

**SCHEME OF ASSISTANCE FOR
PREVENTION OF
ALCOHOLISM AND
SUBSTANCE (DRUG) ABUSE
AND FOR SOCIAL DEFENCE
SERVICES**

[Effective from 1st October 2008]

GUIDELINES



Government of India
Ministry of Social Justice and Empowerment
August, 2008

PREFACE

As a part of the Zero-Based Budgeting exercise, it has been decided to merge the two existing Central Sector Schemes, viz. 'Scheme for the Prevention of Alcoholism & Substance (Drugs) Abuse' and 'General Grant in Aid Programme for Financial Assistance in the Field of Social Defence', with a new nomenclature, i.e. '*Scheme of Assistance for the Prevention of Alcoholism & Substance (Drugs) Abuse and for Social Defence Services*' under an umbrella scheme.

The Scheme for the 'Prevention of Alcoholism & Substance (Drugs) Abuse' has also been revised to incorporate changes in objectives and financial norms, keeping in view the needs of the changing scenario.

The new and revised Scheme thus has two parts viz. (i) 'Assistance for the Prevention of Alcoholism & Substance (Drugs) Abuse' (Part I) and (ii) 'Financial Assistance in the Field of Social Defence' (Part II).

The new and revised Scheme shall be effective from 1st October 2008.

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Part I

PREVENTION OF ALCOHOLISM AND SUBSTANCE (DRUG) ABUSE

1 . INTRODUCTION

Alcohol and drug abuse has emerged as a serious concern in India. The geographical location of the country further makes it highly vulnerable to the problem of drug abuse.

In a national survey conducted in 2001-2002, it was estimated that about 73.2 million persons were user of alcohol and drugs. Of these 8.7, 2.0 and 62.5 million were users of Cannabis, Opium and Alcohol respectively. About 26%, 22% and 17% of the users of the three types respectively were found to be dependent on/addicted to them.

Article 47 of the Constitution provides that “The State shall regard the raising of the level of nutrition and the standard of living of its people and the improvement of public health as among its primary duties and, in particular, the State shall endeavour to bring about prohibition of the consumption except for medicinal purposes of intoxicating drinks and of drugs which are injurious to health.”

The Narcotic Drugs and Psychotropic Substances Act, 1985, was enacted, inter alia, to curb drug abuse. Within the purview of the Act, “Narcotic Drug” means “coca leaf, cannabis (hemp), opium, poppy straw and includes all manufactured goods”, whereas “Psychotropic substance” means “any substance, natural or synthetic, or any natural material or any salt or preparation of such substance or material included in the list of psychotropic substances specified in the Schedule”. Section 71 of the Act (**Power of Government to establish centres for identification, treatment, etc of addicts and for supply of narcotic drugs and psychotropic substances**) contains provisions for setting up of rehabilitation and treatment centres for addicts.

India is a signatory to three United Nations Conventions, namely: (i) Convention on Narcotic Drugs, 1961; (ii) Convention on Psychotropic Substances, 1971; and (iii) Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances, 1988.

Thus India also has an international obligation to, inter alia, curb drug abuse. The United Nations General Assembly, in its 20th Special Session in 1998, has accepted demand reduction as an indispensable pillar of drug control strategies. The demand reduction strategy consists of education, treatment, rehabilitation and social integration of drug addicts for prevention of drug abuse.

For the purpose of drug demand reduction, the Ministry of Social Justice & Empowerment has been implementing the Scheme of Prevention of Alcoholism and Substance (Drug) Abuse since 1985-86. The Scheme was revised twice in 1994 and 1999, and at present provides financial support to NGOs and employers mainly for the following items:

- i) Awareness and Preventive Education
- ii) Drug Awareness and Counselling Centres (CC)
- iii) Treatment- Cum- Rehabilitation Centres (TC)
- iv) Workplace Prevention Programme (WPP)
- v) De-addiction Camps (ACDC)
- vi) NGO forum for Drug Abuse Prevention
- vii) Innovative Interventions to strengthen community based rehabilitation
- viii) Technical Exchange and Manpower development programme
- ix) Surveys, Studies, Evaluation and Research on the subjects covered under the scheme.

The Ministry takes up awareness generation programme every year disseminating information, education and communication (IEC) materials, organizing programs in schools and community, holding exhibitions and publishing newsletters and journals.

Presently about 41 CCs and 401 TCs are functioning with the support of the ministry in the country. De-addiction camps are organized regularly to reach out to uncovered areas. The Ministry has set up a National Centre for Drug Abuse Prevention (NCDAP) in the National Institute of Social Defence (NISD) for capacity building and training of NGOs running CCs and TCs. The Ministry is also supporting eight NGOs working in the field of drug abuse prevention to function as Regional Resource and Training Centres (RRTCs) for imparting training in local cultural setting to the service providers working in various TCs and for undertaking advocacy, research and monitoring of drug abuse programmes. The NISD also maintains an electronic database hosted on

the World Wide Web called Drug Abuse Management System (DAMS) for collection of data on the addicts receiving treatment in the TCs supported by the Ministry.

