

# **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act 2005  
of L Ward

## **GARDEN DEPARTMENT**

Address - GARDEN DEPARTMENT,  
1<sup>st</sup> Floor, L ward Office,  
Laxmanrao Yadav Mandai  
building, S.G. Barve Marg,  
Kurla-W

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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 Superintendent of Gardens is officer appointed at ward level to look after works of Garden & Trees department at ward level. He is assisted by Horticulture Assistant & Jr. Tree Officer.

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, Assistant Superintendent 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 Gardens & 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.

**Assistant Superintendent of Gardens**  
**L Ward**

## SECTION 4 (1) (b) (i)

### Particulars of Organization, Function and Duties

1	Name of the public authority	Assistant Superintendent of Gardens
2	Address	1 <sup>st</sup> Floor, L ward Office, Laxmanrao Yadav Mandai building, S.G. Barve Marg, Kurla-W
3	Head of the office	Assistant Superintendent 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 : 26505103 Extn : 127 Email - <a href="mailto:jrtreeofficer.gardenfs@mcgm.gov.in">jrtreeofficer.gardenfs@mcgm.gov.in</a>
7	Parent Government Department	Garden & Trees
8	Reporting to which office	Assistant Commissioner 'L' Ward
9	Jurisdiction Geographical	
10	Vision	1.To provide well maintained open spaces to the citizens of Mumbai. 2.To provide sufficient recreational facilities to children 3.To plant trees at sufficient spacing & maintain them. 1. 4.No accidents due to trees.
11	Mission	1. To maintain flora in the ward. 2. To prevent unauthorized tree cutting. 3. To plant & maintain trees. To maintain gardens, recreational grounds, play grounds

12	Objectives	<ol style="list-style-type: none"> <li>1. Development &amp; maintenance of gardens, recreational grounds, play grounds.</li> <li>2. Protection &amp; Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection &amp; Preservation of Trees Act, 1975 (As modified upto the 3<sup>rd</sup> November 2006)</li> </ol>
13	Functions	<ol style="list-style-type: none"> <li>(a) Upkeep &amp; maintenance of play grounds.</li> <li>(b) Renovation &amp; maintenance of gardens.</li> <li>(c) Development &amp; maintenance of recreational grounds.</li> <li>(d) Issuing permissions for various functions on play grounds as per Policy.</li> <li>(e) Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.</li> <li>(f) Planting &amp; watering new trees.</li> <li>(g) Removal of dead &amp; dangerous trees/ branches of roadside trees &amp; trees in municipal premises.</li> <li>(h) Pruning of trees for proper growth, balancing, smooth traffic etc.</li> <li>(i) Attending to complaints of citizens &amp; Mun. Councillors</li> <li>(j) Taking action against illegal tree cutting.</li> <li>(k) Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government &amp; government premises.</li> <li>(l) Maintenance of nurseries.</li> </ol>

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

14	Details of services provided (In Brief)	<ol style="list-style-type: none"> <li>1. Inspection of gardens, recreational grounds, play grounds at regular intervals.</li> <li>2. Attending public complaints pertaining to gardens, recreational ground, play grounds.</li> <li>3. Submitting report about gardens, recreational grounds, play grounds to DySG (Z-V) / Asst. Commissioner 'L' Ward.</li> <li>4. Supervision of garden development &amp; maintenance work.</li> <li>5. Issuance of remarks for the use of play grounds as per Policy.</li> <li>6. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.</li> <li>7. Supervision of tree transplantation work through JTO.</li> <li>8. Providing Technical Assistance regarding plantation of trees.</li> </ol>
15	Physical assets (Statement of lands & Buildings and other Assets)	List of Gardens and Address (please refer to page no.8)
16	Organization's structural Chart	Please refer to page no. 9
17	Weekly Holidays	Sundays and Public Holidays

