



**AN INTEGRATED SCHEME**  
**FOR**  
**OLDER PERSONS**

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

# DEPARTMENT OF SOCIAL JUSTICE & EMPOWERMENT(B)

## NOTIFICATION

*Shimla-171002, the 6<sup>th</sup> September, 2012*

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

By order,

**V.C. PHARKA**

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

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ANNEXURE-A

## **AN INTEGRATED SCHEME FOR OLDER PERSONS**

### **1. AIMS AND OBJECTIVE**

The main objective of the scheme is to:

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

### **2. ELIGIBILITY FOR ASSISTANCE**

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

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

This can, however, be waived off by the State Level Multi Disciplinary Grant-in-aid Committee.

### **3. PROGRAMMES ADMISSIBLE FOR ASSISTANCE UNDER THE SCHEME:**

- (1) Maintenance of Old Age Homes to provide food, care and shelter for minimum number of 25 destitute older persons (Appendix-I)
- (2) Running of Day Care Centres to provide day care, educational, entertainment opportunities, health care and companionship for minimum number of 25 Older Persons (Appendix II)
- (3) Helplines and Counselling for Older Persons (Appendix III).

### **4. EXTENT OF SUPPORT TO THE PROJECT**

- (1) The grant-in-aid will be provided to the organizations up to 90% of the cost of project and remaining 10% cost shall be borne by the organization concerned from their own resources.
- (2) There shall be an escalation in relation to the Consumer Price Index (CPI) in the amount of assistance being provided under various components of the scheme subject to a maximum of 10% after every three years.

### **5. PROCEDURE FOR SUBMITTING AN APPLICATION**

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

- (1) Registration Certificate of the organization.
- (2) The Constitution of Association, Memorandum of Association, and detail of aims & objective of the organization.
- (3) Constitution of Board of Management, present membership, date of constitution of present Board of Management.
- (4) Annual reports of the organization for the last three years.
- (5) Audited Statement of accounts of last three years of the organization including :-
  - (a) Balance sheet
  - (b) Income & expenditure accounts
  - (c) Receipt & payment accounts duly certified by a Chartered Accountant or a Govt. Auditor.

- (6) Geographical area proposed to be served.
- (7) Target group of beneficiaries to be covered with their names and complete addresses.
- (8) Copy of the building plan where the programme will be/is being implemented. Head-wise budget estimates of the project.
- (9) Inspection Report of District Welfare Officer on the prescribed format (Annexure 'B').

## **6. SELECTION PROCEDURE**

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

- (1) Desk appraisal: All the expression of interest submitted by NGOs for the components mentioned at Sr.No. III of the scheme will be appraised by a Technical Advisory Committee consisting of five members of which two expert members will be those having experience of at least 15 years in the field of older persons. The Committee will be constituted under the chairmanship of Director, SCs, OBCs & Minority Affairs, Himachal Pradesh.
- (2) The Technical Advisory Committee will formulate the basic data of NGOs on the prescribed format (Annexure 'C')
- (3) Scoring will be done by the Technical Advisory Committee and tabulation of all the scores will be done on the prescribed format (Annexure 'D').
- (4) Once the tabulation is completed, the final list of selected NGOs will be placed before the State Level Multi- Disciplinary Grant-in-Aid Committee along with the recommendations.
- (5) The State Level Multi- Disciplinary Grant-in-Aid Committee will approve the cases on merit and as per the availability of budget.

## **7. SANCTION OF ASSISTANCE**

- (1) The cases approved by the State Level Multi- Disciplinary Grant-in-Aid Committee shall be forwarded by the Director, SCs, OBCs & Minority Affairs Himachal Pradesh to the Government for financial sanction.
- (2) The aided organizations shall submit their proposals on the prescribed format (Annexure 'E') for release of grant-in-aid immediately on the commencement of every financial year to the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh with the following documents:-
  - (a) Annual progress report of the organization of last year.
  - (b) Utilization Certificate of the grant released.

