

BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act, 2005 of H/East Ward

Year 2024-25

Garden Department.

Address - Office of Assistant Commissioner
H/East Ward,
Plot No. 137 T.P.S.5, Road No.2,
Prabhat Colony,Santacruz(E),
Mumbai-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 3rd November 2006).

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

H / East Ward SECTION 4 (1) (B) (i)
The particulars of functions & duties of Public Authority

1	Name of the public authority	Assistant Supdt. Of Gardens
2	Address	H/East Ward Office Building, Basement, TPS – 5, Road No. 2, Prabhat Colony, Santacruz (East), Mumbai – 400 055
3	Head of the office	Assistant Commissioner H/East ward
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner H/East ward/Dy.S.G. (Z-III)
6	Jurisdiction Geographical	H/East ward is bounded by the Meethi River & CST Road in the East, Western Railway on the West, Vile Parle Milan Subway on the North, Mahim Causeway, Dharavi Link road on the South.
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. 3 To provide well maintained open spaces to the citizens of Mumbai. 4 To provide sufficient recreational facilities to children
9	Objectives	1. Protection & Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 5 th July 2021). Development & maintenance of gardens, recreational grounds, play grounds.
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. Watering e. Attending to complaints f. Taking action against illegal tree cutting. g. Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government & government premises. h. 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 (H/E) 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: 26138900</p> <p>Email :</p> <p>Office timings: 9.00 a.m. to 5.00 p.m.(Monday to Friday) & 9.00 a.m. to 01.00 pm (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) (ii)
The powers of Jr. Tree Officer / Horticulture Assistant & A.S.G.

A

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

B

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

D

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

Section 4 (1) (b) (ii)
The duties of Assistant Supdt. of Gardens

Asstt. Supdt. of Gardens of the Ward works as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to the 5th July 2021). 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)

Asstt. Supdt. of Gardens of the ward is responsible to Assistant Commissioner of the Ward for day-to-day work of the department in respect of Administrative and policy work. He is also responsible to Asstt. Supdt. of Gardens of Zone in respect of technical matters.

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

1. Renovation & maintenance of gardens.
2. Development & maintenance of recreational grounds.
3. Issuing permissions for various functions on play grounds as per Policy.
4. Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.
5. Inspection of gardens, recreational grounds, play grounds at regular intervals.
6. Attending public complaints pertaining to gardens, recreational grounds play grounds.
7. Submitting report of Gardens/R.G. /P.G to Dy.S.G. (Z-III) / Asstt. Commissioner H/E Ward.
8. Supervision of garden development & maintenance work.
9. Providing technical help to Asstt.Commissioners regarding gardens, recreational grounds, play grounds.
10. 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.

The duties of Jr. Tree Officer & Horticulture Assistant

Jr. Tree Officer & Horticulture Assistant

Jr. Tree Officer of the Ward works as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 5th July 2021). 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 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:-

Duties of Horticulture Assistant /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 pursue.

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 inter changable, whenever necessary.
21. Any other works assigned by Superiors.
22. To visit regularly public gardens, playgrounds, etc. in his charge & to instruct malis to carry out day to day work.
23. 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.
24. 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.
25. 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.
26. 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.
27. To attend the office daily & to receive instructions if any from Superiors.
28. To inspect the road side trees in his charge & take action for cutting down dangerous trees.
29. To arrange to plant new trees on the road side & see that they are nurtured properly.
30. To ask the store keeper to indent materials required for the gardens in his charge & arrange for receiving materials from store keeper.
31. To maintain a dead stock articles register of materials in the gardens under him
32. To maintain a diary mentioning the time of visits daily entered therein & to report to S.G. once a week
33. 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.
34. 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.
35. 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.
36. 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.

37. 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.
38. To maintain the account of garden implements supplied to respective sections.
39. To attend to disposal of dried wood of cut trees in the sections.
40. To keep note of permissions granted for use of gardens in respective sections.
41. To attend music performances in gardens in respective sections.
42. To put up requisitions to Engineering dept. for repairs, etc. to the buildings & structures in respective sections.
43. To give replies to various public complaints.
44. To attend to the complaints & grievances of the labour staff under him.

