

Government of India
Ministry of Defence
Dte Gen Defence Estates
Raksha Sampada Bhawan
Ulaanbaatar Marg, Delhi Cantt.

Dated: 22 September, 2017

To

The Principal Director,
Defence Estates,
Ministry of Defence,
Central/Southern/Western/Northern/Eastern/South-Western Command,
Lucknow/Pune/Chandigarh/Jammu/Kolkata/Jaipur.

SUBJECT: DEFENCE ESTATES DAY, 2017.

Defence Estates Day 2017 will be celebrated on 16.12.2017 in Delhi. As per past practice, the main function on 16.12.2017 will consist broadly of the following activities:-

- (i) Release of land survey reports;
- (ii) Presentation of RM's awards for excellence; &
- (iii) Cultural programme by students of Cantt Board schools etc.

2. This year, it is proposed to give RM's awards for excellence in the following categories:-

- (i) Maintaining centres for differently abled children;
- (ii) Improvement in the functioning of Cantonment Board schools;
- (iii) Swachh Chhavni, Swasth Chhavni
- (iv) Digital Accomplishments.
- (v) Innovations in public service (Items which do not qualify for an award in other categories).

2(a). For awards in serial no. (i) to (iii) above, two awards (one in Group A & one in Group B) would be given as listed below:-

Group A:- Would comprise of all **Category -I** Cantonment Boards and all self-sufficient Cantonment Boards which fall under other Categories.

Group B:- Would comprise of all aided Cantonment Boards of **Categories II, III & IV.**

2(b) For award in serial no. iv above, 2 (two) awards would be given for the digital accomplishments made by Cantonment Boards or DEO offices during the year.

2 (c) For award in serial no. v above, two awards (one in Group C & one in Group D) would be given as listed below:-

Group C :- Would comprise of all **Category -I** Cantonment Boards and all self-sufficient Cantonment Boards which fall under other Categories as well as all DEO Offices.

Group D :- Would comprise of all aided Cantonment Boards of **Categories II, III & IV.**

3. Recipients for the said awards would be selected, on the basis of recommendations submitted by the Principal Directors, by a **Committee of officers** to be constituted by the Director General for the said purpose. Principal Directors are requested to base their recommendations on information obtained by them from all field offices in their jurisdiction in the proformas enclosed as Annexure to this letter. The number of recommendations to be made by the Principal Directors for each award will be as follows:-

S. No.	Name of Dte	Maintaining centres for differently abled children (CBs)		Improvement in the functioning of Cantt Board Schools (CBs)		Swachh Chhavni, Swasth Chhavni (CBs)		Digital Accomplishments (DEOs/CBs)	Innovations in public service (DEOs/CBs)	
		Gp 'A'	Gp 'B'	Gp 'A'	Gp 'B'	Gp 'A'	Gp 'B'		Gp 'C'	Gp 'D'
1	Central Command	01	01	01	01	01	01	02	01	01
2	Eastern Command	01	01	01	01	01	01	01	01	01
3	Northern Command	Nil	Nil	Nil	01	Nil	01	01	01	01
4	Southern Command	01	01	01	01	01	01	02	01	01
5	South Western Command	Nil	Nil	Nil	Nil	Nil	Nil	01	01	01
6	Western Command	01	01	01	01	01	01	02	01	01
Total		08		09		09		09	12	

4. The cultural programme will consist of items in the following categories: -

<u>Category</u>	<u>Duration</u>
(i) Solo song	3 minutes
(ii) Solo dance	3 minutes
(iii) Group song (Vocal)	3-4 minutes
(iv) Group dance	5-6 minutes
(v) Instrumental music	5 minutes
(vi) An item by differently-abled children	3 minutes

5. The Principal Directors are required to shortlist items in each category (except in r/o item by differently abled children) from Cantt Board schools in their respective jurisdiction. Shortlisted items will be presented at New Delhi before a Committee to be constituted for the purpose by the DG. The said Committee will select some of the shortlisted items. Items selected by the said Committee will be presented before the DG for his final selection. These selections would be carried out at Delhi during the last week of November, 2017 to shortlist the items which eventually will be performed on Defence Estates Day. The item by differently abled children would be presented by Delhi Cantonment Board, to avoid travel by these children from other places to Delhi. The maximum number of items to be shortlisted is as under: -

