

**GOVERNMENT OF KARNATAKA  
(ELECTRICAL INSPECTORATE)**

Office of the  
Deputy Electrical Inspector,  
Near Sri Raghavendra Swamy Mutt,  
N R Road, Basavanahalli, Chikkamagalur 577 101.

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**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 Chikkamagaluru, headed by Deputy Electrical Inspector and covers the entire area of Chikmagaluru District.

The office is housed in a private building at,

Near Sri Raghavendra Swamy Mutt, N R Road, Basavanahalli, Chikkamagalur 577 101. The office has both inspecting and Accounting staff to discharge its function and duties.

This office is headed by Deputy Electrical Inspector working as Sub-Divisional officer. Deputy Electrical Inspector is assisted by Assistant Electrical Inspector in technical matters.

The office is supported by one First Division Assistant & one Second Division Assistants 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 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 Chikkamagaluru district and forwarding to Member Secretary, Licensing Advisory & Examination Board.
- VI. Endorsement of Supervisor permits, Wiremen permits of Chikkamagaluru district.
- VII. Endorsements and renewal of cinema operator certificates pertaining to Chikkamagaluru, district.

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

Deputy Electrical Inspector.

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 officers for his jurisdiction and information held by him.

Assistant Electrical Inspectors (1 & 2 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.

First Division Assistant;

He 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. 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

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 1974 & Rules 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 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, 1974 and Karnataka Lift Rules 1976
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 Dy Electrical Inspector, Chikkamagalur office.

9. Directory of its officers & employee;

Sl. No.	Category of Post	Name Sriyuths /Smt.	Telephone Nos.
1.	Deputy Electrical Inspector	Chethan D S	235390
2.	Assistant Electrical Inspector-1 Mangalore.	Vacant	235390
3.	Assistant Electrical Inspector -2	Vacant	235390

4.	First Division Assistant	Vacant	235390
5.	Second Division Assistant	Vacant	235390
6.	Peon	Vacant	
7.	Data Entry Operator (temporary appoint from KEONICS)	Shobha	

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)	Deputy Electrical Inspector	1	52650-1250-53900-1450-62600-1650-72500-1900-83900-2200-97100
2)	Asst. Electrical Inspector	2	43100-1100-46400-1250-53900-1450-62600-1650-72500-1900-83900
3)	First Division Asst.	1	27650-650-29600-750-32600-850-36000-950-39800-1100-46400-1250-52650
4)	Second Division Asst.	1	21400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-39800-1100-42000
5)	Peon	1	19950-450-20400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-37900
	<b>Total</b>	<b>7</b>	

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 Dy Electrical Inspector, Chikkamagalur 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 Dy Electrical Inspector, Chikkamagalur office.

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

No concession permits or authorizations are granted by the Dy Electrical Inspector, Chikkamagalur 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 Deputy Electrical Inspector, Chikkamagaluru office for public use.

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

Sl NO	Name Sri/Smt	Designation	PIO for the information held
1	Chethan D S	Deputy Electrical Inspector, Chikkamagalur.	All matters pertains to his jurisdictional area & as per delegation of Powers*
2	VACANT	Assistant Electrical Inspector, Chikkamagalur	All matters pertains to his jurisdictional area & as per delegation of Powers*

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>)

(Sd/-)  
Dy Electrical Inspector  
Chikkamagalur.