- (c) List of beneficiaries with names and complete addresses.
  - (d) Head –wise expenditure during the last financial year.
  - (e) Head-wise budget estimates for current financial year.
  - (f) Inspection Report of District Welfare Officer on the prescribed format.
- (3) The Director, SCs, OBCs & Minority Affairs Himachal Pradesh shall forward the complete proposal to the Government for financial sanction.
- (4) The grant-in-aid will be released in two equal installments. The second installment shall be released on the receipt of audited statement of accounts of entire organization including :-
- (a) balance sheet
  - (b) income & expenditure accounts
  - (c) receipt & payment accounts duly certified by the Chartered Accountant or a Govt. Auditor.
  - (d) Utilization Certificate of grant released during the year.
  - (e) Head wise expenditure of grant released during the year.
  - (f) Inspection Report of District Welfare Officer on the prescribed format.

## **8. TERMS AND CONDITIONS FOR THE ASSISTANCE**

- (1) An aided organization shall, before it receives the grant-in-aid from the Director, SCs, OBCs & Minority Affairs, Himachal Pradesh, execute a bond in the prescriber format (Annexure 'F'). The transfer of funds would be done only after the acceptance of bond. The grant shall be open to a system of internal audit.
- (2) An aided organization shall maintain separate accounts of grants received under this scheme. They shall be open to checking by an officer deputed by the Director, SCs, OBCs & Minority Affairs, and Himachal Pradesh.
- (3) The recurring and non-recurring grant is to be spent within six months from the date of sanction .The utilization certificates along with audited statement will be submitted by the organization to the Director SCs, OBCs & Minority Affairs, Himachal Pradesh immediately after the closing of the financial year and the grant will be utilized as per the terms and conditions as laid down by the Government from time to time.
- (4) An aided organization shall maintain a record of all assets acquired wholly or substantially out of the Government grant in stock register and present these to the auditors as and when required to do so. In this regard the provision of Financial Rules would be applicable
- (5) The unspent balance, if any will be surrendered to the department/ adjusted in the subsequent grant.

- (6) The purchase of recurring/non-recurring items should be made from Government owned Corporations/ Boards/Registered Co-operative Societies etc.
- (7) The amount of assistance is to be spent as per the scheme approved by the Government and no diversions shall be allowed without the prior approval of the Director SCs, OBCs & Minority Affairs, Himachal Pradesh.
- (8) To bring about standardization and quality control in services to be delivered under the scheme, minimum standards have been prescribed in this scheme. It shall be the responsibility of the organization and its functionaries to implement the scheme as per norms.

## **9. MONITORING AND EVALUATION**

- (1) The organizations receiving grants under the scheme shall submit periodical reports to the Director SCs, OBCs & Minority Affairs, Himachal Pradesh in the prescribed format for regular feedback and monitoring.
- (2) The District Welfare Officer of the concerned district will conduct regular inspections of the programme and send their reports to the Director SCs, OBCs & Minority Affairs, Himachal Pradesh.
- (3) The Organization will establish and maintain a computerized database. This would enhance effective communication along with timely submission of reports for monitoring and evaluation purpose.
- (4) A committee headed by the Principal Secretary (SJ&E) to Govt. of Himachal Pradesh will monitor the scheme at State level. The committee will meet in the first quarter of every financial year.
- (5) After every three years, the implementation of the scheme will be evaluated by an independent agency and over head expenses for monitoring of the scheme shall not exceed 3% of the total allocation under the scheme.

## **10. GUIDELINES OF THE SCHEME**

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

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## RUNNING AND MAINTENANCE OF OLD AGE HOMES

(Refer to Para3 (1) of the scheme)

### 1. OBJECTIVE

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

### 2. TARGET GROUPS

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

### 3. GRANT-IN-AID

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

S. N.	Head	Amount
I.	<b>RECURRING EXPENDITURE :</b>	
(a)	<b>Staff Salary*</b>	Amount per annum
	Manager (1) @ Rs. 10,000/-PM	1,20,000/-
	Care taker (2) @ Rs.5000/-PM (one male & one female)	1,20,000/-
	Cook (1)@ Rs.5000/- PM	60,000/-
	Helper (1) @ Rs.4000/- PM	48,000/-
	Sweeper (1) @ Rs.4000/- PM	48,000 /-
(b)	<b>Building rent/maintenance as per actual up to a maximum of @ Rs. 5000/- PM</b>	60,000/-
(c)	<b>Health Care</b>	
	Part Time Doctor @Rs. 1000/- per visit (4 visits in a month)	48,000/-
	Medicine /Ambulance expenses etc.	50,000/-
	Food **	6,00,000/-
	Clothing /Bedding etc.***	1,34,000/-
(d)	Recreation ( including Books, Magazines, Newspapers, Outings, religious and Cultural Programmes, Games like caroms, chess, card etc.)	30,000/-
(e)	Miscellaneous and contingency (electricity, water etc.)	80,000/-
	<b>Total (a)+(b)+(c)+(d)+(e)</b>	<b>13,98,000/-</b>

