

Address - GARDEN DEPARTMENT,
1st Floor, Room No. 38,
'T' Ward Building,
Devidayal Road,
Mulund (W),
Mumbai – 400 080.

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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.

Assistant Superintendent of Gardens is officer appointed at ward level to look after works of Garden & Trees department at ward level. He is assisted by Horticulture Assistant & Jr. Tree Officer.

Jr. Tree Officer is subordinate to Tree Officer appointed to implement various provisions of 'The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'

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

**Assistant Superintendent of Gardens
'T' Ward**

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

1	Name of the public authority	Assistant Superintendent of Gardens
2	Address	1st Floor, Room No. 26, 'T' Ward Building, Devidayal Road, Mulund, Mumbai – 400 080..
3	Head of the office	Assistant Superintendent of Gardens
4	Office timings	Office timings: 8.00 a.m. to 01.00 p.m. and 1.30 p.m. to 5.00 p.m.(Monday to Friday) & 8.00 a.m. to 01.00 p. m. (Saturday) Visiting Hours: 03.00 p.m. to 05.00 p.m. (Monday to Friday)
5.	Chowky Timings	08:00 am – 4:00 pm
6	Contact Details	Telephone no : 022-25645289/90/91/92/93 Extn : 332 Email - asgz6.garden@mcgm.gov.in
7	Parent Government Department	Garden & Trees
8	Reporting to which office	Assistant Commissioner 'T' Ward
9	Jurisdiction Geographical	'T' Ward is bounded by the North -Mulund Check Naka (Anand Nagar, Eastern Express Highway), South-Goregaon Mulund Link Road, Thane Creek to Bhandup Complex Vihar, East- Hari Om Nagar to Airoli bridge, West- East side of Sanjay Gandhi National Park.
10	Vision	1. To provide well maintained open spaces to the citizens of Mumbai. 2. To provide sufficient recreational facilities to children. 3. To plant trees at sufficient spacing & maintain them. 4. 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. 4. To maintain gardens, recreational grounds, play grounds
12	Objectives	1. Development & maintenance of gardens, recreational grounds, play grounds. 2. Protection & Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3rd November 2006)
13	Function	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. Planting & watering new trees.

		<p>7. Removal of dead & dangerous trees/ branches of roadside trees & trees in municipal premises.</p> <p>8. Pruning of trees for proper growth, balancing, smooth traffic etc.</p> <p>9. Attending to complaints of citizens & Mun. Councilors.</p> <p>10. Taking action against illegal tree cutting.</p> <p>11. Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government & government premises.</p> <p>12. Maintenance of nurseries.</p>
SECTION 4 (1) (b) (i) contd.		
14	Details of services provided (In Brief)	<p>1. Inspection of gardens, recreational grounds, play grounds at regular intervals.</p> <p>2. Attending public complaints pertaining to gardens, recreational ground, play grounds.</p> <p>3. Submitting report about gardens, recreational grounds, play grounds to DySG (Z-VI) / Asst. Commissioner 'T' Ward.</p> <p>4. Supervision of garden development & maintenance work.</p> <p>5. Issuance of remarks for the use of play grounds as per Policy.</p> <p>6. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.</p> <p>7. Supervision of tree transplantation work through HA/JTO.</p> <p>8. Providing Technical Assistance regarding plantation of trees.</p>
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.

Organization's Structural Chart

Supdt. Of Gardens

Assistant Commissioner 'T' Ward

Dy. S.G. Z- VI

Asst. Supdt. Of Gardens T ward

Jr. Tree Officer T ward

Hort. Asst. T ward

Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Assistant Superintendent of Gardens	1	1	0
1	Jr. Tree Officer/ Horticulture Assistant	4	4	0
2	Mestri II	4	4	0
3	Mali	58	16	
4	Labourer	12	4	
5	Sweeper	0	0	0

SECTION 4 (1) (b) (ii)
The powers of Assistant Superintendent of Gardens
A

Sr. No.	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Superintendent of Gardens	Rs. 200/- Imprest		
2	Jr. Tree Officer	Nil		
3	Horticulture Assistant	Nil		

B

Sr. No.	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Superintendent of Gardens			
2	Horticulture Assistant	-	As subordinate officer to Tree Officer under 'The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'	
3	Jr. Tree Officer	-	As subordinate officer to Tree Officer under 'The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'	

C

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

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

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Superintendent of Gardens	Appointed as Public Information Officer under RTI Act, 2005	Circular No.MOM/736 Dt.01.07.2016	
2	Horticulture Assistant			
3	Jr. Tree Officer			

E

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

The duties of Horticulture Assistant

Horticulture Assistant

Horticulture Assistant of the Ward works as per "The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'. His work includes development & maintenance of gardens, recreational grounds & play grounds. Horticulture Assistant is subordinate officer to Tree Officer appointed to carry out duties as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'

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 ward in respect of technical matters.