Name of Dte	Maximum Number of items (among all events) to be shortlisted by Dtes for presentation to the committee	Number of items to be selected by the Committee for final selection	Number of items to be shown on 16th December, 2017
Central Command	05	08	05
Eastern Command	02		
Southern Command	04		
Western Command	04		

6. In addition to the five items shortlisted as above, it is proposed to have one item as the "Grand Finale" for about 10 minutes. This can be performed by professionals using some Cantt Board children/officials and can be in the form of a group dance or any other event. If any such a programme is available, the same may also be shown (not more than one entry per command) to the DG during the selections in the first week of November, 2017.

7. PDs are therefore requested to take the following action: -

- (i) Obtain necessary information from field offices in the proforma enclosed as Annexure to this letter and submit their recommendations for RM's awards by 15.11.2017; &
- (ii) Shortlist items for the cultural programme by 31.10.2017 for presentation before the Committee and the Director General on 15th&16th November, 2017.

8. Director General has approved.



(Sharmistha Maitra)
Deputy Director General (Admin & Coord.)
for Director General, Defence Estates

Encl: As stated above

Copy to:-

Director (NIDEM)

:to kindly ensure that the new NIDEM Auditorium is available and ready for the shortlisting of items on 15th&16th November, 2017.

CEO, Cantonment Board, Delhi

: you are requested to coordinate the stay, travel, food and rehearsal of Children during their visits to Delhi in November, 2017 and during the Defence Estates Day function in December, 2017.

Sr. PPS to DG, DE

AU & RC

DGDE (Rajbhasha Anubhag)

DMS/Website/AU&RC/Guard/ Float file

Annexure I (A)
Proforma for maintaining Centres for Differently abled Children
(Category – Group ‘A’)

Cantonment Board				Command									
Sr.No.	Infra-structure created for the Centre (including building installations, furnishings, transport and other assets)	Expert & Trained staff available (Give number, specialization, qualifications, duration of availability of experts/staff etc)	Since when in operation	Improve-ments made during the year ending Sep,17	Average number of children attending centre during the following calendar years			Brief note on disabilities of children attending the Centre	Enabling aids/gadgets available /used in counselling/ treatment	Participation of children in cultural, educational & sports activities			Brief note on progress made by children after joining the Centre
					2015	2016	2017 (till Sep, 17)			Number of such meets held in 2015 (also give no. of children who participated)	Number of such meets held in 2016 (also give no. of children who participated)	Number of such meets held in 2017 (till Sep, 17) (also give no. of children who participated)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Annexure I (B)

Proforma for maintaining Centres for Differently abled Children

(Category – Group ‘B’)

Cantonment Board_____				_____Command									
Sr.No.	Infra-structure created for the Centre (including building installations, furnishings, transport and other assets)	Expert & Trained staff available (Give number, specialization, qualifications, duration of availability of experts/staff etc)	Since when in operation	Improve-ments made during the year ending Sep,17	Average number of children attending centre during the following calendar years			Brief note on disabilities of children attending the Centre	Enabling aids/gadgets available /used in counselling/treatment	Participation of children in cultural, educational & sports activities			Brief note on progress made by children after joining the Centre
					2015	2016	2017 (till Sep, 17)			Number of such meets held in 2015 (also give no. of children who participated)	Number of such meets held in 2016 (also give no. of children who participated)	Number of such meets held in 2017 (till Sep, 17) (also give no. of children who participated)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Annexure II (A)
Proforma for Improvement in Functioning of Cantonment Board Schools
(Category – Group ‘A’)

