



# **BRIHANMUMBAI MAHANAGARPALIKA**

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

## **GARDEN DEPARTMENT**

Address - GARDEN DEPARTMENT,  
r1<sup>st</sup> Floor, N ward building,  
Jawahar Road, Ghatkopar (E),  
Mumbai :- 400 077

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# Introduction

## Garden & Trees

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

Horticulture Assistant & Jr. Tree Officer are the officers appointed to look after works of Garden & Trees department at ward level.

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

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

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

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

**Horticulture Assistant**  
**'N' Ward**

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

1	Name of the public authority	Jr. Tree officer
2	Address	1 <sup>st</sup> floor, N ward building, Jawahar Road, Ghatkopar (E), Mumbai -400 077
3	Head of the office	Jr. Tree officer
4	Office timings	Office timings: 8.00 a.m. to 12.00 noon and 2.30 p.m. to 5.30 p.m.(Monday to Friday) & 8.30 a.m. to 11.30 a.m. (Saturday) Visiting Hours: 03.00 p.m. to 05.00 p.m. (Monday to Friday)
5	Chowky Timings	08:00 am – 5:00 pm
6	Contact Details	Telephone No. : 25010161 Extn : 104.
7	Parent Government Department	Gardens & Trees Authority
8	Reporting to which office	Assistant Commissioner 'N' Ward
9	Jurisdiction Geographical	N ward is bounded by the Thane creek on the <u>East</u> Thane Creek <u>West</u> From Netajipalkarmarg Along Ghatkopar and Vikroli Hills up to Varshanagar of Parksite Colony <u>North</u> From the End of Varsanagar Along the Western Boundary of Godrej Company 17th Road ( Parksite Colony) Along L.B.S Margi Meeting Vikroli Station ( West) up to Vikroli

		<p>Station and Phirozshah Godrej Margi up to the Nala of Thane Creek South to Konnamwar Nagar</p> <p><u>South</u> Nethaji palkarmarg Khalai Village Nathani Steel Yard South of Chithranjannagar Hindus Cemonty up to Nala Near Ghatkopar Pumping Station</p>
1 0	Vision	<p>.To plant trees at sufficient spacing &amp; maintain them.</p> <p>.No accidents due to trees.</p>
1 1	Mission	<p>.To maintain flora in the ward.</p> <p>.To prevent unauthorized tree cutting.</p> <p>.To plant &amp; maintain trees.</p>
1 2	Objectives	<p>Protection &amp; Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection &amp; Preservation of Trees Act, 1975 (As modified upto the 3<sup>rd</sup> November 2006)</p>
1 3	Functions	<p>(a) Planting &amp; watering new trees.</p> <p>(b) Removal of dead &amp; dangerous trees/ branches of roadside trees &amp; trees in municipal premises.</p> <p>(c) Pruning of trees for proper growth, balancing, smooth traffic etc.</p> <p>(d) Attending to complaints of citizens &amp; Mun. Councillors</p> <p>(e) Taking action against illegal tree cutting.</p> <p>(f) Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government &amp; government premises.</p> <p>(g) Maintenance of nurseries.</p>

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

<p>1 4</p>	<p>Details of services provided (In Brief)</p>	<ol style="list-style-type: none"> <li>1. Inspection of trees existing in public and private premises as per complaints received.</li> <li>2. Pruning / Trimming of roadside trees.</li> <li>3. Submitting report about trees to ASG ('N' Ward) / Asst. Commissioner 'N' Ward for issuing trimming permission in private/ government/ semi-government premises.</li> <li>4. Supervision of tree transplantation work.</li> <li>5. Supervision of tree cutting/ trimming work being carried out as per permission.</li> <li>6. Providing Technical Assistance regarding plantation of trees.</li> </ol>
<p>1 5</p>	<p>Physical assets (Statement of lands &amp; Buildings and other Assets)</p>	<p>List of Gardens and Address (please refer to page no.8)</p>
<p>1 6</p>	<p>Organization's structural Chart</p>	<p>Please refer to page no.11</p>
<p>1 7</p>	<p>Weekly Holidays</p>	<p>Sundays and Public Holidays</p>

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

1	Name of the public authority	Horticulture Assistant
2	Address	1 <sup>st</sup> floor, N ward building, Jawahar Road, Ghatkopar (E), Mumbai -400 077
3	Head of the office	Horticulture Assistant
4	Office timings	Office timings: 8.00 a.m. to 12.00 noon and 2.30 p.m. to 5.30 p.m.(Monday to Friday) & 8.30 a.m. to 11.30 a.m. (Saturday) Visiting Hours: 03.00 p.m. to 05.00 p.m. (Monday to Friday)
5.	Chowky Timings	08:00 am – 5:00 pm
6	Contact Details	25010161 Extn : 104.
7	Parent Government Department	Gardens & Trees Authority
8	Reporting to which office	Assistant Commissioner 'N' Ward
9	Jurisdiction Geographical	N ward is bounded by the Thane creek on the <u>East</u> Thane Creek <u>West</u> From Netajipalkarmarg Along Ghatkopar and Vikroli Hills up to Varshanagar of Parksite Colony <u>North</u> From the End of Varsanagar Along the Western Boundary of Godrej Company 17th Road ( Parksite Colony) Along L.B.S Margi Meeting Vikroli Station ( West) up to Vikroli Station and Phirozshah Godrej Margi up to the Nala of Thane Creek South to Kannamwar Nagar

		<p><u>South</u></p> <p>Nethaji palkarmarg Khalai Village Nathani Steel Yard South of Chithranjannagar Hindus Cemontry up to Nala Near Ghatkopar Pumping Station</p>
10	Vision	<ol style="list-style-type: none"> <li>1. To provide well maintained open spaces to the citizens of Mumbai.</li> <li>2. To provide sufficient recreational facilities to children</li> </ol>
11	Mission	<ol style="list-style-type: none"> <li>1. To maintain flora in the ward.</li> <li>2. To maintain gardens, recreational grounds, play grounds.</li> </ol>
12	Objectives	Development & maintenance of gardens, recreational grounds, play grounds.
13	Functions	<ol style="list-style-type: none"> <li>1. Upkeep &amp; maintenance of play grounds.</li> <li>2. Renovation &amp; maintenance of gardens.</li> <li>3. Development &amp; maintenance of recreational grounds.</li> <li>4. Issuing permissions for various functions on play grounds as per Policy.</li> <li>5. Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.</li> </ol>
14	Details of services provided (In Brief)	<ol style="list-style-type: none"> <li>6. Inspection of gardens, recreational grounds, play grounds at regular intervals.</li> <li>7. Attending public complaints pertaining to gardens, recreational ground, play grounds.</li> <li>8. Submitting report about gardens, recreational grounds, play grounds to ASG ('N' ward) / Asst. Commissioner 'N' Ward.</li> <li>9. Supervision of garden development &amp; maintenance work.</li> <li>10. Issuance of permission for the use of play grounds as per Policy.</li> <li>11. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.</li> </ol>

15	Physical assets (Statement of lands & Buildings and other Assets)	List of Gardens and Chowky (please refer to page no. 8)
16	Organization's structural Chart	Please refer to page no.11
17	Weekly Holidays	Sundays and Public Holidays

