



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005
of **K/East** Ward

GARDEN DEPARTMENT

HORTICULTURE ASSISTANT / JUNIOR TREE OFFICER

Address - GARDEN DEPARTMENT,
K/East ward office bldg.,
Azad road Gundavli,
Andheri East

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).

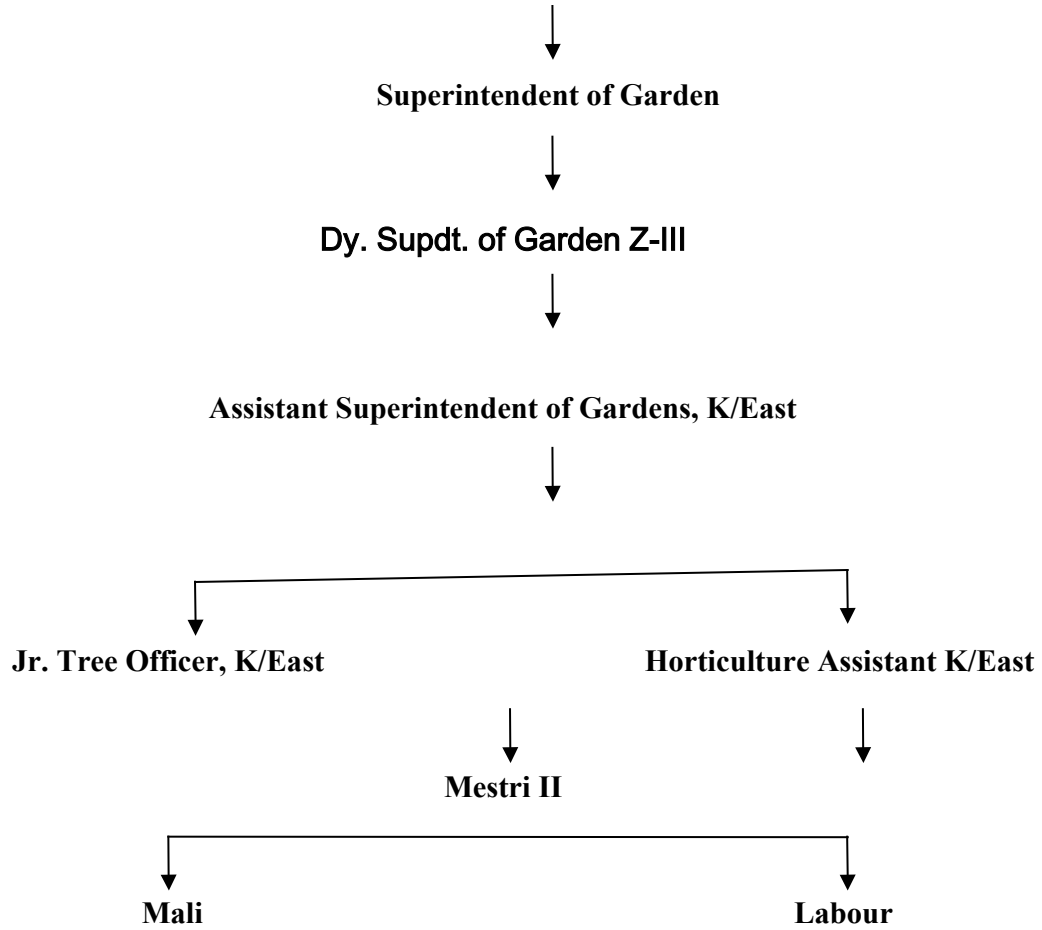
As per Central Right to Information Act 2005, Jr. Tree Officer is appointed as Public Information Officer for Trees in the ward jurisdiction and As per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is appointed as Record Officer for Trees in ward jurisdiction.

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.

Assistant Commissioner K/East

Organization's structural Chart



SECTION 4 (1) (B) (i)

The particulars of functions & duties of the public authority 1	Name of the public authority	Jr. Tree Officer / H.A.
2	Address	K/East ward office bldg.,Azad road Gundavli,Andheri East
3	Head of the office	Assistant Superintendent of Gardens, K/East
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner 'K/East' Ward
6	Jurisdiction Geographical	K/East ward is bounded on the East side by Mithi river, West side by Western railway, North side by SRPF colony, and South side by Milan subway.
7	Mission	<ol style="list-style-type: none">1. To maintain flora in the ward.2. To prevent unauthorized tree cutting.3. To plant & maintain trees.
8	Vision	<ol style="list-style-type: none">1. To plant trees at sufficient spacing & maintain them.2. No accidents due to trees.
9	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)

10	functions	<p>(a) Planting new trees.</p> <p>(b) Removal of dead & dangerous trees/ branches of roadside trees & trees in municipal premises.</p> <p>(c) Pruning of trees for proper growth, balancing, smooth traffic etc.</p> <p>(d) Taking action against illegal tree cutting.</p> <p>(e) Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government & government premises.</p> <p>(f) Maintenance of nurseries.</p>
11	Details of services provided (In Brief)	<ol style="list-style-type: none"> 1. Inspection of trees existing in public and private premises as per complaints received. 2. Pruning / Trimming of roadside trees. 3. Submitting report about trees to ASG, K/East / Asst. Commissioner, K/E' Ward for issuing trimming permission in private/ government/ semi-government premises. 4. Supervision of tree transplantation work. 5. Supervision of tree cutting/ trimming work being carried out as per permission. 6. Providing Technical Assistance regarding plantation of trees.
12	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached

13	Organization's structural Chart	As per separate sheet attached
14	Tel. Nos. & Office timings	<p>Telephone no: 022684487 Extn: 741 E-mail - -</p> <p>Office timings: 8.00am to 12.00 noon and 2.30pm to 5.30pm(Monday to Friday) & 8.00am to 11.30am (Saturday) Visiting Hours: 03.00pm to 05.00pm (Monday to Friday)</p>
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	Horticulture Assistant
2	Address	K/East ward office bldg.,Azad road Gundavli,Andheri East
3	Head of the office	Assistant Superintendent of Gardens, K/East
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner 'K/East' Ward
6	Jurisdiction Geographical	K/East ward is bounded on the East side by Mithi river, West side by Western railway, North side by SRPF colony, and South side by Milan subway.
7	Mission	<ol style="list-style-type: none">1. To maintain flora in the ward.2. To maintain gardens, recreational grounds, play grounds.
8	Vision	<ol style="list-style-type: none">1. To provide well maintained open spaces to the citizens of Mumbai.2. To provide sufficient recreational facilities to children.
9	Objectives	Development & maintenance of gardens, recreational grounds, play grounds.
10	Functions	<ol style="list-style-type: none">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.
11	Details of services provided (In Brief)	<p>6. Inspection of gardens, recreational grounds, play grounds at regular intervals.</p> <p>7. Attending public complaints pertaining to gardens, recreational grounds, play grounds.</p> <p>8. Submitting report about gardens, recreational grounds, play grounds to ASG, K/E Asst. Commissioner K/E Ward.</p> <p>9. Supervision of garden development & maintenance work.</p> <p>10. Issuance of permission for the use of play grounds as per Policy.</p> <p>11. Providing technical help to Asst. Commissioner regarding gardens, recreational grounds, play grounds.</p>
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: 28823266 Extn: 219</p> <p>Email :</p> <p>Office timings: 8.00 am. to</p>

