

**HARYANA**  
**CHIEF ELECTRICAL INSPECTOR**  
**OFFICE ORDER**

In exercise of the powers conferred by clause (b) of sub section (1) of section 4 of the Right to information act, 2005, the Department Electrical Inspectorate Haryana is hereby publish the records and other activities of the Electrical Inspectorate Department, as under:-

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
(1)	The particulars of its organization, Functions and duties;	<p>On creation of the State of Haryana in the 1966, Electrical Inspectorate Haryana started its functioning with Headquarters at Chandigarh. The Department functions under the administrative control of the Principal Secretary to Govt. Haryana, Power Department. The Department is basically a statutory and the service rendering department and falls under Non-Plan Scheme. Its Head of Department is designated as the 'Chief Electrical Inspector' to Government of Haryana. It is governed under the provisions of the Electricity Act, 2003 (36 of 2003) and Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010 as applicable to the State of Haryana. The Chief Electrical Inspector is assisted by other officers/officials i.e. Executive Engineer/Assistant Engineers/Junior Engineers to carry out the inspection of various electrical installations and investigation into electrical accident cases throughout the State, whether these installations belong to/erected by UHBVN/DHBVN/HVPN or its constituents or by other Government Departments/Organizations or to the Private Sector. The department has 4 sub-centres each headed by an Executive Engineer at Panipat, Gurgaon, Hisar and Faridabad.</p> <p><b><u>FUNCTIONS OF ELECTRICAL INSPECTORATE</u></b></p> <ol style="list-style-type: none"><li>1. i) Administration and implementation of provisions of the Electricity Act, 2003.</li><li>ii) Administration and implementation of Provisions of Indian Electricity Rules,1956 now Central Electricity Authority (Measures relating to Safety and Electric Supply ) Regulations, 2010 for ensuring safety in the electrical installations and maintenance thereof.</li><li>iii) Inspection of electrical installations (new and periodical) of</li></ol>

		<p>Licensees/consumers under the above Act, Rules &amp; Regulations and issuance of approval for energisation.</p> <p>iv) Investigation of electrical accidents and recommendation of safety measures against such accidents.</p> <p>2. Inspection under the Punjab Cinemas (Regulations) Act, 1952 as applicable in the State of Haryana.</p> <p>3. Matters connected with Central Electricity Authority and P.T.C.C.</p> <p>4. To discharge duties as Secretary of the State Licensing Board meant for:-</p> <p>(i) Grant and issue of new Licences to the Wiring Contractors/ up- gradation of such licenses for higher voltages and renewal thereof.</p> <p>(ii) Grant and issue of Competency Certificate to Electrical Supervisors /Wireman Permits/Cinema Operator Permits.</p> <p>(iii) Electricity Duty accounts/exemption from Electricity Duty.</p> <p>5. Launching of prosecution in respect of offences under the Electricity Act/Regulations.</p> <p>6. To discharge other duties and responsibilities as may be assigned under the relevant Act/Rules &amp; Regulations by the State Govt.</p> <p>7. Administration and implementation of provisions of Lifts &amp; Escalators Act, 2008 &amp; Rules.</p>
(ii)	Power and duties of its officers and employees	<p><b>Chief Electrical Inspector:</b></p> <p>(a) Chief Electrical Inspector is the head of the department.</p> <p>(b) Who is empowered with the task of Superintendent and administration of various Electricity Act and Rules and Regulations;</p> <p>(c) Cases relating to service matters/financial matter falling within the competence of HOD under the provisions of fundamental and supplementary Rules, Civil Services Regulations and Financial Rules;</p> <p>(d) Recruitment, Promotion, Confirmation, transfer and postings Class-III and Class-IV employees;</p> <p>(e) Cases involving interpretation of Rules, Regulations issued by the Government of Haryana.</p> <p>(f) Drafting of Acts, Regulation , Statutory Rules, Orders and Notifications;</p>

