

Information Provided Below is relating to Ahmednagar Cantonment as required under Right to Information Act, 2005 U/s 4(1) (b)....

**i) The particulars of its organization, function and duties.**

Cantonment Board, Ahmednagar is an autonomous body governed by the Ministry of Defence. At present the Constitution of Board is verified and it comprises :-

01.	Brig. Vikrant Nayar, Cdr. SOTT, ACC & S	President
02.	Shri. Musadik Sayyed Abdul Rahim Alias Musa Sadik	Vice-President
03.	Shri. B. S. Shrivastava	Member Secretary
04.	Brig. A. B. Khare, SEMO & HO	Ex-Officio Member
05.	Col. Vikram Heble, Adm. Comdt. Stn, HQrs	Nominated Member
06.	Lt. Col. SA Kolekar, AC, SO (GS) of Stn, HQrs	Nominated Member
07.	Shri. Paras Maisheri, IDES, GE(N)	Ex-Officio Member
08.	Shri. Rajendrakumar Patil, Adll. Dy. District Magistrate	Nominated Member
09.	Smt. Meena Suresh Mehtani	Elected Member
10.	Shri. Shaikh Kalim Rafique	Elected Member
11.	Shri. Ravindra Shankar Lalbondre	Elected Member
12.	Smt. Shubhagi Ganesh Sathe	Elected Member
13.	Shri. Prakash Devram Fulari	Elected Member
14.	Shri. Sanjay Baburao Chhajlani	Elected Member

➤ **Duties of Board :-**

- a) Lighting street and other public places;
- b) Watering street and other public places;
- c) Cleaning street, public places and drains, abating nuisances and removing noxious trades, calling and practices;
- d) Regulating offensive, dangerous or obnoxious trades, calling and practices;
- e) Removing, on the ground of public safety, health or convenience, undesirable obstructions and projections in streets and other public places;
- f) Securing or removing dangerous building and places;
- g) Acquiring, maintaining, changing and regulating places for the disposal of the dead;
- h) Constructing, altering, maintaining streets, culverts, markets, slaughter – houses, latrines, privies, urinals, drains, drainage works and sewerage works and regulating their use;
- i) Planting and maintaining trees, on roadsides and other public places;
- j) Providing or arranging for a sufficient supply of pure and wholesome water, where such supply does not exist, guarding from pollution of water used for human consumption and providing polluted water from being so used;
- k) Registering Births, Deaths and Marriage;
- l) Establishment and maintaining a system of public vaccination and inoculation.
- m) Establishment and maintain or supporting public hospitals and Dispensaries and providing public medical relief;
- n) Establishment and maintain or assisting primary schools;

- o) Maintaining and developing the values of property vested in, or entrusted to the management of the Board.
- p) Establishment and maintaining Civil Defence services;
- q) Fulfilling any other obligation imposed upon it by or under this Act any other law for the time being in force.

➤ **Discretionary Functions of Board –**

- 1) A Board may, within the Cantonment, make provision for –
  - a) Laying out in areas, whether previously build upon or not, new streets and acquiring land for that purpose and for the construction of building and compounds of buildings, to about on such streets;
  - b) Constructing, establishing or maintaining public parks, gardens, offices, dairies, bathing or washing places, drinking fountains, tanks, wells and other works of public utility.
  - c) Reclaiming unhealthy localities.
  - d) Furthering educational objections by measuring other than the establishment and maintenance of primary school.
  - e) Taking a census and granting rewards for information which may tend to secure the correct registration of vital statistics.
  - f) Making a survey.
  - g) Giving relief on the occurrence of local epidemics, floods, famines or other natural calamities, by the establishment or maintenance of relief works or otherwise;
  - h) Securing or assisting to secure suitable places for the carrying on of any offensive, dangerous or obnoxious trade, calling or occupation;
  - i) Establishing and maintaining a farm or other place for the disposal of sewage;
  - j) Constructing, subsidizing or guaranteeing means of locations and electric lighting or electric power works.
  - k) Establishment and maintain cattle pounds;
  - l) Arranging for civic reception with prior approval of the officer Commanding the station.
  - m) Providing housing accommodation for any class of inhabitants;
  - n) Establishing and maintain or supporting public hospitals and dispensaries and providing public medical relief;
  - o) Celebrating Independence Day and Republic Day and incurring expenditure thereon;
  - p) Developing land resources under the management of the Board;
  - q) Preparing and implementing group housing schemes;
  - r) Establishing remunerative projects;
  - s) Developing small scale and cottage industries;
  - t) Adopting land resources under the management of the Board than a measures specified in section 116 or in the foregoing provision of this section, likely to promote the safety, health or convenience of the inhabitants of the Cantonment.

