

**The Cantonments (Forms and  
Manner of Service of Notice)  
Rules, 1986**

# 30. The Cantonments (Forms and Manner of Service of Notices) Rules, 1986.

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Notification Published in the Gazette of India

Part II Section 4, Dated November 8, 1986.

Ministry of Defence

New Delhi, the 17th October 1986.

**S. R. O. 330 dated 17-10-1986**—Whereas draft of rules which the Central Government proposes to make in exercise of the powers conferred by clause (m) of sub-section (2) of section 280 of the Cantonments Act, 1924 (2 of 1924), relating to forms of notices and the manner of their service, was published with the notification of the Government of India in the Ministry of Defence S.R.O. 235, dated 23rd June, 1986 in the Gazette of India, part II, Section 4, dated 26th July, 1986 inviting objections and suggestions from all the persons likely to be affected thereby till the expiry of a period of sixty days from the date of publication of the said Notification;

Whereas the aforesaid Gazette was made available to the public on 6. 8. 1986;

And whereas the objection received has been considered by the Central Government;

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 280 of the said Act, the Central Government hereby makes the following rules relating to forms of notices and the manner of their service:

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### RULE:—

- |   |   |
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### 1. Short title and commencement:—

(1) These rules may be called the Cantonments (Forms and Manner of Service of *Notices*) Rules, 1986.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions

- (1) In these rules, unless the context otherwise requires—
- (a) “Act” means the Cantonments Act, 1924 (2 of 1924);
  - (b) “Form” means the Form annexed to these rules.
- (2) Words and expressions used but not defined in these rules shall have the meanings respectively assigned to them in the Act.

3. Form of Notices:—

All notices required to be served on any person under the Act shall be in the Forms annexed to these rules.

4. Manner of Service of notices : —

- Every notice issued under the Act to any person shall be served or presented.
- (a) by giving or tendering the notice or sending it by post to such person ;
  - (b) if such person cannot be found, by affixing the notice on some conspicuous part of his last known place of abode or business, if within the cantonment, or by giving or tendering the notice to some adult male member or servant of his family or by causing it to be fixed on some conspicuous part of the building or land, if any, to which it relates.

5. Application of provisions of sections 252 to 256-A:—

The provisions of sections 252 to 256 -A of the Act shall apply to every notice issued under these rules.

FORM NO.1

Public notice under Section 68 of the Cantonments Act, 1924 (2 of 1924)

Whereas the notice on preparation of assessment list as required under section 67 having been duly given on.....(date).....it is hereby notified as required under section 68 of the cantonments Act, 1924 that the Assessment Committee will commence hearing of objections from.....date.....(There should be at least thirty day’s gap between the date of publication of notice and date of hearing).

This notice is being displayed at followings prominent places as required under section 255 of the Cantonments Act, 1924.

Authority : C B. Res. No. ....  
dated.....

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....
- 6. ....



Office of the Cantonment Board.  
No. ....  
Dated.....

Executive Officer  
.....Cantonment Board  
(Seal of the Board)

**FORM NO.2**  
**Individual notice under Section 68 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....

**Subject :—**Revision of Assessment list-Reg.

Sir/Madam,

As required under section 68 of the Cantonments Act, 1924, notice is hereby given to you that the Cantonment Board....., have prepared a new Assessment list, public notice of which has already been published on..... (date) .....and that the assessment of your property known as.....has been increased from Rs.....to Rs.....p. a. The revised assessment and valuation will be considered by Assessment committee on.....

2. If you have any objection to the above assessment, you should make the same in writing before. .... (date) .....stating in what respect the assessment is disputed.

Any objection received from you after ..... (date). .... will not be considered by the Assessment Committee.

Office of the Cantonment Board.  
No. ....  
Dated.....

Executive Officer  
.....Cantonment Board  
(Seal of the Board)

Details of Assessment/valuation

- 1. ....
- 2. ....
- 3. ....



**FORM NO.3****Notice under sub-section (1A) of Section 71 of the.  
Cantonments Act, 1924 (2 of 1924.)**

To

.....  
.....

Sir/Madam,

Whereas it has become necessary to amend the assessment list in the following manner and on the grounds specified below :—

(a) by inserting/omitting the name (s) of Shri/Smt/Km .....  
..... whose name ought to have been inserted /omitted in respect of the property known as.....

(b) by altering the assessment of property known as.....  
.....which was erroneously assessed/valued by accident/  
mistake on the part of the Board/Assessment Committee;

(c) by inserting/omitting the property known as.....  
..... ;

(d) on re-valuation/re-assessment the value of the property known as.....has increased over the last assessment;

(e) by changing the name of the occupier in respect of property known as.....where the tax is payable by the occupier ;

Please take notice that if you have any objection to above amendments, you should submit your objection to the Board before .....

(The time limit stated should not be less than 30 days from the date of notice).

Yours sincerely

Office of the Cantonment Board

No.....

Dated.....

Executive officer

.....Cantonment Board

(Seal of the Board)

**FORM NO.4****Notice under Section 74 of the  
Cantonments Act, 1924 (2 of 1924)**

To,

The Executive Officer,  
.....Cantonment Board,  
.....

Sir/Madam,

I/We hereby give notice as required by section 74 of the Cantonments

Form-6

Act, 1924 (2 of 1924) that I/We have completed the erection/re-erection of the building/occupied the building w.e.f ..... on the plot No..... situated at. .... street/Road in pursuance of sanction granted by. C.B.R. No.. .... dated..... Your letter No. .... dated..... refers.

Dated.....

Yours sincerely,

Signature.....

Name.....

Address.....

