URGENT / BY FAX/E-Mail No. 83/06/DED/DGDE/COORD/2017(FMS 58241)

Government of India Ministry of Defence Dte Gen Defence Estates Raksha Sampada Bhawan Ulaanbaatar Marg, Delhi Cantt. Dated: 9 9 September, 2017

То

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, <u>two awards</u> (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, <u>2 (two) awards</u> 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, <u>two awards</u>(one in Group C & one in Group D) would be given as listed below:-

- <u>Group C:-</u> Would comprise of all Category -I Cantonment Boardsand all selfsufficient 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.

Page 1 of 3

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 Annexuresto 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	Mainta centres differe abled c (CBs)	s for	in the function Cantt B	in the functioning of Cantt Board Schools (CBs)		ı ii, ii (CBs)	Digital Accomplis hments (DEOs/ CBs)		tions in service /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
1	Total	0	8	0	9	0	9	09		12

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

	Category	Duration
(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	be selected by the	be shown on 16th
Central Command	05		
Eastern Command	02	20	05
Southern Command		08	
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: -
  - Obtain necessary information from field offices in the proforma enclosed as Annexuresto this letter and submit their recommendations for RM's awards by 15.11.2017; &
  - Shortlist items for the cultural programme by 31.10.2017 for presentation before the Committee and the Director General on 15<sup>th</sup>&16<sup>th</sup> 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)

CEO, Cantonment Board, Delhi

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

: 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')

Cant	onment Board							Comman	d					
Sr.No.	Infra-structure created for	Expert & Trained staff	Since when in	Improve-ments	Average num	ber of children	attending	Brief note on disabilities	Enabling aids/gadge	ts Participation of chi	dren in cultural, educatior	al & sports activities	Brief no	ote on
	the Centre (including	available (Give number,	operation	made during the year	centre during	g the following	calendar	of children attending the	available /used	in			progress	is
	building installations,	specialization, qualifications,		ending Sep,17	years			Centre	counselling/ treatment				made	by
	furnishings, transport and	duration of availability of											children	
	other assets)	experts/staff etc)			2015	2016	2017 (till			Number of such	Number of such meets	Number of such meet	s joining	the
							Sep, 17)			meets held in 2015	held in 2016 (also give	held in 2017 (till Sep, 17	) Centre	
										(also give no. o	no. of children who	(also give no. of children	n	
										children who	participated)	who participated)		
										participated)				
	1 2	3	4	5	6	7	8	9	1	0 11	12	13	3	14

## Annexure I (B) Proforma for maintaining Centres for Differently abled Children (Category – Group 'B')

_	Cantonment Board							-			Comma	ind			
Sr.N	o. Infra-structure created for	Expert & Trained staff	Since when	Improve-	Average num	per of childre	n attending	Brief r	note on	Enabling a	ids/gadgets	Participation of ch	nildren in cultural, edu	cational & sports	Brief note on progress made
	the Centre (including	available (Give number,	in operation	ments made	centre during	the following	calendar	disabilities	s of	available	/used in	activities			by children after joining the
	building installations,	specialization,		during the	years			children	attending	counselling	/				Centre
	furnishings, transport and	qualifications, duration of		year ending				the Centre		treatment					
	other assets)	availability of experts/staff		Sep,17											
		etc)													
							(··								
					2015		2017 (ti							Number of such meets	
							Sep, 17)							held in 2017 (till Sep,	
														17) (also give no. of	
												no. of children		children who	
												who participated)	participated)	participated)	
														(also give no. of	
														children who	
_														participated)	
	12	3	4	5	6	7		3	9		10	11	. 12	13	14

