

II. The powers and duties of its officers and employees

Garden Superintendent

Powers:

ORDER NO.DP/02/2003-04

" S C H E D U L E "

POWERS DELEGATED BY MUNICIPAL COMMISSIONER

U/S 69(1):-

Sr. No.	Powers, duties and functions delegated	Relevant Section of the BPMC Act,1949.
(1)	(2)	(3)
ESTABLISHMENT		
1	Power to warn or censure any employee upto the level of Supervisor in technical cadre or the equivalent of it in clerical cadre for reasons to be recorded in writing after due process of law.	56(2) (a)
2	Power to fine Rs.5/- to the member of the staff of his dept. upto the level of 1 st grade clerk or cadre after due process of law.	56(2) (d)
3	Power to grant leave of absence of any kind upto 120 days to the members of the staff, below his rank, working under his control.	57 (1)
4	Power to make appointments from approved list of IV class employees on work charge establishment at the minimum daily rates inclusive of all the allowances admissible in the Municipal Corporation from time to time subject to the condition that the posts are sanctioned by the competent authority	53
5	Power to prepare and pass all salary bills,contingency bills,merchants bills of his departments when the same is otherwise admissible and sanctioned,provided funds are available under budget grants sanctioned for the current year.	88
MISCELLANEOUS/GENERAL		
6	Power to entertain correspondence with the members of public for redressal of their grievances,officials,non officials institutions etc. as and when required for the effective functioning of his department and also power to carry out correspondence with Zones/Dept./Sec. in the Corporation in respect of any matters pertaining to the departments placed under his control.	Genral
7	Power to supervise and keep general control over the staff working in the departments placed under his control.	Genral

POWERS DELEGATED BY MUNICIPAL COMMISSIONER U/S 69 (2)
WITH THE PRIOR APPROVAL OF STG. COMM. RES. 837/2003,
DTD.16-05-2003

POWERS REGARDING ESTABLISHMENT :		
8	Power to grant Casual Leave upto 7 days at a time to the members of the staff placed under his control subject to general rules in this regard.	67(3)(b)
9	Power to issue memo or ask explanation from the staff under his control.	67 (3) (b)
10	Power of granting regular increments to the members of the staff of his department.	67 (3) (b)
11	Power of signing daily diary certificate for drawal of conveyance allowance of all the staff of his departments.	67 (3) (b)
12	Power to sign, as controlling officer, sanction T.A.Bills of the staff placed under his control subject to the availability of funds and general principle of financial propriety.	67 (3) (b)

POWERS REGARDING PURCHASE OF MATERIALS ETC :-

13	Power to sanction purchase or manufacture of tools and plants when the amount does not exceed Rs.25,000/- provided funds are available under the budget grants sanctioned for the current year.	73 (c)
14	Power to sanction contingency expenditure not exceeding Rs. 5000/- for the department placed under his control provided funds are available under the budget grants sanctioned for the current year.	73 (c)
15	Power to sanction and carry out repair and maintenance works of Gardens, when the amount of estimated cost for repairs/maintenance does not exceed Rs. 25,000/- in each instance and when funds are available under the grants sanctioned for the current year.	73 (c)
16	Power to sanction to meet with daily expenses upto Rs. 2,000/- for Gardens provided funds are available under the budget grants sanctioned for the current year.	73 (c)
17	Power to sign indent of stationery articles and dead stock articles for the requirement of his departments.	73 (c)
18	Power to invite and to open quotation in respect of tools,plants,etc. of Gardens upto Rs. 2,000/-.	73 (c)
19	Power to sanction sale of dry wood of dead trees and standing grass either by public auction or inviting offers when amount does not exceed Rs.1,000/- after due process of law, obtaining permission under any law if necessary for the time being in force.	79
20	Power to sanction all adjustments, effect recoupment for the expenditure already booked to general advance and suspense account upto Rs.50,000/- and to prepare and pass journal vouchers therefore.(transfer entry bills)	86 (2) (d)
21	Power to book expenditure in the limits of Rs. 25,000/- to general advance when the purchase and budget grant have been sanctioned by the competent authority, and as per the	86 (2)(d)

	terms and conditions of contract, advance, part or adhoc payment has to be made.	
22	Power to sanction refund of earnest money deposit of the tenderers whose tenders have not been considered including power to refund E.M.D.as well as security deposit on due and satisfactory performance of contract.	86 (2)(d)

Duties :

- 1 To plan out plantation and landscaping works for public parks, gardens, municipal buildings/ properties, road side plantation, traffic islands, road dividers etc.
- 2 To plan out plantation, development and maintenance system for city.
- 3 To allot work to subordinate officers of garden department.
- 4 To monitor and evaluate the horticultural works under execution.
- 5 Overall administrative and management control of the department.
- 6 To develop policy details in relation to garden department and plantation work for approval from time to time.
- 7 Any other works as per the instructions of higher authorities.
- 8 To assist / guide subordinate staff in execution of sanctioned works.
- 9 Any other duties assigned from time to time.