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

1. Upkeep & maintenance of play grounds.
2. Renovation & maintenance of gardens.
3. Development & maintenance of recreational grounds.
4. Issuing permissions for various functions on play grounds as per Policy.
5. Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.
6. Inspection of gardens, recreational grounds, play grounds at regular intervals.
7. Attending public complaints pertaining to gardens, recreational grounds, play grounds.
8. Submitting report about gardens, recreational grounds, play grounds to ASG T ward / Asst. Commissioner 'T' Ward.
9. Supervision of garden development & maintenance work.
10. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.
11. Co-ordination & correspondence with various central agencies regarding day to day work.

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

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

Duties of Horticulture Assistant posted in the Municipal Administration Ward

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

18. To attend to disposal of dried wood of cut trees in the Sections.
19. To keep note of permissions granted for use of gardens in respective Sections.
20. To attend music performances in gardens in respective Sections.
21. To put up requisitions to Engineering dept. for repairs, etc. to the buildings & structures in respective Sections.
22. To give replies to various public complaints.
23. To attend to the complaints & grievances of the labour staff under him.
24. To attend any other duty entrusted from time to time by proper authority.

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

The duties of Jr. Tree Officer

Jr. Tree Officer

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

Jr. Tree Officer of the ward is responsible to Assistant Commissioner of the Ward and Zonal Dy. Municipal Commissioner for day-to-day work of the department in respect of

Administrational and policy work. He is also responsible to Asst. Supdt. of Gardens of Zone in respect of technical matters.

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

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

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

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

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 pursue.
- 14) To survey all the Municipal Schools, Hospitals, Dispensaries & Cemeteries in the ward & carry out plantation of trees if scope exists.
- 15) To survey all the roads, open spaces & prepare proposed tree plantation every year before monsoon & to maintain record.
- 16) To attend the work of regular trimming/pruning of overgrown dangerous branches of trees for balancing the trees & for illumination of street lights without obstruction by following due procedure of Tree Authority.
- 17) To supervise the work of mali/labour staff regularly in his/her jurisdiction.
- 18) To maintain registers of all types of records pertaining to department i.e. dead stock register, consuming articles/material register, production & sale of plants worksheet register, field diary, etc.
- 19) Implementation of Maharashtra (Urban Areas) Preservation & Protection of Trees Act, 1975 amended till date.
- 20) In view of appointment letter issued, the post of Jr. Tree Officer & Horticulture Assistant are interchangeable, whenever necessary.
- 21) Any other works assigned by Superiors.

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

DELEGATION OF POWERS TO Asst. Supdt. Of Gardens

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 Assistant Superintendent of Gardens

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 (amendment) Act, 2021'

Name of the Acts/Acts - 'The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'

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 Assistant Superintendent of Gardens & 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	

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 (amendment) Act, 2021'

Name of the Acts/Acts - 'The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'

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. 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 (amendment) Act, 2021'
Name of the Acts/Acts	- 'The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'
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. ('T' Ward) Jr. Tree Officer Tree Officer Jr. Tree Officer	

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	ASG/ 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/office r 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	ASG	

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/office r 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	ASG	

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/office r 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	Assistant Superintendent of Gardens	

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 (amendment) Act, 2021'

Name of the Acts/Acts - 'The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'

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. office. 2. Inspection of site. 3. Submitting inspection report to Dy.S.G. (Zone-V).	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. 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 (amendment) Act, 2021'

Name of the Acts/Acts - 'The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'

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 As mentioned on 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 (amendment) Act, 2021'

Name of the Acts/Acts - 'The Maharashtra (Urban Areas) Protection & Preservation of Trees (amendment) Act, 2021'

