

Guidelines for Financial Assistance to Resident Welfare Associations (RWAs)/Non-Government Organization (NGO's)/Registered Societies for Creation and Maintenance of Parks & Gardens [as revised by the Executive Committee on 22.09.2026 (originally approved on 24.08.2021)].

1. INTRODUCTION:

- 1.1** Delhi Parks and Gardens Society under the Department of Environment, Government of NCT of Delhi provides financial assistance to RWAs/NGOs/Registered Societies for maintenance of parks and gardens, with the objective to increase and maintain greenery in Delhi and to actively involve citizens and organisations in environmental preservation and mitigation of environmental pollution in Delhi.

2. NORMS OF FINANCIAL ASSISTANCE:

- 2.1** Financial Assistance was initially Rs.1 lakh per acre, which was fixed in 2008 by the Cabinet. It was revised to Rs 2 lakh per acre in 2018 with the approval of the Cabinet. The present norms are as given below:

2.1.1 Revision of financial assistance from Rs. 2 lakh per acre to Rs 2.55 lakhs per acre per year for maintenance of parks/ gardens where there is no STP and Rs.2.80 lakhs per acre per year including maintenance of STP and,

2.1.2 An additional one-time financial assistance of Rs 1 lakh per acre for creation/development of a new park/garden and Rs 3.5 Lakhs for installation of STP.

3. ELIGIBILITY:

3.1 Resident Welfare Associations (RWAs)

- a) They should have valid registration under Societies Registration Act, 1860 (Act XXI of 1860).
- b) The Memorandum of Association of the RWA shall specifically reflect therein approval of greening as a part of their activity.
- c) The executive body of RWA shall pass a resolution in favour of applying to DPGS for financial assistance for maintenance of parks.

3.2 Non-Governmental Organisations (NGOs)

- a) They should have been demonstrably engaged in the field of plantation/greening activities for a minimum period of 3 years with Government Organizations/ NGOs/RWAs continuously prior to the request for assistance under this scheme.
- b) They should demonstrate evidence of facilities, resources, personnel and experience in the scheme for which assistance is required.

- c) The Organization should provide audited statement of accounts for at least preceding three years.

3.3 Registered Societies (Co-operative Group Housing Society (CGHS) /Co-operative House Building Society (CHBS) etc.)

CGHS/CHBS, being registered societies, fall within the category of eligible applicants along with RWAs/NGOs for seeking financial assistance under the DPGS Scheme, subject to fulfilment of the prescribed conditions and requirements under these Guidelines.

For this purpose, valid registration under the applicable Co-operative Societies Act shall suffice in place of registration under the Societies Registration Act, 1860.

Criteria mentioned at Para 3.1(b) and (c) shall be applicable for registered societies also.

4. APPLICATION PROCEDURE:

4.1 The RWAs/NGOs/Registered Societies fulfilling the above-mentioned eligibility conditions can submit the application for financial assistance in the prescribed format supported with necessary documents. The list of documents is as follows:

- a) Copy of Registration Certificate under the Societies Registration Act, 1860 / applicable Co-operative Societies Act.
- b) The NOC from the concerned Hon'ble MLA shall be required only for initial registration on DPGS portal and this NOC, once issued shall be non-revokable.
- c) Certificate from land owning agency regarding size and area of Parks (Certificate from Dy. Director (Hort.)/S.O. pertaining to size/area of the park and that MCD/Land Owning Agency is not providing financial assistance for maintenance of the park)
- d) Memorandum of association of RWA specially reflecting therein approval of greening as a part of the activity.
- e) Resolution by the executive body of RWA/NGO in favour of applying to DPGS for financial assistance for maintenance of parks.
- f) Indemnity Bond on Rs.100/-non judicial paper, duly Notarised.
- g) List of Office bearers of the RWA with their date of election and term of office duly authenticated.
- h) ECS mandate along with cancelled cheque.
- i) Memorandum of Understanding is to be signed by:
 - **DPGS – First Party;**
 - **Land Owning Agency – Second Party; and**
 - **RWA/NGO/ Societies (CGHS/CHBS) – Third Party}**MoU may preferably be executed physically in the office of DPGS in the presence of all three parties or at least the First & Third Party in the office of DPGS.
- j) Photographs of the Park/gardens.

