

ITEM NO. 09 (N-02)

1. **Name of the subject/project**  
Annual Estimate for the Maintenance of Parks and Gardens 2015-16.
2. **Name of the Department/Departments concerned**  
Horticulture Department, NDMC.
3. **Brief history of the subject/project**  
NDMC maintains public greens of approximately 1100 acre area within its jurisdiction which comprise of Gardens, Colony Parks, Roadside Trees, Roundabouts, School greens, Greens of NDMC office, markets and residential complexes, open green spaces etc. Being the capital of the country, it is necessary to maintain the greens in the best of shape. The provision of necessary/relevant items and activities is therefore made in this proposal.
4. **Detailed proposal on the subject/project**  

A Preliminary Estimate amounting to ₹ 1214 lakh (₹ Twelve Crore Fourteen Lakh only) has been prepared by the department for meeting the annual maintenance requirements of various parks, gardens and other green areas as per advice of finance department. The said estimate includes provision of payment of unfiltered water charges to CPWD, adjustment of Electric/Water charges raised by the commercial Department, transfer entries from Civil & Health of NDMC, Payments to casual laborers/Drivers/DEO, Purchase of Cow dung manure/good earth/jamuna sand, inorganic & organic manure, fertilizers, Robber Hose Pipe, Polythene bags, landscaping materials, Procurement of Indoor/outdoor plants, seeds bulbs, seedlings, turf grass, earthen/RCC Pots, Perimeter fencing, Hiring of water tanker/Tempos/ JCB, Provision for Disaster Management, Research & Development Training, repair of Tools & Plants, machinery, Maintenance of temporary green house, Provision of safety jackets, towels and soaps, provision for maintenance of roll call centres, fixing name plates & boards basic amenities like drinking water cooler etc., maintenance of greenery against various road cutting permissions granted by Civil Engg. Department, provision of Hydrogel, Telephone bills, Caution tapes, Sundries, Special maintenance of RCR Complex/CP/Palika Kendra/satya sadan, Provision of bouquets/garlands/cuts flowers and floral decoration at different occasions. Organizing flower shows for which adequate budget provision has been kept.
5. **Financial implications of the proposed project/subject**  
₹ 1214 lakh (₹ Twelve Crore Fourteen Lakh only)
6. **Implementation schedule with time limits for each stage including internal processing**  
Not applicable being works of regular and emergent nature taken up for annual maintenance of greens during the year 2015-16.
7. **Comments of the finance department on the subject with diary No.948/Finance/R-Hort dated 04.06.2015**
  1. The main component of the estimate is work force and expenditure to the tune of Rs 490.57 lakh has been proposed under this head besides proposing Rs 285 lakh in r/o payment of UFWS bills, electricity, water

- supply etc. No contingency is required to be calculated over this amount of Rs 775.57 lakh. Necessary correction for deletion of contingency component amounting to Rs 23.267 lakh may be made.
2. (i) It has been observed that provision for 269 Nos. RMR workers has been kept for 365 days (Serial 3.1). It is understood that even RMR workers are given weekly off and gazetted holidays are also off days, has not been considered. The actual number of working days may be considered for estimation. (ii) Similarly, working days in r/o HMV and LMV Drivers (serial 3.2) worked out for 320 days, need to be modified (iii) The provision for contractual DEOs at serial 3.3 has been considered for 12 months instead of 11 months considered in previous year and may be corrected.
  3. It is recalled that during last financial year, tendered rates in r/o various items at serial 4 & 5 like good earth, jamuna sand, PVC pipe etc. were quite below the estimated as well as justified cost. In order to have realistic estimation, it is advised that, LAR instead of DSR may be considered as basis of estimation.
  4. The quantity in r/o item 'Rubber pipe 25 mm dia (serial 4.7)' appears to have been wrongly taken as 5000 mtr against last year's provision of 4200 mtr for same area of 300 acre.
  5. Provision in r/o hiring of JCBs and Tata 407 have been kept under item 6.4 and 7.2 respectively and also under item 8.2. Necessary corrections may be made.
  6. No. of trips at item 7.1 have been taken as 3600 against previous year's 3000 trips.
  7. Provision for POL and CNG is worked out at 43.85 lakh against previous year's provision of 31.35 lakh. The same appears to be on higher side particularly keeping in view the trend of fuel rates. The provision may be restricted to actual expenditure on this account. It may be ensured and certified that this item will not form part of any other estimate.
  8. No justification for doubling up the provision in r/o repair of machinery is available on record. The department may furnish valid reasons for the same further bringing on record the actual expenditure for previous year, the cost/book value of machinery involved, prescribed life for different machines and life already served in a tabulated form.
  9. (a) The scope of work under maintenance and operation of School of Gardening may be brought out justifying provision of 11 lakh against nil provision last year (b) The area covered under this head may also be brought out clarifying further the per acre maintenance cost as proposed and as per CPWD norms (c) The department may ensure and certify that the quantities of items wherever there are prescribed norms of CPWD, are within the norms.
  10. Sundries have been worked out @ Rs 15/- per acre, the same may be worked out as per CPWD norms i.e. @ Rs 5/- per acre per month.
  11. Due justification in r/o new items included at serial 16,17,18 may be furnished. The department has proposed Rs 50 lakh for 'improvement and maintenance of greenery damaged due to road cutting permissions. The works of 'Improvement' should not be executed under maintenance estimate. Regarding accounting of expenditure for maintenance of greens damaged by road cutting, the same may be charged to Civil Department and settled by way of transfer entries as Civil Engineering Department charges other departments/agencies while according road cutting permission. The provision requires review.
  12. Items taken on lump sum basis may be quantified on the basis of quantities consumed/expenditure incurred during last three years.
  13. The department may re-visit the estimate and ensure and certify that it has been prepared as per CPWD norms and that no original work forms part of proposed estimate.
  14. The department is being advised year after year that annual maintenance estimate shall have provision for works of maintenance nature only.

