

INFORMATION HAND BOOK UNDER
RIGHT TO INFORMATION ACT
SECUNDERABAD CANTONMENT BOARD

Chapter1

Introduction

- 1.1. Please throw light on the background of this hand-book (Right to Information Act . 2005).**
- 1.2. Objective / purpose of this hand-book**
- 1.3. Who are the intended users of this hand-book?**
- 1.4. Organization of the information in this hand-book**
- 1.5. Definitions (Please provide definitions of various terms used in the hand book).**
- 1.6. Contact person in case somebody wants to get more information on topics covered in the hand-book as well as other information also.**
- 1.7 Procedure and Fee Structure for getting information not available in the hand-book.**

Chapter-2 (Manual . 1)
Particulars of Organization, Functions and Duties

2.1. Objective/purpose of the public authority.

Secunderabad Cantonment Board will provide high quality services to its citizens in future. These will lead to universal access to services including the poor, leading to a balanced, citizen friendly, well governed and environmentally friendly development of the Cantonment area.

The Cantonment Board is a Body corporate established under Cantonment Act 2006 to provide Municipal services in cantonment area with a view to provide safe, healthy living condition for troops.

2.2. Mission / Vision Statement of the public authority.

Secunderabad Cantonment Board aims to provide high quality services with universal access including the poor. It will be slum free, citizen friendly, well-governed and environmental friendly

2.3. Brief history of the public authority and context of its formation.

Hyderabad and Secunderabad form one of the few twin cities of the world. Secunderabad is located on the northern side of the Hyderabad urban agglomeration. The cities have merged through an imaginary line drawn across the Tank Bund, which is still used to demarcate the cities. The Secunderabad Cantonment comprises a number of defense establishments. In 1798 through an alliance signed between Hyderabad's Nizam Sikander Jah and the British East India Company, an area north of Hussain

Sagar Lake was made into a cantonment named Secunderabad after Nizam Sikander Jah. Presently, Secunderabad Cantonment area falls under the Secunderabad Cantonment Board, which is a local body falling under the administrative control of Ministry of Defence, Government of India. Primarily, the Secunderabad Cantonment Board is responsible for carrying out the civic amenities to the residents of the Cantonment area. The area of Secunderabad Cantonment is about 40.17 sq. km and the civil population is 2,06,102 as per the 2001 census.

Historically, cantonments were places where the army of colonial government had to be exclusively quartered in an effort to keep the armed forces totally insulated from the ruled. Cantonments meant quarters assigned for lodging troops, a permanent military station created by the British government in India for the location of military formation away from the civilian towns and insulated from the Indian nationalist influences. Housing was the core objective. Subsequently, housing itself attracted the civil population to reside in the cantonments and the economic spin-offs attracted other activities. The bazaar area was recognized and the anatomy of the cantonment got clearly defined with military, the bungalow and civil areas clearly defined. The cantonments as local self-government organizations have always remained a puzzle. The civilian population wants to be in it but is uncertain about their status and their future.

Due to repeated demand for reforms by the representatives of cantonment population, the Cantonments Act, 1924 was enacted to introduce local self-government in the cantonments, which contained substantial civil population. The Act was the first model municipal Act for cantonments, but in its implementation, decentralization and democratic norms were largely compromised because of the status of the citizen who occupied the property only as a licensee of the Government.

In 2006 the Cantonments Act, 1924 was replaced by the Cantonment Act, 2006 with a view to impart greater democratization and improve the financial base of cantonments to make provision for developmental activities, etc. Presently there are 62 Cantonments in the country distributed among five Army Commands. The cantonments are categorized as Category I, Category II, Category III and Category IV on the basis of the civil population. As per the latest Census, Secunderabad cantonment area falls under Category I, with a population above 50,000.

2.4. Duties of the public authority.

As per section 62 of the Cantonment Act 2006, Duties of Board are as under:

Mandatory Duties of Board: It shall be the duty of every board, so far as the funds at its disposal permit, to make reasonable provision within the cantonment for:

- i. Lighting streets and other public places;
- ii. Watering streets and other public places;
- iii. Cleansing streets, public places and drains, abating nuisances and removing noxious vegetation;
- iv. Regulation of offensive, dangerous or obnoxious trades callings and practices;
- v. Removing, on the ground of public safety, health or convenience undesirable obstruction and projection in street and other public places;
- vi. Securing or removing dangerous buildings and places;
- vii. Acquiring, maintaining, changing, and regulating places for the disposal of the dead;
- viii. Constructing, altering and maintaining street, culverts, bridges, causeways, markets, slaughter-houses, latrines, privies, urinals, drains, drainage works and sewerages works and regulating their use;
- ix. Planting 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 birth and deaths;
- xii. Preventing and checking spread of dangerous disease; establishing and maintaining a system of public vaccination and inoculation for the said objective;
- xiii. Establishing and maintaining or supporting public hospital, maternity and child welfare centre 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. Organizing, promoting or supporting cultural and sports activities;
- xxiii. Celebrating Independence Day and Republic Day and incurring expenditure thereon;
- xxiv. Fulfilling any other obligation imposed upon it by or under this act or any other law for the time being in force.

Under section 63 power to manage property: A Board may, subject to any conditions imposed by the Central government, manage any property entrusted to its management by the Central government on such terms as to the sharing of rents and profits accruing from such property as may be determined by rule made under section-346.

2.5. Main activities/functions of the public authority.

	Function	Status
1	a) Urban planning	√
	b) Town planning	√
2	a) Regulation of land use	√

	Function	Status
	b) Regulation of building activity.	√
3	a) Planning economic development	-
	b) Planning social development.	-
4	a) Roads	√
	b) Bridges.	√
5	Water supply	√
	a) Industrial,	-
	b) Commercial	-
	c) Domestic	√
6	a) Public health,	√
	b) Sanitation,	√
	c) Conservancy	√
	d) Solid waste management	√
7	Fire services	-
8	a) Urban forestry,	√
	b) Protection of environment	√
	c) Promotion of ecological aspects.	√
9	Safeguarding the interests of	
	a) Weaker sections	√
	b) Physically handicapped	√
	c) Mentally retarded.	-
10	Slum improvement and up-gradation	√
11	Urban poverty alleviation	√
12	Provision of urban amenities	
	a) Parks	√
	b) Gardens	√
	c) Playgrounds and others	√
13	Promotion of	
	a) Education	-
	b) Aesthetics and others	√
14	a) Burial grounds	√
	b) Cremations grounds	-
	c) Electric crematoria	√
15	a) Cattle ponds	√
	b) Prevention of cruelty to animals	√

	Function	Status
16	a) Vital statistics,	√
	b) Registration of births and deaths.	√
17	a) Public amenities	√
	b) Street lighting	√
	c) Parking lots	√
	d) Bus shelters	-
	e) Public conveniences and others	√
18	Regulation of	
	a) Slaughterhouses	√
	b) Tanneries	-

2.6. List of services being provided by the public authority with a brief write-up on them.

1. Health and Sanitation ie sweeping, lifting of garbage.
2. Water supply
3. Maintenance of Roads, Drains, Culvert ,Under Ground, Sewerage etc...
4. Provisions of Medical services and maintenance of Hospital and dispensaries.
5. Registration of Birth and Death.
6. Mutation of Properties
7. Maintenance of Parks

2.7. Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).