S. N.	Head	Amount
II.	<b>NON-RECURRING ITEMS****</b>	
	Items like Furniture, Utensils, Television, etc.	2,00,000/-
	<b>Total</b>	<b>2,00,000/-</b>
	<b>GRAND TOTAL (I + II )</b>	<b>15,98,000/-</b>

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

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

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

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

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

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

#### **4. MINIMUM STANDARDS TO BE MAINTAINED IN OLD AGE HOMES**

##### **(1) Accommodation**

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

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



## (2) Diet /Clothing /Bedding etc.

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

S. N.	Item	Per day quantity(raw)
<b>(A) Food</b>		
1.	Cereal	350 gm
2.	Pulses	50 gm
3.	Vegetables	250gm
4.	Roots & Tubers	100 gm.
5.	Milk	250 ml
6.	Fruit	200gm
7.	Spices	20 gm
8.	Oil/Ghee	25 ml
9.	Chicken Or Paneer (Once in a week)	60 gm 40 gm
10.	Sugar	25 gm
11.	Tea leaves	2 gm
<b>(B) Toiletries</b>		
1.	Soap	150 gm per month
2.	Washing Powder	500 gm per month
3.	Oil	100 gm per month
4.	Tooth-Powder/Paste	100 gm per month
5.	Comb	6 nos. per year
<b>(C) Clothes etc.</b>		
1.	Suits	3 set per year
2.	Shawl for lady inmates	1 after 2 years
3.	Coat for male inmates	1 after 2 years
4.	Sweater	1 yearly
5.	Woolen/Nylon Socks	4 pairs yearly
6.	Towel	2 yearly
7.	Under garments	4 pair yearly
8.	Shoes	2 pair yearly
9.	Chappal	2 pairs yearly
10.	Handkerchief	5 yearly
<b>(D) Beddings</b>		
1.	Bed sheet	2 nos. per year
2.	Bed cover	1 no. per year
3.	Pillow Covers	2 nos. per year
4.	Mattress	1 no. for five years
5.	Quilt & Blanket	1 set for five years
6.	Quilt covers	1pair for two years
<b>(E) Non consumable articles</b>		
1.	Cot	1 Nos.
2.	Table/Chair	1 pair

S. N.	Item	Per day quantity(raw)
3.	Fixed ward robes	1 Nos.
(F)	Utencils	
1.	Thali	1 Nos.
2.	Kauli	1 Nos.
3.	Spoon	1 Nos.
4.	Glass	1 Nos.
5.	Mug	1 Nos.
6.	Bucket	1 Nos.

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

### **(3) Medical Care**

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

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

### **(4) Recreational Facilities and other activities**

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

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## **APPENDIX-II**

### **DAY CARE CENTRES**

(Referred to at Para 3(2) of the scheme)

#### **1. OBJECTIVE**

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

#### **2. TARGET GROUPS**

Older persons more than 60 years of age.

