

Information as per section 4(1)(b) of The Right to Information Act, 2005 pertaining to the Office of The Deputy Electrical Inspector, Bagalkote Sub Division, Bagalkote.

Functions And Duties of The Department of Electrical Inspectorate:

The Office of The Deputy Electrical Inspector (Dept. of Electrical Inspectorate), Bagalkote Sub Division, Bagalkote, is headed by The Deputy Electrical Inspector & the Head Quarters is located at # 240, Jilla Adhalit Bhavan, Navanagar, Bagalkote-587103.

The Deputy Electrical Inspector Office, Bagalkote has two numbers of Assistant Electrical Inspectors (AEI-1 & AEI-2) for the field work. Thus there are total of 1 no. of Deputy Electrical Inspector & 2 nos. of Assistant Electrical Inspectors working in the field at Bagalkote Sub Division office.

The Sub-division office, Bagalkote is having the jurisdiction of HESCOM Bagalkote, Mudhol & Jamakhandi Divisions in Bagalkote Dist.,

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

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

The main objectives of this department is to inspect & enforce the concerned authorities like owners/suppliers, that all the electrical installations belongs to them in Bagalkote district shall be 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 Sub Division Office undertakes the following functions:

1. Scrutiny and approval of electrical installation drawings of HT, CG/DG sets, 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 after certain time interval, as per the Delegation of Powers.
3. Investigation of electrical 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.
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 electrical installations, etc., are approved so that the consumer could undertake the erection and installation works as per the approved drawings only.

The Sub 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 Sub 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 Bagalkot Sub Division, as & when tax is levied by the Government.

I. The Powers and Duties of Officers and Employees coming under this Office:

Deputy Electrical Inspector, Bagalkote:

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 F&G 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.

Assistant Electrical Inspectors-1&2 Field:

Both Assistant Electrical Inspectors in Bagalkote 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. She/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:

She/he will be responsible for processing of Super Grade, Class-1 license renewal papers, Supervisor, wireman permit fresh & renewal papers. He will be 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 Sub Division office & consolidation of RCB of Bagalkot Sub Division, expenditure statement of Sub Division office & consolidation of Expenditure statement of Bagalkot Sub Division. She/he will be responsible for preparation of all Detailed Contingent Bills (Office Building Rent Bill, Menial labor Bill, Telephone Bill, Service Stamp Bill, Bills pertaining to purchase of stationery, office Permanent advance bill, etc.) pertaining to Sub Division office & maintenance of receipt & registers in their respect. Consolidation of DCB statements of Bagalkot & 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. The Electricity Act, 2003.
2. CEA Regulation 2010.
3. The Karnataka Cinemas (Regulation) Act, 1964 and Rules, 1971 (as amended up to date).
4. The Karnataka Cinemas (Regulation) Rules, 2014.
5. The Karnataka Lift Act, 1974 and Rules, 1976
6. The Karnataka Exhibition of Films on TV screen through VCR or Laser Disc (Regulation) Rules, 1984.
7. The Karnataka (Licensing of Electrical Contractor and grant of certificates and permits to Electrical supervisors and wiremen) Rules, 1976.
8. The Karnataka Electricity (Taxation on consumption) Act, 1959 & Rules, 1959.
9. The Karnataka Electricity (Taxation on Consumption) (Amendment) Act, 2013
10. National Electric Code-1985.
11. Inspection Manual.

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. Drawl 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. Disputes files – Dispute between LEC & consumer.

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. Office of the Deputy Electrical Inspector, Bagalkote :

Sl. No.	Category of Post	Name	Telephone Nos.
1	Deputy Electrical Inspector, Bagalkote	Smt. S. S. Jambagi I/C- DEI, from 21.02.20 to 23.07.20 Smt. Rashmi M.Hanasi DEI, from 23.07.20 till date.	08354 235456
2	Assistant Electrical Inspector-1 (Field)	Smt. S. A. Yadawad	08354 235456
3	Assistant Electrical Inspector-2 (Field)	Smt. S. S. Jambagi	08354 235456
4	First Division Assistant	Sri C. S. Mashetti	08354 235456
5	Second Division Assistant	Vacant	
6	Peon (out sourcing)	Sri M.L.Bennur	08354 235456

VI. The Monthly Remuneration Received by each of its Officers and Employees, including the system of Compensation as provided in its Regulations:

Sl. No.	Category of Post	Sanctioned strength	Scale of Pay of post, Rs
1	Deputy Electrical Inspector, Bagalkote	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	19950-37900

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 not yet computerized. Hence information in electronic media is not 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:

Sl. No.	Category of Post	Name Sri /Smt.	Telephone Nos.
1	Deputy Electrical Inspector, Bagalkote.	Smt. Rashmi M. Hanasi, P.I.O. for Bagalkote Sub-Division (for their Jurisdiction & as per delegation of Powers)	08354 235456
2	Assistant Electrical Inspector-1, Bagalkote.	Smt. S. A. Yadawad, A.P.I.O. for Bagalkote Sub-Division, AEI-1 area (for their Jurisdiction & as per delegation of Powers)	08354 235456
3	Assistant Electrical Inspector-2, Bagalkote.	Smt S. S. Jambagi, A.P.I.O. for Bagalkote Sub-Division, AEI-2 area (for their Jurisdiction & as per delegation of Powers)	08354 235456
4	First Division Assistant	Sri C. S. Mashetti, A.P.I.O. of for Bagalkote Sub-Division (Information pertaining to Admin., Revenue & other office matters)	08354 235456

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.

Sd/-
Deputy Electrical Inspector
Bagalkote

No: DEI/BGK/F-RTI/20-21, Dt:

Copy submitted to :

1. The Chief Electrical Inspector to Govt., Bengaluru ,
2. The Addl. Chief Electrical Inspector, Dharwad,
3. The Deputy Chief Electrical Inspector, Belagavi &
4. The Electrical Inspector, Vijayapur for kind infn.
5. O/c & M/c