

22/11  
3/A

**By Fax/Speed Post**

No.76/22/MISC Policy/C/DE/2011  
Govt. of India, Ministry of Defence  
Directorate General Defence Estates  
Raksha Sampada Bhawan  
Ulaan Bataar Marg, Delhi Cantt-10  
New Delhi-110010

Dated: 28 December, 2011

To

The Principal Director,  
Defence Estates  
Ministry of Defence  
Central/Eastern/ Northern/Southern/ Western Commands  
Lucknow/Kolkata/Jammu/Pune/Chandigarh

**Sub: - Minutes of the Proceedings of Cantonment Board Meetings**

As per existing instructions, minutes of the proceedings of Cantonment Board meetings (Category I Cantonment) are received in the Directorate General. Perusal of minutes of the proceedings submitted by some Cantonment Boards indicates that some of the minutes recorded by the CEO are not in order. It is observed that either the minutes do not mention details of the agenda to be discussed or do not give complete facts of the resolution adopted. For example, for incurring any expenditure on any item, details of the relevant budget head, availability of funds, estimated amount to be incurred or actual expenditure incurred are not mentioned. Similarly, in the matter of recovery of taxes and non-tax revenue, figures are not mentioned in the minutes. The agenda merely mentions that the statement is placed on the table of the Board which is not adequate in the absence of relevant details finding mention in the agenda or its resolution.

2. All CEO's under your jurisdiction may be advised to ensure that the agenda is prepared properly and minutes are recoded in a transparent manner which should provide complete information especially with regards to the availability of budgetary provisions, estimated amount of proposed expenditure, details of relevant statutory, administrative or financial authority for taking a decision. Statistical figures regarding receipt, expenditure, demand and recovery of revenue etc. should be recorded in the minutes so that there is no ambiguity in the decision making process.



**(Ajay Kumar Sharma)**  
Dy. Dir. General (Cantts)  
For DGDE

Internal

DMS