

CITIZENS' CHARTER OF CANTONMENT BOARD, SUBATHU

Citizens' Charter is a document which represents a systematic effort to focus on the commitment of the organization towards its citizens' in respect of standard of public services, information, choice and constitution, accessibility, grievance redressal and courtesy etc. This also includes expectations of the organization from the citizens' for fulfilling their commitment towards society and organization.

Duties and functions of the 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. Preventing and checking spread of dangerous diseases; establishing and maintaining a system of public vaccination and inoculation for the said objective;
13. Establishing and maintaining a system of public vaccination and inoculation;
14. Establishing and maintaining or supporting public hospitals dispensaries, and providing public medical relief;
15. Establishing and maintaining primary schools;
16. Rendering assistance in extinguishing fires, and protecting life and property when fires occur;
17. Maintaining and developing the value of property vested in, or entrusted to the management of, the Board;
 - (a) establishing and maintaining civil defence services;
 - (b) preparing and implementing town planning schemes;
18. Preparing and implementing town planning schemes;

19. Preparing and implementing plans for economic development and social justice;
- 20 Naming and numbering of streets and premises;
21. According or refusing permission to erect or re-erecting building;
22. Organizing, promoting or supporting cultural and sports activities;
23. Celebrating Independence Day and Republic Day and incurring expenditure thereon;
24. Fulfilling any other obligation imposed upon it by or under this Act or any other law for the time being in force.

Apart from above there are certain discretionary functions of Cantonment Board, mentioned hereunder ;

1. 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;
2. Constructing, establishing or maintaining public parks, gardens, offices, dairies, bathing or washing places, drinking fountains, tanks, wells and other works of public utility;
1. Reclaiming unhygienic localities;
2. Furthering educational objects by measures other than the establishment and maintenance of primary schools;
3. Taking a census and granting rewards for information which may tend to secure the correct registration of vital statistics;
4. Making a survey;
5. Giving relief on the occurrence of local epidemics, floods, famines or other natural calamities, by the establishment or maintenance of relief works or otherwise;
6. Securing or assisting to secure suitable places for the carrying on of any offensive, dangerous or obnoxious trade, calling or occupation;
7. Establishing and maintaining a farm or other place for the disposal of sewage;
8. Constructing, subsidizing or guaranteeing tramways or other means of locomotion, and electric lighting or electric power works;
9. Establishing and maintaining cattle ponds;
10. Arranging for civic reception with prior approval of the Officer Commanding-in-Chief, the Command;
11. Providing housing accommodation for any class of inhabitants;
12. Establishing and maintaining or supporting public hospitals and dispensaries, and providing public medical relief;
13. Celebrating Independence Day and Republic Day and incurring expenditure thereon;
14. Developing land resources under the management of the Board;

15. Preparing and implementing group housing schemes;
16. Establishing remunerative projects;
17. Developing small-scale and cottage industries;

The Cantonment Board Subathu has always rendered sincere and dedicated services to provide the best civic amenities and render essential standard services to the residents of the Cantonment.

AN OVERVIEW	
ROADS	
total length	4.10 Km.
ELECTRICITY	
Street light & points provided in public toilets	277 Nos.
WATER SUPPLY & SEWAGE	
Total supply	90,000 ltr./day
Water connection	395 Nos.
Stand Post	118 Nos.
Hand pumps	05 Nos.
HOSPITAL	
Cantonment General Hospital	One, 09 bedded

BIRTH AND DEATH REGISTRATION

In Cantonment area births and deaths registration are being done as per H.P. birth and death Registration Act. This work is being handled by Sanitary Inspector. Relevant clauses pertaining to registration of birth or death are as under :-

(3) The information referred to in sub-rule (1) shall be given within 21 days from the date of birth, death and still birth.

6. Birth or death in a vehicle –

(1) In respect of a birth or death in a moving vehicle, the person in charge of the vehicle shall give or cause to be given the information under subsection (1) of section 8 at the first place of halt.

