

**GOVT OF NCT OF DELHI
OFFICE OF THE DIVISIONAL COMMISSIONER
REVENUE DEPARTMENT,
5, SHAM NATH MARG, DELHI-110054**

F. No. 1 (339)/CTB/HQ/2025/517

Dated: 28.06.2025

CIRCULAR

Subject: Single Window System and Inter-Departmental Coordination for Smooth Organization of Kanwar Camps – 2025

1. In view of the Cabinet Note and decision therein regarding the organization of Kanwar Camps – 2025, all District Magistrates are hereby requested to ensure strict compliance of the directions contained.
2. The applications from the samitis are being invited from 09:00 am to 04:00PM on daily basis from 30th June, 2025 to 5th July, 2025. This is to be brought into the notice of all concerned. The application to be taken strictly on First - cum-First -Serve basis and in compliance with cabinet note stipulations.
3. All District Magistrates shall establish from above mentioned date a **Single Window System** in their respective districts under ADM to serve as a centralized mechanism for facilitating issuance of all necessary No Objection Certificates (NOCs) and approvals from concerned department to be accorded within 72 hours from date of application.
4. District Magistrates shall also identify and notify **Nodal Officers** in each district for real-time tracking of applications, approvals, and redressal of issues raised by registered Kanwar Samitis/organizers.
5. District Magistrates shall convene **coordination meetings** with all relevant Government Departments and Agencies including, but not limited to, Delhi Police, Traffic Police, DJB, MCD, DDA, DUSIB, Fire Services, Health, Power, PWD, and Transport Department etc. These meetings shall ensure timely issuance of permissions and required logistical support for the successful conduct of Kanwar Camps – 2025.
6. All departments are requested to extend their **full cooperation** to the District Magistrates and ensure timely issuance of NOCs and necessary support for organizing Kanwar Camps – 2025.
7. The application form for Kanwar Camps – 2025 is available through the following **Google Form link**: <https://forms.gle/QjWh9a9TDLFW4UkX7>. All DMs are requested to facilitate submission of the application by Kanwar Samitis through online mode.
8. **Basic arrangements** to be made by the Samitis shall be ensured by the District Magistrates including CCTVs etc.. Any **discrepancy in such arrangements** shall be duly noted and considered while processing the Utilization Certificate (UC).
9. The detailed SoPs and the application form alongwith its annexures are attached herewith for strict compliance.

This issues with the approval of the **Competent Authority**.

Enclosure: Application Form.


28.6.2025
ADM- (HQ/CTB)

F. No. 1 (339)/CTB/HQ/2025/517
To: -

Dated: 28.06.2025

1. All District Magistrates, Revenue Department ,GNCTD
2. Commissioner of Police, Delhi Police HQ, Jai Singh Road, New Delhi-110001
3. CEO, Delhi Jal Board, Varunalaya Complex, Staff Colony, Jhandewalan, N.Delhi-110005

4. Vice Chairman, DDA, 4, Mahatma Gandhi Road, IP Estate, New Delhi 110002
5. Secretary (Power), Deptt. of Power, 8th Level, 'B' Wing, Delhi Sectt., I.P. Estate, N. Delhi 110002
6. Commissioner (MCD), Dr. S.P.M. Civic Centre, Minto Rd, Ajmeri Gate, N.Delhi 110002
7. DUSIB, PunarwasBhawan, I.P. Estate, New Delhi – 110002
8. Commissioner (Transport), GNCTD, 5/9 Under Hill Road, Delhi 110054.

Copy for kind information to:-

1. Secretary to Hon'ble C.M, CM Office, 3rdFloor, Delhi Sectt., Delhi-110002.
2. Secretary (Revenue)-cum-Divisional Commissioner, 5 Sham Nath Marg, Delhi-110054.
3. ADM (HQ/CTB), Revenue Department, 5 Sham Nath Marg, Delhi-110054.



ADM- (HQ/CTB)

GOVERNMENT OF NCT OF DELHI

REVENUE DEPARTMENT (HQ)

Application Form for Financial Assistance under DBT Scheme for Organizing Kanwar Camps-2025

-To be submitted via E-District Portal or in hard copy to the concerned SDM Office along with recommendation of Hon'ble area MLA and or Hon'ble MP and or Hon'ble Cabinet Minister.

