

# Introduction

## Garden & Trees

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

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

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

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

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





## SECTION 4 (1) (B) (i)

### The particulars of functions & duties of the public authority

1	Name of the public authority	Horticulture Assistant/Jr. Tree Officer
2	Address	Room No. 403, 4 <sup>nd</sup> floor, 'M/East' ward office Building, 2 <sup>nd</sup> Floor, M.T. Kadam Road, Deopnar, Govandi (W), Mumbai- 400 043.
3	Head of the office	Asst. Supdt. of Garden
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner "M/East" Ward
6	Jurisdiction Geographical	"M/East" Ward is bounded by the
7	Mission	<ol style="list-style-type: none"> <li>1. To maintain flora in the ward.</li> <li>2. To prevent unauthorized tree cutting.</li> <li>3. To plant &amp; maintain trees.</li> </ol>
8	Vision	<ol style="list-style-type: none"> <li>1. To plant trees at sufficient spacing &amp; maintain them.</li> <li>2. No accidents due to trees.</li> </ol>
9	Objectives	Protection & Preservation of Trees as per 'The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto the 3 <sup>rd</sup> November 2006)
10	Functions	<ol style="list-style-type: none"> <li>(a) Planting new trees.</li> <li>(b) Removal of dead &amp; dangerous trees/ branches of roadside trees &amp; trees in municipal premises.</li> <li>(c) Pruning of trees for proper growth, balancing, smooth traffic etc.</li> <li>(d) Taking action against illegal tree cutting.</li> <li>(e) Submitting reports to higher authorities regarding cutting/ pruning of trees in private, semi government &amp; government premises.</li> <li>(f) Maintenance of nurseries.</li> </ol>

11	Details of services provided (In Brief)	<ol style="list-style-type: none"> <li>1. Inspection of trees existing in public and private premises as per complaints received.</li> <li>2. Pruning / Trimming of roadside trees.</li> <li>3. Submitting report about trees to ASG (M/East) / Asst. Commissioner 'M/East' Ward for issuing trimming permission in private/ government/ semi-government premises.</li> <li>4. Supervision of tree transplantation work.</li> <li>5. Supervision of tree cutting/ trimming work being carried out as per permission.</li> <li>6. Providing Technical Assistance regarding plantation of trees.</li> </ol>
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: 25502270 Extn: 212</p> <p>Email :</p> <p>Office timings: 8.00 a.m. to 12.00 noon and 2.30 p.m. to 5.30 p.m.(Monday to Friday) &amp; 8.00 a.m. to 11.30 a.m. (Saturday) Visiting Hours: 03.00 p.m. to 05.00 p.m. (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/Jr.Tree Officer
2	Address	Room No. 403, 4 <sup>th</sup> floor, 'M/East' ward office Building, M.T. Kadam Road, Deopnar, Govandi (W),Mumbai- 400 043.
3	Head of the office	Asst. Supdt. of Garden
4	Parent Government Department	Garden & Trees
5	Reporting to which office	Assistant Commissioner "M/East" Ward
6	Jurisdiction Geographical	"M/East" Ward is bounded by the
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>6. Inspection of gardens, recreational grounds, play grounds at regular intervals.</li> <li>7. Attending public complaints pertaining to gardens, recreational grounds, play grounds.</li> <li>8. Submitting report about gardens, recreational grounds, play grounds to ASG ('M/East') / Asst. Commissioner 'M/East' Ward.</li> <li>9. Supervision of garden development &amp; maintenance work.</li> <li>10. Issuance of permission for the use of play grounds as per Policy.</li> <li>11. Providing technical help to Asstt. Commissioner regarding gardens, recreational grounds, play grounds.</li> </ol>
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: 25502270 Extn: 212</p> <p>Email : ha01garden.t@mcm.gov.in</p> <p>Office timings: 8.00 a.m. to 12.00 noon and 2.30 p.m. to 5.30 p.m. (Monday to Friday) &amp; 8.00 a.m. to 11.30 a.m. (Saturday) Visiting Hours: 03.00 p.m. to 05.00 p.m. (Monday to Friday)</p>
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 / GRs	Remarks
1	A.S.G.	Appointed as Public Information Officer under RTI Act, 2005	Circular No. MOM/736Dt. 01.07.2016	

**E**

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

## **Section 4 (1) (b) (ii)**

### **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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 Jr. Tree Officer of the Ward:-

- 1. Dispatch Register.**
- 2. RTI Register**
- 3. Catalogue 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, Fertilisers, 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 panchanama & 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.

