

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.

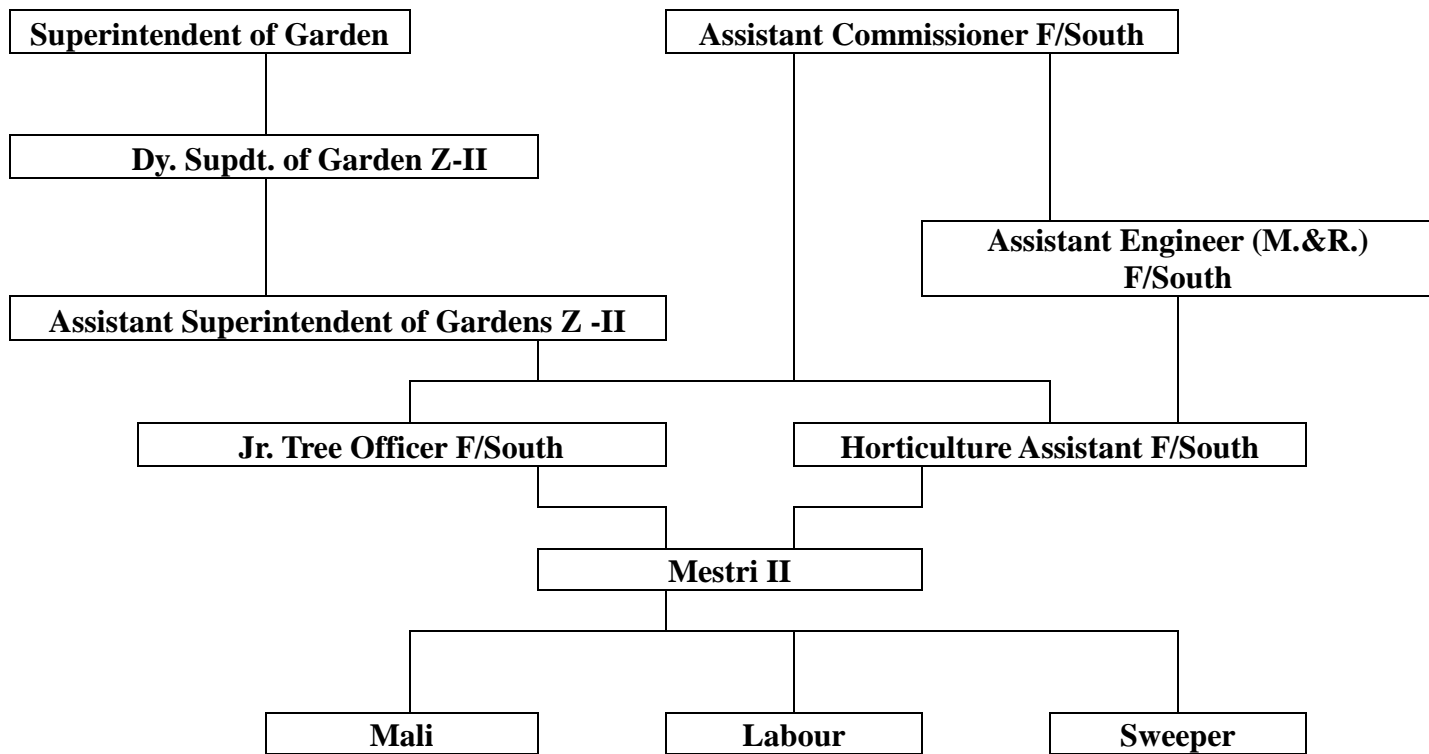
Jr. Tree Officer is subordinate to Tree Officer appointed to implement various provisions of 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd November 2006).