**MUNICIPAL CORPORATION OF GREATER MUMBAI****List of Gardens & Parks in L-ward**

Sr. No	Name of Garden & Add.	Beat No.	C.T.S No.	Area sq m
1	Rajmata Ahilyabai Holkar garden, L.B.S marg, Kurla (W)	161	8pt	3701
2	Garden plot at Masrani Lane, Daruwala compound, Kurla (W)	159	185 (pt) Sr.no178, H.no. E025	17000
3	Shahid Abdul Hamid Udyan, Daruwala Comp. Kurla (W)	158	388(pt)	4920
4	Mrs. Late Nalini Mohan Sawant Udyan, L.B.S marg,Kurla (W)	158	266(pt)	2629
5	Jai Jawan Udyan, Bail Bazar, Kurla (W)	157	155/116	1300
6	Gangaram Dhondu Satam Udyan, Kajupada, Kurla (W)	154	99	4981.37
7	Garden plot at Parera wadi pipe line, Mohili village, Kurla (W)	152	184(pt)	230
8	Garden at Quershi ngr, Kasaiwada, Kurla (E)	163	579(pt) Sr. no. 292 (pt) E/28	240



9	Chatrapati Shivaji Maharaj Udyan, V.N. Purav marg, Chunabhatti,Kurla (E)	164	181, D.P sheet E/28	2047
9	Chatrapati Shivaji Maharaj Udyan, V.N. Purav marg, Chunabhatti,Kurla (E)	164	181, D.P sheet E/28	2047
11	Plot at cts no 126/1 pt	163	126/1 pt	638.03

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**List of Play Ground in L- ward(P.G.)**

Sr. No.	Name of Play Ground & Address	Beat No.	C.T.S No.	Area in Sq.Mtr
1	P.G at Dhobi Ghat (Gandhi Maidan), Daruwala comp. Kurla (W)	158		7000
2	Ram Ganesh Gadkari Maidan, Matach factory lane, Kurla (W)	161	185 (pt)	1950
3	Chatrapati Shivaji Maharaj Kridangan, Nehru Ngr. Kurla (E)	162	11(pt) 12(pt)	11811
4	PG plot at Shivshrusti, Nehru Ngr.Kurla (E)	163		15000
5	Chatrapati Shivaji P.G Opp. Hindi Municipal School Kajupada, Kurla (W)	154		7455
6	PG at Parerawadi,Mohili village,pipe line, Kurla (W)	152	184(pt)	864
7	P.G at Opp. Raheja Complex,Tunga Village,Kurla (W)	150	119 F/04	3947
8	P.G at Opp. Raheja Complex,Tunga Village,Kurla (W)	150	119 F/01	3272
9	P.G at Opp. Raheja Complex,Tunga Village,Kurla (W)	150	119/C	3036

10	PG plot at Tunga Village, Nr. Ashok Ngr. Marwah Industrail Estate. Kurla (W)	150	28/C	2170
11	Veer Jijabai Bhosle udyan at Chandivali (MAHADA), Kurla (W)	151	41 A/14	1800
12	Samajsevika Savitribai Phule Plot at Chandivali (MAHADA), Kurla (W)	151	41 A/12	6469
13	P.G at Tunga Village,Jai Durga C.H.S wamandaypada, Kurla (W)	150	20/C	3575
14	Dr. Babashaheb Ambedkar Maidan,Nehru Ngr. Kurla (E)	160	R-No. 1474 of 23/3/1983	4721

**List of R.G Plot in L- ward**

Sr. No.	Name pf R.G Plot & Add.	Beat No.	C.T.S No.	Area in Sq. Mtr.
1	Chattrapati Shivaji Maharaj Kridangan,Swadehi Mill,Chunabhatti (E)	164	477/A	25538.68
2	Muktadevi Manoranjan maidan at Mohan nagar, Rangari chawl,Chunabhatti (E)	164	R-147	10063
3	Eknath Ramchandra Khoparde Manoranjan Maidan, Subhash Nagar, Kurla (W)	161	229/192	1499.2
4	Meenatai Thakare Manoranjan Maidan at MAHADA Colony Chandivali,Kurla (W)	151	41A/08	12764
5	Garden Plot at Chandivali Village,Opp. Sharma School, Kurla (W)	150	10/3(pt)	6306
6	RG Plot at Chandivali Adi.Shankaracharya Marg, Kurla (W)	151	10/5(pt)	3180