#### **3. FACILITIES TO BE PROVIDED IN DAY CARE CENTRES**

##### **(1) Medical facilities**

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

##### **(2) Recreational facilities**

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

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

### (3) Counseling facilities

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

## 4. GRANT-IN-AID

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

<b>I.</b>	<b>RECURRING EXPENDITURE :</b>	
<b>(a)</b>	<b>Staff Honorarium*</b>	Amount per annum
	Manager (1) @ Rs. 8000/- PM	96,000/-
	Volunteer (1) @ Rs. 5000/- PM	60,000/-
	Part Time Sweeper(1) @ Rs. 1500/- PM	18,000/-
<b>(b)</b>	Rent of building as per actual up to maximum of Rs. 5000/- PM	60,000/-
<b>(c)</b>	<b>Health Care</b>	
	Part Time Doctor/Psychologist @ Rs. 1000/- per visit (4 visits in a month)	48000/-
<b>(d)</b>	<b>Recreation</b>	
	(Books, Magazines, News papers, Outings, religious and cultural programmes like carom, chess, cards etc.	18000/-
<b>(e)</b>	Miscellaneous and contingencies (electricity, water, stationary etc.)	20,000/-
	<b>Total</b>	<b>3,20,000/-</b>
<b>II.</b>	<b>Non Recurring Grant (at the time of setting up of the project)</b>	
	Furniture etc.	100000/-
	<b>Total(I+II)</b>	<b>4,20,000/-</b>

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

## Appendix III

### Help lines and Counselling for Older Persons

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

#### 1. OBJECTIVE

The main objective of the scheme is to:-

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

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

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

#### 2. TARGET GROUPS

Older persons more than 60 years of age.

#### 3. GRANT-IN-AID

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

<b>I.</b>	<b>RECURRING EXPENDITURE :</b>	
<b>(a)</b>	<b>Staff Honorarium*</b>	Amount per annum
	Helpline Coordinator (1) @ Rs. 10000/- PM	1,20,000/-
	Volunteer (1) @ Rs. 5000/- PM	60,000/-
	Part Time Sweeper(1) @ Rs. 1500/- PM	18,000/-
<b>(b)</b>	Rent of building as per actual up to maximum of Rs. 5000/- PM	60,000/-
<b>(c)</b>	Rescue services	35,000/-

<b>(d)</b>	Miscellaneous and contingencies (electricity, water, stationary etc.)	20,000/-
	<b>Total</b>	<b>3,13,000/-</b>
<b>II.</b>	<b>Non Recurring Grant (at the time of setting up of the project)</b>	
	Furniture , Desktop, call monitor etc.	100000/-
	<b>Total(I+II)</b>	<b>4,13,000/-</b>

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

**APPLICATION FORM FOR GRANT-IN-AID TO VOLUNTARY  
ORGANISATIONS WORKING FOR OLDER PERSONS  
(for new cases)**

**NOTE:** Application is to be submitted in duplicate

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

	(a) existing services	
	(b) additional coverage of existing services, and	
	(c) New services; (should be indicated separately in tabular form)	
	vii. The expertise/experience that the organization has in planning and implementing such programmes/services;	
	viii. The cost estimates (item-wise) for recurring and non-recurring items for each year. (In the case of staff, the salaries and allowances for each post to be given separately)	
	ix Details of equipment, furnitures etc. required for the project with estimated cost.	
	x. Whether the Project/Programme to be conducted in a rented building or in a building owned by the organization (Please indicate size of accommodation and other facilities to conduct the programme)	
	xi. The anticipated output of the project to be quantitatively specified where ever feasible.	
	xii. Charges proposed to be collected from beneficiaries for the services (education, medicine, food etc.)	
	xiii. Other charges as may be necessary for the proper running of the programme	
10.	How the institution will meet its contribution and/or the balance expenditure; indicate the specific sources with quantum of expenditure	
11.	<b>List of papers/statements to be attached :</b> i. Constitution of the organization; its articles of memorandum and its aims	



	and objectives (to be submitted in the case of first application)	
	ii. Annual report for the previous year giving inter alia the details of activities. The physical targets achieved and the locations of the services/activities should be mentioned.	
	iii. A list of the staff of the organization along with a statement showing their qualifications, scale of pay, present salary and other allowances, if any	
	iv. Information relating to the grants received or likely to be received from Central Govt., State Govt. or any other body including local bodies or voluntary organizations; if any, applications are pending with those organizations for similar grant, the details in this regard should be given.	
	v. A statement of the item wise income and expenditure of the organization/Institution for the last two years and a copy of the balance sheet for the previous year. These should be certified by a Chartered Accountant or Government Authority (This is applicable to organizations which have existed for more than two years. If the organizations has a deficit, an explanatory note may be given on how this is met).	
	vi. List of Additional papers attached, if any	
12.	Additional information, if any	

