

दिल्ली महिला आयोग
(राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार)
सी-ब्लॉक, दूसरी मंजिल, विकास भवन
आई. पी. एस्टेट, नई दिल्ली - 110002

प्रस्ताव आमंत्रित करने की सूचना

दिल्ली महिला आयोग चयनित क्षेत्रों (एमसीडी वार्ड वार) में आयोग द्वारा चलाए जा रहे 'महिला पंचायत' कार्यक्रम के लिए स्वैच्छिक संगठनों/गैर-सरकारी संगठनों से प्रस्ताव आमंत्रित करता है। अधिक विवरण जैसे आवेदन पत्र, कार्यक्रम का विवरण, शासी दिशानिर्देश और अन्य संबंधित विवरण (http://dcw.delhigovt.nic.in/wps/wcm/connect/lib_dcw/DCW/Home/Advertisement/) पर देखे जा सकते हैं। सभी पहलुओं में पूर्ण प्रस्ताव दिनांक 09.11.2021 को अपराह्न 4.00 बजे तक अधोहस्ताक्षरी के पास पहुंच जाने चाहिए।

आयोग अपने एकमात्र और पूर्ण विवेक पर किसी आवेदन को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है और उसका निर्णय अंतिम होगा।

(गौतम मजूमदार)
सहायक सचिव

DELHI COMMISSION FOR WOMEN

(Govt. of NCT of Delhi)
C-Block, 2nd Floor, Vikas Bhawan
I.P. Estate, New Delhi - 110 002.

Notice Inviting Proposals

The Delhi Commission for Women invites proposals from Voluntary Organisations/ Non-Government Organizations for the 'Mahila Panchayat' programme run by the Commission in selected areas (MCD ward wise). Further details, viz. applications form, details of the programme, the governing guidelines and other related details can be accessed at (http://dcw.delhigovt.nic.in/wps/wcm/connect/lib_dcw/DCW/Home/Advertisement/). The proposals complete in all aspects, should reach the undersigned by 4.00 p.m. of 09.11.2021.

The Commission reserves the right to accept or reject an application at its sole and absolute discretion and its decision shall be final.

(GAUTAM MAJUMDAR)
Assistant Secretary

MAHILA PANCHAYAT

Memorandum of Understanding

This Memorandum of Understanding (MOU) is executed this day of _____, 2021 between

1.
(Name and address of VO/NGO) (Hereinafter referred to as the Organization) through its current officer bearer, Sh/Smt/Km
son/daughter of Sh/Smt..... on the first part, and
2. Delhi Commission for Women (hereinafter referred to as DCW), a statutory body set up under the Delhi Commission for Women Act, 1994 having its office at C-Block, 2nd Floor, Vikas Bhawan, IP Estate, New Delhi – 110 002 hereafter called the DCW on the second part through its current Assistant Secretary, Shri.....

Whereas the DCW is engaged in the work related to welfare of women as per provision of the DCW Act and towards this purpose the Commission is running a programme named 'Mahila Panchayats:

And
(name of the Organization) is engaged in the implementation of social development projects at the grass root level and at the request of the Organization, the DCW has entrusted to the said Organization to run the Mahila Panchayat in
{name of area(s)/district(s)/MCD Ward(s)}. This MOU is executed for the period of _____ months w.e.f. _____ (present period) and further extended period in future, if any.

The DCW will reimburse the amount to the NGO as per the details given in Annexure-I and on the terms and conditions mentioned in the manner hereafter contained which the Organization has agreed to accept and comply with, and

Now this MOU witnessed and it is hereby agreed and declared as follows:

1. That the Organization shall utilise the said amount of financial assistance for the purpose for which it has been sanctioned only and for no other purposes whatsoever.
2. That the Organization shall utilize the funds for the functioning of the Mahila Panchayat in the area/locality/MCD Ward(s) as mentioned in Annexure-I, but will also work in other district(s)/area(s)/MCD Ward(s) as and when directed by the Commission.

3. That the Organization shall abide by all the terms and conditions specified in Annexure-II hereto and any other orders/instructions that may be issued by the DCW from time to time.
4. That the Organization shall abide by all the standard operating procedures/instructions laid down/ given by DCW from time to time.
5. That in the event of any failure on the part of the Organization to abide by the terms and conditions laid down and agreed upon in the MOU or committing any breach thereof, or misuse, the DCW shall be at liberty to cancel the allotment of the project to the organisation with immediate effect without giving any reason whatsoever.
6. That in the event of any failure on the part of the Organization to abide by the terms and conditions of financial support or otherwise or committing any breach thereof, or misuse or use of the financial support for purpose other than that for which it was sanctioned, or such information coming to light, the same shall not only lead to the cancellation of the assistance, the DCW shall also be at liberty to order the Organization to repay in full the entire amount of the funds with interest thereon as may be fixed by the DCW and the decision of the DCW in this regard shall be final and binding on the Organization. In the event of failure on the part of the Organization to repay the amount so ordered by the DCW, the DCW shall be at liberty to order such other action as stipulated in the General Financial Rules.
7. The Organization agrees and undertakes to surrender/pay to DCW the monetary value of all such pecuniary or other benefits which it may receive or derive through unauthorized use of vehicle or funds. The decision of the DCW as regards the monetary value to be surrendered/paid to the DCW shall be final and binding on the Organization.
8. It is agreed and declared that the decision of the DCW as regards the fulfilment of the obligations and conditions relating to the performance of the NGO with regard to achieving the goals set for the NGO under the programme shall be final and binding.
9. The undertaking/certification given by the NGO as per Annexure-III and Annexure-IV hereto forms an integral part of this MOU.
10. The expressions, DCW and NGO used herein shall unless otherwise excluded by or repugnant to the context, be deemed to include its successor-in-interest.
11. The NGO will deposit/submit such office equipments/ items in DCW, at the time of disengaging/ surrendering with/the programme, for which amount will reimburse/give/issue by the DCW. Also, at the time of disengaging/surrendering with/the programme, a certificate/undertaking should be submitted by the NGO mentioning therein that no such office equipments/items are left in the possession of the NGO.

