

:

APPLICATION FOR FINANCIAL ASSISTANCE
(Maintenance of parks and gardens)

1. Name of the RWA/NGO :
1. Registered Address :
2. Registration No. under the Society's Registration Act :
3. Address & area of parks to be maintained :
 - i.
 - ii.
 - iii.
 - iv.
4. Work Plan Details (per acre) (COSTING) :
5. Documents attached -
 - i. **Copy of Registration Certificate under the Society's Registration Act.**
 - ii. **NOC from Hon'ble MLA of the concerned Constituency.**
 - iii. **A Resolution by the RWA/NGO regarding maintenance of parks with financial assistance from DPGS.**
 - iv. **Indemnity bond on Rs.100/- non-judicial paper duly attested.**
 - v. **Authenticated detail of office bearers along with date when they were elected.**
 - vi. **Certificate from Dy. Director(Hort.)/S.O. pertaining to size/area of the park along with photographs**
 - vii. **ECS mandate (photocopy of cancelled Cheque.**
 - viii. **Memorandum of Understanding (as per Performa attached).**

Note: - DPGS will seek NOC from the concerned Land Owning Agency.

IX. 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) **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.**
- f) **The Organization should provide audited statement of accounts for at least preceding three years with receipt & payments and balance sheet with auditor certificates.**

CERTIFICATE

1. I hereby certify that the works shall commence within one month of release of funds and shall be executed as per the work plan submitted above.
2. I undertake to submit the Utilization Certificate on prescribed format prior to release of next installments of grant of assistance, along with statement of accounts audited through authorized Chartered Accountant.

(Signature)

President / Secretary

DELHI PARKS AND GARDENS SOCIETY

Department of Environment, GNCTD

1. Application is received/collected from RWAs/NGOs for maintenance of Park along with following documents:-

- a. **Copy of Registration Certificate under the Society's Registration Act.**
- b. **NOC from Hon'ble MLA of the concerned Constituency.**
- c. **A Resolution by the RWA/NGO regarding maintenance of parks with financial assistance from DPGS.**
- d. **Indemnity bond on Rs.100/- non-judicial paper duly attested.**
- e. **Authenticated detail of office bearers along with date when they were elected.**
- f. **Certificate from Dy. Director (Hort.)/S.O. pertaining to size/area of the park and MCD/Land Owning Agency is not providing financial assistance for maintenance of the park along with photographs./**
- g. **In case proposal is from NGO, NOC from the concerned RWA.**
- h. **ECS mandate (photocopy of cancelled Cheque.**
- i. **Memorandum of Understanding (as per Performa attached) signed jointly by RWAs/NGOs, Land Owning Agency and DPGS.**

Note: - DPGS will seek NOC from the concerned Land Owning Agency.

2. **Inspection by Field Supervisor.**
3. **Estimate prepared and approval from CEO, DPGS.**
4. **Transfer of financial assistance through RTGS/NEFT.**

➤ **After utilization of installment already released.**

1. Application is received/collected 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.**

2. **Inspection by Field Supervisor.**
3. **Estimate prepared and approval from CEO, DPGS.**
4. **Transfer of financial assistance through RTGS/NEFT.**

➤ **Financial Assistance is released in three installments @Rs. 2 Lac per acre (90% to be borne by DPGS & balance 10% by RWAs/NGOs) in the first year i.e. 50%, 30% and 20%, in subsequent years it is released in two installments i.e. 50% and 50%.**

ANNEXURE-A

INDEMNITY BOND
(Maintenance of parks and gardens)

I, _____, President / Secretary of
_____ (Name of the
RWA/NGO), registered at _____ dated _____ and
the RWA/NGO have decided to take up the development, maintenance and improvement of
parks _____ measuring _____ located in
_____ (Zone) _____ (Colony).

The RWA/NGO is located at _____
_____ (address) and do hereby indemnify to
the extent of Rs. _____, which has been sanctioned as installment for the development
and improvement of the above mentioned parks.

I,
individually/collectively hereby state that if the RWA/NGO fails to do the work, the amount
shall be recovered from me, individually/collectively, in part or full, and I,
individually/collectively shall be liable for criminal action in case of failure to use the funds for
the purpose of development, maintenance and improvement of the above park, Delhi Parks and
Gardens Society shall be free to take legal action against the RWA/NGO and against me,
individually/collectively, in particular, to recover the dues.

Signature

Name of RWA/NGO _____

President/Secretary/Member

Witnesses:

- 1.
- 2.

MEMORANDUM OF UNDERSTANDING

This Agreement is made on _____ at _____ Between

1. Delhi Parks & Gardens Society (DPGS) Department of Environment, Government of Delhi represented bybeing the Chief Executive Officer or Authorized signatory on behalf of DPGS hereinafter called the _____First Party
2. The Land Owning Agency represented by.....being the Director, (Horticulture) DDA/NDMC/MCD/PWD hereinafter called the _____Second Party
3. The Registered Residents Welfare Association/Residents Society/ Resident Social Welfare Association represented by..... Being by the President/Secretary of RWA or Residents Society hereinafter called the _____Third Party

Now this agreement for all the parties will be in the interest of creating green environment in Delhi as well as developing, greening and maintaining Parks and Gardens in National Capital territory Delhi which are under the governance of various agencies (Second Party) at present

That the Govt. of Delhi has set up Delhi Parks & Gardens Society (First Party) duly registered under Societies Registration Act. 1860 with registration on S/62922/2008 dated 01/08/2008 with the purpose of coordinating the management of Parks and Gardens National Capital Territory Delhi with Land Owning Agencies (Second Party) as well as RWA / Local Bodies (Third Party).