- 2) A Board may, either within or outside the Cantonment, make provision for he doing of anything on which expenditure is declared by the Central Government, or by the Board with the sanction of the Central Government, to be an appropriate charge on the Cantonment Fund.

**ii) The powers and duties its officers and employees :-**

• ***Duties of President, Cantonment Board :-***

- 1) It shall be the duty of the President of every Board –
  - a) unless prevented by reasonable cause, to convince and presides at all meetings of the Board and to regulate the conduct of business thereat;
  - b) to control direct and supervise the financial and execute administration of the Board;
  - c) to perform all the duties and exercise all the powers specially imposed or conferred on the President by or under this Act; and
  - d) subject to any restrictions, limitations and conditions imposed by this Act, to exercise executive power for the purpose of carrying out provision of this Act, and to 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 unconcluded 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 Cl.(c) 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 of 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 to revision by the President.
- 4) Every order made under sub section (2) shall forthwith be communicated to the Board and to the Officer Commanding-in-Chief, the Command.

• ***Duties of Chief Executive Officer –***

Subject to the provision of clause (c) and clause (d) of sub section (1) of Section 21, the Chief Executive Officer shall –

- a) exercise all the powers 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 the Cantonment Act, 2006 to exercise executive power to ensure that the administration of the Board is carried out in accordance with the provision of the Act.
- c) prescribe the duties of, and exercise supervision and control over the acts and proceeding of all officers and other employees of the Board.
- d) be responsible for the custody of all records of the Board.

- e) arrange for the performance of such duties relative to the proceedings of the Board or of any Committee of Arbitration constituted under this Act, as those bodies may respectively impose upon him;
- f) comply with every requisition of the Board on any matter pertaining to the administration of the Cantonment.

• ***Duties of Employees –***

✓ **Charter of duties of Office Superintendent:-**

- 01) To handle emergency situations when Cantonment Executive Officer is away on temporary duty or leave with the consultation of President. Cantonment Board.
- 02) To go through all inwards dak letters and to mark the dak to section concerned.
- 03) To keep overall supervision on administrative work.
- 04) To allot duties of office peons for distribution of dak, letters.
- 05) To prepare agenda of every committee and Board meeting.
- 06) To prepare Draft Proceeding of all such meetings.
- 07) To attend public grievances and sort out by mutual understanding.
- 08) To attend general complaints of public / residents.
- 09) To issue Birth and Death certificate.
- 10) To monitor replies on all important matters.
- 11) To check and supervise the correspondence regarding implementation of official language (Hindi)
- 12) To keep check and supervise on proper maintenance of office records.
- 13) To prepare office order regarding administration.
- 14) To supervise election process and prepare voter's list every year.
- 15) To deal with the case of VIPs and important nature.
- 16) To initiate prompt action for implementation of Board Proceedings.
- 17) To ensure prompt submission of quarterly / monthly reports to higher Authority by various sections.
- 18) To scrutinize the notes of dealing hands, finally dispose of routine correspondence, take immediate routine action wherever necessary.
- 19) Drawing attention wherever necessary to the statutory or customary procedure pointing out the relevant laws and rules.
- 20) Suggest wherever possible the alternate course of action for consideration of proper examination of the cases.
- 21) To ensure that every possible efforts be taken for maintaining security of official information and documents.
- 22) To prepare Annual Administration Report.
- 23) To prepare Annual Inspection Report.
- 24) To deal with the proceeding of JCM meeting.
- 25) To attend the complaints on telephone and necessary direction for compliance be issued to concerned sections.
- 26) To prepare and arrange the celebration of Independence / Republic Day.
- 27) To prepare draft by laws which are require amendments of every section.
- 28) To look after the duties of other section head when proceed on leave.

