

## **Information as per section 4(1)(b) of The Right to Information Act, 2005 pertaining to the Office of the Electrical Inspector, Vijayapur Division, Vijayapur & it's Subordinate Offices.**

### **FUNCTIONS AND DUTIES OF THE DEPARTMENT OF ELECTRICAL INSPECTORATE:**

The Office of The Electrical Inspector (Dept. of Electrical Inspectorate), Vijayapur Division, Vijayapur is headed by The Electrical Inspector & the Head Quarters is located at # 730, Saraswati Nilaya, Near Sri Jai Santoshimata temple, Vivek Nagar (West), Jalanagar, Vijayapur-586109

This Division has two sub-divisional offices both headed by Deputy Electrical Inspectors, ( Deputy Electrical Inspector Vijayapur which is merged with Division office Vijayapur and an independent Deputy Electrical Inspector office at Bagalkot). There are two numbers of Assistant Electrical Inspectors (AEI -field & AEI (O)) in Vijayapur Division office. Vijayapur Division Office is headed by Electrical Inspector & O/o The Deputy Electrical Inspector, Vijayapur Office is merged with Vijayapur Division Office. Bagalkot Sub-division Office comes under the administrative control of Vijayapur Division & is headed by The Deputy Electrical Inspector, Bagalkot. There are two numbers of Assistant Electrical Inspectors (AEI-1 & AEI-2) for the field work. Thus there are totally 2 nos. of Deputy Electrical Inspectors working in the field & 3 nos. of Assistant Electrical Inspectors working in the field and one AEI(O) post is vacant at Vijayapur Division office.

The Electrical Inspector, Vijayapur Division, Vijayapur is having the jurisdiction of Vijayapur & Bagalkot Dist.,

The Deputy Electrical Inspector, Vijayapur Sub-division, Vijayapur is having the jurisdiction of Vijayapur Dist.,

The Deputy Electrical Inspector, Bagalkot Sub-division, Bagalkot is having the jurisdiction of Bagalkot Dist.,

The Asst. Electrical Inspector, Vijayapur Sub-division, Vijayapur is having the jurisdiction of Vijayapur Dist.,

The Asst. Electrical Inspector-1, Bagalkot Sub-division, Bagalkot is having the jurisdiction of HESCOM Bagalkot Division in Bagalkot Dist.,

The Asst. Electrical Inspector-2, Bagalkot Sub-division, Bagalkot is having the jurisdiction of HESCOM Mudhol & Jamakhandi Divisions in Bagalkot Dist.,

The main objectives of this department is to ensure that all the electrical installations in the districts of Vijayapur & Bagalkot are in general conformity with the provisions of the CEA (Measures relating to Safety and Electric Supply) Regulations 2010(as amended up to date) with a specific intention of minimizing the danger caused by the electricity to human being, animal life and to the property.

In order to achieve the above Objectives, the Division Office undertakes the following functions:

1. 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.
2. 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.
3. 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.
4. 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).

5. 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.
6. 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.
7. Processing of examination applications for industrial supervisor, mining supervisor & electrical wireman which is conducted once in a year by the Head Office.

In order to ensure total compliance to CEA (Measures relating to Safety and Electric Supply) Regulations 2010 (as amended up to date), National Electrical Code and various other statutory requirements of both Central Govt. and State Govt., the Schematic & layout drawings of all HT / DG / LT M.S. Building electrical installations, etc., are approved so that the consumer could undertake the erection and installation works as per the approved drawings only.

The Division office of the Department undertakes periodical inspections of all the categories of installations as per the Delegation of Powers (in force from time to time), in order to ensure that the installations are maintained for compliance to the relevant provisions of the Rules and Standards.

The Officers of the Division Office oversee the collection of tax on consumption of electricity as laid down under the Karnataka Electricity (Taxation on consumption) Act & Rules, 1959 from KPTCL, KPCL, all ESCOMS, all IPP's and all such consumers consuming electricity from Captive consumption coming under Vijayapura Division, as & when tax is levied by the Government.

