

PUNE CANTONMENT BOARD

GOLIBAR MAIDAN, PUNE 411 001



HANDBOOK UNDER SECTION 4 (1) (b)
OF THE
RIGHT TO INFORMATION ACT, 2005

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Introduction to Right to Information Act, 2005

Who is covered?

- The Act extends to the whole of India except the State of Jammu and Kashmir [S.(12)]

What does information mean?

- Information means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force but does not include “file notings” [S.2(f)].

What does Right to Information mean?

It includes the Right to:

- Inspect works, documents, records.
- take notes, extracts or certified copies of documents or records.
- take certified samples of material.
- obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts.

What are the obligations of Public Authority?

- It shall publish within one hundred and twenty days of the enactment: -
- the particulars of its organization, functions and duties;
- the powers and duties of its officers and employees;
- the procedure followed in its decision making process, including channels of supervision and accountability.
- the norms set by it for the discharge of its functions

- the rules, regulations, instructions, manuals and records used by its employees for discharging its functions;
- a statement of the categories of the documents held by it or under its control;
- the particulars of any arrangement that exists for consultation with, or representation by the members of the public, in relation to the formulation of policy or implementation thereof;
- a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes' of such meetings are accessible to the public;
- A directory of its officers and employees;
- the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made ;
- the manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes ;
- particulars of recipients of concessions, permits or authorizations granted by it;
- details of the information available to, or held by it, reduced in an electronic form;
- the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use ;
- the names, designations and other particulars of the Public Information Officers.

What is not open to disclosure ?

- The following is exempt from disclosure
- information, disclosure of which prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State of lead to incitement of an offence

- information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court ;
- information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
- information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a
- third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
- information received in confidence from foreign Government;
- information, disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- information which would impede the process of investigation or apprehension or prosecution of offenders;
- cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;
- information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual;
- notwithstanding any of the exemptions listed above, a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

What does a “public authority” mean?

- it means any authority or body or institution or self-government established or constituted:
- by or under the Constitution
- by any other law made by Parliament

- by any other law made by State Legislature
- by notification issued or order made by the appropriate Government and includes any body owned controlled or substantially financed non-Government organization substantially financed directly or indirectly by the appropriate Government.

Who are Public Information Officers (PIOs) ?

PIOs are officers designated by the public authorities in all administrative units or offices under it to provide information to the citizens requesting for information under the Act.

What are the duties of a PIO ?

- PIO shall deal with requests from persons seeking information and where the request cannot be made in writing, to render reasonable assistance to the person to reduce the same in writing.
- If the information requested for is held by or its subject matter is closely connected with the function of another public authority and inform the applicant immediately.
- PIO may seek the assistance of any other officer for the proper discharge of his / her duties.
- PIO, on receipt of a request, shall as expeditiously as possible, and in any case within 30 days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in S.8 or S.9.
- Where the information requested for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

What is the Application Procedure for requesting information ?

- Apply in writing or through electronic means in English or Hindi or in the official language of the area, to the PIO, specifying the particulars of the information sought for;
- Reason for seeking information are not required to be given;
- Pay fees as may be prescribed (if not belonging to the below poverty line category)

What is the time limit to get the information ?

- 30 days from the date of application
- 48 hours for information concerning the life and liberty of a person
- 5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer.
- If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation).
- Failure to provide information within the specified period is a deemed refusal.

What is the fee ?

- Application fees to be prescribed which must be reasonable
- If further fees are required, then the same must be intimated in writing with calculation details of how the figure was arrived at;
- Applicant can seek review of the decision on fees charged by the PIO by applying to the appropriate Appellate Authority;
- No fees will be charged from people living below the poverty line
- Applicant must be provided information free of cost if the PIO fails to comply with the prescribed time limit.

What could be the ground for rejection ?

- If it is covered by exemption from disclosure.
- If it infringes copyright of any person other than the State.

Who are the Appellate Authorities ?

- First Appeal : First appeal to the officer senior in rank to the PIO in the concerned Public Authority within 30 days from the expiry of the prescribed time limit or from the receipt of the decision (delay may be condoned by the Appellate Authority if sufficient cause is shown).

- Second Appeal : Second Appeal to the Central Information Commission or the State Information Commission as the case may be, within 90 days of the date on which the decision was given or should have been made by the First
- Appellate Authority (delay may be condoned by the Commission if sufficient cause is shown).
- First Appeal shall be disposed of within 30 days from the date of the its receipt. Period extendable by 15 days if necessary.

How is Central Information Commission constituted ?

- Central Information Commission to be constituted by the Central Government through a Gazette Notification.
- Commission includes 1 Chief Information Commissioner (CIC) and not more than 10 information Commissioners (IC) who will be appointed by the President of India.
- Oath of Office will be administered by the President of India according to the form set out in the First Schedule.
- Commission shall have its Headquarters in Delhi. Other offices may be established in other parts of the country with the approval of the Central Government.
- Commission will exercise its powers without being subjected to directions by any other authority.

What is the eligibility criteria and what is the process of appointment of CIC / IC ?

- Candidates for CIC / IC must be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- CIC / IC shall not be a Member of Parliament or Member of the Legislature of any State or Union Territory. He shall not hold any other office or profit or connected with any political party or carrying on any business or pursuing any profession.
- Appointment Committee includes Prime Minister (Chair), Leader of the Opposition in the Lok Sabha and one Union Cabinet Minister to be nominated by the Prime Minister.

What is the term of office and other service conditions of CIC ?

- CIC shall be appointed for a term of 5 years from date on which he enters upon his office or till he attains the age of 65 years, whichever is earlier.
- CIC is not eligible for reappointment.
- Salary will be same as that of Chief Election Commissioner. This will not be varied to the disadvantage of the CIC during service.

What is the term of office and other service conditions of IC ?

- IC shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier and shall not be eligible for reappointment as IC.
- Salary will be same as that of the Election Commissioner. This will not be varied to the disadvantage of the IC during service.
- IC is eligible for appointment as CIC but will not hold office for more than a total of five years including his / her term as IC.

How is the State Information Commission constituted ?

- The State Information Commission will be constituted by the State Government through a Gazette notification. It will have one Chief Information Commissioner (SCIC) and not more than 10 State Information Commissioners (SIC) to be appointed by the Governor.
- Oath of office will be administered by the Governor according to the form set out in the First Schedule.
- The Headquarters of the State Information Commission shall be at such place as the State Government may specify. Other offices may be established in other parts of the State with the approval of the State Government.
- The Commission will exercise its powers without being subjected to any other authority.

What is the eligibility criterion and what is the process of appointment of State Chief Information Commission / State Information Commissioners ?

- The Appointments Committee will be headed by the Chief Minister, Other Members include the Leader of the Opposition in the Legislative Assembly and one Cabinet Minister nominated by the Chief Minister.
- The qualifications for appointment as SCIC / SIC shall be the same as that for Central Commissioners.
- The salary of the State Chief Information Commissioner will be the same as that of an Election Commissioner. The salary of the State Information Commissioner will be the same as that of the Chief Secretary of the State Government.

What are the powers and functions of Information Commissions ?

- The Central Information Commission / State Information Commission has a duty to receive complaints from any person.
 - a) who has not been able to submit an information request because a PIO has not been appointed.
 - b) who has been refused information that was requested.
 - c) who has received no response to his / her information request within the specified time limits
 - d) who thinks the fees charged are unreasonable
 - e) who thinks information given is incomplete or false or misleading and
 - f) any other matter relating to obtaining information under this law.
- Power to order inquiry if there are reasonable grounds.
- CIC /SCIC will have powers of Civil Court such as –
 - a) summoning and enforcing attendance of persons, compelling them to give oral or written evidence on oath and to produce documents or things;
 - b) requiring the discovery and inspection of documents
 - c) receiving evidence on affidavit;
 - d) requisitioning public records or copies from any court or office
 - e) issuing summons for examination of witnesses or documents
 - f) any other matter which may be prescribed

- All records covered by this law (including those covered by exemptions) must be given to CIC / SCIC during inquiry for examination.
- Power to secure compliance of its decisions from the Public Authority includes
 - a) providing access to information in a particular form
 - b) directing the public authority to appoint a PIO / APIO where none exists
 - c) publishing information or categories of information
 - d) making necessary changes to the practices relating to management, maintenance and destruction of record
 - e) enhancing training provision for officials on RTI
 - f) seeking an annual report from the public authority on compliance with this law
 - g) require it to compensate for any loss or other detriment suffered by the applicant
 - h) impose penalties under this law ; or
 - i) reject the application

What is the reporting procedure ?

- Central Information Commission will send an annual report to the Central Government on the implementation of the provisions of this law at the end of the year. The State Information Commission will send a report to the State Government.
- Each Ministry has a duty to compile reports from its Public Authorities and send them to the Central Information Commission or State Information Commission, as the case may be.
- Each report will contain details of number of requests received by each Public Authority, number of rejections and appeals, particulars or any disciplinary action taken, amount of fees and charges collected etc.
- Central Government will table the Central Information Commission report before Parliament after the end of each year. The concerned State Government will table the report of the State Information Commission before the Vidhan Sabha (and the Vidhan Parishad wherever applicable).

What are the penalty provisions ?

- Every PIO will be liable for fine of Rs. 250/- per day, upto a maximum of Rs. 25,000/-, for
 - a) not accepting an application
 - b) delaying information release without reasonable cause;
 - c) malafidely denying information
 - d) knowingly giving incomplete, incorrect, misleading information
 - e) destroying information that has been requested and
 - f) obstructing furnishing of information in any manner
- The Information Commission (IC) at the Centre and the State levels will have the power to impose this penalty. The information Commission can also recommend disciplinary action for violation of the law against an erring PIO.

What is the jurisdiction of courts ?

- Lower Courts are barred from entertaining suits or applications against any order made under this Act. However, the writ jurisdiction of the Supreme Court and High Courts under Articles 32 and 225 of the Constitutions remains unaffected.