- 29) To carry out other miscellaneous work which were not entrusted to any other section.
- 30) To deal with matters of establishment.
- 31) To attend such duties as may be assigned by the CEO.
- 32) To sanction CL to Junior Clerks of Office. To sign the leave orders after the same are approved by the CEO.
- 33) To deal with Birth and Death records and signing Birth and Death certificate as Sub-Registrar of Births & Deaths.
- 34) ELECTION WORK
  - a) Preparation of preliminary Election Rolls every year.
  - b) Issue of Electoral Certificate.  
To be familiar with Cantonment Election Rules and other instructions.
- 35) To issue printed materials to all staff.
- 36) To maintain stock books in respect of various forms and books.
- 37) Preparation of Civil Area Committee Agenda and Proceedings.
- 38) Preparation of Invitation / Arrangements for Celebration of 15<sup>th</sup> August and 26<sup>th</sup> January.
- 39) Issue of GLR Extracts.
- 40) To perform the duties as Central Public Information Officer for the purpose of The Right to Information Act, 2005.
- 41) While performing the duties you will direct the concern section heads / Asstt's to carry out the work as & when required.
- 42) In Admin Section following staff will work under supervision of Office Superintendent –
  - a) Sr. Clerk, Lands
  - b) Jr. Clerk, Store
  - c) Drafter – Records
  - d) Jr. Clerk – Birth and Death, All dispatch work and Marriage registration work.  
All correspondence pertaining to Admin Section be routed through O. S. only.

✓ **Charter of duties of Accountant :-**

- 01) To go through the CFSR, Cantonment Account Code, GFR, FR SR, Leave Rules, CCS Conduct Rules and other laws, rules, instructions issued from time to time.
- 02) To check all the challans and transit bills and initial for credit and payment.
- 03) To check all bills of payments and initial for signature of CEO>
- 04) To check all the payments made by cheque and cash and initial the cheques for CEO's signature.
- 05) To reply all the Command and DGDE letters.
- 06) To initial letters of the section.
- 07) To check the posting of all the day income and expenditure books, General Cash Register.

- 08) To manage and control all the staff of the Accounts Section and adjust their works in the event of leaves etc.
- 09) To deal with all court cases of employee and liaise with the Advocate.
- 10) To scrutinize and initial all the documents produced by Accounts Section Staff.
- 11) To check and scrutinize pay and pension bill after preparation and initial on the same for CEO's signature.
- 12) Overall to check all the works to Accounts Section, the accounts and all correspondence of any belonging to section.
- 13) To prepare the Annual Budget and Annual Consolidated Accounts with re-appropriation etc. help of other staff.
- 14) To ensure that the Cantonment Accounts Code is observed in all transaction of accounts section.
- 15) To prepare replies to audit objection concerned with Accounts Section.
- 16) To maintain the account books viz. Main Cash Book, Classified abstract, Pension, PF a/c Cash Book, Board Sheets, etc.
- 17) To make reconciliation with Bank Passbooks.
- 18) To scrutinize the bill received from Storekeeper and other departments, bills with MB of contractors, TA / DA claim, LTC claims, etc; and to check stock book registers.
- 19) To prepare monthly Income and Expenditure Statement.
- 20) To prepare pay bill of CEO and maintain the file of pay and allowances of CEO.
- 21) To prepare Conservancy Agreement and deal with all correspondence regarding conservancy payments and to prepare final bills of conservancy.
- 22) To deal correspondence regarding grant – in – aid.
- 23) To prepare budget and deal with School grant, from State Government with the help of School clerk.
- 24) To maintain investment register, Security Deposit Register etc.
- 25) To calculate income tax of the Cantonment Board employees.
- 26) To prepare the Statistical information with the help of school clerk.
- 27) To perform the duties as Assist. Central Public Information Officer for the purpose of The Right to Information Act, 2005.
- 28) Other work as directed by CEO & OS as and when required.
- 29) To prepare reply to the Star Questions pertaining to State, Central Government Constituency.
- 30) To prepare report / returns and sent to Concerned authority.
- 31) In Account Section the following Staff will work under supervision of Accountant.
 

a) Estt. Clerk	b) Pension Clerk
c) School Clerk	d) Sr. Clerk (Cashier)

All correspondence pertaining to Account Section will routed through Accountant only.

