Asst.Electrical Inspector -2,	All matters pertains to his jurisdictional area & works specified in item no 2
2	Kum. Shwetha. N	FDA	All matters pertains to his jurisdictional area & works specified in item no 2

17- Any information required can be had from the Office during working hours only.

\* Delegation of power for inspecting officers is available in office /departmental web  
site(<http://www.ksei.gov.in>)

**Name & Designation Of Public Authority & First Appellate Authority:**

Sri. Srinivasa M C  
Deputy Chief Electrical Inspector  
Bengaluru Additional West

  
Deputy Chief Electrical Inspector  
Deputy Chief Electrical Inspector,  
Bengaluru Additional West,  
Bangalore.

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Memo NO DCEI/BAW/ADMIN/RTI/T-17//2019-20/400-01 dtd : 17/06/2020

Copy Submitted to

1. The Chief Electrical Inspector Bangalore for kind information
2. The Additional Chief Electrical Inspector Bangalore South for kind information