

**Template for the information Handbook under  
Right to Information Act 2005**

**Inspectorate of Electricity  
Government of Assam.  
2010-11**

# Chapter 1

## Introduction

1.1 The Right on Information Act 2005 provide for setting out the practical regime of right to information for citizens to secure access to information under control of public authorities.

1.2 The main objective of this handbook is to publish the detail particulars of the department, its functioning etc. as required under section 4(1)(b) of the Right on Information Act 2005.

1.3 The handbook may be used by anyone who wants to the know about the functions, staff information etc. in regards to the department

1.4 This handbook provides information regarding the Inspectorate of Electricity, Assam.

1.5 Definitions:

- i) “Board” means Electrical Licensing Board, Assam
- ii) “Cinema hall” means a public auditorium used for exhibiting cinema shows.
- iii) “Chief Electrical Inspector” means a person appointed under Section 162(1) of the Electricity Act 2003.
- iv) “Contractor’s license” means Electrical Contractor’s license granted by the Electrical Licensing Board, Assam.
- v) “Electricity Act’ means Electricity Act 2003.
- vi) “ELB” means Electrical Licensing Board, Assam.
- vii) “Electrical Inspector” means person appointed under section 161(1) of the Electricity Act 2003.
- viii) “HQ office” means head quarter office of the Inspectorate of Electricity.
- ix) “IE Rules” means the Indian Electricity Rules, 1956.
- x) “Remuneration” means to pay or compensate a person for work or service done, loss incurred etc. reward, recompense.
- xi) “Salary” means a fixed payment at regular intervals for services, specially when clerical or professional.
- xii) “Supervisor” means a person holding Electrical Supervisors certificate of Competency.
- xiii) “Zonal head” means an officer who heads the zonal office of the Inspectorate of Electricity.

1.6 To get information covered in the handbook and on the Inspectorate of Electricity, the Chief Electrical Inspector-Cum-Adviser, Assam may be contacted.

1.7 The fee structure for getting information has been notified by the Government vide Notification No. AR.78/2005/9, dated Dispur, the 7<sup>th</sup> October 2005.

The fee shall be collected in form of Demand draft or Banker's Cheque or Cash against proper receipt to be issued by an officer authorized in this behalf by the State Public Information Officer or the Assistant Public Information Officer, as the case may be and shall be deposited through Treasury Challan under the Head of Account "0070-Other Administrative Services"

## **Chapter-2 (Manual-1)**

### **Particulars of Organization, Function and Duties**

Inspectorate of Electricity, under the Power (Electricity), Mines and Minerals Department of Government of Assam is a Directorate Level (Level II) establishment with the Chief Electrical Inspector -cum- Adviser as the Head of the Directorate.

The Inspectorate is presently functioning from a rented premise in the Pub-Sarania Road, Guwahati-3.

The objective of the Inspectorate of Electricity is to implement and administer the following Acts, Rules and Regulations:

- i) Certain provisions of the Electricity Act, 2003 and Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010, made under the Act.
- ii) Certain provisions of the Assam Cinema (Regulation) Rules, 1960.
- iii) The Assam Electrical Licensing Board Regulations, 1992.
- iv) The Assam Lift and Escalators Rules, 2010 made under the Assam Lifts and Escalators Act, 2006.
- v) The Govt. designated the Chief Electrical Inspector cum Adviser, Assam as designate agency to co-ordinate, regulate and enforce provisions of the Energy Conservation Act 2001 within the State of Assam.

The Chief Electrical Inspector-cum-Adviser, Assam has certain Advisory functions such as technical scrutinize and forwarding of proposals for load sanction (above 1000 KW) received from the Electricity Board to the Govt., as required under the Assam Electrical Energy (Regulation and Supply) order, 1977. The Chief Electrical Inspector-cum-Adviser may required to give technical opinion/advice in matters related to Electricity Act and Rules or any other matter connected with generation, transmission and/or utilization of electricity as may be referred by the State Govt.

The Inspectorate of Electricity has jurisdiction throughout the State, excluding the works belonging to Defense, Railways and Central Government installations.

