



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005
of G/North Ward

GARDEN DEPARTMENT

Address - Office of Asstt. Commissioner G/N
G/North Ward Office Bldg.
Room no. 10 A, Garden Dept.
Harishchandra Yelve Marg,
Dadar (w), Mumbai-400028.

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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.

**Asst. Suptd. Of Gardens
G/North Ward**

SECTION 4 (1) (b) (i)
Particulars of Organization, Function and Duties

1	Name of the public authority	Asst. Suptd. Of Gardens.
2	Address	Office of Asstt. Commissioner G/N G/North Ward Office Bldg. Harishchandra Yelve Marg, Dadar (w), Mumbai-400028
3	Head of the office	Asst. Suptd. Of Gardens.
4	Office timings	Office timings: 8.00 a.m. To 4.00 p.m. 8.00 a.m. to 12.00 a.m. (Saturday) Visiting Hours: 03.00 p.m. to 04.00 p.m. (Monday to Friday)
5.	Chowky Timings	08:00 am – 4:00 pm
6	Contact Details	Telephone no : 24397858
7	Parent Government Department	Garden & Trees
8	Reporting to which office	Assistant Commissioner 'G/North' Ward
9	Jurisdiction Geographical	'G/North' Ward is bounded by East Between Central and Western Railway West Coastal Boundary From Kirti College upto Mahim creek. North Mahim Causeway and L.B.S. Marg upto Maharashtra Weigh Bridge. South Kamgar Krida Kendra Kakasaheb Gadgil Marg Siddhivinayak Mandir
10	Vision	1. To plant trees at sufficient spacing & maintain them. 2. No accidents due to trees.
11	Mission	1. To maintain flora in the ward. 2. To prevent unauthorized tree cutting. 3. 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)
13	Functions	(a) Planting & watering new trees. (b) Removal of dead & dangerous trees/ branches of roadside trees & trees in municipal premises. (c) Pruning of trees for proper growth, balancing, smooth traffic etc. (d) Attending to complaints of citizens & Mun. Councillors (e) Taking action against illegal tree cutting. (f) Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government & government premises. (g) Maintenance of nurseries.

SECTION 4 (1) (b) (i) contd.

14	Details of services provided (In Brief)	1. Inspection of trees existing in public and private premises as per complaints received. 2. Pruning / Trimming of roadside trees. 3. Submitting report about trees to ASG (G/North) / Asst. Commissioner 'G/N' Ward for issuing trimming permission in private/ government/ semi-government premises. 4. Supervision of tree transplantation work. 5. Supervision of tree cutting/ trimming work being carried out as per permission. 6. Providing Technical Assistance regarding plantation of trees.
	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. 9
17	Weekly Holidays	Sundays and Public Holidays

SECTION 4 (1) (b) (i) contd.

Particulars of organization functions & duties of Horticulture Assistant

1	Name of the public authority	Horticulture Assistant
2	Address	Office of Asstt. Commissioner G/N G/North Ward Office Bldg. Harishchandra Yelve Marg, Dadar (w), Mumbai-400028
3	Head of the office	Horticulture Assistant
4	Office timings	Office timings: 8.00 a.m. To 4.00 p.m. 8.00 a.m. to 12.00 a.m. (Saturday) Visiting Hours: 03.00 p.m. to 04.00 p.m. (Monday to Friday)
5.	Chowky Timings	08:00 am – 4:00 pm
6	Contact Details	Telephone no : 24397858 Email - asg01gn.garden@mcgm.gov.in
7	Parent Government Department	Garden & Trees
8	Reporting to which office	Assistant Commissioner G/North' Ward
9	Jurisdiction Geographical	'G/North' Ward is bounded by East Between Central and Western Railway West Coastal Boundary From Kirti College upto Mahim creek. North Mahim Causeway and L.B.S. Marg upto Maharashtra Weigh Bridge. South Kamgar Krida Kendra Kakasaheb Gadgil Marg Siddhivinayak Mandir
10	Vision	1. To provide well maintained open spaces to the citizens of Mumbai. 2. To provide sufficient recreational facilities to children
11	Mission	1. To maintain flora in the ward. 2. To maintain gardens, recreational grounds, play grounds
12	Objectives	Development & maintenance of gardens, recreational grounds, play grounds.
13	Functions	1. Upkeep & maintenance of play grounds. 2. Renovation & maintenance of gardens. 3. Development & maintenance of recreational grounds. 4. Issuing permissions for various functions on play grounds as per Policy. 5. Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.
SECTION 4 (1) (b) (i) contd.		
14	Details of services provided (In Brief)	6. Inspection of gardens, recreational grounds, play grounds at regular intervals. 7. Attending public complaints pertaining to gardens, recreational ground, play grounds. 8. Submitting report about gardens, recreational grounds, play grounds to ASG (G/North) / Asst. Commissioner 'G/N' Ward. 9. Supervision of garden development & maintenance work. 10. Issuance of permission for the use of play grounds as per Policy. 11. 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. 6)
16	Organization's structural Chart	Please refer to page no. 8
17	Weekly Holidays	Sundays and Public Holidays

SECTION 4 (1) (b) (i) contd.