Organogram of SCB

Organizational Structure

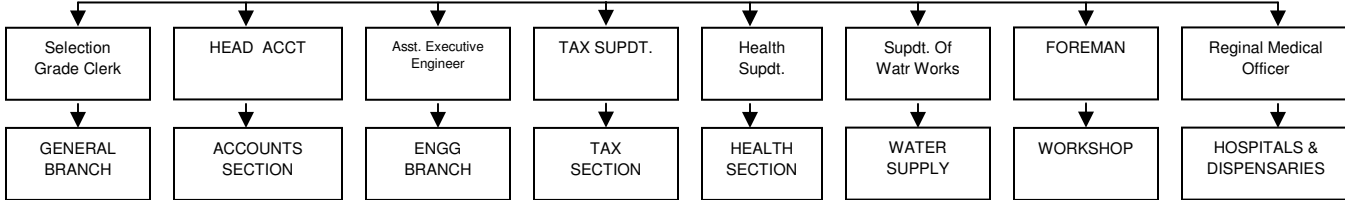
PRESIDENT CANTONMENT BOARD



CHIEF EXECUTIVE OFFICER



ASSISTANT SECRETARY



2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Not Applicable

2.9. Arrangements and methods made for seeking public participation/ contribution.

The goal of good governance is to provide transparent, accountable and responsive government and to ensure that citizens have a strong voice and role in the governance of their city. SCB has initiated several innovative measures to provide good governance.

The SCB is in the process of enacting other measures to increase public participation in policy making. They are also in process to involve private sector in service delivery, in order to improve accountability, transparency and efficiency in service delivery. The functions and urban good governance initiatives instituted by SCB are detailed.

The website of SCB allows citizens to access their births and death certificates, provides information about infrastructure works being undertaken by the Board and the status of various tender notices, building applications, complaints or grievances etc. It hosts a virtual meeting place for citizens to discuss issues related to urban governance and also provides citizens with the opportunity to have regular interaction with the Board which is very important for good governance.

Systematic Database

Realizing the need for a systematic database for good governance, SCB has invested in a Geographic Information System mapping program to provide geo-spatial information of all utilities and services.

2.10. Mechanism available for monitoring the service delivery and public grievance resolution.

The public can directly approach the relevant Head of Department of different section for the grievance relating to that particular function.

2.11. Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).

S.No	Office Name	Address, Telephone No and Email / web if any	Working Hours
1	Secunderabad Cantonment Board	S.P.Road, Court compound, Sec'bad-500003. Ph:27808600 & http://scb.aponline.gov.in	10.30 a.m. to 5.00 p.m.
2	Workshop & Circle Office	Mudfort, Near Diamond Point Hotel Sec'bad 27842318	8.00 a.m. to 5.00 p.m.
3	Circle offices	Bowenpally – 27757378 (Near Bowenpally Police Station)	6.00 a.m. to 2.00 p.m.
		Trimulgheery-27790144 (Near Trimulgheery Police Station)	-do-
		Bolarum – (Near Girls High School Bolarum)	-do-
4	Dispensaries	Picket - Temporary Not Working	8.00 am to 2.00 p.m.
		Bowenpally – 27757378	-do-
		Trimulgherry - 27790144	-do-
		Bolarum – 27862545	-do-

5	Pump houses	Balamrai - 27904947 (adj. P.G. College Sec'bad.)	6.00 a.m. to 2.00 p.m.
		Bowenpally - 27756776 (Near Police Station)	-do-
		Rudra Nagar – 27868755 (Near Narthaki Theater, Lothukunta)	-do-
		Gunbazar – 27903566 (Near Begumpet)	
		Reservior Rly colony Marredpally - 27707882	2.00 p.m. to 10.00 p.m.
		Karkhana - 27842276	10.00 p.m. to 6.00 a.m.
		Mahindra Hills – 27732840 (East Marredpally)	

Chapter. 3 (Manual. 2)
Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation - CHIEF EXECUTIVE OFFICER		
Powers	Administrative	<p>a) Exercise all the powers and perform all the duties conferred or imposed upon him by or under this Act of any other law for the time being in force.</p> <p>b) Subject to any restrictions, limitations and conditions imposed by this Act, to exercise executive power to ensure that the administration of the Board is carried out in accordance with provisions of this Act</p> <p>c) Prescribe the duties and exercise supervision and control over the acts and proceedings of all, officers and employees of the Board.</p> <p>d) Be responsible for the custody of all records of the Board.</p> <p>e) Arrange for the performance of such duties relative to the</p>

		<p>proceedings of the Board or of any Committee of the Board or of any committee of Arbitration constituted under this Act, as those bodies may respectively impose on him ; and</p> <p>f) Comply with every requisition of the Board on any matter pertaining to the administration of the Cantonment.</p>
	Financial	Rs. 50,000/-

3.1 (a)

Designation - ASSISTANT SECRETARY		
Powers	Administrative	----
	Financial	-----
	Others	-----
Duties	1 2	To supervise the work of employees of the Board as assigned by the CEO To take necessary steps to Cantonment Board Committee meetings. Preparation distribution of proceedings of the Board and various committees

Designation - ASST EXECUTIVE ENGINEER		
Powers	Administrative	----
	Financial	-----
	Others	-----
Duties	1. 2	1. Town Planning 2.To supervise execution of public/civil works

Designation - HEAD ACCOUNTANT		
Powers	Administrative	----
	Financial	-----
	Others	-----
Duties	<p>1) Head Accountant</p> <p>2) Accountant</p>	<p>a)Maintenance of cash book</p> <p>b)Maintenance of service books</p> <p>c)Maint of pension of the Cantt Pensioners</p> <p>d)Maint of classified abstract receipt/expenditure</p> <p>e)Maint of provident fund ledger</p> <p>f)Maint of salaries of the Cantt staff.</p>

Designation – HEALTH SUPDT.		
Powers	Administrative	----
	Financial	-----
	Others	-----
Duties	1. Health 2. Sanitation	a) Maint of public health b) Prevention of communicable diseases a) Removal of garbage b) Sweeping c) Maintenance of underground & open drains d) Maint of Birth & death registration e) Issue of Trade license.

Designation – WATER SUPPLY SUPDT.		
Powers	Administrative	----
	Financial	-----
	Others	-----
Duties	1	<p>1. Supervision of all contract works & department works</p> <p>2. Check the estimates prepared by the AEs for maintenance works and put up to CEO for obtaining sanction for execution of works through contracts.</p> <p>3. Issuing of work order to the contractors for repairs to water pipe lines submersible pumps, motors and pump sets etc</p>
	2	<p>4. Check the estimates prepared by AEs.</p> <p>5. Sending proposals to HQSC,Pune</p> <p>6. Inviting tenders from the contractors for execution of</p>

		<p>works. & tender schedules, Analysis of rates,</p> <p>7. Checking of reports submitted by the AE's</p> <p>8. Checking the contract bills for payment</p> <p>9. Periodical inspection of all pump houses and necessary action for repairs to Motor & pump sets etc.</p>
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Designation - STORE KEEPER		
Powers	Administrative	----
	Financial	-----
	Others	-----

Duties	1	a) To maintain stock books of stores
	2	b) Procurement of stores materials as and when required by the concerned dept after getting sanction of CEO.

Designation - TAX SUPDT		
Powers	Administrative	----
	Financial	-----
	Others	-----
	1	a) To maintain Demand collection register b) To maintain Assessment register c) To assess and collect d) 4B receipt

Duties	2	e) Entertainment tax f) To progress fresh assessment of properties g) To collect Service charges h) Collection of Octroi & toll tax i) To collect Propertie Tax
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Chapter - 4 (Manual .3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

4.1. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

(Department wise information to be typed from all sections)

ENGINEERING SECTION

Name / title of the document	Type of the document
1. Layout plans	Sanctioned layout plan of a registered society
2. Building plans	Sanctioned buildings plans of individual plots from various Societies
3. General Land Register	Details information about civil area along with GLR survey numbers.

From where one can get a copy of rules regulations, instructions, manual and records	Address: CEO, Secunderabad.
	Telephone No: 27808601
	Fax: 27808606
	Email Nil
	Others: Nil

Fee charged by the department for a Copy of rules, regulations, instructions, manual and records (If any) : Rs. 2/- for each copy.

