

**GOVERNMENT OF KARNATAKA**  
**(ELECTRICAL INSPECTORATE)**

**INFORMATION AS PER SECTION - 4(1)(B) OF RIGHT TO INFORMATION ACT-2005 OF ELECTRICAL**  
**INSPECTOR OFFICE SIRSI**

**I) FUNCTION & DUTIES OF THE DEPARTMENT OF ELECTRICAL INSPECTORATE:**

The Head Quarters of The Electrical Inspectorate is located at Nirman Bhavan , 2nd Floor, P.B. No 5148 , Dr . Rajkumar Road,Rajajinagar, Bangalore-560010 . The Department has seven zonal offices headed by The Additional Chief Electrical Inspector. Our Zonal Office is at Sneha building, Behind Sanmati Hostel, Sanmati Road, Dharwad. Our office is located at KDCC Bank Compound.C.P Bazar Road Sirsi, Electrical Inspector is working as Divisional Officer. There are two sub-divisional offices both headed by Deputy Electrical Inspectors, ( Deputy Electrical Inspector Sirsi which is merged with Division office Sirsi and an independent Deputy Electrical Inspector office at Haveri) . There are two numbers of Assistant Electrical Inspectors (AEI -field & AEI (O)) in Sirsi Division.

The main objectives of this division is to ensure that all the electrical Installations in the district are in general conformity with the provisions of I.E.Rules-1956 with a specific intention of minimizing the Danger caused by the electricity to human beings, animal life & to the property.

In order to achieve the above objectives, the sub division under takes the following functions.

- 1) Initial inspection of Electrical Installations such as HV/MV/LV lines, DTC's of the supplier and the private consumers. Where as the initial inspection of all M.V & L.V. installations are inspected by the supplier before servicing the same. The following installations are inspected & certified before being put into use by the department of Electrical Inspectorate.
- 2) Scrutiny and approval of electrical installation drawings of HT, CG/DG sets, Multistoried buildings LT below 18 mtrs in height, X-ray and Neon sign installations of consumers and temporary installations, etc., as per the Delegation of Powers.
- 3) Initial inspections for verifying safety standards and issue of permission for commissioning of the above electrical installations. To carryout periodical inspections of all the above installations as per the Delegation of Powers.
- 4) Investigation of electrical accidents and fire accidents, as per the Delegation of Powers & reporting to the Govt., with remedial measures / suggestions to prevent the re-occurrence of the same. And to pursue with the Supplier / Consumer / licensee to implement the remedial suggestions.
- 5) Enquiring into and adjudication of complaints and disputes referred to the Department between the Consumer & the Licensed Electrical Contractor. (Institution of prosecution against persons infringing with the provisions of Acts and Rules).
- 6) 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.
- 7) Processing of applications for fresh & renewal of electrical contractor licenses, supervisor permits, Special wiremen permits, wiremen permits & Endorsement of supervisor &

wireman permits at Sub-Divisional level and renewal & endorsement of cinema operators permits at Divisional level.

Processing of examination applications for industrial supervisor, mining supervisor & electrical wireman which is conducted once in a year by the Head Office

- 8) In order ensure total compliance to I.E.Rules, National Electric Code & Various other statutory requirements of both Central & State Government, The Schematic and Layout drawings of HT/ DG and self execution DTC's/lines are approved so that the consumer could undertake erection and installation work as per the approved drawings.
- 9) The Department under takes periodical inspections of all the categories of electrical installations mentioned above and also lift installations in order to ensure that the installations are maintained for the compliance to relevant provisions or rules & standards.

## II) **THE POWERS & DUTIES OF THE OFFICERS AND EMPLOYEES OF THIS OFFICE.**

### **1) ELECTRICAL INSPECTOR, DIVISIONAL OFFICE, SIRSI**

1.He is the head of the Divisional office with the administrative control for the Division (Sirsi & Haveri Dists.,). He is the only drawing and disbursing Officer of the Division Office. All the Officers / Staff working in the Divisional Office come under the administrative control of the officer. He 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 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 & any other work sub delegated by The Deputy Chief Electrical Inspector, Dharwad, The Addl. Chief Electrical Inspector, Dharwad and The Chief Electrical Inspector to Govt., and also monitoring of clearance of files as per the Office procedure in time.

