



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005

of F/North Ward

GARDEN DEPARTMENT

Address - GARDEN DEPARTMENT,
R.No.13, Ground Floor, F/North Ward Building,
Plot no. 96, Bhau Daji Road,
Matunga (E), Mumbai-400019

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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.

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

Assistant Supdt of Gardens , 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, Assistant Supdt of Gardens 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. Assistant Supdt of Gardens & Horticulture Assistant is appointed to maintain gardens, recreational grounds, and play grounds in the ward.

As per Central Right to Information Act 2005, Assistant Supdt of Gardens 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.

Assistant Supdt of Gardens
F / North Ward

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

1	Name of the public authority	Assistant Supdt of Gardens
2	Address	R.No.13, Ground Floor, F/North Ward Building, Bhau Daji Road, Matunga (E), Mumbai-400019
3	Head of the office	Assistant Supdt. Of Gardens
4	Office timings	Monday to Friday 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. Saturdays 08.00am to 11.30 am Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm Holidays- Sunday & Public Holidays
5.	Chowky Timings	08:00 am – 5:00 pm
6	Contact Details	Telephone no : 02224024353/55 Extn : 208
7	Parent Government Department	Garden & Trees (Superintendent of Gardens)
8	Reporting to which office	Assistant Commissioner 'F/North ward'
9	Jurisdiction Geographical	F/North ward is bounded by the Thane Creek on the East, Central Railway on West, N. S. Mankikar Marg North and Mumbai Marathi Granth Sangrahalaya Road on South side
10	Vision	1. To plant trees at sufficient spacing & maintain them. 2. Prevent accidents due to trees by maintaining existing trees.
11	Mission	1. To maintain flora in the ward. 2. To prevent unauthorized tree cutting. 3. To plant & maintain trees.
12	Objectives	Implementation of Protection & Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3 rd November 2006) in ward jurisdiction.
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. Councilors (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.
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 (F/N) / Asst. Commissioner 'F/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.
15	Physical assets (Statement of lands & Buildings and other Assets)	List of Gardens and Address (please refer to page no.06 to 08)
16	Organization's structural Chart	Please refer to page no. 08
17	Weekly Holidays	Sundays and Public Holidays

SECTION 4 (1) (b) (i) contd.**Particulars of organizational functions & duties of Horticulture Assistant**

1	Name of the public authority	Horticulture Assistant
2	Address	R.No.13, Ground Floor, F/North Ward Building, Bhau Daji Road, Matunga (E), Mumbai-400019
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 : 24024353/55 Extn.: 208 Email -
7	Parent Government Department	Garden & Trees (Supdt of Gardens)
8	Reporting to which office	Assistant Commissioner 'F/North' Ward
9	Jurisdiction Geographical	F/North ward is bounded by the Thane Creek on the East, Central Railway on West, N. S. Mankikar Marg North and Mumbai Marathi Granth Sangrahalaya Road on South side
10	Vision	1. To provide well maintained open spaces to the citizens of Mumbai. 2. To provide sufficient recreational facilities to children 3. To provide well maintain playground.
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.
14	Details of services provided (In Brief)	6. Inspections 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 (F/N) / Asst. Commissioner 'F/N' Ward. 9. Supervision of garden development & maintenance work. 10. Issuance of permission for temporary the use of play grounds as per policy. 11. Providing technical help to Assistant 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 06 to 08)
16	Organization's structural Chart	Please refer to page no. 08
17	Weekly Holidays	Sundays and public holidays

