

Section 4(1)(b)(i) - Organizational structure, aims and functions

Sl.No.	Name of the Organization	Address	Aims	Functions
1	Joint Director of Horticulture	Freedom park	Overall supervision of Development and maintenance of BBMP Parks	
	Technical Officers (Work under JDH to assist the office works)	Freedom park	To assist the Office works of JDH	
2	Zonal Horticulture Superintendents <ol style="list-style-type: none"> 1. Horticulture Superintendent (East Zone) 2. Horticulture Superintendent (West Zone) 3. Horticulture Superintendent (South Zone) 4. Horticulture Superintendent (Mahadevapura Zone) 	17 th Floor, Public Utility Building, Mayo hall 8 th Cross, Malleshwaram Zonal Joint Commissioner Office, BBMP, Jayanagar, 9 th cross, 2 nd block. Zonal Joint Commissioner Office, BBMP, Mahadevapura	Development and maintenance of parks Development and maintenance of parks Development and maintenance of parks Development and maintenance of parks	

	<p>5. Horticulture Superintendent (Yelahanka Zone)</p> <p>6. Horticulture Superintendent (Dasarahalli Zone)</p> <p>7. Horticulture Superintendent (Rajarajeshwari nagara Zone)</p> <p>8. Horticulture Superintendent (Bommanahalli Zone)</p>	<p>Byatarayanapura Bellary road, Amruthalli cross, BBMP Office Zonal Joint Commissioner Office, BBMP, Bagalagunte, Hesaragatta main road Near Nagarabhavi BDA complex, Annapurneshwari nagara, 4th cross Zonal Joint Commissioner Office, BBMP, Bommanahalli</p>	<p>Development and maintenance of parks</p> <p>Development and maintenance of parks</p> <p>Development and maintenance of parks</p> <p>Development and maintenance of parks</p>	
3	Assistant Horticulture Superintendents (East, West & South Zones)	Respective Horticulture Superintendents Office	Supervision of Development and maintenance of parks of their respective Zones	

4	Horticulture Inspectors(East,West & South Zones)	Respective Horticulture Superintendents Office	Supervision of Development and maintenance of parks of their respective areas	
5	Horticulture Mestri		Maintenance of attendance of Gardners & Allotment of works to the gardeners in the parks	
6	Plant Propagators		Propagation & Production of ornamental plants in the nurseries.	
7	Gardeners		Gardening works like cleaning, weeding, digging, watering, manureing, potting, repotting etc.	

Section 4(1)(b)(ii) - Powers and duties of Officers and employees

Sl.No.	Designation of the Official/employee	Duties allotted
1	Joint Director of Horticulture	<ol style="list-style-type: none"> 1. All the Zonal Horticulture superintendents, Horticultural Engineers and others staff shall work under the control of Joint Director of Horticulture. Bruhath Bangalore Mahanagalike 2. He shall monitor the zonal Horticulture superintendents, and Engineers for Development and Maintenance of all the parks, circles, medians, Bulevards, Nurseries etc., coming under Horticulture, accord permission for adoption of parks. Circles Medians, Traffic Islands, Bolevards to Private Companies/ Agencies/ Residential Welfare Associations, N.G.O's etc.. 3. He shall review and accord all Technical guidelines, Technical Sanctions, Administrative approvals, Tender approvals, Counter Sign work bill of Horticulture Landscape, Civil works, Electrical works and other works pertaining to Horticulture. 4. The Joint Director of Horticulture shall monitor the leave. CR's etc.. of all the Zonal Horticulture Superintendents of Bruhath Bangalore Mahanagara palike shall be under Direct Administrative control of the Joint Director of Horticulture. 5. He shall approve the designs, Layout plan of Landscape, Civil works of parks and all other Horticulture works before taking up the tender and processing of proposals. 6. He shall conduct Random surprise inspections of the parks and all other works coming under Horticulture. 7. He shall co-ordinate with State Department of Horticulture Research Stations, Horticulture and Agriculture Universities, Statutory bodies, Corporation,

