



# **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act 2005  
of H/West Ward

## **GARDEN DEPARTMENT**

Address - GARDEN DEPARTMENT,  
H/West Ward Building,  
II nd Hasnabad Lane, Khar (West)  
Mumbai-400052.

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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 3<sup>rd</sup> 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 13<sup>th</sup> 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.

**Jr. Tree Officer  
H/West Ward**

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

1	Name of the public authority	Horticultural Asstt.
2	Address	GARDEN DEPARTMENT, H/West Ward Building, Ind Hasnabad Lane, Khar (West) Mumbai-400052.
3	Head of the office	Asstt. Superintendent of Gardens, H/West
4	Office timings	Office timings: 8.00 a.m. to 4.00 p.m.(Monday to Friday) & 8.00 a.m. to 12.00 p.m. (Saturday) Visiting Hours: 02.00 p.m. to 04.00 p.m. (Monday to Friday)
5.	Chowky Timings	08:00 am – 04:00 pm
<b>6</b>	<b>Contact Details</b>	<b>Telephone no :</b> 022-26008636
7	Parent Government Department	Garden & Trees
8	Reporting to which office	Assistant Commissioner 'H/West Ward
9	Jurisdiction Geographical	H/West Ward
10	Vision	1. To plant trees at sufficient spacing & maintain them.
11	Mission	2. No accidents due to trees.
		1. To maintain flora in the ward. 2. To prevent unauthorized tree cutting.
12	Objectives	3. To plant & maintain trees.
		Protection & Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3 <sup>rd</sup>
13	Functions	November 2006) (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.
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 Dy.SG (Z-III) / Asst. Commissioner 'H/West' Ward for issuing trimming permission in private/ government/ semi-government premises. 4. Supervision of tree transplantation work. Supervision of tree cutting/ trimming work being carried out as per permission. 5. 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.6)
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	GARDEN DEPARTMENT, H/West Ward Building, Ind Hasnabad Lane, Khar (West) Mumbai-400052.
3	Head of the office	Asstt. Superintendent of Gardens, H/West
4	Office timings	Office timings: 8.00 a.m. to <b>4.00</b> p.m.(Monday to Friday) & 8.00 a.m. to <b>4.00</b> p.m. (Saturday) Visiting Hours: 02.00 p.m. to 04.00 p.m. (Monday to Friday)
5.	Chowky Timings	08:00 am – 04:00 pm
	<b>6</b>	<b>Contact Details Telephone no 022-26008636</b>
	Email -	
7	Parent Government	Garden & Trees
	Department	
8	Reporting to which office	Assistant Commissioner ' H/West' Ward
9	Jurisdiction Geographical	'H/West' Ward
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.
14	Details of services provided (In Brief)	1 Inspection of gardens, recreational grounds, play grounds at regular intervals. 2 Attending public complaints pertaining to gardens, recreational ground, play grounds. 3 Submitting report about gardens, recreational grounds, play grounds to ASG (Z-II) / Asst. Commissioner 'H/W' Ward. 4 Supervision of garden development & maintenance work. 5 Issuance of permission for the use of play grounds as per Policy. 6 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. 9
17	Weekly Holidays	Sundays and Public Holidays