RG / PG / Gardens in G/North ward			
Sr. No.	Name of the Garden	Location	Area sq. mtr.
1.	Swami Vivekananda Garden,	S.V.Road, Causeway, Mahim, Mumbai-16.	6,965
2.	Nakhuda Baug Garden	Junction of L.J. Road and Sawarkar Road, Mahim, Mumbai-16.	507
3.	Sant Dhyaneswar Udyan	Keluskar Road, Dadar Chaupati Dadar, Mumbai-400028.	3,417
4.	Veer Kotwal Udyan	Opp. Plaza cinema, N.C.Kelakar Road, Dadar (W), Mumbai-28.	2,240
5.	Manik Warma Udyan	Road No.4, Shivaji Park, Mumbai-28.	936
6.	Vir Ratna Baji Prabhu Udyan	Keluskar Road, Dadar, Chaupathy, Dadar-400028.	7,250
7.	Garden at Sivitribai Patra Chawl	Gokhale Road, Dadar, Mumbai-400028.	400
8.	Veer Abhimanyu Maidan	Opp. B.P.L. Centre, Barkha Cinema, Dadar, Mumbai-28.	3,309
9.	Sant Gadge Maharaj Udyan	Opp. Matunga Station, Senapati Bapat Marg, Plot No.266, Mumbai-400017.	2,212
10.	Dighi Tank Garden	M.M.C.Road, Sonawala Agyari Lane, Mumbai-400016.	1,890
11.	Datta Rawool Maidan	Gokhale Road (South) Dadar, Mumbai-28.	1,780
12.	Dinanath Dalal Udyan	Agashe Path, Behind Portuguese Church, Dadar, Mumbai-28.	1,320
13.	Sant Tukaram Udyan	Gopi Tank Road, Dadar, Mahim, Mumbai-28.	1,300
14.	Vasant Prabhu Udyan	Dongri Baug, Chitle Path, Behind Portuguese Church, Mumbai-28.	1,040
15.	Keshavrao Date Udyan,	Agashe Path, Behind Portuguese Church, Dadar, Mumbai-28.	980
16.	Kesumal Dhunichand Bhatia Udyan	Kapad Bazaar, Shitaladevi Temple Road, Mahim, Mumbai-16.	700
17.	Pt. Deen Dayal Upadhaya Udyan	Gokhale Road, Babarekar Marg, Dadar, Mumbai-400028.	4,730
18.	Dhote Udyan	Plot No.186, S.V.S. Road, near Hinduja Hospital, Mahim, Mumbai-400016.	5,400
19.	R.G. At Ruby mill	J.K. Sawant Marg, Dadar	667.05
20.	R.G. At Bhantewadi	MTNL Marg, Dadar	534
21.	Mrudangacharya Koli Maidan	S.V.Road, Mahim Causeway.	7,790
22.	Maidan at Shahu Nagar	Shahu Nagar Municipal Tenement, Mahim.	3,650
23.	Vitthal Rao Desai P.G.	Plot No.484, Bhagoji Keer Rd., Mahim, Mumbai-400016.	3,500
24.	Datta Mandir Maidan	Sonawala Agyari Lane, Mahim	2,446
25.	Garden at Ultra Society	Dilip Gupte Marg, Dadar, Mumbai	600
26.	Garden at Shahu Nagar, G-Type Building	Shahu Nagar, Mahim.	1,926

27	Narottam Balaram Patil	H.M.Patil Marg, Dadar.	3,650
28.	TDR plot at Dharavi	Near Abhyudaya Bank, 90 feet Road, Dharavi.	8,700
29.	Garden at Shivaji Park (Aaji Aajoba Udyan)	Shivaji Park,Dadar.	1,400
31.	Garden at Mayor Bunglow	S.V.S.Road.	6,000
32	Garden at Ward Office attach to G/north Municipal Office, Dadar.	G/north Municipal Office, Dadar.	400
33.	Prabhakar Samant Garden,	Jasmine Mill Road, Dharavi, Shahu Nagar.	3,700
34	Garden at Chaitya Bhoomi	Chaitya Bhoomi Dadar (W).	2,000
35	Dhote Udyan	Plot No.186, S.V.S. Road, near Hinduja Hospital, Mahim, Mumbai-400016.	5,400
36	Pt. Deen Dayal Upadhaya Udyan	Gokhale Road, Babarekar Marg, Dadar, Mumbai-400028.	4,730
37	Narottam Balaram Patil	P.G., H.M.Patil Marg, Dadar, Mumbai-400028.	3,650
38	Aaji Aajoba Udyan	Shivaji Park, Dadar.	1,400

SECTION 4 (1) (b) (i) contd.

Plots given on Adoption Basis in G/North Ward					
Sr. No.	Name of Plot	Location	Area	Reservation	Maintened By
1	Mai Mangeshkar udyan	Shivaji Park, Dadar.	1,610	Park	M/s. Matoshree developers.

Details of Departmental Chowky in Garden Department

Sr. No.	Name of Department	Name of Chowy	Address of Chowy	Contact No.
1	Garden	Muster Chowky	Mai Mangeshkar udyan, Shivaji Park, Dadar, Mumbai-28.	NIL
2	Garden	Muster Chowky	Dighi Tank Garden, M.M.C.Road, Sonawala Agyari Lane, Mumbai-400016.	NIL
3	Garden	Muster Chowky	Manik Warma Udyan, Road No.4, Shivaji Park, Mumbai-28.	NIL

Organization's structural Chart

	Superintendent of Garden			Assistant Commissioner G/North										
	Dy. Supdt. of Garden Z-II													
								Assistant Engineer (M.&R.) G/North						
	Assistant Superintendent of Gardens G/North													
		Jr. Tree Officer G/North		Horticulture Assistant G/North										
					Mestri II									
			Mali		Labour			Sweeper						

SECTION 4 (1) (b) (i) contd.

Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Jr. Tree Officer/ Horticulture Assistant	2	2	0
2	Mestri II	3	3	1
3	Mali	38	38	38
4	Labourer	2	2	0
5	Sweeper	2	2	0

(Establishment matters are looked after at level of DYSG(City)Z-II and not at Ward level)

**Particulars of Organization, Function and Duties
The duties of Garden & Tree Department**

Garden

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

Asst. Suptd. Of Garden 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 Ward in respect of technical matters.

