



निदेशक (उद्यान)

लोकनिर्माणविभाग

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दिनांक : 04/09/2025

OFFICE MEMORANDUM

Sub: Supervision of Horticulture Works under PWD, GNCTD – Engagement of Assistant Engineers (Civil) of Road Maintenance.

Due to the acute shortage of manpower in the Horticulture Wing and for better supervision and improved efficiency in executing horticulture works, the approval of the competent authority is hereby conveyed for engagement of Assistant Engineers (Civil) under Road maintenance Division in the hierarchy for horticulture works as under:

- The **Assistant Engineers (Civil)** working under the roads Division shall also oversee horticulture works in their respective jurisdictions in addition to their regular duties.
- These Assistant Engineers (C) will **report to the concerned Deputy Director Horticulture (DDH)** for horticulture-related responsibilities.
- The **Assistant Director Horticulture (ADH)** shall supervise the work of these AEs and provide necessary technical guidance and work under DoH of concern zone.
- The **Section Officers (Horticulture)** shall report to the DDH and assist in monitoring the allotted areas as per direction of the DDH.

The Executive Engineers (Civil) of Road Maintenance shall also broadly supervise the Horticulture work in their jurisdiction and inform the Director (Hort.) if any discrepancy/shortcoming is noticed.

The SOP for Horticulture Works along roads in Delhi is enclosed for compliance.

This is issued with the approval of the Competent Authority.

4/09/2025

(Rohit Meena)

Director (Horticulture)

To

1. The Engineer in Chief PWD, 12th Floor, MSO Building, New Delhi
2. All Chief Engineers of the PWD, MSO Building, New Delhi
3. All SEs/EEs/AEs concerned through Chief Engineers
4. All DDH, PWD, GNCTD
5. All ADH through DDH, PWD, GNCTD
6. System Analyst, PWD with the request to upload the Circular on the website of PWD under relevant section.

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दिनांक : 04/09/2025

Sub: Standard Operating Procedure (SOP) for Horticulture Works along roads in Delhi.

1. The aim of SOP is to ensure systematic and safe execution of horticultural operations along PWD roads in Delhi — focusing on **plant health**, **public safety**, **aesthetic enhancement**, and **environmental sustainability** through regular maintenance and timely plantation.

2. Scope

Applicable to all **Public Works Department (PWD)** maintained roads, including:

- **Central Verges (Medians)**
- **Side Verges (Road shoulders & footpaths)**
- **Roadside Trees**
- **New plantations in central verge stretches**
- Daily monitoring in terms of VIP stretches and work as per contract
- Daily reporting mechanism should also contain work not done as per contract and penalty imposed for the same.

Personnel	Duties
AE/AD (H)/SO (Horticulture)	Daily supervision, monitoring, documentation
Contractor/Site Supervisor	Execution of tasks per schedule
Gardeners/Malis	Field-level, <u>hedgepruning</u> , <u>Tree pruning</u> , plantation, watering, <u>weeding</u> , <u>cleaning</u> , <u>removal of garden waste</u> .

3. Standard Procedures.

A. Pruning

Central Verge

- **Frequency:** Once every 15–30 days
- Trim hedges and shrubs to maintain **uniform height (1.0–1.2 m)**.
- Remove dry/diseased branches, climbers, and weeds.
- Ensure plants **do not obstruct view** of signals, signage, round about & u turn.
- Clean and **dispose off waste on same day**.

Side Verge Plants

- Shrubs and hedges along footpaths to be **kept below railing height**.
- Ensure **clearance from sign boards, electrical panels, and bus stops**.
- Maintain **2–3 ft clearance** from the edge of footpaths.

Tree Pruning

- Carried out **after every 6 months** or as needed based on site conditions.
- Maintain vertical clearance of:
 - **5.5 meters** above carriageway
 - **3.0 meters** above footpath
- Remove:
 - **Dead, disease, prone and obstructing branches**
 - **Branches interfering with electric lines/streetlights**
- Obtain necessary permissions from **Forest Department**, if required.
- Use **telescopic pruners/ladders** for safety.

D. Plantation

Site Preparation

- Clear existing weeds, debris, and rocks.
- Loosen soil to depth of 30–45 cm; mix with organic compost (1:3 ratio).
- Prepare beds/trenches in symmetrical rows.

The contractor shall provide all necessary equipment, plants, tools-tackles, materials, manpower for proper maintenance of Road side plantation which include all trees, saplings, foliage plants, shrubs, ground covers, hedges, creepers, turfs and seasonal flowers etc. A proper schedule shall be followed with the quality benchmark as given below:

- Note: Non green areas like loose gravels and edge separators which come in between, also have to be maintained accordingly.

S. No	WORK	FREQUENCY	REMARKS
1	Irrigation/ Watering	Daily/as per requirement of nature of plants.	
2	Soil loosening, ploughing and weeding outgrass	15 days	
3	Chemical Fertilization, Farm Yard Manure, Neem cake	6 months	Application rate and time will be as per best industry practices and shall be suggested by trained horticulturist employed by contractor.
4	Disease & Pest control	As and when required.	Preventive measure will be taken to avoid even minimal damages to the trees with consent of Engineer-in-Charge.

5	Trimming/ pruning/ Training/ Staking	On regular basis or as and when required.	
6	Clearing of Dead leaves	As and when required.	
7.	Plantation of seasonal plants	Winter and summer season.	Plantation of Seasonal flowering Plants and removal of Plants after completion of usable life cycle.

