

DEPARTMENT OF ELECTRICAL INSPECTORATE

INFORMATION AS PER SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT 2005

I. FUNCTION AND DUTIES OF THE DEPARTMENT OF ELECTRICAL INSPECTORATE :(DEPUTY CHIEF ELECTRICAL INSPECTOR, CHITRADURGA)

The Head Quarters of the Electrical Inspectorate is located at Nirmana Bhavan, 2nd floor, P.B.No:5148, Dr. Rajkumar Road, Rajajinagara, Bangalore-10. The department has six zonal offices at Bangalore South, Bangalore North, Mangalore, Mysore, Dharwad, Kalaburagi headed by the Additional Chief Electrical Inspectors. There are 09 Circle offices at Bangalore Additional North, Bangalore East, Bangalore Additional East, Chitradurga, Bangalore Additional South, Bangalore West, Bangalore Additional West, Belagavi, and Bellary Headed by The Deputy Chief Electrical Inspectors. This report/declaration under RTI pertains to the Circle office located at Chitradurga headed by Deputy Chief Electrical Inspector, Chitradurga having jurisdiction of two districts viz Davangere & Chitradurga. This Circle office is under the administrative control of Bangalore North zonal office situated at Bangalore. The Deputy Chief Electrical Inspector, Chitradurga office is located at Site No.45, First floor, Mitra Badavane, Medehally road, Near Ayyappa swamy temple, Chitradurga. There is one division coming under this Circle, headed by Electrical Inspector, Davanagere and they are assisted by Deputy Electrical Inspector's and Assistant Electrical Inspectors.

The main functions of this Office is to ensure that all the electrical installations in this Circle area (Davangere & Chitradurga) are in general conformity with the provisions of Central Electricity Authority(Measures relating to Safety & Electric Supply) Regulations 2010 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, this Office undertakes the following functions:

- i. Scrutiny and approval of electrical installation drawings of HT/CG/DG/TG sets /layouts up to 2000KVA installations and HT installation with MSB installations up to 24 mtrs Height, & LT installation with MSB installations up to 24 mtrs Height.
- ii. Initial inspection for verifying safety standards and issue of permission for commissioning of HT/CG/DG/TG sets /layouts up to 2000KVA installations, System Voltage up to 66 KV, Renovated Permanent Cinema theatres, HT Installation with M.S.Buildings of height up to 24 meters with M.S.Buildings with L.T. supply and H.T. supply, X-ray, Neon sign, Videos, Temporary installations up to 2000 KVA installations.
- iii. Periodical inspection HT/CG/DG/TG sets /layouts above up to 15000 KVA installations, System Voltage above up to 220 KV (excluding) all Generating stations of KPTCL, KPLC, IPP's up to 20 MW and also wind mills of capacity up

to 1500 KW, permanent theaters, Semi permanent and Touring Cinemas, videos theaters, M.S.buildings up to 24 meters with H.T.supply & up to 18 meters with LT Supply, Lifts, X-ray, Neon sign, installations and MV installations after certain time interval.

- iv. Investigation of electrical accidents (Fatal to human (up to 08 peoples), Non fatal to Human, fire accidents) and reporting to the Government (up to 5 peoples), with remedial suggestions to prevent the re-occurrence of the same. And to pursue with the Supplier / licensee to implement the remedial suggestions.
- v. Collecting fresh/renewal of electrical contractor licenses, supervisor permits, Mining Supervisor Permits, Special wiremen permits wiremen permits and forward to Head Office.

In order to ensure total compliance to Central Electricity Authority(Measures relating to Safety & Electric Supply) Regulations 2010 , National Electrical Code and various other statutory requirements of both Central Government and State Government, the Schematic & layout drawings of all HT/CG/DG/TG sets /layouts up to 2000KVA HT installations up to 24 mtrs Height and LT MSB of 18 to 24 mtrs height installations etc., are approved so that the consumer could undertake erection and installation works as per the approved drawings. The department undertakes periodical inspection of all the categories of installations in order to ensure that the installations are maintained for compliance to the relevant provisions of the Rules and Standards.

II. THE POWERS AND DUTIES OF OFFICERS AND OFFICIALS COMING UNDER CHITRADURGA CIRCLE.

DEPUTY CHIEF ELECTRICAL INSPECTOR, CHITRADURGA:

He/She is the head of the circle office with the administrative control for the zone. All the Officers / Staff working in the Circle office are coming under the administrative control of the officer. He/She is responsible in administering the safety provisions in such of the electrical installations as per the delegation of powers. He/She shall be responsible in compilation of consolidated progress reports, DCB, expenditure statement, treasury Challan reconciliation & RCB Extract of his Circle & oversees the finalization of reports in respect of electrical accidents under his purview. He is also responsible for the finalization of fire accidents and investigation of fatal electrical accidents involving more than 5 up to 8 human beings and finalization and reporting to the govt. of fatal accidents from 2 to 5 human beings and in any other matter assigned to him by his Additional Chief Electrical Inspector and Chief Electrical Inspector to Government and also monitoring of clearance of files as per office procedure in time.