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	Room No. 18, 2 nd floor, F/South ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parelnaka, Parel, Mumbai-400 012
3	Head of the office	Jr. Tree Officer
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner 'F/South' Ward
6	Jurisdiction Geographical	'F/South' Ward is bounded by the Thane creek on the East, Central Railway on the West, Mumbai Marathi Granth Sangrahalaya Marg on the North and Dattaram Lad Marg on the South side, covering North Central portion of the city.
7	Mission	<ol style="list-style-type: none">1. To maintain flora in the ward.2. To prevent unauthorized tree cutting.3. To plant & maintain trees.
8	Vision	<ol style="list-style-type: none">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	<ol style="list-style-type: none">(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 (Z-II) / Asst. Commissioner 'F/S' 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	<p>Telephone no: 24134560 Extn: 211</p> <p>Email : jrtreeofficer.gardenfs@mcgm.gov.in</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) 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) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	Horticulture Assistant
2	Address	Room No. 18, 2 nd floor, F/South ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parelnaka, Parel, Mumbai- 400 012
3	Head of the office	Horticulture Assistant
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner 'F/South' Ward
6	Jurisdiction Geographical	'F/South' Ward is bounded by the Thane creek on the East, Central Railway on the West, Mumbai Marathi Granth Sangrahalaya Marg on the North and Dattaram Lad Marg on the South side, covering North Central portion of the city.
7	Mission	<ol style="list-style-type: none">1. To maintain flora in the ward.2. To maintain gardens, recreational grounds, play grounds.
8	Vision	<ol style="list-style-type: none">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	<ol style="list-style-type: none">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 (Z-II) / Asst. Commissioner 'F/S' 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>Telephone no: 24134560 Extn: 211</p> <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	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

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 Administrational 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 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)

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

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

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

Duties of Horticulture Assistant posted in the Municipal Administration Ward

1. To visit regularly public gardens, playgrounds, etc. in his charge & to instruct malis to carry out day to day work.
2. To pay surprise visits during working hours at odd times, check the staff & to report any absentees or idlers to Superiors for orders. To see that these are entered against the man in default register by the Establishment.
3. To check the musters maintained by the literate mukadams of all the employees of public gardens, etc. in his charge & submit the same to the office duly completed on the last day of every month to the Establishment clerk.
4. To attend to the distribution of necessary implements & tools by the store keeper to the malis of the public gardens, etc. in his charge & to check the record of these maintained by the literate mukadams at least once every quarter.
5. To attend to the complaints regarding public gardens, etc. in his charge & to put up notes regarding the action taken or the prepared action at least once a week to Superiors.
6. To attend the office daily & to receive instructions if any from Superiors.
7. To inspect the road side trees in his charge & take action for cutting down dangerous trees.
8. To arrange to plant new trees on the road side & see that they are nurtured properly.
9. To ask the store keeper to indent materials required for the gardens in his charge & arrange for receiving materials from store keeper.
10. To maintain a dead stock articles register of materials in the gardens under him
11. To maintain a diary mentioning the time of visits daily entered therein & to report to S.G. once a week
12. To keep a record of fruit bearing trees in all public gardens & to submit it annually at the end of December to Superiors with notes regarding expected crops.
13. To attend enquiries on every Wednesday if there are cases for enquiry & fixing dates of enquiry after numbering the charge sheets received from different divisional officers.
14. To see that works of making new gardens are carried out according to plans & to see that there is proper supervision on the labour employed.
15. To attend to correspondence regarding complaints, laying out of gardens, objections regarding estimates, etc. & to supply information required by office regarding his division whenever necessary.

16. To see that open spaces, gardens, etc. in his division are let with due sanction & on payment of schedule fees & to allow the removal of cut wood, etc. on production of receipts issued by the office.
17. To maintain the account of garden implements supplied to respective sections.
18. To attend to disposal of dried wood of cut trees in the sections.
19. To keep note of permissions granted for use of gardens in respective sections.
20. To attend music performances in gardens in respective sections.
21. To put up requisitions to Engineering dept. for repairs, etc. to the buildings & structures in respective sections.
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

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. (Z-II) Jr. Tree Officer A.S.G. (Z-II) A.S.G. (Z-II)	

