

JAL VAYU VIHAR

GARDENER 2 ABDUL KALAM BAGH: DUTIES & RESPONSIBILITIES

1. Gardener 1 is responsible in his day to day functioning to Secretary through Manager and Member I/C Water Supply.
2. Watering of plants for the Abdul Kalam Park is to be done by fresh water at the time when water is released in the early morning (Between 6:00 am to 7:00 am). Efforts are on to bring bore well water to the park. As and when the same is done, they are to be watered with bore well water only.
3. The entire Park area is to be swept every day, during morning hours after it is closed for public. The same can be done immediately after watering the plants if the visitors are less.
4. The entire garden is to be pruned for aesthetic look. Worn out and dead plants are to be removed and replaced by appropriate plants.
5. The lawn in the garden is to be maintained on regular basis so as to ensure good look. Need to ensure visitors do not step on to lawns/ nor sit on lawns by displaying appropriate boards.
6. Any difficulties in performing above duties are to be escalated to BOM through Manager.
7. The Schedule for doing the work is to be obtained from Manger.
8. Any untoward incident noticed during course of duties is to be informed to Manager immediately. Depending on gravity of the situation, the matter may also be intimated to Security I/C, Secretary.
9. Gardener-2 is responsible for the tools, keys which are handed over to him through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the salary of Gardener-2.
10. Gardener-2 must attend the office in time in uniform and leave the office after completion of Working hours.
11. Gardener-2 should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
12. Gardener-2 is authorized to have one day leave in a month other than paid weekly off and paid public holidays. Incase if Gardener-2 is on duty on weekly off, on public holiday and not availing leave will be paid extra days of the salary.
13. Not with standing what is stated above, any special work assigned by Manager is to be undertaken.

ADDITIONL DUTIES TO GARDENER-2

1. He is responsible for grass cutting and pruning of plants ofthe entire colony. Gardener-2 is authorized to have an additional payment of Rs 4000/- for pruning of plants and grass cutting of entire colony.
2. Gardener is also paid additional amount of Rs 500/- for pruning of plants and grass cutting at Gandhi Vanam.
3. These amounts are paid proportionately with number of days present.

Date:

**(V Gouripathi)
WgCdr (Retd)
President
JVHWA**