



ANNEXURE-E

Memorandum of Understanding Template

MEMORANDUM OF UNDERSTANDING FOR

<Name of the Monument, Location>

This **MEMORANDUM OF UNDERSTANDING (“MoU”)** is executed on this day of at New Delhi

Between

ART, CULTURE & LANGUAGE DEPARTMENT, through the **Department of Archaeology (DoA), Govt. of National Capital Territory of Delhi**, having its office at Room No. 708, ‘C’ Wing, 7th Level, Delhi Secretariat, I.P. Estate, New Delhi-110002 acting through its Secretary (hereinafter called “ACL”) which expression shall, unless repugnant to the context of meaning thereof, include its successors and permitted assigns of the **FIRST PARTY**.

AND

Name of Company, a Company incorporated under the Companies Act, 1956, having its registered office at <office address> acting through its authorized representative Name and designation vide Board Resolution dated 27th October 2015 of the **SECOND PARTY** (to be called henceforth **Monument Mitra**). WHEREAS:

Department of Archaeology, GNCTD has envisioned the ‘Guidelines of Adoption of Monuments of Heritage city of Delhi by Voluntary Contribution’ under “दिल्ली मुख्यमंत्री स्मारक अभिग्रहण योजना” to develop amenities at protected/conserved monuments and sites of Govt. of NCT of Delhi in collaboration with the Private/ Public sector companies/ Trusts/ NGOs/ Societies, etc. and to enhance visitor’s experience with a view to make them visitor friendly and realize their full potential followed by the economic development of the region. While the private and public sector companies shall utilize their CSR funds (as per the section 135 of Company Act 2013), trusts, societies and NGOs may participate as per Project Guidelines by their voluntary contribution. WHEREAS:

Monument Mitra through its Corporate Social Responsibility or voluntary contribution, as applicable, intends to take up the cause of development, provision, and operation & maintenance (O&M) of amenities at the monument <Name of the Monument> located at <address> under the Project Guidelines of Adoption of Monuments of Heritage city of Delhi by Voluntary Contribution’ as mutually agreed by both the parties.

WHEREAS

Monuments proposed in this Project Guidelines are under supervision of Department of Archaeology (DoA), GNCTD.

1. DEFINITIONS

1.1 “Nodal Department” means Art Culture & Language Department (through its **Department of Archaeology**), GNCTD.

1.2 “Cost” means the cost of preparing a development plan, detailed project report as contained in the estimate.

1.3 In the context of this MoU, “Development” means the activities which involves construction, upgradation, refurbishments of amenities in and around the monument.

1.4 In the context of this MoU, “Provide” means the activities which does not involve construction work but involves provisioning of the amenities in and around the monument.

1.5 “Monument Mitra” means a partner who intends to take up all group of amenities at the monument with its end-to-end implementation, as proposed by DoA.

1.6 “Tourist amenities” means various essential and experiential tourist facilities meant to be provided for the tourist.

1 a) Basic amenities are an important aspect in tourism as they can augment the popularity of the place; and facilitate repeated visits and mouth to mouth publicity as promotional tool. Basic amenities at any tourist place are first and foremost right of the tourist as every single visit to the monument gives impetus to the local economy. Basic amenities are important irrespective of their financial feasibility in project structuring.

1 b) The indicative list of development of essential amenities and contributions for Maintenance / development works/Adaptive re-use/cultural activities etc. will be as follows:-

- i. Public conveniences (Toilet Facilities)
- ii. Drinking water facilities/ water kiosk.
- iii. Ease of Access/ Barrier Free Monuments/ Accessibility for all: differently abled friendly toilets, ramps, wheelchair facility, braille signage's etc.
- iv. Cleanliness of site/ Swachh Monument (Cleanliness of the monument, including complete polythene ban)
- v. Cultural shows/ Programs / Social Events

