

## AN INTEGRATED PROGRAMME FOR OLDER PERSONS (REVISED SCHEME EFFECTIVE FROM 01.04.2008)

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## **INTEGRATED PROGRAMME FOR OLDER PERSONS**

### **1. INTRODUCTION**

There has been a steady rise in the population of older persons in India. The number of elder persons has increased from 19.8 million in 1951 to 76 million in 2001 and the projections indicate that the number of 60+ in India will increase to 100 million in 2013 and to 198 million in 2030. The life expectancy, which was around 29 years in 1947, has increased manifold and now stands close to 63 years.

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 withering of the joint family system, as a result of which a large number of parents are being neglected by their families exposing 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 emotional needs of the elderly.

## **2. AIMS AND OBJECTIVES**

The main objective of the Scheme is to improve the quality of life of the Older Persons 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 Government / Non-Governmental Organizations / Panchayati Raj Institutions / local bodies and the Community at large.

## **3. APPROACH**

Assistance under the scheme will be given to the Panchayati Raj Institutions / local bodies and eligible Non-Governmental Voluntary Organizations for the following purposes:-

- (i) Programmes catering to the basic needs of Older Persons particularly food, shelter and health care to the destitute elderly;
- (ii) Programmes to build and strengthen intergenerational relationships particularly between children / youth and Older Persons;
- (iii) Programmes for encouraging Active and Productive Ageing;
- (iv) Programmes for providing Institutional as well as Non Institutional Care / Services to Older Persons;
- (v) Research, Advocacy and Awareness building programmes in the field of Ageing; and
- (vi) Any other programmes in the best interests of Older Persons.

## **4. PROGRAMMES ADMISSIBLE FOR ASSISTANCE UNDER THE SCHEME**

- (i) **Maintenance of Old Age homes** to provide food, care and shelter for a minimum number of 25 destitute older persons. **(APPENDIX I)**

An Integrated Programme for Older Persons (Revised Scheme effective from 01.04.2008)

- (ii) **Maintenance of Respite Care Homes and Continuous Care Homes** for a minimum of 25 Older Persons who live in old age homes but are seriously ill requiring continuous nursing care and respite. **(APPENDIX II)**

- (iii) **Running of Multi Service Centres for Older Persons** to provide daycare, educational and entertainment opportunities, healthcare, companionship to a minimum number of 50 older persons. **(APPENDIX III)**

**(iv) Maintenance of Mobile Medicare Units** to provide medical care to the older persons living in rural and isolated and backward areas. **(APPENDIX IV)**

**(v) Running of Day Care Centres for Alzheimer's Disease / Dementia Patients** to provide specialized day-care to the Alzheimer's disease patients. **(APPENDIX V)**

**(vi) Physiotherapy clinics for older persons** **(APPENDIX VI)**

**(vii) Disability and hearing aids for older persons** **(APPENDIX VII)**

**(viii) Mental health care and Specialized care for the Older Persons** to provide Mental Health Care Intervention Programmes to the elderly. This scheme is also open to organizations / hospitals, which are already into mental health care. The scheme would help such organizations to integrate the component for older persons, which is hitherto neglected. **(APPENDIX VIII)**

**(ix) Help-lines and Counselling Centres for older persons** **(APPENDIX IX)**

**(x) Sensitising programmes for children particularly in Schools and Colleges****(APPENDIX X)**

**(xi) Regional Resource and Training Centres** **(APPENDIX XI)**

**(xii) Training of Caregivers to the older persons** **(APPENDIX XII)**

**(xiii) Awareness Generation Programmes for Older Persons and Care Givers** like Self-care, preventive health care, disease management, preparation for old age / healthy and productive ageing; intergenerational bonding. **(APPENDIX XIII)**

**(xiv) Multi facility care centres for destitute older widow women** to provide shelter, educational, occupational and entertainment opportunities, healthcare, companionship to the widowed older women **(APPENDIX XIV)**

**(xv) Volunteers Bureaus for older persons** **(APPENDIX XV)**

**(xvi) Formation of Vridha Sanghas / Senior Citizen Associations.** **(APPENDIX XVI)**

**(xvii) Any other activity, which is considered suitable to meet the objective of the scheme.**

## **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) In the case of schools, colleges, Educational Institutions and recognized youth organizations such as Nehru Yuvak Kendra Sanghathan (NYKS) and the National Service Scheme (NSS) undertaking programmes and services for Older Persons, up to 100% cost of the 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 terms and conditions laid down by this Ministry:-

i. Panchayati Raj Institutions / Local bodies

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 Yuvak Kendra Sanghathan (NYKS).

v. In exceptional case, financial assistance under the Scheme shall also be provided to State Governments/Union Territory administrations.