**List of Gardens/R.G./P.G. in 'N' Ward**

<b>Sr. No .</b>	<b>Name of the Garden/P.G./R.G.</b>	<b>Location</b>	<b>Area in sq.mt.</b>
<b>GARDENS</b>			
1	Dr. C. D. Deshmukh Udyan	CTS NO.470,471,467,468,474,475,476,M.P.Road, Opp. Savarkar Hospital, Mulund (E),	20000
2	Municipal Park	C.T.S. No. 1277 1278,1279, E. E. Highway, Mulund (E), Mumbai-81	16339
3	Jawaharlal Nehru Shatabdi Udyan	C.T.S. No. 257, S. No. 146, Zulelal Road, Mulund Colony, Mulund(W), Mumbai-80	7526
4	Lala Tulsiram Udyan	CTS NO.1057,1110/16,1110/15 Devidayal Road, Opp. BEST Depot	6540
5	Tarabai Modak Udyan	P.K.Road, near Priyadarshini Stadium, near Kalidas Natyagrih, Mulund(W), Mumbai-80	4520
6	Vijay Nagar Garden	CTS NO.1290,1291, 1292,At the Jn. Of Dr. Ambedkar Road and S.L.Road, Vijay Nagar, Mulund (W), Mumbai	2883
7	Nana Nani Park (Mavala Sambhaji Kondhalkar Maidan)	C.T.S. No. 1320/B10, Savarkar Road, Opp. Patil Nursery, Mulund (E), Mumbai-81	2109
8	Arybhatta Udyan	C.T.S. No.1328,1329,1333,1334,Jawaharlal Nehru Road, near Vani Vidyalaya, Mulund (W), Mumbai-80	2000
9	Park at Yogi Hills	CTS NO.26(pt.),Opp. Yogi Hills Co-Op. Hsg. Soc., Mulund(W), Mumbai-80	1650
10	Siddharth Udyan	CTS NO.859,860 at the Jn. of D.D.U. Road and Netaji Subhash Road, behind Vandana Hotel, Mulund (W), Mumbai-80	2417.57
11	Sharad Chavan Udyan	C.T.S. No. 838, near Hanuman Chowk, Mulund (E), Mumbai-81	1600
<b>PLAYGROUNDS</b>			
1	Chhatrapati Raje Sambhaji Maidan	CTS NO.1320B/22(pt.),712 A(pt),713 A(pt),712/B/1,Veer Savarkar Road, Mulund (E), Mumbai-81	26216
2	Dr. Babasaheb Ambedkar Kridangan	CTS NO.851,852(pt),D.D.U. Road, Mulund(W), Mumbai-80	7000
3	Acharya Vijay Vallabha Suri Kridangan	C.T.S. No. Goregaon Mulund Link Road, Nahur Village, Mulund (W),Mumbai-80	5573
4	Rajiv Gandhi Maidan	C.T.S. No.644/3, Nahur Gaothan Road, Village Nahur, Mulund (W), Mumbai	4468
5	P.G.	C.T.S. No.1178,1213,1226, Murar Road, Developed as nursery	4208
6	P.G.	C.T.S. No. 95/13/E, Hari Om Nagar, Mulund (E), Mumbai 81	3163
7	Mother Teresa Kridangan	C.T.S. No. 551 79/1/B, Trimurti Road, near St. Mery School, Nahur Village, Mulund(W), Mumbai-80	2659
8	P.G.	C.T.S. No.692, P.K.Road Extn., Nahur Village, Mulund(W), Mumbai- 80	2627
9	P.G.	C.T.S. No. 257(pt), Plot No.171, Mulund Colony, Nimkar Society Road, Mulund (W), Mumbai-80	2551
10	P.G.	C.T.S. No. 29/5, Village Mulund, near Swapna Nagari, Mulund(W)	2479
11	P.G.	Plot No.116-117, Powai Chowk, near Panchratna Mandir, Mulund Colony, Mulund(W), Mumbai-80	2453
12	P.G.	C.T.S. No.422 A/(pt), Plot No. 66, Near Dashamesh School, Mulund Colony, Mulund(W), Mumbai-80	2000
13	Mavala Jiva Mahala Maidan	C.T.S. No.1230 B-3, Vidyalaya Road , near Marathi Vidyalaya, in front of Raje Sambhaji Maidan, Mulund(E),Mumbai-81	1319
14	P.G.	CTS NO.535,L.B.S. Road, Veer Sambhaji Nagar, Mulund(W), Mumbai- 80	405

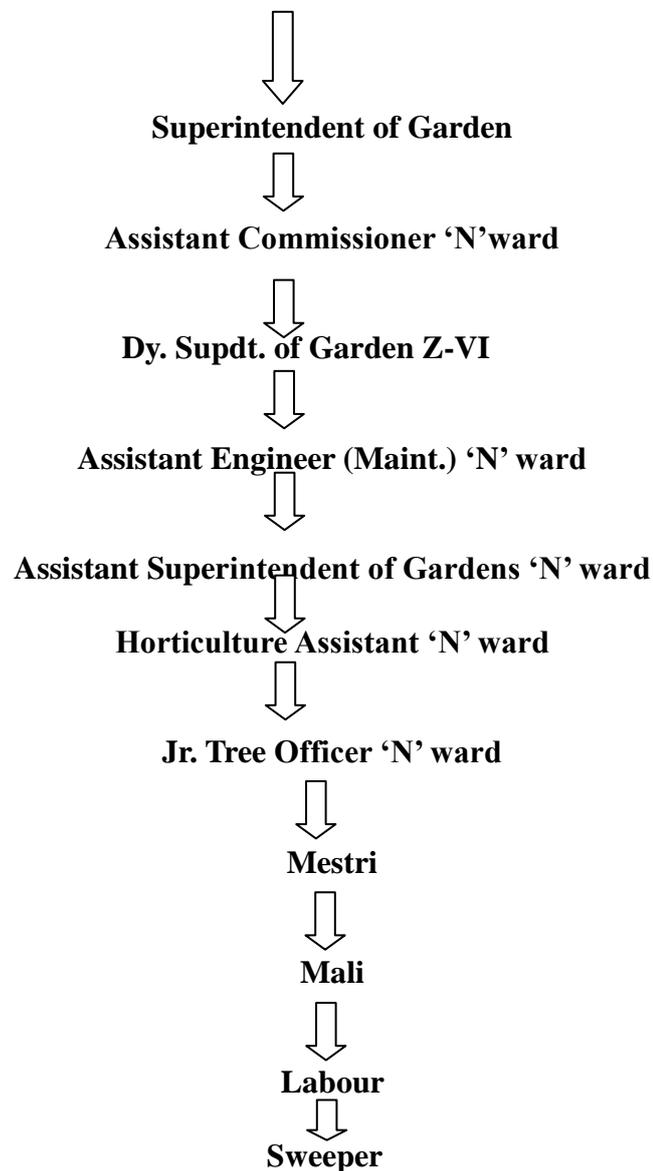
15	Ht. Madanlal Dhingra Kridangan	Chaphekar Bandhu Road, near Neeta Apartment, Mulund(E), Mumbai-81	400
16	P.G.	C.T.S. No.155 A/4, Gavanpada Road, near Gayatri Apartment, Mulund(E),Mumbai-81	140
17	P.G.	Plot No. 29, Mulund Colony, Guru Govindsingh Road, Mulund(W),Mumbai	80
18	Shahid Prakash More Udyan	CTS NO.1114/4B,1114/3D,1113/B,near Gagangiri tower,Sant Ramdas road,Mulund(E)	2060
19	PG	CTS No. 87/4B, Hariom nagar, Mulund (E).	2976
20	PG	CTS NO.29/11,Swapna Nagari, Mulund(W)	1653
21	P.G. Harish Morarji Thakkar	CTS NO.575/A/3, S.L. Road behind Goshala New School, Mulund(W)	256
22	P.G. Plot near Anilet Bldg.	CTS NO 698 Mulund (E)	390.8
23	P.G. C.T.S. no. 147	CTS NO Nr. 147 Holly Angel School, Mulund (E)	2246.6
<b>RECREATION GROUND</b>			
1	Sardar Pratap Singh Manoranjan Maidan	C.T.S. No. 29/15, Mulund Nimkar Society, Mulund(W)	11256
2	Mahatma Jyotiba Phule Manoranjana Maidan	C.T.S. No.260/A, 260/1F, 2601 E, 2602/E, Mulund Colony, Village Nahur, behind Mulund Darshan Co-Op. Hsg. Society, Mulund (W), Mumbai-80	9489
3	R. G.	C.T.S. No. 95/13 C, 97/2/B 98 A/2, 99/B 99/C at Hari Om Nagar, Mulund (E)	8791
4	Vasant Garden	C.T.S. No. 29/3A (Old C.T.S. No. 29/7 & 29/3), Mulund (W)	4496
5	Shree Swami Samarth Manoranjan Maidan	C.T.S. No. 115, Near Wamanrao Muranjan School, Mulund (E), Mumbai-81	6482
6	R. G.	C.T.S. No. 30 (pt), Village Mulund (Afforsation plot), near Seth Builder Complex	3289
7	Damodar Pandurang Vaiti Manoranjan Maidan	C.T.S. No. 25,27, 36, 37, Mulund(E), Nilam Nagar	2935
8	Vrindavan Garden	C.T.S. No. 639/A, L.B.S. Marg, Behind 'R' Mall, Mulund (W), Mumbai-80	2748
9	Shahid Hemu Kalani Manoranjan Maidan	CTS No. 370(pt.) Plot NO.57, Guru Govind Singh Road, Shivaji Chowk, Mulund Colony, Mulund (W), Mumbai-80	2620
10	R.G.	C.T.S. No.1320 A/11,Hariom nagar , Mulund (E), Mumbai-81.	43664
11	R. G.	C.T.S. No. 29/14, Mulund (W)	2534
12	R. G.	C.T.S. No. 554/B, Near Sagar Garden Society, L.B.S. Marg, Nahur Village, Mulund(W)	1675
13	RG	C.T.S. No.29/4,Swapna Nagari, Mulund (W)	8698
14	RG	C.T.S. No.661/7, ACC Road, Village Mulund	13828
15	RG	C.T.S. No.884/C, L.B.S.Mulund (w.), Mulund	8084
16	Ranchhodas Harjivan Shah Manoranjan Maidan	C.T.S. No.575/A/4,Village Nahur. Ramgadh,S .L. Road,Mulund (w.), Mulund	429
17	Swatantya Veer V.D. Savarkar Maidan	C.T.S. No.1452(pt), New , C.T.S. No. 1452 B,&1452D Vithal Nagar, S.L. Road, Mulund (w)	475
18	RG	CTS No.106 B/1,106 B/5,106 B/6 of Mulund Village, Malbar Hill Road, Mulund Colony, Mulund (W)	2032

