



Government of Odisha

Department of Social Security & Empowerment of Persons with Disabilities

SSEPD-SS1-SCH-0003-2020 No. 8561 /SSEPD

Dt. 28-12-2020

From

Bratati Harichandan, OAS(SS)

Director

To

All Collectors

Sub: **Guideline for implementation of State Action Plan for Welfare of Sr. Citizens (SAPSrC).**

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith the relevant State Action Plan for Welfare of Sr. Citizens (SAPSrC) guideline and to request you to strictly adhere to the above guideline while incurring expenditure out of the sanctioned amount under the programme.

You are further requested to assess the online applications received from Programme Implementing Agencies (PIAs) pertaining to your district intending to operate Mobile Medicare Units and Physiotherapy clinics in your district and forward the same with recommendation of DLPAC along with the proposal of registration of PIAs under MWPSA Act, 2007.

Yours faithfully,

[Handwritten Signature]
Director

Memo No. 8562 /SSEPD Dt 28-12-2020

Copy with copy of the enclosures forwarded to PS to Commissioner-cum-Secretary, for kind information of Commissioner-cum-Secretary, SSEPD.

[Handwritten Signature]
Joint Secretary to Government

Memo No. 8563 /SSEPD Dt 28-12-2020

Copy with copy of the enclosures forwarded to DSSOs for information and necessary action.

[Handwritten Signature]
Joint Secretary to Government



GUIDELINE

State Action Plan for Welfare of Senior Citizens

(SAPSrC)

**Department of Social Security & Empowerment
of Persons with Disabilities**

Government of Odisha

STATE ACTION PLAN FOR SENIOR CITIZENS (SAPSrC)

1. Objectives:

The main objective of the programmes is to provide recognition and opportunity to senior citizens to contribute and thereby feel useful to the society, to improve the quality of life of the Senior Citizens, by encouraging productive and active ageing through the Institutions of the State/ UT Governments/ Non-Governmental Organizations (NGOs)/ Panchayati Raj Institutions (PRIs) / local bodies and the community at large.

2. **Target Group:** All Senior Citizens of the state.

3. Programmes Admissible:

Sl.	Project Name	Location	No. of Units
1	Maintenance of Mobile Medicare Units (MMU) for Senior Citizens	One in each District	30
2	Physiotherapy Clinics for Senior Citizens	One in each District	30
3	Training to Geriatric Caregivers & Health Care and Capacity Building Programmes	One at State Capital	01

4. Maintenance of Mobile Medicare Units (MMU) for Senior Citizens:

To provide medical care to the Senior Citizens living in rural, isolated and backward areas. Grant-in-aid to be given for a project of Mobile Medicare Unit for Senior Citizens living in slums, rural and inaccessible areas where proper health care facilities are not available. The project aims to enable Senior Citizens to assume an active role in maintaining and improving their

own health and in encouraging others to do the same. Ayurvedic / Homeopathic medical care may also be provided to Senior Citizens through the Mobile Medicare Unit.

Each Medicare Unit should cover minimum 400 Senior Citizens per month. Each MMU should make at least 10 trips per month to such areas. Grant-in-aid to organizations/NGOs/VOs for the programme of Mobile Medicare Units being assisted under the Scheme shall henceforth be given by the State Government, which will be 90% of the project cost as mentioned in **Model-I**. Existing ongoing projects of MMU being assisted under the IPSrC scheme by the Ministry earlier with proven track records may also be considered for support by the State Government.

5. Physiotherapy Clinics for Senior Citizens:

Grant-in-aid under this project to be given to agencies that have shown a credible track record in running projects for the welfare of the Senior Citizens for running of physiotherapy clinic for a **minimum of 50 Senior Citizens per month**. Recognized Charitable Hospitals/ Nursing Homes/ Medical Institutions/ Colleges are also eligible. Grant-in-aid to organizations/NGOs/VOs for the programme of Physiotherapy Clinics for Senior Citizens being assisted under the Scheme of IPSrC by the Ministry with proven track record may also apply under the scheme. Grants for the programme will be 90% of the project cost as mentioned in **Model-II**.