DEPUTY ELECTRICAL INSPECTOR, CHITRADURGA:

He is responsible in administering the safety provisions in such of the electrical installations as per the delegation of powers. (Including and any other matter assigned by the higher authorities). He shall be responsible in compilation of consolidated progress reports, DCB, expenditure statements reconciliation statements, DCB extract of his jurisdiction and Maintenance of B&D Records Ledgers, Bill register for the Demand in the DCB. He is also responsible for investigation of fatal electrical accident to a human

being and Non-fatal to humans being and finalization and reporting to govt. of Fatal to animal accident and in any other work assigned to him by his Electrical Inspector, Deputy Chief Electrical Inspector, Additional Chief Electrical Inspector and Chief Electrical Inspector to Govt. He is the authority to monitor the electricity tax collection in his jurisdiction.

He shall be responsible to maintain all statistical information with regard to electrical installations coming under purview of higher officer in his jurisdiction, accident statistics & other activities of his jurisdiction and also monitoring clearance of files as per office procedure in time.

ASSISTANT ELECTRICAL INSPECTOR (Technical):

He/She will assist the Deputy Chief Electrical Inspector in all Technical matters of Circle Office. He/She shall assist in scrutinizing and approval of electrical installation drawings and in any matter assigned to him by Deputy Chief Electrical Inspector, Chitradurga. He/She is also responsible in maintaining of all statistical information with regard to installations, bill registers, accidents & other activities of the Deputy Chief Electrical Inspector, Chitradurga and also clearance of files assigned to him/her as per office procedure in time.

ASSISTANT ELECTRICAL INSPECTORS (Field):

He/ She is responsible in administering the safety provisions in such of the electrical installations as per the delegation of powers. He shall assist the jurisdictional Deputy Electrical Inspector/Electrical Inspector/ Deputy Chief Electrical Inspector/ Additional Chief Electrical Inspector or Chief Electrical inspector to Government as the case may be. That apart he is responsible for the submission of monthly progress reports, DCB, expenditure and reconciliation statements, investigation of the electrical accidents to Animals and reporting the same to his official Superiors. He is also responsible in maintaining of all statistical information with regard to installations, bill registers, accidents & other activities of the jurisdiction of his official superior and clearance of papers pertaining to the section as per office procedure in time.

SUPERINTENDENT:

He/ She will assist to the head of the Office in the matters of Administration, Supervision of the works of the FDA and SDA, Signing of drawal of receipts in favour of the head of the office (for signature), Services and Service Rules procedures implementation, Scrutinisation and put-up of T.A.bills, D.C. Bills, other bills, Office Building Rent bills, Office decorum and maintenance, T&P maintenance and Renewal and endorsement pertaining to Cinema Operator certificate. He/She is responsible for preparation of replies to AG's departmental Audit paras, maintenance of reconciliation of Expenditure (2045) and also responsible for ensuring the above works.

Maintenance of Fresh application received for issue of electrical contractor license, Supervisor and wiremen permits as directed by the Deputy Electrical Inspector, Chitradurga.

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He shall be responsible to maintain all statistical information with regard to electrical installations coming under purview of higher officer in his jurisdiction, accident statistics & other activities of his jurisdiction and also monitoring clearance of files as per office procedure in time.

ASSISTANT ELECTRICAL INSPECTOR (Technical):

He/She will assist the Deputy Chief Electrical Inspector in all Technical matters of Circle Office. He/She shall assist in scrutinizing and approval of electrical installation drawings and in any matter assigned to him by Deputy Chief Electrical Inspector, Chitradurga. He/She is also responsible in maintaining of all statistical information with regard to installations, bill registers, accidents & other activities of the Deputy Chief Electrical Inspector, Chitradurga and also clearance of files assigned to him/her as per office procedure in time.

ASSISTANT ELECTRICAL INSPECTORS (Field):

He/ She is responsible in administering the safety provisions in such of the electrical installations as per the delegation of powers. He shall assist the jurisdictional Deputy Electrical Inspector/Electrical Inspector/ Deputy Chief Electrical Inspector/ Additional Chief Electrical Inspector or Chief Electrical inspector to Government as the case may be. That apart he is responsible for the submission of monthly progress reports, DCB, expenditure and reconciliation statements, investigation of the electrical accidents to Animals and reporting the same to his official Superiors. He is also responsible in maintaining of all statistical information with regard to installations, bill registers, accidents & other activities of the jurisdiction of his official superior and clearance of papers pertaining to the section as per office procedure in time.