19	RG	CTS No.101 A/11,Mulund Village, Near Nalanda School, Hari Om Nagar ,Mulund (E).	8928
20	RG	CTS No.1320/A/18 (pt.), 1320/A/16, Mulund Village, Hari Om Nagar,Mulund (E).	11717

**Details of Departmental Chowky in Garden Department**

Sr. No.	Name of Department	Name of Chowy	Address of Chowy	Contact No.
1	Garden	Muster Chowky	Jaswant Rai Mehta Udyan, Hingwala Lane, Ghatkopar (E), Mumbai- 400 077	NIL

**Organization's structural Chart**



<b>Sr. No.</b>	<b>Post</b>	<b>Scheduled Post</b>	<b>Occupied</b>	<b>Vacant</b>
1	Horticulture Assistant/ Jr. Tree Officer	2	2	0
2	Mestri II	3	2	1
3	Mali	58	22	36
4	Labourer	12	11	1
5	Pump Operator	Nil	Nil	Nil

**Particulars of Organization, Function and Duties  
The duties of Garden & Tree Authority Department**

Garden

Garden Works includes development & maintenance of gardens, recreational grounds & play grounds.

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

At ward level following duties/works are carried out

1. Upkeep & maintenance of play grounds.
2. Renovation & maintenance of gardens.
3. Development & maintenance of recreational grounds.
4. Issuing permissions for various functions on play grounds as per Policy.
5. Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.
6. Inspection of gardens, recreational grounds, play grounds at regular intervals.
7. Attending public complaints pertaining to gardens, recreational grounds, play grounds.
8. Submitting report about gardens, recreational grounds, play grounds to ASG ('N' ward) / Asst. Commissioner 'N' Ward.
9. Supervision of garden development & maintenance work.
10. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.
11. Co-ordination & correspondence with various central agencies regarding day to day work.

#### Tree Authority

Role of Tree Authority is to implement 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3<sup>rd</sup> November 2006). It includes

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

At ward level following duties/works are carried out

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

Following registers are maintained by Garden department at ward:-

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

SECTION 4 (1) (b) (ii)

The powers of 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 / orders / GRs	Remarks
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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**

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

## **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, Fertilizers, 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.

### **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.

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

<b>Sections</b>	<b>Nature of Powers, Duties and Functions delegated</b>
NA	NA

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

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

NAME OF ACTIVITY - Action against illegal tree cutting.

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

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

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against illegal tree cutting during usual round of inspection or on receipt of complaint from citizens	1. Taking photographs of illegal tree cutting. 2. Preparation of inspection report of illegal tree cutting & submitting the same to Asstt. Commissioner (Tree Officer) for information & further action. 3. Sending letter to the local police station for registering the complaint.	Within 24 hrs.  Within 24 hrs.    Within 2 days from Step 3	Jr. Tree Officer  Jr. Tree Officer   Tree Officer	

( **Note** : After registering complaint(NC) in police station, investigation is carried out by police after obtaining permission from court & FIR is lodged against culprit)

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

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

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

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

Govt. Resolutions -

Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013 / SG/MC/2566 dated 13-3-2014

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity (mention designation)	Remark
2	Permission for trimming of trees existing in Govt. / Semi-Govt. or private premises	1. Inspection of site on receipt of complaint letter from citizens. 2.Preparation of inspection report.  3.Approval or rejection of the permission.	Within 7 days. Within 2 days from Step 1 Within 2 days from Step 2 Within 2 days from Step 3	Jr. Tree Officer  Jr. Tree Officer  A.S.G. (N) /	

		4. Issuance of permission letter		A.S.G. (N) /	
		5. Preparing challan for accepting charges & forwarding to CFC	After interested applicants approach to office Within 2 days from Step 5 As mentioned in job slip	Jr. Tree Officer	
		6. Issuance of job slip to contractor offer receipt of payment.		Jr. Tree Officer	
		7. Trimming of trees.		Jr. Tree Officer	

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

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

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

Govt. Resolutions -

Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013 / SG/MC/2566 dated 13-3-2014

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
3	Permission for removal of dead/ dangerous trees existing in Govt. / Semi-Govt. or private premises	1. Inspection of site on receipt of complaint from citizens. 2. Preparation of inspection report. 3. Approval or rejection of the permission. 4. Issuance of permission letter	Within 7 days. Within 2 days from Step 1 Within 2 days from Step 2 Within 2 days from Step 3	Jr. Tree Officer / A.S.G. ('N') Jr. Tree Officer Tree Officer Tree Officer	
		5. Preparing challan for accepting charges & forwarding to CFC	After interested applicants approach to office Within 2 days from Step 5	Jr. Tree Officer Jr. Tree Officer	

		6. Issuance of job slip to contractor			
		7. Cutting / removal of dead / dangerous trees	As mentioned in job slip	Jr. Tree Officer	

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

Related Provisions -

Name of the Acts/Acts - MRTP Section 37A

Govt. Resolutions -

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

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

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

NAME OF ACTIVITY - Development of new gardens  
 Related Provisions -  
 Name of the Acts/Acts -  
 Govt. Resolutions -  
 Circulars -  
 Office Orders -

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

NAME OF ACTIVITY - Repairs to existing gardens

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
6	Repairs to existing gardens	1. Detection of damage to civil structures or complaint from public. 2. Forwarding request to A.E.( Maint).	Within 4 days from Step 1	Hort. Asstt.  Hort. Asstt.	

