



BRIHANMUMBAI MAHANAGARPALIKA



Section 4 Manuals as per provision of RTI Act 2005 of 'S' Ward

GARDEN DEPARTMENT

Address - GARDEN DEPARTMENT,
2nd Floor, Office of Asst. Commissioner,
'S' Ward, Near Mangatram Petrol Pump,
L.B.S Road, Bhandup, Mumbai – 400 078.

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Introduction

Garden & Trees

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant Sections of these Departments under the Assistant Commissioner of the Ward.

Horticulture Assistant & Jr. Tree Officer are the officers appointed to look after works of Garden & Trees department at ward level.

Jr. Tree Officer is subordinate to Tree Officer appointed to implement various provisions of 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006).

As per Central Right to Information Act 2005, Jr. Tree Officer is appointed as Public Information Officer for Trees in the ward jurisdiction and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is appointed as Record Officer for Trees in ward jurisdiction.

As per Section 63(D) of MMC Act, 1888 (As modified upto 13th November 2006), development & maintenance of public parks, gardens & recreational spaces is the discretionary duty of MCGM. Horticulture Assistant is appointed to maintain gardens, recreational grounds, play grounds in the Ward.

As per Central Right to Information Act 2005, Horticulture Assistant is appointed as Public Information Officer for gardens, recreational grounds, play grounds in the ward jurisdiction and As per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules - 2007, he is appointed as Record Officer for Trees in ward jurisdiction.

Horticulture Assistant 'S' Ward

SECTION 4 (1) (b) (i)

Particulars of Organization, Function and Duties

1	Name of the public authority	Jr. Tree officer
2	Address	Garden Department, 2nd Floor, office of Asstt. Commissioner, Near Mangatram Petrol pump, LBS Road Bhandup-78
3	Head of the office	Assistant Supdt. Of Gardens
4	Office timings	Office timings: 8.00 a.m. to 12.00 noon and 2.30 p.m. to 5.30 p.m.(Monday to Friday) & 8.30 a.m. to 11.30 a.m. (Saturday) Visiting Hours: 03.00 p.m. to 05.00 p.m. (Monday to Friday)
5.	Chowky Timings	08:00 am – 5:00 pm
6	Contact Details	Telephone No. : 2594 7571, Extn : 259.
7	Parent Government Department	Gardens & Trees Authority

8	Reporting to which office	Assistant Commissioner 'S' Ward
9	Jurisdiction Geographical	'S' Ward is bounded by the East- Arabian sea west – Boundary of Vihar lake North – Goregaon Mulund link Road South – Vikhroli Station road – east & west upto L.B.S. Rd
10	Vision	To plant trees at sufficient spacing & maintain them. No accidents due to trees.
11	Mission	To maintain flora in the ward. To prevent unauthorized tree cutting. To plant & maintain trees.
12	Objectives	Protection & Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3 rd November 2006)

13	Functions	<ul style="list-style-type: none"> •Planting & watering new trees. •Removal of dead & dangerous trees/ branches of roadside trees & trees in municipal premises. • Pruning of trees for proper growth, balancing, smooth traffic etc. •Attending to complaints of citizens & Mun. Councillors •Taking action against illegal tree cutting. •Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government & government premises. •Maintenance of nurseries.
14	Details of services provided (In Brief)	<ul style="list-style-type: none"> •Inspection of trees existing in public and private premises as per complaints received. •Pruning / Trimming of roadside trees. •Submitting report about trees to ASG ('S' Ward) / Asst. Commissioner 'S' Ward for issuing trimming permission in private/ government/ semi-government premises. •Supervision of tree transplantation work. •Supervision of tree cutting/ trimming work being carried out as per permission. •Providing Technical Assistance regarding plantation of trees.
15	Physical assets (Statement of lands & Buildings and other Assets)	List of Gardens and Address (please refer to page no.8)

16	Organization's structural Chart	Please refer to page no.11
17	Weekly Holidays	Sundays and Public Holidays

Particulars of organization functions & duties of Horticulture Assistant

1	Name of the public authority	Horticulture Assistant
2	Address	Garden Department, 2nd Floor, office of Asst. Commissioner, Near Mangatram Petrol pump, LBS Road Bhandup-78.
3	Head of the office	Assistant Supdt. Of Gardens
4	Office timings	Office timings: 8.00 a.m. to 12.00 noon and 2.30 p.m. to 5.30 p.m.(Monday to Friday) & 8.30 a.m. to 11.30 a.m. (Saturday) Visiting Hours: 03.00 p.m. to 05.00 p.m. (Monday to Friday)
5.	Chowky Timings	08:00 am – 5:00 pm
6	Contact Details	Telephone No. : 2594 7571, Extn : 259.
7	Parent Government Department	Gardens & Trees Authority
8		Assistant Commissioner 'S' Ward

	Reporting to which office	
9	Jurisdiction Geographical	'S' Ward is bounded by the East- Arabian sea west – Boundary of Vihar lake North – Goregaon Mulund link Road South – Vikhroli Station road – east & west upto L.B.S. Rd
10	Vision	<ul style="list-style-type: none"> • To provide well maintained open spaces to the citizens of Mumbai. • To provide sufficient recreational facilities to children
11	Mission	To maintain flora in the ward. To maintain gardens, recreational grounds, play grounds.
12	Objectives	Development & maintenance of gardens, recreational grounds, play grounds.
13	Functions	<ul style="list-style-type: none"> • Upkeep & maintenance of play grounds. • Renovation & maintenance of gardens. • Development & maintenance of recreational grounds. • Issuing permissions for various functions on play grounds as per Policy. • Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.