Note: DPGS will seek NOC from Land Owning Agency.

4.2 Additional documents required from NGO's along with application:

- a) Profile of the Organization.
- b) Memorandum of association/bylaws of NGO mentioning plantations/ greening / gardening/ park maintenance as their objective.
- c) Self-attested copies of registration documents and Unique Identification generated by NGO-Darpan Portal.
- d) NOC from RWA along with a resolution passed in the Governing body of the RWA that the parks (specifying details) be given to NGO for maintenance.
- e) Details of previous experience in the field of plantation/greening activities including evidence of resources, personnel and completed works.
- f) Last three years receipt & payments and balance sheet with auditor certificates.

4.3 The issue of No Objection Certificate (NOC) to the RWA/NGO from land owning agency consumes time, and has been a serious bottleneck in ensuring timely financial assistance to all RWA's applying for creation and maintenance of their parks and gardens. Hence DPGS may facilitate getting NOC from land owning agency, through direct requisition/communication with the land owning agency after receiving application form from RWA/NGO/Society.

 5. SELECTION PROCEDURE:

Fresh applications received will be scrutinised for their eligibility, experience and credibility. Suitable application shall be considered for financial assistance depending upon the availability of funds in the scheme and shall be sanctioned by the CEO, DPGS subject to the fulfilment of the criteria as per the existing guidelines.

6. RELEASE OF FUNDS:

6.1 After submission of Field Inspection Report by Field Supervisors, utilization certificate (from 2nd instalment onwards)/ fulfillment of other requirements, with the approval of CEO, DPGS, funds will be transferred to the applicant (RWAs/NGOs/Societies) through RTGS/NEFT.

6.2 The 3rd Party will submit the duly filled-in application along with requisite documents, requesting to sanction the financial assistance for maintenance of parks and gardens through the on-line portal.

For initial registration on DPGS portal, the 3rd Party will submit the documents as mentioned in Para 4 above while for subsequent instalments of financial assistance, the 3rd Party will submit the following documents only:-

- i. Utilization Certificate (in the prescribed format) and Expenditure Statement duly signed by Chartered Accountant.
- ii. Photographs of Parks (duly labelled).

After verification of the eligibility and field inspection report by the Field Supervisor, the 1st Party will release the funds to the 3rd Party through RTGS/NEFT in two equal phases (six months each) as per the following schedule:

- **1st Installment:** 50% of the admissible annual financial assistance on approval of the application submitted by the 3rd Party along with requisite documents in the prescribed format & manner.
- **2nd Installment:** remaining 50% of the admissible annual financial assistance on submission of requisite document by the 3rd Party.

6.3 The release of subsequent instalments will be done through RTGS/NEFT after inspection by the Field Supervisor and submission of all requisite documents, including the Utilisation Certificate, in the prescribed manner.

6.4 The financial assistance is a fixed amount per acre per year, of which 90% shall be borne by DPGS and the balance 10% by the concerned RWA/NGO/Society.

7. MONITORING:

7.1 a) Field supervisors engaged by DPGS will inspect the parks/gardens on a regular basis and to ensure that financial assistance provided is properly and judiciously utilised, the expenditure has to be physically visible.

b) The field supervisors will be responsible to authenticate the expenditure statement furnished by the RWA/NGO/Society prior to release of subsequent instalment, authenticate the photographs of park submitted by the RWA/NGO/Society.

c) RWA/NGO/Society will submit utilisation certificate after using the financial assistance provided duly certified by a Chartered Accountant. Further releases will be done only after submission of utilisation certificates.

7.2 Third party monitoring will be carried out after a year of creation and /or maintenance of parks and gardens after utilisation certificates are submitted by the RWA/NGO/Society through institutions/entities like the Universities, institutions of repute etc; or open tender.

7.3 Social auditing of RWAs/NGOs/Registered Societies on the utilisation of financial assistance and understanding efficacy of the scheme by understanding any issues and gaps, as perceived by various stakeholders and recommend timely remedial action will be done on an yearly basis through social audit experts. At least five percent of the assisted RWAs/Registered Societies will be selected for social audit, using random sampling technique and the sampling process shall ensure 'purposive' inclusion of a cross section of RWAs/Registered Societies while all the assisted NGOs will be audited.
