

Information as per section 4(1)(B) of Right to Information Act, 2005 pertains to the Office of the Deputy Electrical Inspector, Kolar sub division as on 18/11/2019.

I.FUNCTIONS AND DUTIES OF THE OFFICE OF THE DEPUTY ELECTRICAL INSPECTOR, KOLAR:

The Kolar Sub Divisional office of the Electrical Inspectorate is headed by the Deputy Electrical Inspector, Kolar. The office is located at 2961, New Extension, Near Kanaka Mahila Mandali School, Kolar. This office comes under the control of the Electrical Inspector, Bangalore North, Deputy Chief Electrical Inspector, Bangalore North and the Additional Chief Electrical Inspector, Bangalore North at the zonal level. The Bangalore North zonal office is located at Aragini Bhavan, Dr.Rajkumar Road, Rajaji Nagar, Bangalore which is headed by the Additional Chief Electrical Inspector, Bangalore North. The Head Quarters of the Electrical Inspectorate is located at 1st Floor, Nirmana Bhavana, Opp. Orion Mall, Rajaji Nagar, Bangalore which is headed by the Chief Electrical Inspector to Government of Karnataka. The Kolar subdivision includes 6No.s of Taluk viz. Kolar, Bangarpet, K.G.F, Malur, Srinivaspura & Mulbagilu or 8No.s BESCO Subdivisions Viz. Kolar Urban & Rural, Bangarpet, Bethamangala, KGF, Malur, Srinivaspura & Mulbagilu.

The details of the sanctioned strength of the employees working & vacant positions are listed as below:

Category of Post	Sanctioned Posts	Working Strength	Vacant
Deputy Electrical Inspector	01	01	0
Assistant Electrical Inspector.	02	00	02
First Division Assistant	01	00	01
Second Division Assistant	01	01	0
Helper	01	00	01
Group D	01	00	01
Total	7	2	5

The main objectives of this department in turn this office is to ensure that all the electrical installations in the district of Kolar are in general conformity with the provisions of CEA Regulations (Measures relating to safety & electrical supply) Regulation 2010 with a specific intention of minimizing the danger caused by the electricity to human/animal lives and to the property.

In order to achieve the above objective this office as per the delegation of powers (Annexure-I) this office undertakes the following functions:

1. Scrutiny and approval of electrical installation drawings of Self execution Transformers, BESCO Installations, HT substations, DG sets, X-ray and Neon sign installations, temporary installations etc., as per the consumer request through Online.
2. Initial inspection for verifying safety standards and issue of permission for commissioning of the Self execution Transformers, BESCO Installations, HT substations, HT & LT lines, DG sets, X-ray and Neon signs, video, MV installations, temporary installations etc., through Online.
3. Periodical inspection of BESCO Installations, KPTCL substations, HT sub stations, MS Buildings, Lifts, HT & LT lines, DG sets, X-ray and Neon signs, video, MV installations,

semi permanent Theatres installations and issuing the disconnection notices for hazardous installations.

4. Investigation of Fatal Human, Non Fatal human, Fatal Animal accidents reported by the BESCOM & Public throughout Kolar district and reporting to the Government with remedial measures towards preventing the re- occurrence of the same and to pursue with the Supplier/ licensee to implement the remedial suggestions.
5. Enquiring into and adjudication of complaints and disputes referred to the Department between Consumers/Electrical contractor/BESCOM.
6. 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.
7. Processing and forwarding of applications for fresh & renewal of electrical contractor licenses, supervisor permits, Special wireman permits, wireman permits Endorsement of supervisor & wireman permits for respective electrical contractor licenses for carrying out the electrical works through Online.
8. Processing and forwarding of examination applications for industrial supervisor, mining supervisor & electrical wireman which is conducted once in a year by the Head Office.
9. The collection of electricity tax on consumption of electricity as laid down under Karnataka Electricity (Taxation on consumption) Act & Rules 1959, from KPTCL, KPCL, BESCOM, IPP's and all such consumers consuming electricity from Captive consumption comes under the purview of this office.

II. THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES WORKING AT THIS OFFICE:

DEPUTY ELECTRICAL INSPECTOR, KOLAR:

He/She is the head of the Kolar Sub-Divisional office having administrative control and is the drawing and disbursing Officer with the DDO code: 0700EI0202. He/She is responsible for the clearance of files as per office procedure within stipulated time. All the Staff working in the Kolar Sub-Divisional Office will be under the administrative control of the officer. He/She is the approving authority for the applications received from the public and BESCOM pertaining to electrical installation approvals & in administering the safety provisions in such of the electrical installations as per the delegation of powers. He/she shall be responsible to maintain the progress reports, officers monthly programme implementation calendar(MPIC), list of electrical installation approved by the department of electrical inspectorate, consolidation of Generation details of KPCL, Private, DG/TG sets and statistics of electrical accidents occurred in the district of Kolar & other such activities of his/her jurisdiction. He/She shall investigate the Fatal & Non-Fatal human electrical accidents reported by the BESCOM and public, submission of the investigation reports pertaining to fatal human, non-fatal human electrical accident to the Electrical Inspector, Bangalore North. And also responsible of finalizing the submitted Fatal Animal Accident by the AEI-1 & AEI-2. He/She shall monitor the electricity tax collection in his/her jurisdiction. Also including any other official work sub delegated by the higher authorities.

He/she shall conduct periodical inspection of HT, Diesel Generator, Lift, MSB, X-rays, Neon Signs (up to the capacity of electrical installations as mentioned in Delegation of Powers (Annexure-I)). He/She is responsible for processing and forwarding of On-line applications for

fresh & renewal of electrical contractor licenses, supervisor permits, Special wireman permits, wireman permits & Endorsement of supervisor & wireman permits.

ASSISTANT ELECTRICAL INSPECTOR-I & II, Kolar(Field) :

He/She shall assist the Deputy Electrical Inspector with all the official works and is responsible for inspecting, reporting to the officer for issuing the commissioning approvals of ESCOM Distribution Transformer centers, DG sets, etc. & in administering the safety provisions in such of the electrical installations as per the delegation of powers (Annexure-I). He/She shall be responsible in compilation of progress reports and assist the officer in maintaining all statistical information & files with regard to electrical installations. He/She is also responsible for investigation of fatal electrical accidents to Animals and submit the same to DEI, KLR. He/She will assist the Deputy Electrical Inspector in the matters pertaining to scrutiny of drawings of all installations, preparing of technical reports & letters, accident reports, approvals, observation letters, compilation of progress report and clearance of files as per office procedure within stipulated time. He/She shall assist the Deputy Electrical Inspector in all the official matters pertaining to scrutiny of drawings, preparation of technical reports & approvals, observation letters, accident reports etc. He/She is responsible for maintenance and updation of statistical information's of all the electrical installations in the DEI jurisdictional area, technical library maintenance, etc. and in any other matter assigned to him/her by higher Officers and (Including and any other matter assigned by the higher authorities) and in any other work sub delegated by the higher authorities.

FIRST DIVISION ASSISTANT:

He/She shall assist the Deputy Electrical Inspector in all the matters of accounts, administration, taxation & processing of applications pertaining to electrical contractor license, Industrial Supervisor permit, Electrical Wireman permit & Mining Supervisor. He is assisted by a Second Division Assistant. He/She is responsible for Implementation of Service Rules, procedures, maintenance of office decorum. He/She is responsible for maintenance of service registers, annual performance reports, assets & Liabilities statements of all the staff. He/she will be responsible for HRMS data monitoring, Leave matters, preparation of monthly salary bills, advances, eTDS, Supplementary Pay Bill, Leave Encashment bills, processing of TA bills etc. He/She 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.) Budgets and its reallocations, matters relating to filing of Income Tax Returns, T&P maintenance, maintenance of files & records of Right to Information Act, Court cases pertaining to administration matters. Auditing of electricity tax details pertaining to jurisdictional area and maintenance of all accounts of electricity tax. He/she is responsible for processing of fresh/renewal On-line applications of of Class-1 & Class-2 Electrical Contractor License papers, Supervisor permits, wireman permits and endorsement. He/she is responsible for handling of receipt books, cash remittance & cash book & revenue receipts pertaining to Kolar sub divisional office. Any other official matter as per the instructions of head of the office.

