

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LABOUR DEPARTMENT
ELECTRICAL INSPECTORATE
5, SHAM NATH MARG, DELHI-110054

ED4 (Misc. 18)/Lab-EI/2022/249-256

Dated: 19/07/22

ORDER

In pursuance of the circular no. 2-36 dated 03/06/2022 received from the office of the Secretary (Administrative Reforms), GNCTD regarding preparation of Department's manual and conducting detailed internal exercise while keeping in view ease of doing business and ease of living and for the purpose of further streamlining the functioning of Electrical Inspectorate as well as for quick disposal of work, the duties and responsibilities attached to the Officers/Officials in the Electrical Inspectorate, Labour Department has been detailed herein under: -

S. No.	<u>Designation</u>	<u>Charter of Duties</u>
1.	Electrical Inspector	<ol style="list-style-type: none">1. Inspection of Electrical Installation under Regulations 30, 32 and 43 of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010.2. Inspection of Electrical Installation of Cinema for grant or renewal of license under the Delhi Cinematograph Rules, 2008.3. Approval (as and when required) of the Electrical Installation inspected by the concerned District DEI/AEI under the provision of the Regulations for Licensing & Controlling Places of Public Amusement (other than Cinemas) & Performances for Public Amusement, 1980.4. Dealing with court matters and filing replies as and when required.5. Dealing with the matters of NHRC and DERC.6. Dealing with the matters of the Central Electricity Authority and Bureau of Indian Standards.7. Dealing with the matters related to the Inspectorate of other State Governments and Central Government.8. Dealing with the matters related to the Electrical Inspectorate in connection with Lok Sabha/ Rajya Sabha/Vidhan Sabha Questions.9. Approval (as and when required) of the technical inspection reports prepared by the concerned DEI/AEI into the Accidents matters.



		<p>10. Approval in the matters of periodical inspection of cinemas.</p> <p>11. To function as Appellate Authority in the matters of the Electrical Contractor License and Certificate of Competency as per the provisions of the conditions framed under Regulations 29 of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010.</p> <p>12. Supervision of the working of the concerned Districts.</p> <p>13. Any other duty attached to the post of Electrical Inspector and any other work assigned from time to time.</p>
2.	Deputy Electrical Inspector	<p>1. Supervision of the working of the concerned District.</p> <p>2. Inspections of Electrical Installations of Cinemas where license has been granted by the Licensing Authority.</p> <p>3. To assist the Electrical Inspector in the various matters.</p> <p>4. To guide the concerned district AEI in preparing detailed inspection report in the matters of Accidents before sending the final technical inspection report to the concerned authority and also to carry out the inspections into the matters of Electrical/Lifts accidents as and when required.</p> <p>5. To assist the Electrical Inspector in court matters.</p> <p>6. To function as Enquiry Officer in the matters of the Electrical Contractor License and Certificate of Competency as per the provisions of the conditions framed under Regulations 29 of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010.</p> <p>7. Any other duty attached to the post of Dy. Electrical Inspector and any other work assigned from time to time.</p>
3.	Assistant Electrical Inspector	<p>1. To function as Inspector of lifts.</p> <p>2. To Deal with the matters of erection permission of the lifts.</p> <p>3. Inspection of lift installations in matters to grant of lift license and into the matter of lift accident cases.</p> <p>4. Inspection related to Electrical Installations of amusement places under the Regulations for Licensing & Controlling Places of Public Amusement (other than Cinemas) & Performances for Public Amusement, 1980.</p> <p>5. Inspections of Electrical Installations of Cinemas where license has been granted by the Licensing Authority</p>