6. Creation of a pool of trained Geriatric Caregivers for senior citizens:

Grant-in-aid is to be given to the agencies, which have shown good track records in health care especially in Geriatric care, for providing training for creation of pool of trained Geriatric Caregivers or to provide bedside assistance to needy elderly. The organization shall be allowed to incur the expenditure under the heads as mentioned in **Model-III**.

Training to Geriatric Caregivers & Health Care and Capacity Building Programmes (at least 50 participants, 24 programmes per year) by Implementing agencies working in the field of old age care to be conducted.

1. Creation of a pool of trained personnel who can run the senior citizen homes as per minimum standards and training to the Staff of the project of Senior Citizens Homes.
2. Training and capacity building and creation of skilled human resource on geriatric care and Bedside assistance.

7. Implementing Agencies:

Under the Scheme proposals from Registered Societies/ Panchayati Raj Institutions (PRIs) / Local bodies / Non-Governmental/ Voluntary Organizations/ Institutions or Organizations set up by Government as autonomous/ subordinate bodies/ Government Recognized Educational Institutions, Medical Colleges, Charitable Hospitals/ Nursing Homes, Red Cross Society branches and recognized youth organizations such as Nehru Yuva Kendra Sangathan (NYKS)/ NSS etc. will be considered for sanction.

8. Eligibility Criteria:

The Organizations/ institutions other than Government bodies shall be eligible for assistance under this scheme subject to fulfilment of the following criteria:

1. Should be registered either under the Societies Registration Act, 1860 or the Indian Trusts Act, 1882 or Section 8 of the Companies Act, 2013 or any other appropriate Act as notified by the Government of Odisha from time to time;
2. Should be registered under Section 139A & 12AA of the Income Tax Act, 1961;
3. Should be registered under the NGO Darpan Portal of Government of India;

4. Should be registered under Rule 18B of Odisha Maintenance and Welfare of Parents and Senior Citizens (Amendment) Rules, 2019. Provided that if not registered shall also submit for such registration along with project application.
5. Should ordinarily have existed for a period of two years and have resources, facilities and experience for undertaking the programme.
6. Should not discriminate against any person or group of persons on the grounds of sex, religion, caste, creed or disability.
7. Should not have been blacklisted by any central or state Government agencies.

9. Procedure of application:

1. Eligible PIAs shall apply for grant-in-aid in online mode in prescribed form as at **Annexure-I** to the Collector concerned along with requisite documents.
2. The DSSO concerned shall inspect the organization and submit a report on the applicant organization.
3. Subsequently, the proposal will be placed before the DLPAC for consideration and recommendation to SSEPD Department.
4. On receipt of the application the Department will process the application and may call for presentation by recommended PIAs on their projects.
5. Subsequently the Department will consider for sanction and approval thereof which will be communicated to the PIA under intimation to district administration.

10. Conditions of Grants:

1. The selected PIAs will sign an agreement with the Department that they shall abide by the guidelines issued from time to time regarding implementation of the project.

2. Grants for every financial year will be released in two installments.
 3. The PIAs will submit monthly progress report preferably on online mode to the Department for review and records.
 4. Release of grants shall be subject to receipt of grants from Government of India and production of UCs in OGFR 7A (**Annexure -B**) for previous grants.
 5. The PIAs shall also submit an undertaking that they will raise 10% matching grant for the project activity as per guideline provisions of Government of India.
 6. Extension of project period shall be dependent on performance by PIAs and availability of funds under the SAPSrC scheme.
 7. SSEPD Department may suspend grants to any PIA and may recover the grants released if the PIA fails to comply to conditions of grant and/or blacklisted for any reason.
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MODEL-I

Mobile Medicare Unit for Senior Citizens

Sl.	Items	Monthly Cost	Annual Cost
1.	Staff Honorarium (a) to (e)		7,50,000
	a. Honorarium to Doctor	26,500	3,18,000
	b. Nurse	10,000	1,20,000
	c. Driver	9,000	1,08,000
	d. Organizer	9,000	1,08,000
	e. Multi-Tasking Staff	8,000	96,000
2.	Medicines and pathological Tests	24,000	2,88,000
3.	Fuel and Maintenance of Van	4,400	52,800
4.	Contingency Charges	2,500	30,000
	Total	93,400	11,20,800
	Admissible Grant to PIAs 90% of Project Cost		10,08,720