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	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. After receipt of NOC of concerned police station 2 days 2 days 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) (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 Assistant Engineer Water works F/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	1	Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent
6	Trimming permissions	Box file	2	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	4	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	8	Copies of permissions issued for use of RG/PG.	5 Years
10	RTI- HA	Box file	9	Copies of RTI applications & replies given pertaining	5 Years

				to HA.	
11	RTI- JTO	Box file	10	Copies of RTI applications & replies given pertaining to JTO.	5 Years
12	Master file - R. G. Dhakare Udyan	Semistick file	1	Copies of details regarding R. G. Dhakare Udyan	Permanent
13	Master file - Kesharbaug Garden	Semistick file	2	Copies of details regarding Kesharbaug Garden	Permanent
14	Master file - Sadakant Dhavan Udyan	Semistick file	3	Copies of details regarding Sadakant Dhavan Udyan	Permanent
15	Master file - Bhavani mata Kridangan	Semistick file	4	Copies of details regarding Bhavani mata Kridangan	Permanent
16	Master file - PG at St. Xaviers High school	Semistick file	5	Copies of details regarding PG at St. Xaviers High school	Permanent
17	Master file - Manohar Mahidik (Morachi wadi) Garden	Semistick file	6	Copies of details regarding Manohar Mahidik (Morachi wadi) Garden	Permanent
18	Master file - Dr. B Ambedkar Udyan	Semistick file	8	Copies of details regarding Dr. B Ambedkar Udyan	Permanent
19	Master file - Shantaram Zanj Udyan	Semistick file	9	Copies of details regarding Shantaram Zanj Udyan	Permanent
20	Master file - Subhash Damare Udyan	Semistick file	10	Copies of details regarding Subhash Damare Udyan	Permanent
21	Master file - Dadasaheb Phalke Garden (Nare Park)	Semistick file	11	Copies of details regarding Dadasaheb Phalke Garden (Nare Park)	Permanent

22	Master file - Garden at Nare Park	Semistick file	12	Copies of details regarding Garden at Nare Park	Permanent
23	Master file - Kamgar Maidan	Semistick file	13	Copies of details regarding Kamgar Maidan	Permanent
24	Master file - RG plot at Godrej Co.	Semistick file	14	Copies of details regarding RG plot at Godrej Co.	Permanent
25	Master file - Sadguru Bhalchandra Maharaj Kridangan	Semistick file	15	Copies of details regarding Sadguru Bhalchandra Maharaj Kridangan	Permanent
26	Master file - Nayan Karande Udyan	Semistick file	16	Copies of details regarding Nayan Karande Udyan	Permanent
27	Master file - PG near Triveni Sadan	Semistick file	17	Copies of details regarding PG near Triveni Sadan	Permanent
28	Master file - RG plot at Bombay Gas Co.	Semistick file	18	Copies of details regarding RG plot at Bombay Gas Co.	Permanent
29	Master file - Balkrishna V. Chemburkar manoranjan maidan	Semistick file	19	Copies of details regarding Balkrishna V. Chemburkar manoranjan maidan	Permanent
30	Master file - Ramakant Patil Udyan	Semistick file	20	Copies of details regarding Ramakant Patil Udyan	Permanent
31	Master file - V. Shantaram Balodyan	Semistick file	21	Copies of details regarding V. Shantaram Balodyan	Permanent
32	Master file - Ganesh Gully Maidan	Semistick file	23	Copies of details regarding Ganesh Gully Maidan	Permanent
33	Master file - Prataprao Ghogale	Semistick file	24	Copies of details regarding Prataprao	Permanent

