



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of **P/S Ward**

GARDEN & TREESDEPARTMENT P/S WARD

Address :- Office of the
Asstt. Commissioner 'P/South' ward,
C.T.S No. 746
S.V. Road, Goregaon(W).

Introduction

Garden & Trees

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

Horticulture Assistant & Jr. Tree Officer are the officers appointed to look after works of

Garden & Trees department at ward level.

Jr. Tree Officer is subordinate to Tree Officer appointed to implement various provisions of

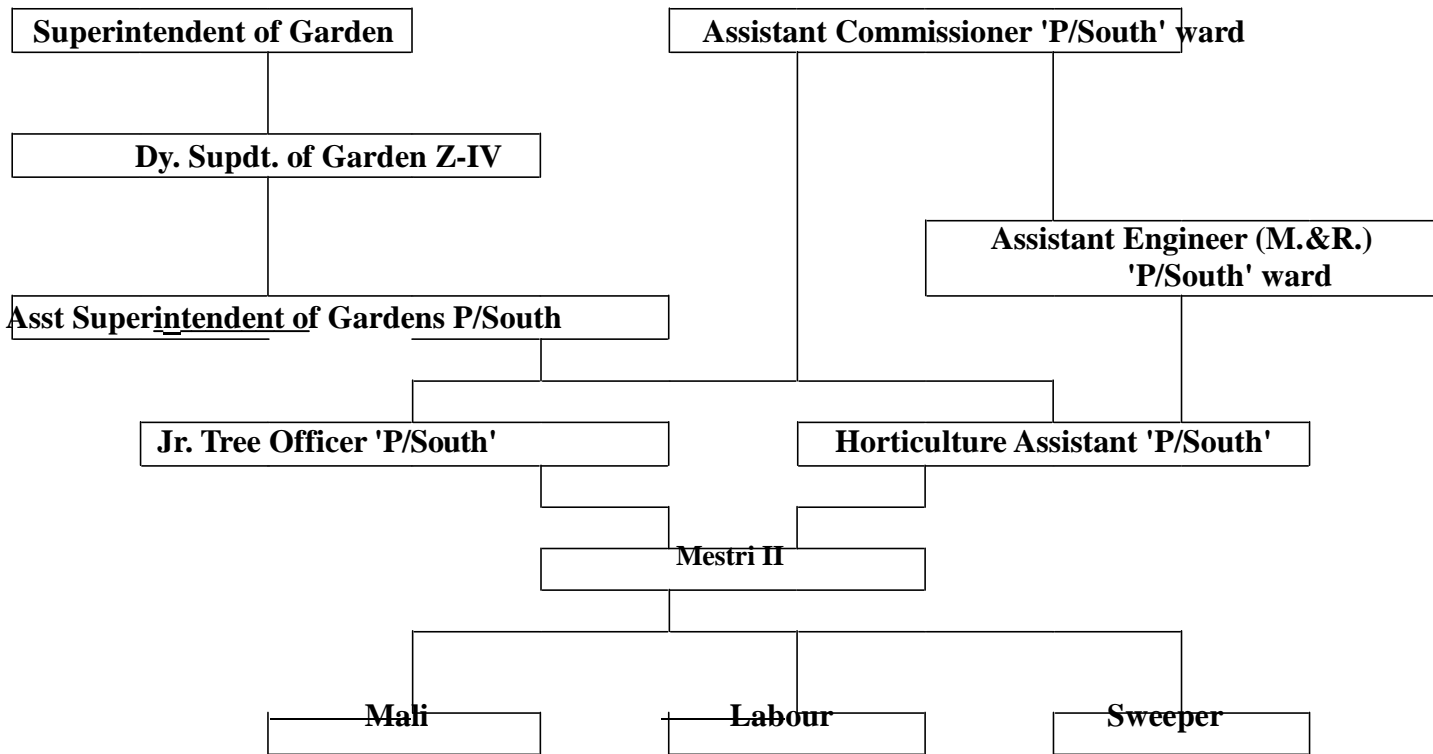
'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006).

