



AN INTEGRATED SCHEME

FOR

OLDER PERSONS

Department of Social Justice and Empowerment,
Directorate of SCs, OBCs & Minority Affairs
Government of Himachal Pradesh

DEPARTMENT OF SOCIAL JUSTICE & EMPOWERMENT (B)

NOTIFICATION

Shimla-171002, the 6th September, 2012

No. SJE-B-F(1)-4/2007.—The Governor, Himachal Pradesh is pleased to notify "An Integrated Scheme for Older Persons" for implementation in the State of Himachal Pradesh as per Annexure-A appended to this notification for information of all concerned.

By order,

V. C. PHARKA

*Principal Secretary (SJE) to the
Government of Himachal Pradesh.*

ANNEXURE-A

AN INTEGRATED SCHEME FOR OLDER PERSONS

1. Aims and Objective :

The main objective of the scheme is to :

- (1) improve the quality of life and to maintain dignity of older persons by providing basic amenities like shelter, food, medical care, entertainment opportunities and by encouraging productive & active aging through NGOs.
- (2) providing support to Non-Governmental Organizations for organizing training to care givers working in the field of welfare of older persons.

2. Eligibility for Assistance :

The following agencies will be eligible to implement the scheme subject to fulfillment of laid down terms and conditions :—

- (1) Non-profit making organizations registered under the H. P. Societies Registration Act, 2006; or the Societies Registration Act, 1860.
- (2) Charitable trust registered under any law for the time being in force.
- (3) Any other organization which may be approved by the State Government.
- (4) The organization should have been running the programme for a minimum period of three years prior to the request for the assistance under the scheme. This can, however be waived off by the State Level Multi-Disciplinary Grant-in-aid Committee.

3. Programmes admissible for Assistance under the Scheme :

(1) Maintenance of Old Age Homes to provide food, care and shelter for minimum number of 25 destitute older persons (Appendix-I).

(2) Running of Day Care Centres to provide day care, educational, entertainment opportunities, health care and companionship for minimum number of 25 Older Persons (Appendix-II).

- (3) Helplines and Counselling for Older Persons (Appendix-III).

4. Extent of support to the Project :

(1) The grant-in-aid will be provided to the organizations upto 90% of the cost of project and remaining 10% cost shall be borne by the organization concerned from their own resources.

(2) There shall be an escalation in relation to the Consumer Price Index (CPI) in the amount of assistance being provided under various components of the scheme subject to a maximum of 10% after every three years.

5. Procedure for submitting an Application :

The application for the assistance shall be submitted to the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh on the prescribed format (Annexure 'A') through the concerned District Welfare Officer alongwith following documents :—

- (1) Registration Certificate of the organization.
- (2) The Constitution of Association, Memorandum of Association and detail of aims & objectives of the organization.
- (3) Constitution of Board of Management, present membership, date of constitution of present Board of Management.
- (4) Annual report of the organization for the last three years.
- (5) Audited Statement of Accounts of last three years of the organization including :—
 - (a) Balance sheet
 - (b) Income & Expenditure Accounts
 - (c) Receipt & Payment Accounts duly certified by a Chartered Accountant or a Govt. Auditor.
- (6) Geographical area proposed to be served.
- (7) Target group of beneficiaries to be covered with their names and complete addresses.
- (8) Copy of the building plan where the programme will be/is being implemented. Head-wise budget estimates of the project.
- (9) Inspection Report of District Welfare Officer on the prescribed format (Annexure- 'B').

6. Selection Procedure :

The following procedure will be adopted for short listing of new organizations applying for grant-in-aid under the scheme :—

- (1) *Desk appraisal* : All the expressions of interest submitted by NGOs for the components mentioned at Sl. No. III of the scheme will be appraised by a Technical Advisory Committee consisting of five members of which two expert members will be those having experience of at least 15 years in the field of older persons. The

Committee will be constituted under the chairmanship of Director, SCs, OBCs & Minority Affairs, Himachal Pradesh.

- (2) The Technical Advisory Committee will formulate the basic data of NGOs on the prescribed format (Annexure 'C').
- (3) Scoring will be done by the Technical Advisory Committee and tabulation of all the scores will be done on the prescribed format (Annexure 'D').
- (4) Once the tabulation is completed, the final list of selected NGOs will be placed before the State Level Multi-Disciplinary Grant-in-Aid Committee alongwith the recommendations.
- (5) The State Level Multi-Disciplinary Grant-in-Aid Committee will approve the cases on merit and as per the availability of budget.

7. Sanction of Assistance :

(1) The cases approved by the State Level Multi-Disciplinary Grant-in-Aid Committee shall be forwarded by the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh to the Government for financial sanction.

(2) The aided organizations shall submit their proposals on the prescribed format (Annexure 'E') for release of grant-in-aid immediately on the commencement of every financial year to the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh with the following documents :—

- (a) Annual progress report of the organization of last year
- (b) Utilization Certificate of the grant released
- (c) List of beneficiaries with names and complete addresses
- (d) Head-wise expenditure during the last financial year
- (e) Head-wise budget estimates for current financial year
- (f) Inspection Report of District Welfare Officer on the prescribed format

(3) The Director, SCs, OBCs & Minority Affairs, Himachal Pradesh shall forward the complete proposal to the Government for financial sanction.

(4) The grant-in-aid will be released in two equal installments. The second installment shall be released on the receipt of audited statement of accounts of entire organization including :—

- (a) Balance-Sheet
- (b) Income & Expenditure Accounts
- (c) Receipt & Payment Accounts duly certified by the Chartered Accountant or a Govt. Auditor.
- (d) Utilization Certificate of grant released during the year
- (e) Head-wise expenditure of grant released during the year
- (f) Inspection Report of District Welfare Officer on the prescribed format

8. Terms and Conditions for the Assistance :

(1) An aided organization shall, before it receives the grant-in-aid from the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh, execute a bond in the prescribed format

(Annexure 'F'). The transfer of funds would be done only after the acceptance of bond. The grant shall be open to a system of internal audit.

(2) An aided organization shall maintain separate accounts of grants received under this scheme. They shall be open to checking by an officer deputed by the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh.

(3) The recurring and non-recurring grant is to be spent within six months from the date of sanction. The utilization certificates along with audited statement will be submitted by the organization to the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh immediately after the closing of the financial year and the grant will be utilized as per the terms and conditions as laid down by the Government from time to time.

(4) An aided organization shall maintain a record of all assets acquired wholly or substantially out of the Government grant in stock register and present these to the auditors as and when required to do so. In this regard the provision of Financial Rules would be applicable.

(5) The unspent balance, if any will be surrendered to the department/adjusted in the subsequent grant.

(6) The purchase of recurring/non-recurring items should be made from Government owned Corporations/Boards/Registered Co-operative Societies etc.

(7) The amount of assistance is to be spent as per the scheme approved by the Government and no diversions shall be allowed without the prior approval of the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh.

(8) To bring about standardization and quality control in services to be delivered under the scheme, minimum standards have been prescribed in this scheme. It shall be the responsibility of the organization and its functionaries to implement the scheme as per norms.

9. Monitoring and Evaluation :

(1) The organizations receiving grants under the scheme shall submit periodical reports to the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh in the prescribed format for regular feedback and monitoring.

(2) The District Welfare Officer of the concerned district will conduct regular inspections of the programme and send their reports to the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh.

(3) The Organization will establish and maintain a computerized database. This would enhance effective communication along with timely submission of reports for monitoring and evaluation purpose.

(4) A committee headed by the Principal Secretary (SJ&E) to the Government of Himachal Pradesh will monitor the scheme at State level. The committee will meet in the first quarter of every financial year.