Approval and budget provision for items like disaster management, provision of R&D – training kids, Operation of SoG, flower shows should be obtained as separate schemes since these do not pertain to AR-MO works. These provisions may be deleted from the proposed estimate.

15. Appropriate head of account along with available budget may also be brought on record.
16. Keeping in view the above, modified P.E. duly checked by HDM may be processed.
17. Director (H) may sign DoM at appropriate place.

#### 8. Comments of the department on comments of Finance Department

1. The main component of the annual estimate is work force and in the revised estimate it has been calculated on the basis of actual working days. The minimum wages are revised twice every year by the Govt. similarly in r/o payment of Electricity, UFWS bill, water supply bill etc. the rates may be revised at any time. Keeping in view, accommodating the enhanced rates the provision for contingency has been kept in the annual estimate.
2. (i) In the revised estimate the provision for 269 Nos. of RMR workers has been kept for 314 days keeping in view the 52 Rests in the year. Gazetted holidays for RMR/TMR workers are given as paid holidays.  
(ii) In revised estimate the same has been modified.  
(iii) In previous years the sanctions to engage DEOs were granted for 06 months at a time after break, but now the sanctions are given either for one year or for 05 years. Keeping in view, as DEOs will be engaged continuously throughout the year, the provision for 12 months is taken instead of 11 months.
3. The rates for good earth, jamuna sand, PVC pipe etc were below both from estimated rates as well as justified rates. In the present estimate the rates are taken on the basis of DSR and current market rates. In DSR rates are calculated keeping in view the current prevailing rates of labour, cost of fuel etc. Preparations of estimate on LAR for items which are covered under CPWD DSR will not be feasible as if in current year the tenderer will quote their rates in accordance to CPWD DSR then how the enhanced rates will be accommodated. Secondly preparation of estimate on LAR for good earth and Jamuna sand will be contradictory to observation no 13.
4. The quantity of Rubber Pipe 25 mm has been corrected in the revised estimate.
5. Under item 6.4 the provision for hiring of JCB is kept to make compost pit in major parks and no provision for Tata 407. In item no 7.2 the provision for two Nos. of Tata 407 is kept to meet out our day to day requirement of transportation of material from one site to another site. In item no 8.2 the provision to hire JCB and tempo is kept only for disaster management for any type of Horticultural related unseen disaster resulted by storm, high rainfall etc. This provision is kept keeping in view the disaster situations that has occurred in previous years.
6. The quantity of Hiring of water tankers has been modified in the revised estimate.