Date _____ and Time of receiving _____

Section A: Basic Information of the Samiti

- 1. Name of the Samiti:** _____
- 2. Registration No. & Date:** _____
- 3. Registered Under (Act):** _____
 - ☐ Societies Registration Act, 1860
 - ☐ Co-operative Societies Act
 - ☐ Other (please specify): _____
- 4. PAN No. of the Samiti:** _____
- 5. Address of the Registered Office:** _____

- 6. Authorized Person contact no & Designation:** _____
- 7. Mobile No.:** _____ **Email:** _____
- 8. Bank Account Details (in Samiti's name):**
 - ☐ Bank Name: _____
 - ☐ Branch & IFSC Code: _____
 - ☐ Account Number: _____
 - ☐ Is this account PFMS-Linked? ☐ Yes ☐ No

Section B: Camp Proposal Details

- 9. Proposed Location of Kanwar Camp:** _____
- 10. Size of Proposed Camp (in sq. ft):** _____
- 11. Proposed Duration:** From _____ to _____ (No. of Days: _____)
- 12. Expected Number of Devotees to be served:** _____

13. Previous Experience in Organizing Religious/Social Events (if any):

☐ Yes ☐ No

If yes, provide details along with area of last three year (2022, 2023, 2024)

Section C: Required Attachments (Self-Attested Copies)

- ☐ Registration Certificate of the Samiti
- ☐ PAN Card of Samiti
- ☐ Resolution by the samiti for the authorized person
- ☐ Photographs of Past Camps/Activities (Optional)

Section D: Declaration by the Samiti in the form of Affidavit

(Format attached as Annexure-C)

Authorized Signatory:

Name: _____ Designation: _____
Signature: _____ Date: _____

Seal of the Samiti

Section E: Recommendation and Forwarding (To be filled by Competent Authorities)

1. **Recommendation by Hon'ble Area MLA/MP/Cabinet Minister (Mandatory):**
I, _____, MLA/MP/Cabinet Minister of
Assembly/Parliamentary Constituency _____, have reviewed the
application and recommend for organising the Kanwar Camp-2025 and financial
support to the above Samiti for the area and duration as mentioned in the application.

(Signature & Seal)

Date: _____

Affidavit – Declaration by the Samiti

(on 10 Rupees Stamp Paper)

(For Kanwar Camp 2025 Assistance through DBT)

We, the undersigned, hereby solemnly affirm and declare that:

1. The information provided above is true, complete, and correct to the best of our knowledge and belief.
2. The funds requested shall be utilized solely and exclusively for the purpose of organizing the Kanwar Camp 2025.
3. We acknowledge that the assistance for Kanwar Camp 2025 is being provided through Direct Benefit Transfer (DBT), and we agree to receive the sanctioned amount directly into the bank account of the Samiti, as per government norms.
4. We undertake to adhere to the provisions of the General Financial Rules (GFR), 2017, the guidelines issued by the Revenue Department, and any other instructions or directions issued by the competent authorities from time to time.
5. We fully understand and accept that any deviation, misuse, or non-compliance in the utilization of funds may result in appropriate penal and legal action, including but not limited to recovery of funds, blacklisting of the Samiti, and/or prosecution under relevant laws.
6. We also indemnify the Revenue Department against any loss, leakage, or misappropriation of funds by the firm or the Samiti. In such cases, the Samiti shall be held solely responsible and shall be fully liable for all penal and legal actions as may be applicable.
7. This declaration is made in good faith and with full responsibility on behalf of the Samiti.

Authorized Signatory-

Name: _____

Designation: _____

Name of the Samiti: _____

Date: _____

Place: _____

STANDARD OPERATING PROCEDURE (SOP) FOR KANWAR 2025

IMPLEMENTATION MECHANISM

The SDM concern with Tehsildar shall be the nodal officer for inspecting and verifying the bill details. E-district portal of Revenue department shall be used for getting these samities registered to avail the Direct Benefit Transfer of funds.