In witness whereof these presents have been signed by:

1. Signature :

Name:

Designation:

Seal

(for and on behalf of NGO)

2. Signature :

Name:

Designation:

Seal

(for and on behalf of DCW)

Witness:

1. Signature

Name & Address

(DCW)

2. Signature

Name & Address

(NGO)

Annexure-I

1. Programme Title : Mahila Panchayat
2. Programme Duration : w.e.f. _____ or further extended period in future, if any.
3. Programme Area/MCD Ward(s):
4. Budget Break-up:

S. No.	Designation	Unit per Centre	Amount per month
1	Panchayat Coordinator (Full-Time) Minimum Educational Qualification – 12 th Pass with adequate work experience	1	20,000/-
2	Community Worker/ Paralegal Worker (Full-Time) Minimum Educational Qualification – 12 th Pass	2-4 (Depending on area under Panchayat)	20,000/- per worker
3	Program Implementation & Admn. Expenses	-	10,000/- per month
4	Monitoring & Reporting Expenses	-	10,000/- per month

DCW

NGO

Terms and Conditions

1. The Organization shall deposit the funds received from DCW **in a separate bank account opened for the programme**. In case of failure to do so, the funds received shall be deposited in an account in the name of the NGO only and the decision of the Commission with regard to the proportionate interest earned on the grant received from the DCW be final.
2. **Separate account shall be maintained** showing receipts from DCW and the expenditure incurred under various heads as approved by DCW. All expenditures shall be fully supported by vouchers and duly certified expenditure statements.
3. The financial assistance to NGO will be given as reimbursement to the NGO, on submission of bill & vouchers of expenditure in the prescribed format for running the Mahila Panchayat programme, as per the details given in Annexure-I.
4. The NGO will submit the original bills/cash memos, attendance record along with records for utilization of the same. All documents shall be duly verified by NGO Head/Project Head. The Organisation shall ensure payment of full and complete remuneration to the project staff through cheque only and the NGO shall be liable for disciplinary action in case of failure to do so. The NGO shall submit duly received copy of cheque issued to concerned staff members along with bills and other records.
5. DCW shall have the right to call for the accounts and vouchers and offer its comments/advice anytime during the pendency of the project.
6. Funds from DCW shall be used only in accordance with the approved pattern and no variation would be permitted without DCW's prior written approval.
7. The Organization shall submit monthly, weekly and daily progress reports (as may be prescribed) in prescribed format via electronic mode along with the hard copy of the same posted to DCW by 7th of the following month. Non-submission of the report shall attract a penalty as may be prescribed for each month which shall be deducted from the financial assistance payable to the organisation and/or any other action as deemed fit by the Commission may be taken.
8. The Organisation shall submit hard copy of the quarterly Statement of Expenditure (as may be prescribed) in prescribed format by 7th of the following month. Non-submission

of the statement shall attract a penalty as may be prescribed which shall be deducted from the financial assistance payable to the organisation and/or any other action as deemed fit by the Commission may be taken.

9. Within one month of the completion of the programme, the Organization shall submit the **Programme Completion Report** highlighting performance and achievements.
10. **Interest earned** by the Organization on funds from DCW shall be adjusted towards the sanctioned financial assistance.
11. The Organization shall not incur any expenditure on any heads other than that specified under Annexure – I of this MOU.
12. Any **unspent balance amount** at the end of the specified time schedule or on completion of the project whichever is earlier, shall be refunded to DCW unless extension of time is allowed in writing. Any expenditure that are found to be redundant or disallowed on scrutiny of the accounts by the DCW or anyone authorized by the DCW shall be deducted while releasing the final instalment of grant.
13. The officers/officials of DCW may **visit the project areas** as and when considered necessary and all reasonable facilities and courtesy shall be extended to them for this purpose by the Organization including discussions with office bearers/staff/local community.
14. The Organisation shall ensure staff employed by the Organisation for the programme shall be strictly as prescribed in Annexure I. Copies of the **appointment letters of the staff employed by the Organization** for the programme shall be supplied by the Organization to the DCW within seven days of such appointments. Similarly, resignation/termination of any staff shall be brought to the notice of the Commission within 7 days of such resignation/termination.
15. During the course of implementation of the project or after the expiry of the project, the DCW may undertake or organize an **evaluation study** at their cost in which the Organization may be associated. For this purpose the Organization shall provide all necessary assistance as and when required for the purpose.
16. The Organization shall ensure that **due and prominent credit is given to the DCW** as sponsor of the project on all sign boards, banner etc displayed at the programme site, place of training, project villages and on printed/all other material used for this project.
17. The Organization shall not create any asset/property out of the funds released by the DCW.

