

# **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act 2005 of B  
Ward

**Shri.Santoshkumar S. Dhonde**

**- Assistant Commissioner**

**GARDEN DEPARTMENT**

Address - Office of Assistant Engineer, Maint.  
2<sup>nd</sup> Floor, B Ward Building,  
Ramchandra Bhat Marg,  
Mumbai – 400 009

Public Information officer- Shri. Sudarshan Aaware - ASG.

First Appellate Authority – Shri.Santoshkumar S. Dhonde- Asstt.Com. (B Ward)

# Introduction

## Garden & Trees

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

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

Horticulture Assistant is looking after development and maintenance of Garden, R.G, P.G. , Central Dividers, Traffic Islands, strip Gardens. Jr. Tree Officer is subordinate to Tree Officer appointed to implement various provisions of 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to January 2018).

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 up to 13<sup>th</sup> November 2006), development & maintenance of public parks, gardens & recreational spaces is the discretionary duty of MCGM. Horticulture Assistant is appointed to maintain gardens, recreational grounds, play grounds in the Ward.

As per Central Right to Information Act 2005, Assistant Superintendent of Garden 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 Garden, RG, PG in ward jurisdiction.

## Organization's structural Chart

**Superintendent of Garden**

**Assistant Commissioner 'B' ward**

**Dy. Supdt. of Garden Z-I**

**Assistant Superintendent of Gardens 'B' ward**

**Assistant Superintendent of Gardens 'B' ward**  
—

**Horticulture Assistant 'B' ward/  
Jr. Tree Officer 'B' Ward**

**Horticulture Assistant 'B' ward/ Jr.  
Tree Officer 'B' Ward**

**Mestri II**

**Mestri II**

**Mali/ Labour**

**Labour**

**Labour/Sweeper**

SECTION 4 (1) (B) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	Horticulture Assistant
2	Address	Office of Asstt. Commissioner 'B' ward, R. No. 28, 2 <sup>nd</sup> Floor, Ramchandra Bhatt Marg, Opp. J.J. Hospital, Mumbai 400009.
3	Head of the office	Assistant Superintendent of Gardens 'B' ward
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner 'B' Ward
6	Jurisdiction Geographical	East – Up to P.D.Mello Road West- Up to Ibrahim Rahimtulla Road, Abdul Rehman Street North -Up to Jinabhai Mulji Road, Shivdas Chapasi Road and Ramchandra Bhatt Marg

		South -Up to Lokmanya Tilak Marg
7	Mission	<ol style="list-style-type: none"> <li>1. To maintain flora in the ward.</li> <li>2. To maintain gardens, recreational grounds, play grounds</li> </ol>
8	Vision	<ol style="list-style-type: none"> <li>1. To provide well maintained open spaces to the citizens of Mumbai.</li> <li>2. To provide sufficient recreational facilities to children.</li> </ol>
9	Objectives	Development & maintenance of gardens, recreational grounds, play grounds.
10	Functions	<ol style="list-style-type: none"> <li>1. Upkeep &amp; maintenance of play grounds.</li> <li>2. Renovation &amp; maintenance of gardens.</li> <li>3. Development &amp; maintenance of recreational grounds.</li> <li>4. Issuing permissions for various functions on play grounds as per Policy.</li> <li>5. Submitting reports to higher authorities regarding gardens, recreational grounds, play grounds.</li> </ol>
11	Details of services provided (In Brief)	<ol style="list-style-type: none"> <li>1. 1 Inspection of gardens, recreational grounds, play grounds at regular intervals.</li> <li>2. Attending public complaints pertaining to gardens, recreational ground, play grounds.</li> <li>3. Submitting report about gardens, recreational grounds, play grounds to ASG B Ward / Asst. Commissioner 'B' Ward.</li> <li>4. Supervision of garden development &amp; maintenance work.</li> <li>5. Issue of permission for the use of play grounds as per Policy.</li> <li>6. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.</li> </ol>
12	Physical assets (Statement of lands & Buildings and	As per separate sheet attached

	other Assets)	
13	Organization's structural Chart	As per separate sheet attached
14	Tel. Nos. & Office timings	Telephone no: 23736622 Extn: 147 Office timings: 8.00 A.M to 04.00 P.M. (Monday to Friday) & 8.00 A.M. to 12.00 P.M. (Saturday)
15	Weekly Holidays	Sundays and Public Holidays.