**FORM NO.5**

**Notice under Section 77-A of the  
Cantonments Act, 1924 (2 of 1924)**

To

The Executive Officer,  
.....Cantonment Board,

**Subject :—**Notice of vacancy of property known as.....

Sir/Madam,

I/We hereby give notice under section 77-A of the Cantonments Act, 1924 that the property/+, ..... (portion of the property) mentioned above is lying vacant and has become unproductive of rent since.....day of.....19.....

This may please be noted.

Yours Sincerely,

Dated.. ..

Signature.....

Name.....

Address.....

+ Here mention the particulars of the vacant portion of property.

**FORM NO. 6**

**Notice under Section 79 of the  
Cantonments Act, 1924 (2 of 1924)**

To

The Executive Officer,  
.....Cantonment,

**Sub:—**Re-occupation of the property known as.....

Sir,

I/We hereby give notice under sub-section (1) of Section 79 of the Cantonments Act, 1924 (2 of 1924) that the property\*.....



Name.....  
Address.....

\*Here mention the portion of property.

**FORM NO.7**  
**Notice under sub-section (3) of Section 82 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To

.....  
.....  
.....

Sir/Madam,

Whereas the following goods/vehicle (s)/animal (s) listed below were seized from you on the.....day of.....19.....for non-payment of Octroi/Terminal tax/Toll amounting to Rs..... payable by you;

And whereas you have failed to deposit Rs.....towards Octroi/Terminal tax/Toll on the said goods/vehicle (s)/animal (s).

Now, therefore, in pursuance of sub-section (3) of section 82 of the Cantonments Act, 1924 (2) of 1924), I, as the Executive Officer of the .....Cantonment Board, hereby give you notice that the goods/vehicle (s)/ animal (s) listed below shall be sold by auction on the day of .....19.....for recovering the amount of Rs..... due from you as Octroi/Terminal tax/Toll on accounts of goods/ vehicle (s)/ animal (s) listed below.

Take further notice that in addition to the amount of Rs.....any expenses occasioned by seizure, custody and sale of the said goods/vehicle (s)/ animal (s) shall also be recoverable from you unless the said amount and expenses, are paid by you before the commencement of sale by auction.

Yours sincerely

Office of the Cantonment Board

Executive officer

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)



**List of goods/vehicle (s)/animal (s)**

1. ....
2. ....
3. ....
4. ....

**FORM NO. 8**

**Notice under sub-section (1) of Section 103 of the  
Cantonments Act, 1924 (2 of 1924)**

To

.....  
 .....  
 .....

Sir/Madam,

Whereas it is necessary to have information for the purposes of ascertaining the tax liability/the amount to be assessed/the annual value of the building /land known as.....occupied by you;

Now, therefore, I, as the Executive Officer of... .. Cantonment Board; hereby call upon you to furnish the necessary information in the proforma over-leaf in respect of property known as... .. within 15 days from the receipt of this notice. Failure to furnish the information within 15 days or furnishing of information which is not true to the best of your knowledge or belief will make you liable for punishment with fine which may extend to Rs. 500/- under sub-section (2) of section 103 of the said Act and the tax liability/the amount to be assessed/the annual value of the building/land will be decided as the Board may deem proper. The assessment so made shall be final.

Yours sincerely

Executive officer

Office of the Cantonment Board

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)

**Information to be furnished under section 103 of the  
Cantonments Act, 1924 (2 of 1924).**

1. House No. Road and locality.
2. Name and address of the owner.
3. Date of inheritance/purchase.
2. Price paid for the property.
5. (a) Whether Kutcha or pucca,  
(b) Covered area.

6. Number of Storeys.
7. Number of rooms of every description in each storey, with dimension & including stores, kitchen and bathrooms.
8. (a) Whether used for residential or commercial purposes;  
(b) Is the building used for running a hotel, college, school, hospital or factory. If so, please give full particulars.
9. If any portion (s) has been let out, the name (s) of tenants, the accommodation let out to each and the monthly rent.
10. Whether the house is :—  
(a) Electrified.  
(b) Has a domestic water connection.  
(c) Sanitary latrines.
11. Is the house assessed for State Government's property tax and if so what is the assessment fixed by the Excise and Taxation Officer and the date from which it is effective.

Signature of owner/occupier/tenant

FORM NO.9

Notice under sub-section (1) of Section 121  
of the Cantonments Act, 1924 (2 of 1924).

To

.....  
.....  
.....

Sir/Madam,

Whereas by public Notice dated... .. it was directed by the Board that the roofs and external walls of huts/buildings shall not, without the permission in writing of the Board, be made or renewed with grass, mats leaves or other inflammable materials in the... .. area of the Cantonment; and

Whereas you have renewed the roof/wall (s) of your hut/building with grass/mats/leaves, inflammable material, without the permission from the Board in writing.

Now, therefore, in pursuance of sub-section (1) of section 121 of the Cantonments Act, 1924, I, as the Executive Officer of the... .. Cantonment Board, hereby give you notice that the roof//walls of your hut/ building be removed within 15 days from the date of receipt of this notice.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)



**FORM No. 10****Notice under sub-section (2) of the Section 121  
of the Cantonments Act, 1924 (2 of 1924)**

Sir/Madam,

.....

.....

.....

Whereas the external \*walls/roof(s) of your \*hut/building is made of grass/mats/leaves... .. inflammable materials \*with/without the sanction of the Board;

And whereas the Board is of the opinion that the external walls/roof(s) of your hut/building should be removed being made of an inflammable material;

Now, therefore, in pursuance of the Cantonments Act, 1924, I, as the Executive Officer of the... .. Cantonment Board, hereby give you notice that the external walls/roof(s) of your hut/building be removed with in \*\* ... .. days from the date of receipt of this notice.

You are further informed that the compensation of Rs... .. towards the original cost of the said material has been awarded to you and the same may be collected from the office of the Board within \*\* ..... days.