Cantonment Board _____

Command _____

Academic year 2014-15																	
S. No	Name of the school	Level of School	Number of School Teachers (actually working)	No. of Students enrolled			Monthly average attendance percentage*	Special efforts made to increase enrolment	Special efforts made to reduce dropout rates	IT measures and other modern tools of education employed	Which vocational courses introduced at 10 th or 10+2 level or otherwise	Teacher's training & workshops organized during the year	Number of meetings of SMCs held during the year	Infrastructure improvement during the year		Up-gradation of school from previous years	Extra-curricular activities organised
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17
Academic Year 2015-16																	
S. No	Name of the school	Level of School	Number of School Teachers (actually working)	Girls	Boys	Total	Monthly average attendance percentage*	Special efforts made to increase enrolment	Special efforts made to reduce dropout rates	IT measures and other modern tools of education employed	Which vocational courses introduced at 10 th or 10+2 level or otherwise	Teacher's training & workshops organized during the year	Number of meetings of SMCs held during the year	Infrastructure improvement during the year		Up-gradation of school from previous years	Extra-curricular activities organised
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17
Academic Year 2016-17(Till Sep, 2017)																	
S. No	Name of the school	Level of School	Number of School Teachers (actually working)	Girls	Boys	Total	Monthly average attendance percentage*	Special efforts made to increase enrolment	Special efforts made to reduce dropout rates	IT measures and other modern tools of education employed	Which vocational courses introduced at 10 th or 10+2 level or otherwise	Teacher's training & workshops organized during the year	Number of meetings of SMCs held during the year	Infrastructure improvement during the year		Up-gradation of school from previous years	Extra-curricular activities organised
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17

*Monthly percentage for Month 1= {(number of students present on any one day in a month) x100/total no. of students enrolled} +for Month 2+for Month 3+...../-Number of Months

Annexure II (B)
Proforma for Improvement in Functioning of Cantonment Board Schools
(Category – Group ‘B’)

Cantonment Board_____

_____ **Command**

		Academic year 2014-15															
S. No	Name of the school	Level of School	Number of School Teachers (actually working)	No. of Students enrolled			Monthly average attendance percentage*	Special efforts made to increase enrolment	Special efforts made to reduce dropout rates	IT measures and other modern tools of education employed	Which vocational courses introduced at 10 th or 10+2 level or otherwise	Teacher's training & workshops organized during the year	Number of meetings of SMCs held during the year	Infrastructure improvement during the year		Up-gradation of school from previous years	Extra-curricular activities organised
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17
		Academic Year 2015-16															
S. No	Name of the school	Level of School	Number of School Teachers (actually working)	Girls	Boys	Total	Monthly average attendance percentage*	Special efforts made to increase enrolment	Special efforts made to reduce dropout rates	IT measures and other modern tools of education employed	Which vocational courses introduced at 10 th or 10+2 level or otherwise	Teacher's training & workshops organized during the year	Number of meetings of SMCs held during the year	Infrastructure improvement during the year		Up-gradation of school from previous years	Extra-curricular activities organised
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17
		Academic Year 2016-17(Till Sep, 2017)															
S. No	Name of the school	Level of School	Number of School Teachers (actually working)	Girls	Boys	Total	Monthly average attendance percentage*	Special efforts made to increase enrolment	Special efforts made to reduce dropout rates	IT measures and other modern tools of education employed	Which vocational courses introduced at 10 th or 10+2 level or otherwise	Teacher's training & workshops organized during the year	Number of meetings of SMCs held during the year	Infrastructure improvement during the year		Up-gradation of school from previous years	Extra-curricular activities organised
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17

*Monthly percentage for Month 1= {(number of students present on any one day in a month) x100/total no. of students enrolled} +for Month 2+for Month 3+...../- Number of Months

Annexure III-A(i)
(Category – Group ‘A’)