		12.00 noon and 2.30 pm to 5.30 pm(Monday to Friday) & 8.00 am to 11.30 am (Saturday) Visiting Hours: 03.00pm to 05.00 pm (Monday to Friday)
15	Weekly Holidays	Sundays and Public Holidays.

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 / G Rs	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 / G Rs	Remarks
1	Jr. Tree Officer	Nil		
2	Horticulture Assistant	Nil		

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 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 up to 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 Administrative and policy work. He is also responsible to Asst. Supt. of Gardens of Zone in respect of technical matters.

Jr. Tree Officer of the ward is assisted by Mestry & Mali/labor 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. Supt. of Gardens/ Dy. Supt. 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 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.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 & Supt. 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 peruse.
- 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 / labor 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)

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 3rd November 2006). 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 3rd November 2006)

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. Supt. of Gardens of Zone in respect of technical matters.

Horticulture Assistant of the ward is assisted by Mestry & Mali/labor 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 (Z-II) / Asst. Commissioner 'F/S' 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 inquiries on every Wednesday if there are cases for inquiry & fixing dates of inquiry 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 labor 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) (iii)

DELEGATION OF POWERS TO JR. TREE OFFICER & HORTICULTURE ASSISTANT

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 up to 3rd November 2006)

Name of the Acts/Acts- The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified up to 3rd November 2006) 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	1)- 2)Within 24 hrs. 3)Within 24 hrs. 4)Within 2 days	Designation : Jr. Tree Officer	

		(Tree Officer) for information & further action. 4. Sending letter to the local police station for registering the complaint.		
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NAME OF ACTIVITY - Tree trimming permission.

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) Rules

Govt. Resolutions -

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

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

Govt. Resolutions -

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

Office Orders - Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity	Remark
1	Permission for removal of dead/dangerous trees	1. Inspection of site on receipt of complaint from citizens. 2.Preparation of inspection report. 3.Approval or rejection of the permission. 4.Issuance of permission letter	Within 7 days. 2 days 2 days 2 days	Jr. Tree Officer / A.S.G.,K/E Jr. Tree Officer A.S.G.,K/E A.S.G., K/E	

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	Permissi on 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./ A.E.(Maint) Hort. Asstt./ A.E.(Maint) Assistant Commissioner Hort. Asstt./ A.E.(Maint) Hort. Asstt./ A.E.(Maint)	

Section 4 (1) (b) (iv)

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

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

Section 4(1)(b)(v)

The rules/ regulation related with functions in the office of K/East ward. Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	RG/ PG guidelines -for issuing permissions	SG/MGC/152 dt. 19/03/2013 SG/MGC/152/A dt. 21/08/2013	
2.	Cutting and transplanting of trees as per section 8 of The Maharashtra (Urban Areas) Protection & Preservation of Trees Act 1975.	0041/33/2013- JTMC-DMU dated 17/06/2013.	

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- HA		-	Details of application received under R.T.I.Act	5 Years
4	RTI Register- JTO		-	Details of application received under R.T.I.Act	5 Years
5	Illegal tree cutting file	Box file	-	Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent
6	Trimming permissions	Box file	-	Copies of permissions issued for tree trimming.	5 Years
7	TA permissions	Box file	-	Copies of permissions issued by Tree Authority for development proposals	Permanent
8	Dead & Dangerous Tree permissions	Box file	-	o/c copies of proposals submitted for removal of D & D trees & permissions of TA for D&D trees	5 years
9	RG/PG permissions	Box file	-	Copies of permissions issued for use of RG/PG.	5 Years
10	RTI- HA	Box file	-	Copies of RTI applications & replies given pertaining to HA.	5 Years
11	RTI- JTO	Box file		Copies of RTI applications & replies given pertaining to JTO.	5 Years

12	CTS No FP 521 TPS V, Garden plot at junction of Service road & Azad road near Milan subway, Vile Parle (E), Mumbai-57.	Semistick file	1	Copies of details regarding CTS No FP 521 TPS V, Garden plot at junction of Service road & Azad road near Milan subway, Vile Parle (E), Mumbai-57.	Permanent
13	CTS No 169/4 & 168/9, SNo 42, H.No 2 (P) Poonam nagar near Ascent building majas Jogeshwari (E), Mumbai-60.	Semistick file	2	Copies of details regarding CTS No 169/4 & 168/9, SNo 42, H.No 2 (P) Poonam nagar near Ascent building majas Jogeshwari (E), Mumbai-60.	Permanent
14	caption Sandeep Unnikrishnan Udyan, CTS No 169/6-A & 169/7-B Kokan nagar Village Majas, Jogeshwari (E), Mumbai-60.	Semistick file	3	Copies of details regarding Caption Sandeep Unnikrishnan Udyan, CTS No 169/6-A & 169/7-B Kokan nagar Village Majas, Jogeshwari (E), Mumbai-60.	Permanent
15	CTS No. 244 B, Village Kondivita, Andheri (East)	Semistick file	4	Copies of details regarding CTS No. 244 B, Village Kondivita, Andheri (East)	Permanent
16	CTS No. 245 A(Pt), 179 (E) Village Mulgaon, M.I.D.C., Andheri(E), Mumbai-99.	Semistick file	5	Copies of details regarding CTS No. 245 A(Pt), 179 (E) Village Mulgaon, M.I.D.C., Andheri(E), Mumbai-99.	Permanent
17	Shree Sai Leela Udyan, CTS No. 382 (D), Vijay Raut Marg , Village Mogra ,Andheri (E), Mumbai-99.	Semistick file	6	Copies of details regarding Shree Sai Leela Udyan, CTS No. 382 (D), Vijay Raut Marg , Village Mogra ,Andheri (E), Mumbai-99.	Permanent
18	Hemant Karkare Udyan, CTS NO 167 A part, A2 – G2, A1 – G3, C1 – G4, C3 – G5, Hissa No 2, Survey No 34 Village Majas, Poonam Nagar, near Kalpataru Enclave, Jogeshwari (E), Mumbai-60.	Semistick file	7	Copies of details regarding Hemant Karkare Udyan, CTS NO 167 A part, A2 - G2, A1 - G3, C1 - G4, C3 - G5, Hissa No 2, Survey No 34 Village Majas, Poonam Nagar, near Kalpataru Enclave, Jogeshwari (E), Mumbai-60.	Permanent
19	Chhatrapati Rajaram Maharaj Udyan, CTS no. 102 & 99(P) Tikka no	Semistick file	8	Copies of details regarding Chhatrapati Rajaram Maharaj Udyan, CTS no. 102 & 99(P)	Permanent

