



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005
of 'A' Ward

Garden & Trees

Address - Office of Asstt. Commissioner 'A' ward, 2nd
Floor, 134-E, Shahid Bhagatsingh Road, Fort.
Mumbai 400001..

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.

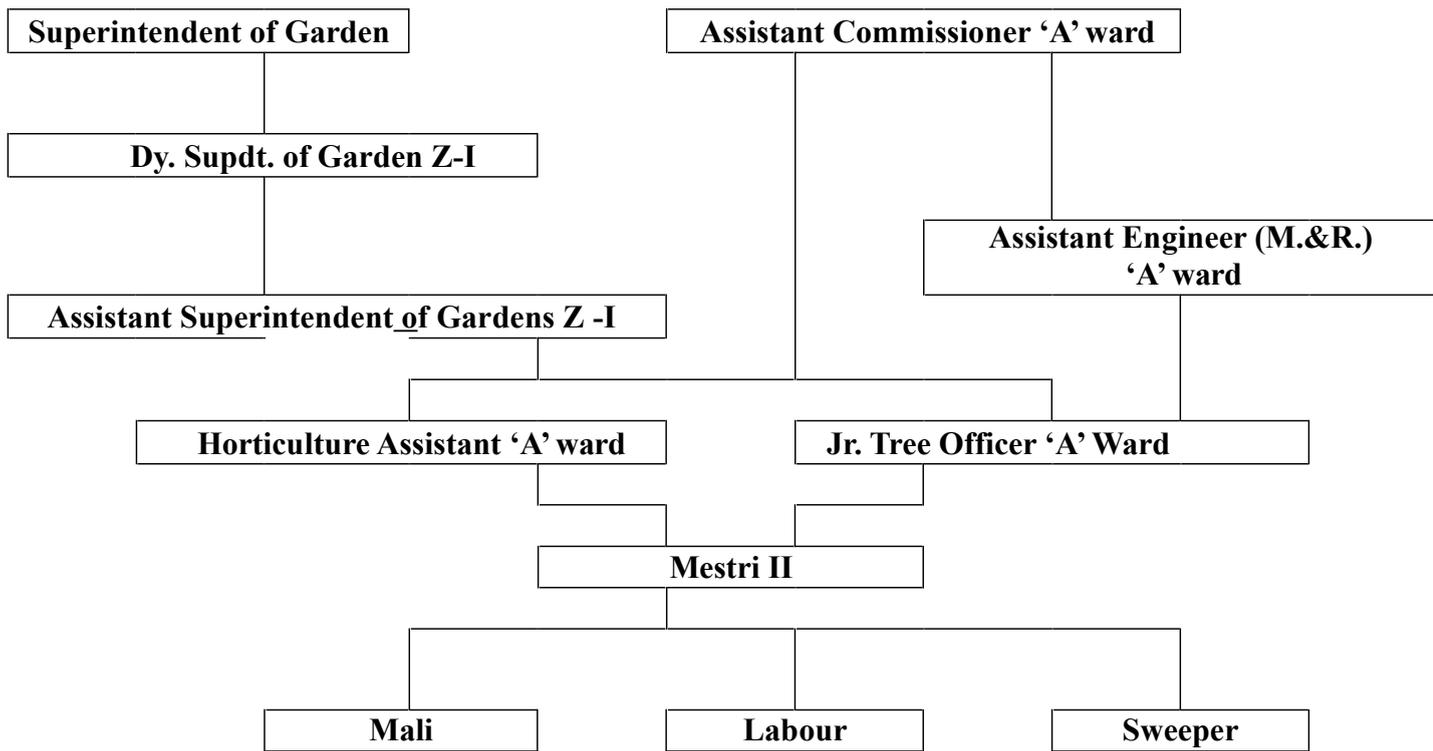
Horticulture Assistant is looking after development and maintenance of Garden, R.G, P.G. , Central Dividers, Traffic Islands, strip Gardens. Jr. Tree Officer is subordinate to Tree Officer appointed to implement various provisions of 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 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	Horticulture Assistant
2	Address	Office of Asstt. Commissioner 'A' ward, 2 nd Floor, 134-E, Shahid Bhagatsingh Road, Fort. Mumbai 400001.
3	Head of the office	Horticulture Assistant
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner 'A' Ward
6	Jurisdiction Geographical	East Dock Area, Ballard Estate, Shahid Bhagatsingh Raod, P.D' Mello Road , Karnak Bander Bridge Ajinkya Chowk to Neval Dock West Netaji Subhash Marg (Marine Drive Sea)Nevy Nagar to Foras Road Jn North Anandilal Poddar Marg, Lokmanya Tilak Marg and 'F' Road, Karnak Bandar Bridge Ajinkya Chowk, P.D' Mello Road Jn. South Colaba (Military area)
7	Mission	1. To maintain flora in the ward. 2. To maintain gardens, recreational grounds, play grounds
8	Vision	1. To provide well maintained open spaces to the citizens of Mumbai. 2. To provide sufficient recreational facilities to children.
9	Objectives	Development & maintenance of gardens, recreational grounds, play grounds.