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

<b>RG / PG / Gardens in H/W ward</b>		
<b>Sr. No.</b>	<b>Name of the Garden</b>	<b>Area sq. mtr.</b>
1	Garden at C.T.S.No.807, Mount Mary Road, Bandra (W), Mumbai - 50.	740
2	Sadhu Vaswani Garden, Junction of S.V.Road and Guru Nanak Road, Bandra (W), Mumbai - 50.	2086
3	Madhukar Kulkarni Udyan Ramdas Nayak Marg near Mehboob Studio, Bandra (W), Mumbai - 50.	588
4	1) Garden beside Taj Land End, Band Stand, B.J.Road, Bandra (W)	10602
5	2) Plot No.906-B, Behind Taj Land's End hotel, Band stand B.J.Road, Bandra (W), Mumbai - 50.	15700
6	Garden near Shatranj Hotel, Union Park, Khar (West), Mumbai-52	1764
7	Garden at the junction of Dadabhai X Road No.1 & 2, Santacruz (W) Mumbai-54	1000
8	Garden at FP No. 43 A, Road No.1TPS VI, Near Milan Hotel Khotwadi, Santacruz west.Mumbai-54	260
9	Garden adjacent to Glaxo Apt., St.John Baptista Road, Bandra (W) Mumbai- 400 050.	899.93
10	Garden at Boran Road, Bandra (W), Mumbai 400 050	333
11	Garden at F.P.No. 92/A, Road No.1, T.P.S.VI, Santacruz (W) Mumbai-54	264
12	Plot No. 78, TPS, Khari Village, S.V.Road, Khar (W)Mumbai-52	450
13	Garden at 2nd Hasnabad Lane, near Shifakhana, Santacruz (W) Mumbai-54	210
14	Garden at the junction of Linking Road & Water Field Road, Opp. National College, Bandr (W) Mumbai-50.	225
15	Madhu Park at junction of Chitrakar Dhurandhar Road & 11 <sup>th</sup> Road Khar (W) Mumbai-52	2000
16	Swami Muktanand Park, Saraswati Road, Santacruz (W).Mumbai- 400 054.	27000
17	Guru nanak park, 16th Road Bandra(w) Mumbai- 400 050.	3678
18	Chhatrapati Sambhaji Udyan Union Park. Khar.(w) Mumbai- 400 054.	4514.94
19	Jamshedji Hasnji Katrak Udyan Master Vinayak Cross Road, Bandra(w) Mumbai- 400 050.	2523
20	Raosaheb Patwardhan Udyan 32nd Road Bandra (w). Mumbai- 400 050.	18868
21	Vishanu Buva Kadam Udyan S.V Road,Khar (W) Mumbai- 400 052.	2580
22	Rotary Park, junction of Main Avenue Road & 16th Road Khar (w) Mumbai- 400 052.	12809
23	Juhu Lions Municipal Children Park junction of Juhu Road & Linking, Road, Santacruz(w),Mumbai-400 054.	4800
24	Garden at Kantawadi, D'Monte Park Road,Bandra (w) Mumbai- 400 050.	7331
25	Dr.Norman Francis Lewes P.G. Supari Tank, Jn. Of Rebello Road & Mount Carmel Road Bandra(w) Mumbai- 400 050.	7331
26	R.G .at D'Monte Road, Bandra (W) Mumbai- 400 050.	805.2
27	R.G at Juncation of B.J.Road & Bhabha Road, Bandstand, Bandra (w), Mumbai- 400 050.	250
28	R.G at Juncation of B.J.Road & Bhabha Road, Bandstand, Bandra (w) Mumbai- 400 050.	200
29	Dr. Bhabasaheb Ambedkar Recreation Ground Kantawadi Road Plot No 787 Bandra (w), Mumbai-400 054.	1530
30	Prof. Almeida Park, Prof. Almeida Road, Near Bhabha Hospital, Bandra (W), Mumbai- 400 050.	6186
31	Late Shridhar G. Bagve Udyan, Poddar Road Santacruz (w), Mumbai- 400 054.	1292
32	R.G at St Joseph Road Opp Chimbai Municipal School Bandra (W), Mumbai- 400 050.	1160
33	Step garden at Mount merry, Bandra (W)	550.
34	swami Vivekanand Sarovar S.V Road Bandra (W), Mumbai- 400 050.	27000
35	R.G. At the Junction Of St.Martins Road & Raghunath Road, Bandra West Mumbai- 400 050.	1483.24
36	P.G.at Pali Mala Road,adjacent to St.Anne's High School. Bandra (W) Mum-50	2200

37	P.G.Of St.Pual Road,Bandra (W)Mum-50	503
38	Dharamveer Sambhaji Kreedangan , Khotwadi,TPS VI, Santacruz(W) Mum-54	7938.9
39	Open space below Milan flyover Santacruz(W) Mum-54	600
40	P.G.at St.Andrews Road, Behind Chand Terrece Bldg., Bandra (W) Mum-50	4800
41	Veer mata Jijabai Bhosale Kridangan at Jhon Baptista Road Bandra (W) Mum-50	6680
42	P.G. Near St.Elias High School, Dr Ambedkar Road Bandra (W) MUM-50	5035
43	Mother Teresa Playground , 2 <sup>nd</sup> Hasnabad Lane, Khar (W) Mum-54	8940
44	P.G. at Khar Gymkhana on 16 <sup>th</sup> Road, Khar (W) Mum-52	7707
45	Garden at B.J Road, Opp.Father Agnel Ashram ,Bandstand, Bandra West, MUM-50	1500
46	Garden at B.J Road, Opp.Father Agnel Ashram ,Bandstand, Bandra west, MUM-50	900
47	Joggers Park at Carter Road Near Otter's Club, Bandra West,MUM-50	16600.5
48	1) General Arunkumar Vaidya Kridangan, Gen.A.K.Vaidya Road,Bandra Reclamation, Bandra West, MUM-50	9195
49	2)General Arunkumar Vaidya Garden,Gen.Arrunkumar Vaidya Road,Bandra Reclamation, Bandra (W), MUM-50.	4000
50	Nilgiri Forest Garden, at jn. Of 30 <sup>th</sup> Road & Linking Road, Bandra West, MUM-50.	2000

SECTION 4 (1) (b) (i) contd.					
Plots given on Addoption Basis in H/West Ward					
Sr. No.	Name of Plot	Area	Reservation	Maintened By	Year of Adoption
1	Chhatrapati Sambhaji Udyan Union Park. Khar. (w) Mumbai- 400 054.	4514.94	RG	M/S Bhajandas Bajaj Foundation	

