

INTEGRATED PROGRAMME FOR SENIOR CITIZENS

***A Central Sector Scheme
to improve the quality of life of the Senior Citizens
(Revised as on 01.04.2018)***



सत्यमेव जयते

***Government of India
Ministry of Social Justice & Empowerment.
New Delhi***

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INTEGRATED PROGRAMME FOR SENIOR CITIZENS

1. INTRODUCTION

There has been a steady rise in the population of senior citizens in India. The number of elderly persons has increased from 1.98 crore in 1951 to 7.6 crore in 2001, and 10.38 crore in 2011. The projections indicate that the number of 60+ in India will increase to 14.3 crore in 2021 and 17.3 crore in 2026. Continuous increase in life expectancy means that more people are now living longer. General improvement in the health care facilities over the years is one of the main reasons for continuing increase in proportion of population of senior citizens. Ensuring that they not merely live longer, but lead a secure, dignified and productive life is a major challenge.

The traditional norms and values of the Indian society laid stress on showing respect and providing care for the aged. However, in recent times, society is witnessing a gradual but definite decline of the joint family system, as a result of which a large number of parents are being neglected by their families exposing them to lack of emotional, physical and financial support. These older persons are facing a lot of problems in the absence of adequate social security. This clearly reveals that ageing has become a major social challenge and there is a need to provide for the economic and health needs of the elderly and to create a social milieu, which is conducive and sensitive to the emotional needs of the elderly.

2. AIMS AND OBJECTIVES

The main objective of the Scheme is to improve the quality of life of the Senior Citizens by providing basic amenities like shelter, food, medical care and entertainment opportunities and by encouraging productive and active ageing through providing support for capacity building of State/ UT Governments/Non-Governmental Organizations (NGOs)/Panchayati Raj Institutions (PRIs) / local bodies and the community at large.

3. APPROACH

Assistance under the scheme will be given to the Implementing Agencies such as State/ UT Governments /Panchayati Raj Institutions / local bodies and eligible Non-Governmental/Voluntary Organizations etc. as mentioned in **Para 6**, for the following purposes:-

- (i) Programmes catering to the basic needs of Senior Citizens particularly food, shelter and health care to the destitute elderly;

- (ii) Programmes to build and strengthen intergenerational relationships particularly between children / youth and Senior Citizens, through Regional Resource and Training Centres (RRTCs);
- (iii) Programmes for encouraging Active and Productive Ageing, through RRTCs;
- (iv) Programmes for providing Institutional as well as Non-Institutional Care/ Services to Senior Citizens;
- (v) Research, Advocacy and Awareness building programmes in the field of Ageing through RRTCs; and
- (vi) Any other programmes in the best interest of Senior Citizens.

4. PROGRAMMES ADMISSIBLE FOR ASSISTANCE UNDER THE SCHEME

(i) ***Maintenance of Senior Citizens' Homes/ Senior Citizens' Homes for Women including those under Sansad Adarsh Gram Yojana (SAGY)*** to provide food, care and shelter for a minimum number of 25 destitute Senior Citizens or for 50 senior citizen women, respectively. Grant-in-aid is given for a project for running a Senior Citizens' Home for 25 Senior Citizens / Senior Citizens' Homes for Women (merging the Project of 'Multi Facility Care Centres for Older Widows') for 50 elderly women, where they will be provided food, shelter, care, recreation facilities, etc. free of cost. If the senior citizens' home, including the Senior Citizens' Homes for Women, is of larger size (say for 50 or 75 or 150 beneficiaries), the grant-in-aid for maintenance of such Senior Citizens' Home will be sanctioned on proportionate basis on the items of healthcare, recreation and miscellaneous. For a project of 50 inmates, building rent shall be 50% higher of prescribed rent of the Homes of 25 inmates. Additional 01 cook and 01 Multi Tasking Staff will be paid for the senior citizens' home of 50 inmates. The implementing Agencies are free to provide additional items/other amenities in these homes from their own resources. The organizations shall be allowed to incur the expenditure as given in **APPENDIX- I**.

(a) Cost norms include payment of honorarium to superintendent/ Doctor/ Nurse/ cook/ Multi Tasking Staff (MTS) etc. The minimum qualification required and duties of the staff engaged in the project are as follows:-

S. No.	Name of the Post	Minimum qualification and duties
1	Superintendent (full time)	Qualification - Graduate with experience of managing such centers for a minimum period of 3 years or demonstrable capability

		for running such centres and having working knowledge of computers. Duties- Overall management of the project.
2	Doctor (part time)	Qualification -MBBS/ BAMS/ BHMS. Duties - Doctor must visit the centre at least twice a week for health check-up of all the beneficiaries. The doctor is bound to attend the beneficiaries in emergency. As far as possible Doctor residing near the centre should be engaged.
3	Yoga therapist (part time)	Qualification -Diploma in Yoga from a recognized Institute. Duties- Yoga therapist should visit the Centre at least three times in a week for a minimum one hour per day. Honorarium per day should not be more than Rs. 400 /- with a monthly ceiling of Rs. 5000/-
4	Social Worker/ Counselor (part time)	Qualification - Graduate in any discipline with three years' experience in the field. He/ She must hold a Certificate of relevant Training Course from National Institute of Social Defence (NISD) / Regional Resource and Training Centre (RRTC) and should have knowledge of local language. Duties- To assess the emotional status of the inmates and to render counseling services as may be required. The Social Worker/ Counselor should attend the Centre at least 2 hours everyday.
5	Nurse (part time)	Qualification -Should be qualified as Auxiliary Nurse Midwife (ANM) and should have received training from recognized government / private medical institution. Duties- Nurse should visit the project for a minimum of 2 hours per day for 5 days in a week, for basic medical checkup of the inmates and also to provide nursing/ basic geriatric care.
6	Cook(full time)	Qualification- Should have passed 8th Standard and should have experience of cooking local food for minimum 3 years. Duties- Prepare the daily food for the inmates including Morning Tea, Breakfast, Lunch, Evening Tea and Dinner.

7	Multi Tasking Staff [MTS] (3) (full time)	<p>Qualification- Should have passed 8th Standard and should have experience of working for minimum 2 years in similar capacity.</p> <p>Duties - To perform the duties of Chowkidaar, Helper, Cleaner. Must clean all the rooms, verandah/ courtyard and kitchen at least 2 times a day, cleaning of bathrooms and toilets at least 3 times a day, and to extend assistance as & when required.</p>
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(b) Project of Multi Service Centre (MSC) to be deleted from the Scheme. Such projects shall not be assisted from the financial year 2018-19. However, the existing MSCs shall have the option to convert the projects into Senior Citizens' Homes for 25 inmates subject to specific recommendations of the State Government on the capacity of the Organization, space of the project, etc. and with the approval of Ministry of Social Justice and Empowerment.