## **Chapter-3 (Manual-2)**

### **Powers and Duties of Officers and Employees**

The Chief Electrical Inspector-Cum-Adviser and Dy.Chief Electrical Inspector/Senior Electrical Inspectors are appointed as Chief Electrical Inspector and Electrical Inspectors under Section 162 of the Electricity Act, 2005 to carry out various functions under the provision of the said Act. Also the Chief Electrical Inspector-cum-Adviser is designated as Chief Inspector of Lifts and Escalators under the Assam Lifts and Escalators Act 2006. The Deputy Chief Electrical Inspector-Cum-Adviser and Senior Electrical Inspectors are designated as Inspector of Lifts and Escalators.

The Inspectorate of Electricity also inspects Cinema halls and issue certificates as required vide Rule 5(II) (c) of the Assam Cinema (Regulations) Rules, 1960.

Chief Electrical Inspector –cum- Adviser, Assam is also the Designated Agency to co-ordinate, regulate and enforce provisions of the Energy Conservation Act 2001 within the State of Assam.

## **Chapter-4 (Manual-3)**

### **Rules, Regulations, Instructions, Manual and Records for discharging functions**

<u>Name/ title of document</u>	<u>Type of document</u>
1. Electricity Act 2003	Central Act
2. CEA (Measures relating to safety and Electric Supply) Regulations, 2010:	Central Regulations.
3. Energy Conservation Act 2001	Central Act
4. Assam Cinema (Regulations) Rules,1960	State Rule.
5. Assam Lifts and Escalators Act 2006,	State Act
6. Assam Lifts and Escalators Rules, 2010	State Rules.

6. Assam Electrical Licensing Board Rules, 1992

State Rule made under Electricity Regulation.

1. Electricity Act 2003: An Act to consolidate the laws relating to generation, transmission, distribution, trading and use of electricity and generally for taking measures conducive to development of electricity industry, promoting competition therein, protecting interest of consumers and supply of electricity to all areas.
2. Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010: The Regulations framed by the Central Electricity Authority, Government of India under power conferred by virtue of section 177 of the Electricity Act 2003.
3. Energy Conservation Act 2001: Framed by the Government of India.
4. Assam Cinema (Regulations) Rules, 1960: The Rule framed by the Government of Assam as per provision of the section 10 of the Assam Cinema (Regulation) Act, 1953.
5. Assam Lifts and Escalators Rules, 2010: Framed by the Government of Assam to ensure safe operation of Lifts and Escalators.
6. Assam Electrical Licensing Board Regulation, 1960: The Regulation framed by the Government of Assam as per provision of regulation 29 of the CEA (Measures Relating to Safety and Electric Supply) Regulation, 2010 [Rule 45(1) of the Indian Electricity Rules, 1956, since repealed] for granting certificates, permits and licenses to work on electrical system.

### **Chapter-5 (Manual-4)**

**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.**

Nil.

## Chapter-6 (Manual-5)

### A statement of the categories of documents that are held by it or under its control.

Sl. No	Category of document	Name of document and its introduction	Procedure to obtain	Held by under control
1.	Appointment records of Gazetted officers.	detail service records		Secretariat
2.	Appointment records of other/ ministerial staff	detail service records		CEIA
3.	Inspection of electrical installations	Inspection reports etc.		CEIA
4.	Inquiry of electrical accidents.	Inquiry reports		CEIA
5.	Matters relating to grant license, certificate, permits to work on electrical installation.	Electrical workman permit, Supervisors certificate, contractor's License.		CEIA
6.	Actions taken on Energy Conservation matters.	All records		CEIA

## Chapter-7 (Manual-6)

### A Statement of Board, Council, Committees and other bodies constituted as its part.

1. Name of the affiliated body: Electrical Licensing Board, Assam

Pub Sarania Road, Guwahati-781 003.

2. Type of affiliated body: Board.
3. Brief introduction: Originally constituted in 1966 as per provision of the Electrical Licensing Board Regulation, 1966 made under rule 45(1) of the Indian Electricity Rules, 1956
4. Role of the affiliated body: To grant permits, certificates and license to electrical workman, supervisor and contractors.
5. Structure and Member Composition: (Constituted vide PEL.245/89/830, dtd. 8.5.2007)
- i) CEIA: Sri S. Barooa, Chairman – (Ex officio)
  - ii) Dy. CEIA: Md. N. Huda, Vice Chairman (Ex-officeo):  
& Member Secretary
  - iii) Director of Mines Safety: Sri B.K. Panigrahi, Director, DGMS, Member
  - iv) Representative from ASEB: Sri R.L. Barua & Md. F. Karim, Member
  - v) Representative from Directorate of Technical Education, Assam: Sri A. Bordoloi, Prof. Assam Engg. College.  
, Member
  - vi) Representative from Electrical Contractors: Sri Rupam Bordoloi, Member
6. Head of the Body: Chief Electrical Inspector-Cum-Adviser, Assam
7. Frequency of meetings: About 3 months.
8. Can the public participate in meeting? No.
9. Are minutes of meeting prepared? Yes.