Explanation:– For the purpose of this rule the term “vehicle” means conveyance of any kind used on land, air or water and includes an aircraft, a boat, a ship, a railway carriage, a motorcar, a motor-cycle, a cart, a tonga and a rickshaw.

(2) In the case of deaths (not falling under clauses (a) to (e) of sub-section [1] of section 8) in which an inquest is held, the officer who conducts the inquest shall give or cause to be given the information under sub-section (1) of section 8.

7. Form of certificate - The certificate as to the cause of death required under sub-section

(3) of section 10 shall be issued in Form No. 4 or 4A and the Registrar shall, after making necessary entries in the register of deaths, forward all such certificates to the Chief Registrar or the officer specified by him in this behalf by the 10th of the month immediately following the month to which the certificates relate.

8. Extracts of registration entries –

(1) The extracts of particulars from the register relating to births or deaths to be given to an informant under section 12 shall be in Form No.5 or Form No.6, as the case may be.

(2) In the case of domiciliary events of births and deaths referred to in clause (a) of subsection (1) of section 8 which are reported direct to the Registrar of Births and Deaths, the head of the house or household, as the case may be, or, in his absence, the nearest relative of the head present in the house may collect the extracts of birth or death from the Registrar within thirty days of its reporting.

(3) In the case of domiciliary events of births and deaths referred to in clause (a) of subsection (1) of section 8 which are reported by the persons specified by the State Government under sub-section (2) of the said section, the person so specified shall transmit the extracts received from the Registrar of Births and Deaths to the concerned head of the house or house-hold, as the case may be, or, in his absence, the nearest relative of the head present in the house within thirty days of its issue by the Registrar.

(4) In the case of institutional events of births and deaths referred to in clauses (d) to (e) of sub section (1) of section 8, the nearest relative of the new born or deceased may collect the extract from the officer or person in-charge of the institution concerned within thirty days of the occurrence of the event of birth or death.

(5) If the extract of birth or death is not collected by the concerned person as referred to in sub-rules (2) to (4) within the period stipulated therein, the Registrar or the officer or

person in-charge of the concerned institution as referred to in sub rule (4) shall transmit the same to the concerned family by post within fifteen days of the expiry of the aforesaid period.

9. Authority for delayed registration and fee. - (1) Any birth or death of which information is given to the Registrar after the expiry of the period specified in rule 5, but within thirty days of its occurrence, shall be registered on payment of a late fee of rupee two.

(2) Any birth or death of which information is given to the Registrar after thirty days but within one year of its occurrence, shall be registered only with the written permission of the District Registrar Births and Deaths concerned on payment of late fee of Rs. 5/-.

(3) For the birth or death events which have not been registered within one year, from its occurrence, the concerned District Registrar of births and deaths after having been satisfied shall send the case to the Chief Registrar (births and deaths) along with his recommendations for transmitting the same to the Magistrate of the First Class for verifying the correctness of the birth or death. Thereupon, the Magistrate of the First Class shall pass an order for registration of such event of birth or death to the concerned Registrar on payment of a late fee of Rs.10/-.

10. Period for the registration of name of child –

(1) Where the birth of any child had been registered without a name, the parent or guardian of such child shall, within 12 months from the date of registration of the birth of the child, give information regarding the name of the child to the Registrar either orally or in writing:

Provided that if the information is given after the aforesaid period of 12 months but within a period of 15 years, which shall be reckoned,

(i) in case where the registration had been made prior to the date of commencement of these rules from such date, or

(ii) in case where the registration is made after the date of commencement of these rules from the date of such registration, subject to the provision of sub-section (4) of section 23;

the Registrar shall -

(a) if the register is in his possession forthwith enter the name in the relevant column of the birth register on payment of a late fee of rupees five; and (b) if the register is not in his possession and if the information is given orally, make a report giving necessary particulars, and, if the information is given in writing, forward the same to the officer specified by the State Government in this behalf for making the necessary entry on payment of a late fee of rupees five.