At ward level following duties/works are carried out

- 1. Upkeep & maintenance of play grounds.**
2. Renovation & maintenance of gardens.
3. Development & maintenance of recreational grounds.
4. Issuing permissions for various functions on play grounds as per Policy.
5. Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.
6. Inspection of gardens, recreational grounds, play grounds at regular intervals.
7. Attending public complaints pertaining to gardens, recreational grounds, play grounds.
8. Submitting report about gardens, recreational grounds, play grounds to ASG (G/North) / Asst. Commissioner 'G/N' Ward.
9. Supervision of garden development & maintenance work.
- 10. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.**
- 11. 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

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

Following registers are maintained by Garden department at ward:-

- 1. Dispatch Register.**
- 2. RTI Register**
- 3. Catalogue of records.**

SECTION 4 (1) (b) (ii)
The powers of Jr. Tree Officer & Horticulture Assistant
A

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

B

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

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Jr. Tree Officer	Appointed as Public Information Officer under RTI Act, 2005	Circular No. MOM/027 Dt. 05.05.2010	
2	Horticulture Assistant	Appointed as Public Information Officer under RTI Act, 2005	Circular No. MOM/027 Dt. 05.05.2010	

E

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

SECTION 4 (1) (b) (ii) contd

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

Following Tree Authority works:-

- 1) To protect & preserve all trees in all lands within his/her jurisdiction.
- 2) Plantation of new trees as per program.

- 3) 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.
- 4) Attending the complaints of dead & dangerous trees & granting permission by following due procedure of Tree Authority.
- 5) Maintenance of newly planted trees, existing trees & refilling of casualty.
- 6) Procuring all the materials i.e. RHE, CDM, Fertilisers, Tree guards etc. by utilizing budgetary provision made in the Tree Authority budget every year.
- 7) To prepare & submit in advance the budget provision required for Tree Authority works before the financial year end.
- 8) To utilize all the budget provision provided in Tree Authority for various works before the financial year end.
- 9) 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.
- 10) Organizing of flowers, fruits, vegetables, tree or plant show & assisting private & public institutions in organizing such shows.
- 11) To grant advice & technical assistance to persons seeking advice or assistance in any matter connected with planting, protecting & preservation of trees.
- 12) 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.
- 13) 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 persue.
- 14) To survey all the Municipal Schools, Hospitals, Dispensaries & Cemeteries in the ward & carry out plantation of trees if scope exists.
- 15) To survey all the roads, open spaces & prepare proposed tree plantation every year before monsoon & to maintain record.
- 16) 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.
- 17) To supervise the work of mali/labour staff regularly in his/her jurisdiction.
- 18) 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.
- 19) Implementation of Maharashtra (Urban Areas) Preservation & Protection of Trees Act, 1975 amended till date.
- 20) In view of appointment letter issued, the post of Jr. Tree Officer & Horticulture Assistant are interchangeable, whenever necessary.
- 21) Any other works assigned by Superiors.

SECTION 4 (1) (b) (ii) contd

Duties of Horticulture Assistant posted in the Municipal Administration Ward

1. To visit regularly public gardens, playgrounds, etc. in his charge & to instruct malis to carry out day to day work.

2. 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.
3. 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.
4. 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.
5. 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.
6. To attend the office daily & to receive instructions if any from Superiors.
7. To inspect the road side trees in his charge & take action for cutting down dangerous trees.
8. To arrange to plant new trees on the road side & see that they are nurtured properly.
9. To ask the store keeper to indent materials required for the gardens in his charge & arrange for receiving materials from store keeper.
10. To maintain a dead stock articles register of materials in the gardens under him
11. To maintain a diary mentioning the time of visits daily entered therein & to report to S.G. once a week
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. To maintain the account of garden implements supplied to respective Sections.
18. To attend to disposal of dried wood of cut trees in the Sections.
19. To keep note of permissions granted for use of gardens in respective Sections.
20. To attend music performances in gardens in respective Sections.
21. To put up requisitions to Engineering dept. for repairs, etc. to the buildings & structures in respective Sections.
22. To give replies to various public complaints.
23. To attend to the complaints & grievances of the labour staff under him.
24. To attend any other duty entrusted from time to time by proper authority.

SECTION 4 (1) (b) (ii) contd

DELEGATION OF POWERS TO JR. TREE OFFICER & HORTICULTURE ASSISTANT

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 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 round of inspection or on receipt of complaint from citizens	1. Taking photographs of illegal tree cutting. 2. Preparation of inspection report of illegal 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 24 hrs. Within 24 hrs. Within 2 days from Step 3	Jr. Tree Officer Jr. Tree Officer Tree Officer	

(**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. 3. Approval or rejection of the permission. 4. Issuance of permission letter	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 A.S.G. (G /North) A.S.G. (G /North)	
Section 4 (1) (b) (iii) contd					
		5. Preparing challan for accepting charges & forwarding to CFC 6. Issuance of job slip to contractor offer receipt of payment. 7. Trimming of trees.	After interested applicants approach to office Within 2 days from Step 5 As mentioned in job slip	Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer	

Section 4 (1) (b) (iii) contd

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. 3. Approval or rejection of the permission. 4. Issuance of permission letter 5. Preparing challan for accepting charges & forwarding to CFC 6. Issuance of job slip to contractor	Within 7 days. Within 2 days from Step 1 Within 2 days from Step 2 Within 2 days from Step 3 After interested applicants approach to office Within 2 days from Step 5	Jr. Tree Officer / A.S.G. (G /North) Jr. Tree Officer Tree Officer Asstt. Commissioner G/North A.S.G. (G /North) Jr. Tree Officer Jr. Tree Officer	
Section 4 (1) (b) (iii) contd					
		7. Cutting / removal of dead / dangerous trees	As mentioned in job slip	Jr. Tree Officer	

Section 4 (1) (b) (iii) contd

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

Related Provisions -

Name of the Acts/Acts - MRTTP 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
4	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./ A.E.(M) Hort. Asstt./ A.E.(M) Assistant Commissioner Hort. Asstt./ A.E.(M) Hort. Asstt./ A.E.(M)	

Section 4 (1) (b) (iii) contd

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 organisations 2. Forwarding request to Garden Cell.	Within 4 days from Step 1	Hort. Asstt. Hort. Asstt./ A.E.(M)/ Assistant Commissioner	

Section 4 (1) (b) (iii) contd

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.(M).	Within 4 days from Step 1	Hort. Asstt. Hort. Asstt.	

Section 4 (1) (b) (iii) contd

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	Hort. Asstt. Hort. Asstt.	