Yours sincerely

Office of the Cantonment Board

Executive officer

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)

(\*Strike out the matter whichever is not necessary.

\*\*Here give the reasonable period for compliance).

**FORM No. 11****Notice under Section 126 of the  
Cantonments Act, 1924 (2 of 1924)**

To

.....

.....

.....

Sir/Madam,

Whereas in the opinion of the Cantonment Board \*your building/wall/well/tank/reservoir/pool/depression/excavation/bank/tree (described in the Table attached herewith) owned/partly owned by you is in ruinous state and is a



nuisance/dangerous to persons/passersby/dwelling working in the neighbourhood\*\*.

Now, therefore, in pursuance of Section 126 of the Cantonments Act 1924,I, as the Executive Officer of the... .. Cantonment Board, hereby give you notice that\*\*\*... .. removed/repaired/protected within... .. days from the date of receipt of this notice, failing which, the said work shall be undertaken by the Cantonment Board at your risk and cost.

Yours sincerely

Executive officer

.....Cantonment Board

(Seal of the Board)

Office of the Cantonment Board

No.....

Dated.....

(\*In case of tenant the word 'your' shall be deleted.

\*\*Strike out whichever is not applicable.

\*\*\*Herein specify the action required on part of owner/tenant).

FORM No. 12

Notice under Section 127 of the  
Cantonments Act, 1924 (2 of 1924)

To

... ..  
... ..  
... ..

Sir/Madam,

Whereas it is noticed that your building No... .. / vacant plot No ... .. has by reason of disuse/disputed ownership/ , ... .. has remained unoccupied and has become the resort of idle and disorderly person/persons who have no ostensible means of subsistence/ persons who cannot give a satisfactory account of themselves/is used for gaming/immoral purposes or for ... .. (other purpose)... .. and/or is likely to occasion a nuisance.\*\*

Now, therefore, in pursuance of Section 127 of Cantonments Act, 1924, I, as the Executive Officer of the.....Cantonment Board, hereby give you notice to secure and enclose the said building No... .. /vacant Plot No.....within.....days of the receipt of this notice.

Authority: CBR No.....dated.....

Yours sincerely

Executive officer

.....Cantonment Board

(Seal of the Board)

Office of the Cantonment Board

No.....

Dated.....

\*Herein specify the other purpose.

\*\*Strik out whichever is not applicable.

FORM No. 13

Notice under clause (a) of Section 133 of the  
Cantonments Act, 1924 (2 of 1924)

To

... ..  
... ..  
... ..

Sir/Madam,

Whereas it is noticed that—... ..

- \* (1) a cesspool in your building/land... ..  
is causing nuisance and it needs closing ;
- \* (2) the receptacle to filth in your building/land... ..  
... ..is not kept in a clean condition/sewage is accumulating  
on your land/building £.....
- \* (3) the flowing/soaking/draining water of private latrine/urinal/sink/  
bathroom or any other offensive matter on your land/building £...  
... ..is causing a nuisance to the neighbours and  
persons passing by ;
- \* (4) rubbish or offensive matter has been allowed to accumulate or  
remain under it/on your building/land £... ..

Now, therefore, in pursuance of sub clause\*\* ... .. of  
clause (a) of Section 133 of the Cantonments Act, 1924, I, as the Executive Officer  
of the... ..Cantonment Board, hereby give you notice to close  
the cesspool/to keep the receptacle clean/to rectify accumulation of sewage/to  
stop the flow of the daily waste water on the public land or provide a pucca  
cesspool/to remove the rubbish/to provide proper covering/ repair/cleanse within  
£..... days of receipt of this notice.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

\*Strike out whichever is not necessary.  
£ Fill in the particulars of the building or land.  
\*\* Here mention the respective sub-clause of clause (a) of Section 133.

FORM No. 14

Notice under clause (b)/clause (c) of Section 133 of the  
Cantonments Act, 1924 (2 of 1924)

To

... ..



To  
.....  
.....  
.....

Sir/Madam,  
Whereas it is noticed that... ..  
    \*(1) making or altering any drain in your building/land@... ..  
        leading into a public drain should be stopped ;  
    \*(2) the drain in your control is not clean/requires repair/to be altered/  
        to put in good order;  
Now, therefore, in pursuance of clause \*(b)/clause \*(c) of Section 133 of  
the Cantonments Act, 1924, I, as the Executive Officer of the... ..  
Cantonment Board, hereby give you notice to stop from making or altering the  
said drain leading into a public drain\*/to cleanse/purify/repair/alter/put in good  
order the same within... ..days of receipt of this notice.

Office of the Cantonment Board  
No.....  
Dated.....

Yours sincerely  
Executive officer  
.....Cantonment Board  
(Seal of the Board)

**Note:**— @Fill in the particulars of the building or land.  
    \*Strike out whichever is not necessary.

**FORM NO. 15**  
**Notice under sub-section (1) of Section 134 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....

Sir/Madam,  
Whereas in the opinion of the Health Officer/Assistant Health Officer... ..  
... ..Cantonment Board, the well/tank/reservoir/cistern/receptacle in your  
property known as... ..where water is stored/accumulating is creating  
nuisance and likely to be a breeding place for mosquitoes.  
Now, therefore, in pursuance of sub-section (1) of Section 134 of the  
Cantonments Act, 1924. I, as the Executive Officer of the.... ..  
Cantonment Board, hereby give you notice to fill up/cover the well/tank/



reservoir/cistern/receptacle within... ..days of the receipt of this notice.

Office of the Cantonment Board  
No.....  
Dated.....

Yours sincerely  
Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM NO. 16**  
**Notice under Section 135 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To

... ..  
... ..  
... ..