SECTION 4 (1) (b) (i) contd.
RG / PG / Gardens in F/N ward

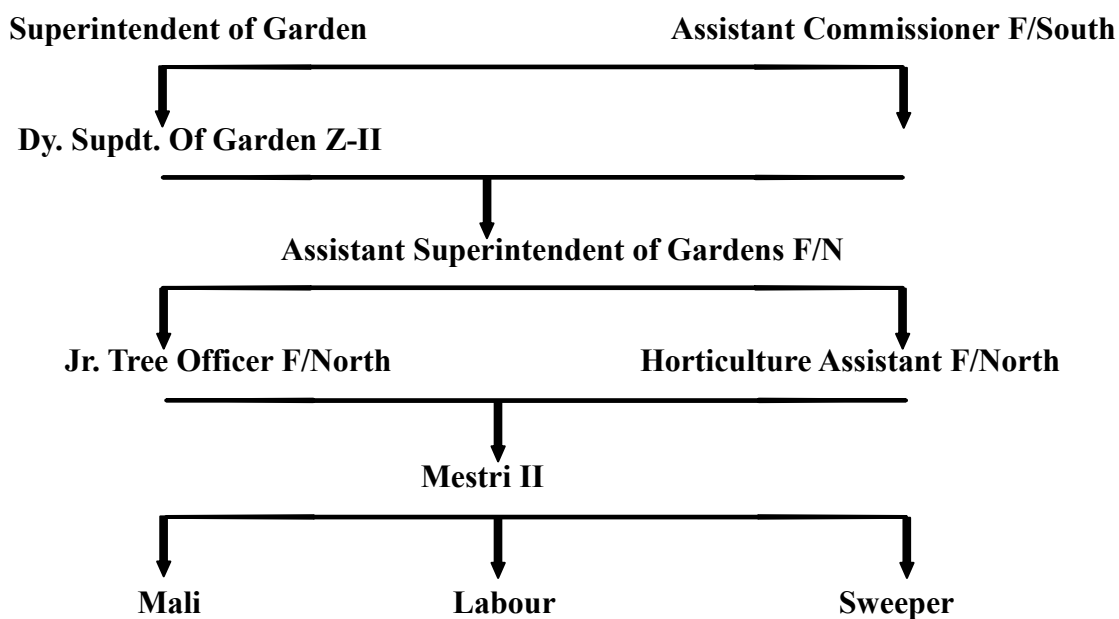
New Information regarding Public lands reserved for Parks / Gardens/ Recreation Ground/ Play Ground in F/North ward.