	24 , at the junction of Caves Rd and western Express Highway, Jogeshwari (E), Mumbai-60			Tikka no 24 , at the junction of Caves Rd and western Express Highway, Jogeshwari (E), Mumbai-60	
20	Nana Nani Park, CTS No FP 186 TPS V Garden at North West of Highway & Service road Vile Parle (E),Mumbai -57	Semistick file	9	Copies of details regarding Nana Nani Park, CTS No FP 186 TPS V Garden at North West of Highway & Service road Vile Parle (E),Mumbai -57	Permanent
21	CTS No FP NO 483,489 Garden plot at junction of Dayaldas road & Subway Vile Parle (E)	Semistick file	10	Copies of details regarding CTS No FP NO 483,489 Garden plot at junction of Dayaldas road & Subway Vile Parle (E)	Permanent
22	Shyam Nagar Talao, CTS No 18 F,19D, Village Majas, Plot at Junction of Jogeshwari-Vikhroli Link road & B.T road Jogeshwari €, Mumbai -60.	Semistick file	11	Copies of details regarding Shyam Nagar Talao, CTS No 18 F,19D, Village Majas, Plot at Junction of Jogeshwari-Vikhroli Link road & B.T road Jogeshwari €, Mumbai -60.	Permanent
23	Sitaram Purshottam Sathe Udyan,CTS No . F.P 91, Tikka NO TPS II Vile Parle at junction of Malviya road & Park road Vile Parle €, Mumbai -57.	Semistick file	12	Copies of details regarding Sitaram Purshottam Sathe Udyan,CTS No . F.P 91, Tikka NO TPS II Vile Parle at junction of Malviya road & Park road Vile Parle €, Mumbai -57.	Permanent
24	Swatanrya Veer Savarkar Udyan,CTS No 582 , Tikka No 41,42. Vile Parle, on the south of Shan Cinema MG road Vile Parle (E), Mumbai -57.	Semistick file	13	Copies of details regarding Swatanrya Veer Savarkar Udyan,CTS No 582 , Tikka No 41,42. Vile Parle, on the south of Shan Cinema MG road Vile Parle (E), Mumbai -57.	Permanent
25	CTS No 952, Tikka No 27 Garden at East of Marol Church & West of Marol Maroshi road Andheri (E)	Semistick file	14	Copies of details regarding CTS No 952, Tikka No 27 Garden at East of Marol Church & West of Marol Maroshi road Andheri (E)	Permanent
26	CTS No. 21/D Majas Village Jogeshwari €, Mumbai -60.	Semistick file	15	Copies of details regarding CTS No. 21/D Majas Village Jogeshwari €, Mumbai -60.	Permanent

27	CTS No.1025, FP No.112, of TPS-II, Malviya Road, Vile Parle (East), Mumbai - 57.	Semistick file	16	Copies of details regarding CTS No.1025, FP No.112, of TPS-II, Malviya Road, Vile Parle (East), Mumbai - 57.	Permanent
28	CTS No 445/B,445/C,448/B Hissa No 1, survey No 55 Near Lok bharati Marol Maroshi road Marol Andheri (E) Near A-5Bldg Lokbharati.	Semistick file	17	Copies of details regarding CTS No 445/B,445/C,448/B Hissa No 1, survey No 55 Near Lok bharati Marol Maroshi road Marol Andheri (E) Near A-5Bldg Lokbharati.	Permanent
29	F P 187, TPS 5, Service Road, (Nanda Patkar Road), Vile Parle (E)	Semistick file	18	Copies of details regarding F P 187, TPS 5, Service Road, (Nanda Patkar Road), Vile Parle (E)	Permanent
30	Sai- leela Manoranjan Maidan,CTS No.382(B) , Vijay Raut Marg, Village Mogra, Andheri (E)	Semistick file	19	Copies of details regarding Sai-leela Manoranjan Maidan,CTS No.382(B) , Vijay Raut Marg, Village Mogra, Andheri (E)	Permanent
31	Vijay Salaskar Udyan, CTS No. 1/D, Majas Village ,Link Road,Andheri (E), Mumbai -93.	Semistick file	20	Copies of details regarding Vijay Salaskar Udyan, CTS No. 1/D, Majas Village ,Link Road,Andheri (E), Mumbai -93.	Permanent
32	CTS No 55/7 Maheswari Nagar Plot Kondivita, Andheri (E)	Semistick file	21	Copies of details regarding CTS No 55/7 Maheswari Nagar Plot Kondivita, Andheri (E)	Permanent
33	Bharat van Udyan,CTS NO 132/A/C/D Village Marol, near Custom colony, Near Bamandaya pada Bus stop, Military Road, Andheri East	Semistick file	22	Copies of details regarding Bharat van Udyan,CTS NO 132/A/C/D Village Marol, near Custom colony, Near Bamandaya pada Bus stop, Military Road, Andheri East	Permanent
34	CTS NO 191/5 Village Majas,S.V.P. Road, Poonam Nagar, Andheri (East), Mumbai – 93.	Semistick file	23	Copies of details regarding CTS NO 191/5 Village Majas,S.V.P. Road, Poonam Nagar, Andheri (East), Mumbai – 93	Permanent
35	CTS NO 190/B, village Majas, Jogeshwari vikroli Link Road,, Andheri (East), Mumbai – 93.	Semistick file	24	Copies of details regarding CTS NO 190/B, village Majas, Jogeshwari vikroli Link Road, Andheri (East), Mumbai – 93.	Permanent