- vi. Adoption of monument for maintenance as well as contributions for identified Maintenance works / development works.
- vii. Lighting and Illumination (interior & exterior)
- viii. Landscaping/ Horticulture development around monuments
- ix. Signage (Information and Directional Signage's)
- x. Benches
- xi. Dustbins
- xii. Wi-Fi
- xiii. Technological interventions such as App based Multilingual Audio-Guide, AR/VR
- xiv. Snack Counter (Ready to Eat Snacks & Drinks)
- xv. Basic souvenir shop promoting local art and craftsmanship
- xvi. Facilitation of night visits to monuments under adaptive use within permissible guidelines of the Department of Archaeology.
- xvii. Surveillance system (Like PTZ based CCTV cameras)
- xviii. Tourist Facilitation cum Interpretation Centre (Tourist Multi-Purpose Centre) with facilities like museum, shopping/souvenir shop, cloakroom, toilet, drinking water, etc.
- xix. Light and Sound Shows
- xx. Cafeterias, Restaurants, etc.
- xxi. Identification and development of Heritage walks.
- xxii. Digital interactive Kiosks, Digital (LED) Screening
- xxiii. Signages, Backlit signages, cultural boards
- xxiv. Preservation & Maintenance of monuments
- xxv. Carry out operations & maintenance of the assets and services created/activities
- xxvi. Development of Cultural Hubs
- xxvii. Survey & listing of monuments according to cultural / heritage values
- xxviii. Photography
- xxix. Battery operated vehicles
- xxx. Any other work identified and agreed in need-gap analysis.

1.7 “Semi Commercial Activity” mean any activity ancillary to operation of the site including Sound & Light Show, Basic Souvenir Shop, Snack Counter, Cultural Events etc. necessary to sustain Operations & Maintenance (O&M) and developmental activities at the adopted site under the MoU.

1.8 “Heritage sites” means works of man or the combined works of nature and man, and areas including archaeological sites which are of outstanding universal value from the historical, aesthetic, ethnological or anthropological point of view. The definition incorporates below categories:

- 1.9 “Monuments”** means architectural works, works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and combinations of features, which are of outstanding universal value from the point of view of history, art or science. Monument here shall refer sites of NCT of Delhi as per The Delhi Ancient and Historical Monuments and Archaeological Sites and Remains Act, 2004.
- 1.10 “Heritage Sites/monuments”** mean those that have been identified under the Adopt a Heritage project by ‘Oversight & Vision Committee’, and other places added as & when the ‘Oversight and Vision Committee’ approves.

2. NOW THIS MEMORANDUM OF UNDERSTANDING WITNESSETH AS FOLLOWS:

- 2.1 <Name of Company>** is interested to become Monument Mitra under the Corporate Social Responsibility or voluntary contribution, as applicable, and accordingly has identified **<Name of the Monument>** located in NCT of Delhi and intends to provide various facilities in consultation with DoA.
- 2.2** The Oversight & Vision Committee has consented to the development activities as per the Scheme.
- 2.3** For the purpose of this MoU, details of the amenities to be undertaken by the **Monument Mitra** are as per **1 a) & 1 b)**.
- 2.4 Monument Mitra** shall start implementation of the Plan of Action/ Comprehensive Plan for the Scheme within 30 (thirty) days of signing of this MoU. The plan shall be duly approved by the Approval & Implementation Committee prior to commencement of actual work at the site.
- 2.5 Monument Mitra** shall prepare **Monthly Progress Reports** regarding implementation of approved Plan of Action/Comprehensive Plan and submit to all parties in the template (as per **Annexure-‘D’**) provided under the scheme guidelines.
- 2.6** The work/execution of the approved Plan of Action/ Comprehensive Plan activities shall not cause any hindrance to DoA or its representative in carrying out other works in the monument or in movement of the visitors.
- 2.7 Monument Mitra** during execution of the approved comprehensive plan activities shall not violate the provisions of the DAHMASR Act 2004, its amendments, and its Rules.
- 2.8** Implementation Committee will acknowledge the contribution by the Monument Mitra towards developmental activities by way of signage/plaques etc. at appropriate place. The placement, contents and size of the signage/plaques etc. will be decided with mutual consent with the Implementation Committee while ensuring that the

same is in tune with the aesthetic value of the monuments and surroundings of destinations. Details of proposed visibility requirement is attached in **Annexure- 'C'**.

3. DURATION OF MEMORANDUM OF UNDERSTANDING (MoU)

- 3.1 This MoU shall be valid for a period of five (5) years (the “TERM”) from the date of commencement of work.
- 3.2 In the event of a delay in the commencement of work by the Nodal Department(s), the term of the MoU shall be extendable by a period equivalent to such delay.