2. NEED FOR REVISION

The Scheme for Prevention of Alcoholism & Substance (Drugs) Abuse was last revised way back in the year 1999 and there was a need to be revise the Scheme due to following factors:-

- Two Five Year Plans have gone by without revising the component expenditures involved in the scheme. In the meantime, the Consumer Price Index has witnessed more than 100% increase.
- The cost of drugs and services including substitute therapy require higher expenditure. Similarly, infrastructure and logistic costs have gone up significantly.
- Efficient implementation of the scheme requires engagement of competent professionals. The remuneration structure and staffing pattern adopted by the National AIDS Control Organisation (NACO), Ministry of Health & Family Welfare, which are much better than the level permissible under the existing scheme, are usually projected as the reference point for engagement of qualified and trained service providers.
- There is no provision in the existing Scheme for providing living expenses (especially food) for the admitted addicts, which is necessary in the case of addicts from BPL families, street children, beggars and other vulnerable sections of the society.
- The Scheme also needed to be revised in the light of various recommendations of the Working Group constituted by the Planning Commission and evaluation studies conducted by the Ministry of Social Justice and Empowerment.
- The main thrust of the earlier scheme was on treatment of addicts. There was a need to incorporate the concept of WPR in the objectives of the Scheme. The International Labour Organization (ILO) Reference Model forms the basis for both community and workplace initiatives in the area of demand reduction. One of the main concepts, in the model, is that of Whole Person Recovery (WPR). The aim of a comprehensive treatment programme is not just to get the addicted individual off alcohol or drugs. It focuses on making the person 'drug free, crime free and gainfully employed'. The key elements of WPR include:
 - i) Commitment to a drug and alcohol free life
 - ii) Adaptation to work and responsibility

- iii) Social re-integration
- iv) Personal growth and self acceptance
- v) Acceptance of higher values

For people striving to WPR, four factors, popularly known as the Four Keys to Change are necessary. These are:

- i) Practical guidance on what needs to be done
- ii) Caring encouragement for one's effort- a powerful "fuel" for motivating recovery
- iii) Successful role models who have achieved the goal
- iv) A peer learning group working together towards that goal

3. THE REVISED SCHEME

Pursuant to the above the Central Government has approved the revised scheme (**Scheme for Prevention of Alcoholism and Substance(Drugs) Abuse, 2008**) the main elements of which are as follows:-

3.1 OBJECTIVES

The objectives of the Scheme for Prevention of Alcoholism and Substance (Drug) Abuse are:

- a) To create awareness and educate people about the ill-effects of alcoholism and substance abuse on the individual, the family, the workplace and society at large;
- b) To provide for the whole range of community based services for the identification, motivation, counselling, de-addiction, after care and rehabilitation for Whole Person Recovery(WPR) of addicts;
- c) To alleviate the consequences of drug and alcohol dependence amongst the individual, the family and society at large;
- d) To facilitate research, training, documentation and collection of relevant information to strengthen the above mentioned objectives; and
- e) To support other activities which are in consonance with the mandate of the Ministry of Social Justice & Empowerment in this field.

3.2 APPROACH & STRATEGY

The approach of this Scheme is to provide the whole range of services including awareness generation, identification, counselling, treatment and rehabilitation of addicts through voluntary and other organizations. With a view to reducing the demand for and consumption of alcohol and dependence producing substances, the thrust would be on preventive education programmes and Whole Person Recovery of the addicts.

In order to achieve the objectives of the scheme the key strategies will be as follows:-

- a) To evolve culture-specific models for the prevention of alcoholism and substance abuse and for rehabilitation of addicts;
- b) To promote collective initiatives and self-help endeavour among individuals and groups vulnerable to addiction or found at risk;
- c) To increase community participation and public cooperation in the reduction of demand for dependence-producing substances;
- d) To create and sustain an infrastructure of trained human resource personnel and service providers to strengthen the service delivery mechanisms;
- e) To establish and foster appropriate synergy between State interventions, corporate initiatives, the voluntary sector and other stakeholders in the field of substance abuse prevention;
- f) To facilitate networking among policy planners, service providers and other stakeholders, with an aim to encourage appropriate advocacy;
- g) To promote and sustain a system of continuous monitoring and evaluation including self-correctional mechanism.