36	Meenatai Thakeray Maidan,CTS NO 188 & 189 , Village Majas, SVP Road Poonam Nagar ,Andheri (East), Mumbai -93.	Semistic k file	25	Copies of details regarding Meenatai Thakeray Maidan,CTS NO 188 & 189 , Village Majas, SVP Road Poonam Nagar ,Andheri (East), Mumbai -93.	Permanent
37	CTS No 498A/2/3/4,448-D Hissa No 4, Survey No 56 Near Lok bharati Marol Maroshi road Marol Andheri (E) Near B-I, B-II Lokbharati Bldg, Andheri(East).	Semistic k file	26	Copies of details regarding CTS No 498A/2/3/4,448-D Hissa No 4, Survey No 56 Near Lok bharati Marol Maroshi road Marol Andheri (E) Near B-I, B-II Lokbharati Bldg, Andheri(East).	Permanent
38	CTS NO 131/A/1/D Charat singh colony – B D Sawant Road,Chakala, Andheri(E)	Semistic k file	27	Copies of details regardig CTS NO 131/A/1/D Charat singh colony – B D Sawant Road,Chakala, Andheri(E)	Permanent
39	CTS NO 53 P, 54 P, Tikka No 13, Adjacent to Asmita high School, Western Express highway at Ajoankar Plot, Village Majas, Andheri (E)	Semistic k file	28	Copies of details regarding CTS NO 53 P, 54 P, Tikka No 13, Adjacent to Asmita high School, Western Express highway at Ajoankar Plot, Village Majas, Andheri (E)	Permanent
40	Ashok Kamte Udyan,CTS NO 176 – A – 2, 175 Part and 175 Part Village Majas, Near St. Xavior School, Poonam Nagar, Andheri(East), Mumbai -93.	Semistic k file	29	Copies of details regarding Ashok Kamte Udyan,CTS NO 176 – A – 2, 175 Part and 175 Part Village Majas, Near St. Xavior School, Poonam Nagar, Andheri(East), Mumbai -93.	Permanent
41	CTS No 298A/1 Village Marol, Near Kunti park society, Marol, Military road , near Mithi river, Andheri (East)	Semistic k file	30	Copies of details regarding CTS No 298A/1 Village Marol, Near Kunti park society, Marol, Military road , near Mithi river, Andheri (East)	Permanent
42	Shaheed Tukaream Ombale Manoranjan Maidan,CTS No 242, Tikka No 12-20 Known as Govind wadi Talao, west of Holy	Semistic k file	31	Copies of details regarding Shaheed Tukaream Ombale Manoranjan Maidan,CTS No 242, Tikka No 12-20 Known as Govind wadi Talao, west of Holy Spirit Convent School	Permanent

	Spirit Convent School Gundavali, Andheri €, Mumbai -93.			Gundavali, Andheri €, Mumbai -93.	
43	CTS No 238/C,234 /D Village Mulgaon, Near Nelco company ,Mahakali Caves road, Andheri (East) , Mumbai - 93.	Semistic k file	32	Copies of details regarding CTS No 238/C,234 /D Village Mulgaon, Near Nelco company ,Mahakali Caves road, Andheri (East) , Mumbai - 93.	Permanent
44	Mahakali Ganesh Maidan,CTS NO 522 (P) 524, 525, 526 , Opposite Satya Sai Baba temple,Mahakali Caves Road, Andheri (East), Mumbai -93.	Semistic k file	33	Copies of details regarding Mahakali Ganesh Maidan,CTS NO 522 (P) 524, 525, 526 , Opposite Satya Sai Baba temple,Mahakali Caves Road, Andheri (East), Mumbai -93.	Permanent
45	CTS NO 294/D Hissa No 3,4 & 5 Survey No 24 Village Gundavali, Chintamani Plaza, A K Road, Gundavali, Andheri(East)	Semistic k file	34	Copies of details regarding CTS NO 294/D Hissa No 3,4 & 5 Survey No 24 Village Gundavali, Chintamani Plaza, A K Road, Gundavali, Andheri(East)	Permanent
46	CTS NO 443/B, Hissa No 10, Survey No 56, Kondivita Plot, Bagarka Road, Andheri (E)	Semistic k file	35	Copies of details regarding CTS NO 443/B, Hissa No 10, Survey No 56, Kondivita Plot, Bagarka Road, Andheri (E)	Permanent
47	Veer Abdul Hameed Manoranjnan Maidan, CTS NO 1613/4B/1, Hissa No 1 part, Survey No 86, Hiss No 2,5,7,10, 11 part, Survey No 113, Kondivita Village, Lele Wadi, Village Marol, Andheri (E)	Semistic k file	36	Copies of details regarding Veer Abdul Hameed Manoranjnan Maidan, CTS NO 1613/4B/1, Hissa No 1 part, Survey No 86, Hiss No 2,5,7,10, 11 part, Survey No 113, Kondivita Village, Lele Wadi, Village Marol, Andheri (E)	Permanent
48	Mother Teresa Udyan, CTS No 398/B/part R.G Survey No 89 A1 Near Tarun Bharat society, village Chakala, Andheri (E)	Semistic k file	37	Copies of details regarding Mother Teresa Udyan, CTS No 398/B/part R.G Survey No 89 A1 Near Tarun Bharat society, village Chakala, Andheri (E)	Permanent
49	Mother Teresa Udyan, CTS No 398/C and 398/D part Park, Survey No 89 A1 Near	Semistic k file	38	Copies of details regarding Mother Teresa Udyan, CTS No 398/C and 398/D part Park, Survey No 89 A1 Near Tarun	Permanent

