

**GOVERNMENT OF KARNATAKA  
(Electrical inspectorate)**

**OFFICE OF THE  
DEPUTY CHIEF ELECTRICAL INSPECTOR, BENGALURU EAST**

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

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

The Department of Electrical Inspectorate has its circle office at Bangalore East, headed by Deputy Chief Electrical Inspector, Bengaluru East and covers the area of E3, E4, E6, E7, E10, E11, E12, C1, C2, C3 & C6 BESCO Subdivisions.

The Circle office is housed in private building at: **O/o Deputy Chief Electrical Inspector,  
Bengaluru East,  
No. 2/3 & 2/4, "Aragini Bhavana",  
1<sup>st</sup> Floor, Dr. Raj Kumar Road,  
Rajajinagar, Bangalore-560010.**

This office has both inspecting and supporting staff to discharge its function and duties.

There is One Electrical Inspector working as Divisional Officer in the field; One Deputy Electrical Inspector is working as sub-divisional officers in the field. All these officers are assisted by 3- Assistant Electrical Inspectors in field and 1-Assistant Electrical Inspector (Office) to assist the DCEI in technical matters. The office is supported by Office Superintendent-1, First Division Assistant-1, Second Division Assistant-2, Helper-1, Driver-1, Computer operator-1 and Peon (Group D-1) in Administration & taxations matters.

**Function and Duties:**

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

In order to achieve the above objectives following are the functions:

- I. Scrutiny of scheme pertaining to electrical installations regards to the safety aspects of HT, CG/DG/TG sets, Multistoried buildings of 15 meters & above in height up to 24mt, lifts & escalators, X-ray and Neon sign installations of consumers, cinema and temporary installations as per departmental delegation of power \*
- II. Pre commissioning inspection of electrical installations. As per departmental delegation of power \*
- III. To carryout periodical inspection of all the above installations as per schedule. As per departmental delegation of power \*
- IV. Investigation of electrical accidents and reporting to the Government. As per departmental delegation of power \*
- V. Endorsements and renewal of cinema operator certificates pertains to Bangalore East Circle,

- VI. Karnataka (Licensing of Electrical contractor and grant of certificates and permits to electrical supervisors and wireman) Rules 2012.
- VII. The Karnataka Electricity Taxation on Consumption or Sales 1959(Amended 2014)
- Apart from the following office cadre Account.

**2. Powers & Duties of officers/employees of office of the Deputy Chief Electrical Inspector:**

• **Deputy Chief Electrical Inspector:**

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

• **Electrical Inspector, Bangalore East:**

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

• **Deputy Electrical Inspector, Bangalore East:**

He/she is inspecting officer and discharges his/her duties as per the delegation of power\* and office procedure, pertaining to his Jurisdiction i.e. as per office procedure in time and assist higher officers as & when required. 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, Bangalore East:**

He/she is inspecting officer and discharges his/her duties as per the delegation of power\* and office procedure, pertaining to his Jurisdiction i.e. as per office procedure in time and assist higher officers as & when required. 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 –Office:**

He/she is responsible for maintenance of the statistical information of electrical installations of the circle, preparing monthly progress report and consolidation of monthly returns and sending to Head office, updating of statistical information, analysis of fire accidents and presenting to DCEI, etc. And responsible for clearances of papers pertaining to the technical section and processing of all the matters regarding issue of approvals / recommendations of electrical installations/electrical schemes & maintain the Technical circulars issued by the dept and also monitoring of clearances of files and papers pertaining to the technical section and also responsible to maintain all the information pertains to inspections of DCEI as stipulated in delegations of power\* & to scrutiny the electrical scheme and maintain the records pertains to inspections, as per office procedure in time, and assist higher officers as & when required.

• **Office Superintendent:**

He/ She will assist to the head of the Office in the matters of Administration. He/she is responsible for the overall functioning of office. He is custodian of Services related matters of the staff and Service Rules procedures implementation, Scrutiny and placing of T. A. bills, D.C. Bills, other bills before DCEI, BE. decorum of office and maintenance,

T&P maintenance and She/he is responsible of reconciliation of Expenditure (2045) and receipts (0043) and also responsible for ensuring the above works.

