

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

**RTI MANUAL (2023-24)
CONTENTS**

1	MANUAL – I	Particulars of the Organization, Functions and Duties
2	MANUAL – II	Powers and duties of Officers and Employees
3	MANUAL – III	The procedure followed in decision making process including channels of supervision and accountability
4	MANUAL – IV	The norms set for discharge of functions
5	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
6	MANUAL – VI	A statement of the categories of documents that are held by it or under its control
7	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
8	MANUAL – VIII	A statement of boards, Council, Committees and other bodies consisting of two or more persons constituted as its part or etc.
9	MANUAL – IX	A directory of its Officers and employees
10	MANUAL – X	The monthly Remuneration received by each of its officers and employees including the System of Compensation as provided in Regulations
11	MANUAL – XI	The Budget Allocated to each of its Agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made
12	MANUAL – XII	The Manner of execution of Subsidy Programmes, including the amounts allotted and details of beneficiaries of such programs
13	MANUAL – XIII	Particulars of recipients of concessions, permit or authorization granted by it
14	MANUAL – XIV	Details of Information available in electronic format
15	MANUAL – XV	Particulars of the facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
16	MANUAL – XVI	The Names, designation and other particulars of the Public Information Officers
17	MANUAL – XVII	Such other information as may be prescribed and thereafter update every year

LIST OF ANNEXURES

No.	SUBJECT
I	Organization Chart
II	List of employees
III	Monthly remuneration of Officers and Staff
IV	Budget Allocation 2023-24
A	Format for RTI received
B	Nature of information sought

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. Govt., 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: Functions of the Electrical Inspectorate are:

The 4 main functions of the Electrical Inspectorate are mentioned as follows;

A. Electrical Inspections

The main function of the Electrical Inspectorate is to ensure that all electrical installations in the state are installed and maintained as per the relevant Safety Codes prescribed under Indian Standards and the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2023 and ensuring the safety requirements in Generation, Transmission, Distribution, and Utilization of electrical power.

Inspection of electrical installations is carried out under two regulations of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2023;

Regulation-32 : Periodical inspection & testing, and

Regulation-45 : Approval by Electrical Inspector for the installations before commencement of supply or recommencement after shutdown for six months

B. Licensing Board

At present, the Chief Electrical Inspector is also the Chairman of the Nagaland Electrical Licensing Board constituted by the Govt. under erstwhile rule 45 of the Indian Electricity Rules, 1956 - now under regulation 31 of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2023.

The functions and administration of the Board are governed by the Nagaland Electrical Licensing Regulations, 2005;

- a) To grant licenses to Electrical Contractors,
- b) To conduct examinations for issue of Certificates to Electrical Supervisors and Permits to Electrical Workmen, and
- c) To hear and decide the cases of violations or malpractice by Electrical Contractors, Supervisors and Workmen.

C. Electrical Accidents

The Electrical Inspectorate collates reports on any accident occurring in connection with the generation, transmission, distribution, supply or use of electricity resulting in injury or loss of human or animal life. On direction of the government, it may conduct inquiry and submit report with a recommendations to be taken by the concern authority in order to ensure safety and strict implementation of the provision laid down under Acts, Rules and Regulations.

Any electrical accident(s), as per Section 161 of Electricity Act, 2003, shall be reported to the Electrical Inspector. The rules regarding reporting of electrical accidents is governed by the Intimation of Accidents (Form and time of service of Notice) Rules, 2005.

D. Conservation of Energy

The Government of Nagaland has designated the Electrical Inspectorate as the Designated Agency to coordinate, regulate and enforce the provisions of the Energy Conservation Act 2001 in the state. The mission of the Nagaland State Designated Agency (NSDA) and Bureau of Energy Efficiency (BEE) is to develop policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act 2001 with the primary objective of reducing energy intensity of the Indian Economy.

The functions and objectives of the NSDA are;

- a) Specify and notify Energy Conservation Codes with respect to the use of energy in buildings,
- b) To promote awareness in respect of Energy Conservation Act, Energy Efficiency, standards, best practices etc.
- c) To reduce energy consumption in domestic sector by way of educating the users, and
- d) Arrange and organize training of personnel and specialize in the techniques for efficient use of energy and its conservation.
- e) The NSDA administers the State Energy Conservation Fund with contribution from BEE (Govt. of India) and the State Govt. to implement energy efficiency projects in the Government Sectors

1.3: Key objective: Same as above

1.4: Duties: Same as Manual-II.

1.5: Organizational chart: The organizational chart of Electrical Inspectorate is enclosed in Annexure-I

1.6: Administrative setup in the districts: District Level: 1 nos (Mokokchung Division)

1.7: Name and Address of the Organization: Electrical Inspectorate, near Electricity House, AG Colony, Kohima Nagaland 797001

(The 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.)

1.8: Contact details

Chief Electrical Inspector, Electrical Inspectorate, Nagaland, Kohima
Email: einspectorate@gmail.com

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 Electrical Inspectorate, Nagaland as State Designated Agency (SDA) 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 CEA 2023 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 CEA Regulation 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 Secretary who is the Administrative Head of the department. All works are executed by the department after obtaining Administrative sanction/ Approvals from the 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 for discharge of its functions

Same as Manual I

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	CEA 2023	Regulations	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
3	Nagaland Electrical Licensing Regulation 2005	Regulations	Guidelines on Electrical Licensing Board and regulation on electrical licensing in the State	O/o The Chief Electrical Inspector	

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	-	Directorate
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	Nagaland Electrical Licensing Board (NELB)
2. Formation and Composition	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. Three Members are appointed from 3 (three) other Departments.
3. Power and Function	To conduct Examination for issuing Electrical Supervisor Certificates, Electrical Wireman Permits and recommending the Government for amendment of Regulation.
4. Whether their meetings are open to the public	No
5. Address	O/o The Chief Electrical Inspector, Kohima, Nagaland 797001
6. Frequency of meetings	Once in every year

Manual IX : A Directory of its Officers and employees

Sl. No	Name	Designation	Mobile No	email id
1	Er.Atoho Jakhalu	C.E.I	9436002696	einspectorate@gmail.com
2	Er. Kevingukho Suokhrie	E.I	9362356452	kevi.eee.23@gmail.com
3	Er. Ereno Ezung	A.E.I	8798728394	erenoez4@gmail.com
4	Er. Phongngai Phom	A.E.I	9862303122	phongngai.phom@gmail.com
5	Shri. Nzamo Kikon	Supdt.	8837086601	einspectorate@gmail.com

Complete List of employees in Annexure II

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 - III

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

Details in Annexure-IV

MANUAL – XII : The Manner of execution of Subsidy Programmes including the amounts allotted and details of beneficiaries of such programs

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	Electrical Inspectorate			Department website is under construction

MANUAL – XV: Particulars of the facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use

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 Wireman Permit.

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	No (under construction)	-
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.Atoho Jakhalu	Appellate Authority (AA)	9436002696	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

(Er. Atoho Jakhalu)
Chief Electrical Inspector
Electrical Inspectorate
Nagaland: Kohima