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

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

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

Organization's structural Chart



SECTION 4 (1) (B) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	Jr. Tree Officer
2	Address	Office of the Asstt. Commissioner 'P/South' ward, C.T.S No 746, S.V. Road, Goregaon(W).
3	Head of the office	Jr. Tree Officer
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner 'P/South' Ward
6	Jurisdiction Geographical	'P/South' Ward is bounded by East- Filmcity road and aarey colony West- Creek North- Chincholi bunder road, in (W) & Upper govind nagar in(E) and Gen. A.K. Vaidya Marg South- Chivara River
7	Mission	1. To maintain flora in the ward. 2. To prevent unauthorized tree cutting. 3. To plant & maintain trees.
8	Vision	1. To plant trees at sufficient spacing & maintain them. 2. No accidents due to trees.
9	Objectives	Protection & Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3 rd November 2006)

10 Functions

- (a) Planting 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) Taking action against illegal tree cutting.
- (e) Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government & government premises.
- (f) Maintenance of nurseries.

11	Details of services provided (In Brief)	<ol style="list-style-type: none"> 1. Inspection of trees existing in public and private premises as per complaints received. 2. Pruning / Trimming of roadside trees. 3. Submitting report about trees to ASG (P/South)/Asst. Commissioner 'P/South' Ward for issuing trimming permission in private/ government/ semi-government premises. 4. Supervision of tree transplantation work. 5. Supervision of tree cutting/ trimming work being carried out as per permission. 6. Providing Technical Assistance regarding plantation of trees.
12	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached
13	Organization's structural Chart	As per separate sheet attached
14	Tel. Nos. & 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) & 8.00 a.m. to 11.30 a.m. (Saturday) Visiting Hours: 03.00 p.m. to 05.00 p.m. (Monday to Friday)
15	Weekly Holidays	Sundays and Public Holidays.

SECTION 4 (1) (B) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	Hort.Asst.
2	Address	Office of the Asstt. Commissioner 'P/South' ward,C.T.S No 746, S.V. Road, Goregaon(W).
3	Head of the office	Assistant Superintendent of Gardens
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner 'P/South' Ward
6	Jurisdiction Geographical	'P/South' Ward is bounded by East- Filmcity road and aarey colony West- Creek North- Chincholi bunder road, in (W) & Upper govind nagar in(E) and Gen. A.K. Vaidya Marg South- Chivara River
7	Mission	1. To maintain flora in the ward. 2. To maintain gardens, recreational grounds, play grounds.
8	Vision	1. To provide well maintained open spaces to the citizens of Mumbai. 2. To provide sufficient recreational facilities to children.
9	Objectives	Development & maintenance of gardens, recreational grounds, play grounds.
10	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.

11	Details of services provided (In Brief)	<p>6. Inspection of gardens, recreational grounds, play grounds at regular intervals.</p> <p>7. Attending public complaints pertaining to gardens, recreational grounds, play grounds.</p> <p>8. Submitting report about gardens, recreational grounds, play grounds to ASG (P/South) / Asst. Commissioner 'P/South' Ward.</p> <p>9. Supervision of garden development & maintenance work.</p> <p>10. Issuance of permission for the use of play grounds as per Policy.</p> <p>11. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.</p>
12	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached
13	Organization's structural Chart	As per separate sheet attached
14	Tel. Nos. & Office timings	<p>Email :</p> <p>Office timings: 8.00 a.m. to 12.00 noon and 2.30 p.m. to 5.30 p.m.(Monday to Friday) & 8.00 a.m. to 11.30 a.m. (Saturday)</p> <p>Visiting Hours: 03.00 p.m. to 05.00 p.m. (Monday to Friday)</p>
15	Weekly Holidays	Sundays and Public Holidays.

SECTION 4 (1) (b) (ii)

The powers of Jr. Tree Officer & Horticulture Assistant

A

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

B

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

C

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

D

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

E

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

Section 4 (1) (b) (ii)

The duties of Jr. Tree Officer

Jr. Tree Officer

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

Jr. Tree Officer of the ward is responsible to Assistant Commissioner of the Ward and Zonal Dy. Municipal Commissioner for day-to-day work of the department in respect of Administrative and policy work. He 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.

