



# **BRIHANMUMBAI MAHANAGARPALIKA**

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

## **GARDEN DEPARTMENT**

Address - Office of the Assistant  
Commissioner,  
Below Sangeetkar Sudhir Phadke  
flyover, Dahisar,  
Mumbai – 400068.

**Year 2014-15**

## INDEX

Sr. No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	4 – 15
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	16– 21
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability in the office of Jr. Tree Officer & Horticulture Assistant	22-35
4	4 (1) (b) (iv)	Norms set for discharge of its functions in the office of Jr. Tree Officer & Horticulture Assistant	36
5	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	37
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Jr. Tree Officer & Horticulture Assistant	38-40
7	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of the department's policy and implementation in the office of Jr. Tree Officer & Horticulture Assistant	41
8	4 (1) (b) (viii)	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or far the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public	42
9	4 (1) (b) (ix)	Directory of the officers and employees	43
10	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	44
11	4 (1) (b) (xi)	The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made	45-46
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs	47
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorizations granted by department	48
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	49
15	4 (1) (b) (xv)	Particulars of facilities available for citizens for obtaining information in the office of Jr. Tree Officer & Horticulture Assistant	50
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	51 – 52
17	4 (1) (b) (xvii)	Such other information as may be prescribed	53 – 55

## **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/Hort.Asstt.  
R/North Ward**

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

1	Name of the public authority	Jr. Tree Officer
2	Address	R/North office,Below Sudhir Phadke flyover,Dahisar(W) Mumbai 68
3	Head of the office	Jr. Tree Officer
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 : 02228936000 Extn :157
7	Parent Government Department	Garden & Trees
8	Reporting to which office	Assistant Commissioner 'R/North Ward
9	Jurisdiction Geographical	'R/North Ward boundaries :North - Dahisar Checknaka, South -National Park (E),Devidas Lane(W),East- National Park (E),West-linkroad
10	Vision	1. To plant trees at sufficient spacing & maintain them. 2. No accidents due to trees.
11	Mission	1. To maintain flora in the ward. 2. To prevent unauthorized tree cutting. 3. To plant & maintain trees.
12	Objectives	Protection & Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3 <sup>rd</sup> November 2006)
13	Functions	(a) Planting & watering new trees. (b) Removal of dead & dangerous trees/ branches of roadside trees & trees in municipal premises. (c) Pruning of trees for proper growth, balancing, smooth traffic etc. (d) Attending to complaints of citizens & Mun. Councillors (e) Taking action against illegal tree cutting. (f) Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government & government premises. (g) Maintenance of nurseries.
14	Details of services provided (In Brief)	1. Inspection of trees existing in public and private premises as per complaints received. 2. Pruning / Trimming of roadside trees. 3. Submitting report about trees to ASG / Asst. Commissioner 'R/N' Ward for issuing trimming permission in private/ government/ semi-government premises. 4. Supervision of tree transplantation work. 5. Supervision of tree cutting/ trimming work being carried out as per permission. 6. Providing Technical Assistance regarding plantation of trees.
15	Physical assets (Statement of lands & Buildings and other Assets)	List of Gardens and Address (please refer to page no.6 to 8)
16	Organization's structural Chart	Please refer to page no. 9
17	Weekly Holidays	Sundays and Public Holidays

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

**Particulars of organization functions & duties of Horticulture Assistant**

1	Name of the public authority	Horticulture Assistant =Hemant D. Patil
2	Address	R/North office,Below Sudhir Phadke flyover,Dahisar(W) Mumbai 68
3	Head of the office	Horticulture Assistant
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 Sane guruji udyan Dahisar (W)
6	Contact Details	Telephone no :02228936000 Extn :157 Email -
7	Parent Government Department	Garden & Trees
8	Reporting to which office	Assistant Commissioner 'R/North Ward'
9	Jurisdiction Geographical	'R/North Ward boundries :North - Dahisar Checknaka, South -National Park (E),Devidas Lane(W),East- National Park (E),West-linkroad
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)	a. Inspection of gardens, recreational grounds, play grounds at regular intervals. b. Attending public complaints pertaining to gardens, recreational ground, play grounds. c. Submitting report about gardens, recreational grounds, play grounds to ASG (R/N) / Asst. Commissioner 'R/N' Ward. d. Supervision of garden development & maintenance work. e. Issuance of permission for the use of play grounds as per Policy. f. 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. 8)
16	Organization's structural Chart	Please refer to page no. 9
17	Weekly Holidays	Sundays and Public Holidays