Sr. No.	Name of Garden /RG / PG	C.S.No	Reservation	Area in Sq. mtrs
1	Garden near ShivMahal Bldg. 2618, Sion (E) – 22	Nil	Recreation Ground	645
2	Garden at Maharani laxmi chowk Sion – 22	C.S.No.6	Garden	7,000
3	Mancherji joshi udyan (Five Garden), (Part A), Lady Jahangir road, Dadar	C.S.No. 793/10	Recreation Ground	4,050
4	Mancherji joshi (Five Garden) udyan, (Part B), Lady Jahangir road, Dadar	---	Recreation Ground	4,135
5	Mancherji joshi udyan (Five Garden), (Part C) Lady Jahangir road, Dadar	---	Recreation Ground	6,925
6	Mancherji joshi) udyan (Five Garden, (Part D) Lady Jahangir road, Dadar	---	Recreation Ground	5,920
7	Mancherji joshi udyan (Five Garden), (Part E), Lady Jahangir road, Dadar	---	Recreation Ground	1,600
8	Garden at Char Corner, Parsi colony, Dadar Lady Jaihagir Road.	C.S.no.10	Recreation Ground	2,248
9	P.A.Wadia Park Road No. 7, Parsi Colony, Dadar.	C.S.No. 691/10	Play Ground	5,369
10	B.N.Vaidya Udyan, Lakhamashi Napoo Road, Dadar.	C.S.No.9	Recreation Ground	4,487
11	Ravji Gelabhai Gala Udyan (Garden at Nappu Hall), Telang Road, Matunga.	C.S.No. 228	Recreation Ground	5,264
12	Ajit G Phadke Udyan (Garden at Hindu Mahasamiti) Telang Road, Matunga- 400019	C.S.No. 279/10	Recreation Ground	1,856
13	Indulal D. Buwa Udyan, Opp. Plot No. 143, Wadala Rd No. 7A & 9A, Mumbai- 400 031.	C.S.No. 975	Recreation Ground	2,280
14	Maharshi Karve park, David Baratto Road, Wadala -400 031.	C.S.No. 828	Recreation Ground	15,000
15	B.N. Maheshwari Udyan, King circle, Dr. B. A. Road, Matunga - 400 019	Nil	Recreation Ground	8,597
16	Garden at Brahmanwada, near B.I.T.quarts. Matunga- 400 019.	C.S.No. 334/10	Recreation Ground	1,800
17	Udipi Rama Nayak Udyan at Shradhanand Rd. Matunga – 400 019.	C.S.No.10	Recreation Ground	1,023
18	Kedarnath Guruji Udyan, Telang X Road, No. 3, Matunga – 400 019.	C.S.No. 199/10	Recreation Ground	3,008
19	Garden at Akhil Bhartiya Mahila Parishad, Shankar Matham Rd, Matunga – 400 019.	Nil	Recreation Ground	2,164
20	Garden at Gujrati Seva Mandal, Matunga, Mumbai – 400 019.	C.S.No. 296/10	Recreation Ground	1,340
21	Pandit Jawaharla Nehru Udyan, Rd No.1, near V.V.F. Company Sion-(E)- 400 019.	C.S.No. 8/6	Recreation Ground	61,720
22	Ramabai Ambedkar Udyan, Rawli camp, Sion koliwad, Mumbai – 400022.	C.S.No. 2/12	Recreation Ground	3,999
23	H. B. Shivdasani Udyan, Sindhi colony, Rd No 24, Sion (E)- 400 022.	C.S.No.6	Recreation Ground	2,325
24	Mata Laxmi Park, Plot No. 1215, near Bombay Talim Sangh, Sion (E) - 400 022	C.S.No. 215	Recreation Ground	880
25	Dr. Shrikant Doshi Udyan, near Koliwada station Mumbai - 400 022	C.S.No. 414/7	Recreation Ground	2,688
26	J.R. Mehta Udyan, Road No. 24 Behind Sion Hospital Sion - 400 022	C.S.No.6	Recreation Ground	3,416
27	Bal Sawant Udyan, Sardar Nagar	Nil	Recreation Ground	1,260
28	Prof. M.V. Chandgadkar udyan (Khushaldas Parekh Maidan) at Rd No. 28, Parsi colony, Dadar- 400 014.	Nil	Recreation Ground	7,013
29	R.G. at Homa Vazir Road, Parsi colony, Dadar - 400 014.	C.S.No. 2/10	Recreation Ground	7,431
30	R.G. at Jn. of Road No. 11 & 12 Parsi colony, behind Utsav hotel, Dadar - 400 014.	Nil	Recreation Ground	2,982
31	Tandel Kanhoji Aangre Udyan Pratiksha Nagar, Mumbai- 400 022.	Nil	Recreation Ground	600
32	Garden at Sahakar Nagar, Wadala - 400 031.	Nil	Recreation Ground	1,200
33	R.G. Plot No. 10 /116 near Loyed Towar Wadala- 400031.	10 /116	Recreation Ground	3,384
34	Garden near Sunder Kamla Nagar, Matunga- 400 019	C.S.No.6	Recreation	1,852

Details of Departmental Chowky in Garden Department

Sr. No.	Name of Department	Name of Chowky	Address of Chowy	Contact No.
1	Garden	Muster Chowky	B.N.Vaidya Udyan, Lakhmashi Napoo Road, Dadar (E), Mumbai- 14	NIL
2	Garden	Muster Chowky	B.N. Maheshwari Udyan, King circle, Dr. B. A. Road, Matunga - 400 019	NIL
3	Garden	Muster Chowky	Mancharji Joshi Udyan, (B Part) Parsi Colony Lady Jahangir Road, Dadar (E), Mumbai – 14	NIL
4	Garden	Muster Chowky	Pandit Jawaharla Nehru Udyan, Rd No.1, near V.V.F. Company Sion(E)- 400 022	NIL
5	Garden	Muster Chowky	Anant Narayan Dalvi Playground, Opp. Sion Bus Depot, Sion- 400 022	NIL
6	Garden	Muster Chowky	Maharshi Karve park, David barrette Rd, Wadal (W) Mumbai- 400 031.	NIL
7	Garden	Muster Chowky	Dr. Babashaeb Amedkar Maidan Raoli Camp, Sion Kolilwada , Sion, Mumbai- 22	NIL