✓ **Charter of duties of Land Clerk :-**

- 1) To process and handle the correspondence in respect of the following matters.
  - a) Conversion of Lease / Old Grant sites into Free-hold (with HOR / LMA / DEO / Dte / DG,DE)
  - b) Proposal of Renewal of leases. (with lease / DTE, DE / DEO / M&G area)
  - c) Transfer of property. (With public advisor of the Board)
  - d) Maintenance of General Land Register.
  - e) Mortgage Entries of Loan in G.L.R. and other correspondence.
  - f) Permission for sale of Houses.
  - g) Preparation of Agenda Items for Board Meetings.
  - h) General Correspondence.
- 2) To be familiar with Cantonment Land Administration Rules, Land Policy and instruction issued from time to time by higher authorities on the subject.
- 3) To perform the duties as Assist. Central Public Information Officer for the purpose of the Right to Information Act, 2005.
- 4) To prepare monthly / quarterly reports.
- 5) To prepare reply to the Star Question of State / Central Government Constituency.
- 6) Other works as directed by CEO & OS as & when required.
- 7) To answer and clear audit objections.
- 8) To attend and deal with various Court Case pertaining to the land Section.
- 9) All correspondence pertaining to Land Section will be routed through OS only.

✓ **Charter of duties of Sectional Engineers (Water supply and P.W.D) :-**

- 01) Supervision and control over Water Supply Section.
- 02) Repairs and maintenance of public Water Connections / Water supply lines, valves etc.
- 03) Detection and removal of unauthorized constructions.
- 04) Detection and removal of Encroachments.
- 05) Issue of NOC for Electric Connections.
- 06) Scrutiny of Building Plan and all other works related to Sanctioning of Building Plans and permission etc.
- 07) Issue of Layouts / Site Plans, Completion certificates of Buildings, Valuation of Buildings, Reporting of the Buildings Cost for Taxation.
- 08) Preparation of all plans and estimates, for Original and Maintenance Projects and all tendering / departmentally procedures.
- 09) Supervision and control over all types of Original and maintenance works of Cantonment Fund Roads, Buildings, Water Supply and drains etc.
- 10) Repairs and Maintenance of Street Lights.
- 11) To attend and deal with various Court cases in respect of Engineering Section in consultation with CEO / CLA.

- 12) To maintain Vehicle Entry Tax annual tender, agreement and general correspondence.
- 13) To perform the duties as Assist. Central Public Information Officer for the purpose of the Right to Information Act, 2005.
- 14) To answer and clear audit objections.
- 15) To prepare reply to the Star Question of State / Central Govt. Constituency.
- 16) Other works as directed by the CEO & OS as & when required.
- 17) To supervise and get the dept. works from the staff.

✓ **Charter of duties of Senior Revenue Clerk :-**

- 01) To maintain Demand and Collection Register for Water Charges / Consolidated Property Tax.
- 02) To maintain Demand and Collection Register for Building Rent.
- 03) To maintain Demand and Collection Register for Lease Rent.
- 04) To maintain Collection Register for Mutation Fees and Registration Fees.
- 05) Recovery of dues on account of arrears of water charges / C.P.T. / Building rent / Damages from Tapari etc. and to issue necessary notices / Warrants etc.
- 06) To maintain collection Register and Issue Trade License U/s 210.
- 07) To maintain auction register and agreement procedure of Annual Auction viz. Auction for Friday Bazar, Auction for Tamarind Fruit etc.
- 08) Correspondence with DEO / Dte, DE regarding Service Charges.
- 09) Prepare and Maintain Assessment Register etc.
- 10) Preparation of T.O.L. Rent bills.
- 11) Octroi Correspondence with concerned authorities.
- 12) To perform the duties as Assist. Central Public Information Officer for the purpose of The Right to Information Act, 2005.
- 13) To prepare reports / return timely.
- 14) To prepare reply to the Star Question of State / Central Constituency.
- 15) Other works as directed by CEO and OS as and when required.
- 16) To answer and clear audit objections.
- 17) To attend and deal with various Court case pertaining to the Revenue Section.
- 18) The Tax Collectors and Pound keeper will work under the Revenue Section.

✓ **Charter of duties of Senior Sanitary Inspector :-**

- 01) Sanitary section have one S.S.I, One S.I. five Mukadams one Dog-shooter-cum-Mukadams twelve drivers one Mechanics and 134 Safaiwalas.
- 02) The S.S.I. have deployed the Safaiwalas at various places for cleaning of drains groups latrines. Road, Open areas and removal services of rubbish / silt garbage form drain sites and dustbins everyday for maintenance of sanitation in good condition of civil population as well as Army population.