(2) The parent or the guardian, as the case may be, shall also present to the Registrar the copy of the extract given to him under section 12 or a certified extract issued to him under section 17 and on such presentation, the Registrar shall make the necessary endorsement relating to

(c) for granting extract relating to each birth or death. Rs.5.00

(d) for granting non-availability certificate of birth or death Rs.2.00

(2) Any such extract in regard to a birth or death shall be issued by the Registrar or the officer authorized by the State Government in this behalf in Form No.5 or, as the case

may be, in Form No.6 and shall be certified in the manner provided for in section 76 of

the Indian Evidence Act, 1872 (1 of 1872). (3) If any particular event of birth or death is not found registered the Registrar shall issue a non-availability certificate in Form No.10

(4) Any such extracts or non-availability certificate may be furnished to the person asking for it or sent to him by post on payment of the postal charges therefor.

Birth Certificate	Normal Charges	Rs. 17.00
	Additional Copies	Rs. 12.00 each copy
Death Certificate	Normal Charges	Rs. 17.00
	Additional Copies	Rs. 12.00 each copy

Marriage Registration

In Cantonment area marriage registration is being done as per H.P. Marriage Registration Act. This work is being handled by Sanitary Inspector. Relevant clauses pertaining to registration of birth or death are attached as Annexure to this charter. Marriage certificate can be obtained from the office on payment of fees as under :-

Marriage Certificate	Within 30 days	Memorandum of marriage to be accompanied by registration fee of Rs.5/-
	After 30 days but before 90 days	Memorandum of marriage to be accompanied by registration fee of Rs.10/-
	after 90 days but before one year	Memorandum of marriage to be accompanied by registration fee of Rs.50/- with the written permission of Distt. Registrar of Marriages.
	After one year	Shall be registered only on order made by first class magistrate on payment of Rs. 50/-
	For registration of voluntary Marriage.	
For registration of Foreign Marriage.		Memorandum shall be accompanied by a fee of Rs.100/-.

Rule 7 - Issuance of Marriage Registration Certificate -on demand of concern person(s) on Form-III.

Rule 8 - Inspection of marriage register – The register shall be open for inspection for public. Any one may apply for the same to the register in writing on payment of Rs.10/-

Certified copy of an extract of Register of Marriage can be given on payment of Rs.10/- per copy.

COMPOSITION OF UNAUTHORISED CONSTRUCTIONS

The Board/CEO may at any time by notice in writing direct the HOR, lessee or occupier of any land in the Cantonment to stop the erection or re-erection of a building in any case in which the Board/CEO considers that such erection or re-erection is being made without obtaining prior permission of competent authority. The Board/CEO may also issue notice U/s 248(1) of Cantt. Act 2006 for such offence when 12 months of the completion of such offence. Instead of demolition of any such building, the Board may accept 10% of estimated cost of such building by way of composition of offence subject to condition that unauthorized construction is compoundable in conformity with the Land tenure, Land policy and building bye-laws of Cantonment Board Subathu and as per relevant rules and regulations governing construction activity in the Cantonment. Sanction of Officer Commanding-in-chief, the Command is required for composition of unauthorized constructions.

Applications for composition of unauthorized construction should be addressed to Chief Executive Officer. Every application should be accompanied with the following documents as approved by the property matter committee of this Cantt. Board:

1. Applicant should be the owner/legal occupier – proof thereof
2. Old sanction plan if available or photo of existing structure.
3. Copy of GLR extract.
4. Building maps/plan in triplicate (one on tracing cloth and two blueprints)

The matter is dealt by Junior Engineer.

(a) If applicant has re-erected whole building then :

- (i) Building plan of the proposed construction also showing old structure/plan
- (ii) form A&B.
- (iii) Admission deed duly attested by 1st class Magistrate alongwith GLR plan.