The eligibility criteria for getting samities registered shall be as under:-

- The Samiti must be a registered entity under relevant laws (e.g., Societies Registration Act, Cooperative Societies Act, etc.).
- The Samitis should be recommended by the concerned area Hon'ble MLA and/ or Hon'ble MPs and /or Hon'ble Cabinet Minister
- No member of the Samities should be booked for any financial impropriety, under any provisions of relevant Act/Rules (an undertaking to this effect is to be submitted).
- A duly constituted Governing Body/Executive Committee should be in place.
- The Samiti must have an approved bylaw or constitution detailing roles, responsibilities, and operational procedures.
- The Samiti must have a functional bank account in the name of the registered entity.
- The account should be linked with Aadhaar and PFMS (Public Financial Management System) for DBT.
- The Samiti must maintain audited financial statements for the past financial years.
- Should not be blacklisted or involved in any financial irregularities.
- The Samiti must agree to abide by all terms and conditions of the DBT scheme.
- Local or grassroots-level organizations may be prioritized.
- A Field verification of the Samities shall be carried out by SDM or his authorised representative teams before and after the event with Geo-tagged photographs.

The Samitis, complying with the eligibility criteria as above, to be forwarded by the Revenue District to Revenue Headquarters and further will be placed for approval before a Committee under the Chairpersonship of Hon'ble Minister (Art, Culture & Language),

GNCTD and 04 MLAs, as nominated by the chair, be constituted to recommend the names of the Samities for Kanwar Camp 2025.

Single Window System and Inter-Departmental Coordination for Kanwar Camps

To ensure the smooth, efficient, and timely organization of Kanwar Camps, the **concerned District Magistrates** shall be responsible for establishing a “**Single Window System**” in their respective districts. This system will be centralized mechanism for processing and issuing all necessary NOCs, clearances, and permissions from relevant departments within a stipulated time frame of 72 hours. All departments concerned shall integrate their processes with the system and ensure strict adherence to the timeline.

The objective of the Single Window System is to streamline administrative processes, minimize delays, and provide a hassle-free experience for the registered Samities and organizers, enabling them to focus on the effective and safe conduct of the camps.

In addition, to ensure effective coordination among all involved departments — such as Revenue, Delhi Jal Board, DDA, Fire, Police, Health, Power, Transport, Urban Local Bodies (MCD, etc.), and others — an **Inter-Departmental Coordination Meeting** shall be convened and chaired by the **Secretary-cum-Divisional Commissioner**.

RELEASE OF GOVERNMENT ASSISTANCE TO SAMITIES

An advance payment of amount equivalent to 50% of total eligibility of DBT amount shall be transferred to the Duly Registered and approved Samities in Advance and balance 50% amount shall be released against Submission of Utilization Certificate (UC)/verified bills, Auditing, and Grievance Redressal via district control rooms. Disbursement of financial assistance under the DBT scheme shall be done in three stages:

- **50% advance** to be released by the Revenue Headquarters with prior approval of Finance Department, GNCTD as per relevant provisions of Delegation of Financial Powers, GFR, 2017, relevant OMs, etc., to all the approved and Registered Society/Samiti. After disbursal of the Advance amount, the concerned Sub-Divisional Magistrate (SDM)/Tehsildar to prepare a verification report along with geo-tagged photograph of the Kanwar camp organized by such

Samiti and forward to the Revenue Headquarters through District within 15 days of the event.

- **The remaining 50%** will be released with prior approval of the Finance Department, GNCTD, as per relevant provisions of Delegation of Financial Powers, GFR, 2017, relevant OMs, etc., along with **post-event verification** by the concerned Sub-Divisional Magistrate (SDM)/Tehsildar, submission of Utilization Certificate (UC), and audit documents by the registered Samiti.
- In case of Samitis, which organized the Kanwar camp and were approved by Hon'ble Minister Revenue but could not be registered due to a paucity of time, may avail the full 100 % Grant-In-Aid prior with prior approval of the Finance Department, GNCTD after the event as per relevant provisions of Delegation of Financial Powers, GFR-2017, relevant OMs, etc., subject to proof of registration of the Society relevant law and **post-event verification** by the concerned Sub-Divisional Magistrate (SDM)/Tehsildar, submission of Utilization Certificate (UC), and audit documents by the registered Samiti (This provision would be applicable only for this year i.e. 2025)

All such verification reports, UCs, and supporting documentation shall be compiled and submitted by the concerned District Authorities (SDM/Tehsildar) to the Revenue Headquarters and the final settlement and release of the remaining payment shall be done by the Revenue HQ only.

TIMELINE FOR BILL SETTLEMENT AND FINANCIAL RECONCILIATION

In all the aforementioned cases, for the current year as well as for all subsequent years, **the settlement of bills — including adjustment of assistance released in advance and payment of outstanding balances — must be completed within a period of three months** from the last day of the Kanwar Yatra Camp.