3.3 COMPONENTS ADMISSIBLE FOR ASSISTANCE UNDER THE SCHEME

The following components are admissible for assistance under the Scheme:

- i) Integrated Rehabilitation Centre for Addicts (IRCA)

- ii) Programme for Prevention of Alcoholism and Drug Abuse at Workplace (WPP)
- iii) Regional Resource and Training Centres (RRTC)
- iv) Awareness-cum-Deaddiction Camps (ACDC)
- v) Technical Exchange and Personal Development Programme
- vi) Preventive Education and Awareness Generation through Media Publicity
- vii) NGO Forum for Drug Abuse Prevention
- viii) Innovative Intervention to Strengthen Community Based Rehabilitation
- ix) Survey, Studies, Evaluation and Research on the subjects covered under the Scheme

3.3.1 Integrated Rehabilitation Centre for Addicts (IRCA)

The Integrated Rehabilitation Centre for Addicts (IRCA) (replacing the earlier existing Counselling and Awareness Centres and Treatment-cum-Rehabilitation Centres, where the functions of both would be merged) would provide composite/integrated services for the rehabilitation of the addicts. The structure of IRCAs is as given below:

STRUCTURE OF THE IRCAS

S. No.	Name of the Post	Number of Posts		
		15 Bedded	30 Bedded	50 Bedded
Administrative				
1	Project Coordinator cum-Vocational Counsellor	1	1	1
2	Accountant cum Clerk (Part time)	1	1	1
3	Sweeper/ Chowkidar	2	2	2
Medical				
4	Medical Officer (Part time)	1	1	1
5	Counsellor/ Social Worker/ Psychologist/ Community Worker	3	5	7
6	Yoga therapist (Part time)	1	1	1
7	Nurse/Ward Boys	2	4	5
8	Peer Educator	1	1	1
	TOTAL	12	16	19

The IRCAs would be responsible for the following services:

3.3.1.1 Preventive Education and Awareness Generation

Preventive Education and Awareness Generation programme should address specific target groups (vulnerable and at risk groups) in their neighbourhood, educational institutions, workplace, slums and social welfare organizations with the purpose of sensitising the community about the impact of addiction, and the need to take professional help to treat addiction.

The programme needs to specifically focus on children and youth, in and outside educational institutions. The programme should start at the school level addressing adolescent groups and continue with college students. Parents/teachers should be sensitised to develop skills to understand the psychology of the youth and to help them keep away from substance abuse. The high-risk groups like commercial sex workers, the mobile population like tourists and truck drivers, the children of alcoholics and drug addicts, children of HIV affected parents, street children, prisoners and school dropouts, should be specifically addressed.

The awareness programme should be appropriate to the local culture and in the local language. Utilization of audio visual aids such as OHPs, slides, CDs, Power Point, films, etc and use of innovative methods like street plays, puppet shows, seminars, group discussions are to be included. People holding positions of respect and credibility like panchayat leaders, school/college Principals/teachers/Lecturers, should be associated with the programmes.

Item-wise details for which grant would be admissible for Preventive Education and Awareness Generation Programme are indicated in **Appendix-I** of the Scheme.

3.3.1.2 Identification of addicts for motivational counselling

This would require assessing the problem related to addiction and motivating the addict to avail the services at IRCA. It would envisage total recovery of the addict leading to his socio economic rehabilitation through an appropriate combination of

individual counselling, group therapy, yoga, exposure to self-help/support groups, and introduction to other recovering addicts. It would also include support and care to families of the addict.

3.3.1.3 Detoxification and Whole Person Recovery (WPR)

The IRCA would aim at enabling the addict to achieve total abstinence and improve the quality of their lives by helping them to:

- Identify areas of necessary change
- Become aware of risk factors leading to relapse and evolve positive coping skills
- Strengthen inter-personal relationships
- Develop a healthy work ethic
- Sustain their recovery through follow-up services

Detoxification services would be provided for safe and ethical management of withdrawal symptoms. The addict would be helped to overcome the desire to use drugs even when he is in situations, which were once tempting.

WPR would indicate that a person who has acquired life skills stays drug free and develops an interest in healthy living.

3.3.1.4 Referral services

Addicts showing deviant behavioural symptoms like violence, depression, suicidal thoughts, etc., should be assessed and referred to a psychiatric hospital immediately for availing specialized psychiatric services. For allied and opportunistic medical manifestations such as tuberculosis, hepatitis C, STDs, AIDS, etc., referral should be made for appropriate medical interventions which would, inter-alia, include services of other specialists, hospitals and testing laboratories, run/controlled/aided/accredited by the

Union or State Governments such as National Aids Control Organization (NACO) and de-addiction hospitals set up by the Ministry of Health and Family Welfare including also other institutional networks established in the field of social defence focusing on the target groups covered under this scheme. There should be a system of inter-linkage of care givers and care-giving institutions to ensure effective handling of the social defence issues.