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

<b>RG / PG / Gardens in R/N ward</b>				
<b>Sr. No.</b>	<b>Name of the Garden/location</b>	<b>Reservation</b>	<b>Area sq. mtr.</b>	
1	CTS NO. 535/A/3,535/A/4, 553(PT)&554/F.,Nr. Banjara dhaba, Holly Cross Road, Dahisar(W)	Garden	3377.7	
2	Green Park,581 5786	Garden	5786	
3	Opp. Vidhya Mandir School, Chhatrapati Shivaji Road, Dahisar (East), Mumbai-400 068. CTS Nos. 1161/B	playGround	22920	
4	Netaji Subhashchandra Bose P.G. at Hari Shankar Joshi Marg, adjoining Municipal School, Dahisar (East), Mumbai-400 068. .	playground	2040	
5	CTS No. Aacharya Vinoba Bhave PG Near Shanti Dham Hospital, Haridas Park, Dahisar (West), Mumbai-400 068. 8	playground	3428.5	
6	Along Dahisar River, L.M.Mhatre Road, Dahisar (West), Mumbai-400 068 CTS Nos. 140 (P), 149 (P), 150, 151 (P), 171, 185, 185(1), 175 & 178.	playground	18706	
7	Along Dahisar River, Santoshi mata Road,Dahisar(W) Mumbai 68, CT no 144,145,148,174,177.	playground	7865	
8	Shiv Vallabh Road, Opp. Hiranandani Complex, Dahisar (East), Mumbai-400 068 CTS No.2395/C.	playground	4152	
9	Opp. Hiranandani Complex, Shiv Vallabh Road, Dahisar (East), Mumbai-400 068 CTS No. 2346/3.	playground	2546	
10	Aji Ajoba, Maruti Nagar, Shiv Vallabh Road, Dahisar (East), Mumbai-400 068 CTS No. 2398/A.	playground	2703	
11	Near Deshmukh Residency, Shiv Vallabh Road, Sambhaji Nagar, Dahisar (East), Mumbai-400 068. CTS No. 2400 D/A & 2400 C/B.	playground	2750	
12	Near Alaknanda Building, Rawalpada, Dahisar (East), Mumbai-400 068. CTS No. 2567/5, 2567/D, 2562/2, 2592/3, 2591/7.	playground	2827	
13	L.I.C. Nagar, Borivali (West), Mumbai-400 103. CTS Nos.	playground	8000	
14	Masaheb Minatai Thakare PG,Opp. Elite Hospital, Overipada, Dahisar (East), Mumbai-400 068. CTS Nos. 1831/1, 1831/3.	playground	893	
15	Shivaji Complex, Anand Nagar, Dahisar (East), Mumbai-400 068. CTS No. 1400-D	playground	2714	

16	Opp. Alka, Manisha Building, Rishi Complex, Off Holy X Road, Borivali (West), Mumbai-400 103. CTS Nos. 628-D/1 & 628-F/1.	playground	4394	
17	Lokashahir Vithhal Umap PG, Shivai Sankool, Rawalpada, Dahisar (East), Mumbai-400 068.	playground	1234	
18	Baba Aamate PG, Shivaji Complex, Anand Nagar, Dahisar (East), Mumbai-400 068. CTS No. 1407-D	playground	3249	
19	Shantiniketan, Rande Road, Dahisar w	playground	3461	
20	CTS NO. 675/6 ,675/7 Near RBI Quarters , Kandarpada, ,Dahisar (w)	playground	2383	
21	CTS NO.186A,186B Village mandpeshwar, Shivaji Nagar, along the Dahisar river, Dahisar(w)	playground	15668	
22	CTS NO. 255/E,260(PT), 774B,Bapu Bagwe rd. Nr.River view Party Hall, Dahisar (w)	playground	3261	
23	CTS NO. 1233C/5, Opp.Mansi complex, behind Shanti Ashram Bus depot, Kalpana chawla Road, Borivali (W), Mumbai -103	playground	1898	
24	CTS NO. 172,173, 187,187/1 TO 4&196, Shivaji nagar, Dahisar(W)	playground	4640	
25	CTS NO. 1473A, 1477A 1476C 1472C, NL Complex, Dahisar(E)	playground	18840	
26	CTS No.942/A, 942/B, Nr. SVP Polytechnic Link Rd.Dahisar (W)	playground	2166	
27	PG, CTS No,83A, 84 B ,LM Road	playground	490	
28	648,650-657,HOLY X RD. Nr.Banjara Dhaba, Dahisar(W)	Recreationground	5118	
29	CTS NO. 3/7/A&3/7/B& 63A Kanderpada, Nr.Road Depot, Link Road, Dahisar(W)	Recreationground	5362	
30	CTS NO.73A,70D,&71(PT), Kanderpada, Last Bus Stop of 240, Link Road, Dahisar(W)	Recreationground	9424	
31	CTS no. 1872,1873 premjinnagar	playground	820	
32	CTS NO.101/B/1,Kanderpada, Nr.Link Road bridge, Dahisar(W)	Recreationground	6434	
33	CTS NO.1419/D,N L Complex,Dahisar(E)	Recreationground	1639	
34	CTS NO. 1458/7,NL Complex, Dahisar(E)	Recreationground	6994	