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

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

Section 4 (1) (b) (iii)

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

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 5th July 2021)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 5th July 2021) 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.	<ol style="list-style-type: none">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 A.S.G (H/E) and Asstt. Commissioner (Tree Officer) for information & further action.4. Sending letter to the local police station for registering the complaint.	- Within 7 days.	Designation : Jr. Tree Officer and Horticulture Assistant	

NAME OF ACTIVITY	- Tree trimming permission.
Related Provisions	- Section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 5 th July 2021)
Name of the Acts/Acts	- The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 5 th July 2021)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 and Horticulture Assistant Jr. Tree Officer and Horticulture Assistant Tree Officer Asstt. Supdt of Gardens	

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 5 th July 2021)
Name of the Acts/Acts	- The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 5 th July 2021)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 60 days	Jr. Tree Officer / Hort. Asst. /A.S.G.(H/E) Jr. Tree Officer /Hort. Asst. A.S.G. (Z-III) /Dy.SG /S.G/D.M.C/Hon. M.C. S.G.	
			60 days		

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

Related Provisions -

Name of the Acts/Acts - MRTTP section 37A

Govt. Resolutions -

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

Office Orders - 1.No.SG/OD/676 dtd. 31.03.2023. (Rate schedule)

2.No.SG/OD/676 dtd. 31.03.2023.

3.No.SG/OD/676 dtd. 31.03.2023.

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	After applicant approaches office. After receipt of NOC of concerned police station	Hort. Asstt./ Jr.T.O Hort. Asstt./ J.T.O/ A.S.G.(H/E)	
			2 days		
		3.Approval or rejection of permission		Assistant Commissioner	
			2 days		
		4. Preparing Challan for accepting of deposit & rent forwarding to In-charge, CFC		Hort. Asstt./ J.T.O	
		5.Preparing Permission letter	After payment of total charges by the applicant	Hort. Asstt./ J.T.O/ A.S.G.(H/E)	

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) (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	1	Details of Applications/ complaints/ other documents received by department	1 Year
2	Maidan Booking Register	Register	2	Details of maidan booking.	1 Year
3	RTI Register- A.S.G.	Box file	3	Details of application received under R.T.I.Act	5 Years
4	Illegal tree cutting file	Box file	4	Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent
5	Trimming permissions	Box file	5	Copies of permissions issued for tree trimming.	5 Years
6	TA permissions	Box file	6	Copies of permissions issued by Tree Authority for development proposals	Permanent
7	Dead & Dangerous Tree permissions	Box file	7	o/c copies of proposals submitted for removal of D & D trees & permissions of TA for D&D trees	5 years
8	RG/PG permissions	Box file	8	Copies of permissions issued for use of RG/PG.	5 Years
9	Master file – Nandandeep Udyan	Semi stick file	9	Copies of details regarding Nandandeep Udyan Garden	Permanent
10	Master file – Shivaji Nagar, Mun. Tenament, Bandra	Semi stick file	10	Copies of details regarding Shivaji Nagar, Mun. Tenament, Bandra Garden	Permanent
11	Master file – Late Shri. Madhukar Sarpotdar Udyan	Semi stick file	11	Copies of details regarding Late Shri. Madhukar Sarpotdar Udyan Garden	Permanent
12	Master file – A.C.Keluskar Udyan	Semi stick file	12	Copies of details regarding A.C.Keluskar Udyan	Permanent

13	Master file - Dr. Babasaheb Ambedkar Udyan (RG)	Semi stick file	13	Copies of details regarding Dr. Babasaheb Ambedkar Udyan (RG)	Permanent
14	Master file -R.G. At Sundar Nagar, Kalina	Semi stick file	14	Master file -R.G. At Sundar Nagar, Kalina	Permanent
15	Master file – P.G. at Chh. Shivaji Maharaj Kridangan	Semi stick file	15	Copies of details regarding P.G. at Chh. Shivaji Maharaj Kridangan	Permanent
16	Master file – P.G. at Dindayal Upadyay Kridangan	Semi stick file	16	Copies of details regarding P.G. at Dindayal Upadayay Kridangan	Permanent
17	Master file – P.G. At Manipada	Semi stick file	17	Copies of details regarding P.G. At Manipada	Permanent
18	Master file – R.G. At Dinkar J. Patel Udyan (adoption basis)	Semi stick file	18	Copies of details regarding R.G. At Dinkar J. Patel Udyan (adoption basis)	Permanent
19	Master file – P.G. At Kalina Tank Road	Semi stick file	19	Copies of details regarding P.G. At Kalina Tank Road	Permanent
20	Master file – CTS No. 3454/C, Village Kolkalyan Santacruz in H/East ward	Semi stick file	20	Copies of details regarding CTS No. 3454/C, Village Kolkalyan Santacruz in H/East ward	Permanent
21	School attached PG near Kalina Municipal School , Near Gurudwara, Santacruz(E)	Semi stick file	21	Copies of details regarding CTS No. 3454/C, Village Kolkalyan Santacruz in H/East ward	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
Nil	Nil	Nil	Nil	Nil