SECTION 4 (1) (b) (i) contd. Organization's structural Chart



Sr. No.	Post	Sched uled Post	Occupied	Vacant
1	Assistant Supdt of Garden	1	1	0
2	Jr. Tree Officer/ Horticulture Assistant	4	3	1
3	Mestri-II	7	6	1
4	Mali	99	59	40
5	Labourer	9	8	1
6	Sweeper	9	7	2

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	Assistant Supdt of Gardens	Rs.500/-		
2	Jr. Tree Officer	Nil		
3	Horticulture Assistant	Nil		

B

Sr. No.	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Supdt of Gardens	Approve Reject Tree Trimming & Proposal	As subordinate officer to Tree Officer under The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 under no. SG/MC/2566 dt. 13.03.14	
2	Jr. Tree Officer	To enter & inspect illegal tree cutting at any site in ward jurisdiction	As subordinate officer to Tree Officer under The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975	
3	Horticulture Assistant	To give permission for trimming branches of trees in ward jurisdiction	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	Assistant Supdt of Gardens	Nil		
2	Jr. Tree Officer	Nil		
3	Horticulture Assistant	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	Circular No. MOM/736 Dt. 01.07.2016.	
2	Jr. Tree Officer	Nil	Nil	
3	Horticulture Assistant	Nil	Nil	

E

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

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

The duties of Jr. Tree Officer

Jr. Tree Officer

Jr. Tree Officer of the Ward works as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3rd November 2006). His/her work 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)

Jr. Tree Officer 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 Administrative and policy work. He/she is also responsible to Asst. Supdt. of Gardens of ward in respect of technical matters.

Jr. Tree Officer of the ward is assisted by Mestry & Mali/labour staff to execute daily work. Jr. Tree Officer of the ward executes following duties/works with the help of the staff working under his/her control:-

1. Issuance of tree trimming permissions in private / semi-govt. & government premises.
2. Issuance of dead & dangerous tree cutting permission through Assistant commissioner of ward / 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 the office of the Jr. Tree Officer of ward:-

1. Dispatch register.
2. RTI register

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 panchanama & registering F.I.R. etc. & maintain record for pursue.
- 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.

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

- 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

The duties of Horticulture Assistant

Horticulture Assistant

Horticulture Assistant of the ward works as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3rd November 2006). His/her work includes development & maintenance of gardens, recreational grounds & play grounds. Horticulture Assistant 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)

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/she is also responsible to Asst. Supdt. of Gardens of ward in respect of technical matters.

Horticulture Assistant of the ward is assisted by mistry & mali/labour staff to execute daily work. Horticulture Assistant of the Ward executes following duties/works with the help of the staff working under his control:-

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. Inspections of gardens, recreational grounds, play grounds at regular intervals.
7. Attending public complaints pertaining to gardens, recreational grounds and play grounds.
8. Submitting report about gardens, recreational grounds, play grounds to ASG (FN) / Asst. Commissioner 'F/N' ward.
9. Supervision of garden development & maintenance work.
10. Providing technical help to Assistant Commissioner regarding gardens, recreational grounds, play grounds.
11. Co-ordination & correspondence with various central agencies regarding day to day work.

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

Following registers are maintained by the office of the Horticulture Assistant of the Ward:-

1. Dispatch register.
2. RTI register

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/her 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 registers by the Establishment.
3. To check the musters maintained by the literate mukadams of all the employees of public gardens, etc. in his/her 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/her 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/her 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/her 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/her.
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 Assistant Supdt of Garden in 'F/North' Ward

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 through ASG 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	

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

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. (F/N) A.S.G. (F/N)	

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	Within 7 days. Within 2 days from Step 1 Within 2 days from Step 2 Within 2 days from Step 3	Jr. Tree Officer / A.S.G. (F/N) Jr. Tree Officer Tree Officer/ Assistant Commissioner F/North A.S.G. (F/N) Tree Officer	