- 2) responsible for investigation and reporting of fatal electrical accident to one human being, investigation and reporting of non-fatal electrical accidents to humans & finalization of fatal electrical accidents to Animals and in any other work sub delegated by the higher authorities. He is also the authority to monitor the electricity tax collection in his jurisdiction.
- 3) He shall maintain all statistical information with regard to electrical installations coming under the purview of higher officers in his jurisdiction, accident statistics & other activities of his jurisdiction and also monitoring of clearance of files as per Office procedure in time.
- 4) He is responsible for processing of applications for fresh & renewal of electrical contractor licenses, supervisor permits, Special wiremen permits, wiremen permits & Endorsement of supervisor & wireman permits & examination applications.

**2. Deputy Electrical Inspector:** He 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 shall be responsible in compilation of progress reports, DCB, Maintenance of B&D Records / Ledgers. He is also responsible for investigation and reporting of fatal electrical accident to one human being, investigation and reporting of non-fatal electrical accidents to humans & finalization of fatal electrical accidents to Animals and in any other work sub delegated by the higher authorities. He is also the authority to monitor the electricity tax collection in his jurisdiction.

He shall maintain all statistical information with regard to electrical installations coming under the purview of higher officers in his jurisdiction, accident statistics & other activities of his jurisdiction and also monitoring of 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 supervisor & wireman permits & examination applications.

**3. Assistant Electrical Inspector:** He is responsible in administering the safety provisions in such of the electrical installations as per the delegation of powers. He shall assist the Jurisdictional DEI/EI/DCEI/ACEI & The CEIG as the case may be. He is responsible for submission for monthly progress report, DCB, expenditure statement, reconciliation statement, Investigation of electrical accident to animals & non fatal electrical accident to a human being and reporting the to his official superiors. He is also responsible in maintaining all statistical information with regard to installations, accidents & other activities of the Jurisdiction of his official superior.

**4. First Division Assistant & Second Division Assistant:** They are responsible for compilation of statements pertaining to the section and put up their note, monitoring of file clearance, maintain & preserving the files, Inward and outward of applications/papers received and to be dispatched from the office.

III) **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING THE CHANNELS OF SUPERVISION & ACCOUNTABILITY:**

All the applications for either grant of approvals in respect of HT/DG/DTC's & lines are scrutinized according to the delegation of powers along with the requisite drawing scrutiny fee. Wherever there are any deficiencies the same will be intimated to the applicant for compliance and re submission. The erection of the electrical installation is required to be under taken as per the approved drawings.

The periodical inspection will also be carried out for all the above said electrical installations along with Lift /M.V / X-Ray / Neon Sign installations by the DEI & AEI and necessary inspection fee would levied as per the prescribed rates.

The CEIG will be the final decision making authority for any revisions & clarifications.

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

The norms for discharging the works will be followed as per the inspection manual 1987, Manual for Taxation & Schedule of Lift Rules-1976. The Office procedure 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 ARE USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS :**

- 1) KCSR-1958 .
- 2) KFC-1958 .
- 3) KTC .
- 4) Budget Manual.
- 5) Hand book of office procedure.
- 6) The Electricity Act-2003.
- 7) I.E.Rules-1956.
- 8) Karnataka Cinemas ( Regulation) Act-1964 & Rules-1971.
- 9) Karnataka Lift Act-1974& Rules-1976.
- 10) The Karnataka Exhibition of Films on TV Screen through VCR of Laser Disc (Regulation) Rules-1984.
- 11) The Karnataka (Licensing of Electrical Contractor & Grant of Certificates & Permits to Electrical Supervisor and Wireman) Rules-1976.
- 12) The Karnataka Electricity( Taxation on consumption ) Act-1959 and Rules-1959.
- 13) Nation Electric Code-1985.
- 14) Inspection Manual.