35	CTS NO. 588,590(pt),holy x rd. , Nr.Banjara Dhaba, Dahisar (W)	Recreationground	2693	
36	Opp. Hotel Chef, Link Road, I.C.Colony, Borivali (West), Mumbai400 103 CTS No. 534-D, 534F,660/B/1,665(PT)	Recreationground	6887	
37	Tukaram Gopal Ombale, Near S.V.P.Polytechnic Institute, Link Road, Borivali (West), Mumbai-400 103.CTS Nos. 943, 944, 945, 946-A/1, 948/A, 956-A/1.	Recreationground	15313	
38	CTS no.921/5Rustamji marg,dahisar west	Playground	4345	
39	CTS no. 88/F nr. bhavdevi maidan	Playground	253	
40	CTS no. 2790 nr. bhavdevi maidan Dahisar w	playground	3442	
41	CTS no. 188,shivajinagar,Lm Road	playground	14660	
42	CTS no. 1472	playground	1162	
43	CTS no. 1246/c IC conony,dahisar w	playground	589	
44	CTS no. 1235A IC conony,dahisar w	playground	2269	
45	CTS no. 92B Birdpark,LM road,	playground	870	
46	Geetanjali maidan, Rande Marg dahisar W	playground	5985	
47	CTS no. 632/A IC Colony Dahisar w	Recreationground	612	
48	Balmitramandal sambhaji nagar dahisar e	Recreationground	2750	
49	CTS no. 66B,66D nr.Zen Garden,Kandarpada,dahisar w	Recreationground	963	
50	PG opp Zen gardenKandarpada, dahisar w	playground	2324	
51	CTS no. 108/A nadikinara,Dahisar w	Recreationground	3701	
52	Saneguruji, bhausahab marg	Garden	1482	
53	319/F,dahisar gavthan w	Recreationground	4975	
54	PG CTS no. 368 Dahisar gavthan	playground	2171	
55	Rotary club PG,Aannadnagar	playground	1020	
56	Jarimari,CS road,Dahisar e	Garden	2500	
57	Dr.Ambedkar SV road,dahisar e	Recreationground	5840	
58	Murbadi tank Ashokvan,Dahisar e	playground	2000	