(b) If applicant has erected additional floor on the existing structure :

- (i) Area of addition floor/unauthorized construction as per notice u/s 247 & 248 or 184 & 185 as per Cantt. Act, 2006 & 1924 respectively along with annexure of plan will be calculated by JE in conformity with Cantt. Bye-Laws.

(c) If applicant has erected/constructed minor construction such as toilet, bathroom, stair cases, kitchen, overhanging projections, tin shed etc.

(i) Area of unauthorized construction as per notice u/s 247 & 248 or 184 & 185 as per Cantt. Act, 2006 & 1924 respectively along with annexure of plan will be calculated by JE in conformity with Cantt. Bye-Laws.

5. Calculation of composition fees.

(i) Value of unauthorized construction will be calculated on the basis of plinth area rates fixed by Board /CEO time to time in their respective category as per assessment of property of Subathu Cantt.

(ii) Rates of plinth area will be applicable of the year of un-authorized construction/erections.

APPEALS AGAINST EXECUTIVE ORDERS

Any person aggrieved by any executive order may appeal to the authority specified as under and may contact Engineer for the purpose :-

Section	Executive Order	Appellate Authority	Time allowed for appeal
238	(a) Refusal to sanction the erection or re-erection of a building in a civil area	Principal Director, Defence Estate, Western Command Chandigarh	30 days from service of communication
	(b) Refusal to sanction the erection or reerection of a building in Cantonment other than civil area	General Officer Commanding-in-chief the command	30 days from service of communication
248	(a) Notice to stop erection or re-erection of or to alter or demolish a building in a civil area	Principal Director, Defence Estate, Western Command Chandigarh	30 days from service of notice
	(b) Notice to stop erection or re-erection of or to alter or demolish a building in Cantonment other than civil area.	General Officer Commanding-in-chief the command	30 days from service of notice

MUTATIONS/CONVERSIONS/LEASE RENEWALS

Requests for mutation of properties in GLR within notified civil area of the Cantonment shall be made in writing to the Chief Executive Officer along with all the documents substantiating the claim of applicant for mutation. In order to simplify the process and for the convenience of general public & applicants a property matter committee was appointed.

The committee proposes after detailed study of previous check lists and various documents demanded by Cantt. Board for the purpose of mutation of properties the following check list of documents which will be essential in mutation cases :

- i) Linkage/relation between recorded HOR and the applicant should be clearly indicated except in case of sale deed;
- ii) Mutation claim on the basis of registered will deed, gift deed -and sale deed should be supported with original and certified copies;
- iii) Death certificate of HOR (Holder of Occupancy Rights) if so in case of inheritance or otherwise;
- iv) In case of inheritance, legal heir detail duly declared before Magistrate 1st Class/legal heir ship certificate issued by the competent authority;
- v) Details of major Grand Son and Grand Daughter should be included as in declaration of legal heirs;
- vi) Indemnity bond in the prescribed Proforma available in the office;
- vii) In case legal heir is relinquishing any right in favour of any one or more it should be supported by registered affidavit duly attested by 1st class Magistrate only.
- viii) Publication charges for Advertisement of Public Notice inviting objection if any;
- ix) Admission deed in the prescribed proforma, available in the office;
- xi) In case sale/purchase is exceeding ? 5000/- than request for ex post facto Govt. sanction.
- xii) In case any court case of the property the affidavit duly attested by 1st Class Magistrate as resolution No.86 dt. 23.11.2015 only in case of mutation by legal inheritance.

Note: for the purpose of application of mutation the following documents will be made available by the Cantt. Board office to the incumbent:

1. Mutation form;
2. Admission deed format;
3. Indemnity Bond Format;
4. Format of Affidavit if required under resolution no. 86 dated 23-11-2015.
(if mutation by legal inheritance and court case of the property exists)

Similarly, requests for conversion of lease hold/old grant terms into freehold can be considered on payment of cost of land calculated as per STR. 25% of the total cost needs to be deposited by the applicant prior to forwarding the case to higher authorities for obtaining necessary sanction. The cases for mutation and conversion are considered if the site does not involve any subdivision, additional construction, change of purpose or encroachment/unauthorized construction.

