

OFFICE OF THE CANTONMENT BOARD JAMMU

Tele No. 0191-2450992
Tel Fax. 0191-2431785
e-mail address -ceo@cbjammu.org
Web site address-www.cbjammu.org

OFFICE TIMINGS
WINTERS-1000HRS TO 1600 HRS
SUMMERS-0800HRS TO 1400 HRS

CITIZAN'S CHARTER

MAIN DUTIES PERFORMED BY THE CANTONMENT BOARD

1. Lighting streets and other public places;
2. Cleaning streets; public places and drains, abating nuisances and removing noxious vegetation;
3. Regulating offensive, dangerous or obnoxious trades, callings and practices;
4. Removing, on the ground of public safety, health or convenience, undesirable obstructions and projections in streets and other public places;
5. Acquiring, maintaining, changing and regulating places for the disposal of the dead;
6. Constructing, altering and maintaining streets, culverts, bridges, causeways, markets, slaughter-houses, latrines, privies, urinals, drains, drainage works and sewerage works and regulating their use;
7. Planting and maintaining trees on roadsides and other public places;
8. Registering births and deaths;
9. Preventing and checking spread of dangerous diseases; establishing and maintaining a system of public vaccination and inoculation for the said objective;
10. Establishing and maintaining of supporting public hospitals, maternity and child welfare centers and dispensaries, and providing public medical relief;
11. Maintaining or assisting primary schools;
12. Naming and numbering of streets and premises;
13. According of refusing permission to erect or re-erect building;

| S.NO | Name of officers | CEO/Section Heads | Contact Nos. Office/Residence |
|-------------|-------------------------|--------------------------|--------------------------------------|
| 1 | Smt Sharmistha Maitra | Chief Executive Officer | 2450992/2430424 |
| 2 | Shri Onkar Sharma | Office Superintendent | 2450992 |
| 3 | Shri R.N. Gupta | Sanitary Inspector | 9469247893 |
| 4 | Shri Yashbir Singh | Sanitary Inspector | 9858174296 |
| 5 | Shri Vinod Kumar Safaya | Revenue Inspector | 9419666205 |
| 6 | Shri Rakesh Sharma | Jr. Engineer | 9419144720 |

PUBLIC HEALTH & SANITATION

| | | | |
|---|--|---|---|
| 1 | Cleaning of roads and streets | Monday to Saturday between 6:30 am to 11:30 am and 3:30 pm to 6:30 pm | |
| 2 | Collection & removal of garbage from rubbish bins/points | <u>DAY</u> a) Monday - b) Tuesday - | <u>AREA</u> Sadar Bazar to Chappri Mohalla & Jawaharnagar Narwal main road to Col. Colony |

| | | |
|---|---|--|
| | | c) Wednesday - Govindpur to Ranibagh d) Thursday - Narwal Main Road to Belicharana e) Friday - Sadar Bazar, Chapprimohalla & Narwal f) Saturday - Govinda to Ranibagh |
| 3. | Collection /removal of garbage on receipt of complaint of non lifting to garbage | Within 72 hours |
| DRAINAGE | | |
| A | De-silting of main nallah's | April to June & Nov to Dec., |
| B | Removal of blockage | Complaints will be attended on same day in case of Emergency and in routine on the next day |
| HOSPITAL | | |
| A | G.B Paint Cantonment General Hospital, Jammu Cantt | *Indoor treatment *OPD- During Hospital hours *Pathology - During Hospital hours *Specialist Services in Medicine, Gynae *Immunization - On Wednesday *Family Welfare Services and Maternity and child health care services |
| ANTI-LARVAE OPERATIONS | | |
| B | Antimaleria operations | a) Anti larva operations from April to October |
| Schedule | In April - Once in civil pockets beginning from Ward No 1 to 7 In May - Twice in all civil Pockets. In June - One in all civil Pockets. In July - Aug, Sept - Twice in all civil pockets. In Oct - one in all civil pockets | |
| BIRTH AND DEATH REGISTRATION | | |
| 1. | Cantonment Board Jammu | During office hours Certificate Will be issued with in 96 hours |
| ROAD MAINTENANCE | | |
| *Removal of malba building material from public land by owner | | Notice to owner within 48 hours |
| *Removal of malba, by Cantonment board Jammu if owner fails to comply With notice | | One week after issue of notice (cost will be recovered from owner) |
| BOOKING OF SCHOOL GROUND FOR SOCIAL FUNCTIONS | | |
| 1 | Request to be made by interested parties | 15 days in advance |
| 2 | Confirmation of availability | Within 5 days |
| 3 | Issue of letter of approval | 7 days after receipt of application and deposit of fee |