(5) After every three years, the implementation of the scheme will be evaluated by an independent agency and over head expenses for monitoring of the scheme shall not exceed 3% of the total allocation under the scheme.

10. Guidelines of the Scheme :

The detailed guidelines for availing grant-in-aid under the scheme alongwith the extent of support to be provided is enclosed in Appendix-I to IV. They can be modified as per need, with the prior approval of the Government.

RUNNING AND MAINTENANCE OF OLD AGE HOMES

[Refer to Para 3 (1) of the Scheme]

1. Objective :

The main objective of the scheme is to improve the quality of life of destitute older persons by providing basic amenities like shelter, food, health care and social opportunities etc.

2. Target Groups :

Older persons who are destitute and homeless, 60 years or above.

3. Grant-in-aid :

The organizations shall be allowed to incur the expenditure on the maintenance of old age home for 25 beneficiaries on the following heads :—

Sl. No.	Head	Amount per annum
I.	RECURRING EXPENDITURE :	
(a)	Staff Salary*	
	Manager (1) @ Rs. 10,000/- p.m.	1,20,000/-
	Care taker (2) @ Rs. 5000/- p.m. (one male & one female)	1,20,000/-
	Cook (1) @ Rs. 5000/- p.m.	60,000/-
	Helper (1) @ Rs. 4000/- p.m.	48,000/-
	Sweeper (1) @ Rs. 4000/- p.m.	48,000/-
(b)	Building rent/maintenance as per actual upto a maximum of @ Rs. 5000/- p.m.	60,000/-
(c)	Health Care : Part Time Doctor @ Rs. 1000/- per visit (4 visits in a month).	48,000/-
	Medicine/Ambulance expenses etc.	50,000/-
	Food** $\times 2000 \times 50 = 100000 \times 12 =$	6,00,000/-
	Clothing/bedding etc.***	1,34,000/-
(d)	Recreation (including Books, Magazines, Newspapers, Outings, religious and Cultural Programmes, Games like caroms, chess, card etc.).	30,000/-
(e)	Miscellaneous and contingency (electricity, water etc.)	80,000/-
	Total (a)+(b)+(c)+(d)+(e) ..	13,98,000/-
II.	NON-RECURRING ITEMS****	
	Items like Furniture, Utensils, Television etc.	2,00,000/-
	Total ..	2,00,000/-
	GRAND TOTAL (I+II) ..	15,98,000/-

The staff will be recruited by the organization as per the minimum qualification and work experience as prescribed by the Government from time to time but it shall be the sole responsibility of the concerned organization and the Department shall have no liability regarding the same.

*The emoluments of staff already working in old age homes being run by H. P. Council for Child Welfare and H.P. Social Welfare Advisory Board shall continue to be governed by existing provisions.

**The beneficiaries of old age home shall be provided with balance nutritious diet according to the norms laid down under head "Minimum Standards" of the scheme.

***The beneficiaries of old age home shall be provided clothing etc. as per the norms laid down under head "Minimum standards" of the scheme.

****The articles to be provided depending upon the requirement.

#The implementing agencies are free to provide additional items/other amenities in these old age homes from their own resources.

4. Minimum Standards to be maintained in Old Age Homes :

(1) Accommodation :

The minimum accommodation required to be provided for accommodating the beneficiaries should be as follows :

- Bath/WC
- Bath/WC for crutches/Wheel Chair users
- Common Room with recreational facilities
- Dining Room
- Kitchen
- Library

(2) Diet/Clothing/Bedding etc. :

The beneficiaries of old age homes shall be provided with a balanced nutritious diet and other essential articles for day-to-day use conforming to the following scales :—

Sl. No.	Item	Per day quantity (Raw)
(A)	Food :	
1.	Cereal	350 gm.
2.	Pulses	50 gm.
3.	Vegetables	250 gm.
4.	Roots & Tubers	100 gm.
5.	Milk	250 ml.
6.	Fruit	200 gm.
7.	Spices	20 gm.
8.	Oil/Ghee	25 ml.
9.	Chicken or Paneer (Once in a week)	60 gm. 40 gm.
10.	Sugar	25 gm.
11.	Tea leaves	2 gm.
(B)	Toiletries :	
1.	Soap	150 gm. per month
2.	Washing Powder	500 gm. per month
3.	Oil	100 gm. per month
4.	Tooth-Powder/Paste	100 gm. per month
5.	Comb	6 nos. per year
(C)	Clothes etc. :	
1.	Suits	3 set per year
2.	Shawl for lady inmates	1 after 2 years
3.	Coat for male inmates	1 after 2 years
4.	Sweater	1 yearly
5.	Woolen/Nylon Socks	4 pairs yearly
6.	Towel	2 yearly
7.	Under garments	4 pairs yearly
8.	Shoes	2 pairs yearly
9.	Chappal	2 pairs yearly
10.	Handkerchief	5 yearly

Sl. No.	Item	Per day quantity (Raw)
(D)	Beddings :	
1.	Bed sheet	2 Nos. per year
2.	Bed cover	1 No. per year
3.	Pillow covers	2 Nos. per year
4.	Matress	1 No. for five years
5.	Quilt & Blanket	1 set for five years
6.	Quilt covers	1 pair for two years
(E)	Non-consumable articles :	
1.	Cot	1 No.
2.	Table/Chair	1 pair
3.	Fixed ward robes	1 No.
(F)	Utensils :	
1.	Thali	1 No.
2.	Kauli	1 No.
3.	Spoon	1 No.
4.	Glass	1 No.
5.	Mug	1 No.
6.	Bucket	1 No.

Cooking utensils, solar geyser, kero heaters, fans (where required), flood durries, foot mat, ration containers, weighing scale, recreational facilities *i.e.* television, indoor games, library shall be provided according to the actual requirements and the funds available.

(3) Medical Care :

Arrangements shall be made with the local civil dispensary/hospital for periodical health check-up at least on monthly basis and also for the treatment of ailing beneficiaries. Health card shall be maintained in respect of each beneficiary and his/her state of health will be entered therein at the time of each check-up. Medicines to the ailing beneficiaries would also be arranged/provided as per prescription of Medical Officer of the concerned civil dispensary/hospital. In referral case, the institution will make necessary arrangements for check-ups.

Special programmes shall be arranged for yoga, meditation etc. and time schedule for daily routine will be adjusted according to the seasonal changes and climatic conditions and daily routines will be well defined by the institution.

(4) Recreational Facilities and other activities :

Every Old Age Home shall maintain a library for the beneficiaries where reading material including atleast two newspapers shall be made available. Playing material for indoor and outdoor games shall be provided for the beneficiaries. The beneficiaries will be encouraged to take up income generating activities within the premises of the home so that they can have choices and opportunities to lead an active, creative, productive and satisfying life.

DAY CARE CENTRES

[Referred to at Para 3 (2) of the Scheme]

1. Objective :

The main objective of the scheme is to set up Day Care Centres for senior citizens in urban areas for providing them day care, health care, recreation, counseling, peer interaction, entertainment and companionships, spiritual and religious programmes.

2. Target Groups :

Older persons more than 60 years of age.

3. Facilities to be provided in Day Care Centres :

(1) Medical facilities

Medical assistance to the senior citizens will be provided in the Day Care Centre either by engaging part time medical doctors or by taking the services of Government Health Department. Regular health check-ups will be arranged in these centres. Besides, counseling for proper diet and nutrition will be given through special classes.