WATER SECTION

Name / title of the document

Type of the document

From where one can get a copy of rules regulations, instructions, manual and records

Address: Water Works Superintendent

Telephone No: 27808601

Fax: 27808606

Email Nil

Others: Nil

Fee charged by the department for a Copy of rules, regulations, instructions, manual and records (If any)

: Rs. 2/- for each copy.

TAX SECTION

Name / title of the document	Type of the document
a) Demand collection register	a) To maintain Demand collection register
b) Assessment register	b) Maintenance of 10 beats of SCB.
c) Cheque Register	c) Maintenance of Cheque Register for SCB.
d) 4B receipt Books	d) 4B receipt Books operating by Tax Supdts. & Tax Collectors.
e) Entertainment tax	e) Collection of Entertainment tax.
f) Fresh assessment	f) Maintenance of Fresh assessment
g) Service charges	g) Demand of Service charges
h) Collection of Octroi & toll tax	h) Demand of Collection of Octroi & toll tax and files maintained by Tax Supdts

Choose one of the types given below.

(Rules, Regulations, Instructions, Manual, Records, Others)

Brief Write-up on the Document From where one can get a copy of rules regulations, instructions, manual And records (If any)

Address: Tax Superintendent, SCB

Telephone No: 27808601

Fax: 27808606

Email Nil

Others:Nil

Fee charged by the department for a

: Rs. 2/- for each copy.

ACCOUNTS

Name / title of the document	Type of the document
a) Maintenance of cash book	a) Maintenance of cash book
b) Maintenance of service book	b) Maintenance of service book
c) Maint of pension of the Cantt Pensioners	c) Maint of pension of the Cantt Pensioners
d) Maint of classified abstract receipt/expenditure	d) Maint of classified abstract receipt/expenditure
e) Maint of provident fund ledger	e) Maint of provident fund ledger
f) Maint of salaries of the Cantt staff.	f) Maint of salaries of the Cantt staff.

From where one can get a copy of rules regulations, instructions, manual and records

Address: Head Accountant, SCB.

Telephone No: 27808601

Fax: 27808606

Email Nil

Others: Nil

Fee charged by the department for a Copy of rules, regulations, instructions, manual and records (If any)

: Rs. 2/- for each copy.

STORES DEPARTMENT

Name / title of the document

- a) To maintain stock books of stores
- b) Procurements of stores materials as and when required by the concerned dept after getting sanction of CEO.

Type of the document

- a) To maintain stock books of stores
- b) Procurements of stores materials as and when required by the concerned dept after getting sanction of CEO.

Address: Mudfort ,Secunderabad.

From where one can get a copy of rules regulations, instructions, manual

Telephone No: 27842318

And records

Fax: 27808606

Email Nil

Others: Nil

Fee charged by the department for a Copy of rules, regulations, instructions, manual and records (If any)

: Rs. 2/- for each copy.

Name / title of the document

Type of the document

HEALTH SECTION

Name / title of the document	Type of the document
a) Maint of public health	a) Maint of public health
b) Prevention of communicable diseases	b) Prevention of communicable diseases
a) Removal of garbage	a) Removal of garbage
b) Sweeping	b) Sweeping
c) Maintenance of underground & open drains	c) Maintenance of underground & open drains
3. Maint of Birth & death registration	3. Maint of Birth & death registration
4. Maint of Trade license.	4. Maint of Trade license.

**Address: Health Supdt,
SCB**

From where one can get a copy of rules regulations, instructions, manual

Telephone No: 27808603

And records

Fax: 27808606

Email Nil

Others: Nil

Fee charged by the department for a : Rs. 2/- for each copy.

Copy of rules, regulations, instructions, manual and records (If any)

ASSISTANT SECRETARY

Name / title of the document	Type of the document
1. Board Proceedings	1. Board Proceedings
	Address: Asst.Secretary, SCB
From where one can get a copy of rules regulations, instructions, manual	Telephone No: 27808601
And records	Fax: 27808606
	Email Nil
	Others: Nil
Fee charged by the department for a Copy of rules, regulations, instructions, manual and records (If any)	: Rs. 2/- for each copy.

Chapter . 5 (Manual -4)

**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**

Formulation of Policy

5.1. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

S.No	Subject / Topic	Is it mandatory to ensure public participation (Yes or No)	Arrangements for seeking public information
1	Whenever SRO's are being issued public opinion as sought	YES	Through news paper advertisement & Individual hearing

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon.

Implementation of Policy

5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

S.No	Subject / Topic	Is it mandatory to ensure public participation (Yes or No)	Arrangements for seeking public information
	All policy matters	The Cantonment Board deliberates upon all the policy matters and take appropriate decisions	50 % of the members of the Board are elected by the general public. They interact with public and represent their requirements in Board meetings

Chapter . 6 (Manual -5)

**A statement of the categories of documents that are held by it
or under its control**

6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “Others”).

S.No	Category of the Documents	Name of the Document and its introduction in one line	Procedure to obtain the documents	Held by / under control of
1.	<u>ACCOUNTS :</u> Budget Book	Yearly, estimates sanction of PD, Receipts & Expenditure	Apply under RTI Act 2005	Head Accountant 9490611193
2.	General Cash book	Daily / Monthly accounts for Receipts & expenditure		
3.	Service Books	Cantt. Staff appointments & leave account Retirement date & etc		
4.	Pension	Maint.of service books &after retirement of cantt staff for pension /		

5.	Classified abstract	family pension, Monthly pension etc Maint. for accounts head wise Receipts & Exp. to show yearly acconts of head wise		
6.	Provident Fund	Maint. for all cantt staff PF lones & recoveries		
<u>TAX SECTION</u>				
	Demand & collection register	Demand & collection Register	Obtain the register by writing indent to Record Keeper	Tax Supdt. 9490611195
	Assessment Register	Assessment Register		
	Cheque register	Cheque Register		
	Mutation register	Mutation Records	By giving application to CPIO/HS	

	<p><u>HEALTH SECTION</u></p> <p>Conservancy contract bills</p> <p>Birth & Deaths</p> <p>Military conservancy</p> <p>Trade Licence</p> <p><u>STORE KEEPER</u></p> <p>Stock Book No.01</p> <p>Stock Book No.02</p> <p>Stock Book No.03</p> <p>Stock Book No.04</p> <p>Stock Book No.05</p> <p>Stock Book No.06</p>	<p>Sweeping/lifting Contract files</p> <p>birth/death Records</p> <p>Pravite conservancy agreement files</p> <p>Trade licence files</p> <p>Files pertaining To procurment of Cons. materials</p> <p>Buldg.materials</p> <p>GI pipes & fittings</p> <p>GI fittings & DI</p>	<p>Obtain the documents by writing application to CPIO/stores</p>	<p>Health Supdt.</p> <p>9490611184</p> <p>Store Keeper</p> <p>9490611190</p>
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	Stock Book No.07	pipes		
	Stock Book No.07/C	Borewell materials		
		HPSV fittings & Accessories		
	Lubricant Register	Automobiles spares		
	Uniform Register	-do-		
	Chappal Register	Lubricants		
	Return materials	Uniform		
		Chappals		
		Un- servicable materials		
	ENGINEERING DEPT			
	Layout plans	Sanctioned LO plan of a registered society	By giving application to CPIO/AEE-I	Asst/Exe.
	Building Plans	Sanctioned building plan of individuals		Engg-I
				9490611176

	<p>General Land Register</p> <p>WATER SECTION:</p> <p>-nil-</p>	<p>Registeres having details of individual houses located in civil/bazar area</p> <p>-nil-</p>	<p>By giving application to CPIO/Water Supdt.</p>	<p>Supdt. Of Water works</p> <p>9490611177</p>
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Chapter . 7 (Manual . 6)

**A statement of boards, council, committees and other bodies
constituted as its part**

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

Name and address of the main Body

Secunderabad Cantonment Board, S.P.Road, Court compound, Secunderabad- 500 003.