Section 4 (1) (b) (iii) contd

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.) South 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	

Section 4 (1) (b) (iii) contd

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-II) office. 2. Inspection of site. 3. Submitting inspection report to A.S.G. (G /North) / Dy.S.G. (Zone-II).	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. (G /North) Jr. Tree Officer	

Section 4 (1) (b) (iii) contd

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

Office Orders -

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	

Section 4 (1) (b) (iii) contd

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 (G /North) Jr. Tree Officer Tree Officer Jr. Tree Officer Jr. Tree Officer	

Section 4 (1) (b) (iii) contd

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.(M).	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
Jr. Tree Officer & Horticulture Assistant

Organisational targets (Annual)

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1	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)	
2.	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)	

Section 4 (1) (b) (v)

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

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Play grounds	<ul style="list-style-type: none"> • SG/MGC/152 dated 19-3-2013 • SG/MGC/152/A dated 21-8-2013 • SG/OD/933 dated 18-3-2013 (Rate schedule) • 0041/33/2013-JTMC-DMU dated 17-6-2013 	
2	Trees	<ul style="list-style-type: none"> • 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		Details of Applications/ complaints/ other documents received by department	1 Year
2	Maidan Booking Register	Register		Details of maidan booking.	1 Year
3	RTI Register- HA	Register		Details of application received under R.T.I.Act	5 Years
4	RTI Register- JTO	Register		Details of application received under R.T.I.Act	5 Years
5	Illegal tree cutting file	File	1	Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent
6	Trimming permissions	File	2	Copies of permissions issued for tree trimming.	5 Years
7	TA permissions	File	3	Copies of permissions issued by Tree Authority for development proposals	Permanent
8	Dead & Dangerous Tree permissions	File	4	o/c copies of proposals submitted for removal of D & D trees & permissions of TA for D&D trees	5 years
9	RG/PG permissions	File	8	Copies of permissions issued for use of RG/PG.	5 Years
10	RTI- HA	File	9	Copies of RTI applications & replies given pertaining to HA.	5 Years
11	RTI- JTO	File	10	Copies of RTI applications & replies given pertaining to JTO.	5 Years
Section 4 (1) (b) (vi) contd					
12	Master file - Swami Vivekananda Garden	Semistick file	1	Copies of details regarding Swami Vivekananda Garden	Permanent
13	Master file - Nakhuda Baug	Semistick file	2	Copies of details regarding Nakhuda Baug	Permanent
14	Master file - Sant Dhyaneshwar Udyan	Semistick file	3	Copies of details regarding Sant Dhyaneshwar Udyan	Permanent
15	Master file - Veer Kotwal Udyan		4	Copies of details regarding Veer Kotwal Udyan	Permanent
16	Master file - Manik Warma Udyan		5	Copies of details regarding Manik Warma Udyan	Permanent
Section 4 (1) (b) (vi) contd					
17	Master file - R. G. Vir Ratna Baji Prabhu Udyan	Semistick file	6	Copies of details regarding R. G. Vir Ratna Baji Prabhu Udyan	Permanent
18	Master file - R. G. Sivitribai Patra Chaw	Semistick file	7	Copies of details regarding R. G. Sivitribai Patra Chawl	Permanent
19	Master file - R. G. Veer Abhimanyu Maidan	Semistick file	8	Copies of details regarding R. G. Veer Abhimanyu Maidan	Permanent
20	Master file - R. G. Sant Gadge Maharaj Udyan	Semistick file	9	Copies of details regarding R. G. Sant Gadge Maharaj Udyan	Permanent
21	Master file - R. G. Dighi Tank Garden	Semistick file	10	Copies of details regarding R. G. Dighi Tank Garden	Permanent
22	Master file - R. G. Datta	Semistick file	11	Copies of details regarding R.	Permanent

	Rawool Maidan			G. Datta Rawool Maidan	
23	Master file - R. G. Dinanath Dalal Udyan	Semistick file	12	Copies of details regarding R. G. Dinanath Dalal Udyan	Permanent
24	Master file - R. G. Sant Tukaram Udyan	Semistick file	13	Copies of details regarding R. G. Sant Tukaram Udyan	Permanent
25	Master file - R. G. Vasant Prabhu Udyan	Semistick file	14	Copies of details regarding R. G. Vasant Prabhu Udyan	Permanent
26	Master file - R. G. Keshavrao Date P.G.	Semistick file	15	Copies of details regarding R. G. Keshavrao Date Udyan	Permanent
27	Master file - R. G. Kesumal Dhunichand Bhatia Udyan	Semistick file	16	Copies of details regarding R. G. Kesumal Dhunichand Bhatia Udyan	Permanent
28	Master file - R. G. Pt. Deen Dayal Upadhaya Udyan	Semistick file	17	Copies of details regarding R. G. Pt. Deen Dayal Upadhaya Udyan	Permanent
29	Master file - R. G. Dhote Udyan	Semistick file	18	Copies of details regarding R. G. Dhote Udyan	Permanent
30	Master file - R. G. Ruby mill	Semistick file	19	Copies of details regarding R. G. Ruby mill	Permanent
31	Master file - R. G. Bhantye wadi	Semistick file	20	Copies of details regarding R. G. Bhantye wadi	Permanent
Section 4 (1) (b) (vi) contd.					
32	Master file - PG at Mrudangacharya Koli Maidan	Semistick file	21	Copies of details regarding PG at Mrudangacharya Koli Maidan	Permanent
33	Master file - Shahu Nagar	Semistick file	22	Copies of details regarding Shahu Nagar	Permanent
34	Master file - Vitthal Rao Desai	Semistick file	23	Copies of details regarding Vitthal Rao Desai	Permanent
35	Master file - Datta Mandir Maidan	Semistick file	24	Copies of details regarding Datta Mandir Maidan	Permanent
36	Master file - Subhash Damare Udyan	Semistick file	25	Copies of details regarding Subhash Damare Udyan	Permanent
37	Master file - Garden at Ultra Society	Semistick file	26	Copies of details regarding Garden at Ultra Society	Permanent
38	Master file - G-Type	Semistick file	27	Copies of details regarding G-Type	Permanent
39	Master file - Narottam Balaram Patil	Semistick file	28	Copies of details regarding Narottam Balaram Patil	Permanent
Section 4 (1) (b) (vi) contd					
40	Master file – Park Shivaji Park (Aaji Aajoba Udyan)	Semistick file	29	Copies of details regarding Shivaji Park (Aaji Aajoba Udyan)	Permanent
41	Master file - Park Mai Mangeshkar udyan	Semistick file	30	Copies of details regarding Park Mai Mangeshkar udyan	Permanent
42	Master file - Mayor Bunglow	Semistick file	31	Copies of details regarding Mayor Bunglow	Permanent
43	Master file - G/north Municipal Office	Semistick file	32	Copies of details regarding G/north Municipal Office	Permanent
44	Master file – Green belt Prabhakar Samant Garden	Semistick file	33	Copies of details regarding Green belt Prabhakar Samant	Permanent
45	Master file - cemetry Chaitya Bhoomi	Semistick file	34	Copies of details regarding cemetry Chaitya Bhoomi	Permanent
Section 4 (1) (b) (vi) contd					
46	Various Traffic islands in G/North Ward.	Semistick file	35	Copies of details regarding Various Traffic islands in G/North Ward.	Permanent
47	Various Center medians in G/North	Semistick file	36	Copies of details regarding Various Center medians in G/North Ward.	Permanent
49	Circular file	File	37	Various circulars about Gardens & trees	Permanent