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 3. Issuance of Job slip to contractor 5. 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 2 As mentioned on job slip	Jr. Tree Officer Jr. Tree Officer / ASG 'T' Ward Jr. Tree Officer Tree Officer Jr. Tree Officer	

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

NAME OF ACTIVITY - Damage to trees due to asphalting / 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/office r in connection with each activity	Remark
12	Damage to trees due to asphalting/ concreting around trees	1. Receipt of complaint from public or detection of damage. 2. Inspection of site. 3. Issuance of Job slip to contractor 4. removal of asphalt/ concrete	Within 7 days Within 2 days from Step 2 As mentioned on job slip	Jr. Tree Officer Jr. Tree Officer Jr. Tree Officer	

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

Related Provisions -

Name of the Acts/Acts -

Govt. Resolutions -

Circulars - SG/MGC/152 dated 19.03.2013 & SG/MGC/152/A dated 21.08.2013

Office Orders - SG/OD/933 dated 18.03.2013 (Rate Schedule)

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/office r in connection with each activity	Remark
13	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 Assistant Commissioner. 3. Approval or rejection of permission 4. Preparing challan for accepting of deposit and rent forwarding to in-charge at CFC 5. Prepare final permission letter	After applicant approaches office. After receipt of NOC from local police station Within 2 days from step 2 After payment of charges	Hort. Asstt. Hort. Asstt./ ASG Assistant Commissioner Hort. Asstt. ASG	

Section 4 (1) (b) (iv)

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

Organizational targets (Annual)

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	Assistant Superintendent of Gardens	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)	
3	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 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)• SG/OD/669 dated 28.03.2024• BDD/204 dated 02.11.2015	
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		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	Register		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	2	Copies of permissions issued for tree trimming.	5 Years
7	TA permissions	File	3	Copies of permissions issued by Tree Authority for development proposals	Permanent
8	RG/PG permissions	File	8	Copies of permissions issued for use of RG/PG.	5 Years
9	Master files	Semistick file	1	Copies of details regarding particular garden	Permanent
10	Circular file	File	-	Various circulars about Gardens & trees	Permanent

Section 4 (1) (b) (vii)

**Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of
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 (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	Assistant Superintendent of Gardens	Shri. Sandeep D. Raut	B	07.02.2024	asgz6.garden@mcgm.gov.in
2	Horticulture Assistant	Smt. Shaileja B. Suryavanshi	C	16.10.2017	4193333@mcgm.gov.in
3	Horticulture Assistant	Smt. Sakshi S. Jadhav	C	13.05.2022	4197210@mcgm.gov.in
4.	Horticulture Assistant	Smt. Akshaya U. Mhatre	C	18.02.2025	4473503@mcgm.gov.in
5	Jr. Tree Officer	Shri. Amol S. Shelar	C	14.02.2025	4473644@mcgm.gov.in
6	Jr. Tree Officer	Shri. Sunil N. Sangare	C	14.02.2025	4473565@mcgm.gov.in

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.	Garden Department 'T' Ward 1st Floor, Office of Assistant Commissioner 'T' ward Office, Devidayal Road, Mulund (W), Mumbai-400080.	Asstt. Supdt. Of Gardens
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. Sandip Raut	Assistant Superintendent of Gardens	'T' Ward	Garden Department 'T' Ward 1st Floor, Office of Assistant Commissioner 'T' ward Office, Devidayal Road, Mulund (W), Mumbai-400080.	asgz6.garden@mcgm.gov.in	Asstt. Commissioner 'T' 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. Ajay Patane	Assistant Commissioner 'T' Ward	'T' Ward	Assistant Superintendent of gardens	ac.t@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.

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.