What is the role of Central / State Governments ?

- Develop educational programmes for the public especially disadvantaged communities on RTI.
- Encourage Public Authorities to participate in the development and organization of such programmes
- Promote timely dissemination of accurate information to the Public.
- Train officers and develop training materials
- Compile and disseminate a User Guide for the public in the respective official language

- Publish names, designation postal addresses and contact details of PIOs and other information such as notices regarding fees to be paid, remedies available in law if request is rejected etc.

Who has the Rule making power ?

- Central Government, State Governments and the Competent Authority as defined in S.2(e) are vested with powers to make rules to carry out the provisions of the Right to Information Act, 2005.

Who has the power to deal with the difficulties while implementing this act ?

If any difficulty arises in giving effect to the provisions in the Act, the Central Government may, by order published in the Official Gazette, make provisions necessary / expedient for removing the difficulty.

(PS : Readers are cautioned that this is only an interpretation and for accuracy of the position, therefore may please check up with the Act and relevant Rule (s) itself.)

How to request for information ?

The request for obtaining information under sub-section (1) or section (6) shall be made in writing clearly specifying the information sought under the Act along with the contact details (postal address, telephone number, fax number, email address) so that the applicants can be contacted for clarifications or the information and the citizen status (since as per the Act, information can be furnished only to citizens of India). The request should be accompanied by an application fee of rupees ten by way of cash against 4-B receipt or by Demand Draft or bankers cheque payable to the Chief Executive Officer, Pune Cantonment Board, Pune.

Cash Office, Office of the Pune Cantonment Board, Golibar Maidan, Pune 411 001
– Ph. 26452159.

For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against 4-B receipt or by Demand Draft or bankers cheque payable to the Chief Executive Officer, Pune Cantonment Board, Pune.

- rupees two for each page (in A-4 or A-3 size paper) created or copied ;
- actual charge or cost price of a copy in large size paper;
- actual cost or price for samples or models ; and
- for inspection of records no fee for the first hour ; and a fee of rupees five for each fifteen minutes (or factor thereof)

thereafter ;

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against 4-B receipt or by Demand Draft or bankers cheque payable the Chief Executive Officer, Pune Cantonment Board, Pune at the following rates :

- a) for information provided in diskette or floppy rupees fifty per diskette or floppy ; and
- b) for information provided in printed form at the price fixed for such publication or rupee two per page of photocopy for extracts from the publication.

Application Form under the Right to Information Act, 2005

(To be filled in duplicate by the Applicant)
(Separate form to be filled up for each query)

From

Give your complete postal address With Pin Code.

Also give the following:

Landline No.: Fax No. : Mobile No. : E-Mail I.D :

To

The Central Public Information Officer
Pune Cantonment Board
Golibar Maidan, Pune 411 001.

Sub : Information under the Right of Information Act 2005, Section 6.

Dear Sir,

Kindly provide the following information along with duly authenticated documents in support of each and every reply for which the information is requested to be provided to the undersigned under Right of Information Act 2005, Section 6

2. Particulars of information required

- i) Subject matter of information
- ii) The period to which the information relates
- iii) Description of the information required

3. Whether information is required by post or in person

4. In case of post, whether by ordinary, registered or speed post

5. Whether the applicant is below the poverty line (if yes, please attach the photo copy of the proof thereof)

Place :

Date :

Signature of Applicant

APPENDIX 1

Particulars of Pune Cantonment Board Its Organisation, functions and duties

PARTICULARS OF ORGANISATION

Pune Cantonment Board was established in the year 1817. It is constituted under the provisions of the Cantonments Act and is under the administrative control of the Ministry of Defence, Govt. of India. The General Officer Commanding-in-Chief, Southern Command acts as the overseeing authority for the administration of the Cantonment. The Principal Director, Defence Estates from the Indian Defence Estates Service is posted at the Headquarters of the Command, who apart from being the Advisor to the GOC-in-C, SC is answerable to the Director General, Defence Estates, Ministry of Defence.

Being a class I Cantonment, the whole area is divided into 8(eight) wards, each ward is represented by one elected member. The Pune Cantonment Board is constituted of 16 members. The term of elected member is five years. A Vice President is elected from amongst the eight elected members. The Station Commander is the Ex-Officio member and the President of the Board. An Executive Engineer and a Health Officer are also Ex-Officio members in addition to 3(three) other military members nominated by name by the Officer Commanding the Station by order in writing & the District Magistrate or an Executive Magistrate not below the rank of Additional District Magistrate, nominated by the District Magistrate.

The Chief Executive Officer is a Senior Group A Officer belonging to the Indian Defence Estates Services, appointed by the Central Government acts as the Member-Secretary. He has been notified as the Estate Officer under the PPE Act for the removal of encroachments of Defence Land. He has also been vested with independent statutory powers under the Cantonment Act and he is the administrative authority over the Cantonment Board Employees.

Pune Cantonment Board is sufficiently endowed with resources and is not financially aided by Central Government.

The total area of Pune Cantonment Board is 2941.19 acres. The extent of Civil area / Private land is 244 acres. The total population on the basis of 2001 census is 79,965.

The Pune Cantonment Board comprises of the following Departments :

1. Engineering
2. Health and Sanitation
3. Revenue

4. Accounts
5. Hospital
6. Fire Brigade
7. Workshop
8. Central Stores

The Organizational setup is as under :

Chief Executive Officer

Office Superintendent

Cantonment Executive Engineer

Resident Medical Officer

Health Superintendent

Chief Accountant

Chief Revenue Superintendent

Fire Brigade Superintendent

Workshop Superintendent

Garden Overseer

The total staff strength of the Board is 1091.

FUNCTIONS OF THE BOARD

The functions of the Board are as under:

- i) Laying out in areas, whether previously built upon or not, new streets and acquiring land for that purpose and for the construction of buildings, and compounds of buildings to abut on such streets
- ii) constructing, establishing or maintaining public parks, gardens, offices, dairies, bathing or washing places, drinking fountains, tanks wells and other works of public utility
- iii) reclaiming unhealthy localities
- iv) furthering educational objects by measures other than the establishment and maintenance of primary school
- v) setting up or supporting high schools, colleges and vocational, professional and special education
- vi) constructing and maintaining works and structures, including rainwater harvesting, for providing supply of water for public and private purposes
- vii) constituting, maintaining and managing supply and distribution of electricity, including by exploiting non-conventional energy sources, to public and private premises
- viii) taking a census and granting rewards for information which may tend to secure the correct registration of vital statistics
- ix) making a survey
- x) giving relief on the occurrence of local epidemics, floods, famines or other natural calamities by the establishment or maintenance of relief work or otherwise
- xi) securing or assisting to secure suitable places for the carrying on of any offensive dangerous or obnoxious trade, calling or occupation
- xii) establishing and maintaining a farm or other place for the disposal of sewage
- xiii) constructing, subsidizing or guaranteeing tramways or other means of locomotion and electric lighting or electric power work
- xiv) establishing and maintaining cattle pounds

- xv) arranging for civic reception with prior approval of the General Officer Commanding in Chief Southern command
- xvi) providing housing accommodation for any class of inhabitants
- xvii) conservation and maintenance of ancient and historical monuments, archaeological sites and remains or place of public importance in the Cantonment
- xviii) developing land resources under the management of the Board
- xix) preparing and implementing group housing schemes
- xx) establishing and undertaking remunerative projects
- xxi) developing small-scale and cottage industries
- xxii) developing expertise in different areas of urban governance and local self government to and able to provide consultancy to other Municipal and Development Authorities.
- xxiii) adopting any measure, other than a measure specified in Section 62 or in the foregoing provisions of this Section likely to promote the safety health or convenience of the inhabitants of the Cantonment.
- xxiv) establishing and maintaining or supporting libraries, museum, art galleries, botanical or zoological collections.
- xxv) establishing and maintaining or supporting stadia, gymnasium, akharas and places for sports and games.
- xxvi) establishing theatres and cinemas
- xxvii) organising and managing fairs and exhibitions.
- xxviii) constructing and maintaining
 - e. rest-houses
 - f. poor-houses
 - g. infirmaries
 - h. children's home
 - i. houses for deaf and dumb and for disabled and handicapped children
 - j. shelters for destitute and disabled persons
 - k. asylums for persons of unsound mind
 - l. old age homes
 - m. working women's hostels

- xxix) establishing and managing chemical or bacteriological laboratories for the examination or analysis of water, food and drugs for the detection of diseases or research connected with the public health or medical relief.
- xxx) providing relief to destitute and disabled persons
- xxxix) establishing and maintaining veterinary hospitals
- xxxixii) constructing and maintaining warehouse and godowns
- xxxixiii) construction and managing garages, sheds and stands for vehicles and cattle sheds.
- xxxixiv) constructing and managing community halls and convention halls
- xxxixv) holding seminars, workshops, public debates and similar activities particularly on issues and rules and regulations of civic importance.

