



BRIHANMUMBAI MAHANAGARPALIKA

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

GARDEN DEPARTMENT

HORTICULTURE ASSISTANT / JUNIOR TREE OFFICER

Address - GARDEN DEPARTMENT,
1st Floor, R/Central Ward
F.P.NO.44, T.P.S.-III,
Chandavarkar Road,
Borivali (West),
Mumbai – 400 092

INDEX

Sr. No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	4 – 11
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	12 – 15
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability in the office of Jr. Tree Officer & Horticulture Assistant	16 – 27
4	4 (1) (b) (iv)	Norms set for discharge of its functions in the office of Jr. Tree Officer & Horticulture Assistant	28
5	4 (1) (b) (v)	The rules, regulation, instruction, manuals and records, held by it or under its control or used by Jr. Tree Officer & Horticulture Assistant for discharging department functions	29
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Jr. Tree Officer & Horticulture Assistant	30 – 33
7	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of the department's policy and implementation in the office of Jr. Tree Officer & Horticulture Assistant	34
8	4 (1) (b) (viii)	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public	35
9	4 (1) (b) (ix)	Directory of the officers and employees	36
10	4 (1) (b) (x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	37
11	4 (1) (b) (xi)	The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made	38-39
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs	40
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorizations granted by department	41
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	42
15	4 (1) (b) (xv)	Particulars of facilities available for citizens for obtaining information in the office of Jr. Tree Officer & Horticulture Assistant	43
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	44 – 45
17	4 (1) (b) (xvii)	Such other information as may be prescribed	46 – 53

Introduction

Garden & Trees

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

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

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

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

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

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

**Jr. Tree Officer
R / Central Ward**

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

1	Name of the public authority	Jr. Tree Officer
2	Address	1 st floor, F.P.No.44, TPS III, Chandavarkar Road, Borivali (W), Mumbai-400 092
3	Head of the office	Assistant Commissioner 'R/Central' Ward
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 : 28946000 Extn : Email -
7	Parent Government Department	Garden & Trees
8	Reporting to which office	Assistant Commissioner 'R/Central' Ward
9	Jurisdiction Geographical	R/Central ward is bounded by East - National Park, Borivali (E) West – Gorai Village (Beyond Creek), Borivali (W) North – Devidas Lane to Sudhir Phadke, Flyover Bridge, Nancy Colony Borivali (E) South - 90 Feet D.P.Road, Borsapada, Mahavir Nagar. Kandivali (W)
10	Vision	1. To plant trees at sufficient spacing & maintain them. 2. No accidents due to trees.
11	Mission	1. To maintain flora in the ward. 2. To prevent unauthorized tree cutting. 3. To plant & maintain trees.
12	Objectives	Protection & Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3 rd November 2006)
13	Functions	(a)Planting & watering new trees. (b)Removal of dead & dangerous trees/ branches of roadside trees & trees in municipal premises. (c) Pruning of trees for proper growth, balancing, smooth traffic etc. (d)Attending to complaints of citizens & Mun. Councillors (e)Taking action against illegal tree cutting. (f) Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government & government premises. (g)Maintenance of nurseries.
14	Details of services provided (In Brief)	1. Inspection of trees existing in public and private premises as per complaints received. 2. Pruning / Trimming of roadside trees. 3. Submitting report about trees to ASG (Z-VII) / Asst. Commissioner 'R/C' Ward for issuing trimming permission in private/ government/ semi-government premises. 4. Supervision of tree transplantation work. 5. Supervision of tree cutting/ trimming work being carried out as per permission. 6. Providing Technical Assistance regarding plantation of trees.
15	Physical assets (Statement of lands & Buildings and other Assets)	List of Gardens and Address (please refer to page no.8)
16	Organization's structural Chart	Please refer to page no. 9
17	Weekly Holidays	Sundays and Public Holidays

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

Particulars of organization functions & duties of Horticulture Assistant

1	Name of the public authority	Horticulture Assistant
2	Address	1 st floor, F.P.No.44, TPS III, Chandavarkar Road, Borivali (W), Mumbai-400 092
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	Telephone no : 28946000 Extn : Email -
7	Parent Government Department	Garden & Trees
8	Reporting to which office	Assistant Commissioner 'R/Central' Ward
9	Jurisdiction Geographical	R/Central ward is bounded by East - National Park, Borivali (E) West – Gorai Village (Beyond Creek), Borivali (W) North – Devidas Lane to Sudhir Phadke, Flyover Bridge, Nancy Colony Borivali (E) South - 90 Feet D.P.Road, Borsapada, Mahavir Nagar. Kandivali (W)
10	Vision	1. To provide well maintained open spaces to the citizens of Mumbai. 2. To provide sufficient recreational facilities to children
11	Mission	1. To maintain flora in the ward. 2. To maintain gardens, recreational grounds, play grounds
12	Objectives	Development & maintenance of gardens, recreational grounds, play grounds.
13	Functions	1. Upkeep & maintenance of play grounds. 2. Renovation & maintenance of gardens. 3. Development & maintenance of recreational grounds. 4. Issuing permissions for various functions on play grounds as per Policy. 5. Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.
14	Details of services provided (In Brief)	6. Inspection of gardens, recreational grounds, play grounds at regular intervals. 7. Attending public complaints pertaining to gardens, recreational ground, play grounds. 8. Submitting report about gardens, recreational grounds, play grounds to ASG (R/C) / Asst. Commissioner 'R/C' Ward. 9. Supervision of garden development & maintenance work. 10. Issuance of permission for the use of play grounds as per Policy. 11. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.
15	Physical assets (Statement of lands & Buildings and other Assets)	List of Gardens and Chowky (please refer to page no. 8)
16	Organization's structural Chart	Please refer to page no. 9
17	Weekly Holidays	Sundays and Public Holidays

