

GOVERNMENT OF KARNATAKA

(ELECTRICAL INSPECTORATE)

Office of the
Additional Chief Electrical Inspector,
2nd Floor Anugraha Building,
Mannagudda, Mangaluru- 575 003.

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 office at Mangaluru, headed by Additional Chief Electrical Inspector and covers Mangaluru, Udupi, Shivamogga & Chikmagaluru Districts (i.e., Licensee Mangalore Electricity Supply Corporation Limited area)

The office is housed in a private building at,

2nd Floor, Anugraha Building, Mannagudda, Mangaluru.

The office has both inspecting and Accounting staff to discharge its function and duties.

There is one Deputy Chief Electrical Inspector working as circle officer, One Electrical Inspector working as Divisional Officer, two Deputy Electrical Inspectors working as Sub-Divisional officers. Deputy Electrical Inspectors are assisted by two Assistant Electrical Inspectors. One Assistant Electrical Inspector is working as Technical Assistant and assisting to Additional & Deputy Chief Electrical Inspector in technical matters.

The office is supported by an Account officer, Office Manager, Office Superintendent, First Division Assistant, two Second Division Assistants & one Steno to look into administration and Taxation matters as per the delegation power /job chart issued by the Head of the Department.

Function and Duties:

The main objectives of this office is to ensure that all the electrical installations of its jurisdiction shall be in safe condition and with a specific intention of 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 safety aspects HT, DG & TG sets, Multistoried buildings of above 15 meters in height up to 24 meters, lifts & escalators, 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. To receive of various applications pertains to Electrical Contractors, Supervisor permits, Wiremen permits (both for fresh & renewal) of Dakshina Kannada district and forwarding to Member Secretary, Licensing Advisory & Examination Board.
- VI. Endorsement of Supervisor permits, Wiremen permits of Dakshina Kannada district.
- VII. Endorsements and renewal of cinema operator certificates pertaining to Dakshina Kannada, district.

2. Powers & Duties of officers/employee of office.

Additional Chief Electrical Inspector:

The Additional Chief Electrical Inspector is the head of the office. He 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. He is the First Appellate Authority

Deputy Chief Electrical Inspector:

He/She 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. He/She is also Public Information officer for his jurisdiction and information held by him

Electrical Inspector:

He is inspecting officer and discharges his 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/ directed. He is also Public Information officer for his jurisdiction and information held by him

Deputy Electrical Inspector-1 & Deputy Electrical Inspector-2

He is inspecting officer and discharges his 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 is also Public Information officer for his jurisdiction and information held by him

Assistant Electrical Inspectors (Field):

He is inspecting officer and discharges his 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 is also assistant Public Information officer for his jurisdiction and information held by him

Assistant Electrical Inspectors – (Technical Assistant):

He is responsible for maintenance of the statistical information of electrical installations of the Zone 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, 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 and also responsible to maintain all the information and records pertaining to inspections of DCEI as stipulated in delegations of power and assist higher officers as & when required. He is also Assistant Public Information officer for his jurisdiction and information held by him

Accounts Officer

Accounts officer would be assisting The Additional Chief Electrical Inspector in all the matters of Accounts, & Taxation, and arrange for smooth manage of office as per the procedures laid in Rules and office procedure. He is responsible to maintain the taxation ledgers pertaining to the zonal and subordinate office and to conduct audit and scrutiny of tax ledgers maintained by licensee's and Non-licensee's. He is also responsible to scrutiny the "G" returns in the ledgers to be maintained separately and to carry out any other office work assigned by the head of the office or the official superior. He is assisted by an office manager, office Superintendent, First Division Assistants and 2 No's Second Division Assistants. He is also Assistant Public Information officer for his jurisdiction and information held by him

Manager (audit)

Manager is assisting Additional Chief Electrical Inspector in all the matters of Administration, Accounts, & Taxation, and arrange for smooth manage of office as per the procedures laid in Rules & codes and office procedure. He is responsible for auditing of electricity tax pertaining to licensees and non-licensees under Karnataka Electricity (Taxation on Consumption or Sale) Act 1959, furnishing replies to AG audit paras and also collection of all outstanding tax balance and other administrative matters. He is responsible for the Government money received or credit to the Government account with proper accountability. He is responsible for the preparation of consolidation of Revenue reconciliation (0043) and Reconciliation of Expenditure (2045) of the circle in time. He is also Public Information officers for his jurisdiction and information held by him. He is assisted by an FDA for audit. He is also Assistant Public Information officer for his jurisdiction and information held by him

Office Superintendent (administration)

