

INTEGRATED PROGRAMME FOR OLDER PERSONS

***A Central Sector Scheme
to improve the quality of life of the Older Persons
(Revised as on 01.04.2016)***



सत्यमेव जयते

***Government of India
Ministry of Social Justice & Empowerment.
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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 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 11.6 crore in 2016, 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 withering 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 Government/Non-Governmental Organizations (NGOs)/Panchayati Raj Institutions (PRIs) / local bodies and the community at large. The cost norms remain as revised with effect from 1st April, 2015 and already notified. Four new plan schemes which were envisaged to be implemented during the XII Plan have been merged with the relevant components/programmes of this Scheme. These merged schemes are:-

- i) Awareness Generation for the Maintenance and Welfare of Parents and Senior Citizens Act, 2007 (Ref: Para 4(xi).
- ii) Setting up of Helpline for Senior Citizens at National Level (Ref: Para 4(ix).
- iii) Setting up of Helpline for Senior Citizens at District Level (Ref: Para 4(ix).
- iv) Scheme for implementation of the New National Policy on Senior Citizens (Ref: Para 4(xiv).

3. APPROACH

Assistance under the scheme will be given to the Implementing Agencies such as 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;
- (iii) Programmes for encouraging Active and Productive Ageing;
- (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; and
- (vi) Any other programmes in the best interest of Senior Citizens.

4. PROGRAMMES ADMISSIBLE FOR ASSISTANCE UNDER THE SCHEME

- (i) Maintenance of Old Age Homes **including those under Sansad Adarsh Gram Yojana (SAGY)** to provide food, care and shelter for a minimum number of 25 destitute Senior Citizens. (APPENDIX- I)
- (ii) **Maintenance of Respite Care Homes and Continuous Care Homes** for a minimum of 25 Senior Citizens 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 Senior Citizens** to provide daycare, educational and entertainment opportunities, healthcare, companionship to a minimum number of 50 Senior Citizens. (APPENDIX- III)
- (iv) **Maintenance of Mobile Medicare Units** to provide medical care to the Senior Citizens living in rural, isolated and backward areas. (APPENDIX-IV)
- (v) **Running of Day Care Centres for Senior Citizens afflicted with Alzheimer's Disease/Dementia.** (APPENDIX -V)
- (vi) **Multi Facility Care Centres for Older Widows.** (APPENDIX- VI)
- (vii) **Physiotherapy clinics for Senior Citizens.** (APPENDIX-VII)
- (viii) **Regional Resource and Training Centres.** (APPENDIX- VIII)
- (ix) **Helpline and Counselling Centres for Senior Citizens including Helpline for Senior Citizens at the National and District level by the Ministry.** (APPENDIX -IX)
- (x) **Programme for Sensitisation of School/College Students** (APPENDIX -X)
- (xi) **Awareness Generation Projects including those relating to the Maintenance and Welfare of Parents and Senior Citizens (MWPSA) Act, 2007 and National Policy for Senior Citizens (NPSrC).** (APPENDIX-XI)
- (xii) **Volunteers Bureaus for Senior Citizens.** (APPENDIX- XII)
- (xiii) **Formation of Vridha Sanghas / Senior Citizens' Associations / Self Help Groups** (APPENDIX-XIII)
- (xiv) **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)** (APPENDIX-XIV)

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 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. Panchayati Raj Institutions (PRIs) / 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 Yuva Kendra Sangathan (NYKS);
- v. In respect of Helpline for Senior Citizens at National and District level, the agencies selected by Ministry of Social Justice & Empowerment; and
- vi. In exceptional cases, 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 a 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.

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 the **Annexure** at pages 6-25. 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 Additional Secretary (SJ&E), Joint Secretary (Social Defence) and representatives of NITI AAYOG and Integrated Finance Division of the Ministry as Members.

GUIDELINES OF INTEGRATED PROGRAMME FOR OLDER PERSONS

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) - 2005 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 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 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 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. 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.

(viii) **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.

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

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, 2005 (Govt. of India) would be applicable.*

3. 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 AADHAR Numbers (wherever possible).*

(ix) *In case of assistance to Day Care Centers for Senior Citizens afflicted with Alzheimer's and 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.*

4. 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.