• Type of Affiliated Body (Board, Council, Committees and Other Bodies)

Board: Consists of PCB, VP, Members of Secretary and 13 Members)

Council: Not Applicable

Committees: 1) Public works Committee

2) Finance committee

• Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

Civic amenities to the residents of Secunderabad Cantonment area.

• Role of the Affiliated Body (Advisory / Managing / Executive / Others)

Executive

• Structure and Member Composition

President, Cantonment Board

16 Members - Vice President

• Head of the Body

President, Cantonment Board.

- **Address of main office and its Branches**

**Office of the Cantonment Board, S.P.Road, Court compound,
Secunderabad.**

- **Frequency of Meetings**

Regular

- **Can public participate in the meetings?**

YES

- **Are minutes of the meetings prepared?**

YES

- **Are minutes of the meeting available to the public? If yes, please provide information about the procedure to obtain them.**

**On payment of nominal fee public can obtain the same from Asst.
Secretary, Secunderabad Cantonment Board.**

Chapter . 8 (Manual . 7)

The names, designations and other particulars of the Public Information Officers

8.1. Please provide contact information about the Public Information Officers,

Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority: CHIEF EXECUTIVE OFFICER

CANTONMENT BOARD, SEC'BAD

Central Public Information Officers

S.No	Name/sarvasri	Designation	Mobile No	Fax	Email	Address
	I.Geetha Kumari	Asst.Secretary	9490611192	27808606	---	Cantonment Board Office, Court Compound. Secunderabad
	P.V.Sabitha	Head Acct	9490611193	-do-	----	
	K.Venkata Ramana Rao	AEE-I	9490611176	-do-	----	

	K.M.Devraj	AEE-II & Water supply I/C	9490611177	-do-	----	

	O.Gajjaram	Health Supdt.	9490611184	-do-	----	-do-
	M.G.Joseph Celestine	Tax Supdt.		-do-		-do-
		Tax	9490611195			-do-

	G.Raju,	Supdt.	9490611189			-do-
	Jaishiva Rao	Store Keeper	9490611190			-do-
	Shoba Rani	RMO	9490611196			

Department Appellate Authority

S.N	Name	Designation	Phone No	Fax	Email	Address
			Office			
1	Shri C.Ravindra	Chief Executive Officer	27808600	27808606	---	Cantonment Board Office, Court Compound. Secunderabad.

Chapter. 9 (Manual. 8)
Procedure followed in Decision Making Process

9.1. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made)

The Cantonment Board deliberates upon all the policy issues as per the provisions of Cantonment Act 2006 and the rules made there under. The Board bound by the executive directions of the Govt of INDIA Ministry of Defence

9.2 What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves?

All the decisions are to be in accordance with the provisions of the Cantonment Act 2006 and the rules made there under.

9.3 What are the arrangements to communicate the decision to the public?

The Board meetings are open to general public. The proceedings of the Board are available to general public on payment of prescribed fee.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

Chief Executive Officer / Head of Sections / Board members / Dte level / DGDE level

9.5 Who is the final authority that wets the decision?

Board / Principal Director, SC, Pune / Director General, Delhi.

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.

Contact information of above

Principal Director, DE, SC, Pune

Mentioned officers

Phone no. 26360552

Chapter . 10 (Manual -9)
Directory of Officers and Employee

10.1 Please provide information district wise in following format

S.N	Name & Designation	Office Phone No	Fax	Email	Address
	HEAD OF SECTIONS :	27808601	27808606		
	Smt.I.Geetha Kumar, Asst.Secretary	9490611192		----	-----
	Smt P.V.Sabitha, Head Accountant	9490611193			
	Shri K. Venkataramana Rao AEE-I /Water Supdt.	9490611176			
	Shri K.M.Devraj, Asst.Exe.Engineer-II, EB	9490611177			
	Shri M.G.Joseph Celestine, Tax Supdt	9490611195			
	Shri G.Raju, Tax Supdt.	9490611189			
	Shri O.Gajjaram, Health Supdt.,	9490611184			
	Smt.Shobha Rani, RMO	9490611196			
	Shri Jaishiva Rao, Store Keeper	9490611190			
	Shri Md.Iqbal Ahmed, Asst.Engineer	9490611178			
	Shri M.Ramulu, Asst.Engineer	9490611179			
	Shri M.Gopala Krishna Das, Asst.Engineer	9490611180			
	Shri B.Balakrishna, Asst.Engineer	9490611181			
	Shri Ch.Uma Shanker, Asst.Engineer	9490611182			
	Shri M.Phani Kumar, Asst.Engineer	9490611183			

	<p><u>Staff</u></p> <p>Shri Vasant, SGC</p> <p>Shri P.Satyanarayana Reddy, Sr.Asst.</p> <p>Smt Annie, Sr.Asst.</p> <p>Shri Syed Akbar Ali, Sr.Asst.</p> <p>Shri D.Krishna Sr.Asst.</p> <p>Shri M.Narsing Rao, Sr.Asst.</p> <p>Shri K.V.Ramana Rao, Sr.Asst.</p> <p>Shri Hari Prasad Gupta, Sr.Asst.</p> <p>Shri Tajamul Akbar, Sr.Asst.</p> <p>Shri G.V.Sunender, Sr.Asst.</p> <p>Shri K.Srikanth, Sr.Asst.</p> <p>Smt K.Dhanalaxmi, Sr.Asst.</p> <p>Smt P.O.Saroj, Sr.Asst.</p> <p>Smt D.Uma Devi, Sr.Asst.</p> <p>Shri P.R.Vinod Kumar, Sr.Asst.</p> <p>Shri E.Raj Kumar, Sr.Asst.</p> <p>Shri M.Ravi, Jr.Asst.</p> <p>Smt. M.Padmavathi, Jr.Asst.</p> <p>Smt T.Anuradha, Data Entry Operator</p>	<p>Mobile is not provided by office to the staff.</p>			
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Chapter -11 (Manual. 10)
**The Monthly Remuneration Received By Each of its Officers
and Employees, Including the System of Compensation as
Provided in Regulations**

11.1. Please provide information in following format

S. N o	Name & Designation	Monthly Remuneration		The procedure to determine the remuneration as given in regulation
	HEAD OF SECTIONS :			
	Smt. I.Geetha Kumari , Asst.Secretary	34,289.00	2	----As per the recommendatio ns of the pay commission Govt. of A.P.
	Smt V.Y. Deepti, Computer Programmer	22,035.00	7	
	Smt. P.V.Sabitha, Head Accountant	31,294.00	8	
	Shri K. Venkataramana Rao AEE-I	43,304.00	0	
	Shri K.M.Devraj, Water Supdt & Asst. Exe. Engineer-II, EB	49,026.00	8	
	Smt. M.G.Joseph Celestine, Tax Supdt	30,393.00	6	
	Shri G.Raju, Tax Supdt.	32,845.00	0	
	Shri O.Gajjaram, Health Supdt.,	45,608.00	6	
	Smt. Shobha Rani, RMO	54,322.00	6	
	Shri Jaishiva Rao, Store Keeper	18121.00		
	Shri Md.Iqbal Ahmed, Asst. Engineer	40,926.00		
	Shri M.Ramulu, Asst. Engineer	37,423.00		
	Shri M.Gopala Krishna Das, Asst. Engineer	27,461.00		
	Shri B.Balakrishna, Asst. Engineer	27,261.00		
	Shri Ch.Uma Shanker, Asst. Engineer	26,763.00		
	Shri M.Phani Kumar, Asst. Engineer	26,593.00		
		27,962.00		
		25,923.00		