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

Following Tree Authority works:-

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

- 16) To attend the work of regular trimming/pruning of overgrown dangerous branches of trees for balancing the trees & for illumination of street lights without obstruction by following due procedure of Tree Authority.
- 17) To supervise the work of mali/labour staff regularly in his/her jurisdiction.
- 18) To maintain registers of all types of records pertaining to department i.e. dead stock register, consuming articles/material register, production & sale of plants worksheet register, field diary, etc.
- 19) Implementation of Maharashtra (Urban Areas) Preservation & Protection of Trees Act, 1975 amended till date.
- 20) In view of appointment letter issued, the post of Jr. Tree Officer & Horticulture Assistant are interchangeable, whenever necessary.
- 21) Any other works assigned by Superiors.

Section 4 (1) (b) (ii)

The duties of Horticulture Assistant

Horticulture Assistant

Horticulture Assistant of the Ward works as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3rd November 2006). His work includes development & maintenance of gardens, recreational grounds & play grounds. Horticulture Assistant is subordinate officer to Tree Officer appointed to carry out duties as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3rd November 2006)

Horticulture Assistant of the ward is responsible to Assistant Commissioner of the Ward and Zonal Dy. Municipal Commissioner for day-to-day work of the department in respect of 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 (P/South) /
Asst. Commissioner 'P/South' 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.
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.

BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO JR.TREE OFFICER & HORTICULTURE ASSISTANT

Sections	Nature of Powers, Duties and Functions delegated
NA	NA

Section 4 (1) (b) (iii)

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

NAME OF ACTIVITY - Action against illegal tree cutting.

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

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

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.	1. Detection of illegal tree cutting during usual round of inspection or on receipt of complaint from citizens. 2. Taking photographs of illegal tree cutting. 3. Preparation of inspection report of illegal tree cutting & submitting the same to Asstt. Commissioner (Tree Officer) for information & further action. 4. Sending letter to the local police station for registering the complaint.	- Within 24 hrs. Within 24 hrs. Within 2 days	Designation : Jr. Tree Officer	

NAME OF ACTIVITY - Tree trimming permission.

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

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

Govt. Resolutions -

Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013

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	Tree trimming permission	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. 2 days 2 days 2 days	Jr. Tree Officer Jr. Tree Officer Tree Officer Tree Officer	

NAME OF ACTIVITY - Permission for removal of dead/dangerous trees.

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

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

Govt. Resolutions -

Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
1	Permission for removal of dead/dangerous trees	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. 2 days 2 days 2 days	Jr. Tree Officer / A.S.G. (P/South) Jr. Tree Officer A.S.G (P/South)	

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
1	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</p> <p>2. Preparing letter including total charges as per Rate schedule for approval of Asstt. Commissioner</p> <p>3. Approval or rejection of permission</p> <p>4. Preparing Challan for accepting of deposit & rent forwarding to In-charge, CFC</p> <p>5. Preparing Permission letter</p>	<p>After applicant approaches office.</p> <p>After receipt of NOC of concerned police station</p> <p>2 days</p> <p>2 days</p> <p>After payment of total charges by the applicant</p>	<p>Hort. Asstt./ A.E.(M&R)</p> <p>Hort. Asstt./ A.E.(M&R)</p> <p>Assistant Commissioner</p> <p>Hort. Asstt./ A.E.(M&R)</p> <p>Hort. Asstt./ A.E.(M&R)</p>	

Section 4 (1) (b) (iv)

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

Organisational targets (Annual)

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1	Jr. Tree Officer	Nil	There are no financial targets set for this department.	Nil	
2.	Horticulture Assistant	Nil	There are no financial targets set for this department.	Nil	

Section 4(1)(b)(v)

The rules/ regulation related with functions in the office of Garden Dept. P/South ward.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	RG/ PG guidelines -for issuing permissions	SG/MGC/152 dt. 19/03/2013 SG/MGC/152/A dt. 21/08/2013	
2.	Cutting and transplanting of trees as per section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act 1975.	0041/33/2013- JTMC-DMU dated 17/06/2013.	