SECTION 4 (1) (B) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	Jr. Tree Officer
2	Address	Office of Asstt. Commissioner 'B' ward, R. No.28,2 <sup>nd</sup> Floor, Ramchandra Bhatt Marg, Opp.J. J. Hospital, Mumbai 400009.
3	Head of the office	Assistant Superintendent of Gardens 'B' ward
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner 'B' Ward
6	Jurisdiction Geographical	East Up to PD' Mello Road West Up to Ibrahim Rahimtulla Road, Abdul Rehman Street North Up to Jinabhai Mulji Road, Shivdas Chapasi Road and Ramchandra Bhatt Marg South Up to Lokmanya Tilak Marg
7	Mission	1. To prevent unauthorized tree cutting. 2. To plant & maintain trees.
8	Vision	1. To plant trees at sufficient spacing & maintain them. 2. No accidents due to trees.
9	Objectives	Areas) Protection & Preservation of Trees Act, 1975 (As modified Up to the January 2018)

10	Functions	<p>(a) Planting &amp; watering new trees.  (b) Removal of dead &amp; dangerous trees/ branches of roadside trees  &amp; trees in municipal premises.  (c) Pruning of trees for proper growth, balancing, smooth traffic etc.  (d) Attending to complaints of citizens &amp; Mun. Councilors  (e) Taking action against illegal tree cutting.  (f) Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi Government &amp; Government premises  (g) Maintenance of nurseries.</p>
11	Details of services provided (In Brief)	<p>Inspection of trees existing in public and private premises</p> <ol style="list-style-type: none"> <li>1. as per complaints received.</li> <li>2. Pruning / Trimming of roadside trees. Submitting report about trees to ASG B Ward / Asst.</li> <li>3. Commissioner B Ward 'B' Ward for issuing trimming permission in private/ government/ semi-government premises.</li> <li>4. Supervision of tree transplantation work. Supervision of tree cutting/ trimming work being carried</li> <li>5. out as per permission. Providing Technical Assistance regarding plantation of trees.</li> </ol>
12	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached
13	Organization's structural Chart	As per separate sheet attached
14	Tel. Nos. & Office timings	<p>Telephone no: 23736622 Extn: 147  Office timings: 8.00 A.M to 04.00 P.M.  .(Monday to Friday) &amp; 8.00 A.M. to 12.00 P.M. (Saturday)</p>
15	Weekly Holidays	Sundays and Public Holidays.

SECTION 4 (1) (b) (ii)

The powers  
of Horticulture Assistant & Jr. Tree Officer

A

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

B

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

C

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

D

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers- Quasi Judicial</b>	<b>Under which legislation / rules</b>	<b>Remarks</b>
1	Assistant Superintendent Of Garden	Appointed as Public Information Officer under RTI Act, 2005	Circular No. MOM/027 Dt. 05.05.2010	-

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



Section 4 (1) (b) (ii)

**The duties of Horticulture Assistant**

**Horticulture Assistant**

Horticulture Assistant of the Ward works as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to the January 2018). His work includes development & maintenance of gardens, recreational grounds & play grounds. Horticulture Assistant is subordinate officer to Tree Officer appointed to carry out duties as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to the January 2018)

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 Administration and policy work. He is also responsible to Asst. Supdt. of Gardens B Ward in respect of technical matters.

Horticulture Assistant of the ward is assisted by Mistry & 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 B Ward / Asst. Commissioner 'B' 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. Catalog 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 enquirers on every Wednesday if there are cases for enquiry & fixing dates of enquirer after numbering the charge sheets received from different divisional officers.
14. To see that works of making new gardens are carried out according to plans & to see that there is proper supervision on the labour employed.
15. To attend to correspondence regarding complaints, laying out of gardens, objections regarding estimates, etc. & to supply information required by office regarding his division whenever necessary.

16. To see that open spaces, gardens, etc. in his division are let with due sanction & on payment of schedule fees & to allow the removal of cut wood, etc. on production of receipts issued by the office.
17. To maintain the account of garden implements supplied to respective sections.
18. To attend to disposal of dried wood of cut trees in the sections.
19. To keep note of permissions granted for use of gardens in respective sections.
20. To attend music performances in gardens in respective sections.
21. To put up requisitions to Engineering dept. for repairs, etc. to the buildings & structures in respective sections.
22. To give replies to various public complaints.
23. To attend to the complaints & grievances of the labour staff under him.
24. To attend any other duty entrusted from time to time by proper authority.

