

**Government of Karnataka  
(Electrical Inspectorate)  
OFFICE OF THE  
DEPUTY CHIEF ELECTRICAL INSPECTOR BENGALURU ADDITIONAL EAST**

**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 Additional East headed by DCEI Bengaluru Additional East and covers the area of E1, E2, E5, E8, E9, C4, C5, C7, C8 & C9 of BESCOM Subdivisions.

The office is housed in private building at O/o: Deputy Chief Electrical Inspector, Bangalore Additional East., No 11 & 12/1, 2<sup>nd</sup> Floor, Devegowda Road, A.K Ashram, R.T Nagar Bangalore-32

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

There is One Electrical Inspector working as Divisional Officer in the field, One Deputy Electrical Inspectors are working as sub-divisional officer in the field. All these officers are assisted by Three Assistant Electrical Inspectors in field and One AEI as Technical assistant is to assist the DCEI. The office is supported by one office Superintendent, One First Division Assistant, Two Second Division Assistant, Helper, Computer operator and Peon in Administration & taxations matters.

**Function and Duties**

The main objectives 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 24mt, lifts & escalators, X-ray and Neon sign installations of consumers, cinema 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. Endorsements and renewal of cinema operator certificates pertains to Bengaluru Additional East Jurisdiction.
- VI. Karnataka (Licensing of Electrical contractor and grant of certificates and permits to electrical supervisors and wireman) **Rules 2012.**
- VII. **The Karnataka Electricity Taxation on consumption or sales 1959 (Amended 2014)**

Apart from the following office cadre Account.

## **2.Powers& Duties of officers/employees of office of the Deputy Chief Electrical Inspector:**

### **Deputy Chief Electrical Inspector**

The Deputy Chief Electrical Inspector is the head of the office. His/her 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.

### **Electrical Inspector, Bangalore Additional East.**

He/she is inspecting officer and discharges his/her 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, and any work assigned by the head of the office.

### **Deputy Electrical Inspector, Bangalore Additional East.**

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, Bangalore Additional East.**

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 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 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 the 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**

He / She will assist to the head of the Office in the matters of Administration. He is responsible overall functioning of the office. He is custodian of Services related matters of the staff and Service Rules procedures implementation, Scrutiny of T.A.bills, D.C. Bills, other bills Office Building Rent bills, Office maintenance decorum and maintenance, T&P maintenance and He/She is responsible of



reconciliation of Expenditure(2045) and receipts (0043) and also responsible for ensuring the above works.

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 head of office/Higher Officers and clearance of papers pertaining to the section as per office procedure in time.

#### **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 by Higher Officers and clearance of papers pertaining to the section as per office procedure in time. He/she assist superintendent in respect of office matters. He/she shall be responsible for record keeping as per norms.

#### **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 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 He/she shall assist the superintendent in respect of office matters.