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			Details of application received under R.T.I.Act	5 Years
4	RTI Register- JTO			Details of application received under R.T.I.Act	5 Years
5	Illegal tree cutting file	Box file	2	Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent
6	Trimming permissions	Box file	3	Copies of permissions issued for tree trimming.	5 Years
7	TA permissions	Box file	3	Copies of permissions issued by Tree Authority for development proposals	Permanent
8	Dead & Dangerous Tree permissions	Box file	3	o/c copies of proposals submitted for removal of D & D trees & permissions of TA for D&D trees	5 years
9	RG/PG permissions	Box file	1	Copies of permissions issued for use of RG/PG.	5 Years
10	RTI- HA	Box file	2	Copies of RTI applications & replies given pertaining	5 Years

				to HA.	
11	RTI- JTO	Box file	2	Copies of RTI applications & replies given pertaining to JTO.	5 Years
12	Master File – Yashodham Garden	Semistick File	1	Copies Of Details Regarding Yashodham Garden	Permanent
13	Master File – Yashodham	Semistick File	2	Copies Of Details Regarding yashodham Garden	Permanent
14	Master File – LoknayaK Jayprakash Garden	Semistick File	3	Copies Of Details Regarding LoknayaK Jayprakash Udyan	Permanent
15	Master File – Brahmachari Vishwanath Guruji Udyan	Semistick File	4	Copies Of Details Regarding Brahmachari Vishwanath Guruji Udyan	Permanent
16	Master File – Dhirubhai Branmabnat Udyan	Semistick File	5	Copies Of Details Regarding Dhirubhai Brahmabhat Udyan	Permanent
17	Master File – Cts No.900/E, PIRAMAL Nagar Garden	Semistick File	6	Copies Of Details Regarding Cts No.900/E, PIRAMAL Nagar Garden	Permanent
18	Master File -gurunanak Park	Semistick File	7	Copies Of Details Regarding Gurunanak Park	Permanent
19	Master File – Bharatratna Rajiv Gandhi Udyan	Semistick File	8	Copies Of Details Regarding Bharatratna Rajiv Gandhi Udyan	Permanent

20	Master File – Plot No.211, Datta Mandir	Semistick File	9	Copies Of Details Regarding Plot No.211, Datta	Permanent
21	Master File – Sant Nirankari Mandal	Semistick File	10	Copies Of Details Regarding Sant Nirankari Mandal	Permanent
22	Master File – Ahimsa Marg Udyan	Semistick File	11	Copies Of Details Regarding Ahimsa Marg Udyan	Permanent
23	Master File – Artificial Pond Garden Plot, Pandurangwadi	Semistick File	12	Copies Of Details Regarding Artificial Pond Garden Plot. Pandurangwadi	Permanent
24	Master File – Lokmanya Tilak Udyan	Semistick File	13	Copies Of Details Regarding Lokmanya Tilak Udyan	Permanent
25	Master File – Garden Opposite Bulbul	Semistick File	14	Copies Of Details Regarding Garden Opposite Bulbul School	Permanent
26	Master File – Near Khetan International School	Semistick File	15	Copies Of Details Regarding Near Khetan International School	Permanent
27	Master File -ganesh Garden	Semistick File	16	Copies Of Details Regarding Ganesh Garden	Permanent
28	Master File - Ahimsa Marg Udyan Cts No.1221/B	Semistick File	17a	Copies Of Details Regarding Ahimsa Marg Udyan Cts No.1221/B	Permanent

29	Master File -ahimsa Marg Udyan Cts No.1226/B/2	Semistick File	17b	Copies Of Details Regarding -ahimsa Marg Udyan Cts No.1226/B/2	Permanent
30	Master File – Nursery Cts No.1178/C, Behind Sant Nirankari Mandal	Semistick File	18	Copies Of Details Regarding Nursery Cts No.1178/C, Behind Sant Nirankari Mandal	Permanent
31	Master File – -vishvanath Guruji Udyan	Semistick File	19	Copies Of Details Regarding Vishvanath Guruji Udyan	Permanent
32	Master File -upper Govind Nagar Udyan Cts No.97 A/2c/3	Semistick File	20	Copies Of Details Regarding Upper Govind Nagar Udyan Cts No.97 A/2c/3	Permanent
33	Master File -P.G. Opposite Mashurashram	Semistick File	21a	Copies Of Details Regarding -P.G. Opposite Mashurashram	Permanent
34	Master File -Vyayamshala Pandurangwadi Road No. 4	Semistick File	21b	Copies Of Details Regarding Vyayamshala Pandurangwadi Road No. 4	Permanent
35	Master File -PG Opposite Topiwala Theatre	Semistick File	22	Copies Of Details Regarding Pg Opposite Topiwala Theatre	Permanent
36	Master File -Probodhan Kredangan	Semistick File	23	Copies Of Details Regarding Probodhan Kredangan	Permanent
37	Master File -Dr Babasaheb Ambedkar Pg	Semistick File	24	Copies Of Details Regarding -Dr Babasaheb Ambedkar Pg	Permanent

