

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

No. SJE-B-D(7)-1/2018 Dated Shimla-02.the 29, July, 2020

18958

06/08/20

NOTIFICATION

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

Amendments in
Para 3

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

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

By order,

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

Endst. No. as above Dated Shimla-171002

Copy for information to :-

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

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

4/08/2020
Director
Addl. Director
Joint Director
JD/DD (SCSP)
JD/DD (ESOMSA)
Supdt. G-I
Law Officer
AC (F&A)



VARISTH NAAGRIK SUVIDHA

KENDRAS

(Day Care)

Under

Integrated Scheme for Older Persons

Government of Himachal Pradesh

Department of Social Justice and Empowerment

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

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VARISTH NAAGRIK SUVIDHA KENDRA

(Day Care)

1. OBJECTIVE

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

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

2. TARGET GROUP

Senior citizens more than 60 years of age.

3. MEMBERSHIP

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

4. IMPLEMENTATION

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

5. FACILITIES TO BE PROVIDED IN SUVIDHA KENDRA :

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

(I) DAY CARE SERVICES:

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

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

(II) MEDICAL FACILITIES:

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

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

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

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

(III) (i) OTHER FACILITIES:

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

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

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

(IV) HELPLINES:

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

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

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

6. ACCOMMODATION

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

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

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

7. GRANT-IN-AID

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

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

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

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

8. EDUCATIONAL QUALIFICATION / SELECTION OF STAFF

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

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

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

9. RECORDS MAINTENANCE & SUBMISSION OF ANNUAL ACCOUNTS

The management of Varishth Nagrik Suvidha Kendra will ensure:-

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

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

10. MANAGING COMMITTEE

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

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

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

11. MONITORING & EVALUATION

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