7	Shravan Bal R.G Plot at Kirol village Opp.Bala Shaheb Desai Vasahat, N.S.S Rd. Kurla (W)	123	174	404
8	Veer Mata Jijau Bhosle Manoranjan maidan, Asalfa Village, Kurla (W)	123	318/F	2178
9	RG plot at C.T.S. No. 30A1/13D of Chandivali village, Kurla W	151	30A1/13D	732.25
10	RG plot at Swan Mill compound, New Mill road, Kurla (W)	158	81, 81/1 to 30	3969.60
11	RG plot at CTS no 124 C, LBS Rd, Kurla W		124C	9971.50
12	Plot at Sheetal Talav Nr.Sheetal Cinema, L.B.S Marg. Kurla (W)	157	103	13245
13	Ram Ganesh Gadkari Udyan, Match Factory Lane, Kurla (W)	161	185 (pt)	2570
14	Garden at Bldg.no. 101, Nehru ngr. Kurla (E)	162	D.P Sheet E/25	480
15	Navalchand Shah Udyan,opp.Bldg.no122, Nehru Ngr. Kurla (E)	160	D.P sheet E/28	2706

#### Municipal Park

1	Plot.at parerawadi ,Mohili village,pipeline Kurla(W),C.T.S.No.-140C	152	140C	526
2	Plot at parerawadi ,Mohili village,pipeline Kurla(W),C.T.S.No.-140C	152	140A	705

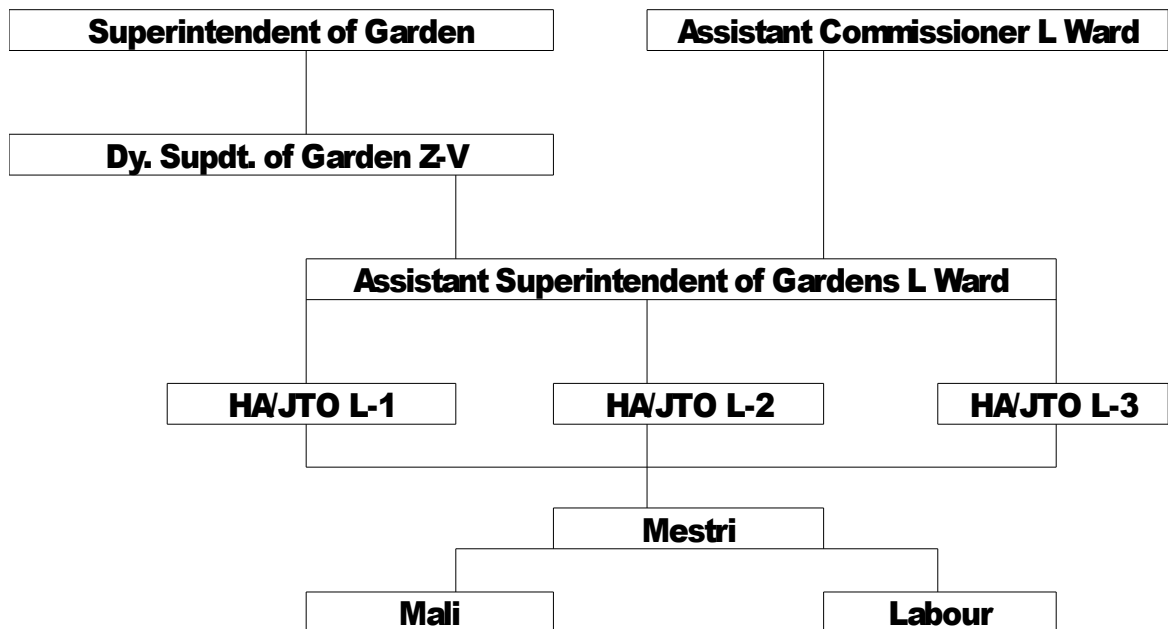
3	Smt.Anandibai Surve Udyan, Kherani Road, Kurla(W)	152	175	22799
4	Garden plot at K.B.Comp, Tunga village, Nr.Ashok Ngr., Kurla(W)	150	24/A	1667