## **Chapter-8 Manual-7)**

### **The Names, designation and other particulars of Public Information Officers.**

#### **Public Information Officers:**

1. Sri Anjan Sarma.  
Senior Electrical Inspector, HQ Office,  
Pub Sarania Road, Guwahati-781 003, Phone-0361-2529611.
2. Sri Trailokya Borah,  
Senior Electrical Inspector, Dibrugarh zone.



West Milannagar, Lane D, Dibrugarh, Phone-0373-2321064

3. Sri Utpal Konwar,  
Senior Electrical Inspector, Jorhat zone  
Old Circuit House road, Jorhat, Phone-
4. Sri Utpal Konwar,  
Senior Electrical Inspector,  
Office of the Senior Electrical Inspector,  
Tezpur zone, Hazarapar, Tezpur, Phone-03712-220413
5. Sri A.C. Khataniar.  
Senior Electrical Inspector,  
Office of the Senior Electrical Inspector, Silchar zone.  
Meherpur, Silchar. Phone- 03842-232849.

**Name of appellate authority:**

Md. N. Huda,  
Dy. Chief Electrical Inspector-Cum-Adviser,  
Pub Sarania Road, Guwahati-781 003.  
Phone-0361-2529611

## **Chapter-9 (Manual-8)**

### **Procedure followed in decision Making Process.**

1. The general Government procedures followed to take decision on various matters. The Decisions of the Inspectorate of Electricity are communicated in the form of Notices, Orders etc. The Chief Electrical Inspector –Cum-Adviser is the head of the department under whom four zonal offices are functioning at Dibrugarh, Jorhat, Tezpur and Silchar. Each zonal office is headed by the Senior Electrical Inspector who performs the functions of ‘Electrical Inspector’ under the Electricity Act 2003 and Inspector of Lifts and Escalators under the Assam Lifts and Escalators Rules, 2010.

The Government is the appellate authority against the orders served by Electrical Inspectors.

## Chapter-10 (manual-9)

### Directory of Officers and Employee

As on 1<sup>st</sup> August 2011

#### List of officers posted at Head Quarter office at Guwahati:

- |  |                           |
|--|---------------------------|
| 1. Chief Electrical Inspector<br>-cum- Adviser, Assam:-  | Surajit Barooa            |
| 2. Dy. Chief Electrical Inspector<br>cum Adviser, Assam:-<br>(& Secretary, Electrical Licensing Board) | Md. Nurul Huda            |
| 3. Senior Electrical Inspector, Zone-I:-   | Utpal Gogoi               |
| 4. Senior Electrical Inspector, Zone-II:-  | Anjan Sarma               |
| 5. Senior Electrical Inspector, Zone-III:-   | Girish Kakoty             |
| 6. Electrical Inspector:   | Sri Joy Charan Deka.      |
| 7. Electrical Inspector:   | Sri Sri Bhabananda Pathak |
| 8. Electrical Inspector:   | Sri Pankaj Nath           |

#### Technical Staff posted at Guwahati:

- |                                     |  |
|-------------------------------------|--|
| 1. Asstt. Electrical Inspector      | 1. D.K. Shyam<br>2. A. Hannan  |
| 2. Sub. Asstt. Electrical Inspector | 1. B.C. Mahela<br>2. J. Gogoi<br>3. Md. Toshfiqur Rahman.<br>4. Vacant |

#### List of ministerial staff posted at Guwahati:

<u>Name of post</u>	<u>No. of posts</u>	<u>Incumbents</u>
1. Superintendent :	1	Vacant
2. Addl.Secy, ELB	1	Dineswar Kakoti
3. Accountant	1	Ranjit Kr.Deka
4. UDA	5	1. P.M.Saika 2. Mrs. Banalata Barua 3. Diyen kakoty