38	Master File -annabhau Sathe Maidan Pg	Semistick File	25	Copies Of Details Regarding Annabhau Sathe Maidan Pg	Permanent
39	Master File -Venus Cultural Gym Polt Pg Cts No. 1230 F&F	Semistick File	26	Copies Of Details Regarding Venus Cultural Gym Polt Pg Cts No. 1230	Permanent
40	Master File -Gajanan Gupta Charitable Trust Cts No. 1195/12	Semistick File	27	Copies Of Details Regarding Gajanan Gupta Charitable Trust Cts No. 1195/12	Permanent
41	Master File -Navchetna Pg Cts No.1223/4,1373(8),1 225/A	Semistick File	28	Copies Of Details Regarding Navchetna Pg Cts No.1223/4,1373(8),1225/A	Permanent
42	Master File -cts No 186 ,185,185/1 To 3	Semistick File	29	Copies Of Details Regarding Cts No 186 , 185,185/1 To 3	Permanent
43	Master File – Chincholi Bunder Ahimsa Marg Rg	Semistick File	30	Copies Of Details Regarding Chincholi Bunder Ahimsa Marg Rg	Permanent
44	Master File – Ahimsa Marg Udyan	Semistick File	30a	Copies Of Details Regarding Ahimsa Marg Udyan	Permanent
45	Master File – Rg Aarey Bhaskar	Semistick File	31	Copies Of Details Regarding Rg Aarey Bhaskar	Permanent
46	Master File – Vedprakash Chadda Udyan	Semistick File	32	Copies Of Details Regarding Vedprakash Chadda Udyan	Permanent

47	Master File – Lal Bahadur Shastri Maidan Rg	Semistick File	33	Copies Of Details Regarding Lal Bahadur Shastri Maidan Rg	Permanent
48	Master File – Cts No. 1230b And 1233d Near Infant Jesus School	Semistick File	34	Copies Of Details Regarding Cts No. 1230b And 1233d Near Infant Jesus School	Permanent
49	Master File – Sant Gymnasium Shed	Semistick File	35	Copies Of Details Regarding Sant Gymnasium Shed	Permanent
50	Master File – Cts No 1104/ 13b , 1137(Pt) Chincholi Fire Station	Semistick File	36	Copies Of Details Regarding Cts No 1104/ 13b , 1137(Pt) Chincholi Fire Station	Permanent
51	Master File – Oshiwara Nala Mira Society Rg	Semistick File	37	Copies Of Details Regarding Oshiwara Nala Mira Society Rg	Permanent
52	Master File – Cts No. 586/7b (pt) Near Hub Mall	Semistick File	38 &39	Copies Of Details Regarding Cts No. 586/7b (pt) Near Hub Mall	Permanent
53	Master File – Cts No 257/E/2 (pt) Rg Behind Nerlon	Semistick File	40	Copies Of Details Regarding Cts No 257/E/2 (pt) Rg Behind Nerlon	Permanent
54	Master File – Upper Govind Nagar , Best Cfs Rg	Semistick File	41	Copies Of Details Regarding Upper Govind Nagar , Best Cfs Rg	Permanent
55	Master File – Venu Cultural Manoranjan Maidan	Semistick File	42	Copies Of Details Regarding Venu Cultural Manoranjan Maidan	Permanent

