

JAL VAYU VIHAR

GARDENER 1 : DUTIES & RESPONSIBILITIES

1. Gardener 1 is responsible in his day to day functioning to Secretary through Manager and Member I/C Water Supply.
2. Every effort must be made to use Bore well water to watering plants in the entire colony except for Abdul Kalam Park area for the present. Watering plants for the entire Colony area has to be undertaken either in the early morning(Between 6:00 am to 8:00 am) or in the evenings (Between 4:00 pm to 5:30 pm). As watering within both the parks, i.e. Gandhivanam and Abdul Kalam Park will be done by the appointed gardeners, all the remaining areas are to be covered by Gardener 1.
3. The areas under his purview for maintenance are given below.
 - a) Triangular Park
 - b) N-S Road from Siva Parvathi Gate to HMT Hills gate.
 - c) East-West Road Sathavahana Gate to Adda Gutta Gate.
 - d) Road leading to Type II & III and common areas in that area.
 - e) Park Opposite Bus stop.
 - f) Akash Ganga & it's surrounding areas.
 - g) Area next to Security Room. (In coordination with Security Staff)
 - h) Any other small areas where organized vegetation is taking place.
4. Every effort must be made to fill the temporary installed syntax tanks with bore water to the extent feasible for watering the common area plants.
5. The Community Hall and Office surroundings areas are to be covered using bore well water. The OH Tank for these areas also needs to be filled up on a regular basis.
6. The Schedule for doing the work is to be obtained from Manger.
7. 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.
8. Gardener-1 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-1.
9. Gardener-1 must attend the office in time in uniform and leave the office after completion of Working hours.
10. Gardener-1 is authorized to have one day leave in a month other than paid weekly off and paid public holidays. Incase if Gardener-1 is on duty on weekly off, on public holiday and not availing leave will be paid extra days of the salary.
11. Gardener-1 should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
12. Gardener-1 Every day from 06.00 am to 07.00 am he must water the plants where the bore water facility is not available, for which he will be paid one hour OT on the day he does the job.

13. Gardener working hours from 09.30 am to 05.30 pm, Lunch time is from 01.15 pm to 02.00 pm only. Gardener has to do additional job of cleaning the office before 09.30 am for which he shall be paid Rs 500 along with salary as per the attendance.
14. Not with standing what is stated above, any special work assigned by Manager is to be undertaken.

Date:

(V Gouripathi)
WgCdr (Retd)
President
JVVHOWA