4. FINANCING AND SCHEDULING

- 4.1 **MONUMENT MITRA** agrees to finance the activities, operate & maintain (O&M) the facilities on their own as approved by the committee rather than transfer of funds to any Government Body or Department.
- 4.2 **MONUMENT MITRA** agrees to ensure that adequate funding is provided to develop, improve and maintain the facilities for five (5) years.
- 4.3 The adoption period is for five (5) years subject to annual review of performance of staff, quality of work, O&M, tourist feedback, impact on tourism etc.
- 4.4 **MONUMENT MITRA** agrees during period of adoption that no revenue shall be generated from the public as collection fee, convenience fee etc. However, in case any fees are planned to be charged it will be subjected to specific clearance of the relevant Government parties to the MoU. Any, revenue generated through the proposed activities is required to be put back to sustain development, operations and maintenance at the adopted monument.

5. SEMI COMMERCIAL ACTIVITIES – REASONABILITY OF RATES AND STANDARD OF SERVICES

- 5.1 The primary responsibility of ensuring compliance to the required standard of the services would be on **MONUMENT MITRA**.
- 5.2 The reasonability of the rates charged for the provision of services, if any, would be decided by the Joint Committee headed by **Nodal Department(s)** and comprising of representatives of from all parties to this Memorandum of Understanding. The committee will also monitor the standard of services and redress grievances of semi commercial activities undertaken by the **MONUMENT MITRA**.
- 5.3 A separate dedicated account will be opened and operated by **MONUMENT MITRA** for the project. Any revenue generated through the semi commercial activities and from any other associated activity pertaining to the project as approved

by the Oversight & Vision Committee shall be deposited in this dedicated account. Residual interest accrued if any will also be retained in this account. The funds shall be only deployed for sustaining operation and maintenance activities of the opted sites and will not be utilized to recover capital expenditures. Post operation & maintenance, surplus funds, if any, may be deployed for future development of tourism amenities only with prior approval of Oversight & Vision Committee. In case of termination or completion of MoU tenure or discontinuation of **Monument Mitra** post MoU tenure, balance / surplus revenue in the account (if any) is required to be transferred to **Nodal Department(s)** and shall be deployed for sustaining operation and maintenance activities and developmental activities of the opted sites.

5.4 The **MONUMENT MITRA** would be required to get this dedicated account audited quarterly by CAG empaneled Chartered Accountant and shall produce a statement of accounts duly certified and signed by Chartered Accountant to the Nodal Department(s). It shall be verified during audit that the amounts collected for specified semi commercial activities of the opted site have been utilized solely for purpose of operation and maintenance/development of the approved tourism amenities at the adopted site.

5.5 It is mutually agreed that this MoU shall not in any way alter the legal status of the monument/developmental activities that vests and shall always remain vested with the **Nodal Department(s)**.

6. MANAGEMENT STRUCTURE

The management structure would consist of the following committees and stakeholders whose functioning would be as mentioned below:

6.1 Oversight & Vision Committee

6.1.1. Committee Composition

1. Secretary(ACL)	Chairperson
2. Spl. Secretary(ACL) / Addl. Secretary(ACL) / Joint Secretary(ACL) / Director (Archaeology)	Member
3. Joint Secretary / Dy. Secretary or any other nominated by Tourism Department	Member
4. Deputy Secretary (Art, Culture and Language)	Member
5. Joint Secretary (Finance)	Member
6. Deputy Controller of Accounts (ACL)	Member
7. Deputy Director (Archaeology)/ H.O.O. (Archaeology)	Member Secretary

6.1.2. Indicative roles & responsibilities

- Assessment of the proposals by Voluntary Contribution and adoption of monuments and recommendations for acceptance/ approval.
- Coordinate and oversee all operations including review and monitor overall performance of the project and provide guidance on specific issues related to the project.
- Evaluation and selection of **Monument Mitras** about their proposals of voluntary contributions & adoption of monuments.
- Oversee the planning, sanctioning, execution of the project and overall monitoring.
- Recommendations for termination of MoU of **Monument Mitra** in case of non-compliance of guidelines or any other reason of non-performance.

6.2 Implementation Committee

6.2.1. Committee Composition

1.	Deputy Director (Archaeology)/ H.O.O. (Archaeology)	Chairperson
2.	One nominated member of School of Heritage Research & Management, Ambedkar University	Member
3.	Archaeological Engineer, Department of Archaeology	Member
4.	Archaeological Officer, Department of Archaeology	Member
5.	Assistant Account Officer, Department of Archaeology	Member
6.	Chemical Assistant / Assistant Archaeologist, Department of Archaeology	Member Secretary

6.2.2. Indicative roles & responsibilities

- Guide the interested **Monument Mitra** for preparation of proposals and getting the necessary clearances, approvals and NOCs.
- Guide the **Monument Mitra** for conduction of need gap analysis of the identified site / monument by Voluntary Contribution / adoption.
- Recommend corrections in the implementation tools for time bound completion of the identified projects.
- Periodical assessment, oversight and review of proposed/ ongoing projects.
- Supervision of execution of project including reviewing of periodic progress/ service delivery reports received from **Monument Mitra**.