SUPERINTENDENT:

He/ She will assist to the head of the Office in the matters of Administration, Supervision of the works of the FDA and SDA, Signing of drawal of receipts in favour of the head of the office (for signature), Services and Service Rules procedures implementation, Scrutinisation and put-up of T.A.bills, D.C. Bills, other bills, Office Building Rent bills, Office decorum and maintenance, T&P maintenance and Renewal and endorsement pertaining to Cinema Operator certificate. He/She is responsible for preparation of replies to AG's departmental Audit paras, maintenance of reconciliation of Expenditure (2045) and also responsible for ensuring the above works.

Maintenance of Fresh application received for issue of electrical contractor license, Supervisor and wiremen permits as directed by the Deputy Electrical Inspector, Chitradurga.

He/She is assisted by First Division Assistants and Second Division Assistants and also monitoring of files pertaining to the office 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.

FIRST DIVISION ASST AND SECOND DIVISION ASST:

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 to the Treasury, preparation of Expenditure statement (2045), Revenue reconciliation statement (0043) and Gazetted / Non-Gazetted pay bills, Office T.A. bills, D.C. bills and other bills. He/She will assist to the office superintendents in respect of office matters. Maintenance of renewal of application received for issue of electrical contractor license, Supervisor and wiremen permits as directed by the Deputy Electrical Inspector, Chitradurga and in any other matter assigned to him by Higher Officers.

He/ She will assist to the head of the Office in the matters of Administration, Inward, maintenance of B & D forms and outward of applications / papers received and to be dispatched from the office, maintenance of Stamp account, and in any other matter assigned by the higher authorities and clearance of papers pertaining to the section as per office procedure in time.

III. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

All the applications for either grant of approval of drawings in respect of all kinds of electrical installations are scrutinized by the departmental officers according to the delegation of powers subject to the requisite drawings are submitted to the jurisdictional Officers along with the requisite drawing scrutiny fee. Wherever there are any deficiencies, the same will be intimated to the applicant for compliance and resubmission. The erection of the electrical equipments is required to be undertaken as per the approved plans.

The periodical inspection will also be carried out for all the above said Electrical installations along with MV installations, X-ray installations and Neon-sign installations by the jurisdictional inspecting officers and necessary inspection fees would be levied as per the prescribed rates.

The Chief Electrical Inspector to Govt. will be the final decision making authority for any revisions and clarifications.

III. THE NORMS SET BY IT FOR THE DISCHARGE OF IT FUNCTIONS:

The norms for discharging the works will be followed as per Inspection Manual 1987, Manual for taxation, Electricity Act 2003, Central Electricity Authority Regulations 2010, Karnataka Electricity (Taxation on Consumption or Sale) Act 1959 & Rules 2014 and the Karnataka Lift, Escalators & Passenger Conveyor Act

2012 & Rules 2014. The office procedures set by the Government of Karnataka is being followed for relevant applications.

V. 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. Budget Manual
5. Hand book of office of procedure.
6. KCS(General recruitment) Rules 1977
7. KCS (Probation) Rules 1977
8. KCS(CCA) Rules 1957
9. KCS (Conduct) Rules 1966
10. KCS (Seniority) Rules
11. KCS (PPP) Act 1973 and Rules 1978
12. The Electricity Act 2003
13. I.E. Rules 1956
14. The Karnataka Cinemas (Regulation) Act 1964 and Rules 2014
15. The Karnataka Exhibition of films on TV screen through VCR or Laser Disc (Regulation) Rules, 1984
16. The Karnataka (Licensing of Electrical contractor, Special wiring permit and grant of certificates and permits to Electrical supervisors and wiremen) Rules 2012.
17. Inspection Manual.
18. Central Electricity Authority(Measures relating to Safety & Electric Supply) Regulations 2010.
19. Karnataka Electricity (Taxation on Consumption or Sale) Act 1959 & Rules 2014.
20. Karnataka Lift, Escalators& Passenger Conveyor Act 2012 & Rules 2014

VI. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

ADMINISTRATION, ACCOUNTS, & CASH SECTION:

1. Service Registers and increment registers.
2. Drawal of salaries, recovery of loans and advances
3. Pay and TA acquaintances
4. Bill Registers
5. Earned leave encashment, leave sanction register
6. Court cases concerned to administration.
7. Budget estimate, allocation, etc.
8. Related Files pertaining to service matters.
9. Advances and re-imburement of medical expenses
10. Inward and outward registers.
11. General and Administrative circular files.
12. Assets & Liabilities of Group C&D employees.
13. Court cases files
14. Reconciliation of Revenue Receipts

15. Cash receipt book and cash book - under budget head 0043.
16. Details of receipt/remittance of DD/cheque received.
17. The ledger of remittance of cash / DD/ Cheque.
18. Imprest register
19. Reconciliation of expenditure under budget head 2045.
20. Cinema Operator's permits/ Registers/Ledgers.
21. Supervisor and Wireman Endorsement Register.

