

GUIDELINES APPROVED BY EXECUTIVE COMMITTEE ON
24/08/2021 FOR FINANCIAL ASSISTANCE TO RWA's/NON-
GOVERNMENT ORGANIZATIONS (NGOs) FOR CREATION AND
MAINTENANCE OF PARKS AND GARDENS

1. Introduction:

1.1 Delhi Parks and Gardens Society under the Department of Environment, Government of NCT of Delhi provides financial assistance to RWA's and NGO's 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 proposed norms are as given below:

- 2.1.1 Revision of financial assistance from Rs. 2 lakh per acre to Rs 2.55 lakhs where there is no STP and Rs.2.80 lakhs including maintenance of STP and,
- 2.1.2 An additional one-time financial assistance of Rs 1 lakh and Rs.3.5 lakhs for creation/development of park/garden and installation of STP separately.

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.

4. Application procedure:

4.1 The RWA's /NGO's 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:

4.2 Documents required from RWA's along with application:

- a) Copy of Registration Certificate under the Societies Registration Act
 - b) NOC from Hon'ble MLA of the concerned area.
 - 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 (to be signed by RWA, Land owning agency and DPGS)
 - j) Photographs of the Park/s.
- Note: DPGS will seek NOC from Land owing Agency

4.3 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.

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- 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.

4.4 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, though direct requisition/communication with the land owning agency after receiving application form from RWA/NGO.

5. Selection Procedure:

5.1 The applications received will be scrutinized with respect to their eligibility, experience and credibility. Suitable applications shall be considered for financial assistance depending upon the availability of funds in the scheme and shall be sanctioned subject to the conditions of the DPGS and approval of Planning/Finance Department, Govt. of N.C.T. of Delhi.

6. Release of Funds:

6.1 After recommendation by the committee, the following actions are undertaken:

- a) Inspection by Field Supervisor.
- b) Estimate prepared and approval from CEO, DPGS.
- c) Transfer of financial assistance through RTGS/NEFT.

6.2 After utilization of instalment already released, subsequent instalments shall be released. Requisition for release of next instalment will be required from RWAs/NGOs along with following documents:-

- a. Utilization Certificate duly counter signed by SO/Dy. Director (Horticulture)/ Director, (Horticulture) land owning agency and Field Supervisor, DPGS (*in terms of Para-9 of MoU*).
- b. Expenditure Statement duly authenticated by Chartered Accountant.
- c. Photographs of Parks.

6.3 The release of subsequent instalments will also done through RTGS/NEFT after inspection by field supervisor, preparation of estimates and approval of estimates by CEO, DPGS

6.4 Financial Assistance is released in three instalments (90% to be borne by DPGS & balance 10% by RWAs/NGOs) in the first year i.e. 50%, 30% and 20%, and in subsequent years it is released in two instalments i.e. 50% and 50%.

7. Monitoring:

7.1 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. The field supervisors will be responsible to authenticate the expenditure statement furnished by the RWA prior to release of subsequent instalment, authenticate the photographs of park submitted by the RWA. RWA 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 through institutions/entities like the Universities, institutions of repute etc; or open tender.

7.3 Social auditing of RWAs/NGOs 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 will be selected for social audit, using random sampling technique and the sampling process shall ensure 'purposive' inclusion of a cross section of RWAs while all the assisted NGOs will be audited.