## **CERTIFICATE**

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

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

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

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

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

**Inspection Format**  
**"An Integrated Scheme for Older Persons"**

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

	b. Cash/Fixed deposit available with the organization.					
12.	Whether the organization have capacity to raise additional resource mobilization, if yes give details :					
	a. Way & means:					
	b. Total Fund raised during the last-three years.					
13.	Details of other programme being run by the organization:-					
	Name of programme	Date of commencement of Programme	Geographical area covered	No. of beneficiaries covered	Funds available for the programme	Funding agency
14.	Give details of Projectwise Saving Bank Accounts being maintained by the organisation.	Name of Project		Name of Bank	A/c No.	
15.	Whether Principle of joint operation of banks accounts is being followed.					
16.	Whether following record is being maintained:- a. Cash Book (If yes whether pass book entries are corroborating with cash book.  b. Ledger c. Register of assets d. Register of Consumable item. e. Procurement System in place (Purchasing through PSUs/ Cooperative Societies /Open Market through Quotations) f. Attendance register of Staff. g. Attendance register of beneficiaries. h. Year wise record of minutes of					

	General Body Meeting. i. Donations (Cash/Kind) are received & their entries system system.				
17.	a. Details of Staff employed to run the project/scheme/programme for which grant is approved.	Name	Qualification	Designation	Salary
		b. Detail of Staff members present at the time of inspection			
c. Whether the organisation has recruited the staff by publishing advertisement in the news paper and whether interviews were conducted by a committee having external members.					
d. Is an appointment letter issued to every staff?					
e. Is there a position/job description given to each staff?					
f. Is there a documented staff appraisal system in place?					
18.	Details of beneficiaries:-				
	a. No of beneficiaries on roll	Male	Female	TOTAL	
	b. No. of beneficiaries present at the time of inspection.	Male	Female	TOTAL	
	c. Age wise profile of beneficiaries.	60-70 years	70-80 Years	Above 80 Years	
	d. Background of beneficiaries in Old Age Home. I. Destitute - no children to look after. II. Destitute- from high income group but no body to look after. III. Have children but do not look after. IV. Abandoned by family members. V. Other category ,if any				

19.	Details of medical checkup a. Whether there is full time/part time doctor.	
	b. If doctor is full time, number of visits per month. c. Fee paid to doctor.	
	d. Yearwise expenditure incurred by organization during the last three years.	
20.	Recreational facilities available (a) News paper. (b) Magazines. (c) Books (d) Picnics. (e) Television.	
21.	Other activities.	
22.	Norms of Food/clothing etc. being followed in Old Age Home.	
23.	Whether any member of the target group has been nominated in the executive committee or Advisory Committee of the organisation? If Yes, give details.	
24.	Whether the NGO has been nominated in any Government Committee? If Yes , give details	
25.	Whether the inspecting team has interviewed the beneficiaries, if yes, give details.	
26.	Comments of Inspection team on the functioning/implementation of project.	

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

## BASIC DATA FORM FOR NEW NGOs

Section- A: Basic Information		
1.	Name of the Organisation	
2.	Postal Address	
3.	Telephone : Telex Fax Email	
4.	<b>Legal status</b>	
	a. Society	
	b. Company	
	c. Charitable Trust	
	d. Others (specify	
5.	<b>Registration Details</b>	
	a. Date of Registration	
	b. By whom Registered	
6.	Contact person & Designation	

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

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

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

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

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

**Signature of  
Members of  
Technical Advisory Commiittee**

**Signatures of  
Chairman  
Technical Advisory Commiittee**



**Appraisal Format****Name of the NGO:****Address:**

Appraisal Check Sheet	Assessment Score		Key Observations
	Yes = 1	No = 0	
<b>1. Governance</b>			
1.1 Constitution and role of the governing body of NGO			
1.2 Availability of Minutes of General Body Meetings for the last three years			
<b>2. Staffing and organisation</b>			
2.1 Whether the organisation has recruited the staff in a transparent manner.			
2.2 Is an appointment letter issued to every staff?			
2.3 Is there a position/job description given to each staff?			
2.4 Is there an attendance and leave register in place?			
2.5 Is there a documented staff appraisal system in place?			
2.6 Is the office premises owned by organisation?			
<b>3. Experiences</b>			
3.1 Does the organisation have any experience in the field for which grant is applied.			
3.2. Is the organisation proposing to work in the same geographic area where they are working at present?			
<b>4. Financial Management Systems</b>			
4.1 Do the audit report / financial statement indicate any qualifications			