DUTIES OF THE BOARD

The duties of the Board so far as the funds at its disposal permit, is to make reasonable provision within the Cantonment for the following –

- (i) lighting streets and other public places
- (ii) watering street and other public places
- (iii) cleansing streets, public places and drains, abating nuisances and removing noxious vegetation
- (iv) regulating offensive, dangerous or obnoxious trade, callings and practices
- (v) removing, on the ground of public safety, health or convenience, undesirable obstructions and projections in streets and other public places.
- (vi) securing or removing dangerous buildings and places
- (vii) acquiring, maintaining, changing and regulating places for the disposal of dead
- (viii) constructing, altering and maintaining streets, culverts, bridges, causeways, markets, slaughter-houses, latrines, privies, urinals, drains, drainage works and sewerage works and regulating their use

- (ix) planning and maintaining trees on roadsides and other public places.
- (x) providing or arranging for a sufficient supply of potable water where such supply does not exist, guarding from pollution water used for human consumption, and preventing polluted water from being so used
- (xi) registering births and deaths
- (xii) preventing and checking spread of dangerous diseases, establishing and maintaining a system of public vaccination and inoculation for the said objective
- (xiii) establishing and maintaining or supporting public hospitals, maternity and child welfare centres and dispensaries, and providing public medical relief
- (xiv) establishing and maintaining or assisting primary schools
- (xv) rendering assistance in extinguishing fires and protecting light and property when fire occurs
- (xvi) maintaining and developing the value of property vested in, or entrusted to, the management of the Board
- (xvii) establishing and maintaining civil defence services
- (xviii) preparing and implementing town planning schemes
- (xix) preparing and implementing plans for economic development and social justice
- (xx) naming and numbering of streets and premises
- (xxi) according or refusing permission to erect or re-erect building
- (xxii) organising, promoting or supporting cultural and sports activity
- (xxiii) celebrating Independence Day and Republic Day and incurring expenditure thereon
- (xxiv) fulfilling any other obligation imposed upon it by or under the Cantonments Act, 2006 or any other Law for the time being in force

APPENDIX 2

Powers and duties of its officers and employees

POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

The powers and duties of its officers and employees are as under :-

OFFICERS

1) PRESIDENT

The duties of the President of the Board are: -

- a) unless prevented by reasonable cause, to convene and preside at all meetings of the Board and to regulate the conduct of business
 - b) to (control, direct and supervise] the financial and executive administration of the Board.
 - c) to perform all the duties and exercise all the powers specifically imposed or conferred on the President by or under the Cantonments Act 2006 ; and
 - d) subject to any restrictions, limitations and conditions imposed by the said Act, to exercise executive power for the purpose of carrying out the provisions of the Act and to be directly responsible for the fulfillment of the purpose of this Act;
 - e) in case of gross misconduct during the course of meeting, to suspend a member other than a Chief Executive Officer from attending the uncompleted part of the meeting of the Board.
- 2) The President may, by order in writing, empower the Vice-President to exercise all or any of the powers and duties referred to in clause (b) of sub-section (1) other than any power, duty or function which he is by resolution of the Board expressly forbidden to delegate.
- 3) The exercise or discharge of any powers, duties or functions delegated by the President under this section shall be subject to such restrictions, limitations and conditions, if any, as may be laid down by the President and to the control of, and revision by, the President.
- 4) Every order made under clause (2) above shall forthwith be communicated to the Board and to the General Officer Commanding-in-Chief, Southern Command.

2) VICE-PRESIDENT

The duties of the Vice-President are: -

- b) in the absence of the President and unless prevented by reasonable cause, to preside at meetings of the Board and when so presiding to

exercise the authority of the President under sub-section (1) of section 21 of the Cantonments Act 2006;

- b) during the incapacity or temporary absence of the President or pending his appointment or succession to perform any other duty and exercise any other power of the President; and
- c) to exercise any power and perform any duty of the President which may be delegated to him under sub-section (2) of section 21 of the Cantonments Act 2006.

3) CHIEF EXECUTIVE OFFICER

The duties of the Chief Executive Officer are : -

- a) exercise all the power and perform all the duties conferred or imposed upon him by or under this Act or any other law for the time being in force;
- b) subject to any restrictions, limitations and conditions imposed by this the Cantonments Act 2006, to exercise executive power to ensure that the administration of the Board is carried out in accordance with the provisions of the said Act;
- c) prescribe the duties of, and exercise supervision and control over the acts and proceedings of all officers and employees of the Board;
- d) be responsible for the custody of all records of the Board;
- e) arrange for the performance of such duties related to the proceedings of the Board or of any Committee of the Board or of any Committee of Arbitration constituted under the said Act, as those bodies may respectively impose on him; and
- f) comply with every requisition of the Board on any matter pertaining to the administration of the Cantonment.

EMPLOYEES (Sectional Heads)

4) OFFICE SUPERINTENDENT

- b) To go through all letters received in Dak and mark to different sections.
- c) To deal with the correspondence pertaining to the General Branch.
- d) To carry out all work in connection with Cantonment Elections.
- e) Signing of extracts for – Birth and Death, Property, G.L.R. Extracts, Marriage Certificates.
- f) To attend all the grant-in-aid bills of the Schools and watch their progress..
- g) To furnish statistical information to the State Educational

Authorities.

- h) To carry out all work in connection with census.
- i) Attending to work of preparation of Annual Administrative Report and Annual Health Report.
- j) To exercise overall supervision of the Office Staff.
- k) To exercise overall supervision over records, printing of forms, purchase of stationery and signing of Indents etc.
- l) To attend the work of preparation of Electoral Rolls.
- m) CIPO pertaining to General Section.

5) CANTONMENT EXECUTIVE ENGINEER

- b) To deal with all correspondence pertaining to the engineering branch
- c) To scrutinize building plans received for additions /alterations, new construction, freehold plans, and drainage plans.
- d) To accord permission for repairs to private properties
- e) To process all cases of unauthorised construction under the provisions of the Cantonment Act 2006 including appeals
- f) To take action for removal of encroachment from Government lands
- g) To put up estimates for public works to Board /higher authorities for obtaining sanction and to invite tenders for the same
- h) To supervise and execute public works
- i) To maintain immovable property registers, road registers, registers for public works and measurements books of contracts works
- j) Overall incharge o departmental maintenance works
- k) To process applications received for road cutting permission from Government offices, telecom companies, applications for water connections and drainage connections etc
- l) To attend court cases pertaining to unauthorised constructions and other cases pertaining to engineering branch
- n) CPIO pertaining to Engineering Section.

6) CHIEF ACCOUNTANT

- b) Checking of General Cash Book and Classified Abstract.
- c) Scrutiny of bills of all sections, received for payment.
- d) Checking of Contractor's bills.
- e) Preparation of Budget Estimates.
- f) Checking of Monthly reconciliation with Pass books and Bank statements.
- g) Scrutiny of deposits.
- h) Disposal of committee proceedings pertaining to Accounts.
- i) Deal in correspondence of Accounts Branch.
- j) Scrutiny of Provident Fund applications.

- k) To issue Office Orders for appointment, confirmations, promotions and disciplinary actions where fines and penalties are imposed.
- l) To sign Provident Fund annual slips.
- m) Pay fixation of all CF servants.
- n) Audit of Cantonment Fund Accounts – Deal in details for finalisation.
- o) Maintain registers of investment and securities.
- p) Checking of bills of suppliers/ tenders for passing of payment.
- q) Preparation of monthly statement of accounts.
- r) Preparations of Budget Estimates of the Board.
- s) Checking of School accounts, advances from the Cantonment fund, General Cash Book, Classified Extracts, Cashier Registers, Cheque Book Registers, Contingents Bills, Overtime Register, Bill Register, Pay Bills, Medical Claims, Leave Account and increment to CF employees, Income Tax and Sales Tax deductions from bills, PF applications, Service Book, Pension Bills, and Final settlement of pensions.
- t) CPIO pertaining to Accounts Section.

7) HEALTH SUPERINTENDENT

- a) Overall supervision of the work of Health Dept., Health Inspectors, Mukadams and lower grade staff.
- b) To serve notices for any insanitation in private properties in the bungalow area and civil area.
- c) To report to the Chief Revenue Suptd. on mis-use of public land and trading without licence.
- d) To maintain the stock books of all conservancy articles consumed in the department.
- b) Verification of Deaths and Births in the Cantonment area.
- c) Processing of all applications for licenses under the Food Adulteration Act, 1954 (Central Act)
- d) Supervision over cleanliness and sanitation of Hotels, Restaurants. Drains, Mineral and Ice Factories.
- e) Supervision over Manure yard and disposal of Manure.
- f) Control of rubbish vehicles and ensuring removal of rubbish in the bungalow and civil area to the site of Manure yard.
- g) Supervision over the Vermicompost Project and sale of Vermicompost manure.
- h) To prepare Conservancy Agreement and process the same.
- i) Initiating action under the Cantonment Act, 2006 for various sanitation offences such as serving notices and prosecution cases.
- j) Regulating the grazing of animals in Cantonment area.
- k) Supervising the Dog Squad and its functioning under the SPCA Rules.
- l) Attending to complaints pertaining to unauthorised slaughtering of animals and carrying out raids as and when required.
- m) Attending to court cases pertaining to insanitation and trade licenses under Cantonment Act, 2006.
- n) Supervising the work of Anti Malaria, Chicken Gunea, Dengue Squad.

- o) Inspection of all shops / establishments for processing trade licences.
- p) To carry out all preventive measures against epidemics.
- q) To attend all complaints relating to health and hygiene.
- o) CPIO pertaining to Health Section.

8) RESIDENT MEDICAL OFFICER

- b) Incharge of general Administration of the hospital and allotting duties to the staff of the hospital.
- c) Ensuring that all rules regarding paying and non paying patients are followed as per current rules and ensuring that the money deposited is credited to the cantonment fund account.
- d) Ensuring that all sub departmental heads carry out their duties as per procedure and rules and regulations.
- e) Maintaining all reports, returns and dealing with correspondence, and audit objections pertaining to the hospital.
- f) Ensuring proper scientific treatment is given to the patients by the A.M.O.'s incharge.
- g) Ensuring adequate arrangements exists in the OPD and the hospital for medical help during off duties hours.
- h) To ensuring that all interns are adequately trained during their tenure in the hospital.
- i) Maintaining register of cash/valuable and movable property of the hospitals.
- j) CIPO pertaining to Hospital Section.