He will assist the head of the Office & Managers in the matters of Administration; He is custodian of Service related matters of the staff and Service Rules procedures implementation. He is responsible for scrutiny and placing before Manager T. A. bills, D.C. Bills, Office Building Rent bills & other bill. Verifying subordinate offices bills. He is responsible for T&P maintenance, reconciliation of Expenditure (2045) and Receipts (0043) of office and also responsible for HRMS & K-II matters & for ensuring the above works and 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. As per the job chart issued by the Head of the department. He is also Assistant Public Information officers for his jurisdiction and information held by him. He is also Assistant Public Information officer for his jurisdiction and information held by him

First Division Assistant;

He will assist to the head of the Office, Manager & Superintendent in the matters of Administration, maintenance of Revenue reconciliation, Cash book maintenance, remittance of Received cash/DD/ Cheque to the Treasury. He shall assist in preparation of Expenditure Statement (2045), Gazetted / Non-gazetted pay bills, T.A. bills, D.C. bills and other bills, Revenue reconciliation Statement (0043) 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 and also case worker for K-II system. He will scrutiny & place before concerned Deputy Electrical Inspector's all the applications received for Electrical Contractor licenses, Supervisor and wiremen permits of including endowments till job chart issued by the HOD

Steno:

He is assisting the head of the Office and Manager & Superintendent and 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.

Second Division Assistant;

He 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, and maintenance of Stamp account. He will assist Deputy Electrical Inspector's in maintenance of F & G forms as per job chart. He shall assist in any other matter assigned by the higher authorities and clearance of papers pertaining to the section as per office procedure in time.

Peon;

He shall maintain cleanliness in office & shall deliver local tappal. Attend treasury works & 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 notified to 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 MV installations, 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 procedure for inspection and approval electrical scheme is stipulated in departmental inspection manual and same is being followed. Similarly, the tax matters are being followed as per the tax manual & The lift inspection is carried out as per norms stipulated in

Karnataka Lift Act 2012 & 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 1958
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 and Electric Supply) Regulations, 2010
10. Karnataka Cinematograph Act 1964 and Rules 2014
11. Karnataka Lifts Act, 2012 and Karnataka Lift Rules 2015.
12. Karnataka Video Cassette recorder Rules 1984.
13. The Karnataka (Licensing of Electrical Contractors, Special wiring permit and grant of certificates and permits to Electrical Supervisors and Wiremen) Rules 2012.
14. The Karnataka Electricity (Taxation on consumption or Sale) Act 1959 and Karnataka Electricity (Taxation on consumption or sale) Rules 2014.
15. National Electric code.
16. Inspection Manual and tax Manual

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

ADMINISTRATION SECTION:

1. Service Registers of Non Gazette Staff.
2. Pay and TA acquaintances Registers
3. Bill Registers
4. Cash Book
5. Reconciliation of Office Expenditure Registers
6. Reconciliation of Revenue Receipts Registers
7. Register of Receipt and remittance of DD/ Cheque received.
8. Inward and outward registers.
9. Electricity Tax ledgers.
10. Cinema Operator's permits renewal and Endorsement Registers.
11. Registers of applications received for Electrical Contractors Fresh & Renewal.
12. Registers of applications received for Industrial/ Mining Supervisors & Electrical wireman Permits Fresh & Renewal,
13. Registers of applications received for Industrial/ Mining Supervisors & Electrical wireman Permits examination.
14. Registers of applications received for Electrical supervisors & Electrical wireman Permits Endorsements.

TECHNICAL SECTION:

1. Register of the Electrical drawing approvals & files.
2. Register of the commissioning approvals & files.
3. Register of Electrical Accident reports & correspondences / files.
4. Periodical inspection registers of various categories of installations & files.

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 boards, councils, committees and other bodies are constituted within Additional Chief Electrical Inspector, Mangalore office.

9. Directory of its officers & employee;

Sl. No.	Category of Post	Name Sriyuths /Smt.	Telephone Nos.
1.	Additional Chief Electrical Inspector, Mangalore.	Sudesh Martis	2454970
2.	Deputy Chief Electrical Inspector, Mangalore.	Smt. Vyjayanthi A.S	2454970
3.	Electrical Inspector, Mangalore.	Chandrashekar Golasangi(l/c)	2454970
4.	Deputy Electrical Inspector-1 Mangalore.	Chandrashekar Golasangi	2454970
5.	Deputy Electrical Inspector-2 Mangalore.	Manoj M	2454970
6.	Assistant Electrical Inspector-1 Mangalore.	Virupanna Kumbar (Additional Charge)	2454970
7.	Assistant Electrical Inspector -2	Virupanna Kumbar (Additional Charge)	
8.	Assistant Electrical Inspector- 3 Mangalore.	Virupanna Kumbar	2454970
9.	Assistant Electrical Inspector- 4 Mangalore.	Virupanna Kumbar (Additional Charge)	