NAME OF ACTIVITY - Electrical & mechanical repairs of existing gardens

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
7	Electrical & mechanical repairs of existing gardens	1. Detection of damage to Electrical & mechanical apparatus or complaint from public. 2. Forwarding request to A.E. (SWM) or E.E.(Mech.) South.	Within 4 days from Step 1	Hort. Asstt.  Hort. Asstt.	

NAME OF ACTIVITY - Providing play apparatus in gardens/playgrounds/recreational grounds

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

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

NAME OF ACTIVITY - Proposal for removal of trees in development sites  
 Related Provisions - Section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3<sup>rd</sup> November 2006)  
 Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3<sup>rd</sup> November 2006)  
 Govt. Resolutions -  
 Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013 / SG/MC/2566 dated 13-3-2014  
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
9	Proposal for removal of trees in development sites	1. Receipt of proposal from Dy.S.G. (Zone-VI) office. 2. Inspection of site.  3. Submitting inspection report to A.S.G. ('N') / Dy.S.G. (Zone-VI).	After receipt of proposal Within 7 days from Step 1  Within 7 days from Step 2	Jr. Tree Officer  Jr. Tree Officer / A.S.G. ('N')  Jr. Tree Officer	

NAME OF ACTIVITY - Trimming of trees existing in Municipal properties & roads  
 Related Provisions - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3<sup>rd</sup> November 2006)  
 Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3<sup>rd</sup> November 2006)  
 Govt. Resolutions -  
 Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013 / SG/MC/2566 dated 13-3-2014  
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
10	Trimming of trees existing in Municipal properties & roads	1. Detection of overgrown / imbalanced trees or complaint from public. 2. Inspection of site. 3. Issuance of job slip to contractor. 4. Trimming of trees required to be trimmed.	Within 7 days from Step 1 Within 2 days from Step 2 or as per urgency of work As mentioned in job slip	Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer	

NAME OF ACTIVITY - Removal of dead/dangerous trees existing in Municipal properties & roads

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

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

Govt. Resolutions -

Circulars - 0041/33/2013-JTMC-DMU dated 17-6-2013 / SG/MC/2566 dated 13-3-2014

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
11	Removal of dead / dangerous trees existing in Municipal properties & roads	1. Detection of dead / dangerous trees or complaint from public 2. Inspection of site  3. Preparation of inspection report 4. Approval or rejection from Tree officer 5.If approved, issuance of job slip to supervisor.	Within 7 days from Step 1 or as per urgency of work  Within 2 days from Step 2  Within 2 days from Step 3  Within 2 days from Step 4 or as per urgency of work  As mentioned in job slip	Jr. Tree Officer  Jr. Tree Officer / ASG 'N'  Jr. Tree Officer  Tree Officer  Jr. Tree Officer  Jr. Tree Officer	

		6. Removal of dead / dangerous tree			
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NAME OF ACTIVITY - Damage to trees due to asphaltting / concreting around trees

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
12	Damage to trees due to asphaltting/ concreting around trees	1. Receipt of complaint from public or detection of damage. 2. Inspection of site. 3. Forwarding complaint to A.E.( Maint.).	Within 7 days Within 2 days from Step 2	Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer	

### Section 4 (1) (b) (iv)

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

Organizational targets (Annual)

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1	Horticulture Assistant	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	
2.	Jr. Tree Officer	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	

**Section 4 (1) (b) (v)**

The rules, regulation, instruction, manuals and records, held by it or under its control or used by Horticulture Assistant & Jr. Tree Officer for discharging department functions

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remarks if any</b>
1	Play grounds	SG/MGC/152 dated 19-3-2013 SG/MGC/152/A dated 21-8-2013 SG/OD/933 dated 18-3-2013 (Rate schedule)	
2	Trees	0041/33/2013-JTMC-DMU dated 17-6-2013 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	File		Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent
6	Trimming permissions	File		Copies of permissions issued for tree trimming.	5 Years
7	TA permissions	File		Copies of permissions issued by Tree Authority for development proposals	Permanent
8	Dead & Dangerous Tree permissions	File		o/c copies of proposals submitted for removal of D & D trees & permissions of TA for D&D trees	5 years
9	RG/PG permissions	File		Copies of permissions issued for use of RG/PG.	5 Years
10	RTI- HA	File		Copies of RTI applications & replies given pertaining to HA.	5 Years

11	RTI- JTO	File		Copies of RTI applications & replies given pertaining to JTO.	5 Years
12	Master file – Tarabai Modak Udyan	Semistick file	1	Copies of details regarding Tarabai Modak Udyan	Permanent
13	Master file – Mulund Gymkhana	Semistick file	2	Copies of details regarding Mulund Gymkhana	Permanent
14	Master file – Garden at Aryabhata Udyan	Semistick file	3	Copies of details regarding Aryabhata Udyan	Permanent
15	Master file – T Ward Garden	Semistick file	4	Copies of details regarding T Ward Garden	Permanent
16	Master file – E.E. Highway Garden, Ocroi Naka Udyan	Semistick file	5	Copies of details regarding E.E. Highway Garden, Ocroi Naka Udyan	Permanent
17	Master file – Pandit Jawaharlal Nehru Shatabdi Udyan	Semistick file	6	Copies of details regarding Pandit Jawaharlal Nehru Shatabdi Udyan	Permanent
18	Master file – Dr.C.D.Deshmukh Udyan	Semistick file	7	Copies of details regarding Dr.C.D.Deshmukh Udyan	Permanent
19	Master file – Murar Road Nursery	Semistick file	8	Copies of details regarding Murar Road Nursery	Permanent
20	Master file – Vijay Nagar Garden	Semistick file	9	Copies of details regarding Vijay Nagar Garden	Permanent
21	Master file –Lala Tulsiram Udyan	Semistick file	10	Copies of details regarding Lala Tulsiram Udyan	Permanent
22	Master file – Sonar Bunglow Garden	Semistick file	11	Copies of details regarding – Sonar Bunglow Garden	Permanent
23	Master file – Siddharth Udyan	Semistick file	12	Copies of details regarding Siddharth Udyan	Permanent
24	Master file –History Sheets	Semistick file	13	Copies of details regarding History Sheets	Permanent
25	Master file –	Semistick file	14	Copies of details regarding	Permanent

	Maharshi Karve Ground, Veenanagar			Maharshi Karve Ground, veenanagar	
26	Master file – Plot No.29, Mulund Colony	Semistick file	15	Copies of details regarding Plot No.29, Mulund Colony	Permanent
27	Master file – Dr.Babasaheb Ambedkar Kridangan	Semistick file	16	Copies of details regarding Dr.Babasaheb Ambedkar Kridangan	Permanent
28	Master file – Mulund Gymkhana Udyan	Semistick file	17	Copies of details regarding Mulund Gymkhana Udyan	Permanent
29	Master file – Plot No.66, Mulund Colony	Semistick file	18	Copies of details regarding Plot No.66, Mulund Colony	Permanent
30	Master file –Traffic Island at Cheknaka, LBS Road	Semistick file	19	Copies of details regarding Traffic Island at Cheknaka, LBS Road	Permanent
31	Master file – M/s.Johson &Johson Garden	Semistick file	20	Copies of details regarding M/s.Johson &Johson Garden	Permanent
32	Master file –Chh. Raje Sambhaji Sports Club	Semistick file	21	Copies of details regarding Chh. Raje Sambhaji Sports Club	Permanent
33	Master file – Ht. Madanlal Dhingra Maidan	Semistick file	22	Copies of details regarding Ht. Madanlal Dhingra Maidan	Permanent
34	Master file – PG CTS No.116-117, Mulund Colony	Semistick file	23	Copies of details regarding PG CTS No.116-117, Mulund Colony	Permanent
35	Master file – Mahatma Jyotiba Phule Mano. Maidan	Semistick file	24	Copies of details regarding Mahatma Jyotiba Phule Mano. Maidan	Permanent
36	Master file – Shahid Hemu Kalani Mano. Maidan	Semistick file	25	Copies of details regarding Shahid Hemu Kalani Mano. Maidan	Permanent

