

Office of the
Deputy Electrical Inspector,
Behind LIC office,
Bhandigowda Extension,
Mandya 571401.

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 Office of Deputy Electrical Inspector, Mandya Sub Division, Mandya is housed in a private building, behind LIC office, Bhandigowda extension, Mandya, with Deputy Electrical inspector working as Sub divisional officer, The Head Quarters of the Electrical Inspectorate is located at Nirmana Bhavan, 2nd Floor, Opp to Orian Mall, Dr Rajkumar road, RajajiNagar, Bangalore-560010. Our Zonal & Divisional office is at No: 1360, G & H Block, Anekethana Road, Kuvempunagar, Mysore.

The office has both inspecting and Clerical/Accounting staff to discharge its function and duties.

Deputy Electrical Inspectors are assisted by two Assistant Electrical Inspectors in the field. The office is supported by one First Division Assistants, one Second Division Assistant, and one Helper & One Peon.

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/TC/ X-ray and Neon sign installations of consumers, and temporary installations as per departmental delegation of power *
- II. Precommissioning 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 Mandya district and forwarding to Member Secretary, Licensing Advisory & Examination Board.
- VI. Endorsement of Supervisor & Wiremen permits of Mandya district.

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

Deputy Electrical Inspector,

He/She 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 Inspectors(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 Assistants;

He will assist 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 will scrutiny & place before Deputy Electrical Inspector's all the applications received for Fresh/Renewal of Electrical Contractor Licenses, Supervisor & Wiremen permits of Mandya District.

He will scrutiny & place before Deputy Electrical Inspector's all the applications received for Endorsements of Electrical Supervisor & Wiremen permits of Mandya District.

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 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.

Helper;

He shall be assisting inspecting officers in inspection & file keeping.

Peon;

He shall maintain cleanliness in office & shall deliver local tappal. Attending treasury works & file keeping.

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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 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 today official transactions. The procedures for inspection and approval electrical scheme is stipulated in departmental inspection manual and same is being followed. 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. 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 Cinematograph 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. Attendance Register.
2. CL Register


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3. Service Registers.
4. Pay and TA acquittances
5. Bill Register
6. Budget Register
7. Inward and outward registers.
8. General and Administrative circular files.
9. Assets & Liabilities of Group C&D employees.
10. L.P.C Register
11. Salary recovery register
12. OM Register
13. T & P Register
14. Files relating to Office rent & Electricity Bills.

TAX, ACCOUNTS, AND CASH SECTION:

1. Revenue Reconciliation Register
2. Cash book - under budget head 0043.
3. The ledger of remittance of DD/ Cheque received & Submitted to treasury.
4. Token Register.
5. TDS File

MANUAL SECTION:

1. Progress Reports
2. Statistics of electrical accidents
3. Statistics of electrical Installations.

TECHNICAL SECTION:

1. Register of the Electrical drawing approvals
2. Register of the commissioning approvals
3. Registers of RTI annual returns.
4. Registers of Electrical accidents

LICENSING SECTION

1. Register of equipments of electrical contractor Licenses & their renewals.
2. Registers of supervisor & wiremen permit endorsements.

7. 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

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 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

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9. Directory of its officers & employee;

Sl.No.	Category of Post	Name/Sriyuths /Smt.	Telephone Nos.
1.	Deputy Electrical Inspector, Mandya	Vacant	08232220611
2.	Assistant Electrical Inspector-1 Field	SRI. SIDDARAJU G	08232220611
3.	Assistant Electrical Inspector-2 Field	Vacant	Do
4.	First Division Assistant	SRI. M. E. NAGESH	08232220611
5.	Second Division Assistant	Vacant	Do
6.	Helper	Vacant	Do
7.	Peon	Vacant	Do

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.
8	Deputy Electrical Inspector, Mandya	1	52650-97100
9	Assistant Electrical Inspector-1	1	43100-83900
10	Assistant Electrical Inspector-2	1	43100-83900
11	First Division Assistant	1	27650-52650
12	Second Division Assistant	1	21400-42000
13	Helper	1	18600-32600
14	Peon	1	17000-28950

11. 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 programmes.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
- Not applicable

13. Particulars of recipients of concessions, permits or authorizations granted by it;
- Not applicable

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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;
 - Any information required can be had from the Office in working hours only.
- 16..The names, designations and other particulars of the Public Information Officers;

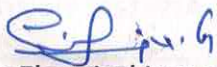
Sri . Siddaraju. G Assistant Electrical Inspector-1, Mandya	Public Information Officer	All technical matters and Non technical matters pertaining to jurisdictional area of Deputy Electrical Inspector, Mandya & as per delegation of Powers*.
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- 17 Such 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 website : <http://www.ksei.gov.in>

Name & Designation of First Appellate Authority :

Sri SIDDARAJU G,
 Deputy Electrical Inspector,
 Mandya


 Deputy Electrical Inspector,
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Memo No: DEI /MAN/ RTI /2018-19/1325-26

Dated :14.12.2018

- Copy Submitted to: 1) The Chief Electrical Inspector, Bangalore for kind information.
 2) The Additional Chief Electrical Inspector, Mysore for kind information.