9) CHIEF REVENUE SUPERINTENDENT

- b) To take action for revision of Assessment in respect of newly constructed buildings and place the proposal before the C.E.O. for revision of assessment.
- c) Supervision of outdoor staff i.e. Revenue Inspectors and Tax Collectors and their day-to-day progress of work.
- d) To attend correspondence pertaining to Assessment of taxes.
- e) To arrange raids for unauthorised use of land, trading without licence / permits under Section 210.
- f) Daily checking of 4B receipt of Revenue Inspectors, Tax Collectors.
- g) Surprise checking of in respect of Property tax, trade tax, wheel tax, ground rent charges in Cantonment limits.
- h) Signing and checking of demands raised in respect of Licence Fee, GRT, Misc demands, hawking permit etc.
- i) Signing of notice of demand of property tax, wheel tax, trade tax, and remainders for non payments of taxes / rents.
- j) To attend collector office against appeals filed by the Tax payers u/s 93 of CA 2006.

- k) To accompany outdoor staff for surprise checking of shops, vehicles, collection of taxes, execution of warrants etc.
- l) CPIO pertaining to Revenue Section.

10) WORKSHOP SUPERINTENDENT

- b) Supervision of the fleet of vehicles and their maintenance
- c) To arrange working of lorries for various works, departments and check mileage etc.
- d) To instruct and supervise the work of motor workshop.
- e) To check and verify motor workshop stores including MP articles.
- f) To prepare indents of petrol as well as indents / requisitions for Motor parts etc and other requirements.
- g) To receive material and arrange for its entry in stock registers.
- h) To check entries and daily issues in Stock Books and log books.
- i) To submit reports on works done in the Motor Workshop by the workshop staff and on various matters pertaining to fleet and the staff.
- j) To arrange inspection of vehicles at the R.T.O. and to carry out all necessary correspondence with R.T.O. Pune.
- k) To check petrol / diesel consumption account of lorries.
- l) To check ambulance trip books and receipts, if on payment to prepare bills for vehicles on him and prepare challan.
- m) To deal with the correspondence pertaining to Factory Act, M. W. Act etc.
- n) CPIO pertaining to Workshop Department.

APPENDIX 3

Procedure followed in decision making process.

The transaction of business in the Board is carried out in accordance with the Business Regulations published in Bombay Government Gazette, Part I, dated 19th November 1925, Pages 2992 to 2995 as amended from time to time. (No. B. L. 2456 dated 11.11.1925) and under the provisions of The Cantonments Act, 2006 (41 of 2006) The following is the procedure followed in the decision making process: -

1. Time and Place of meeting: -

The Cantonment Board shall meet for the transaction of business in the office of the Cantonment Authority on or about the 25th day of each month and on such other date as the President may direct, at such time as the President may be by written notice given to each member of the committee, fixed in this behalf.

2. Notice: -

Every notice issued under Regulation – 1 shall, unless the President in any case otherwise directs, be so issued as to reach each member 3 clear days before the date of the meeting and shall be accompanied by a list of business showing the business to be transacted at the meeting.

3. Proceedings how to be recorded: -

The Board may record its proceedings either in English or in vernacular as it thinks fit.

4. Commencement of Proceedings: -

When a quorum is not required, the Board shall proceed with the business of the meeting at the time appointed for the meeting under regulation 1. When a quorum is required, proceedings shall commence as soon after the time appointed for the meeting, as there is a quorum present/. Provided that, if there is no quorum present till fifteen minutes after the time appointed for the meeting, the presiding authority shall adjourn the meeting.

5. Special Meeting: -

When under section 39 (2) of the Act, a requisition is made to the President for a special meeting, such meeting shall be convened within 15 days from the date of receipt of the requisition by the President, unless the President for reasons to be recorded in writing and communicated to the requisitionists thinks that a later date should be fixed; but in no case shall such meeting be convened later than three weeks from the date of such requisition.

6. Language at Meetings of the Board: -

The proceedings may be conducted either in English or in the vernacular language of the district and any member may speak at the request and on behalf of any other member who is unable to express himself in either language. No written speeches shall be allowed to be read at any meeting.

7. Mode of Address: -

A member desiring to move any motion or to make any observations on any matter before the meeting shall speak from his place, and shall address the presiding authority.

8. Presiding Authority to keep order and decide points of order :-

(1) The Presiding Authority shall preserve order and shall decide all points of order, which may arise and his decision shall be final. No discussion shall be allowed on any point of order unless the Presiding Authority thinks fit to take the opinion of the members of the meeting thereon.

(2) Any member of a meeting may at any time submit a point of order for the decision of the Presiding Authority, but in doing so shall confirm himself to stating the point.

(3) A member called to order the Presiding Authority shall cease speaking until the point of order has been decided.

(4) The Presiding Authority may adjourn a meeting for a time to be named by him if it refuses to obey his ruling on a point of order.

9. Power to Order withdrawal of member: -

When any member disregards the Presidents Authority or is guilty of obstructive or offensive conduct at any meeting, the Presiding Authority shall forthwith put the questing (no amendment or motion for adjournment or debate being allowed) that such member, shall withdraw from the meeting for the remainder of the sitting, and if three-fourth of the members present are in favour thereof, the member so ordered to withdraw shall withdraw forthwith, failing with the Presiding Authority may call such aid as he deems expedient to secure such withdrawal.

10. Leaving Meeting before its close: -

A member who wishes to leave a meeting before its close shall, immediately before leaving, intimate his intention to the Presiding Authority.

11. Procedure regarding Motions and Amendments: -

Every motion or amendment, except formal motions such as a motion for adjournment shall be handed by the person wishing to move it in writing in English or in the vernacular of the district to the Presiding Authority 3 days before the meeting in which such motion or amendment is to be moved.

12. Motions which may be moved: -

No member shall be entitled to move a motion which does not directly arise from the discussion of a subject before the meeting except in cases of emergency and with the consent of the Presiding Authority.

13. When motion may be moved by another member: -

If a member, who has given notice of a motion, is from any cause unable or unwilling to move the same, any other member present may move it.

14. Power to amend motions: -

The Presiding Authority shall have power to divide any motion or amendment into two or more distinct propositions as he may deem necessary.

15. Motions and Amendments to be seconded: -

No motion or amendment shall be discussed or noted in the minutes unless and until it is seconded.

16. Debate on a motion: -

Right of speech and reply – on a motion or amendment being seconded, the Presiding Authority shall cause it to be read to the meeting and it shall then be considered to be before the meeting for discussion. The mover of the motion or amendment may then speak in support of the same and the seconder may either follow or reserve his speech for a later stage of the debate thereon.

After motion or amendment has been moved and seconded, it shall not be withdrawn or altered in substance except with the permission of the Board.

17. Amendments to meeting: -

(1) After a motion has been proposed and seconded, any member may propose an amendment thereto.

(2) Every such amendment must be relevant to the motion to which it is proposed and may propose violation thereof, an addition thereto or an omission therefrom but no amendment shall be moved, which has merely the effect of a negative vote or which is the same in substance as any motion or amendment already negative at the same meeting.

(3) Any number of amendments may be moved before the meeting at the same time, but no member shall propose more than one amendment to the same motion.

18. Right of Reply: -

The mover, or if the mover waives his right the seconder of a substantive motion, may reply at the conclusion of the debate thereon, but no other member shall, without the express permission of the Presiding Authority, speak more than once on the same motion or amendment except to explain a misunderstanding. Provided that a member who has already spoken to a motion before the meeting shall not thereby be debarred from speaking to an amendment on such motion, if in doing so he confines himself strictly to the fresh matter introduced by such amendment.

19. Precedence of motion to adjourn meeting or business: -

A proposal to adjourn a meeting has been sufficiently discussed, he may put it to the meeting that votes be taken forthwith without further discussion or amendment.

20. Closure: -

When the Presiding Authority is satisfied that a proposition has been sufficiently discussed, he may put it to the meeting that votes be taken forthwith without further discussion or amendment.

21. Voting on Motion and Amendment: -

When only one amendment to a motion is moved, the vote shall be taken between the motion and the amendment.

When there is more than one amendment, the one last proposed shall be put against that immediately preceding and then, the one which is carried shall be put against the next preceding, and so on, until only one amendment is left.

The vote shall then be taken between the sole remaining amendment and the original motion, and whichever is carried shall be put as a substantive resolution without further discussion.

Provided that the Presiding Authority shall be at liberty to give precedence to any amendment which he deems to be most in favour with the meeting and then any amendment carried unanimously shall then and thereby taken as a substantive resolution and be recorded without further discussion.

22. Manner of Voting: -

1. Votes shall ordinarily be taken by show of hands but may on special occasions, if the Presiding Authority so decide, be taken by ballots.
2. If votes for appointment of Committees and Officers are taken by ballot, each member present shall have as many votes as there are vacancies to be filled but not more than one vote for one candidate.

23. Member may refrain from voting: -

Any member present at a meeting may refrain from voting if he so chooses.

24. Consequence of Presiding Authority refraining from giving casting vote: -

When there is an equality of votes and the Presiding Authority refrains from giving a second or casting vote, the proposition shall be held to be neither passed nor rejected and may be brought forward at any subsequent meeting.

25. Declaration of result of voting: -

1. As soon as votes have been given, the Presiding Authority shall then and there declare the result of the voting, which shall be duly recorded in the minute book.
2. If at the time of the declaration of result of voting by a show of hands, a poll is demanded by not less than three members, the presiding authority shall take the votes again and declare the result and shall record who voted for the proposition, who against and who remained neutral.

26. Procedure in regard to business of the Board: -

1. Except with the permission of the Presiding Authority, no business shall be transacted and no proposition shall be discussed at any meeting of the Board unless it has been mentioned in the list of business accompanying the notice under regulation.
2. No resolution duly passed by the Board shall be modified or cancelled until a period of at least six months has elapsed from the date of passing the resolution unless, by a written requisition two thirds of the members of the Board ask for its modification or cancellation earlier than the aforesaid period and provided further that no resolution shall be modified or cancelled except by a resolution supported by at least one half of the members of the Board.

27. Finality of Ruling of Presiding Authority: -

In regulating the conduct of business at meetings if the Board does not arrive at a decision, the ruling of the Presiding Authority shall be final on any points not specifically dealt with in these regulations.