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

NAME OF ACTIVITY - Permission for various functions/Sports 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
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. Preparation of proposal 3. Approval for rejection of permission 3. Preparing Challan for accepting of deposit & rent forwarding to In-charge, CFC 4. Preparing permission letter	After applicant approaches office. After receipt of NOC of concerned police station Within 2 days from step 1 Within 2 days from step 3 After payment of total charges by the applicant	ASG.(F/N)/ Hort. Asstt. Assistant Commissioner ASG.(F/N) / Hort. Asstt./ ASG.(F/N) / Hort. Asstt./	

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 organizations 2. Forwarding request to Garden cell.	Within 4 days from step 1	ASG.(F/N) / Hort. Asstt./ ASG.(F/N) / Hort. Asstt./ Assistant Commissioner	

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&R).	Within 4 days from step 1	ASG.(F/N) / Hort. Asstt./ ASG.(F/N) / 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	ASG.(F/N) / Hort. Asstt./ ASG.(F/N) / Hort. Asstt./	

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	ASG.(F/N) / Hort. Asstt./ ASG.(F/N) / Hort. Asstt./ ASG.(F/N) / Hort. Asstt./	

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. (Zone-II) / 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. (F/N) 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

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 & prepare report. 3. Approval or rejection permission. 4. Trimming of trees required to be trimmed.	Within 7 days from step 1 Within 7 days from step 2 or as per urgency of work	Jr. Tree Officer ASG.(F/N) 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. 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 7 days from step 4 or as per urgency of work	Jr. Tree Officer Jr. Tree Officer / ASG F/N Tree Officer/ Assistant Commissioner F/N Tree Officer Jr. Tree Officer	

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 & R).	Within 7 days Within 2 days from step 2	Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer /ASG FN	

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Supdt of Garden in 'F/North' Ward

Organizational targets (Annual)

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1	Assistant Supdt of Gardens				
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)	
3	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 Assistant Supdt of Garden in 'F/North' ward 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• BDD/204 dated 02.11.2015	
2	Trees	<ul style="list-style-type: none">• SG/OD/933 dated 18-3-2013 (Rate schedule)• 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
Assistant Suptd of Garden in 'F/North' Ward

Sr. No.	Subject	Type of Document/ file or register	Particulars	Periodicity of Preservation
1	Worksheet Register	Inward, Outward papers	Details of Applications/ complaints/ other documents received by department	1 Year
2	Ground Booking Register	Register	Details of Ground permission.	1 Year
3	RTI Register- HA/JTO	Register	Details of application received under R.T.I.Act	5 Years
5	Illegal tree cutting file	Semi-stick file	Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent
6	Trimming permissions	Semi-stick file	Copies of permissions issued for tree trimming.	5 Years
7	TA permissions	Semi-stick file	Copies of permissions issued by Tree Authority for development proposals	Permanent
8	Dead & Dangerous Tree permissions	Box file	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	Box file	Copies of permissions issued for use of RG/PG.	5 Years
10	RTI- HA/ JTO	Box file	Copies of RTI applications & replies given pertaining to HA.	5 Years
12	Master file - Garden near ShivMahal Bldg. 261, Sion (E) – 22	Nasti file	Copies of details regarding Garden near ShivMahal Bldg.	Permanent
13	Master file - Garden near ShivMahal Bldg. 261, Sion (E) – 22	Nasti file	Copies of details regarding	Permanent
14	Master file - Garden at Maharani laxmi chowk Sion – 22	Nasti file	Copies of details regarding Garden at Maharani laxmi chowk	Permanent
15	Master file - Mancherji joshi udyan, Five Gardens, (Part A, B,C,D,E), Lady Jahangir road, Dadar (E), Mumbai- 14	Nasti file	Copies of details regarding Mancherji joshi udyan, Five Gardens, (Part A, B,C,D,E)	Permanent
16	Master file - Garden at Char Corner, Parsi colony, Dadar Lady Jaihagir Road.	Nasti file	Copies of details regarding Garden at Char Corner Parsi colony	Permanent
17	Master file - P.A. Wadia Park Road No. 7, Parsi Colony, Dadar.	Nasti file	Copies of details regarding P.A. Wadia Park Road No. 7, Parsi Colony, Dadar.	Permanent
18	Master file - B.N.Vaidya Udyan, Lakhamashi Napoo Road, Dadar.	Nasti file	Copies of details regarding B.N.Vaidya Udyan, Lakhamashi Napoo Road, Dadar.	Permanent
19	Master file – Ravji Gelabhai Gala Udyan (Garden at Nappu Hall), Telang Road, Matunga.	Nasti file	Copies of details regarding Ravji Gelabhai Gala Udyan Garden at Nappu Hall.	Permanent
20	Master file - Ajit G Phadke Udyan	Nasti file	Copies of details regarding Ajit G Phadke Udyan (Garden at Hindu	Permanent