Requests for renewal of lease terms are considered as per terms and conditions of the lease. A public notice regarding expiry of lease terms and application for its renewal is issued by the Cantt. Board authorities to the incumbent. The cases are dealt by junior engineer.

Forest/TREES

Cutting of trees of dry or green trees in the is strictly prohibited. Strict action shall be initiated against the offenders Any request for removal of dry or green in the Cantonment which are dangerous to life and property should made be in writing to the Chief Executive Officers. The applicant can contact Forest guard personally for the purpose. In case of green trees, NOC from Station Commander, is mandatory. As per the directions of station Commander, request for grant of NOC for cutting of green trees shall be considered only if the applicant plants at least 10 new trees in lieu of one green tree. The trees shall be disposed off by public auction through revenue Section of Cantonment Board. The same is dealt by Forest Guard.

TRADE LICENCE

The Cantonment Board gives trade licenses to those who are selling articles in Cantt. area as provided under section 277 of Cantt. Act 2006. The applicant has to apply in prescribed form which can be obtained from the office on payment of Rs.20/- License is granted based on inspection report of Station Health Officer.

WATER SUPPLY

The piped water supply consisting of underground reservoir and pumping station in the cantonment provided by the MES.

All complaints relating to Water Supply are attended to promptly within the shortest possible time. The details in this regard are mentioned below :-

A. COMPLAINTS :

- | | |
|-------------------------------------|---|
| * Leakage in main water supply line | Within 36 hours |
| * Contaminated water | Within 24 hours |
| * Failure of supply | public notice will be issued within 1-12 hrs. |
| * Maintenance of Hand Pumps
IPH | Within one week by the Board and in case of
matter reported within 48 hours. |
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B. WATER CONNECTIONS ARE DISPERSED ON THE APPLICATIONS OF THE OCCUPIERS/HOR :

1. Application Form/Connection fee (With Cashier) - Rs.100/- and security amount @ Rs.500/- per connection during working hours
2. Acceptance of Application - During working hours.

3. Acceptance for depositing security money, connection fee, road cutting charges, etc. - 01 to 03 days from the day of sanction.

4. Issue of sanction letter - Within 05 days.

C. WATER SUPPLY THROUGH TANKERS :

* Due to failure of supply - Depend to MES authorities

* Booking for marriages, other functions - On demand or before 30 days

CITIZENS' RESPONSIBILITIES

DOs AND DON'Ts FOR USING POTABLE WATER

To enable the Board to provide better services and to ensure supply of clean potable water to the residents, and to avoid/minimise the wastage of water, the Citizens are requested for the following :-

1. Installation of booster pumps/appliances on lines are not allowed.
2. Citizens should replace old, corroded, rusted or leaking service lines linked to Cantt Board main line.
3. Service pipes should be laid away from sewer lines to avoid contamination of water.
4. The water tanks used by the citizens should be cleaned periodically, should have proper ball cocks/valves to avoid leaking/wastage of water.
5. Citizens should switch to smaller flushing cisterns of 4 to 10 litres capacity easily available in the market.
6. The leaking bib cocks/stop cocks be got replaced to avoid wastage of water.
7. Drinking water should not be used for washing animals or vehicles, fountains, swimming pools, construction work, gardening/farming/irrigation or washing streets, etc.
8. Any leakages/damage of water supply lines and cases of any contamination of water should be reported to the Board office immediately.
9. The taps fixed at public water stand-posts should not be damaged/tampered/taken out to avoid low pressure/wastage of water.

Water is precious, conserve every drop of water by adopting following ways ;

- a) Turn tap off while brushing teeth - save 5 to 10 litres.
- b) Use, wash clothes and turn off the tap while washing hand-save 8 to 15 litres.
- c) Fill mug and turn off the tap while shaving - save 10 – 15 litres.
- d) While taking bath rinse, turn off the tap, soap and rinse again - save 50 to 70 litres.
- e) Repair of leakage loose saves 400 to 3000 litres water per day.

