

**Government of Karnataka  
(Electrical Inspectorate)**

**OFFICE OF THE  
DEPUTY CHIEF ELECTRICAL INSPECTOR BENGALURU ADDITIONAL NORTH**

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

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

The Department of Electrical Inspectorate has its circle office at Bengaluru Additional North headed by DCEI and covers the area of N1, N2, N3, N7, Nelamangala and Doddaballapura subdivisions of BESCOM and Chikkaballapura District.

The Circle office is housed in private building at

**Office of the  
Deputy Chief Electrical Inspector,  
Bengaluru Additional North,  
No: 723, 2<sup>nd</sup> Floor, "Lakshminarayana",  
West of Chord Road, 2<sup>nd</sup> Stage,  
Dr. Modi Hospital Road, Basaveshwaranagara,  
Bengaluru-560 086**

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

One Electrical Inspector working as Divisional Officers in the field, 1 Deputy Electrical Inspector is working as sub-divisional officer in the field. All these officers are assisted by 3 Assistant Electrical Inspectors in field and 1 AEI as Technical assistant to assist the DCEI. The office is supported by one office superintendent, one First Division Assistant, Two Second Division Assistants, Helper, Driver and Computer Operator and peon in Administration & taxations matters. Apart from this office of the Deputy Electrical Inspector, Chikkaballapura is working under the jurisdictional control of this office.

**Function and Duties**

The main objectives of this office is to ensure that the electrical installations in its jurisdiction are in safe condition and with a specific intention to minimizing the danger 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 with regard 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 Bengaluru Additional North.
- VI. Scrutiny of application pertaining to Contractor Licensing as per Karnataka (Licensing of Electrical Contractor and grant of certificates and permits to electrical supervisors and wireman) Rules 2012.

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 Bengaluru Additional North**

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, Bengaluru Additional North**

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 Bengaluru Additional North**

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 –Technical assistant.**

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 in overall functioning of office. He/She is the custodian of Services related matters of the staff and Service Rules procedures implementation, Scrutiny of T.A. bills, D.C. Bills, Office Building Rent bills, other bills, to maintain office decorum, T&P maintenance and He/She is responsible for reconciliation of Expenditure (2045) and receipts (0043) and also responsible for ensuring the above works.

He/She 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/her by head of office/Higher Officers and clearance of papers pertaining to the section as per office procedure in time.

### **First Division Assistant**

He/ She will assist to the head of the Office in the matters of Administration, maintenance of Revenue reconciliation, Cash book maintenance, remittance of Received cash/DD/ Cheque to the Treasury, Revenue reconciliation statement (0043), maintenance of salary, preparation of Expenditure statement (2045), Gazetted / Non-gazetted pay bills, Office T.A. bills, D.C. bills and other bills. Service Matters & HRMS 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. He/she shall assist the superintendent in respect of office matters. He/she shall be responsible for record keeping as per norms.

### **Second Division Assistants**

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 F & 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 Superintendent in respect of office matters.

### **Driver**

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

### **Helper (technical)**

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

### **Peon**

He/she shall maintain cleanliness in office & shall deliver local tappal. Attending to 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 to day 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 is as per the tax manual is being followed & The lift inspection is carried out as per norms stipulated in Karnataka Lifts, Escalators and Passenger Conveyers Rules, 2015 & relevant code of practice. Generally, the norms are being instructed by the Head of the department through the circulars from time to time.

### **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. Electricity Act 2003
9. CEA (Measures relating to Safety & Electricity supply) Regulation 2010 /Indian Electricity Rules 1956
10. Karnataka Cinematograph Act 1964 and Rules 2014
11. Karnataka Lift act 2012 and Rules 2015
12. Karnataka Video Cassette Recorder Rules 1984
13. Karnataka (Licensing of Electrical contractor and grant of certificates and permits to electrical supervisors and wireman) Rules 2012.
14. Karnataka Electricity (Taxation on consumption) Act 2014
15. National Electric code 1985.

16. Inspection Manual.

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

**Establishment, Tax, permits and cash section**

1. Attendance register.
2. Service Registers and Increment records.
3. Recovery of loans and advances register
4. Pay and TA accuttance register
5. Bill Registers (establishment)
6. Officer 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 movement 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. The ledger of remittance of cash / DD/ Cheque.
23. Imprest registers.
24. Registers of RTI annual returns (Form I, II and III) to be maintained by all PIOs
25. Cinema Operators and LA & EB Examination Board Files
26. Cinema Operator's permits/ Registers/Ledgers.
27. Electrical Contractors Licensing Fresh/Renewal Registers.
28. Supervisors Fresh/Renewal registers/Ledgers.
29. Wireman Fresh/Renewal registers/Ledgers.