- 03) Cantonment Board had made 19 nos. of group latrines which consists 337 nos. sets out of which 175 nos. for Gents and 162 nos. for ladies is also been cleaned every day.
- 04) The Sanitary Section has also launched house to house spraying program for civil population.
- 05) Removal / disposal of dogs, animals and unclaimed human bodies on request to local police authorities. Impounding stray animals which are found wandering on Government Places / Roads.
- 06) Taking round in Army area for checking of dustbins and removal services and also attending the complaints.
- 07) Periodically cleaning of septic tanks of Group latrines and also the private septic tanks on payment of necessary fees with the help of vacuum cleaner. Sometimes Army area on request.
- 08) The sanitary section has to maintain public gardens Cantonment area.
- 09) The sanitary section has to provided chowkidar and protection of Cantonment fund property which are located at various places.
- 10) The Sanitary section to provide removal services to Army on contract basis with Local Military Authorities.
- 11) The Sanitary section has 07 vehicles out of which 04 are rubbish vehicles, 02 for water lorry and 01 for septic tank cleaning.
- 12) To perform the duties as Asstt. Central Public Information Officer for the purpose of The Right to Information Act, 2005.
- 13) To answer and Clean audit objections.
- 14) To check and supervise the correspondence relating to Sanitary Section.
- 15) To prepare statistical etc. information / reports.
- 16) To keep overall supervision on Sanitary work.
- 17) To get the work form Contractors appointed for outsourcing viz. Group Latrines, Security, Garden, Maintenance works.
- 18) Other works as directed by CEO and OS as and when required.
- 19) To attend and deal with various Court case in consultation with CEO / CLA pertaining to the Sanitary section.
- 20) To prepare reply to the Star Question of State / Central constituency.

✓ **Charter of duties of Sr. Clerk (Cashier) :-**

- 01) To maintain Subsidiary Cash Register daily.
- 02) To make Cantonment 4 – B receipts of the all section.
- 03) To maintain cheque register of cheque received from concerned section and put up to undersigned / OS weekly.
- 04) To maintain Saleable form Register, its stock and inform the requirement of forms, Registers.
- 05) To issue the cheque receipts to the individual / concerned section. Deal with bank Correspondence if any cheques returned or otherwise.

- 06) To perform the duties as Asst. Central Public Information Officer for the purpose of The Right to Information Act, 2005.
- 07) Other work as directed by CEO and OS as and when required.
- 08) To attend the Audit of Cash Section and prepare replies to audit objections
- 09) To attend and deal with various Court cases pertaining to Cash Section.
- 10) To keep all used Cantonment 4 – B receipts, challans properly.
- 11) The undersigned will make Surprise check of cash at any time during working hours.
- 12) To submit report of daily Cash balance if any in hand to the undersigned.
- 13) To work under the Supervision of Office Superintendent.

✓ **Charter of duties of Computer Programmer :-**

- 01) Design and Develop Software for Cantonment, Applications, modifications as and when required.
- 02) Maintenance of Computer Software, Printer and LANs etc.
- 03) Beside this you will be responsible data entry, taking printout and all other works related to Computers.
- 04) Managing and Updating official website Raksha Bhookmi and DMS.
- 05) Preparation of meeting Agenda, Proceedings correspondence.
- 06) Other works as directed by the CEO and OS as and when required.
- 07) To perform the duties as Assist. Central Public Information Officer for the purpose of The Right to Information Act, 2005.

✓ **Charter of duties of Medical Officer :-**

- 01) Administers Hospital Functioning and Staff.
- 02) Keeps liaison with C.E.O., S.E.M.O. and Honorary Doctors
- 03) Prepares annual indent for medicine, equipments, furniture, and linen and submits it to CEO for purchase.
- 04) Keep overall control over accounts of the Hospital and medicine.
- 05) Conducts various programs like Family Planning, T. B. Iradication program, Polio Immunization program and regular weekly immunization program etc.
- 06) Supervise control of outbreak of any epidemics with liaison to SEMO,
- 07) To answer and clear Audit Objections.
- 08) Perform daily OPD duties and emergency duties as assigned.
- 09) To perform Duties as Asst. Central Public Information Officer,
- 10) To prepare statistical information concerned with Hospital.
- 11) To prepare report / return and put up to the CEO for further correspondence.
- 12) To attend and deal with all Court cases pertaining to the Hospital matters in consolation with CEO / CLA.
- 13) Other works as directed by CEO and OS.

**iii) The democratic procedure for decision making is followed in the Cantonment Board. :-**

The channel of Supervision upside down is as below

- a) Ministry of Defence, Government of India, New Delhi.
- b) The Director General, Government of India, New Delhi.
- c) The Principal Director, Defence Estates, Ministry of Defence / General Officer Commanding - in - Chief, Southern Command Pune.
- d) The President Cantonment Board, Ahmednagar.
- e) The Cantonment Executive Officer, Ahmednagar.