**Details of Departmental Chowky in Garden Department**

<b>Sr. No.</b>	<b>Name of Department</b>	<b>Name of Chowky</b>	<b>Address of Chowky</b>	<b>Contact No.</b>
1	Garden	Muster Chowky	Prof. Almeida Park, Prof. Almeida Road, Near Bhabha Hospital, Bandra (W), Mumbai- 400 050.	NIL
2	Garden	Muster Chowky	Late Shridhar G. Bagve Udyan, Poddar Road Santacruz (w), Mumbai- 400 054.	NIL

**Organization's structural Chart**

<b>Superintendent of Garden</b>			<b>Assistant Commissioner H/West</b>			
<b>Dy. Supdt. of Garden Z-III</b>						
<b>Asst. Superintendent of Gardens H/West</b>						
	<b>Horticulture Assistant H/West</b>		<b>Horticulture Assistant H/West</b>			
		<b>Mestri II</b>				
	<b>Mali</b>		<b>Labour</b>			

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

<b>Sr. No.</b>	<b>Post</b>	<b>Scheduled Post</b>	<b>Occupied</b>	<b>Vacant</b>
1	Jr. Tree Officer/ Horticulture Assistant	3	3	-
2	Mestri II	4	4	nil
3	Mali		14	
4	Labour		1	

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

**Garden**

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

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

At ward level following duties/works are carried out

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 (Z-II) / Asst. Commissioner 'H/W' 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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**

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

**B**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers -Administrative</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
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**

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

**D**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers- Quasi Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Asst. Supdt of Garden	Appointed as Public Information Officer under RTI Act, 2005		

**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers -Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
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.

#### **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.

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 3<sup>rd</sup> November 2006)

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

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3<sup>rd</sup> 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	<ol style="list-style-type: none"> <li>1. Inspection of site on receipt of complaint letter from citizens.</li> <li>2. Preparation of inspection report</li> <li>3. Approval or rejection of the permission.</li> <li>4. Issuance of permission letter</li> </ol>	<p>Within 7 days.</p> <p>Within 2 days from Step 1</p> <p>Within 2 days from Step 2</p> <p>Within 2 days from Step 3</p>	<p>Jr. Tree Officer</p> <p>Jr. Tree Officer</p> <p>A.S.G. H/West/</p> <p>A.S.G. H/West /</p>	
		<ol style="list-style-type: none"> <li>5. Preparing challan for accepting charges &amp; forwarding to CFC</li> <li>6. Issuance of job slip to contractor offer receipt of payment.</li> <li>7. Trimming of trees.</li> </ol>	<p>After interested applicants approach to office</p> <p>Within 2 days from Step 5</p> <p>As mentioned in job slip</p>	<p>Jr. Tree Officer</p> <p>Jr. Tree Officer</p> <p>Jr. Tree Officer</p>	

**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 3<sup>rd</sup> November 2006)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3<sup>rd</sup> 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. H/West Jr. Tree Officer  Tree Officer  Tree Officer	
		5. Preparing challan for accepting charges & forwarding to CFC  6. Issuance of job slip to contractor	After interested applicants approach to office Within 2 days from Step 5	Jr. Tree Officer  Jr. Tree Officer	
		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 - 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	<p>1. After receipt of application, giving forwarding letter to applicant to get NOC of concerned police station Preparing letter including total charges as per Rate schedule for approval of Asstt. Commissioner</p> <p>2. Approval or rejection of permission</p> <p>3. Preparing Challan for accepting of deposit &amp; rent forwarding to In-charge, CFC</p> <p>4. Preparing Permission letter</p>	<p>After applicant approaches office. After receipt of NOC of concerned police station</p> <p>Within 2 days from Step 2</p> <p>Within 2 days from Step 3</p> <p>After payment of total charges by the applicant</p>	<p>Hort. Asstt./ A.S.G.</p> <p>Hort. Asstt./ A.S.G</p> <p>Assistant Commissioner</p> <p>Hort. Asstt./ A.S.G</p> <p>Hort. Asstt./ A.S.G</p>	

**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.S.G./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. 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 &amp; 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	

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 3<sup>rd</sup> November 2006)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3<sup>rd</sup> 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-III) office. 2. Inspection of site.  3.Submitting inspection report to A.S.G. (H/W) / Dy.S.G. (Zone-III).	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. H/West  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 3<sup>rd</sup> November 2006)

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

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3<sup>rd</sup> 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 Inspection of site  2. Preparation of inspection report  3. Approval or rejection from Tree officer 4.If approved, issuance of job slip to supervisor.  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 2 days from Step 4 or as per urgency of work As mentioned in job slip	Jr. Tree Officer  Jr. Tree Officer / ASG Z-II Jr. Tree Officer  Tree Officer  Jr. 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 -+