Sr.No.	Location	Area	Reservation
1	Siddharth Udyan, at the Jn. of D.D.U. Road and Netaji Subhash Road, behind Vandana Hotel, Mulund (W), Mumbai-80 CTS NO.859, 860	2418	Garden
2	CTS No. 29/4 Plot oppisite to Teakwood CHS, Swapna Nagari, Mulund (W), C.T.S. No.29/4	8698	Garden
3	Lala Tulsiram Park, Devidayal Road, Mulund (W)	6540	Garden
4	Tarabai Modak Udyan, P.K.Road, Mulund(W)	4520	Part of Sports Complex
5	Harish Murarji Thakkar Khelache Maidan, Village Nahur. Ramgadh,S .L. Road,Mulund (w.), Mulund	214.5	Garden
6	Vijay Nagar Garden, SL Road, Mulund (W)	2883	Garden
7	Pandit Jawaharlal Nehru Shatabdi Udyan, Zulelal Road, Mulund Colony, Mulund(W), Mumbai-80 C.T.S. No. 257, Survey No. 146,	7526	Garden
8	Dr. C. D. Deshmukh Udyan. Mahatma phule Road, Opp. Savarkar Hospital, Mulund (E),	20000	Garden
9	Shree Swami Samarth Manoranjan Maidan , Near Wamanrao Muranjan School, Mulund (E), Mumbai-81	6482.4	Garden
10	Sharad Chavan Udyan near Hanuman Chowk, Mulund (E), Mumbai-81	996.9	Garden

11	Tukaram Mangalya Vaity Park, Municipal Park , E. E. Highway, Mulund (E), Mumbai-81	16339.1	Garden & Talao
12	Hutatma Madanlal Dhingra Kridangan, Chaphekar Bandhu Road, near Neeta Apartment, Mulund(E), Mumbai-81	1200	Garden
13	Park at Yogi Hills, Opp. Yogi Hills Co-Op. Hsg. Soc., Mulund(W), Mumbai-80 CTS NO.26(pt.),	3340	PG
14	Dr. Babasaheb Ambedkar Kridangan, Din Dayal Upadhyay Road, Mulund(W), Mumbai-80 CTS NO.851,852(pt.),	5400	PG
15	P.G.Village Mulund, near Swapna Nagari, Mulund(W) C.T.S. No. 29/5,	2479.1	PG
16	PG , Swapna Nagari, Mulund(W) CTS NO.29/11,	1653.6	PG
17	Arybhatta Udyan, ,Jawaharlal Nehru Road, near Vani Vidyalaya, Mulund (W), Mumbai-80 C.T.S. No.1328,1329,1333,1334	2000	PG
18	Mother Teressa Kridangan, Trimurty Road, Mulund (W)	2658.6	PG
19	Rajeev Gandhi Kridangan, Nahur Gaon, Mulund (W)	4468	PG
2021	Shahid Hemu Kalani Manoranjana Maidan Guru Govind Singh Road, Shivaji Chowk, Mulund Colony, Mulund (W),	2602	PG

	Mumbai-80 CTS No. 370(pt.) Plot NO.57,		
22	Jainacharya Vijay Vallabha Suri Kridangan, Goregaon Mulund Link Road, Nahur Village, Mulund (W),Mumbai-80	5573	PG
23	P.G. P.K.Road Extn., Nahur Village, Mulund(W), Mumbai- 80 C.T.S. No.692,	2627.1	PG
24	P.G. Near Dashamesh School, Mulund Colony, Mulund(W), Mumbai-80 C.T.S. No.422 A/(pt), Plot No. 66,	2000	PG
25	P.G. L.B.S. Road, Veer Sambhaji Nagar, Mulund(W), Mumbai- 80 CTS NO.535,	405	PG
26	P.G. Mulund Colony, Guru Govindsingh Road, Mulund(W),Mumbai Plot No. 29,	80	PG
27	Mavala Sambhaji Kavaji Kondhalkar Kridangan, (Nana Nani Park)Savarkar Road, Opp. Patil Nursery, Mulund (E), Mumbai-81	2109.4	PG
28	Chhatrapati Sambhaji Rajee Maidan, Veer Savarkar Road, Mulund (E), Mumbai-81 CTS NO.1320B/22(pt.),712 A(pt),713 A(pt),712/B/1,	26216	PG
29	Mavala Jiva Mahala Kridangan, B-3, Vidyalaya Road , near Marathi Vidyalaya, in front of Rajee Sambhaji Maidan, Mulund(E),Mumbai-81 C.T.S. No.1230	1319	PG