	Udyan			Ghogale Udyan	
34	Master file - Chatrapati Shivaji Maharaj Kridangan	Semistick file	25	Copies of details regarding Chatrapati Shivaji Maharaj Kridangan	Permanent
35	Master file - Pr. Vamanrao Mahadik Udyan	Semistick file	26	Copies of details regarding Pr. Vamanrao Mahadik Udyan	Permanent
36	Master file - RG plot at Chiwada galli	Semistick file	27	Copies of details regarding RG plot at Chiwada galli	Permanent
37	Master file - R.G. plot at Dattaram Lad marg	Semistick file	29	Copies of details regarding R.G. plot at Dattaram Lad marg	Permanent
38	Master file - Hutatma Rajguru Udyan	Semistick file	30	Copies of details regarding Hutatma Rajguru Udyan	Permanent
39	Master file - Chandrashekhar Joshi Udyan	Semistick file	31	Copies of details regarding Chandrashekhar Joshi Udyan	Permanent
40	Master file - Shahid Bhagat Singh Maidan	Semistick file	32	Copies of details regarding Shahid Bhagat Singh Maidan	Permanent
41	Master file - RG plot at Swan Mill Compound	Semistick file	34	Copies of details regarding RG plot at Swan Mill Compound	Permanent
42	Master file - Bal Vikas Maidan	Semistick file	35	Copies of details regarding Bal Vikas Maidan	Permanent
43	Master file - RG plot at T. J. road, Sewree	Semistick file	36	Copies of details regarding RG plot at T. J. road, Sewree	Permanent
44	Master file - Prabhodhan kar Thakare Udyan	Semistick file	37	Copies of details regarding Prabhodhan kar Thakare Udyan	Permanent

45	Master file - Prabhodhan kar Thakare Maidan	Semistick file	38	Copies of details regarding Prabhodhan kar Thakare Maidan	Permanent
46	Master file - S.G. Patkar Maidan	Semistick file	39	Copies of details regarding S.G. Patkar Maidan	Permanent
47	Traffic Island at Ramkrishna or Baban Seth Khanvilkar Chowk	Semistick file	-	Copies of details regarding Traffic Island at Ramkrishna or Baban Seth Khanvilkar Chowk	Permanent
48	Traffic Island at Shree Gurani Nagkanya Chowk	Semistick file	-	Copies of details regarding Traffic Island at Shree Gururani Nagkanya Chowk	Permanent
49	Traffic Island at Vasant Ramji Chowk	Semistick file	-	Copies of details regarding Traffic Island at Vasant Ramji Chowk	Permanent
50	Traffic Island near Cotton Green Station	Semistick file	-	Copies of details regarding Traffic Island near Cotton Green Station	Permanent
51	Dadasaheb Phalke Traffic Island	Semistick file	-	Copies of details regarding Dadasaheb Phalke Traffic Island	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. Ranjit Nalage	C	15-03-2008	9819430476 jrtreeofficer.gardenfs@mcgm.gov.in
2	Jr. Tree Officer	Shri. Nileshkumar Dhanawade	C	01-04-2008	7738599922
3	Mestri-2	Shri. Shankar Gamre	D	02-06-1978	9322754938

Section 4 (1) (b) (x)

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Shri Ranjit Nalage	JTO	10170 +2800	10376	3891	1080+200	28980
2	Shri. Nileshkumar Dhanawade	JTO	10170 +2800	10376	3891	1080+200	28980
3	Shri. Gamare	Mestri-2	10800 +1600	9920	3720	1080+200	28413

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

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 Beneficiary	Amount of Subsidy / Concession Sanctioned

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

Section 4 (1) (b) (xiv)

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

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

Section 4 (1) (b) (xvi)

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

PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate Authority
1	Shri. Ranjit Nalage	Jr. Tree Officer	'F/South' Ward	'F/South' Ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parelnaka, Parel, Mumbai-400 012 24134560 Extn: 211	jrtreeofficer.gardener.nfs@mcgm.gov.in	Asstt. Commissioner 'F/South' Ward
2	Shri. Nileshkumar Dhanawade	Jr. Tree Officer	'F/South' Ward	'F/South' Ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parelnaka, Parel, Mumbai-400 012 24134560 Extn: 211		Asstt. Commissioner 'F/South' Ward

APIOs

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

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Sanjay Kurhade	Assistant Commissioner F/South Ward	'F/South' Ward	Jr. Tree Officer	ac.fs@mcgm.gov.in
				Horticulture Assistant	

Section 4 (1) (b) (xvii)