6.3 Monument Mitra

PSUs / Public / Private Sector and registered NGOs / Trusts and individuals wish to express their interest for voluntary contribution or adoption of monuments shall be known as '**Monument Mitra**'.

6.3.1. Indicative roles & responsibilities

- i. Prepare a detailed proposal/ vision document for the identified monument/site that Monument Mitra plan for adoption/contributions.
- ii. Carry out need gap analysis of the identified monument/ site proposed by Voluntary Contribution/adoption.
- iii. Get the necessary approvals/ clearances/NOCs etc., with the guidance of the Implementation Committee.
- iv. Do the entire end to end execution of work/creation of assets and extend services of the required levels & standards as per the approved proposals/ documents/ MoU.
- v. Carry out operations & maintenance of the assets and services created/activities chosen at the adopted monument.
- vi. Technological interventions such as audio guides, AR/VR or any other facility suggested, subject to the approval of Department for betterment of heritage site.
- vii. Apply the corrections suggested by Oversight and Vision Committee or Implementation Committee for time bound completion of the identified project.
- viii. Submit regularly monthly progress/ service delivery reports on the activities performed at adopted monuments.
- ix. Funds for voluntary contribution towards maintenance as well as Maintenance/development works for adopted monument to be arranged in a time bound manner as directed by DoA, GNCTD.
- x. The Monument Mitra (MM) would be given provision to work on a commercial model to augment their financial resources and MM are requested to share financial cost and revenue generated from such activity, fees etc. which shall be finalized after consultation and approval of Oversight & Vision Committee.

- xi. The MM shall maintain a record of all assets acquired or all the amenities provided wholly or substantially during the term of MoU. Such assets/ amenities will be property of DoA, GNCTD after the Completion/Termination of the MoU.
- xii. MM must submit details for promotion of their products/ brands/ services/ plaque at the adopted monument in their proposal / Vision Document for consideration & approval of Oversight & Vision Committee.
- xiii. Wherever MM intends to consider the surrounding areas of land adjoining monuments owned by land owning agencies to be a part of their proposal for development / cultural activities, as the case may be, for the land use of the surrounding areas of the monument, MM shall pay the applicable rent as per the policy of Land Owning Agency.
- xiv. No activity of PSUs, private sector entities and registered NGOs/Trusts, is permitted which affects the protected character of the monuments.
- xv. MM should submit their detailed proposal / vision document for adoption of any monument clearly define the requirement of any core conservation of monument for which DoA, GNCTD will work out estimated cost. MM to provide funds to DOA, GNCTD under project for core conservation of monuments.
- xvi. DoA, GNCTD will be deposit funds into Government Account in accordance with Rule 7 of the GFR 2017 while maintaining transparency and accountability. It will be operated after opening of a new Head in consultation with the Finance Department.
- xvii. The core conservation work will be executed departmentally by the technical team of DOA, GNCTD as is being done for conservation works of other monuments The development works can be directly handled / executed by the MM under the overall supervision and guidance of DOA.
- xviii. MM can also deposit the funds with DOA, GNCTD for development works and in such an event the work can be executed through the approved agencies of Delhi Government.
- xix. MM should submit their proposal for adoption of monument as per the guidelines and in accordance with the existing norms, "The Delhi Ancient and Historical Monuments and Archaeological Sites and Remains Act, 2004" (DAHMASR Act 2004), instructions issued by Government of India/GNCTD, relevant provisions of GFR, Procurement Manuals, FD's OMs Issued from time to time and other statutory provisions in this regard.
- xx. MM to ensure that the proposed adoption of monuments does not lead to any structural damage or permanent alienation of monuments.