3.3.1.5 After-care and Follow-up

After care and follow up are essential components of addiction treatment subsequent to the discharge of the client from the IRCA. The outcome of therapy depends largely on the effectiveness of the follow-up efforts towards the whole person recovery (WPR) of the addict, and his reintegration into the community. As an after-care plan, alternative methods for clients who have not recovered should be devised. Adequate after care and follow-up would help in reducing relapse.

3.3.1.6 Care and support to families for co-dependence and rehabilitation.

The IRCA would have a well-defined program for the family members especially for co-dependence and ensuring the social reintegration of the addict/family. This includes counselling, relapse prevention, self-help programme, and reaching out to the families of the addicts through regular home visits. The focus would be to make the families understand that addiction is a disease, and help them develop a caring attitude towards the addicts. The thrust would to help the addicts as well as their families deal with their negative emotions and improve their quality of life.

3.3.1.7 Rehabilitation

The primary objective of the IRCA is the total rehabilitation of the addict after having been treated for drug dependence. To facilitate the self-sustainability of the

addict/dependent family members, an IRCA would avail of the services available through various schemes/programmes of the Govt/State through effective networking.

Rehabilitation activities may include relevant vocational training utilising local resources. It would also involve identification and networking with government recognized vocational centres to refer recovering/recovered addicts for training. The Centre would also maintain a network directory of specialized services.

3.3.1.8 Period of stay

While a fixed period cannot be prescribed for the treatment of all the addicts, as the period of treatment will differ with type and severity of addiction (whether alcohol or drugs) and between individual addicts, a period of one month would generally be required for an addict to undergo the various phases of counselling, detoxification, de-addiction and psychological recovery. However longer or shorter periods of stay may be required, in certain cases, depending upon individual circumstances, for after-care of the addicts, particularly in case of Therapeutic Community model to take care of co-dependence in the family members, psychological rehabilitation of the addict through yoga, meditation, spiritual inputs etc. The period of stay, in no circumstances, should exceed two months.

If keeping an addict for a period of more than one month is necessary in view of local or case specific situation, consent to this effect should be obtained by the NGO from a district level committee consisting of the Civil surgeon, the District Welfare Officer and a representative of the NGO. While doing so, the interest of the clients being served by the centre shall be kept into mind without compromising on the basic components of the programme.

3.3.1.9 Bed Capacity

An IRCA will ordinarily have a 15-bedded facility to cope with the clients at any given time. Centres with bed capacity of 30 and 50 may also be sanctioned by the Ministry in special cases on recommendations of the State Governments or an authority

designated by the Government and on the basis of the credibility and performance of the NGO during the previous three years. The number of beds in any 15 and 30-bedded centres may be increased to 20 and 40 beds respectively in urban areas and the North-East, if there is a consistently higher occupancy for the last two years. Grant- in- Aid would be enhanced for an additional post of Nurse/Ward boy with a proportionate increase in entitlements for medicines and kitchen expenditure. Prior approval of the Ministry would be necessary in all such cases.

3.3.1.10 Food for the Inmates

An IRCA shall provide wholesome food (breakfast, lunch and dinner) to the BPL patients. The inmates certified, as being “Below Poverty Line- BPL” by an authority prescribed by the State Governments/UTs, shall be provided food free of charge. For this purpose, recurring grant for 8 and 15 inmates, on average basis, at prescribed rates (for the purpose of estimation) would be provided to the NGO which would be duly accounted for on actual basis while submitting utilisation certificate for that year. For the remaining inmates, the IRCA would be allowed to charge an equivalent amount for the food. It must be ensured by the NGO that food of the same quality, as per fixed diet chart approved by the district level committee mentioned in para 4.1.8 above, is provided to all the inmates irrespective of their economic status.

3.3.1.11 The financial norms for setting up /maintenance of a 15-bedded, 30-bedded and 50-bedded IRCAs are at **Appendices-II, III and IV**, respectively.

3.3.2 Programme For Prevention Of Alcoholism And Drug Abuse At Workplace (WPP)

3.3.2.1 It is recognized that the primary responsibility in this regard rests with the management and trade unions. In order to encourage these activities, financial assistance upto 25% of the expenditure for the setting up of a 15-Bedded or 30-Bedded IRCA shall be provided to the industry/enterprise. The balance of the expenditure according to the norms, shall be borne by the industry/enterprise. Such centers will be located in an

industrial establishment or a group of industrial establishments having a strength of at least 500 workers or more in a particular area will be eligible for assistance.

3.3.2.2 No rent will be sanctioned as an industrial establishment concerned is expected to provide accommodation free of charge for the functioning of the IRCA for industrial workers.