30	HinduHrudaySamrat Balasaheb Thakare Maidan, near Aniket Bldg.Mulund (E)	390.8	PG
31	P.G. C.T.S. no. 147 , Holly Angel School, Mulund (E) ,CTs No.155 A/4	2386.2	PG
32	PG, Mulund Village, Hari Om Nagar,Mulund (E).CTS No.,1320/A/18 (pt.),	11716.6	PG
33	Dattaji Tamhane Maidan,PG CTS No. 95/13/E,Hari Om Nagar, Mulund (E), Mumbai 81.	3163	PG
34	PG Hariom nagar, Mulund (E).	2976.8	PG
35	PG CTS NO.1063/B,Near VPM School, Mulund (E)	500	PG
36	PG CTS No. 1304 at Mithagar Ganesh Visarjan Talao, Mulund (East)	1000	PG
37	Sardar Pratap Singh Manoranjana Maidan, Mulund Nimkar Society,Swapnanagari, Mulund(W) C.T.S. No. 29/15,	11256	RG
38	Shahid Ashok Kamate Manoranjana Maidan,RG plot (Vasant Garden), near willow tower ,Mulund (W)C.T.S. No. 29/3A (Old C.T.S. No. 29/7 & 29/3),	4496	RG
39	R. G. Village Mulund (Afforsation plot), near Seth Builder Complex C.T.S. No. 30 (pt),	3289	RG
40	Vrindavan Manoranjana Maindan , L.B.S. Marg, Behind 'R' Mall, Mulund (W), Mumbai-80 C.T.S. No. 639/A,	2748.4	RG

41	Sant Odhavramji Maharaj Manoranjan Maidan,R. G. , near swapnanagari, willow tower ,Mulund (W) C.T.S. No. 29/14,	2534	RG
42	Shasan Samrat Achary Dev Shri Nemisuri Manoranjan Maidan,RG , L.B.S.Mulund (w.), MulundC.T.S. No.884/C,	8580.9	RG
43	Barku Govind Patil Manoranjan Maidan, RG , ACC Road, Village MulundC.T.S. No.661/7,	13828.2	RG
44	Swatantya Veer Vi.Da.Sawarkar Maidan, Vithal Nagar, S.L. Road, Mulund (w)	475.4	RG
45	Ranchhudas Harjivan Shah Manoranjan Maidan, Village Nahur. Ramgadh,S .L. Road,Mulund (w.), Mulund	429.4	RG
46	Mahatma Jyotiba Phule Manoranjana Maidan, Mulund Colony, Village Nahur, behind Mulund Darshan Co-Op. Hsg. Society, Mulund (W), Mumbai-80 C.T.S. No.260/A, 260/1F, 2601 E, 2602/E	9489	RG
47	R. G.Near Sagar Garden Society, L.B.S. Marg, Nahur Village, Mulund(W) C.T.S. No. 554/B,	1675.02	RG
48	RG, Mulund Village, Malbar Hill Road, Mulund Colony, Mulund (W)CTS No.106 B/1,106 B/5,106 B/6	2032	RG
49	RG at Mulund Colony, Nimkar Society Road, Mulund (W), Mumbai-80	2551	RG

	C.T.S. No. 257(pt), Plot No.171,		
50	P.G. , Powai Chowk, near Panchratna Mandir, Mulund Colony, Mulund(W), Mumbai-80 Plot No.116-117,	2453	RG
51	Damodar Pandu Vaiti Manoranjan Maidan, Nilam Nagar Mulund(E),	2935	RG
52	Raosaaheb Ramrao Patil manoranjan maidan, Hari Om Nagar, Mulund (E)	8791	RG
53	Dr.APJ Abdul Kalam Manoranjan Maidan,R.G.plot Hariom nagar , Mulund (E), Mumbai-81	43663.7	RG
54	RG, Mulund Village, Hari Om Nagar,Mulund (E).CTS No.1320/A/16	912	RG
55	Shahid Prakash More Maidan , near Gagangiri tower,Sant Ramdas road,Mulund(E)	2060	RG
56	Garden near Mithagar Ganesh Visarjan Talao, Mulund East	5000	SWM Facility
57	PG Plot CTS No.1110/11, Keshav Pada, behind BEST depot,Mulund (W)	26335.76	PG
58	PG CTS No. 681, At Hanuman Chowk , Mulund (E.) , Mumbai -81	986.42	PG
59	RG CTS No. 883 Ato C,Near Runwal Anthurium, LBS Road, Mulund (W.) , Mumbai -80	500	RG