28. Adjournment of Meetings: -

Any meeting may, with the consent of a majority of the members present, be adjourned from time to time but no business shall be transacted at any adjourned meeting of the Board other than that left undisposed off at the meeting from which the adjournment took place.

29. Seal of the Board: -

1. The common seal of the Board shall remain in the custody of the Chief Executive Officer. It shall be used for being affixed to the transfer of Government securities and the documents relating to contracts and other matters requiring to be so executed on behalf of the Cantonment Board. It shall also be used on all Government account books, bills, notices of demands, birth and death certificates and such other papers or documents, the Board may prescribe in this behalf.
2. It shall not be affixed to any contract or other instrument except in the presence of two members of the committee, who shall affix their signature to the contract or other instrument in token that the same was sealed in their presence.

APPENDIX 4

Norms set for the discharge of functions.

For discharge of administrative work in the Board the various Sections / Department are required to dispose off applications / complaints received from the general public and the Higher Authorities, and the matters being dealt by them are as under :-

1. General Branch

All correspondence pertaining to Cantonment Elections, Grant-In-Aid bills of Schools, Statistical Information to the State authorities, Census Work, School administration work, preparation of Annual Administration Report and Annual Health Report, purchase of stationary, electoral rolls, GLR extracts. Lease and freehold cases etc and replies to all applications / complaints in respect of the same.

2. Accounts branch

Maintaining and checking of Cash Register, Cheque Book Register, Expenditure and Income Register, Checking of all bills for passing for payments, Contingent Bills, monthly statements of accounts, Imprest accounts, Budgets Estimates, Leave account and increment of Cantonment Fund employees, Medical Claims, Checking Daily remittances from hospitals and dispensaries, Market, Slaughter houses, Pension bills and final settlement of pension and replies to all applications / complaints in respect of the same.

3. Engineering Branch

Processing building applications for addition alteration, new construction, repair permission, unauthorised construction, appeals, estimates for public works, tender and contracts for public works, encroachment on government land , prosecution under PPE Act, court cases, supervision of contract works, departmental works, submission of returns to higher authorities and replies to all applications / complaints / queries in respect of the same.

4. Revenue Branch

Processing cases of Property Tax, Trade Tax, Wheel Tax, Ground Rent charges, Assessment cases, checking 4B receipts, Hawking permit, execution of warrants, attending cases pertaining to unauthorised use of land and trading without licence / permit and replies to all applications / complaints in respect of the same.

5. Sanitary Branch

Processing applications for licenses under the Food Adulteration Act, 1954 (Central Act), issuing notices for in sanitations in private properties, verifications of Birth and Deaths in Cantonment area, ensuring cleanness and sanitations of hotels, restaurant, minerals and ice factories, vermiculture projects, action for sanitation offences and prosecution under the Cantonment Act 2006, carrying out raids on unauthorised slaughtering of animals, work of Anti Malaria, Chicken Gunea, Dengue, preventive

measures against epidemics, complaints relating to health and hygiene and replies to all applications / complaints in respect of the same.

6) Hospital

Medical treatment of the public by way of providing the following facilities

- b) Out Patient department and dispensaries and 24 hours casualty treatment
- c) Indoor treatment in Male Ward, Female Ward, Children Ward, and Maternity Ward
- d) Operation theater , Labour room, and Physiotherapy facility
- e) Investigation facilities such as X-ray, Sonography , and Pathology laboratory
- f) Carrying out National Health Programmes for example Immunizations, School Health Programme, R.N.T.C.P. and providing DOTS treatment, ICPC for HIV AIDS, Family Planning and Janani Suraksha Yojana.

7. Fire Brigade

Processing cases of NOC of fire preventive and life safety measures in buildings, impart training to fire brigade staff in fire fighting, inspection of fire fighting appliances in buildings, keeping fire engine, ambulance and emergency vehicle in perfect working order round the clock, submission of reports regarding emergency calls and fire hydrants in Cantonment area, issuing death passes and replies to all applications / complaints in respect of the same.

8. Motor Workshop

Supervision of the fleet of vehicles and their maintenance, deputing the vehicles for various works of departments, preparation of indents for petrol and requisition for motor parts maintaining records of materials so received in stock books, arranging instruction of vehicles and passing at R.T.O., correspondence pertaining to, Factory Act and MW Act, and replies to all applications / complaints in respect of the same.

9. Central Stores

Collection of stores from suppliers and diesel oil engine oil, taking delivery of parcels from railways goods shelf, issuing of stores to all departments of the Board, maintaining stock books of all materials, processing public action of unserviceable articles, clothing for entitled Cantonment Board Staff verification of bills from suppliers and processing the same and replies to all applications / complaints in respect of the same.

APPENDIX 5

**Rules, regulation, instructions, manual
and records, for discharging functions.**

The rules, regulations, instructions, manuals, and records held by the Pune Cantonment Board and used in discharge of its various functions are as under :-

1. The Cantonments Act 2006
2. Cantonment Land Administration Rules 1937
3. Cantonment Fund Servant Rules 1937
4. Cantonment Account Code 1924
5. P. P. E Act 1971
6. Central Civil Services Conduct Rules 1974
7. Central Civil Services (Pension Rules), 1972
8. Central Services (Medical Attendance) Rules 1944
9. Central Civil Services Leave Rules 1972
10. Central Civil Services Leave Travel Concession Rules 1972
11. Central Civil Services (Classification, Control and Appeal) Rules 1965
12. Building Bye Laws 1988
13. Transfer of Property Act 1872 and Rules made thereunder
14. Maharashtra Employees Pvt. School Act 1977 and Rules 1981
15. Indian Contract Act
16. Fire Prevention and Life Safety Measures Act 2006
17. Military Engineering Services Standard Schedule of Rates - 2004
18. Contract Labour and Regulation Act 1970
19. Minimum Wages Act
20. Industrial Dispute Act 1947
21. Indian Electricity Act 2004
22. Indian Telegraph Act
23. P. N. D. T Act 2005
24. Arbitration and Conciliation Act 1916
25. Trade Union Act 1926
26. Workmen's Compensation Act 1923 and Rules made thereunder
27. Factory Act 1948

APPENDIX -6

A statement of documents that are held by it for under its control.

The list of documents held by various Sections / Departments of the Pune Cantonment Board are as under :-

1) GENERAL BRANCH : -

- a. Abstract Books of Printing stationary and Science material.
- a. Stock books for Printing and Science material
- b. Account inspection Salary / Non salary grant files for 3 high school.
- c. Stock books if movable property / article –
- d. Birth Registers.
- e. Death Registers.
- f. General Land Registers
- g. Lease Register of Demand and Collection.
- h. House file of Private Properties
- i. Free hold files.
- k. Mid-day meal file.
- l. Sarva Shikashan Abhiyan file.
- a. File of General Grant to school Freeships & Scholarship for State Government

2) ACCOUNTS : -

- a. General Cash Book.
- b. Cantonment Fund Investment Register.
- c. Security Deposit Register.
- d. Pay Bill of Staff and Pensioner.
- e. Cantonment Fund Deposit Register.
- f. Medical allowance Register.
- g. Festival advance Register.
- h. Provident Fund advance Register.
- i. Provident Fund recovery Register.
- j. Provident Fund received Register.
- k. Pension Gratuity Register.
- l. Budget file.
- m. Monthly Voucher Book.
- n. Classified abstract files.
- o. Annual considered Accounts files.
- p. Sanctioned scale Register.
- q. Pension files

3) REVENUE DEPARTMENT: -

- a. Assessment Demand and Collection Registers.
- b. Assessment Registers.
- c. Licence fee Register.
- d. Hoarding Register.
- e. Building Revaluation Register.
- f. Market Revaluation Register.
- g. Fashion Street Register.
- h. Kiosk Register.
- i. Vehicle Entry fees file.
- j. Fire cracks stall file.
- k. Entertainment Tax Register.
- l. Copying fee Register.
- m. Pay & Park file.
- n. Animal Tax Register.
- o. Daily subsidiary cash Register.
- p. Classified Cash Register
- q. 4B Receipt books.
- r. Octroi file.
- a. Service charge file.
- t. Trade and profession Tax file.
- u. Cattle pound fee and file.

4) ENGINEERING DEPARTMENT: -

- a. Immovable property Registers.
- b. Road Registers.
- c. Register of Contract Works.
- d. Sanctioned Building Plan Registers.
- e. Measurement Books For Contract Works.
- f. Contract files.
- g. Stock Books for departmental works.
- h. List of material issued for departmental works.

5) HEALTH DEPARTMENT: -

- a. Stock Books of conservancy material.
- a. Tree Auction Register.
- b. Stock Book for Garden material and equipments.
- c. Diesel and Petrol Register.
- d. Manure yard Register.
- e. Contract files of Desilting works.
- f. Conservancy Agreement file

6) FIRE - BRIGADE: -

- a. Petrol expense Register.
- b. Stock Books.
- c. Issue of clothing items Register.
- d. Register for payment of use of Hearse Vehicle.
- e. Register for consumable items such as soaps, boot polish etc.
- f. Fire report Registers.
- g. Temporary receipt book for Hearse Vehicle.

7) MOTOR – WORKSHOP: -

- a. Stock Books.
- b. Log Book for vehicles
- c. P.O.L. Register
- d. Car diary
- e. Vehicle Register

8) HOSPITAL: -

- a. Stock Books.
- b. Expense voucher Register (monthly).
- c. Local purchase billing Registers.
- d. Movable property Registers.
- e. Stock Books for non-medical items.
- f. Imprest Account Registers.
- g. Register of payments made by indoor and outdoor patients.

9) CENTRAL STORES: -

- a. Stock books - containing inventory of materials of PWD, Electrical Department, Health department, Motor workshop and Fire brigade.

APPENDIX 7

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.