37	Master file –Plot No.171, Mulund Colony	Semistick file	26	Copies of details regarding Plot No.171, Mulund Colony	Permanent
38	Master file – Mavala Jiva Mahala Maidan	Semistick file	27	Copies of details regarding Mavala Jiva Mahala Maidan	Permanent
39	Master file –Mavala Sambhaji Kavaji Kondhalkar Udyan (Nana-Nani Park)	Semistick file	28	Copies of details regarding Mavala Sambhaji Kavaji Kondhalkar Udyan (Nana-Nani Park)	Permanent
40	Master file –PG at Gayatri Apartment, Gavanpada	Semistick file	29	Copies of details regarding PG at Gayatri Apartment, Gavanpada	Permanent
41	Master file -Yogi Hill Maidan	Semistick file	30	Copies of details regarding Yogi Hill Maidan	Permanent
42	Master file – Traffic Island Near Mehul Cinema	Semistick file	31	Copies of details regarding Traffic Island Near Mehul Cinema	Permanent
43	Master file – Strip Garden Near L.T. Park	Semistick file	32	Copies of details regarding Strip Garden Near L.T. Park	Permanent
44	Master file – Plot near Sambhaji Maidan taken as TDR	Semistick file	33	Copies of details regarding Plot near Sambhaji Maidan taken as TDR	Permanent
45	Master file – Sambhaji Nagar Kridangan	Semistick file	34	Copies of details regarding Sambhaji Nagar Kridangan	Permanent
46	Master file -Vijay Vallabh Suri Maidan	Semistick file	35	Copies of details regarding Vijay Vallabh Suri Maidan	Permanent
47	Master file-Mother Teressa Maidan	Semistick file	36	Copies of details regarding Mother Teressa Maidan	Permanent
48	Master file –Rajeev Gandhi Kridangan	Semistick file	37	Copies of details regarding Rajeev Gandhi Kridangan	Permanent

49	Master file-PG,CTS No. 692(pt.), Nahur Gaon	Semistick file	38	Copies of details regarding PG,CTS No. 692(pt.), Nahur Gaon	Permanent
50	Master file-RG CTS No.101, Mulund (E)	Semistick file	39	Copies of details regarding RG CTS No.101, Mulund (E)	Permanent
51	Master file-RG CTS No.554, LBS Road	Semistick file	40	Copies of details regarding RG CTS No.554, LBS Road	Permanent
52	Master file-RG CTS No.1320A/11, Mulund (E)	Semistick file	41	Copies of details regarding RG CTS No.1320A/11, Mulund (E)	Permanent
53	Master file-Park, CTS NO.1277,Mulund (E)	Semistick file	42	Copies of details regarding Park, CTS NO.1277,Mulund (E)	Permanent
54	Master file-RG CTS No.29/15, Swapnanagari	Semistick file	43	Copies of details regarding RG CTS No.29/15, Swapnanagari	Permanent
55	Master file-PG Plot,CTS No.29/5, Swapnanagari	Semistick file	44	Copies of details regarding PG Plot,CTS No.29/5, Swapnanagari	Permanent
56	Master file-PG CTS No.29/11, Swapnanagari	Semistick file	45	Copies of details regarding PG CTS No.29/11, Swapnanagari	Permanent
57	Master file-RG CTS. No.29/14, Swapnanagari	Semistick file	46	Copies of details regarding RG CTS. No.29/14, Swapnanagari	Permanent
58	Master file-RG CTS No.29/3A, Swapnanagari	Semistick file	47	Copies of details regarding RG CTS No.29/3A, Swapnanagari	Permanent
59	Master file- RG CTS No.23D& 32A,	Semistick file	48	Copies of details regarding RG CTS No.23D& 32A	Permanent
60	Master file-PG Near Gagangiri Apt.	Semistick file	49	Copies of details regarding PG Near Gagangiri Apt.	Permanent

61	Master file-RG CTS No.639/A, Behind RMALL	Semistick file	50	Copies of details regarding RG CTS No.639/A, Behind RMALL	Permanent
62	Master file-RG CTS NO.30,(pt.)Swapnan agari	Semistick file	51	Copies of details regarding RG CTS NO.30,(pt.)Swapnanagari	Permanent
63	Master file-PG CTS No.87/4B, Hari Om Nagar	Semistick file	52	Copies of details regarding PG CTS No.87/4B, Hari Om Nagar	Permanent
64	Master file-RG CTS No.115, Mulund Village	Semistick file	53	Copies of details regarding RG CTS No.115, Mulund Village	Permanent
65	Master file-Ganesh Ghat, Mithagar Road,Mulund(E)	Semistick file	54	Copies of details regarding Ganesh Ghat, Mithagar Road,Mulund(E)	Permanent
66	Master file-RG CTS NO.99C,97/2B,95/15 , Hariom Nagar	Semistick file	55	Copies of details regarding RG CTS NO.99C,97/2B,95/15, Hariom Nagar	Permanent
67	Master file-RG Plot No.30,	Semistick file	56	Copies of details regarding RG Plot No.30,	Permanent
68	Master file-File of Preparation of Jogging Track at Sambhaji Maidan	Semistick file	57	Copies of details regarding File of Preparation of Jogging Track at Sambhaji Maidan	Permanent
69	Master file-Toilet Block at Sambhaji Maidan	Semistick file	58	Copies of details regarding Toilet Block at Sambhaji Maidan	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**

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of Mechanism</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Periodicity</b>
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
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

Section 4 (1) (b) (ix)

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Date of joining the post	Contact Details ph/ fax/ email
1	Horticulture Assistant	Shri.Mayuri Dinde	C	2-1-2012	7208241986 <a href="mailto:ha01garden.t@mcgm.gov.in">ha01garden.t@mcgm.gov.in</a>
2	Jr. Tree Officer	Vacant	C	-	-
3	Mestri	Shri.Prakash G.Tambe	D	15/10/1982	--
4	Mestri	Shri.Ashok J. Thambe	D	15/12/1979	--
5	Mestri	Vacant	-	-	-

Section 4 (1) (b) (x)

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Shrim. Mayuri Dinde	Hort.Asstt.	9190+ 2800	12829	3597	463+600+2 00	29679
2	Vacant	Jr.T.O.					
3	Shri.Prakash G. Tambe	Mestri-2	12180 +1900	15066	4224	115+463+6 00+200	34748
4	Shri.Ashok J. Tambe	Mestri-2	12630 +1900	15547	4359	115+463+6 00+200	35814

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

Details of allocation of budget and disbursement made in the office of Horticulture  
Assistant & Jr. Tree Officer 'N' ward for the year 2013-14

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Material	1063000	261518	-
2	Gen Civil Repairs	250000	-	-
3	Gen Civil Repairs	224000	-	-
4	Gen Electrical Repairs	1713000	1091320	-
5	Providing name notice boards	126000	-	-
6	Protection & Maintenance	26773000	17230929.86	-
7	Beautification of Vijay Nagar Garden	2500000	2490270.76	-
8	Beautification of Tarabai Modak Garden	1000000	-	-
9	Beautification of Aryabhata Garden	1000000	981380.15	-
10	Beautification of Lala Tulsiram Garden	1000000	-	-
11	Development of Garden at Shivaji Chowk	2500000	-	-
12	Development of Vijay Vallabh Suri Maidan	4500000	4458967.81	
13	Development of Rajeev Gandhi Maidan	3500000	3483786.48	
14	Beautification of RG Plot	2500000	-	
15	Development of Dr.Ambedkar Maidan	1000000	999545.74	