		<p>(g) Conducts the inspection of electrical installations:</p> <p>(i) The sub stations of HVPNL and other Government departments above capacity of 500KVA of other agencies having connected load above new 500KVA Diesel Generating Sets having capacity above 500KVA.</p> <p>(ii) Grant of Approval for Transmission Lines above the capacity of 11KV.</p> <p>(iii) Chief Electrical Inspector is the Secretary of State Licensing Board Haryana State Licensing Board for grant of licenses and others matters relating to the constitution of Licensing Board and Procedure.</p> <p><b>Executive Engineer:-</b></p> <p>(a) Assists the Chief Electrical Inspector in all administration and other matters.</p> <p>(b) In addition to the inspection of electrical installations under the superintendence of Chief Electrical Inspector, he also assist the Secretary, Haryana, State Licensing Board.</p> <p>(c) Drawing &amp; Disbursing Officer, and Controlling Officer for the purpose of T.A. &amp; Contingency in respect of head quarters establishment.</p> <p>(d) Conducts the investigation of Fatal human being accidents.</p> <p><b>Assistant Engineer:-</b></p> <p>(a) Conducts the inspection of electrical installations as per the capacity/level described below:</p> <p>(i) The sub stations of UHBVN/DHBVN and other Government departments up to 250KVA of other agencies having connected load up to 250KW and Diesel Generating Sets up to capacity of 250KVA.</p> <p>(ii) Grant of Approval of Transmission lines up to capacity of 11KV line.</p> <p>(b) Conducts the investigation of non-fatal human accident.</p> <p><b>Junior Engineer:-</b></p> <p>Junior Engineer assist the Assistant Electrical Inspectors in the inspection of electrical installations, investigation of Fatal animal accidents and drafting of the inspection/investigation reports thereof.</p> <p><b>Superintendent:-</b></p> <p>Supervise the work of dealing Assistant under his control and also to ensure timely submission of all papers according to the priority of the authority.</p> <p><b>Assistant:-</b></p> <p>To deal with the matter as per Rules and Acts. After dealing with such matters the same are submitted to the Superintendents/higher</p>
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		<p>authorities for further necessary action and appropriate orders.</p> <p><b>Auditor:-</b> In addition to the work assigned from time to time deal with the matter of electricity duty as per Electricity Duty Act and Rules and maintain the records of electricity duty.</p> <p><b>Clerks:-</b> Diary and dispatch of the dak or any other work assigned by the higher authorities.</p> <p><b>Driver:-</b> To drive the Government vehicle of office.</p> <p><b>Jamadar:-</b> Perform duty with CEI Office.</p> <p><b>Peons:</b> Distribution of Dak/files of their respective sections.</p> <p><b>Sweeper-cum-Chowkidars:</b> To watch the office at night time and clean the office.</p>																				
	<p>The procedure followed in the decision making process including channels of supervision and accountability.</p>	<p>Procedure and decision making process is as below:-</p> <p>(i) Assistant Electrical Inspectors at District level; (ii) Chief Electrical inspector at State Level.</p> <table border="1" data-bbox="576 1031 1474 1308"> <thead> <tr> <th>Estt.</th> <th>Electricity Duty</th> <th>Budget</th> <th>Inspection of electrical installation</th> <th>Inspection of electrical installation</th> </tr> </thead> <tbody> <tr> <td>Dealing Assistant</td> <td>Auditor</td> <td>Dealing Assistant</td> <td>Technical Assistant</td> <td>JE</td> </tr> <tr> <td>Supdt. Gr-II</td> <td>Supdt. Gr-II</td> <td>Supdt. Gr-II</td> <td>EI</td> <td>AE (Region Level)</td> </tr> <tr> <td>CEI (HQ)</td> <td>CEI (HQ)</td> <td>CEI (HQ)</td> <td>CEI (HQ)</td> <td>Xen</td> </tr> </tbody> </table>	Estt.	Electricity Duty	Budget	Inspection of electrical installation	Inspection of electrical installation	Dealing Assistant	Auditor	Dealing Assistant	Technical Assistant	JE	Supdt. Gr-II	Supdt. Gr-II	Supdt. Gr-II	EI	AE (Region Level)	CEI (HQ)	CEI (HQ)	CEI (HQ)	CEI (HQ)	Xen
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		Issue of duplicate Electrical Supervisor's Competency Certificate Electrical Supervisor's Competency Certificate and Wireman Permit	Secretary Haryana State Licensing Board	Within <b>7days</b> after completion of the codal formalities.
		Grant of 'A' Class Electrical Contractor's License.	Haryana State Licensing Board	After approval of State Licensing Board,
		Renewal of 'A' Class Electrical Contractor's License	Secretary Haryana State Licensing Board	Within <b>7 days</b> after completion of the coadal formalities
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		<ul style="list-style-type: none"> <li>i. New and periodical inspection of electrical installations and generating sets of 40KW/50KVA/MPI/excluding HTI connections.</li> <li>ii. New transformers of supplier upto 40 KVA alongwith 11 KV line excluding HT connections.</li> <li>iii. The Junior Engineers will be responsible for issuing notices/follow up action for realisation of inspection fee in respect of cases below 40 KW belonging to their respective areas.</li> <li>iv. Investigation of Fatal Accidents of Animals.</li> <li>v. <b>Every Junior Engineer will inspect at least 120 cases per month out of which at least 50 cases would be of small power below 20 KW.</b></li> </ul>	Junior Engineer	Inspection of the installations will be carried out within <b>30days</b> after completion of the codal formalities and the approval will be granted within <b>30 days</b> from the date of receipt of compliance report, if required from the owner of installation.