(2) Recreational facilities :

The Day Care Centres will be equipped with following recreational facilities :—

- (a) Reading room with newspapers, magazines etc.
- (b) Common room with television & music system and for Indoor games like Carom etc.
- (c) Refreshment facilities on demand will be provided on payment basis.
- (d) Group of volunteers will be formed amongst the retired educated and physically fit senior citizens who are willing to provide volunteer service to the destitute old and infirm senior citizens and also in field of education, health etc. This will keep them occupied and involved in the community.

(3) Counseling facilities :

Older persons are often afflicted with depression due to loneliness and idleness and in such cases there is need to provide counseling. The counseling services will be provided by qualified psychologist. The young children and college students can be motivated to spend some time with them occasionally.

4. Grant-in-aid :

The organizations shall be allowed to incur the expenditure on the maintenance of Day Care Centre for 50 inmates on the following heads :—

I.	RECURRING EXPENDITURE :	Amount per annum
(a)	Staff Honorarium*	
	Manager (1) @ Rs. 8000/- p.m.	96,000/-
	Volunteer (1) @ Rs. 5000/- p.m.	60,000/-
	Part Time Sweeper (1) @ Rs. 1500/- p.m.	18,000/-
(b)	Rent of building as per actual upto maximum of Rs. 5000/- p.m.	60,000/-
(c)	Health Care : Part Time Doctor/Psychologist @ Rs. 1000/- per visit (4 visits in a month).	48,000/-
(d)	Recreation : (Books, Magazines, Newspapers, Outings, religious and cultural programmes like carom, chess, cards etc.	18,000/-
(e)	Miscellaneous and contingencies (electricity, water, stationery etc.).	20,000/-
	Total ..	3,20,000/-
II.	Non-Recurring Grant (at the time of setting up the project) : Furniture etc.	10,00,00/-
	Total (I+II) ..	4,20,000/-

*The staff will be recruited by the organization as per the minimum qualification and work experience as prescribed by the Government from time to time but it shall be the sole responsibility of the concerned organization and the Department shall have no liability regarding the same.

Helplines and Counselling for Older Persons

(Referred to at Para 3 (3) of the scheme)

1. Objective :

The main objective of the scheme is to :—

(1) set up elder's helpline and to provide information and access to the following services:—

- (a) Old Age Homes/day Care Centres
- (b) Hospitals
- (c) Medical Practitioners
- (d) Pharmacies
- (e) Legal-aid, Wills, Legacies and Maintenance
- (f) Clubs and Associations
- (g) Recreational/Emotional-Satsang/Yoga.
- (h) e-communication with children and family (where possible)
- (i) Government Schemes/facilities for elders
- (j) Facilitate legal protection from abuse, rescue and relief

(2) provide counseling services to elders who are in isolation and neglect..

2. Target Groups :

Older persons more than 60 years of age.

3. Grant-in-aid :

The organizations shall be allowed to incur the expenditure on the following heads for setting up of Helpline and Counselling Services :—

I.	RECURRING EXPENDITURE :	Amount per annum
(a)	Staff Honorarium*	
	Helpline Co-ordinator (1) @ Rs. 10000/- p.m.	1,20,000/-
	Volunteer (1) @ Rs. 5000/- p.m.	60,000/-
	Part Time Sweeper (1) @ Rs. 1500/- p.m.	18,000/-
(b)	Rent of building as per actual upto maximum of Rs. 5000/- p.m.	60,000/-
(c)	Rescue services	35,000/-
(d)	Miscellaneous and contingencies (electricity, water, stationery etc.).	20,000/-
	Total ..	3,13,000/-
II.	Non-Recurring Grant (at the time of setting up of the project) :	
	Furniture, Desktop, call monitor etc.	100000/-
	Total (I+II) ..	4,13,000/-

*The staff will be recruited by the organization as per the minimum qualification and work experience as prescribed by the Government from time to time but it shall be the sole responsibility of the concerned organization and the Department shall have no liability regarding the same.

APPLICATION FORM FOR GRANT-IN-AID TO VOLUNTARY ORGANISATIONS WORKING FOR OLDER PERSONS

(for new cases)

Note.—Application is to be submitted in duplicate

1.	Name of the organization	
2.	Complete postal address	
3.	Telephone/Fax/Mobile Numbers	
4.	Date of establishment	
5.	Whether registered under the Societies Registration Act, 1860 (Act XXI of 1860) or any other Act (to be specified) and date of registration.	
6.	Whether it is a National Level Organization or State Level organization.	
7.	If it is a National Level Organization, indicate the address of the State Branches and their activities.	
8.	Address where the organization propose to undertake the activity programme.	
9.	Details of the Project/Programme for which grant-in-aid is sought :	
	i. The statement of the problem which the project seeks to tackle.	
	ii. The objectives of the project/ programme.	
	iii. The geographical area that will be covered.	
	iv. The client group that is sought to be served.	
	v. The services that will be delivered (both institutional and non-institutional).	
	vi. The physical targets that the project seeks to achieve :	
	(a) existing services	
	(b) additional coverage of existing services and	
	(c) New services (should be indicated separately in tabular form).	
	vii. The expertise/experience that the organization has in planning and implementing such programmes/ services.	

	viii. The cost estimates (item-wise) for recurring and non-recurring items for each year (In the case of staff, the salaries and allowances for each post to be given separately).	
	ix. Details of equipments, furnitures etc. required for the project with estimated cost.	
	x. Whether the project/programme to be conducted in a rented building or in a building owned by the organization (Please indicate size of accommodation and other facilities to conduct the programme).	
	xi. The anticipated output of the project to be quantitatively specified wherever feasible.	
	xii. Charges proposed to be collected from beneficiaries for the services (education, medicine, food etc.).	
	xiii. Other charges as may be necessary for the proper running of the programme.	
10.	How the institution will meet its contribution and/or the balance expenditure; indicate the specific sources with quantum of expenditure.	
11.	List of papers/statements to be attached : i. Constitution of the organization; its articles of memorandum and its aims and objectives (to be submitted in the case of first application).	
	ii. Annual report for the previous year giving <i>inter alia</i> the details of activities. The physical targets achieved and the locations of the services/activities should be mentioned.	
	iii. A list of the staff of the organization alongwith a statement showing their qualifications, scale of pay, present salary and other allowances, if any.	
	iv. Information relating to the grants received or likely to be received from Central Govt., State Govt. or any other body including local bodies or voluntary organizations; if any, applications are pending with those organizations for similar grant, the details in this regard should be given.	

	v. A statement of the item-wise income and expenditure of the organization/institution for the last two years and a copy of the balance-sheet for the previous year. These should be certified by a Chartered Accountant or Government Authority (This is applicable to organizations which have existed for more than two years. If the organizations has a deficit, an explanatory note may be given on how this is met).	
	vi. List of Additional papers attached, if any.	
12.	Additional information, if any	

CERTIFICATE

1. Certified that above information is in accordance with the records and accounts audited/to be audited and is correct to the best of knowledge and belief of the office bearers of the organization, and after its perusal and satisfaction, they have authorized the undersigned by a resolution dated _____ to verify and submit the statement of information for purposes of monitoring the scheme for which grants-in-aid was received from the Government of Himachal Pradesh.

2. I also hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following conditions :—

- (a) All assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilised for purposes other than those for which the grant is given. Should the organisation cease to exist at any time, such properties shall revert to the Government of Himachal Pradesh.
- (b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of Himachal Pradesh. They shall also be open to a test check by the Accountant General of Himachal Pradesh at his discretion.
- (c) If the State Government have reasons to believe that the grant is not being utilised for approved purposes, the Government of Himachal Pradesh may stop payment of further installments and recover earlier grant in such manner as they may decide.
- (d) Progress reports on the project will be furnished at regular intervals as may be specified by the Government of Himachal Pradesh.
- (e) The organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines.
- (f) It is hereby certified that no grant is being received for the same project from any other (Government, Private or Foreign) source.