## **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 atleast two years; or a Public Trust registered under any law for the time being in force or a charitable company licensed under Section 525 of Companies Act, 1958.

iii) It should have been registered for a minimum period of two years but 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. In other deserving cases, the condition of two years may be relaxed with the approval of the Secretary (SJ&E) on case-to-case basis.

iv) 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;

- v) The organization is initiated and governed by its own members on democratic principles.
- vi) The aims and objects of the organization and programmes in fulfillment of those aims and objects are specifically laid down;
- vii) 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.

## 7. GUIDELINES OF THE SCHEME

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 the Annexure. These guidelines may be modified from time to time, according 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 Additional Secretary (SJ&E), Joint Secretary (Social Defence) and representatives of Planning Commission and Integrated Finance Division of the Ministry as member.

### APPENDIX - I

#### MAINTENANCE OF OLD AGE HOMES

(Referred to at Para 4 (i) of the Scheme)

The grants-in-aid for a project for running old age home for 25 Older Persons to provide food, shelter, care, recreation facilities, etc., free of cost. If the old age home is larger in size (say for 150 or 75 or 50 beneficiaries), the grant-in-aid for maintenance of such old age home will be sanctioned on proportionate basis.

To allow flexibility in utilization of funds the organization shall be allowed to incur the expenditure on the following heads:

(In Rs.)

<b>I.</b>	<b>RECURRING EXPENDITURE: (a to e)</b>	<b>5,42,000/-</b>
		<b>1,62,000/- per annum</b>
<b>(a)</b>	<b>Staff Honorarium</b>	
	Suptd. / warden / manager	42,000/- per annum
	Social worker / counselor	36,000/- per

		annum
	Midwife / nurse	36,000/- per annum
	Cook	24,000/- per annum
	Helper / sweeper	12,000/- per annum
	Chowkidar	12,000/- per annum
	<b>(b) Building (Rent / Maintenance)</b>	<b>90,000/- per annum</b>
	<b>(c) Health Care</b>	<b>2,50,000/- per annum</b>
	Food	1,96,000/- per annum
	Doctor	18,000/- per annum
	Medicine	18,000/- per annum
	Clothing, oil soap etc.	18,000/- per annum
	<b>(d) Recreation</b> (Includes Books, Magazines, Newspapers, Outings, religious and cultural programmes, Games like caroms, chess, cards etc.)	<b>20,000/- per annum</b>
	<b>(e)</b> Miscellaneous and unforeseen (electricity, water etc.)	<b>20,000/- per annum</b>
	<b>II. NON RECURRING ITEMS</b> (at the time of setting up of the project)	
	<b>(f)</b> Items like (Furniture, Utensils, television, indoor games etc.)	<b>1,25,000/-</b>
	<b>Total (I+II)</b>	<b>6,77,000</b>

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

## APPENDIX - II

### 2. Maintenance of Respite Care Homes / Continuous Care Homes (Referred to at Para 4 (ii) of the Scheme)

Grant-in aid under this project is given to agencies who have shown a credible track record in running old age homes for a minimum of 150 beneficiaries as a additional grant for continuous care or respite care for a minimum of 25 older persons with mild to severe disability. Recognized charitable hospitals / nursing homes / Medical Institutions / colleges are also eligible for funding. If the project is larger in size (say for 75 or 50 beneficiaries), the grant-in-aid for maintenance of such old age home will be sanctioned on proportionate basis.

To allow flexibility in utilization of funds the organization shall be allowed to incur the expenditure on the following heads:

(In Rs.)