		<p>N.G.Os etc.,</p> <p>8. Participation and Organization Horticulture shows, Flower shows, exhibitions at Bruhath Bangalore Mahanagara Palike \, State/ National level.</p> <p>9. Organizing Training in Horticulture to the public such as house Gardening Roof Gardening, Kitchen Gardening, Bonsai, Ikebana, Dutch Flower Arrangements etc.,</p> <p>10. He shall work directly under the control of the Special Commissioner (Project) of Bruhath Bangalore Mahanagara Palike.</p> <p>11. Hs shall monitor the JNNURM pertaining to Horticulture.</p> <p>12. Any Job/ Task assigned by the Commissioner, Bruhath Bangalore Mahanagara Palike.</p> <p>13. Joint Director (Horticulture) shall work directly under the control of the Special Commissioner (Project) of BBMP</p>
2	Technical Officers	<p>1. Will inspect all Zonal developmental works on behalf of JDH. Apart from the preferred responsibilities.</p>
3	Horticulture Superintendents	<p>1. Development and Maintenance of parks, Medians & Circles, Islands, Sidewalks, Boulewards, etc in there Zones.</p> <p>2. Acts as head of the Horticulture division at the Zonal level.</p> <p>3. He is responsible for all extension and HRD activities of Horticulture division in their respective Zones.</p> <p>4. To attend all complaints with respect to parks, etc.</p> <p>5. Inspection of parks regarding landscape development, Civil works. Maintenance & check measurement of all civil works.</p> <p>6. Horticulture superintendent will be under the control of joint Director of Horticulture.</p>

		<ol style="list-style-type: none">7. Adoptions of parks, circles and medians should submit for approval of Commissioner through Joint Director of Horticulture.8. All Assistant Horticulture Superintendent, Horticulture Inspector, Assistant Engineer, plant propogators, Mestries, Gardeners, Administrial Staff work under the control of Horticulture Superintendent at Zonal level.9. Monitoring the expenditure in the office.10. Horticulture Superintendent will work as drawing officer at the zonal level.11. Horticulture Superintendents has to attend all the meetings called by Additional/ Joint Commissioner/ Joint Director of Horticulture and others.12. Function as public grievances officer as Horticulture developmental works are concerned.13. Shall conduct surprise and regular visits to the parks.14. Follow up action in all cases, where stays are granted by various courts shall be taken in order to get the stays vacated and take necessary action there after.15. Shall take up table inspections of case workers/ assistants in his office.16. Submission of monthly monitoring report particulars to the Horticulture office to the Joint Director of Horticulture and Zonal Heads.17. Convene the meeting of Assistant Horticulture Superintendents, Assistant Engineers, Horticulture Inspectors at weekly & Monthly in the Zonal Offices.18. Submission of confidential reports of all staff to the reviewing authority in the month of April every year.19. Submission of assets and liabilities statement of all staff during the month of April every year.20. Supervision of the office staff in the Zonal office.21. Any other work entrusted by the superior officers of the Department.
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		<p>22. To ensure the maintenance of all records/ SR / and financial matter stocks, stores, etc in accordance with the office manual/ KCSR/ KFC & Contingent manual.</p>
4	Assistant Horticulture Superintendents	<ol style="list-style-type: none"> 1. Works under the control of Horticulture Superintendents. 2. Responsible for 100% supervision of inspectors, Gardeners, Mestries, and plant propogators & works. 3. To attend all complaints with respect to park, etc. 4. Scrutinizing the work estimates of Landscape and Maintenance of park & other Horticulture works prepared by Horticulture Inspectors. 5. Scrutinizing the MB book of all Horticulture works written by Horticulture inspectors. 6. Inspection of parks, Medians and circles. 7. Supervision of functions like Exhibition, Seminars, Hasiru Sante, Flower show and other developmental works (except Civil). 8. Submission of Dairy. 9. All Landscape works and maintenance of parks shall route through Assistant Horticulture Superintendent to Horticulture Superintendent 10. Any other works entrusted by Horticulture Superintendents and other higher Officers. 11. Responsible for all extension and HRD activities of Horticulture division in Zone.