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

RG / PG / Gardens in R/C ward		
Sr. No.	Name of RG / PG / Gardens & Location	Area in Sq.mtr.
1	Garden plot at the junction of Link Rd & 18.30 m wide D P Rd, Behind Eksar Koliwada, CTS No.1543A,, Borivali W	1330.7
2	Shyamaprasad Mukherji Garden,CTS No.476, 477, 428, 429 all parts, Borivali W	4625
3	Ganjawala Garden, CTS No.2448, SVP Road, Borivali W	6000
4	Swattantraveer Savarkar Udyan at F P No.128, TPS III, 57 th Rd, Borivali W	25395.6
5	Part portion out of Garden plot at CTS No.378 to 388, 2232,2233,2229/C,375A, Junction of Eksar Dongari D P Rd & Devidas Rd junction, Borivali W	16573.5
6	Part portion of Garden plot at CTS No 393, Junction of Eksar dongari D P Rd & Devidas Rd junction, Borivali W	4535.4
7	Part portion out of Garden reservation 7A(pt) at old MHB Colony, Gokhale College Rd, Borivali W	6262.54
8	Part portion out of Garden plot at junction of Eksar Dongari D P Rd & Devidas Rd junction, CTS No.392, Borivali W	3297
9	Van Vihar plot at CTS No. 389/C, 2231, Devidas Rd, Borivali W	3497
10	Garden plot at corner of Devidas Lane, CTS No. 2389/D, 2392/C, Borivali W	1779.1
11	Garden plot at Eksar Dongari, CTS No. 346/A, Borivali W	661.9
12	B G Khair Udyan, Shimpoli, Borivali W	1940.05
13	Garden plot at CTS No. 287/A, Jayraj Nagar, Borivali W	1451.5
14	Garden plot at CTS No. 37A(pt), 37B & 37D(pt)(New 37A/2) 36/B, Chandavarkar Extension Rd, Borivali W	948.5+1708
15	PG at CTS No. 68/B, Behind Arunkumar Vaidya Maidan, New MHB Colony, Borivali W	1500
16	PG at CTS No. 60/A/3, 55C, Rail Nagar, L T Rd, Borivali W	373+1427.90
17	PG at CTS No 636B (pt), Ashok Nagar, 90' Rd, Near Bhor Industries, Poisar, Borivali E	1090.2
18	Anantrao Bhosale Udyan, Jay Maharashtra Nagar Rd No.2, Magathane, Borivali E	5000
19	PG at CTS No. 92(pt), 89(pt), 91B, 91C, North side of Gen. Kariappa Bridge, Magathane, Borivali E	3023.8
20	Sardar Vallabhbbhai Patel Udyan, CTS No. 53/4, Mantanpada, East side of Kale College, Borivali W	3138.20+3373.40
21	PG at CTS No.128/A/83, Mahavir Nagar, Near Mahavir Nagar Tunnel, Poisar Gymkhana Rd, Kandivali W	6422.5
22	PG at CTS No. 90, 128A/91(pt), 89A,89/8,92A, Opp Kamala Vihar Sports Club, Kandivali W	13275
23	PG at 128A/59/1, Junction of Mantanpada Rd & Borsapada Rd, Opp Kamala Vihar Sports Club, Kandivali W	42290.6
24	PG at CTS No.174/1, Garden Factory, abuting to 120 D P Rd, Borivali E	784.9
25	PG at CTS No.332/D, Between Chandavarkar Rd & Sodawala Lane, Behind Royal Complex, Borivali W	3524
26	PG at CTS No. 175(pt), behind St. John School, Opp Garden Factory, Sidharth Nagar, Borivali E	2965.8
27	PG at F P No. 477, TPS III,, CTS No. 376. S.N.37, H.No.1-B, Chikuwadi, Borivali W	1870.8
28	PG at CTS No. 1723/C, Behind Ajmera School, Yoginagar, Borivali W	3823.3
29	PG at CTS No. 128-A/27/3, Mahavir Nagar, Behind Welfare Center, Mahar Nagar Sector 6, Kandivali W	9053
30	PG at CTS No. 128A/64, 128A/65/1to5, Mahar Nagar, Mahavir Nagar Sector 4, Kandivali W	5236
31	Rajiv Gandhi Udyan, Attached PG to the Kasturba X Road No.2, Municipal School, Borivali E	2000
32	PG at CTS No. 645/C, Poisar, Kandivali E	497.9
33	PG at CTS No.638/F, Poisar, Kandivali E	1948.9
34	RG at Gen. Arunkumar Vaidya Maidan, Plot at New MHB Colony, F.P.No.461, TPS III, Borivali W	28060.7

35	RG in front of Mandpeshwar Industrial Estate, Borivali W	4000
36	RG at F P No. 19, TPS II, Ajanta Lane, Opp Ajanta Talkies, Borivali W	2500
37	RG at CTS No. 136pt), Behind Special Steel, Discovery Rd, Borivali E	1800
38	RG at CTS No. 115(pt), Behind Special Steel, Discovery Rd, Opp Discovery Bldg, Borivali E	2894.6
39	RG at CTS No. 174/8, 90' wide D P Rd, Opp Sidharth Nagar, Borivali E	8286.8
40	RG at F P No. 720, TPS III, Shimpoli Rd, Opp Salute Hotel, Borivali W	1835.8
41	RG at F P No. 775, TPS III, Dr. N R Karode Rd, Borivali W	1514.5
42	RG at F P No. 276, TPS III, abutting to the 5 th Road on west side & 50 th Road on East side, Borivali W	4724.5
43	RG at F P No. 384, TPS III, 7th Rd, Borivali W	3158.1
44	RG at F P No. 479, TPS III, 12 th Rd, Chikuwadi, Borivali W	5263.3
45	RG at F P No. 490D, TPS III, Chikuwadi, Borivali W	3291.2
46	RG at CTS No. 374B/6(pt), Near Kanti Layout, Borivali W	41532.38
47	RG at CTS No. 1 C 1/1,, Link Rd, Near Vasant Complex, Borivali W	
48	RG at F P No.563, TPS III, at the Junction of 1 st Rd & 2 nd Rd (Link Road), Chikuwadi, Borivali W	4589.4
49	RG at F P No.615, TPS III, Next to Sony Tower, Borivali W	17279.1
50	RG at CTS No. 8/B, 7F, North side of Kale College, Saibaba Nagar, Borivali W	397.8+4902.6
51	RG at Saibaba Nagar, Chacha Nehru Udyan, Borivali W	5000
52	RG at CTS No. 278B, Junction of Mahishasur Mardini Rd & Sodawala Ext. Rd, (proposed DP Rd), Jayraj Nagar, Borivali W	830.63
53	RG at F P No.724, TPS III, Chikan Villa Rd, Borivali W	1162.2
54	RG at F P No.368, TPS III, Pranay Nagar, Borivali W	2312.4
55	RG at F P No.246, TPS III, Rammandir Rd, Opp Babhai Cemetery, Borivali W	1512.2
56	RG at F P No.391, TPS III, Junction of Link Rd & 17 th Rd, Borivali W	7136
57	Chhatrapati Shivaji Maharaj Udyan, RG at BUDP plot, Near Ajara Bank, Gorai II, Borivali W	9495.33
58	RG at F P No.466, TPS III, Link Rd (2 nd Rd), Near Gurukripa Bldg., Borivali W	1883.6
59	RG at CTS No. 163/C, Opp TATA Steel Company, Borivali E	
60	RG at CTS No. 374 B/24, Chikuwadi, Borivali W	6862.1
61	RG at CTS No. 374 B/20. Chikuwadi, Borivali W	7795
62	Open plot near Hariyana Bhavan, Sec.6, Charkop, Kandivali W	2504.16
63	Open space at Kranti Udyan, Near Swami Vivekanand School, Gorai 1, Borivali W	3152.32
64	Open space at Ganesh Maidan, Near Ganesh Mandir, RSC 2, Gorai 1, Borivali W	4863.5
65	Open space at Near MHADA Office, RSC 21, Gorai 2, Borivali W	3334.6
66	Open space at Near Gorai Cemetery, Gorai 1, Borivali W	4213.12
67	Open space at Near Gorai Cemetery, Gorai 1, Borivali W	2601.43
68	Open space at Nagdeo Omkareshwar Manoranjan Park, Charkop Sector 3, Borivali W	9201
69	Open space at Triveni Udyan, Charkop Sector 5, RSC 59, Borivali W	2923.94
70	Open space at Shivtirth Udyan, Charkop Sector 5, RSC 51 Borivali W	1450

