

**Government of Karnataka  
(Electrical Inspectorate)**

Office of the  
Deputy Chief Electrical Inspector  
Bangalore Addl. South, No: 119, 1<sup>st</sup> floor,  
BTS Layout, Arekere main road,  
Arekere, Bannerghatta road, Bangalore.

**Information to public required to be publish 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 Bangalore South, Bangalore, headed by Deputy Chief Electrical Inspector (DCEI) Bangalore Additional south and covers the area of BESCOM's S 8, S 10, S 11, S 12 and Anekal subdivisions.

The Circle office is housed in a private building at, No: 119, 1st floor, BTS Layout, Arekere main road, Arekere, Bannerghatta road, Bangalore-76.

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

There are one Electrical Inspector, one Deputy Electrical Inspector, three Assistant Electrical Inspectors working in the field and one Assistant Electrical Inspector is working as Technical assistant for DCEI, Bangalore Additional South to assist in the technical matters. The office is supported by one office superintendent, one first division assistant, two second division assistants, one computer operator, one peon and one helper for Administration, Accounts, COC Contractor license, Supervisor, Wireman, Permits and taxations matters.

**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, CG/DG/TG sets, Multistoried buildings of 15 meters & above in height up to 24 meter, 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 pertaining to their jurisdiction.
- VI. Scrutiny of license applications, wireman, and supervisor permits to send the applications to the Chief Electrical Inspector for the issue of license and permits.



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

### **Deputy Chief Electrical Inspector Bangalore Additional South:**

The Deputy Chief Electrical Inspector is the head of the office. He shall discharge the 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 Bangalore Additional South:**

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.

### **Deputy Electrical Inspector Bangalore Additional South:**

She is inspecting officer and discharges her duties as per the delegation of power\* and office procedure, pertaining to her Jurisdiction i.e., as per office procedure in time and assist higher officers as & when required. She is responsible to maintain the details of all electrical installation and electrical contractor license, permits of supervisor and wireman.

### **Assistant Electrical Inspector (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.

### **Assistant Electrical Inspector – (Technical Assistant):**

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:**

Office Superintendent is assisting Deputy Chief Electrical Inspector in all the matters of Administration, Accounts , COC & Taxation and arrange for smooth functioning of office as per the procedures laid in Rules & codes and office procedure as directed by CEIG.

She is assisted by First Division Assistants and Second Division Assistants.



### **First Division Assistants-1:**

First Division Assistant is assisting the head of the Office and Superintendent in the matters of Administration, Accounts Taxation and maintenance of Revenue reconciliation, Cash book maintenance, remittance of Received cash/DD/ Cheque to the Treasury, Revenue reconciliation statement (0043), Service Registers, 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.

### **Second Division Assistants 1 & 2:**

Second Division Assistant is assisting the head of the Office and Superintendent 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.

### **Computer operator:**

He is assisting the head of the Office and 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.

### **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 procedures for inspection and approval electrical scheme is stipulated in departmental inspection manual and same is being followed. Similarly the tax matters is being followed as per the tax manual & The lift inspection is carried out as per norms stipulated in Karnataka Lift Act 1974 & Karnataka Lift, Escalator and Passenger conveyor 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 office of procedure.
6. KCS(CCA) Rules 1957
7. KCS (Conduct) Rules 1966
8. Electricity Act 2003
9. The IE Rules 1956
10. Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010
11. Karnataka Cinematograph Act 1964 and Rules 1971
12. Karnataka Lift Act 1974 and Rules 1976
13. Karnataka Lift, Escalator and Passenger conveyor Act, 2012 (Karnataka Act No. 9 of 2013)
14. Karnataka Lift, Escalator and Passenger conveyor rules 2015.
15. Karnataka Video Cassette recorder Rules 1984
16. Karnataka (Licensing of Electrical contractor and grant of certificates and permits to electrical supervisors and wireman) Rules 1976.
17. The Karnataka Electricity (Taxation on consumption) Act 1959 and Rules 1959
18. National Electric code
19. 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 and increment registers.
2. Drawal of salaries, recovery of loans and advances
3. Pay and TA acquittances
4. Bill Registers
5. Earned leave encashment, leave sanction register
6. Budget estimate, allocation, etc.
7. Reconciliation of expenditure
8. Related Files pertaining to service matters.
9. Advances and re-imbursement of medical expenses
10. Inward and outward registers.
11. General and Administrative circular files.
12. Electricity Tax ledgers.
13. Reconciliation of Revenue Receipts
14. Cash receipt book and cash book
15. Details of receipt/remittance of DD/cheque received.
16. Paid vouchers
17. The ledger of remittance of cash / DD/ Cheque.
18. Imprest registers.
19. Cinema Operator's permits renewal/ Endorsement Registers/Ledgers.
20. Registers of applications received for industrial/ mining supervisors & electrical wireman examination.