<b>I.</b>	<b>RECURRING EXPENDITURE:</b>	<b>6,00,000 per annum</b>
<b>(a)</b>	<b>Staff Honorarium</b>	<b>2,34,000/- per annum</b>
	Doctor	72,000 /- per annum
	Suptd. / warden / manager	42,000/- per annum
	Social worker / Counselor	36,000/- per annum
	Midwife/nurse	36,000/- per annum
	Cook	24,000/- per annum
	Helper / sweeper	12,000/- per annum
	Chowkidar	12,000/- pr annum
<b>(b)</b>	<b>Building (Rent / Maintenance)</b>	<b>90,000/- Per annum</b>
<b>(c)</b>	<b>Health Care (Doctor, Medicines etc.) Nutrition and hygiene (oil, soap, clothing, etc.)</b>	<b>2,36,000/- per annum</b>
	Nutrition	1,96,000 per annum

	Medicine / tests	20,000/- per annum
	Special soap, nappies, disposables	20,000/- per annum
<b>(d)</b>	Pathological Test material	<b>20,000/- per annum</b>
<b>(e)</b>	Miscellaneous and unforeseen (electricity, water etc.)	<b>20,000/- per annum</b>
<b>II.</b>	<b>NON-RECURRING ITEMS</b> (at the time of setting up of the project): (Includes medical equipment, oxygen cylinders, utensils, furniture, raw material etc.)	<b>1,20,000/-</b>
	<b>Total (I+II)</b>	<b>7,20,000/-</b>

### APPENDIX - III

#### Multi Service Center

(Referred to at Para 4 (iii) of the Scheme)

The grants-in-aid for a project will be restricted to 50 Older Persons for providing facilities for daycare, healthcare, recreation, peer interaction, entertainment, and companionship, spiritual and religious programmes. To allow flexibility in utilization of funds the organization shall be allowed to incur the expenditure on the following heads:

	<b>Item</b>	<b>Proposed (In Rs.)</b>
<b>I.</b>	<b>RECURRING EXPENDITURE:</b>	<b>3,74,000/- p.a.</b>
<b>(a)</b>	<b>Staff Honorarium</b>	<b>82,800/- p.a.</b>
	(i) Manager / Superintendent	36,000/- p.a.
	(ii) Social Worker	18,000/- p.a.
	(iii) Care Taker	12,000/- p.a.
	(iv) Vocational trainer / Cook	9600/- p.a.
	(v) Sweeper	7200/- p.a.
<b>(b)</b>	<b>building (Rent / Maintenance)</b>	<b>42,000/- p.a.</b>
<b>(c)</b>	<b>Health Care</b> (Doctor, Medicine etc.) & Nutritional Supplement	<b>2,18,000/- p.a.</b>
<b>(d)</b>	<b>Recreation</b> (Books, Magazines, Newspapers, Outings, religious and cultural programmes, Games like carom, chess, cards, etc.)	<b>18,000/- p.a.</b>

<b>(e)</b>	<b>Miscellaneous and unforeseen</b> (electricity, water, telephone, stationary etc.)	<b>13,200/- p.a.</b>
<b>II.</b>	<b>Non Recurring Items (at the time of setting up of the project)</b>	
<b>(f)</b>	(Furniture, Utensils, television, indoor games etc.)	32, 000/-
	<b>Total (I+II)</b>	<b>4,06,000</b>

#### **APPENDIX - IV**

##### **Mobile Medicare Unit:**

##### **(Referred to at Para 4 (iv) of the Scheme)**

The scheme restricts grants-in-aid for a project for older persons living in slums, rural and inaccessible areas where proper health facilities are not available. The project aims to enable older people 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 at least 400 older persons per month.

Grant-in aid under this project is given to agencies that have shown a credible track record working for the cause of elderly and organizations that have 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. If the project is larger in size, the grant-in-aid will be sanctioned on proportionate basis.

	<b>Item</b>	<b>In Rs.</b>
<b>(I)</b>	<b>Item Staff Honorarium</b>	<b>1,13,000/-</b>
(a)	Honorarium to Doctor	30,000/-p.a.
(b)	Multiple Health Worker/Social Worker/ Nurse	24,000/- p.a.
(c)	Driver	20,000/- p.a.
(d)	Organizer	24,000/- p.a.
(e)	Helper	15,000/- p.a.
<b>(II)</b>	<b>Medicines and pathological tests @ Rs. 33/- per person p.m.</b>	<b>1,58,000/- p.a.</b>
<b>(III)</b>	<b>Fuel and maintenance of van</b>	<b>13, 000/- p.a.</b>

<b>(IV)</b>	<b>Contingency Charges</b>	<b>12,000/- p.a.</b>
	<b>Total</b>	<b>2,96,000/-</b>

## APPENDIX-V

### Day Care Centres for Care of Old persons with Dementia:

(Referred to at Para 4 (v) of the Scheme)

The scheme provides for setting up of specialized day care centres for covering 20 old persons per month suffering from Dementia. In case of variation in the number of beneficiaries, adjustment will be made proportionately in recurring grant.