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of

Jr. Tree Officer & Horticulture Assistant

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
1	Policy Details	Ward Committee	Nil	Once in a Month

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	Advance Locality Management (ALMI)	Nil	Nil	Nil	Nil	Nil	Nil
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

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	Horticultural Assistant	Shri. Amit Karandikar	C	14/08/2008	9323163622
2	Jr. Tree Officer	-	-	-	-
3	Mestri-2	Shri. Sanjay V. Gayakwad	D		9892528054

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	Shri. Amit Karandikar	JTO (working as Horticultural Assistant)	10800 +2800	14552	4080	600+200	33495
2	Vacant	JTO	-	-	-	-	-
3	Shri. Sanjay V. Gaikwad	Mestri-2	11140 +1900	13953	3912	600+200	31820

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Jr. Tree Officer & Horticulture Assistant at G/North ward for the year 2013-14

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
	Nil	NIL	Nil	There is no SAP Authisation to HA/JTO All Work Orders are issued from Dy.S.G.(Z-II)Office

Form B for previous year (2012-13)

Sr. No.	Budget Head description	Grants received	Grants utilized	Grants Surrendered	Result

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

Section 4 (1) (b) (xiii)

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

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

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 Jr. Tree Officer, Garden Department, 'G /North' Ward office Building, G/N Ward Office, Municipal Office Building, Harishchandra Yelve Marg, Dadar (W), Mumbai- 400028.	Jr. Tree Officer G/North Ward./ Horticulture Assistant G/North 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. Amit Karandikar	Horticulture Assistant	'G /North' Ward	'G /North' Ward office Building, G/N Ward Office, Municipal Office Building, Harishchandra Yelve Marg, Dadar (W), Mumbai - 400028.		Asstt. Commissioner 'G /North' Ward
2	Shri. Rupesh Poojari	Jr. Tree Officer	'G /North' Ward	'G /North' Ward office Building, G/N Ward Office, Municipal Office Building, Harishchandra Yelve Marg, Dadar (W), Mumbai - 400028. 24397858	-	Asstt. Commissioner 'G /North' Ward

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1		Assistant Commissioner	'G /North' Ward	Jr. Tree Officer	
2	Shri. Kiran Dighavkar	G /North Ward Assistant Commissioner	'G /North' Ward	Horticulture Assistant	

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.

1. 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 panelized for throwing work in public places. In any case no organization / individual can cut trim the trees without permission from MCGM.

2. While applying for trimming of trees following things should be mentioned in the Application.

- A) Location of tree (Proper address including road name & landmark)
- B) Reason for trimming of tree.
- C) Name of contact person & contact No.
- D) 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.

- 1. Application should be made atleast 30 day prior to proposed program but not before
45. Days of program date.
- 2. 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.
 - 3. Permission will not be granted from 15th April to 15th June for any program except Maharashtra Din on 1st May.
 - 4. 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

Seggregation of waste - composting
Vermicomposting sites
Use of compost
Tree plantation

How to Plant & Maintain a Tree

- 1. Dig up a pit of size 1m x 1m.
- 2. 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.
- 3. Consolidate with water and bring up the level to 1" – 2" below the surrounding ground.
- 4. Scoop out a little earth from the centre of the pit to receive the sapling and place it in.
- 5. Remove the plant from the polythene bag with the ball of earth intact by giving a cut with a blade / knife.

6. Place the sapling with the ball of earth in the position in the pit and press with the surrounding soil.
7. Stack the plant with a bamboo stick.
8. Water and plant heavily.
9. The tree should be watered heavily twice a week during summer and once a week during winter.
10. The tree basin should be hoed the following day.
11. The tree guard should be provided around the tree for its protection be prevent its destruction from cattle for antisocial elements.
12. The tree basin should be kept free of weeds and other rank vegetation.
13. 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.

बृहन्मुंबई महानगरपालिका

जुनवारी २०१३ - सद्यस खाले

पर शुल्क सुद्धी विवरण - ०१.०३.२०१३ पर्यंत अद्ययावत

मंत्रालय - ४ महानगरपालिका आयुक्त यांना प्रशासकीय अधिकारात मंजूर झालेले शुल्क.

Section - Fees sanctioned by M.C. under his administrative power.