SEWERAGE & DRAINAGE

The provision of adequate Sewerage System which is a basic amenity is a necessity for maintaining sanitary conditions and to upgrade the decaying physical environment of the Cantonment and to make it more functional, beautiful, healthy and efficient. Sewer line work has been taken up in phases. Execution of IInd phase work is in progress and proposal for Phase III is likely to be prepared shortly. The public can take sewer- conditions from the existing lines and the necessary information in this regard is as follows:-

A. SEWER CONNECTIONS:

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- a)Application Form / Connection fee - Rs.300/- and security amount @
(with Cashier) working hours Rs.1000/- per connection + restoration
charges extra during
 - b) Acceptance for depositing connection - Within 07 days
fee, road-cutting charges etc.
 - c) Issue of sanction letter after deposit - Within 05 days of depositing
of charges

B. COMPLAINTS:

Complaints relating of sewerage (blockage,overflow,odour,and damaged lines) can be booked at the Cantt.Board Office in the Sanitation section from 10.00 AM to 05.00 PM.

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- a) Blockage of sewer line - Within 04 to 24 hours
 - b) Overflowing of sewer line - Within 04 to 24 hours
 - c) Repair of damaged sewer - 03 days
line of minor nature.
 - d)Repair of manhole - Within 07 to 30 days

C. DRAINAGE :

- A) De-silting - May to June
- B) Removal of blockage - Same day if reported in F/N
- C) Repair of drains - According to a time bound programme

D. REDRESSAL OF GRIEVANCES OF GENERAL PUBLIC:

For the redressal of grievances of general public a day in a month i.e. 2nd Monday of each month has been fixed to hear & redress the grievances & complaints of general public in the office of Cantt. Board, Subathu.

E. INFORMATION & FACILITATION CENTER:

For the facility of general public a facilitation centre has been opened at the entry point of office campus Cantt. Board, Subathu all above informations are being provided/given to the general public.

CITIZENS' RESPONSIBILITIES

DOs AND DON'Ts FOR SANITATION

To enable the Board to maintain the sewerage and drainage system and overall conservancy system in an efficient manner, the Citizens are requested for the following :-

- a) Do not throw waste material such as brick-bats, cloth, polythene bags, paper, cow-dung, garbage, etc. in open drains or manholes. These solid waste material should be dumped only in the nearest dustbin provided for the purpose or in the door to door collection dustbins provided by the Board to each house hold & shopkeepers.
- b) As per the Govt. policy, all citizens are required to convert dry-type toilets into water-borne to avoid insanitary conditions and spread of diseases. The policies has been implemented meticulously in the Cantt. Board, Subathu.
- c) Any blockade of Sewer lines/drains be reported in the office of Cantonment Board, Subathu.

STREET-LIGHTING

The Cantonment Board maintains about LED Street light 157, Solar Street light 35 & CFL bulbs 55 provided in street-light points on roads, streets, lanes and 30 bulbs in public toilets under it's management and being maintained by the Board itself. The Citizens can register the complaints relating to Street-lights in the Office or web site and the action as follows is taken to rectify the defects/faults :-

- * Registration of complaint on phone or Complaints are attended Immediately.
on web site or personal visit to Board Office
 - * Replacement of fused bulb, choke, etc. As per availability of man power from
HPSEB
 - * Fallen overhead line Report Same day to HPSEB
 - * Replacement of damaged pole Report Same day to HPSEB
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PUBLIC HEALTH

The Cantonment Board is providing conservancy services with the help of about 27 safaiwalas and adequate number of dustbins have been provided at appropriate different places in the Cantonment. The Cantonment is broadly divided into 2 areas for this purpose i.e. civil area and the bungalow area. Dustbins have also been provided to each house hold and shopkeepers to facilitate door to door garbage collection.

