



Anmol Arora &lt;tecniawebsite@tecnia.in&gt;

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**Fwd: submission of utilization certificates on portal for release of grants**

1 message

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**Tecnia Director** <director.tecniaindia@gmail.com>

Sat, Jul 9, 2022 at 12:39 PM

To: eco@tecnia.in

Cc: tecniawebsite@tecnia.in, fitindiayouth@tecnia.in, deanacademics@tecnia.in, academiccell &lt;academiccell@tecnia.in&gt;, studentswelfare@tecnia.in

----- Forwarded message -----

From: **Eco club delhi** <ecoclub.delhi@delhi.gov.in>

Date: Fri, Jul 8, 2022 at 4:54 PM

Subject: submission of utilization certificates on portal for release of grants

To:

Dear sir,

It is hereby informed to you please submit your utilization certificate and apply for fresh grant on the portal link attached below for the easy grant of the funds for Eco Club activities for this financial year. Please upload bank passbook, cancelled cheque, utilization certificate properly on the portal.

<https://serviceonline.gov.in/>


Enclosure

1. Utilization certificate
2. pdf for online submit of utilization certificates

Regards,

**Department of Environment****Level-6, Wing-C,****Delhi Secretariat****New Delhi-110002****Tel.: 011-23392032**

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**2 attachments** **online+eco+club steps.pdf**

996K

 **UC.docx**

14K

# Steps for Online application submission for Grant of Eco club

Link:- <https://serviceonline.gov.in/>

## Other way to reach

Open department of environment Delhi in your browser ———> Select “ Plan Scheme”  
————> Select “Eco Club in school and colleges” ———> Select “ online form submission for eco club Grant ”

## Steps to submit online form for Eco Club Grant

### Select state as Delhi

The screenshot shows the ServicePlus website interface. At the top, there is a navigation bar with the following elements: a logo on the left, a 'HOME' link, a 'SELECT STATE' dropdown menu (indicated by a green arrow), 'REGISTER' and 'LOGIN' buttons, and the 'ServicePlus' logo with the tagline 'Metadata-based Integrated eService Delivery Framework' on the right. Below the navigation bar, the main content area is divided into two sections. The left section is titled 'An Easy and Intuitive Application' and contains text describing the platform as part of the Panchayat Enterprise Suite (PES) under the Mission Mode Project (MMP). It lists several features: Build Software through Dictate, Design & Deploy; Intuitive, Intelligent & Interoperable; Automated Data Migration; Integrated Dynamic Report Generation; and Strong Data Analytics. Below this text are two buttons: 'TRACK APPLICATION' and 'KNOW YOUR ELIGIBILITY'. The right section is a dashboard titled 'National Count' and 'Previous Day Activity'. The 'National Count' section has three cards: 'States Adopted' (31), 'Services Launched' (1712), and 'Applications Received' (51704924). The 'Previous Day Activity' section has four cards: 'Received' (28851), 'Delivered' (28934), 'Processed' (58976), and 'Rejected' (2328). At the bottom of the page, there is a 'Newly Launched Services' section with a 'Police Clearance Certificate' service listed for 'DISTRICT ADMINISTRATION, ARUNACHAL PRADESH'. The browser's address bar shows the URL 'https://serviceonline.gov.in/getServiceDesc.html?serviceId=16190001'. The system tray at the bottom right shows the time '12:01' and date '20-10-2020'.

## Step -1 Register yourself

The screenshot shows the ServicePlus registration form on the website serviceonline.gov.in. The form is titled "Register yourself" and includes the following fields:

- Full Name \***: A text input field with the placeholder "Enter Your Full Name".
- Email Id \***: A text input field with the placeholder "Enter a valid Email Address".
- Mobile No.**: A text input field with a "+91" country code selector and the placeholder "Enter Mobile No.". A green arrow points to the registration button above this field.
- Password \***: A text input field with the placeholder "Enter Your Password" and a visibility toggle. Below it, a note states: "Password should be 8 to 15 characters with at least one special character (\*[@#%\*^&+=]), one numeric, one small case and one upper case letter (i.e Abcd@123)".
- State \***: A dropdown menu with "Select" as the current selection.

The background of the page shows the ServicePlus logo and various dashboard statistics like "Applications Received" (51704924) and "Processed" (58976).