		<ol style="list-style-type: none"> 6. To function as Issuing Authority in the matters of the Electrical Contractor License and Certificate of Competency as per the provisions of the conditions framed under Regulations 29 of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010.. 7. Inspection of Installation in the Electrical/Lift accident matter as directed by the Electrical Inspector/Dy. Electrical Inspector. To prepare the inspection report of accident case and submit the draft report to the concerned DEI. 8. To deal into the court matters as directed by the concerned Dy. Electrical Inspector/ Electrical Inspector. 9. To assist the Electrical Inspector and Dy. Electrical Inspector in various matters. 10. To assist the Electrical Inspector and Dy. Electrical Inspector in court matters. 11. Any other duty attached to the post of Assistant Electrical Inspector and any other work assigned from time to time.
4.	Electrical Overseer	<ol style="list-style-type: none"> 1. To assist the concerned district AEI in inspections of Electrical Installations of amusement places under the Regulations for Licensing & Controlling Places of Public Amusement (other than Cinemas) & Performances for Public Amusement, 1980. 2. To assist the concerned district AEI in Inspections of Electrical Installations of Cinemas where license has been granted by the Licensing Authority. 3. To carry out the Inspection of Installation in the Electrical/Lift accident matter as directed along with concerned district AEI. 4. To carry out the periodical inspection of lifts as directed by the concerned district AEI. 5. To assist the AEI/DEI/EI in various matters. 6. To assist the AEI/DEI/EI in court matters 7. Any other duty attached to the post of Electrical Overseer and any other work assigned from time to time



The delivery timeline of the Electrical Inspectorate services which have already been notified in "The Delhi (Right of Citizen to time Bound Delivery of Services) Act, 2011 shall be followed as per the said Act. For all other online services of the Electrical Inspectorate, the delivery timeline shall be followed as mentioned on e-district portal of GNCTD.

The verification letter in respect of the Electrical Contractor Licenses granted by the Electrical Inspectorate shall be issued within fifteen (15) working days from receipt of the request. Further, in the other offline services the following are the SOPs and time line for disposal:-

S. No.	Name of the service	SOP	Time line
1	Inspections into the matters of Electrical Accidents/Lift Accidents	<ol style="list-style-type: none"> 1. The request letter/electrical accident intimation/lift accident intimation will be received in the HQ, which shall be marked to concerned district DEI/AEI. 2. The concerned district DEI/AEI along with EO shall carry out inspection of the installation into the matter. 3. The draft technical inspection report will be prepared by the DEI/AEI and will be submitted to the DEI/EI for approval as and when required. 4. The final technical inspection report will be issued by the concerned district DEI/AEI to the concerned SHO, Delhi Police. 	1. Inspection has to be carried out within seven (7) working days on receiving of request letter /electrical accident intimation and thereafter technical inspection report to be issued within thirty (30) working days.
2	Inspections under the Regulations for Licensing & Controlling Places of Public Amusement (other than Cinemas) & Performances for Public Amusement, 1980.	<ol style="list-style-type: none"> 1. The request letter will be received in the HQ/District office. 2. The concerned district AEI will inspect the electrical installation into the matter. 3. The inspection report shall be issued by the concerned AEI to the Licensing branch of Delhi Police after obtaining approval of EI as and when required. 	Inspection has to be carried out within seven (7) working days after receipt of the complete application in this regard and thereafter inspection report shall be issued within seven (7) working days.



3	Inspections under the Delhi Cinematograph Rules, 2008	<p>1. Inspection of electrical installation of cinema hall for grant or renewal of license under DCR, 2008 by concerned Electrical Inspector.</p> <p>2. Inspection of electrical installation of cinemas where license has been granted by the Licensing Authority by concerned DEI/AEI. The NoC will be issued after obtaining prior approval of the Electrical Inspector.</p>	<p>1. The inspection of the electrical installation of the cinemas shall be carried out jointly as scheduled by the concerned Licensing Authority.</p> <p>2. The inspection report/NoC to be issued within fifteen (15) working days.</p>
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This issues with the prior approval of the Commissioner (Labour).

(Mukesh Kumar Sharma)
Electrical Inspector

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Dated: 19/07/22

Copy to:-

1. P.S to Commissioner (Labour).
2. P.A. to Addl. Labour Commissioner.
3. All Joint Labour commissioners/Dy. Labour Commissioners.
4. Dy. Labour Commissioner (Admn.)
5. All Dy. Electrical Inspectors/Assistant Electrical Inspectors/Electrical Overseers.
6. Assistant Director (P&S).
7. Legal Assistant.
- ✓ 8. System Analyst --- With the request to upload this order in the Labour Department web portal


19/07/2022
(Mukesh Kumar Sharma)
Electrical Inspector