SECOND DIVISION ASSISTANT

He/She will be responsible for registration & dispatch of all office papers along with the maintenance of inward, outward & stamp registers. He/she is responsible for maintenance of all consumer technical & administrative files. He will be responsible for entry & maintenance of B & D ledgers and Tax Ledger. He is also responsible for maintenance of movement register. Any other official matter as per the instructions of head of the office.

III. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

Head of the office is the decision making authority for all type of requisitions/applications received and will be processed through assisting staff and will be dispatched within stipulated time. The detailed steps involving inter office process are as shown in the flow chart below

Documents to be submitted for approval of drawings:

1. Requisition letter from the owner with the details of establishment.
2. Blue print showing the site plan, location of the equipments all round and overhead clearances, elevation, single line diagram (tapping point, HT and LT switchgear capacity and conductor sizes, Transformer/DG set capacities, load on each circuit etc.,) of the electrical installation, detailed earthing scheme mentioning the type of earthing, size of earth leads, location of earth pits etc., with the seal and signature of Owner of the installation and concerned LEC.
3. Copy of Khatha/Trade License/Possession certificate and approved drawing issued by the competent government authority for proposed establishment.
4. Copy of Receipt/Challan for having paid necessary drawing scrutiny fee.
5. Duly filled Form-Z (Report of commencement of work).
6. Copy of Power sanction letter and estimate obtained from concerned BESCO office.
7. Copy of concerned Electrical Contractor's License and Supervisor's permit endorsed.

After getting the drawings approved the work shall be taken up through concerned LEC as per the drawings incorporating the correction/suggestions marked in red ink.

Documents to be submitted for obtaining commissioning approval:

1. Report of the owner for having completed the electrical installation work along with the Electrical contractor's completion report duly signed by the owner, LEC and the Supervisor.
2. Manufacturer test/calibration certificates of the equipments installed .
3. Copy of Receipt/Challan for having paid necessary initial inspection fee as mentioned in the drawing approval.

IV. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

The norms for discharging the works will be followed as per the Rules and Acts as detailed in section V below and the office procedures set by the Government of Karnataka is being followed for relevant applications.

V. THE RULES, ACTS, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS REFERRED FOR DISCHARGING ITS FUNCTIONS:

1. CEA Regulation (Measures relating to safety and electric supply) Regulation 2010.
2. The Electricity Act 2003.
3. I.E. Rules 1956.
4. The Karnataka Electricity (Taxation on Consumption or Sale) Act, 1959.
5. The Karnataka Electricity (Taxation on Consumption or Sale) Rules, 2014.
6. The Karnataka Lifts, Escalators & Passenger Conveyors Act, 2012.
7. The Karnataka Lifts, Escalators & Passenger Conveyors Rules, 2015.
8. The Karnataka Cinemas (Regulation) Act 1964.
9. The Karnataka Cinemas (Regulation) Rules 2014.
10. The Karnataka (Licensing of Electrical Contractors, Special Wiring Permit and grant of Certificates and Permits to Electrical supervisor and Wiremen) Rules 2013(Amended).
11. The Karnataka Exhibition of Films on Television Screen through Video Cassette Recorder or Laser Disc (Regulation) Rules, 1984.
12. Central Electricity Authority (measures relating to safety & electric supply) Regulations, 2010.
13. National Electric Code-1985.
14. Electrical Inspectorate Inspection Manual 1985.