14	Details of services provided (In Brief)	<ul style="list-style-type: none"> • Inspection of gardens, recreational grounds, play grounds at regular intervals. • Attending public complaints pertaining to gardens, recreational ground, play grounds. • Submitting report about gardens, recreational grounds, play grounds to ASG ('S' ward) / Asst. Commissioner 'S' Ward. • Supervision of garden development & maintenance work. • Issuance of permission for the use of play grounds as per Policy. • Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.
15	Physical assets (Statement of lands & Buildings and other Assets)	List of Gardens and Chowky (please refer to page no. 8)
16	Organization's structural Chart	Please refer to page no.11
17	Weekly Holidays	Sundays and Public Holidays

MAJOR GARDENS (Area 5000 Sq.mtrs. & above)

1	Guru Govind Singh Udyan Plot no. 6, Tagore nagar, Vikhroli (E), Mumbai- 400 083	3926	4771
2	Madhuban Garden Near Shri Krishna Talkies, L.B.S. Road, Bhandup (W)	458 (pt)	4721
3	Ravindranath Tagore Udyan Plot no. 1, Tagore nagar, Vikhroli (E),Mumbai- 400 083	350(pt)	3872
4	Garden, Park site, Vikhroli (E), Mumbai- 83	2A/4D	3590
5	Sahakar Maharshi Baburao Paranjape Udyan, Datar Colony, Bhandup (E), Mumbai – 400 078	953	3300
6	Krantiveer Udyan, Plot No.3, Opp. Bldg. No. 108,Kannamwar Nagar, Vikhroli (E)	356(pt)	2660
7	Durgadevi Sharma Udyan Tirandaz Village, I.I.T. Powai, Mumbai – 400 072	- - -	2100

8	Veermata Jijau Udyan Plot no. 16, Kannamwar Nagar, Vikhroli (E), Mumbai – 400 083	356(pt)	1922
9	Mahatma Jyotiba Phule Udyan Plot no. 8, Tagore nagar, Vikhroli (E), Mumbai- 400 083	125/121 (pt)	3450
10	Matoshri Ramabai Thakare Udyan Plot no. 14, Kannamwar nagar, Vikhroli (E), Mumbai- 400 083	356(pt)	1517
11	Sadguru Shree Vamanrao Pai Garden Opp. Bldg. No. 409, Tagore nagar, Vikhroli(E), Mum – 83	339	4242.81

MAJOR PLAYGROUDNS (Area 5000 Sq.mtrs. & above)

Sr. No.	Name & Location of the Garden	C.T.S. No.	Area in Sq.Mt.
1	Rajarshi Shahu Maharan Kridangan Plot near Sant Kabir High School, Tagore nagar, Vikhroli (E),	340	23356
2	Dharmaveer Sambhaji Maidan,Plot no. 10, Kannamwar nagar, Vikhroli (E). Mumbai – 400 083	356(pt)	20064
3	Smt.Godavari Dhondiram Patil P.G. Mulund – Goregaon Link Road, Bhandup (W), Mumbai – 78	733	18003
4	Dr. Babasaheb Ambedkar Kridangan Plot no. 7, Near Janta Vidyalaya, Vikhroli (E), Mumbai – 83	150 (pt)	10000

MINOR PLAYGROUNDS (Area below 5000 Sq.mtrs.)

Sr. No	Name & Location of the Garden	C.T.S. No.	Area in Sq.Mt.
1	P.G. Plot., Park side, Vikhroli (W)	2A/4B	4823
2	Adishakti Shree Ekveeramata Kridangan, near Kamal Sagar Society, Bhandup (E)	686 (pt),	4125
3	Playground , Tank Road, B.M.C. School, Bhandup (W), Mumbai – 78	547/A,	3719
4	Hutatma Ravindra Mhatre Maidan Plot no. 6, Near Vikas High School, Kannamwar nagar, Vikhroli (E),	356(pt)	3490
5	Balgandharva Balodyan plot no.11Near Anandvan Co-Op, Hsg. Soc. Ltd. Kannamwar nagar, Vikhroli (E),	356(pt)	2300
6	Shri Ganesh Maidan Kannamwar nagar, Bus depot, Vikhroli (E), Mum –83	356(pt)	2174
7	Dr. R.D. Bhandare Kridangan	350 (pt)	2123

	Plot No.2, Tagore nagar, Vikhroli (E)		
8	Playground, Plot No. 4/C, Opp. Bldg. No. 72, Kannamwar Nagar, Vikhroli	356(pt)	2040.76
9	Playground, near Sai Ashish Complex, Village Road, Bhandup(W)	411/F	1722
10	Masaheb Meenatai Thakare Kridangan, Behind Arunodaya Tower Konkan Nagar, Bhandup (W),	373/A,36/B	1687
11	Mahapaur Maidan Near Ankur Hospital, Kanjurmarg(E),	Road Reservation	900
12	Playground Near Sahyadri Scool (Low lelvel plot) Behind Arunodaya Tower, Bhandup (W), Mumbai- 400 078	373/A, 37/B,	1052
13	Play Ground bearing CTS No. 252C , Near Sai Suman Bulding Vikhroli (E)	252C	1050

MINOR RECREATION GROUNDS (Area above 5000 Sq.mtrs)

Sr.No.	Name & Location of the Garden	C.T.S. No.	Area in Sq.Mt.
1	Prabodhankar Thakare Udyan Varsha nagar, Park side, Vikhroli (W), Mumbai – 400 083	2B (pt) & 3B(pt),	28487
2	Yashwantrao Chavan Recre. Ground Near Parivar Society, Kanjurmarg (E)	1196/C,	18000
3	Recreation ground Near Sharad Industrial Estate, Bhandup (W), Mumbai- 78	993	7239
4	Sahid Jaywant Hanumant Patil Recreation ground Opp. St.X'veier highscool, L.B.S.Rd Kanjur(E)	592/A/1/2	5114.10

MINOR RECREATION GROUNDS (Area below 5000 Sq.mtrs)

Sr. No.	Name & Location of the Garden	C.T.S. No.	Area in Sq.Mt.
1	Recreation ground Village Bhandup at Goregaon – Mulund Link Road, Bhandup, Mumbai – 400 078	339A/2, 339A/3	4591
2	Bajiprabhu Deshpande Recreation ground Nr. Akruti Corporate park LBS Marg, Kanjur (W)	591-B,	4370.60
3	Smt. Vastalabai Gawand Recreation Ground Near Dreams Mall, Village Kanjur, Mumbai- 400 078	654/C, 642/1, 426/E,	3975.60
4	Recreation ground Anjani Kumar, Nahur (W), Mum - 78	301/D	2256
5	Recreation ground Near Kukreja Complex, Village Bhandup, Bhandup (W)	419/A/1/3,	2177.90
6	Recreation ground Near Shree Sai Usha Complex, Village Rd.Bhandup (W)	403/B/4/	1554.90
7	Recreation ground , Beside Gundecha Altura L.B.S.Rd Kanjur(E)	607/C/2	1153.10
8	RG bearing CTS No.617/B, Near Mahendra Splendor , Bhandup (W)	617/B/C	4250

4. OPEN SPACES

Sr.No.	Name & Location of the Garden	C.T.S. No.	Area in Sq.Mt.
1	Open space developed as Garden at Adishankaracharya Marg, Powai.	7/2	21000
2	Open space developed as P.G. at Hiranandani Complex, Powai.	13/D	4591