Section 4 (1)  
(b) (ii)

**The duties of Jr. Tree  
officer**

Jr. Tree Officer

Jr. Tree Officer of the Ward works as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to the January 2018). 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 up to the January 2018)

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 Administration and policy work. He is also responsible to Asst. Supdt. of Gardens B Ward 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:-Issuance of Tree Trimming permissions in private / semi-Govt. & Government premises.

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

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

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

## **Duties of Jr. Tree Officer posted in the Municipal Administration**

**Ward** Following Tree Authority works:-

- 1) To protect & preserve all trees in all lands within his/her jurisdiction.
- 2) Plantation of new trees as per program.
- 3) Development & maintenance of Nursery for supply of seeds, saplings & trees to persons, who desire to plant new trees & for planting in his/her jurisdiction & to maintain Tree Bank including Medicinal trees.
- 4) Attending the complaints of dead & dangerous trees & granting permission by following due procedure of Tree Authority.
- 5) Maintenance of newly planted trees, existing trees & refilling of casualty.
- 6) Procuring all the materials i.e. RHE, CDM, 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.D, widening of Nallas, construction of bridges & for safeguarding danger to life & property.
- 10) Organizing of flowers, fruits, vegetables, tree or plant show & assisting private & public institutions in organizing such shows.
- 11) To grant advice & technical assistance to persons seeking advice or assistance in any matter connected with planting, protecting & preservation of trees.
- 12) To verify to ascertain whether trees of required numbers, variety & standard are planted or not by persons to whom permission has been granted by the Tree Authority for cutting / transplanting irrespective of ownership of land i.e. Govt., Semi- Govt., private etc. & report of Tree Officer & Supdt. of Gardens.
- 13) To inspect & take action as per the provision provided in the Maharashtra (Urban Areas) Preservation & Protection of Trees Act, 1975 against all the unauthorized cutting of trees by lodging N.C., doing Police punchanama & registering F.I.R. etc. & maintain record for persue.
- 14) To survey all the Municipal Schools, Hospitals, Dispensaries & Cemeteries in the ward & carry out plantation of trees if scope exists.
- 15) To survey all the roads, open spaces & prepare proposed tree plantation every year before monsoon & to maintain record.
- 16) To attend the work of regular trimming/pruning of overgrown dangerous branches of trees for balancing the trees & for illumination of street lights without obstruction by following due procedure of Tree Authority.
- 17) To supervise the work of mali/labour staff regularly in his/her jurisdiction.

- 18) To maintain registers of all types of records pertaining to department i.e. dead stock register, consuming articles/material register, production & sale of plants worksheet register, field diary, etc.
- 19) Implementation of Maharashtra (Urban Areas) Preservation & Protection of Trees Act, 1975 amended till date.
- 20) In view of appointment letter issued, the post of Jr. Tree Officer & Horticulture Assistant are interchangeable, whenever necessary.
- 21) Any other works assigned by Superiors.

## BRIHANMUMBAI MAHANAGARPALIKA

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

Section 4 (1) (b) (iii)

Sections	Nature of Powers, Duties and Functions delegated
NA	NA

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

Related Provisions -

Name of the Acts/Acts - MRTP section 37A

Govt. Resolutions -

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

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

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
1	Permission for various functions on play grounds as per Policy	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 2 days 2 days After payment of total charges by the applicant	Hort. Asstt. Hort. Asstt. Assistant Commissioner Hort. Asstt. Hort. Asstt.	--

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 3<sup>rd</sup> November 2006)

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to January 2018) Rules

Govt. Resolutions -

Circulars -

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against illegal tree cutting.	1. Detection of illegal tree cutting during usual round of inspection or on receipt of complaint from citizens. 2. Taking photographs of illegal tree cutting. 3. Preparation of inspection report of illegal tree cutting & submitting the same to Asstt. Commissioner (Tree Officer) for information & further action. 4. Sending letter to the local police station for registering the complaint.	-  Within 24 hrs.  Within 24 hrs.  Within 2 days	Designation : Jr. Tree Officer	



**NAME OF ACTIVITY**

- Tree trimming permission.

