

# **K A S A U L I**

## **ANNUAL ADMINISTRATION REPORT FOR 2017-2018**

### **1. CONSTITUTION OF THE BOARD**

Kasauli is a Class-III Cantonment. The Board has been constituted under Section 12 of the Cantonments Act, 2006. The Board consists of 12 members including 6 elected members. During the year under report following held the office of:-

<b>President</b>	<b>Brig. Deepak Sharma,SM</b>	<b>01.04.2017 to 30.12.2017</b>
	<b>Brig Vikram Sharma</b>	<b>30.12.2017 to 31.03.2018</b>
<b>Vice President</b>	<b>Sh. Jaspreet Singh</b>	<b>01.04.2017 to 15.03.2018</b>
	<b>Sh. Rajeev Bhareti</b>	<b>15.03.2018 to 31.03.2018</b>
<b>Chief Executive Officer</b>	<b>Shri Anuj Goel</b>	<b>01.04.2017 to 31.03.2018</b>

### **2. ELECTION :**

No election was held during the year under report.

### **3. REVENUE:**

#### **(i) MEASURES TAKEN TO AUGMENT REVENUE:**

##### **(a) TAX:**

Triennial Assessment for the block year 2018 to 2021 is due. The process has been initiated. Vigorous efforts have been made for recovery which have shown the result of 90% recovery.

##### **(b) NON-TAX:**

Various fee and charges have been imposed which includes the registration fee, parking fee, processing fee for bldg. etc. and recovered to the tune of 85%.

(ii) **COMPARISON OF TAX RATES WITH NEIGHBOURING MUNICIPALITY TAX RATES:**

The Tax rates of Cantonment Board Kasauli are high in comparison of neighboring municipality, Solan

(iii) **PERCENTAGE RECOVERY OF PROPERTY TAX AGAINST TOTAL DEMAND DURING THE YEAR:**

Recovery of property tax remained 90% whereas non tax revenue it was 85%.

4. **WATER SUPPLY:**

The Board is entirely dependent on M.E.S. for bulk supply to cater the water need of civil population. Per capita supply of water is 43 litres per day. Survey regarding feasibility of ground water exploration inside Cantt has been carried out by the rep of State Council for Science Technology and Environment, Shimla and the detailed report has been submitted. Proposal of borewell has been submitted to IPH Deptt., Shimla for obtaining sanction from the ground water Authority. Both the proposals are under process. Board is also willing to become a stakeholder alongwith Garkhal Panchayat in Kalujhanda water Scheme. The competent authority has accorded sanction to incur an amount of Rs.5.79 crore only on account of Cantt Board share for the said water scheme. The project is pending with H.P.Sate Govt.

5. **PUBLIC WORKS:**

Following Original works and Maintenance works were executed during the year:-

**ORIGINAL WORKS:**

(i)	Building	-Nil-
(ii)	Drainage	-Nil-
(iii)	Misc Public Improvements (Original Works)	-Nil-

## **MAINTENANCE AND REPAIR WORKS:**

(I)	Building/School/Hospital/Office etc.	53,85,105
(ii)	Roads	51,90,052
(iii)	Drainage	14,25,990
(iv)	Water Supply	12,71,715
(v)	Stores	34,66,293
(vi)	Misc.Public improvements (Maintenance works)	31,68,618
(vii)	D(2)(a)(a)-School	Nil

## 6. **EDUCATION**

### (i) **SCHOOL**

The Cantonment Board runs one school. The school was upgraded upto middle standard w.e.f. Feb.,2003. The middle section of the school is being run through contract teachers. Registration of students during the year was 117. Computer Lab has been established in the school and computer education is being provided to students. Smart classes have been introduced. Free books and uniform has been provided to students. One nursery teacher has been engaged through outsource agency. Mid Day Meal scheme introduced in Cantonment Board Middle School during the year.

### (ii) **SCHOOL MANAGEMENT COMMITTEE:**

The School Management Committee has been constituted in Cantonment Board Middle School. 07 meetings were held during the year 2017-18. The proceedings of the School Management committee were got approved from the Board. The SMC empowered to monitor the working of school, performance of teachers academic profile, extracurricular activities, repair of minor nature and other developmental aspects of school. The imprest amount of Rs.5000/- is provided to H.M. for day to day expenditure in the school.