Sl. No. अनु क्र.	Section of the Act अधिकारिपत्रके कलम	Description वर्णन	Rates sanctioned (For the period from dt.1.4.2012 to dt.31.3.2013)		Rates proposed (From the period from dt.1.4.2013 to dt.31.3.2014)		Remarks अभिप्राय
			4	5	6	6	
B		Religious Functions					
a)		Ganeshotsav, Navaratosav, Ramleela, Durgapooja such other religious function which last for more than one day.	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
		Playground below 5000 Sq.Mtrs. in area	Rs. 11000/-	Rs. 2६0/-	Rs. 12100/-	Rs. 308/-	
		Playground above 5000 Sq.Mtrs. in area	Rs. 22000/-	Rs. 6६0/-	Rs. 24200/-	Rs. 730/-	

15/3
SUPPLY OF GARDENS

1	2	3	4		5		6
			<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
b)		Pooja, Namaj and other functions which last for one day.	Rs.	Rs.	Rs.	Rs.	Yearly increase in rates by 10% As per circular no. CA/FRM/7 dt. 3/5/2011
i)		Playground below 5000 Sq.Mtrs.	2200/-	440/-	2420/-	484/-	
ii)		Playground above 5000 Sq. Mtrs.	5500/-	880/-	6050/-	970/-	
c)		For celebrating Jayanti, Punyatithi of National Leaders, others which last for one day.	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
			Rs.	Rs.	Rs.	Rs.	
i)		Playground below 5000 Sq.Mtrs. in area	880/-	440/-	970/-	484/-	
ii)		Playground above 5000 Sq.Mtrs. in area	2200/-	880/-	2420/-	970/-	
d)		Celebration of Maharashtra Day, Republic Day, Independence Day, which last for a few hours for flag salutation and use of the ground by Education Department for annual Competition., P.T. etc.other than BMC	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
			Rs.	Rs.	Rs.	Rs.	
i)		Playground below 5000 Sq.Mtrs in area	Rs. 1100/-	Rs. 280/-	Rs. 1210/-	Rs. 308/-	
ii)		Playground above 5000 Sq.Mtrs. in area	Rs.2200/-	Rs. 550/-	Rs.2420/-	Rs. 610/-	
C		<u>Sports</u>					
a)		All Indian games i.e. Kabbadi, Hututu, Kho-Kho etc. including football and cricket.	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
			Rs.	Rs.	Rs.	Rs.	
i)		Playground below 5000 Sq.Mtrs. in area	Rs.2200/-	Rs.110/-	Rs.2420/-	Rs.121/-	
ii)		Playground above 5000 Sq.Mtrs. in area	Rs.5500/-	Rs. 220/-	Rs.6050/-	Rs. 242/-	
b)		<u>Cycling</u>	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
			Rs.	Rs.	Rs.	Rs.	
i)		Playground below 5000 Sq.Mtrs. in area.	Rs.2200/-	Rs. 440/-	Rs.2420/-	Rs. 484/-	
ii)		Playground above 5000 Sq.Mtrs. in area	Rs.4400/-	Rs. 660/-	Rs.4840/-	Rs. 730/-	

15/3
SUPD OF GARDENS

E		<u>Physical Training/Sports</u>					CA/FRM/7 dt. 3/5/2011
		Use of grounds for physical training by the Schools/College/Sports Clubs and other social institutions.	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
			Rs.	Rs.	Rs.	Rs.	
i)		Playgrounds below 5000 Sq.Mtrs. in area	Rs.1100/-	Rs. 280/-	Rs.1210/-	Rs. 308/-	
ii)		Playgrounds above 5000 Sq.Mtrs. in area	Rs.2200/-	Rs. 550/-	Rs.2420/-	Rs. 610/-	
F		<u>Storage Charges for Sr.No. A, B, C</u>	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
			Rs.	Rs.	Rs.	Rs.	
i)		Playground below 5000 Sq.Mtrs. in area.	Rs. --	Rs.330/-	Rs. --	Rs.363/-	
ii)		Playground above 5000 Sq.Mtrs. in area.	Rs.--	Rs.500/-	Rs.--	Rs.550/-	
G		<u>Storage charges for Sr.No. D</u>	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
			Rs.--	Rs. 550/-	Rs.--	Rs. 610/-	
i)		Playground below 5000 Sq.Mtrs. in area.	Rs.--	Rs. 830/-	Rs.--	Rs. 920/-	
ii)		Playground above 5000 Sq.Mtrs. in area.					
H		<u>Sale of Cutwood</u>	Rs.1100/- per 100 kg.		Rs.1210/- per 100 kg.		

15/3
SUPD OF GARDENS

परिपत्रक

प्रस्तावना:

असे निदर्शनास आले आहे की विविध विभागातील महापालिकेच्या खेळासाठी आरक्षित मैदानांचा व मनोरंजन मैदानांचा मुंबई मनपा अधिनियमाच्या तसेच एमआरटीपी अॅक्टच्या तरतुदीनुसार विविध राजकिय, धार्मिक व इतर कारणांसाठी वापर केला जातो. असेही निदर्शनास आले आहे की उपरोक्त नमूद मैदानांचे आरक्षण करण्याकरिता किती कालावधी पूर्वी अर्ज करावा याबाबत कोणतेही धोरण निश्चित केलेले नाही. काही पक्षांद्वारे सदर मैदानांचे आरक्षण संपूर्ण वर्षाकरिता ब-याच कालावधीच्या आधीपासून केलेले असल्याने सदर मैदानांच्या वापराबाबत मत्केदारी निर्माण होत आहे असे दिसते. उपरोक्त आरक्षण धोरणाचा गैरवापर टाळण्यासाठी व मनोरंजन मैदानांचे व खेळाच्या मैदानांचे वापरासाठी विविध संस्थांना वाटप करताना समानता आणण्याच्या दृष्टीने विस्तृत आरक्षण धोरण तयार करण्यात आले आहे. विद्यमान धोरण राबविण्याच्या दृष्टीने याबाबत यापूर्वीचे आरक्षण धोरण व संबंधित परिपत्रके रद्द ठरविण्यात येत आहेत.