56	Master File – Near Wagheshwari Temple Gokuldham Rg	Semistick File	43	Copies Of Details Regarding Near Wagheshwari Temple Gokuldham Rg	Permanent
57	Master File – Aarey Bhaskar Rg	Semistick File	44	Copies Of Details Regarding Aarey Bhaskar Rg	Permanent
58	Master File – Mindspace Garden Rg Cts No. 1406a/21	Semistick File	45	Copies Of Details Regarding Mindspace Garden Rg Cts No. 1406a/21	Permanent
59	Master File – Near Hundai Cts No. 309/9 Rg	Semistick File	46	Copies Of Details Regarding Near Hundai Cts No. 309/9 Rg	Permanent
60	Master File – Cts No. 184g Gogatewadi Rg	Semistick File	47	Copies Of Details Regarding Cts No. 184g Gogatewadi Rg	Permanent
61	Master File – Near Standard Chartered Bank Cts No 201b /3 Rg	Semistick File	48	Copies Of Details Regarding Near Standard Chartered Bank Cts No 201b /3 Rg	Permanent
62	Master File – Cts No 1181d He (pump) Ahimsa Marg Rg	Semistick File	49	Copies Of Details Regarding Cts No 1181d He (pump) Ahimsa Marg Rg	Permanent
63	Master File – Sankalp Siddhi Ganesh Maidan Rg	Semistick File	50	Copies Of Details Regarding Sankalp Siddhi Ganesh Maidan Rg	Permanent
64	Master File – Cts No 1185b,1186b,1084 Opp. Shakti Motors Rg	Semistick File	51	Copies Of Details Regarding Cts No 1185b,1186b,1084 Opp. Shakti Motors Rg	Permanent

65	Master File – Cts No. 899/E Piramal Nagar Garden	Semistick File	52	Copies Of Details Regarding Cts No. 899/E Piramal Nagar Garden	Permanent
66	Master File – Cts No 175/3 Umiya Nagar Pg	Semistick File	53	Copies Of Details Regarding Cts No 175/3 Umiya Nagar Pg	Permanent
67	Master File – Cts No 900a /2,899/e Piramal Nagar Rg	Semistick File	54	Copies Of Details Regarding Cts No 900a / 2,899/e Piramal Nagar Rg	Permanent
68	Master File – Cts No 1194 Ahimsa Road Rg	Semistick File	55	Copies Of Details Regarding Cts No 1194 Ahimsa Road Rg	Permanent

Section 4 (1) (b) (ix)

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Date of joining the post	Contact Details ph/ fax/ email
1	Jr. Tree Officer	Shri. Sandesh Patil	C	10th July, 2015	9168244755
2	Jr. Tree Officer	Poonam kamble	C	10th July, 2015	7715041223
3	Horticulture Assitant	Kshitija Kharat	C	10th July, 2015	9869942469

Section 4 (1) (b) (x)

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Poonam Kamble	Jr. Tree Officer	8560+ 2800	12837	3408	1063	28668
2	Shri. Sandesh Patil	Jr. Tree Officer	8560+ 2800	12837	3408	1063	28668
3	Kshitija Kharat	Horticulture Assitant	8560+ 2800	12837	3408	1063	28668

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Jr. Tree Officer & Horticulture Assistant _____ at _____ for the year

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
	Nil	-	-	There is no SAP authorization on to HA/JTO. All work orders are issued from DYSG(Z-IV) office.

Form B for previous year

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

Section 4 (1) (b) (xii)

Sr. No	Name and Adress of Benificiary	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 _

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

Section 4 (1) (b) (xiv)

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

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	3.00pm-5.00pm except on 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 the Asstt. Commissioner 'P/South' ward, C.T.S No 746, S.V. Road, Goregaon(W).	JTO/HA P/SOUTH WARD

Section 4 (1) (b) (xvi)

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

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	Sachin Parkhe	A.S.G	P/South Asstt. Commissioner	Office of the Commissioner 'P/South' ward, C.T.S No. 746, S.V. Road, Goregaon (W).		Asstt. Commissioner

APIOs

Sr. No.	Name of APIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
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Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shrimati. Chanda Jadhav	Asstt. Commissioner	'P/South' Ward	A.S.G	

