

Date: September 19 , 2023

Municipal Commissioner's Circular No. 35 of 2023-24

Sub: Modalities for implementation, monitoring, maintenance and documentation of plantation activities within KMC area

With an aim to make Kolkata a safer City in terms of its environmental aspects by adding up greenery to its existing vegetation, the Hon'ble Mayor, Kolkata Municipal Corporation, has desired to take up a robust plantation in the city itself along with a balanced extension of the programme to its periphery.

Departments in KMC have taken up initiatives for such plantation during this monsoon and beyond at different locations of parks and gardens, public institutions, road stretches and public places.

Following modalities are set up in order to ensure an effective implementation, adequate monitoring, maintenance of assets and proper documentation:

1. Parks & Square Department will act as the implementing Department in KMC in plantation in order to avoid duplication and betterment; while the task of implementation will be taken up by Parks & Square Department and D.G. (P&S) will take the help and support from Borough Executive Engineers at the Borough level through the concerned Dy. Chief Engineers (Civil) of CME (C) Deptt.
2. Parks & Square Department will maintain Register of Plantation wherein rudimentary information of Plans for Plantation proposed and undertaken by the Departments of P&S and Boroughs will be recorded with details of locations, viz.; Ward, area, stretches, property name, etc; wherein records will be updated on completion of each Project under the control of D.G.(P&S).
3. 100% utilization of saplings developed at KMC Nurseries for plantation must be ensured by Parks & Square Department and saplings shall be supplied to Boroughs also either from nursery or centrally procured by Parks & Squares Department.
4. D.G. (P&S) with the help of concerned Dy. C.E.(C) of CME (C) Deptt. and Borough Executive Engineers (Civil) will make annual plan for plantation before monsoon each year.

5. Maintenance Clause must be mentioned in Work Orders while plantation is implemented by Agencies.
6. Documents of plantation will be maintained by Parks & Squares Department in Register of Plantation* and Scheme Files with pre-work and post-work Photos.
7. Photos / videos of plantation at locations with Coordinates (Latitude and Longitudes) must be captured by AE / SAE and handed over to Chief Manager IT for GIS mapping / digital documentation. The GIS professional of KMC shall extend help to IT Department.
8. Awareness Boards are to be displayed at Sites for sensitization of the citizens.
9. This will not affect where proposals have already been approved at Borough level under NCAP.

This has the approval of MMIC(R&E), MMIC (Parks) and Hon'ble Mayor.

* Proforma Register given below

The Kolkata Municipal Corporation

Register of Plantation

FY :

Borough No.	Ward No.	Location	Action Plan to achieve		Achievement on completion		Nature of Plant	Executing Department	Maintenance Agency / Period for maintenance	Cost INR	Photo	Signature
			Area to cover	Nos. of Saplings	Area covered	Saplings planted						

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Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

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1. Jt. M.C.
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3. DG (P&S)
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6. Dy. C.E. (Civil)-HQ I/HQ II/Central/Projects & Br.IX
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