#### **I. THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES COMING UNDER THIS OFFICE:**

##### **ELECTRICAL INSPECTOR, DIVISIONAL OFFICE, VIJAYAPUR:**

He is the head of the Divisional office with the administrative control for the Division (Vijayapur & Bagalkot 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. He is also responsible for renewal and endorsement of COC & any other work sub delegated by The Deputy Chief Electrical Inspector, Belagavi, 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.

##### **DEPUTY ELECTRICAL INSPECTOR, VIJAYAPUR:**

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 through Online.

**DEPUTY ELECTRICAL INSPECTOR, BAGALKOT:**

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 through Online.

**ASSISTANT ELECTRICAL INSPECTOR (O), VIJAYAPUR DIVISION OFFICE:**

She/he will assist The Electrical Inspector, Vijayapur in the matters pertaining to scrutiny of electrical drawings of all installations, preparation of technical reports & letters, approvals, observation letters, Fire accident reports, compilation of progress report of The Electrical Inspector & consolidation of Division Progress report. She / He is responsible for maintenance and updating of statistical information's of all the electrical installations in the Division. He / she is also responsible for put-up of 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.

**ASSISTANT ELECTRICAL INSPECTOR FIELD:**

All 3 Assistant Electrical Inspectors in Vijayapur Division are responsible for inspecting & reporting to the concerned Deputy Electrical Inspectors for issuing the commissioning approvals of HESOM Distribution Transformer centers, DG sets, 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). She/he shall be responsible in compilation of progress reports and assist the Higher Authorities in maintaining all statistical information & files with regard to electrical installations. He is also responsible for investigation of fatal electrical accidents to Animals and in any other work sub delegated by the higher authorities.

**FIRST DIVISION ASSISTANT:**

He/She is responsible for HRMS data updating, Leave matters, preparation of monthly salary bills, Advances, Supplementary Pay Bill, Leave Encashment bills, Processing of TA bills, preparation of Revenue reconciliation of Division office & consolidation of RCB of Vijayapur, Maintenance of Budget, Cash book and Attendance Register, expenditure statement of Division office & consolidation of Expenditure statement of Vijayapur Division. She/he will be responsible for preparation of all Detailed Contingent Bills (Office Building Rent Bill, Vehicle Bill, Menial labor Bill, Telephone Bill, Service Stamp Bill, Bills pertaining to purchase of stationery, office Permanent advance bill, etc.) pertaining to

Division office & maintenance of receipt & registers in their respect. Consolidation of DCB statements of Vijayapur. & Monitor the collection of inspection fee balance. She/he is responsible for T&P maintenance.

### **SECOND DIVISION ASSISTANT:**

She/he will be responsible for registration & dispatch of all office papers together with the maintenance of inward/outward & stamp registers. He is responsible for maintenance of all consumer technical & administrative files. He will be responsible for entry & maintenance of F&G Tax ledgers. He is also responsible for maintenance of movement register.

### **II. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

All the applications for 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 requisite drawings are submitted to the jurisdictional Officers along with the requisite drawing scrutiny fee & other required documents. Wherever there are any deficiencies, the same will be intimated to the applicant for compliance and resubmission. The erection of the electrical equipment is required to be undertaken only as per the approved plans.

The above said procedure is also followed by the jurisdictional field 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 rates.

### **III. 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 and schedule of Lift Rules, 1976. The office procedures set by the Govt. of Karnataka is being followed for relevant applications.