Grant-in aid under this project is given to agencies who have shown a credible track record in running old age homes, or in providing free medical care to the people are eligible for funding. Recognized charitable hospitals / nursing homes / Medical Institutions / colleges are also eligible.

<b>I.</b>	<b>RECURRING EXPENDITURE: 8,58,000</b>		<b>(In Rs.)</b>
1.	Medical Doctor	10000 p.m.X 12months	1,20,000
2.	Social Worker	5000 p.m X 12 months	60,000
3.	Nurses (3)	15000 p.m x 12 months	1,80,000
4	Medicines	3500 p.m. x 12 months	42,000
5	Rent	5000 p.m x 12 months	60,000
6	Electricity, Water, telephone	4000 p.m. 12 months	48,000
7	Refreshment to Patients	15 x 20 Patients X 30 days p.m. X 12 months	1,08,000
8	Transportation	20,000 per month	2,40,000
<b>II.</b>	<b>NON RECURRING EXPENDITURE</b>		
1.	Cost of Furniture, equipments etc.		1,20,000

## APPENDIX-VI

### Physiotherapy Clinics

(Referred to at Para 4 (vi) of the Scheme)

Grant-in aid under this project is given to agencies that have shown a credible track record in running projects for the welfare of the older persons for running of physiotherapy clinics for a minimum of 50 older persons per month. Recognized charitable hospitals/nursing homes/Medical Institutions/colleges are also eligible.

<b>(In Rs.)</b>			
<b>I.</b>	<b>Recurring Expenditure</b>		<b>2,36,000/-</b>
01	Honorarium of Physiotherapist, doctor, technician.	10,000 p.m.x12 months	120,000/-
04	Maintenance of Equipments	20,000 p.a. lump sum	20,000/-
05	Incidental expenses (Medicines, electricity, water, telephone etc.)		60,000/-
06	Rent	3,000 p.m.x12 months	36,000/-
<b>II.</b>	<b>Recurring Expenditure</b>		
07	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 Lumbar Traction Bed, shoulder wheel and pulley, Multi exercise gym, treadmill, Exercise staircase, Infra red lamp floor model, paraffin wax bath, etc.		<b>7 lakh</b>

## **APPENDIX - VII**

### **Disability and Hearing Aids for Elderly: (Referred to at Para 4 (vii) of the Scheme)**

Grant-in aid under this project is given to agencies, who have shown a credible track record in running projects for the welfare of the older persons, for conducting of special camps for providing disability and hearing aids for the elderly free of cost. Recognized charitable hospitals / nursing homes / Medical Institutions / colleges are eligible for funding under this programme.

(In Rs.)

1.	Cost of hearing aids with batteries (50 units @ 2000) per camp	1,00,000/-
2.	Cost of dentures (20 units @ 1000/- each) per camp	20,000/-

3	Cost of knee braces (10 units @ 1500/- each) per camp	15,000/-
4.	Cost of one screening camp (including tent, doctors, nurses, etc.)	25,000/-
	<b>TOTAL (per camp)</b>	<b>1,60,000/-</b>

## APPENDIX - VIII

### **Mental health Care and Specialized Care for vulnerable Elderly.**

**(Referred to at Para 4(viii) of the Scheme)**

Grant-in aid under this project is given to agencies, who have shown a credible track record in running projects for the welfare of the older persons, for organizing special camps for providing special healthcare and mental healthcare. Recognized charitable hospitals / nursing homes / Medical Institutions / colleges are also eligible.

<b>Special Health Camps for Screening and Dealing with Mental Health</b>		
<b>S.No</b>	<b>Head</b>	<b>(per camp) (In Rs.)</b>
01	Organizing screening camps	5000
02.	IEC	1500
03	Follow up (per beneficiary)	500
04.	Honorarium for Psychiatrist	1000
05.	Honorarium for Psychologist	1000
06.	Honorarium for Community Worker	500
	<b>Total</b>	<b>9,500 per camp</b>

## APPENDIX - IX

### **Help lines and Counseling for Older Persons:**

**(Referred to at Para 4 (ix) of the Scheme)**

The grants-in-aid is sanctioned for setting up of Help lines and counselling facilities for older persons. Agencies, who have shown a credible track record in running projects for the welfare of

the older persons and recognized charitable hospitals / nursing homes / Medical Institutions / colleges are also eligible.