**Signature of the Secretary
of the Organization
with stamp**

**Signature of the President
of the Organization
with stamp**

Inspection Format

"An Integrated Scheme for Older Persons"

1.	Name of the Scheme				
2.	Date of Inspection				
3.	Composition of the Inspection Team	Team composition	Name	Designation	Signature
		Team Leader			
		Member			
		Member			
4.	Name & Address of Organization				
5.	Contact No.				
6.	Date of establishment				
7.	No./date/Act under which the Organization is registered.				
8.	Date of commencement of the project for which grant is applied.				
9.	Project Location :- a. Complete address of location where the programme/project/scheme is being implemented.				
	b. Name & address of Organization implementing similar project/scheme/programme under State/Central schemes.				
10.	Whether building in which programme/scheme/project is being implement is owned/rented. a. If owned, give detail of accommodation.				
	b. If rented, give detail of accommodation & monthly rent.				
	c. is building space is adequate to run the project/scheme/programme.				
	d. Whether the building is also used for other purposes, if yes, give details.				
11.	Financial Posts of organization : a. Detail of income & expenditure of Organization during the last three years.	Year	Income	Expenditure	Funding Agency
	b. Cash/Fixed deposit available with the organization.				
12.	Whether the organization have capacity to raise additional resource mobilization, if yes, give details : a. Way & means :				
	b. Total Fund raised during the last three years.				

13.	Details of other programme being run by the organization :						
	Name of programme	Date of commencement of programme	Geographical area covered	No. of beneficiaries covered	Funds available for the programme	Funding agency	
14.	Give details of Project-wise Saving Bank Accounts being maintained by the organisation.			Name of Project	Name of Bank	A/c No.	
15.	Whether principal of joint operation of banks accounts is being followed.						
16.	Whether following record is being maintained :- a. Cash Book (If yes, whether pass. book entries are corroborating with cash book. b. Ledger c. Register of assets d. Register of Consumable items e. Procurement System in place (Purchasing through PSUs/Co-operative Societies/Open Market through Quotations). f. Attendance register of Staff g. Attendance register of beneficiaries. h. Yearwise record of minutes of General Body Meeting. i. Donations (Cash/Kind) are received & their entries system.						
17.	a. Details of Staff employed to run the project/scheme/programme for which grant is approved.			Name	Qualification	Designation	Salary
	b. Detail of Staff members present at the time of inspection.						
	c. Whether the organisation has recruited the staff by publishing advertisement in the newspaper and whether interviews were conducted by a committee having external members.						
	d. Is an appointment letter issued to every staff ?						

	e. Is there a position/job description given to each staff ?			
	f. Is there a documented staff appraises system in place ?			
18.	Details of beneficiaries :			
	a. No. of beneficiaries on roll	Male	Female	Total
	b. No. of beneficiaries present at the time of inspection.	Male	Female	Total
	c. Age-wise profile of beneficiaries	60-70	70-80 years	Above 80 years
	d. Background of beneficiaries on Old Age Home : i. Destitute--no children to look after. ii. Destitute--from high income group but no body to look after. iii. Have children but do not look after. iv. Abandoned by family members. v. Other category, if any			
19.	Details of medical checkup :			
	a. Whether there is full time/part time doctor.			
	b. If doctor is full time, number of visits per month.			
	c. Fee paid to doctor			
	d. Year-wise expenditure incurred by organization during the last three years.			
20.	Recreational facilities available : (a) Newspaper (b) Magazine (c) Books (d) Picnics (e) Television			
21.	Other activities			
22.	Norms of food/clothing etc. being followed in Old Age Home.			
23.	Whether any member of the target group has been nominated in the executive committee or Advisory Committee of the organisation ? If yes, give details.			
24.	Whether the NGO has been nominated in any Government Committee ? If Yes, give details.			

25.	Whether the inspecting team has interviewed the beneficiaries? if yes, give details.	
26.	Comments of Inspection team on the functioning/implementation of project.	

**Signature of Inspecting Officer
Name & Designation
with stamp**

BASIC DATA FORM FOR NEW NGOS

Section-A— Basic Information :

1.	Name of the Organisation	
2.	Postal Address	
3.	Telephone : Telex/Fax/Email	
4.	Legal status :	
	a. Society	
	b. Company	
	c. Charitable Trust	
	d. Other (specify)	
5.	Registration Details :	
	a. Date of Registration	
	b. by whom Registered	
6.	Contract person & Disgination	

Section-B—Organisational Background :

1.	Assets/Infrastructure of the organisation :				
	a. Cash/fixed deposit				
	b. Land				
	c. Building				
	d. Other (Specify)				
2.	Details of income and expenditure of the organisation during last three years.	Financial Year	Income	Expenditure	Funding agency
3.	Whether blacklisted by CAPART or any other Government organization in the past ? If yes, provide details				

Section-C— Current Programmes being run by the organisation :

Name of programme	Date of commencement of programme	Geographical area covered	No. of beneficiaries covered	Funds available for the programme	Funding agency

Section-D— About the implementation of the project proposal :

1.	Name of project	
2.	Location of the project	
3.	Objective of the project	
4.	Proposed number of Older persons to be covered.	
5.	Stratergies of NGO for the implementation of the project.	
6.	Outcome of the project	
7.	Availability of required infrastructure for the implemen- tation of the project.	
8.	Whether requisite documents are available with the proposal as per checklist.	

**Signature of Members of
Technical Advisory Committee**

**Signatures of Chairman
Technical Advisory Committee**

Appraisal Format

Name of the NGO :

Address :

Appraisal Check Sheet	Assessment Score		Key Observations
	Yes = 1	No = 0	
1. Governance :			
1.1 Constitution and role of the governing body of NGO.			
1.2 Availability of Minutes of General Body Meetings for the last three years.			
2. Staffing and organisation :			
2.1 Whether the organisation has recruited the staff in a transparent manner.			
2.2 Is an appointment letter issued to every staff ?			
2.3 Is there a position/job description given to each staff ?			
2.4 Is there an attendance and leave register in place ?			
2.5 Is there a documental staff appraisal system in place ?			
2.6 Is the office premises owned by the organisation ?			
3. Experiences :			
3.1 Does the organisation have any experience in the field for which grant is applied.			
3.2 Is the organisation proposing to work in the same geographic area where they are working at present ?			
4. Financial Management Systems :			
4.1 Do the audit report/financial statement indicate any qualifications			
4.2 Does the organisation have an accounting system for each project Cash Book, Ledger, Bank Accounts			
4.3 Does the organisation have proper system for receipts of donations.			
4.4 Is the bank account operated jointly by two signatories.			
4.5 Does the organisation have a full time accountant ? What are the qualifications ?			
5. Procurement System :			
5.1 Procurement System in place— -Whether purchases through PSUs/Co-operative Societies or Open Market through quotations.			