GENERAL & TECHNICAL SECTION:

1. The statistics of Electrical installations
2. Progress Reports
3. Statistics of electrical accidents of the department
4. Technical circular files.
5. Register of the Electrical drawing approvals
6. Register of the commissioning approvals
7. Registers of RTI annual returns (Form I, II and III)
8. Accident correspondences /Circular files.

VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

- Not applicable

VIII. 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 advise, 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.

- Not applicable

IX. Directory of its Officers and employees;

Sl. No	Post	Name of the Employees Sryuths/Smts.	Telephone Nos.
1	Deputy Chief Electrical Inspector, Chitradurga	Smt.B.V.Shahshikala	08194 222357
2.	Deputy Electrical Inspector, Chitradurga	Sri. Sathish. N	08194 222357
3	a. Asst. Electrical Inspector - Office	Kum. Nayana. S.O	08194 222357
	b. Asst. Electrical Inspector-1 - Field	Sri Raghavendra. K	08194 222357
	c. Asst Electrical Inspector -2 - Field	Smt. Radha.M.S	08194 222357
4.	Superintendent	Sri. M.S. Hosamani	08194 222357
5.	First Division Asst.	Vacant	
6.	Computer Operator	Vacant	
7.	Second Division Asst.	Sri. Ramesh C	08194 222357

9.	Helper	Vacant	
10.	Group 'D'	Smt Jainabi	08194 222357

X. 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	Working strength	Scale of Pay of the post Rs.
1.	Deputy Chief Electrical Inspector	1	1	40050-56550
2.	Deputy Electrical Inspector	1	1	28100-50100
4.	Asst. Electrical Inspector	3	3	22800-43200
5.	Superintendent	1	1	20000-36300
6.	First Division Asst.	1	Nil	14550-26700
7.	Computer Operator	1	Nil	Paid by Keonics
8.	Second Division Asst	1	1	11600-21000
9.	Helper	1	Nil	10400-16400
10.	Group 'D'	1	1	10400-16400
	Total	11	8	

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

- Department has no planned programs.

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

- Not applicable

XIII. Particulars of recipients of concessions, permits or authorizations granted by it;

- Not applicable

XIV. Details in respect of the information, available to or held by it, reduced in an electronic form;

- The department is under the process of computerization; hence information in electronic media is not fully available.

XV. 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 the Office in working hours only.

XVI. The names, designations and other particulars of the Public Information Officers;

1	Office of the Deputy Chief Electrical Inspector, Site No.45, First floor, Mitra Badavane, Medehally road, Near Ayyappa swamy temple, Chitradurga-577501	1. Smt.B.V.Shahshikala Deputy Chief Electrical Inspector, Chitradurga.	Appellate Authority	08194 222357
		2. Kum. Nayana. S.O Asst. Electrical Inspector (Office).	Public Information Officer (information pertains to Technical matter for DCEI circle office)	08194 222357
		3. Sri. Sathish. N Deputy Electrical Inspector.	Public Information Officer (for their jurisdiction and as per Delegation of Power)	08194 222357
		4. Sri Raghavendra. K Asst. Electrical Inspector (Field).	Asst. Public Information Officer (for their jurisdiction)	08194 222357
		5. Smt. Radha.M.S Asst. Electrical Inspector (Field).	Asst. Public Information Officer (for their jurisdiction)	08194 222357
		6. Sri. M.S. Hosamani Superintendent.	Public Information Officer (information pertains to Admin)	08194 222357

XVII. Such other information as may be prescribed and thereafter update these publications every year;

- Efforts will be made to update the information as required under the RTI Act, and Improve the database to the Satisfaction of the public in general.

Memo.No: DCEI (CTA)/F-RTI/2016-17/2532 - 33 Dated:25/10/2016


 Deputy Chief Electrical Inspector
 Chitradurga.

Copy Submitted to:

1. The Chief Electrical Inspector to Govt, Bangalore for kind information.
2. The Additional Chief Electrical Inspector, Bangalore -North, Bangalore for kind information