**Details of Departmental Chowky in Garden Department**

Sr. No.	Name of Department	Name of Chowy	Address of Chowy	Contact No.
1	Garden	Muster Chowky	Garden opposite Nehrunagar bldg No. 101, Nehrunagar, Kurla E.	NIL
2.	Garden	Muster Chowky	Nursery at Sonapur Cemetary, Sonapur lane, Kurla W.	NIL

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

**Organization's Structural Chart**



Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Assistant Superintendent of Gardens	1	1	0
1	Jr. Tree Officer/ Horticulture Assistant	3	3	0
2	Mestri II	1	2	0
3	Mali		8	
4	Labourer		4	
5	Sweeper	0	0	0

**SECTION 4 (1) (b) (ii)**

**The powers of Assistant Superintendent of Gardens**

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers-Financial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Superintendent of Gardens	Rs. 200/- Imprest		
2	Jr. Tree Officer	Nil		
3	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	Assistant Superintendent of Gardens			
2	Jr. Tree Officer	-	As subordinate officer to Tree Officer under The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975	
3	Horticulture Assistant	-	As subordinate officer to Tree Officer under The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975	

**C**

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

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

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Superintendent of Gardens	Appointed as Public Information Officer under RTI Act, 2005	Circular No.MOM/736 Dt.01.07.2016	
2	Jr. Tree Officer			
3	Horticulture Assistant			

E

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



### **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 3<sup>rd</sup> November 2006). His 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 3<sup>rd</sup> 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 is also responsible to Asst. Supdt. of Gardens of Zone 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 control:-

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 the office of the Jr. Tree Officer of the Ward:-

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

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.

#### **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.

### **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 3<sup>rd</sup> November 2006). His 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 3<sup>rd</sup> 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 Administrative and policy work. He is also responsible to Asst. Supdt. of Gardens of Zone in respect of technical matters.

Horticulture Assistant of the ward is assisted by Mestry & 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. 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 'F/S' 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.

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

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

**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.

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

22. To give replies to various public complaints.
23. To attend to the complaints & grievances of the labour staff under him.
24. To attend any other duty entrusted from time to time by proper authority.

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

DELEGATION OF POWERS TO JR. TREE OFFICER & HORTICULTURE ASSISTANT

Sections	Nature of Powers, Duties and Functions delegated
NA	NA

**Section 4 (1) (b) (iii)**

The Procedure followed in the decision-making process, including channels of supervision and accountability in the office of Assistant Superintendent of Gardens

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
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1	Action against illegal tree cutting during usual round of inspection or on receipt of complaint from citizens	<p>1. Taking photographs of illegal tree cutting.</p> <p>2. Preparation of inspection report of illegal tree cutting &amp; submitting the same to Assistant Superintendent of Gardens &amp; Asstt. Commissioner (Tree Officer) for information &amp; further action.</p> <p>3. Sending letter to the local police station for registering the complaint.</p>	<p>-</p> <p>Within 24 hrs.</p> <p>Within 24 hrs.</p> <p>Within 2 days from Step 3</p>	<p>Jr. Tree Officer</p> <p>Jr. Tree Officer</p> <p>Tree Officer</p>	
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**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 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
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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. Jr. Tree Officer	
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**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. (Z-II) Jr. Tree Officer Tree Officer Jr. Tree Officer	

**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./ ASG/ Assistant Commissioner	

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

NAME OF ACTIVITY - Repairs to existing gardens

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

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

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

NAME OF ACTIVITY - Electrical & mechanical repairs of existing gardens

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

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

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

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

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

<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>
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8	Providing play apparatus in gardens/ playgrounds/recreational grounds	<p>1. Receipt of request from public or public representatives</p> <p>2. Inspection of site to assess necessity of play apparatus</p> <p>3. If required, forwarding request to E.E.(Mech.) South or Garden Cell as per the case.</p>	<p>Within 7 days from Step 1</p> <p>Within 7 days from Step 2</p>	<p>Hort. Asstt.</p> <p>Hort. Asstt.</p> <p>Hort. Asstt. / Assistant Superintendent of Gardens</p>	
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**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 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 -

<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>
9	Proposal for removal of trees in development sites	1. Receipt of proposal from Dy.S.G. office. 2. Inspection of site. 3. Submitting inspection report to Dy.S.G. (Zone-V).	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.  Jr. Tree Officer	