18. The accounts of the programme shall be open for scrutiny/audit by any officer/official of the DCW or any person(s)/agency authorized by the DCW and by the auditor of the government.
19. The NGO shall hire room/rooms for conduct of the Mahila Panchayat meetings for conflict resolution process, in the area of the panchayat itself and submit documentary proof with regard to payment of rent. No expenditures for rooms/premises hired outside the project area shall be permitted.
20. The office premises of the NGO must be on the ground floor of the building.
21. The office premises of the NGO must have one Counselling Room (14 feet X 14 feet), one hall for all other activities & meeting purpose (14 feet X 14 feet) & one Wash Room – cum – Toilet).
22. The entire office premises of the NGO must be covered under the surveillance of CCTV Camera.
23. The NGO must install biometric attendance machine in the office of the NGO for the staff to be deployed/appointed in Mahila Panchayat programme.
24. The Organization shall maintain separate registers in formats prescribed by the DCW. These registers shall be submitted to the DCW along with claim for reimbursement or as and when directed by the DCW.
25. The Commission shall examine the account of each recipient for each year to ascertain full utilization of the amount of financial assistance for the purpose for which it was granted, and amount, if any, remaining un-utilized shall be recoverable from the recipient or carried forwarded as the case may be.
26. Before a grant is released, the authorized signatory of the recipient organization shall execute bonds in a prescribed format binding the institution to:
 - a. abide by the conditions of the MOU/agreement.
 - b. not to divert the financial assistance or entrust execution of the scheme or work concerned to any other institution(s) or organization(s); and
 - c. abide by any other conditions specified by the Commission from time to time
27. In case, the recipient fails to comply with the conditions or commits breach of any conditions of the bond or MOU, the organization shall be liable to refund to the Commission, the whole or a part amount of the grant with interest at ten percent per annum thereon or the sum specified under the bond or MOU. The stamp duty on such

bond shall be borne by the grantee institution concerned.

28. The organization shall not obtain grant for the same purpose from any other source, including Government.
29. The Organization shall carry out such suggestion for improvement in its working as the Commission may, from time to time, make.

DCW

NGO

Annexure-III

Certification/Undertaking given by:

I/We undertake that our organization.....
(Name and address of VO/NGO), agrees to the terms and conditions of the grant as laid down in the MOU including its annexure.

I/We certify that our organization is not involved in any legal proceedings relating to the account or conduct of any of its office bearers.

I/We certify that all the rules and regulations with regard to the functioning the agency are being followed and the prescribed documents are being maintained.

I/We certify that the office bearers signing the undertaking are duly authorized to operate upon and bind the funds of the organization.

I/We certify that our organization is not engaged in any corrupt practice.

I/We certify that our organization has not received grant from any other department of the central/state government for the same purpose.

I/We certify that our organization has never been blacklisted by any agency.

Signature of Authorized person

Designation

Name:

Dated:

Seal:

DELHI COMMISSION FOR WOMEN

(Govt. of N.C.T. of Delhi)
 2nd Floor, C-Block Vikas Bhawan,
 I.P. Estate, New Delhi-110002

Terms & Conditions/ instructions

1. Separate Bank Account for the Mahila Panchayat Programme. Details of the same (Account number, IFSC code, Branch details) to be submitted to the Commission.
2. Self-Sworn Notarized Affidavit by the NGO head and employees providing details of all civil/ criminal complaints, cases in the past and details of any case/ complaint pending in court or other agency against the employee to be submitted to the Commission.
3. Persons involved in Mahila Panchayat Programme should not be blood related or under first grade relation
4. Payment of Salary to Mahila Panchayat staff should be through cheque or NEFT only.
5. Mahila Panchayat office room should be at least 14ft* 14ft* minimum along with all office infrastructure such as Computer system, Internet, Universal contact number, E-mail id mentioning MP in it, banners are required in a community rented house. Rent agreement also to be submitted at the Commission.
6. Staff of MP should fulfill the eligibility criteria as mentioned in the proposal. Staff resume and supportive documents to be submitted at DCW within 7 days of their joining. All staff employed should visit DCW for an orientation within 7 days of their recruitment.
7. Details to be submitted as under with MOU

AREA ASSESSMENT					
Name of the NGO		:			
Universal no		:			
Email id		:			
PS		:			
Date		:			
Sl no	Name of the Area	Approx. Population	Major Issues	Major Occupation	Community Recourses (Exa: Hospital, court, school, college, university, metro station, nearest bus stop, land mark to the MP Office)

DCW

NGO