**Form B for previous year (2014-15)**

<b>Sr. No.</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Planned use (give details area wise or work wise in a separate form)</b>	<b>Remarks</b>
1	Material	1063000	1062444	-
2	Gen Civil Repairs	245000	-	-
3	Gen Civil Repairs	250000	-	-
4	Gen Civil Repairs	592000	-	
5	Gen Civil Repairs	347000	-	
6	Gen Electrical Repairs	1713000	760575.75	-
7	Providing name notice boards	1100000	1097504.86	-
8	Protection & Maintenance	29150000	20934017	-
9	Horticulture Development of CM & TI	4642000	4571807	
10	Upgradation of Playground	9700000	-	-
11	Upgradation of Existing Gardens	18955000	16275000	-
12	Development of New gardens	6857000	8100000	-
13	Provision for special projects	35000000	10000000	-
14	Provision for new play apparatus	850000	-	-
15	Development of Vijay Vallabh Suri Maidan	1500000	-	-
16	Development of Rajeev Gandhi Maidan	2000000	-	-

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

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

<b>Sr. No</b>	<b>Name and Address of Beneficiary</b>	<b>Amount of Subsidy / Concession Sanctioned</b>
	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 'N' Ward

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

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

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

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

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

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

<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person In Charge</b>
1	Inspection of Record	3.00 p.m. to 5.00 p.m on (except holidays) with prior appointment only	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Jr. Tree Officer, Garden Department, 1 <sup>st</sup> floor, N ward building, Jawahar Road, Ghatkopar (E), Mumbai -77	Jr. Tree Officer 'N' Ward./ Horticulture Assistant 'N' 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 Jr. Tree Officer

**PIO**

<b>Sr. No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Ph. No.</b>	<b>E mail id for purpose of RTI</b>	<b>Appellate Authority</b>
1	Shrim. Mayuri Dinde	Horticulture Assistant/Jr .Tree Officer	'N' Ward	Office of Jr. Tree Officer, Garden Department, 1 <sup>st</sup> floor, N ward building, Jawahar Road, Ghatkopar (E), Mumbai -77	ha01garden.t@mcgm.gov.in	Asstt. Commissioner 'N' Ward

**APIO**

<b>Sr. No.</b>	<b>Name of APIO</b>	<b>Designation</b>	<b>Jurisdiction as APIO under RTI</b>	<b>Address / Ph. No.</b>	<b>E mail id for purpose of RTI</b>	<b>Appellate Authority</b>
1	NIL					

Appellate Authority

<b>Sr. No.</b>	<b>Name of Appellate Authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>PIO Reporting</b>	<b>E mail id for purpose of RTI</b>
1	Shri.Ajit Kumar Ambi	Assistant Commissio ner, 'N' Ward	'N' Ward	Horticulture Assistant	ac.n@mcgm.gov.in
2	Shri.Ajit Kumar Ambi	Assistant Commissio ner, 'N' Ward	'N' Ward	Jr. Tree Officer	ac.n@mcgm.gov.in

## Section 4 (1) (b) (xvii) – Others

### Such other information as may be prescribed

#### Trees

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

1. Trimming of roadside trees is carried out by MCGM, while trimming in private, Govt.

& semi Govt. premises need to be carried out by owner or occupier with due Permission from Tree officer. Contractor is appointed by MCGM Garden department

to carry out the works of tree trimming & removal of dead & dangerous trees. Owner

/ occupiers from private / Govt. premises can utilize the service by paying the necessary charges to MCGM. It is mandatory to carry out the trimming works & removed of trees from the appointed contractor.

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

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

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

Application.

A) Location of tree ( Proper address including road name & landmark)

B) Reason for trimming of tree.

C) Name of contact person & contact No.

D) Ownership details of the site.

### Maidan Permission

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

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

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

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

for Ganeshotsav, Navratrotsav, Ramleela, Durga puja will be given only for those, to whom permission was given till October – 2012.

3. Permission will not be granted from 15<sup>th</sup> April to 15<sup>th</sup> June for any program except Maharashtra Din on 1<sup>st</sup> May.
4. Commercial use of maidan is not allowed.

For more details refer Circular No. SG/MGC/152 Dt. 19.03.13, Circular No. SG/MGC/152 A Dt. 21.08.13 & SG/MGC/152B Dt. 19.03.13

Seggregation of waste - composting

Vermicomposting sites

Use of compost

Tree plantation

## How to Plant & Maintain a Tree

1. Dig up a pit of size 1m x 1m.
2. Fill it up with good earth and manure in the proportion of 2:1 (2 parts of earth and 1 part of well rotted manure) Red earth is not necessary, but any good earth free from stones will serve the purpose.
3. Consolidate with water and bring up the level to 1" – 2" below the surrounding ground.
4. Scoop out a little earth from the centre of the pit to receive the sapling and place it in.
5. Remove the plant from the polythene bag with the ball of earth intact by giving a cut with a blade / knife.
6. Place the sapling with the ball of earth in the position in the pit and press with the surrounding soil.
7. Stack the plant with a bamboo stick.
8. Water and plant heavily.
9. The tree should be watered heavily twice a week during summer and once a week during winter.
10. The tree basin should be hoed the following day.
11. The tree guard should be provided around the tree for its protection to prevent its destruction from cattle for antisocial elements.
12. The tree basin should be kept free of weeds and other rank vegetation.
13. The side shoots of the tree should be removed periodically to make a strong leader with good crown at the top.

**Note:-** These are general guidelines for plantation of trees, however particulars may vary as per site conditions.

बृहन्मुंबई महानगरपालिका

छायाचित्र - उदाहरण खाते

पर शुल्क सूची दिनांक - ०१.०३.२०१३ मधील अद्ययावत

मोडेल - १ महानगरपालिका अधुक्त यांना प्रशासकीय अधिकारात मंजूर झालेले शुल्क.

Sector - - Fees sanctioned by M.C. under his administrative power.

Sl. No.	Section of the Act अनु. अधिनियमाचे क्र. क्रमांक	Description वर्णन	Rates sanctioned (For the period from dt.1.4.2012 to dt.31.3.2013)		Rates proposed (From the period from dt.1.4.2013 to dt.31.3.2014)		Remarks अभियोग
			4	5	5	6	
B		<u>Religious Functions</u>					
a)		Ganeshotsav, Navaratosav, Ramleela, Durgapooja such other religious function which last for more than one day.	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
		Playground below 5000 Sq.Mtrs. in area	Rs. 11000/-	Rs. 280/-	Rs. 12100/-	Rs. 308/-	
		Playground above 5000 Sq.Mtrs. in area	Rs. 22000/-	Rs. 680/-	Rs. 24200/-	Rs. 730/-	

15/3  
SUPD OF GARDE

...2...