10.	Assistant Electrical Inspector Mangalore. Technical Assistant.	Virupanna Kumbar (Additional Charge)	2454970
11.	Accounts Officer	Vacant	
12.	Manager	Vacant	
13.	Superintendent	Prithvi Raj C	2454970
14.	First Division Assistant	Vacant	
15.	Steno	Vacant	
16.	Second Division Assistant-1	Deepak P V	2454970
17.	Second Division Assistant-2	Vacant	
18.	Peon	Vacant	
19.	Data Entry Operator (temporary appoint from KEONICS)	Sharada	2454970

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 of the Post	Sanctioned strength	Scale of Pay of the post
1)	Additional Chief Electrical Inspector	1	82000-1900-83900-2200-97100-2500-112100-2800-117700
2)	Deputy Chief Electrical Inspector	1	74400-1900-83900-2200-97100-2500-109600
3)	Electrical Inspector	1	67550-1650-72500-1900-83900-2200-97100-2500-104600
4)	Deputy Electrical Inspector	2	52650-1250-53900-1450-62600-1650-72500-1900-83900-2200-97100
5)	Asst. Electrical Inspector	5	43100-1100-46400-1250-53900-1450-62600-1650-72500-1900-83900
6)	Account Officer	1	52650-1250-53900-1450-62600-1650-72500-1900-83900-2200-97100
7)	Manager	1	40900-1100-46400-1250-53900-1450-62600-1650-72500-1900-78200

8)	Superintendant	1	37900-950-39800-1100-46400-1250-53900-1450-62600-1650-70850
9)	First Division Asst.	1	27650-650-29600-750-32600-850-36000-950-39800-1100-46400-1250-52650
10)	Steno	1	27650-650-29600-750-32600-850-36000-950-39800-1100-46400-1250-52650
11)	Second Division Asst	2	21400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-39800-1100-42000
12)	Peon	1	19950-450-20400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-37900
	Total	18	

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

No plan schemes are formulated in Additional Chief Electrical Inspector, Mangalore office and hence no budget allocation is made for the same.

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

No subsidy programmes are implemented by the Additional Chief Electrical Inspector, Mangalore office.

13 Particulars of recipients of concessions, permits or authorizations granted by it:

No concession permits or authorizations are granted by the Additional Chief Electrical Inspector, Mangalore office.

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:

No library or reading rooms are maintained by the Additional Chief Electrical Inspector, Mangalore office for public use.

16. The names, designation and other particulars of The Public Information Officers:

SI NO	Name Sri/Smt	Designation	PIO for the information held
1	Smt. Vyjayanthi A.S	Deputy Chief Electrical Inspector, Mangalore	All matters pertains to her jurisdictional area & as per delegation of Powers*
2	Chandrashekar Golasangi (I/c)	Electrical Inspector Mangalore	All matters pertains to his jurisdictional area & as per delegation of Powers*
4	Virupanna Kumbar	Assistant Electrical Inspector, Mangalore	APIO All technical matters pertaining to jurisdictional area of Additional Chief Electrical Inspector, Mangalore & as per delegation of Powers*.
5	Chandrashekar Golasangi	Deputy Electrical Inspector-1, Mangalore.	All matters pertains to his jurisdictional area & as per delegation of Powers*
6	Manoj M	Deputy Electrical Inspector-2, Mangalore.	All matters pertains to his jurisdictional area & as per delegation of Powers*
7	Prithviraj C	Superintendent	APIO All non technical matters i.e., Administration, Accounts, Taxation, etc pertaining to jurisdictional area of Additional Chief Electrical Inspector, Mangalore. All Licensing matters pertaining to Mangalore District. All COC renewal & Endorsement matters pertaining to Mangalore Districts.

17. Such other information as may be prescribed and thereafter update these publications every year:

Any information required can be had from the Office in working hours & arrangements will be made to update these publications every year.

* 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 First Appellate Authority:

Sudesh Martis,
Additional Chief Electrical Inspector,
Mangalore.

Sudesh Martis 02/01/2021
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ಮಂಗಳೂರು
Additional Chief Electrical Inspector
Mangalore

Memo NO: ACEI (MNG)/2020-21/

Dated: 02/01/2021.

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Copy Submitted to: The Chief Electrical Inspector Bangalore for kind information
Copy to: all PIO's for information