## 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 upto the 3<sup>rd</sup> 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 upto the 3<sup>rd</sup> 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. Supdt. of Gardens of Zone 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 (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. 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.



**BRIHANMUMBAI MAHANAGARPALIKA**

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

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

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

NAME OF ACTIVITY - Action against illegal tree cutting.

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

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

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

Name of the Acts/Acts - The Maharashtra (Urban Areas) Protection & Preservation of Trees Act, 1975 (As modified upto 3<sup>rd</sup> November 2006) 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. (M/E) Jr. Tree Officer A.S.G. (M/E) A.S.G. (M/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	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./ A.S.G. Hort. Asstt./ A.S.G. (M/E) Assistant Commissioner Hort. Asstt./ A.S.G. (M/E) Hort. Asstt./ A.S.G. (M/E)	

Section 4 (1) (b) (iv)

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

Organisational targets (Annual)

<b>Sr. No.</b>	<b>Designation</b>	<b>Activity</b>	<b>Financial Targets in Rs.</b>	<b>Time Limit</b>	<b>Remarks</b>
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	

The rules/ regulation related with functions in the office of Assistant Engineer Water works 'M/East' ward.

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R./Circular/Office order. Rule no. notification etc. date.</b>	<b>Remarks if any</b>
1.	RG/ PG guidelines -for issuing permissions	SG/MGC/152 dt. 19/03/2013 SG/MGC/152/A dt. 21/08/2013 BOD/204 dt.2.11.2015	
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	1	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		1	Details of application received under R.T.I.Act	5 Years
4	RTI Register- JTO		1	Details of application received under R.T.I.Act	5 Years
5	<b>Illegal tree cutting file</b>	Box file	1	Details of complaints received about illegal tree cutting, Notices issued, police complaints etc.	Permanent
6	<b>Trimming permissions</b>	Box file	1	Copies of permissions issued for tree trimming.	5 Years
7	<b>TA permissions</b>	Box file	1	Copies of permissions issued by Tree Authority for development proposals	Permanent
8	<b>Dead &amp; Dangerous Tree permissions</b>	Box file	1	o/c copies of proposals submitted for removal of D & D trees & permissions of TA for D&D trees	5 years
9	<b>RG/PG permissions</b>	Box file	2	Copies of permissions issued for use of RG/PG.	5 Years
10	<b>RTI- HA</b>	Box file	2	Copies of RTI applications & replies given pertaining to HA.	5 Years



11	RTI- JTO	Box file	2	Copies of RTI applications & replies given pertaining to JTO.	5 Years
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**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	A.S.G.	Shree Nileshkumar Laxman Dhanawade	B	01-04-2008	7738993840
2	Horticulture Assistant	Shrim. Maske Sheetal Vishwas	C	10.07.2015	8898227639
3	Jr. Tree Officer	Shree Popat Rabhaji Walunj	C	10.07.2015	9768212263
4	Mestri	Navratna Ladaji Jadhav	D	15.10.1982	9869321974

**Section 4 (1) (b) (x)**

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Shree Nileshkumar Laxman Dhanawade	A.S.G.	12070 +4400	20588	4941	1200+463	43662
2	Shrim. Sheetal Vishwas Maske	Horticulture Assistant	8900+ 2800	14625	3510	463+600	30838
3	Shree Popat Rabhaji Walunj	JTO	8900+ 2800	14625	3510	463+600	30838

4	Shree Navratna Ladaji Jadhav	Mestri-2	13050 +1900	18688	4485	463+600+1 15	39301
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**Section 4 (1) (b) (xi)**

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

Sr. No	Budget Head description	Grants received	Planned use ( give details area wise or work wise in a separate form)	Remarks
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**Form B for previous year**