7. The same has been modified as per the actual consumption of previous year.
8. The provision in r/o repair of machinery is doubled keeping in view the average actual expenditure incurred in last three year.
9. The provision has been deleted from the revised estimate.
10. The sundries have been calculated as per previous years experience. It is to mention here that in previous year the same was calculated @ 15/- per acre per month.
11. In item no 16 provision for maintenance of Roll Centre is kept that will include white washing, POP, false ceiling etc. In item no 17 provision is kept for maintenance/ restoration of greenery that damaged during execution of works against various road cutting permission in NDMC area. There is no provision for maintenance/ restoration of greeneries that damaged due to road cuttings permission on various roads. Actually it is not improvement but maintenance of greenery in a particular patch which resulted due to damage against road cutting permission. A meeting was held by the Secretary NDMC and it was decided that maintenance of green area for such cutting will be undertaken by Horticulture Department from its own sources. (Copy of minutes of meeting attached). The word improvement has been deleted from the modified estimate. In item no. 18 provision for hydrozels is kept. Hydrogel is a material that reduces the frequency of irrigation plants. Day by day the water level is going down and now a day hydrozels are utilized to meet out the scarcity of water to plants.
12. The last three years expenditure statement for Lum Sum items is enclosed.
13. It is certified that the estimate has been prepared as per CPWD norms and that no original forms part of proposed estimate.
14. The items like disaster management, provision of R&D, Flower shows are also a part of maintenance. Disaster is directly related to the maintenance of fallen trees which is also part of day to day maintenance. In the same way training is related to improve the knowhow of staff that help in better maintenance of the area. Flower show reflects the whole year achievements of the staff day to day maintenance of the entire area, preparation of potted plants etc. In Flower Shows the maintenance of Major Parks, RoundABOUTs, Road side greens, Central verges, colony Parks, schools, stadia etc. are judged by the judging committees.

**9. Comments of the finance department on the subject with diary No.1279/Finance/R-Hort dated 01.07.2015**

1. Keeping in view the advice rendered by FD, department has modified the preliminary estimate. However, the same has not been examined by HDM as already advised at SL 16/NP-4. May do the needful.
2. Contingency @ 5% cannot be allowed over payment of electricity/water/unfiltered water bills. As far as revision of labour charges or other rates is concerned, if the budget does not suffice, the department may seek additional budget on actual basis at the time of R.E. FD reiterates its earlier observation as at SL 1/NP-3.

3. The department has proposed Rs 10 lakh in r/o repair of machinery while provision during previous year was Rs 5 lakh. The actual expenditure of Rs 15.32 lakh as brought out at P. 34/C seems unreasonable particularly in the absence of due justification and detail. The department has not complied the observation at SL 8 to furnish the cost/book value of machinery involved, prescribed life for different machines and life already served supporting proposal of the department. In the absence of the same, the provision be restricted at par with previous year's provision i.e. Rs 5 lakh.
4. As already advised at SL 7, the department may ensure and certify that CNG and POL considered under instant proposal, will not form part of any other estimate.
5. Regarding provision of Sundries @ Rs 15/-, the department has stated that the same is as per previous year's provision. As may be seen from NP-8 of previous year's file while advising department to proceed further for approval of Annual Estimate, FD advised to restrict items, including sundries, within prescribed CPWD norms. It is again advised to restrict the provision of sundries within CPWD norms i.e. Rs 5/- per acre per month.
6. Regarding requirement of Hydrozel amounting to Rs 6 lakh, it is not clear if the same was being used earlier. If so, consumption in quantity and amount may be brought out. If it is proposed to be used for the first time, the basis of requirement of 1400 kg may be detailed.
7. The department has retained provisions in r/o disaster management, provision of R&D – training kits, flower shows stating that these are part of maintenance works. The statement does not hold good as Section 7.5 of CPWD Maintenance Manual 2000 clearly stipulates that provision for indoor plants, cupflowers, floral decoration etc. are not covered under general maintenance. FD has time and again advised to have provision for the same as independent schemes in budget book. Since budget for various schemes during 2015-16 has already been allocated, it is advised that due care may be taken at the time of proposing schemes for budget allocation for 2016-17 and while framing the annual maintenance estimate so as to execute only maintenance works under AR-MO 2016-17.
8. Appropriate head of account alongwith available budget provision may be brought out.

#### 10. Comments of the department on comments of Finance Department

1. Keeping in view the advice by FD the Preliminary has again been re modified and the same has been got checked by the HDM as advised at SL 16/NP-4 and SL 1/ NP-7.
2. As advised by FD contingency which was imposed @ 3% have been deleted from the estimate but EPF and ESI @ 13.36 % and 4.75 % respectively has added on item no. 3.1, 3.2 and 3.4 as it became mandatory at the time of payment to worker whose salary is below Rs. 15000/- Per month.
3. As replied the provision for repair has been doubled keeping in view the last three years expenditure incurred on repair of machinery. The information required is added in the file for reference.
4. It is certified the CNG and POL considered under instant case will not form part of any other estimate.
5. As advised the provision for sundries has been restricted as per prescribed CPWD norms i.e. Rs. 5/- per acre per month. The same has been rectified in the re modified estimate.