10	Functions	<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)	<ol style="list-style-type: none"> 1. 1 Inspection of gardens, recreational grounds, play grounds at regular intervals. 2. Attending public complaints pertaining to gardens, recreational ground, play grounds. 3. Submitting report about gardens, recreational grounds, play grounds to ASG (Z-I) / Asst. Commissioner 'A' Ward. 4. Supervision of garden development & maintenance work. 5. Issuance of permission for the use of play grounds as per Policy. 6. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.
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:22607000 Extn: 7042</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	Jr. Tree Officer
2	Address	Office of Asstt. Commissioner 'A' ward, 2 nd Floor, 134-E, Shahid Bhagatsingh Road, Fort. Mumbai 400001.
3	Head of the office	Jr. Tree Officer
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner 'A' Ward
6	Jurisdiction Geographical	East Dock Area, Ballard Estate, Shahid Bhagatsingh Raod, P.D' Mello Road , Karnak Bander Bridge Ajinkya Chowk to Neval Dock West Netaji Subhash Marg (Marine Drive Sea)Nevy Nagar to Foras Road Jn North Anandilal Poddar Marg, Lokmanya Tilak Marg and 'F' Road, Karnak Bandar Bridge Ajinkya Chowk, P.D' Mello Road Jn. South Colaba (Military area)
7	Mission	1. To prevent unauthorized tree cutting. 2. To plant & maintain trees.
8	Vision	1. To plant trees at sufficient spacing & maintain them. 2. No accidents due to trees.
9	Objectives	Protection & Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3 rd November 2006)
10	Functions	(a) 1. 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.

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-I) / Asst. Commissioner 'A' 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. <p>Providing Technical Assistance regarding plantation of trees.</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: 22607000 Extn: 7042</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 Horticulture Assistant & Jr. Tree Officer

A

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

B

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

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules	Remarks
1	Horticulture Assistant	Appointed as Public Information Officer under RTI Act, 2005	Circular No. MOM/027 Dt. 05.05.2010	
2	Jr. Tree Officer	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	Horticulture Assistant	Nil		
2	Jr. Tree Officer	Nil		

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-I) / Asst. Commissioner 'A' 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.

Section 4 (1) (b) (ii)

The duties of Jr. Tree officer

Jr. Tree Officer

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

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

Jr. Tree Officer of the ward is assisted by Mestry & Mali/labour staff to execute daily work. Jr. Tree Officer of the Ward executes following duties/works with the help of the staff working under his control:-

1. Issuance of Tree Trimming permissions in private / semi-Govt. & Government premises.
2. Issuance of dead & dangerous tree cutting permission through Zonal Asst. Supdt. of Gardens/ Dy. Supdt. of Gardens.
3. Inspection of cutting/transplantation permission to development sites.
4. Inspection of trees in ward jurisdiction on roads & in private, semi-Govt. & Government premises.
5. Providing help in natural calamities, fallen trees in case of private premises.
6. Taking legal action on unauthorized tree cutting works.
7. Co-ordination & correspondence with various central agencies regarding day to day work.