5	Horticulture Inspectors	<ol style="list-style-type: none">1. Works under the control of Horticulture Superintendent and Assistant Horticulture Superintendent.2. Maintenance of attendance of Gardeners, Mestries, PP at respective ranges.3. Maintenance of records of stocks & stores.4. Supervision of all developmental works related to landscaping of parks, etc.5. Responsible for preparation of all landscape estimates, selection and identification of sites, maintenance of parks, Bore well repairs, maintenance and other Sunday works at parks.6. Responsible for recording all landscape works, maintenance works, procurement of inputs like plants, red earth, sand etc., in measurement books.7. Arrangement of pots, decoration and other works to organize functions.8. Responsible for sales proceedings of plants, produce and others.9. Supervision of all developmental works related to landscape works, maintenance of parks, medians circles, Islands.10. Responsible for all kind of activities related to Flower shows Exhibitions.11. Maintenance of vehicle log book, Fuel indents etc., to the vehicles.12. Supervision of Electricity, Water supply, Bore well, Fountains, Water cascades and other maintenance bills.13. 100% inspection in the zone (All landscaping, maintenance of parks, circles & medians and other horticulture activities)14. Any other works entrusted by higher officers.
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6	Horticulture Mestri	<ol style="list-style-type: none"> 1. Maintenance of attendance of gardeners in the attendance centres. 2. Arrangements of pot decorations, Exhibitions, Hasiru Sante, etc., other functions. 3. Works under the control of Horticulture inspectors and plant propogators. 4. Works as entrusted by the higher Officers. 5. Entrusting and supervising the works to the gardeners. 6. All works entrusted by supervisors.
7	Plant Propagators	<ol style="list-style-type: none"> 1. Works under the control of Horticulture Inspector. 2. Sole responsible for propogation and production of ornamental plants and others. 3. Maintenance of physical stocks of propagated plants in the nurseries. 4. All activities related to Exhibitions of flower shows. 5. Any other works entrusted by higher officers.
8	Gardners	<ol style="list-style-type: none"> 1. Watch and ward 2. Gardening works like cleaning, weeding, digging, watering etc., 3. All garden activities in parks etc. 4. Arrangement of pots and others works during functions. 5. All nurseries activities. 6. All works entrusted by supervisors.

Section 4(1)(b)(iii) - Procedure followed in decision - making process

Activity	Description	Decision - making process / time limit for taking decision / channels of supervision and accountability	Designation of final decision authority
Joint Director of Horticulture	Will decide on the course of action to be taken on a proposal and will submit the file for final orders of the Special Commissioner/ Commissioner		
Technical Officers	Will scrutinize the proposal submitted by the Zonal Horticulture Superintendents and submits for approval to the Joint Director of Horticulture		
Horticulture Superintendents	Opening a new file on receipt of proposal and initial examination report submission		

Section 4(1)(b)(iv) - Norms set for the discharge of functions

Sl.No.	Function / Service	Norms / standards of performance set	Time - frame	Reference document prescribing the norms (Citizens Charter, service charter, etc)
		As mentioned in Section 4(1)(b)(iii)		

Section 4(1)(b)(v) - Rules, regulations, manuals and records held / used

Sl.No.	List of Acts, rules, regulations, instructions, manuals	List of Act, rules etc.
	As per KMC Act, KPT Act, 1976, KCSR and other Guidelines issued by the GOK and instructions issued by the Administrator/ Commissioner, BBMP, Bangalore	

Section 4(1)(b)(vi) - Categories of documents held

Sl.No.	Category of the document	Title of the document	Custodian of the document
	Files pertaining to various works carried out Annual Reports regarding activities of the department Files pertaining to day to day issues		

