

JAL VAYU VIHAR

GARDENER-3 GANDHI VANAM: DUTIES&RESPONSIBILITIES

1. Gardener-3 is responsible in his day to day functioning to Secretary through Manager and Member I/C Water Supply.
2. Gardener-3 is responsible for Watering of plants for the Gandhi Vanam with bore well water only.
3. The entire 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 Manager.
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-3 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-3.
10. Gardener-3 must attend the office in time in uniform and leave the office after completion of Working hours.
11. Gardener-3 is authorized to have one day leave in a month other than paid weekly off and paid public holidays. In case if Gardener-3 is on duty on weekly off, on public holiday and not availing leave will be paid extra days of the salary.
12. Gardener-3 should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
13. Not with standing what is stated above, any special work assigned by Manager is to be undertaken.

Date:

(V Gouripathi)
WgCdr (Retd)
President
JVVHOWA