Appraisal Check Sheet	Assessment Score		Key Observations
	Yes = 1	No = 0	
5.2 Is the assets register being regularly maintained.			
5.3 Whether the register of consumable articles have been maintained.			
6. Assessment of external relationship :			
6.1 Does the NGO have any member of the target group in their executive committee or Advisory committee.			
6.2 Is NGO part of any Government Committee.			
Total (20 Marks)			

APPLICATION FORM FOR GRANT-IN-AID TO VOLUNTARY ORGANISATIONS WORKING FOR OLDER PERSONS

(for 1st Instalment)

1.	Financial year for which grant-in-aid is applied						
2.	Name of the Organisation with full address						
3.	(a) Name of the Project						
	(b) Date of commencement of the Project						
	(c) Year of commencement of Grant-in-aid for the Project.						
4.	Date of Registration of the organization						
5.	Contact Numbers : (STD Code) Tel. No. (STD Code) Fax No. Email						
6.	Complete Address of location where programme/project/scheme is being implemented.						
7.	Whether building is : OWNED/RENTED/ON LEASE/DONATED						
8.	(a) Is the building utilized exclusively for this programme ?						
	(b) If no, provide details of usage						
9.	(a) Area of building						
	(b) Number of rooms						
10.	Whether separate project-wise accounts have been maintained for grants sanctioned earlier ?						
11.	Whether principal of joint operation of banks accounts is being followed ?						
12.	Details of grant-in-aid released during previous financial year :						
	Financial year	Sanction letter number & date	Total grant received		Expenditure		Balance
			Recurring	Non-recurring	Recurring	Non-Recurring	
13.	Whether the statements of accounts submitted alongwith the application: Audited/Unaudited						
14.	Whether utilization certificate of grant released during the previous year attached with the application.						
15.	Detail of head-wise expenditure incurred out of the grant received during the previous year (Attach details on separate sheet).						

16.	Total amount of grant sought for the current financial year under recurring/non-recurring, attach head-wise budget estimates on separate sheet.	
17.	Attach list of beneficiaries on separate sheet	
18.	Attach list of Managing Committee on separate sheet.	
19.	Attach list of staff employed under the project on separate sheet.	
20.	Attach Bond on Rs. 10/- stamp paper with the proposal.	
21.	Bank details for electronic fund transfer : Name of Bank Name of Bank Branch Branch Code IFSC Code Bank Account number	

CERTIFICATE

1. Certified that above information is in accordance with the records and accounts audited/to be audited and is correct to the best of knowledge and belief of the office bearers of the organization, and after its perusal and satisfaction, they have authorized the undersigned by a resolution dated_____ to verify and submit the statement of information for purposes of monitoring the scheme for which grant-in-aid was received from the Government of Himachal Pradesh.

2. I also hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following conditions :—

- (a) All assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilised for purposes other than those for which the grant is given. Should the organisation cease to exist at any time, such properties shall revert to the Government of Himachal Pradesh.
- (b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government of Himachal Pradesh. They shall also be open to a test check by the Accountant General of Himachal Pradesh at his discretion.
- (c) If the State Government have reasons to believe that the grant is not being utilised for approved purposes; the Government of Himachal Pradesh may stop payment of further installments and recover earlier grant in such manner as they may decide.
- (d) Progress reports on the project will be furnished at regular intervals as may be specified by the Government of Himachal Pradesh.
- (e) The organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines.
- (f) It is hereby certified that no grant is being received for the same project from any other (Government, Private or Foreign) source.

**Signature of the Secretary
of the Organization
with stamp**

**Signature of the President
of the Organization
with stamp**

Note.—Please submit Bond on Rs. 10/- stamp paper

BOND

KNOW ALL MEN BY THESE PRESENT THAT _____ a Society registered under the Societies Registration Act, 1860 (21 of 1860) and having its office at _____ in the State of _____ here-in-after called the Obliger is held and firmly bound to the Governor of Himachal Pradesh (hereinafter called the Government) is in the sum of Rs. _____ (Rupees _____ only) with interest thereon @ 6% per annum will and truly to be paid to the Government on demand and without a demur for which payment the Obliger firmly binds itself and its successors and designs by these present.

SIGNED this day of _____ in the year _____. Whereas on the Obliger's request the Government as per the State Government letter No. _____ dated _____ here-in-after referred to as the letter of sanction which forms integral part of these presents and a copy where of is annexed 'A' agreed to make in favour of the [Obliger a grant of Rs. _____ (Rupees _____ only) for the purpose _____ out of which Rs. _____ has been _____ paid to the Obliger they both hereby admit and acknowledge on the condition of the Obliger executing a Bond in the terms and manner contained here-in after which the Obliger was agreed to do.

Now the condition of the above written obligation is such that if the Obliger duly fulfill and comply with all the conditions mentioned in the letter of sanction when the above written Bond or obligation shall be void and of an affects out otherwise it shall remain in the full force, effect and virtues.

- (a) The decision of the Principal Secretary (Social Justice and Empowerment) to the Government of Himachal Pradesh of the Administration or Directorate of SCs, OBCs & Minority Affairs, Himachal Pradesh administratively concerned with the matter on the question whether there has been breach or violation on the part of Obliger of any of the terms and conditions mentioned in the letter of sanction shall be final and binding of the Obliger.
- (b) The Obliger shall, in the event of breach or violation of any of the terms and conditions mentioned in the letter of sanction, refund to the Government demand and without demur the entire amount of Rs. _____ (Rupees _____ only) or such part thereof, the Government may in its discretion mentioned in the notice of the demand alongwith the interest thereon @ 6% per annum from the date of receipt of said amount by the

Obliger upto the date of refund thereof to the Government. However, in default the amount would be recovered as arrears of land revenue.

(c) The Government agree to bear the stamp duty, if any, chargeable on these documents.

In witness three of these presents have been executed on behalf of the Obliger the day and year therein above written and executed for and on behalf of the Governor of Himachal Pradesh on _____ the day and year appearing against her signature, signed for and behalf of the Obliger.

In the Presence of
Witness (1) _____
(with name & address)

Obliger _____
Signature and Name in block letters
Designation and Office seal of the
Organisation/Institution.

Witness (2) _____
(with name & address)

Bond accepted for and on behalf of the Governor of Himachal Pradesh

Director,
SCs, OBCs & Minority Affairs,
Himachal Pradesh.

Government of Himachal Pradesh
Department of Social Justice & Empowerment (B)

No. SJE-B-C (3)-3/2014 Dated Shimla-2,

NOTIFICATION

The Governor, Himachal Pradesh is pleased to make the following amendments in Annexure-A of "An Integrated Scheme for Older Persons" notified vide this Department Notification No. SJE-B-F (1)-4/2007 dated 6th September, 2012:-

1. Amendments in
Para 2 (4)

For the existing provision of Para 2 (4) the following shall be substituted:-

"The NGO should have been working for older Persons for a period of at least 3 years. This condition can, however, be waived off by the State Level Multi-Disciplinary Grant-in-aid Committee".

2. Amendment in
Para 3 (1)

For the existing provision of Para 3 (1) the following shall be substituted:-

"Establishment, running and maintenance of old age homes to provide care, food and shelter for minimum number of 15 destitute old persons".

3. Amendment in
Para 4 (1)

For the existing provision of Para 4 (1) the following shall be substituted:-

"The Government funding will be upto a maximum of 80% of the cost and remaining 20% will be spent by the NGO from its own sources".

4. Deletion of Para 4 (2)

The existing provision of Para 4 (2) has been deleted.

5. Insertion of Para 4 (3)

Following provision of Para 4 (3) shall be added:-

"The amount of Grant-in-Aid for Capital Assets (creation or expansion) will be limited to a maximum of Rs. 1 Crore".

6. Amendment in
Para 5 (7)

For the existing provision of the Para 5 (7) the following shall be substituted:-

"An attested copy of the documents to prove that the applicant organization has clear title to the land whereupon the building is proposed to be constructed with Government aid".



[Handwritten signature]

7. Amendment in
Para 5 (8)

For the existing provision of Para 5 (8) the following shall be substituted:-

"Copy of the building plan where the programme will be implemented. Estimate of the proposed building shall be verified by a government Engineer not below the rank of an Executive Engineer."