Section 4(1)(b)(vii) - Arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof

Sl.No.	Function / Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation

Section 4(1)(b)(viii) - Boards, councils, committees and other bodies constituted as part of the public authority

Name of board, council, committee, etc	composition	Powers and functions	Whether its meetings are open to the public / whether minutes of meetings accessible for public

Section 4(1)(b)(ix) & 4(1)(b)(x) - Directory of Officers / employees and their monthly remuneration

Sl.No.	Name of the Officers / employees	Designation	Office address / contact number e-mail ID	Monthly remuneration
1	B.V.Satish	Joint Director of Horticulture (In charge)	9480683065	28000.00
2	S.Chandra Shekar	Horticulture Superintendent (East & Dasarahalli Zone)	9480685316	21600.00
3	Nagappa Atturkar	Horticulture Superintendent(South-1 Zone)	9480684025	16400.00
4	K.N.Shivaprasad Reddy	Horticulture Superintendent(West Zone)	9480684846	21600.00
5	D.M.Subbanna	Horticulture Superintendent(South-2 Zone)	9480684896	21600.00
6	Om Prakash	Horticulture Superintendent(R.R.Nagar Zone)	9480684464	15200.00
7	Anand	Horticulture Superintendent(Bommanahalli Zone)	9480683436	21600.00
8	Mahammed Ali Pinjar	Horticulture Superintendent(Yelahanka Zone)	9900509060	15200.00
9	Ravindra	Horticulture Superintendent (Mahadevapura Zone)	9448501980	21600.00
10	Ramamurthy. N	Technical Officer	9844938434	15200.00
11	Saddeshwrappa	Assistant Horticulture Superintendent(West Zone)	-	16400.00
12	Bhaskar	Horticulture Inspector(East Zone)	9880274796	12300.00
13	Seenappa	Horticulture Inspector(East Zone)	9480684068	12300.00
14	Tulasi	Horticulture Inspector(East Zone)	-	12300.00

Section 4(1)(b)(xi) - Budget allocated to each agency including plans, etc

Agency/ Code	Plan/ programme /scheme/project/ activity/purpose for which budget is allotted	Budget allocation for 2010-11	Proposed expenditure as on last year	Expected outcomes	Report of disbursements made or where such details are available (Website, reports, notice board)
P0125	Pay of Officers	33.70			
P0126	Pay of establishment	656.93			
P0127	Dearness Allowance	379.85			
P0128	Allowances	190.61			
P02171	Hasiru Santhe Programme	5.00			
P0041	Computer aided esigning sketches and Consultation	1.00			
P0080	Miscellaneous Expenses	1.00			
P0106	Training for Horticulture Staff	1.00			
P2172	Horticulture Show	1.00			
P2170	Training on Ekebana/Cut flower arrangement, vegetable carving, Terrace gardening	1.00			
P2236	Development of Jayanagara ABCD Park	50.00			
P1884	Development of Nursery & Introduction of New variety	65.92			
P2148	Development of Parks @ Ejipura, Koramangala & BTM Layout	395.45			
P2183	Development of Children park at Jeevarajalva road	250.00			
P0196	Security Deposits	300.00			
P0924	EMD	500.00			

P0628	Repayment of Salary Deductions	150.00			
P01886	Information, Education & Communication	5.00			
P0168	Development of parks in school & Hospital premises	0.00			
P2262	Development of Ramanjaneya Gudda park	30.00			
P2199	Development of Sangollirayanna park at Subramanyanagar	150.00			
P2235	Devepoment of Subramanyanagara park	50.00			
P0299	Drilling & Maintenance of Bore wells, Pump sets & pipelines. Erection & Installation etc.,	0.00			
P0311	Landscape development of parks, Medians, Boulevards & Circles (Janoodyana works)	3000.00			
P0088	Maintenance & Management of parks on contract	500.00			
P1885	Purchase of Inputs for parks maintained by BBMP & Inputs for Indoor gardening	50.00			
Po973	Lighting of parks , Toilet Amenities	0.00			
P1519	Rain Water Harvesting and group water recharging	100.00			
P1884	Development of Nursery & Introduction of New variety	65.92			