1	2	3	4		5		6
			<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
b)		<u>Pooja, Namaj and other functions which last for one day.</u>	Rs.	Rs.	Rs.	Rs.	Yearly increase in ra 10%
i)		Playground below 5000 Sq.Mtrs.	2200/-	440/-	2420/-	484/-	As per circular n
ii)		Playground above 5000 Sq. Mtrs.	5500/-	880/-	6050/-	970/-	CA/FRM/7 dt. 3/5
c)		<u>For celebrating Jayanti, Puyatithi of National Leaders, others which last for one day.</u>	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
i)		Playground below 5000 Sq.Mtrs. in area	880/-	440/-	970/-	484/-	
ii)		Playground above 5000 Sq.Mtrs. in area	2200/-	880/-	2420/-	970/-	
d)		<u>Celebration of Maharashtra Day, Republic Day, Independence Day, which last for a few hours for flag salutation and use of the ground by Education Department for annual Competition., P.T. etc.other than BMC</u>	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
i)		Playground below 5000 Sq.Mtrs in area	Rs. 1100/-	Rs. 280/-	Rs. 1210/-	Rs. 308/-	
ii)		Playground above 5000 Sq.Mtrs. in area	Rs.2200/-	Rs. 550/-	Rs.2420/-	Rs. 610/-	
C		<u>Sports</u>					
a)		All Indian games i.e. Kabbadi, Hututu, Kho-Kho etc. including football and cricket.	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
i)		Playground below 5000 Sq.Mtrs. in area	Rs.2200/-	Rs.110/-	Rs.2420/-	Rs.121/-	
ii)		Playground above 5000 Sq.Mtrs. in area	Rs.5500/-	Rs. 220/-	Rs.6050/-	Rs. 242/-	
b)		<u>Cycling</u>	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
i)		Playground below 5000 Sq.Mtrs. in area.	Rs.2200/-	Rs. 440/-	Rs.2420/-	Rs. 484/-	
ii)		Playground above 5000 Sq.Mtrs. in area	Rs.4400/-	Rs. 660/-	Rs.4840/-	Rs. 730/-	

15/3  
SUPD OF GARDENS

E	<u>Physical Training/Sports</u>				
	<u>Use of grounds for physical training by the Schools/College/Sports Clubs and other social institutions.</u>	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>
i)	Playgrounds below 5000 Sq.Mtrs. in area	Rs.1100/-	Rs. 280/-	Rs.1210/-	Rs. 308/-
ii)	Playgrounds above 5000 Sq.Mtrs. in area	Rs.2200/-	Rs. 550/-	Rs.2420/-	Rs. 610/-
F	<u>Storage Charges for Sr.No. A, B, C</u>				
		<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>
i)	Playground below 5000 Sq.Mtrs. in area.	Rs. --	Rs.330/-	Rs. --	Rs.363/-
ii)	Playground above 5000 Sq.Mtrs. in area.	Rs.--	Rs.500/-	Rs.--	Rs.550/-
G	<u>Storage charges for Sr.No. D</u>				
		<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>
i)	Playground below 5000 Sq.Mtrs. in area.	Rs.--	Rs. 550/-	Rs.--	Rs. 610/-
ii)	Playground above 5000 Sq.Mtrs. in area.	Rs.--	Rs. 830/-	Rs.--	Rs. 920/-
H	<u>Sale of Cutwood</u>	Rs.1100/- per 100 kg.		Rs.1210/- per 100 kg.	

15/3  
SUPDT. OF GARDENS

बृहन्मुंबई महानगरपालिका  
No. 54/MGCL/52 Date 14/03/2013

परिपत्रक

प्रस्तावना:

असे निदर्शनास आले आहे की विविध विभागातील महापालिकेच्या खेळासाठी आरक्षित मैदानांचा व मनोरंजन मैदानांचा मुंबई मनपा अधिनियमाच्या तसेच एमआरटीपी अॅक्टच्या तरतुदीनुसार विविध राजकिय, धार्मिक व इतर कारणांसाठी वापर केला जातो. असेही निदर्शनास आले आहे की उपरोक्त नमूद मैदानांचे आरक्षण करण्याकरिता किती कालावधी पूर्वी अर्ज करावा याबाबत कोणतेही धोरण निश्चित केलेले नाही. काही पक्षांद्वारे सदर मैदानांचे आरक्षण संपूर्ण वर्षाकरिता ब-याच कालावधीच्या आधीपासून केलेले असल्याने सदर मैदानांच्या वापराबाबत मत्केदारी निर्माण होत आहे असे दिसते. उपरोक्त आरक्षण धोरणाचा गैरवापर टाळण्यासाठी व मनोरंजन मैदानांचे व खेळाच्या मैदानांचे वापरासाठी विविध संस्थांना वाटप करताना समानता आणण्याच्या दृष्टीने विस्तृत आरक्षण धोरण तयार करण्यात आले आहे. विद्यमान धोरण राबविण्याच्या दृष्टीने याबाबत यापूर्वीचे आरक्षण धोरण व संबंधित परिपत्रके रद्द ठरविण्यात येत आहेत.

विद्यमान आरक्षण धोरण:

1) बृहन्मुंबई महानगरपालिकेची सर्व मैदाने प्रामुख्याने मुलांच्या खेळण्यासाठी आरक्षित केलेली आहे. याव्यतिरिक्त ती इतर कुठल्याही कारणांकरिता वापरू नयेत. तथापि काही विशिष्ट कारणांकरिता यामैदानांचा वापर करता येईल जसे की राष्ट्रपुरुषांच्या जयंती, पुण्यतिथी, महाराष्ट्र दिन, प्रजासत्ताक दिन, स्वातंत्र्या दिन साजरे करणे, उपायुक्त (शिक्षण) यांच्या अखत्यारितील शाळांचे वार्षिक स्नेह संमेलन, शारिरीक कवायती करण्याकरिता इ.

2) काही खेळाची मैदाने खाजगी संस्थांना त्यांच्या विकास व देखभालीसाठी दत्तक तत्वावर दिलेली आहेत. या मैदानांवर उपरोक्त नमूद कोणत्याही कार्यक्रमाकरिता संबंधित विभागाच्या सहाय्यक आयुक्त यांनी परवानगी देण्यासंदर्भात अशा संस्थांकडून ना हरकत

प्रमाणपत्र प्राप्त करण्याची आवश्यकता असणार नाही. मात्र त्या संस्थेस नियोजित कार्यक्रमासंदर्भात अवगत करणे आवश्यक राहिल.

3) मनपा अखत्यारितील खेळाची मैदाने दि. 15 एप्रिल ते 15 जून या उन्हाळी सुट्टीच्या कालावधीत संपूर्णपणे फक्त मुलांना खेळण्यासाठी आरक्षित राहतील. 1 मे रोजीचा महाराष्ट्र दिनाचा कार्यक्रम वगळता इतर कोणत्याही कार्यक्रमांसाठी मैदानांचा वापर करण्यास या कालावधीत परवानगी देऊ नये.

4) दि. 26 जानेवारी, 1 मे, व 15 ऑगस्ट या दिवशी मनपा मैदानांचा वापर प्रामुख्याने अनुक्रमे प्रजासत्ताक दिन, महाराष्ट्र दिन व स्वातंत्र्या दिन साजरा करण्याकरिता केला जाईल. सदर कार्यक्रम पार पडल्यानंतर मुलांच्या खेळण्या व्यतिरिक्त इतर कोणत्याही कार्यक्रमांसाठी मैदानाचा वापर केला जाणार नाही.

5) लग्न समारंभ व इतर कोणत्याही व्यावसायिक कार्यक्रमांसाठी मैदानाचा वापर करण्यास प्रतिबंध करण्यात येत आहे. कुठल्याही व्यावसायिक कार्यक्रमांसाठी मैदानाचा वापर होत आहे असे आढळल्यास संबंधित प्राधिका-यांवर कडक कारवाई करण्यात येईल व जर हे मैदान दत्तक तत्वावर संस्थेस दिले असेल तर सदर दत्तक करार रद्द करण्यात येईल.

6) ज्या मैदानांवर मार्च 2010 पूर्वी पारंपारिक पध्दतीने गणेशोत्सव, नवरात्र, रामलीला, दुर्गापूजा साजरे होत आहेत अशाच मैदानांवर सदर उत्सव साजरे करण्याकरिता परवानगी देण्यात येईल. मात्र यापुढे या व्यतिरिक्त इतर मैदानांचा वापर उपरोक्त उत्सव साजरे करण्याकरिता करता येणार नाही. खेळांव्यतिरिक्त उपरोक्त नमूद कार्यक्रमांसाठी कोणत्याही परिस्थितीत 30 दिवसापेक्षा जास्त कालावधी करिता मैदानाचा वापर करण्याकरिता परवानगी देता येणार नाही. कार्यक्रमांसाठी मंडप बांधणी व काढणी करिता लागणारे दिवसही ह्या 30 दिवसांमध्ये अंतर्भूत करण्यात यावे.