Following registers are maintained by the office of the Jr. Tree Officer of the Ward:-

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

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

Following Tree Authority works:-

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

BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO JR. TREE OFFICER & HORTICULTURE ASSISTANT

Section 4 (1) (b) (iii)

Sections	Nature of Powers, Duties and Functions delegated
NA	NA

NAME OF ACTIVITY - Permission for various functions on play grounds as per Policy

Related Provisions -

Name of the Acts/Acts - MRTP section 37A

Govt. Resolutions -

Circulars - SG/MGC/152 dated 19-3-2013 & SG/MGC/152/A dated 21-8-2013

Office Orders - SG/OD/933 dated 18-3-2013 (Rate schedule)

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/ officer in connection with each activity	Remark
1	Permission for various functions on play grounds as per Policy	<p>1. After receipt of application, giving forwarding letter to applicant to get NOC of concerned police station</p> <p>2. Preparing letter including total charges as per Rate schedule for approval of Asstt. Commissioner</p> <p>3. Approval or rejection of permission</p> <p>4. Preparing Challan for accepting of deposit & rent forwarding to In-charge, CFC</p> <p>5. Preparing Permission letter</p>	<p>After applicant approaches office.</p> <p>After receipt of NOC of concerned police station</p> <p>2 days</p> <p>2 days</p> <p>After payment of total charges by the applicant</p>	<p>Hort. Asstt./ A.E.(M.)</p> <p>Hort. Asstt./ A.E.(M.)</p> <p>Assistant Commissioner</p> <p>Hort. Asstt./ A.E.(M.)</p> <p>Hort. Asstt./ A.E.(M.)</p>	

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

Section 4 (1) (b) (iv)

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

Organizational targets (Annual)

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

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	RG/ PG guidelines -for issuing permissions	<ul style="list-style-type: none">• SG/MGC/152 dt. 19/03/2013• SG/MGC/152/A dt. 21/08/2013• SG/OD/933 dated 18-3-2013 (Rate schedule)	
2.	Cutting and transplanting of trees as per section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act 1975.	<ul style="list-style-type: none">• 0041/33/2013- JTMC-DMU dated 17/06/2013.• SG/MC/2566 dated 13-3-2014	

Section 4 (1) (b) (vi)

Statement of Categories of documents held in the office of
Horticulture Assistant & Jr. Tree Officer