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

**Plots given on Adoption Basis in R/North Ward**

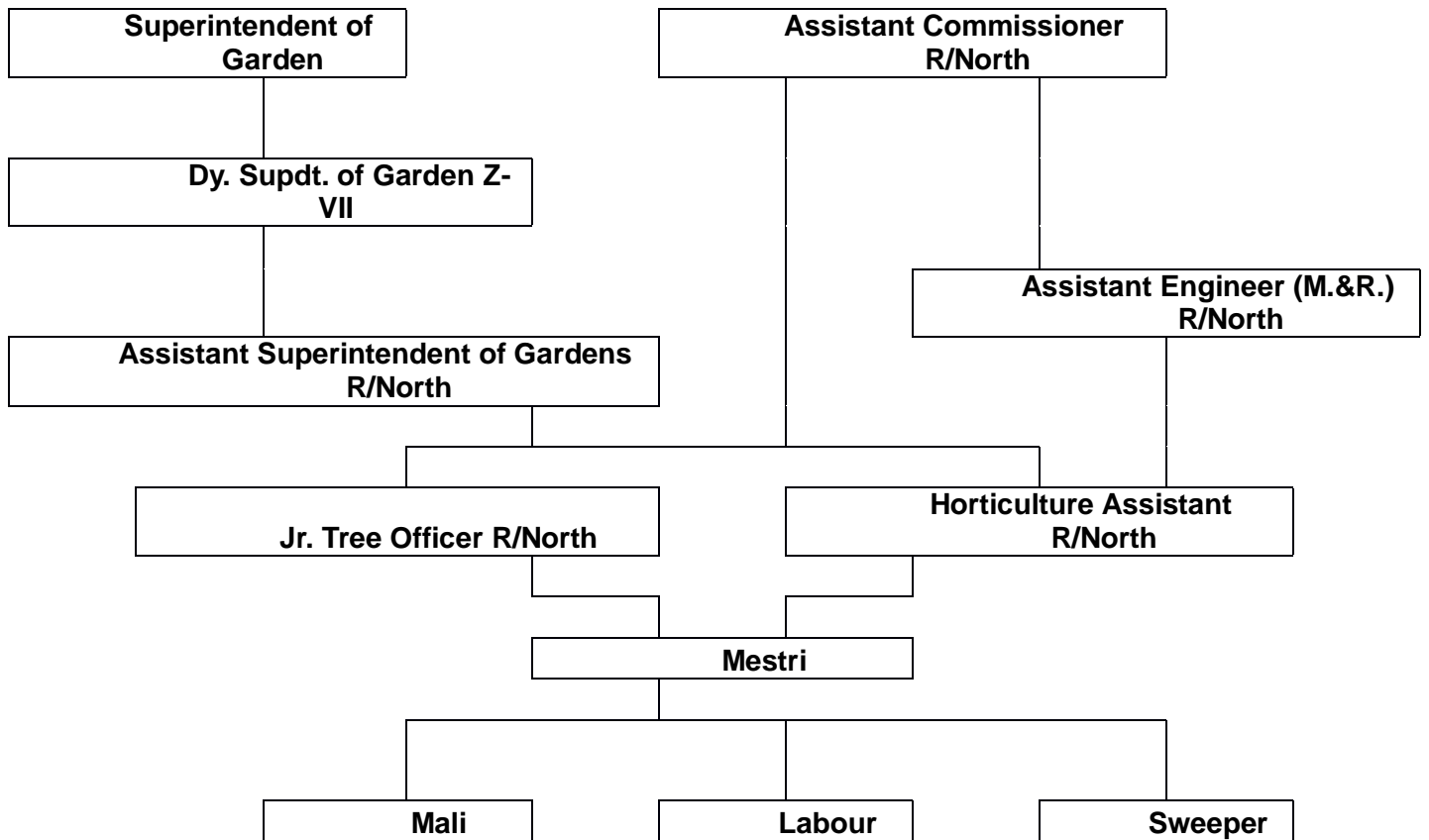
<b>S</b>	<b>Name of Plot</b>	<b>Location</b>	<b>Area</b>	<b>Reservation</b>	<b>Maintened By</b>	<b>Year of Addoption</b>
1	CTS Nos. 1161/B	Opp. Vidhya Mandir School, Chhatrapati Shivaji Road, Dahisar (East), Mumbai-400 068.	22920	PG	DSF	2002
2	CTS NO.73A,70D,&71 (PT),	NO.73A,70D,&71(PT), Kanderpada, Last Bus Stop of 240, Link Road, Dahisar(W)	9424	Recreation ground	DSF	
3	CTS Nos. 140 (P), 149 (P), 150, 151 (P), 171, 185, 185(1), 175 & 178.	Dahisar River, L.M.Mhatre Road, Dahisar (West), Mumbai-400 068	18706	playground	Bhavdevi	
4	CTS NO. 1458/7,NL Complex, Dahisar(E)	NL Complex, Dahisar(E)	6994	Recreation ground	GSB	
5	CTS No. 534-D, 534F,660/B/1,665 (PT)	Opp. Hotel Chef, Link Road, I.C.Colony, Borivali (West), Mumbai400 103	6887	Recreation ground	Wintage	
6	CTS NO. 1473A, 1477A 1476C 1472C,	NL Complex, Dahisar(E)	18840	Play ground	NL	
7	648,650-657,	HOLY X RD. Nr.Banjara Dhaba, Dahisar(W)	5118	Recreation ground	YMCA	
8	CTS NO. 3/7/A&3/7/B& 63A	Kanderpada, Nr.Road Depot, Link Road, Dahisar(W)	5362.	Recreation ground	<u>DSF</u>	
9	CTS No.2395/C.	Shiv Vallabh Road, Opp. Hiranandani Complex, Dahisar (East), Mumbai-400 068	4152.		Mauli Morai	
10	CTS No. 2346/3.	Opp. Hiranandani Complex, Shiv Vallabh Road, Dahisar (East), Mumbai-400 068	2546.		National Education trust	
11	L.I.C. Nagar, Borivali (West), Mumbai-400 103. CTS Nos.	L.I.C. Nagar, Borivali (West), Mumbai-400 103.	30285		LIC	

12	Shivaji Complex, Anand Nagar, Dahisar (East), Mumbai-400 068. CTS No. 1400-D	Shivaji Complex, Anand Nagar, Dahisar (East), Mumbai-400 068.	2714.		Rotary	
13	CTS Nos. 628-D/1 & 628-F/1.	Opp. Alka, Manisha Building, Rishi Complex, Off Holy X Road, Borivali (West), Mumbai-400 103.	4394.		St. Lawrence	
14	CTS NO. 255/E,260(PT), 774B	Bapu Bagwe rd. Nr.River view Party Hall, Dahisar (w)	3261.		Mah. Kala Krida	
15	CTS NO. 3/7/A&3/7/B& 63A	Kanderpada, Nr.Road Depot, Link Road, Dahisar(W)	5362.		DSF	
16	CTS NO.101/B/1,	Kanderpada, Nr.Link Road bridge, Dahisar(W)	6434		Vishwapragati	
17	CTS No.551-A	Holy Cross Road, Nr.Banjara Dhaba, I.C.Colony, Borivali (West), Mumbai-400 103			YMCA	
18	Near Shivaji Complex, Anand Nagar, Dahisar (East), Mumba-400 068.	Near Shivaji Complex, Anand Nagar, Dahisar (East), Mumba-400 068.	1020.		Rotary club	
19	CTS No. 2400 D/A & 2400 C/B.	Near Deshmukh Residency, Shiv Vallabh Road, Sambhaji Nagar, Dahisar (East), Mumbai-400 068.	2750.		Bal mitramandal	
20	CTS NO.186A,186B	Village mandpeshwar, Shivaji Nagar, along the Dahisar river, Dahisar(w)	15668		Dyandhara	
21	CTS No. 1400-D	Shivaji Complex, Anand Nagar, Dahisar (East), Mumbai-400 068.	2714		Rotary club	
22	CTS NO. 1233C/5,	Opp.Mansi complex, behind Shanti Ashram Bus depot, Kalpana chawla Road, Borivali (W), Mumbai - 103	1898.		New heritage	