5. Park

Sr.No.	Name & Location of the Garden	C.T.S. No.	Area in Sq.Mt.
1	CTS No. 27/D (part), Village Paspoli, Near Mithi River	27/D (pt.)	5424.40

Summery:

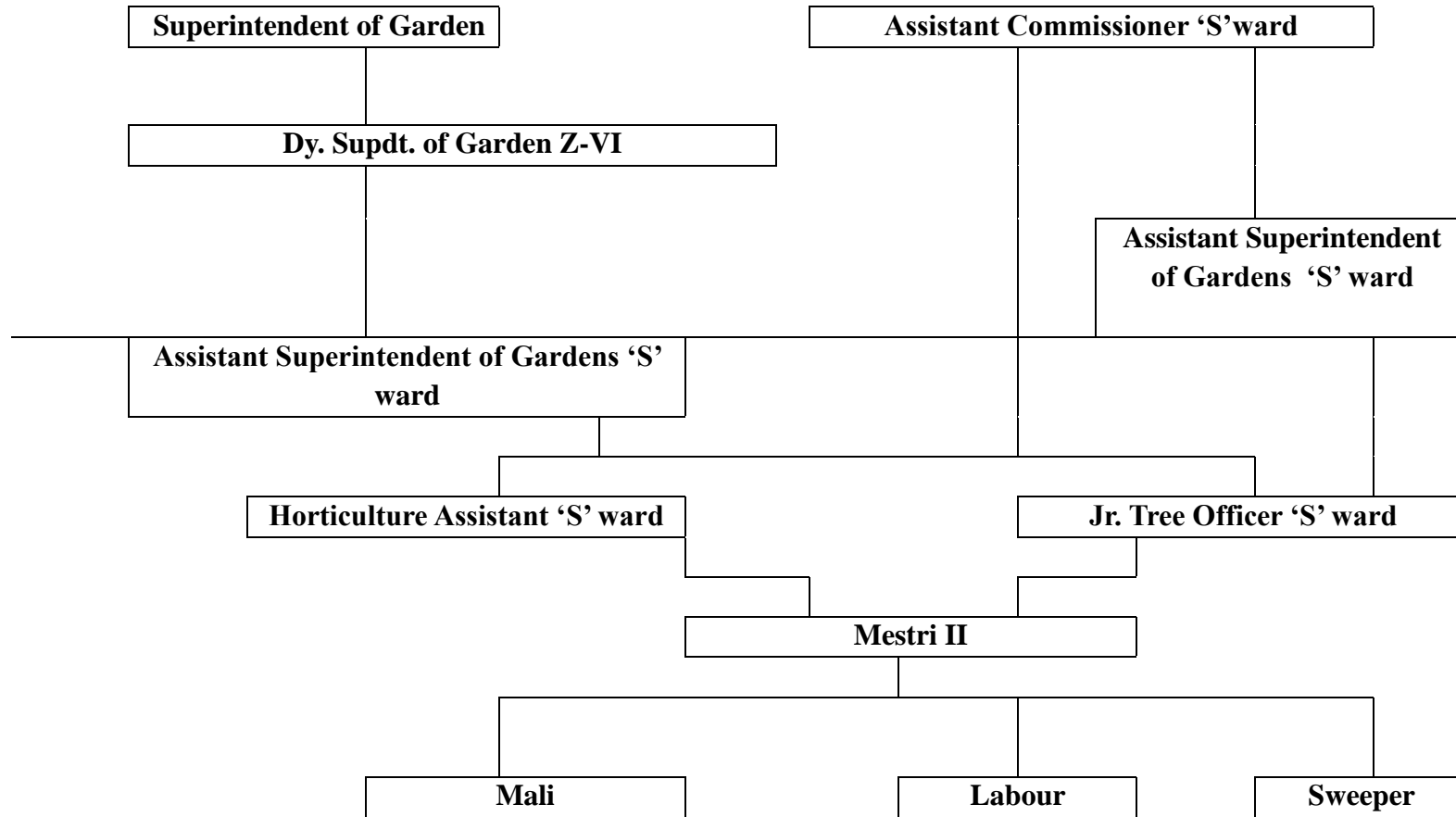
1. Total No. of Gardens	:	17
2. Total No. Of Playgrounds	:	17
3. Total No. Of Recreation Grounds	:	12
4. Total No. Of Open spaces	:	02
5. Total No. of Parks	:	01

Total	:	49

Details of Departmental Chowky in Garden Department

Sr. No.	Name of Department	Name of Chowky	Address of Chowky	Contact No.
1	Garden	Muster Chowky	6 th Floor, office of Asst. Commisioner,Near Mangatram Petrol pump, LBS Road Bhandup-78 (West)	Shri. Arun Galande - 9867980133
2	Garden	Muster Chowky	Ravindranath Tagore Udyan, Tagore Nagar vikhroli (East)	Shri. Atmaram Dalavi - 9870342900

Organization's structural Chart



Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Horticulture Assistant/ Jr. Tree Officer	2	2	0
2	Mestri II	1	0	1
3	Mali	15	4	11
4	Labour	24	11	13
5	Pump Operator	Nil	Nil	Nil

Particulars of Organization, Function and Duties

The duties of Garden & Tree Authority Department

Garden

Garden Works includes development & maintenance of gardens, recreational grounds & play grounds.

Horticulture Assistant of the ward is responsible to Assistant Commissioner of the Ward and Zonal Dy. Municipal Commissioner for day-to-day work of the department in respect of Administrational and policy work. He is also responsible to Asst. Supdt. of Gardens of Zone in respect of technical matters.

At ward level following duties/works are carried out

- Upkeep & maintenance of play grounds.
- Renovation & maintenance of gardens.
- Development & maintenance of recreational grounds.
- Issuing permissions for various functions on play grounds as per Policy.
- Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.
- Inspection of gardens, recreational grounds, play grounds at regular intervals.
- Attending public complaints pertaining to gardens, recreational grounds, play grounds.
- Submitting report about gardens, recreational grounds, play grounds to ASG ('S' ward) / Asst. Commissioner 'S' Ward.
- Supervision of garden development & maintenance work.
- Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.
- Co-ordination & correspondence with various central agencies regarding day to day work.