Sr. No.	Subject	Type of Document/ file or register	File No./ Register No.	Particulars	Periodicity of Preservation
1	Worksheet Register	Inward, Outward papers		Details of Applications/ complaints/ other documents received by department	1 Year
2	Maidan Booking Register	Register		Details of maidan booking.	1 Year
3	RTI Register- HA	Register		Details of application received under R.T.I.Act	5 Years
4	RTI Register- JTO	Register		Details of application received under R.T.I.Act	5 Years
5	Illegal tree cutting file	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 Horniman Circle Garden	Semistick file	1	Copies of details regarding R. G Horniman Circle Garden	Permanent
13	Master file - Walter D'souza Garden	Semistick file	2	Copies of details regarding Walter D'souza Garden	Permanent
14	Master file - Colaba Woods Garden	Semistick file	3	Copies of details regarding Colaba Woods Garden	Permanent
15	Master file - Garden plot at junction of N. Parekh marg & J. Bhosle marg	Semistick file	4	Copies of details regarding Garden plot at junction of N. Parekh marg & J. Bhosle marg	Permanent
16	Master file - Sabina Chandrashekhar Recreation Ground	Semistick file	5	Copies of details Sabina Chandrashekhar Recreation Ground	Permanent
17	Master file - Vikas Udyan, near World Trade Centre	Semistick file	6	Copies of details regarding Vikas Udyan, near World Trade Centre	Permanent
18	Master file - CPRA Garden	Semistick file	7	Copies of details regarding CPRA Garden	Permanent
19	Master file - Garden plot at Nariman point	Semistick file	8	Copies of details regarding Garden plot at Nariman point	Permanent
20	Master file - L. R. Tersee Bhatia Udyan	Semistick file	9	Copies of details regarding L. R. Tersee Bhatia Udyan	Permanent
21	Master file - Cooperage Bandstand garden	Semistick file	10	Copies of details regarding Cooperage Bandstand garden	Permanent
22	Master file - Garden at Nare Park Chhatrapati Shivaji Maharaj Udyan	Semistick file	11	Copies of details regarding Chhatrapati Shivaji Maharaj Udyan	Permanent
23	Master file - Saboo Siddhique Playground	Semistick file	12	Copies of details regarding Saboo Siddhique Playground	Permanent
24	Master file - Hutatma Chowk Garden	Semistick file	13	Copies of details regarding Hutatma Chowk Garden	Permanent
25	Master file - R.G. plot, CTS No.358, 359, 1 st Pasta	Semistick file	14	Copies of details regarding R.G. plot, CTS No.358, 359, 1 st Pasta	Permanent
26	Master file Nursery plot at Gen. Jagannath Bhosale marg	Semistick file	15	Copies of details regarding Nursery plot at Gen. Jagannath Bhosale marg	Permanent
27	Master file Garden	Semistick file	16	Copies of details	Permanent

	opp. President Hotel, Cuffe Parade			regarding Garden opp. President Hotel, Cuffe Parade	
28	Master file Suraksha Garden, Prakash Pethe marg, Cuffe Parade	Semistick file	17	Copies of details regarding Suraksha Garden, Prakash Pethe marg, Cuffe Parade	Permanent
29	Circular file	File	-	Various circulars about Gardens & trees	Permanent

Section 4 (1) (b) (vii)

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

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	Minutes available at.
1	Advance Locality Management (ALMI)	Nil	Nil	Nil	Nil	Nil	Nil

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	Horticulture Assistant	Smt. Anjane Bhavsar.	C	31.10.2008	022-22607000-7042
2	Jr. Tree Officer	Shri. Sandip Raut.	C	05-04-2008	022-22607000-7042
3	Mestri-2	Shri. Sitaram Sarogade	D	02.05.1995	Nil

Section 4 (1) (b) (x)

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Smt. Anjane Bhavsar	Hort. Assistant	10800+ 2800	14552	4080	463+600+200	33495
2	Shri. Sandip Raut	JTO	10800+ 2800	14552	4080	463+600+200	33495

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Horticulture

Assistant & Jr. Tree Officer at A ward for the **year 2014 -2015**

Sr. No	Budget Head description	Grants received (in thousands)	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Stationery	3	-	-
2	Electricity expenses	2440	-	-
4	Material	896	-	-
5	Gen Civil Repairs- Roads & pavements	155	-	-
6	Gen Civil Repairs- Parks & Garden	143	-	-
7	Gen Civil Repairs - Chowkies	146	-	-
8	Gen Civil Repairs- Staff Quarters	153	-	-
9	Gen Civil Repairs- Bldgs	200	-	-
13	Water Pipeline Maint Ex	220	-	-
14	Water Charges	7000	-	-
17	Protection & Maint	15826	-	-

Form B for previous year
year 2013 -2014

Sr. No	Budget Head description	Grants received (in thousands)	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Stationery	10	-	-
2	Electricity expenses	2440	-	-
4	Material	896	-	-
5	Gen Civil Repairs- Roads & pavements	170	-	-
6	Gen Civil Repairs- Parks & Garden	143	-	-
7	Gen Civil Repairs - Chowkies	224	-	-
8	Gen Civil Repairs- Staff Quarters	200	-	-
9	Gen Civil Repairs- Bldgs	200	-	-
13	Water Pipeline Maint Ex	200	-	-
14	Water Charges	7000	-	-
17	Protection & Maint	6592	-	-