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

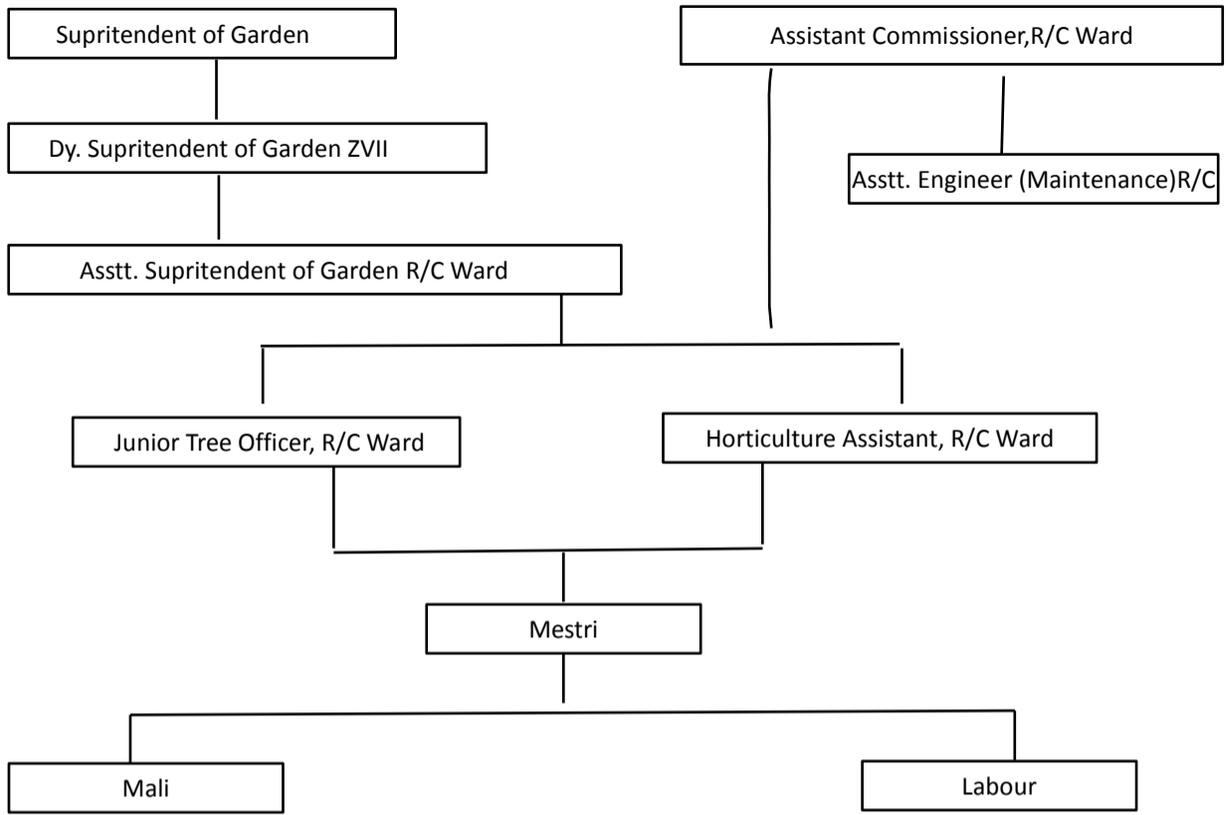
Plots given on Adoption Basis in R/Central Ward					
Sr. No.	Name of Plot	Location	Area	Reservation	Maintened By
1	Garden Plot at Junction of Link Road & 18.30 m wide CTS No. 1543 A	D.P.Rd Eksar Koliwada,	1330.7	Garden	M/s Sidhkala Visvast Mandal
2	Swatantyaveer Savarkar Udyan FP No 128	TPS III Borivali (W)	25395.6	Garden	M/s Poisar Gymkhana
3	Part portion out of garden plot at the junction Eksar Dongari	D.P.Road & Devidas Road Junction, Borivali W	21330.6	Garden	M/s Mandpeshwar Civic Federation
4	Part portion out of garden plot at the junction Eksar Dongari C.T.S.No.393	D.P.Road & Devidas Road Junction, Borivali W	4535.4	Garden	M/s Borivali Sanskrutik Kendra
5	Part portion out of garden plot at the junction Eksar Dongari C.T.S.No.392	D.P.Road & Devidas Road Junction, Borivali W	3297.9	Garden	World Renewal Spiritual Trust
6	Van Vihar Plot CTS No 389/C, 2231 2230/C	Eksar, Borivali (W)	6434.3	Garden	M/s Borivali Sanskrutik Kendra
7	RG at Mandpeshwar Industrial Estate	Mandpeshwar Rd, Borivali (W)	4000	RG	M/s Mandpeshwar Civic Federation
8	RG at plot behind Speical Steel (115 pt.)	Discovery Road, Magathane, Borivali East	2894.6	RG	M/s. Ashwinikumar Medical Relief Society
9	RG at F.P.No 384 TPS III	7 th Road, Borivali W	3158.1	RG	M/s Kripasidhi Mahila Mandal
10	RG at F.P.No.479 TPS III	12 th Road Chikuwadi, Borivali W	5263.3	RG	M/s. Chikuwadi Residential Welfare Centre
11	RG at F.P.No.563 TPS III	Junction of 1 st Rd & 2 nd Rd Chikuwadi, Borivali (W)	4589.4	RG	M/s. Shree Lakhadia Visha Osawal Sangh
12	RG at F.P.No.724 TPS III	Chikan Villa Rd, Borivali West	1162.2	RG	M/s Adi Ganesh Charitable Trust
13	RG at F.P.No.246 TPS III	Ram Mandir Road Opp Babhai Cemetary Borivali W	1512.2	RG	M/s Jeggar construction
14	RG at F.P.No.391 TPS III	Junction of Link Rd & 17 th Road Borivali W	7136	RG	M/s. Chintamani Trust
15	PG at Rail Nagar CTS No 60/A/3, SSC	L.T.Road Borivali W	1800	PG	M/s Rail Nagar Association
16	PG (part) at Ashok Nagar (636B)	90ft Road Near Bhor Industries, Poisar	1090.2	PG	M/s Zagdusingh Charitable Trust
17	PG on North side of Gen. Kariappa Bridge 92(pt), 89(pt)	Borivali (East)	3127	PG	M/s. Shiv Seva Samajik Shikshan Santha
18	PG at Mahavir Nagar	Near Mahavir Nagar Tunnel, Poisar Gymkhana Rd, Kandivali W	6422.5	PG	M/s Goyanka Education Trust
19	PG at Opp Kamala Vihar Sports Club (128A/84A, 91(pt), 92A, 90, 89/A, 53/8, 53/9)	Kandivali (West)	14954.9	PG	M/s Yuvak Mandal
20	PG at junction of Mantanpada Road & Borasapada Road	Opp Kamala Vihar Sports Club, Kandivali W	42290	PG	M/s Mumbai Cricket Association

