

**GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY**

No. : CEO/Hort./99/698

Dated : October 29, 1999

**OFFICE - ORDER**

The system for execution and maintenance of Landscaping/Horticulture works is being circulated and comes into force immediately. No change is permissible in this system without the prior approval of the C.E.O.

Sd/-

**(Brijesh Kumar)**

**Chief Executive Officer**

**Copy to:**

1. Addl. C.E.O.
2. Dy. C.E.O.
3. All HODs.
4. Sr. Manager (Plng.)/Sr. Manager (System),
5. Manager (Horticulture)
6. Guard File.

**Chief Executive Officer**

## **System for Execution of Landscaping/Horticulture Works**

### **Execution of New Projects**

1. For each horticulture work a Pert Chart shall be made indicating the various items of activity involved in the work. These items will include all activities which are necessary for good quality and timely execution of the work and will not be confined to the items of expenditure indicated in the estimate. The plantation/work scheme would be provided to the contractor and all other concerned officers/ workers along with the estimates, which they should keep on site for ease of working.
2. The Daily Measurement Book for each work will be maintained in the format at **Annex I**. A separate page will be allocated to each activity listed under Para 1. One page will be allocated for each activity. In case more space is required a fresh page will be opened at the end of all the items and the balances would be carried forward.
3. The Daily Measurement Book will be signed by the contractor or his authorised representative. It will be checked and signed by the Technical Supervisor/Asstt. Manager of the work on a daily basis. The Deputy Manager/ Manager among themselves should test check 50% of the entries atleast thrice a week, or as often as directed by the senior officers. Senior Manager in charge will test check about 5-10% of the entries. The General Manager will also do random checking as he or she considers fit.
4. A weekly progress report (**Annex-2**) will be submitted by the Technical Supervisor/Assistant Manager in-charge of the work to the Senior Manager. It is expected that the Senior Manager would, in the Remarks Column, indicate the work that has to be done during the next week if it is considered necessary. This weekly report will be the basis for compiling the fortnightly report to be submitted to the Chief Executive Officer as prescribed for the Project Division.
5. All bills will be submitted by the contractor directly to the Senior Manager every fortnight. The procedure and format prescribed for the Project Division shall be followed, mutatis mutandis. The powers of various levels of officers will also be same as for the Project Division. The MB need not, however, accompany each bill, since this hinders the supervision of work at site. The Deputy Manager/ Manager shall certify that the quantities of the bills are in accordance with the daily measurement book. He will also certify that the quality of work and variety of plants, trees and shrubs are as per the directions and plan given. GM (Finance) or Senior Manager (Finance) can, if they so wish, test check a few of the entries in the Measurement Book after the bill has been passed, to ensure their accuracy. In case of any discrepancy, action should follow.

### **Maintenance System for Greater Noida**

6. The Greater Noida Development area has been divided into three broad zones, i.e. Zone I, Zone II and Zone III. The maintenance of zones includes Main City Arterial 80.0 M & 60.0 M wide, peripheral roads 60.0M wide road, loop roads 18.0M & 24.0M wide forming different pockets and 12.0M wide roads forming the access to the plots. The maintenance component and labour component shall be identified and given to the maintenance contractor by the Landscape Division.
7. The maintenance and watering schedule chart (**Annex 3**) shall be given by the Landscape Department and the performa will be kept for each work unit, as directed by the Landscape Department. The progress report (**Annex-4**) of each work unit will be maintained on a daily basis by the contractor or his authorised representative which will be checked by the supervisors amongst themselves at least every alternate day. The Dy. Manager/ Manager will check 30% of the entries. 5% entries have to be checked by Senior Manager In-charge.
8. The work unit In-charge nominated by the contractor has to keep the schedule with him on site, which can be checked at any point of, time during site inspection or otherwise.





### Annexure-3

#### MAINTENANCE NORMS FOR LANDSCAPING/ HORTICULTURE WORKS

S. No.	Description	Watering Frequency except rainy season	Pruning/Cutting after the rainy season from Aug. to Nov.	Hoeing/ Weeding Frequency	Mowing	Manure Medicine	Remarks
1.	Trees & shrubs 4&5 years	Every 10 <sup>th</sup> day in summer and every 15 <sup>th</sup> day from Dec. to Feb.	Every 10 <sup>th</sup> day up to half of the height of the tree	Fortnightly	----	Once in three months	
2.	Trees and shrubs 3 years old.	Once a week or every 7 <sup>th</sup> day in summer & every 10 <sup>th</sup> day from Dec. to Feb	After rainy season	Fortnightly	----	--do--	
3.	Trees and shrubs 2 years old	Every 5 <sup>th</sup> day	--do--	Fortnightly	----	--do--	
4.	Grassed portion, permanent ground cover & seasonal flowers	Twice a week from Dec. to Feb. and Thrice a week in rest of the year.  In medians with sprinkler system.	Every 15 <sup>th</sup> day	Every week	Every 10 days	--do--	The grass has to be kept clean with 1.5" thickness
5.	Mulching	All the dried grass, fallen leaves etc. around the plants should be spread in a vacant pit nearby and covered with alternate layer of compost. The mulch can then be converted and used as manure. All the paper, polythene, bricks will also be collected and disposed off.					
6.	Stacking	I. All the newly planted trees and one year old (where required) have to be stacked with bamboo sticks so that they do not fall. II. The creepers have to be tied and maneuvered to climb on ropes so that they have proper growth.					



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