Note : - The C.E.O. reports to the P.C.B. in day to day matters in the station.

**iv) The norms set by it for the discharge of its functions : -**

The decisions of the Board are taken as per Cantonments, Act 2006 and other prevailing Government rules and regulations.

**v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

- a) Cantonments, Act 2006 and Cantonment Laws.
- b) CCS Conduct Rules
- c) Medical Attendance Rules
- d) General Financial Rules
- e) CCS Pension Rules for Central Government Employees – Pre 2004 employees
- f) General Provident Fund Rules for Central Government Employees.
- g) Fundamental Rule & Supplementary Rules (FR SR)
- h) M.C.S.(R.P.) Rule, 2009.
- i) Transfer of property Act.
- j) P.P.E. 1971.
- k) Bombay Stamp Act.
- l) Industrial Dispute Act.
- m) Military Land Manual
- n) New Pension Scheme
- o) Birth, Death and Marriage registration act
- p) CLA Rules, 1937
- q) CFS Rules, 1937
- r) Cantonment Account Code, 1924
- s) Cantonment Electoral Rules 2007

**vi) A statement of the categorise of documents that by it or under its control ;**

**Forms :-**

- Budget Estimate
- Statement of Original Works
- Statement of Investment
- Re-appropriation Statement
- General Receipt

- Chalan in duplicate
- Chalan in triplicate
- Bank pass book
- General cash book
- Classified abstract
- Transfer entry form
- Lease forms
- Conversion in to free hold forms
- Register of advances of deposits
- Personal ledger
- Scale register
- Proposition statement
- Pay bill
- Provident fund slips
- Contingent bill
- P. F. Broadsheet register
- Register of payment advance
- Permanent advances account
- Register of works
- M. E. S. SSR and DSR
- Measurement book
- Building plan sanction register
- Road chart register
- Temporary land register
- G.L.R. plan, Sy. Nos. and house nos. plan for Sadar bazaar and Bhingar
- Muster roll
- Register of Immovable property
- Register of Movable property
- Stock books
- Register of loans
- Register of investments
- Register of security deposits
- Stamp account
- Statement showing monthly figures of realization and collection and audit charges etc.
- Pension statement.
- Pension scroll
- Pension fund account
- General land register
- Log book of vehicles
- Building rent register
- Lease rent register
- OPD register
- Cash book

- Office Order Book
- Service Books and personal files
- Indoor register
- Operation theatre register
- Overtime register
- Injection register
- Immunization register
- Family planning R – 3 register
- Family planning R – 16 survey register
- Instrument and furniture register vol. 1 to 5
- Medicine stock books
- Stock book no. 12 (Imprest register)
- Routine lab test register
- Routine X ray register
- Ambulance log book
- Voter List of Ahmednagar Cantonment Board

**vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof,**

01.	Brig. Vikrant Nayar, Cdr. SOTT, ACC & S	President
02.	Shri. Musadik Sayyed Abdul Rahim Alias Musa Sadik	Vice-President
03.	Shri. B. S. Shrivastava, Chief Executive Officer	Member Secretary
04.	Brig. A. B. Khare, SEMO & HO	Ex-Officio Member
05.	Col. Vikram Heble, Adm. Comdt. Stn, HQrs	Nominated Member
06.	Lt. Col. SA Kolekar, AC, SO (GS) of Stn, HQrs	Nominated Member
07.	Shri. Paras Maisheri, IDES, GE(N)	Ex-Officio Member
08.	Shri. Rajendrakumar Patil, Adll. Dy. District Magistrate	Nominated Member
09.	Smt. Meena Suresh Mehtani	Elected Member
10.	Shri. Shaikh Kalim Rafique	Elected Member
11.	Shri. Ravindra Shankar Lalbondre	Elected Member
12.	Smt. Shubhagi Ganesh Sathe	Elected Member
13.	Shri. Prakash Devram Fulari	Elected Member
14.	Shri. Sanjay Baburao Chhajlani	Elected Member