The Sectional Heads of the Board attend to the day-to-day complaints of the public and are accessible during office hours. The Fire Brigade department attends to the calls round the clock.

The Chief Executive Officer of the Board is also available to the general public for hearings on Tuesdays and Thursdays between 1200 to 1300 hours in the office of the Cantonment Board, Golibar Maidan Pune

The action on the proceedings of the Board Meetings on the various decisions taken by the Board are dealt with by the respective sections of the Board promptly.

APPENDIX -8

**Boards, and Committees constituted
for the purpose of its functioning.**

The Pune Cantonment Board functions under the composition of the following Board and Committees and the same are open to the public.

I BOARD

Brig. Rajbir Singh	President
Smt. Pawar Sangita Ashok	Vice President
Smt. Rachel Koshy	Member – Secretary
Brig. Manoj Luthra, VSM	Ex- Officio Member
Major Gurmeet Singh Kainth	Ex- Officio Member
Col. A K Arora	Nominated Member
Col. Arun Nair	Nominated Member
Col. S V Shrotri	Nominated Member
Shri. Bidkar Shailendra Prabhakar	Elected Member
Shri. Kedari Prasad Prakash	Elected Member
Shri. Makhwani Karansingh Kisan	Elected Member
Smt. Mahajan Arti Sanjeev	Elected Member
Smt. Mathurawala Anju Vinod	Elected Member
Shri. Kawade Santosh Kisan	Elected Member
Shri. Shaikh Manzur Nazir	Elected Member

II CIVIL AREA COMMITTEE.

1. Smt. Sangita A Pawar, Vice President, Chairman
2. Brig. Manoj Luthra, VSM, SEMO
3. Col. Arun Nair, Nominated Member
4. Col. S V Shrotri, Nominated Member
5. Shri. Shailendra P Bidkar, Member
6. Shri. Prasad P Kedari, Member
7. Shri. Karansingh K Makawani, Member
8. Smt. Arti S Mahajan, Member
9. Smt. Anju V Mathurawala, Member
10. Shri. Santosh K Kawade, Member
11. Shri. Manzur N Shaikh, Member

APPENDIX 9

A directory of its officers and employees.

Name & Designation	Office Land line No.	Mobile No.
Mr. K V Shirodkar, CEE	26453696	9850428293
Mr. S N Gaikwad. AEE	26453696	9970959595
Shri. V S Kulkarni, CHS	26435255	9422351386
Shri. S K Gholap, HS	26435255	9881237677
Shri. R G Gongle, CA/OS	26435413	9822446965
Shri. B D Kulkarni	26435413	9860601523
Shri. P M Mane, LS	26350456	9881031427
Smt. C V Gokhale, SS	26350456	9970678072
Shri. D V Patil, CRS	-	9860879658
Shri. V S Salaskar, WS	26459116	9850903741
Shri. P G Hasabe, FBS	26450453	9881239996
DR. S M Mahajan, RMO	26450530	9423574504
Shri. Vijay Chavan SE (electrical)	26333647	9850785097
Ghorpadi Village High School	26362265	-
Dr Ambedkar Memorial High School	26363273	-
Mahadji Shinde High School	26874875	-
Ravindranath Tagore Primary School	26050717	-

APPENDIX 10

**Monthly remuneration received by the
Cantonment Board employees.**

Monthly remuneration received by each of officers and employees.

The Cantonment Fund servants draw their salaries as per the pay scale with usual allowances i.e Dearness allowance, House Rent allowance, City Compensatory Allowance etc and according to grade of pay. Their scales of pay are as under: -

Sr. No.	Name of the post	NOS.	Pay Scale Rs
	GENERAL ADMIN.		
1	Office Suptd.	1	9300-34800
2.	Chief Accountant	1	9300-34800
3.	Accountant	1	9300-34800
4.	Sr. Clerk (Committee)	1	5200-20200
5.	Cashier	1	5200-20200
6.	Asstt.Accountant	3	5200-20200
7.	Store Suptd.	1	9300-34800
8.	Land Suptd.	1	9300-34800
9	Asstt. Storekeeper (F)	1	5200-20200
10.	Jr Clerk (F)	11	5200-20200
11.	Hindi typist	1	5200-20200
12.	Daftari	1	4440-7440
13.	Head Peon	2	4440-7440
14.	Peon	4	4440-7440
15.	Store coolie	1	4440-7440
16	Store coolie(F)	1	4440-7440
17	Chowkidar (F)	2	4440-7440
18	Pension Clerk (Sr.)	1	5200-20200
19	School Clerk	1	5200-20200
20	Sr. Steno	1	9300-34800
21	Jr. Steno	1	9300-34800
22	Computer Asstt. (F)	1	9300-34800
23	Hindi translator	1	9300-34800

	REVENUE		
24	Chief Revenue Suptd.	1	9300-34800
25	Revenue Suptd.	1	9300-34800
26	Senior Clerks (Revenue Inspector)	3 2	5200-20200
27	Junior Clerk	3	5200-20200
28	Junior Clerk (Functional Promotion)	6	5200-20200
29	Peon	3	5200-20200
	P.W.D.		
30	Cantt. Executive Engineer	1	15600-39100
31	Asstt. Executive Engineer	1	9300-34800
32	Jr. Engineer	6	9300-34800
33	Sectional engineer (F)	1	9300-34800
34	Suboversear	1	5200-20200
35	Junior Clerk	1	5200-20200
36	Maistry (F)	3	5200-20200
37	Mate	1	4440-7440
38	Carpenter	2	5200-20200
39	Masons (Fitter)	2	5200-20200
40	Mason	4	5200-20200
41	Painter	1	5200-20200
42	Fitter	1	5200-20200
43	Mazdoor	36	4440-7440
44	Fire Brigade Suptd.	1	9300-34800
45	Tandel	3	5200-20200
46	Lascar	13	4440-7440
47	Lascar (Functional Promotion)	12	5200-20200
48	Fire brigade driver (Functional promotion)	2	5200-20200
49	Driver	5	5200-20200
	ELECTRICAL DEPARTMENT		
50	Jr. Electrical Engineer	1	9300-34800
51	Electrician (F)	3	5200-20200
53	Wireman	5	5200-20200

54	Pump Mechanic	1	5200-20200
55	Mazdoor (F)	14	4440-7440
56	Pump Attendent	2 1	4440-7440
57	Driver (F)	1	5200-20200
58	Health Inspector	1	5200-20200
59	Asst. Market suptd. (Jr. Clerk)	1	5200-20200
60	Watchman (F)	5	4440-7440
61	Safaiwala (F)	10	4440-7440
62	Mulla (F)	2	4440-7440
63	Driver (F)	2	5200-20200
64	Mukadam (F)	2	5200-20200
65	Safaiwala	18	4440-7440
	POUND		
66	Pound keeper	1	4440-7440
	ARBORICULTURE, PUBLIC GARDEN		
67	Garden supervisor	1	9300-34800
68	Driver (F)	2	5200-20200
69	Agriculture Astt.	1	5200-20200
70	Head Malies	2	5200-20200
71	Mali	8	4440-7440
72	Mali (F)	6	4440-7440
73	Trained Mali	10	5200-20200
	DESTRUCTION OF WILD ANIMALS		
74	Dog shooter (Mukadam)	1	4440-7440
75	Dog catcher	3	4440-7440
	HOSPITAL		
76	Resident medical officer	1	15600-39100
77	Asstt. Medical Officer (grade1)	2	15600-39100
78	Asst. Medical Officer	4	9300-34800

79	Asst. Medical Officer	6	9300-34800
80	Matron	1	9300-34800
81	Asstt. Matron	1	9300-34800
82	Sister-in-charge	4	9300-34800
83	Staff nurses	35	9300-34800
84	Pharmacist / Compounder	36	5200-20200
85	Pharmacist (F)	1	9300-34800
86	Steward	1	9300-34800
87	Jr. Clerk (F)	4	5200-20200
88	Ambulance driver	1	5200-20200
89	Lab Technician (F)	3	9300-34800
90	Typist	1	5200-20200
91	Radiographer	1	9300-34800
92	Dresser	6	5200-20200
93	Nursing orderlies / store coolie	1	4440-7440
94	Ayah	21	4440-7440
95	Watchman	3	4440-7440
96	Safaikarmacharies	22	4440-7440
97	Mali	1	4440-7440
98	Peon	1	4440-7440
99	Nursing orderly	17	4440-7440
100	Lab Attendant	18	4440-7440
101	Senior clerk	1	5200-20200
102	Health Asstt.	3	9300-34800
103	Peon	1	4440-7440
	MUKTI DHAM		
104	Watchman	1	4440-7440
105	Mali	1	4440-7440
	MEDICAL SERVICE & SANITATION		
106	Chief health Suptd.	1	9300-34800
107	Health Suptd.	1	9300-34800
108	Health inspector (F)	6	5200-20200
109	Jr. clerk (F)	1	5200-20200
108	Health inspector (F)	6	5200-20200
109	Jr. clerk (F)	1	5200-20200
114	Safaikarmachari / Drain / begari/R. Filler / Belder	372	4440-7440

	coolies		
115	Workshop Suptd.	1	9300-34800
116	Workshop Inspector	1	5200-20200
117	Auto Mechanic & fitter	3	5200-20200
118	Asstt. Blacksmith	1	4440-7440
119	Mazdoor	6	4440-7440
	WATER SUPPLY		
120	Plumber cum fitter	1	5200-20200
121	Mazdoor	1	4440-7440
122	Driver	4	5200-20200
	WATERING OF ROADS		
123	Driver	1	5200-20200
124	Filler	1	4440-7440
	ANTIMALERIA MEASURES		
125	Mukadam	2	5200-20200
126	Mazdoor	10	4440-7440
127	Mazdoor	3	4440-7440
128	Rat Trapper	1	4440-7440
129	Disinfector	1	4440-7440
	MILITARY CONSERVANCY		
130	Driver	8	5200-20200
131	Safaikarmachari / Nallah / Begarie / Belder	73	4440-7440
132	Mukadam	7	5200-20200
	GHORPURI VILLAGE HIGH SCHOOL		
133	Headmaster	1	9300-34800
134	Asst. Headmaster	1	9300-34800
135	Supervisor	2	9300-34800
136	Graduate Teachers	29	9300-34800
137	Asst. Teacher (sangeet)	1	5200-20200
138	Asst. Teacher (D. Ed.)	15	9300-34800
139	Librarian (F)	1	5200-20200
140	Head clerk	1	9300-34800
141	Senior clerk	2	5200-20200
142	Junior clerk	1	5200-20200
143	Junior clerk	1	5200-20200