Tree Authority

Role of Tree Authority is to implement 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3rd November 2006). It includes Protection & Preservation of trees, taking action against illegal tree cutting, trimming of trees, transplanting of trees. Jr. Tree Officer is subordinate officer to Tree Officer appointed to carry out duties as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3rd November 2006)

At ward level following duties/works are carried out

- Issuance of Tree Trimming permissions in private / semi-Govt. & Government premises.
- Issuance of dead & dangerous tree cutting permission through Asst. Supdt. of Gardens/ Dy. Supdt. of Gardens.
- Inspection of cutting/transplantation permission to development sites.
- Inspection of trees in ward jurisdiction on roads & in private, semi-Govt. & Government premises.
- Providing help in natural calamities, fallen trees in case of private premises.
- Taking legal action on unauthorized tree cutting works.
- Co-ordination & correspondence with various central agencies regarding day to day work.

Following registers are maintained by Garden department at ward:-

- Dispatch Register.
- RTI Register
- Catalogue of records.

SECTION 4 (1) (b) (ii)

The powers of Horticulture Assistant & Jr. Tree Officer

A

Sr. No.	Designation	Powers- Financial	Under which legislation / rules / orders / GRs	Remarks
1	Horticulture Assistant	Nil		
2	Jr. Tree Officer	Nil		

B

Sr. No.	Designation	Powers - Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Horticulture Assistant	-	As subordinate officer to Tree Officer under The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975	
2	Jr. Tree Officer	-	As subordinate officer to Tree Officer under The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975	

C

Sr. No.	Designation	Powers -Magisterial	Under which legislation / rules / orders / Grs	Remarks
1	Horticulture Assistant	Nil		
2	Jr. Tree Officer	Nil		

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Supdt. Of Gardens	Appointed as Public Information Officer under RTI Act, 2005	MOM/736dtd. 1/07/2016	

E

Sr. No.	Designation	Powers -Judicial	Under which legislation / rules / orders / Grs	Remarks
1	Horticulture Assistant	Nil		
2	Jr. Tree Officer	Nil		

Duties of Jr. Tree Officer posted in the Municipal Administration Ward

Following Tree Authority works:-

- To protect & preserve all trees in all lands within his/her jurisdiction.
- Plantation of new trees as per program.
- Development & maintenance of Nursery for supply of seeds, saplings & trees to persons, who desire to plant new trees & for planting in his/her jurisdiction & to maintain Tree Bank including Medicinal trees.
- Attending the complaints of dead & dangerous trees & granting permission by following due procedure of Tree Authority.
- Maintenance of newly planted trees, existing trees & refilling of casualty.
- Procuring all the materials i.e. RHE, CDM, Fertilizers, Tree guards etc. by utilizing budgetary provision made in the Tree Authority budget every year.
- To prepare & submit in advance the budget provision required for Tree Authority works before the financial year end.
- To utilize all the budget provision provided in Tree Authority for various works before the financial year end.
- To process all the proposals of Tree Authority necessary for construction of new roads or widening of roads, widening of S.W.Drain, widening of Nallas, construction of bridges & for safeguarding danger to life & property.
- Organizing of flowers, fruits, vegetables, tree or plant show & assisting private & public institutions in organizing such shows.
- To grant advice & technical assistance to persons seeking advice or assistance in any matter connected with planting, protecting & preservation of trees.
- To verify to ascertain whether trees of required numbers, variety & standard are planted or not by persons to whom permission has been granted by the Tree Authority for cutting / transplanting irrespective of ownership of land i.e. Govt., Semi-Govt., private etc. & report of Tree Officer & Supdt. of Gardens.
- To inspect & take action as per the provision provided in the Maharashtra (Urban Areas) Preservation & Protection of Trees Act, 1975 against all the unauthorized cutting of trees by lodging N.C., doing Police punchanama & registering F.I.R. etc. & maintain record for pursue.

- To survey all the Municipal Schools, Hospitals, Dispensaries & Cemeteries in the ward & carry out plantation of trees if scope exists.
- To survey all the roads, open spaces & prepare proposed tree plantation every year before monsoon & to maintain record.
- To attend the work of regular trimming/pruning of overgrown dangerous branches of trees for balancing the trees & for illumination of street lights without obstruction by following due procedure of Tree Authority.
- To supervise the work of mali/labour staff regularly in his/her jurisdiction.
- To maintain registers of all types of records pertaining to department i.e. dead stock register, consuming articles/material register, production & sale of plants worksheet register, field diary, etc.
- Implementation of Maharashtra (Urban Areas) Preservation & Protection of Trees Act, 1975 amended till date.
- In view of appointment letter issued, the post of Jr. Tree Officer & Horticulture Assistant are interchangeable, whenever necessary.
- Any other works assigned by Superiors.

Duties of Horticulture Assistant posted in the Municipal Administration Ward

- To visit regularly public gardens, playgrounds, etc. in his charge & to instruct malis to carry out day to day work.
- To pay surprise visits during working hours at odd times, check the staff & to report any absentees or idlers to Superiors for orders. To see that these are entered against the man in default register by the Establishment.
- To check the musters maintained by the literate mukadams of all the employees of public gardens, etc. in his charge & submit the same to the office duly completed on the last day of every month to the Establishment clerk.
- To attend to the distribution of necessary implements & tools by the store keeper to the malis of the public gardens, etc. in his charge & to check the record of these maintained by the literate mukadams at least once every quarter.
- To attend to the complaints regarding public gardens, etc. in his charge & to put up notes regarding the action taken or the prepared action at least once a week to Superiors.
- To attend the office daily & to receive instructions if any from Superiors.
- To inspect the road side trees in his charge & take action for cutting down dangerous trees.
- To arrange to plant new trees on the road side & see that they are nurtured properly.
- To ask the store keeper to indent materials required for the gardens in his charge & arrange for receiving materials from store keeper.
- To maintain a dead stock articles register of materials in the gardens under him
- To maintain a diary mentioning the time of visits daily entered therein & to report to S.G. once a week
- To keep a record of fruit bearing trees in all public gardens & to submit it annually at the end of December to Superiors with notes regarding expected crops.
- To attend enquiries on every Wednesday if there are cases for enquiry & fixing dates of enquiry after numbering the charge sheets received from different divisional officers.
- To see that works of making new gardens are carried out according to plans & to see that there is proper supervision on the labour employed.
- To attend to correspondence regarding complaints, laying out of gardens, objections regarding estimates, etc. & to supply information required by

office regarding his division whenever necessary.