Section 4 (1) (b) (xvii)

Other Information

List Of Plots In P South ward			
Sr. No.	Name of Plot & Address	Area in sq.mtr.	D.P Reservation
GARDENS			
1	Bharatratna Rajiv Gandhi Udyan Mithanagar Goregaon (W)	4200	Garden
2	Brahmachari Vishwanath Guruji Udyan Pandurangwadi,Goregaon Mulund Link rd Goregaon (E)	6427	Garden
3	Ganesh Garden plot Motilal nagar no.2 Goregaon (W)	4000	Garden
4	P.L. Deshpande Vanodyan Garden CTS No. 111(pt)111/1, 111 /2, 112/A(pt),village pahadi,Goregaon (E)	5270	Garden
5	Aai Ekveera Devi Udyan,TDR Plot bearing CTS No.1168(pt)chinchpli bunder village malad South Malad (W)	2007	Garden
6	Sant Dyaneshwar Udyan, Ahimsa Road, Goregaon/West Garden plot CTS No. 1221/B,1226/B-2,village Malad South Malad (W)	10460	Garden
7	TDR Plot bearing CTS No.900/E,near Polychem,Piramal nagar Goregaon (west)	620	Garden
8	Loknaya Jayprakash Narayan Udyan Jayaprakash nagar Goregaon (E)	2500	Garden
9	Garden CTS No. 97A/2C/3,village Chincholi , upper Govind nagar, Malad (E).	6285	Garden
10	CTS No. 899/E,village pahadi Goregaon at Piramal Nagar Goregaon West	1022	Garden
11	Garden opp. Papillion soc. L.T. road no.3 Siddharth nagar Goregaon (West)	1200	Garden
12	Plot bearing CTS No. 116/B village Chincholi,near Moon market Yashodham Goregaon (East)	1357	Garden
13	Plot CTS No. 112,A/2 village pahadi Goregaon Pandurangwadi,Goregaon (East)	1419	Garden
14	Plot bearing CTS No. 114/B village Chincholi near Moon market Yashodham GoreGaon (East)	1624	Garden
15	Dhirubhai Brahmabhat Udyan Jawahar nagar Goregaon (W)	2500	Garden

16	Plot bearing CTS No. 211(pt) at junction of M.G.road & Link road, Goregaon (West)	495	Garden
17	Garden plot CTS No. 1223/3, 1225/B village Malad South, near Khetan International School, Malad (west)	56	Garden
18	Garden CTS No. 1178/C, village Malad South Malad (West)	690	Garden
19	CTS No. 460/8 Village Pahadi at L.B. Patel, Goregaon (E)	93.7	Garden
20	Garden opp. Bulbul Nursery Near Vivek College, Goregaon/west	500	Garden
21	Gurunanak Udyan Tilak Nagar Rd. No.5 Goregaon (W)	3200	Garden
22	TDR plot no. 1195/1 , 1217 of Village Malad (South), Malad (W)	7300	Garden
RECREATION GROUNDS			
23	Plot CTS No.309/9/S.no 43 village Goregaon Goregaon W	6279	Recreation Ground
24	R.G.CTS No.1185/B,1190/B,1084(pt)village Malad South opp.Shakti motors Link rd,Malad West	1488	Recreation Ground
25	CTS No.620/A/1A,4A/2/1/5 & 4,CTS No.652/B,village Malad E,Bageshwari Temple,Gokulham Malad E,Shahid Vijay Salaskar Manoranjan Maidan	6087	Recreation Ground
26	TDR Plot bearing CTS No. 1104/B village Malad Link road opp.Nirman Industrial Estate Malad West	1306	Recreation Ground
27	Garden plot CTS No. 1230/A/1/D,1152/B,1166/C,village Malad Goregaon W	2154	Recreation Ground
28	Plot CTS No. 1181/D village Malad/south Malad West	219	Recreation Ground
29	Plot CTS No. 1223/A/1/1B(pt)new CTS No.1233/A/1/1B/1 village Malad south Goregaon W	1820	Recreation Ground
30	R.G. C.T.S. Plot No.586/7/A S. No. 139, Near Hub Mall, W.E. Highway Goregaon (E)	655	Recreation Ground
31	Plot CTS No.184/G,S.No.61,71,74 village pahadi,gogtewadi/opp. Walia terrace Goregaon East	326	Recreation Ground
32	Vedprakash Chadda Garden Jawahar nagar road no.4x10 Goregaon West	1000	Recreation Ground
33	Plot CTS No. 1178/B village Malad South Malad West	834	Recreation Ground
34	Plot CTS No. 1194 village Malad/south Malad West	264	Recreation Ground
35	Plot CTS No. 201/B-3,village Goregaon East	650	Recreation Ground