<b>(In Rs.)</b>		
<b>I.</b>	<b>Recurring Expenditure</b>	<b>4, 92,000/-</b>
i)	Rent for the premises	36, 000/-
ii)	Honorarium / fees for Psychologists (2)	1,80,000/-
iii)	Social worker )	84, 000/-
iv)	Attendants (2 Nos.)	96, 000/-
v)	Administrative Expenditure (Electricity, telephone bills, stationery, Publicity, postage, conveyance, books / periodicals, Misc. expenditure, etc.)	96, 000/-
<b>II.</b>	<b>Non Recurring Expenditure (At the time of setting up of the project) (Furniture, telephone system, fittings etc.)</b>	<b>80,000/-</b>

## APPENDIX - X

### Programme for sensitisation of school/college students: (Referred to at Para 4 (x) of the Scheme)

The project is for sensitization of the school/college going children towards the cause of elderly persons In case of variation in the number of schools covered, the grant would be reduced proportionately.

<b>I.</b>	<b>Recurring Expenditure</b>		<b>(In Rs.)</b>
1.	Salaries		
	Programme officer (1)	1 x 12 x 8,000	96,000.00
	Out Reach Workers (1)	1 x 12 x 5, 000	60,000.00
	Guest Speaker	40 sessions @ 500/- per session	20, 000/-
2.	Banners and Posters	Lump sum	10, 000/-

3.	Stationary including painting material etc. for competitions	20 schools @ 1,000/-per school	20, 000/-
4.	Prizes for Competitions Essay writing Painting	20 @ 1, 000/-	20, 000/-
5.	Celebration of Grand Parents Day	5 @ 10, 000/-	50, 000/-
6.	Photography and publicity	20 @ 700/-	14, 000/-
7.	Brochures and newsletters	Lump sum	5000/-
8.	Transport	40 sessions @ 300/-	12, 000/-
<b>II.</b>	<b>Non-Recurring Expenditure</b> (at the time of sanction) includes items like Lap Top, projector, etc.		80, 000/-

## APPENDIX - XI

### **Regional Resource and Training Center (Referred in Para 4 (xi) in the Scheme)**

There are certain activities, which need to be organized at regional level to build the capacity of the voluntary sector. Unless this is organized into centres of excellence in ageing very little improvement is likely to be achieved.

S. No.	Head	Rate	Total Expenditure (in Rs.)
<b>I.</b>	<b>Recurring Expenditure:</b>		6,63,000
1.	<b>Human Resources</b>		3,00,000
	1. Consultant	12,000 X 12= 1,44,000	
	2. Coordinator	7,000X12= 84,000	
	3. Support Staff (2)	6,000X12= 72,000	
2.	Books, Printing, Stationary and Postage (reader friendly material, course material, advocacy material)	50,000	74,000
	Telephone / Internet Charges	24,000	
3.	Rent	10,000 X 12=	2,41,000

		1,20,000	
	Hiring of Vehicles	8,000 X 12 = 96,000	
	Annual Regional Level Workshop	25,000 x 1 = 25,000	
4.	Contingencies	4,000 X 12	48,000
<b>II.</b>	<b>Non Recurring items:</b>		<b>1,12,000</b>
	<b>Office Equipments (include Computer, Printer, Telephone, Office Furniture)</b>		

## APPENDIX - XII

### Training of Caregivers to Older Persons (Referred to at Para 4 (xii) of the Scheme)

#### 1. Care Givers Training Programme for Home Care Services:

<b>I.</b>	<b>NON RECURRING EXPENDITURE</b>		<b>(In Rs.)</b>
1.	Training materials, Audiovisual aids, projector, screen, charts etc.		60,000
<b>II.</b>	<b>RECURRING EXPENDITURE</b>		
1.	Stipend to 20 Trainees	500 p.m. x 20 x 12 months	1,20,000
2.	Honorarium to Core Faculty	6,000 p.m.x12 months	72,000
3.	Honorarium of Demonstrator / Trainer	6,000 p.m.x12 months	72,000
5	Venue charge / Rent with Incidentals	5,000 p.m.x12 months	60,000
6	Administration (field work, travel, stationery)	1,000 p.m.x12 months	12,000
	<b>Total (I+II)</b>		<b>3,96,000</b>

## APPENDIX - XIII

### Awareness projects for older persons (Referred to at Para 4 (xiii) of the Scheme)

Grant-in aid will be granted to the Institutions, Non-Governmental Organizations, who are having experience and proven track record in undertaking similar activities on voluntary basis.