<b>Sr. No.</b>	<b>Activity</b>	<b>Steps involved</b>	<b>Time limit</b>	<b>Authority role and responsibility of the employee/officer in connection with each activity</b>	<b>Remark</b>
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	

**Section 4 (1) (b) (iv)**

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

Organisational targets (Annual)

<b>Sr. No.</b>	<b>Designation</b>	<b>Activity</b>	<b>Financial Targets in Rs.</b>	<b>Time Limit</b>	<b>Remarks</b>
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

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remarks if any</b>
1	Play grounds	<ul style="list-style-type: none"><li>• SG/MGC/152 dated 19-3-2013</li><li>• SG/MGC/152/A dated 21-8-2013</li><li>• SG/OD/933 dated 18-3-2013 (Rate schedule)</li></ul>	
2	Trees	<ul style="list-style-type: none"><li>• 0041/33/2013-JTMC-DMU dated 17-6-2013</li><li>• SG/MC/2566 dated 13-3-2014</li></ul>	

**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		Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent
6	Trimming permissions	File		Copies of permissions issued for tree trimming.	5 Years
7	TA permissions	File		Copies of permissions issued by Tree Authority for development proposals	Permanent
8	Dead & Dangerous Tree permissions	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	File		Copies of permissions issued for use of RG/PG.	5 Years
10	RTI- HA	File		Copies of RTI applications & replies given pertaining to HA.	5 Years
11	RTI- JTO	File		Copies of RTI applications & replies given pertaining to JTO.	5 Years
12	Master file of Garden at C.T.S.No.807, Mountplot Mary Road, Bandra (W), Mumbai - 50.	Semistick file		Copies of details regarding this	Permanent
13	Master file of Sadhu Vaswani Garden, Junction of S.V.Road and Guru plot Nanak Road, Bandra (W), Mumbai - 50.	Semistick file		Copies of details regarding this	Permanent
14	Master file of Madhukar Kulkarni Udyan Ramdas Nayak Marg near ,Mehboob Studio, Bandra(W), Mumbai - 50.	Semistick file		Copies of details regarding this	Permanent
15	Master file of 1) Garden beside Taj Land End, Band Stand, B.J.Road, Bandra (W)	Semistick file		Copies of details regarding this	Permanent
16	Master file of 2) Plot No.906-B, Behind Taj Land's End hotel, Band stand B.J.Road, Bandra (W), Mumbai - 50.	Semistick file		Copies of details regarding this	Permanent
17	Master file of Garden near	Semistick file		Copies of details regarding this	Permanent

	Shatranj Hotel, Union Park, Khar (West), Mumbai-52			plot	
18	Master file of Garden at the junction of Dadabhai X Road No.1 & 2, Santacruz (W) Mumbai-54	Semistick file		Copies of details regarding this plot	Permanent
19	Master file of Garden at FP No. 43 A, Road No.1 TPS VI, Near Milan Hotel Khotwadi, Santacruz west.Mumbai-54	Semistick file		Copies of details regarding this plot	Permanent
20	Master file of Garden adjacent to Glaxo Apt., St.John Baptista Road, Bandra (W) Mumbai- 400 050.	Semistick file		Copies of details regarding this plot	Permanent
21	Master file of Garden at Boran Road, Bandra (W), Mumbai 400 050	Semistick file		Copies of details regarding this plot	Permanent
22	Master file of Garden at F.P.No. 92/A, Road No.1, T.P.S.VI, Santacruz (W) Mumbai-54	Semistick file		Copies of details regarding this plot	Permanent
23	Master file of Plot No. 78, TPS, Khari Village, S.V.Road, Khar (W)Mumbai-52	Semistick file		Copies of details regarding this plot	Permanent
24	Master file of Garden at 2nd Hasnabad Lane, near Shifakhana, Santacruz (W) Mumbai-54	Semistick file		Copies of details regarding this plot	Permanent
25	Master file of Garden at the junction of Linking Road & Water Field Road, Opp. National College, Bandr (W) Mumbai-50.	Semistick file		Copies of details regarding this plot	Permanent
26	Madhu Park at junction of Chitrakar Dhurandhar Road & 11 <sup>th</sup> Road Khar (W) Mumbai-52	Semistick file		Copies of details regarding this plot	Permanent
27	Master file of Swami Muktanand Park, Saraswati Road, Santacruz (W).Mumbai- 400 054.	Semistick file		Copies of details regarding this plot	Permanent
28	Master file of Guru nanak park, 16th Road Bandra(w) Mumbai- 400	Semistick file		Copies of details regarding this plot	Permanent
29	Master file of Chhatrapati Sambhaji Udyan Union Park. Khar.(w) Mumbai-400 054.	Semistick file		Copies of details regarding this plot	Permanent
30	Master file of Jamshedji Hasnji Kattrak Udyan Master Vinayak Cross Road, Bandra(w) Mumbai- 400 050.	Semistick file		Copies of details regarding this plot	Permanent
31	Master file of Raosaheb Patwardhan Udyan 32nd	Semistick file		Copies of details regarding this plot	Permanent