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

- **First Division Assistants:**

He/ She will assist to the head of the Office in the matters of Administration, maintenance of Revenue reconciliation, Cash book maintenance, Revenue reconciliation statement (0043), maintenance of salary, preparation of Expenditure statement (2045), Gazetted / 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 and custodian of admin records as per norms.

- **Second Division Assistant:**

He/ She will assist to the head of the Office in the matters of Administration, Inward, and outward of applications / papers received and to be dispatched from the office, maintenance of Stamp account, and maintenance of G 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 Manager & superintendent in respect of office matters. He/she shall be responsible for record keeping and custodian of DG tax records as per norms.

- **Helper (technical):**

He shall be assisting inspecting officers in inspection & file keeping.

- **Driver:**

He shall maintain the Government Vehicle in good running condition and available on short notices for inspection by the inspecting officers. He shall report the requirement of fuel well in advance to the office. All trip made by the officers shall be recorded in Log book soon after the trip.

- **Peon:**

He/she shall maintain cleanliness in office & shall deliver local tappal. Attending treasury works & file keeping.

- **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 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 kinds of electrical installations are 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 noticed same shall be informed to the

applicant otherwise it will be processed and required approval/consent will be communicated accordingly.

The periodical inspection will also be carried out for all the Electrical installations along with X-ray installations and Neon-sign installations by the designated inspecting officers and any non compliance to the safety provisions will be intimated to the owner of installation for rectification.

**4. The norms set by it for the discharge of its functions:**

The office procedures laid 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 (Measures relating to Safety & Electricity supply) Regulation 2010 and same is being followed. Similarly, the tax matters are as per the tax manual is being followed & the lift inspection is carried out as per norms stipulated in Karnataka Lift Regulations, 1976 & relevant code of practice. Generally, the norms are being instructed by the Head of the department through the circulars.

**5. The rules, Act books, regulations, instructions, manuals and records, held by it 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 of office procedure.
6. KCS (CCA) Rules, 1957.
7. KCS (Conduct) Rules, 1966.
8. The Electricity Act, 2003.
9. The Electricity (Karnataka Amendment) Act, 2013.
10. The CEA (Measures relating to Safety & Electricity supply) Regulation, 2010
11. The Karnataka Cinemas (Regulation) Act, 1964 and Rules, 1971.
12. The Karnataka Lifts, escalators and passenger conveyors Act 2012 and Rules 2015.
13. The Karnataka Exhibition of films on TV screen through Video Cassette Recorder or Laser Disc(Regulation) Rules, 1984.
14. The Karnataka (Licensing of Electrical contractors, Special wiring permit and grant of certificates and permits to electrical supervisors and wireman) Rules, 2012.
15. The Karnataka Electricity (Taxation on consumption or sale) Act, 1959 & Rules 2014.
16. National Electric code-2011.
17. Inspection Manual.

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

**a. Administration & Tax Section:**

1. Attendance registers.
2. Service Registers and increment registers.
3. Drawl of salaries, Recovery of loans and advances register.
4. Pay and TA acquaintances register.
5. Bill Registers (establishment).
6. Office proceeding register & office order book.
7. Earned leave encashment, leave sanction register/file.
8. Court cases concerned to administration & tax matters register.

9. Budget estimate, allocation, etc.
10. Reconciliation of expenditure.
11. Related Files pertaining to service matters.
12. Inward and outward registers.
13. Telephone register.
14. Message book.
15. General movements register.
16. General and Administrative circular files.
17. Court cases files pertaining to tax matters.
18. Electricity tax ledgers of non licensee and IPP's.
19. Reconciliation of Revenue Receipt.
20. Cash receipt book and cash book.
21. Paid vouchers file / register.
22. Imprest registers.
23. Registers of RTI annual returns (Form I, II and III) to be maintained by all PIO
24. Cinema Operator & LEB Examination board: File
25. Cinema Operator's permits/ Registers/Ledgers.