Cantonment Board_____

_____Command

Award Scheme for Improvement in Health Services					
General Health/Sanitation Levels during 2014-15					
S.No.	Extent of Implementation of MSW Management and Handling Rules, 2000 (Indicate Specific activities/systems adopted)	No. of Insanitary Latrines where waste is directly disposed of into open drain	General level of sanitation in Cantt	Is clean/chlorinated water supplied to all residents? What is per capita per day supply of drinking water?	Environmental protection measures taken during the year and their outcome
1		2	3	4	5
					6
General Health/Sanitation Levels during 2015-16					
S.No.	Extent of Implementation of MSW Management and Handling Rules, 2000 (Indicate Specific activities/systems adopted)	No. of Insanitary Latrines where waste is directly disposed of into open drain	General level of sanitation in Cantt	Is clean/chlorinated water supplied to all residents? What is per capita per day supply of drinking water?	Environmental protection measures taken during the year and their outcome
General Health/Sanitation Levels during 2016-17(Till Sep, 17)					
S.No.	Extent of Implementation of MSW Management and Handling Rules, 2000 (Indicate Specific activities/systems adopted)	No. of Insanitary Latrines where waste is directly disposed of into open drain	General level of sanitation in Cantt	Is clean/chlorinated water supplied to all residents? What is per capita per day supply of drinking water?	Environmental protection measures taken during the year and their outcome

Annexure III-A (ii)
(Category – Group ‘A’)

Cantonment Board_____

__Command

[illegible]

Annexure III-B (i)
(Category – Group ‘B’)

Cantonment Board _____

_____ Command

Award Scheme for Improvement in Health Services					
General Health/Sanitation Levels during 2014-15					
S.No.	Extent of Implementation of MSW Management and Handling Rules, 2000 (Indicate Specific activities/systems adopted)	No. of Insanitary Latrines where waste is directly disposed of into open drain	General level of sanitation in Cantt	Is clean/chlorinated water supplied to all residents? What is per capita per day supply of drinking water?	Environmental protection measures taken during the year and their outcome
1	2	3	4	5	6
General Health/Sanitation Levels during 2015-16					
S.No.	Extent of Implementation of MSW Management and Handling Rules, 2000 (Indicate Specific activities/systems adopted)	No. of Insanitary Latrines where waste is directly disposed of into open drain	General level of sanitation in Cantt	Is clean/chlorinated water supplied to all residents? What is per capita per day supply of drinking water?	Environmental protection measures taken during the year and their outcome
General Health/Sanitation Levels during 2016-17(Till(30.09.2017)					
S.No.	Extent of Implementation of MSW Management and Handling Rules, 2000 (Indicate Specific activities/systems adopted)	No. of Insanitary Latrines where waste is directly disposed of into open drain	General level of sanitation in Cantt	Is clean/chlorinated water supplied to all residents? What is per capita per day supply of drinking water?	Environmental protection measures taken during the year and their outcome

Annexure III-B (ii)
(Category – Group ‘B’)

Cantonment Board_____

__Command

[illegible]

Annexure IV

Proforma for “Digital Accomplishments”

DEO Circle/Cantt Board_____ Command_____

S.No.	Description of the Digital Accomplishment	Benefits derived from this Digital Accomplishment	Methodology adopted in implementing the Digital Accomplishment	Cost incurred and manpower utilised in implementation of this Digital Accomplishment	Present status of this Digital Accomplishment	Reasons why the Digital Accomplishment should be nominated for an Award
1	2	3	4	5	6	7

Annexure V(A)
e in the field of “Innovations in Public Service”
(Category – Group ‘C’)

DEO Circle/Cantt Board_____ Command_____

S.No.	Description of the Innovation	Benefits derived from this Innovation	Methodology adopted in implementing the Innovation	Cost incurred and manpower utilised in implementation of this Innovation	Present status of this Innovation	Reasons why the Innovation should be nominated for an Award
1	2	3	4	5	6	7

Annexure V(B)
Award Scheme for Excellence in the field of “Innovations in Public Service”
(Category – Group ‘D’)

Cantt Board_____ Command_____

S.No.	Description of the Innovation	Benefits derived from this Innovation	Methodology adopted in implementing the Innovation	Cost incurred and manpower utilised in implementation of this Innovation	Present status of this Innovation	Reasons why the Innovation should be nominated for an Award
1	2	3	4	5	6	7