3.3.2.3 Besides, IRCAs (15 bedded) run by a Non- governmental organisation taking up workplace prevention programme will be entitled to 25 percent additional funds, admissible for the Centre to set up a focal unit, for awareness, preventive education and referral services within an industry/enterprise which may include recruiting additional staff, such as Counsellor(s), Community Worker(s), part-time Medical Officer; production of educational material; meeting of contingent expenditure etc. The enterprise taken under the programme should have at least total workforce of 500 per unit.

The proposal of such grant should come from the industrial enterprise in case of 3.3.2.1 and from the NGO (along with the consent of industrial enterprises) in case of 3.3.2.3.

3.3.3 Regional Resource And Training Centre (RRTC)

3.3.3.1 Training is an important component for capacity building and skill development for the service providers. It is important to have exposure to the new trends regarding the kind of drugs abused, medical and psychiatric problems, new medicines/methodologies available for the treatment of addiction through participation in training programmes and conferences. Updating and training through refresher courses needs to be provided to existing staff.

3.3.3.2 The Ministry of Social Justice and Empowerment has established a National Centre for Drug Abuse Prevention (NCDAP) at New Delhi to serve as an apex body for training, research and documentation in the field of alcoholism and drug demand reduction.

3.3.3.3 The Ministry would designate an NGO of repute with adequate experience and consistently good track record as RRTC for each State following the procedure prescribed by it. RRTCs so designated shall essentially be responsible for devolution of the mandate of NCDAP at the State level. The Structure of an RRTC is as follows:

STRUCTURE OF THE RRTCs

Sl No	Name of the Post	Number of Posts
1	Coordinator	1
2	Documentation Officer	1
3	Field Staff	2
4	Accountant-cum-Computer Operator	1
	Total	5

They would, for the state represented by them, undertake the following activities:

- Training of service providers
- Documentation of programmes/results
- Advocacy, research and monitoring
- Technical support to NGOs, CBOs and Enterprises
- Strengthening the rehabilitation of the addicts
- Exposure visits
- Exchange programmes

3.3.3.4 The RRTCs would be entitled to manpower and infrastructure support under this scheme as per norms given at **Appendix V**.

3.3.4 Awareness-Cum-Deaddiction Camps (ACDC)

An organization running an IRCA may organize **Awareness-cum-Deaddiction Camps (ACDC)** in areas prone to substance (drug) abuse especially in rural areas with the objective of mobilizing the community, promote awareness and collective initiative towards the prevention of alcoholism and substance (drug) abuse. They would utilize their staff and community resources for this purpose. However, certain additional input shall be necessary for which an additional grant may be sanctioned under this Scheme as indicated in the norms at **Appendix-VI**.

District level functionaries/ local bodies/ RRTCs/ Treatment Services/ Hospitals, etc., should be involved in planning and implementation of the camps. Each grantee NGO may be allowed to conduct a maximum of 6 camps during a year.

3.3.5 Technical Exchange And Personnel Development Programmes

An IRCA will be entitled to receive financial assistance under this Scheme to meet expenditure on deputation of its regular members of staff to other reputed centres identified by the Ministry of Social Justice & Empowerment. The assistance for the programme shall be based on the norms contained in **Appendix-VII**.

3.3.6 Preventive Education And Awareness Generation Through Media Publicity

Preventive Education and Awareness generation through media publicity would be accorded greater focus and every year the Ministry would apportion a certain amount in the internal budgetary allocation for the purpose.

3.3.7 NGO Forum For Drug Abuse Prevention

3.3.7.1 The main functions of NGO forum will be to bring about an effective coordination among voluntary organizations engaged in this field to establish linkages among the programmes being offered by them, and to ensure convergence of services in

the area of their operation. All the organisations being supported under this Scheme should be represented on the Forum, with one of their representatives being nominated as the Chairperson on a rotating basis. The office of the Forum may be located in the organisation being represented by the Chairperson. All State/Regional Forums will be affiliated to the National Federation.

3.3.7.2 The National Federation shall be entitled to financial support, in the name of the organizations being represented by the Chairperson for admissible items under the Scheme as a collective initiative relating to the objecting of the Scheme especially for their annual programme and on national occasions such as Gandhi Jayanti, International Day against Drug Abuse and illicit Trafficking etc. For this purpose, the suitability/desirability of the programmes shall be decided by the Ministry of Social Justice and Empowerment.

3.3.7.3 It will be imperative on the part of the NGO Forum to submit their annual report, list of members and audited accounts to the Ministry every year.

3.3.8 Innovative Interventions To Strengthen Community Based Rehabilitation

IRCA, which would have the capacity to do so, would be encouraged to develop innovative interventions to strengthen the community based approach towards rehabilitation of recovering addicts, like, half-way homes, drop-in-centres etc. For this purpose an additional amount of 5% of the total approved expenditure for the Centres would be admissible to the organization. Some other interventions which shall be eligible for assistance under the Scheme are as under:

3.3.8.1 Community Sensitisation Programme

This can be, say, in the form of 3-day training with community leaders, women's groups, youth groups and local government officials. The training should be in local language with a focus on understanding the problem of addiction, the methodology of rehabilitation and relapse prevention.