**TECHNICAL SECTION:**

1. Register of the Electrical drawing approvals



2. Register of the 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 category of installations.
6. Technical clarification correspondence 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 such committees formed

**9. Directory of its officers & employee;**

Sl. No.	Category of Post	Name Sriyuths /Smt.	Telephone Nos.
1.	Deputy Chief Electrical Inspector, Bangalore Additional South	M.R.Srinivasamurthy	080-26484656
2.	Electrical Inspector, Bangalore Additional South	B. Subramanya	080-26484809
3.	Deputy Electrical Inspector, Bangalore Additional South	N. Sangeetha	080-26484656
4.	Assistant Electrical Inspector (T)	Kavana P	080-26484656
5.	Assistant Electrical Inspector- 1 Bangalore Additional South (Field)	H S Shivaprasad	080-26484656
6.	Assistant Electrical Inspector- 2 Bangalore South (Field)	H S Shivaprasad	080-26484656
7.	Assistant Electrical Inspector- 3	H S Shivaprasad	080-26484656
8.	Superintendant	C K Yashodha	080-26484656
9.	First Division Assistant-1	Vacant	-
10.	Second Division Assistant -1	Vacant	-
11.	Second Division Assistant -2	Vacant	-
12.	Computer Operator	Out sourcing	-
13.	Driver	Out sourcing	-



14.	Helper	Vacant	-
15.	Peon	Vacant	080-26484656

**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 Rs.
1.	Deputy Chief Electrical Inspector. Bangalore Additional South	01	40050-56550
2.	Electrical Inspector, Bangalore Additional South	01	36300-53850
3.	Deputy Electrical Inspector, Bangalore Additional South	01	28100-50100
4.	Assistant Electrical Inspector-1, 2, 3 & T (Technical assistant to DCEI)	03	22800-43200
5.	Superintendent	01	20000-36300
6.	First Division Assistant.	01	14550-26700
7.	Second Division Assistant	02	11600-21000
8.	Computer Operator	Out sourcing	
9.	Driver	Out sourcing	
10.	Helper	01	11600-21000
11.	Peon	01	11000-19000

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

Plan -Budget is not 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 programs 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:**

Any information required can be had from this Office in working hours. No reading room is maintained.

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

SI NO	Name Sri/Smt	Designation	PIO for the information held
1	B. Subramanya	Electrical Inspector	All matters pertains to his jurisdictional area & as per delegation of powers.
2	N. Sangeetha	Dy. Electrical Inspector	All matters pertains to her jurisdictional area & as per delegation of powers.
4	Kavana P	Asst. Electrical Inspector	All Technical matters pertains to jurisdictional area of Powers of Deputy Chief Electrical Inspector, Bangalore Additional South & as per delegation of powers.
5	C K Yashodha	Superintendent	All non technical matters i.e., Administration, Accounts, Taxation , Licensing, COC etc pertaining to jurisdictional area & delegation of Powers of Deputy Chief Electrical Inspector, Bangalore Additional South, Bangalore.

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

SI NO	Name	Designation	Area pertains as APIO
1	H S Shivaprasad	Asst. Electrical Inspector	All technical matters pertain to jurisdictional area & delegation of Powers of Deputy chief Electrical Inspector, Bangalore Additional South, Bangalore.

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

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

\* Delegation of power for inspecting officers is available in office /departmental web site <http://www.ksei.gov.in>)

Name & Designation of First Appellate Authority:

M.R Srinivasamurthy  
Deputy Chief Electrical Inspector  
Bangalore Additional South, Bangalore

*M R Srinivasamurthy*  
Deputy Chief Electrical Inspector,  
Bangalore Additional South, Bangalore  
Bangalore Additional South,  
Bangalore

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Memo NO DOEI/DCI/BGAS/RTI/ 7128-33

dated : - 5 DEC 2016

Copy Submitted to :

1. The Principal Secretary, Dept Of Energy Govt Of Karnataka Bangalore for Kind Information
2. The Chief Electrical Inspector Bangalore for kind information
3. The Additional Chief Electrical Inspector Bangalore South for kind information.

Copy to:

1. PIO's & APIO with direction to maintain required information and to follow the Gov. Circulars and time to time circulars issued by the Head of the Dept in this regard to dispose the RTI applications,
2. Office copy & Master copy.