Sir/Madam,

Where it has been noticed that the land/building/house known as..... owned/occupied by you requires to be provided with latrine/urinal/cesspool/dustbin/receptacle for filth, sewage or rubbish/additional latrine/urinal/cesspool/receptacle ;

Now, therefore, in pursuance of Section 135 of the Cantonments Act, 1924, I, as the Executive Officer of the... ..Cantonment Board, hereby give you notice that the... .. (here specify the requirement as to latrine/urinal/cesspool etc.) should be provided in the aforesaid land/building/house owned/occupied by you as per the specifications mentioned below :—

... ..  
(here specify the manner in which the latrine/urinal/cesspool etc. be provided for). ... ..  
... ..

Office of the Cantonment Board  
No.....  
Dated.....

Yours sincerely  
Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM NO. 17**  
**Notice under Section 136 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To

The Executive Officer.  
... ..Cantonment Board  
... ..

Sir/Madam,

I, as an employer of the... .. (here specify the name of the establishment) hereby give you notice under Section 136 of the Cantonments Act, 1924 that with effect from the ... .. day of... .. 19... .. 1 am employing... .. persons as employees in the aforesaid... .. located at... ..

(name of the establishment)

in the... .. Cantonment.

Yours sincerely

Place: .....

Signature ... ..

Dated: .....

Name... ..

Address... ..

### FORM NO. 18

#### Notice under Section 137 of the Cantonments Act, 1924 (2 of 1924)

To

.....  
.....  
.....

Sir/Madam,

Whereas it is noticed that :—

- \* (1) the private latrine/urinal owned by you/under your control shall not hereafter be put to public use;
- \* (2) the private latrine/urinal proposed to be constructed/repared by you shall not be constructed/repared, unless it has been inspected by the Health Officer and certified that the said latrine/urinal is in-conformity with the model plan approved by the... .. Cantonment Board on the... .. day of... .. 19... .. (the copies whereof are available in the office of the Cantonment Board free of charge) ;
- \* (3) the private latrine/urinal owned by you/under your control is causing public nuisance;
- \* (4) the latrine owned/controlled by you,—
  - (a) is open to view of persons passing by/dwellings in the neighbourhood ;
  - (b) needs cleansing in the manner specified below :—  
(Here specify the manner in which the cleansing require to be done);



(5) the drain owned/controlled by you is uncovered and requires to be covered in the manner specified below :—

(Here specify the manner of covering required).

Now, therefore, in pursuance of clause £... .. of Section 137 of the Cantonments Act, 1924, I, as the Executive Officer. of the ... .. Cantonment Board, give you notice to take necessary steps to construct/remove/repair/shut out cleanse/cover the private latrine/urinal/drain owned by you/under your control situated in your building/land\*\* ... .. within ... .. days of the receipt of this notice in the manner hereinafter specified.

.....

.....

.....

.....

.....

Office of the Cantonment Board

No.....

Dated....

Yours sincerely

Executive officer

.....Cantonment Board

(Seal of the Board)

**Note:—** \*Strike out the matter whichever is not necessary.

£Here specify the clause.

\*\*Fill in the particulars of the building or land.

### FORM NO. 19

#### Notice under sub-section (3) of Section 138 of the Cantonments Act, 1924 (2 of 1924).

To

.....

.....

.....

.....

Sir/Madam,

Whereas on the basis of the report of the Committee constituted under sub-section (1) of Section 138 of the Cantonments Act, 1924, the... .. Cantonment Board is of the opinion that the building (s) ... .. indicated in the Table below is/are likely to cause risk of disease to the inhabitants of the building (s)/neighbourhood/endanger the public health;

And whereas the Board is satisfied that it is necessary to remove the said building (s) immediately ;



Now, therefore, in pursuance of sub-section (3) of Section 138 of the Cantonments Act, 1924, I, as the Executive Officer of the... ..Cantonment Board, hereby give you notice that the said building (s) to be removed within... .. days of the receipt of this notice.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**TABLE**  
**(Here give the particulars of the building (s) in question).**

**FORM NO. 20**  
**Notice under sub-section (1) of Section 139 of the**  
**Cantonments, Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....  
.....

Sir/Madam,

Whereas in the opinion of the Board, building (s) ... ..  
.....or part thereof... ..used as dwelling  
house is overcrowded and endangering the health of the occupants thereof.

Now, therefore, in pursuance of sub-section (1) of Section 139 of the Cantonments Act, 1924, I, as the Executive Officer of the... ..Cantonment Board, hereby give you notice to reduce the number of lodgers/tenants/other inmates by \*... ..and abate the over-crowding in the said building (s). Failing to comply with the above requisition, you will be liable to prosecution under sub-section (2) of Section 139 of the said Act.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

\*Hereafter specify the details of lodgers/tenants/other persons whose number is to be reduced.

**FORM NO. 21**  
**Notice under Section 140 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To

.....

.....

.....

Sir/Madam,

Whereas in the opinion of the Board the building (s) owned or occupied by you situated at..... is in a state of dis-repair/dilapidated/in an insanitary state and required to be repaired/alterd as specified below :—

- 1 .....
- 2 .....
- 3 .....
- 4 .....

Now, therefore, in pursuance of Section 140 of the cantonments Act. 1924. I, as the Executive Officer of the.....Cantonment Board, hereby give you notice that the execution of the aforesaid repairs/alterations should be carried out within.....days of the receipt of this notice.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM No. 22**  
**Notice under sub-section (1) of Section 141 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To

.....

.....

.....

.....

Sir/Madam,

Whereas the land/building..... owned/occupied by you \*is in a insanitary/filthy/unwholesome state,



.....

\*is a nuisance to persons in the neighbourhood,

.....

\*is overgrown with prickly-pear of rank/noisome vegetation;

Now, therefore, in pursuance of sub-section (1) of Section 141 of the Cantonments Act, 1924, I, as the Executive Officer of the... ..

