

**GOVERNMENT OF NAGALAND
OFFICE OF THE CHIEF ELECTRICAL INSPECTOR
DEPARTMENT OF ELECTRICAL INSPECTORATE
NAGALAND: KOHIMA**

RTI MANUAL (2022-23)

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D	Budget Allocation 2022-23

MANUAL – 1: Particulars of the Organization, Functions and Duties

1.1: Background:

The Right to Information Bill was introduced in the Lok Sabha in December 2004 and passed by both the houses of Parliament in May 2005. The Act was notified in 'The Gazette of India' on 21st June, 2005 and became operational by the 12th October 2005. The Right to Information Act (RTI Act) will cover all levels of government i.e. GoI, State, District and local self-governing bodies like Village Councils/Panchayats and Municipal bodies. It will also cover Non-Governmental Organizations that are financed substantially with public funds provided by the Government.

The citizens' right to information has not been explicitly mentioned in the fundamental rights chapter of the Constitution and therefore the RTI Act 2005 was passed by the Parliament to enable all citizens to use their fundamental right to access information from public bodies. This means, every citizen has the right to seek information from any of the bodies as mentioned above wherein it becomes mandatory for the department/body to make the information available as sought for.

The main objective of the manual is to publish details and activities of the department, to the maximum extent of information possible that will be of interest to the common people, so that the need for requesting information in future is minimized in accordance to Sec.4 of RTI Act, 2005.

1.2: The Aim and objectives of the Directorate of Electrical Inspectorate are:

- (i). Enforce the Provision of Rules 63 of the Indian Electricity Rules 1956, where the New installation which includes all overhead lines (EHV/HMV/LV) and Sub-Station (Power and Distribution) whether constructed by Power Department or through Contract is to be inspected for fitness before commissioning.
- ii). Inspect all type of Accident related to Electrical supply and direct/ suggest to Division for rectification/ correction as per Norms to avoid future recurrence.
- iii). Issue of license for Electrical Contractor, Supervisor & Wireman.
- iv). Conduct workshops/seminars in Educational Institutions, NGO's etc to create Awareness on Conservation of Energy.

1.3: Missions/ Visions:

Govt. of Nagaland has designated Electrical Inspectorate as the State Designated Agency (NSDA) for Coordination and regulation of the Energy Conservation Act 2001 Vide Govt. Notification No. PWR/W-59/2009 (Pt) Dt. Kohima 3rd Nov 2009 in accordance with notification of Ministry of Power, Govt. of India, to coordinate, regulate and enforce provision of this Act within the State as per the Section 15 (d) of the Energy Conservation Act 2001. The mission of State Designated Agency (SDA) and Bureau of Energy Efficiency (BEE) is to develop policies and strategies with a thrust on self-regulation and market principles, within the overall frame work of the Energy Conservation Act 2001 with the primary objective of reducing energy intensity of the Indian Economy. Green Village is a flag ship programme of the state funded by the State Government. Under this scheme, the Department selects Villages within the State yearly and implement awareness

programme on Energy Conservation, besides distribution of Energy Efficient luminaries to the Villagers.

1.4: Key objective: Same as above

1.5: Functions and Duties: Same as Manual-II.

1.6: Organizational chart: The organizational chart of the Department of Electrical Inspectorate is enclosed in Annexure-II

1.7: Administrative setup in the districts: District Level: Nil

1.8: Name and Address of the Organization: Department of Electrical Inspectorate, Kohima Nagaland.

The Department of Electrical Inspectorate headed by the Chief Electrical Inspector was created out of the existing organizational set up of the Power Department and started functioning independently as a separate entity from 9th Sept 2005.

1.9: Contact details

1. Chief Electrical Inspector, Department of Electrical Inspectorate, Nagaland, Kohima.

MANUAL II: Powers and duties of Officers and Employees

Powers and Duties of the Directorate:

1. Chief Electrical Inspector :

The Chief Electrical Inspector is the head of Inspectorate and is responsible for the efficient administration and direction of the overall establishment and works within its jurisdiction. He exercises full technical and supervisory control over the Officers and staffs in the Directorate. He is assisted by Sr. Electrical Inspector, Electrical Inspector, Asst. Electrical Inspector on technical matters and Superintendent, UDA for the Administration in the Directorate. He is also the Chairman of NELB (Nagaland Electrical Licensing Board) as per The Nagaland Electrical Licensing Regulation, 2005. His Administrative & Financial powers are as per NPWD code and Delegation Financial & Cognate Power Rules 1964 amended from time to time.

2. Sr. Electrical Inspector: Sr. Electrical Inspector in the rank of Executive Engineer is responsible for supervision of various Technical works relating to Inspectorate. He is Secretary of NELB (Nagaland Electrical Licensing Board) and look after the conduct of Interview for issuing Electrical Supervisor License & Electrical Wiremen Permit. He is responsible for disposal of Applications under RTI Act'2005 as PIO of Electrical Inspectorate.