SANITATION:

- 1. Cleaning/sweeping of roads, streets Monday to Saturday between 7.00 a.m. and 12.00 p.m.
and 02.00 p.m to 5.00pm in respect of all areas.
Skeleton services on Sundays, if required.
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CITIZENS' RESPONSIBILITIES

To maintain proper sanitary standards in the area and to avoid the spread of communicable diseases/epidemics, the co-operation of the citizens is solicited. The citizens are required to co-operate with the administration in the following manner :-

- a) Use the authorised dustbins/garbage collection points and dustbins to provided to each house hold & shopkeeper for the disposal of household garbage. It will be easier/convenient for the Board to lift/collect the garbage.
- b) The garbage must be dumped within the dustbins and not outside to avoid scattering of the garbage by stray animals or to avoid insanitary conditions around the dustbin.
- c) The dustbins may not be used to dump building mulwa, cow-dung, etc.

- d) The garbage and waste material should not be dumped in the drains or nallahs as it blocks the free flow of water.
- e) No new garbage collection points be earmarked in the area without the information/approval of the Board.
- f) Do not use polythene and material of non-bio degradable nature unless Rs.5,000/- as a fine will be imposed as per Rules/instruction of the Govt. from time to time.

MEDICAL SERVICES

The Cantonment Board maintains a 09 bedded General Hospital which is headed by the Resident Medical Officer. The day to day functions are performed by the Doctor In-charge who is assisted by other paramedical staff and a Physiotherapy services are also provided with the services of physiotherapist. To provide specialized services to the patients, a laboratory and a dental clinic is run by the hospital. The hospital also has Maternity Ward and O.P.D. Medicines are distributed free of cost to the patients. The hospital also functions as nodal agency as notified by the State Govt. for the implementation of the National immunization programmes and other National Schemes relating to health and family welfare.

CITIZENS' RESPONSIBILITIES

- a) The citizens are requested to maintain discipline and decorum in the hospital premises and to avoid making crowds while coming for treatment.
- b) Allow the doctor to examine one patient at a time and wait for your turn.
- c) Keep silence and avoid making noises as it may disturb the other patients.
- d) Do not pluck flowers, plants, bushes in the parks inside the premises.
- e) Help the Board in the proper cleanliness of the premises by avoiding the spread of polythene, waste papers, etc.
- f) Avoid spitting on the walls/roads.
- g) Register every birth and death in the family as it is mandatory under the law of the land.
- h) For any complaint, contact the In-Charge/any Member/C.E.O.

VOCATIONAL TRAINING CENTER

A vocational training center is being run by the Cantonment Board Subathu in which two vocational courses i.e. Cutting tailoring and embroidery, Soft Toys making are being run by the skilled trained trainers. By these vocational courses many poor and needy girls and women are learning at free of cost. Which make them able to earn their livelihood.

READING ROOM (LIBRARY).

Cantonment Board Subathu has a library in which various newspapers, employment newspapers, magazines, Novels, Literature, Books of various writers on health, General Knowledge, Books of stories and books of various poet and poetess are there for general public.

PARKS.

The Horticulture Deptt. undertakes a Tree-plantation drive in the cantonment every year in the month of July/August with the co-operation of the residents and school children.

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|---|--|
| 1. Timings | From early morning to 9.00 p.m. |
| 2. Removal of uprooted trees | Clearance of road within 2 days |
| 3. Replacement of broken tree-guards | Within one day of receiving complaint |
| 4. Removal of horticulture waste/ dry leaves | Daily routine work |
| 5. Pruning of bushes | Four times in a year. |
| 6. Removal of weeds/wild grass from road sides. | Every 20 days during rainy season and bi-monthly in other seasons. |
| 7. Plantation Drive | Undertaken in July/Aug every year. |
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CITIZENS' RESPONSIBILITIES