	Road Bandra (w). Mumbai- 400 050.				
32	Master file of Vishanu Buva Kadam Udyan S.V Road,Khar (W) Mumbai- 400 052.	Semistick file		Copies of details regarding this plot	Permanent
33	Master file of Rotary Park, junction of Main Avenue Road & 16th Road Khar (w) Mumbai- 400 052.	Semistick file		Copies of details regarding this plot	Permanent
34	Master file of Juhu Lions Municipal Children Park junction of Juhu Road & Linking, Road, Santacruz(w),Mumbai- 400 054.	Semistick file		Copies of details regarding this plot	Permanent
35	Master file of Garden at Kantawadi, D'Monte Park Road,Bandra (w) Mumbai- 400 050.	Semistick file		Copies of details regarding this plot	Permanent
36	Master file of Dr.Norman Francis Lewes P.G. Supari Tank, Jn. Of Rebello Road & Mount Carmel Road Bandra(w) Mumbai- 400 050.	Semistick file		Copies of details regarding this plot	Permanent
37	Master file of R.G .at D'Monte Road, Bandra (W) Mumbai- 400 050.	Semistick file		Copies of details regarding this plot	Permanent
38	Master file of R.G at Juncation of B.J.Road & Bhabha Road, Bandstand, Bandra (w), Mumbai- 400 050.	Semistick file		Copies of details regarding this plot	Permanent
39	Master file of R.G at Juncation of B.J.Road & Bhabha Road, Bandstand, Bandra (w) Mumbai- 400 050.	Semistick file		Copies of details regarding this plot	Permanent
40	Master file of Dr. Bhabasaheb Ambedkar Recreation Ground Kantawadi Road Plot No 787 Bandra (w), Mumbai- 400 054.	Semistick file		Copies of details regarding this plot	Permanent
41	Master file of Prof. Almeidia Park, Prof. Almeida Road, Near Bhabha Hospital, Bandra (W), Mumbai- 400 050.	Semistick file		Copies of details regarding this plot	Permanent
42	Master file of Late Shridhar G. Bagve Udyan, Poddar Road Santacruz (w), Mumbai- 400 054.	Semistick file		Copies of details regarding this plot	Permanent
43	Master file of R.G at St Joseph Road Opp Chimbai Municipal School Bandra (W), Mumbai- 400 050.	Semistick file		Copies of details regarding this plot	Permanent
44	Master file of Step garden at Mount merry rd, Bandra (W)	Semistick file		Copies of details regarding this plot	Permanent

45	Master file of swami Vivekanand Sarovar S.V Road Bandra (W),	Semistick file		Copies of details regarding this plot	Permanent
46	Master file of R.G. At the Junction Of St.Martins Road & Raghunath Road, Bandra	Semistick file		Copies of details regarding this plot	Permanent
47	Master file of P.G.at Pali Mala Road,adjacent to St.Anne's High School. Bandra (W)	Semistick file		Copies of details regarding this plot	Permanent
48	Master file of P.G.Of St.Pual Road,Bandra (W)Mum-50	Semistick file		Copies of details regarding this plot	Permanent
49	Master file of Dharamveer Sambhaji Kreedangan , Khotwadi,TPS VI, Santacruz(W) Mum-54	Semistick file	-	Copies of details regarding this plot	Permanent
50	Master file of Dharamveer Sambhaji Udyan, Khotwadi, TPS VI, Santacruz(W)	Semistick file	-	Copies of details regarding this plot	Permanent
51	Master file of P.G.at St.Andrews Road, Behind Chand Terrece Bldg., Bandra (W)	Semistick file		Copies of details regarding this plot	Permanent
52	Master file of Veermata Jijabai Bhosale Kridangan at Jhon Baptista Road Bandra (W) Mum-50	Semistick file	-	Copies of details regarding this plot	Permanent
53	Master file of P.G. Near St.Elias High School, Dr Ambedkar Road Bandra (W) MUM-50	Semistick file	-	Copies of details regarding this plot	Permanent
54	Master file of Mother Teresa Playground , 2 <sup>nd</sup> Hasnabad Lane, Khar (W) Mum-54	Semistick file	-	Copies of details regarding this plot	Permanent
55	Master file of P.G. at Khar Gymkhana on 16 <sup>th</sup> Road, Khar (W)	Semistick file		Copies of details regarding this plot	Permanent
56	Master file of Garden at B.J Road, Opp.Father Agnel Ashram ,Bandstand, Bandra West, MUM-50	Semistick file		Copies of details regarding this plot	Permanent
57	Master file of Garden at B.J Road, Opp.Father	Semistick file		Copies of details regarding this plot	Permanent

