

**GOVERNMENT OF KARNATAKA
(Electrical Inspectorate)**

**OFFICE OF THE
ELECTRICAL INSPECTOR, BENGALURU SOUTH**

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 circle office at Bengaluru South, headed by Electrical Inspector and covers the area of S1, S2, S3, S4, S5, S6, S7, S9, Chandapura & Attibele BESCOM Subdivisions.

The office is housed in private building at:

**No. 84, 1st Floor R.V.Road,
Opp. R.V Teachers college Bus Stop,
Basavangudi, Bengaluru-560004.**

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

One Electrical Inspector working as Divisional Officer in the field; Two-Deputy Electrical Inspector is working as sub-divisional officers in the field. All these officers are assisted by 6-Assistant Electrical Inspectors in field and 1-AEI as Technical assistant is to assist the Electrical Inspector. The office is supported by One First Division Assistant, One Second Division Assistant and One Peon (temporary).

Function and Duties:

The main objective 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 24mts, lifts & escalators, X-ray and Neon sign installations of consumers, cinema and temporary installations as per departmental delegation of power (from time to time) *
- II. Pre commissioning inspection of electrical installations. As per departmental delegation of power (from time to time) *
- III. To carryout periodical inspection of all the above installations as per schedule. As per departmental delegation of power (from time to time) *
- IV. Investigation of electrical accidents and reporting to the Government. As per departmental delegation of power (from time to time) *
- V. Endorsements and renewal of cinema operator certificates pertains to Bengaluru South Circle.
- VI. Karnataka (Licensing of Electrical contractor and grant of certificates and permits to electrical supervisors and wireman) Rules 2012.

2. Powers & Duties of officers/employees of office of the Electrical Inspector:

- **Electrical Inspector:**

The Electrical Inspector is the Head of the Office. 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.

- **Deputy Electrical Inspector, Bengaluru South-1:**

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.

- **Deputy Electrical Inspector, Bengaluru South-2:**

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, Bengaluru South:**

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 –Technical assistant:**

He/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 EI, 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 EI 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.

- **First Division Assistants:**

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/her 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. He/She will handle all licensing files (Fresh/Renewal).

- **Second Division Assistant:**

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.

- **Peon:**

He/She shall maintain cleanliness in office & shall deliver local tappal. Attending to 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 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 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 of electrical scheme is stipulated in departmental inspection manual & CEA (Measures relating to Safety & Electric supply) Regulation 2010 and same is being followed. Similarly the tax matters is as per the tax manual is being followed & the lift inspection is carried out as per norms stipulated in Karnataka Lift Regulations, 1976 & relevant code of practice. Generally, the norms are being instructed by the Head of the department through the circulars.

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 office of procedure.
6. KCS (CCA) Rules, 1957.
7. KCS (Conduct) Rules, 1966.
8. Electricity Act, 2003.
9. CEA (Measures relating to Safety & Electric supply) Regulation, 2010 /Indian Electricity Rules, 1956.
10. Karnataka Cinematograph Act, 1964 and Rules, 1971.
11. Karnataka Lift act and Rules, 2012.

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, 1976/2012.
14. Karnataka Electricity (Taxation on consumption) Act, 2013.
15. National Electric code.
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. Attendance registers.
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 movements 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. Imprest registers.
24. Registers of RTI annual returns (Form I, II and III) to be maintained by all PIO
25. Cinema Operator & LEB Examination board: File
26. Cinema Operator's permits/ Registers/Ledgers.
27. Electrical Contractors Licensing Fresh/Renewal Registers.
28. Supervisor Fresh and Renewal Registers/Ledgers.
29. Wireman Fresh and 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 Amendment of acts & rules files.
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 PIO.

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	Pay Scale	Remarks working from
1	Sri. Ravikumar G	Electrical Inspector	36300-53850	29.06.2015
2	Sri. B.N Basavegowda	Deputy Electrical Inspector, Bengaluru South-1	28100-50100	06.03.2014
3	Sri. Govind Moger	Dy. Electrical Inspector, Bengaluru South-2	28100-50100	05.08.2016
4	Sri. Kiran H.C	Asst. Electrical inspector (Field-5)	22800-43200	09.05.2014
5	Sri. Mallikarjuna Hosamani (On Deputation from ACEI-BS Office)	Asst. Electrical inspector (Field-04)	22800-43200	04.12.2015
6	Sri Puneeth.N	Asst. Electrical inspector (Field-03)	22800-43200	07.05.2014
7	Sri. Ravindra.R	Asst. Electrical inspector (Technical)	22800-43200	12.05.2014
8	Vacant	Asst. Electrical inspector (Field-1, 2 & 6)	22800-43200	
9	Smt. S. Jayalakshmi	F.D.A	14550-26700	06.03.2014
10	Mohamed Zuber	S.D.A	11600-21000	06.03.2014
11	Vacant	Group D		

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:

Nonplan-Budget is 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:

The facilities available & other information of the dept have 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	Name	Designation	PIO for the information held
1	Sri. B.N Basavegowda	DeputyElectrical Inspector, Bengaluru South-1	All matters pertains to his jurisdictional area & works specified in item no. 2
2	Sri Govind Moger	Deputy Electrical Inspector, Bengaluru South-2	All matters pertains to his jurisdictional area & works specified in item no. 2
3	Sri. Ravindra.R	Assistant Electrical Inspector, (Tech)	All matters pertains to his jurisdictional area & works specified in item no. 2

LIST OF ASSISTANT PUBLIC INFORMATION OFFICER AS REQUIRED UNDER RTI 2005

	Name	Designation	Area pertains as APIO
1	Sri. Ravindra.R	Asst. Electrical Inspector, (Tech)	All matters pertains to his 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 is available in office /departmental web site <http://www.ksei.gov.in>)

Name & Designation Of Public Authority & First Appellate Authority:

**Sri. Ravikumar G,
Electrical Inspector
Bengaluru South**

**Sd/-
Electrical Inspector
Bengaluru South, Bengaluru**

Memo No: EI/BS/ADM/RTI/

10575-80 /2016-17, Dt:

7 DEC 2016

Copy Submitted to:

1. The Principal Secretary, Dept. of Energy Govt Of Karnataka Bengaluru for kind information.
2. The Chief Electrical Inspector to Govt for kind information.
3. The Addl. Chief Electrical Inspector, Bengaluru South for kind information.
4. Copy to all:
PIO & APIO they are hereby directed to maintain required information, follow the time to time circulars issued by the dept in this regard to dispose the RTI applications.
5. Master file.
6. Notice Board.

**Electrical Inspector,
Bengaluru South, Bengaluru**

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Bengaluru South
Bengaluru**