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

		Cantonment	: Board										_Command	1			
								Aca	demic year 201	4-15							
				No. of Studen	ts enrolled												
S. No	Name of the school	Level of School	Number of School Teachers (actually working)	Girls	Boys	Total	Monthly average attendance percentage*	made to increase	Special efforts made to reduce dropout rates	and other modern tools of education	Which vocational courses introduced at 10 <sup>th</sup> 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	c	Jp-gradation of school from orevious years	curricular
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17
								Aca	demic Year 201	5-16							-
S. No	Name of the school	Level of School	Number of School Teachers (actually working)	Girls	Boys	Total	Monthly average attendance percentage*	increase	Special efforts made to reduce dropout rates	IT measures and other modern tools of education employed	Which vocational courses introduced at 10 <sup>th</sup> 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	c	Jp-gradation of school from orevious years	curricular
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17
	•			•	•	•	•	Academic	/ear 2016-17(Ti	ll Sep, 2017)	•		•	• •			
S. No	Name of the school	Level of School	Number of School Teachers (actually working)	Girls	Βογς	Total	Monthly average attendance percentage*	increase	Special efforts made to reduce dropout rates	and other modern tools	Which vocational courses introduced at 10 <sup>th</sup> 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	c	Jp-gradation of school from orevious years	curricular
	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					,,	• •			Con	mand				
								Aca	idemic year 201	4-15							
				No. of Studen	ts enrolled												
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		Which vocational courses introduced at 10 <sup>th</sup> 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	of	-gradation school from evious years	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17
								Aca	demic Year 201	.5-16							
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 <sup>th</sup> 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	of	-gradation school from evious years	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17
								Academic '	Year 2016-17(Ti	ll 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		Which vocational courses introduced at 10 <sup>th</sup> 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	of	-gradation school from evious years	
	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

## <u>Annexure III-A(i)</u> (Category – Group 'A')

Cantonment Board\_\_\_\_\_

\_\_Command

		Award So	cheme for Improvement in Hea	Ith Services	
		General	Health/Sanitation Levels during	g 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
		General	Health/Sanitation Levels during	g 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 Healt	h/Sanitation Levels during 2010	6-17(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

### <u>Annexure III-A (ii)</u> (Category – Group 'A')

Cantonment Board\_\_\_\_\_

\_\_\_Command

							Award schem	e for Improve	ment in Healt	h Measures									
						н	ealth/Medical	services avai	lable in the Po	olyclinic/Dispe	nsary/Hospita	l during 2014-	15						
S No	Whether Polyclinic/ Dispensary existed	Medical Officers & their specializatio	specialists who are part	24x7 Ambulance		Pathology lab (Basic or higher level test facilities)	Ultra sound test done or not	Dentist Chair facilities	Whether trauma or emergency services existing	ward and labour room operational	operation theatre functional	List out specialist services provided		diagnostics & Medical facilities	No of OPD Patients attended		Camps or special programmes run & No. of persons covered	by Mobile Dispensary and no. of persons covered	Medical facilities provided to CB employees
	1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	5 17	18	19	9 20
								<u> </u>											
				-	•	_	ealth/Medical	-	-			-		-	-			•	
S No	Whether Polyclinic/ Dispensary existed	Medical Officers & their specializatio	who are part	24x7 Ambulance	ray facility	Pathology lab (Basic or higher level test facilities)	Ultra sound test done or not	Dentist Chair facilities	Whether trauma or emergency services existing	Whether Maternity ward and labour room operational	operation theatre	List out specialist services provided	No of Indoor beds		No of OPD Patients attended		Camps or special programmes run & No. of	by Mobile Dispensary and no. of	Medical facilities provided to CB employees
						Health/	Medical servio	ces available i	n the Polyclini	ic/Dispensary/	Hospital durir	ng 2016-17 (til	l Sep,17)						
S No	Whether Polyclinic/ Dispensary existed	Medical Officers & their specializatio	specialists who are part	24x7 Ambulance	ray facility	Pathology lab (Basic or higher level test facilities)	Ultra sound test done or not	Dentist Chair facilities	Whether trauma or emergency services existing		operation theatre	List out specialist services provided		diagnostics	No of OPD Patients attended		Camps or special programmes run & No. of		Medical facilities provided to CB employees