	Agnel Ashram ,Bandstand, Bandra west, MUM-50				Permanent
58	Master file of Joggers Park at Carter Road Near Otter's Club, Bandra West,MUM-50	Semistick file		Copies of details regarding this plot	Permanent
59	Master file of 1) General Arunkumar Vaidya Kridangan, Gen.A.K.Vaidya Road,Bandra Reclamation, Bandra West, MUM-50	Semistick file		Copies of details regarding this plot	Permanent
60	Master file of 2)General Arunkumar Vaidya Garden,Gen.Arrunkuma r Vaidya Road,Bandra Reclamation, Bandra (W), MUM-50.	Semistick file		Copies of details regarding this plot	Permanent
61	Master file of Nilgiri Forest Garden, at jn. Of 30 <sup>th</sup> Road & Linking Road, Bandra West, MUM-50.	Semistick file		Copies of details regarding this plot	Permanent
62	Circular File	File	-	Various circulars about Gardens & trees	

**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**

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of Mechanism</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Periodicity</b>
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	Asst Supdt. Of Garden.	Shri Yogesh Walunj			8828618030
2	Horti Asstt.	Smt Dhammjyoti Waghmare	C	10.07.2015	8928360543
3	Horti Asstt.	Shri. Rahul Patil	C	10.07.2015	9822881937
4	Horti Asstt	Smt. Pallavi Jagdale	C	10.07.2015	8433587050
5	Mestri-2	Shri. Ravindra Phase	D		7021495341
6	Mestri-2	Shri.Francis Thorat	D		9373640771

7 Mestri-2 Shri. Suresh Gade D 8928382994

8 Mestri-2 Shri.Laxman Lad D 9892691267



**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**

<b>Sr. No</b>	<b>Name</b>	<b>Designation Cadre</b>	<b>Basic Pay</b>	<b>DA</b>	<b>HRA</b>	<b>Special Allowance, Transport Allowance, Project Allowance</b>	<b>Total</b>
1	Shri. Yogesh walunj	ASG.	42800	7276	10272	600	60948
2	Shri Rahul Patil	H.A.	33900	5763	-	600	40263
3	Smt. Dhammjyoti Waghmare	H.A.	33900	5763	8136	600	48399
4	Smt. Pallavi Jagdale	H.A.	33900	5763	8136	600	48399
5	Shri. Ravindra Phase	Mestri-2	40600	6902	9744	600	57846
6.	Shri Francis Thorat	Mestri-2	43100	7327	10344	600	61371
7.	Shri. Suresh Gade	Mestri-2	40600	6902	9744	600	57846
8.	Shri Laxman Lad	Mestri-2	40600	6902	9744	600	57846

**Section 4 (1) (b) (xi)**

Details of allocation of budget and disbursement made in the office of Jr. Tree Officer & Horticulture Assistant at H/West ward for the year 201-14

<b>Sr. No.</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Planned use (give details area wise or work wise in a separate form)</b>	<b>Remarks</b>
1	Material			-
2	Gen Civil Repairs			-
3	Gen Civil Repairs			-
4	Gen Electrical Repairs			-
5	Gen Civil Repairs			-
6	Water Pipeline maint.			-
7	Providing name notice boards			-
8	Innovative activity			-
9	Protection & Maintenance			-
10	Construction of study room			-
11	Construction of Samaj mandir			-
12	Beautification of Godrej Garden			-
13	Development of P. Thakre Garden			-
14	Development of Garden near Ashok Towers			-

**Form B for previous year (2012-13)**

<b>Sr. No.</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Grants utilized</b>	<b>Grants Surrendered</b>	<b>Result</b>
1	Soil				
2	Manure				
3	Plants				
4	Seeds				
5	Security Fencing Material				
6	Garden Implements				
7	Sea Sand				
8	Accessories				
9	Material				
10	Gen Civil Repairs				
11	General Civil Repairs				
12	General Civil Repairs				
13	Water Pipeline maintenance				
14	Providing name notice boards				
15	Innovative activity				
16	Protection & Maintenance				
17	Seating arrangement				

**Section 4 (1) (b) (xii)**

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

<b>Sr. No</b>	<b>Name and Address of Beneficiary</b>	<b>Amount of Subsidy / Concession Sanctioned</b>
	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 'H/West' Ward**

<b>Sr. No</b>	<b>Name of the license</b>	<b>License no.</b>	<b>Issued on</b>	<b>Valid up to</b>	<b>General Conditions</b>	<b>Details of the license</b>
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**

<b>Sr. No.</b>	<b>Type of Documents</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person In Charge</b>
	<b>File / Register</b>		<b>Format it is kept</b>	

1	List of Gardens/ RG/ PG	Excel/word	Horticulture Assistant
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**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	3.0 p.m. to 5.0 p.m on (except holidays) with prior appointment only	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Garden Department, H/West ward office, Bandra (West) Mumbai-50	ASG H/West 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

<b>Sr. No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Ph. No.</b>	<b>Appellate Authority</b>
1	Shri. Yogesh Walunj	ASG	'H/West' Ward	H/West ward office, Bandra (West) Mumbai-50	Asstt. Commissioner 'H/West Ward