S.No	Head	Expenditure (In Rs.)
01	Monthly Radio Programmes (producing and broadcasting cost) for a 15 minutes slot (once a week) in AIR at state capitals	5000 p.m.
02	Street Plays in local languages (production and travel cost) (minimum two in a month at different locations	10,000 per event
03	Organizing workshops, seminars in local languages (minimum two in a month at different locations) with experts for senior citizens and caregivers, and distribution of literature.	4000 per programme

#### APPENDIX - XIV

##### Multi Facility Care Centers for Older Widowed Women

(Referred to at Para 4 (xiv) of the Scheme)

The grants-in-aid for a project for running a old age home for 50 older widow women. In addition to providing full time shelter and care to the beneficiaries, the widow home would give training in income generating activities, conduct religious programmes, yoga, etc. Further, to allow flexibility in utilization of funds the organization shall be allowed to incur the expenditure on the following heads:

	Recurring Items	(In Rs.)
1.	Project Director (1) @ 5,000/- p.m.	60,000
2.	Social Worker(1) @ 3,000/- p.m.	36,000
3.	Doctor (part time) two visits in a week @ 3,000/-	36,000
4.	Peon / Sweeper / Watchman (3) @ 1500/- p.m. per person	54,000
5.	Food expenses @ 600/- p.m. per women x 50	3,60,000
6.	Washing charges @ 100/- per month per person for 50.	60,000
7.	Telephone charges @ 500/- p.m.	6,000
8.	Honorarium to Nurse @ 2500/-	30,000

9.	Water and electricity @ 6000/- p.a.	6,000
10.	Misc. expenses @ 3, 000/- p.m.	36,000
11.	Building (Rent / Maintenance) @ 7,500 p.m.	90, 000/-
<b>NON RECURRING ITEMS (at the time of setting up of the project)</b>		
12	Items like Furniture, Utensils, television, indoor games etc.)	1,60,000/-

## APPENDIX - XV

### **Volunteers Bureau for Older Persons**

#### **(Referred to at Para 4 (xv) of the Scheme)**

The grant-in-aid is sanctioned for running a Volunteers Bureau. In order to utilize the skills, talents and experiences of the elderly for the benefit of society, and also to re-establish their social status, senior citizens register with this bureau and offer their valuable services to organizations, hospitals, schools, institutions for children with physical or mental challenges, etc. The Bureau will also conduct periodic meetings of the volunteers to review their experience and chalk out plans of action. The efforts of the Bureau are aimed at making volunteering a people's movement and to inspire other cities to follow on the same lines.

To allow flexibility in utilization of funds the organization shall be allowed to incur the expenditure on the following heads for a minimum of 100 placements per annum in organized sector.

	<b>Recurring Items</b>	<b>(In Rs.)</b>
1	Salaries and honorarium	60,000
2	Rent for the office	18,000
3	Telephone, fax, postage, printing, stationery and other miscellaneous expenditure	20,000
4	Kit for Volunteers and Workshop / Event Expenses	10,000
<b>Non-Recurring Items (At the time of Sanction)</b>		
5	Expenditure on office furniture, telephone, computer, etc.	36,000

## APPENDIX - XVI

### Formation of Vridha Sanghas / Senior Citizen Associations / Self Help Groups (Referred to at Para 4 (xvi) of the Scheme)

Grant-in-aid is sanctioned to Senior Citizen Associations and Self Help Groups of senior citizens for formation of Vridha Sanghas / Senior Citizen Associations / Self Help Groups at State District and Division levels for mobilization of the senior citizens, articulate their interests, promote and undertake programmes and activities for their well being. Such an association division / district level should have atleast 1000/5000 senior citizens as its members and in case of State level associations; atleast 20,000. The Government will provide financial assistance to the Associations for a maximum period of 5 years within which they are expected to become self-sufficient through contributions and donations. The maximum amount of grant-in aid for formation of an Association of 20,000 senior citizens that can be sanctioned at the following rates: -

		(In Rs.)
<b>I.</b>	<b>Recurring Items</b>	<b>1,44,000</b>
1.	Salaries and honorarium	72,000
2.	Rent for the office	12,000
3.	Telephone, fax, postage, printing, purchase of books, stationery and other miscellaneous expenditure	40,000
4.	Travel Expenses	20,000
5.	Training, Awareness promotion on policies, facilities and benefits concerning older persons, Nukkad Natak, Group meetings (atleast one per month in each village)	
<b>II.</b>	<b>Non-Recurring Items (At the time of Sanction)</b>	<b>50,000</b>
6.	Expenditure on the office furniture, telephone, computer, etc.	