## <u>Annexure III-B (i)</u> (Category – Group 'B')

Cantonment Board\_\_\_\_\_

\_Command

	Awara Scheme for	Improvement in Health Servic	es	
	General Health/Sa	anitation Levels during 2014-1	5	
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
2	3	4	5	6
	General Health/Sa	Initation Levels during 2015-1	6	
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)	
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
	Management and Handling Rules, 2000 (Indicate Specific activities/systems adopted) 2 Extent of Implementation of MSW Management and Handling Rules, 2000 (Indicate Specific activities/systems adopted) Extent of Implementation of MSW Management and Handling Rules, 2000 (Indicate Specific	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 drain23233General Health/SaExtent 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 drainExtent of Implementation of MSW Management and Handling Rules, activities/systems adopted)No.of Insanitary Latrines where waste is directly disposed of into open drainExtent 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 drainExtent of Implementation of MSW Management and Handling Rules, 2000 (Indicate SpecificNo.of Insanitary Latrines where waste is directly disposed of into open drain	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   2 3 4   General Health/Sanitation Levels during 2015-1   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 Health/Sanitation Levels during 2015-1   General Health/Sanitation Levels during 2015-1   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 Health/Sanitation Levels during 2016-17(Till(30)   Extent of Implementation of MSW Management and Handling Rules, 2000 (Indicate Specific No.of Insanitary Latrines where waste is directly disposed of into open drain General level of sanitation in Cantt   Extent of Implementation of MSW Management and Handling Rules, 2000 (Indicate Specific No.of Insanitary Latrines where waste is directly disposed of into open drain General level of sanitation in Cantt	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 drainGeneral level of sanitation in CanttIs clean/chlorinated water supplied to all residents? What is per capita per day supply of drinking water?2345General Health/Sanitation Levels during 2015-16Extent 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 drainGeneral Health/Sanitation Levels during 2015-16Extent 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 drainGeneral level of sanitation in CanttIs clean/chlorinated water supplied to all residents?What is per capita per day supply of drinking water?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 drainGeneral level of sanitation in CanttIs clean/chlorinated water supplied to all residents?What is per capita per day supply of drinking water?Management and Handling Rules, 2000 (Indicate SpecificNo.of Insanitary Latrines where waste is directly disposed of into open drainGeneral level of sanitation in CanttIs clean/chlorinated water supplied to all residents?

#### <u>Annexure III-B (ii)</u> (Category – Group 'B')

**Cantonment Board** Command Award scheme for Improvement in Health Measures Health/Medical services available in the Polyclinic/Dispensary/Hospital during 2014-15 Whether Level of x-ray Level of S No Whether No of Indicate No. Ultra Dentist Chair Whether Whether Whether List out No of Indoor Other No of OPD No of Indoor Medical Visits made Medical Pathology Polyclinic/ Medical of doctors/ 24x7 facility facilities trauma or Maternity operation specialist beds diagnostics Patients patient Camps or by Mobile facilities Dispensary Officers & specialists Ambulance available lab (Basic or emergency ward and theatre services & Medical attended special Dispensary provided to existed who are part available higher level labour room functional facilities programmes and no. of CB their services provided specializatio time (out of test existing operational run & No. of persons employees facilities) sound test Col 3) persons covered done or not covered 12 13 15 10 11 14 16 17 18 19 Health/Medical services available in the Polyclinic/Dispensary/Hospital during 2015-16 S No Whether Indicate No Whether Level of x-ray Level of Ultra Dentist Chair Whether Whether Whether No of Indoo Other No of OPD No of Indoor Medical Visits made Medical No of List out Polyclinic/ Medical of doctors/ 24x7 facility Pathology facilities trauma or Maternity operation specialist beds diagnostics Patients patient by Mobile facilities Camps or Dispensary Officers & specialists Ambulance available lab (Basic or & Medical Dispensary emergency ward and theatre services attended special provided to existed their who are par available higher level services labour room functional provided facilities and no. of СВ programmes specializatio time (out of test existing operational run & No. of persons employees sound test Col 3) facilities) covered persons done or not covered Health/Medical services available in the Polyclinic/Dispensary/Hospital during 2016-17 (till 30.09.2017) S No Whether No of Indicate No Whether Level of x-ray Level of Ultra Dentist Chai Whether Whether Whether List out No of Indoo Other No of OPD No of Indoor Medical Visits made Medical Pathology Polyclinic/ Medical of doctors/ 24x7 facility facilities specialist diagnostics Patients patient by Mobile facilities trauma or Maternity operation beds Camps or Officers & Dispensary specialists Ambulance available lab (Basic or emergency ward and theatre services & Medical attended special Dispensary provided to who are part available higher level labour room facilities existed their services functional provided programmes and no. of CB specializatio time (out of test existing operational run & No. of persons employees sound test Col 3) facilities) persons covered done or not covered

## Annexure IV Proforma for "Digital Accomplishments"

DEO Circle/Ca	ntt Board Co	mmand				
S.No.	Description of the Digital Accomplishment	Digital Accomplishment	Digital		Accomplishment	Reasons why the Digital Accomplishment should be nominated for an Award
1	2	3	4	5	6	7

## Annexure V(A) Proforma for Excellence in the field of "Innovations in Public Service" (Category – Group 'C')

<b>DEO Circl</b>	e/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