	(Functional promotion)		
144	Lab. Asstt. (Functional promotion)	1	5200-20200
145	Lab. Attendent (Functional promotion)	1	5200-20200
146	Head peon	1	4440-7440
147	Art master	2	9300-34800
148	Safaikarmachari	2	4440-7440
149	Peon (functional promotion)	4	4440-7440
150	A.T.D.	2	5200-20200
151	Physical training II	2	9300-34800
152	Hindi Teacher	1	9300-34800
	PRIMARY SCHOOL		
153	Headmaster	6	9300-34800
154	Primary teacher	11	5200-20200
155	Primary teacher	43	9300-34800
156	Primary teacher (graduate)	1	9300-34800
157	Chowkidar	5	4440-7440
158	Peon (Functional promotion)	6	4440-7440
	DR. AMBEDKAR MEMORIAL HIGH SCHOOL		
159	Headmaster	1	9300-34800
160	Graduate teachers (Sr.) Supervisor Art master	9	9300-34800
161	Asstt. Teacher senior Scale (D.Ed.)	2	9300-34800
162	Senior clerk Astt. Teacher (D. Ed.)	1 4	5200-20200
163	Junior clerk	1	5200-20200
164	Lab. Asstt (Functional promotion)	1	5200-20200
165	Lab. attendant	1	5200-20200
166	Head peon	1	4440-7440
167	Peon	2	4440-7440
168	Watchman	1	4440-7440

169	Part time librarian	1	4440-7440
	MAHADJI SHINDE HIGH SCHOOL		
170	Headmaster	1	9300-34800
171	Junior clerk	1	5200-20200
172	Peon	1	4440-7440
173	Safaikarmachari	1	4440-7440
174	Watchman	1	4440-7400
175	Drawing teacher	1	5200-20200
176	Graduate teacher	13	9300-34800
177	Asst. teacher D.Ed.	7	9300-34800
178	Asst. teacher D.Ed.	3	9300-34800

Further details are available with the Chief Accountant at the office of the Cantonment Board, Golibar Maidan Pune 411001. Ph. No. 26435413

APPENDIX -11

**Budget allocated to each of the
Departments of the Board.**

The following provisions are made in the Revised Budget Estimates 2009-2010 and in the Original Budget Estimates 2010-2011 :-

REVISED BUDGET 2009-10

ORIGINAL WORKS

Sr. No.	Name of the work	Amount proposed in revised Budget 2009-10 -Rs
1	Payment of Architect fees for proposal of Fashion Street Building	2000000
2	Provision of treatment plant for solid and liquid waste of slaughter house for Pune Cantt.	1085650
3	Remodelling and improvement of sewerage system of the Civil area of Pune Cantonment including payment of installments to the PMC as per the MOU for Conveyance of PCB Sewerage load through PMC trunk sewer upto sewerage treatment plant of PMC and work of sewerage treatment plant of PMC.	84053800
4	Payment of consultancy fees for remodelling & improvement of sewerage system of Civil area	500000
5	Provision of storm water drains & uplift of road side berms for the roads in Pune Cantt.	21962000
6	Additional sanction for provision of 2' dia RCC half rand hume pipe open drain from POWD passing through Agnibaz complex from Nehru Marg upto Victoria Road	1950000
7	Purchase of staff cars	200000
8	Environmental upgradation & soft and hard landscaping work for Muredha Nalla	5839358
9	Supply, installation and commissioning of Ghorpuri sewage pump.	830000
10	Shifting & removal of MSEDCL poles and HT LT overhead lines in Cantt. area.	1378500
11	Supply, installation and commissioning of 100 KVA DG Set at electric crematorium	1100000
12	Purchase of two automatic refuse compactors with steel dust bins	5000000

MAINTAINANCE WORKS

1	Repairs & renovation works to Kamble road Coach House	6000000
2	Repairs & renovation works to Chhatrapati Shivaji Market	9500000
3	Repairs & renovation of public latrines	6000000
4	Repairs & renovation to Cattle shed at Bacchu Adda , New Modikhana & Wanworie Bazar	3000000
5	Repairs & renovation to Ravindranath Tagore Primary School	1000000
6	Repairs to Old Office building at M. G. Road	200000
7	Repairs and renovation of servant quarters at Cantt. Storeyard	1000000
8	Repairs & renovation to Marriage Hall at Ghorpuri Bazar	1200000
9	Distempering and painting to Cantt. fund building	5000000
10	Repairs and renovation of slaughter house	900000
11	Repairs and renovation to Class -IV quarters at Sholpaur Bazar for building A,B,C, D & E	1000000
12	Repairs and renovation of Vir Savarkar Primary School	500000
13	Repairs and renovation to Class -IV quarters at Hidayatulla road	300000
14	Repairs and renovation to Ghorpuri Vegetable Market	500000
15	Provision of shelter to Public Water Stand Post at Ghorpuri Village, New Modikhana, Bacchuadda, Jaffarine Lane, Bhimpura Lanes & Ghorpuri Bazar	500000
16	Repairs to Ghorpuri Bazar Dispensary	300000

17	Repairs to Beef & Fish Market at Ghorpuri Bazar	300000
18	Repairs to Nurses Quarter at SVPCGH	300000
19	Provision of basket ball, badminton & volley ball courts and table tennis in all schools	2000000
20	Glazed ceramic tiles on the walls of corridor / wards/OPD etc	1500000
21	Ply-proofing windows in Cantonment General Hospital & other miscellaneous repairs	1000000
22	Shifting of DOT centre and HIV + patients counselling centre	1500000
23	Repairs to old office building at M.G.Road	15,00,000
24	Repairs to Shahabad pavement in Cantt. area .	9250000
25	Provision of Cats eyes & reflective solar studs for the roads in Pune Cantt.	2500000
26	Painting of parking lanes, centre lines, zebra crossing & speed breaker with thermoplastic paint on roads in Cantt. area.	2500000
27	Resurfacing of roads by 25 mm thick premix carpet & 20 mm thick semi dense carpet with paver finish in Cantt. area.	23750000
28	Resurfacing of roads by 2 cm thick premix carpet & premix seal coat in Cantt. area.	2000000
29	Re-instatement of road cutting & widening of set back portions for roads in Pune Cantt.	3000000
30	Repairs to flooring with interlocking blocks in Cantt. area.	7000000
31	Repairs to drains and drainage lines in Cantt. area.	9500000
32	Repairs to storm water drains in Cantt. area .	5500000
33	Maintenance of Water supply to all Cantt. fund buildings , gardens & urinals	500000
34	Improvement in water supply in all schools by way of additional storage capacity backed by borewells	1500000

35	Providing & fixing reflective Sign Boards in Cantt. Area	2100000
36	Cleaning of underground & overhead tanks of Cantt. fund building such as Hospital, Schools & servants quarters etc	500000
37	Repairs to dustbin & provision of dustbin platform in Cantt. area	500000
38	Maintenance of street light poles & cables in Cantt. area	132224
39	Rewiring & electrification work of PF Office in Cantt. Office building.	60000
40	Annual maintenance of Highmast fitting in Cantt. area	200000
41	Annual maintenance & repairs of traffic signals in Cantt. area	117000
42	Maintenance & operation of electric crematorium at Mukti Dham , Shankarshet road, Pune Cantt.	547885
43	Annual maintenance of GSM based energy saving devices of street lights in Cantt. area	1000000
44	Maintenance of garden luminaries	300000
45	Maintenance of water pumps	300000
46	Rewiring and electrification works in Cantt. fund buildings	683891
47	Maintenance of 500 KVA transformer & sub station accessories	200000
48	Repairs of PCC (Power Control Centre) at Cantt. Office & SVPCGH	1000000
49	Installation of stabilizers & energy saving devices for Air conditioners installed at SVPCGH & Cantt. Office Building.	200000
50	Supply & installation of electronic scroll Board (LED Display Board) at Morwada junction	131000
51	Installation of 50 KVAR capacitor bank at Cantonment Office & slaughter house	150000
52	Painting of street light poles	200000
53	Installation of street light feeder pillars with PCC foundation.	200000
54	Supply, installation & commissioning of feeder pillar / control panel at Muredha Nalla Park (Section 2 & 3)	140000

55	Supply of Bajaj make garden luminaries (Model No. BRIL 2270 MHDE) with MH DE 70 watt lamps	225000
56	Supply, installation & commissioning of overhead projector in Cantt. Board Office	70000
57	Supply & installation & commissioning of sound reinforcement system (Audio System) in Cantt. Board Office	343000
58	Development of plaza for walkers	2000000
59	Replacement of existing dilapidated P.G.L. by Pay and use blocks @ 1 seat for 3 families	3000000
60	Scholarships to meritorious students	300000
61	Incentives / rewards to performing teachers	100000
62	Provision of Electric fans and lighting arrangements in all schools	1500000
63	Provision of desk-bench for all students in all schools	2000000
64	Uniform for teachers / HM – supply by Cantonment Board free of cost	200000
65	Supply of school bags and uniform to all students free of cost	3000000
66	Improvement of butchery	500000
67	Purchase of eight water tankers at 2000 ltrs capacity	1200000
68	Purchase of one tractor	400000
69	Improvement of burial grounds	1500000