36	Plot CTS No. 257/E/2A (pt),S.No.139 village pahadi Goregaon East	1134	Recreation Ground
37	R.G.CTS No.900/A/2 village pahadi Goregaon at Piramal nagar Goregaon W	2918	Recreation Ground
38	TDR Plot bearing CTS no.1/a/3 B,village pahadi Goregaon, Oshiwara,Goregaon W	6120	Recreation Ground
39	Lal Bahadur Shastri R.G. Shastri nagar Goregaon W	6262	Recreation Ground
40	TDR Plot bearing CTS No.1230/B(pt) near Infant Jesus School,village Malad South Malad West	500	Recreation Ground
41	TDR plot bearing CTS no. 554(pt) 554/8, 554/9, 560(pt) Villahe Pahadi Goregaon (E)	5556	Recreation Ground
42	Plot CTS No. 621/D,village chincholi,Goregaon/East	128	Recreation Ground
43	62A/5 Village dindoshi, Goregaon (E)	22.5	Recreation Ground
44	Plot bearing CTS No. 586/8/A S.No.139 village pahadi Goregaon Goregaon E	2533	Recreation Ground
45	Plot bearing CTS No.620/F,village Chincholi Gokuldham, opp.Santosh nager Goregaon E	25000	Recreation Ground
46	TDR Plotbearing CTS No. 1195/2 village Malad South near Acme Plaza Malad W	2000	Recreation Ground
47	Plot CTS No.1214/9,1214/10,vasri hill,near Rustamji Complex Malad W	19152	Recreation Ground
48	Plot CTS No.1406/A/21,village Malad Goregaon W,Behind Inorbit Mall	44047	Recreation Ground
49	Sankalp Siddhi Ganesh Maidan Motilal nagar 1 Goregaon W	11215	Recreation Ground
50	Plot CTS No. 97/A/22/2 Upper Govind nagar Malad E	3772	Recreation Ground
PLAY GROUNDS			
51	Dr.Babasaheb Ambedkar Play Ground &Balodyan,Motilal nagar no.1Goregaon W	8000	Play Ground
52	Sambhaji Raje Bhosale Play ground CTS No. 175/3, Umiya Nagar, Goregaon/East	8710	Play Ground
53	TDR Plot bearing CTS No.1230/E/2, 1230/F near Infant Jesus School village Malad South Malad West	727	Play Ground
54	TDR Plot bearing CTS No.1228,near Infant Jesus School ,chincholi bunder village Malad Malad West	627	Play Ground
55	Play Ground opp. Masurashram Pandurangwadi Goregaon E	2500	Play Ground

56	Plot bearing CTS No. 746/16,746/15/792(pt)PG.Plot near Topiwala Theater opp. Prakash hotel Goregaon West	1000	Play Ground
57	Swatantra veer Savarkar Play Ground,P.G CTS No. 186 near Jaycoach Ghas bazar rd.Goregaon E	3500	Play Ground
58	CTSNo. 173(pt), Umiya Nagar Goregaon (E)	546.8	Play Ground
59	Annabhau Sathe Maidan, Link Rd Goregaon W	14000	Play Ground
60	TDR Plot bearing CTS no.1195/12 village Malad South near Akanksha vasri hill Malad W	6000	Play Ground
61	Probhodan Kridangan CTS No. 360, 360/1,Probhodhan Marg , Siddharth Nagar, Goregaon (W).	12885	Play Ground
62	CTS No. 1223/4,1373/8 Village Malad South Sunder Nagar Malad (E)	2110.4 + 203.0	Play Ground