(ii) ***Maintenance of Continuous Care Homes and Homes for senior citizens afflicted with Alzheimer's disease/ Dementia*** for a minimum of 20 Senior Citizens who are seriously ill requiring continuous nursing care and respite or those who are afflicted with Alzheimer's disease/ Dementia. Grant-in aid is given to agencies who have shown a credible track record in running Charitable Hospitals/ Nursing Homes/Medical Institutions/Colleges. Such agencies will be eligible for grants for running and maintenance of continuous care and Homes for senior citizens afflicted with Alzheimer's disease/ Dementia for a minimum of 20 Senior Citizens suffering from mild to severe disability. The organizations shall be allowed to incur expenditure as given in **APPENDIX- II**.

(a) Cost norms include payment of honorarium to superintendent/ manager/ cook etc. The minimum qualification required and duties of the staff engaged in the project are as follows:-

S. No.	Name of the Post	Minimum qualification and duties
1	Superintendent (full time)	<p>Qualification - Graduate with experience of managing such centres for a minimum period of 3 years or demonstrable capability for running such centres and having working knowledge of computers.</p> <p>Duties- Overall management of the project.</p>
2	Doctor (full time)	<p>Qualification -MBBS/ BAMS/ BHMS.</p> <p>Duties - Doctor must visit the centre everyday for health check-up and medical assistance of</p>

		<p>all inmates. The doctor is bound to attend the beneficiaries in emergency. As far as possible Doctor residing near the centre should be engaged.</p>
3	Yoga therapist (part time)	<p>Qualification -Diploma in Yoga from a recognized Institute.</p> <p>Duties- Yoga therapist should visit the Centre at least three times in a week for a minimum one hour per day. Honorarium per day should not be more than Rs. 400 /- with a monthly ceiling of Rs. 5000/-</p>
4	Social Worker/ Counselor (part time)	<p>Qualification - Graduate in any discipline with three years' experience in the field. He/ She must hold a Certificate of relevant Training Course from NISD / RRTC and should have knowledge of local language.</p> <p>Duties- To assess the emotional status of the inmates and to render counseling services as may be required. The Social Worker/ Counselor should attend the Centre at least 2 hours everyday.</p>
5	Nurse (2) (full time)	<p>Qualification -Should be qualified as Auxiliary Nurse Midwife (ANM) and should have received training from recognized government / private medical institution.</p> <p>Duties- Nurse should visit the project for medical checkup of the inmates and also to provide nursing/ basic geriatric care everyday.</p>
6	Cook(full time)	<p>Qualification- Should have passed 8th Standard and should have experience of cooking local food for minimum 3 years.</p> <p>Duties- Prepare the daily food for the inmates including Morning Tea, Breakfast, Lunch, Evening Tea and Dinner.</p>
7	Multi Tasking Staff [MTS] (3) (full time)	<p>Qualification- Should have passed 8th Standard and should have experience of working for minimum 2 years in similar capacity.</p> <p>Duties – To perform the duties of Chowkidaar, Helper, Cleaner. Must clean all the rooms, verandah/ courtyard and kitchen at least 2 times a day, cleaning of bathrooms and toilets at least 3 times a day, and to extend assistance as & when required.</p>

(b) Project of Day Care Centres for Senior Citizens afflicted with Alzheimer's/Dementia [(DCC (Dementia)] to be merged with Continuous Care Homes and Homes for senior citizens afflicted with Alzheimer's disease/ Dementia. The projects of DCC (Dementia) shall not be assisted from the financial year 2018-19. However, the NGOs/Organizations running such projects shall have the option to convert the projects of Day Care Centres for Senior Citizens afflicted with Alzheimer's/Dementia into Continuous Care Homes and Homes for senior citizens afflicted with Alzheimer's disease/ Dementia for 20 inmates subject to specific recommendations of the State Government on the capacity of the Organization, space of the project, etc. and with the approval of Ministry of Social Justice and Empowerment.

(iii) **Maintenance of Mobile Medicare Units** to provide medical care to the Senior Citizens living in rural, isolated and backward areas. Grant-in-aid to be given for a project for Senior Citizens living in slums, rural and inaccessible areas where proper health care facilities are not available. The project aims to enable Senior Citizens to assume an active role in maintaining and improving their own health and in encouraging others to do the same.

Each Medicare Unit should cover minimum 400 Senior Citizens per month. Each MMU should make at least 10 trips per month to such areas (slums, rural and inaccessible areas where proper health care facilities are not available).

Grant-in-aid under this project will be given to agencies that have shown a credible track record in working for the cause of elderly. Organizations that have a proven track record in providing free medical care to the people are eligible for funding. Recognized Charitable Hospitals/Nursing Homes/Medical Institutions/ Colleges are also eligible. The organizations shall be allowed to incur expenditure as given in **APPENDIX- III**.

The minimum qualification required and duties of the staff engaged in the project are as follows:-

S. No.	Name of the Post	Minimum qualification and duties
1	Doctor	Qualification -MBBS/ BAMS/ BHMS. Duties - Doctor must cover a minimum of 400 senior citizens per month, with a minimum of 10 trips per month. He/ She should be available as and when required, too.
2.	Nurse	Qualification -Should be qualified as Auxiliary Nurse Midwife (ANM) and should

		<p>have received training from recognized government / private medical institution.</p> <p>Duties- Nurse must cover a minimum of 400 senior citizens per month, with a minimum of 10 trips per month. He/ She should be available as and when required, too.</p>
3.	Driver	<p>Qualification –Should have passed at least 8th Standard. Must possess a valid driving license.</p> <p>Duties- Must perform duties for a minimum of 10 trips per month and as and when required.</p>
4.	Organizer	<p>Qualification- Should have passed at least 12th Standard and should be well versed with local language.</p> <p>Duties – Shall be overall responsible for holding all the trips of the Mobile Medicare Units, including logistic arrangement.</p>
5.	Multi Tasking Staff [MTS]	<p>Qualification- Should have passed 8th Standard and should have experience of working for minimum 2 years in similar capacity.</p> <p>Duties – To perform the duties of Chowkidaar, Helper, Cleaner and to extend assistance as and when required.</p>

(iv) **Physiotherapy Clinics for Senior Citizens** Grant-in-aid under this project to be given to agencies that have shown a credible track record in running projects for the welfare of the Senior Citizens for running of physiotherapy clinic for a **minimum of 50 Senior Citizens per month**. Recognized Charitable Hospitals/Nursing Homes/Medical Institutions/Colleges are also eligible. The organizations shall be allowed to incur expenditure as given in **APPENDIX- IV**.

The minimum qualification required and duties of the staff engaged in the project are as follows:-

S. No.	Name of the Post	Minimum qualification and duties
1	Physiotherapist (full time)	<p>Qualification –Must possess a requisite degree in Physiotherapy from a recognized university.</p> <p>Duties - Doctor must provide services daily, to a minimum of 50 Senior Citizens per month.</p>

2	Physiotherapy Technician (full time)	<p>Qualification –Must possess a requisite diploma in Physiotherapy from a recognized institute.</p> <p>Duties - Duties include assisting the Physiotherapist, assisting the senior citizen patients in various types of physiotherapy (under supervision of the physiotherapist). Must provide services daily, to a minimum of 50 Senior Citizens per month.</p>
3.	Multi Tasking Staff [MTS] (full time)	<p>Qualification- Should have passed 8th Standard and should have experience of working for minimum 2 years in similar capacity.</p> <p>Duties - To perform the duties of Chowkidaar, Helper, Cleaner and to extend assistance as and when required.</p>

Note: In order to assist female senior citizens, at least one of the Physiotherapist or the Physiotherapy Technician should be a female.