<u>Staff</u>					
Shri R Vasanth Rao, SGC	22,875.00				
Shri P.Satyanarayana Reddy, Sr. Asst.	22,728.00				
	22,878.00				
Smt Annie, Sr. Asst.	18,963.00				
	19,073.00				
Shri Syed Akbar Ali, Sr. Asst.					
	18,953.00				
Shri D.Krishna Sr. Asst.	17,544.00				
Shri M.Narsing Rao, Sr. Asst.					
Shri K.V.Ramana Rao, Sr. Asst.					
	17,119.00				
Shri Hari Prasad Gupta, Sr. Asst.					
	18,989.00				
Shri Tajamul Akbar, Sr. Asst.	16,260.00				
	15,828.00				
Shri G.V.Sunender, Sr. Asst.	16,168.00				
Shri K.Srikanth, Sr. Asst.	16,023.00				
Smt K.Dhanalaxmi, Sr. Asst.	15,042.00				
	15,042.00				
Smt P.O.Saroj, Sr. Asst.	10,896.00				
Smt D.Uma Devi, Sr. Asst.	16,747.00				
Shri P.R.Vinod Kumar, Sr. Asst.					
Shri E.Raj Kumar, Sr. Asst.					
Shri M.Ravi, Jr.Asst.					
Smt. M.Padmavathi, Jr. Asst.					
T.Anuradha , Data Entry Operator					

Chapter -12 (Manual. 11)
The Budget Allocated to each Agency/Section
(Particulars of all plans, proposed expenditures and reports on
disbursement made)

Sl.No	Name of the Scheme / Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount Sanctioned	Amount released / disbursed (No of Installments)	Actual expenditure for the last year	Responsible office for the quality and the complete execution of the work
1	Rates & taxes								HEAD ACCOUNTANT
2.	Realization (pounds)								
3	Revenue derived from leases, Military conservancy								
4	Misc								
5	Grants & contribution Advance & deposits								

For Public Authorities responsible for developmental, construction, technical works

12.1. Please provide information about the details of the budget for different activities under different schemes in the given format

For other Public Authorities

Sl.No	Name of the Scheme / Head	Proposed Budget	Sanctioned Budget	Amount released ./ disbursed (No of Installments)
		Not applicable		

Chapter – 13
The Manner of Execution of Subsidy Programmes

13.1. Please provide the information as per the following format:

- **Name of Programme/scheme**
- **Duration of the programme /scheme**

- **Objective of the programme**

- **Physical and financial targets of the programme (for the last year)**
- **Eligibility of Beneficiary**
- **Pre-requisites for the benefit**

- **Procedure to avail the benefits of the programme**

- **Criteria for deciding eligibility**

- **Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)**

- **Procedure for the distribution of the subsidy**

- **Where to apply or whom to contact in the office for applying**

- **Application Fee (where applicable)**

- **Other Fees (where applicable)**
- **Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)**
- **List of attachments (certificates/ documents)]**
- **Format of Attachments**
- **Where to contact in case of process related complaints**
- **Details of the available fund (At various levels like District Level, Block level etc)**
- **List of beneficiaries in the format given below**

S.No / Code	Beneficiary Name	Amount of Subsidy	Parent / Guardian	Criteria of Selection	Address			
					District	City	Town	Village
1	Scholarship to SC/ST employees children	10000 for each children	----	Secured highest marks in 10 th & Intermediat	Hyderabad	Secbad	Sec'bad	-----

				e				
2	Re- imburseme nt of educationa l allowance upto two children	40/- per month in case of school children 50/- per month in case of Intermedi ate children	-----	-----	-do	-do-	-do-	----

Chapter -14 (Manual -13)

Particulars of Recipients of Concessions, permits or authorization granted by it

14.1. Please provide the information as per the following format:

- **Name of Programme**
- **Type (Concession/ Permits/ Authorization)**
- **Objective**
- **Targets set (For the last year)**
- **Eligibility**
- **Criteria for the eligibility**
- **Pre-requisites**

- Procedure to avail the benefits
- Time limit for the concession/ Permits/ Authorizations
- Application Fee (where applicable)
- Application format (where applicable)
- List of attachments (certificates/ documents)]
- Format of Attachments

List of beneficiaries in the format given below

S.No / Code	Beneficiary Name	Validity Period	Parent / Guardian	Criteria of Selection	Address			
					District	City	Town	Village

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits

Chapter. 15 (Manual – 14)

Norms set by it for the discharge of its function

For your kind information, Please see Chapter-4 (Manual.3)

15.1 Please provide the details of the Norms/ Standards set by the department for execution of various activities / programmes.

Chapter -16 (Manual -15)
Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

Chapter -17 (Manual -16)
**Particulars of the facilities available to citizens for obtaining
information**

17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Like

- **Drama and Shows**
- **Exhibition**
- **Inspection of Records in the Office**
- **Notice Board**
- **Office Library**
- **Others means of advertising**
- **Printed Manual Available**
- **System of issuing of copies of documents**
- **Through News paper**
- **Website of the Public Authority**

Chapter -18 (Manual -17)
Other Useful Information

HEALTH BRANCH

18.1 Frequently Asked Questions and their Answers by Public

yes

18.2 Related to seeking Information

yes

- Application form (a copy of filled application form for reference)
- Fee - for issuing of Birth/death certificate & obtaining copies by paying Rs. 65 through APOnline.
- How to write a precise information request. Few Tips

To CPIO/Health Supdt.

- Right of the Citizen in case of denial of information and procedure to appeal

Appellate Authority/CEO Secunderabad.

18.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description - NA-
- Time period for Training Programme/ Scheme - NA-
- Objective of training -NA-

- **Physical and Financial Targets (Last Year)** **-NA-**

- **Eligibility for training** **-NA-**

- **Perquisite for training (If any)** **-NA-**

- **Financial and other form of help (If any)** **-NA-**

- **Description of help (Mention the amount of Financial help, if any)**
-NA-

- **Procedure of giving help** **-NA-**

- **Contact Information for applying - CPIO/HS**

- **Application Fee (Wherever applicable)**
Minimum Rs. 10/- depend upon subject

- **Other Fees (Wherever applicable)** **mentioned as above.**

- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**
 - 1. Printed license application form is available**
 - 2. Application for birth/death on plain white paper**

- **List of enclosures / documents**
 1. Rental agreement
 2. building plan sanctioned copy
 3. Upto date payment tax receipt
 4. Doctor certificate taken place at home for birth/death

- **Format of enclosures / documents**

-nil-

- **Procedure of application**

Applicant can apply directly to CPIO/HS

- **Selection Procedure**

- NA-

- **Time table of training programme (In case available)**

- NA-

- **Process to inform the trainee about the training schedule**

- NA-

- **Arrangement made by the Public Authority for creating public awarness about the training programmes.**

- NA-

- **List of Beneficiary of the training programme at various levels like district level, block level etc.**

- NA-

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13

- **Name and description of the certificates and NOCs**

- NA-

- **Eligibility for applying**

- NA-

- **Contact Information for applying**

- NA-

- **Application Fee (Wherever applicable)**

Depend upon the subject Minimum Rs. 10/- to 18500/-

- **Other Fees (Wherever applicable)**

- NA-

- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
Mentioned as above.**

- **List of enclosures / documents**
Mentioned as above.
- **Format of enclosures / documents**
Mentioned as above.
- **Procedure of application**
Mentioned at column no. 8.3
- **Process followed in the Public Authority after the receipt of application**

Process will be completed within 15 days – one month depend upon the subject after receipt of the application.

- **Normal time taken for issuance of certificate**
30 days
- **Validity period of certificate (If applicable)**
One year
- **Process of renewal (If any)**
After one year

18.5 With relation to registration process

Objective

- | • Eligibility for registration | Mentioned in preceding column |
|---|--------------------------------------|
| • Pre-requisites (If any) | |
| • Contact Information for applying | -do- |
| • Application Fee (Wherever applicable) | -do- |
| • Other Fees (Wherever applicable) | -do- |
| • Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide) | -do- |
| • List of enclosures / documents | -do- |
| • Format of enclosures / documents | -do- |
| • Procedure of application | -do- |
| • Process followed in the Public Authority after the receipt of application | |
| One month | |
| • Validity period of registration (If applicable) | |
| Within 15 days | |
| • Process of renewal (If any) | |
| Every year | |

18.6 With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

- **Name and description of tax** -NA-
- **Purpose of tax collection** -NA-
- **Procedure and criteria for determination of tax rates** -NA-
- **List of major defaulters** -NA-

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)

- **Eligibility for connection** -NA-
- **Pre-requisites (If any)** -NA-
- **Contact Information for applying** -NA-
- **Application Fee (Wherever applicable)** -NA-
- **Other Fees / Charges (Wherever applicable)** -NA-
- **Application Form (In case the application is made on plain paper, please**

mention the details which the applicant has to provide)

Mentioned as above.