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 – *He/She must have formal qualification (recognized by the Medical Council of India or any State Government Authority) in medicine including Alternative system of medicine. Preference should be given to doctor having MBBS qualification.*

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 possess a valid driving licence for transport vehicle and should have at least three years of work experience.*

In other cases also as far as possible persons with appropriate qualifications and/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 Grantee organizations, except the State Governments / UT Administrations / Panchayati Raj Institutions / local bodies 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.

(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 Senior Citizens. All these projects may be supported subject to the recommendations of the State Governments and fulfillment of the conditions laid down in the revised Scheme and its guidelines.

APPENDIX-I

1. Maintenance of Old Age Homes including those under Sansad Adarsh Gram Yojana (SAGY)
(Referred to at para 4(i) of the scheme)

Grant-in-aid is given for a project for running an Old Age Home for 25 Senior Citizens where they will be provided food, shelter, care, recreation facilities, etc. free of cost. If the old age home is of larger size (say for 50 or 75 or 150 beneficiaries), the grant-in-aid for maintenance of such Old Age Home will be sanctioned on proportionate basis. The implementing Agencies are free to provide additional items/other amenities in these old age homes from their own resources. The organizations shall be allowed to incur the expenditure under the following Heads.

(Amt. in Rs.)

SL. NO.	ITEMS	RATES
I.	Recurring Expenditure: (a to e)	*X category - 10,57,000/- p.a *Y category- 10,09,000/- p.a *Z category - 9,97,000/- p.a
(a)	Staff Honorarium	
	(i) Superintendent / Warden / Manager	78,000/- p.a
	(ii) Social Worker / Counselor	66,600/- p.a
	(iii) Midwife / Nurse	66600/- p.a
	(iv) Cook	44,400/- p.a
	(v) Helper / Sweeper	22,200- p.a
	(vi) Chowkidaar	22,200/- p.a
	Total of (i) to (vi)	3,00,000/- p.a
(b)	Building Rent (Or Maintenance @ 10% of rent in case of owned building).	X-1,68,000/- p.a Y-1,20,000/- p.a Z-1,08,000/- p.a
(c)	Health Care	5,15,000/- p.a
	(i) Food	3,62,600/- p.a

	<i>(ii) Doctor</i>	<i>62,400/- p.a</i>
	<i>(iii) Medicine</i>	<i>45,000/- p.a</i>
	<i>(iv) Clothing, oil, soap etc.</i>	<i>45,000/- p.a</i>
(d)	<i>Recreation (includes Books, Magazines, Newspapers, Outings, religious and cultural programmes, Games like <u>carroms</u>, chess, cards etc.</i>	<i>37,000/- p.a</i>
(e)	<i>Miscellaneous and unforeseen (electricity, water, stationery, postage, maintenance of furniture etc.)</i>	<i>37,000/- p.a</i>
II.	<i>Non-Recurring Items (at the time of setting up of the project)</i>	
(f)	<i>Items like Furniture, Utensils, television, etc.</i>	<i>1,37,500/-</i>
	<i>Total (I+II)</i>	<i>*X category 11,94,500/- *Y category 11,46,500/- *Z category 11,34,500/-</i>

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

APPENDIX - II

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

Grant-in aid is given to agencies who have shown a credible track record in running Old Age Homes for a minimum of 150 beneficiaries. Such agencies will be eligible for grants for running and maintenance of continuous care or respite care homes for a minimum of 25 Senior Citizens suffering from mild to severe disability. Recognized Charitable Hospitals/ Nursing Homes/Medical Institutions/Colleges are also eligible for funding. If the project is of larger size (say for 50 or 75 beneficiaries), the grant-in-aid for maintenance of such Old Age Homes will be sanctioned on a proportionate basis. The organizations shall be allowed to incur expenditure under the following Heads:

(Amt. in Rs.)