- To see that open spaces, gardens, etc. in his division are let with due sanction & on payment of schedule fees & to allow the removal of cut wood, etc. on production of receipts issued by the office.
- To maintain the account of garden implements supplied to respective Sections.
- To attend to disposal of dried wood of cut trees in the Sections.
- To keep note of permissions granted for use of gardens in respective Sections.
- To attend music performances in gardens in respective Sections.
- To put up requisitions to Engineering dept. for repairs, etc. to the buildings & structures in respective Sections.
- To give replies to various public complaints.
- To attend to the complaints & grievances of the labour staff under him.
- To attend any other duty entrusted from time to time by proper authority.

DELEGATION OF POWERS HORTICULTURE ASSISTANT TO & JR. TREE OFFICER

Sections	Nature of Powers, Duties and Functions delegated
NA	NA

Section 4 (1) (b) (iii)

The Procedure followed in the decision-making process, including channels of supervision and accountability in the office of Horticulture assistant & Jr. Tree Officer

NAME OF ACTIVITY - Action against illegal tree cutting.

Related Provisions - Section 8 read with Section 21 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against illegal tree cutting during usual	1. Taking photographs of illegal tree cutting. 2. Preparation of inspection report of illegal		Jr. Tree Officer/ Horticulture	

	round of inspection or on receipt of complaint from citizens	tree cutting & submitting the same to Asstt. Commissioner (Tree Officer) for information & further action. 3. Sending letter to the local police station for registering the complaint.	Within 2 days from Step 3	Assistant	
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(**Note** : After registering complaint(NC) in police station, investigation is carried out by police after obtaining permission from court & FIR is lodged against culprit)

NAME OF ACTIVITY - Permission for trimming of trees existing in Govt. / Semi-Govt. or private premises

Related Provisions - Section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)

Govt. Resolutions -

Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013 / SG/MC/2566 dated 13-3-2014

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity (mention designation)	Remark
2	Permission for trimming of trees existing in Govt. / Semi-Govt. or private premises	1. Inspection of site on receipt of complaint letter from citizens. 2.Preparation of inspection report.	Within 7 days. Within 2 days from Step 1 Within 2 days from Step 2 Within 2 days from Step 3	Jr. Tree Officer Jr. Tree Officer	

		<p>3.Approval or rejection of the permission.</p> <p>4.Issuance of permission letter</p>		<p>A.S.G. (S) /</p> <p>A.S.G. (S) /</p>	
		<p>5.Preparing challan for accepting charges& forwarding to CFC</p> <p>6.Issuance of job slip to contractor offer receipt of payment.</p> <p>7.Trimming of trees.</p>	<p>After interested applicants approach to office</p> <p>Within 2 days from Step 5</p> <p>As mentioned in job slip</p>	<p>Jr. Tree Officer</p> <p>Jr. Tree Officer</p> <p>Jr. Tree Officer</p>	

NAME OF ACTIVITY - Permission for removal of dead/dangerous trees existing in Govt. / Semi-Govt. or private premises

Related Provisions - Section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)

Govt. Resolutions -

Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013 / SG/MC/2566 dated 13-3-2014

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
3	Permission for removal of dead/dangerous trees existing in Govt. / Semi-Govt. or private premises	1. Inspection of site on receipt of complaint from citizens. 2. Preparation of inspection report.	Within 7 days. Within 2 days from Step 1 Within 2 days from Step 2	Jr. Tree Officer / A.S.G. (‘S’) Jr. Tree Officer	

		3.Approval or rejection of the permission.	Within 2 days from Step 3	Tree Officer	
		4.Issuance of permission letter		Tree Officer	
		5.Preparing challan for accepting charges& forwarding to CFC	After interested applicants approach to office Within 2 days from Step 5	Jr. Tree Officer	
		6.Issuance of job slip to contractor		Jr. Tree Officer	
		7.Cutting / removal of dead / dangerous trees	As mentioned in job slip	Jr. Tree Officer	

NAME OF ACTIVITY - Permission for various functions on play grounds as per Policy

Related Provisions -

Name of the Acts/Acts - MRTP Section 37A

Govt. Resolutions -

Circulars - SG/MGC/152 dated 19-3-2013 & SG/MGC/152/A dated 21-8-2013

Office Orders - SG/OD/933 dated 18-3-2013 (Rate schedule)

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
	Permission for various functions on play grounds as per Policy	1. After receipt of application, giving forwarding letter to applicant to get NOC of concerned police station 2. Preparing letter including total charges as per Rate schedule for approval of Asstt. Commissioner 3. Approval or rejection of permission 4. Preparing Challan for accepting of deposit & rent forwarding to In-charge, CFC 5. Preparing Permission letter	After applicant approaches office. After receipt of NOC of concerned police station Within 2 days from Step 2 Within 2 days from Step 3 After payment of total charges by the applicant	Hort. Asstt./ Jr. Tree Officers Hort. Asstt./ Jr. Tree Officers Assistant Commissioner/ Asstt. Supdt. Of Garden Hort. Asstt./ Jr. Tree Officers Hort. Asstt./ Jr. Tree Officers / Asstt. Supdt. Of Gardens	

NAME OF ACTIVITY - Development of new gardens

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
5	Development of new gardens	1. Receipt of request from public representatives , citizens or organizations 2. Forwarding request to Garden Cell.	Within 4 days from Step 1	Dy.SG/ Assistant Commissioner/Asstt. Supdt. Of Gardens / Hort. Asstt./ Jr. Tree Officer	

NAME OF ACTIVITY - Repairs to existing gardens

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
6	Repairs to existing gardens	1. Detection of damage to civil structures or complaint from public. 2. Forwarding request to A.E.(Maint).	Within 4 days from Step 1	Asstt. Supdt. Of Gardens / Hort. Asstt./ Jr. Tree Officer	

NAME OF ACTIVITY - Electrical & mechanical repairs of existing gardens

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
7	Electrical & mechanical repairs of existing gardens	1. Detection of damage to Electrical & mechanical apparatus or complaint from public. 2. Forwarding request to A.E. (SWM) or E.E.(Mech.) South.	Within 4 days from Step 1	Asstt. Supdt. Of Gardens / Hort. Asstt./ Jr. Tree Officer Asstt. Supdt. Of Gardens / Hort. Asstt./ Jr. Tree Officer	

NAME OF ACTIVITY - Providing play apparatus in gardens/playgrounds/recreational grounds

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
8	Providing play apparatus in gardens/playgrounds/recreational grounds	1. Receipt of request from public or public representatives 2. Inspection of site to assess necessity of play apparatus 3. If required, forwarding request to E.E.(Mech.) or Garden Cell as per the case.	Within 7 days from Step 1 Within 7 days from Step 2	Hort. Asstt. Hort. Asstt. Hort. Asstt. / Assistant Commissioner	