**viii) A statement of the boards, councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

- Minutes of the Board and committees are accessible and minutes of every Board

and committee proceedings are available in the Board Office / Web site

**ix) A directory of its officers and employees :**

01. Brig. Vikrant Nayar	President	Cantonment Board Ahmednagar
02. Shir. B. S. Shrivastava	CEO	Cantonment Board Ahmednagar
03. Shri. S. S. Shirkul	Office Supdt.	Cantonment Board Ahmednagar
04. Shri. S. B. Shinde	Accountant	Cantonment Board Ahmednagar
05. Smt. S. M. Parnik	Senior Land Clerk	Cantonment Board Ahmednagar
06. Shri. M. M. Sonawani	Senior Sectional Engineer	
07. Shri. A. S. Fulsundar	Sectional Engineer	Cantonment Board Ahmednagar
08. Shri. R. M. Sake	Senior Sanitary Inspector	Cantonment Board Ahmednagar
09. Shri. Ganesh Bhor	Sanitary Inspector	Cantonment Board Ahmednagar
10. Shri. Shishir Pataskar	Sr. Revenue clerk	Cantonment Board Ahmednagar
11. Shir. P. S. Bhujbal	Sr. Clerk	Cantonment Board Ahmednagar
12. Dr. S. R. Jaiswal	Residential Medical Officer	Cantonment General Hospital, Ahmenagar
13. Mrs. Shamla Gathe	Headmistress	Dr. B. R. Ambedkar School
14. Smt. K. M. Avhad	Headmaster	S. V. Patel, Cantt. Bd. School
15. Shri. Khan Khari mahomad	Headmaster (Offg.)	Cantt. Board Urdu primary school, Ahmednagar
16. Mrs. Shamla Gathe	Headmistress	Nutan Marathi Vidyalaya, Ahmedngar

**Telephone numbers :**

01. Cantonment Board Office, Ahmednagar	(0241)2326008
Fax	(0241) 2340739
E-mail ID	ahmedngrcantt@gmail.com
02. Cantonment General Hospital, A'nagar	(0241)2440137
03. Cantonment Board Workshop, A'nagar	(0241) 2440211
04. Cantonment Board Member Chamber	(0241) 2321657

**X) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations: -**

Details of expenditure made on the following establishments in the month of Dec 2017.

Sr. No.	Head	Gross Salary Rs.
01.	General Administration	60,388/-
02.	Revenue	00/-
03.	Public Work	00/-
04.	Street Light	1,72,821/-
05.	Market	00/-
06.	Pound	00/-

07.	Arboriculture	500/-
08.	Hospital	82,642/-
09.	Conservancy	(10,55,460+8,000+53,582)11,17,042/-
10.	Water Supply	1,41,711/-
11.	Primary School	2,41,566/-
12.	Building maintains Hosp CF Build Roads Drains 5600 + 55451 + 5600 + 44500	1,11,551/-
	<b>Total</b>	19,28,221/-

The expenditure Rs. 26,00,115/- (in wards Twenty six lacs one thousand fifteen only) have been made in the month of Dec 2017 paid in Jan 2018 from pension fund account on account of pension paid to the retired employees of the Board.

**xi) The budget allocated to each of its agency, indicating, the particulars of all plans, proposed expenditure and reports on disbursements made:-**

- Budget estimates, proposed expenditure have been reflected in sanction letter Received from Principal Director, Defence Estate, Southern Command, Pune & actual expenditure on the proposal / Budgeted expenses is being shown in consolidated Annual Accounts every year.

**xii) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.**

- At present mid-day meal is provided to the students of primary schools under Nutrition programme, with the help of State Government of Maharashtra.

**xiii) Details in respect of the information, available to or held by it, reduced in an electronic form ; -**


- The computerization of office records be initiated. Presently the work of account section, Revenue Section and Administration has been partially computerized. Online collection of Revenue and e-payment is in process.

**xiv) The particular of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

- Any citizen of Ahmednagar Cantonment can approach the Office of the Cantonment Board Ahmednagar on any working day between office working hours i.e. 1000 hrs to 1745 hrs excluding lunch break. The Public Library is also open to the public during the timing 1600 hrs to 1800 hrs in the evening (Friday closed)

**xv) The names, designations and other particulars of the Central Public Information Officer and Appellate Authority.**

- a) Shir. S. S. Shirkul, Office Supdt.
- b) Shri. B. S. Shrivastava, Chief Executive Officer, Ahmednagar is the Appellate Authority for the purpose.



**Chief Executive Officer  
Ahmednagar Cantonment Board,  
(B. S. SHRIVASTAVA)**