	(Garden at Hindu Mahasamiti) Telang Road, Matunga-400019		Mahasamiti)	
21	Master file - Indulal D. Buwa Udyan, Opp. Plot No. 143, Wadala Rd No. 7A & 9A, Mumbai-400 031	Nasti file	Copies of details regarding Indulal D. Buwa Udyan	Permanent
22	Master file - Maharshi Karve park, David Baratto Road, Wadala -400 031.	Nasti file	Copies of details regarding Maharshi Karve park	Permanent
23	Master file - B.N. Maheshwari Udyan, King circle, Dr. B. A. Road, Matunga - 400 019	Nasti file	Copies of details regarding B.N. Maheshwari Udyan, King circle	Permanent
24	Master file - Udipi Rama Nayak Udyan at Shradhanand Rd. Matunga – 400 019.	Nasti file	Copies of details regarding Udipi Rama Nayak Udyan	Permanent
25	Master file - Kedarnath Guruji Udyan, Telang X Road, No. 3, Matunga – 400 019.	Nasti file	Copies of details regarding Kedarnath Guruji Udyan	Permanent
26	Master file - Garden at Akhil Bhartiya Mahila Parishad, Shankar Matham Rd, Matunga – 400 019.	Nasti file	Copies of details regarding Garden at Akhil Bhartiya Mahila Parishad, Shankar Matham Rd.	Permanent
27	Master file - Garden at Gujrati Seva Mandal, Matunga, Mumbai – 400 019.	Nasti file	Copies of details regarding Garden at Gujrati Seva Mandal	Permanent
28	Master file - Pandit Jawaharla Nehru Udyan, Rd No.1, near V.V.F. Company Sion-(E)- 400 019.	Nasti file	Copies of details regarding Pandit Jawaharla Nehru Udyan	Permanent
29	Master file - Ramabai Ambedkar Udyan, Rawli camp, Sion koliwad, Mumbai – 400022.	Nasti file	Copies of details regarding Ramabai Ambedkar Udyan	Permanent
30	Master file - Prof. M.V. Chandgadkar udyan (Khushaldas Parekh Maidan) at Rd No. 28, Parsi colony, Dadar-400 014.	Nasti file	Copies of details regarding Prof. M.V. Chandgadkar udyan	Permanent
31	Master file - R.G. at Homa Vazir Road, Parsi colony, Dadar - 400 014	Nasti file	Copies of details regarding R.G. at Homa Vazir road.	Permanent
32	Master file - R.G. at Jn. of Road No. 11 & 12 Parsi colony, behind Utsav hotel, Dadar -	Nasti file	Copies of details regarding R.G. at Jn. of Road No. 11 & 12 Parsi colony	Permanent