8. Amendment in
Para 7(1)

For the existing provision of Para 7(1) the following shall be substituted:-

"The cases approved on Multi-Disciplinary Grant-in-Aid Committee shall be sanctioned by the Director, SOMA subject to availability of funds."

9. Amendment in
Para 7(4).

For the existing provision of Para 7 (4) the following shall be substituted:-

"The Grant-in-Aid will be released in 4 (four) equal installments. A subsequent installment shall be released on receipt of:-

- (a) Utilization Certificate of the previous installments;
- (b) Receipt & Payment account of the organisation for the previous year duly verified by a Chartered Accountant or a government auditor; and
- (c) Inspection Report of the District Welfare Officer on the prescribed format."

10. Amendment in
Para 8(6)

For the existing provision of Para 8(6) the following shall be substituted:-

"The purchase of recurring/ non-recurring items shall be effected judiciously and at competitive prices."

11. Insertion of
Para 8(9)

Following provision of Para 8(9) shall be added:-

"The NGO will run the facility so created as an 'Old Age Home' for a minimum period of 15 years. In case of default, Government will be at liberty to take over the asset free from all encumbrances and run it as an Old Age Home or for any other purpose for the remaining period without any compensation whatsoever."

3.

[Signature]

..3..

12. Insertion of
Para 8(10)

Following provision of Para 8(10) shall be added:-

"Any other condition that the Department of Social Justice & Empowerment, H.P. / Director, SOMA may like to impose in any particular case".

BY ORDER

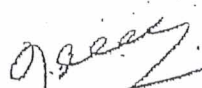
Secretary (SJE) to the
Government of Himachal Pradesh.

Enclst. No. As Above Dated: Shimla-2, the

20th July, 2015.

Copy to:-

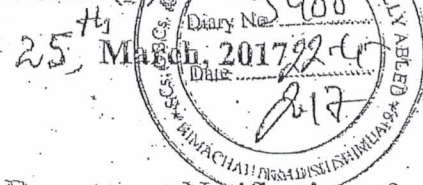
1. All the Addl. Chief Secretaries to the Government of Himachal Pradesh, Shimla-2
2. All the Pr. Secretaries/Secretaries to the Government of Himachal Pradesh, Shimla-2.
3. The Principal Secretary to Hon'ble Chief Minister, H.P. Shimla-2.
4. The Secretary to H.E. the Governor, Himachal Pradesh, Shimla-2.
5. The Principal Accountant General (A&E)/Accountant General (Audit), H.P. Shimla-3.
6. All the Divisional Commissioners/HODs/Deputy Commissioners in Himachal Pradesh.
7. The Director, SCs, OBCs & Minority Affairs, SDA Complex Kasumpti, Shimla-9 along with 5 spare copies for information and necessary action. It is requested that the aforesaid scheme may be got printed from the H.P. Government Printing Press, Shimla-5 and its 20 copies may be supplied to this office for records please.
8. The Director, Women and Child Development, H.P. near Himland Hotel, H.P. Shimla-1
9. The Additional Secretary (GAD) to the Government of Himachal Pradesh, Shimla-2 in compliance to CMM item No.48 dated 27.5.2015.
10. All Private Secretaries to the Hon'ble Ministers/CPS, H.P. Shimla-2.
11. The Controller, Printing & Stationary, H.P. Government Printing Press Shimla-5 for publication in the Gazette as the same has been uploaded on e-Gazette.
12. Guard file/Spare copies (25).


Under Secretary (SJ&E) to the
Government of Himachal Pradesh

(3)

Government of Himachal Pradesh
Department of Social Justice & Empowerment(B)

No. SJE-B-C(3)-3/2014 Dated Shimla-02. the



NOTIFICATION

In partial modification of this Department Notification of even No. dated 20th July, 2015 the Governor, Himachal Pradesh is pleased further to amend Annexure-A of "An Integrated Scheme for Older Persons" notified vide this Department Notification No. SJE-B-C(3)-3/2014 dated 20th July, 2015, as under :-

1. Amendment in Para 7(4):-

For the existing provision of Para 7(4) the following shall be substituted:-

"The Grant-in-Aid will be released in 2(two) equal instalments. A subsequent instalment shall be released on receipt of:-

- a) Utilization Certificate of the previous instalment;
- b) Receipt & Payment account of the organization for the previous year duly verified by a Chartered Accountant or a government auditor; and
- c) Inspection Report of the District Welfare Officer on the prescribed format".

By order

Pr. Secretary (SJ&E) to the
Govt. of Himachal Pradesh

Endst. No. as above. Dated Shimla-171002 the 25th March, 2017

Copy to :-

- 1.- The Chief Secretary, Himachal Pradesh, Shimla-171002.
- 2.- All the A.C.S./ Pr. Secretaries/ Secretaries to the Government of H.P.
- 3.- The Principal Secretary to the Hon'ble Chief Minister, H.P. Shimla-2.
- 4.- The Secretary to the Governor, Himachal Pradesh, Shimla-171002.
- 5.- The Pr. A. G. (A&E)/A. G. (Audit), Himachal Pradesh, Shimla -- 171003.
- 6.- All the Divisional Commissioners/HODs/DCs in Himachal Pradesh.
- 7.- The Director, SCs, OBCs and Minority Affairs, HP, Kasumpti, Shimla -09.
- 8.- All the District Welfare Officers in Himachal Pradesh.
- 9.- Guard file.

Deputy Secretary (SJE) to the
Govt. of Himachal Pradesh

Government of Himachal Pradesh
Department of Social Justice and Empowerment

No. SJE-B-F(1)-4/2012

Shimla-2.

19th August, 2013

NOTIFICATION

In supersession of all previous notifications of this department issued regarding constitution of Technical Advisory Committee the Governor, Himachal Pradesh, has decided to re-constitute the committee under the Para 6 of the An Integrated Scheme for Older Persons, notified on 6th September, 2012 as under:

1. Director,
SCs, OBCs and Minority Affairs,
SDA Complex, Kasumpti, Shimla-09.

Chairman

2. Additional Director
SCs, OBCs and Minority Affairs,
H.P. Shimla-09.

Member

3. General Secretary,
H.P. Child Welfare Council,
Craig Garden, Shimla-02.

Member

4. Secretary, State Social Welfare Board
Thakur Vatika, Khalilpur, Shimla-02.

Member

5. All District Welfare Officer
from Districts.

Member

6. Deputy Director, (Welfare)

Member Secretary

Order

Additional Chief Secretary (SJ&E) to the
Government of Himachal Pradesh

Endst. No. as above.

Dated: Shimla-2, the

19th August, 2013.

Copy forwarded for information and necessary action to:-

1. All the Additional Chief Secretaries to the Government of H.P. Shimla-2
2. All the Pr. Secretaries/Secretaries to the Government of H.P. Shimla-02.
3. The Principal Secretary to the Hon'ble Chief Minister, H.P. Shimla.
4. The Special Secretary-cum-Pr. Private Secretary to the Hon'ble Chief Ministry, Himachal Pradesh, Shimla-02.
5. The Secretary to the Governor, Himachal Pradesh, Shimla-02.
6. The Principal Accountant General/General(A&E)/Accountant General (Audit), Himachal Pradesh, Shimla-03.