(v) **Maintenance of Regional Resource and Training Centres.** Regional Resource and Training Centres (RRTC's) will be key collaborating partners for ensuring effective implementation of the policies and programmes of the Ministry. They will also act as a clearing house and be a resource centre at the regional level. Broad activities would include monitoring and providing technical support, advocacy and networking, training and capacity building for effective delivery of service by the Centres for Senior Citizens, funded by the Ministry. They are also expected to interface with concerned State Government departments, local bodies, schools and colleges, Nehru Yuva Kendra Sangathan, National Service Scheme units, Panchayati Raj Institutions etc. for forging linkages. The organizations shall be allowed to incur expenditure as given in **APPENDIX- V**.

Cost norms include payment of honorarium to physiotherapist/ Yoga therapist etc. The minimum qualification required and duties to be performed for each post is as follows:-

S. No.	Name of the Post	Minimum qualification and duties
1	Coordinator (Full time)	Qualification - Graduate in Social Work with experience of managing such centres for a minimum period of 3 years or demonstrable capability for running such centres and having working knowledge of computers.

		<p>Duties- Overall incharge of the Project, responsible for preparing annual action plan, fulfilling the mandate of RRTC i.e. database generation, research, designing IEC material, planning, supervising & capacity building calendar, NGO monitoring, , preparing & implementing list of grantee NGOs under the Scheme, interaction, monitoring of projects, sensitization & awareness generation. Inspection of at least 25 projects in a year.</p>
2	Accountant -cum- Computer Operator (full time)	<p>Qualification -Graduate with knowledge of accounts and working knowledge of computers.</p> <p>Duties- Compilation of Accounts, computerizing collected database & information, maintaining records & files, maintaining records of trainees, resource persons, beneficiaries and NGOs.</p>
3	Support Staff (2) (full time)	<p>Qualification –must have passed 10th Standard and should have working knowledge of computers.</p> <p>Duties- Physical maintenance of records of the projects, general cleanliness & upkeep of the project office, other non-clerical work, Assisting in routine office work of other staff which includes basic computer work, postage, maintaining of registers, follow up and overall admin support.</p>

(vi) **Other activities considered suitable to meet the objectives of the scheme, including implementation of the provisions of National Policy for Senior Citizens (NPSrC)** Eligible agencies/institutions/organisations will be granted financial assistance under this programme, as per the eligibility and quantum of assistance being determined by the Ministry on each occasion on a case to case basis. **(APPENDIX-VI)**

(vii) Status of those projects types which are proposed to be dropped or merged with some other component or transferred to National Institute of Social Defence is **APPENDIX-VII**

5. EXTENT OF SUPPORT TO THE PROJECT

(i) Up to 90% of the cost of the project indicated in the scheme will be provided by the Government of India and the remaining shall be borne by the Organization/ Institution concerned.

(ii) However in case the projects being run by the State/Union Territory/ Panchayati Raj Institution/ Local Bodies, 100% financial assistance shall be granted.

(iii) Similarly in the case of Schools, Colleges, Educational Institutions and recognized Youth Organizations such as Nehru Yuva Kendra Sangathan (NYKS) and the National Service Scheme (NSS) undertaking programmes and services for Older Persons, up to 100% of the cost of project indicated in the scheme shall be provided by the Government.

6. IMPLEMENTING AGENCIES

Under the Scheme, assistance will be sanctioned to the following agencies subject to the terms and conditions laid down by this Ministry:-

- i. Priority would be given to the State Governments / UT Administrations for supporting the projects under the Scheme of IPSrC through Registered Societies/ Panchayati Raj Institutions (PRIs) / Local bodies, in the vicinity of Hospitals, as far as possible;
- ii. Non-Governmental/Voluntary Organizations;
- iii. Institutions or Organizations set up by Government as autonomous/ subordinate bodies;
- iv. Government Recognized Educational Institutions, Charitable Hospitals/ Nursing Homes, and recognized youth organizations such as Nehru Yuva Kendra Sangathan (NYKS);

7. ELIGIBILITY CRITERIA FOR THE NON-GOVERNMENTAL VOLUNTARY ORGANISATIONS FOR ASSISTANCE UNDER THE SCHEME

- i) The Non-governmental Voluntary Organization should be a registered body, under an appropriate Act, so that it gets a corporate status and a legal personality and a group liability is established for its activities.
- ii) It should be registered either under the Societies Registration Act, 1860 or relevant State Societies Registration Act and has already been working for at least two years; or a Public Trust registered under any law for the time being in force or a charitable company licensed under of Companies Act, 2013.

The criteria of working for at least 2 years shall not be applicable in the case of State Governments/UT Administrations. State Governments may explore the possibility for setting up of the projects in the vicinity of Hospitals, as far as possible. Similarly in the case of the North Eastern region, J&K, Desert areas and under

serviced/under-represented areas, this condition of two years will not be applicable.

- iii) The Organization shall have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in a written Constitution; It shall have an appropriate administrative structure and a duly constituted Managing/ Executive Committee;
- iv) The organization is initiated and governed by its own members on democratic principles.
- v) The aims and objects of the organization and programmes in fulfillment of those aims and objects are specifically laid down;
- vi) The Organization shall not run for profit to any individual or a body of individuals; The Organization should possess proven credentials and capabilities to handle such projects.

8. DETAILED GUIDELINES OF THE SCHEME & PROCEDURE FOR SUBMISSION OF PROPOSALS

The detailed guidelines regarding eligibility conditions for availing grant-in aid under the scheme, procedure of submission of applications and other terms and conditions along with the extent of support are provided in this Section. These guidelines may be modified from time to time, according to needs, with the approval of the Minister for Social Justice & Empowerment on the recommendations of the Committee constituted under the Chairpersonship of Secretary (SJ&E) with Joint Secretary (Social Defence) and representatives of NITI AAYOG / other concerned Ministries/ Departments and Integrated Finance Division of the Ministry of Social Justice and Empowerment as Members.