## Step-2 login with the credential generated during registration

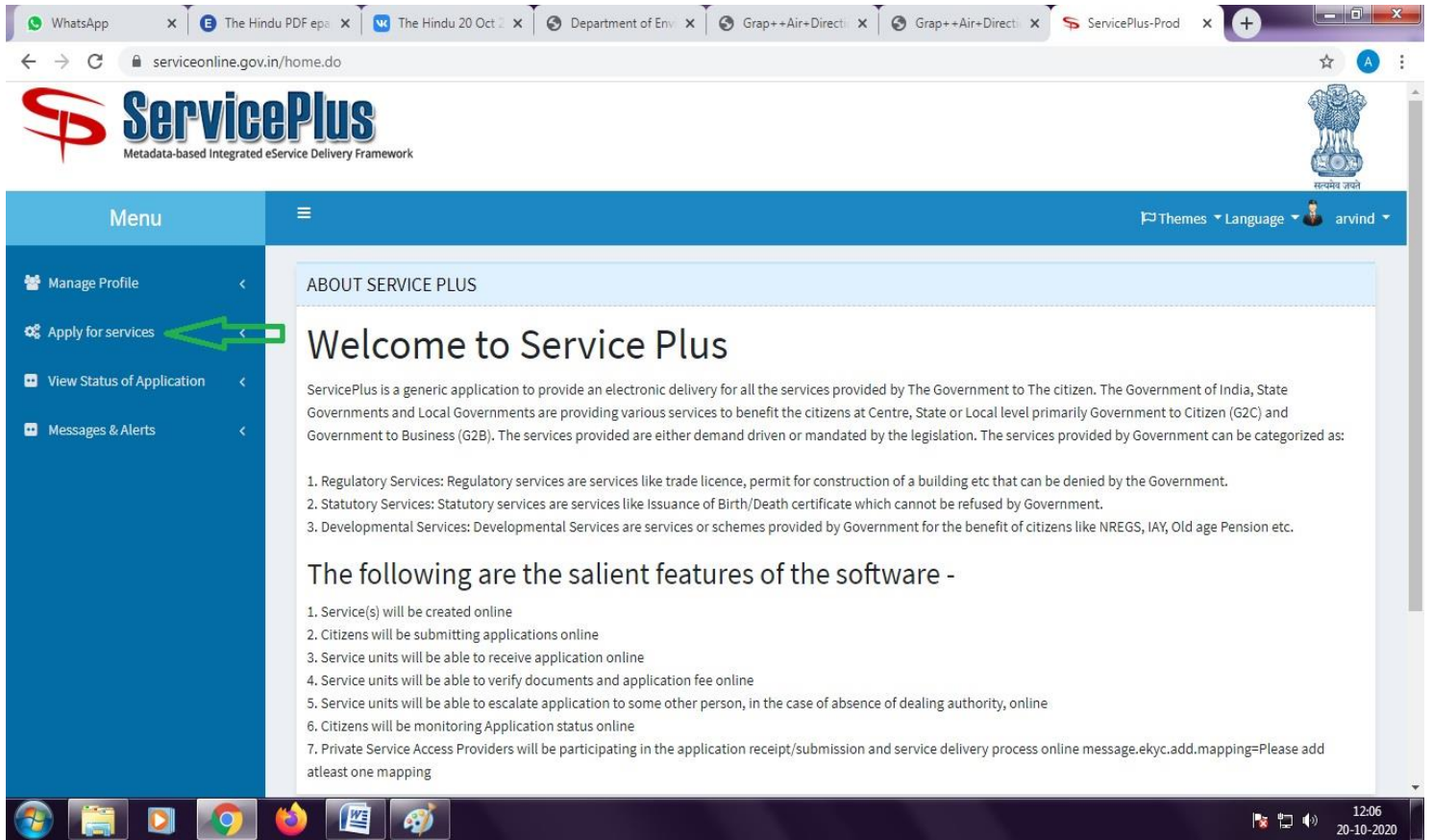
The screenshot shows the ServicePlus login form on the website serviceonline.gov.in. The form is titled "Login" and includes the following fields:

- Email ID**: A text input field.
- Password**: A text input field.
- Captcha**: A field containing a green and black patterned captcha image with the number "574876" and a "Captcha" label.

Below the input fields, there is a green "LOG IN" button, a "Forgot Password ?" link, and a "Don't have an account? Register HERE" link. A green arrow points to the registration button above the login form.

The background of the page shows the ServicePlus logo and various dashboard statistics like "Applications Received" (51705449) and "Processed" (58976).

### Step-3 select apply for services



The screenshot shows the ServicePlus homepage. The browser address bar displays 'serviceonline.gov.in/home.do'. The page features a blue header with the ServicePlus logo and the text 'Metadata-based Integrated eService Delivery Framework'. A navigation menu on the left includes 'Manage Profile', 'Apply for services', 'View Status of Application', and 'Messages & Alerts'. The 'Apply for services' option is highlighted with a green arrow. The main content area is titled 'ABOUT SERVICE PLUS' and 'Welcome to Service Plus'. It contains introductory text and a list of salient features of the software.