- xxi. MM should be responsible that no alters, adds, deface, imperils or misuse, damage, injury, demolition, removes any sculpture, carving, paintings, calligraphic image, bas-relief, inscription, pillar, brackets, stones, artifacts or other like material or objects etc. from the monument failing which attracts legal action against MM under the provisions of DAHMASR Act, 2004.
- xxii. There will be full financial responsibility for any damage, restoration costs, or liabilities etc. on the selected MM.
- xxiii. The Vision Document for adoption of monument by MM shall comprise of clear mechanisms to monitor revenue generation, expenditure and quality of work including commercial activities performed by MM.
- xxiv. MM to ensure not to develop any vicarious interests in the adopted monument and no further renewal will be done for a particular MM beyond a period of 5 years.
- xxv. Any revenue from the proposed and approved activities should be used only for the upkeep and maintenance of the monument.

7. CONFIDENTIALITY

Neither Party shall disclose to anyone not a Party to this MOU any confidential or proprietary information as to the other Party's business affairs which may come to its knowledge by reason of this MOU, including without limitation, financial, technical, and business information, trade secrets, provided by both the parties and know-how (collectively, the "Confidential information") and both Parties undertake to treat all Confidential Information as strictly confidential unless it has become part of the public domain or is required to be disclosed as mandated by applicable law, regulation, legal process or regulatory Authority. The obligation herein stated shall survive the Termination on this MOU.

8. FORCE MAJEURE

8.1 For the purposes of this MoU, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other domestic action (except where such strikes, lockouts or other domestic action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

8.2 Force Majeure shall not include:

- a) Any event which is caused by the negligence or intentional action of a Party or such Party's Sub-contractors or agents or employees;
- b) Any event which a diligent Party could reasonably have been expected to:
 - i) Take into account at the time of the conclusion of this Agreement, and
 - ii) Avoid or overcome in the carrying out of its obligations hereunder.

9. ENFORCEMENT OF GUIDELINES

The project guidelines shall remain enforced for the entire duration of MoU.

10. TERMINATION

10.1 This MoU once operative shall continue to be in full force until terminated or expiry of the TERM.

10.2 This MoU can be terminated by any party giving not less than six (6) months' notice in writing of intended termination to other parties hereto. The non-terminating parties shall be at liberty to re-negotiate fresh MoU amongst them, as the circumstances may permit, to the exclusion of the terminating party.

10.3 Under exceptional circumstances and/or in the public interest, the Government of NCT of Delhi through Art, culture and Languages Department reserves the right to terminate the MoU with immediate effect.

11. DISPUTE RESOLUTIONS

All disputes arising out of MoU shall be settled by discussion and failing which the settlement, the decision of the 'Oversight and Vision Committee' shall be final and binding upon the parties.

12. GOVERNING OF LAW JURISDICTION

The MoU will be governed by and construed and enforced in accordance with, the laws of India/ rules and law promulgated by Government of NCT of Delhi. Any action brought by

either party against the other concerning the transactions contemplated by this MoU shall be brought only in the courts of Delhi. All the parties and individuals signing this Agreement agree to submit to the jurisdiction of court of Delhi.

12.1 INDEMNITY CLAUSE

The Monument Mitra agrees to exercise adequate precautions in executing the Roles & Responsibilities defined herein. In the provision of the roles and responsibilities defined herein, the Monument Mitra will indemnify and hold harmless against any claim for damages, the The Department of Art, Culture and Language, GNCTD and Nodal Department(s) as a result of any claims or proceedings brought against them by a third party, which arises from activities performed by the Monument Mitra pursuant to this MoU.

12.2 PUBLICITY & AWARENESS

The Department of Art, Culture and Language, GNCTD and Nodal Department(s) shall have the right to review within a reasonable period of time, before issuance of any advertisement, press release, or any other public statements with respect to the activities contemplated herein; The Department of Art, Culture and Language, GNCTD and Nodal Department(s) prior to press release / publication shall be provided with a copy thereof and be given a minimum of 7 (seven) days' time to comment, modify or restrict the publication of such advertisement, public statement or press release

IN WITNESS THEREOF THE PARTIES SET THEIR RESPECTIVE HANDS ON THIS MOU ON THE DATE, MONTH AND YEAR FIRST WRITTEN ABOVE.

