

Office of the
Additional Chief Electrical Inspector,
No 1360, "G" & "H" Block,
Kuvempunagar, Anikethana Road,
Mysuru 570 023.

Information to public required to be published as per section 4(1) (b) of RTI Act 2005
(As on 31.12.2019)

1. Particulars of organization, Functions and duties

The Department of Electrical Inspectorate has one of its office at Mysuru, headed by The Additional Chief Electrical Inspector, covering the jurisdictional area of Mysuru, Chamarajanagar, Mandya, Hassan & Kodagu Districts (i.e., Licensee Chamundeshwari Electricity Supply Corporation Limited area)

The office is housed in a private building at,

No 1360, "G" & "H" Block, Kuvempunagar, Anikethana Road, Mysuru.

The office houses officials of administrative, Technical and Electricity tax to discharge its function and duties.

There is one Deputy Chief Electrical Inspector working as circle officer in the field, two Electrical Inspectors working as Divisional Officers in the field, two Deputy Electrical Inspectors working as sub-divisional officers in the field. Deputy Electrical Inspectors are assisted by two Assistant Electrical Inspectors in the field. Two Assistant Electrical Inspectors are working as Technical Assistants and assisting Additional Chief Electrical Inspector & Deputy Chief Electrical Inspector in technical matters. That apart the office has a sanctioned strength of one Accounts Officer, one office Manager, two office Superintendents, two First Division Assistants, two Second Division Assistants & one Steno in the Administration section.

1. Function and Duties of the office:

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 measures are undertaken:

- I. Scrutiny of the electrical scheme pertaining to electrical installation as far as HT, DG & TG sets, Multistoried buildings of above 15metres in height, 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 departmental delegation of power *

- IV. Investigation of electrical accidents and reporting to the Government as per departmental delegation of power*
- V. To scrutinize the various applications in respect of Electrical Contractors, Supervisor permits, Wiremen permits (both for fresh & renewal) of Mysuru district before forwarding to same to Member Secretary, Licensing Advisory & Examination Board.
- VI. Endorsement of Supervisor permits, Wiremen permits of Mysuru district.
- VII. Endorsements and renewal of cinema operator certificates pertaining to Mysuru, Chamarajanagar, & Mandya districts.

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

Additional Chief Electrical Inspector:

The Additional Chief Electrical Inspector is the head of the office. He would discharge duties as per the procedures stipulated in officer procedures code and Manual and exercise and administer the provisions under various acts & Rules as stipulated in delegation of power* issued by the Government from time to time and assist the CEIG as & when required/ directed.

Deputy Chief Electrical Inspector:

He would discharge duties as per the procedures stipulated in officer procedures code and Manual and exercise and administer the provisions 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, Mysuru North, Mysuru & Electrical Inspector, Mysuru South, Mysuru:

He/she is the inspecting officer and would discharge his/her duties as per the delegation of power* and office procedure in time, pertaining to his/her jurisdiction i.e., as per office procedure in time and assist higher officers as & when required/ directed.

Deputy Electrical Inspector, Mysuru North, Mysuru & Deputy Electrical Inspector, Mysuru South, Mysuru:

He/she is the inspecting officer and would discharges his/her duties as per the delegation of power* and office procedure, pertaining to his/her Jurisdiction i.e., as per office procedure in time and assist higher officers as & when required.

Assistant Electrical Inspectors (Field):

He/she is the inspecting officer and would 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.

Assistant Electrical Inspectors – (Technical Assistant):

He/she would be responsible for maintenance of the statistical information of electrical installations of the circle office, preparing monthly progress report and consolidation of

monthly returns and forwarding to Head office, updating of statistical information, analysis of fire accidents and presenting to Deputy Chief Electrical Inspector/ACEI as the case may be 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.

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, 2 No's of Office Superintendents, 2 No's of First Division Assistants and 2 No's Second Division Assistants.

Office Manager:

Manager would be assisting The Additional Chief Electrical Inspector in all the matters of Administration, and arrange for smooth manage of office as per the procedures laid in Rules & 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 remittances of deposits (including DD, Cheque) received in the office and 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 assisted by an Office Superintendent, First Division Assistant and Second Division Assistant.

Office Superintendent;

He would assist the head of the Office & Managers in the matters of Administration, Accounts, Taxation, Licensing, & COC. He is the custodian of Service related matters of the staff and Service Rules procedures implementation. He is responsible for scrutiny and placing before The Manager, T.A. bills, D.C. Bills, Office Building Rent bills & other bills of Mysuru Office. He is responsible for T&P maintenance, reconciliation of Expenditure (2045) and Receipts (0043) of Mysuru office and also responsible for HRMS 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 said sections as per office procedure in time.