21	PG at behind Ajmera School	Yoginagar, Borivali W	3823.3	PG	M/s Yoginagar Association
22	PG at CTS No 638F	Poisar, Kandivali East	1948.9	PG	M/s Zagdusing Charitable Trust
23	PG at CTS No. 175(pt),	behind St. John School, Opp Garden Factory, Sidharth Nagar, Borivali E	2965.8	PG	M/s St. John School

Details of Departmental Chowky in Garden Department

Sr. No.	Name of Department	Name of Chowy	Address of Chowy	Contact No.
1	Garden	Muster Chowky	Gajawala Garden, S.V.P.Road,Borivali (W) Mumbai – 400 092.	NIL

Organization's structural Chart



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

Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	A.S.G	1	1	-
2	Jr. Tree Officer	1	1	-
3	Horticulture Assistant	1	1	-
4	Mestri II	1	1	-
5	Mali	12	12	-
6	Labourer	12	12	-

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

Garden

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

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

At ward level following duties/works are carried out

- 1. Upkeep & maintenance of play grounds.**
2. Renovation & maintenance of gardens.
3. Development & maintenance of recreational grounds.
4. Issuing permissions for various functions on play grounds as per Policy.
5. Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.
 6. Inspection of gardens, recreational grounds, play grounds at regular intervals.
 7. Attending public complaints pertaining to gardens, recreational grounds, play grounds.
 8. Submitting report about gardens, recreational grounds, play grounds to ASG (Z-II) / Asst. Commissioner 'R/C' 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 3rd 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 3rd November 2006)

At ward level following duties/works are carried out

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

Following registers are maintained by Garden department at ward:-

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

SECTION 4 (1) (b) (ii)
The powers of Jr. Tree Officer & Horticulture Assistant
A

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

B

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

C

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

D

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

E

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

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

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

Following Tree Authority works:-

- 1) To protect & preserve all trees in all lands within his/her jurisdiction.
- 2) Plantation of new trees as per program.
- 3) Development & maintenance of Nursery for supply of seeds, saplings & trees to persons, who desire to plant new trees & for planting in his/her jurisdiction & to maintain Tree Bank including Medicinal trees.
- 4) Attending the complaints of dead & dangerous trees & granting permission by following due procedure of Tree Authority.
- 5) Maintenance of newly planted trees, existing trees & refilling of casualty.
- 6) Procuring all the materials i.e. RHE, CDM, 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.

SECTION 4 (1) (b) (ii) contdImplementation of Maharashtra (Urban Areas) Preservation & Protection of Trees Act, 1975 amended till date.

- 19) In view of appointment letter issued, the post of Jr. Tree Officer & Horticulture Assistant are interchangeable, whenever necessary.
- 20) Any other works assigned by Superiors.

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

Duties of Horticulture Assistant posted in the Municipal Administration Ward

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

DELEGATION OF POWERS TO JR. TREE OFFICER & HORTICULTURE ASSISTANT

Sections	Nature of Powers, Duties and Functions delegated
NA	NA

Section 4 (1) (b) (iii)

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

NAME OF ACTIVITY - Action against illegal tree cutting.

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

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

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 3rd November 2006)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd 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. 4. Issuance of permission letter	Within 7 days. Within 2 days from Step 1 Within 2 days from Step 2 Within 2 days from Step 3	Jr. Tree Officer Jr. Tree Officer A.S.G. (R/C) / A.S.G. (R/C) /	
		5. Preparing challan for accepting charges & forwarding to CFC 6. Issuance of job slip to contractor offer receipt of payment. 7. Trimming of trees.	After interested applicants approach to office Within 2 days from Step 5 As mentioned in job slip	Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer	

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

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

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

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd 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 5. Preparing challan for accepting charges & forwarding to CFC 6. Issuance of job slip to contractor	Within 7 days. Within 2 days from Step 1 Within 2 days from Step 2 Within 2 days from Step 3 After interested applicants approach to office Within 2 days from Step 5	Jr. Tree Officer / A.S.G. (R/C) Jr. Tree Officer Tree Officer Tree Officer Jr. Tree Officer	
		7. Cutting / removal of dead / dangerous trees	As mentioned in job slip	Jr. Tree Officer	

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

NAME OF ACTIVITY - Permission for various functions on play grounds as per Policy
 Related Provisions -
 Name of the Acts/Acts - MRTP Section 37A
 Govt. Resolutions -
 Circulars - SG/MGC/152 dated 19-3-2013 & SG/MGC/152/A dated 21-8-2013
 Office Orders - SG/OD/933 dated 18-3-2013 (Rate schedule)

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

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

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

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

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

NAME OF ACTIVITY - Repairs to existing gardens
 Related Provisions -
 Name of the Acts/Acts -
 Govt. Resolutions -
 Circulars -
 Office Orders -

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.(M&R).	Within 4 days from Step 1	Hort. Asstt. Hort. Asstt.	

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

NAME OF ACTIVITY - Electrical & mechanical repairs of existing gardens

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

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.)	Within 4 days from Step 1	Hort. Asstt. Hort. Asstt.	

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

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

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -

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

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

NAME OF ACTIVITY - Proposal for removal of trees in development sites

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

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

Govt. Resolutions -

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

Office Orders -

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

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

NAME OF ACTIVITY - Trimming of trees existing in Municipal properties & roads

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

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

Govt. Resolutions -

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

Office Orders -

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

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

NAME OF ACTIVITY - 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 3rd November 2006)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3rd 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. 6. Removal of dead / dangerous tree	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 R/C Jr. Tree Officer Tree Officer Jr. Tree Officer Jr. Tree Officer	

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

NAME OF ACTIVITY - Damage to trees due to asphaltting / concreting around trees

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars -

Office Orders -+

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.(M & R).	Within 7 days Within 2 days from Step 2	Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer	

Section 4 (1) (b) (iv)

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

Organisational targets (Annual)

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

Section 4 (1) (b) (v)