Appellate Authority

<b>Sr. No.</b>	<b>Name of Appellate Authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>PIO Reporting</b>	<b>E mail id for purpose of RTI</b>
1	Shri. Vinayak Vispute	Asstt. Commissioner 'H/West Ward	H/West Ward	ASG	
2	Shri. Vinayak Vispute	Asstt. Commissioner 'H/West Ward	H/West Ward	ASG	

## 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

#### **Section 4 (1) (b) (xvii)**

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 15<sup>th</sup> April to 15<sup>th</sup> June for any program except Maharashtra Din on 1<sup>st</sup> 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

Segregation 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

खानदाने मंडळ - वृक्षाने खाते  
 परीक्षण सुद्धी दिनांक - ०१.०१.२०१३ पर्यंत अद्ययावत  
 संस्थापक - ४ महानगरपालिका आयुक्त यांना प्रशासकीय अधिकारात मंजूर झालेले शुल्क.

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

Sr. No.	Section of the Act	Description	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
क्र.	अधिनियमाचे कलम	वर्णन					अभिप्राय
1	2	3	4		5		6
B		<u>Religious Functions</u>					
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  
 SUPDY OF GARDENS

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> Rs. 1100/-    Rs. 280/-	<u>Deposit</u> <u>Fee per day</u> Rs. 1210/-    Rs. 308/-
i)	Playground below 5000 Sq.Mtrs. in area		
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> Rs.2200/-    Rs. 110/-	<u>Deposit</u> <u>Fee per day</u> Rs.2420/-    Rs. 121/-
i)	Playground below 5000 Sq.Mtrs. in area		
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> Rs.2200/-    Rs. 440/-	<u>Deposit</u> <u>Fee per day</u> Rs.2420/-    Rs. 484/-
i)	Playground below 5000 Sq.Mtrs. in area.		
ii)	Playground above 5000 Sq.Mtrs. in area	Rs.4400/-    Rs. 660/-	Rs.4840/-    Rs. 730/-

i)	
ii)	
H	

8/15/3  
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 अनुक्रमे प्रजासत्ताक दिन, महाराष्ट्र दिन व स्वातंत्र्या दिन साजरा करण्याकरिता केला जाईल. सदर कार्यक्रम पार पडल्यानंतर मुलांच्या खेळण्या व्यतिरिक्त इतर कोणत्याही कार्यक्रमांसाठी मैदानाचा वापर केला जाणार नाही.

5) लग्न समारंभ व इतर कोणत्याही व्यावसायिक कार्यक्रमांसाठी मैदानाचा वापर करण्यास प्रतिबंध करण्यात येत आहे. कुठल्याही व्यावसायिक कार्यक्रमांसाठी 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 ते 30 दिवस अगोदर संबंधित प्राधिका-यांकडे अर्ज करणे आवश्यक राहिल. जर एकाच दिवसासाठी एका पेक्षा जास्त अर्जदारांचे अर्ज प्राप्त झाले असतील तर लॉटरी पध्दतीने सदर अर्जाची सोडत संबंधित सहाय्यक आयुक्त यांच्या समक्ष काढण्यात येईल.

9) नियोजित कार्यक्रमाच्या 45 दिवस पूर्वी आलेले अर्ज , तसेच कार्यक्रमापूर्वी 30 दिवसांपेक्षा कमी कालावधी दरम्यान आलेले अर्ज विचारात घेऊ नयेत.

10) मैदान दत्तक तत्वावर दिलेले असेल तर अशा प्रायोजक संस्थेशी कोणत्याही कार्यक्रमासाठी मैदान वापरण्यास संबंधित सहाय्यक आयुक्तांची उपरोक्त प्रकारे परवानगी घेणे आवश्यक असेल. सदर अटीचे पालन न केल्यास अशा प्रायोजक संस्थेशी केलेला दत्तक करार कोणत्याही प्रकारची पूर्व सूचना न देता आपोआप संपुष्टात येईल. परिच्छेद क्रमांक 8 मध्ये नमूद केल्याप्रमाणे जर एकाच दिवसासाठी अनेक अर्जदारांचे अर्ज प्राप्त झाले असतील व या 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 इ. बांधण्यासाठी ज्या दिवसापासून साहित्य मैदानात आणण्यात येईल त्या दिवसापासून कार्यक्रमाची सुरुवात गृहीत धरण्यात येईल. कार्यक्रमासाठी परवानगी देण्यापूर्वी अथवा दिलेली परवानगी संपुष्टात आल्यानंतर मैदानात जर कार्यक्रमासाठीचे साहित्य अथवा सामान आढळल्यास तर असे साहित्य अथवा सामान कोणत्याही पूर्व सूचना न देता जप्त करण्यात येईल. कार्यक्रमादरम्यान मैदानाचे कोणत्याही प्रकारचे नुकसान झाल्यास त्याची भरपाई करण्याची जबाबदारी संबंधीत अर्जदाराची राहिल. अर्जदाराने अशा प्रकारे भरपाई न केल्यास सदर मैदानाची डागडुजी मनपातर्फे करण्यात येऊन अर्जदाराकडून त्याची वसूली करण्यात येईल.