	Tarun Bharat society, village Chakala, Andheri (E)			Bharat society, village Chakala, Andheri (E)	
50	CTS NO 368/2C Village Mogra,, Opposite Sarvodaya Nagar, Andheri(E)	Semistic k file	39	Copies of details regarding CTS NO 368/2C Village Mogra,, Opposite Sarvodaya Nagar, Andheri(E)	Permanent
51	F P No 108, TPS 1, Service Road, Vile Parle (E)	Semistic k file	40	Copies of details regarding F P No 108, TPS 1, Service Road, Vile Parle (E)	Permanent
52	CTS No. 1498 A/5 ,Village Marol , Opposite Cube Plaza,Andhri (E)	Semistic k file	41	Copies of details regarding CTS No. 1498 A/5 ,Village Marol , Opposite Cube Plaza,Andhri (E)	Permanent
53	CTS No. 1498 A/6 ,Village Marol ,Opposite Cube Plaza, Andhri (E)	Semistic k file	42	Copies of details regarding CTS No. 1498 A/6 ,Village Marol ,Opposite Cube Plaza, Andhri (E)	Permanent
54	CTS No. 175 A (pt) village Majas , Opposite ALM Park, SVP Road, Poonam Nagar,Andheri (East), Mumbai - 93.	Semistic k file	43	Copies of details regarding CTS No. 175 A (pt) village Majas , Opposite ALM Park, SVP Road, Poonam Nagar,Andheri (East), Mumbai - 93.	Permanent
55	CTS no 131/A/1/E Plot at Andheri Ghatkopar Link Road, Village Chakala, Andheri (E) (Sant Tukaram Maharaj R.G.)	Semistic k file	44	Copies of details regarding CTS no 131/A/1/E Plot at Andheri Ghatkopar Link Road, Village Chakala, Andheri (E) (Sant Tukaram Maharaj R.G.)	Permanent
56	Ramesh More Park, CTS NO 523, 522, 524 Hissa No 8 Village Gundavali, Known as Vaikunth Park, , Telli Galli, Gundavali, Andheri (East)	Semistic k file	45	Copies of details regarding Ramesh More Park, CTS NO 523, 522, 524 Hissa No 8 Village Gundavali, Known as Vaikunth Park, , Telli Galli, Gundavali, Andheri (East)	Permanent
57	Prabhodankar Thackeray Swimming Pool,CTS NO 252 part, 255 part, 256 part, 257, 258, 259 260 part, 261, 262, 270, 271 part, 272 part, 274/2 part,435 part, Hissa No 23 , junction of M G Road and Shahaji Raje Marg,	Semistic k file	46	Copies of details regarding 2452 & 2955, Manori Prabhodankar Thackeray Swimming Pool,CTS NO 252 part, 255 part, 256 part, 257, 258, 259 260 part, 261, 262, 270, 271 part, 272 part, 274/2 part,435 part, Hissa No 23 , junction of M G Road and Shahaji Raje Marg, Vile Parle	Permanent

	Vile Parle (East), Mumbai - 57.			(East), Mumbai - 57.	
58	Anandibai Keskar Park ,F P No 72, TPS 1, MG Road, Opposite BMC School, Market, Vile Parle (East), Mumbai - 57.	Semistic k file	47	Copies of details regarding Anandibai Keskar Park ,F P No 72, TPS 1, MG Road, Opposite BMC School, Market, Vile Parle (East), Mumbai - 57.	Permanent
59	CTS No 228/B, survey No 11, Hissa No 2 P, 85 part, Plot behind Pratap Nagar Cemetery, village Majas, Jogeshwari €, Mumbai - 60.	Semistic k file	48	Copies of details regarding CTS No 228/B, survey No 11, Hissa No 2 P, 85 part, Plot behind Pratap Nagar Cemetery, village Majas, Jogeshwari €, Mumbai - 60.	Permanent
60	MeenaTai Thackeray Udyan, CTS NO 30, 37 part, 338 part, Hissa No 15/16 , Village Chakala, 30 Ft, DP Road in Tarun Bharat Co-operative housing society, Andheri (E)	Semistic k file	49	Copies of details regarding MeenaTai Thackeray Udyan, CTS NO 30, 37 part, 338 part, Hissa No 15/16 , Village Chakala, 30 Ft, DP Road in Tarun Bharat Co-operative housing society, Andheri (E)	Permanent
61	CTS NO 169/3 Village Majas, Poonam Nagar, Andheri (E)	Semistic k file	50	Copies of details regarding CTS NO 169/3 Village Majas, Poonam Nagar, Andheri (E)	Permanent
62	Hegdewar Maidan, CTS No FP NO 1 and 2, , Hanuman Road, Vile Parle (East), Mumbai- 57.	Semistic k file	51	Copies of details regarding Hegdewar Maidan, CTS No FP NO 1 and 2, , Hanuman Road, Vile Parle (East), Mumbai- 57.	Permanent
63	CTS NO 458 part, 459 part, Saiwadi Teli Galli, Andheri (E)	Semistic k file	52	Copies of details regarding CTS NO 458 part, 459 part, Saiwadi Teli Galli, Andheri (E)	Permanent
64	CTS NO 330 part at Shankar Wadi, Mogra village, Near Express Highway, Lal Killa School, Jogeshwari (E)	Semistic k file	53	Copies of details regarding CTS NO 330 part at Shankar Wadi, Mogra village, Near Express Highway, Lal Killa School, Jogeshwari (E)	Permanent
65	CTS No 168/6, 167 A part, Survey No 34, Hissa No 2, Poonam Nagar, Village Majas, Andheri (E)	Semistic k file	54	Copies of details regarding CTS No 168/6, 167 A part, Survey No 34, Hissa No 2, Poonam Nagar, Village Majas, Andheri (E)	Permanent
66	CTS NO 424, TPS 5, NP Thakker Road,	Semistic k file	55	Copies of details regarding CTS NO 424, TPS 5, NP	Permanent

	VileParle (East), Mumbai -57.			Thakker Road, VileParle (East), Mumbai -57.	
67	CTS NO 418/C at Shaji Raje Marg, Near BMC School, Vile Parle (E)Mumbai-57	Semistic k file	56	Copies of details regarding CTS NO 418/C at Shaji Raje Marg, Near BMC School, Vile Parle (E)Mumbai-57	Permanent
68	CTS No. 1296 S.No.153 Hissa No.I(pt) Near Hasnathh Highschool, Marol Andheri (E)	Semistic k file	57	Copies of details regarding CTS No. 1296 S.No.153 Hissa No.I(pt) Near Hasnathh Highschool, Marol Andheri (E)	Permanent
69	CTS No. 109/B/2,Village Vile Parle (E) Malvia Road	Semistic k file	58	Copies of details regarding CTS No. 109/B/2,Village Vile Parle (E) Malvia Road	Permanent
70	CTS No. 175 B,176 A Of village chakala and CTS No. 8pt of village Sahar Andheri (E) (Balasaheb Thackrey P.G.)	Semistic k file	59	Copies of details regarding CTS No. 175 B,176 A Of village chakala and CTS No. 8pt of village Sahar Andheri (E) (Balasaheb Thackrey P.G.)	Permanent
71	CTS NO 294, Tikka No 16, 17 at Sahar Tank Pakhadi, Sahar Goan, south of Indian Oil Depot, Vile Parle (E)	Semistic k file	60	Copies of details regarding CTS NO 294, Tikka No 16, 17 at Sahar Tank Pakhadi, Sahar Goan, south of Indian Oil Depot, Vile Parle (E)	Permanent
72	CTS No 92-A ½, Survey No 71, Hissa No 3(P), Near Charat singh colony, Chakala, Andheri (E) Nr Gayatri Apartment	Semistic k file	61	Copies of details regarding CTS No 92-A ½, Survey No 71, Hissa No 3(P), Near Charat singh colony, Chakala, Andheri (E) Nr Gayatri Apartment.	Permanent
73	CTS No 40/E, Near Amboli Railway Crossing, Village mogra, Andheri (E)	Semistic k file	62	Copies of details regarding CTS No 40/E, Near Amboli Railway Crossing, Village mogra, Andheri (E)	Permanent
74	CTS NO 481, Meghwadi, Sarvodaya Nagar, Andheri (E)	Semistic k file	63	Copies of details regarding CTS NO 481, Meghwadi, Sarvodaya Nagar, Andheri (E)	Permanent
75	CTS NO 431/A and 501 part near Mistry Complex, Kondivita, Andheri (E) (Gagangiri Maharaj P.G.)	Semistic k file	64	Copies of details regarding CTS NO 431/A and 501 part near Mistry Complex, Kondivita, Andheri (E) (Gagangiri Maharaj P.G.)	Permanent