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

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Play grounds	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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
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	2	Details of Applications/ complaints/ other documents received by department	1 Year
2	Maidan Booking Register	Register	1	Details of maidan booking.	1 Year
3	RTI Register- HA	Register	1	Details of application received under R.T.I.Act	5 Years
4	RTI Register- JTO	Register	1	Details of application received under R.T.I.Act	5 Years
5	Illegal tree cutting file	File	1	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	2	Copies of permissions issued by Tree Authority for development proposals	Permanent
8	Dead & Dangerous Tree permissions	File	1	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	2	Copies of permissions issued for use of RG/PG.	5 Years
10	RTI- HA	File	3	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	Garden plot at the junction of Link Rd & 18.30 m wide D P Rd, Behind Eksar Koliwada, CTS No.1543A,, Borivali W	File	2	Copies of details regarding garden plot at CTS Bno.1543A	Permanent
13	Shyamaprasad Mukherji Garden,CTS No.476, 477, 428, 429 all parts, Borivali W	File	0	Copies of details regarding Shyamaprasad Mukherji Garden	Permanent
14	Ganjawala Garden, CTS No.2448, SVP Road, Borivali W	File	0	Copies of details regarding Ganjawala Garden	Permanent
15	Swattantraveer Savarkar Udyan at F P No.128, TPS III, 57 th Rd, Borivali W	File	10	Copies of details regarding Swattantraveer Savarkar Udyan	Permanent
16	Part portion out of Garden plot at CTS No.378 to 388, 2232,2233,2229/C,375A, Junction of Eksar Dongari D P Rd & Devidas Rd junction, Borivali W	File	5	Copies of details regarding Garden plot at CTS No.378 to 388, 2232,2233,2229/C,375A	Permanent
17	Part portion of Garden plot at CTS No 393, Junction of Eksar dongari D P Rd & Devidas Rd junction, Borivali W	File	1	Copies of details regarding Garden plot at CTS No 393	Permanent
18	Part portion out of Garden reservation 7A(pt) at old MHB Colony, Gokhale College Rd, Borivali W	File	0	Copies of details regarding Garden reservation 7A(pt) at old MHB Colony,	Permanent
19	Part portion out of Garden plot at junction of Eksar Dongari D P Rd & Devidas Rd junction, CTS No.392, Borivali W	File	1	Copies of details regarding Garden plot at junction of Eksar Dongari	Permanent
20	Van Vihar plot at CTS No. 389/C, 2231, Devidas Rd,	File	2	Copies of details regarding Van Vihar plot at CTS No. 389/C,	Permanent

	Borivali W			2231,	
21	Garden plot at corner of Devidas Lane, CTS No. 2389/D, 2392/C, Borivali W	File	2	Copies of details regarding Garden plot at corner of Devidas Lane, CTS No. 2389/D, 2392/C,	Permanent
22	Garden plot at Eksar Dongari, CTS No. 346/A, Borivali W	File	2	Copies of details regarding Garden plot at Eksar Dongari, CTS No. 346/A,	Permanent
23	B G Khair Udyan, Shimpoli, Borivali W	File	0	Copies of details regarding B G Khair Udyan	Permanent
24	Garden plot at CTS No. 287/A, Jayraj Nagar, Borivali W	File	1	Copies of details regarding CTS No. 287/A, Jayraj Nagar	Permanent
25	Garden plot at CTS No. 37A(pt), 37B & 37D(pt)(New 37A/2) 36/B, Chandavarkar Extension Rd, Borivali W	File	1	Copies of details regarding CTS No. 37A(pt), 37B & 37D(pt)(New 37A/2) 36/B	Permanent
26	PG at CTS No. 68/B, Behind Arunkumar Vaidya Maidan, New MHB Colony, Borivali W	File	0	Copies of details regarding CTS No. 68/B, Behind Arunkumar Vaidya Maidan,	Permanent
27	PG at CTS No. 60/A/3, 55C, Rail Nagar, L T Rd, Borivali W	File	3	Copies of details regarding PG at CTS No. 60/A/3, 55C, Rail Nagar	Permanent
28	PG at CTS No 636B (pt), Ashok Nagar, 90' Rd, Near Bhor Industries, Poisar, Borivali E	File	4	Copies of details regarding PG at CTS No 636B (pt), Ashok Nagar	Permanent
29	Anantrao Bhosale Udyan, Jay Maharashtra Nagar Rd No.2, Magathane, Borivali E	File	0	Copies of details regarding Anantrao Bhosale Udyan,	Permanent
30	PG at CTS No. 92(pt), 89(pt), 91B, 91C, North side of Gen. Kariappa Bridge, Magathane, Borivali E	File	4	Copies of details regarding PG at CTS No. 92(pt), 89(pt), 91B, 91C	Permanent
31	Sardar Vallabhbai Patel Udyan, CTS No. 53/4, Mantanpada, East side of Kale College, Borivali W	File	1	Copies of details regarding Sardar Vallabhbai Patel Udyan	Permanent
32	PG at CTS No.128/A/83, Mahavir Nagar, Near Mahavir Nagar Tunnel, Poisar Gymkhana Rd, Kandivali W	File	4	Copies of details regarding PG at CTS No.128/A/83, Mahavir Nagar	Permanent
33	PG at CTS No. 90, 128A/91(pt), 89A,89/8,92A, Opp Kamala Vihar Sports Club, Kandivali W	File	7	Copies of details regarding PG at CTS No. 90, 128A/91(pt), 89A,89/8,92A	Permanent
34	PG at 128A/59/1, Junction of Mantanpada Rd & Borsapada Rd, Opp Kamala Vihar Sports Club, Kandivali W	File	1	Copies of details regarding PG at 128A/59/1,	Permanent
35	PG at CTS No.174/1, Garden Factory, abutting to 120 D P Rd, Borivali E	File	3	Copies of details regarding PG at CTS No.174/1, Garden Factory	Permanent
36	PG at CTS No.332/D, Between Chandavarkar Rd & Sodawala Lane, Behind Royal Complex, Borivali W	File	3	Copies of details regarding PG at CTS No.332/D	Permanent
37	PG at CTS No. 175(pt), behind St. John School, Opp Garden Factory, Sidharth Nagar, Borivali E	File	1	Copies of details regarding PG at CTS No. 175(pt), behind St. John School,	Permanent
38	PG at F P No. 477, TPS III,, CTS No. 376. S.N.37, H.No.1-B, Chikuwadi, Borivali W	File	3	Copies of details regarding PG at F P No. 477, TPS III,, CTS No. 376. S.N.37	Permanent
39	PG at CTS No. 1723/C, Behind Ajmera School, Yoginagar, Borivali W	File	3	Copies of details regarding PG at CTS No. 1723/C, Behind Ajmera School,	Permanent
40	PG at CTS No. 128-A/27/3, Mahavir Nagar, Behind	File	2	Copies of details regarding PG at CTS No. 128-A/27/3, Mahavir	Permanent