22.8.2013
DD
24/8
H. Sandeep

Government of Himachal Pradesh
Department of Social Justice & Empowerment(B)

No. SJE-B-D(7)-1/2018

Dated

Shimla-02.the 29, July, 2020

18958

Date 06/08/20

NOTIFICATION

In partial modification of this Department Notification of even No. dated 20th July, 2015 and 25th March, 2017, the Governor, Himachal Pradesh is pleased further to amend Annexure-A of "An Integrated Scheme for Older Persons" notified vide this Department Notification No. SJE-B-F(1)-4/2007 dated 6th September, 2012, SJE-B-C(3)3/2014 dated 20th July, 2015, and SJE-B-C(3)-3/2014 dated 25th March, 2017 as under :-

Amendments in
Para 3

For the existing provision of Para 3 following shall be added below 3(1) (2) and (3):

(4) "Varisth Naagrik Suvidha Kendra" (Day Care)
(Appendix-IV)

By order,

Additional Chief Secretary (SJ&E), to the
Govt. of Himachal Pradesh
the

Endst. No. as above Dated Shimla-171002

Copy for information to :-

1. The Chief Secretary, Government of Himachal Pradesh, Shimla-171002.
2. All the Administrative Secretaries to the Government of H.P.
3. The Principal Secretary to the Hon'ble Chief Minister, H.P. Shimla-2.
4. The Secretary to the Governor, Himachal Pradesh, Shimla-02.
5. The Secretary, H.P. Vidhan Sabha, Shimla-04.
6. All the Heads of Departments, Himachal Pradesh.
7. The Director, Empowerment of SCs, OBCs and Minority & Specially Aabled, SDA Complex Kasumpti Shimla -09.
8. All the District Welfare Officers in Himachal Pradesh.
9. Guard file.

Deputy Secretary (SJE) to the
Govt. of Himachal Pradesh

Director
Addl. Director
Joint Director
JD/DD (SCSP)
JD/DD (ESOMSA)
Supdt. G-I
Law Officer
AC (F&A)



VARISTH NAAGRIK SUVIDHA
KENDRAS

(Day Care)

Under

Integrated Scheme for Older Persons

Government of Himachal Pradesh

Department of Social Justice and Empowerment

**Directorate for the Empowerment of SCs, OBCs &
Minorities & the Specially Abled, HP**

VARISTH NAAGRIK SUVIDHA KENDRA

(Day Care)

1. OBJECTIVE

The main objective of establishing Varishth Naagrik Suvidha Kendra is to:-

- a) offer senior citizens comprehensive day care services to lead healthy aging with dignified lifestyle;
- b) provide social support to lead productive life;
- c) arrange activities that motivate and inspire senior citizens to achieve fulfillment in life by keeping them busy and to counter isolation & loneliness .
- d) provide space for recreational and wellness activities.

2. TARGET GROUP

Senior citizens more than 60 years of age.

3. MEMBERSHIP

The Suvidha Kendra will provide day care services to 50 members. The membership will be granted on first come first serve basis.

4. IMPLEMENTATION

- (a) In the first instance, the Suvidha Kendra will be run in coordination/involvement of Non Government Organisations (NGOs).
- (b) For the running of Suvidha Kendras, the Director, Empowerment of SCs, OBCs, Minority & Specially Abled, Department of Social Justice & Empowerment, Himachal Pradesh will seek proposals from eligible organizations through publication of notice in the leading newspapers.
- (c) A State level Committee for Suvidha Kendras under the chairmanship of Additional Chief Secretary/ Principal Secretary (SJ&E) to Government of Himachal Pradesh will be notified and the said committee will select the organization on the basis of parameters as may be prescribed.
- (d) Any other condition as laid down under the State scheme, "An Integrated Scheme for Older Persons".

5. FACILITIES TO BE PROVIDED IN SUVIDHA KENDRA :

The following facilities will be provided to the senior citizens from 9AM to 6PM on all working days:-

(I) DAY CARE SERVICES:

To keep him/herself engaged in some productive activity, leading active and healthy lifestyle, the senior citizen will avail following day care services:-

- (a) Recreational facilities like reading room with news papers, magazines, and books etc.
- (b) Indoor games with television, music system and indoor games like carom, bridges, chess, ludo, playing cards, table tennis etc.
- (c) Upgrade the skills to use computers, smart phones so to access online banking/shopping, twitter, face book etc. which can contribute to counter isolation and loneliness.
- (d) Internet surfing and e mailing.
- (e) Spiritual discourses and yoga classes.
- (f) Breakfast, lunch and tea refreshment facilities on demand/ payment basis.
- (g) Picnics and outings at regular intervals.
- (h) Talks on various issues concerning senior citizens by visiting speakers.
- (i) Group of volunteers will be formed from amongst the retired educated and physically fit senior citizens who are willing to provide volunteer service to the youth in field of skill development, education etc. This will keep them occupied and involved in the community.

(II) MEDICAL FACILITIES:

Medical history of enrolled members will be maintained and following Health Care facilities will be provided:-

- (a) Free health checkup of elderly either by engaging part time Allopathic/Ayurveda doctors or by taking the services of doctors from government hospitals;
- (b) Mental health will promoted by providing counseling facilities to the senior citizens in distress/depression by psychologist;
- (c) Concept of healthy ageing will be promoted and senior citizens will be educated on preventive health care and early diagnosis etc by inclusion of free BP & Sugar level check-up and tie up with pathological lab for other routine tests on Government rates on payment basis.
- (d) First aid medical kits with sufficient stock of emergency medicines, consumables including medical equipment will be made available in health check up unit.
- (e) Concept of healthy ageing will be promoted and members will be educated on preventive health care and need for physiotherapy.

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(f) **WELLNESS PROGRAMMES:** (Yoga Sessions/Laughter Therapy/ Physiotherapy)

Yoga, chair exercises, walking and other exercises to suit varying medical conditions will be ensured. The Suvidha Kendra will also tie up with Panch karma centres, laughter clubs for this purpose.

(III) (i) OTHER FACILITIES:

- (a) Facilities, concessions and relief given to senior citizens by State/Central Government will be compiled, updated at regular intervals, and made available in the centre;
- (b) Satsang, meditation and visit to religious places;
- (c) Talks on the rights of elderly transfer of property, mutations, and wills;
- (d) Senior citizens living without any family support will be identified and will be extended help with talks on rights of elderly;
- (e) Rescue of abandoned senior citizens.

(ii) FACILITIES (optional and as per the availability)

- (a) Two separate rooms (one male and one female) for retiring/relaxation alongwith attached toilets.
- (b) Accessibility /Wheel chair friendly/barrier free toilets.
- (c) Arrangement for shopping, transportation.
- (d) Car parking, driver on demand and car washing.
- (e) Transportation facility on payment basis.
- (f) Ambulance.

(IV) HELPLINES:

2 A helpline will be setup in the kendra which will provide online information regarding:-

- (a) locations of old age homes/day care centers in the State and facilitate the needy for admission;
- (b) medical assistance, ambulance, medical practitioners, pharmacies providing concessions to elderly and their contact details;
- (c) Professional help from volunteer medical specialists, financial advisers and legal advice for wills, legacies, maintenance & other matter (through State/Distt. Legal Aid Society, H.P.)
- (d) clubs and associations;
- (e) government schemes/facilities for senior citizens;

- (f) facilitation of the older parents abandoned by their children for getting maintenance allowance and legal protection from abuse, rescue and relief;
- (g) Counseling services to senior citizens who are in isolation and neglect.

6. ACCOMMODATION

The organization will be allowed to hire following accommodation* for setting up Varisth Naagrik Suvidha Kendra for 50 senior citizens:-

Detail of Accommodation	Number of rooms	Total area (in sq.ft.)
(I) Administrative Unit		
Reception-cum-Manager's office	One room (10'x10')	100
(II) Day care services Unit		
Reading room/ Recreation	One (15'x20')	300
Indoor games room	One (20'x 30')	600
Multipurpose room	One (20'x30')	600
Separate Rooms for Male/ Female for retiring/ relaxation	Two Rooms	300
Barrier Free Toilets (one each with separate rooms two with common rooms)	Four (40sq.ft each)	160
(III) Health care unit		
Doctor/ Pharmacy room	One (10'x 12')	150
Store	One (10'x12')	120
Toilet for staff	One(5'x 8')	40
Canteen/Common Dining room with Kitchen	One (15'x40')	600
	Total	2970 sq.ft.
Badminton court/ Landscaped lawns & parking.	For outdoor activities	Sufficient space

* These norms are indicative and may be relaxed by 'Technical Advisory Committee' in rare and exceptional cases, for reasons to be recorded in writing.