S. NO	ITEMS	RATES
I.	Recurring Expenditure: (a to e)	*X Category- 10,52,800/- p.a. *Y Category- 10,04,800- p.a. *Z Category- 9,92, 800- p.a.
(a)	Staff Honorarium	
	(i) Doctor	1,24,800/- p.a
	(ii) Superintendent./ Warden/ Manager	78,000/- p.a
	(iii) Midwife / Nurse	66,600/- p.a
	(iv) Cook	44,400/- p.a
	(v) Helper/Sweeper	22,200/- p.a
	(vi) Chowkidaar	22,200/- p.a
	Total of (i) to (vi)	3,58,200/- p.a
(b)	Building Rent (Or Maintenance @ 10% of rent in case of owned building).	*X-1,68,000/- p.a *Y-1,20,000/-p.a *Z-1,08,000/- p.a
(c)	Health Care (Medicine, Nutrition and Hygiene (oil, soap, clothing etc.)	4,52,600/- p.a
	(i) Nutrition	3,62,600/- p.a
	(ii) Medicine/ tests	45,000/- p.a
	(iii) Special soap, <u>diapers</u> , <u>disposables etc.</u>	45,000/- p.a

(d)	<i>Pathological Test material</i>	37,000/- p.a
(e)	<i>Miscellaneous and unforeseen (electricity, water, stationery, postage, maintenance of furniture etc.)</i>	37,000/- p.a
II.	<i>Non-Recurring Items (at the time of setting up of the project): Includes medical equipment, oxygen cylinders, utensils, furniture, etc.</i>	2,22,000/-
	<i>Total (I+II)</i>	*X Category- Rs. 12,74,800/- *Y Category- Rs. 12,26,800/- *Z Category Rs. 12,14,800/-

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APPENDIX-III

**3. Multi Service Centers for Senior Citizens
(Referred to at Para 4 (iii) of the Scheme)**

Grant-in-aid is given to agencies for running a centre for 50 Senior Citizens to provide facilities for day care, healthcare, recreation, peer interaction, entertainment, and companionship, spiritual and religious programmes. The organization shall be allowed to incur the expenditure under the following heads:

(Amt. in Rs.)

S. No.	ITEMS	RATES
I.	Recurring Expenditure: (a to e)	*X Category- 6,92,200 p.a. *Y Category- 6,65, 800 p.a. *Z Category- 6,62,200 p.a.
(a)	Staff Honorarium	
	(i) Manager/ Superintendent	66,600/- p.a
	(ii) Social Worker	33,300/- p.a
	(iii) Care Taker	22,200/- p.a
	(iv) Vocational trainer/ Cook	17,760/- p.a
	(v) Sweeper	13,320/- p.a
	Total of (i) to (v)	1,53,180/- p.a.
(b)	Building Rent (Or Maintenance @ 10% of rent in case of owned building).	*X-78,000/- p.a *Y-51,600/- p.a *Z-48,000/- p.a
(c)	Health Care (Doctor, Medicines & Nutritional Supplement	4,03,300/- p.a
(d)	Recreation (Books, Magazines, Newspapers, Outings, religious and cultural programmes, Games like carom, chess, cards etc.	33,300/- p.a
(e)	Miscellaneous and unforeseen (electricity, water, telephone, stationery etc.)	24,420/- p.a
II.	Non-Recurring Items (at the time of setting up of the project): (Furniture, utensils, television, indoor games etc.)	60,000/- p.a.

	Total (I+II)	*X Category- 7,52,200/- *Y Category- 7,25, 800/- *Z Category- 7,22,200 /-
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**X, Y and Z are the three categories of cities classified for the purpose of drawing House rent allowance in Central Government.*

APPENDIX-IV

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

Grant-in-aid is given for a project for Senior Citizens living in slums, rural and inaccessible areas where proper health 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 at least 400 Senior Citizens per month.

Grant-in-aid under this project is 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. If the project is larger in size, the grant-in-aid will be sanctioned on a proportionate basis.

(Amt. in Rs.)

SL. NO	ITEMS	RATES
I.	Staff Honorarium	
(a)	<i>Honorarium to Doctor</i>	<i>3,18,000/- p.a</i>
(b)	<i>Multiple Health Worker/ Social Worker/ Nurse</i>	<i>1,20,000/- p.a</i>
(c)	<i>Driver</i>	<i>1,08,000/- p.a</i>
(d)	<i>Organizer</i>	<i>1,08,000/- p.a</i>
(e)	<i>Helper</i>	<i>88,800/- p.a</i>

	<i>Total of (a) to (e)</i>	7,42,800/- p.a
II.	<i>Medicines and Pathological tests</i>	2,88,000/- p.a
III.	<i>Fuel and maintenance of van</i>	52,800/- p.a
IV.	<i>Contingency Charges</i>	24,000/- p.a
	Total	11,07,600/- p.a

APPENDIX-V

5. Running of Day Care Centres for Senior Citizens afflicted with Alzheimer's/Dementia (Referred to at Para 4 (v) of the Scheme)

The scheme provides for running and maintenance of specialized Day Care Centres covering 20 Senior Citizens per month suffering from Alzheimer's Disease/Dementia. In case of variation in the number of beneficiaries, adjustment will be made proportionately in the recurring grant. The inmates need to have certification from the Civil Hospital about their illness.