		4. Vacant 5. Vacant
5. LDA	9	1. Nazimuddin Ahmed 2. Phani Gogoi 3. Ms. Bharati Barua 4. Basanta Bora 5. Ms. Lily Patowari 6. Dukheswar Daimari 7. Nitul Saikia 8. Dil Prasad Sarma 9. Vacant
6. Stenographer	2	1. Smti Deepa Das 2. Vacant
7. Drivers	6	1. C.K. Boro 2. Manic Ali 3. Vacant 4. Vacant 5. Vacant 6. Vacant
8. Grade-IV	20	1. Vacant 2. Vacant 3. Kobi Ram Baruah 4. Raben Das 5. A.C.Deka 6. Sarat Ch. Kalita 7. Bhupen Das 8. B.N.Thakuria 9. P.K.Rabha 10. P.K.Deuri 11. Sona Singh Rongpi 12. K.K.Das 13. vacant 14. Santi Ram Kalita 15. N. Gayari 16. Nizara Ramchiary 17. Md. Hidayatullah 18. Dilip Barman 19. Bikram Sarma 20. Dilip Baisya

**List of officers posted at the Zonal offices:**

1. **Dibrugarh Zone:**

- |                                 |                     |
|---------------------------------|---------------------|
| 1. Senior Electrical Inspector: | Sri Trailokya Borah |
| 2. Electrical Inspector:        | Sri M.U. Laskar     |
| 3. Electrical Inspector:        | Vacant              |

2. **Jorhat Zone:**

- |                                 |                   |
|---------------------------------|-------------------|
| 1. Senior Electrical Inspector: | Sri Utpal Konwar  |
| 2. Electrical Inspector:        | Sri Ranjit Gogoi. |
| 3. Electrical Inspector:        | Vacant            |

3. **Tezpur Zone:**

- |                                 |                      |
|---------------------------------|----------------------|
| 1. Senior Electrical Inspector: | Sri Utpal Konwar i/c |
| 2. Electrical Inspector:        | Sri Mohan Sarma      |
| 3. Electrical Inspector:        | Vacant               |

4. **Silchar Zone:**

- |                                 |                     |
|---------------------------------|---------------------|
| 1. Senior Electrical Inspector: | Sri A.C. Khataniar  |
| 2. Electrical Inspector:        | Sri Nilamoni Sarma  |
| 3. Electrical Inspector:        | Sri Bani Kanta Deka |

**Ministerial Staff position in zonal offices:**

Name of post                      No. of posts      Incumbents

**Dibrugarh zone:**

- |             |   |  |
|-------------|---|--|
| 1. UDA      | 1 | 1. R.M.Saikia  |
| 2. LDA      | 2 | 1. Md.R.H.Bora<br>2. Prabhakar Borgohain   |
| 3. Driver   | 1 | 1. G.C. Bora   |
| 4. Grade-IV | 7 | 1. K.K.Bora<br>2. I. Bora<br>3. N.Taye<br>4. B.Hazarika<br>5. D.Borgohain<br>6. Vacant |

7. H.K.Hazarika

5. SAEI 1

1. Bijoy Das.

**Jorhat zone:**

1. UDA 1

1. Md. Habibullah

2. LDA 2

1. S. Bezbarua.  
2. Smti. P. Gohain.

3. Driver 1

1. M.R. Saikia.

4. Grade-IV 7

1. A. Borpujari  
2. P.Gogoi  
3. P.C.Das  
4. U.N.Bora  
5. J.N.Dutta  
6. Md.K.Ahmed  
7. A.Kalita

5. SAEI 1

1. Md. M Haque.

**Tezpur zone:**

1. UDA 1

1. D.B. Dey

2. LDA 2

1. B.Ali  
2. Mrs.N.Medhi

3. Driver 1

1. D. Patangia.

4. Grade-IV 7

1. B.C.Bawri  
2. N.C.Kurmi  
3. S.Das  
4. B.C.Das  
5. Md. A.Rahman  
6. A.Choudhury  
7. P.Baruah

5. SAEI 1

1. Tarini Deka.

**Silchar zone:**

1. UDA 1

1. Md.R.H. Mazumdar

2. LDA 2

1. K. Das Singha  
2. Vacant.

3. Driver 1

1. M.C. Saha

4. Grade-IV 7

1. T.Barman  
2. B.K.Roy  
3. S.Roy

		4. Md.N.Laskar
		5. P.Das
		6. Md.M. Haque Mqzumdar
		7. B.R.Naga
5. SAEI	1	1. Vacant

### **Chapter-11 (Manual-10)**

#### **Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

1. The monthly salary paid to each officers and staff as per the Assam Service (Revision of Pay) Rules, 2010
2. No work involved through payment of remuneration.