**b. Technical section**

1. The statistics of Electrical installations.
2. Registers of the electrical scheme approvals/permissions.
3. Installation register maintained by inspecting officers.
4. Inspection cum Demand Bill register maintained by inspecting officer.
5. Statistics of electrical accidents Amendment of acts & rules files.
6. Technical circular files.
7. Inspection files of each installation.
8. Accident investigation reports.
9. Register of the commissioning approvals.
10. Registers of RTI annual returns (Form I, II and III) to be maintained by all PIO.
11. Register of Electrical Accident reports & correspondences /Circular files.
12. Technical clarification file.
13. Tour / Diary file.
14. Court case register wherein the details of each case to recorded.

**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.

**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 formed.

9. Directory of its officers & employees:

Sl no	Designation	Sanctioned Strength	Name Sriyuths/Smt	Telephone Nos	Pay Scale
1	Deputy Chief Electrical Inspector, Bengaluru East	01	T L Hanumantha Naik	080-23422862	74400-109600
2	Electrical Inspector, Bengaluru East	01	Sathish N	080-23422862	67550-104600
3	Deputy Electrical Inspector, Bengaluru East	01	Usharani T R	080-23422862	52650-97100
4	Asst. Electrical inspector(Office),	01	Deepika V	080-23422862	43100-83900
5	Asst. Electrical inspector-1	03	Vijayakumar K G	080-23422862	43100-83900
6	Asst. Electrical inspector-2		Vacant	080-23422862	43100-83900
7	Asst. Electrical inspector-3		Vacant	080-23422862	43100-83900
8	Superintendent	01	Chidanand	080-23422862	33450-62600
09	FDA	01	Veena H B	080-23422862	27650-52650
10	S D A 1	02	Vacant	080-23422862	21400-42000
11	S D A 2		Vacant	080-23422862	21400-42000
12	Helper	01	Vacant	080-23422862	
13	Driver	01	Vacant	080-23422862	17000-28900
14	Group D	01	Vacant	080-23422862	17000-28900
15	Computer operator(Vacant)	01	Kavitha (Out sourcing)	080-23422862	

10. The Monthly Remuneration Received by Each of Its Officers and Employees, Including the System of Compensation as Provided in Its 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:

Nonplan-Budget is allocated to this office.

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

Subsidy programs not included.

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 not yet 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.

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

SI NO	Category of Post	Name Sriyuths/Smt	Telephone Nos.	First Appellate Authority Name and Designation
1	Electrical Inspector, Bangalore East	Sathish N, P.I.O for Bangalore East (for their jurisdiction & as per delegation of powers)	080-23422862	T L Hanumantha Naik Deputy Chief Electrical Inspector, Bangalore East
2	Deputy Electrical Inspector, Bangalore East	Usharani T R, PIO for Bangalore East (for their jurisdiction & as per delegation of powers)	080-23422862	
3	Superintendent	Chidanand, P.I.O for Bangalore East DCEI Office(Administration & Taxation related matters)	080-23422862	
4	Assistant Electrical Inspector(Office)	Deepika V, P.I.O for Bangalore East DCEI Office for technical matters	080-23422862	
5	Assistant Electrical Inspector-1	Vijayakumar K G, A.P.I.O (for their jurisdiction & as per delegation of powers)	080-23422862	

**18. Such Other Information as may be provided and there after update these publications every year:**

The Efforts will be made to update the information as required under the RTI Act and improve the data base to the satisfaction of the public in general

\* Delegation of power for inspecting officers (Govt order No: EN 5 EBS 2012 Dt: 12-09-2013) is available in office /departmental web site <http://www.ksei.gov.in>

**Name & Designation of First Appellate Authority:**

**Sri. T L Hanumantha Naik  
Deputy Chief Electrical Inspector  
Bangalore East.**



**Deputy Chief Electrical Inspector  
Bangalore East, Bangalore**

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Memo No: DCI/BE/MNG/RTI/ /2020-21 Dated: **21 DEC 2020**  
4058-60

Copy Submitted to:

1. The Principal Secretary, Dept Of Energy Govt Of Karnataka Bangalore For Kind Information.
2. The Chief Electrical Inspector Bangalore for kind information.
3. Copy to all:  
PIO & APIO they are herby directed to maintain required information, follow the Govt Circular DPAR 82RTI 2007 DT 21.08.2007 and time to time circulars issued by the dept in this regard to dispose the RTI applications.
4. Master file.
5. DCEI Table.
6. Notice Board.