- List of enclosures / documents -do-
- Format of enclosures / documents -do-
- Procedure of application -do-
- Process followed in the Public Authority after the receipt of application

Within 30 days

- Brief description of terms used in the bills
- NA-
- Contact information in case of problems regarding Bills or service

CPIO/HS CELL NO. 9490611184

- Tariff and Other Charges
- NA-

18.8 Details of any other public services provided by the Public Authority

-NA-

WATER SUPPLY DEPARTMENT

18.1 Frequently Asked Questions and their Answers by Public

-NIL-

18.2 Related to seeking Information

No specific printed application form is available. The applicant may submit application on white paper also.

- **Application form (a copy of filled application form for reference)**
- **Fee - Rs. 10/-**

- **How to write a precise information request . Few Tips**

To CPIO/Water Supdt.

- **Right of the Citizen in case of denial of information and procedure to appeal**

Appellate Authority/CEO Secunderabad.

18.3 With relation to training imparted to public by Public Authority

- **Name of training programme with brief description - NA-**
- **Time period for Training Programme/ Scheme - NA-**

- **Objective of training** **-NA-**

- **Physical and Financial Targets (Last Year)** **-NA-**

- **Eligibility for training** **-NA-**

- **Perquisite for training (If any)** **-NA-**

- **Financial and other form of help (If any)** **-NA-**

- **Description of help (Mention the amount of Financial help, if any)**
-NA-

- **Procedure of giving help** **-NA-**

- **Contact Information for applying - CPIO/WATER SUPDT**

- **Application Fee (Wherever applicable)**

- **Other Fees (Wherever applicable) mentioned as above.**

- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**

- **List of enclosures / documents**

- **Format of enclosures / documents**

- **Procedure of application**
Applicant can apply directly to CPIO/Water Supdt
- **Selection Procedure**
- NA-
- **Time table of training programme (In case available)**
- NA-

- **Process to inform the trainee about the training schedule**
- NA-
- **Arrangement made by the Public Authority for creating public awareness about the training programmes.**
- NA-
- **List of Beneficiary of the training programme at various levels like district level, block level etc.**

- NA-

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13

- **Name and description of the certificates and NOCs**
- NA-
- **Eligibility for applying**
- NA-
- **Contact Information for applying**
- NA-
- **Application Fee (Wherever applicable)**
- **Other Fees (Wherever applicable)**
- NA-
- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**
- **List of enclosures / documents**
- **Format of enclosures / documents**
- **Procedure of application**
- **Process followed in the Public Authority after the receipt of application**

- **Normal time taken for issuance of certificate**
- **Validity period of certificate (If applicable)**
- **Process of renewal (If any)**

18.5 With relation to registration process

Objective

- **Eligibility for registration**
- **Pre-requisites (If any)**
- **Contact Information for applying**
- **Application Fee (Wherever applicable)**
- **Other Fees (Wherever applicable)**
- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**
- **List of enclosures / documents**
- **Format of enclosures / documents**

- **Eligibility for connection**
Eligibility for water connection is decided if the building has been assessed by the Cantt Board, Sec'bad

- **Pre-requisites (If any)**

- 8. Title deed document of the building**
- 9. copy of sanctioned building plan**
- 10. upto date tax receipt to the building**
- 11. sketch showing the proposed water connection from the cantt water main**

- **Contact Information for applying**
CEO, Cantt Board office, S.P.Road court compound,Sec'bad
- **Application Fee (Wherever applicable) -NA-**
- **Other Fees / Charges (Wherever applicable) -NA-**
- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**

The applicant may collect application form from water supply department Cantt Board office, Sec'bad with free of cost.

- **List of enclosures / documents**

Sale deed document
Sanctioned building plan
Tax Receipt

Site plan showing proposed water main

- **Format of enclosures / documents**
No specific format is available.

- **Procedure of application**

The applicant may submit application addressing to CEO, Sec'bad for water connection in Cantt Board office along with enclosures.

- **Process followed in the Public Authority after the receipt of application**

The technical staff after inspection submit report about the availability of water and the documents submitted by the applicant are scrutinized. If the documents and site inspection reports are in order then the application is put up to CEO/Board for sanction. After sanction the applicant is informed to remit the water connection charges in Cantt Board office.

- **Brief description of terms used in the bills**

The water bills are prepared for domestic purpose commercial apartment, wise as per the rates approved by the Board adding service charges and water cess charges and issued to the consumers.

- **Contact information in case of problems regarding Bills or service**

CPIO/WATER SUPDT - PHONE NO 27808604

- **Tariff and Other Charges**

<u>For Domenstic purpose</u>	Rates revised but not implemented
Individual connection per month	
a)unmetered connection (Min)	400.00
b)metered connection (min)	125.00
Consumption upto and less 15 kl	7.50
Above 15 kl upto 25 kl per KL	11.00
Above 25 Kl upto 500 kl per KL	25.00
<u>Apartment building having common water connection</u>	
a)unmetered connection (Min)	4000.00
for additional flat charges increased by	400.00
b)metered connection (min)	1250.00
building containing upto 10 flats	
For additional flat charges increased by	150.00
Consumption upto & less 150 KL	1250.00

18.8 Details of any other public services provided by the Public Authority

Water tankers are sent to weaker section areas / slums where the water supply is not available in Cantt area for drinking water to the General public

ENGINEERING BRANCH

18.1 Frequently Asked Questions and their Answers by Public

Issue of True extract of public documents such as building plans, layout plans, GLR and also regarding procedure for sanction of layouts, building plans etc.

18.2 Related to seeking Information

yes

- **Application form (a copy of filled application form for reference)
Application shall be submitted on a white paper in Engg branch dak section.**
- **Fee - Rs.5000/- for a true extract copy of sanctioned layout plan.
Rs. 500/- for a true extract copy of sanctioned building plan
Rs. 100/- for a true extract copy of GLR**
- **How to write a precise information request . Few Tips**

To CPIO/ AEE-I/II

- **Right of the Citizen in case of denial of information and procedure to appeal**

Appellate Authority/CEO Secunderabad.

18.3 With relation to training imparted to public by Public Authority

- **Name of training programme with brief description - NA-**
- **Time period for Training Programme/ Scheme - NA-**
- **Objective of training -NA-**
- **Physical and Financial Targets (Last Year) -NA-**
- **Eligibility for training -NA-**
- **Perquisite for training (If any) -NA-**
- **Financial and other form of help (If any) -NA-**
- **Description of help (Mention the amount of Financial help, if any)
-NA-**
- **Procedure of giving help -NA-**

- **Contact Information for applying - CPIO/HS**

- **Application Fee (Wherever applicable)**
Minimum Rs. 10/- depend upon subject
- **Other Fees (Wherever applicable) mentioned as above.**

- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**

- **List of enclosures / documents**

- **Format of enclosures / documents**
-nil-
- **Procedure of application**
Applicant can apply directly to CPIO/AEE-I/II
- **Selection Procedure**
- NA-
- **Time table of training programme (In case available)**
- NA-

- **Process to inform the trainee about the training schedule**
- NA-

- **Arrangement made by the Public Authority for creating public awareness about the training programmes.**

- NA-

- **List of Beneficiary of the training programme at various levels like district level, block level etc.**

- NA-

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13

- **Name and description of the certificates and NOCs**

- NA-

- **Eligibility for applying**

- NA-

- **Contact Information for applying**

- NA-

- **Application Fee (Wherever applicable)**

Depend upon the subject Minimum Rs. 10/- to 18500/-

- **Other Fees (Wherever applicable)**

- NA-

- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**
Mentioned as above.
- **List of enclosures / documents**
Mentioned as above.
- **Format of enclosures / documents**
Mentioned as above.
- **Procedure of application**
Mentioned at coloumn no. 8.3
- **Process followed in the Public Authority after the receipt of application**

Process will be completed within 15 days – one month depend upon the subject after receipt of the application.