Section 4 (1) (b) (xii)

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

Section 4 (1) (b) (xiii)

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

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

Section 4 (1) (b) (xiv)

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

Section 4 (1) (b) (xv)

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

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 Horticulture Assistant Garden Department, 2 nd Floor, 134-E, Shahid Bhagatsingh Road, Fort. Mumbai 400001.	Horticulture Assistant A ward /Jr. Tree Officer A Ward.
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

Section 4 (1) (b) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of
(Public authority) in the office of Horticulture Assistant & 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	Smt. Anjaneer Bhavsar.	Horticulture Assistant	'A' Ward	Office of Asstt. Commissioner 'A' ward, 2 nd Floor, 134-E, Shahid Bhagatsingh Road, Fort. Mumbai 400001. 22607000-Ext 7042		Asstt. Commissioner 'A' Ward
2	Shri. Sandip Raut.	Jr. Tree Officer	'A' Ward	'Office of Asstt. Commissioner 'A' ward, 2 nd Floor, 134-E, Shahid Bhagatsingh Road, Fort. Mumbai 400001. 22607000-Ext 7042	-	Asstt. Commissioner 'A' Ward

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. C. D Chore	Assistant Commissioner 'A' Ward	'A' Ward	Horticulture Assistant	ac.a@mcgm.gov.in
2	Shri. C. D Chore	Assistant Commissioner 'A' Ward	'A' Ward	Jr. Tree Office	ac.a@mcgm.gov.in

Section 4 (1) (b) (xvii)

Other Information

Sr. No.	Name of G / P.G. / R.G. & others	Reservation
1	Horniman Circle Garden, opp. Central library, S.B.S. road, Mumbai 23	R.G.
2	Colaba Woods Garden, Cap. Prakash Pethe Marg, Cuffe Parade	Children Park
3	Garden plot at junction of N. Parekh marg & J. Bhosle marg	R.G.
4	Sabina Chandrashekhar Recreation Ground, opp. Regal Cinema, N. Parekh marg	R.G.
5	Vikas Udyan, near World Trade Centre, Cuffe Parade	Reclaimed land
6	CPRA Garden, Prakash Pethe marg, Cuffe Parade	Roadline
7	Garden plot at Nariman point, J. Bajaj road	Reclaimed land
8	Suraksha Garden, Prakash Pethe marg, Cuffe Parade	Roadline
9	L. R. Tersee Bhatia Udyan, Walchand Hirachand marg, opp. CST, Nagar Chowk, Fort, Mumbai – 1	Garden
10	Cooperage Bandstand garden, Junction of Madam Cama road & M. K. road	R.G.
11	Chhatrapati Shivaji Maharaj Udyan, Gateway of India	R.G.
12	Garden opp. To President Hotel, Cuffe Parade	Road
13	Saboo Siddhique Playground, Saboo Siddhique road	R.G.
14	Hutatma Chowk Garden	Garden
15	Walter D'souza Garden, Jn. of Sir V.Thackersey road & Anandilal Poddar marg, Mumbai 20	R.G.
16	Nursery plot at Gen. Jagannath Bhosale marg, Nariman Point	Road
17	R.G. plot, CTS No.358, 359, 1 st Pasta lane, Colaba	R.G.

Details of Departmental Chowky in Garden Department

Sr. No.	Name of Department	Name of Chowies	Address of Chowy	Contact No.
1	Garden	Muster Chowky	Cooperage Bandstand garden, Junction of Madam Cama road & M. K. road	NIL
2	Garden	Muster Chowky	L. R. Tersee Bhatia Udyan, Walchand Hirachand marg, opp. CST, Nagar Chowk, Fort, Mumbai – 1	NIL