		<ul style="list-style-type: none"> <li>i. New and periodical inspection of cases above 40KW (50KVA) upto and including 250 KVA/MPI/Gen. Set.</li> <li>ii. Inspection of new transformers and 11 KV line of HTI consumers upto 250 KVA and suppliers transformers above 50 KVA.</li> <li>iii. Suppliers installations upto 33/66 KVA voltage level.</li> <li>iv. Annual inspection of video parlours/touring talkies.</li> <li>v. Investigation of Non-Fatal Accidents of human beings.</li> <li>vi. They will monitor and keep watch for the issue of notices/realisation of fee due for the inspections relating to their jurisdiction.</li> <li>vii. To carry out test checking of at least 10% cases inspected by the Junior Engineers.</li> <li>viii. <b>Every Assistant Engineer will inspect at least 80 cases per month.</b></li> </ul>	Assistant Engineer	<p>Inspection of the installation will be carried out within <b>30days</b> after completion of the codal formalities and the approval will be granted within <b>30 days</b> from the date of receipt of compliance report, if required from the owner of installation.</p>
		<ul style="list-style-type: none"> <li>i. Inspection of new HTI/Transformers/Gen. Sets above 250 KVA upto and including 500 KVA.</li> <li>ii. Periodical inspection of HTI/Generating Sets/Transformers having total installed capacity of above 250 KVA upto and including 2500 KVA.</li> <li>iii. Investigation of Fatal Accident cases of Human beings and Non-Fatal Accidents involving more than one person.</li> </ul>	Executive Engineer	<p>Inspection of the installation will be carried out within <b>30days</b> after completion of the codal formalities and the approval will be granted</p>

		<p>iv. Annual inspection of cinemas.</p> <p>v. Suppliers installation upto 132 KV/220 KV Sub Stations/Lines in consultation with the Chief Electrical Inspector.</p> <p>vi. <b>Every Executive Engineer will inspect at least 50 cases per month.</b></p>		<p>within 30 <b>days</b> from the date of receipt of compliance report, if required from the owner of installation.</p>
		<p>Above capacity of</p>	<p>Chief Electrical Inspector</p>	<p>Inspection of the installation will be carried out within 30days days after completion of the codal formalities and the approval will be granted within 30 days from the date of receipt of compliance report, if required from the owner of installation.</p>
	<p>The rules, regulations, instructions, manuals and records held by it or used by its employees for discharging its functions;</p>	<p>Acts and Rules and Regulations:-</p> <ol style="list-style-type: none"> <li>1. The Electricity Act 2003 and Rules 1956.</li> <li>2. Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010 amended upto date.</li> <li>3. The Electricity Duty Act, 1958 and Rules 1956</li> <li>4. Constitution of Licensing Board and Procedure.</li> <li>5. Right to Service Act, 2014</li> <li>6. Lift Act 2008 and Rules 2009.</li> </ol>		
	<p>Statement of the categories of the documents that are held by it or under its control;</p>	<p>Files relating to the subject mentioned above.</p>		