76	Chatrapati Shivaji Maharaj Kreedangan, CTS No 371/B,373, 375/B, 375/C, 376 Village Mogra, Vastu Appartments, Andheri (E),	Semistic k file	65	Copies of details regarding Chatrapati Shivaji Maharaj Kreedangan, CTS No 371/B,373, 375/B, 375/C, 376 Village Mogra, Vastu Appartments, Andheri (E),	Permanent
77	CTS No 368/294, Near Sanket mochan Hanuman Mandir, Mahakali Caves, Shere Punjab Society, Andheri (E)	Semistic k file	66	Copies of details regarding CTS No 368/294, Near Sanket mochan Hanuman Mandir, Mahakali Caves, Shere Punjab Society, Andheri (E)	Permanent
78	CTS No, 368/2A and 2 B, Near Sarvodaya Nagar Play Ground, Shere Punjab Society, Andheri (E)	Semistic k file	67	Copies of details regarding CTS No, 368/2A and 2 B, Near Sarvodaya Nagar Play Ground, Shere Punjab Society, Andheri (E)	Permanent
79	CTS NO FP NO 296, TPS 2, Waman Mangesh Dubhashi Play Ground at Play ground and Cross Road, Vile Parle (E)Mumbai-57	Semistic k file	68	Copies of details regarding CTS NO FP NO 296, TPS 2, Waman Mangesh Dubhashi Play Ground at Play ground and Cross Road, Vile Parle (E)Mumbai-57.	Permanent
80	CTS No. 60 , Village Ismalia ,Jogeshwari (E)	Semistic k file	69	Copies of details regarding CTS No. 60 , Village Ismalia ,Jogeshwari (E).	Permanent
81	CTS No.399 Teli Gully Andheri (E)	Semistick file	70	Copies of details regarding CTS No.399 Teli Gully Andheri (E)	Permanent
82	Hemant Karkare Udyan, CTS no. 168/7 and 171/3 S.no. 42,H. no. 2(P), village Majas,Poonam Nagar, Near Kalaptaru Enclave, Jogeshwari (E), Mumabi-60	Semistick file	71	Copies of details regarding Hemant Karkare Udyan, CTS no. 168/7 and 171/3 S.no. 42,H. no. 2(P), village Majas,Poonam Nagar, Near Kalaptaru Enclave, Jogeshwari (E), Mumabi-60	Permanent
83	CTS no. 40 B,village Mogra, Near Vikas tower, Near Amboli railway crossing, Andheri (E)	Semistick file		Copies of details regarding Hemant Karkare Udyan, CTS no. 168/7 and 171/3 S.no. 42,H. no. 2(P), village Majas,Poonam Nagar, Near Kalaptaru Enclave, Jogeshwari (E), Mumabi-60Hemant Karkare Udyan, CTS no. 168/7 and 171/3 S.no. 42,H. no. 2(P), village Majas,Poonam Nagar, Near Kalaptaru Enclave, Jogeshwari (E), Mumabi-60	Permanent

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of Jr. Tree Officer & Horticulture Assistant Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
Nil	Nil	Nil	Nil	Nil

Section 4 (1) (b) (ix)

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	Jr. Tree Officer	Pradeep Jadhav	C	-	02226844487
2		Sonal Bhoir		10.07.15	
3		Pallavi Randive		10.07.15	
4	Horticultural Asstt.	Rahul Patil		10.07.15	
5		Pallavi Salunkhe		10.07.15	
6			D	-	
7	Mestri-	Shivekar		-	
8				-	

Section 4 (1) (b) (x)

Section 4 (1) (b) (x) Sr. No	Name	Designati on Cadre	Basic Pay + GRP	DA	HRA	Special Allowance Transport Allowance , Project Allowance	Total
1	Pradeep Jadhav	J.T.O.	8560 + 2800	12837	3408		27605
2	Sonal Bhoir					-	
3	Pallavi Randive						
4	Rahul Patil	H.A.	8560 + 2800	12837	3408		27605
5	Pallavi Salunkhe					-	
6	Shivekar	Mestry	11540 +1900	15187	4035		32662

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Jr. Tree Officer & Horticulture Assistant _____ at _____ for the year Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
-	-	-	-	-

Form B for previous year Sr. No	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Result
-	-	-	-	-	-

Section 4 (1) (b) (xii)

Details of beneficiary of subsidy programme in the office of K/East ward, Malad for the year 2013-14.

Name of the scheme/ programme-

Sr. No	Name and Adress of Beneficiary	Amount of Subsidy / Concession Sanctioned
-	-	-

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Jr. Tree Officer & Horticulture Assistant at _____	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
_ Sr. No						

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of K/East ward -

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	-	-	-	-

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 under R.T.I.	3.00pm to 5.00pm on Tuesday & Thursday (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 H.A./ J.T.O., "P/N" Ward, Chowky in the compound of P/N ward office, Gr. Floor, Opp. Liberty Garden, Mamletdar wadi, Malad (W), Mumbai – 64.	H.A./ J.T.O. "P/N" Ward

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	Pradeep Jadhav	J.T.O.	K/East	K/East ward office bldg.,Azad road Gundavli, Andheri East	-	Asst. Commissioner 'K/East' Ward
2	Sonal Bhoir					
3	Pallavi Randive					
4	Rahul Patil	H.A.				
5	Pallavi Salunke					

Appellate Authority Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shrimati Bhagyashree Kapse	Assistant Commissioner K/East Ward	'K/East' Ward	H.A./ Jr. Tree Officer	-

Section 4 (1) (b) (xvii)