MODEL - II

Physiotherapy Clinics for Senior Citizens

Sl.	Items	Monthly Cost	Annual Cost
1.	Recurring Expenditure		
	Honorarium to Physiotherapist (Full time)	14,000	1,68,000
	Honorarium to Physiotherapy Technician (full time)	10,000	1,20,000
	Honorarium to Multi-Tasking Staff (full time)	8,000	96,000
	Maintenance of Equipment	4,000	48,000
	Incidental expenses (medicines, electricity, water, etc.)	11,000	1,32,000
	Sub- Total	47,000	5,64,000
2.	House Rent		
	For Y Category Cities (Bhubaneswar & Cuttack)	6,000	72,000
	For other locations	4,500	54,000
	In case of Own building 10% of rent will be provided towards maintenance of building		
3.	Non-Recurring Items including the cost of CCTV camera and website designing charges		11,30,000
	In the staff pattern, one Male and one Female shall be preferred for the posts of Physiotherapist and Physiotherapy Technician.		

MODEL - III

**Creation of a pool of trained Geriatric Caregivers
for senior citizens**

Sl.	Items	Annual Cost
1.	Honorarium to trainer (2) @ Rs. 1500 per day per Trainer for 24 programmes (Rs. 3000/- per programme)	72,000
2.	Refreshment for 60 (50 participants +10 extra persons) persons per programme for 24 programmes @ Rs. 120/- per person	1,72,800
3.	Stationery for trainees @ Rs. 15/- Per participant (15X50X24)	18,000
4.	Venue & AV equipment @ Rs. 3000/- per programme per day.	72,000
5.	Administration & other expenses @ Rs. 10,000/- per programme for 24 programmes	2,40,000
	Total	5,74,800

Form of Application for Grant –in-Aid under SAPSrC

1.	Financial Year for which Grant –in- Aid Requested for	:	
2.	Project for which grant –in- aid applied for (enclose detail project proposal & action plan)	:	
3.	Amount of grant- in-aid applied for (enclose detailed estimate)	:	
4.	Name & complete address of managing organization (PIN Code, Phone, Fax, website, Email etc.)	:	
5.	Date of Establishment	:	
6.	Registration Details (Act under which registered with no. & date) (enclose copies of certificates & Byelaws)	:	
7.	If registered under FCR Act, 2010 registration	:	

	number, date & validity period (Enclose copy)						
8.	Registration under Income Tax Act 1961 (PAN number, 12 AA, 80G etc.) (Enclose copies)	:					
9.	Registration under Niti Ayog (NGO Darpan) MWPSA Act, 2007, RPWD Act 2016 and NTMR Act 1999 (enclose copies)/ Others (Specify)	:					
10.	Details of Governing Body/Managing Committee of the Organization (in the format)	:	Sl. No.	Name & Address	Occupation	Tel. No.	Educational Qualification
11.	Financial status of the organization (enclose auditor's report & balance sheet with IT return certificate for last 3 years.	:					
12.	Whether separate project -wise accounts have been maintained for grants sanctioned earlier?	:					

13.	Whether principle of joint operation of Bank Accounts is being followed?	:					
14.	Details of assets of the organization (in format)	:	Sl.	Items	No. of Units	Value	
15.	List of available professional staff with RCI registration/ other councils with number	:	Sl.	Name & Address	Qualification	RCI Registration Number	
16.	Activities/ programmes of the organization (please enclose latest annual report)	:					
17.	Projects/ programmes under implementation (in format)	:	Sl.	Project Name	Location	Beneficiaries (category & no.)	Project cost
18.	Weather the organization is ever black listed or charge sheeted by any authorities? If yes details thereof.	:					
19.	Details of Bank Account (with branch address, account number,	:					

	IFSC/ RTGS code etc.)		
20.	Name and address of contact person with mobile & email address	:	
21.	Utilization Certificate in respect of last year's GIA submitted or not. Enclose a copy of the same.		
22.	Any other (specify)	:	

