New Delhi Municipal Council
Palika Kendra : New Delhi

No. D-378/PA/Dir.(Hort.)/2019 **Dated: 02.07.2019**

C I R C U L A R FOR CIRCLE - 13

Subject: **Tree Plantation and Sanitation in NDMC area from 06.07.2019 to 27.07.2019**

SCHEDULE

S.No.	Date	Area/location
1.	06.07.2019	All Major Gardens and Colony Parks Avenue Roads
2.	13.07.2019	Diplomatic Campus All Government Bungalows and Houses
3.	20.07.2019	Schools, Instititution and Offices (including private)
4.	27.07.2019	Requests of RWA/MTA/Private School/Institutions As per assessment of Circle Officer concerned

Circle wise details of Schools and incharges of various department is as under:-

Road Service Centre	Executive Engineer	Assistant Engineer	Junior Engineer	Main Roads	Colony
Laxmi Bai Nagar	Sh. R K Garg, 9810058238 O-23344188	Er. Bijender Singh M-9810343235 O-24675490	Er. Nikhil Pal M-8800372001 O-24675490	1. Maharani Laxmi Bai Marg 2. Agarsen Marg 3. BHS Road	1.Laxmi Bai Nagar Colony,

1. Circle team

i. Sh. Narendra Gautam, Director (Commercial/Estate)
ii. Shri Rakesh Kumar, DEO(G)
iii. Shri Vijay Pal, DEO(A)

2. Location/Deptt. and Incharge of the location

	HEALTH	HORTICULTURE	CIVIL ENGG. (ROAD)
Leve-1 **(Team 1-4)**	Sh. Suresh, S.I. (7289075243)	Sh. Satyendra Pal, DD (H) (7290067053)	Sh. R K Garg,,EE(R-III) 9810058238
Level-2 **(Team 5-8)**	Sh. Nishant Rana A.S.I. (8826050034)	Sh. Deepak Kr. Ravi, AD (H) (7290062438) Sh. Rajesh Kumar, SO (H) (7290067058)	Sh. Bijendra Singh A.E.(R-III) (9810343235)

3. Execution Teams

Team-1	Team-2	Team-3	Team-4
Malies 1. Sh. Mahender 2. Sh. Mahesh 3. Sh. Sandeep 4. Sh. Sandeep 5. Sh. Bhagawat Prasad	***Malies*** 1. Sh. Ram Kumar 2. Sh. Ram Kumar 3. Sh. Vedpal 4. Sh. Chander Pal 5. Sh. Dinesh	***Malies*** 1. Sh. Laxman Bhandari 2. Sh. Satbir 3. Sh. Vinod Kumar 4. Sh. Dinesh Kumar 5. Sh. Jiwan Singh	***Malies*** 1. Sh. Nanak 2. Sh. Ved Pal Singh 3. Sh. Tika Ram 4. Sh. Rambir Singh 5. Sh. Satbir Singh

02.07.2019

Scanned by CamScanner

6. Sh. Ravi Kumar ***Beldar*** 1. Sh. Raju Atti 2. Sh. Amit Kumar 3. Sh. Shankar 4. Sh. Ram Das	6. Sh. Bharat Singh 7. Sh. Lilu Kumar ***Beldar*** 1. Sh. Ram Karan 2. Sh. Bhim Rao 3. Sh. Ramesh Kumar 4. Sh. Santosh	6. Sh. Mahi Lal 7. Sh. Rajesh Kumar ***Beldar*** 1. Sh. Kunj Bhari 2. Sh. Bishan 3. Sh. Arvind 4. Sh. Laxman Singh	6. Sh. Kailash Chand ***Beldar*** 1. Sh. Ravi Kumar 2. Sh. Irshad 3. Sh. Bhopal 4. Sh. Rajender
1.Maharishi Laxmi Bai Marg **2. Agrsen Marg** **3. L.B. Nagar Colony**	**BHS Road**	**Circle-13 Roads, Roundabouts etc.**	**Circle-13 Roads, Roundabouts etc.**
Team-5	**Team-6**	**Team-7**	**Team-8**
Malies 1. Sh. Nanak 2. Sh. Anandi 3. Sh. Jilender 4. Sh. Raj Kumar 5. Sh. Rahul 6. Sh. Satveer ***Beldar*** 1. Sh. Rajesh 2. Sh. Jai Chand 3. Smt. Ashu 4. Sh. Prabhat	***Malies*** 1. Sh. Ramveer 2. Sh. Ramveer 3. Sh. Raghuveer 4. Sh. Ajit 5. Sh. Amarjit 6. Sh. Baldev ***Beldar*** 1. Sh. Munna Shah 2. Sh. Surender Yadav 3. Sh. Deepak 4. Sh. Supermani	***Malies*** 1. Sh. Parma 2. Sh. Bhramdutt 3. Sh. Mohit 4. Sh. Shyam Sunder 5. Sh.Sachin 6. Sh.Karamveer 7. Sh.Tekchand ***Beldar*** 1. Sh. Rajeev 2. Sh. Shiv Dayal 3. Sh. Bhupender 4. Sh. Bhagwan Dass	***Malies*** 1. Sh. Ravi Shankar 2. Sh. Hemdutt 3. Sh. Rajiv 4. Sh. Tikam 5. Sh. Ram Dulare 6. Sh. Santram ***Beldar*** 1. Smt. Poonam 2. Sh. Jitesh 3. Sh. Vinod Prasad 4. Sh. Rahul
Circle-13 Roads, Roundabouts etc.	**Circle-13 Roads, Roundabouts etc.**	**Circle-13 Roads, Roundabouts etc.**	**Circle-13 Roads, Roundabouts etc.**

5.<u>No. Of Vehicles with drivers</u>

I. DL 1 LM 9014 (Amit Kumar, Driver) II.

The Level – 1 team will be responsible for monitoring the work of Execution Team-1 to Team-4 and Level-2 team will look after the work of Execution Team-2 to Team-8.

- Each Team member **shall carry their official I-Card** and be in their prescribed uniform, if any.
- Each Team shall be present themselves in polite and discipline manner.
- The concerned official from Horticulture Department shall assess and ensure **availability of adequance numbers of Plants/Sapling.**
- **The concerned E.E., A.E. and J.E. if the roads** as mentioned above all coordinate and ensure their presence at every stage.

<u>Responsibilities of Zonal Offices/Incharge of Location (Level-1 & 2)</u>

The duties and responsibilities of Zonal Officer and Incharge of Location (Level-1 & 2) apart from others shall include the following:

- Shall supervise the entire operation from starting to finish.
- To ensure that sapling are delivered to the specific locations under the custody o S.O.(Hort.).

02.07.2019

Scanned by CamScanner

- Ensure coordination with Civil, Health and Horticulture Departments well in advance specially from the point of view of deployment of staff at each location.
- To ensure and coordinate with water and sewerage deptt. for arrangement of unfiltered water or kachcha pani or water trolley etc.
- The reporting time is 6.30 a.m. and the programme shall be organized from 7.30 a.m onwards.
- After completion of the operation, the Zonal Officer shall forward the data indicating planting of trees at each location.
- The Zonal Officer shall arrange snacks (one sweet and one namkeen) under his delegated financial powers as per the due process.

02.07.2019
(Virender Singh)
Director (Hort.)

To

All Concerned

Scanned by CamScanner