



No. KVAOWA/GGN/2025/33/204

Dated: 12th June, 2025

Horticulture Staff Utilization Protocol & Guidelines

In view of the limited horticulture resources available and to ensure optimum usage of staff (Malis) for the betterment of the society's green areas and parks, the following protocol and guidelines are to be followed by all residents, volunteers, and staff members.

1. Horticulture watering & work Schedule

To ensure efficient watering and maintenance of the green areas across all blocks, the following watering schedule has been defined for all blocks:

Morning			
S. No.	Block	SCHEDULE	
1.	AA, A, B Blocks	08:00 AM to 11: 00 AM	Assigned Tasks
		11:00 AM to 12:00 PM	Watering
		12:00 PM to 01: 00 PM	Assigned Tasks
	Lunch	01:00 PM to 02:00 PM	
2.	DX, C, MS Blocks	8:00 AM to 10:00 AM	Watering
		10:00 AM to 01:00 PM	Assigned Tasks
	Lunch	01:00 PM to 02:00 PM	
Evening			
S. No.	Block	SCHEDULE	
1.	AA, A, B Blocks	02:00 PM to 04: 30 PM	Assigned Tasks
		4.00 PM to 5.00 PM	Watering
2.	DX, C, MS Blocks	02:00 PM to 03: 30 PM	Assigned Tasks
		03.30 PM to 05.00 PM	Watering

Outside of the above schedules, the horticulture staff will carry out routine duties assigned by the Supervisor/Estate Manager.

2. Common Protocol for Volunteer Coordination

Resident volunteers are encouraged to support horticulture activities. However, in order to avoid any disruption in routine work, the following protocol must be followed:

Requesting Mali Support for any work: -

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- i. Please inform the Estate Manager or Supervisor (Mr. Sajid) at least 24 hours in advance if any task is planned in the block. So that staffing can be done accordingly.
- ii. For urgent requirements, residents may request the Supervisor or Estate Manager for Mali's support. Based on staff availability and priority of tasks, the request will be accommodated.
- iii. Malis should not be redirected or withdrawn from their assigned tasks unless approved by the Supervisor/Estate Manager.
- iv. In case of lack of cooperation or urgent unresolved matters, residents may contact the Secretary directly.

3. Guidelines for Effective Coordination

To further ensure the smooth functioning and cooperation between residents, volunteers, and horticulture staff, the following points must be observed:

- a) **No Direct Instructions:** Residents and volunteers shall not assign tasks directly to the Malis. Their suggestions/directions should come through the Supervisor/Estate Manager. They will assure your suggestions/directions are implemented properly and on time.
- b) **Respecting Work Boundaries:** Do not interfere in or scold staff during duty hours. Constructive suggestions/feedback may be shared with the Estate Manager/Secretary for implementation.
- c) **Request Log:** For transparency and planning, a Mali Request Register/log will be maintained by the Supervisor to track requests and their status.
- d) **Protection of Tools and Resources:** All horticulture tools must be used only with prior permission and should be returned in proper condition after use. Volunteers are strictly advised not to use tools on their own or share them with others without approval from the concerned authority.
- e) **Avoid Overloading:** Please avoid assigning excessive task directly or non-horticultural work to the staff.
- f) **Waste Disposal:** Volunteers are requested to coordinate with the maintenance team for disposal of green waste generated during their activity.

The horticulture staff is a common facility meant for all blocks; they will be deployed as per society-wide needs. Any unplanned use of Malis' can disrupt society-level maintenance.

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KENDRIYA VIHAR APARTMENT OWNERS WELFARE ASSOCIATION (KVAOWA)
KENDRIYA VIHAR, SECTOR-56, GURUGRAM (HARYANA) – 122011
(Registered under Societies Registration Act No.1 of 2012 Registration No. 00651 Dated 25/4/2013)

Weekly Special Drive: A weekly special drive focusing on cleaning and horticulture is being organized in the society. This drive takes place on either Saturday or Sunday, depending on the workload. Residents who wish to volunteer and contribute to this initiative are welcome to join. For further details, please contact the Estate Manager.

Our objective is to manage the horticulture staff efficiently and in an organized manner. We kindly seek your support and cooperation in this regard.

Let us all work together in harmony and cooperation to keep our parks and gardens green, vibrant, and well-maintained.


(Atul Dhyani)
Secretary, KVAOWA

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