- **Normal time taken for issuance of certificate**
30 days
- **Validity period of certificate (If applicable)**
- **Process of renewal (If any)**

18.5 With relation to registration process

Objective

- **Eligibility for registration**
- **Pre-requisites (If any)**
- **Contact Information for applying**
- **Application Fee (Wherever applicable)**
- **Other Fees (Wherever applicable)**
- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**
- **List of enclosures / documents**
- **Format of enclosures / documents**
- **Procedure of application**
- **Process followed in the Public Authority after the receipt of application**

One month

- **Validity period of registration (If applicable)**

Within 15 days

- **Process of renewal (If any)**

Every year

18.6 With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

- **Name and description of tax** -NA-
- **Purpose of tax collection** -NA-
- **Procedure and criteria for determination of tax rates** -NA-
- **List of major defaulters** -NA-

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)

- **Eligibility for connection** -NA-
- **Pre-requisites (If any)** -NA-
- **Contact Information for applying** -NA-
- **Application Fee (Wherever applicable)** -NA-
- **Other Fees / Charges (Wherever applicable)** -NA-

- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**

Mentioned as above.

- **List of enclosures / documents -do-**
- **Format of enclosures / documents -do-**
- **Procedure of application -do-**
- **Process followed in the Public Authority after the receipt of application**

Within 30 days

- **Brief description of terms used in the bills**

-NA-

- **Contact information in case of problems regarding Bills or service**

CPIO/AEE-I/II PH.NO. 27808601

- **Tariff and Other Charges**

-NA-

18.8 Details of any other public services provided by the Public Authority

-NA-

TAX BRANCH

18.1 Frequently Asked Questions and their Answers by Public

yes

18.2 Related to seeking Information

yes

- **Application form (a copy of filled application form for reference)**
- **Fee - for issuing extract copies i.e. Rs.100/- each for Assessment extract copy & Rs. 10/- for providing information under RTI Act 2005.**
- **How to write a precise information request . Few Tips**

On plain white paper to CPIO/Tax Supdt.

- **Right of the Citizen in case of denial of information and procedure to appeal**

Appellate Authority/CEO Secunderabad.

18.3 With relation to training imparted to public by Public Authority

- **Name of training programme with brief description - NA-**
- **Time period for Training Programme/ Scheme - NA-**
- **Objective of training -NA-**
- **Physical and Financial Targets (Last Year) -NA-**
- **Eligibility for training -NA-**
- **Perquisite for training (If any) -NA-**
- **Financial and other form of help (If any) -NA-**
- **Description of help (Mention the amount of Financial help, if any)
-NA-**
- **Procedure of giving help -NA-**
- **Contact Information for applying - CPIO/HS**
- **Application Fee (Wherever applicable)**

Minimum Rs. 10/- depend upon subject

- **Other Fees (Wherever applicable) mentioned as above.**
- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**

No printed format existing, write the application on plain white paper for mutation / transfer of ownership

- **List of enclosures / documents**
 1. sale deed
 2. Link document
 3. Property tax paid receipt
 4. water charges paid receipt
 5. sanctioned plan of the building
- **Format of enclosures / documents**

-as above-
- **Procedure of application**

Applicant can apply directly to CPIO/Tax Supdt.
- **Selection Procedure**

- NA-
- **Time table of training programme (In case available)**

- NA-
- **Process to inform the trainee about the training schedule**

- NA-

- **Arrangement made by the Public Authority for creating public awareness about the training programmes.**

- NA-

- **List of Beneficiary of the training programme at various levels like district level, block level etc.**

- NA-

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13

- **Name and description of the certificates and NOCs**

- NA-

- **Eligibility for applying**

- NA-

- **Contact Information for applying**

- NA-

- **Application Fee (Wherever applicable)**

-NA-

- **Other Fees (Wherever applicable)**

- NA-

- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide) Mentioned as above.**

- **List of enclosures / documents**

-NA-
- **Format of enclosures / documents**
-NA-

- **Procedure of application**
-NA-

- **Process followed in the Public Authority after the receipt of application**

-NA-

- **Normal time taken for issuance of certificate**
Seven days
- **Validity period of certificate (If applicable)**
-NA-
- **Process of renewal (If any)**

18.5 With relation to registration process

Objective

- Eligibility for registration -NA-
- Pre-requisites (If any) -do-
- Contact Information for applying -do-
- Application Fee (Wherever applicable) -do-
- Other Fees (Wherever applicable) -do-
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents -do-
- Format of enclosures / documents -do-
- Procedure of application -do-

- Process followed in the Public Authority after the receipt of application
-do-

- **Validity period of registration (If applicable)**

-NA-

- **Process of renewal (If any)**

Regarding mutation/ transfer of ownership after receiving application from the concerned section the application is forwarded to Engg section for classification of land report.

Forwarding to water supply department regarding payment of water charges.

File is forwarded to CEO for approval.

After approval order copy is placed

After receiving application for assessment extract copy from inward section Rs/- 100 is charged per each copy

For fresh assessment -: Application format

Name:

Plot / Flat No:

Locality:

Nature of roof:

Plinth Area:

A copy of the building plan, sale deed . The assessment is carried on the basis of rate fixed as zone wise.

18.6 With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

- **Name and description of tax** **Property tax**

- **Purpose of tax collection**

For providing civic amenities to the Cantonment resident

- **Procedure and criteria for determination of tax rates**

As per zone basis

- **List of major defaulters**

1. Plot no: 5 Sonali colony Rs/-1,15,054.00

2. Plot no: 9 2nd Laxmi nager Married Pally Rs/- 1,08,508.00

3. Plot no: 7 GF & FF Chandra Ghreey Colony Rs/- 1,13,110.00

4. Plot no: 21 Valmiki Nager Colony Marred Pally Rs/- 1,29,766.00

5. Polt no: 31 Rasool Pura village Rs/- 1,35,610.00

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)

- **Eligibility for connection** **-NA-**

- **Pre-requisites (If any)** **-NA-**

- **Contact Information for applying** **-NA-**

- **Application Fee (Wherever applicable) -NA-**
- **Other Fees / Charges (Wherever applicable) -NA-**
- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**

Mentioned as above.

- **List of enclosures / documents -NA-**
- **Format of enclosures / documents -NA-**
- **Procedure of application -NA-**
- **Process followed in the Public Authority after the receipt of application -NA-**
- **Brief description of terms used in the bills -NA-**
- **Contact information in case of problems regarding Bills or service**

CPIO/T.S CELL NO. 9490611193

Tariff and Other Charges -NA-

18.8 Details of any other public services provided by the Public Authority

-NA-

STORES BRANCH

18.1 Frequently Asked Questions and their Answers by Public

yes

18.2 Related to seeking Information

yes

- **Application form (a copy of filled application form for reference)**
-NA-

- **Fee -**
For issuing extract copies ie Rs/- 2 Each and for providing information ie Rs/-10 for writing application.

- **How to write a precise information request . Few Tips**

-Same as above-

- **Right of the Citizen in case of denial of information and procedure to appeal**

Appellate Authority/CEO Secunderabad.