NAME OF ACTIVITY - Proposal for removal of trees in development sites

Related Provisions - Section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)

Govt. Resolutions -

Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013 / SG/MC/2566 dated 13-3-2014

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
9	Proposal for removal of trees in development sites	1. Receipt of proposal from Dy.S.G. (Zone-VI) office. 2. Inspection of site. 3. Submitting inspection report to A.S.G. ('S') / Dy.S.G. (Zone-VI).	After receipt of proposal Within 7 days from Step 1 Within 7 days from Step 2	Jr. Tree Officer Jr. Tree Officer / A.S.G. ('S') Jr. Tree Officer	

NAME OF ACTIVITY - Trimming of trees existing in Municipal properties & roads

Related Provisions - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)

Govt. Resolutions -

Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013 / SG/MC/2566 dated

13-3-2014

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
10	Trimming of trees existing in Municipal properties & roads	1. Detection of overgrown / imbalanced trees or complaint from public. 2. Inspection of site. 3. Issuance of job slip to contractor. 4. Trimming of trees required to be trimmed	Within 7 days from Step 1 Within 2 days from Step 2 or as per urgency of work As mentioned in job slip	Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer	

NAME OF ACTIVITY - Removal of dead/dangerous trees existing in Municipal properties & roads
 Related Provisions - Section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)
 Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006)
 Govt. Resolutions -
 Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013 / SG/MC/2566 dated ,13-3-2014
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
11	Removal of dead / dangerous trees existing in Municipal properties & roads	1. Detection of dead / dangerous trees or complaint from public 2. Inspection of site 3. Preparation of inspection report 4. Approval or rejection from Tree officer 5.If approved, issuance of job slip to supervisor. 6. Removal of dead / dangerous tree	Within 7 days from Step 1 or as per urgency of work Within 2 days from Step 2 Within 2 days from Step 3 Within 2 days from Step 4 or as per urgency of work As mentioned in job slip	Jr. Tree Officer Jr. Tree Officer / ASG 'S'	

NAME OF ACTIVITY - Damage to trees due to asphaltting / concreting around trees

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
12	Damage to trees due to asphaltting/ concreting around trees	1. Receipt of complaint from public or detection of damage. 2. Inspection of site. 3. Forwarding complaint to A.E.(Maint.).	Within 7 days Within 2 days from Step 2	Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer	

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of
Horticulture Assistant & Jr. Tree Officer

Organizational targets (Annual)

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1	Horticulture Assistant	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	
2.	Jr. Tree Officer	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	

Section 4 (1) (b) (v)

The rules, regulation, instruction, manuals and records, held by it or under its control or used by Horticulture Assistant & Jr. Tree Officer for discharging department functions

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Play grounds	SG/MGC/152 dated 19-3-2013 SG/MGC/152/A dated 21-8-2013 SG/OD/933 dated 18-3-2013 (Rate schedule) BDD/ 204 dated 2/11/2015(Rate schedule)	
2	Trees	0041/33/2013-JTMC-DMU dated 17-6-2013 SG/MC/2566 dated 13-3-2014	

Section 4 (1) (b) (vi)

Statement of Categories of documents held in the office of
Jr. Tree Officer & Horticulture Assistant

Sr. No.	Subject	Type of Document/ file or register	File No./ Register No.	Particulars	Periodicity of Preservation
1	Worksheet Register	Inward, Outward papers	1	Details of Applications/ complaints/ other documents received by department	1 Year
2	Maidan Booking Register	Register	1	Details of maidan booking.	1 Year
3	RTI Register- HA/ JTO	Register	1	Details of application received under R.T.I.Act	5 Years
5	<u>Illegal tree cutting file</u>	Box file	1	Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent

6	<u>Trimming permissions</u>	Box file	2	Copies of permissions issued for tree trimming.	5 Years
7	<u>TA permissions</u>	Box file	2	Copies of permissions issued by Tree Authority for development proposals	Permanent
8	<u>Dead & Dangerous Tree permissions</u>	Box file	2	O/c copies of proposals submitted for removal of D & D trees & permissions of TA for D&D trees	5 years
9	<u>RG/PG permissions</u>	Box file	8	Copies of permissions issued for use of RG/PG.	5 Years
10	<u>RTI- HA/ JTO</u>	Box file	2	Copies of RTI applications & replies given pertaining to HA.	5 Years
11	<u>RTI- JTO</u>	Box file	2	Copies of RTI applications & replies given pertaining to JTO.	5 Years
12	<u>Master file – Madhuban Garden</u>	Semistick file/ Nasti	2	Copies of details, Adoption papers etc. regarding garden	Permanent
13	<u>Master file – C.T.S.No. 2A /4D Garden</u>	Semistick file/ Nasti	2	Copies of details regarding <u>C.T.S.No. 2A /4D Garden</u>	Permanent
14	<u>Master file – Garden near Hiranandani Complex</u>	Semistick file/ Nasti	3	Copies of details regarding garden at <u>Hiranandani Complex</u>	Permanent

15	<u>Master file – Garden behind lake castle</u>	Semistick file/ Nasti	3	Copies of details regarding <u>Garden behind lake castle</u>	Permanent
16	<u>Master file – garden at CTS 4/07/13 Hiranandani Complex</u>	Semistick file/ Nasti	3	Copies of details regarding <u>garden at CTS 4/07/13 Hiranandani Complex</u>	Permanent
17	<u>Master file - Godavari Dhondiram patil PG</u>	Semistick file/ Nasti	2	Copies of details regarding <u>Godavari Dhondiram patil PG</u>	Permanent
18	<u>Master file – PG 2A/4B Godavari Dhondiram patil PG</u>	Semistick file/ Nasti	3	Copies of details regarding <u>PG having CTS no. 2A/4B</u>	Permanent
19	<u>Master file – PG at Tank Rd</u>	Semistick file/ Nasti	2	Copies of details regarding PG at Tank Rd.	Permanent
20	<u>Master file – Hutatma Ravindra Mhatre maidan</u>	Semistick file/ Nasti	3	Copies of details regarding <u>Hutatma Ravindra Mhatre maidan</u>	Permanent
21	<u>Master file – Shri. Ganesh Maidan</u>	Semistick file/ Nasti	3	Copies of details regarding <u>Ganesh Maidan</u>	Permanent
22	<u>Master file – Masaheb Meenatai Thakare Maidan</u>	Semistick file/ Nasti	2	Copies of details regarding PG Meenatai thakare	Permanent
23	<u>Master file – prabodhankar thakare udyan</u>	Semistick file/ Nasti	3	Copies of details regarding <u>Prabodhankar thakare udyan 66</u>	Permanent