	400 014.			
33	Master file - Tandel Kanhoji Aangre Udyan Pratiksha Nagar, Mumbai- 400 022.	Nasti file	Copies of details regarding Tandel Kanhoji Aangre Udyan Pratiksha Nagar	Permanent
34	Master file - Garden at Sahakar Nagar, Wadala - 400 031	Nasti file	Copies of details regarding Garden at Sahakar Nagar	Permanent
35	Master file - R.G. Plot No. 10 /116 near Loyed Towar Wadala- 400031.	Nasti file	Copies of details regarding R.G. Plot No. 10 /116 near Loyed Towar	Permanent
36	Master file - Garden near Sunder Kamla Nagar, Matunga- 400 019	Nasti file	Copies of details regarding - Garden near Sunder Kamla Nagar	Permanent
37	Master file - Garden behind Hemant manjrekar Market, 14 th lane, Sion - 400 022	Nasti file	Copies of details regarding Garden behind Hemant manjrekar Market	Permanent
38	Master file - Rustom Tirandaz Maidan , (Dadar Parsi Youth assembled Manoranjan Maidan) Khareghat Road, Parsi colony, Dadar - 400 014	Nasti file	Copies of details regarding Rustom Tirandaz Maidan ,(Dadar Parsi Youth assembled Manoranjan Maidan) Khareghat	Permanent
39	Master file - Nappu Kalyanji Velji Lakhmasi R.G. (near Nappu Hall) Telang Rd, Matunga - 400 019	Nasti file	Copies of details regarding Nappu Kalyanji Velji Lakhmasi R.G (P.G. near Nappu Hall) Telang Rd	Permanent
40	Master file - P.G. at Sahakar Nagar, Wadala - 400 031	Nasti file	Copies of details regarding .G. at Sahakar Nagar	Permanent
41	Master file Anant Narayan Dalvi Playground, Opp. Sion Bus Depot Sion- 400 022	Nasti file	Copies of details regarding file Anant Narayan Dalvi Playground,	Permanent
42	Master file Devi Barnawas Mahanagarpalika R.G. at Plot No. 224, Mukundrao Ambedkar Road	Nasti file	Copies of details regarding Devi Barnawas Mahanagarpalika R.G.	Permanent
43	Master file - R.R. Dani Udyan plot No. 228 Mukundrao Amedkar Road, Sion- 400 022	Nasti file	Copies of details regarding R.R. Dani Udyan	Permanent
44	Master file - Late Raghunath Vitthal P.G.at Pratiksha Nagar	Nasti file	Copies of details regarding - Late Raghunath Vitthal P.G.	Permanent
45	Master file - Playground adjacent to 71/72 Sion Estate, Sion - 400 022	Nasti file	Copies of details regarding Playground adjacent to 71/72 Sion Estate	Permanent
46	Master file - R.G.Plot bearing CTS No.355(pt) of Matunga Div.near Dosti Acres.	Nasti file	Copies of details regarding R.G.Plot bearing CTS No.355(pt) of Matunga Div.near Dosti Acres.	Permanent

47	Master file - R.G.Plot bearing CTS No.9/116(pt) of Salt Pen Div. near Sangam Nagar Mun.School.	Nasti file	Copies of details regarding R.G.Plot bearing CTS No.9/116(pt) of Salt Pen Div. near Sangam Nagar Mun.School.	Permanent
48	Master file - Ashok Pisal Maidan	Nasti file	Copies of details regarding Ashok Pisal Maidan	Permanent
49	Master file - Garden at SWD plot opp Kalpak Estates Plot - 1	Nasti file	Copies of details regarding Garden at SWD plot near Kalpak Estates Plot - 1	Permanent
50	Master file - Garden at SWD plot near Kalpak Estates Plot - 1	Nasti file	Copies of details regarding Garden at SWD plot near Kalpak Estates Plot - 1	Permanent
51	Master file - Garden at Jai Shankar Yagnik marg,	Nasti file	Copies of details regarding Garden at Jai Shankar Yagnik marg,	Permanent
52	Master file - P.G at Tandel kahonji Aangre Udyan	Nasti file	Copies of details regarding P.G at Tandel kahonji Aangre Udyan	Permanent
53	Master file - P.G. at Visanji Park, Dastoorwadi, Naigaon, Dadar(E),	Nasti file	Copies of details regarding P.G. at Visanji Park, Dastoorwadi,	Permanent
54	Master file - R.G. at CTS. 24(pt) of Sion Talao, N.S.Mankikar Road, Sion(E), Mumbai- 22.	Nasti file	Copies of details regarding R.G. at CTS. 24(pt) of Sion Talao	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 Assistant Supdt of Garden in 'F/North' Ward