...Cantonment, Board, hereby give you notice that the said land/building (s)... ..

..... owned/occupied by you should be cleansed/ lime-washed internally/externally/cleared and put in a proper state within ... ..

days of receipt of this Notice.

Yours sincerely

Office of the Cantonment Board	Executive officer
No.....	.....Cantonment Board
Dated.....	(Seal of the Board)

**Note**—\*Strike out the matter whichever is not necessary.

**FORM No. 23**

**Notice under Section 148 of the**

**Cantonments Act, 1924 (2 of 1924)**

**NOTICE**

Every owner or occupier of this building is hereby given notice that the entire/part... ..of the building is unfit for human habitation and he/she is therefore prohibited to use the same until it has been rendered fit for such use to the satisfaction, of... ..Cantonment Board.

Yours sincerely

Office of the Cantonment Board	Executive officer
No.....	.....Cantonment Board
Dated.....	(Seal of the Board)

**FORM No. 24**

**Notice under Section 143 of the**

**Cantonments Act, 1924 (2 of 1924)**

To

.....

.....

.....

Sir/Madam,

It is noticed that noxious vegetation/undergrowth has come up in the land/ the building... ..owned or occupied by you which is injurious to health/offensive to the persons residing in the neighbourhood;

Now, therefore, in pursuance of Section 143 of the Cantonments Act, 1924, I, as the Executive Officer of the... ..Cantonment Board, hereby give you notice to clear away and remove from the said land/building the vegetation/undergrowth within... ..days of the receipt of this Notice.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM No. 25**  
**Notice under Section 145 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....

Sir/Madam,

Whereas it is necessary to have the following information in respect of burial/ burning ground owned by you/of which you are in- charge with regard to the condition, management/position of such ground. (Herein specify the information required)

Now, therefore, in pursuance of Section 145 of the Cantonments Act, 1924, I, as the Executive Officer of the ... ..Cantonment Board, hereby call upon you to furnish the necessary information as required above in respect of... ..burial/burning ground within... ..days of the receipt of this Notice.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM No. 26**  
**Notice under Section 152 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....

Sir/Madam,

Whereas it has been certified by... ..

(Name)



Medical Practitioner, that the outbreak/spread of infectious/contagious disease... .. in the Cantonment  
(Name of the disease)  
is attributable to the milk supplied by you;

Now, therefore, in pursuance of Section 152 of the Cantonments Act, 1924, I, as the Executive Officer of the... ..Cantonment Board, hereby give you notice to furnish a full and complete list of the names and address of all your customers and furnish all such information to enable me to trace the persons to whom you have sold milk within... ..days of the receipt of this notice.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM No. 27**  
**Notice under Section 153 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....

Sir/Madam,  
Whereas it has been certified by the Health Officer that with a view to prevent the spread of infectious/contagious disease... ..  
(Name of the disease)  
it is necessary to have the information regarding customers;

Now, therefore, in pursuance of Section 153 of the Cantonments Act, 1924, I, as the Executive Officer of the... ..Cantonment Board, hereby give you notice that full and complete list of the names and addresses of all your customers within the cantonment whose clothes and other articles you wash or have washed during the six weeks immediately preceding the date of this notice, be furnished to the Health Officer within ... ..days of the receipt of this notice.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM No. 28**  
**Notice under Section 155 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To

.....  
.....  
.....

Sir/Madam,

Whereas it has been reported by the Health Officer that the infectious or contagious disease is caused/likely to arise in the Cantonment... ..

.....  
\*(a) from the consumption of the milk supplied from your dairy.  
.....

\*(b) washing of clothes or other articles by you/process employed by you for washing of clothes or articles at ... ..

(Name of the Place)

Now, therefore, in pursuance of clause ... ..of Section 155 of the Cantonments Act, 1924, I, as the Executive Officer of the... .. Cantonment Board hereby directs that until further notice, no... .. \*(a) milk should be supplied to any person from your dairy.  
.....

\*(b) washing of clothes/articles/any process for washing clothes/articles should be undertaken by you in the manner  
.....  
.....  
.....

at ... ..used by you for this purpose.  
(Name of the place)

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**Note:—**\*Strike out the matter whichever is not necessary.

**FORM No. 29**  
**Notice under Section 161 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To

.....  
.....  
.....



Sir/Madam

Whereas the Board is of the opinion that cleansing and disinfection of your building / part of a building / removal of the flooring of the building / articles in the building, is necessary to prevent / check spread of infectious / contagious disease;

Now, therefore, in pursuance of Section 161 of the Cantonments Act, 1924, I, as the Executive Officer of the... .. Cantonment Board hereby give you notice to cleanse / disinfect the building / part of a building / removal of the flooring / articles in the building as specified below, within a period of ... .. days of the receipt of this Notice.

... ..  
... ..

(Herein specify the details)

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM No. 30**  
**Notice under sub-section (1) of Section 162 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To

... ..  
... ..  
... ..

Sir/Madam,

Whereas in the opinion of the Board, the destruction of shed/hut and the materials thereof owned by you at... .. is necessary to prevent the spread of ... .. infectious/contagious disease;

Now, therefore, in pursuance of sub-section (1) of Section 162 of the Cantonments Act, 1924, I, as the Executive Officer of the... .. Cantonment Board, hereby give you notice to destroy the aforesaid shed/hut and the materials thereof within... .. days of the receipt of this Notice.

Yours sincerely

Office of the Cantonment Board

Executive officer

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)

**FORM No. 31****Notice under sub-section (2) of Section 162 of the  
Cantonments Act, 1924 (2 of 1924)**

To

.....

.....

.....