ORIGINAL BUDGET 2010-11**ORIGINAL WORKS**

Sr. No.	Name of Work	Amount proposed in Revised Budget 2009-10 Rs.
1	Construction of garage for vehicles and canteen building for office staff	7000000
2	Payment of Architect fees for proposal of Fashion Street Building, Schools & Hospitals	1000000
3	Reading room in old Cantonment Board office building	1000000
4	Remodelling and improvement of sewerage system for civil area in Pune Cantonment including payment to the PMC as per the MOU for conveyance of PCB sewerage road through PMC trunk sewer upto sewerage treatment plant of PMC.	37500000
5	Environmental upgradation & soft, hard landscaping work for Muredha Nalla	2000000
6	Beautification of Mohamadevi lake on Sholapur Road	3626664
7	Shifting of MSEDCL poles and HT LT overhead lines in Cantt. area	5000000
8	Provision of 10 KVA online inverter & 2 KVA offline inverters at SVPCGH & Cantt. Office buildings	1000000
9	Supply, installation & commissioning of 20 Nos. of Highmast in Cantt. area	3000000
10	Provision of new water fountain with decorative lights at Ambedkar Chowk	300000
11	Supply & erection of new street light poles with cabling work & street light luminaries in Cantt. area	5000000
12	Provision of water coolers with water purifiers for Cantt. fund buildings	1000000
13	Provision of inverters for traffic signals in Cantt. area	600000

11	Provision of Xerox machine at Cantt. Office building	150000
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MAINTAINANCE WORKS

1	Repairs & renovation works to Kamble road Coach House	9500000
2	Repairs & renovation works to Chhatrapati Shivaji Market	7000000
3	Repairs & renovation of public latrines	5500000
4	Repairs & renovation to Cattle shed at Bacchu Adda , New Modikhana & Wanworie Bazar	5000000
5	Repairs & renovation to Ravindranath Tagore Primary School	500000
6	Repairs to Old Office building at M. G. Road	200000
7	Repairs and renovation of servant quarters at Cantt. Storeyard	200000
8	Repairs & renovation to Marriage Hall at Ghorpuri Bazar	700000
9	Distempering and painting to Cantt. fund building	300000
10	Repairs and renovation of recreation hall at Jan Mohd. Street & Sholapur Bazar	400000
11	Repairs and renovation of slaughter house	500000
12	Repairs and renovation to Mukti Dham & Electric Crematorium	2700000
13	Repairs & renovation to Class -IV quarters of Fire Brigade	500000
14	Repairs and renovation to Class -IV quarters at Sholpaur Bazar	1500000
15	Integration of diagnostic facilities under one roof and repairs to OPD	3000000
16	Repairs and renovation of Petit Dispensary	200000
17	Repairs and renovation of Vir Savarkar Primary School	200000
18	Repairs and renovation of Class IV quarters at Hidayatulla road	1000000
19	Repairs and renovation to Fire Brigade and Workshop	1000000
20	Repairs , painting and renovation to Ghorpuri Vegetable market	1500000

21	Repairs to Male & Female ward of SVPCGH	1500000
22	Repairs & renovation to dispensaries in Cantt. area (Market dispensary , Ghorpuri Bazar Dispensary & Parmar Dispensary)	1500000
23	Repairs to Doctors quarters at Ghorpuri Village	600000
24	Repairs to Shahabad pavement in Cantt. area.	5000000
25	Provision of Cats eyes & reflective solar studs for roads in Cantt. area .	3000000
26	Painting of parking lanes, centre lines, zebra crossing & speed breaker with thermoplastic paint on roads in Cantt. area.	3000000
27	Resurfacing of roads by 25 mm thick premix carpet & 20 mm thick semi dense carpet with paver finish in Cantt. area.	30000000
28	Resurfacing of roads by 2 cm thick premix carpet & premix seal coat in Cantt. area.	1000000
29	Re-instatement of road cutting & widening of set back portion for roads in Pune Cantt.	1000000
30	Repairs to flooring with interlocking blocks in Cantt. area	3000000
31	Repairs to interlocking footpath in Cantt. area	1000000
32	Repairs to traffic island and central divider	1000000
33	Repairs to lane with cement concreting	2000000
34	Repairs to drains and drainage lines in Cantt. area.	4000000
35	Repairs to storm water drains in Cantt. area .	3500000
36	Maintenance of Water supply to all Cantt. fund buildings , gardens & urinals	500000
37	Provision of shelters to Public Water Stand Posts in Cantt. area.	500000
38	Providing & fixing reflective Sign Boards in Cantt. Area	4000000
39	Cleaning of underground & overhead tanks of Cantt. fund building such as Hospital, Schools etc	800000
40	Repairs to vermicultural bins at Mannure Yard , Hadapsar	880000
41	Removal of debris in 8 wards of Pune Cantt.	500000

42	Miscellaneous unforeseen works	1000000
43	Repairs & renovation of traffic signals in Cantt. area	1000000
44	Annual maintenance of Highmast fitting in Cantt. area	300000
45	Annual maintenance & repairs of traffic signals in Cantt. area	200000
46	Maintenance & operation of electric crematorium at Mukti Dham , Shankarshet road, Pune Cantt.	510000
47	Annual maintenance of GSM based energy saving devices of street lights in Cantt. area	1200000
48	Removal & erection of street light poles	600000
49	Laying of street light cables in Cantt. area	800000
50	Maintenance of garden luminaries	350000
51	Maintenance of water pumps	350000
52	Rewiring and electrification works in Cantt. fund buildings	1000000
53	Maintenance of 500 KVA transformer & sub station accessories	100000
54	Repairs of PCC (Power Control Centre) at Cantt. Office & SVPCGH	200000
55	Installation of stabilizers & energy saving devices for Air conditioners installed at SVPCGH & Cantt. Office Building.	200000
56	Annual maintenance of 125 KVA & 100 KVA DG set	110000
57	Painting of street light poles	200000
58	Installation of street light feeder pillars with PCC foundation.	200000
59	Replacement of existing dilapidated PG.L by pay and use blocks.	3500000
60	Development of plaza for walkers	2000000
61	Development dressing windows at Entry / Exit & other important points	2000000
62	Improvement of gardens including measures for rain water harvesting	3000000

APPENDIX -12

**Execution of subsidy programmes, including
the amounts allocated as grant in aid
and the details of beneficiaries .**

The following provisions are made in the Revised Budget Estimates during the year 2009-2010 for Grant in Aid to Charitable Institutions in Pune Cantonment area.

Sr. No.	Name of Institution	Amount Rs.
1	Siddharth Mofat Vachnalaya & Granthalaya	60,000.00
2	S.P.C.A	50,000.00
3	Santaji Mofat Vachnalaya	10,000.00
4	Ramaji Maloji Granthalaya	10,000.00

APPENDIX -13

Particulars Of Recipients of Concessions, Permits of Authorizations Granted by the Department.

(Not Applicable to Pune Cantonment Board)

APPENDIX 14

**Information available by the Department
in electronic form.**

The following information is available in electronic form on the web site www.punecantonmentboard.com

1. Annual Administration Report for the years 2004 to 2007.
2. Annual Health Report for the years 2004 to 2007.
3. Budget Estimates for the year 2007 – 2008.
4. Names and Telephone numbers of all Sectional Heads.
5. Development works executed during the year 2008 – 2009.
6. Names of the President and CEO from the years 1868 till to date.
7. Obligatory and discretionary functions of President Cantonment Board.
8. Hierarchy Chart of Cantonment Board.
9. List of Cantonment Gardens with photographs.
10. List of C.P.I.O's of the Board
11. RTI Act 2005

APPENDIX -15

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

A Facilitation Centre counter of the Department is located on the ground floor of the office building at Golibar Maidan Pune. The working hours are from 1000 hours to 1330 hours and from 1400 hours to 1745 hours

APPENDIX -16

**Names, designations and other particulars
of the Public Information Officers.**

In terms of Section 5 (1) of The Right to Information Act, 2005, the following Officers of Pune Cantonment Board are hereby designated as Central Public Information Officers and Assistant Central Public Information Officers in respect of the specific matters mentioned against their names. The Chief Executive Officer of the Board is designated as the Appellate Authority

Sr. No.	Name & Designation of CPIOs	Name & Designation of ACPIOs	Subject matter
1	Shri R G Gogle Office Suptd.	Shri. Kiran Tiwarkhede, School clerk Shri. R R Nagpal, – Dr. AHMS Smt. P G Salvi, Sr clerk GVHS Shri. Rupesh Bandisode, Jr Clerk MSHS	General Section, Birth & Death Section, Dispatch Section, Record Section, Three High Schools & all Primary Schools
2	Shri K V Shirodkar, Cantonment Executive Engineer	Shri. M B Sable, Sectional Engineer	Engineering Section (Public Works)
3	Shri. Vijay Chavan, Electrical Engineer	---	Electrical Works, Street Light & Traffic signals.
4	Dr. S M Mahajan, Resident Medical Officer	---	Sardar Vallabhbhai Patel, Cantonment General Hospital & Dispensaries
5	Shri. V S Kulkarni Chief Health Suptd.	Shri. S K Gholap, Helath Suptd.	Health / Sanitation / Market / Slaughter House
6	Shri. D V Patil Revenue Suptd. / CRS	---	Revenue Section & Other works related to the section
7	Shri. R G Gogle, Chief Accountant	Shri. B D Kulkarni	Finance/ Accounts
8	Smt. C V Gokhale Stores Suptd.	---	Stores
9	Shri. P M Mane Land Suptd.	---	Land Section
10	Shri V S Salaskar, Workshop Suptd.	---	Workshop Department
11	Shri P G Hasabe, Fire Brigade Suptd.	---	Fire Brigade Department
12	Shri. J B Kangane	---	Gardens
13	Shri. M A Vitvekar	---	Legal Department