VI. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE MAINTAINED BY OFFICE UNDER ITS CONTROL:

ADMINISTRATION SECTION:

1. Service Registers of all employees.
2. Attendance Register.
3. Cash Register.
4. RCB Register.
5. Challan Register.
6. Official Memorandum Register.
7. Budget estimate, allocation Register.
8. DCB Register.
9. Library Register.
10. T&P Register.
11. Incumbency Register.
12. Memo Register.
13. DC Bill Register.
14. Bill Register.
15. B&D Register.
16. Stamps Register.
17. 0043 Challan Reconciliation Register.
18. 62B Expenditure statement Register.
19. Pay Acquaintance Register.
20. Inward Register.
21. Dispatch Register.
22. Leave sanction register and Earned leave encashment Register.
23. Advances and re-imburement of medical expenses
24. Details of receipt/remittance of DD/cheque received from different sections.

25. Imprest register.
26. Registers of applications received for fresh/ renewal of Electrical Contractor Licences & Special wiring permits.
27. Registers of applications received for fresh/ renewal of Mining/ Industrial Electrical Supervisors permits.
28. Registers of applications received for fresh/ renewal of wireman permits.
29. Registers of applications received for industrial/ mining supervisors & electrical wireman examination .
30. Tappal Register.
31. LPC Register.
32. TA Bill Register.
33. Movement Register.
34. D.O.Letter Register
35. TAX Register.

TECHNICAL SECTION:

1. Register of the HT/DG/SEWTC Electrical drawing approvals
2. Register of the HT/DG/SEWTC/BESCOM TC 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 categories of installations.
6. The statistics of Electrical installations (hard copy & soft copy).
7. Progress Reports.
8. Periodical Inspection Register.
9. Technical files correspondence Register.
10. Officers Inspection Registers.
11. Initial Inspection Register of BESCOM Transformers.
12. Periodical inspection Bill Register(BESCOM/KPTCL).
13. Accident Message Book.

VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

- Not applicable

VIII. 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 advise, 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.

The department has two official boards viz Licensing Advisory and Examination Board & Board of Examiners for Cinema Operator controlled and monitored by the head office.

IX. DIRECTORY OF OFFICERS AND EMPLOYEES OF OFFICE OF THE DEPUTY ELECTRICAL INSPECTOR, KOLAR.

Sl. No.	Category of Post	Name	Telephone Nos.	Website Address
1	Deputy Electrical Inspector, Kolar	Sri. Y.Muniraja	08152- 222392	www.ksei.gov.in
2	Assistant Electrical Inspector-1(Field)	Vacant		
3	Assistant Electrical Inspector-2(Field)	Vacant		
4	First Division Assistant	Vacant		
5	Second Division Assistant	Sri Ramesh N.		
6	Helper	Vacant		
7	Peon	Vacant		

X. 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 Deputy Electrical Inspector, No.2961, New Extension, Near Kanaka Mahila Mandali School, Kolar Tq., & District.

Sl. No.	Name of the Post	Sanctioned strength	Scale of Pay of the post in Rs.
1.	Deputy Electrical Inspector, Kolar	01	52650-97100
2.	Assistant Electrical Inspector-1&2(Field)	02	43100-83900
3.	First Division Assistant	01	27650-52650
4.	Second Division Assistant	01	21400-42000
5.	Helper	01	18600-32600
6.	Peon	01	17000-28950

XI. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:

- Not Applicable

X. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:

- E-governance implementation under progress.

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:

- Any information required can be obtained from the Office in working hours only.

XVI. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AND FIRST APPELLATE AUTHORITY:

Sl. No.	Category of Post	RTI Officer Designations	Telephone Nos.	First Appellate Authority Name and Designation
1.	Deputy Electrical Inspector, Kolar	Sri. Y. Muniraja, Public Information Officer.	08152- 222392	Sri K. Nagaraju, Additional Chief Electrical Inspector Bangalore North.
2.	Assistant Electrical Inspector(1) & 2(Field)	(Post Vacant) Assistant Public Information Officer 1 & 2.		

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, and improve the database to the Satisfaction of the public in general.

Deputy Electrical Inspector,
Kolar