

## OFFICE OF THE CANTONMENT BOARD JAMMU

Tele No.0191-2450992

Tel Fax.0191-2431785

e-mail address – [cbjammu@gmail.com](mailto:cbjammu@gmail.com)

Web site address – [www.cbjammu.org](http://www.cbjammu.org)

### OFFICE TIMINGS

WINTERS - 1000 HRS TO 1600 HRS

SUMMERS- 0800HRS TO 1400 HRS

### CITIZAN's CHARTER

#### MAIN DUTIES PERFORMED BY THE CANTONMENT BOARD

- (i) Lighting streets and other public places;
- (ii) Cleaning streets; public places and drains, abating nuisances and removing noxious vegetation;
- (iii) Regulating offensive, dangerous or obnoxious trades, callings and practices;
- (iv) Removing, on the ground of public safety, health or convenience, undesirable obstructions and projections in streets and other public places;
- (v) Acquiring, maintaining, changing and regulating places for the disposal of the dead;
- (vi) Constructing, altering and maintaining streets, culverts, bridges, causeways, markets, slaughter-houses, latrines, privies, urinals, drains, drainage works and sewerage works and regulating their use;
- (vii) Planting and maintaining trees on roadsides and other public places;
- (viii) Registering births and deaths;
- (ix) Preventing and checking spread of dangerous diseases; establishing and maintaining a system of public vaccination and inoculation for the said objective;
- (x) Establishing and maintaining or supporting public hospitals, maternity and child welfare centers and dispensaries, and providing public medical relief;
- (xi) Maintaining or assisting primary schools;
- (xii) Naming and numbering of streets and premises;
- (xiii) According or refusing permission to erect or re-erect building;

Sl No	Name of officers	CEO/Section Heads	Contact NOs. Office/Residence
1	Smt D S Khatri	Chief Executive Officer	<b>2450992/ 2430424</b>
2.	Shri Onkar Sharma	Office Superintendent	<b>2450992</b>
3.	Shri Yashbir Singh	Sanitary Inspector	<b>9858174296</b>
4.	Shri Vinod Kumar Safaya	Revenue Inspector	<b>9419666205</b>
5.	Shri Rakesh Sharma	Jr. Engineer	<b>9419144720</b>

#### 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	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>DAY</u></th> <th style="text-align: left;"><u>AREA</u></th> </tr> </thead> <tbody> <tr> <td>a) Monday</td> <td>- Sadar Bazar to Chappri Mohalla &amp; Jawaharnagar</td> </tr> <tr> <td>b) Tuesday</td> <td>- Narwal main road to Col.Colony</td> </tr> </tbody> </table>	<u>DAY</u>	<u>AREA</u>	a) Monday	- Sadar Bazar to Chappri Mohalla & Jawaharnagar	b) Tuesday	- Narwal main road to Col.Colony
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		c) Wednesday - Govindpur to Ranibagh d) Thursday - Narwal main Road to Belicharana e) Friday - Sadar Bazar, Chapprimohalla & Narwal f) Saturday - Govindpur to Ranibagh
3.	Collection/removal of garbage on receipt of complaint of non lifting to garbage	Within 72 hours
4.	Removal of Dead animals	Within 6 hrs on receipt of complaint in office or concerned branch during working hours.
<b>DRAINAGE</b>		
A	De-silting of main nallah's	April to June & Nov., to Dec.,
B	Removal of blockage	Complaint will be attended on same day in case of emergency and in routine on the next day.
<b>HOSPITAL</b>		
a	G.B.Pant Cantonment General Hospital, Jammu Cantt	<ul style="list-style-type: none"> <li>* Indoor treatment</li> <li>* OPD-8AM to 2 PM</li> <li>* Pathology- During Hospital hours</li> <li>* Specialist services in Medicine, Gynae</li> <li>* Immunisation- On Wednesday</li> <li>* Family Welfare Services and Maternity and child health care services</li> </ul>
<b>ANTI-LARVAE OPERATIONS</b>		
b	Antimalaria operations	a) Anti larva operations from April to October
	<b>Schedule</b>	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
<b>BIRTH AND DEATH REGISTRATION</b>		
1.	Cantonment Board, Jammu	During office hours. Certificate will be issued within 96 hours
<b>ROAD MAINTENANCE</b>		
*	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)
<b>BOOKING OF SCHOOL GROUND FOR SOCIAL FUNCTIONS</b>		
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