**ABOUT SERVICE PLUS**

## Welcome to Service Plus

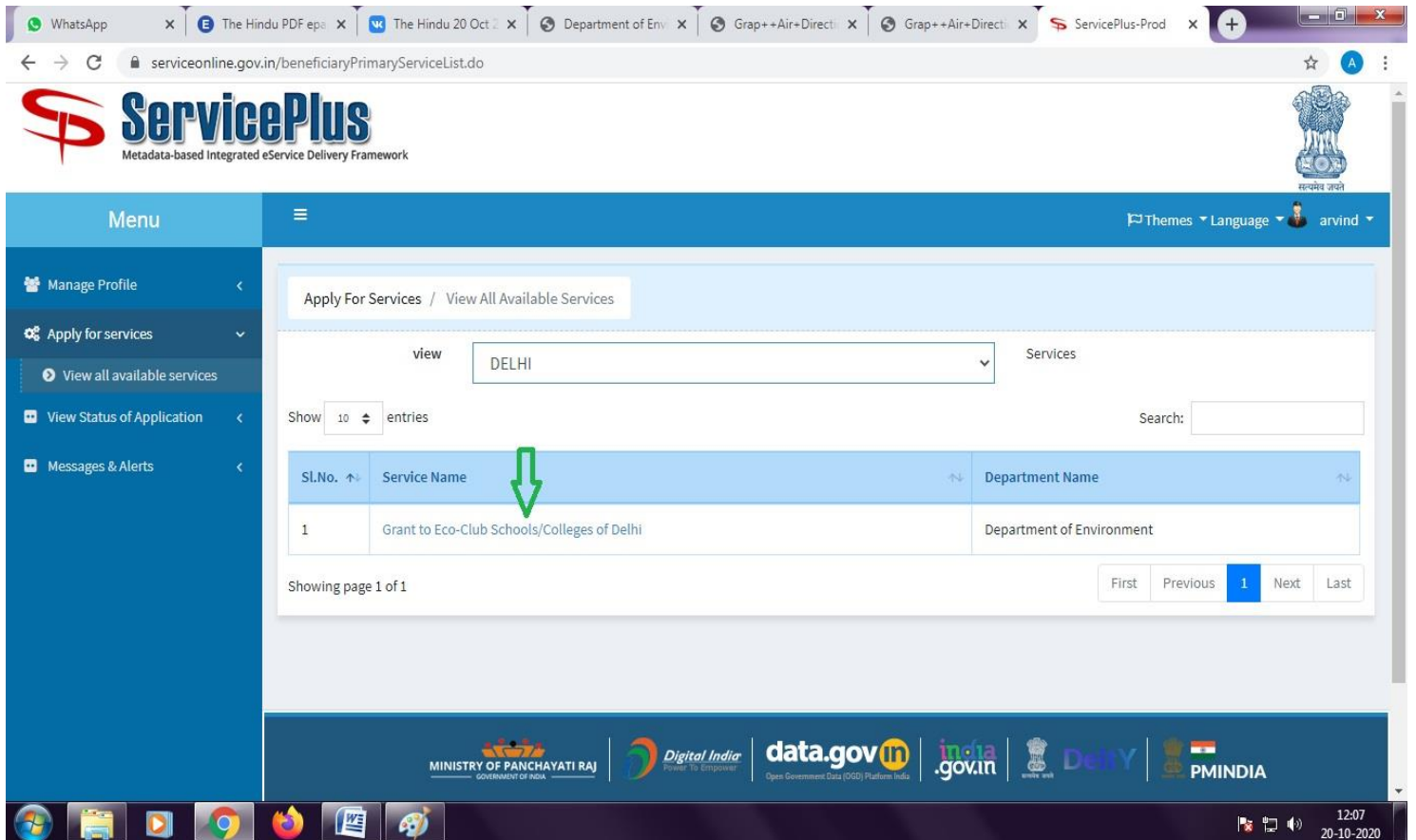
ServicePlus is a generic application to provide an electronic delivery for all the services provided by The Government to The citizen. The Government of India, State Governments and Local Governments are providing various services to benefit the citizens at Centre, State or Local level primarily Government to Citizen (G2C) and Government to Business (G2B). The services provided are either demand driven or mandated by the legislation. The services provided by Government can be categorized as:

1. Regulatory Services: Regulatory services are services like trade licence, permit for construction of a building etc that can be denied by the Government.
2. Statutory Services: Statutory services are services like Issuance of Birth/Death certificate which cannot be refused by Government.
3. Developmental Services: Developmental Services are services or schemes provided by Government for the benefit of citizens like NREGS, IAY, Old age Pension etc.