Other Information RG / PG / Gardens in K/E ward

Sr. No.	Ganrden Name and Location	CTS No.	Area (sq.m)	Reservation
1	CTS No FP 521 TPS V, Garden plot at junction of Service road & Azad road near Milan subway, Vile Parle (E), Mumbai-57.	521	335	Garden
2	CTS No 169/4 & 168/9, SNo 42, H.No 2 (P) Poonam nagar near Ascent building majas Jogeshwari (E), Mumbai-60.	169/4 & 168/9	2154	Garden
3	caption Sandeep Unnikrishnan Udyan, CTS No 169/6-A & 169/7-B Kokan nagar Village Majas, Jogeshwari (E), Mumbai-60.	169/6-A & 169/7-B	3926	Garden
4	CTS No. 244 B, Village Kondivita, Andheri (East)	244 B	131	Garden
5	CTS No. 245 A(Pt), 179 (E) Village Mulgaon,M.I.D.C.,Andheri(E), Mumbai-99.	245 A(Pt), 179	2153	Garden
6	Shree Sai Leela Udyan, CTS No. 382 (D),Vijay Raut Marg , Village Mogra ,Andheri (E), Mumbai-99.	382	367	Garden
7	Hemant Karkare Udyan, CTS NO 167 A part, A2 – G2, A1 – G3, C1 – G4, C3 – G5, Hissa No 2, Survey No 34 Village Majas, Poonam Nagar, near Kalpataru Enclave, Jogeshwari (E), Mumbai-60.	167 A	4569	Garden
8	Chhatrapati Rajaram Maharaj Udyan, CTS no. 102 & 99(P) Tikka no 24 , at the junction of Caves Rd and western Express Highway, Jogeshwari (E), Mumbai-60	102 & 99(P)	7835	Garden
9	Nana Nani Park, CTS No FP 186 TPS V Garden at North West of Highway & Service road Vile Parle (E),Mumbai -57	186	1450	Garden
10	CTS No FP NO 483,489 Garden plot at junction of Dayaldas road & Subway Vile Parle (E)	483,489	3328	Garden
11	Shyam Nagar Talao, CTS No 18 F,19D, Village Majas, Plot at Junction of Jogeshwari-Vikhroli Link road & B.T road Jogeshwari €, Mumbai -60.	18 F,19D	5718	Garden
12	Sitaram Purshottam Sathe Udyan,CTS No . F.P 91, Tikka NO TPS II Vile Parle at junction of Malviya road & Park road Vile Parle €, Mumbai -57.	91	654	Garden
13	Swatantrya Veer Savarkar Udyan,CTS No 582 , Tikka No 41,42. Vile Parle, on the south of Shan Cinema MG road Vile Parle (E), Mumbai -57.	582	3264	Garden
14	CTS No 952, Tikka No 27 Garden at East of Marol Church & West of Marol Maroshi road Andheri (E)	952	12744	Garden
15	CTS No. 21/D Majas Village Jogeshwari €, Mumbai -60.	21/D	1218	Garden
16	CTS No.1025, FP No.112, of TPS-II, Malviya Road, Vile Parle (East), Mumbai - 57.	1025	1092	Garden
17	CTS No 445/B,445/C,448/B Hissa No 1, survey No 55 Near Lok bharati Marol Maroshi road Marol Andheri (E) Near A-5Bldg Lokbharati.	445/B,445/C,448/B	1449	RG
18	F P 187, TPS 5, Service Road, (Nanda Patkar Road), Vile Parle (E)	7	3179	RG

19	Sai- leela Manoranjan Maidan,CTS No.382(B) , Vijay Raut Marg,Village Mogra, Andheri (E)	382(B)	1967	RG
20	Vijay Salaskar Udyan, CTS No. 1/D, Majas Village ,Link Road,Andheri (E), Mumbai -93.	1/D	9001	RG
21	CTS No 55/7 Maheswari Nagar Plot Kondivita, Andheri (E)	55/7	4185	RG
22	Bharat van Udyan,CTS NO 132/A/C/D Village Marol, near Custom colony, Near Bamandaya pada Bus stop, Military Road, Andheri East	132/A/C/D	18892	RG
23	CTS NO 191/5 Village Majas,S.V.P. Road, Poonam Nagar, Andheri (East), Mumbai – 93.	191/5	9458	RG
24	CTS NO 190/B, village Majas, Jogeshwari vikroli Link Road,, Andheri (East), Mumbai – 93.	190/B	56137	RG
25	Meenatai Thakeray Maidan,CTS NO 188 & 189 , Village Majas, SVP Road Poonam Nagar ,Andheri (East), Mumbai -93.	188 & 189	13595	RG
26	CTS No 498A/2/3/4,448-D Hissa No 4, Survey No 56 Near Lok bharati Marol Maroshi road Marol Andheri (E) Near B-I, B-II Lokbharati Bldg, Andheri(East).	498A/2/3/4,448 -D	2589	RG
27	CTS NO 131/A/1/D Charat singh colony – B D Sawant Road,Chakala, Andheri(E)	131/A/1/D	1378	RG
28	CTS NO 53 P, 54 P, Tikka No 13, Adjacent to Asmita high School, Western Express highway at Ajoankar Plot, Village Majas, Andheri (E)	53 P, 54 P	2185	RG
29	Ashok Kamte Udyan,CTS NO 176 – A – 2, 175 Part and 175 Part Village Majas, Near St. Xavior School, Poonam Nagar, Andheri(East), Mumbai -93.	176 – A – 2	8500	RG
30	CTS No 298A/1 Village Marol, Near Kunti park society, Marol, Military road , near Mithi river, Andheri (East)	298A/1	1419	RG
31	Shaheed Tukaream Ombale Manoranjan Maidan,CTS No 242, Tikka No 12-20 Known as Govind wadi Talao, west of Holy Spirit Convent School Gundavali, Andheri €, Mumbai -93.	242	10932	RG
32	CTS No 238/C,234 /D Village Mulgaon, Near Nelco company ,Mahakali Caves road, Andheri (East) , Mumbai - 93.	238/C,234 /D	3117	RG
33	Mahakali Ganesh Maidan,CTS NO 522 (P) 524, 525, 526 , Opposite Satya Sai Baba temple,Mahakali Caves Road, Andheri (East), Mumbai -93.	522 (P) 524, 525, 526	4000	RG
34	CTS NO 294/D Hissa No 3,4 & 5 Survey No 24 Village Gundavali, Chintamani Plaza, A K Road, Gundavali, Andheri(East)	294/D	1994	RG
35	CTS NO 443/B, Hissa No 10, Survey No 56, Kondivita Plot, Bagarka Road, Andheri (E)	443/B	45	RG
36	Veer Abdul Hameed Manoranjan Maidan, CTS NO 1613/4B/1, Hissa No 1 part, Survey No 86, Hiss No 2,5,7,10, 11 part, Survey No 113, Kondivita Village, Lele Wadi, Village Marol, Andheri (E)	1613/4B/1	3912	RG
37	Mother Teresa Udyan, CTS No 398/B/part R.G Survey No 89 A1 Near Tarun Bharat society, village Chakala, Andheri (E)	398/B	470.26	RG
38	Mother Teresa Udyan, CTS No 398/C and 398/D part Park, Survey No 89 A1 Near Tarun Bharat society, village Chakala, Andheri (E)	398/C and 398/D	853.14	Park