Appraisal Check Sheet	Assessment Score		Key Observations
	Yes = 1	No = 0	
4.2 Does the organisation have an accounting system for each project  Cash Book, Ledger, bank accounts			
4.3 Does the organisation have proper system for receipts of donations.			
4.4 Is the bank account operated jointly by two signatories			
4.5 Does the organisation have a full time accountant? What are the qualifications?			
<b>5. Procurement system</b>			
5.1 Procurement System in place: -Whether purchases through PSUs/ Cooperative Societies or Open Market through quotations			
5.2 Is the assets register being regularly maintained			
5.3 Whether the register of consumable articles have been maintained			
<b>6. Assessment of external relationship</b>			
6.1 Does the NGO have any member of the target group in their executive committee or Advisory Committee			
6.2 Is NGO part of any Government Committee			
<b>Total (20 Marks)</b>			

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

**(for 1st instalment)**

1.	Financial year for which grant-in-aid is applied:	
2.	Name of the Organisation with full address:	
3.	(a) Name of the Project:	
	(b) Date of commencement of the Project:	
	(c) Year of Commencement of Grant-in-aid for the Project:	
4.	Date of Registration of the organization:	
5.	Contact Numbers (STD Code) Tel. No: (STD Code) Fax No: Email:	
6.	(a) Complete Address of location where programme / project / scheme is being implemented:	
7.	Whether building is: OWNED / RENTED / ON LEASE / DONATED	
8.	(a) Is the building being utilized exclusively for this program?	
	(b) If no, provide details of usage:	
9.	(a) Area of building:	
	(b) Number of rooms:	
10.	Whether separate project-wise accounts have been maintained for grants sanctioned earlier?:	
11.	Whether principle of joint operation of banks accounts is being followed?	

12.	Details of grant-in-aid released during previous financial year:						
	Financial year	Sanction letter number & date	Total grant recieved		Expenditure		Balance
			Recurring	Non recurring	Recurring	Non recurring	
13.	Whether the statements of accounts submitted alongwith the application: <b>Audited / Unaudited</b>						
14.	Whether utilization certificate of grant released during the previous year attached with the application						
15.	Detail of headwise expenditure incurred out of the grant received during the previous year. (Attach details on seprate sheet)						
16.	Total amount of grant sought for the current financial year under recurring/non-recurring, attach headwise budget estimates on separate sheet.						
17.	Attach list of beneficiaries on separate sheet.						
18.	Attach list of Managing Committee on separate sheet.						
19.	Attach list of staff employed under the project on separate sheet.						
20.	Attach Bond on Rs.10/- stamp paper with the proposal						
21.	Bank details for electronic fund transfer: Name of Bank Name of Bank Branch Branch Code IFSC Code Bank Account number						

## **CERTIFICATE**

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

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

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

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

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

**NOTE: Please submit Bond on Rs.10/- stamp paper**

**BOND**

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

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

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

(a) The decision of the Principal Secretary(Social Justice and Empowerment) to the Government of H.P., of the Administration or Directorate of SCs ,OBCs & Minority Affairs, Himachal Pradesh administratively concerned with the matter on the question whether there has been breach or violation on the part of Obliger of any of the terms and conditions mentioned in the letter of sanction shall be final and binding of the Obliger.

(b) The Obliger shall, in the event of breach or violation of any of the terms and conditions mentioned in the letter of sanctioned, refund to the Government demand and without demur the entire amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) or such part thereof, the Government may in its discretion mentioned in the notice of the demand along with the interest therein @ 6% per annum from the date of receipt of said amount by the Obliger up to the date of refund thereof to the Government. However, in default the amount would be recovered as arrears of land revenue.

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

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

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

Obliger \_\_\_\_\_  
Signature and Name in BLOCK letters  
Designation and Office seal of the  
Organisation/Institution

Witness (2) \_\_\_\_\_  
(with name & address)

Bond accepted for and on behalf of the Governor of Himachal

Director,  
SCs, OBCs & Minority Affairs,  
Himachal Pradesh