6. As per directions of then Chairperson, NDMC, Hydrozels 400 kg were procured last years. In current year also Department has proposed 400 Kg of Hydrozels which is mistakenly written 1400 Kg by FD at SL 6/ NP-7.
7. At 7.5 of CPWD maintenance Manual it is mentioned that Indoor Plant, Cut Flowers and Flower decorations are not covered under general maintenance to a specific Ministeries/ Departments. All Ministeries/ Departments are dealt by CPWD so in maintenance Manual it is mentioned that if any department desired to facilitate above works, it can be done by Hort. Department of CPWD on their specific requirement on getting sanctions for funds from the concerned Ministeries/ Department. The Horticulture Department of NDMC, works only for the functions related to NDMC. Most of floral decoration works must be carried out on the directions of Sr. Officers on very short notice.
8. The Head of Account is 230-51-01 and budget provision is Rs.1045.54 lacs.

#### 11. Final views of Finance Department

Diary No.1749/Finance/R-Hort. dated 14.08.2015

The Department initially prepared the annual estimate for repair and maintenance of Parks & Gardens of NDMC are based DSR 2014 and CPWD norms, wherever available and market rates for Rs. 1254 lakh. Subsequent to advice of Finance Department in r/o contingency and other escalated provisions in various items, the department re-checked the estimate to Rs. 1214 lakh against available budget of Rs. 1045.54 lakh and actual expenditure of Rs. 1082.55 lakh (approx.) during 2014-15. Provision in r/o new items is to the tune of Rs. 61 lakh and EPF & ESI component to the tune of Rs. 76.21 lakh as per extant rules have also been included.

The Department, as per prevailing practice, has retained provision in r/o disaster management, provision of R&D – training kits, flower shows stating that these are part of maintenance works. Justifying the provisions, it is stated that Horticulture department of NDMC works only for the functions related to NDMC and floral decoration works are carried on very short notice.

The Department ensuring that (i) proposed manpower is within approved norms and number/quantity has been considered after deducting employees in position against sanctioned strength (ii) expenditure on repairs is incurred in r/o machinery which is within economical repairs and yet to serve its useful life (iii) no works of original nature are executed under the proposed work (iv) expenditure on RMR is not chargeable to HOA 2-210-50-0 and (v) adequacy of funds.

In view of above it is ensured that (i) proposed manpower is within approved norms and number/quantity has been considered after deducting employees in position against sanctioned strength (ii) expenditure on repairs is incurred in r/o machinery which is within economical repairs and yet to serve its useful life (iii) no works of original nature are executed under the proposed work (iv) expenditure on RMR is not chargeable to HOA 2-210-50-0 and (v) adequacy of funds.

12. Legal implication of the subject/project  
It has no legal issue.

13. Details of previous Council Resolutions, existing law of Parliament and Assembly on the subject.

Estimate for the year 2014-15 as sanctioned by the Council vide item No.8 (N-04) dated 27.08.2014.

14. Comments of the Law Department.  
It has no legal issue.
15. Comments of the Department on the comments of Law Department.  
No comments.
16. Final view of Law Department (wherever necessary)  
It has no legal issue.
17. Certificate by the Department that all Central Vigilance Commission (CVC) guidelines have been followed while processing the case.  
It is certified that all CVC guidelines will be followed while processing the case.

18. Recommendation:

Recommended for according Administrative Approval and Expenditure Sanction to estimate amounting to ₹ 1214 lakh (₹ Twelve Crore Fourteen lakh Only) against the Budget Allocation of ₹ 1044.22 lakh for the work Maintenance of Parks & Gardens during 2014-15. As per advice of Finance Department it is ensured that (i) proposed manpower is within approved norms and number/quantity has been considered after deducting employees in position against sanctioned strength. (ii) Expenditure on repairs is incurred in r/o machinery which is within economical repairs and yet to serve its useful life (iii) no works of original nature are executed under the proposed work (iv) expenditure on RMR is not chargeable to HOA 2-210-50-0 and (v) adequacy of funds.

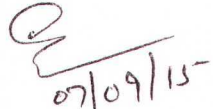
19. Draft Resolution:

Resolved by the Council that Administrative Approval and Expenditure Sanction is accorded to estimate amounting to ₹ 1214 lakh (₹ Twelve Crore Fourteen Lakh only) for the work Maintenance of Parks & Gardens during 2015-16. It is also resolved that further action may be taken by the department in anticipation of confirmation of the minutes by the Council.

#### COUNCIL'S DECISION

Resolved by the Council that Administrative Approval and Expenditure Sanction is accorded to estimate amounting to ₹ 1214 lakh (₹ Twelve Crore Fourteen Lakh only) for the work Maintenance of Parks & Gardens during 2015-16.

It was resolved by the Council that further action may be taken by the department in anticipation of confirmation of the minutes of this meeting, by the Council.

  
 07/09/15  
 For Secretary  
 New Delhi Municipal Council  
 Palika Mandra, New Delhi

28.08.2015