

Right To Information

The Particulars of organizaion

Cantonment Board, Deolali is an autonomous body under the control of Ministry of Defence. At present the Board Members are :-

- 1 Brig. Pradeep Kaul, SM, President
2. Shri Dinkar Waman Adhav, Vice President
- 3 Shri Vilas H Pawar, CEO, Member Secretary
4. Brig SM Sudumbrekar, VSM, Health Officer
5. Maj. Amit Sharma, Garrison Engineer
6. Col SN Dixit, Nominated Member
7. Col. Piyush Mishra, Nominated Member
8. Wg.Cdr. GU Naren, Nominated Member
9. Shri Jitendra Kakuste, DM's Nominee
10. Smt. Prabhavati Bhimrao Dhiware, Elected Member
11. Shri Bhagwan Tikamdas Kataria, Elected Member
12. Smt Asha Chandrakant Godse, Elected Member
13. Shri Sachin Suresh Thakre, Elected Member
14. Smt Kaveri Ratan Kasar, Elected Member
15. Shri Baburao Nivrutti Mojad, Elected Member
16. Smt Meena Tanaji Karanjkar, Elected Member

Board constituted on 27.2.2015

Duties of Board

1. lighting streets and other public places

2. watering streets and other public places
3. cleansing streets, public places and drains, abating nuisances and removing noxious vegetation
4. regulating offensive, dangerous or obnoxious trades, callings and practices
5. removing, on the ground of public safety, health or convenience, undesirable obstructions and projections in streets and other public places
6. securing or removing dangerous buildings and places
7. acquiring, maintaining, changing and regulating places for the disposal of the dead
8. constructing, altering and maintaining streets, culverts, markets, slaughter-houses, latrines, privies, urinals, drains, drainage works and sewerage works and regulating their use
9. planting and maintaining trees, on roadsides and other public places
10. 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 preventing polluted water from being so used
11. registering births and deaths;
12. establishing and maintaining a system of public vaccination and inoculation
13. establishing and maintaining or supporting public hospitals and Dispensaries, and providing public medical relief
14. establishing and maintaining or assisting primary schools
15. rendering assistance in extinguishing fires, and protecting life and Property when fires occur
16. maintaining and developing the value of property vested in, or Entrusted to the management of the Board
 - (16-a) establishing and maintaining civil defence services
 - (16-b) preparing and implementing town planning schemes
17. fulfilling any other obligation imposed upon it by or under this Act or any other law for the time being in force.

Discretionary function of Board

A. A Board may, within the Cantonment, make provision for:

- (a) 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 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 objects by measures other than the establishment and maintenance of primary schools;
- (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, subsidising or guaranteeing tramways or other means of locomotion, and electric lighting or electric power works;
- (k) establishing and maintaining cattle pounds,
- (l) arranging for civic reception with prior approval the officer Commanding-in-Chief, the Command;
- (m) providing housing accommodation for any class of inhabitants;
- (n) establishing and maintaining 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 any measure, other than a measure specified in section 116 or in the foregoing provisions of this section, likely to promote the safety, health or convenience of the inhabitants of the Cantonment.

B. A Board may, either within or outside the Cantonment, make provision for the 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.

Duties of President, Cantonment Board

1. It shall be the duty of the President of the Board
 - (a) Unless prevented by reasonable cause, to convene and preside 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 specifically 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 the provisions of this Act, and to directly responsible for the fulfillment of the purpose of this Act.
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 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 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

As per the Subject to the provisions of clause (b) and clause (d) of sub section (1) Of Section 22.

Chaerter of Duties of Administrative Officer and PRO

1. To handle emergency situations when Cantonment Executive Officer is away on temporary duty or leave with the consultation of President, Cantonment Board.
2. To go through all inward dak letters and to mark the dak to section concerned.
3. To keep overall supervision on administrative work.
4. To allot duties to office peons for distribution of dak, letters.
5. To prepare agenda of every committee and Board meeting.
6. To prepare Draft Proceedings of all such meetings.
7. To attend public grievances and sort out by mutual understanding.
8. To attend general complaints of public/residents.
9. To issue birth and death certificates.
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 orders regarding administration.
14. To supervise election process and prepare voters' 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 Authorities 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 for 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 proceedings of JCM meeting.
25. To attend the complaints on telephone and necessary directions for compliance be issued to concerned sections.
26. To prepare and arrange the celebration of Independence/ Republic Day.
27. To prepare draft bye laws which requires amendment of every section.
28. To look after the duties of other section heads when proceed on leave.
29. To carry out other miscellaneous works 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 & Death records and signing Birth & Death certificates as Sub-Registrar of Births & Deaths.
34. To perform the duties as Central Public Information Officer for the purpose of The Right to Information Act, 2005.