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

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

Related Provisions - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 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 As mentioned on 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** -

<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>
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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 3. Issuance of Job slip to contractor 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 2 As mentioned on job slip	Jr. Tree Officer  Jr. Tree Officer / ASG Z-II  Jr. Tree Officer  Tree Officer  Jr. Tree Officer	
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**Section 4 (1) (b) (iii) contd**

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

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -+

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
12	Damage to trees due to asphaltting/ concreting around trees	1. Receipt of complaint from public or detection of damage. 2. Inspection of site. 3. Issuance of Job slip to contractor 4. removal of asphalt/ concrete	Within 7 days Within 2 days from Step 2 As mentioned on job slip	Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer	

### Section 4 (1) (b) (iv)

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

Organisational targets (Annual)

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	Assistant Superintendent of Gardens	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)	
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**

<b>Sr. No.</b>	<b>Subject</b>	<b>Type of Document/ file or register</b>	<b>File No./ Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation</b>
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	Register		Details of application received under R.T.I.Act	5 Years
5	Illegal tree cutting file	File	1	Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent
6	Trimming permissions	File	2	Copies of permissions issued for tree trimming.	5 Years
7	TA permissions	File	3	Copies of permissions issued by Tree Authority for development proposals	Permanent
8	RG/PG permissions	File	8	Copies of permissions issued for use of RG/PG.	5 Years
9	Master files	Semistick file	1	Copies of details regarding particular garden	Permanent
10	Circular file	File	-	Various circulars about Gardens & trees	Permanent

**Section 4 (1) (b) (vii)**

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

**Jr. Tree Officer & Horticulture Assistant**

<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**

<b>Sr. No.</b>	<b>Name of the commiitte board / council / other bodies</b>	<b>Composition of committee Board council other bodies</b>	<b>Purpose of the committee Board/ Council/ other bodies</b>	<b>Frequency of meetings</b>	<b>Whether meeting open to public or not</b>	<b>Whether Minutes are available to public or not</b>	<b>Minutes available at.</b>
1	Advance Locality Managemement (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	Assistant Superintendent of Gardens	Shri. Ranjit Nalage	B	15-03-2008	8108846262 jrtreeofficer.gardenfs@mcgm.gov.in
2	Jr. Tree Officer	Shri. Sunil Sangare	C	10.07.2015	8424060652
3	Horticulture Assistant	Smt. Sakshi Jadhav	C		9691927380
4.	Horticulture Assistant	Smt. Manisha Pandit	C	10.07.2015	8600796220

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 Ranjit Nalage	ASG					
2	Shri. Sunil Sangare	JTO					
3	Smt. Sakshi Jadhav	HA					
4	Smt. Manisha Pandit	HA					

### Section 4 (1) (b) (xi)

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

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Material	1788000		-
2	Gen Civil Repairs	193000		-
3	Gen Civil Repairs	366000		-
4	Gen Civil Repairs	91000		-
5	Providing name notice boards	86000		-
6	Innovative activity	2000000		-
7	HorticulturDev,main	4000000		
8	Protection & Maintenance	32364000		-
9	Minor works Garden RG PG	5119000		-
10	Upgradation Playground	86000000		-
11	Upgradaton Existing Gardens	40000000		-
12	Devpmt of New Gardens	20000000		-
13	Prov-specialproject	15000000		
14	Devp Children parks	500000		
15	Prov newplay appart	1800000		



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

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

**Section 4 (1) (b) (xiii)**

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

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

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

**Section 4 (1) (b) (xv)**

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

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

### Section 4 (1) (b) (xvi)

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

PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate Authority
1	Shri. Ranjit Nalage	Assistant Superintendent of Gardens	'L' Ward	Garden Department L Ward 1 <sup>st</sup> Floor, L ward Office, Laxmanrao Yadav Mandai building, S.G. Barve Marg,	jrtreeofficer.gardens@mcmgm.gov.in	Asstt. Commissioner 'L' 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. Ajitkumar Ambi	Assistant Commissioner L Ward	'L' Ward	Assistant Superintendent of gardens	ac.l@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. & 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 & contact No.

Seggregation of waste - composting

Vermicomposting sites

Use of compost

Tree plantation