### **Chapter-12 (manual-11)**

#### **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and report of disbursements made:**

Year 2010-11:

The expenditure of the Inspectorate of Electricity is under Non-Plan budget of the State Govt. Budget amount and actual expenditure under different sub-heads during the year 2009-2010 are furnished below:

Head/Sub-head	Budget amount for the year 2010-11	Actual Expenditure
<u>1787 Inspectorate of Electricity :</u>		
1. Salaries	369.76 Lakh	286.91 Lakh
1(05) L. T. C.	- ”	- ”
1(06) Medical Reimbursement	- ”	- ”
02 Wages	0.40 ”	0.194 ”
03 Travel Expenses	1.07 ”	1.07 ”
04 Office expenses	2.17 ”	1.10 ”
06 Rent, Rates & Taxes	5.87 ”	4.95 ”
15. Machinery & Equipment	0.57 ”	Nil ”
16. Motor Vehicle	3.04 ”	Nil ”
07 Publication	0.06 ”	Nil ”
14 Minor works	165.26 “	165.26 “
TOTAL:	548.20	459.49
<u>1788 Licensing Scheme/Board :</u>		
1. Salaries	7.03 Lakh	5.58 Lakh
1(05) L. T. C.	Nil ”	Nil
1(06) Medical Reimbursement	Nil ”	Nil
03 Travel Expenses	0.12	0.12
04 Office expenses	0.92 ”	0.54 ”
05 Professional & Special service	0.55	0.20
07 Publication	0.04	Nil
TOTAL		
GRAND TOTAL	556.86 ”	465.95 ”

### **Chapter-13 (Manual-12)**

#### **The manner of execution of subsidy programmes**

There is no such programme executed under Inspectorate of Electricity.

## **Chapter-14 (manual-13)**

### **Particulars of recipients of concessions, permits or authorization granted.**

The Electrical Licensing Board grants permits, certificates & License to electrical workman, supervisors and contractors. Total number of such permits, certificates and licenses granted are (as on 31<sup>st</sup> March 2011):-

Registered Electrical -	Contractor's license	=	4322
	Supervisor's Certificate	=	11449
	Workman's Permit	=	47931

The Inspectorate of Electricity also grants license to Cinema Operators. Total number of such licenses granted are:-

Cinema operator's license	=	1883
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## **Chapter-15 (Manual-14)**

### **Norms set for discharge of functions**

Primary functions of the department are to administer various provisions of the Electricity Act 2003, central Electricity Authority (Measures Relating to (Safety and Electric Supply) Regulations, 2010, Electrical Licensing Board Regulation, 1992, Assam Lifts and Escalators Rules, 2010, Assam cinema (Regulation) Rules, 1960 and Energy Conservation Act 2001.

To discharge functions under the said Act, Rules, Regulations, the Government allocated various works to Senior Electrical Inspectors, Dy. Chief Electrical Inspector-Cum-Adviser and Chief Electrical Inspector-Cum-Adviser vide Notification No. PEL.139/2000/53, dated 13<sup>th</sup> May 2005, PEL.81/2002/45, dtd. 6<sup>th</sup> December 2002 & PEL/CEIA.96/2001/Pt-I/127, dtd. 20<sup>th</sup> April 2011.



## **Chapter-16 (Manual-15)**

### **Information available in an electronic form**

As the Inspectorate of Electricity is not fully computerized yet, information in electronic form is presently not available in some cases.

## **Chapter-17 (Manual-16)**

### **Particulars of the facilities available to citizens for obtaining information.**

At present information available to public through:

- Inspection of records in the Office
- Through news paper
- Notice board
- System of issuing of copies of documents

## **Chapter-18 (Manual-17)**

### **Other Useful Information**

Fees under various sections of the Right to Information has been prescribed by the Government vide Notification No. AR.78/2005/91, dtd. 7<sup>th</sup> October 2005.