After the expiry of this three-month period, **no further bills, claims, or financial documents will be accepted or entertained under any circumstances**. All concerned parties are advised to ensure timely submission and reconciliation of accounts within the stipulated timeframe to avoid any inconvenience.

ACCOUNTABILITY CLAUSE FOR REGISTERED SAMITIES UNDER DBT GRANT SCHEME

1. Third-Party Audit & Monitoring: The Samiti shall be subject to independent third-party audits or by an agency designated by the competent authority (such as AGCR and Delhi Audit) at any stage of project implementation or after completion.
2. Utilization of Fund: Funds shall be utilized strictly for the purpose for which they are sanctioned and as per the approved guidelines. Diversion or misutilization of funds will be treated as a breach of terms and will attract penal action, including recovery, penalty, and criminal action as per law.
3. Penalty Clause:- In the event of non-compliance, misrepresentation, delay, or financial irregularities, the competent authority may impose penalties, including but not limited to:
 - o Suspension or cancellation of the Samiti's registration under the scheme.
 - o Withholding of further grants or support.
 - o Imposition of a monetary penalty up to 25% of the total grant disbursed.
4. Recovery of Funds in Case of Default: In case of default, misappropriation, or failure to execute activities as per the sanctioned plan, the full amount or a part thereof may be recovered with interest as per applicable government norms. The recovery, if, not materialized, may be done as arrears of land revenue and may be enforced under the relevant Recovery Acts.
5. Blacklisting and Legal Action: These Samiti which have either defaulted or engaged in financial impropriety may be blacklisted from future participation in government schemes for a specified period of 03 years. Legal action, including criminal proceedings, may be initiated under BNS or other relevant laws in cases of wilful fraud or embezzlement.
6. Grievance Redressal & Dispute Resolution: Any dispute arising out of the implementation of the DBT grant shall be referred to a designated District level Grievance Redressal Committee. Decisions of the competent authority or appellate body shall be final and binding.

RESPONSIBILITY OF KANWAR SAMITIS ELIGIBLE TO RECEIVE GIA

The approved Samities eligible will be responsible for setting up of tentage arrangements including water proof tentage, Shamiana, Suitable Bedding arrangement,

Bamboo Balli Barricading in and around the camp, stage, CCTV Kannat boundary, electrical arrangements (fan, cooler, lighting etc), fire safety equipments and other associated arrangements which are required for setting up of a camp.

Samities shall mandatorily display the informative material as prescribed by the Department

PUBLICITY AND OUTREACH STRATEGY

To ensure maximum awareness, transparency, and community participation in the DBT Scheme for Kanwar Camps, it is proposed that:

- The Revenue Department (Headquarters) shall undertake wide publicity of the scheme and related arrangements across Delhi.
- A provision for a centralised welcome ceremony for Kanwar pilgrims, to be held at a suitable and prominent location along the Yatra route. The event may be attended by dignitaries and senior officials to formally greet the devotees, reinforce public goodwill, and ensure that administrative support and cultural sensitivity are visibly communicated.
- Information about the eligibility, application process, financial assistance details, and accountability framework will be disseminated through:
 - Banners, hoardings, posters, welcome gate, etc. at strategic and public locations (district offices, religious sites, camp venues, etc.)
 - Digital platforms, including the Delhi Government's website, E-District portal, and official social media handles.
 - Print and electronic media, such as newspapers, local TV channels, and radio to ensure widespread reach.
- A standardized communication toolkit (templates for creatives, announcements, FAQs) will be prepared and shared with district authorities to maintain consistency.
- District Magistrates shall also be directed to conduct local-level awareness meetings with registered and prospective Samitis.

This proactive outreach will help ensure that only genuine and eligible organizations participate, and the broader public remains informed of government efforts.

14. GRANT OF ELECTRICITY SUBSIDY

To support registered Samities in setting up Kanwar Camps, the government will provide an electricity subsidy for consumption up to a maximum of 1200 units. This subsidized electricity is associated with the camp's functioning, including lighting, cooling, and other essential electrical needs.

It is important to note that only Samities that are officially registered and approved by Hon'ble Minister (Revenue) will be eligible for this subsidy. The subsidy will apply exclusively to the first 1200 units of electricity consumed during the camp period.

In the event that electricity consumption exceeds the 1200-unit limit, the additional charges for the excess usage shall be the full responsibility of the respective Samiti. No subsidy or reimbursement will be provided for the electricity consumed beyond 1200 units.