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
1	Nil	Nil	Nil	Nil

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 (ALM)	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	Assistant Supdt of Garden	Shri. Sachin Varise	B	13-04-2007	022-24024353/55 Ext.208
2	Jr. Tree Officer	Smt. Swati Shevade	C	02-01-2012	
3	Horticultural Assistant	Smt. Pratibha Thakare	C	10.07.2015	
4	Jr. Tree Officer	Shri. Yogesh Khandge	C	28-11-2008	
5	Mestri-II	Shri. Vitobha Torsakar	D	16.06.2016	
6	Mestri-II	Shri. Nathuram Kadam	D	17-05-1995	
7	Mestri-II	Shri. Raju Dhagale	D	12-06-1995	
8	Mestri-II	Shri. Devji Makwana	D	16.06.2016	
9	Mestri-II	Shri. Dilip Kondkar	D	28.06.2016	

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. Sachin Varise	ASG	13080-4400	21850	5244	1200	46237
2	Smt. Swati Shevade	JTO	9260+2800	12904	3618	600+200	29845
3	Shri. Yogesh Khandge	JTO	10400+2800	13200	3960	600+200	31623
4	Smt. Pratibha Thakare	HA	8900+2800	14625	3510	600+200	30635
5	Shri. Vitobha Torsakar	Mestri-II	12180+1900	15066	4224	600+200	34285
6	Shri. Nathuram Kadam	Mestri-II	11310+1900	14135	3963	1200+200	32823
7	Shri. Raju Dhagale	Mestri-II	11340+1900	14167	3972	600+200	32294
8	Shri. Devji Makwana	Mestri-II	12700+1900	14609	4380	600+200	19789
9	Shri. Dilip Kondkar	Mestri-II	12700+1900	14609	4380	600+200	19789

Section 4 (1) (b) (xi)

**Details of allocation of budget and disbursement made in the office of Assistant
Supdt of Garden in 'F/North' Ward for the year 2016-17**

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Material	12,41,000		-
2	Gen Civil Repairs	3,66,000		-
3	Gen Civil Repairs	10,86,000		-
4	Gen Civil Repairs	75,000		-
5	Colony Gardens maintenance	10,1000		-
6	Water Pipeline maint.	5,82,000		-
7	Providing name notice boards	5,82,000		-
8	Innovative activity	10,000		-
9	Protection & Maintenance	3,67,28,000		-
10	Minor works garden /RG/PG	58,12,000		-

Form B for previous year (2015-16)

Sr. No.	Budget Head description	Grants received	Grants utilized	Grants Surrendered	Result
1	Material	12,41,000	----		
2	Gen Civil Repairs	3,66,000	1,33,596		
3	Gen Civil Repairs	10,86,000	6,73,625		
4	Gen Civil Repairs	75,000	----		
5	Colony Gardens maintenance	10,1000	----		
6	Water Pipeline maint.	5,82,000	----		
7	Providing name notice boards	5,82,000	5,81,677		
8	Innovative activity	10,000	----		
9	Protection & Maintenance	3,67,28,000	2,55,93,308		
10	Minor works garden /RG/PG	58,12,000	54,39,096		

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 Assistant Supdt of Garden in 'F/North' Ward

Sr. No	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	Maidan booking permission					
	Trimming permission					
	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 Assistant Supdt of Garden in 'F/North' Ward

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record	3.00 p.m. to 5.00 pm 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 Assistant Supdt of Garden, Room no. 13, Gr. Floor, F/north ward office, Bhau Daji Road, Matunga, Mumbai-19	Astt Supdt of Garden F/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 Assistant Supdt of Garden in 'F/North' Ward

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. Sachin Varise	Assistant Supdt of Garden	'F/North' ward	F/north ward office, Gr.Floor, R.No.13,Bhau Daji Road, Matunga, Mumbai-19, Ph. No. 24024353/55 Extn. 208	asgz01fn.garden@mcmgm.gov.in.	Assistant Commissioner 'F/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	Shri. Keshav Ubale	Assistant Commissioner F/North Ward	'F/North' ward	ASG FN	ac.fn@mcmgm.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.

1. Trimming of roadside trees is carried out by MCGM, while trimming in private, Govt. And semi Govt. premises need to be carried out by owner or occupier with due permission from Tree officer.
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 and contact no.

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 at-least 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