

**Government of Karnataka  
(Electrical Inspectorate)**

**OFFICE OF THE  
DEPUTY ELECTRICAL INSPECTOR CHIKKABALLAPURA**

**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 sub division office at Chikkaballapura headed by Deputy Electrical Inspector and covers the area of Chikkaballapura, Shidlaghatta, Bagepalli, Gudibande, Gowribidanur and Chintamani.

The Deputy Electrical Inspector office is housed in private building at

**Office of the  
Deputy Electrical Inspector,  
Chikkaballapura,  
Opposite to Citizen Club, Vapasandra,  
Chikkaballapura-562101**

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

There is one Deputy Electrical Inspector working as sub-divisional officer in the field. This officer is assisted by one Assistant Electrical Inspector in field. The office is supported by one first Division Assistant, One Second Division Assistant and Helper.

**1. 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. Precommissioning 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 Chikkaballapura District.

VI. 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 Electrical Inspector:**

**Deputy Electrical Inspector, Chikkaballapura**

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, Chikkaballapura**

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.

**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 by Higher Officers 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 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 G&F 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.

**Helper (technical)**

He shall be assisting inspecting officers in inspection & file keeping

### **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 noncompliance 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 KLR 1976 & 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. Attendances register.
2. Service Registers and Increment records.
3. 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 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. Imp rest 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	Pay-Scale	Remarks working from
1	Smt. Shafiya Tabassum	Deputy Electrical Inspector, Chikkaballapura	08156-270454	52650-1250-53900-1450-62600-1650-72500-1900-83900-2200-97100	05.8.2017
2	Vacant	Assistant Electrical Inspector, Chikkaballapura	08156-270454	43100-1100-46400-1250-53900-1450-62600-1650-72500-1900-83900	-
3	Raghavendra N A	FDA		27650-650-29600-750-32600-850-36000-950-39800-1100-46400	06.03.2014
4	Vacant	SDA	08156-270454	21400-500-22400-550-24600-600-27000-650-29600-750-32600-850-	

				36000-950- 39800-1100- 42000	
5	Vacant	Helper		18600-450- 20400-500- 22400-550- 24600-600- 27000-650- 29600-750- 32600	
6	Vacant	Group-D		17000-400- 18600-450- 20400-500- 22400-550- 24600-600- 27000-650- 28950	

**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:**

No plan -Budget is allocated to this office.

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

Subsidy programs 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. has 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.	Nam	Designation	PIO for the information held
1	Smt.Shafiya Tabassum	Deputy Electrical Inspector, Chikkaballapura	All matters pertaining to his/her jurisdictional area & works specified in item no. 2.

LIST OF ASSISTANT PUBLIC INFORMATION OFFICER AS REQUIRED UNDER RTI 2005.

Sl. No.	Name	Designation	Area pertains as APIO
1	Vacant	Asst. Electrical Inspector	All matters pertaining to his/her 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 DE 38 EBS 2004 DATED 11.03.2005) is available in office /departmental web site <http://www.ksei.gov.in>

Name & Designation of Public Authority & First Appellate Authority:

Sri. Hemanth kumar H.N  
Deputy Chief Electrical Inspector,  
Bangalore additional North,  
Bangalore.

*Shafiya Tabassum*  
Deputy Electrical Inspector  
Chikkaballapura  
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ಚಿಕ್ಕಬಳ್ಳಾಪುರ  
ಬೆಂಗಳೂರು

Memo NO: DEI/CBP/MNG/RTI/

821

/ 2020-21 Date:

26/11/2020

**Copy Submitted to:**

1. The Additional Chief Secretary, Dept. of Energy, Govt. Of Karnataka, Bengaluru for Kind Information.
2. The Chief Electrical Inspector, Bengaluru, for kind information.
3. The Additional Chief Electrical Inspector, Bengaluru North, Bengaluru for kind information.
4. The Deputy Chief Electrical Inspector, Bengaluru Additional North, Bengaluru for kind information.
5. Copy to all  
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
6. Master file
7. DEI Table
8. Notice Board.

*Shafiqul Kabir*  
Deputy Electrical Inspector  
Chikkaballapura

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