24	Master file – Openspace at <u>adishankaracharya marg</u>	Semistick file/ Nasti	3	Copies of details regarding <u>Openspace at Adishankaracharya marg</u>	Permanent
25	Master file – Open space Hiranandani Complex Powai.	Semistick file/ Nasti	3	Copies of details regarding <u>Openspace at Hiranandani Complex.</u>	Permanent
26	Master file – Dharmveer Sambhaji Maidan	Semistick file/ Nasti	2	Copies of details regarding Dharmveer Sambhaji Maidan PG	Permanent
27	Master file - RG Yashwantrao Chavan RG	Semistick file/ Nasti	2	Copies of details regarding Yashwantrao Chavan RG	Permanent
28	Master file - RG plot Baji Prabhu Deshpande	Semistick file/ Nasti	1	Copies of details regarding RG known as Baji Prabhu Deshpande	Permanent
29	Master file -PG near sai Ashish Complex	Semistick file/ Nasti	1	Copies of details of PG at Sai Ashish complex.	Permanent

30	Master file -PG at Adishakti Ekveeramata maidan	Semistick file/ Nasti	1	Copies of details regarding PG at Ekveera mata maidan	Permanent
31	Master file – Matoshri Ramabai thakare Udayn	Semistick file/ Nasti	2	Copies of details regarding Matoshri Ramabai Udyan	Permanent
32	Master file – Mahatma Jyotiba Phule udyan	Semistick file/ Nasti	1	Copies of details regarding Mahatma Jyotiba Phule udyan	Permanent
33	Master file – Sahakar maharshi Baburao Paranjape garden	Semistick file/ Nasti	1	Copies of details regarding Sahakar maharshi Baburao Paranjape garden	Permanent
34	Master file – Ravindranath Tagore Udyan	Semistick file/ Nasti	2	Copies of details regarding Ravindranath Tagore Udyan	Permanent
35	Master file – Guru Govind Singh Udyan	Semistick file/ Nasti	1	Copies of details regarding Guru Govind Singh Udyan	Permanent
36	Master file - RG plot at CTS no. 403/B/4 near Sai Usha	Semistick file/ Nasti	1	Copies of details regarding RG plot at CTS no. 403/B/4 near Sai Usha Complex.	Permanent

	Complex.				
37	Master file – RG at Anjanikumar Society	Semistick file/ Nasti	1	Copies of details regarding R.G. plot at Anjani Kumar Socaiety	Permanent
38	Master file – RG at CTS 607/C/2 LBS Rd	Semistick file/ Nasti	1	Copies of details regarding RG at CTS 607/C/2 LBS Rd	Permanent
39	Master file – RG plot having CTS no. 993 near Sharad industrial estate	Semistick file/ Nasti	1	Copies of details regarding Sharad industrial estate	Permanent
40	Master file – Karmveer Dadasaheb Gaikwad Udyan , Tagorenagar	Semistick file/ Nasti	1	Copies of details regarding Karmveer Dadasaheb Gaikwad Udan , Tagorenagar	Permanent
41	Master file – Dr. Babasaheb Ambedkar Udyan(PG)	Semistick file/ Nasti	1	Copies of details regarding PG plot Dr. Babasaheb Ambedkar	Permanent
42	Master file – Krantiveera udyan	Semistick file/ Nasti	1	Copies of details regarding Krantiveer udyan	Permanent
43	Master file - RG Vastalabai Gawand	Semistick file/ Nasti	1	Copies of details regarding Vastalabai Gawand RG	Permanent
44	Master file – garden at Plot No. 5	Semistick file/ Nasti	1	Copies of details regarding garden at Plot No. 5	Permanent
45	Master file – Vivekanand Udyan	Semistick file/ Nasti	1	Copies of details regarding Vivekanand Udyan	Permanent

46	Master file – Veermata Jijau Udyan	Semistick file/ Nasti	1	Copies of details regarding Veermata Jijau Udyan	Permanent
47	Master file –Traffic Island at Gandhinagar Signal	Semistick file/ Nasti	-	Copies of details regarding Traffic Island at Gandhinagar Signal	Permanent
48	Master file –Traffic Island at Gandhinagar Signal	Semistick file/ Nasti	-	Copies of details regarding Traffic Island at Gandhinagar Signal	Permanent
49	Master file –Traffic Island at Gandhinagar Signal	Semistick file/ Nasti	-	Copies of details regarding Traffic Island at Gandhinagar Signal	Permanent
50	Master file –Krantiveer Udyan Vikhroli	Semistick file/ Nasti	2	Copies of details regarding Krantiveer Udyan Vikhroli	Permanent
51	Master file – Vastalabai Gawand RG near Dreams mall	Semistick file/ Nasti	2	Copies of details regarding Vastalabai Gawand RG near Dreams mall	Permanent
52	Master file – garden at Plot no. 5	Semistick file/ Nasti	1	Copies of details regarding garden at Plot no. 5	Permanent
53	Master file – Vivekanand garden	Semistick file/ Nasti	1	Copies of details regarding Vivekanand garden	Permanent
54	Master file – Veermata jijau Garden	Semistick file/ Nasti	1	Copies of details regarding Veermata jijau Garden	Permanent

55	Master file – Mahapaur Maidan	Semistick file/ Nasti	1	Copies of details regarding Veermata jijau Garden	Permanent
57	Master file – Park at paspoli	Semistick file/ Nasti	1	Copies of details regarding Park at paspoli	Permanent
58	Master file – durgadevi sharama udyan	Semistick file/ Nasti	1	Copies of details regarding Durgadevi sharma udayn	Permanent
59	Master file – wamanrao pai udyan	Semistick file/ Nasti	1	Copies of details regarding wamanrao pai udyan	Permanent
60	Master file – Priyadashani garden	Semistick file/ Nasti	1	Copies of details regarding Priyadashani garden	Permanent

Section 4 (1) (b) (ix)

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Date of joining the post	Contact Details ph/ fax/ email
1	Horticulture Assistant	1.Smt. Suryawanshi S.B	C	8-10-2008	9594323624
		2. Mr. Lambe K.M	C	10-7-2015	9673716235
2	Jr. Tree Officer	1. Mr Waje Ankush.	C	10-7-2015	8424003318
		2. Mr.Ambhore G.V.	C	10-7-2015	9860684760
3	Mali	Shri. Galande Arun	D	02-05-1995	9867980133
4	Mali	Shri. Dalavi Atmaram	D	23/04/1991	9870342900
5	Mestri	Vacant	-	-	-