**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	Saneguruji Udyan Dahisar, Mumbai – 400068 012.	NIL

**Organization's structural Chart**



**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/ Horticult ure Assistan t	2	1	1
2	Mestri	1	0	1
3	Mali	10	6	3
4	Labourer	13	11	2
5	Sweeper			0

**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 (R/N) / Asst. Commissioner 'R/N' Ward.
9. Supervision of garden development & maintenance work.
10. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.
11. Co-ordination & correspondence with various central agencies regarding day to day work.

**Tree Authority**

Role of Tree Authority is to implement 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 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	
	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- Judicial</b>	<b>Quasi</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Jr. Tree Officer	Appointed as Public Information Officer under RTI Act, 2005		Circular No. MOM/027 Dt. 05.05.2010	
2	Horticulture Assistant	Appointed as Public Information Officer under RTI Act, 2005		Circular No. MOM/027 Dt. 05.05.2010	

**E**

<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.

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

**Duties of Horticulture Assistant posted in the Municipal Administration Ward**

1. To visit regularly public gardens, playgrounds, etc. in his charge & to instruct malis to carry out day to day work.
2. To pay surprise visits during working hours at odd times, check the staff & to report any absentees or idlers to Superiors for orders. To see that these are entered against the man in default register by the Establishment.
3. To check the musters maintained by the literate mukadams of all the employees of public gardens, etc. in his charge & submit the same to the office duly completed on the last day of every month to the Establishment clerk.
4. To attend to the distribution of necessary implements & tools by the store keeper to the malis of the public gardens, etc. in his charge & to check the record of these maintained by the literate mukadams at least once every quarter.
5. To attend to the complaints regarding public gardens, etc. in his charge & to put up notes regarding the action taken or the prepared action at least once a week to Superiors.
6. To attend the office daily & to receive instructions if any from Superiors.
7. To inspect the road side trees in his charge & take action for cutting down dangerous trees.
8. To arrange to plant new trees on the road side & see that they are nurtured properly.
9. To ask the store keeper to indent materials required for the gardens in his charge & arrange for receiving materials from store keeper.
10. To maintain a dead stock articles register of materials in the gardens under him
11. To maintain a diary mentioning the time of visits daily entered therein & to report to S.G. once a week
12. To keep a record of fruit bearing trees in all public gardens & to submit it annually at the end of December to Superiors with notes regarding expected crops.
13. To attend enquiries on every Wednesday if there are cases for enquiry & fixing dates of enquiry after numbering the charge sheets received from different divisional officers.
14. To see that works of making new gardens are carried out according to plans & to see that there is proper supervision on the labour employed.
15. To attend to correspondence regarding complaints, laying out of gardens, objections regarding estimates, etc. & to supply information required by office regarding his division whenever necessary.
16. To see that open spaces, gardens, etc. in his division are let with due sanction & on payment of schedule fees & to allow the removal of cut wood, etc. on production of receipts issued by the office.
17. To maintain the account of garden implements supplied to respective Sections.
18. To attend to disposal of dried wood of cut trees in the Sections.
19. To keep note of permissions granted for use of gardens in respective Sections.
20. To attend music performances in gardens in respective Sections.
21. To put up requisitions to Engineering dept. for repairs, etc. to the buildings & structures in respective Sections.
22. To give replies to various public complaints.
23. To attend to the complaints & grievances of the labour staff under him.
24. To attend any other duty entrusted from time to time by proper authority.