Date:

**Signature of
Secretary/ President with Seal**

FORM O.G.F.R. 7 A

(See Rule 172)

Form of "Utilization Certificate for the Year _____

I hereby certify that the grant placed at my disposal /at the disposal of _____ in the year, _____ and the amount available for expenditure during the said year were as follows :-

I.	(a)	Unspent balance at the end of the year	:	Rs.
	(b)	Grant received during the year of Quote the number and date of authorization issued by Accountant-General, Odisha. Whenever it is dependent on such authority and in other cases only the number and date of sanction and designation of sanctioning authority. (F. D. Memo. No. 30007-(144) F-, dared the 27th July, 1962)	:	Rs.
		Total	:	Rs.....
II.		Expenditure during the year		
	(i)	Out of unspent Balance as in 1 (a) above	:	Rs.

	(ii) Out of the grant referred to in 1 (b) above	: Rs.
	Total	: Rs.
III.	unspent balance at the end of the year	Rs.

2. I further certify that the expenditure of Rs _____ shown as expenditure in the year _____ has been expended solely on _____ under my charge within the Jurisdiction of - _____ and for no other purpose and that the sum of Rs. _____ (_____) shown as balance at the end of the year. _____ is available for expenditure and no part of it has been diverted to other purposes.

3. I further certify that a list of works on which the expenditure Rs. _____ has been incurred and the amount spent on each has been prepared and maintained in my office _____ in the office of the _____

Dated, the

Chairman/President/ Secretary of

Dated, the

DISTRICT OFFICER

Dated, the

HEAD OF THE DEPARTMENT

GOVERNMENT OF ODISHA
SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITY

No. 202018534894 / Dt. 09/12/2020

File No. SSEPD-SS1-SCH-0003-2020

Issue No. 8151

To,

The Accountant General (A&E), Odisha , Bhubaneswar.

Sub:

Sanction of funds for "implementation of State Action Plan for Welfare of Senior Citizens, a sub component of National Action Plan for Welfare of Senior Citizens" during the year 2020 - 2021.

Sir/Madam,

I am directed to convey the sanction of the Governor to an expenditure of Rs. 7500000 (Seventy Five Lakh Only./-) as per the statement enclosed at Annexure-I for implementation of State Action Plan for Welfare of Senior Citizens, a sub component of National Action Plan for Welfare of Senior Citizens during the year 2020 - 2021.

The charge is debitible to 41--Demand number for Department of Social Security & Empowerment of Persons with Disability -2235-SOCIAL SECURITY AND WELFARE-02-200-OTHER PROGRAMMES-3456-National Action programme for Senior Citizens (NAPSrC)-20002-000-Other Charges-23-CSS-1-Voted-1-State Sector in the budget estimate for the year 2020 - 2021. No diversion of funds from one primary unit to other shall be made without prior approval of DEPARTMENT OF SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITY

The Drawing and Disbursing officer (DDO) and the Drawing Treasury for the funds sanctioned herein shall be as per the details mentioned in Annexure-I.

The Financial Rules, Procedures and formalities should be strictly followed while incurring expenditure.

This has been concurred in by SSEPD Deptt..


Signature

FA-cum-Additional Secretary

Specific Terms and Conditions:

1. UC in duplicate in respect of the amount sanctioned herein shall be submitted by DSSO concerned to SSEPD Department by 31.03.2021.
2. While incurring expenditure, the relevant scheme guidelines issued by this Department and FD guidelines shall be followed scrupulously.
3. Detailed accounts of expenditure shall be maintained for the amount sanctioned herein. The accounts with all relevant records & documents shall be open to State Govt. audit and audit of AG(G&SSA), Odisha.