Sr. No	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Result
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**Section 4 (1) (b) (xii)**

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

**Section 4 (1) (b) (xiii)**

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

<b>Sr. No</b>	<b>Name of the license</b>	<b>License no.</b>	<b>Issue d on</b>	<b>Valid up to</b>	<b>General Conditions</b>	<b>Details of the license</b>
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**Section 4 (1) (b) (xiv)**

<b>Sr. No.</b>	<b>Type of Documents File/ Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person In Charge</b>
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**Section 4 (1) (b) (xv)**

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

<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person In Charge</b>
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**Section 4 (1) (b) (xvi)**

Details of public information officers / APIO's / appellate authority in the jurisdiction of  
(Public authority) in the office of Jr. Tree Officer

PIO

<b>Sr. No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Ph. No.</b>	<b>E mail id for purpose of RTI</b>	<b>Appellate Authority</b>
1	Shri. Nileshkumar Laxman Dhanawade	A.S.G.	"M/East" Ward	Room No. 403, 4th floor, 'M/East' ward office Building, 2 <sup>nd</sup> Floor, M.T. Kadam Road, Deopnar, Govandi (W), Mumbai - 400 043. 25502270 Extn: 212	Nil	Asstt. Commissioner "M/East" Ward

APIOs

Sr. No.	Name of APIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
NIL	NIL	NIL	NIL	NIL	NIL

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri.Shreeni vas Kilje	Assistant Commissioner 'M/East' Ward	"M/East" Ward	Horticulture Assistant	ac.me@mcm.gov.in



## Other Information

<b>Sr. No.</b>	<b>Name of the Garden</b>	<b>Location</b>	<b>Area (Sq. Mt.)</b>
			<b>Ward No</b>
			<b>GARDENS</b>
			1
	Dr. Ambedkar Udyan	B- Sector, Deonar Mun. Colony, Mumbai-43	4745
	CTS NO.93(PT)		139
			2
	Siddharth Udyan	Limboni Baug, Near Govandi Bridge	4152
	CTS NO.93(PT)		138
			3
	Garden Plot	Opp. Hazardous Godown, Cattle Pond, Deonar Colony	3200
	CTS NO.93(PT)		137
			4
	Kumar Bhupesh Udyan CTS No. 93 (pt.)	E- 11, Deonar Mun. Colony Mumbai- 43	2530
	CTS NO.93(PT)		139
			5
	Garden Plot	A Block Sector, Deonar Mun. Colony.	2300
			139
			6
	Mahatma Jyotiba Phule Udyan	Near Patilwadi, 300 T/S Deonar Mun. Colony.	2000
	CTS NO.1(Pt)/93		139
			7
	Garden Plot	Lotus Colony, Abdul Hameed Marg, Shivaji Nagar, Govandi.	1720
	CTS NO.2/10		129
			8

Dadaseb Gaikawad Udyan Deonar Mun. Colony, Mumbai- 43	1429
CTS NO.1(Pt93)	139
	9
Garden Plot Garden Plot in Gautam Nagar Colony No. 1 Govandi	1100
	138
	10
Usha Suresh Patil udyan Borla Govandi, between P.L.Lokhande marg & G.M.Link road	1412
CTS NO.2/10	129
	11
Usha Suresh Patil udyan Borla Govandi, between P.L.Lokhande marg & G.M.Link road	4364.6
	CTS NO .4A/8/4
	129
	12
Dr. Babasaheb Ambedkar Udyan New Gautam Nagar, Bhimwadi	1500
	138
	13
Garden plot Opposite Deonar Cemetry,Deonar Colony	2772
	137
	14
Garden plot Near Cattle pond & Dog Cannel Deonar Colony	3130
	137





**Sr. No.**

**Name of the Recreation Ground**

**Location**

**Area (Sq.Mt.)**

**CTS NO.**

**Ward No**

**RECREATION GROUND**

1

Dr. Babasaheb Ambedkar Maidan (R.No. 1187 dt 30.01.1989)

Opp. Post Office Shivajinagar, Govandi.

7320

CTS NO.93(Pt)

130

2

Mata Ramabai Ambedkar Maidan (R.No. 1187 dt 30.01.1989)

Opp. Post Office Shivajinagar, Govandi.