**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.
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 PIOs

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.	Name	Designation	Phone no
1	Sri. Hemantha Kumar H. N.	Dy. Chief Electrical Inspector, Bengaluru Additional North.	080-23354509
2	Sri. Harish N.	Electrical Inspector, Bengaluru Additional North.	080-23354509
3	Smt. Shafiya Tabasum	Deputy Electrical Inspector, Bengaluru Additional North.	080-23354509
4	Smt. Shilpa R.	Assistant Electrical Inspector (Tech)	080-23354509
5	Vacant	Assistant Electrical Inspector-1, Bengaluru Additional North.	080-23354509
6	Vacant	Assistant Electrical Inspector-2, Bengaluru Additional North.	080-23354509
7	Vacant	Assistant Electrical Inspector-3, Bengaluru Additional North.	080-23354509
8	Smt. Usha G. N.	Superintendent	080-23354509
9	Sri. Dharanikumar N. N.	FDA	080-23354509
10	Sri. K. Ramakrishnaiah	SDA 1	080-23354509
11	Vacant	SDA 2	080-23354509
12	Vacant	Driver	080-23354509
13	Vacant	Helper	080-23354509
14	Vacant	Group D	080-23354509
15	Vacant	Computer operator	080-23354509

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

Sl. No.	Name	Designation	Pay-Scale
1	Sri. Hemantha Kumar H. N.	Dy. Chief Electrical Inspector, Bengaluru Additional North.	Rs.74400-Rs.109600
2	Sri. Harish N.	Electrical Inspector, Bengaluru Additional North.	Rs.67550-Rs.104600
3	Smt. Shafiya Tabasum	Deputy Electrical Inspector, Bengaluru Additional North.	Rs.52650-Rs.97100
4	Smt. Shilpa R.	Assistant Electrical Inspector (Tech)	Rs.43100-Rs.83900
5	Vacant	Assistant Electrical Inspector-1, Bengaluru Additional North.	Rs.43100-Rs.83900
6	Vacant	Assistant Electrical Inspector-2, Bengaluru Additional North.	Rs.43100-Rs.83900
7	Vacant	Assistant Electrical Inspector-3, Bengaluru Additional North.	Rs.43100-Rs.83900
8	Smt. Usha G. N.	Superintendent	Rs.37900-Rs.70850
9	Sri. Dharanikumar N. N.	FDA	Rs.27650-Rs.52650
10	Sri. K. Ramakrishnaiah	SDA 1	Rs.21400-Rs.42000
11	Vacant	SDA 2	Rs.21400-Rs.42000
12	Vacant	Driver	Rs.21400-Rs.42000
13	Vacant	Helper	Rs.18600-Rs.32600
14	Vacant	Group D	Rs.17000-Rs.28950
15	Vacant	Computer operator	Rs.27650-Rs.52650

**11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

Non plan –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 programmes are 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:**

Sl. No.	Name	Designation	PIO for the information held
1	Sri. Harish N.	Electrical Inspector, Bengaluru Additional North.	All matters pertaining to his jurisdictional area & works specified in item no. 2.
2	Smt. Shafiya Tabasum	Deputy Electrical Inspector, Bengaluru Additional North.	All matters pertaining to her jurisdictional area & works specified in item no. 2.
3	Smt. Shilpa R.	Asst. Electrical Inspector (Tech)	All matters pertaining to her jurisdictional area & works specified in item no 2
4	Smt. Usha G. N.	Superintendent	All matters pertaining to Admin., Revenue and other office matters.

**List of Assistant Public Information Officer as required under RTI 2005**

Sl. No.	Name	Designation	Area pertains as APIO
1	Smt. Shilpa R.	Asst. Electrical Inspector (Tech)	All matters pertaining to her jurisdictional area & works specified in item no 2
2	Vacant	Assistant Electrical Inspector-1, Bengaluru Additional North.	All matters pertaining to his jurisdictional area & works specified in item no 2
3	Vacant	Assistant Electrical Inspector-2, Bengaluru Additional North.	All matters pertaining to her jurisdictional area & works specified in item no 2
4	Vacant	Assistant Electrical Inspector-3, Bengaluru Additional North.	All matters pertaining to his jurisdictional area & works specified in item no 2

**17- Any information required can be had from the Office during working hours only.**

**\* Delegation of power for inspecting officers (Govt. order No EN 5 EBS 2012 dated 12.09.2013) is available in office /departmental web site <http://www.ksei.gov.in>**



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

**Sri. Hemantha Kumar H. N.,  
Deputy Chief Electrical Inspector  
Bengaluru Additional North,**

*Hemantha Kumar*  
*11/12/2020*  
Deputy Chief Electrical Inspector  
Bengaluru Additional North,  
Bengaluru-560 086

Memo No: DCEI/BAN/MNG/RTI/ *3265-67* /2020-21

Date: **11 DEC 2020**

**Copy Submitted to:**

1. The Chief Electrical Inspector, Bengaluru, for kind information.
2. The Additional Chief Electrical Inspector, Bengaluru North, for kind information.

**Copy for information to:**

1. PIO & APIO they are hereby directed to maintain required information, follow the Gov. 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
2. Master file
3. DCEI Table
4. Notice Board.

*Hemantha Kumar*  
*11/12/2020*  
Deputy Chief Electrical Inspector  
Bengaluru Additional North,  
Bengaluru-560 086