Other Information

RG / PG / Gardens in F/S ward					
Sr. No.	Name of the Garden	Location	Area sq. mtr.	Reservation	CS No.
1	Pr. Vamanrao Mahadik Udyan	S.S. Rao road, opp Gandhi hospital	5709	RG	107 & 63/74 (pt)
2	R. G. Dhakare Udyan	SM Jadhav marg CPI School Naigaon 14	1112	RG	
3	Subhash Damare Udyan	Shirodkar market, Parel	1130	RG	90
4	Prabhodhan kar Thakare Udyan	A D marg Seweer Mum 33	450	RG	237
5	Prabhodhan kar Thakare Maidan	A D marg Seweer Mum 33	6000	RG	237
6	Shantaram Zanj Udyan	Near R M Bhatt school, Opp K.E.M. Hosp. Parel	1703	RG	156B/74
7	V. Shantaram Balodyan	S.S. Rao road, opp Gandhi hospital	1000	Amenity plot	191
8	Kesharbaug Garden	SM Jadhav marg Naigaon 14	887	RG	
9	Sadakant Dhavan Udyan	Opp. Bhoiwada Police Station, B hoiwada, Naigaon 15	6067	RG	
10	Bhavani mata Kridangan	Shindewadi, Dadar	5703	PG	
11	Dadasaheb Phalke Garden (Nare Park)	Shirodkar High School Parel	1100	RG	88/72
12	Nare Park Maidan	Shirodkar High School Parel	8000	RG	88/72
13	RG plot at Godrej Co.	Triveni bldg., Curry road 400012	9039	RG	68
14	Nayan Krande Udyan	Shirodkar High School Parel	1975	PG	74
15	RG plot at Bombay Gas Co.	Lalbaug 12	4500	RG	11/82C
16	Balkrishna V. Chemburkar manoranjan maidan	Parel village A D marg Parel	820	RG	324&401
17	RG plot at Chiwada galli.	Dinsha petit Lane, Lalbaug	3608	RG	126
18	RG plot at Parel Tank road, near Ishwati Prasad bldg.	G D Ambekar marg, Kalachowky.	966.3	RG	126(part)
19	Shahid Bhagat Singh Maidan	Abhyuday nagar kalachowky 33	8446	RG	006/48
20	Bal Vikas Maidan	Ramtekadi path, Shiwadi	1525	RG	5/209(pt) & 210(pt)
21	PG at St. Xaviers High school	Bhoiwada, Naigaon 15	16000	PG	775(pt)
22	Prataprao Ghogale Udyan	Parmar Guruji Marg Near ITC ltd.	3975	RG	215B/74 (pt)
23	Hutatma Rajguru Udyan	Abhyuday nagar kalachowky 33	1000	RG	
24	Chandrashekhar Joshi Udyan	Abhyuday nagar kalachowky 33	1000	RG	
25	RG plot at bldg no 13,14	Abhyuday nagar kalachowky 33	2000	RG	
26	Manohar Mahidik (Morachi wadi)Garden	Morbaug MCPI colony, Naigaon 14	480	RG	
27	RG plot at Morbaug Depot	G. D. Ambedkar marg Naigaon 14	2000	RG	
28	Dr. B Ambedkar Udyan	Labour camp, Mahajani path Sewri Mum 15	612	G	
29	Kamgar Maidan	Opp. KEM Hospital Parel	4317	RG	156/74
30	Sadguru Bhalchandra Maharaj Kridangan	Anant Malvankar marg, Lalbaug 12	1407	PG	14
31	PG near Triveni Sadan	Triveni bldg., Curry road 400012	923	PG	
32	Ramakant Patil Udyan	Parel village A D marg Parel	228	RG	325/4
33	Prabhodhan kar Thakare PG	Parel Village Parel	546	Walfare Center	

34	Ganesh Gully Maidan	Lalbaug Mum 400012	1000	PG	226/74
35	Chatrapati Shivaji Maharaj Kridangan	Dr. B.A. road, Mum 400012	2110	PG	48
36	R.G. plot at Dattaram Lad marg	Dattaram Lad Marg, Kalachowky	268	RG	2/126
37	RG plot at Swan Mill Compound	T J Road Sewree	4526	RG	180(pt) & 206 (pt)
38	RG plot at T. J. road, Sewree	T. J. road, Sewree	1992	RG	163
39	S.G. Patkar Maidan	A D marg Sewree Mum 33	2625	PG	2A/216(pt) & 237(pt)