Site Preparation

- Clear existing weeds, debris, and rocks.
- Loosen soil to depth of 30–45 cm; mix with organic compost (1:3 ratio).
- Prepare beds/trenches in symmetrical rows.

All plantation should be done preferably by 15-09-2025

Trees	15-09-2025	
Shrubs	15-09-2025	
Hedges/ground cover	15-09-25	

Conditions as per Agreement

PLANTS

1. The plants should be full of leaves fresh and healthy foliage.
2. The plants should be free from insect, pest and disease.
3. Plant should be healthy and vigorous growth.
4. The height of the plants will be measured from top of the pots.
5. The plants should be well settled and should not be newly shifted.
6. The plants should be true to type variety and named Variety should be tagged.
7. The rejected plants materials should be removed from the site immediately.
8. Moss stick should be covered with the plants in case of plants supplied with moss stick.
9. The Plant should be well established and good spread.
10. Good earth and manure used for filling the pot/poly bag free from any inert material and mixed to proper ratio.
11. Pot/ Poly bag used for filling the plants should be proper size good quality not damaged.
12. There should be proper drainage in pots for plants.
13. The flowering plants should also have proper flowering and should be true to the variety.
14. All plant should have the tendency of growth and should not be stunted type.
15. There should be no stagnation of water in the pots.

MANPOWER DEPLOYMENT

1. The minimum manpower will be deployed as per clause 32 in schedule A to F of the agreement. Service provider/contractor shall be fully responsible for carrying out all the detailed scope of services as mentioned in the tender document. Therefore, in order to carry out detailed scope of works, the contractor has to deploy additional manpower and resources, if required, at any point of time during the contract period, without any additional cost to Engineer-in-Charge.
 - a) Minimum no. of Gardeners deployment shall depend on area (1 gardener for every 2500 sq. meter of green area) and in case of area variation, the same can be changed on pro-rata basis.
 - b) 1 gardener means 30/31 days/month (except February). Therefore, agency has to hire extra gardeners as reliever to compensate weekly off and leaves. Minor day to day variation is possible; however, at the end of the month, total man-days of gardener should not be less than minimum deployment of gardeners mentioned above.
 - c) In case contractor fails to depute minimum gardeners as per above-mentioned details; INR 1000/Gardener/day (Man-days) to be deducted from monthly maintenance payment.
 - d) All workers should wear proper uniform approved by Engineer-in-Charge; otherwise, a penalty of INR 50/worker/day to be imposed on service provide. Same will be applicable after one month from starting of new contract.

Watering:

1. The contractor shall have to devise an effective irrigation mechanism system for carrying out watering of green belt with Tankers. The tankers be equipped with motor, valves, hose pipes etc. and other instruments for effective delivery of water to designated locations.
2. Contractor is responsible for day-to-day coordination with other agencies responsible in the nearby area.
3. The condition of operation and maintenance of Quick Coupling valves, hose pipe connector and hose pipe are to be reviewed by the contractor.
4. The damages to kerb stones, footpaths etc. due to negligence during horticultural operation are responsibility of Contractor.
5. The Contractor shall manage the use of irrigation water to be the minimum necessary, to ensure the healthy growth and maintenance level of the plants, providing a high level of appearance.
6. The Contractor shall be responsible for protection of any electrical lines/cables underneath and ensure no damage to same.
7. In case of non-availability of water at DJB STP plants, the Contractor shall immediately make alternate arrangements at its own cost.

8. The water tankers to be used shall be in good condition and fixed with necessary safety features such as safety blinking lights. Water from water tanker shall be dispensed to the landscapes using an appropriate pump fitted properly with hose and sprinkler shower head approved by the Employer. The movement of water tankers on road shall not obstruct the Traffic/passenger movement.
9. The irrigation of plants should be carried out preferably from 4am in the morning and shall be finished before peak traffic hours 9 AM.
10. The water tankers should be equipped with devices like beacon light, reflectors etc. once a week, the leaves of all the shrubs etc. should be washed for which the tankers be fitted with rain shower attachment. Proper care to be taken not to damage the plants while watering. The route plan for each tanker shall be developed by the contractor and shared with Engineer-in-Charge. The water tankers to be equipped with GPS monitoring device through which the route shall be monitored by the Engineer-in-Charge.

Condition for Malba Disposal

1. Portion of the area where malba is stacked, shall be sprayed with DDT/any other mosquito repellent powder to prevent mosquitoes, after removal/disposal of desilted material.
2. Disposal vehicle should be properly covered with the polythene/terpolene during the removal of desilted material.
3. Pre-measurements before the execution and final measurement after execution shall be maintained by the agency and the same may be verified by the concerned AE & JE.
4. The payment of disposal of malba will be made against the quantities of malba as per receipt issued by MCD authority at the dumping ground at Burari or other nearby authorized dumping ground of MCD.
5. The GPS system on the vehicle for cartage of silt/ malba is mandatory.
6. The agency shall have to dispose of all generated C&D waste material/ Malba/ Rubbish, etc. from the site within two days of its generation
7. The agency shall submit the original receipt of Disposal fees, of authorised/notified/ specified dumping ground.

This issues with the approval of the Competent Authority.


4/09/2025

(Rohit Meena)
Director (Horticulture)

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