Grant-in-aid under this project is given to agencies which have shown a credible track record in running Old Age Homes, or in providing free medical care to the people. Recognized Charitable Hospitals/Nursing Homes/Medical Institutions/Colleges are also eligible.

(Amt. in Rs.)

SL. NO.	ITEMS	RATES
I.	Recurring Expenditure: (a to h)	*X Category 12,88,000/- p.a *Y Category 12,50,200/- p.a *Z Category 12,41,800/- p.a
<i>a</i>	<i>Medical Doctor</i>	1,24,800/- p.a.
<i>b</i>	<i>Social Worker</i>	1,11,000/- p.a
<i>c</i>	<i>Nurses (3)</i>	3,33,000/- p.a
<i>d</i>	<i>Medicines</i>	77,700/- p.a
<i>e</i>	<i>Rent</i>	*X-1,11,000 p.a *Y-73,200 p.a *Z-64,800 p.a

<i>f</i>	<i>Electricity, Water, telephone, etc.</i>	<i>48,000/- p.a</i>
<i>g</i>	<i>Refreshment to Patients</i>	<i>1,82,500/- p.a</i>
<i>h</i>	<i>Transportation</i>	<i>3,00,000/- p.a</i>
II.	Non-Recurring Items	
	<i>Cost of furniture, equipments, etc.</i>	<i>1,50,000/-</i>
	Total (I+II)	*X Category 14,38,000/- *Y Category 14,00,200/- *Z Category 13,91,800/-

*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. Multi Facility Care Centre For Older Widows (Referred to at Para 4 (vi) of the Scheme)

Grant-in-aid will be for a project for running an Old Age Home for 50 older widows. 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. The organization shall be allowed to incur the expenditure under the following heads:

(Amt. in Rs.)

S. NO.	ITEMS	RATES
I.	Recurring Expenditure: (1 to 9)	*X Category 14, 98,200/- p.a. *Y Category 14,50,200/- p.a. *Z Category 14,38,200/- p.a.
1.	Staff Honorarium	
<i>a</i>	<i>Project Director</i>	<i>1,11,000/- p.a</i>
<i>b</i>	<i>Social Worker</i>	<i>66,600/- p.a</i>
<i>c</i>	<i>Doctor (part time)</i>	<i>62,400/- p.a</i>
<i>d</i>	<i>Honorarium to Nurse</i>	<i>55,500/- p.a</i>
<i>e</i>	<i>Peon/ Sweeper/Watchman (3)</i>	<i>99,900/- p.a</i>
	Total of (a) to (e)	3,95,400/- p.a
2.	Food expenses	6,66,000/- p.a

3.	Washing charges	90,000/- p.a
4.	Medicines	90,000/- p.a
6.	Telephone charges @ 500/- p.m.	88,800/- p.a
7.	Water and electricity @ 6000/- p.a.	
8.	Misc. expenses @ 3,000/- p.m.	
9.	Building Rent (Or Maintenance @ 10% of rent in case of owned building).	*X-1,68,000/- p.a *Y-1,20,000/-p.a *Z-1,08,000/- p.a
II.	Non-Recurring Items (at the time of setting up of the project). Items like Furniture, Utensils, television, indoor games etc.	2,65,000/-
	Total	*X Category 17,63,200/- *Y Category 17,15,200/- *Z Category 17,03,200/-

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

APPENDIX-VII

7. *Physiotherapy Clinics for Senior Citizens* (Referred to at Para 4 (vii) 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 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.

(Amt. in Rs.)