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

**DELEGATION OF POWERS TO JR. TREE OFFICER & HORTICULTURE ASSISTANT**

<b>Sections</b>	<b>Nature of Powers, Duties and Functions delegated</b>
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
	Action against illegal tree cutting during usual round of inspection or on receipt of complaint from citizens	<ol style="list-style-type: none"> <li>1. Taking photographs of illegal tree cutting.</li> <li>2. Preparation of inspection report of illegal tree cutting &amp; submitting the same to Asstt. Commissioner (Tree Officer) for information &amp; further action.</li> <li>3. Sending letter to the local police station for registering the complaint.</li> </ol>	<p>Within 24 hrs.</p> <p>Within 24 hrs.</p> <p>Within 2 days from Step 2</p>	<p>Jr. Tree Officer</p> <p>Jr. Tree Officer</p> <p>Tree Officer</p>	

( **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
	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. (Z- VII) /  HA/JTO (R/N)	
		5. Preparing challan for accepting charges & forwarding to CFC 6. Issuance of job slip to contractor offer receipt of payment. 7. Trimming of trees.	After interested applicants approach to office  Within 2 days from Step 5  As mentioned in job slip	Jr. Tree Officer  Jr. Tree Officer  Jr. Tree Officer	

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

NAME OF ACTIVITY - Permission for removal of dead/dangerous trees existing in Govt. / Semi-Govt. or private premises

Related Provisions - Section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 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. (R/NI)  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	1. After receipt of application, giving forwarding letter to applicant to get NOC of concerned police station 2. Preparing letter including total charges as per Rate schedule for approval of Asstt. Commissioner 3. Approval or rejection of permission 4. Preparing Challan for accepting of deposit & rent forwarding to In-charge, CFC 5. Preparing Permission letter	After applicant approaches office.  15 days from Step 1  Within 2 days from Step 2  Within 2 days from Step 3  After payment of total charges by the applicant	Hort. Asstt./ A.E.(M&R)  Hort. Asstt./ A.E.(M&R)  Assistant Commissioner  Hort. Asstt./ A.E.(M&R)  Hort. Asstt./ A.E.(M&R)	

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

NAME OF ACTIVITY - Development of new gardens

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
5	Development of new gardens	1. Receipt of request from public representatives , citizens or organisations 2. Forwarding request to Garden Cell.	Within 4 days from Step 1	Hort. Asstt.  Hort. Asstt./ A.E.(M&R) / 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 -

<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>
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 -

<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>
7	Electrical & mechanical repairs of existing gardens	1. Detection of damage to Electrical & mechanical apparatus or complaint from public. 2. Forwarding request to A.E. (SWM) or E.E.(Mech.) South.	Within 4 days from Step 1	Hort. Asstt.  Hort. Asstt.	-

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

NAME OF ACTIVITY - Providing play apparatus in gardens/playgrounds/recreational grounds  
 Related Provisions -  
 Name of the Acts/Acts -  
 Govt. Resolutions -  
 Circulars -  
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
8	Providing play apparatus in gardens/playgrounds/recreational grounds	1. Receipt of request from public or public representatives 2. Inspection of site to assess necessity of play apparatus 3. If required, forwarding request to E.E.(Mech.) South or Garden Cell as per the case.	Within 7 days from Step 1  Within 7 days from Step 2	Hort. Asstt.  Hort. Asstt.  Hort. Asstt. / Assistant Commissioner	



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

NAME OF ACTIVITY - Proposal for removal of trees in development sites  
 Related Provisions - Section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 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-VII) office. 2. Inspection of site. 3. Submitting inspection report to A.S.G. (R/N) / Dy.S.G. (Zone-VII).	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. (R/N) 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 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 - 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	01	Details of Applications/ complaints/ other documents received by department	1 Year
2	Maidan Booking Register	Register	01	Details of maidan booking.	1 Year
3	RTI Register- HA	Register	01	Details of application received under R.T.I.Act	5 Years
4	RTI Register- JTO	Register	01	Details of application received under R.T.I.Act	5 Years
5	Illegal tree cutting file	File	01	Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	5 years
6	Trimming permissions	File	02	Copies of permissions issued for tree trimming.	1 Years
7	TA permissions	File	01	Copies of permissions issued by Tree Authority for development proposals	Permanent
8	Dead & Dangerous Tree permissions	File	01	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	01	Copies of permissions issued for use of RG/PG.	5 Years
10	RTI- HA	File	01	Copies of RTI applications & replies given pertaining to HA.	5 Years
11	RTI- JTO	File	01	Copies of RTI applications & replies given pertaining to JTO.	5 Years
12	Master file- Adoption DSF plot	Semistick file	1	Copies of details of plot adoption	Permanent
13	Master file - CTS 921	Semistick file	1	Copies of details regarding	Permanent
14	Master file CTS 186A/B	Semistick file	1	Copies of details regarding Sadakant Dhavan Udyan	Permanent
15	Master file – 144,145	Semistick file	1	Copies of details regarding Bhavani mata Kridangan	Permanent
16	Master file - PG at rustumji High school	Semistick file	1	Copies of details regarding PG	Permanent
17	Master file 2790	Semistick file	1	Copies of details regarding Plot	Permanent
18	Master file - Bhavdevi	Semistick file	1	Copies of details	Permanent