	Welfare Center, Mahar Nagar Sector 6, Kandivali W			Nagar	
41	PG at CTS No. 128A/64, 128A/65/1to5, Mahar Nagar, Mahavir Nagar Sector 4, Kandivali W	File	1	Copies of details regarding PG at CTS No. 128A/64, 128A/65/1to5	Permanent
42	Rajiv Gandhi Udyan, Attached PG to the Kasturba X Road No.2, Municipal School, Borivali E	File	0	Copies of details regarding Rajiv Gandhi Udyan	Permanent
43	PG at CTS No. 645/C, Poisar, Kandivali E	File	4	Copies of details regarding PG at CTS No. 645/C, Poisar	Permanent
44	PG at CTS No.638/F, Poisar, Kandivali E	File	2	Copies of details regarding PG at CTS No.638/F, Poisar,	Permanent
45	RG at Gen. Arunkumar Vaidya Maidan, Plot at New MHB Colony, F.P.No.461, TPS III, Borivali W	File	6	Copies of details regarding RG at Gen. Arunkumar Vaidya Maidan	Permanent
46	RG in front of Mandpeshwar Industrial Estate, Borivali W	File	4	Copies of details regarding RG in front of Mandpeshwar Industrial Estate,	Permanent
47	RG at F P No. 19, TPS II, Ajanta Lane, Opp Ajanta Talkies, Borivali W	File	6	Copies of details regarding RG at F P No. 19, TPS II, Ajanta Lane	Permanent
48	RG at CTS No. 136pt), Behind Special Steel, Discovery Rd, Borivali E	File	1	Copies of details regarding RG at CTS No. 136pt), Behind Special Steel	Permanent
49	RG at CTS No. 115(pt), Behind Special Steel, Discovery Rd, Opp Discovery Bldg, Borivali E	File	2	Copies of details regarding RG at CTS No. 115(pt), Behind Special Steel, Discovery Rd	Permanent
50	RG at CTS No. 174/8, 90' wide D P Rd, Opp Sidharth Nagar, Borivali E	File	1	Copies of details regarding RG at CTS No. 174/8, 90' wide D P Rd	Permanent
51	RG at F P No. 720, TPS III, Shimpoli Rd, Opp Salute Hotel, Borivali W	File	0	Copies of details regarding RG at F P No. 720, TPS III, Shimpoli Rd	Permanent
52	RG at F P No. 775, TPS III, Dr. N R Karode Rd, Borivali W	File	0	Copies of details regarding RG at F P No. 775, TPS III, Dr. N R Karode Rd	Permanent
53	RG at F P No. 276, TPS III, abutting to the 5 th Road on west side & 50 th Road on East side, Borivali W	File	0	Copies of details regarding RG at F P No. 276, TPS III,	Permanent
54	RG at F P No. 384, TPS III, 7th Rd, Borivali W	File	3	Copies of details regarding RG at F P No. 384, TPS III, 7th Rd,	Permanent
55	RG at F P No. 479, TPS III, 12 th Rd, Chikuwadi, Borivali W	File	1	Copies of details regarding RG at F P No. 479, TPS III, 12 th Rd, Chikuwadi,	Permanent
56	RG at F P No. 490D, TPS III, Chikuwadi, Borivali W	File	1	Copies of details regarding RG at F P No. 490D, TPS III, Chikuwadi,	Permanent
57	RG at CTS No. 374B/6(pt), Near Kanti Layout, Borivali W	File	6	Copies of details regarding RG at CTS No. 374B/6(pt)	Permanent
58	RG at CTS No. 1 C 1/1,, Link Rd, Near Vasant Complex, Borivali W	File	1	Copies of details regarding RG at CTS No. 1 C 1/1,, Link Rd	Permanent
59	RG at F P No.563, TPS III, at the Junction of 1 st Rd & 2 nd Rd (Link Road), Chikuwadi, Borivali W	File	13	Copies of details regarding RG at F P No.563, TPS III,	Permanent
60	RG at F P No.615, TPS III, Next to Sony Tower, Borivali W	File	9	Copies of details regarding RG at F P No.615, TPS III,	Permanent
61	RG at CTS No. 8/B, 7F, North side of Kale College, Saibaba Nagar, Borivali W	File	6	Copies of details regarding RG at CTS No. 8/B, 7F, North side of Kale College,	Permanent
62	RG at Saibaba Nagar, Chacha Nehru Udyan,	File	0	Copies of details regarding RG at Saibaba Nagar, Chacha	Permanent

	Borivali W			Nehru Udyan,	
63	RG at CTS No. 278B, Junction of Mahishasur Mardini Rd & Sodawala Ext. Rd, (proposed DP Rd), Jayraj Nagar, Borivali W	File	0	Copies of details regarding RG at CTS No. 278B,	Permanent
64	RG at F P No.724, TPS III, Chikan Villa Rd, Borivali W	File	3	Copies of details regarding RG at F P No.724, TPS III,	Permanent
65	RG at F P No.368, TPS III, Pranay Nagar, Borivali W	File	2	Copies of details regarding RG at F P No.368, TPS III, Pranay Nagar,	Permanent
66	RG at F P No.246, TPS III, Rammandir Rd, Opp Babhai Cemetery, Borivali W	File	3	Copies of details regarding	Permanent
67	RG at F P No.391, TPS III, Junction of Link Rd & 17 th Rd, Borivali W	File	2	Copies of details regarding	Permanent
68	Chhatrapati Shivaji Maharaj Udyan, RG at BUDP plot, Near Ajara Bank, Gorai II, Borivali W	File	4	Copies of details regarding	Permanent
69	RG at F P No.466, TPS III, Link Rd (2 nd Rd), Near Gurukripa Bldg., Borivali W	File	0	Copies of details regarding	Permanent
70	RG at CTS No. 163/C, Opp TATA Steel Company, Borivali E	File	1	Copies of details regarding	Permanent
71	RG at CTS No. 374 B/24, Chikuwadi, Borivali W	File	1	Copies of details regarding	Permanent
72	RG at CTS No. 374 B/20. Chikuwadi, Borivali W	File	1	Copies of details regarding	Permanent
73	Open plot near Hariyana Bhavan, Sec.6, Charkop, Kandivali W	File	1	Copies of details regarding	Permanent
74	Open space at Kranti Udyan, Near Swami Vivekanand School, Gorai 1, Borivali W	File	0	Copies of details regarding	Permanent
75	Open space at Ganesh Maidan, Near Ganesh Mandir, RSC 2, Gorai 1, Borivali W	File	0	Copies of details regarding	Permanent
76	Open space at Near MHADA Office, RSC 21, Gorai 2, Borivali W	File	0	Copies of details regarding	Permanent
77	Open space at Near Gorai Cemetery, Gorai 1, Borivali W	File	0	Copies of details regarding	Permanent
78	Open space at Near Gorai Cemetery, Gorai 1, Borivali W	File	4	Copies of details regarding	Permanent
79	Open space at Nagdeo Omkareshwar Manoranjan Park, Charkop Sector 3, Borivali W	File	12	Copies of details regarding	Permanent
80	Open space at Triveni Udyan, Charkop Sector 5, RSC 59, Borivali W	File	1	Copies of details regarding	Permanent
81	Open space at Shivtirth Udyan, Charkop Sector 5, RSC 51 Borivali W	File	1	Copies of details regarding	Permanent

Section 4 (1) (b) (vii)

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

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

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

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	Advance Locality Management (ALM)	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	A.S.G.	Smt. Lad Sakshi	B	15/03/08	9833317212
2	Jr. Tree Office	Shri. Amol Ingale	C	05/11/08	9930995521
3	H.A.	Shri. Sachin Hajare	C	08/07/09	9870467406

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	Smt Lad Sakshi	A.S.G.	10800 +4200	16050	4500	1063+200	36813
2	Shri. Amol Ingale	JTO	10800 +2800	14552	4080	1063+200	33495
3	Shri. Sachin Hajare	H.A.	10400 +2800	14124	3960	1063+200	32547

