

**Government of Karnataka
(Electrical Inspectorate)**

No: DCEI (BW)/F-EST (RTI) /2019-20/ **6484-90** Office of the Deputy Chief Electrical Inspector,
Bangalore West, No: 129, First Floor, 3rd Main
Road, Subramanya Bharathi Road,
Gavipuram Extension, Hanumantha Nagar,
Bangaluru- 560019.

Date: **16 DEC 2019**

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 West, Bangalore, headed by Deputy Chief Electrical Inspector (DCEI) Bangalore West and covers the area of BESCOM's W-1, W-2, W-6, W-7, W-8, K-1, K-2, K-3 & K-4 Sub-divisions and Tumkur District.

The Circle office is housed in a private building at, No: 129, First Floor, 3rd Main Road, Subramanya Bharathi Road, Gavipuram Extension, Hanumantha Nagar, Bangaluru This office has both inspecting and supporting staff to discharge its function and duties.

There are one Deputy Chief Electrical Inspector, one Electrical Inspector, one Deputy Electrical Inspector, Two Assistant Electrical Inspectors working in the field and one Assistant Electrical Inspector is working as Technical assistant for DCEI, Bangalore West to assist in the technical matters. This office is supported by one office superintendent, one first division assistant, two second division assistants, one computer operator, one peon and one helper.

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 metres & above in height up to 24 metre, 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 West:

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 West:

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 & also he is responsible to maintain all the files of Electrical Installations as per the delegation of power.

Deputy Electrical Inspector Bangalore West:

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. He is also responsible to maintain all the files of electrical installations and electrical contractor licenses, permits of supervisor and wireman as per the delegation of power.

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/directed and also he is responsible to maintain all the files of Electrical Installations as per the delegation of power.

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 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.

He/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:

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 B & D 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/She 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, 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 & Rules 1976 & relevant code of practice. Generally, the norms are being instructed by the Head of the department through the circulars from time 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. Karnataka Cinematograph Act 1964 and Rules 1971
11. Karnataka Lift Act 1974 and Rules 1976
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.
14. The Karnataka Electricity (Taxation on consumption) Act 1959 and Rules 1959
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 and increment registers.
2. Drawal of salaries, recovery of loans and advances
3. Pay and TA acquittances

6.	Assistant Electrical Inspector- 2 Bangalore West (Field)	Sri. Santhosh S.C	26612080
7.	Superintendant	Smt S Jayalakshmi	26612080
8.	First Division Assistant	Vacant	26612080
9.	Second Division Assistant 1	Yogish .B. B.	26612080
10.	Second Division Assistant 2	Vacant	26612080
11.	Computer Operator (Temporary)	Deepika	26612080
12.	Helper	Vacant	26612080
13.	Peon	Chandramma	26612080

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 West	01	74400-109600
2.	Electrical Inspector, Bangalore West	01	67550-104600
3.	Deputy Electrical Inspector, Bangalore West	01	52650-97100
4.	Assistant Electrical Inspector-1, 2 & T (Technical assistant to DCEI)	03	43100-83900
5.	Superintendant	01	37900-70850
6.	First Division Assistant.	01	27650-52650
7.	Second Division Assistant	02	21400-42000
8.	Computer Operator	Out sourcing	
9.	Helper	01	19950-37900
10.	Peon	01	19950-37900

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:

The Department is under the process of computerization ; Hence information in electronic media is not fully 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 obtain from this Office in working hours. No reading room is maintained.

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

Sl NO	Name Sri/Smt	Designation	PIO for the information held
1	Sri Huligappa	Electrical Inspector , Bangalore West	All matters pertains to his jurisdictional area & as per delegation of Powers
2	Sri Yogish .G	Deputy Electrical Inspector Bangalore West	All matters pertains to his jurisdictional area & as per delegation of Powers
3	Smt Aparna.R.C.	Asst. Electrical Inspector (Office)	All technical matters pertain to jurisdictional area & delegation of Powers of Deputy Chief Electrical Inspector, Bangalore West, Bangalore.
4	Smt S Jayalakshmi	Superintendent	All non technical matters i.e., Administration, Accounts, Taxation, Licensing, COC etc pertaining to jurisdictional area.

LIST OF ASSISTANT PUBLIC INFORMATION OFFICER AS REQUIRED UNDER RTI 2005

Sl NO	Name	Designation	Area pertains as APIO
1	Santhosh S.C	Asst. Electrical Inspector Bangalore West	All technical matters pertain to jurisdictional area & delegation of Powers of Deputy Chief Electrical Inspector, Bangalore West, Bangalore.

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

Any information required can be obtain 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:

C.S. Muralidhar
Deputy Chief Electrical Inspector
Bangalore West, Bangalore


Deputy Chief Electrical Inspector, ^{13/12}/₁₉
Bangalore West, Bangalore
Deputy Chief Electrical Inspector
Bangalore West
Bangalore

Copy Submitted to

1. The Additional Chief 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
4. Copy to all PIO's & APIO with direction to maintain required information, and to follow the Govt Circulars and time to time circulars issued by the Head of the Dept in this regard to dispose the RTI applications,
5. Office Copy & Master file


Deputy Chief Electrical Inspector, ^{13/12}/₁₉
Bangalore West, Bangalore
Deputy Chief Electrical Inspector
Bangalore West
Bangalore