3.3.8.2 Targeted Interventions for vulnerable groups

Targeted Interventions are required for high-risk groups like sex-workers, street children, beggars, eunuchs and persons in prison. NGOs may be allowed to run de-addiction centres exclusively for such groups on a pilot basis in areas where the problem is severe and sufficient number of persons at risk are available. Such pilot centres need not run on continuous basis but on a need basis. Setting up of Centres exclusively for women addicts would be encouraged. For projects in prisons, recommendation from Director General, Prisons or Department in Government dealing with Prisons, would be necessary.

3.3.9 Surveys, Studies, Evaluation And Research on the subjects covered under the Scheme

Financial assistance shall be admissible to organizations eligible under the Scheme, based on the merit of the proposal, to be decided in each case, by the Ministry of Social Justice & Empowerment.

3.3.10 Other Activities to meet the objectives of the Scheme

Any other activity, which is considered suitable/necessary to meet the objectives of the scheme, could also be supported under the scheme, based on the merit of the proposal

3.4 ELIGIBLE ORGANIZATIONS/INSTITUTIONS

3.4.1 The following organizations/institutions shall be eligible for assistance under this scheme:

- i. A Society registered under the Societies' Registration Act, 1860 (XXI of 1860) or any relevant Act of the State Governments/ Union Territory Administrations or under any State law relating to the registration of Literary, Scientific and Charitable societies, or

- ii. A Public Trust registered under any law for the time being in force, or
- iii. A Company established under Section 25 of the Companies Act, 1956; or
- iv. Panchayati Raj Institutions (PRIs), Urban Local Bodies (ULBs), organizations/institutions fully funded or managed by State/ Central Government or a local body; or
- v. Universities, Schools of Social Work, other reputed educational institutions, NYKs, and such other well established organizations/ institutions which may be approved by the Ministry of Social Justice & Empowerment

3.4.2 Organization/institutions specified in Para 3.4.1 (i) to (v) should have the following characteristics:

- i. It should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in writing.
- ii. It should have resources, facilities and experience for undertaking the programme.
- iii. It should not be run for profit to any individual or a body of individuals.
- iv. It should not discriminate against any person or group of persons on the ground of sex, religion, caste or creed.
- v. It should ordinarily have existed for a period of three years.
- vi. Its financial position should be sound.

Note: The conditions related to experience, period of existence and financial soundness may be relaxed by the Secretary in consultation with Financial Advisor, in rare and exceptional cases, for reasons to be recorded in writing.

3.5 NORMS OF FINANCIAL ASSISTANCE

3.5.1 The quantum of assistance shall not be more than 90% of the approved expenditure on any or all of the admissible items enumerated under Para 4. In case of the

seven North Eastern States, Sikkim and J & K, the quantum of assistance will be 95% of the total admissible expenditure for that item. The balance of the approved expenditure shall have to be borne by the implementing agency out of its own resources to be clearly indicated in the application form and thereafter in the accounts of the organization.

3.5.2 An aided organization will be provided grants according to the general guidelines of the Ministry with regard to phasing out of grants to the NGOs after the financial support for 5 years.

3.5.3 The Universities, school of Social Work and such other Institutions of higher learning will be eligible for 100% reimbursement of approved expenditure.

EXTENT OF ASSISTANCE

SI No	Organizations/Institutions	Name of States/UTs	Extent of Assistance
1	Universities/schools of social work/institutions of higher learning		100% of the approved expenditure
2	All other eligible organizations under the scheme	For the Seven North-East States, Sikkim & Jammu & Kashmir	Upto 95% of the approved expenditure
3	All other eligible organizations under the scheme	Other States/UTs	Upto 90% of the approved expenditure

3.6 APPLICATION AND SANCTION

3.6.1 For Ongoing Programmes **(Programmes already funded under the Scheme)**

3.6.1.1 For the release of grant-in-aid under the Scheme, an Organization/Institution, shall apply in the prescribed proforma along with the relevant documents immediately on the commencement of the financial year to the Ministry of Social Justice & Empowerment (Social Defence Division), Government of India, New Delhi. The application form is at **Appendix VIII (a & b or c)** as the case may be.

3.6.1.2 Grants for a particular year will be released in one or more instalment as per instructions issued in this regard by the Ministry.

3.6.1.3 For release of full amount of grants in a financial year, the recommendations and inspection report of the State Government or any other authority/institution designated by the Government of India shall be mandatory.