And whereas the 3rd Party will arrange the technical know how about meeting the Objectives of the Agreement and fulfil the target by augmenting the funds of its own with some functional help from the First Party and other funding sources and rest of its own.

Now Therefore This agreement amongst the Above Stated Parties Witnesses As Follows: -

1. That the 2nd Party will list out of the Parks / Gardens / other vacant spaces under its control for the purpose of management of greenery through DPGS.
2. That the 3rd will select a Parks / Gardens out of the issued list.
3. That the 3rd party will make a project proposal for development and management of selected park / Garden in the consultation with second on the guidelines issued by DPGS and will submit to the First Party. Project will include physical activities with financial outlays in the project including temporal site-specific action Plans for a period of one year but not exceeding more than two years.
4. DPGS will approve the submitted approval after careful examination in consulting with 2nd Party as well as funding agency and 3rd Party also.
5. That the First Party will list out the priority activities in the proposal in consulting with 2nd and 3rd parties and will help in making the plan of work technically sound.

6. That the first party will release the first installment of 50% of the admissible amount to the 3rd party for the approved activities duly informing to the 2nd parties.
7. That the 3rd party will submit the report of the activities approved and carried out during the period assigned as well as Utilization Certificate on or before the due date as decided by the First Party with a copy to 2nd party. If some of funds of the 2nd party and/or any other funding agency like Bhagidari and/or MPLAD/MLSA funds etc are dovetailed in the aforesaid project then the report has to be countersigned by funding agency. The first party along with second party will get the work inspected.
8. That the First Party will release the 2nd installment of 30% of the admissible amount after perusal of the report submitted by 3rd party and after work inspection report found satisfactory.
9. That the 3rd party will submit the project work completion report and Utilization Certificate to the 1st party with a copy to 2nd party. The First Party along with 2nd party will get the work verified. Upon satisfaction the first party will release rest of 20 percent admissible funds 3rd installment to the 3rd party.
10. That the installments for the same project by other funding agencies if any, will be released to the 3rd party as mentioned in Para 8, 10 and 11.
11. That the first and 2nd parties can inspect the works done any time during the project. First Party can make arrangements for external party inspections. DC concerned can also get the project works inspected.
12. That the 3rd party will get its accounts audited through authorized Chartered Accountant/Audit agency and submit the audited report to the First Party and the funding agency for getting the installments released.
13. That if project duration, activities and/or financial outlays need to be extended/changed so desired by any of the parties, that can be done through mutual consent of all the parties.
14. That the first party and/or funding agency can get the audit done of 3rd party at any time.
15. All the assets created during the project will be the assets of second party and are to be managed sustainably by third party with the help of first and second parties.
16. That any other activity to be done in the park will be in accordance with the law of the land as well as agreed to all parties. 3rd party will adopt all the measures to keep the park/garden clean and green.
17. That the agreement can be terminated at any time with mutual consent of the parties.
18. That the 3rd party may arrange for any insurance for the park at its own cost if required.
19. That the 3rd party has to show the ability to engage supervisors, gardeners, horticulture experts, caretaker of parks etc. during the project period.

20. That the non-performing 3rd party shall not be eligible for 2nd and/or 3rd installments when found non-performing.
21. That the Land owning agency will bear the water and electricity charges for park & garden maintenance.
22. That the Indemnity Bond shall be signed by the 3rd party against misuse of funds/default/cheating/theft of public funds/public property, which shall be liable for criminal proceedings.
23. That the existence of unforeseen matters/contingencies/situation in the normal working as well as addition/deletion in the rules/regulations in the association shall be resolved mutually by all the parties. Relaxation can also be granted by mutual consent if situations like floods, earthquakes or other natural calamities beyond control will occur during the project period.
24. That in case of any unresolved disputed or difference of opinion among parties regarding any condition, term of reference under agreement will be referred to the Delhi Parks & Gardens Society which shall appoint an arbitrator under the provision of the Arbitration & Conciliation Act, 1996 whose decision shall be final and binding on all the parties. Secretary, Environment & Forests Govt. of Delhi will be the first arbitrator.
25. That the entire dispute arising out of this agreement shall be the subject to jurisdiction of the courts of Delhi.

**Witness
No. & Email Id**

Party

Address

Phone

1.

2.

3.

4.

UTILIZATION CERTIFICATE

Certified that sum of Rs. _____ as Financial Assistant was sanctioned by Delhi Parks & Gardens Society Vide letter no. _____ dated _____ out of which Rs. _____ released as 1st /2nd /3rd instalment has been fully utilized, by the society for the purpose for which it was sanctioned and there is no unspent amount balance / an amount of Rs. _____ has remained unutilized as on _____.

Certified that I have satisfied myself that the condition on which the Financial Assistance was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of cheecks exercised

1. Photograph
2. C. A. Report
3. Physical inspection by Staff

Signature

Name of RWA _____

Regd No. _____

President/Secretary/Member

Mob: _____

Witness :

- 1.
- 2.

CERTIFICATE

Certified that the work has been completed satisfactorily as per physical verification of the actual work done.

Field Supervisor, DPGS

S.O.(Hort.)/ Representative (Hort.) MCD
NDMC/DJB (In compliance of Para 9 of MoU)