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies_____

Sr. No.	Name of the commiitte 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.
Nil	Nil	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	Asstt. Supdt of Gardens	Hemant D. Patil	C	05.02.2024.	
2	Jr. Tree Officer	Sonali M. Tagad	C	11.01.2020	
3	Jr. Tree Officer	Seema Mane	C	18.02.2025	
4	Mestri	Vijay Gosawi	D		

Section 4 (1) (b) (x)

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1							
2							
3							

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 description	Head	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
				NIL	

Form B for previous year

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

Section 4 (1) (b) (xii)

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

Section 4 (1) (b) (xiii)

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

Sr. No	Name of the license	License no.	Issued 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/Hort.Asstt/A.S.G

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	Hemant D. Patil	Asst Supdt Of Gardens	'H/East' Ward	Asst.Commissioner H/East Ward, Prabhat Colony, TPS V,Road No. 2,Santacruz (East) Mumbai – 55		Asstt. Commissioner 'H/East' Ward

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	Mrs.Swapnaja Kshirsagar	Assistant Commissioner H/East Ward	'H/East' Ward	A.S.G (H/E)	ac.heast@mcgm.gov.in

RG / PG / Gardens in H/East ward					
Sr. No.	Name of the Garden	Location	Areasq. mtr.	Reservation	CTS No.
1	Nandadeep Udyan	Opp. Kalanagar, W.E. Highwar, Bandra (East)	4472.4	Garden	
2	Garden at Shivaji Nagar Mun. Tenament, Bandra (East)	Shivaji Nagar, Bandra (East)	1950	Garden	
3	Late Shri. Madhukar Sarpotdar Udyan	Kadamwadi, Near Mathuradas Colony, Santacruz (East)	1800	Garden	
4	A.C. Keluskar Udyan	Santacruz (East)	1952	Garden	
5	Dr. Babasaheb Ambedkar Udyan	Bandra (East)	3000	R.G.	
6	CTS No. 4875/C, 5613 (Pt.), 5614/A, 5648/A, at Sunder Nagar, Kalina, Santacruz (East)	Sunder Nagar, Kalina, Santacruz (East)	2400	R.G.	4875/C, 5613 (Pt.), 5614/A, 5648/A
7	Chh. Shivaji Maharaj Kridangan,	Kherwadi, Bandra (East)	10520	P.G.	
8	Dindayal Upadhyay Kridangan	Dhobighat Road, Vakola, Santacruz (East), Mumbai	2619	P.G.	
9	P.G. at Manipada	Sundernagar, Kalina, Santacruz (East)	327	P.G.	
10	Dinkar J. Patel udyan, (Adoption basis)	Opp. V.N. Desai Hospital, Santacruz (East), Mumbai 400 055	3021	R.G.	
11	Josef (Kaka) Baptista maidan, Kalina Tank Land	Opp. St. Anthony High School, Kalina, Santacruz (East)	23278	P.G.	
12	Savitribai Phule udyan , Garden Opposite St. Merry School	Nr Kalina Tank , Kalina Santacruz East	2549	Garden	
13	Garden at plt bearing CTS No 5013 A/2 (pt)	Opposite Ambedkar Chowk, Kalina Santacruz East	386.8	Garden	
14	Bona Miranda Udyan, CTS No. 3454/C, Village Kolkalyan Santacruz in H/East ward	Near Grand Hyatt Hotel.	3036	RG	CTS No. 3454/C,
15	School attached PG near Kalina Municipal School , Near Gurudwara, Santacruz(E)	near Kalina Municipal School	4400	P.G.	

