

GOVERNMENT OF KARNATAKA
(ELECTRICAL INSPECTORATE)

INFORMATION AS PER SECTION - 4(1)(B) OF RIGHT TO INFORMATION ACT-2005 OF GADAG SUB-DIVISION
GADAG

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

The Head Quarters of The Electrical Inspectorate is located at #32/1-2, Crescent tower, 2nd Floor, Crescent road, Bangalore-560001. The Department has six zonal offices headed by The Deputy Chief Electrical Inspector. Our Zonal Office is at Sneha building Behind Sanmati Hostel, Sanmati Road, Dharwad. Our Divisional office is at Room No. 120, 1st Floor, District Administrative Building, Hubli Road, Gadag-582103. This is our sub divisional office and Deputy Electrical Inspector is working as Sub Divisional Officer. This sub division has one Assistant Electrical Inspector post & He is assisting to Deputy Electrical Inspector.

The main objectives of this sub 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.
 - a) HT installations of the private consumers up to 300KVA
 - b) Captive Generators of private consumers in access of 12.5KVA upto 350KVA capacity
 - c) All the X-Ray, Neon Signs.
 - d) All the temporary installations where in there is congregation of more than 100 people assemble.
 - e) All video installations used for public screening.
- 2) 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.
- 3) 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) **Deputy Electrical Inspector:** He is the head of the sub division office with the administrative control of the sub division. He is responsible 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 report, DCB, expenditure statement, reconciliation statements, RCB extract of the sub division. He is also responsible for investigation, finalization reporting of fatal electrical accident to a human being and in other matter assigned by the Electrical Inspector Dharwad, Deputy Chief Electrical Inspector Dharwad & Chief Electrical Inspector to Government. He is the authority to monitor the electrical tax collection in the Jurisdiction. He shall maintain all statistical information with regard to installations, accidents & other activities of the Jurisdiction.
- 2) **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 & 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.
- 3) **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	Deputy Electrical Inspector	Smt. Rabiya.Nadaf	08372-232351
02	Assistant Electrical Inspector	Vacant	
03	First Division Assistant	Sri.Ramesha C	08372-232351
04	Second Division Assistant	Sri.S Mohan	08372-232351
05	Helper	Vacant	

X) THE MONTHGLY REMUNDRATION RECEIVED BY EACH OF ITS OFFICER 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 in Rs
01	Deputy Electrical Inspector	01	52650-97100
02	Assistant Electrical Inspector	01	43100-83900
03	First Division Assistant	01	27650-52650
04	Second Division Assistant	01	21400-42000
05	Peon (Group D)	01	18600-32600

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	O/O The Deputy Electrical Inspector, Room No. 120, 1 st Floor, District Administrative Building, Hubli Road, Gadag.	Smt. Rabiya. Nadaf Deputy Electrical Inspector,	Public Information Officer	08372-232351
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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.

Deputy Electrical Inspector
Gadag.