Charter of Duties of Accounts Officer

1. To be thorough with CFSR , Cantonment Account Code, FR SR, Leave Rules, CCS Conduct Rules and other laws, rules, instructions issued from time to time.
2. To check all the challans and transit bills and initial for credit and payment.
3. To check all bills of payments and initial for signature of CEO.
4. To check all the payments made by cheque and cash and initial the cheques for CEO's signature.
5. To reply all the Comamnd and DGDE letters.
6. To initial the Service Books, other letters of the Section.
7. To check the posting of all the day to day income and expenditure books, General Cash Register.
8. To manage and control all the staff of the Accounts Section and adjust their works in the event of leave etc.
9. To deal with all court cases of employees and liaise with the Advocate.
10. To scrutinize and initial all the documents produced by Accounts Section staff.
11. To check pay and pension bills after preparation and initial on the same for CEO's signature.

12. Overall to check all the works of Accounts Section, the accounts and all correspondence of any nature belonging to section.
13. To prepare the Annual Budget and Annual Consolidated Accounts.
14. To ensure that the Cantonment Accounts Code is observed in all transactions of accounts section.
15. To prepare replies to audit objections concerned with Accounts Section.
16. To maintain the account books viz. Main Cash Book, Classified abstract.
17. To make reconciliation with Bank Pass Books.
18. To scrutinize the bills received from Storekeeper and other departments, bills with MB of contractors, TA/DA claim, LIC claims, etc; and to check stock book registers.
19. To scrutinize the bay bills at the end of every month and prepare pay bill registers for drawing recovery cheques.
20. To prepare monthly income & Expenditure Statement.
21. To record all bills after payment.
22. To prepare pay bill of CEO and maintain the file of pay and allowances of CEO.
23. To prepare Conservancy Agreement and deal with all correspondence regarding conservancy payments and to prepare final bills of conservancy.
24. To deal correspondence regarding grant-in-aid.
25. To prepare budget and deal with Schools grants, from State Government.
26. To maintain investment register.
27. To settle audit objections.
28. To prepare budget estimates with the help of other staff.
29. To prepare annual accounts.
30. To calculate income tax of the Cantonment Board employees.
31. To send the Statistical Reports to Statistic Department.
32. To perform the duties as Central Public Information Officer for the purpose of The Right to Information Act, 2005.

Charter of Duties of General Clerk (Admin)

1. Printing work of all sections.
2. To process and handle the correspondence in respect of the following matters.
 - a) Conversion of Lease/Old Grant sites into Free-hold.
 - b) Proposals of Renewal of leases.
 - c) Issue of GLR Extracts.
 - d) Preparation of A.G. Rent bills.
 - f) Transfer of property.
 - g) Maintenance of Mutation Register.
3. To be familiar with Cantonment Land Administration Rules, Land Policy and instructions issued from time to time by higher authorities on the subject.
4. ELECTION WORK:
 - a) Preparation of Preliminary Electoral Rolls every year.
 - b) Issue of Electoral Certificates.
 - c) To be familiar with Cantonment Electoral Rules and other instructions.
5. To issue printed materials to all staff.
6. To maintain stock books in respect of various forms and books.
7. Preparation of Civil Area Committee Agenda and Proceedings.
8. Preparation of Invitations / Arrangements for Celebration of 15th August and 26th January

9. To perform the duties as Central Public Information Officer for the purpose of The Right to Information Act, 2005.

Charter of Duties of Sectional Engineer (Water Supply)

1. Supervision and control over Water Supply Section
2. Repairs and maintenance of machineries, plants at Pumping Station and Filtration plant.
3. Detection and removal of unauthorized constructions.
4. Detection and removal of Encroachments.
5. Recovery of dues on account of arrears of water charges.
6. Issue of NOC for Electric Connections.
7. To perform the duties as Central Public Information Officer for the purpose of The Right to Information Act, 2005.