8.1. PROCEDURE FOR SUBMISSION OF PROPOSALS AND RELEASE OF GRANT-IN- AID

All proposals received under the scheme will be considered in accordance with general guidelines issued for processing of cases for grant-in aid to the NGOs by the Ministry and the relevant provisions of the General Financial Rules (GFR) - 2017 as amended from time to time. Based on the guidelines currently in prevalence, the following procedure will be followed:

Applications in the prescribed proforma shall be submitted / forwarded/recommended by the State Government / Administration of the Union Territory in the following manner:

- (i) All proposals should clearly indicate the target group of beneficiaries to be covered.
- (ii) All fresh proposals for sanction of projects under the Scheme shall be submitted online (<http://www.ngograntsje.gov.in>) in the prescribed proforma along with relevant documents through the concerned State Governments/UT Administrations.
- (iii) The applications for release of grant-in aid for ongoing projects shall be submitted by the NGOs online to the State Government in the prescribed proforma along with relevant documents immediately at the commencement of the financial year,

(iv) The State Governments / Union Territory Administrations would have the ground functioning and suitability of the proposing agencies examined through its field functionaries for sanction of the new projects and also for continuation of the grant-in aid for ongoing projects. All such proposals would be considered by the State Grant-in aid Committee and recommendations of the State Government would be sent in one lot to the Ministry of Social Justice and Empowerment indicating the inter se priority. The recommendations for arrears of grants relating to ongoing projects will be considered only if there is also a specific recommendation for release of grant-in aid for the current financial year.

(v) While forwarding new cases, the State/UT should ensure that proposals from service deficient areas are accorded priority. The Screening Committee of the Ministry for scrutinizing the new cases would take this into consideration along with other prescribed guidelines.

(vi) The implementing Agency shall, before it receives assistance from Ministry of Social Justice & Empowerment, execute a bond in the prescribed proforma. The transfer of funds would be done only after acceptance of the Bond by the competent authority in the Ministry. However, in respect of on-going projects, the application for release of funds should accompany with the bond executed on the above lines.

(vii) **Inspection:** The primary responsibility for inspection of the projects undertaken under this scheme will lie with the State Government /UT Administration concerned. The grant-in aid would be released only on the basis of the Inspection Report of the State Government /UT Administration. The Ministry from time to time may issue guidelines regarding the nature, type and periodicity of the Inspection. Whenever necessary, the Ministry may get field inspection conducted by its own agencies / officers also.

(viii) **Termination of Grants:** If the Ministry is not satisfied with the progress of the Project or it finds that these rules/ guidelines are being seriously violated by the implementing agencies, it reserves the right to terminate the grant-in-aid and recover the amount of grant-in aid already sanctioned with penal interest.

(ix) **Change of Location:** Change of location of the projects shall be made only with the prior approval of the Ministry or the State Government/ UT Administration under intimation to this Ministry.

(x) **Online Processing:** The Ministry has introduced a computerized system for on-line submission and processing of application of NGOs. The uploading of the applications in electronic mode will be done, for the time being, by the District Informatics Centers of the NIC. The District Informatics Centers have been suitably advised about the new processing mode by the NIC Headquarters. The process flow in the electronic mode would require the applications to be processed online at the District level and the State level where verifications and approvals would be authenticated by digital signatures by the designated officer for each Scheme at the District level and the State level. All paper documents (originals) submitted by the NGOs would be held by the District Social Welfare Officer, in physical form. All the applicant NGOs under various schemes may be got registered online in the first instance. The NIC units at district & State level will be available to render all possible assistance to the concerned officials as well as the NGOs. A user Manual for NGO Proposal Online Application and Processing Tracking System for Schemes of Ministry of Social Justice & Empowerment is available on the web-portal ngograntsje.gov.in of the Ministry. The application form as available on the website is annexed for reference (**Annexure-II**). Before applying for Grant-in-Aid, the

NGO should register itself on the NGO-PS portal of the NITI AAYOG and the Registration number should be indicated in the relevant column of the Application form.

8.2. CONDITIONS FOR ASSISTANCE

(i) The Grantee organization / institution / establishment shall be open to inspection by an officer of the Central Government and the State Government or any agency / persons authorized by them including third party inspections.

(ii) If an organization has already received or is expected to receive a grant from some other Government sources for the purpose for which the application is being made under this Scheme; assessment for central grant will normally be made after taking into account grant from such other sources.

(iii) The Grantee organization shall maintain separate accounts of the Grants received under the Scheme. They shall always be open to check by an officer deputed by the Government of India. This shall be open to a system of internal audit or concurrent audit. They shall also be open to test check by the Comptroller and Auditor General of India.

(iv) The Grantee organization shall maintain a record of all assets acquired wholly or substantially out of Government grant in the Stock Register and present these to the Auditor when required to do so. In this regard the provisions of the General Financial Rules, 2017 (Govt. of India) would be applicable.

8.3. REGISTRATION, MANAGEMENT AND MONITORING OF SENIOR CITIZEN HOMES/ OTHER PROJECTS FOR WHICH GRANT IN AID IS SOUGHT UNDER THIS SCHEME

(i) **Registration** of the projects (mentioned in para 4 of the Scheme) – All institutions, whether run by a Government/ Non-Governmental / Voluntary/ Private Organization or Society/ Trust and providing residential / other facilities to senior citizens for their care and welfare, shall be registered online as a service provider with the designated Registration Authority in the State/ UT in accordance with the provision of the Maintenance and Welfare of Parents and Senior Citizens (MWPC) Act, 2007, as amended from time to time.

(ii) **If such registered institution fails** to provide the necessary amenities as defined under Section 19 of MWPC Act, 2007, as amended from time to time, the State Government may after following the due procedure, cancel or withhold the registration of such institutions, as the case may be.

(iii) The Central Government shall prescribe **Minimum Standards** required for the establishment and maintenance of Senior Citizens' Homes under the MWPC Act, 2007, as amended from time to time.

The following standards shall be followed by the implementing agencies for the projects under the Scheme:-

(a) **Nutrition** – adequate quantity, good quality, variety in food stuff (as per local conditions) containing an average of 1700 calories and 50 grams protein to be provided to the beneficiaries, everyday. Procurement of pulses (dal) for the projects should be made by the implementing agencies from the authorized Government agencies/ stores, as far as possible. The Daily indicative menu may be as under

(subject to suitable modifications having regard to location, climatic conditions and conventional food habits of the inmates) :-

Morning Tea	Coffee/ Tea and Biscuits/ Rusks/ Fan Puffs
Breakfast	Daliya/ Cornflakes (with Milk)/ Idli/ Vada/ Upma/ Oats/Poha/ Chiwda/Parantha/ Toast/ Paav/ Dhokla (daily) PLUS Boiled Egg or Seasonal fruits (twice a week)
Lunch	Chapati, Rice, Dal/ Sambhar, One Green Vegetable, Curd, Salad (Daily) PLUS Special Meal (Veg/ Non-Veg) and Sweet (Halwa/ Kheer, etc.) (once a week)
Evening Tea	Coffee/Tea and Biscuits/ Rusks/ Fan Puff
Dinner	Chapati/ Rice/ Dosa/ Utthapam , Dal / Sambhar, One seasonal Vegetable/ Khichdi

(The above menu is only of indicative in nature. Implementing Agencies can suitably modify the Menu to suit the inmates palate/ tastes, amounting to 1700 calories in a day)

- (b) **Medical facilities/ Medicare-** The project should have first aid kit (as advised by Doctor), glucometer, BP monitoring machine, weighing machine and medicines, as prescribed by a Doctor. As far as possible, the residence of the Doctor should be near the project.