7. GRANT-IN-AID

- (a) The State Government will provide grant in aid upto the maximum of 80% of the expenditure on the Varisth Nagrik Suvidha Kendra and remaining 20% will be spent by the organization from its own sources. The organizations shall be allowed to incur the expenditure on the running and maintenance of Varisth Nagrik Suvidha Kendra (Day Care) for 50 senior citizens on the following heads.

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I.	RECURRING EXPENDITURE :	
(a)	Staff Honorarium	Amount per annum
	Manager (1) @ Rs. 12,000/- PM	144000/-
	Volunteer (1) @ Rs. 8,000/- PM	96000/-
	Part Time Sweeper(1) @ Rs. 4000/- PM	48000/-
(b)	Rent of building @ Rs 16000/- PM	192000/-
(c)	Health Care	
	Part Time Doctor/Psychologist @ Rs. 1000/- (Min. four visits in a month)	48000/-
	Medicines & other diagnostic support @2250/- PM	27000/-
	Physiotherapist/Nurse (1) @ 8000/- PM	96000/-
(d)	Recreation	
	Books, Magazines, News papers, Outings, cable TV , internet, religious and cultural programmes like carom, chess, ludo etc.	50000/-
(e)	Miscellaneous and contingencies: electricity, water, stationary telephone for helpline etc.	60000/-
(f)	Rescue Services	18000/-
	Total	7,79,000/-
II.	Non Recurring Grant (at the time of setting up of the project)	
	(i) Furniture, CCTV Cameras, Physio equipments, Kitchen appliances and other fixtures etc.	200000/-
	(ii) TV, 02 Desktop, call monitor etc. for help line	125000/-
	Total	3,25,000/-
	Total(I+II)	11,04,000/-

- 2
- (b) Keeping in view the number of elderly women, separate facilities would be provided exclusively for women.
- (c) No office bearer/member of the organisation will be appointed on the above post.
- (d) The infrastructure of the Varishth Nagrik Suvidha Kendra would be as per Sr. No.-6
- (e) The rent of building for Varishth Nagrik Suvidha Kendra will be allowed as per norms fixed below:-
- (i) In Municipal Corporation area = up to Rs 16000/- P.M.
- (ii) In Municipal Council area = up to Rs 12000/- P.M.
- (iii) In Nagar Panchyat area = up to Rs 10000/- P.M.
- (f) Before hiring the accommodation for Varishth Nagrik Suvidha Kendra, the concerned District Welfare Officer/Tehsil Welfare Officer will inspect the accommodation. He will ensure that the accommodation being hired by the organization is suitable for running the programme and negotiated rent is not more than the prevailing rates in the area. A certificate to this effect will have to be attached with the proposal.

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- (g) Canteen will be arranged by the organization which can be allotted to a person who can provide the services on reasonable rates and the organization will ensure proper cleanliness and hygiene in the canteen.
- (h) The organization shall ensure that proper receipt of the amount is given to the member, in case of any charges are received in lieu of the paid services.

8. EDUCATIONAL QUALIFICATION / SELECTION OF STAFF

- (a) The staff to be employed in Varishth Nagrik Suvidha Kendra should possess following minimum educational qualification:-

Sr. No.	Name of Post	Minimum educational qualification
1.	Manager	Graduate in any discipline with one year Diploma in Computer Applications.
2.	Volunteer	10+2 pass with one year Diploma in Computer Applications.
3.	Doctor	M.B.B.S.
4.	Nurse	10+2 with GNM
5.	Physiotherapist	Graduate in the related field.
6.	Psychologist	MA Psychology with Diploma in Clinical Psychology
7.	Sweeper	Primary pass.

- (b) The staff for the Varishth Nagrik Suvidha Kendra will be selected by a committee to be constituted by the implementing agency and one representative of the concerned District Welfare Officer will be associated in the selection process.
- (c) The posts in the Varishth Nagrik Suvidha Kendra will be filled up after the issue of proper advertisement in the local newspaper.
- (d) The staff will be appointed by the organization and the Department shall have no liability of taking over the services after the discontinuance of the programme/grant in aid.

9. RECORDS MAINTENANCE & SUBMISSION OF ANNUAL ACCOUNTS

The management of Varishth Nagrik Suvidha Kendra will ensure:-

- a) Enrollment report of all the beneficiaries having complete address, age and contact details.
- b) Daily attendance of the beneficiaries and the Staff.
- c) Separate Cash Book of Grant-in-Aid received.
- d) Maintenance of Budget Control Register.

- (140)
- e) Permanent and consumable stock Register.
 - f) Health Check-up Register.
 - g) Books/Journal issue Register.
 - h) Visitor Book/Complaint Book.
 - i) All the receipts and payments of Varishth Nagrik Suvidha Kendra will made be through NEFT/RTGS mode.
 - j) Present stock register to the auditors / authorized officer of State Government as and when required.
 - k) Submit copies of Annual Accounts Statements, balance sheet and income & expenditure statements duly certified by Chartered Accountant to the Director, Empowerment of SCs, OBCs, Minority & Specially Abled, Himachal Pradesh on or before 31st May every year.

10. MANAGING COMMITTEE

A Managing Committee will be formed for one year with following members:

- (1) **Chairman:** Head of the organization
- (2) **Members:** Three members to be elected from amongst the enrolled members.
- (3) **Member Secretary:** Manager of the centre.

The above Committee will ensure that the activities prescribed in the above scheme are arranged within the prescribed limit and take remedial steps for the improvement in the working Kendra.

11. MONITORING & EVALUATION

- (a) The residents should be asked to provide six monthly feedback on the basic provisions of services being provided on questionnaire as may be developed for the purpose. The District Welfare Officer of the concerned district will collect the report from the residents and forward the same with his comments to the Director, Empowerment of SCs, OBCs, Minority & Specially Abled, Himachal Pradesh.
- (b) The State Level Committee for Varisth Nagrik Suvidha Kendra (Day Care) as notified by the State Government will conduct review of the working of Varisth Nagrik Suvidha Kendras on six monthly basis.

अध्याय-9

जन सूचना अधिकारी/जन सूचना अधिकारियों की डायरेक्ट्री

जन सूचना अधिकारी/सहायक जन सूचना अधिकारियों की डायरेक्ट्री निम्न प्रकार से है:-

क्र. सं.	ए)जन सूचना अधिकारी का नाम (पीआईओ) बी) सार्वजनिक लोक सूचना अधिकारी सहायक अधिकारी का नाम (एपीआईओ)	पदनाम	कार्यालय का पूरा दूरभाष	ई मेल पता
	निदेशालय स्तर			
	(पीआईओ)			
1 ^प	श्री ओकार चन्द्र	उप निदेशक	अनु जाति, अन्य पिछड़े वर्ग व अल्पसंख्यक मामले, हि0प्र0 0 डी0 ए0 नं0 3	0177-2623006 social-hp@nic.in
	(एपीआईओ)			
	Name of Appellate Authority			E-mail Address
1	श्री रोबिन जॉर्ज	संयोजक	यथा	0177-26200 social-hp@nic.in