**(iii) VOCATIONAL TRAINING:**

Two vocational courses for a period of one year comprising cutting & tailoring and beautician has been completed during the year under report. Strength of students remain more than 50 in both courses. Registration for new vocational course for next year is in progress.

**(iv) PROMOTION OF EDUCATION:**

The Cantonment Board provides free education to children in Cantt Board school. The Cantonment Board has started English medium syllabus from Ist class during the academic session 2011-12. The Board distributed scholarship to 28 Nos of meritorious students including 04 Nos of poor and needy girls on the eve of 15<sup>th</sup> August,2017. One computer lab has been established and computer education is being provided to school children. Smart classes have been introduced in the school. CCTV cameras have been installed in each class room of the school.

**7. SPECIAL MEASURES FOR CHILDREN:**

**(i) DIFFERENTLY ABLED CHILDREN:**

Cantonment Board,Kasauli and Dagshai jointly started a centre for differently abled children at Dagshai Cantt during the year 2015. 11 Nos of differently abled children enrolled therein.

**(ii) CHILDREN OF MIGRANT LABOURS:**

Children of migrant labourers attend the Aanganwari maintained by the State Govt.

**8. ENVIRONMENT AND SANITATION:**

**(i) GENERAL SANITATION:**

The general sanitation of the Cantonment remained satisfactory.

(ii) **BAN ON USE OF POLYTHENE:**

Cantonment area is completely free from poly bags.

(iii) **EFFORTS MADE FOR IMPROVEMENT OF SOLID WASTE MANAGEMENT:**

Door to door garbage collection has been started in civil areas as well as army area by Board staff. Bio-degradable waste as well as Non bio-degradable waste is being disposed off at trenching ground site after digging pits. Board has procured and installed 6 Nos of bio-toilets in Cantt areas. 08 Nos of bio-digesters have also been procured during the year under report. One composting machine has been installed for SWM.

(iv) **TREE PLANTATION:**

During the year under report 1000 trees were planted. Board also established a nursery in Cantt Garden and prepared different types of saplings of plants both flowering and ornamental. Environment Day was celebrated at Cantt Board Middle School and ornamental plants were planted adjacent to school area by school children. Vanmahotsav was also celebrated with the active participation of Cantt Board, Elected Members, Cantt Board staff and general public during the year.

(v) **OTHER INITIATIVES:**

Cantonment Board, Kasauli has been declared Open Defecation Free (ODF). Public Function for distribution of ODF certificates to Western Command Cantonment Boards was organized successfully in Kasauli Cantt. The function was chaired by the Hon'ble Raksha Mantri . One children park and open gym has been developed during the year. A facility of Wall of Kindness has been provided in the station. Under Swachhta Pakhwara, Swachhta-Hi-Sewa, etc. awareness programmes were carried out by Cantt Board, Kasauli during the year. “ No smoking” zones have been identified in Cantt area and warning boards have been placed at such places. Sign Boards regarding ban on polythene have also been placed at various places.

**9. PUBLIC HEALTH:**

**(i) HOSPITAL AND DISPENSARIES:**

Board maintains 19 bedded hospital having separate male/female wards and one private room. Clinical and other facilities include pathology laboratory, minor operation theatre, ECG and ambulance. One doctor and nine paramedical staff are on regular strength of Cantt General Hospital. 21486 out door and 237 indoor patients were treated during 2017-18. 48 Nos of free medical camps including specialized and awareness camps were organized to provide free medical services to the residents. One Dental Doctor (BDS), one MBBS doctor and one staff nurse engaged through outsource agency. Eye specialist engaged on visit basis. Schemes under NHM have been introduced in Cantt General Hospital through H.P. Medical Department during the year. NHM schemes introduced in Cantt General Hospital during the year under report.

**(ii) SPECIAL MEASURES TAKEN FOR SENIOR CITIZENS:**

The Cantonment Board, Kasauli prepared 250 senior citizens health diaries. The health diaries have been distributed to the senior citizens residing in Cantt area. The free annual health check-up of senior citizens has been carried out by the RMO, Cantt General Hospital during the year. Free medical facilities as well as free lab tests, X-ray test, ECG etc. are being provided to the senior citizens in the hospital. MoU with neighboring Medical University signed for providing referral service, free ambulance and bus services to ferry the locals.