18.3 With relation to training imparted to public by Public Authority

- **Name of training programme with brief description - Nil-**
- **Time period for Training Programme/ Scheme - Nil-**
- **Objective of training -NA-**
- **Physical and Financial Targets (Last Year) -NA-**
- **Eligibility for training -NA-**
- **Perquisite for training (If any) -NA-**
- **Financial and other form of help (If any) -NA-**
- **Description of help (Mention the amount of Financial help, if any)
-NA-**
- **Procedure of giving help -NA-**
- **Contact Information for applying - CPIO / STORE KEEPER / Cell
no:9490611190**
- **Application Fee (Wherever applicable)**

Minimum Rs/- 10 depend on the subject

- **Other Fees (Wherever applicable)**
Depend on the subject
- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**

No printed format is Existing. Applicant can write on plain paper

- **List of enclosures / documents**

Requisite fee receipt accompany with application

- **Format of enclosures / documents**

No format is existing

- **Procedure of application**

Applicant can apply directly to CPIO/STORES

- **Selection Procedure**

- NA-

- **Time table of training programme (In case available)**

- NA-

- **Process to inform the trainee about the training schedule**
- NA-
- **Arrangement made by the Public Authority for creating public awareness about the training programmes.**
- NA-
- **List of Beneficiary of the training programme at various levels like district level, block level etc.**

- NA-

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13

-NA-

- **Name and description of the certificates and NOCs**

- NA-

- **Eligibility for applying**

- NA-

- **Contact Information for applying**

- NA-

- **Application Fee (Wherever applicable)**

-NA-

- **Other Fees (Wherever applicable)**

- NA-

- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**

Mentioned as above.

- **List of enclosures / documents**

-NA-

- **Format of enclosures / documents**

-NA-

- **Procedure of application**

Mentioned at column no. 8.3

- **Process followed in the Public Authority after the receipt of application**

Process will be completed within one month receipt of the application.

- **Normal time taken for issuance of certificate**
30 days
- **Validity period of certificate (If applicable)**

-NA-

- **Process of renewal (If any)**

-NA-

18.5 With relation to registration process

Objective

- | | |
|---|--------------------------------------|
| • Eligibility for registration | Mentioned in preceding column |
| • Pre-requisites (If any) | Mentioned in preceding column |
| • Contact Information for applying | -do- |
| • Application Fee (Wherever applicable) | -do- |
| • Other Fees (Wherever applicable) | -do- |
| • Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide) | -do- |
| • List of enclosures / documents | -do- |
| • Format of enclosures / documents | -do- |

- Procedure of application

-do-

- Process followed in the Public Authority after the receipt of application

One month

- Validity period of registration (If applicable)

-NA-

- Process of renewal (If any)

-NA-

18.6 With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

- Name and description of tax -NA-
- Purpose of tax collection -NA-
- Procedure and criteria for determination of tax rates -NA-
- List of major defaulters -NA-

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)

- Eligibility for connection -NA-
- Pre-requisites (If any) -NA-
- Contact Information for applying -NA-
- Application Fee (Wherever applicable) -NA-
- Other Fees / Charges (Wherever applicable) -NA-
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

-NA-

- List of enclosures / documents

As mentioned in preceding columns

- Format of enclosures / documents -do-
- Procedure of application -do-
- Process followed in the Public Authority after the receipt of application

-do-

- Brief description of terms used in the bills

-NA-

- Contact information in case of problems regarding Bills or service

CPIO/STORE KEEPER CELL NO. 9490611190

- **Tariff and Other Charges**

-NA-

18.8 Details of any other public services provided by the Public Authority

-NA-

ACCOUNTS BRANCH

18.1 Frequently Asked Questions and their Answers by Public

yes

18.2 Related to seeking Information

yes

- **Application form (a copy of filled application form for reference)**

To

The CPIO \ Head Accountant

Secunderabad Cantonment Board

Sub:-.....

Sir

Kindly Provide information regarding _____

Under RTI Act 2005

**The Necessary charges Rs/- 10 paid vide receipt number _____
dated _____**

Thanking you,

Yours faithfully

(Applicant Name & Address)

- **Fee - for issuing of extract copies ie Rs/- 2 and for providing information i.e Rs/-10 for writing application under RTI Act 2005**
- **How to write a precise information request . Few Tips**

-Same as above-

- **Right of the Citizen in case of denial of information and procedure to appeal**

Appellate Authority/CEO Secunderabad.

18.3 With relation to training imparted to public by Public Authority

- **Name of training programme with brief description - NA-**
- **Time period for Training Programme/ Scheme - NA-**
- **Objective of training -NA-**
- **Physical and Financial Targets (Last Year) -NA-**
- **Eligibility for training -NA-**
- **Perquisite for training (If any) -NA-**
- **Financial and other form of help (If any) -NA-**
- **Description of help (Mention the amount of Financial help, if any)
-NA-**
- **Procedure of giving help -NA-**
- **Contact Information for applying - CPIO/Head Accountant / Cell no:
9490611192**

- **Application Fee (Wherever applicable)**
Minimum Rs. 10/- depend upon subject
- **Other Fees (Wherever applicable) mentioned as above.**

- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**
No printed format existing. Hand written self application can be submitted

- **List of enclosures / documents**
Requisite fee with application
- **Format of enclosures / documents**
-Nil-
- **Procedure of application**
Applicant can apply directly to CPIO/HA
- **Selection Procedure**
- NA-
- **Time table of training programme (In case available)**
- NA-

- **Process to inform the trainee about the training schedule**
- NA-

- **Arrangement made by the Public Authority for creating public awareness about the training programmes.**

- NA-

- **List of Beneficiary of the training programme at various levels like district level, block level etc.**

- NA-

18.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual - 13

-NA-

- **Name and description of the certificates and NOCs**

- NA-

- **Eligibility for applying**

- NA-

- **Contact Information for applying**

- NA-

- **Application Fee (Wherever applicable)**

Rs/- 10

- **Other Fees (Wherever applicable)**

- NA-

- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**

-NA-

- **List of enclosures / documents**

-NA-

- **Format of enclosures / documents**

-NA-

- **Procedure of application**
Mentioned at column no. 8.3

- **Process followed in the Public Authority after the receipt of application**

Process will be completed within one month after receipt of the application.

- **Normal time taken for issuance of certificate**

30 days

- **Validity period of certificate (If applicable)**

-NA-

- **Process of renewal (If any)**

-NA-

18.5 With relation to registration process

Objective

- | | |
|---|--------------------------------------|
| • Eligibility for registration | Mentioned in preceding column |
| • Pre-requisites (If any) | Mentioned in preceding column |
| • Contact Information for applying | -do- |
| • Application Fee (Wherever applicable) | -do- |
| • Other Fees (Wherever applicable) | -do- |
| • Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide) | -do- |

- **List of enclosures / documents** -do-
- **Format of enclosures / documents** -do-
- **Procedure of application** -do-
- **Process followed in the Public Authority after the receipt of application**

-NA-

- **Validity period of registration (If applicable)**

-NA-

- **Process of renewal (If any)**

-NA-

18.6 With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

- **Name and description of tax** -NA-
- **Purpose of tax collection** -NA-
- **Procedure and criteria for determination of tax rates** -NA-
- **List of major defaulters** -NA-

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)

- **Eligibility for connection** -NA-
- **Pre-requisites (If any)** -NA-
- **Contact Information for applying** -NA-
- **Application Fee (Wherever applicable)** -NA-
- **Other Fees / Charges (Wherever applicable)** -NA-
- **Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)**
- **List of enclosures / documents** **Menioned in Preceeding colums**
- **Format of enclosures / documents** -do-
- **Procedure of application** -do-
- **Process followed in the Public Authority after the receipt of application**

-NA-

- **Brief description of terms used in the bills**

-NA-

- **Contact information in case of problems regarding Bills or service**

CPIO/HA CELL NO. 9490611193

- **Tariff and Other Charges**

-NA-

8.8 Details of any other public services provided by the Public Authority

-NA-