Regular Health Camps to be organized by implementing agencies in coordination with the District Administration.

- (c) **Physical aids and assisted living devices-** Devices such as wheelchairs, hearing aids, dentures, spectacles, crutches, walkers, etc. to be provided to the beneficiaries of the Projects of the Scheme, under RASHTRIYA VAYOSHRI YOJANA (RVY). Devices shall be distributed to beneficiaries as per guidelines of RVY.

The implementing agencies of this Scheme may place requirement (in pro forma prescribed in RVY) of assistive devices to Artificial Limbs Manufacturing Corporation (ALIMCO) (implementing agency of RVY) through District Administration. The District Administration will forward the application for requirement of devices to ALIMCO (under intimation to this Ministry), after assessment by Government Doctor(s) within 30 days of receipt of the requirement. The devices shall be delivered to the inmates at the centres within 60 days by ALIMCO.

Where the State Government/UT Administration is the implementing agency in the Scheme, the requirement of devices for the inmates of the projects shall directly be placed to the ALIMCO by the District Administration concerned.

- (d) **Recreation** – At each centre the implementing agency must provide Books, 3-4 Magazines, 2-3 newspapers (in regional/ local language), Outings at nearby places (2 in a month)- religious/ cultural, Games like carroms, chess, cards, one cable connection, one computer with internet connection. All projects should have a separate room for reading for the inmates.

- (e) Implementing agencies shall ensure that the services of minimum staff as prescribed in the Scheme are available in each project.
- (f) **Security**- necessary security arrangements to be made in the projects by the implementing agencies.
- (g) **Clothing** – Keeping in view local climate, weather conditions and traditional norms all the inmates must be provided with 4 pairs of clothing (like salwar-kurta/ saree-blouse-petticoat/ shirt-pant/ kurta –pyjama/dhoti-kurta/lungi-kurta and woollens) every year. One pillow and one Blanket must be provided to each inmate.
- (h) **Rooms** – Properly ventilated rooms with sufficient space between the beds of the beneficiaries for their easy movement. Provision for storage of the belongings of the beneficiaries should be available in the homes. Floors should be anti-slippery.
- (i) **Bathrooms and toilets** –Each project should have separate toilets for females and males. There should be at least one toilet with western style fixed / removable commodes. Each Home should have ramp facilities and railings for easy access to the inmates at bathrooms and toilets, wherever required. Bathrooms and toilets must have anti-slippery tiles and railings for hand support.
- (j) **Hygiene and Sanitation**- All the rooms, verandah/ courtyard and kitchen must be cleaned at least 2 times a day. Bathrooms and toilets must be cleaned at least 3 times a day.
- (k) **Miscellaneous payments** include payments for electricity, water, internet, stationery, postage, maintenance of furniture, generator/ inverter, cost of fuel for cooking, replacement of bed sheets.
- (l) **Non-Recurring grants** shall include the following items:-

S. No.	Type of Project	Item Admissible
1	Senior Citizens Homes	Furniture, Chairs, Beds and mattresses (alongwith bed sheets and pillows), Almirahs for belongings of beneficiaries, utensils, gas stove, fan, desert cooler, water purifier, grinder/ juicer, Hot case/ microwave oven, water tank, electric motor & pump, washing machine, television, computer, refrigerator, inverter, water cooler, geyser and other items as required.
2	Respite Care Homes/ Continuous Care Homes/ Home for Senior Citizens with Dementia/ Alzheimer's Patients	Furniture, Chairs, Beds and mattresses (alongwith bed sheets and pillows), Almirahs for belongings of beneficiaries, utensils, gas stove, fan, desert cooler, water purifier, grinder/ juicer, Hot case/ microwave oven, water tank, electric motor & pump, washing machine, television, computer, refrigerator, inverter, water cooler, geyser and other items as required.
3	Regional Resource and Training Centres	Chairs, Tables, Bookrack, Almirah, Computer table, Computer, Printer, Amplifier, Mike, LCD Projector, Screen, Digital Camera, Lab/ Demonstration room with necessary equipments, Photocopier, Library with reference books, Training Halls, furniture.

(iv) Senior Citizen Homes shall be rated by an appropriate authority as defined in MWPS Act, 2007 (as amended from time to time).

8.4. ADDITIONAL DOCUMENTS TO BE PROVIDED BY NON-GOVERNMENTAL VOLUNTARY ORGANIZATIONS

- (i) Proof regarding the expertise / experience the organization in related programmes / services.
- (ii) The constitution of the Association, Memorandum of Association and details of aims and objectives.
- (iii) Constitution of the Board of Management, present membership, date of constitution of present Board of Management.
- (iv) Latest Annual Report.
- (v) Information relating to the grants received or likely to be received from other Departments of Central Government/ State Government/ any other source for the same project.
- (vi) A statement containing the balance sheet and the consolidated full receipt and payment account 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 a Government authority; and
- (vii) A bond in a format prescribed by the Government, on a non-judicial stamp paper, for the amount of grant-in aid being sought, duly executed by the controlling authority of the institution / organization.
- (viii) Organization will furnish the list of beneficiaries and the staff members with their AADHAAR Numbers (wherever possible).
- (ix) In case of assistance to Homes for Senior Citizens afflicted with Alzheimer's disease/ Dementia it would be necessary for the Organization to obtain certificates from Government Hospitals certifying that the beneficiaries are suffering from Alzheimer's disease or Dementia as the case may be.

8.5. ADDITIONAL TERMS AND CONDITIONS IN RESPECT OF NONGOVERNMENTAL ORGANIZATIONS

- (a) It shall be the duty of the head of the Organization to carry out any instructions, which may be issued in this regard by the Central Government or the State Government as the case may be.
- (b) The grantee institution will maintain separate accounts in respect of the grant obtained from the Ministry.

8.6. MISCELLANEOUS

- (i) The Implementing Agency shall provide a package of facilities to the inmates which shall be clearly specified in the proposal and which shall not be varied to the disadvantage of the inmates without the prior approval of the Central Government.
- (ii) All the Implementing Agencies shall comply with statutory approvals and clearances as applicable before implementation of the project.
- (iii) The Grantee organizations, i.e. the State Governments / UT Administrations/ Panchayati Raj Institutions / local bodies/ Voluntary Organisations/ Non-Governmental Organisations shall maintain separate joint/current account in the name of the President / Secretary of the organization, in respect of the grants received under this programme.
- (iv) Non-recurring grants (wherever applicable) to the projects under the Scheme will be admissible after every five years, except physiotherapy clinics, subject to requests for the same by the Organization. One time non-recurring grant in aid for ongoing projects may be met from the Senior Citizens' Welfare Fund (SCWF). The amount will be re-appropriated from SCWF to IPSrC.

Annexure-I

The cost norms as per which grant in aid shall be provided to implementing agencies for maintenance of various projects is given in **Appendix- I** to **Appendix-V**. Any other activity, which is considered suitable to meet the objectives of the scheme, including implementation of the provisions of National Policy for Senior Citizens (NPSrC) has been included in **Appendix-VI**. Projects which now stand dropped or merged with some other project types or shall now be implemented through National Institute of Social Defence are given in **Appendix-VII**.