### **IV. 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. Central Electricity Authority(measures relating to safety & electric supply) Regulations, 2010.
2. Central Electricity Authority(Installation and operation of meters)Regulations, 2006.
3. Central Electricity Authority(Technical standards for connectivity of the Grid)Regulations, 2007
4. Central Electricity Authority(Technical Standards for construction of Electrical Plants and Electric Lines)Regulations, 2010
5. Central Electricity Authority(safety Requirements for construction , operation and Maintenance of Electric Plants and Electric Lines)Regulations,2011
6. Central Electricity Authority(Technical Standards for construction of Electrical Plants and Electric Lines) Amendment Regulations, 2015.
7. The Electricity Act, 2003.
8. The Karnataka Electricity (Taxation on Consumption or sale) Rules, 2014
9. The Karnataka Lifts, Escalators and Passenger Conveyors Rules, 2015.
10. The Karnataka Cinemas (Regulation) Rules 2014.
11. The Karnataka (Licensing of Electrical Contractors, Special wiring permit and grant of certificates and permits to Electrical Supervisors and Wiremen) Rules 2012 .
12. The Karnataka Exhibition of Films on TV screen through VCR or Laser Disc (Regulation) Rules, 1984.
13. National Electric Code-1985.
14. Inspection Manual.
15. The Karnataka Civil Service Rules Volume-1
16. Manual of Contingent Expenditure.
17. Hand book of office procedure
18. KCSR(Revised Pay\_ Rules-2007)
19. RTI Register.
20. Movement Register.

**V. 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. Drawal 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 cases files.
15. Electricity tax ledgers of KPCL, KPTCL and IPP's.
16. Tax DCB of all HESCOM.
17. Reconciliation of Revenue Receipts.
18. Cash receipt book and cash book.
19. Details of receipt/remittance of DD/cheque received from different sections.
20. Paid vouchers.
21. The ledger of remittance of cash / DD/ Cheque.
22. Imprest register.
23. Cinema Operator's permits renewal/ Endorsement Registers/Ledgers.
24. Registers of applications received for fresh / renewal of Electrical Contractor Licenses & Special wiring permits.
25. Registers of applications received for fresh / renewal of Mining / Industrial Electrical Supervisors permits.
26. Registers of applications received for fresh / renewal of wireman permits.
27. Disputes files – Dispute between LEC & consumer.
28. Registers of applications received for industrial / mining supervisors & electrical wireman examination.

**MANUAL SECTION:**

- a. The statistics of Electrical installations
- b. Statistics of electrical accidents.
- c. Computerization of the offices.
- d. Implementation of 'e' governance action plan.
- e. Amendment of Acts & Rules, files.
- f. Technical Circular files.
- g. Progress Reports.

**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 various category of installations.
6. Technical clarification correspondence files.

1. (a) Office of the Electrical Inspector, Vijayapur:

Sl. No.	Category of Post	Name Sri / Smt.	Telephone Nos.
1	Electrical Inspector, Vijayapur	Sri S.H. Patil Electrical Inspector(I/C), Vijayapur (from 11.02.2020 till date)	08352 277164
2	Deputy Electrical Inspector, Vijayapur.	Sri S.H. Patil	”
3	Assistant Electrical Inspector (O)	Vacant	
4	Assistant Electrical Inspector (Field)	Sri. Santosh S Hanjagi	”
5	First Division Assistant	Vacant	
6	Second Division Assistant	Vacant	
7	Helper	Vacant	
8	Peon	Sri. Sachin Sangannavar (Outsource Employee of Keonics)	”

(b) Office of the Deputy Electrical Inspector, Bagalkot :

Sl. No.	Category of Post	Name Sri / Smt.	Telephone Nos.
1	Deputy Electrical Inspector, Bagalkot	1) Smt. S. S. Jambagi Deputy Electrical Inspector(I/C), Bagalkot. (from 21.01.2020 till 23.07.2020) 2) Smt. Rashmi Hanasi Deputy Electrical Inspector, Bagalkot. (from 23.07.2020 till date)	08354 235456
2	Assistant Electrical Inspector-1 (Field)	Smt. S. A. Yadawad	”
3	Assistant Electrical Inspector-2 (Field)	Smt. S. S. Jambagi	”
4	First Division Assistant	Sri C. S. Mashetti	
5	Second Division Assistant	Vacant	”
6	Peon	Sri. Manjunath Bennur (Outsource Employee of Keonics)	”

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

(a) Office of the Electrical Inspector, Vijayapur.

Sl. No.	Category of Post	Sanctioned strength	Scale of Pay of post, Rs
1	Electrical Inspector, Vijayapur	01	67550-104600
2	Deputy Electrical Inspector, Vijayapur.	01	52650-97100
3	Assistant Electrical Inspector (O)	01	43100-83900
4	Assistant Electrical Inspector (Field)	01	43100-83900
5	First Division Assistant	01	27650-52650
6	Second Division Assistant	01	21400-42000
7	Helper	01	18600-32600
8	Peon	01	17000-28950

(b) Office of the Deputy Electrical Inspector, Bagalkot.