				regd.plot	
19	Master file – CTS 172,173	Semistick file	1	Copies of details regarding PG plot	Permanent
20	Master file -88/f	Semistick file	1	Copies of details regar.plot	Permanent
21	Master file LIC plot	Semistick file	1	Copies of details regarding LIC plot	Permanent
22	Master file – CTS 1233/5	Semistick file	1	Copies of details regd plot	Permanent
23	Master file -CTS 1472	Semistick file	1	Copies of details regarding Kamgar Maidan	Permanent
24	Master file -1235/A	Semistick file	1	Copies of details regarding PG plot	Permanent
25	Master file – CTS 1246/c	Semistick file	1	Copies of details regarding pg	Permanent
26	Master file – 83 a/B	Semistick file	1	Copies of details regarding PG	Permanent
27	Master file - PG Geetanjali	Semistick file	1	Copies of details regarding PG	Permanent
28	Master file – PG Vinoba Bhawe.	Semistick file	1	Copies of details regarding RG plot at Bombay Gas Co.	Permanent
29	Master file – Tukaram Ombale	Semistick file	1	Copies of details regarding RG plot	Permanent
30	Master file – 942 A/B	Semistick file	1	Copies of details regarding Plot	Permanent
31	Master file – Green park	Semistick file	1	Copies of details regarding Green Park	Permanent
32	Master file – 588,590	Semistick file	1	Copies of details regarding RG	Permanent
33	Master file – CTS 632	Semistick file	1	Copies of details regarding RG	Permanent
34	Master file - Chatrapati Shivaji Maharaj Kridangan	Semistick file	1	Copies of details regarding Chatrapati Shivaji Maharaj Kridangan	Permanent
35	Master file – CTS 551/a	Semistick file	1	Copies of details regarding RG	Permanent
36	Master file - RG plot 648,650	Semistick file	1	Copies of details regarding RG plot	Permanent
37	Master file - Garden. plot Behind Banjara	Semistick file	1	Copies of details regarding garden Plot	Permanent
38	Master file – 628 D//1 St Lawrence	Semistick file	1	Copies of details regarding Plot	Permanent
39	Master file – 534, wintage	Semistick file	1	Copies of details regarding RG plot	Permanent
40	Master file – 675 /6,7 RBI	Semistick file	1	Copies of details regarding PG plot	Permanent
41	Master file - RG plot at Zen garden	Semistick file	1	Copies of details regarding RG plot	Permanent
42	Master file -66/B,66/D	Semistick file	1	Copies of details regarding RG	Permanent
43	Master file - PG plot Opp Zen garden	Semistick file	1	Copies of details regarding PG plot	Permanent



44	Master file – RG 3/7/A/B	Semistick file	1	Copies of details regarding RG	Permanent
45	Master file – RG,101/B/1 vishwapragati	Semistick file	1	Copies of details regarding RG	Permanent
46	Master file – RG 108,109,110,113	Semistick file	1	Copies of details regarding RG	Permanent
47	Master file – PG 255 Maha Kala Krida	Semistick file	1	Copies of details regarding PG	Permanent
48	Master file – 319/f gavthan	Semistick file	1	Copies of details regarding RG	Permanent
49	Master file – CTS 368	Semistick file	1	Copies of details regarding PG	Permanent
50	Master file – CTS 1407 Amte PG	Semistick file	1	Copies of details regarding PG	Permanent
51	Master file – Rotary club CTS 1400/D	Semistick file	1	Copies of details regarding RG	Permanent
52	Master file – CTS 1419/D	Semistick file	1	Copies of details regarding RG	Permanent
53	Master file – CTS 1458/7 GSB	Semistick file	1	Copies of details regarding PG	Permanent
54	Master file – Ambedkar Garden	Semistick file	1	Copies of details regarding RG	Permanent
55	Master file – PG Murbadi Tank	Semistick file	1	Copies of details regarding RG	Permanent
56	Master file – PG Nr.Alkananda	Semistick file	1	Copies of details regarding PG	Permanent
57	Master file – PG,2400D/A Balmitramandal	Semistick file	1	Copies of details regarding PG	Permanent
58	Master file – PG AajiAajoba	Semistick file	1	Copies of details regarding PG	Permanent
59	Master file – CTS 2395/C national edu.	Semistick file	1	Copies of details regarding PG	Permanent
60	Master file – CTS 2346/3	Semistick file	1	Copies of details regarding PG	Permanent
61	Master file – PG Meenatai Thakre	Semistick file	1	Copies of details regarding PG	Permanent
62	Master file – 581	Semistick file	1	Copies of details regarding RG	Permanent
63	Master file – 964	Semistick file	1	Copies of details regarding RG	Permanent