**Related Provisions**

- Section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to January 2018)

**Name of the Acts/Acts**

- The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to January 2018) Rules

**Govt. Resolutions**

-

**Circulars**

- 0041/33/2013-JTMC-DMU dated 17-6-2013

**Office Orders**

-

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of employee/officer in connection with each activity (mention designation)	Remark
1	Tree trimming permission	1. Inspection of site on receipt of complaint from citizens. 2. Preparation of inspection report. 3. Approval or rejection of the permission. 4. Issuance of permission letter	Within 7 days. 2 days 2 days 2 days	Jr. Tree Officer  Jr. Tree Officer Tree Officer Tree Officer	----

**NAME OF ACTIVITY**

- Permission for removal of dead/dangerous trees.

**Related Provisions**

- Section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to January 2018)

**Name of the Acts/Acts**

- The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to January 2018) Rules

**Govt. Resolutions**

-

**Circulars**

- 0041/33/2013-JTMC-DMU dated 17-6-2013

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
1	Permission for removal of dead/dangerous trees	1. Inspection of site on receipt of complaint from citizens. 2. Preparation of inspection report. 3. Approval 4. Approval 5. Issuance of permission letter	Within 7 days. 2 days 4 days 4 days 30 days	Jr. Tree Officer / A.S.G. (B) Jr. Tree Officer/ A.S.G. (B) Dy.S.G. (Z-I) S.G. Maharashtra Tree Authority/Tree authority(BMC)/Chairman Tree Authority	

Section 4 (1) (b) (iv)

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

Organizational targets (Annual)

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

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

The rules/ regulation related with functions in the office of Assistant Engineer Maintenance 'B' ward.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	RG/ PG guidelines -for issuing permissions	<ul style="list-style-type: none"> <li>• SG/MGC/152 dt. 19/03/2013</li> <li>• SG/MGC/152/A dt. 21/08/2013</li> <li>• SG/OD/676 dated 31.03.2023 (Rate schedule)</li> </ul>	----
2.	Cutting and transplanting of trees as per section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act 1975.	<ul style="list-style-type: none"> <li>• 0041/33/2013- JTMC-DMU dated 17/06/2013.</li> <li>• SG/MC/2566 dated 13-3-2014</li> </ul>	----

Section 4 (1) (b)  
(vi)

Statement of Categories of documents held in the  
office of

Horticulture Assistant & Jr. Tree  
Officer

Sr. No.	Subject	Type of Document/ file or register	File No./ Register No.	Particulars	Periodicity of Preservation
1	Worksheet Register	Inward, Outward papers	-	Details of Applications/ complaints/ other documents received by	1 Year
2	Maidan Booking Register	Register	-	Details of maidan booking.	1 Year
3	RTI Register- HA	Register	-	Details of application received under R.T.I.Act	5 Years
4	RTI Register- JTO	Register	-	Details of application received under R.T.I.Act	5 Years
5	Illegal tree cutting file	Box file	1	Details of complaints received about illegal tree cutting, Notices issued,	Permanent
6	Trimming permissions	Box file	1	Copies of permissions issued for tree trimming.	5 Years
7	TA permissions	Box file	1	Copies of permissions issued by Tree Authority for development	Permanent
8	Dead & Dangerous Tree permissions	Box file	1	o/c copies of proposals submitted for removal of D & D trees & permissions	5 years
9	RG/PG permissions	Box file	1	Copies of permissions issued for use of RG/PG.	5 Years
10	RTI- HA	Box file	1	Copies of RTI applications to HA.	5 Years
11	RTI- JTO	Box file	1	Copies of RTI applications & replies given pertaining to JTO.	5 Years
12	Circular file	File	1	Various circulars about Gardens & trees	Permanent

Section 4 (1) (b) (vii)

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

Officer

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

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies

Sr. No.	Name of the committee board / council / other bodies	Composition of committee council other bodies	Purpose of the Board committee Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	Advance Locality Management (ALMI)	Nil	Nil	Nil	Nil	Nil	Nil

Section 4 (1) (b) (ix)

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Date of joining the post	Contact Details ph/ fax/ email
1	Assistant Supdt. Of Garden Horticulture	Shri. Vishal Sathe	B	13-01-2022	022-23736622-147
2	Assistant Horticulture	Smt. Shilpa More	C	10.07.2015	022-023736622-147
3	Horticulture Assistant	Shri. Sujit manjare	C	02-01-2012	022-023736622-147