Sir/Madam,

Whereas, as the President of the Board, I am satisfied that the destructions of shed/hut at... .. \*owned/occupied by you is immediately necessary for the purpose of preventing the spread of ... .. \*infectious/contagious disease ;

Now, therefore, in pursuance of sub-section (2) of Section 162 of the Cantonments Act, 1924, I, as the President of the ... .. Cantonment Board, hereby give you notice that the said \*shed/hut \*owned/occupied by you shall be destroyed immediately. In case of your failure to destroy the said shed/hut, it will be destroyed by the Board within \*\* ... .. hours of the receipt of this Notice.

Yours sincerely

Office of the Cantonment Board

President

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)

(\*Strike out whichever matter is not necessary.

\*\*Here mention the period not less than two hours).

**FORM No. 32****Notice under clause (b) of sub-section (1) of Section 169 of the  
Cantonments Act, 1924 (2 of 1924)**

To

.....

.....

.....



Sir/Madam,

Whereas the Board is of the opinion that the water in \*well/tank/... ..  
... .. (other place) owned by you/under your control at... ..  
if used for drinking, will endanger/cause the spread of disease.

Now, therefore, in pursuance of clause (b) of sub-section (1) of Section 169  
of the Cantonments Act, 1924 (2 of 1924), I, as the Executive Officer of the... ..  
... .. Cantonment Board, hereby give you notice to adopt the following  
measures to prevent the public... .. use the water from the said \*well/tank/  
... .. (other place) within... .. \*hours/days from the date of receipt of  
this notice.

(Here mention the measures to be undertaken).

- (1) ... ..
- (2) ... ..
- (3) ... ..

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

Note :-\*Strike out the matter whichever is not applicable.

**FORM No. 33**  
**Notice under Section 170 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....

Sir/Madam,

Whereas it has been reported that ... ..has died  
from ... ..infectious/contagious disease.

Now, therefore, in pursuance of clause (a)/clause (b) of Section 170 of the  
Cantonments Act, 1924, I, as the Executive Officer of the... .. Cantonment  
Board, hereby give you notice :—

\*(a) to convey the same to a mortuary at... ..

\*(b) to remove the corpse for the purpose of being \*buried/burnt/conveyed  
to a mortuary at ... ..

Yours sincerely

Office of the Cantonment Board

Executive officer

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)

Note :-\*Strike out the matter whichever is not necessary.

### FORM No. 34

#### Notice under sub-section (1) of Section 175 of the Cantonments Act, 1924 (2 of 1924)

To

.....

.....

.....

Sir/Madam,

Whereas there are sufficient reasons to believe that you are suffering from  
an infectious/contagious disease ;

Now, therefore, in pursuance of sub-section (1) of Section 175 of the  
Cantonments Act, 1924, I, as the Health Officer/Medical Officer-in-charge of  
the ... .. Hospital of the ... .. Cantonment Board, hereby give  
you notice to present yourself for a medical examination at ... ..  
Hospital/Dispensary on... .. Date at... .. (hrs.). You  
should not leave the hospital/dispensary without the permission of the Medical  
Officer-in-Charge.

Office of the Cantonment Board

Yours Sincerely,

No. : .....

Dated:.....

Health Officer/

Medical Officer-in-Charge,

..... Hospital,

(Seal).



**FORM No. 35**

**Notice under Section 183-B of the Cantonments Act, 1924 (2 of 1924)**

To

The Executive Officer,  
Cantonment Board,

.....

.....

In pursuance of Section 183-B of the Cantonments Act, 1924, this is to inform you that I/we have completed erection/re-erection of the building, known as ..... as per sanction given by the Board under Resolution No. .... dated ...../your No. .... dated... ..refers.

This may please be noted.

Yours sincerely

Place :.....

Dated :.....

Signature.....

Name.....

Address.....

.....

**FORM No. 36**

**Notice under sub-section (2) of Section 185 of the  
Cantonments Act, 1924 (2 of 1924)**

To,

.....

.....

.....

Sir/Madam,

Whereas it is considered that the erection/re-erection of the building specified in the Schedule below (hereinafter referred to as the said building) \*owned/occupied/ taken on lease by you, constitute an offence under Section 184 of the Cantonments Act, 1924 (2 of 1924) ;

Now, therefore, in exercise of the powers conferred by sub-section (1) of Section 185 of the Cantonments Act, 1924 (2 of 1924), I, as the Executive Officer of the... .. Cantonment Board, hereby give you notice that the \*erection/re-erection of the said building should be stopped, the \*erection/

re-erection completed by you should be demolished and the said building should be re-erected in the manner specified in column (4) of the said Schedule. ... ..

\*Strike out whichever is not necessary.

### SCHEDULE

Name of the building	Location of the building	Details of construction as undertaken by owner/ occupier/lessee in contra-vention of section 184 of the Act	Specification to demolition and re-erection of the building.
1	2	3	4

Yours sincerely

Office of the Cantonment Board

Executive officer

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)

### FORM NO. 37

#### Notice under sub-section (2) of Section 185 of the Cantonments Act, 1924 (2 of 1924)

To

.....  
.....  
.....

Sir/Madam,

Whereas the Officer Commanding-in-Chief, the Command has by his order No... .. dated ... .. suspended the order of



the Board issued under section 181 of the Cantonments Act, 1924 (2 of 1924), under which the Board has sanctioned the \*erection / re-erection of the building specified in the Schedule below (hereinafter referred to as the said building) ;

AND Whereas it is necessary to stop the said \*erection/re-erection of the said building;

Now, therefore, in exercise of the powers conferred by sub-section (2) of Section 185 of the Cantonments Act, 1924 (2 of 1924), I, as the Executive Officer of the... .. Cantonment Board, hereby give you notice to stop the \*erection / re-erection of the said building, \*demolish / alter / re-erect the said building in the manner specified in column (4) of the said Schedule.

.....  
\*Strike out whichever is not necessary.