SL. NO.	ITEMS	RATES
I.	Recurring Expenditure: (a to d)	*X Category 3,34,000/- p.a. *Y Category 3,12,400/- p.a. *Z Category 3,06,200/- p.a.
a	Honorarium of Physiotherapist	1,20,000/- p.a
b	Maintenance of Equipments	37,000/- p.a

<i>c</i>	<i>Incidental expenses (medicines, electricity, water, etc.)</i>	<i>1,11,000/- p.a</i>
<i>d</i>	<i>Building Rent (Or Maintenance @ 10% of rent in case of owned building).</i>	<i>*X-66,000/- p.a *Y-44,400/- p.a *Z-38,400/- p.a</i>
II.	<i>Non-Recurring Items</i> <i>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.</i>	<i>10,30,000/-</i>
	<i>Total</i>	<i>*X Category- 13,64,000/- *Y Category- 13,42,400/- *Z Category- 13,36,400/-</i>

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

APPENDIX-VIII

8. Regional Resource and Training Centre (Referred to at Para 4 (viii) of the Scheme)

Regional Resource and Training Centres (RRTCs) are expected to be key collaborating partners for ensuring effective implementation of the policies and programmes of the Ministry. They are also expected to 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.

(Amt. in Rs.)

S. No.	ITEMS	RATE	Total Expenditure
I.	<i>Recurring Expenditure: (1 to 3)</i>		<i>*X Category: 11,48,000/- p.a. *Y Category: 11,04,800/- p.a.</i>

			*Z Category: 10,76,800/- p.a.
1.	Human Resources		
<i>a</i>	<i>Consultant</i>	<i>18000/- p.m</i>	<i>2,16,000/- p.a</i>
<i>b</i>	<i>Coordinator</i>	<i>13000/- p.m</i>	<i>1,56,000/- p.a</i>
<i>c</i>	<i>Support staff (2)</i>	<i>11100/- p.m</i>	<i>1,33,200/- p.a</i>
<i>d</i>	<i>Accountant-cum-Computer Operator</i>	<i>9000/- p.m</i>	<i>1,08,000 p.a</i>
	<i>Total of (a) to (d)</i>		<i>5,05,200/- p.a</i>
2.	<i>(a) Binding, Printing, Stationery and Postage (reader friendly material, course material, advocacy material)</i>	<i>75000/- p.a</i>	<i>1,23,000/- p.a</i>
	<i>(b) Telephone/Internet Charges @ 4000/- p.m</i>	<i>48000/- p.a</i>	
3.	<i>Building Rent (Or Maintenance @ 10% of rent in case of owned building).</i>		<i>*X Category: 2,16,000 p.a</i> <i>*Y Category: 1,72,800 p.a</i> <i>*Z Category: 1,44,000 p.a</i>
	<i>(ii) Hiring of Vehicles and Fuel</i>	<i>12000 p.m</i>	<i>1,44,000/- p.a</i>
	<i>(iii) Annual Regional Level Workshop</i>		<i>46,000/- p.a</i>
	<i>(iv)Contingencies</i>	<i>7,400 p.m</i>	<i>88,800/- p.a</i>
	<i>(v) Library</i>		<i>25,000 p.a</i>
II.	Non-Recurring Expenditure <i>Office equipments (including Computer, Printer, Telephone, Office Furniture, etc)</i>		<i>2,10,000/-</i>
Total I+II			<i>*X Category- 13,58,000/-</i> <i>*Y Category- 13,14,800/-</i> <i>*Z Category- 12,86,000/-</i>

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

APPENDIX-IX

9. Help Lines and Counselling Centres for Senior Citizens including Helpline for Senior Citizens at the National and District level by the Ministry (Referred to at Para 4 (ix) of the Scheme)

Grant-in-aid is given for running and maintenance of Helplines and Counseling facilities for Senior Citizens. Agencies, which have shown a credible track record in running projects for the welfare of the Senior Citizens and recognized Charitable Hospitals/Nursing Homes/Medical Institutions/Colleges are also eligible. 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.

(Amt. in Rs.)