He would scrutiny & place before concerned Electrical Inspectors all the applications received for endorsements and renewal of cinema operator certificates pertaining to Mysuru, Chamarajanagar, & Mandya districts.

He is assisted by First Division Assistant and Second Division Assistant.

First Division Assistant;

He would assist 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.

He would scrutiny & place before concerned Deputy Electrical Inspector all the applications received for Fresh & renewal of Electrical Contractor Licenses, Supervisor and Wireman Permits of Mysuru District with the jurisdictional area as directed by the head of the office.

He would scrutiny & place before concerned Deputy Electrical Inspector's all the applications received for endorsements pertaining to Electrical Supervisor and wiremen of Mysuru District with the jurisdictional area as directed by the head of the office.

Stenographer:

He would be 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 would assist 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 "G" forms. 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. He shall assist the Manager & superintendent in respect of office matters as directed by the head of office.

Driver;

He shall maintain the Government Vehicle in good running condition and shall be available on short notices for inspection by the inspecting officers.

Peon;

He shall maintain cleanliness in office & shall deliver local tappal, attend to treasury works & file keeping and any other matters/works assigned by the head of the office.

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 will be 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 are noticed the same would be 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, 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 of the 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 Lifts, Escalator & Passenger conveyors 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
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. Central Electricity Authority (Measures relating to safety and electric supply), Regulations 2010.
10. The Karnataka Lifts, Escalator & Passenger conveyors Act 2012 and Rules 2015.
11. Karnataka Cinemas(Regulation) Act 1964 and Rules 2014.
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 acquittances 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. Paid vouchers File
9. Inward and outward registers.
10. Electricity Tax ledgers.
11. Cinema Operator's permits renewal and Endorsement Registers.
12. Registers of applications received for Electrical Contractors Fresh & Renewal.
13. Registers of applications received for Industrial/ Mining Supervisors & Electrical wireman Permits, Fresh & Renewal,
14. Registers of applications received for Industrial/ Mining Supervisors & Electrical wireman Permits examination.
15. 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 category 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, Mysuru office.

9. Directory of its officers & employee:

Sl. No.	Category of Post	Name Sryuths /Smt.	Telephone Nos.
1.	Additional Chief Electrical Inspector, Mysuru	Vacant	
2.	Deputy Chief Electrical Inspector, Mysuru	H S Venkatesh	2463176
3.	Electrical Inspector, Mysuru North, Mysuru	Altaf Hussain Jakarti	2463178
4.	Electrical Inspector, Mysuru South, Mysuru	K.Veena	2463177
5.	Deputy Electrical Inspector, Mysuru South, Mysuru	M Manoj	2463177
6.	Deputy Electrical Inspector, Mysuru North, Mysuru	M Archana	2463177

7.	Accounts Officer	Vacant	
8.	Assistant Electrical Inspector-1 (Technical Assistant)	N S Usha	2463177
9.	Assistant Electrical Inspector -2 (Technical Assistant)	K Shruthi	2463177
10.	Assistant Electrical Inspector- Mysuru North -1, Mysuru.	Vacant	
11.	Assistant Electrical Inspector- Mysuru North -2, Mysuru.	P Sapuna	2463177
12.	Assistant Electrical Inspector- Mysuru South -1, Mysuru.	Arshiya Anjum	2463177
13.	Assistant Electrical Inspector- Mysuru South -2, Mysuru.	N Raju	2463177
14.	Manager	Vacant	
15.	Superintendent -1	Chandrika M H	2463177
16.	Superintendent -2	Vacant	
17.	First Division Assistant-1	Vacant	2463177
18.	First Division Assistant-2	Kalpana raju	2463177
19.	Stenographer	Vacant	
20.	Second Division Assistant- 1	Vacant	
21.	Second Division Assistant -2	Vacant	
22.	Driver	Vacant	
23.	Peon-1	K A Jagadeesha	
24.	Peon-2	Vacant	

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	2	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)	Accounts Officer	1	52650-1250-53900-1450-62600-1650-72500-1900-83900-2200-97100
6)	Assistant Electrical Inspector	6	43100-1100-46400-1250-53900-1450-62600-1650-72500-1900-83900
7)	Manager	1	40900-1100-46400-1250-53900-1450-62600-1650-72500-1900-78200
8)	Superintendent	2	37900-950-39800-1100-46400-1250-53900-1450-62600-1650-70850
9)	First Division Assistant	2	27650-650-29600-750-32600-850-36000-950-39800-1100-46400-1250-52650
10)	Stenographer	1	27650-650-29600-750-32600-850-36000-950-39800-1100-46400-1250-52650
11)	Second Division Assistant	2	21400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-39800-1100-42000
12)	Driver	1	21400-500-22400-550-24600-600-27000-650-29600-750-32600-850-36000-950-39800-1100-42000
13)	Peon	2	17000-400-18600-450-20400-500-22400-550-24600-600-27000-650-28950
	Total	24	

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

The department is a non-plan budget oriented. Hence no plan scheme allotment arises.