SCHEDULE

Name of the building.	Location of the building.	Details of construction undertaken by owner/occupier/lessee.	Manner in which the building should be demolished/altered/re-erected as per the modifications suggested by the Officer Commanding-in-Chief, the Command.
1	2	3	4

.....  
Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM NO. 38**

**Notice under Section 187 of the Cantonments Act, 1924 (2 of 1924)**

To

.....  
.....  
.....

Sir/Madam,

Whereas you have without the permission in writing from the Board has erected/constructed the following structures in your building:

- (1)
- (2)
- (3) \*(Here specify the structures of the building).
- (4)

Now, therefore, in pursuance of Section 187 of the Cantonments Act, 1924, I, as the Executive Officer of the ..... Cantonment Board, hereby give you notice that you should demolish the aforesaid \*\*erection/ structure/ encroachment within.... days of the receipt of this notice.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

\*Projecting into/encroaching on the street/drain/sewer/aqueduct.  
\*\*Strike out whichever is not necessary.

**FORM NO. 39**

**Notice under Section 188 of the  
Cantonments Act, 1924 (2 of 1924)**

To



Sir/Madam,

Whereas, you have without the permission of the Board in writing erected/  
re-erected a structure/building... ..  
... .. on (Name of the public sewer/drain/culvert)....  
... .. in... .. place (water course or  
water pipe line) ;

Now, therefore, in pursuance of Section 188 of the Cantonments Act, 1924,  
I, as the Executive Officer of the... .. Cantonment  
Board, hereby give you notice to pull down the same within... ..  
days of the receipt of this notice failing which it shall be removed by the Board at  
your risk and cost.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM NO. 40**  
**Notice under Section 189 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....

Sir/Madam.

Whereas it is noticed that

- (a) the troughs and pipes for receiving and carrying rain water from  
the building... .. /land... .. \*owned/occupied by  
you are not in good condition ;
- \* (b) there is no proper connection/communication between the  
building... .. / land... .. \*owned/  
occupied by you and the drain/sewer... ..  
(specify the drain in/sewer)

Now, therefore, in pursuance of Section 189 of the Cantonments Act,  
1924, I, as the Executive Officer of the... .. Cantonment Board  
hereby give you notice that the troughs and pipes should be kept in good

condition and to ensure efficient drainage from the said building/land the following work should be undertaken by you within... .. days of the receipt of this notice :—

1. ....
2. ....
3. ....

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

Note:—\*Strike out the matter whichever is not necessary.

FORM NO. 41

Notice under sub-section (2) of Section 194 of the  
Cantonments Act, 1924 (2 of 1924)

To  
.....  
.....

Sir/Madam,

Whereas it is brought to the notice of the Board that—

- \* (a) The boundary \*wall/hedge/fence in the land... ..  
\*owned/occupied by you is\*unsuitable/unsightly/objectionable ;  
.....
- \* (b) It is necessary to construct on the land... .. owned/  
occupied by you, the boundary \*wall/hedge/fence of the material,  
description/dimensions specified below ;  
.....
- \* (c) It is necessary to maintain the boundary \*wall/hedge/fence on  
the land... ..\*owned/occupied by you in good order ;

Now, therefore, in pursuance of sub-section (2) of Section 194 of the Cantonment Act, 1924, I, as the Executive Officer of the ... ..  
...Cantonment Board hereby give you notice that—

- \* (a) The boundary \*wall/hedge/fence on the aforesaid land be  
removed ;
- \* (b) The boundary \*wall/hedge/fence of the material, description/  
dimensions specified below be constructed on the aforesaid land  
.....

(Here give the specifications as to material, description or dimensions);



.....

\*(c) The boundary \*wall/hedge/fence on the aforesaid land be maintained in good order within..... days of the receipt of this notice.

Yours sincerely

Office of the Cantonment Board

Executive officer

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)

Note :—\*Strike out the matter whichever is not necessary.

**FORM NO. 42**  
**Notice under sub-section (1) of Section 195 of**  
**the Cantonments Act, 1924 (2 of 1924)**

To

.....  
.....  
.....

Sir/Madam,

Whereas the Board is of the opinion that it is necessary to fell/lop/trim the tree (s) standing on land ..... owned/occupied by you on account of ..... (Here mention the reasons) ;

Now, therefore, in pursuance of sub-section (1)/sub-section (2) of Section 195 of the Cantonments Act, 1924 (2 of 1924), I, as the Executive Officer of the.....Cantonment Board, hereby give you notice that the tree (s) standing on your land.....should be felled/lopped/trimmed within..... days of receipt of this notice.

Yours sincerely

Office of the Cantonment Board

Executive officer

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)

**FORM NO. 43**  
**Notice under Section 197 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....

Sir/Madam,  
Whereas in the opinion of the Board the working of a quarry/the removal of stone/earth/.....  
..... (Here specify the removal of other material from the soil) at.....  
..... owned/occupied by you is dangerous to the persons residing in/frequenting the neighbourhood and creates/likely to create nuisance ;

Now, therefore, in pursuance of sub-section (1) of Section 197 of the Cantonments Act, 1924, I, as the Executive Officer of the..... Cantonment Board, hereby give you notice that the following steps should be taken by you to prevent danger/abating nuisance arising/likely to arise at.....  
..... owned/occupied by you :—

.....  
(Herein specify the steps to be taken)  
.....  
.....

Office of the Cantonment Board	Yours sincerely
No.....	.....Executive officer
Dated.....	.....Cantonment Board
	(Seal of the Board)

**FORM No. 44**  
**Notice under Section 212 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....

Sir/Madam,  
Whereas the Board is satisfied that the use of place known as.....  
..... owned/occupied by you for the purpose of..... under



licence granted by the Board is a nuisance/likely to be dangerous to life/health/property;

Now, therefore, in pursuance of Section 212 of the Cantonments Act, 1924 I, as the Executive Officer of the ... Cantonment Board, hereby give you notice that the use of the aforesaid place should be discontinued w.e.f. the... day of... 19... /to effect the following alterations/additions/improvements by the... day of... 19... ..to render it free from any nuisance/danger.