The following are the salient features of the software -

1. Service(s) will be created online
2. Citizens will be submitting applications online
3. Service units will be able to receive application online
4. Service units will be able to verify documents and application fee online
5. Service units will be able to escalate application to some other person, in the case of absence of dealing authority, online
6. Citizens will be monitoring Application status online
7. Private Service Access Providers will be participating in the application receipt/submission and service delivery process online message.ekyc.add.mapping=Please add atleast one mapping

### Step-4 Select grant to eco club school/college of Delhi



The screenshot shows the 'beneficiaryPrimaryServiceList.do' page. The browser address bar displays 'serviceonline.gov.in/beneficiaryPrimaryServiceList.do'. The page features a blue header with the ServicePlus logo and the text 'Metadata-based Integrated eService Delivery Framework'. A navigation menu on the left includes 'Manage Profile', 'Apply for services', 'View all available services', 'View Status of Application', and 'Messages & Alerts'. The 'Apply for services' option is highlighted with a green arrow. The main content area is titled 'Apply For Services / View All Available Services'. It contains a search bar, a dropdown menu for 'view' set to 'DELHI', and a table of services. The table has columns for 'Sl.No.', 'Service Name', and 'Department Name'. The first row shows '1' for Sl.No., 'Grant to Eco-Club Schools/Colleges of Delhi' for Service Name, and 'Department of Environment' for Department Name. A green arrow points to the 'Service Name' column. The page also includes pagination controls and a footer with logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, india.gov.in, Delhi, and PMINDIA.

Apply For Services / View All Available Services

view  Services

Show  entries Search:

| Sl.No. | Service Name                                | Department Name           |
|--------|---|---------------------------|
| 1      | Grant to Eco-Club Schools/Colleges of Delhi | Department of Environment |

Showing page 1 of 1

First Previous 1 Next Last

MINISTRY OF PANCHAYATI RAJ  
GOVERNMENT OF INDIA

Digital India  
Power to Empower

data.gov.in  
Open Government Data (OGD) Platform India

india.gov.in

Delhi

PMINDIA

## Step-4 fill your School/College data and submit

The screenshot shows the 'SCHOOL'S INFORMATION' section of the application form. The header includes the Delhi Government logo and the text 'delhi.gov.in' and 'Govt. of NCT of Delhi'. The main heading is 'Grant To Eco-Club Schools/College of Delhi'. The form fields are as follows:

| SCHOOL'S INFORMATION   |   |
|--|---|
| Applying as ? *  |   |
| <input type="radio"/> New Member <input type="radio"/> Existing Eco-Grant Member |   |
| School ID (Provided by Education Department, GNCT of Delhi) *                    | Name of the School/College/Institution *    |
| <input type="text"/>   | <input type="text"/>                        |
| Phone Number(Without STD Code - 011) *   | Email of the School/ College/ Institution * |
| <input type="text"/>   | <input type="text"/>                        |

## Step-5 add annexure like Cancel Cheque, Utilisation certificate and report

The screenshot shows the 'applyPageForm.do' page. The form fields are as follows:

|                               |                                   |
|-------------------------------|-----------------------------------|
| Bank Name :                   | asdfasfas                         |
| Bank's Address :              | afsafasfas                        |
| Bank Account Number :         | 123456789                         |
| Confirm Bank Account Number : | 123456789                         |
| <b>Additional Details</b>     |                                   |
| Apply to the Office           | Department of Environment (STATE) |
| Draft Reference No :          | Draft_DL-ECOGT/2020/00002         |

At the bottom of the page, there is a green arrow pointing to the 'Attach Annexure' button. Other buttons include 'Edit', 'Cancel', and 'Click here to initiate new application'. The footer shows the date '20/10/2020 12:11:21 IST' and the URL 'http://serviceonline.gov.in'.

**Step-6 Submit your form and take a printout of generated slip for any further enquiry.**

**Thankyou**

**\*\*\***

**GFR 19-A**

[See rule 212 (1)]

**Form of Utilization Certificate**  
**(ECO-Club Grant of Rs. 20000/-)**

| S.No. | Letter No. and date    | Amount         |
|-------|------------------------|----------------|
| 1.    | F.9/Eco/Env/<br>19-20/ | 20000/-        |
|       | <b>Total</b>           | <b>20000/-</b> |

Certified that out of Rs.20, 000/- of grants-in-aid sanctioned during the year ---- in favour of ----- School under this Ministry/Department Letter No. given in the margin and Rs ----- On account of unspent balance of the previous year, a sum of Rs.20, 000/- has been utilized for the purpose of Eco-Club activities for which it was sanctioned and that the balance of Rs ----- remaining unutilized at the end of the year has been surrendered to Government (vide No ----- dated -----) will be adjusted towards the grants-in-aid payable during the next year -----

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid 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 the purpose for which it was sanctioned.

Signature of the Principal

Date \_\_\_\_\_