#### **Helper (technical)**

He shall be assisting inspecting officers in inspection & file keeping

#### **Peon**

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

#### **Computer operator**

He/she 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 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 today official transactions. The procedures for inspection and approval of electrical scheme is stipulated in departmental inspection manual & CEA (Measures relating to Safety & Electricity supply) Regulation 2010 and same is being followed. Similarly, the tax matters are as per the tax manual is being followed &The lift inspection is carried out as per norms stipulated in KLR 1976 &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 office of procedure.
6. KCS(CCA) Rules 1957
7. KCS (Conduct) Rules 1966
8. Electricity Act 2003
9. CEA (Measures relating to Safety & Electricity supply) Regulation 2010 /Indian Electricity Rules 1956
10. Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010
11. The Karnataka Lift, Escalator and Passenger Conveyor Act, 2012 (Karnataka Act No. 9 of 2013), and rules made there under and also with the Indian Electricity Rules, 1956 /Central Electricity Authority (Measures relating to safety and Electric supply) Regulations 2010.
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. The Karnataka Electricity (Taxation on consumption or sale) Act 1959 and Rules 2014
15. 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 movement register
16. General and Administrative circular files
17. Court cases files pertaining to tax matters
18. Electricity tax ledgers of nonlicensee 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's permits/ Registers/Ledgers.
26. Electrical Contractors Licensing Fresh/Renewal Registers.
27. Supervisor Fresh and Renewal Registers/Ledgers.
28. Wireman Fresh and Renewal Registers/Ledgers.
29. Tax 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	Phone no	Pay Scale	Remarks working from
1	B N Basave Gowda	Deputy Chief Electrical Inspector, (In-charge) Additional East		74400-109600	
2	B N Basave Gowda	Electrical Inspector, Additional East (Under KCSR 1958 Rule 32)		67550-104600	20.07.2017
3	Harish N	Deputy Electrical Inspector, Additional East		52650-97100	01.08.2016
4	Purushotham Y R	Asst. Electrical inspector (Field-1)		43100-83900	01.07.2016
5	Divya J	Asst. Electrical inspector (Technical Asst)		43100-83900	11.03.2019
6	Vacant	Asst. Electrical inspector (Field-2)		43100-83900	
7	Vacant (01Post)	Asst. Electrical inspector (Field-3)		43100-83900	
8	Vishal R	Superintendent		37900-70850	29.06.2018
9	Anjelino kith D-Silvo	FDA		27650-52650	14.08.2018
10	Vacant	SDA 1		21400-42000	
11	Vacant	SDA 2		21400-42000	
12	Vacant	Helper	Out Sourcing	KEONICS	
13	Ramesh B C	Group D	Out Sourcing	KEONICS	
14	Vacant	Computer operator	Out Sourcing	KEONICS	

**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 programmers, including the amounts allocated and the details of beneficiaries of such programmers:**



**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:**

SI NO	Name	Designation	PIO for the information held
1	B N Basave Gowda	Electrical Inspector, Additional East.	All matters pertains to his jurisdictional area & works specified in item no 2
2	Harish N	Deputy Electrical Inspector Additional East	All matters pertains to his jurisdictional area & works specified in item no 2
3	Divya J	Asst. Electrical Inspector, (Technical Assistant)	All matters pertains to jurisdictional area of Deputy Chief Electrical Inspector, Bengaluru Additional East and works specified in item no.2

**LIST OF ASSISTANT PUBLIC INFORMATION OFFICER AS REQUIRED UNDER RTI 2005**

SI NO	Name	Designation	Area pertains as APIO
1	Purushotham Y R	Asst.Electrical Inspector, (Field-01)	All matters pertains to office jurisdictional area & works specified in item no 2
2	Vishal R	Office Superintendent	All Administration matters of Deputy Chief Electrical Inspector office, Bengaluru Additional East.

17- Any information required can be had from the Office during working hours only.

\* Delegation of power for inspecting officers (Govt order No DE 38 EBS 2004 DATED 11.03.2005) is available in office /departmental web site <http://www.ksei.gov.in>

**Name & Designation of First Appellate Authority:**

**Sri. B N Basave Gowda**

**(In-charge)**

**Deputy Chief Electrical Inspector**

**Bengaluru Additional East.**

**Sd/-**

**Deputy Chief Electrical Inspector**

**Bengaluru Additional East.**

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Memo NO: DCEI/BAE/RTI/8342-46. /2019-20, Dt: **17 DEC 2019**

Copy Submitted to

1. The Principal Secretary, Dept. of Energy Govt. Of Karnataka Bangalore for Kind Information
2. The Chief Electrical Inspector Bangalore for kind information
3. Copy to all  
PIO & APIO they are hereby directed to maintain required information, follow the Govt. Circular DPAR 82RTI 2007 DT21.08.2007 and time to time circulars issued by the dept in this regard to dispose the RTI applications
4. Master file
5. DCEI Table
6. Notice Board.

  
**Deputy Chief Electrical Inspector**  
**Bengaluru Additional East.**

**Dy. Chief Electrical Inspector**  
**Bangalore Addl. East**  
**Bangalore**