	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 administration thereof;	Statuary Department	
	A statement of the Boards, councils Committees and other bodies consisting of two or more persons	Statuary Department	
Directory	Name and Designation	Office Number	
	Er. Vinod Kumar Aggarwal Chief Electrical Inspector	0172-2704090 <b>Fax:-0172-2710171</b>	
	Sh. Anurodh Giri Executive Engineer	0172-2704090	
	Sh. Hoshiar Singh Assistant Engineer	0172-2704090	
	Executive Engineer Electrical Inspectorate Haryana, HUDA Primary School Building, Sushant Lok-I, Block-C-2, Gurugram.	0124-2386357	
	Executive Engineer Electrical Inspectorate Haryana, SCF-9, Sector-9, Faridabad.	0129-290598	
	Executive Engineer Electrical Inspectorate Haryana, 31-F Patel Nagar, Near Gurudwara, Panipat.	0180-2633100	
	Executive Engineer Electrical Inspectorate Haryana, Red Cross Building, Hisar.	01662-270267	
	Executive Engineer Electrical Inspectorate Haryana, House No. 836, Sector-4, Rohtak		



	<p>The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;</p>	<p>The officer and the officials appointed in the department get the normal scales as granted by the Government from time to time. The pay scale of all the posts are given as under:-</p> <ol style="list-style-type: none"> <li>1) Chief Electrical Inspector :- 37400-67000+8700GP (Level-14)</li> <li>2) Executive Engineer:- 15600-39100+6000GP (Level-13)</li> <li>3) Assistant Engineer:-9300-34800+5400GP (Level-11)</li> <li>4) Junior Engineer:-9300-34800+4000GP (Level-6)</li> <li>5) Superintendent:- 9300-34800+4800GP (Level-7)</li> <li>6) Dy. Superintendent:- 9300-34800+4000GP (Level-6)</li> <li>7) Auditor:- 9300-34800+3600GP (Level-6)</li> <li>8) Assistant:- 9300-34800+3600GP (Level-6)</li> <li>9) Clerk:- 5200-20200+1900/- (Level-2)</li> <li>10) Record Restorer:- 5200-20200+1900GP (Level-2)</li> <li>11) Jamadar:- 4440-7440+1800GP</li> <li>12) Peon:- 4440-7440+1800GP (Level **)</li> <li>13) Sweeper-cum-Chowkidar:- 4440-7440+1800GP</li> </ol>
	<p>The Budget allocated to each of its agency, indicating of all plans, proposed expenditures and reports on disbursement made.</p>	<p>Not applicable</p>
	<p>The manner of execution of subsidy programmers, including the amount allocated and the details of beneficiaries of such programmes;</p>	<p>Not Applicable</p>
	<p>Particulars of recipients of concessions, permits or authorizations granted by it;</p>	<p>Not Applicable</p>
	<p>Details in respect of the information available to or held by it, reduced in an electronic form;</p>	<p>Information is available in the website <a href="http://www.ceiharyana.in">www.ceiharyana.in</a></p>
	<p>The particulars of facilities available to citizens for obtaining information, including the working of a library or reading room, if maintained, for public;</p>	<p>The Public can have the information from the department from 10 A.M. to 5.00 P.M. as provisions of the RTI Act, 2005. Besides, some information with regard to the department is also available on the website of the department. No library is maintained by this department.</p>

	The names, designations and other particulars of the Public Information Officers	Sr. No.	Designation of the officer in the Deptt.	Designation under RTI Act	Jurisdiction
		1.	Er. Vinod Kumar Aggarwal Chief Electrical Inspector	Appellate Authority	State Level
		2.	Sh. Siya Nand	Public Information Officer	Head Quarter Level
		3.	Er. Sandeep Hooda Executive Engineer	Public Information Officer	Branch Level
		4.	Er. Vinay Atri Executive Engineer	Public Information Officer	Branch Level
		5.	Er. Manju Punia Executive Engineer	Public Information Officer	Branch Level
		6.	Er. Anurodh Giri	Public Information Officer	Branch Level

Chief Electrical Inspector  
to Govt., Haryana, Chandigarh.