APPENDIX-I

1. Maintenance of Senior Citizens' Homes/ Senior Citizens' Homes for Women including those under Sansad Adarsh Gram Yojana (SAGY) (for 25 senior citizens)
(Referred to at para 4(i) of the scheme)

(Amt. in Rs.)

S. No.	Items		Cost Norms (Annual)
I.	Recurring Expenditure (a to e):-	* X Category	2160375
		* Y Category	2124375
		* Z Category	2100375
(a)	Staff Honorarium (total of (i) to (vi) below		768000
	(i) Superintendent (full time)		150000
	(ii) Social Worker/ Counsellor (Part time)		96000
	(iii) Yoga Therapist (part time)		60000
	(iv) Nurse (part time)		78000
	(v) Cook (full time) **		96000
(vi) Multi Tasking Staff (MTS) (3) Full Time **		288000	
(b)	Building Rent (or Maintenance @ 10% of rent in case of owned building)	* X Category	240000
		* Y Category	204000
		* Z Category	180000
(c)	Health Care (total of (i) to (iv) below)		1032375
	(i) Food (for items as mentioned in para 8.3 (iii) (a) of the Scheme)		684375
	(ii) Doctor (part time)		198000
	(iii) Medicare (for items as mentioned in para 8.3 (iii) (b) of the Scheme)		50000
	(iv) Clothing/ Oil, Soap. (for items as mentioned in para 8.3 (iii) (g) of the Scheme)		100000
(d)	Recreation		60000
(e)	Miscellaneous & unforeseen (for items as mentioned in para 8.3 (iii) (k) of the Scheme)		60000
II.	Non-Recurring Items (for items as mentioned in para 8.3 (iii) (l) of the Scheme)		200000 #
Total (I + II)		* X Category	2360375
		* Y Category	2324375
		* Z Category	2300375

* X, Y, and Z are the three categories of cities classified for the purpose of drawing House rent allowance in Central Government.

** One additional MTS and Cook shall be paid for the senior citizens' homes of 50 beneficiaries.

Rs. 3,00,000/- as non-recurring grant for Homes with 50 beneficiaries. Admissible at the initial approval of the project and thereafter every 5 years, subject to request from the implementing agency.

Note: (i) In case of demise of any inmate, funeral expenses @ Rs. 10,000/- per person or the actual expenses incurred, whichever is less, shall be reimbursed to the organization.

(ii) Building rent shall be 50% higher of prescribed rent, for a project of 50 inmates, i.e Rs. 3,60,000/-, Rs. 3,06,000/- or Rs. 2,70,000/- per annum for X, Y or Z category of cities.

(ii) So far as possible the beneficiaries should be enrolled with the Rashtriya Swasthya Bima Yojana (RSBY)

(iii) If the senior citizens' home is of larger size (say for 50 or 75 or 150 beneficiaries) and senior citizen home for elderly women, the grant-in-aid for maintenance of such Senior Citizens' Home will be sanctioned on proportionate basis on the items of Healthcare, recreation and miscellaneous & unforeseen.

APPENDIX - II

2. Maintenance of Continuous Care Homes and Homes for senior citizens afflicted with Alzheimer's disease/ Dementia (Referred to at Para 4 (ii) of the Scheme)(for 20 senior citizens)

(Amt. in Rs.)

S. No.	Items		Cost Norms (Annual)
I.	Recurring Expenditure (a to e):-	* X Category	2400500
		* Y Category	2364500
		* Z Category	2340500
(a)	Staff Honorarium (total of (i) to (vi) below)		1398000
	(i) Doctor (full time)		396000
	(ii) Superintendent (full time)		150000
	(iii) Yoga Therapist (part time)		60000
	(iii) Social Worker (Part time)		96000
	(iv) Nurse (2) (full time)		312000
	(v) Cook (Full time)		96000
	(vi) Multi Tasking Staff (MTS) (3) (Full time)		288000
(b)	Building Rent (or Maintenance @ 10% of rent in case of owned building)	* X Category	240000
		* Y Category	204000
		* Z Category	180000
(c)	Health Care (Medicine, Nutrition and Hygiene)(total of (i) to (iii) below)		722500
	(i) Nutrition (for the items as mentioned in para 8.3 (iii) (a) of the Scheme)		547500
	(ii) Medicine/ tests (for items as mentioned in para 8.3 (iii) (b) of the Scheme)		75000
	(iii) Clothing, Special soap, diapers, disposables (for items as mentioned in para 8.3 (iii) (g) of the Scheme)		100000
(d)	Pathological Test Material		40000
(e)	Miscellaneous and unforeseen (for items as mentioned in para 8.3 (iii) (k) of the Scheme, apart from TV, carom boards, newspaper)		60000
II.	Non-Recurring Items (for items as mentioned in para 8.3 (iii) (l) of the Scheme)		200000
Total (I + II)		* X Category	2600500
		* Y Category	2564500
		* Z Category	2540500

**X, Y, and Z are the three categories of cities classified for the purpose of drawing House rent allowance in Central Government.*

Note: (i) In case of demise of any inmate, funeral expenses @ Rs. 10,000/- per person or the actual expenses incurred, whichever is less, shall be reimbursed to the organization.

(ii) All beneficiaries are required to be enrolled with the Rashtriya Swasthya Bima Yojana (RSBY).

APPENDIX - III

**3. Mobile Medicare Unit for Senior Citizens
(Referred to at Para 4 (iii) of the Scheme)**

S. No.	Items	Cost Norms (Annual)
I	Staff Honorarium (a) to (e)	750000
(a)	Honorarium to Doctor	318000
(b)	Nurse	120000
(c)	Driver	108000
(d)	Organizer	108000
(e)	Multi Tasking Staff	96000
II.	Medicines and pathological Tests	288000
III.	Fuel and Maintenance of Van	52800
IV.	Contingency Charges	30000
	Total	1120800

APPENDIX - IV

**4. Physiotherapy Clinics for Senior Citizens
(Referred to at Para 4 (iv) of the Scheme)**

S. No.	Items		Cost Norms (Annual)
I.	Recurring Expenditure (a to f):-	* X Category	648000
		* Y Category	636000
		* Z Category	618000
(a)	Honorarium to Physiotherapist (Full time)		168000
(b)	Honorarium to Physiotherapy Technician (full time)		120000
(c)	Honorarium to Multi Tasking Staff (full time)		96000
(d)	Maintenance of Equipments		48000
(e)	Incidental expenses (medicines, electricity, water, etc.)		132000
(f)	Buidling Rent (or Maintenance @ 10% of rent in case of owned building)	* X Category	84000
		* Y Category	72000
		* Z Category	54000
II.	Non-Recurring Items Necessary physiotherapy equipments like Bone densitometer, Laser therapy equipment, short wave medical diathermy, Interferential therapy and ultrasound, X-Ray Machine, Hydroculator, Nerve and Muscle Stimulator, Computer cervical and lumber Traction Bed, shoulder wheel and pulley, Multi exercise gym, treadmill, Exercise staircase, Infra red lamp floor model, paraffin wax bath, etc.		1030000
Total (I + II)		* X Category	1678000
		* Y Category	1666000
		* Z Category	1648000

* X, Y, and Z are the three categories of cities classified for the purpose of drawing House Rent Allowance in Central Government.