विद्यमान आरक्षण धोरण:

1) बृहन्मुंबई महानगरपालिकेची सर्व मैदाने प्रामुख्याने मुलांच्या खेळण्यासाठी आरक्षित केलेली आहे. याव्यतिरिक्त ती इतर कुठल्याही कारणांकरिता वापरू नयेत. तथापि काही विशिष्ट कारणांकरिता यामैदानांचा वापर करता येईल जसे की राष्ट्रपुरुषांच्या जयंती, पुण्यतिथी, महाराष्ट्र दिन, प्रजासत्ताक दिन, स्वातंत्र्या दिन साजरे करणे, उपायुक्त (शिक्षण) यांच्या अखत्यारितील शाळांचे वार्षिक स्नेह संमेलन, शारिरीक कवायती करण्याकरिता इ.

2) काही खेळाची मैदाने खाजगी संस्थांना त्यांच्या विकास व देखभालीसाठी दत्तक तत्वावर दिलेली आहेत. या मैदानांवर उपरोक्त नमूद कोणत्याही कार्यक्रमाकरिता संबंधित विभागाच्या सहाय्यक आयुक्त यांनी परवानगी देण्यासंदर्भात अशा संस्थांकडून ना हरकत प्रमाणपत्र प्राप्त करण्याची आवश्यकता असणार नाही. मात्र त्या संस्थेस नियोजित कार्यक्रमासंदर्भात अवगत करणे आवश्यक राहिल.

3) मनपा अखत्यारितील खेळाची मैदाने दि. 15 एप्रिल ते 15 जून या उन्हाळी सुट्टीच्या कालावधीत संपूर्णपणे फक्त मुलांना खेळण्यासाठी आरक्षित राहतील. 1 मे रोजीचा महाराष्ट्र दिनाचा कार्यक्रम वगळता इतर कोणत्याही कार्यक्रमांसाठी मैदानांचा वापर करण्यास या कालावधीत परवानगी देऊ नये.

4) दि. 26 जानेवारी, 1 मे, व 15 ऑगस्ट या दिवशी मनपा मैदानांचा वापर प्रामुख्याने

सदर कार्यक्रम पार पडल्यानंतर मुलांच्या खेळण्या व्यतिरिक्त इतर कोणत्याही कार्यक्रमांसाठी मैदानाचा वापर केला जाणार नाही.

5) लग्न समारंभ व इतर कोणत्याही व्यावसायिक कार्यक्रमासाठी मैदानाचा वापर करण्यास प्रतिबंध करण्यात येत आहे. कुठल्याही व्यावसायिक कार्यक्रमासाठी मैदानाचा वापर होत आहे असे आढळल्यास संबंधित प्राधिका-यांवर कडक कारवाई करण्यात येईल व जर हे मैदान दत्तक तत्वावर संस्थेस दिले असेल तर सदर दत्तक करार रद्द करण्यात येईल.

6) ज्या मैदानांवर मार्च 2010 पूर्वी पारंपारिक पध्दतीने गणेशोत्सव, नवरात्र, रामलीला, दुर्गापूजा साजरे होत आहेत अशाच मैदानांवर सदर उत्सव साजरे करण्याकरिता परवानगी देण्यात येईल. मात्र यापुढे या व्यतिरिक्त इतर मैदानांचा वापर उपरोक्त उत्सव साजरे करण्याकरिता करता येणार नाही. खेळांव्यतिरिक्त उपरोक्त नमूद कार्यक्रमांसाठी कोणत्याही परिस्थितीत 30 दिवसापेक्षा जास्त कालावधी करिता मैदानाचा वापर करण्याकरिता परवानगी देता येणार नाही. कार्यक्रमांसाठी मंडप बांधणी व काढणी करिता लागणारे दिवसही ह्या 30 दिवसांमध्ये अंतर्भूत करण्यात यावे.

7) उपरोक्त कार्यक्रमांकरिता मैदानाचा वापर करण्यास जेव्हा परवानगी दिली जाईल तेव्हा सदर मैदानाचा फक्त 1/3 भागच या कार्यक्रमांकरिता वापरण्यात येईल. उर्वरित 2/3 भाग स्थानिक मुलांकरिता खेळण्यासाठी मोकळा ठेवावा लागेल.

8) मैदान कार्यक्रमासाठी आरक्षित करण्यासाठी सदर नियोजित कार्यक्रमाचा 45 दिनांक दिवस अगोदर संबंधित प्राधिका-यांकडे अर्ज करणे आवश्यक राहिल. जर एकाच दिवसा अखत्येका पेक्षा जास्त अर्जदारांचे अर्ज प्राप्त झाले असतील तर लॉटरी पध्दतीने सदर अर्जकार्यासाठी सोडत संबंधित सहाय्यक आयुक्त यांच्या समक्ष काढण्यात येईल. आयुक्त

9) नियोजित कार्यक्रमाच्या 45 दिवस पूर्वी आलेले अर्ज, तसेच कार्यक्रमापूर्वी 14 दिवसांपेक्षा कमी कालावधी दरम्यान आलेले अर्ज विचारात घेऊ नयेत. कार्यक्रमा

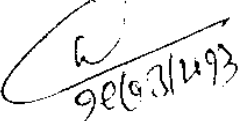
10) मैदान दत्तक तत्वावर दिलेले असेल तर अशा प्रायोजक संस्थेसही कोणत्याही कार्यक्रमासाठी मैदान वापरण्यास संबंधित सहाय्यक आयुक्तांची उपरोक्त प्रकारे परवानगी आवश्यक असेल. सदर अटीचे पालन न केल्यास अशा प्रायोजक संस्थेशी केलेला दत्तक कोणत्याही प्रकारची पूर्व सूचना न देता आपोआप संपुष्टात येईल. परिच्छेद क्रमांक 8 उद्यान नमूद केल्याप्रमाणे जर एकाच दिवसासाठी अनेक अर्जदारांचे अर्ज प्राप्त झाले असतील तर अर्जदारांमध्ये प्रायोजक संस्थाही समाविष्ट असेल तरीही सर्व अर्जदारांना समतलावर (at par) गृहीत धरण्यात येऊन उपरोक्त प्रमाणे लॉटरी पध्दतीने निर्णय घेण्यात येईल.