39	CTS NO 368/2C Village Mogra,, Opposite Sarvodaya Nagar, Andheri(E)	368/2C	2484	RG
40	F P No 108, TPS 1, Service Road, Vile Parle (E)	108	440	RG
41	CTS No. 1498 A/5 ,Village Marol , Opposite Cube Plaza,Andhri (E)	1498 A/5	752	RG
42	CTS No. 1498 A/6 ,Village Marol ,Opposite Cube Plaza, Andhri (E)	1498 A/6	805	RG
43	CTS No. 175 A (pt) village Majas , Opposite ALM Park, SVP Road, Poonam Nagar,Andheri (East), Mumbai - 93.	175 A (pt)	5142	RG
44	CTS no 131/A/1/E Plot at Andheri Ghatkopar Link Road, Village Chakala, Andheri (E) (Sant Tukaram Maharaj R.G.)	131/A/1/E	1446	Park
45	Ramesh More Park, CTS NO 523, 522, 524 Hissa No 8 Village Gundavali, Known as Vaikunth Park, , Telli Galli, Gundavali, Andheri (East)	523, 522, 524	5240	Park
46	Prabhodankar Thackeray Swimming Pool,CTS NO 252 part, 255 part, 256 part, 257, 258, 259 260 part, 261, 262, 270, 271 part, 272 part, 274/2 part,435 part, Hissa No 23 , junction of M G Road and Shahaji Raje Marg, Vile Parle (East), Mumbai - 57.	252 part, 255 part, 256 part, 257, 258, 259 260 part, 261, 262, 270, 271 part, 272 part, 274/2 part,435 part	9230	Park and PG
47	Anandibai Keskar Park ,F P No 72, TPS 1, MG Road, Opposite BMC School, Market, Vile Parle (East), Mumbai - 57.	72	1358	Park
48	CTS No 228/B, survery No 11, Hissa No 2 P, 85 part, Plot behind Pratap Nagar Cemetery, village Majas, Jogeshwari €, Mumbai - 60.	228/B	237	PArk
49	MeenaTai Thackeray Udyan, CTS NO 30, 37 part, 338 part, Hissa No 15/16 , Village Chakala, 30 Ft, DP Road in Tarun Bharat Co-operative housing society, Andheri (E)	30, 37 part, 338 part	875	PG
50	CTS NO 169/3 Village Majas, Poonam Nagar, Andheri (E)	169/3	946	PG
51	Hegdewar Maidan, CTS No FP NO 1 and 2, , Hanuman Road, Vile Parle (East), Mumbai- 57.	1 and 2	922	PG
52	CTS NO 458 part, 459 part, Saiwadi Teli Galli, Andheri (E)	458 part, 459 part	1650	PG
53	CTS NO 330 part at Shankar Wadi, Mogra village, Near Express Highway, Lal Killa School, Jogeshwari (E)	330	11500	PG
54	CTS No 168/6, 167 A part, Survey No 34, Hissa No 2, Poonam Nagar, Village Majas, Andheri (E)	168/6, 167 A part,	2260	PG
55	CTS NO 424, TPS 5, NP Thakker Road, VileParle (East), Mumbai -57.	424,	975	PG
56	CTS NO 418/C at Shaji Raje Marg, Near BMC School, Vile Parle (E)Mumbai-57	418/C	1928	PG
57	CTS No. 1296 S.No.153 Hissa No.I(pt) Near Hasnathh Highschool, Marol Andheri (E)	1296	1069	PG
58	CTS No. 109/B/2,Village Vile Parle (E) Malvia Road	109/B/2	633	PG
59	CTS No. 175 B,176 A Of village chakala and CTS No. 8pt of village Sahar Andheri (E)(Balasaheb Thackrey P.G.)	175 B,176 A	3029	PG
60	CTS NO 294, Tikka No 16, 17 at Sahar Tank Pakhadi, Sahar Goan, south of Indian Oil Depot, Vile Parle (E)	294,	7940	PG

61	CTS No 92-A ½, Survey No 71, Hissa No 3(P), Near Charat singh colony, Chakala, Andheri (E) Nr Gayatri Apartment	92-A ½,	1350	PG
62	CTS No 40/E, Near Amboli Railway Crossing, Village mogra, Andheri (E)	40/E,	1445	PG
63	CTS NO 481, Meghwadi, Sarvodaya Nagar, Andheri (E)	481	5290	PG
64	CTS NO 431/A and 501 part near Mistry Complex, Kondivita, Andheri (E) (Gagangiri Maharaj P.G.)	431/A and 501	3347	PG
65	Chattrapati Shivaji Maharaj Kreedangan, CTS No 371/B,373, 375/B, 375/C, 376 Village Mogra, Vastu Appartments, Andheri (E),	371/B,373, 375/B, 375/C, 376	5432	PG
66	CTS No 368/294, Near Sanket mochan Hanuman Mandir, Mahakali Caves, Shere Punjab Society, Andheri (E)	368/294	6442	PG
67	CTS No, 368/2A and 2 B, Near Sarvodaya Nagar Play Ground, Shere Punjab Society, Andheri (E)	368/2A and 2 B	5230	PG
68	CTS NO FP NO 296, TPS 2, Waman Mangesh Dubhashi Play Ground at Play ground and Cross Road, Vile Parle (E)Mumbai-57	296,	4710	PG
69	CTS No. 60 , Village Ismalia ,Jogeshwari (E)	60	628	PG
70	CTS No. 399, Telly gulli, Andheri (E)	399	858	PG
71	Hemant Karkare Udyan, CTS no. 168/7 and 171/3 S.no. 42,H. no. 2(P), village Majas,Poonam Nagar, Near Kalaptaru Enclave, Jogeshwari (E), Mumabi-60	168/7 and 171/3	25117	Garden
72	CTS no. 40 B,village Mogra, Near Vikas tower, Near Amboli railway crossing, Andheri (E)	40 B	1872	RG