Section 4 (1) (b) (x)

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Sri. Sujit Manjare	Hort. Assistant	38100	6477		1200	45777
	Smt. Shilpa More	Hort. Assistant	34900 34	10819	9423	600+416.71	56158.38
2			33343490034349009630 +	18396	333--	---	36000

Section 4 (1) (b) (xi)

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

Assistant & Jr. Tree Officer at B ward for the year 2023 -2024

Sr. No	Budget Head description	Grants received (in thousands)	Planned use ( give details area wise or work wise in a separate form)	Remarks
1	Stationery	-	-	-
2	Electricity expenses	759	-	--
3	Clothing & Linen	2	-	-
4	Material	50	-	-
6	Gen Civil Repairs- Parks & Garden	300	-	-
11	Water Charges	20	-	-
12	Protection & Maint	1541	-	-

Form B for previous year

Sr. No	Budget Head description	Grants received (in thousands)	Planned use ( give details area wise or work wise in a separate form)	Remarks
1	Stationery	2	-	-
2	Electricity expenses	893	-	-
3	Clothing & Linen	2	-	-
4	Material	70		

5	Gen Civil Repairs- Roads & pavements		-	-
6	Gen Civil Repairs- Parks & Garden	300	-	-
7	Gen Civil Repairs - Chowkies	300	-	-
8	Gen Civil Repairs- Staff Quarters	-	-	-
9	Rep. & Maint of I T equi	5	-	-
10	Water Pipeline Maint Ex	-	-	-
11	Water Charges	20	-	-
12	Protection & Maint	10532	-	-

Section 4 (1) (b) (xii)

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

Section 4 (1) (b) (xiii)

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

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)

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

Section 4 (1) (b) (xv)

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

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record	3.00 p.m. to 5.00 p.m on (except holidays) with prior appointment only	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Horticulture Assistant Garden Department, Office of Asstt. Commissioner 'B' ward, R.No.28,2 <sup>nd</sup> Floor, Ramchandra Bhatt Marg, Opp.J.J.Hospital, Mumbai09.	Horticulture Assistant B ward /Jr. Tree Officer B 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	Appellate Authority
1	Shri. Vishal Sathe	Assistant Superintendent of Gardens	'B' Ward	Office of Assistant Superintendent of Gardens Department, R.No.28,2 <sup>nd</sup> Floor, Ramchandra Bhatt Marg, Opp.J.J.Hospital, Mumbai09. 23736622-Ext 147	--	Asstt. Commissioner 'B' 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. Ajitkumar Ambi	Assistant Commissioner 'B'	'B' Ward	Assistant Superintendent of Garden	ac.b@mcgm.gov.in

Section 4 (1) (b) (xvii) Other information

Sr. No.	Name of G / P.G. / R.G. & others	Reservation
1	Sitaram Shenoy Garden, Navroji Hill Road No.7, near Dongri Municipal School, Sandhurst Road, Mumbai.09.	R.G.
2	Veer Sambhaji Maidan, Navroji Hill Road 5&4, Opp. J.J. Hospital, Mumbai.09.	P.G.
3	Babula Tank Maidan, Near B ward office, Opp. J.J. Hospital, Mumbai.09	P.G.
4	Beg Mohammed Park, In between mohammed ali Road and Narayan Dhuru Marg Mumbai.03.	P.G.

5	Chinchbunder Play Ground, Keshvji Naik Road, Near Masjid Bunder Station, Mumabi-03	P.G.
6	Umerkhadi Play Ground, Dr. Anantrao Surve Marg, Umerkhadi, Mumbai-09	P.G.
7	Dhobi Gally Play Ground, Mohmmmed Ali Road, Mandavi, Mumbai-03.	R.G.
8	Memonwada Play Ground, Memonwada Road, Near Fire Station Mumbai	P.G.

**Details of Departmental Chowky in Garden Department**

Sr. No.	Name of Department	Name of Chowies	Address of Chowy	Contact No.
1	Garden	Muster Chowky	Sitaram Shenoy Garden, Navroji Hill Road, Near Sandhurst Road Rly station, Mumbai.09.	NIL