## ANNEXURE

# **GUIDELINES OF INTEGRATED PROGRAMME FOR OLDER PERSONS**

## **1. PROCEDURE FOR SUBMISSION OF PROPOSALS AND RELEASE OF GRANT-IN AID**

All the proposals received under the scheme will be considered in accordance with general guidelines issued for processing the grant-in aid to the NGOs by the Ministry and the relevant provisions of the General Financial Rules (GFR) - 2005 as amended from time to time. Based on the guidelines currently in prevalence, following procedure will be followed.

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

- (a) All proposals should clearly indicate the target group of beneficiaries to be covered.
- (b) All fresh proposals for sanction of projects under the Scheme shall be submitted in prescribed proforma along with relevant documents through the concerned State Governments/UT Administrations.
- (c) The applications for release of grant-in aid for the ongoing projects shall be submitted in prescribed proforma along with relevant documents immediately on the commencement of the financial year to the State Government.
- (d) 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 continuation of the grant-in aid for the 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 & Empowerment indicating the inter se priority. The recommendations for arrear grants of ongoing projects shall be considered only if there is a specific recommendation for release of grant-in aid for the current financial year.
- (e) 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.
- (f) The implementing Agency shall, before it receives assistance from Ministry of Social Justice & Empowerment, execute a bond in a 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.

(g) **Inspection:** The prime responsibility for inspection of the projects undertaken under this scheme will lie with the concerned State Government / UT administration. The grant-in aid would be released only on the basis of the Inspection Report. 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 also.

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

(i) **Change of Location:** Change of location of the projects shall be made only with the prior approval of the Ministry.

## **2. CONDITIONS FOR ASSISTANCE**

(i) An aided organization / institution / establishment shall be open to inspection by an officer of the Central Govt. and the State Govt., or the agency / persons authorized by them.

(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) An aided 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) An aided 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, 2005 (Govt. of India) would be applicable.

## **3. ADDITIONAL DOCUMENTS TO BE PROVIDED NON-GOVERNMENTAL VOLUNTARY ORGANIZATIONS**

(i) The expertise / experience the organization in related programmes / services.

(ii) The constitution of the Association, Memorandum of Association and details of aims and objective.

(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 Govt. / State Govt. / any other source for the same project.

(vi) A statement containing the balance sheet and the full receipt and payment 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.

#### **4. ADDITIONAL TERMS AND CONDITIONS IN RESPECT OF NON GOVERNMENT-AL 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 Govt. or the State Govt. as the case may be.

(b) The grantee institution will maintain separate accounts in respect of the grant obtained from the Ministry.

#### **5. 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) The adherence to the following norms shall be necessary while engaging staff under the scheme:

**Doctor** - the person concerned must have formal qualification (recognized by the competent authority) in medicine including Alternative system of medicine.

**Social Worker** - Graduate. In the event of the concerned person not having Graduate level academic qualification it shall be necessary for him/her to have minimum three years of working experience in the social sector.

**Health Worker** - the concerned person must have at least three years of work experience in the event of not being professionally qualified.

**Driver** - must have a valid driving license and should have three years of work experience.

In other cases also as far as possible persons with appropriate qualifications or experience must be engaged so as to maintain acceptable service standards.

(iii) All The Implementing Agencies shall seek compliance with statutory approvals and clearances as applicable before implementation of the project

(iv) The organizations, except the State governments / UT Administrations / Panchayati Raj Institutions / local bodies shall maintain separate joint account in the name of the President / Secretary of the organization, in respect of the grants received under this programme.

(v) On Going Projects under Pre-revised Scheme: - Under the pre-revised scheme of the Ministry, grants-in aid are being provided to eligible organizations for establishing and maintaining old age homes, day care centres, mobile medicare units for the older persons. All these projects may be supported subject to the recommendations of the State Governments and subject fulfillment of the conditions laid down in the revised Scheme and its guidelines.