SL. NO.	ITEMS	RATES
I.	Recurring Expenditure: (a to e)	*X Category: 8,52,600/- p.a. *Y Category: 8,31,000/- p.a. *Z Category: 8,25,000/- p.a.
	a) Building Rent (Or Maintenance @ 10% of rent in case of owned building).	*X Category: 66,000/- p.a *Y Category: 44,400/- p.a *Z Category: 38,400/- p.a
	b) Honorarium/ fees for two Psychologists	3,33,000/- p.a
	c) Social Worker	1,56,000/- p.a
	d) Attendants (2 Nos.)	1,77,600/- p.a
	e) Administrative Expenditure (Electricity, telephone bills, stationery, Publicity, postage, conveyance, books/periodicals, Misc. expenditure etc.)	1,20,000/- p.a
II.	Non Recurring Items (At the time of setting up of the Project) (furniture, telephone system, fittings etc.)	1,50,000/-
	Total	X Category: 10,02,600/ p.a. Y Category: 9,81,000/- p.a. Z Category: 9,75,000/- p.a.

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

APPENDIX-X

10. Programme for Sensitisation of School/College Students (Referred to at Para 4 (x) of the Scheme)

Grant-in-aid is given to agencies for implementing a project for sensitization of school/ college

going children towards the cause of Senior Citizens. In case of variation in the number of schools covered, the grant would be adjusted on a proportionate basis.

(Amt. in Rs.)

S. NO.	ITEMS	RATES	Total Expenditure
I.	Recurring Expenditure: (1 to 8)		5,88,500/- p.a
1	Salaries		
	a) Programme Officer	14,800/- p.m	1,77,600/- p.a
	b) Out Reach Worker	9,250/- p.m	1,11,000/- p.a
	c) Guest Speaker	(40 sessions @ 1000/- per session)	40,000/- p.a
2	Banners and Posters	(Lump sum)	18,500/- p.a
3	Stationery including painting material etc. for competitions	(20 schools for 50 students @ Rs. 2,000/- per school)	40,000/- p.a
4	Prizes for Competitions, Essay writing, painting etc.	20 School @ Rs. 2000/- per school	40,000/- p.a
5	Celebration of Grandparents Day	Assistance to five Schools for 200 Grand Parents @ Rs. 50/- per person + Rs. 10000/- for organizing cost per school.	1,00,000/- p.a
6	Photography and Publicity	Assistance to 20 Schools @ Rs. 1500/- each.	30,000/- p.a
7	Brochures and Newsletters	(Lump sum)	9,200/- p.a
8	Transport	40 sessions @ 555/-	22,200/- p.a
II.	Non-Recurring Expenditure (at the time of sanction - includes items like Lap Top Projector, etc.		1,50,000/-
Total			7,38,500/-

APPENDIX-XI

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

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

Grant-in-aid will be sanctioned to Institutions, Non-Governmental Organizations, etc. who are having experience and proven track record in undertaking awareness generation campaigns about the various policies and programmes for Senior Citizens on voluntary basis. Nehru Yuva Kendra Sangathan, National Service Scheme units, Panchayati Raj Institutions, Universities/Colleges, local bodies, etc. are also eligible. One lump sum annual grant would be given and the quantum of grant would be decided on a case to case basis and also depending on the number/ size of the programme.

(Amt. in Rs.)

S. NO.	ITEMS	RATES
1.	<i>Monthly Radio Programmes for a 15 minutes slot in AIR (production and broadcasting cost)</i>	<i>At least one programme every month to be broadcast in AIR. An annual grant up to Rs. 50,000/- towards production cost for one episode. Broadcasting cost, if any would be on actual basis.</i>
2.	<i>Street Plays in local languages at different locations.</i>	<i>At least one programme every month @ Rs. 15,000/- per event.</i>
3.	<i>Organizing workshops, seminars in local languages at different locations with experts for Senior Citizens and caregivers, and distribution of literature.</i>	<i>At least one programme every quarter @ Rs. 10,000/- per programme for 100 participants.</i>

APPENDIX-XII

12. Volunteers Bureau for Senior Citizens
(Referred to at Para 4 (xii) of the Scheme)

Grant-in-aid is given for running a Volunteers Bureau for Senior Citizens. In order to utilize the skills, talents and experience of the elderly for the benefit of society, and also to re-establish their social status, Senior Citizens will be expected to 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. The organization shall be allowed to incur the expenditure on the following heads for a minimum of 100 placements per annum in organized sector.

(Amt. in Rs.)