3.6.2 For A New Activity/Programme
(Programme not yet funded under the Scheme)

3.6.2.1 Any request for a new programme/activity should be sent to the Ministry of Social Justice & Empowerment, Government of India in the prescribed proforma, accompanied with the relevant documents, as at **Appendix VIII (a & b)**, along with the recommendation and inspection report of the State Government. The receipt of such an application would not *suo moto* entitle an organisation to the sanction of grants and the Ministry of Social Justice & Empowerment, Government of India, shall consider the release of financial support, in each case, on the basis of the procedure prescribed by it from time to time.

3.6.2.2 An aided organization/institution/establishment shall, before it receives assistance from the Ministry of Social Justice & Empowerment, execute a bond in a prescribed proforma. The transfer of funds would be done only after acceptance of the Bond by the competent authority in the Ministry. The requirements regarding indemnity bond and pre stamped receipt and transfer of funds shall be fulfilled by the organization/institution/establishment as per the extant instructions of the Ministry in this regard.

3.7 PROGRAMME MANAGEMENT

3.7.1 Nodal Department in the State Government/UT Administration

Every State Government/UT Administration will designate one of its Departments as the Nodal Department for the programme. The Nodal Department should be so chosen that it

can most efficiently carry out nodal responsibility for effective implementation of the programme all over the State/UT.

3.7.2 Nodal Responsibility at the District Level

Every State Government/UT Administration will also be expected to designate one nodal officer or agency at the district level which will be assigned overall responsibility of effective implementation of the programme at the district level.

3.7.3 Management at the Local Level

At the local level, the state Governments will be expected to assign responsibility for effective implementation and supervision of the programme to an appropriate body e.g Gram Panchayat, Municipality/Corporations as the case may be.

Detailed Guidelines for streamlining the procedure for grant-in-aid to NGOs is at **Annexure IX**

3.8 CONDITIONS FOR ASSISTANCE

3.8.1 An aided organization/institution/establishment shall be open to inspection by an officer of the Central Government and the State Government or a nominee of their authorities or any other agency so designated by the Ministry.

3.8.2 An aided organization organizing a seminar, conference, refresher course or a workshop at Government's expense could invite foreign delegates only with the prior approval of the Govt. of India.

3.8.3 If an organization has already received or is expected to receive a grant from some other official 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 official sources.

3.8.4 An aided organization shall maintain separate accounts of the Grants received under this 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.

3.8.5 An aided organization shall maintain a record of all assets acquired wholly or substantially out of Government grant in the Stock Register and present these to the Auditor when required to do so. In this regard the provisions of the General Financial Rules, 1963 (Govt. of India) would be applicable.

3.9 INSPECTION AND MONITORING

3.9.1 The organizations/institutions receiving grants under this Scheme shall submit periodic reports to the Ministry in prescribed proforma for regular feedback and monitoring. The State Governments/UT Administration or any other agency prescribed by the Ministry would conduct regular inspections of the agencies and send their reports to the Ministry of Social Justice and Empowerment.

3.9.2 It is important that the funded NGOs establish and maintain a computerized database. This would enhance effective communication along with timely submission of half yearly reports and Drug Abuse Monitoring System (DAMS) report, which is required by the Ministry for evaluation purposes. The IRCAs will submit on-line DAMS report to the National Institute of Social Defence regularly.

3.9.3 A Manual of Minimum Standards has been developed to bring about standardization and quality control in services being delivered under the scheme. The Manual delineates the objective of each activity under the Scheme, the minimum expected inputs and outputs, the responsibilities of each functionary, the physical environment of a centre, the rights of the clients and the duties of the staff. The implementation of the various components of the Scheme should conform to the provisions of the Manual and inspection/assessment of the program would take into account the compliance of the organizations with the Manual on Minimum Standards.

3.9.4 The remuneration and overhead expenses for Monitoring and Inspecting Agencies shall not exceed 3% of the total allocation of the Scheme.

3.10 PERIODIC RETURNS

Every organization/institution receiving grants under this Scheme shall submit half yearly progress report to the Ministry of Social Justice & Empowerment as per the following details

SI No	Title of Return	Due date for receipt in the Ministry	Form
1	Half Yearly Progress Report (HYPR)	Within 15 days of the end of the half year (April-September and October-March)	Form V

It may be noted that the proforma for the HYPR includes, inter alia, information regarding progress of utilization of grants during the half-year. Failure to furnish the information about the utilization of grants during the half year will affect further release of grants.