APPENDIX-V**5. Regional Resource and Training Centre (Referred to at Para 4 (v) of the Scheme)***(Amt. in Rs.)*

S. No.	Items		Cost Norms (Annual)
I.	Recurring Expenditure (1 to 7):-	* X Category	1200800
		* Y Category	1164800
		* Z Category	1134800
1	Human Resources (total of (a) to (c) below		576000
a	Coordinator		240000
b	Support Staff (2)		216000
c	Accountant-cum-Computer Operator		120000
2	(a) Binding, Printing, Stationery and Postage (reader friendly material, course material, advocacy material)		75000
	(b) Telephone/ Internet Charges @ 1500 per month		18000
3	Building Rent (or Maintenance @ 10% of rent in case of owned building)	* X Category	228000
		* Y Category	192000
		* Z Category	162000
4	Hiring of Vehicles		144000
5	Annual Regional Level Workshops		46000
6	Contingencies		88800
7	Library		25000
II.	Non-Recurring (for items as mentioned in para 8.3 (iii) (I) of the Scheme)		225000
Total (I + II)		* X Category	1425800
		* Y Category	1389800
		* Z Category	1359800

* X, Y, and Z are the three categories of cities classified for the purpose of drawing House Rent Allowance in Central Government.

APPENDIX-VI

6. Other Activities considered suitable to meet the objectives of the Scheme, including implementation of the provisions of National Policy for Senior Citizens (NP Sr C) (Referred to at Para 4 (vi) of the Scheme)

Eligible agencies/institutions/organizations will be granted financial assistance under this programme, as per the eligibility and quantum of assistance being determined by the Ministry on each occasion on a case to case basis.

7. **Projects which now stand dropped or merged with some other project types or shall now be implemented through National Institute of Social Defence.**

(i) Multi Service Centers for Senior Citizens

Project to be deleted from the Scheme. Such projects shall not be assisted from the financial year 2018-19. However, the NGOs/Organisations may be allowed to convert the projects of MSC / DCC into Senior Citizens' Homes for 25 inmates subject to specific recommendations of the State Government on the capacity of the Organization, space of the project, etc. and with the approval of Ministry of Social Justice and Empowerment.

(ii) Running of Day Care Centres for Senior Citizens afflicted with Alzheimer's/Dementia

Day Care Centres for Senior Citizens afflicted with Alzheimer's/Dementia shall cease to exist from 2018-19. However, the project merged with the Continuous Care Homes and Homes for Senior Citizens afflicted with Alzheimer's/Dementia from 2018-19.

(iii) Multi Facility Care Centre For Older Widows

Project merged with the Senior Citizens' Homes.

(iv) Helplines and Counseling Centres for Senior Citizens including Helpline for Senior Citizens at the National and District level by the Ministry.

Project to be deleted from the Scheme from 2018-19.

(v) Programme for Sensitization of School/College Students.

Project to be transferred to the National Institute of Social Defence (NISD), existing projects receiving grants in aid under the Scheme will be supported by the NISD.

(vi) Awareness Generation Programmes including those relating to the Maintenance and Welfare of Parents and Senior Citizens' (MWPSA) Act, 2007 and National Policy for Senior Citizens (NPSrC).

Project to be transferred to the National Institute of Social Defence (NISD), existing projects receiving grants in aid under the Scheme will be supported by the NISD.

(vii) Volunteers Bureau for Senior Citizens

Project to be deleted from 2018-19.

(viii) Formation of Vridha Sanghas/ Senior Citizen Associations/Self Help Groups

Project to be deleted from the Scheme. However, a new project type "Skill Training and re-skilling of Sr. Citizens through training to the target group (15-30 days training)" to be introduced and supported by the National Institute of Social Defence.

Grant in Aid to Voluntary Organisations working in the field of Integrated Programme for Senior Citizens

APPLICATION-CUM-MONITORING FORM FOR GRANT-IN-AID TO VOLUNTARY ORGANISATIONS WORKING IN THE FIELD OF INTEGRATED PROGRAMME FOR SENIOR CITIZENS

(for 1st instalment and New Cases)

PART - A

1. Financial year for which grant-in-aid is applied:	_____
2. Name of the Organisation:	_____
3. (a) Nature of the Project*:	_____
(b) Date of commencement of the Project:	____ / ____ / ____
(c) Year of Commencement of Grant-in-aid from G.O.I for the Project:	_____
(d) Whether the Project is recognised by the state government:	Yes / No
4. Date of Registration of the organization:	____ / ____ / ____
5. Address of Registered Office:	_____ (STD Code) Tel. No: (STD Code) Fax No: Email:
6. (a) Complete Address of location / location where programme / project / scheme is being implemented:	_____ (STD Code) Tel. No: (STD Code) Fax No: Email:
(b) Nearest Railway Station/Bus stand:	_____
7. Whether building is:	OWNED / RENTED / ON LEASE / DONATED (Please indicate ✓ against appropriate box)

* Please indicate: Type of Project.

8. (a) Is the building being utilized exclusively for this program?:	_____
(b) If no, provide details of usage:	_____
9. (a) Area of building:	_____ (in sq. meters)
(b) Number of rooms:	_____
10. Whether separate project-wise accounts have been maintained for grants sanctioned earlier?	Yes / No
11. (a) Whether principle of joint operation of banks accounts is being followed?:	Yes / No

12. Details of bank accounts in which grant-in-aid released during previous financial year:

Sl. No	Grant-in-aid for financial year	Sanction letter number	Dated	Recurring Amount	Non-recurring Amount	Bank A/c No.	Name and address of Bank	Person Operating the joint Account
1.								
2.								