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

**Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of  
Jr. Tree Officer & Horticulture Assistant**

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

**Section 4 (1) (b) (viii)**  
**Statement of Boards, Councils, Committees or Other bodies**

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

**Section 4 (1) (b) (ix)**  
**Directory of the officers and employees**

<b>Sr. No.</b>	<b>Designation</b>	<b>Name of the Officers/ Employees</b>	<b>Cadre</b>	<b>Date of joining the post</b>	<b>Contact Details ph/ fax/ email</b>
1	Horticulture Asstt.	Shri.Hemant. Patil		09.04.2008	99302609 30
		-		-	
		-		-	

**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 Hemant. Patil	Horticulture Asstt.	10170+2800	10376	3891	1080+200	28980
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-

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

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

<b>Sr. No.</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Remarks</b>
1	Material	1483000	-
2	Gen Civil Repairs	215000	-
3	Gen Civil Repairs	687000	-
4	Gen Electrical Repairs	4311000	-
5	Gen Civil Repairs	-	-
6	Water Pipeline maint.	150000	-
7	Providing name notice boards	250000	-
8	Innovative activity	-	-
9	Protection & Maintenance	19940000	-

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

<b>Sr. No.</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Grants utilized</b>
1	Soil	150000	-
2	Manure	1130000	-
3	Plants	10000	-
4	Seeds	1000	-
5	Security	1000	-
6	Implements	37000	-
7	Seasand	19000	-
8	Fertilizer	12000	-
9	Material	980000	503234
10	Civil repair	215000	214418
11	Equipements	687000	-
12	Waterpipelines	150000	-
13	Noticeboards	250000	-
14	Hort.dev.maint.	8129000	6777698
15	Protction	32303000	30112329

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

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

	Nil	Nil
	Nil	Nil
	Nil	Nil
	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 'R/North' 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	Nil	Nil	Nil	Nil	Nil
2.	Trimming permission	Nil	Nil	Nil	Nil	Nil
3.	Dead dangerous tree cutting permission	Nil	Nil	Nil	Nil	Nil

**Section 4 (1) (b) (xiv)**

Details in respect of the information available to or held by it, reduced in an electronic form

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

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

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

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record	3.00 p.m. to 5.00 p.m on (except holidays) with prior appointment only	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Jr. Tree Officer, Garden Department, Room no. 29 R/North Office	Jr. Tree Officer R/North Ward./ Horticulture Assistant R/North
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>E mail id for purpose of RTI</b>	<b>Appellate Authority</b>
1	Shri.Hemant D.patil	Horticulture Assistant	R/North Ward	'R/North Ward office Mumbai- 400 068 28936000 Extn:157		Asstt. Commissioner R/North Ward
2		Jr. Tree Officer/ Horticulture Assistant	R/North Ward	'R/North Ward office Mumbai- 400 068 28936000 Extn: 157	-	Asstt. Commissioner R/North 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.Santoshkumar Dhonde	Assistant Commissioner R/North Ward Ward	R/North Ward	Jr. Tree Officer	
2	Shri.Santoshkumar Dhonde	Assistant Commissioner R/North Ward Ward	R/North Ward	Hort.Assistant	

## Section 4 (1) (b) (xvii) – Others

### Such other information as may be prescribed

#### Trees

**Trimming of Trees** - Trees are trimmed for various reasons such as balancing tree, Cutting overgrown branches, branches obstructing streetlights, touching building, entering windows etc. Many complaints are received to this office in this regard. Here are few suggestions while applying for trimming of trees.

1. Trimming of roadside trees is carried out by MCGM, while trimming in private, Govt. & semi Govt. premises need to be carried out by owner or occupier with due Permission from Tree officer. Contractor is appointed by MCGM Garden department to carry out the works of tree trimming & removal of dead & dangerous trees. Owner / occupiers from private / Govt. premises can utilize the service by paying the necessary charges to MCGM. It is mandatory to carry out the trimming works & removed of trees from the appointed contractor.

However if any organization / individual cannot afford the charges of MCGM they have option of carrying out the work through other agency. But the cut material should be disposed off out of MCGM boundaries by the organization / individual at his cost. If the cut branches & other work material generated due to such work are not disposed off out of MCGM boundaries the concerned organization / individual will be panelized for throwing work in public places.

In any case no organization / individual can cut trim the trees without permission from MCGM.

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

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

#### Maidan Permission

Play grounds are primarily meant for playing of children. Keeping this in view, use of Play Grounds for Non-sport activities is limited to max. 30 days in a calendar year as per section 37A of MRTP act.

Guidelines are issued by MCGM vide Circular No. SG/MGC/152 Dt. 19.03.13

As per the circular following points should be considered while applying for maidan permission.

- 1. Application should be made atleast 30 day prior to proposed program but not before  
45 Days of program date.
- 2. No permission will be given for new non sports activities in the maidans.  
Permissions

#### **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 to 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.