(Here give details of alterations, additions and improvements to be undertaken).

Yours sincerely

Office of the Cantonment Board

No.....

Dated.....

Executive officer

.....Cantonment Board

(Seal of the Board)

### FORM NO. 45

#### Notice under Section 219 of the Cantonments Act, 1924 (2 or 1.924)

To

.....  
.....  
.....

Sir/Madam,

Whereas the... ..source

(name of well etc.)

of public water supply which is used for drinking purposes in... ..  
owned by you/under your control is... ..

\*(a) not good order /not cleared of silt/refuse/decaying vegetation ;

\*(b) required to be protected from contamination in the manner  
specified below :—

.....

\*(c) the water is unfit for drinking purposes;

Now, therefore, in pursuance of Section 219 of the Cantonments Act, 1924, I, as the Executive Officer of the... ..Cantonment Board, hereby give you notice :—

\*(a) to \*keep the aforesaid \*well/water supply in good order/clear it of \*silt/refuse/decaying vegetation

\*(b) \*to protect the aforesaid \*well/water supply from contamination in the manner specified below :—

(Here specify the manner to be adopted to prevent contamination).

\*(c) that the public should be prevented from having access to using the water from the aforesaid \*well/water supply in the manner specified below :—

Here specify the manner of prevention)

within... days of receipt of this Notice.

Yours sincerely

Office of the Cantonment Board

Executive officer

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)

Note :—\*Strike out the matter whichever is not necessary.

**FORM No. 46**  
**Notice under Section 221 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....

Sir/Madam,

Whereas it appears that the building/land... owned/occupied by you is without a proper supply of pure water ;

Now, therefore, in pursuance of Section 221 of the Cantonments Act, 1924, I, as the Executive Officer of the... Cantonment Board, hereby give you notice as the owner/occupier that the building/land... should be provided with communication pipes of the size and description specified below and for obtaining sufficient quantity of water from...

(Here specify the source of public water supply)

for the requirements of persons occupying the said building/employed upon the said land :—



(Here specify the particulars as to size and description of the communication pipes).

Yours sincerely

Office of the Cantonment Board

Executive officer

No.....

.....Cantonment Board

Dated.....

(Seal of the Board)

### FORM No. 47

#### Notice under clause (a) of Section 224 of the Cantonments Act, 1924 (2 of 1924)

To

The \*... .. Officer,  
... .. Cantonment Board,  
... ..

In pursuance of clause (a) of Section 224 of the Cantonments Act, 1924, I, as the owner/occupier of the land/building hereby give you notice that due to pipes/drains being out of repair, there is wastage of water in/on the said land/building.

This may please be noted.

Yours sincerely

Place ... ..

Signature ... ..

Dated ... ..

Name ... ..

Address ... ..

... ..

Note :—\*Designation of the Officer.

### FORM No. 48

#### Notice under clause (c) of Section 224 of the Cantonments Act, 1924 (2 of 1924)

To

... ..  
... ..  
... ..

Sir/Madam.

Whereas, you have—

- (a) neglected to pay the water tax\*\*/... ..  
... charges in respect of the land/building... ..  
... owned/occupied by you and more than... ..days  
period has elapsed since issue of bill to you;

- (b) refused to admit/prevented the undersigned/... officer/servant of the Board, to enter in the land/building... owned/occupied by you on... for the purpose of making an examination/inquiry as authorised under clause (b) of Section 224 of the Cantonments Act, 1924;
- (c) willfully/negligently misused/caused waste of water in the land/building... owned/occupied by you;
- (d) willfully/negligently injured/damaged the meter/pipe/tap conveying water from the water works to the land/building... owned/occupied by you;
- (e) the pipes, taps, fittings connected with the supply of water to the land/building... owned/occupied by you are out of repair and causing waste of water.

Note :—\*\*Specify the nature of charges.

Now, therefore, in pursuance of clause (c) of Section 224 of the Cantonments Act, 1924, I, as the Executive Officer of the ... Cantonment Board, hereby give you notice that the water supply to the aforesaid land/building is being turned off/disconnected within... days of the receipt of this notice.

Yours sincerely

Office of the Cantonment Board  
No.....  
Dated.....

Executive officer  
.....Cantonment Board  
(Seal of the Board)

**FORM No. 49**  
**Notice under Section 244 of the**  
**Cantonments Act, 1924 (2 of 1924)**

To  
.....  
.....  
.....

Sir/Madam,

Whereas the Board has undertaken the work specified in the Table below (hereafter referred to as the said work) and for that purpose, it is necessary for the officers, staff and the workmen executing the said work on behalf of the Board to enter\*on your land... for the purpose of de-positing thereon...

(here specify the nature of materials such as soil, gravel etc.)

obtaining access to the said work...

(Here specify any other purpose).



Now, therefore, in pursuance of Section 244 of the Cantonments Act, 1924,  
 I, as the Executive Officer of the... .. Cantonment Board, hereby  
 give you notice that the officers, staff and the workmen of the Board shall enter  
 into your land for the purpose aforesaid on the... ..

... ..  
 (Here specify the date not earlier than three days from the date of proposed  
 entry)

... ..  
 day of ... .. 19 ... .. and requests you to fence of  
 ... .. of the aforesaid land

(here mention the area)

owned/occupied by you so as to enable the officers, staff and workmen of the  
 Board to execute the said work.

Yours sincerely

Office of the Cantonment Board -

No.....

Dated.....

Executive officer

.....Cantonment Board

(Seal of the Board)