3. Electrical Inspector: The Electrical Inspector is responsible for inspection of all works on Electrical constructions including connected sub-stations constructed by Dept. of Power or through contract. He is also responsible for Inspection of all type of Electrical Accidents. As APIO of Electrical Inspectorate, he assists PIO on disposing of RTI matter.

4. Asst. Electrical Inspector: Asst. Electrical Inspector assist Sr. Electrical Inspector and Electrical Inspector for disposal of various works assigned to them and maintains all the technical files/ records.

5. Duties and responsibilities of other staffs

Sl. No.	Designation of employee	Duty allotment
1	Superintendent	Assist C. E. I on General Administration, supervise the Establishment branches of the Electrical Inspectorate. All files of establishment and accounts are routed through Superintendent.
2	Ministerial staff UDA/LDA	Compiling, recording and maintaining of all official correspondences as endorsed/assigned by CEI or the office Superintendent.

MANUAL – III: The procedure followed in decision making process including channels of supervision and accountability

Sl. No.	Activity	Level of Action	Time Frame
1	Green Village Initiative	The Department of Electrical Inspectorate, Nagaland as State Designated Agency (NSDA) on Energy Conservation, Initiate work programme on Green Village initiative by preparing DPR's for replacement of inefficient luminaries with energy efficient luminaries in the Villages in order to minimize power consumption. The DPR's when accepted/ approved by Govt. of Nagaland & place under work programme with fund allocation, materials are procured from Dealers or Manufactures. The materials are then distributed to the Village Councils as per the DPR, on receipt of materials for replacement of inefficient luminaries in the house hold.	1. Preparation & Submission of DPR's:- 30 days 2. Procurement:- 45 days on receipt of approval and placement of fund from Govt. 3. Completion of work:- 90 days on receipt of materials.
2	Inspection of New Electrical Installation	When completion of work, whether HT or LT including connected sub-stations is received from Power Department including Testing fees. The Inspection is carried out in accordance with safety regulations of I.E Rules 1956 and as amended from time to time. On satisfactory of the result on safety regulations, the clearance for commissioning of the work is issued to the Department of Power.	1. Preparation of Testing Fees:- 3days. 2. Depending on location and on receipt of Inspection fees through Treasury Challan:- 7 days. 3. Completion of report and clearance:- 4 days.
3	Electrical License	The Nagaland Electrical Licensing Board (NELB) grant Licenses to Electrical Contractors, conduct Examination to grant Electrical Supervisor Certificate & Electrical Wiremen permit and renew licenses after certain time interval.	Within 3 (three) months
4	Inspection of Electrical Accidents.	On receipt of preliminary Electrical Accident report, Electrical Inspector is sent to the accident spot for collecting physical information including taking photograph of Accident spot and record witness statements wherever possible safety measures are taken both from Power Department side and accident party. The report is compiled and suggestions for correction as per I.E Rules 1956 for Electricity safety regulations given to the Electrical Division for minimizing future recurrence.	1. Inspection of the electrical accident is made within 7 days from the date of receipt of Report. 2. Directives/ Suggestions are issued to Elect. Divisions:- 7 days.

The Department is headed by a Principal Secretary who is the Administrative Head of the Department. All works are executed by the department after obtaining Administrative sanction/ Approvals from the Principal Secretary. The Chief Electrical Inspector is the HoD and exercises full technical & financial power conferred by the delegation of Financial & Cognate Power Rules 1964 and as amended from time to time and NPWD code.

MANUAL – IV: The norms set by it for discharge of its functions

The following are the norms/standards set by the department for execution of various activities/programmes.

(A) Administration of the Provisions of Indian Electricity Acts and Rules:

- (I) Inspection and issue permission for commissioning of all newly constructed overhead lines including connected sub-station whether EHV, HV or LT.
- (II) Recovery of inspection fees.

(B) Administration of the Provisions of Licensing Board (Electricity) Regulation:

- (I) Constitution of Licensing Board to conduct Examination for issuing Electrical Supervisor Certificates and Wireman Permits.
- (II) To issue and renew Licenses after a certain time interval.
- (III) To investigate complaints against Contractors and their Staffs.

(C) Investigation of Electrical Accidents:

Inspection of all reported electrical accidents, examining the cause of the accidents and suggest the concerned Divisions to maintain safety regulation, for minimizing future recurrence of such accident.

(D) Administration of the Provisions of the Energy Conservation Act 2001:

The Chief Electrical Inspectorate, Nagaland as the State Designated Agency (SDA) Operates, regulates and enforces the Provisions of the EC Act. under the guidance of BEE (Bureau of Energy Efficiency) New Delhi.