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Jr. Tree Officer & Horticulture Assistant at R/Central ward for the year 2015-16

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Material	1178000	1178000	-
2	Gen Civil Repairs	68000	68000	-
3	Gen Civil Repairs	49000	49000	-
4	Water Pipeline maint.	129000	129000	-
5	Providing name notice boards	225000	225000	-
6	Protection & Maintenance	33776000	33776000	-
7	Construction of Sports Complex	9000000	9000000	-
8	Development of Shivaji Maharaj Ground	11605000	11605000	-
9	Development of New Garden	35000000	35000000	-
10	Upgradation of Existing Garden	15000000	15000000	
11	Upgradation of Playgrounds	7500000	7500000	
12	Repair & Maintenance of other equipment	128000	128000	
13	Repair Gymnasium Apparatus	8000	8000	
14	Horticulture Development Maintenance	6548000	6548000	
15	Water Charges	583000	583000	
16	Provisions of special project	15000000	15000000	
17	Reserved Garden	6500000	6500000	
18	Prov Bore well	1000000	1000000	
19	Pr Tns & Gym	100000	100000	

Form B for previous year (2014-15)

Sr. No.	Budget Head description	Grants received	Grants utilized	Balance	Result
1	Material	1483000	5305	1477695	
2	Gen Civil Repairs	180000		180000	
3	General Civil Repairs	74000		74000	
4	Water Charges	1200000			
5	Water Pipeline maintenance	175000		175000	
6	Providing name notice boards	300000		300000	
7	Electricity Exps	4010000	3607822	402178	
8	Protection & Maintenance	33315000	26523491	6791508	
9	Horticulture Development Main	7630000	7419429	210571	
10	Repair & Maint Equipment	171000		171000	
11	Upgradation of Playgrounds	3500000	3476553	23447	
12	Upgradation of existing ground	3000000	2999997	3	
13	Development of New Garden	30000000	23007548	6992452	
14	Prov New play apart	600000		600000	
15	Prov Bore well	100000		100000	
16	Compound Wall	900000		900000	
17	Reserved Garden	12000000		12000000	
18	Development of shivaji Maharaj ground	21500000	20816383	683616	
19	Construction of sports complex	35000000	10442709	24557293	
20	Play appartus	500000		500000	

Section 4 (1) (b) (xii)

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

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

Section 4 (1) (b) (xiii)

**Particulars of recipients of concessions, permits or authorizations granted in the office of
Jr. Tree Officer & Horticulture Assistant at 'R/Central' 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

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

Section 4 (1) (b) (xv)
**Particulars of facilities available for citizen for obtaining information in the office of
 Jr. Tree Officer & Horticulture Assistant**

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record	3.00 p.m. to 5.00 p.m on (except holidays) with prior appointment only	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Jr. Tree Officer, Garden Department, 1 st Floor, R/Central ward office, Chandavar kar Road, Borivali (W), Mumbai-92	Jr. Tree Officer R/Central Ward./ Horticulture Assistant R/Central 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

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate Authority
1	Shri. Amol Ingale	Jr. Tree Officer / Horticulture Assistant	'R/Central' Ward	'R/Central' Ward office Building, Chandavarkar Road, Borivali (West) Mumbai- 400 092 28946000 Extn:	-	Asstt. Commissioner 'R/Central' Ward
2	Shri. Sachin Hajare	Horticulture Assistant	'R/Central' Ward	'R/Central' Ward office Building, Chandavarkar Road, Borivali (West) Mumbai- 400 092 28946000 Extn:	-	Asstt. Commissioner 'R/Central' Ward

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Kishor Gandhi	Assistant Commissioner R/Central Ward	'R/Central' Ward	Jr. Tree Officer	ac.rc@mcgm.gov.in
2	Shri. Kishor Gandhi	Assistant Commissioner R/Central Ward	'R/Central' Ward	Horticulture Assistant	ac.rc@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 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 15th April to 15th June for any program except Maharashtra Din on 1st 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 be 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

जानकारी सादर - उद्देशाने खाते
 पर शुद्ध मुदती दिनांक - ०१.०३.२०१३ पर्यंत अद्ययावत
 संदर्भानुसार महानगरपालिका आयुक्त यांना प्रशासकीय अधिकारात मंजूर झालेले शुल्क.
 Section - Fees sanctioned by M.C. under his administrative power.

Sl. No. अनु क्र. क्र. क्र.	Section of the Act प्रतिनिधित्व काल	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 अभिप्राय
			4	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. 2६0/-	Rs. 12100/-	Rs. 308/-	
		Playground above 5000 Sq.Mtrs. in area	Rs. 22000/-	Rs. 6६0/-	Rs. 24200/-	Rs. 730/-	

15/3
 SUPDT OF GARDENS

1	2	3	4		5		6
			<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
b)		Pooja, Namaj and other functions which last for one day.	Rs.	Rs.	Rs.	Rs.	Yearly increase in rates by 10% As per circular no. CA/FRM/7 dt. 3/5/2011
i)		Playground below 5000 Sq.Mtrs.	2200/-	440/-	2420/-	484/-	
ii)		Playground above 5000 Sq. Mtrs.	5500/-	880/-	6050/-	970/-	
c)		For celebrating Jayanti, Punyatithi of National Leaders, others which last for one day.	<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
			Rs.	Rs.	Rs.	Rs.	
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)		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>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
			Rs.	Rs.	Rs.	Rs.	
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>	
			Rs.	Rs.	Rs.	Rs.	
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>	
			Rs.	Rs.	Rs.	Rs.	
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			4		5		6
			<u>Deposit</u>	<u>Fee per day</u>	<u>Deposit</u>	<u>Fee per day</u>	
		<u>Physical Training/Sports</u>					CA/FRM/7 dt. 3/5/2011
		Use of grounds for physical training by the Schools/College/Sports Clubs and other social institutions.					
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>	
			Rs.	Rs.	Rs.	Rs.	
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>	
			Rs.--	Rs. 550/-	Rs.--	Rs. 610/-	
i)		Playground below 5000 Sq.Mtrs. in area.	Rs.--	Rs. 830/-	Rs.--	Rs. 920/-	
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
SUPD OF GARDENS

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 कार्यक्रमासाठी मैदानाचा वापर करण्यास प्रतिबंध करण्यात येत आहे. कुठल्याही व्यावसायिक कार्यक्रमासाठी 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 30 दिवस अगोदर संबंधित प्राधिका-यांकडे अर्ज करणे आवश्यक राहिल. जर एकाच दिवसासाठी एका पेक्षा जास्त अर्जदारांचे अर्ज प्राप्त झाले असतील तर लॉटरी पध्दतीने सदर अर्जांची सोडत संबंधित सहाय्यक आयुक्त यांच्या समक्ष काढण्यात येईल.

9) नियोजित कार्यक्रमाच्या 45 दिवस पूर्वी आलेले अर्ज , तसेच कार्यक्रमापूर्वी 30 दिवसांपेक्षा कमी कालावधी दरम्यान आलेले अर्ज विचारात घेऊ नयेत.