7) उपरोक्त कार्यक्रमांकरिता मैदानाचा वापर करण्यास जेव्हा परवानगी दिली जाईल तेव्हा सदर मैदानाचा फक्त 1/3 भागच या कार्यक्रमांकरिता वापरण्यात येईल. उर्वरित 2/3 भाग स्थानिक मुलांकरिता खेळण्यासाठी मोकळा ठेवावा लागेल.

8) मैदान कार्यक्रमासाठी आरक्षित करण्यासाठी सदर नियोजित कार्यक्रमाचा 45 ते दिवस अगोदर संबंधित प्राधिका-यांकडे अर्ज करणे आवश्यक राहिल. जर एकाच दिवसास एका पेक्षा जास्त अर्जदारांचे अर्ज प्राप्त झाले असतील तर लॉटरी पध्दतीने सदर अर्जांसोडत संबंधित सहाय्यक आयुक्त यांच्या समक्ष काढण्यात येईल.

9) नियोजित कार्यक्रमाच्या 45 दिवस पूर्वी आलेले अर्ज , तसेच कार्यक्रमापूर्वी दिवसांपेक्षा कमी कालावधी दरम्यान आलेले अर्ज विचारात घेऊ नयेत.

10) मैदान दत्तक तत्वावर दिलेले असेल तर अशा प्रायोजक संस्थेशी कोणत्याही कार्यक्रमासाठी मैदान वापरण्यास संबंधित सहाय्यक आयुक्तांची उपरोक्त प्रकारे परवानगी घेणे आवश्यक असेल. सदर अटीचे पालन न केल्यास अशा प्रायोजक संस्थेशी केलेला दत्तक कोणत्याही प्रकारची पूर्व सूचना न देता आपोआप संपुष्टात येईल. परिच्छेद क्रमांक 8 मध्ये नमूद केल्याप्रमाणे जर एकाच दिवसासाठी अनेक अर्जदारांचे अर्ज प्राप्त झाले असतील व अर्जदारांमध्ये प्रायोजक संस्थाही समाविष्ट असेल तरीही सर्व अर्जदारांना समतलावर, (at par) गृहीत धरण्यात येऊन उपरोक्त प्रमाणे लॉटरी पध्दतीने निर्णय घेण्यात येईल.

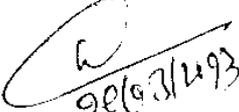
11) कार्यक्रमासाठी मंडप, व्यासपिठ, शामियाना इ. बांधण्यासाठी ज्या दिवसापासून साहित्य मैदानात आणण्यात येईल त्या दिवसापासून कार्यक्रमाची सुरुवात गृहीत धरण्यात येईल. कार्यक्रमासाठी परवानगी देण्यापूर्वी अथवा दिलेली परवानगी संपुष्टात आल्यानंतर मैदानात जर कार्यक्रमासाठीचे साहित्य अथवा सामान आढळल्यास तर असे साहित्य अथवा सामान कोणत्याही पूर्व सूचना न देता जप्त करण्यात येईल. कार्यक्रमादरम्यान मैदानात कोणत्याही प्रकारचे नुकसान झाल्यास त्याची भरपाई करण्याची जबाबदारी संबंधित अर्जदाराची राहिल. अर्जदाराने अशा प्रकारे भरपाई न केल्यास सदर मैदानाची डागडुजी मनपातर्फे करण्यात येऊन अर्जदाराकडून त्याची वसूली करण्यात येईल.

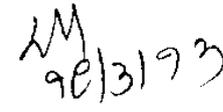
12) कोणत्याही कार्यक्रमादरम्यान मैदानात जेवण शिजवणे अथवा वाटप करण्यासाठी परवानगी देऊ नये.

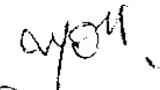
दिनांकापासून । महिन्याच्या कालावधीत संबंधित विभागीय सहाय्यक आयुक्त यांनी अखत्यारीत असलेल्या प्रत्येक खेळाच्या मैदानांमध्ये 31.3.2010 पासून आयोजित केलेल्या कार्यक्रमांची यादी तयार करावी. ही यादी संबंधित परिमंडळाच्या उपायुक्तांमार्फत अ. आयुक्त(पू.उ) यांच्या मान्यतेसाठी सादर करण्यात येईल.

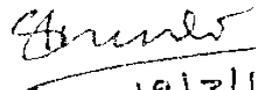
14) उद्याने व मनोरंजन मैदानांसाठी आरक्षित असलेल्या भूखंडावर कोणत्याही कार्यक्रमासाठी परवानगी देऊ नये.

15) या बाबतच्या कार्यवाहीत अनामत रक्कम व आकार याचा तक्ता सोबत जोडलेला आहे.

  
98/3/1293  
उद्यान अधीक्षक  
करीम

  
98/3/1293  
सह आयुक्त (आ.व्य)

  
अति. आयुक्त (पू.उ)

  
19/3/13  
महानगरपालिका आयुक्त

बृहन्मुंबई महानगरपालिका

उपलब्ध आहे

परिषद तर्फे  
संदर्भ: परिपत्रक क्र.एमजीसी/ 157- दि. 19.03.2013

क्र.	माहिती	घातू दर		प्रस्तावित दर		अभिप्राय
		अनामत रक्कम	शुल्क प्रति दिन	अनामत रक्कम	शुल्क प्रति दिन	
1	धार्मिक कार्यक्रम उदा. गणेशोत्सव, लवरात्री उत्सव, रामलीला, दुर्गापूजा	गणेशोत्सव धोरणानुसार				परिपत्रक क्र. सीएफआरएम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
2	अनुक्रमिक 1 व्यतिरिक्त					
अ)	5000 चौ.मी पेक्षा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.2200/-	₹. 440/-	₹. 25000/-	₹. 1000/-	
ब)	5000 चौ.मी पेक्षा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.5500/-	₹. 880/-	₹. 16000/-	₹. 2000/-	परिपत्रक क्र. सीएफआरएम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
3	राष्ट्रपुरुषांच्या जयंती, पुण्यतिथी साजरे करणे (1 दिवसाच्या कालावधी करिता)					
अ)	5000 चौ.मी पेक्षा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.800/-	₹. 440/-	₹. 880/-	₹. 440/-	परिपत्रक क्र. सीएफआरएम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
ब)	5000 चौ.मी पेक्षा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.2000/-	₹. 880/-	₹. 2200/-	₹. 880/-	
4)	काही तासांच्या अवधीकरिता ध्वजारोहणासाठी साजरे करण्यात येणारे महाराष्ट्र दिन, पजासताक दिन, स्वातंत्र्यदिन इ. कार्यक्रम तसेच महानगरपालिकेच्या शाळाव्यतिरिक्त शिक्षण खात्याकडून वार्षिक स्पर्धा शारिरिक कवायती इ. साठी मैदानांचा वापर याबाबत					परिपत्रक क्र. सीएफआरएम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
अ)	5000 चौ.मी पेक्षा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.1000/-	₹. 250/-	₹.1100/-	₹. 280/-	
ब)	5000 चौ.मी पेक्षा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.2000/-	₹. 500/-	₹.2000/-	₹. 550/-	

19/3  
उपलब्ध/अधीक्षक

19/3  
सह आयुक्त (आ.व्य)

अति.अयुक्त(प.उ.)

महानगरपालिका आयुक्त