(Unaudited) 13. Whether the statements of accounts submitted alongwith the application:
(Please indicate √ against appropriate box)

14. The amount of support sought from the Ministry for recurring grant-in-aid

Cost Head Group	Rs. in Lakhs
(a) Recurring	
(b) Non-recurring	
(c) Total	

15. Whether List of Beneficiaries added as per Form - I:	Yes / No
16. Whether List of Managing Committee added as per Form - II:	Yes / No
17. Whether the List of Employees added as per Form - III	Yes / No
18. Whether the Organisation is registered with NITI AAYOG in the NGO-PS portal? if so, indicate the registration number.	Yes / No

(mark \surd above against the appropriate box)

PART - B

Details regarding beneficiaries and program

1. Nature and location of the Centre (separate form to be filled up for each Centre):

2. No. of Senior Citizens served:

<i>Between 60-70 years</i>	<i>Between 70-80 years</i>	<i>Above 80 years</i>

3. Category / background of the beneficiaries joining the centre:

	Number	Percentage
<i>i) Low Income / cannot support themselves</i>		
<i>ii) High Income but nobody to look after</i>		
<i>iii) Widow / widower</i>		
<i>iv) No children to look after</i>		
<i>v) Have children but do not look after</i>		
<i>vi) Seriously ill and as such abandoned by family members</i>		
<i>vii) Quarrels in the family forced to join the centre</i>		
<i>viii) Joined the centre to do social service</i>		
<i>ix) Any other reason to join the centre</i>		

4. Availability of the following at Centre:

<i>Lighting</i>	<i>Potable water</i>	<i>Toilet facility</i>

5. Details of Medical check up and treatment of the Senior Citizens:

i) *Annual expenditure on medicines*

<i>Current year</i>	<i>Previous year</i>

ii) *whether there is a full time doctor or a part time doctor*

<i>Full time</i>	<i>Part time</i>

iii) *if the doctor is part time, the number of visits per month* _____

iv) *the fee paid to the part time doctor per visit* Rs. _____

v) *whether any nursing service is provided* **Yes / No**

vi) *the number of beneficiaries served for the whole year (in case of MMU)* _____

vii) *the average number of visits by the mobile van per month (in case of MMU)* _____

viii) *the number of visits the social worker paid to reach out to senior citizens for the whole year (in case of Non-Institutional Services)* _____

6. Nutrition support:

<i>No. of meals per day</i>	<i>Breakfast / evening tea</i>	<i>Average Daily exp.</i>

7. Arrangements for recreation:

<i>Newspapers</i>	
<i>Books</i>	
<i>Magazines</i>	
<i>Excursions</i>	
<i>Picnics</i>	
<i>Film show</i>	
<i>Religious congregation</i>	

8. What are the services for which the Senior Citizens the Centre:

	<i>Number</i>	<i>Percentage</i>
<i>i) For Nutritional support</i>		
<i>ii) For recreation</i>		
<i>iii) For health reason</i>		
<i>iv) For vocational training</i>		
<i>v) To provide social service through the centre</i>		
<i>vi) Any other factor (please specify)</i>		

9. Productive Activity:

a) Whether there are any facilities for productive activity for the beneficiaries: **Yes / No**

b) If the answer to the above is yes give details of nature of such activities:

i) No. of persons involved in such activities: _____

ii) Income per year from such activities for:

beneficiaries: Rs. _____

centre: Rs. _____

10. Other Activities (other than productive activities):

i) Whether any social service is undertaken by the centre: **Yes / No**

a) By adopting specific area: **Yes / No**

b) By linking with established institutions such as Orphanages, J.J. Institutes etc.: **Yes / No**

ii) What type of services are provided by the beneficiaries / centre to the community:

a. teaching	Yes / No
b. planting trees	Yes / No
c. vocational training	Yes / No
d. crèche services	Yes / No
e. any other community service	Yes / No
f. Other (please specify)	Yes / No

11. Are there any linkages with any other organization / institution If so, please specify the name of the organisation for each service:

- i. Nutrition
- ii. Recreation
- iii. Health
- iv. Vocational Training
- v. Any other sector

PART - C

12. Organisation's Funds Flow:

Detail of Expenditure on:	FOR THE ORGANISATION AS A WHOLE			FOR THIS PROJECT		
	Year preceding the financial year of Grant-in-aid assistance indicated at Sl. No. 3(c) Part - A	Previous Year (new Projects)	Current Year budgeted / actual	Year preceding the financial year of Grant-in-aid assistance indicated at Sl. No. 3(c) Part - A	Previous Year	Current Year budgeted / actual
<i>I. Financial year</i>						
II. Total INCOME , of which:						
<i>(i) funded by office-bearers, donations from private sector</i>						
<i>(ii) funded by foreign contribution.</i>						
<i>(iii) funded by local bodies and public sector organization / State Govt</i>						
<i>(iv) Grant from Central Govt. (Please indicate from each Ministry / Dept / CAPART separately.)</i>						
<i>(v) Beneficiaries contribution / User Charges</i>						
<i>(vi) Miscellaneous income</i>						

<i>(vii) Any Other sources not mentioned above (specify)</i>						
III. Total EXPENDITURE, of which:						
<i>(i) Recurring</i>						
<i>(ii) Non-recurring</i>						
IV) Details of Expenditure on:	FOR THE ORGANISATION AS A WHOLE			FOR THIS PROJECT		
	<i>Year preceding the financial year of Grant-in-aid assistance indicated at SL.No.3(c) Part - A</i>	<i>Previous Year*</i>	<i>Current Year budgeted / actual</i>	<i>Year preceding the financial year of Grant-in-aid assistance indicated at SL.No. 3(c) Part - A</i>	<i>Previous Year</i>	<i>Current Year budgeted / actual</i>
<i>(i) Salaries and Wages</i>						
<i>(ii) Rental:</i> <i>a. building</i> <i>b. Furniture & fixture</i> <i>c. Plant & Machinery</i>						

(iii) Travelling, daily, etc. allowances.						
(iv) Other Administrative Costs						
(v) Expenditure on beneficiaries: (a) in cash:						
(vi) Expenditure on beneficiaries: in kind: i. Food: ii. Uniform / clothing: iii. Medicines: iv. Transport facility: v. Recreation / games: vi. Misc:						
(vi) Material costs incurred by the orgn.: (For imparting Vocational Training) a) _____ b) _____ c) _____						
(vii) Cost per beneficiary:						

13. VERIFICATION

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 Ministry of Social Justice & Empowerment, Government of India.

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 India.
- 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 India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- c. If the State or the Central Government have reasons to believe that the grant is not being utilised for approved purposes; the Government of India may stop payment of further instalments and recover earlier grant in such manner as they may decide.
- d. The organisation agrees to make reservation for the Scheduled Castes / Schedule Tribe candidates / Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.
- e. It is hereby certified that no grant is being received for the same project from any other (Government, Private or foreign) source.

Yours faithfully

Signature of the Authorised Signatory
Name:
Designation:
Address:
Date:
Office Stamp:

List of Documents to be submitted alongwith Application for Ist instalment or new case.

- a. **Accounts in 4 parts for the project for which grant-in-aid is sought and for the organisation as a whole.**
 - i. **Income & Expenditure Statement**
 - ii. **Receipt & Payments Statement**
 - iii. **Balance Sheet**
 - iv. **Auditors Report**
- b. **Activity Report of The Organisation for the previous year.**
- c. **Budget Estimates for the project for current year**
- d. **Details of Beneficiaries on Form - I**
- e. **Details of the Managing Committee on Form - II**

- f. Details of Employees on Form - III*
- g. Copy of Registration Certificate*
- h. Memorandum of Association / bye-laws / Articles.*
- i. Utilisation Certificate in respect of grants released in the previous year*

Note: In the case of new projects, accounts should be audited and the accounts submitted for the preceding two years. The requirement of Utilisation Certificate (UC) does not apply in such cases.