Section 4(1)(b)(xii) - Manner of execution of subsidy programmes

- a. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes schemes

Sl.No	Name of the programme / activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy

b. Describe the manner of execution of the subsidy programme

Sl.No	Name of the programme / activity	Application procedure	Sanction procedure	Disbursement procedure

Section 4(1)(b)(xiii) - Particulars of recipients of concessions, permits or authorizations granted by the public authority

Sl.No.	Name and address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & designation of granting authority

Section 4(1)(b)(xiv) - Information available in Electronic form

Sl.No.	Electronic data	Description (Site address/location where available, etc)	Contents of the title	Designation and address of the custodian of information (held by whom)

Section 4(1)(b)(xv) - Particulars of facilities available to citizens for obtaining information

Facility	Description (location of facility/name, etc.)	Details of information available

Section 4(1)(b)(xvi) Names, designations and other particulars of public information officers

a. Public information officer (PIO)

Sl.No.	Name of the office / administrative unit	Name & Designation of PIO	Office Tel.No. Residence Tel.No. Fax	E-mail
1	Horticulture Superintendent, East Zone, 17 th Floor, Utility Building, Mayo Hall, Bangalore	Chandrashekar.S	9480685316	-
2	Horticulture Superintendent, West Zone, 8 th Cross, Malleswaram, Bangalore	Shivaprasad reddy.K.N.	9480684846	hswest@bbmp.gov.in
3	Horticulture Superintendent, South 1 & 2 Zone, 9 th Cross, 2 nd block, Jayanagara, Bangalore-11	D.M.Subbanna Nagappa Atturkar	9480684896 9480684025	hssouth@bbmp.gov.in
4	Horticulture Superintendent, Mahadevapura Zone O/o Joint Commissioner Mahadevapura Zone, Opp K.R.Puram Bus stand, Bangalore	Ravindra	9448501980	hsmpura@bbmp.gov.in

5	Horticulture Superintendent, Dasarahalli Zone O/o Joint Commissioner Dasarahalli Zone, Bagalakunte, Hessarghatta Road, Bangalore	Chandrashakar.S.	9480685316	hsdhalli@bbmp.gov.in
6	Horticulture Superintendent, Yelehanka Zone O/o Joint Commissioner Yelehanka , Bangalore	Mahamad Ali Pinjar	9900509060	hsyel@bbmp.gov.in
7	Horticulture Superintendent, Bommanahalli Zone O/o Joint Commissioner Bommanahalli, Bangalore	B.C.Ananda	9480683436	hsbhalli@bbmp.gov.in
8	Horticulture Superintendent, Rajarajeshwari Nagara Zone near Nagarabhavi BDA Complex, Nagarabhavi, Bangalore	Om prakask.K.	9480684464	hswest@bbmp.gov.in

b. Asst.Public Information Officer

Sl.No.	Name of the office / administrative unit	Name & Designation of APIO	Office Tel.No. Residence Tel.No. Fax	E-mail
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c. Appellate authority

Sl.No.	Name of the office / administrative unit	Name & Designation of Appellate authority	Office Tel.No. Residence Tel.No. Fax	E-mail
	Joint Director of Horticulture, BBMP, Freedom Park, Sheshadri Road, Bangalore-01 Ph: 080-22975535	B.V.Satish Joint irector of Horticulture (Incharge)	9480683065	jdhort@bbmp.gov.in
	Special Commissioner (Projects) BBMP Main Office, Near Hudson Circle, Bangalore-02 Ph: No: 22975551	Niranjan Special Commissioner (Projects)		spcommproj@bbmp.gov.in