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By Fax/ Speed Post
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Govt. of India, Ministry of Defence
Directorate General Defence Estates
Raksha Sampada Bhawan
Ulaanbaatar Marg,
Delhi Cantt 10

29 June, 2011

To

The Principal Director, Defence Estates,
Southern/Western/Eastern/Central/Northern Command,
Pune/Chandigarh/Kolkata/Lucknow/Jammu.

Subject:- Meetings of Cantonment Board and Signing of Minutes of the proceedings of Board Meeting.

Sub-section (1) of Section 43 of Cantonments Act, 2006 mandates that the minutes of the proceedings of each meeting shall be recorded in a book and shall be signed by the person presiding over the meeting and the Chief Executive Officer, before the close of the meeting and shall, at such times and in such place as may be fixed by the Board, be open to inspection free of charge by any inhabitant of the Cantonment and its authenticated copies may be made available to him on request, at a nominal cost to be decided by the Board.

2. It has come to the notice of the Directorate General that in some Cantonment Boards, minutes of the proceedings of Cantonment Board Meeting are not signed by the presiding officer and the CEO before the close of the meeting which is a violation of the provisions of Cantonments Act, 2006.

3. Section 39(1) of the Cantonments Act, 2006 mandates holding of Board meetings at least, once in a month. However, it has been observed that the Board meetings are not being held as mandated by Cantonments Act, 2006.

4. Please advise Presidents, Cantonment Board and CEOs under your jurisdiction to ensure compliance with the provisions of Section 39 and 43 of Cantonments Act, 2006 by holding the meeting once in a month and signing the minutes of the proceedings before the close of the meeting.



(Ajay Kumar Sharma)
Dy. Director General
For Director General,
Defence Estate