S. NO.	ITEMS	RATES
I.	Recurring Expenditure: (a to d)	*X Category: 2,19,600/- p.a. *Y Category: 2,08,800/- p.a. *Z Category: 2,07,600/- p.a.
	a) Salaries and Honorarium	1,20,000/- p.a
	b) Building Rent (Or Maintenance @ 10% of rent in case of owned building).	*X Category: 33,600 p.a *Y Category: 22,800 p.a *Z Category: 21,600 p.a
	c) Telephone, fax, postage, printing, stationery and other miscellaneous expenditure	42,000/- p.a
	d) Kit for Volunteers and Workshop/ Event Expenses	24,000/- p.a.
II.	Non-Recurring Items (At the time of sanction). Expenditure on office furniture, telephone, computer, etc.	66,600/- p.a.

	Total	*X Category: 2,86,200/- *Y Category: 2,75,400/- *Z Category: 2,74,200/-
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**X, Y, and Z are the three categories of cities classified for the purpose of drawing House rent allowance in central Government.*

APPENDIX-XIII

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

Grant-in-aid is given 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 to mobilize senior citizens, articulate their interests, promote and undertake programmes and activities for their well being. Such an association division/district level should have at least 1000/5000 Senior Citizens as its members and in case of State level associations; at least 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 will be at the following rates:

(Amt. in Rs.)

S. NO.	ITEMS	RATES
I.	Recurring Expenditure: (a to e)	*X Category: 2,92,000/- p.a. *Y Category: 2,84,800/- p.a. *Z Category: 2,82,400/- p.a.
	<i>a) Salaries and honorarium</i>	<i>1,33,200/- p.a</i>
	<i>b) Building Rent (Or Maintenance @ 10% of rent in case of owned building).</i>	<i>*X Category: 24,000 p.a</i> <i>*Y Category: 16,800 p.a</i> <i>*Z Category: 14,400 p.a</i>
	<i>c) Telephone, fax, postage, printing, purchase of books, stationery and other miscellaneous expenditure</i>	<i>42,000/- p.a</i>
	<i>d) Travel Expenses</i>	<i>52,800/- p.a</i>

	<i>e) Training, Awareness promotion on policies, facilities and benefits concerning older persons, Nukkad Natak, Group meetings (at least one per month in each village)</i>	40,000/-p.a
II.	Non-Recurring Items (At the time of sanction) <i>Expenditure on the Office furniture, telephone, computer, etc.</i>	92,000/-
	Total	*X Category: 3,84,000/- *Y Category: 3,76,800/- *Z Category: 3,74,400/-

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

APPENDIX-XIV

- 14. 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)
(Referred to at Para 4 (xiv) of the Scheme)**

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.

ANNEXURE-II

Grant in Aid to Voluntary Organisations working in the field of Integrated Programme for Older Persons

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

(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)
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* Please indicate: 1. Old Age Home, 2. Day Care Centre, 3. Mobile Medical Unit, 4. Non-institutional services.

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	

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
(b) Non-recurring	
(c) Total	

(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 Older persons served:

Between 60-70 years	Between 70-80 years	Above 80 years

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</i>		

<i>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 older persons for the whole year (in case of Non-Institutional Services) _____

6. Nutrition support (in case of OAH/DCC):

<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>		

v) To provide social service through the centre		
vi) Any other factor (please specify)		

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:

<i>Detail of Expenditure on:</i>	<i>FOR THE ORGANISATION AS A WHOLE</i>			<i>FOR THIS PROJECT</i>		
	<i>Year preceding the financial year of Grant-in-aid assistance indicated at Sl. No. 3(c) Part - A</i>	<i>Previous Year (new Projects)</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. 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>						

	FOR THE ORGANISATION AS A WHOLE			FOR THIS PROJECT		
IV) Details of Expenditure on:	Year preceding the financial year of Grant-in-aid assistance indicated at Sl.No.3(c) Part - A	Previous Year*	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) Salaries and Wages</i>						
<i>(ii) Rental:</i> <i>a. building</i> <i>b. Furniture & fixture</i> <i>c. Plant & Machinery</i>						
<i>(iii) Travelling, daily, etc. allowances.</i>						
<i>(iv) Other Administrative Costs</i>						
<i>(v) Expenditure on beneficiaries:</i> <i>(a) in cash:</i>						
<i>(vi) Expenditure on beneficiaries:</i> <i>in kind:</i> <i>i. Food:</i>						

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.*