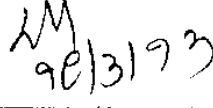
11) कार्यक्रमासाठी मंडप व्यासपिठ शामियाना व बांधण्यासाठी ज्या दिवसापासून


दिनांकापासून । महिन्याच्या कालावधीत संबंधित विभागीय सहाय्यक आयुक्त यांनी अखत्यारीत असलेल्या प्रत्येक खेळाच्या मैदानांमध्ये 31.3.2010 पासून आयोजित केलेल्या कार्यक्रमांची यादी तयार करावी. ही यादी संबंधित परिमंडळाच्या उपायुक्तांमार्फत अति. आयुक्त(पू.उ) यांच्या मान्यतेसाठी सादर करण्यात येईल.

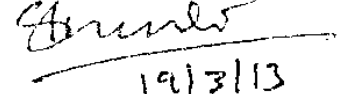
14) उद्याने व मनोरंजन मैदानांसाठी आरक्षित असलेल्या भूखंडावर कोणत्याही कार्यक्रमासाठी परवानगी देऊ नये.

15) या बाबतच्या कार्यवाहीत अनामत रक्कम व आकार याचा तक्ता सोबत जोडलेला आहे.


9/3/13
उद्यान अधीक्षक
करी


9/3/13
सह आयुक्त (आ.व्य)


अति. आयुक्त (पू.उ)


19/3/13
महानगरपालिका आयुक्त

बृहन्मुंबई महानगरपालिका

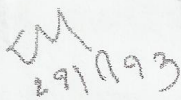
क्र. एसजी/एमजीसी/१५२/अ, दिनांक २१.०८.२०१३

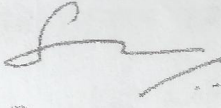
संदर्भ - परिपत्रक क्र. एसजी/एमजीसी/१५२, दि. १९.३.२०१३.


संदर्भित परिपत्रकामध्ये खालील प्रमाणे शुध्दीपत्रक देण्यात येत आहे :-

मुद्या क्र. ६. जी खेळाची मैदाने, मनोरंजनाची मैदाने आणि उद्याने मार्च २०१२ पूर्वी पारंपारिक पध्दतीने गणेशोत्सव, नवरात्र, रामलिला, दुर्गापूजा, इत्यादी पारंपारिक पध्दतीने उत्सव साजरे होत आहेत अशाच ठिकाणी सदर उत्सव साजरे करण्यास परवानगी देण्यात येईल. मात्र यापुढे या व्यतिरिक्त इतर कोणत्याही खेळाच्या मैदानात, मनोरंजनाच्या मैदानात आणि उद्यानात असे उत्सव साजरे करण्याकरिता नवीन परवानग्या देण्यात येणार नाहीत.

मुद्या क्र. १४ - वरील मुद्या क्र. ६ व्यतिरिक्त, विकसित अथवा विकसित होत असलेली मनोरंजनाची मैदाने आणि उद्याने यत्नर कोणत्याही प्रकारच्या परवानग्या देण्यात येऊ नयेत. याचबरोबर उर्वरित मनोरंजनाची मैदाने आणि उद्यानांचा विकासानंतर अशा मनोरंजनाची मैदाने आणि उद्यानात परवानग्या देण्यात येणार नाहीत.


२९/११/१३
सह आयुक्त (अ.व्य.)


अति.आयुक्त (पू.उ.)


महानगरपालिका आयुक्त

पुणे न्यूवर्ड महानगरपालिका

उपान खाते

परिषद तर्फे

संदर्भ: परिषदक क्र.एमजीसी/ 157- दि. 19.03.2013

क्र.	माहिती	चाहू दर		प्रस्तावित दर		अभिप्राय
		अनामत रक्कम	शुल्क प्रति दिन	अनामत रक्कम	शुल्क प्रति दिन	
1	धार्मिक कार्यक्रम उदा. गणेशोत्सव, लवरात्री उत्सव, रामलीला, दुर्गापूजा	गणेशोत्सव घोरणानुसार				परिषदक क्र. सीए/फआरएम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
2	अनुक्रमिक व व्यतिरिक्त					
अ)	5000 चौ.मी पेक्षा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.2200/-	₹. 440/-	₹. 25000/-	₹. 1000/-	
ब)	5000 चौ.मी पेक्षा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.5500/-	₹. 880/-	₹. 16000/-	₹. 2000/-	परिषदक क्र. सीए/फआरएम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
3	राष्ट्रपुरुषांच्या जयंती, पुण्यतिथी साजरे करणे (1 दिवसाच्या कालावधी करिता)					
अ)	5000 चौ.मी पेक्षा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.800/-	₹. 440/-	₹. 880/-	₹. 440/-	परिषदक क्र. सीए/फआरएम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
ब)	5000 चौ.मी पेक्षा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.2000/-	₹. 880/-	₹. 2200/-	₹. 880/-	
4)	काही तारखांच्या अवधीकरिता ध्यजाओहणासाठी साजरे करण्यात येणारे महाराष्ट्र दिन, प्रजासत्ताक दिन, स्वातंत्र्यदिन इ. कार्यक्रम तसेच महानगरपालिकेच्या शाळाव्यतिरिक्त शिक्षण खात्याकडून वार्षिक स्पर्धी शारिरिक कवायती इ. साठी मैदानांचा वापर याबाबत					परिषदक क्र. सीए/फआरएम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
अ)	5000 चौ.मी पेक्षा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.1000/-	₹. 250/-	₹.1100/-	₹.280/-	
ब)	5000 चौ.मी पेक्षा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.2000/-	₹. 500/-	₹.2000/-	₹. 550/-	

19/3
उपनिर्वाहक

19/3
सह आयुक्त (आ.व्य)

अति.अ.युक्त(पू.उ.)

महानगरपालिका आयुक्त