**VI) A STATEMENT OF THE CATOGORIES OF DOCUMENTS THAT ARE HELD BY IT ARE UNDER ITS CONTROL:**

- 1) **Administration Section :**
  - (a) Service Registers & Increment Registers.
  - (b) Drawal of Salaries, Recovery of loans & Advances.
  - (c) Pay & TA acquittences.
  - (d) Bill registers.
  - (e) EL encashment, Leave Sanction Register.
  - (f) Reconciliation of expenditures.
  - (g) Inward & outward registers.
  - (h) General & Administrative circular files.
- 2) **Tax, Accounts and Cash Sections:**
  - (a) Electricity tax ledgers
  - (b) Reconciliation of revenue receipts
  - (c) Cash receipt and cash book
  - (d) Details of receipt/remittance of DD/ Cheque received from different sections.
  - (e) Paid vouchers.
  - (f) The ledger of remittance of cash/DD/Cheque.
  - (g) Impressed Register.
- 3) **Manual Section:**  
Registers of Statistics of Electrical Installations
- 4) **Technical Section:**
  - (a) Register of The Electrical Drawing Approvals
  - (b) The Register of commissioning approvals
  - (c) Registers of Electrical accidents
  - (d) Accident Correspondences / Circular Files/ Progress report files.
- 5) **Licensing Section:**
  - (a) Registers of equipments of electrical contractor Licenses & their renewals.
  - (b) Registers of supervisor & wiremen permit endorsements.

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 its policy or implementation there of : - Not Applicable

VIII) A Statement of the boards, councils, committees & other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees & other bodies are open to the public, are the minutes of such meeting are accessible for public:- - Not Applicable

**IX) Directories of its officers and employees**

Sl.No	Category of Post	Name	Telephone number
01	Electrical Inspector	Sri B N Basavegowda	08384-229030
02	Deputy Electrical Inspector	Sri Shrinivas Gollar (I/C)	08384-229030
03	Asst Electrical Inspector (Field)	Vacant	
04	Asst Electrical Inspector (office)	Vacant	
05	First Division Assistant	Smt Fathima.M	
06	Second Division Assistant	Vacant	
07	Assistant	Vacant	
08	Peon (Group D)	Smt Kusuma (through KEONICS)	
09	Peon (Group D)	Sri M Girish (through KEONICS)	

**X) THE MONTHGLY REMUNDRATION RECEIVED BY EACH OF ITS OFFICER AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:**

Sl.No	Category of Post	PAY SCALE
01	Electrical Inspector	RS 67550-104600
02	Deputy Electrical Inspector	RS 52650-97100
03	Asst Electrical Inspector (Field)	RS 43100-83900
04	Asst Electrical Inspector (office)	RS 43100-83900
05	First Division Assistant	RS 27650-52650
06	Second Division Assistant	RS 21400-42000
07	Assistant	RS 18600-32600
08	Peon (Group D)	Rs17000-28950

XI) The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made - The Department has no planned programs.

XII) The Manner of execution of subsidy programs including the amounts allocated and the details of the beneficiary of such programs - Not Applicable

XIII) Particulars of recipients of concession, 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- 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: Not Applicable**

- Any information required can be had from the office in working hours only.

**XVI) The Names, Designations & Other particulars of the Public Information Officers**

01	ELECTRICAL INSPECTOR SIRSI	B N Basavegowda	Appellate Authority	08384229030
02	Deputy Electrical Inspector-Sirsi	Shrinivas Gollar (I/C)	PIO	08384229030
02	FDA	Smt Fathima.M	APIO	08384229030

**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 & Improve the Data base to the satisfaction of the public in general.

Electrical Inspector  
Sirsi