

II. The powers and duties of its officers and employees

Deputy Garden Superintendent:

Powers:

ORDER NO.DP/2/1986-87

SCHEDULE

Sr. No.	Powers, duties and functions delegated	Relevant Section of the BMC Act,1949.
(1)	(2)	(3)
1	Power to prepare and sign all contingency bills, salary bills and TA bill of the staff of his deptt. below his level, subject to availability of grant.	67(3)(b)
2	Power to sign certificates of cycle allowances in respect of the staff upto the rank of Clerk Grade II of his deptt.	67(3)(b)
3	Power to purchase and sanction contingent expenditure upto Rs.100/- provided that funds are available under the grants year for his deptt.	73(0)
4	Power to sanction the purchase of manufacture of tools and garden equipments fertilizers, pesticides, garden plants etc. when the amount does not exceed Rs.100/- provided that funds are available under the grants sanctioned for the current year for his deptt.	73(c)
5	Power to sign indents of materials stationary articles and dead stock articles for the requirements of his deptt. <u>POWER DELEGATED BY MUNICIPAL COMMISSIONER UNDER SECTION 69 (1)</u>	73(c)
6.	Power to grant CL of Class IV employee and all clerical staff upto the rank of Clerk Grade - II	57 (1)
7.	Power to sanction leave up to 180 days admissible to all staff working in Public Park Deptt. upto the rank of Clerk Grade-II	57(1)
8	Power to carry out correspondence with Public and other deptts. with equal category with other departments.	General

Duties:

1. To follow the policy matters in relation to garden department and various horticultural works.
2. To follow the instructions of higher officer in relation to development and maintenance of gardens and other plantation sites from time to time.
3. To administer the staff working under him.
4. To allot work to the subordinate staff from time to time.
5. To sign the indent for issuing of materials.
6. To assist / guide subordinate staff in production of plants, plantation work.
7. To evaluate the work done in respect of garden department from time to time and report thereof.
8. To prepare tender draft papers for various works.
9. To prepare report pertaining to various work.
10. Any other duties / works assigned from time to time.