1. SIGNED AND DELIVERED for and on behalf of the DARTMENT OF
ARCHAEOLOGY, GNCTD

By:

Name:

Designation:

WITNESS:

(i) _____
(ii) _____

2. SIGNED AND DELIVERED for and on behalf of the <NAME OF THE
DEPARTMENT(s)>

By:

Name:

Designation:

WITNESS:

(i) _____
(ii) _____

3. SIGNED AND DELIVERED for and on behalf of the MONUMENT MITRA

By:

Name:

Designation:

WITNESS:

(i) _____
(ii) _____

ANNEXURE - 'B'**Time Schedule for <Name of Site>, <Location>**

S.No.	Amenities	Implementation Timeline (To)
1.	Public conveniences (Toilet Facilities)	
2.	Drinking water facilities/ water kiosk	
3.	Ease of Access/ Barrier Free Monuments/ Accessibility for All: differently abled friendly toilets, ramps, wheelchair facility, braille signages, monument models	
4.	Cleanliness of site/ Swachh Monument (Cleanliness of the monument, including complete polythene ban)	
5.	Cultural shows/ Programms / Social Events	
6.	Adoption of monument for maintenance as well as contributions for identified Maintenance works / development works.	
7.	Lighting and Illumination (interior & exterior)	
8.	Landscaping/ Horticulture development around monuments	
9.	Signage (Information and Directional Signages)	
10.	Benches	
11.	Dustbins	
12.	Wi-Fi	
13.	Technological interventions such as App based Multilingual Audio-Guide, AR/VR	
14.	Snack Counter (Ready to Eat Snacks & Drinks)	
15.	Basic souvenir shop promoting local art and craftsmanship	
16.	Facilitation of night visits to monuments under adaptive use within permissible guidelines of the Deptt. Of Archaeology	
17.	Surveillance system (Like PTZ based CCTV cameras)	
18.	Tourist Facilitation cum Interpretation Centre (Tourist Multi-Purpose Centre) with facilities like museum, shopping/souvenir shop, cloakroom, toilet, drinking water, etc.	
19.	Light and Sound Shows	
20.	Cafeterias, Restaurants, etc.	
21.	Identification and development of Heritage walks.	
22.	Digital interactive Kiosks, Digital (LED) Screening	
23.	Signages, Backlit signages, cultural boards	
24.	Preservation & Maintenance of monuments	
25.	Carry out operations & maintenance of the assets and services created/activities	
26.	Development of Cultural Hubs	
27.	Survey & listing of monuments according to cultural / heritage values	
28.	Photography	
29.	Battery operated vehicles	
30.	Any other work identified and agreed in need-gap analysis	

To – Date of Commencement of Work

(The MONUMENT MITRA agrees to carryout complete execution, operations and maintenance of the amenities taken up as a part of the project, including payment of utility bills for the period of this MoU)

ANNEXURE - ‘C’

Proposed Visibility Requirement for <Name of Site>, <Location>

Limited visibility on Signage will be prescribed at the monument indicating that the monument has been adopted by MONUMENT MITRA under Scheme for Adoption of Monuments of Heritage city of Delhi by Voluntary Contribution, Government of NCT of Delhi under “दिल्ली मुख्यमंत्री स्मारक अभिग्रहण योजना”, in a discreet manner and tastefully. Size and design of the standardized signage to be approved by Art, Culture & Language Department, GNCTD prior to the installation at site.

Monthly Progress Report –<YEAR><MONTH>

Name of Monument/Site/Intervention

Name of Agency

Nodal Department/Stakeholder 1

Nodal Department/Stakeholder 2

Date of MoU Signed

Date of MoU Handover

Comprehensive Plan Submission (Yes/No)

**Others(Addendum/Amendment/Corrigendum
Status)**

SECTION – 1: PROJECT STATUS

#	Name of the amenity (As per MoU)	Implementation Timeline (As per MoU)	Date of Handover/ Approval by Nodal Department	Status (Started/ Not Started/ Completed)	Issues/ Remarks/ Support Required, if any
1.					
2.					
3.					

SECTION – 2: KEY HIGHLIGHTS / PHOTOS

A. Photographs showing progress of work / installed amenities at site with description

SECTION – 3: DETAILS ON INVESTMENT INCURRED

Name of the site

S. No.	Name of Amenity	Capex in INR	Opex in INR	Capex in INR	Opex in INR	Total Cost in INR (Including Reportin g Month)	Attachments (Bills, Invoices, etc.) - For Reporting Month
		Previous Months (Cumulative)			(For Reporting Month)		

SECTION – 4: TOURIST FEEDBACK

Response/Feedback of Tourists at site for amenities and services provided (reporting month):

SN	Name of Site-Amenity	Tourist Feedback	Source (Website, blog, Smiley Terminals etc.)
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