12) कोणत्याही कार्यक्रमादरम्यान 3 मैदानात जेवण शिजवणे अथवा वाटप करण्यासाठी परवानगी देऊ नये.

दिनांकापासून । महिन्याच्या कालावधीत संबंधित विभागीय सहाय्यक आयुक्त यांनी अल्पतः

### बृहन्मुंबई महानगरपालिका

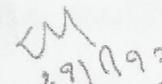
क्र. एसजी/एमजीसी/१५२/अ, दिनांक २१.०८.२०१३

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

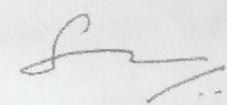
संदर्भित परिपत्रकामध्ये खालील प्रमाणे शुध्दीपत्रक देण्यात येत आहे :-

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.

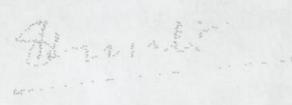
मुद्या क्र. १४ - वरील मुद्या क्र. ६ व्यतिरिक्त, विकसित अथवा विकसित होत असलेली मनोरंजनाची मैदाने आणि उद्याने यावर कोणत्याही प्रकारच्या परवानग्या देण्यात येऊ नयेत. याचबरोबर उर्वरित मनोरंजनाची मैदाने आणि उद्यानांचा विकासानंतर अशा मनोरंजनाची मैदाने आणि उद्यानात परवानग्या देण्यात येणार नाहीत.

  
२१/११/१३

सह आयुक्त (अ.व्य.)



अति.आयुक्त (पू.उ.)



महानगरपालिका आयुक्त

सुन्नुवई महानगरपालिका

उपान खाते

५१३१ तका

संदर्भ: परिपत्रक क्र.एमजीसी/१५७- दि. १९.०३.२०१३

क्र.	माहिती	घातू दर		प्रस्तावित दर		अभिप्राय
		अनामत रक्कम	शुल्क प्रति दित	अनामत रक्कम	शुल्क प्रति दित	
1	धार्मिक कार्यक्रम उदा गणेशोत्सव, नवरात्री उत्सव, रामलीला, दुरापायूज	गणेशोत्सव धोरणानुसार				परिपत्रक क्र. सीएफ/आरएम/१ दि. ०३/०५/२०१२ अन्वये दरानुषंगे १० टक्के इतकी वार्षिक वाढ
2	अनुक्रमिक व व्यतिरिक्त					
अ)	५००० चौ.मी. पेसा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.२२००/-	₹. ४४०/-	₹. २५०००/-	₹ १०००/-	
ब)	५००० चौ.मी. पेसा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.५५००/-	₹. ८८०/-	₹. १६०००/-	₹ २०००/-	परिपत्रक क्र. सीएफ/आरएम/१ दि. ०३/०५/२०१२ अन्वये दरानुषंगे १० टक्के इतकी वार्षिक वाढ
3	राष्ट्रपुरुषांच्या जयंती, पुण्यतिथी साजरे करणे (१ दिवसाच्या बसलेली करिता)					
अ)	५००० चौ.मी. पेसा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.८००/-	₹. ४४०/-	₹. ८८०/-	₹ ४४०/-	परिपत्रक क्र. सीएफ/आरएम/१ दि. ०३/०५/२०१२ अन्वये दरानुषंगे १० टक्के इतकी वार्षिक वाढ
ब)	५००० चौ.मी. पेसा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.२०००/-	₹. ८८०/-	₹. २२००/-	₹ ८८०/-	
4)	वर्षी तासांच्या अवधीकरिता ध्वजारोहणासाठी साजरे करण्यात येणारे महाराष्ट्र दिन, पंजाबसताक दिन, म्यानान्यदिन इ. कार्यक्रम तसेच महानगरपालिकेच्या शाळाव्यतिरिक्त शिक्षण खात्याकडून वार्षिक स्पर्धी शारिरिक कवायती इ. साठी मैदानांचा वापर याबाबत					परिपत्रक क्र. सीएफ/आरएम/१ दि. ०३/०५/२०१२ अन्वये दरानुषंगे १० टक्के इतकी वार्षिक वाढ
अ)	५००० चौ.मी. पेसा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹ १०००/-	₹. २५०/-	₹ ११००/-	₹ २८०/-	
ब)	५००० चौ.मी. पेसा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.२०००/-	₹. ५००/-	₹.२०००/-	₹ ५५०/-	

१९/३  
उपनिर्वाहक

५१३१३  
सहा आयुक्त (आ.र.व.)

अति. आयुक्त (पू.३)

महानगरपालिका आयुक्त