6200

CTS NO.93(Pt)

130

2

Chhatrapati Shahu Maharaj Kridangan (R.No.1030 dt 13.01.1989)

Behind Colony Office Shivajinagar, Govandi.

12320

CTS NO.93(Pt)

130

3

RG Plot CTS No. 2 Mankhurd.

Lallubhai Amichand Complex Govandi, Mankhurd.

11749

CTS NO.2

139

4

Sahakar Maharshi Rajaram Bapu Patil

Borla Govandi between P.L.Lokhande Marg & G.M.Link road

9539

CTS NO. 2/6

129

5

Sahid Ashok Kamate

Borla Govandi between P.L.Lokhande Marg & G.M.Link road

6156.8

CTS NO.4A/4/1 & 4/A/8/3

129

6

Amarnath Patil Manoranjan Maidan

Govandi Station Road, Govandi (East)

9400

CTS NO 270, 276 pt) & 298

139

7

R.G.Plot

Near Ancillary Complex, New Gautam Nagar, Sonapur road, Govandi.

8300

138

8

Ustad Lahuji Salve

Kena Market Opp. Deonar Abbattoir.

6900

CTS NO .79(pt)

138

9

Bindu Madhav Thakare  
(R No. 1284 dt 30.11.2002)

V.N.Purav Marg in Front of BARC Main Gate, Anushaktinagar.

5600

CTS NO 118(B)

139

10

Dattaram Ganpat Patil Manoranjan Maidan, RG Plot CTS No. 74 (pt.) Deonar Village. (R.No. 911 dt 07.12.2009)

Old Metal Box , Deonar Village Road, Deonar.

8595

CTS NO .74(Pt)

139

11

RG Plot CTS No. 2/14 Of Borla Village

Borla Govandi, between P.L.Lokhande Marg & G.M.Link road.

1421

CTS NO .2/14

129

12

RG Plot CTS No. 373/4 Of Deonar Village.

V.N. Purav Marg, Deonar.

1319.3

CTS NO .373/4

139

13

RG Plot CTS No. 767 (pt.) & 768 (pt.) Borla Village.

Deonar Farm Road.

1126.8

CTS NO .767 (pt) & 768 (pt)

136

14

RG Plot CTS NO.373/7 of Deonar Village.

V.N. Purav Marg

884.1

CTS NO .373/7

139

15

RG Plot CTS NO.270/A

Wadavli village,Chembur

2000

CTS NO.270/A

142

16

RG Plot CTS NO.769/2

Deonar Farm Road.

1807.40

CTS NO.769(pt)

136

17

Boraba Devi Udyan

Boraba Devi Chowk

1439.3

-

139

Sr. No.

Name of the Play Ground

Location

Area (Sq. Mt.)

CTS NO.

Ward No

**PLAYGROUND**

1

Play Ground Plot

Opp. F Block, Deonar Mun. Colony.

15771

CTS No

137

2

Dindayl Upadhyay Udyan CTS No. 218 (pt.)

Cheeta Camp, Trombay.

6070

CTS No. 218 (Pt)

135

3

Mahavir Education Trust Kridangan , CTS No.87 (pt.) Village Deonar. (R.No. 373 dt 02.08.2010)

Near Shah & Anchor Eng. Collage, Govandi.

3780



CTS No. 87 (pt)

139

4

Bashir Mohd. Mulla Maidan PG Plot CTS No. 256(pt.) &257 Turbhe. (R.No. 1036 dt 05.01.2009)

Pailipada Village, Opp. Kale House.

1049

CTS No 256(pt.) &257

136

5

KrantiSingh Lahuji Salve Maidan PG Plot CTS No. 138 B, Bambatwadi, Mankhurd.(R.No. 703 dt 04.10.2007)

Bambatwadi, Mankhurd Station Road.

440

CTS No138 B,

139

6

PG Plot CTS NO.260/A

Anik Gao,

4500

CTS NO.260

141

7

TDR Plot near Muncipal School

Lallubhai Compound

1919.23

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137

8

PG Plot

Maravali

1485.40

CTS No.166 B

141