Section 4 (1) (b) (x)

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	1.Smt. Suryawanshi S.B 2. Mr. Lambe K.M	Hort.Asstt.	9190+2800	12829	3597	463+600+200	29679
2	1. Waje Ankush 2. Ambhore Ganesh	Jr.T.O. Jr.T.O.	8300+2800 8300+2800	13518 13518	3408 3408	463+600+200 463+600+200	29349
3	Shri. Galande Arun	Mali					
4	Shri. Dalavi Atmaram	Mali					

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Horticulture Assistant & Jr. Tree Officer 'S' ward for the year 14-15

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Material	262000		-
2	Gen Civil Repairs	143000		-
3	Gen Civil Repairs	187000		-
4	Gen Electrical Repairs			-
5	Providing name notice boards	167000		-
6	Protection & Maintenance	22000		-

Form B for previous year (2014-15)

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Material	670000		-
2	Gen Civil Repairs	386000	-	-
3	Gen Civil Repairs	366000	-	-
4	Providing name notice boards	215000	-	
5	Protection & Maintenance	36549000	-	
6	Horticulture Development of CM & TI	10000000		-
7	Upgradation of Playground	67300000		-
8	Upgradation of Existing Gardens	15000000		-
9	Development of New gardens	10000000		
10	Provision for special projects	0	-	-
11	Provision for new play apparatus	1800000		-

Section 4 (1) (b) (xii)

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs

Sr. No	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
	Nil	Nil
	Nil	Nil
	Nil	Nil

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of
Horticulture Assistant & Jr. Tree Officer at 'S' Ward

Sr. No	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
1.	Maidan booking permission	nil	nil	nil	nil	nil
2.	Trimming permission	nil	nil	nil	nil	nil
3.	Dead dangerous tree cutting permission	nil	nil	nil	nil	nil

Section 4 (1) (b) (xiv)

Details in respect of the information available to or held by it, reduced in an electronic form

Sr. No.	Type of Documents File / Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	List of Gardens/ RG/ PG		Excel	Horticulture Assistant

Section 4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of
Jr. Tree Officer & Horticulture Assistant

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record	3.00 p.m. to 5.00 p.m on (except holidays) with prior appointment only	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Garden Department, 'S' ward	Jr. Tree Officer 'S' Ward./ Horticulture Assistant 'S' ward
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

Section 4 (1) (b) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Jr. Tree Officer

PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate Authority
1	Shri. Aware Sudarshan	Assistant Supdt. Of Gardens	' S ' Ward	Garden Department, 2nd Floor, office of Asst. Commisioner,Near Mangatram Petrol pump, LBS Road Bhandup-78		Asstt. Commissioner 'S' Ward

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Smt. Chanda Jadhav.	Assistant Commissioner, 'S' Ward	'S' Ward	Horticulture Assistant	ac.s@mcm.gov.in

Section 4 (1) (b) (xvii) – Others

Such other information as may be prescribed

Trees

Trimming of Trees - Trees are trimmed for various reasons such as balancing tree, Cutting overgrown branches, branches obstructing streetlights, touching building, entering windows etc. Many complaints are received to this office in this regard. Here are few suggestions while applying for trimming of trees.

- Trimming of roadside trees is carried out by MCGM, while trimming in private, Govt.

& semi Govt. premises need to be carried out by owner or occupier with due

Permission from Tree officer. Contractor is appointed by MCGM Garden department

to carry out the works of tree trimming & removal of dead & dangerous trees. Owner

/ occupiers from private / Govt. premises can utilize the service by paying the necessary charges to MCGM. It is mandatory to carry out the trimming works & removed of trees from the appointed contractor.

However if any organization / individual cannot afford the charges of MCGM they have option of carrying out the work through other agency.

But the cut material should be disposed off out of MCGM boundaries by the organization / individual at his cost. If the cut branches & other work material generated due to such work are not disposed off out of MCGM boundaries the concerned organization / individual will be penalized for throwing work in public places.

In any case no organization / individual can cut trim the trees without permission from MCGM.

- While applying for trimming of trees following things should be mentioned in the

Application.

- Location of tree (Proper address including road name & landmark)
- Reason for trimming of tree.
- Name of contact person & contact No.
- Ownership details of the site.

Maidan Permission

Play grounds are primarily meant for playing of children. Keeping this in view, use of Play Grounds for Non-sport activities is limited to max. 30 days in a calendar year as per section 37A of MRTP act.

Guidelines are issued by MCGM vide Circular No. SG/MGC/152 Dt. 19.03.13

As per the circular following points should be considered while applying for maidan permission.

- Application should be made atleast 30 day prior to proposed program but not before
 - Days of program date.
- No permission will be given for new non sports activities in the maidans. Permissions

for Ganeshotsav, Navratrotsav, Ramleela, Durga puja will be given only for those, to whom permission was given till October – 2012.

- Permission will not be granted from 15th April to 15th June for any program except

Maharashtra Din on 1st May.

- Commercial use of maidan is not allowed.

For more details refer Circular No. SG/MGC/152 Dt. 19.03.13, Circular No. SG/MGC/152 A Dt. 21.08.13 & SG/MGC/152B Dt. 19.03.13

Segregation of waste - composting

Vermicomposting sites

Use of compost

Tree plantation

How to Plant & Maintain a Tree

- Dig up a pit of size 1m x 1m.
- Fill it up with good earth and manure in the proportion of 2:1 (2 parts of earth and 1 part of well rotted manure) Red earth is not necessary, but any good earth free from stones will serve the purpose.
- Consolidate with water and bring up the level to 1" – 2" below the surrounding ground.
- Scoop out a little earth from the centre of the pit to receive the sapling and place it in.
- Remove the plant from the polythene bag with the ball of earth intact by giving a cut with a blade / knife.
- Place the sapling with the ball of earth in the position in the pit and press with the surrounding soil.
- Stack the plant with a bamboo stick.
- Water and plant heavily.
- The tree should be watered heavily twice a week during summer and once a week during winter.
- The tree basin should be hoed the following day.

- The tree guard should be provided around the tree for its protection to prevent its destruction from cattle or antisocial elements.
- The tree basin should be kept free of weeds and other rank vegetation.
- The side shoots of the tree should be removed periodically to make a strong leader
with good crown at the top.

Note:- These are general guidelines for plantation of trees, however particulars may vary as per site conditions.