**(iii) PROGRESS ON:**

**a) KISHORI CLINIC:**

Awareness programme and school lectures are organized by the RMO, Kasauli Cantt. Beside this health check-up of school girls are carried out by the lady RMO twice in a year in the hospital.

b) **JANANI SURAKSHA YOJNA:**

The State authorities have been approached to extend all the social welfare and health scheme to Cantonment area. Presently benefits under JSY are available to Cantonment residents under NHM.

c) **HIV TESTING FACILITIES:**

HIV/AIDS testing facility is being provided in Cantt General Hospital with the help of H.P.State Govt. Medical Department. HIV testing/counseling camps are organized by HP State Govt. medical department once in a month in Cantt General Hospital. Twelve HIV/AIDS camps were organized during the year.

d) **MOBILE DISPENSARY:**

There is no mobile dispensary.

e) **SPECIAL MEDICAL CAMPS:**

Regular camps are being organized. 48 medical camps viz; 24 eye camps, 12 immunization camps, 12 HIV/AIDS camps were organized during the year. The Cantt General Hospital is a DOTS centre and two patient got treatment during the year. The medicines to the patient is provided by the State Govt. of H.P. Yoga Day was also celebrated during the year under report.

(iv) **HEALTH CARE MEASURES FOR CANTONMENT BOARD EMPLOYEES AND THEIR DEPENDENTS:**

Regular check up of Cantonment Board employees and their dependents is carried out.

10. **GENERAL ADMINISTRATION:**

(i) **STATUS OF IMPLEMENTATION OF NEW PENSION SCHEME:**

New pension scheme has been implemented in Cantonment Board, Kasauli. The subscription of employees who were appointed after 01.1.2004 have been started from Sept., 2011 and the same is being deposited in the NPS Trust Account regularly.

(ii) **PUBLIC REDRESSAL MACHANISM:**

Samadhan and Suvidha software have been uploaded on the Board's website beside maintenance of complaint register and feedback/comments columns on website of the Boards. Complaints are attended regularly. Janta Darbar is organized once in a month i.e. last Wednesday of the month in Cantt Board Office for one hour to resolve the problems of the general public.

(iii) **AUDIT ACCOUNT:**

Audit has been carried out upto 09/2017 by the audit authorities. No major irregularities were found during the audit.

(iv) **ANY OTHER INITIATIVE(S) IN PUBLIC INTEREST:**

Website of Cantonment Board has been developed with all relevant information on various matters. Wide publicity is being given for all transparency and accountability measures through public notice and endorsement to the elected representatives. E-tendering process has been implemented. Online birth & death registration has also been implemented. Besides this, online payment gateway facility has been provided to the general public on official website.

**11. LAND RECORDS MANAGEMENT AND MODERNIZATION:**

(i) **CREATION OF I.T SECTION:**

The post of computer programmer has been filled up during the year 2011 who is looking after the work of I.T. section in the office.

(ii) **STATUS OF RAKSHA BHOOMI IMPLEMENTATION:**

The Raksha Bhoomi version 5.0 has been installed. The Land records of Cantt Board has been computerized.



(iii) **DOCUMENT MANAGEMENT SYSTEM:**

DMS, FMS, FTS, indexing, pagination work, labeling of file covers and preparation of files, tag, words etc have been completed.

(iv) **STEPS TAKEN TO AUTOMIZE OFFICE PROCESSES:**

All computers in Cantt. Board Office connected by LAN network. Pay bills and GPF automation has been done. Software has been developed for generating online bills of property tax. Online recruitment portal is being used for recruitments. POS Machine has been installed for online transaction. A software to monitor the status of court cases, next date of hearing, interim judgement etc has been developed.

(v) **DIGITIZATION OF OFFICE RECORDS:**

Scanning and digitization work in respect of Cantonment Board records have been completed.

12. **MARKET:**

The Board maintains one public market having 48 shops and 12 godowns.

13. **FIRE FIGHTING:**

The Board has its own fire fighting arrangements.

14. **BIRTHS AND DEATHS:**

During the year under report 05 births and 16 deaths were reported.

**Sd/-**  
**CHIEF EXECUTIVE OFFICER, KASAULI**  
**( ANUJ GOEL )**