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

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

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:

4(1)(a) is displayed & 4(1)(b) is available in electronic form for viewing on prior request.

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 such facilities.

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

Sl. No.	Name Sri/Smt	Designation	PIO for the information held
1	Altaf Hussain Jakarti	Electrical Inspector, Mysuru North, Mysuru	All matters pertaining to his jurisdictional area & as per delegation of Powers* All COC renewal & Endorsement matters pertaining to his jurisdictional areas
2	K.Veena	Electrical Inspector Mysuru South, Mysuru	All matters pertaining to her jurisdictional area & as per delegation of Powers* All COC renewal & Endorsement matters pertaining to her jurisdictional areas
3	M Archana	Deputy Electrical Mysuru North, Mysuru	All matters pertaining to her jurisdictional area & as per delegation of Powers* All Licensing matters pertaining to her jurisdictional areas
4	M Manoj	Deputy Electrical Mysuru South, Mysuru	All matters pertaining to his jurisdictional area & as per delegation of Powers* All Licensing matters pertaining to his jurisdictional areas
5	K Shruthi	Assistant Electrical Inspector, Mysuru	All technical matters pertaining to jurisdictional area of Deputy Chief Electrical Inspector, Mysuru & as per delegation of Powers*.
6	Arshiya Anjum (Incharge)	Assistant Electrical Inspector, Mysuru	All technical matters pertaining to jurisdictional area of Additional Chief Electrical Inspector, Mysuru & as per delegation of Powers*.
7	Chandrika M H	Superintendent -1	All Administrative matters pertaining to Office of Additional Chief Electrical Inspector, Mysuru & as per delegation of Powers*.

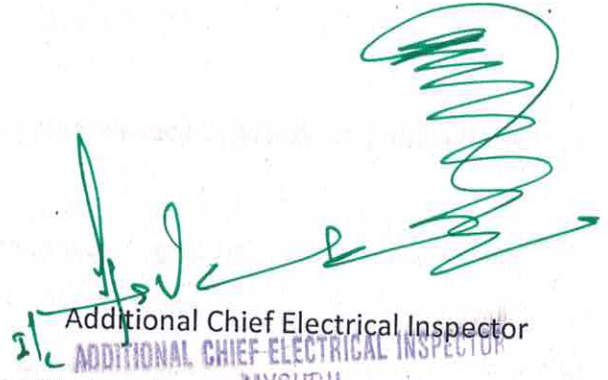
17 . Such other information as may be prescribed and thereafter update these publications every year:

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>)

Name & Designation of First Appellate Authority:

H.S.Venkatesh,
Additional Chief Electrical Inspector (Incharge),
Mysuru.



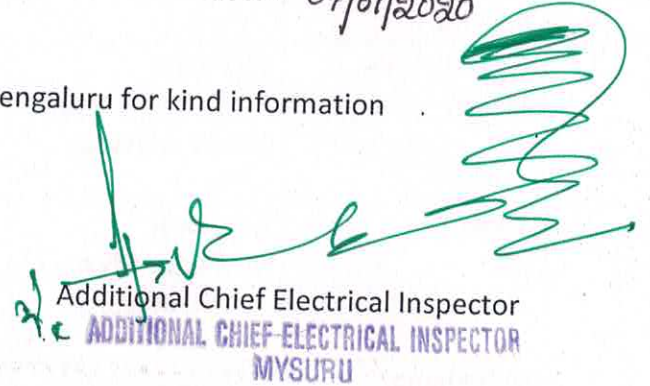
Additional Chief Electrical Inspector
ADDITIONAL CHIEF ELECTRICAL INSPECTOR
MYSURU

Memo No:ACEI (MYS)/11 TEC/2019-20/ 9543

dated: 07/01/2020

Copy Submitted to: The Chief Electrical Inspector, Bengaluru for kind information

Copy to all PIO's for information



Additional Chief Electrical Inspector
ADDITIONAL CHIEF ELECTRICAL INSPECTOR
MYSURU