1. It is citizens' responsibility to co-operate with the Board in keeping parks and gardens neat and clean.
2. To maintain proper cleanliness and not to scatter garbage in parks/gardens.
3. Empty containers/packets and peels of eatables should be dropped in litterbins provided in the parks/gardens.
4. Uprooting of plants and plucking of flowers in the parks/gardens is prohibited.
5. Cycling, playing football, cricket are not allowed in the parks.
6. Carrying of drugs/liquor and their consumption is strictly prohibited. Gambling is not allowed.
7. Pets are not allowed in the parks/gardens.
8. Do not disturb the calm environment of the garden.
9. Use pedestrian tracks while walking in the parks/garden. Do not roam in the banned area.
10. Co-operate in tree Plantation programmes launched in the area from time to time. Adopt atleast a tree in a year to preserve and conserve ecological environment.
12. Use only parking space for the vehicles provided outside the parks/gardens.
13. Do not allow anyone to damage tree guards and inform the civic body about the violation.
14. Citizens are required to co-operate horticulture staff in carrying their works in the parks.
15. The playing equipments, slides, swings, etc. must be used judiciously and with proper care to avoid damage to the equipment. The children may be given preferences.

TAXES

The Cantonment Board is levying all those taxes which have been levied by the Solan Municipal Committee. The major taxes are House Tax, Water tax, profession tax, dog tax and Servant tax etc. on about 450 private properties and service charges from Central Govt. properties within the Cantonment area.

RATES OF TAXES LEVIED IN SUBATHU CANTONMENT

Tax name	Rates of taxes imposed in Cantt
(i) House Tax	@ 12.5% on the annual value of buildings and lands.
(ii) Water Tax	@ 10 % on the annual value of the buildings
(iii) Profession Tax	at different rate according to nature of trade/trades Min. Rs.275/- p.a. & Max. of Rs.2000/- p.a
(iv) Dog Tax	@ 4/- per dog p.a
(v) Servant Tax	@ 4/- per servant p.a

CITIZENS' RESPONSIBILITIES

- a) The citizens are requested to make upto-date payment of taxes of the properties to avoid litigation/interest and to help the Board in providing better civic amenities and efficient public service.
- b) Correct, true and upto date information may be provided to the Board whenever a request is made or while filling up forms/ applications for any purpose.
- c) The citizens are required to carry on business/trade/profession only after paying the Trade & Profession tax.

GENERAL

A. BUILDING PLANS :

Any person who intends to construct/reconstruct, make alteration or additions should apply to the office of the Cantonment Board on prescribed application form which can be purchased from the Cashier on any working day. Each set costs Rs.3/-. All inquiries including advice on deficiencies in applications/documents will be attended across the table by the staff of Engineering section on all working days between 3.00 P.M to 5.00 P.M.

B. The applications for mutation of properties, conversion of old grant into free-hold and renewal of leases of properties are accepted by the Lands Clerk/JE. The time period for processing the documents is as follows:-

A. Mutation of Properties	Within 3 months provided all documents are in order
B. Conversion of old grant into free-hold rights	Submission of proposal to the higher authorities within 2 months
C. Renewal of leases	Submission of proposal to the higher authorities within 2 months

B. SUPPLY OF COPIES OF BUILDING PLANS :

Copies of earlier sanctioned building plans may be obtained from the office within 7 days on payment of Copying Fee.

CITIZENS' RESPONSIBILITIES

- a) The citizens should not carry out building construction work without obtaining sanction from the Board.
- b) The public roads, streets and lanes are meant for the convenience of the general public and should not be encroached upon in any manner.
- c) Hoardings/advertisement Boards should not be installed without the sanction of the C.E.O.
- d) Stray Cattle are not allowed in the cantonment.
- e) Roads, streets and lanes should not be dug for any purpose without permission from the C.E.O./Board.
- f) Cycle-rickshaws are allowed to ply only after taking licence from the Board.
- g) The road-gang, water repairing gang, Electric Gang, Sanitation staff can be contacted upto 9.00 a.m. on all working days at the office of Cantt. Board, Subathu.