MANUAL – V: The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions

Sl. No.	Name of the Acts, Rules, Regulations, Instructions, Manual, Records etc.	Type of Document	Brief list of the document	From where one can get a copy (Name/Phone No. Fax/e-mail/address etc.	Fee charged by the deptt. for a copy of rules, regulations, instructions, manual & records, (if any) Or the price incase of priced publications
1	Indian Electricity Rules 1956	Rules	Guidelines & technical specifications for Electrical installations including standards for safety.	Book Stall &CEA website	This is a priced publication by the Govt. of India
2	Indian Electricity Act 2003	Act	Reforms & Restructuring of power sector in generation, Transmission & Distribution. National electricity policy licensing, transmission, distribution, tariff regulation, works of licenses, electricity regulatory Commission.	Book Stall &CEA website	This is a priced publication by the Govt. of India

MANUAL – VI: A statement of the categories of documents that are held by it or under its control

Sl. No.	Nature/Category of the document.	Name of the document	Procedure to obtain the document	Held by/under control of
1	Buildings	Office Building allotment etc	-	Private Building (Rented)
2	Tender Bid documents	For works	-	Department
3	Monthly Account	Monthly receipt & expenditure account	-	Directorate
4	Stock Account	Stock receipt & issue	-	Directorate

MANUAL – VII: 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

There is no such policy where public representation is required in formulation of the policies.

MANUAL – VIII: A statement of boards, Council, Committees and other bodies constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

Please provide information on boards, councils committees and other bodies related to the public authority in the following format :

- | | |
|--|--|
| 1.Name of the Board | 6.Frequency of meetings |
| 2.Formation and Composition | : Nagaland Electrical Licensing Board (NELB) |
| 3. Power & Function | : Formation of Nagaland Electricity Licensing Board has been set up in 2005, which consists of Chief Electrical Inspector as Chairman of the Board and Sr.Electrical Inspector as Secretary of the Board. Other three Members were appointed from 3 (three) other Departments. |
| 4. Whether their meetings are open to the public | : To conduct Examination for issuing Electrical Supervisor Certificates, Electrical Wireman Permits and recommending the Government for amendment of Regulation. |
| 5.Address | : No |
| | : O/o The Chief Electrical Inspector, Kohima, Nagaland |

: Once every year.

Manual IX : A Directory of its Officers and employees

Sl. No	Name	Designation	Mobile No	email id
1	Er. V. Kezo	C. E. I	9436002732	einspectorate@gmail.com
2	Er. KevingukhoSuokhrie	E.I	9362356452	einspectorate@gmail.com
3	Shri. NzamoKikon	Supdt.	8837086601	einspectorate@gmail.com

Manual X: The monthly Remuneration received by each of its officers and employees including the System of Compensation as provided in Regulations

Details in Annexure - C

Manual XI: The Budget Allocated to each Agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made

Details in Annexure-D

MANUAL – XII : The Manner of execution of Subsidy Programmes

NIL

MANUAL – XIII: Particulars of recipients of concessions permit or authorization granted by it

NIL

MANUAL – XIV: Details of Information available in electronic format

Sl. No.	Name	Title of the document/record	Location where available	Other information
1	Nagaland State Designated Agency	SDA activities	www.nagalandsda.com	

MANUAL – XV: Particulars of the facilities available to citizens for obtaining information

Information related to administration, establishment and other technical and revenue matters can be obtained from the Directorate office.

1. All matters related to administration and establishment.
2. All matters related to Inspection, and Accident Reports etc.
3. All matters related to Electrical Contractor License, Supervisor Certificate and WiremanPermit.

Sl. No.	Facility available	Nature of Information	Working hours
1.	Information Centre	No	-
2.	Office library	No	-
3.	Notice Board	Yes	Office hours
4.	Website	Yes	24 Hrs
5.	Printed Manual	Yes	-
6.	Inspection of records in the Office	Yes	-
7.	System of issuing copies of documents	As per norm	Office hours.

MANUAL XVI: The names, designation and other particulars of the Public Information Officers

Name of the Public Authority : Department of Electrical Inspectorate

Department Appellate Authority (AA)/PIO/APIO – (Directorate).

Name	Designation	Phone No	Email id
Er. V. Kezo	Appellate Authority(AA)	9436002732	einspectorate@gmail.com
Shri.Nzamo Kikon	Public Information Officer (PIO)	8837086601	einspectorate@gmail.com
Er.Kevingukho Suokhrie	Asst. Public Information Officer (APIO)	9362356452	einspectorate@gmail.com

Manual – XVII : Such other information as may be prescribed and thereafter update every year

NIL

Chief Electrical Inspector
Department of Electrical Inspectorate
Nagaland : Kohima