Sl. No.	Category of Post	Sanctioned strength	Scale of Pay of post, Rs
1	Deputy Electrical Inspector, Bagalkot	01	52650-97100
2	Assistant Electrical Inspector-1	01	43100-83900
3	Assistant Electrical Inspector-2	01	43100-83900
4	First Division Assistant	01	27650-52650
5	Second Division Assistant	01	21400-42000
6	Peon	01	17000-28950

- VII. 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 programs.
- VIII. Details in respect of the information, available to or held by it, reduced in an electronic form:**  
- The department is computerized. Hence information in electronic media is available.
- IX. 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
- X. The names, designations and other particulars of the Public Information Officers:**

**(a) Office of the Electrical Inspector, Vijayapur.**

Sl. No.	Category of Post	Name Sri / Smt.	Telephone Nos.
1	Electrical Inspector, Vijayapur.	Sri S.H. Patil Electrical Inspector(I/C), Vijayapur (from 11.02.2020 till date) P.I.O. for Vijayapur Division (for their Jurisdiction & as per delegation of Powers)	08352 277164
2	Deputy Electrical Inspector, Vijayapur.	Sri S H Patil, P.I.O. for Vijayapur Sub-Division (for their Jurisdiction & as per delegation of Powers)	”
3	Assistant Electrical Inspector(F), Vijayapur.	Sri Santosh S.Hanjagi, A.P.I.O. for Vijayapur Sub-Division (for their Jurisdiction & as per delegation of Powers)	”
4	Assistant Electrical Inspector(O), Vijayapur.	Vacant	”
5	First Division Assistant.	Vacant	”
6	Second Division Assistant.	Vacant	”

**(c) Office of the Deputy Electrical Inspector, Bagalkot.**

Sl. No.	Category of Post	Name Sri /Smt.	Telephone Nos.
1	Deputy Electrical Inspector, Bagalkot.	1) Smt. S. S. Jambagi Deputy Electrical Inspector(I/C), Bagalkot. (from 21.01.2020 till 23.07.2020) 2) Smt. Rashmi Hanasi Deputy Electrical Inspector, Bagalkot. (from 23.07.2020 till date) P.I.O. for Bagalkot Sub-Division (for their Jurisdiction & as per delegation of Powers)	08354 235456
2	Assistant Electrical Inspector-1, Bagalkot.	Miss S. A. Yadawad, A.P.I.O. for Bagalkot Sub-Division, AEI-1 area (for their Jurisdiction & as per delegation of Powers)	”

3	Assistant Electrical Inspector-2, Bagalkot.	Miss S. S. Jambagi, A.P.I.O. for Bagalkot Sub-Division, AEI-2 area (for their Jurisdiction & as per delegation of Powers)	”
4	First Division Assistant	Sri C. S. Mashetti, A.P.I.O. of for Bagalkot Sub-Division (Information pertaining to Admin., Revenue & other office matters)	”
5	Second Division Assistant	Vacant	

**XI. 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  
Vijayapur Division, Vijayapur**

**No: EI/VJP/F-RTI(2020-21)/2105-2116/20-21, dt. 03.09.2020.**

- Copy submitted to :
1. The Chief Electrical Inspector to Govt., Bengaluru ,
  2. The Addl. Chief Electrical Inspector, Dharwad &
- Copy to :
3. The Deputy Chief Electrical Inspector, Belagavi for kind infn.
  4. The Deputy Electrical Inspector, Vijayapur.
  5. The Deputy Electrical Inspector, Bagalkot.
  6. The Asst. Electrical Inspector, Vijayapur.
  7. The Asst. Electrical Inspector-1, Bagalkot.
  8. The Asst. Electrical Inspector-2, Bagalkot.
  9. FDA, Bagalkot for infn.
  10. Notice Board.
  11. O/c & M/c