Annexure - I

Sl. No	Drawing treasury	DDO Code	DDO Designation	Amount (In Rs.)	Remarks
1	Cuttack District Treasury	CTCSSE001	District Social Security Officer, Cuttack	250000	
2	Khurda Special Treasury	KHDSSE001	District Social Security Officer, Khurda	250000	
3	Malkangiri District Treasury	MKGSSE001	District Social Security Officer, Malkangiri	250000	
4	Nayagarh District Treasury	NGRSSE001	District Social Security Officer, Nayagarh	250000	
5	Nuapada District Treasury	NPRSSE001	District Social Security Officer, Nuapada	250000	
6	Subarnapur District Treasury	SNPSSE001	District Social Security Officer, Subarnapur	250000	
7	Sundargarh District Treasury	SNGSSE001	District Social Security Officer, Sundargarh	250000	
8	Bargarh District Treasury	BGRSSE001	District Social Security Officer, Bargarh	250000	
9	Bhadrak District Treasury	BDKSSE001	District Social Security Officer, Bhadrak	250000	
10	Gajapati District treasury	GJPSSE001	District Social Security Officer, Gajapati, Paralakhemundi	250000	
11	Ganjam District Treasury	GJMSSE001	District Social Security Officer, Ganjam, Chhatrapur	250000	
12	Jagatsinghpur District Treasury	JSPSSE001	District Social Security Officer, Jagatsinghpur	250000	
13	Jajpur District Treasury	JPRSSE001	District Social Security Officer, Jajpur	250000	
14	Jharsuguda District Treasury	JSDSSE001	District Social Security Officer, Jharsuguda	250000	
15	Kalahandi District Treasury	KLDSSE001	District Social Security Officer, Kalahandi, Bhawanipatna	250000	
16	Kendrapara District Treasury	KPDSSE001	District Social Security Officer, Kendrapara	250000	
17	Keonjhar District Treasury	KJRSSE001	District Social Security Officer, Keonjhar	250000	
18	Koraput District Treasury	KPTSSE001	District Social Security Officer, Koraput	250000	
19	Mayurbhanj District Treasury	MBJSSE001	District Social Security Officer, Mayurbhanj, Baripada	250000	
20	Nabarangpur District Treasury	NRGSSE001	District Social Security Officer, Nabarangpur	250000	
21	Balasore District Treasury	BLSSSE001	District Social Security Officer, Balasore	250000	
22	Bolangir District Treasury	BLGSSE001	District Social Security Officer, Bolangir	250000	
23	Angul Dist Treasury	ANGSSE001	District Social Security Officer, Angul	250000	
24	Phulbani District Treasury	PLBSSE001	District Social Security Officer, Kandhamal, Phulbani	250000	
25	Puri District Treasury	PRISSE001	District Social Security Officer, Puri	250000	
26	Rayagada District Treasury	RGDSSE001	District Social Security Officer, Rayagada	250000	
27	Sambalpur District Treasury	SBPSSE001	District Social Security Officer, Sambalpur	250000	
28	Boudh District Treasury	BDHSSE001	District Social Security Officer, Boudh	250000	
29	Deogarh District Treasury	DGRSSE001	District Social Security Officer, Deogarh	250000	

Sl. No	Drawing treasury	DDO Code	DDO Designation	Amount (In Rs.)	Remarks
30	Dhenkanal District Treasury	DKLSSE001	District Social Security Officer, Dhenkanal	250000	
<u>Total:</u>				<u>7500000</u>	

Memo Number 8152, Date 09-12-2020

Copy forwarded to ALL DSSOS for information and necessary action.


FA-cum-Additional Secretary

Memo Number 8153, Date 09-12-2020

Copy forwarded to TREASURY OFFICER, DISTRICT TREASURY/SPECIAL TRESURY ALL DISTRICT for information and necessary action.


FA-cum-Additional Secretary

Memo Number 8154, Date 09-12-2020

Copy forwarded to ALL COLLECTORS for information and necessary action.


FA-cum-Additional Secretary

Memo Number 8155, Date 09-12-2020

Copy forwarded to FINANCE DEPARTMENT/ P&C DEPARTMENT/ PRINCIPAL A.G (CIVIL AUDIT), BHUBANESWAR/ BUDGET SECTION/ AUDIT & EXPENDITURE SECTION/ ACCOUNT SECTION/ GUARD FILE FOR INFORMATION AND NECESSARY ACTION for information and necessary action.


FA-cum-Additional Secretary