10) मैदान दत्तक तत्वावर दिलेले असेल तर अशा प्रायोजक संस्थेसही कोणत्याही कार्यक्रमासाठी मैदान वापरण्यास संबंधित सहाय्यक आयुक्तांची उपरोक्त प्रकारे परवानगी घेणे आवश्यक असेल. सदर अटीचे पालन न केल्यास अशा प्रायोजक संस्थेशी केलेला दत्तक करार 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 या 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, शाभियाना 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 कोणतीही पूर्व सूचना न देता जप्त करण्यात येईल. कार्यक्रमादरम्यान मैदानाचे 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.

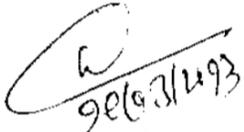
12) कोणत्याही कार्यक्रमादरम्यान मैदानात जेवण शिजवणे अथवा वाटप करण्यासाठी परवानगी देऊ नये.

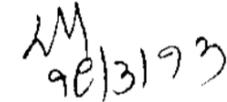
13) कार्यक्षम प्रशासकीय कार्यवाहीसाठी सदर परिपत्रक निर्गमित झाल्याच्या

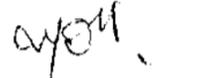
दिनांकापासून । महिन्याच्या कालावधीत संबंधित विभागीय सहाय्यक आयुक्त यांनी अखत्यारीत असलेल्या प्रत्येक खेळाच्या मैदानांमध्ये 31.3.2010 पासून आयोजित केलेल्या कार्यक्रमांची यादी तयार करावी. ही यादी संबंधित परिमंडळाच्या उपायुक्तांमार्फत अति. आयुक्त(पू.उ) यांच्या मान्यतेसाठी सादर करण्यात येईल.

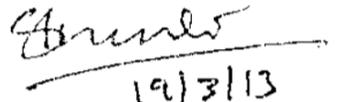
14) उद्याने व मनोरंजन मैदानांसाठी आरक्षित असलेल्या भूखंडावर कोणत्याही कार्यक्रमासाठी परवानगी देऊ नये.

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


9/3/13
उद्यान अधीक्षक
करा


9/3/13
सह आयुक्त (आ.व्य)


अति. आयुक्त (पू.उ)


19/3/13
महानगरपालिका आयुक्त

बृहन्मुंबई महानगरपालिका

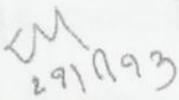
क्र. एसजी/एमजीसी/१५२/अ, दिनांक २१.०८.२०१३

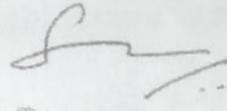
संदर्भ - परिपत्रक क्र. एसजी/एमजीसी/१५२, दि. १९.३.२०१३.

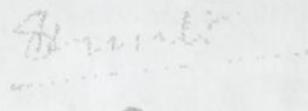
संदर्भित परिपत्रकामध्ये खालील प्रमाणे शुध्दीपत्रक देण्यात येत आहे :-

मुद्या क्र. ६. जी खेळाची मैदाने, मनोरंजनाची मैदाने आणि उद्याने मार्च २०१२ पूर्वी पारंपारिक पध्दतीने गणेशोत्सव, नवरात्र, रामलिला, दुर्गापूजा, इत्यादी पारंपारिक पध्दतीने उत्सव साजरे होत आहेत अशाच ठिकाणी सदर उत्सव साजरे करण्यास परवानगी देण्यात येईल. मात्र यापुढे या व्यतिरिक्त इतर कोणत्याही खेळाच्या मैदानात, मनोरंजनाच्या मैदानात आणि उद्यानात असे उत्सव साजरे करण्याकरिता नवीन परवानग्या देण्यात येणार नाहीत.

मुद्या क्र. १४ - वरील मुद्या क्र. ६ व्यतिरिक्त, विकसित अथवा विकसित होत असलेली मनोरंजनाची मैदाने आणि उद्याने यावर कोणत्याही प्रकारच्या परवानग्या देण्यात येऊ नयेत. याचबरोबर उर्वरित मनोरंजनाची मैदाने आणि उद्यानांचा विकासानंतर अशा मनोरंजनाची मैदाने आणि उद्यानात परवानग्या देण्यात येणार नाहीत.


२९/०९/१३
सह आयुक्त (अ.व्य.)


अति.आयुक्त (पू.उ.)


महानगरपालिका आयुक्त

बृहन्मुंबई महानगरपालिका

उपान खाते

परिषद तक्रार

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

क्र.	माहिती	यातू दर		प्रस्तावित दर		अभिप्राय
		अनामत रक्कम	शुल्क प्रति दिन	अनामत रक्कम	शुल्क प्रति दिन	
1	धार्मिक कार्यक्रम उदा. गणेशोत्सव, नवरात्री उत्सव, रामलीला, दुर्गापूजा	गणेशोत्सव घोरणानुसार				परिपत्रक क्र. सी.ए.फ.आर.एम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
2	अनुक्रमिक 1. व्यतिरिक्त					
अ)	5000 चौ.मी. पेसा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.2200/-	₹.440/-	₹.25000/-	₹.1090/-	
ब)	5000 चौ.मी. पेसा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.5500/-	₹.880/-	₹.16000/-	₹.2000/-	परिपत्रक क्र. सी.ए.फ.आर.एम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
3	राष्ट्रपुस्तकांच्या जवळी, पुण्यातिथी साजरे करणे (1 दिवसाच्या कालावधी करिता)					
अ)	5000 चौ.मी. पेसा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.800/-	₹.440/-	₹.880/-	₹.440/-	परिपत्रक क्र. सी.ए.फ.आर.एम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
ब)	5000 चौ.मी. पेसा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.2000/-	₹.880/-	₹.2200/-	₹.880/-	
4)	काही तासांच्या अवधीकरिता ध्वजारोहणासाठी साजरे करण्यात येणारे महाराष्ट्र दिन, प्रजासत्ताक दिन, स्वातंत्र्यदिन इ. कार्यक्रम तसेच महानगरपालिकेच्या शाळाव्यतिरिक्त शिक्षण खात्याकडून वार्षिक स्पर्धी शारिरिक कवायती इ. साठी मैदानांचा वापर याबाबत					परिपत्रक क्र. सी.ए.फ.आर.एम/7 दि. 03/05/2012 अन्वये दरामध्ये 10 टक्के इतकी वार्षिक वाढ
अ)	5000 चौ.मी. पेसा कमी क्षेत्रफळ असलेले खेळाची मैदाने	₹.1000/-	₹.250/-	₹.1100/-	₹.280/-	
ब)	5000 चौ.मी. पेसा जास्त क्षेत्रफळ असलेले खेळाची मैदाने	₹.2000/-	₹.500/-	₹.2000/-	₹.550/-	

19/3
उपनि.अधीक्षक

19/3
सह आयुक्त (आ.व्य.)

अति.अ.युक्त(पू.3)

महानगरपालिका आयुक्त