3.11 UTILIZATION CERTIFICATES(UCs)

Every organization/institution receiving grants under this Scheme shall submit Utilization Certificates (UCs) at the end of each financial year as per the following details:

SI No	Type of UC	Due date for receipt in the Ministry	Form
1	Utilization Certificate in respect of grant-in-aid	30 th June of the following financial year	GFR-19 A

APPENDIX –I (Part 1)

(vide para 3.3.1.1)

**PREVENTIVE EDUCATION AND AWARENESS GENERATION
PROGRAMME AGAINST ALCOHOLISM AND SUBSTANCE ABUSE**

I. Production and dissemination of Educative and Publicity material

- a) Posters/Flash Cards/Flannel Charts/Flip Charts
- b) Pamphlets/Brochures/Leaflets
- c) Hoardings/Panels/Banners
- d) Booklets/Periodicals etc.

II. Community participation Programmes:

- a) Identification of target groups
- b) Corner meetings/Workshops/Conferences
- c) Essay/Debate/Slogans/Drama/One Act Play Competitions
- d) Pantomime Shows/Street Plays/Folk Media etc.
- e) To organize special awareness programmes on National Days (26th January, 15 August and 2nd October) and International Day against Drug Abuse and Illicit Trafficking (26th June).

III. Training Camps for Voluntary Workers

IV. Any other activity for awareness building programme against alcoholism and substance (Drugs) abuse.

APPENDIX-II(Part 1)

(vide para 3.3.1.11)

**NORMS FOR SETTING UP OF A 15-BEDDED INTEGRATED
REHABILITATION CENTRE FOR ADDICTS [IRCA]**

S. No.	Name of the Post	No.of Posts	Monthly Expenditure (Rs.)	Yearly Expenditure (Rs.)	Minimum Qualifications
A. RECURRING EXPENDITURE [ESTT]					
a. Administrative:					
1.	Project Coordinator cum- Vocational Counsellor	1	8,000	96,000	Graduate with experience of managing such centres for a minimum period of 3 years or demonstrable capability for running such centres and having working knowledge of computers.
2.	Accountant cum Clerk (Part time)	1	5,000	60,000	Graduate with knowledge of accounts and working knowledge of computers.
3.	Sweeper/ Chowkidar	2*	4,400	52,800	
b. Medical:					
1.	Medical Officer (Part time)	1	5,000	60,000	MBBS or equivalent degree recognized by the Department of Indian Systems of Medicine, Ministry of Health and Family Welfare, Government of India.
2.	Counsellor / Social Worker /Psychologist /Community Worker	3*	19,500	2,34,000	Graduate with a minimum experience of three years in the relevant field or an experiential Counsellor (recovered addict) with sobriety of two years. Preference will be given to candidates with degree/diploma in addiction counselling.
3.	Yoga therapist (Part time)	1	2,200	26,400	Adequate experience in the discipline as recognised by the Deptt. Of ISM&H, Ministry of Health and Family Welfare, Government of India
4.	Nurse/Ward Boys	2*	10,000	1,20,000	Nurse: High School or equivalent with certificate in nursing from a recognized institution. Ward boy: VIIIth Class pass preferably experienced in such centres.

5.	Peer Educator	1	2,000	24,000	Should be literate; Ex-drug user with 1-2 years of sobriety, Willing to work among drug using population as well as is possessing qualities like empathy, communication skills. Willing to get trained; Agrees to refrain from using, buying, or selling drugs; Ready to work for the prevention of harmful drug use and relapse
	TOTAL	12	56,100	6,73,200	

* It would be the discretion of the organization to allocate the remuneration amongst the incumbents within the overall financial allocation.

B. RECURRING EXPENDITURE [OTHER THAN ESTT.] **			
SNo.	Item	Monthly Expenditure (Rs.)	Annual Expenditure (Rs.)
1.	Rent	10,000 – 15,000	1,80,000
2.	Medicines	6,000	72,000
3.	Contingencies (Stationery, water, electricity, postage, telephone, maintenance and replacement of bed, linen etc.)	5,000	60,000
4.	Transport/Petrol and Maintenance of Vehicle.	3,000	36,000
5.	In house Kitchen expenditure for 8 BPL inmates @Rs. 900 p.m.	7,200	86,400
	TOTAL	36,200	4,34,400
	TOTAL A + B	92,300	11,07,600

** 20% of re-appropriation of expenditure amongst these heads would be permissible within the total admissible allocation for recurring Expenditure.

C. NON RECURRING EXPENDITURE (Admissible once only during the setting-up of the Centre)

20 beds, tables, 3 sets of linen, blankets/office furniture/ equipments/computer/refrigerator etc Rs. 1,50,000

Note:

1. 10% of the expenditure would be borne by the organizations themselves. However, in case of NE States, J&K and Sikkim the organisations will bear 5% of the expenditure.
2. The payment of 'rent' for the centre would be subject to the location of the Centre in Type A, B, C, and D cities classified by the Government of India.

The maximum admissible rent would be as under or actual whichever is less:

A class cities	Rs.15000/-p.m.
B class cities	Rs.12000/-p.m.
C & D class cities	Rs.10000/-p.m.

3. In case of self-owned buildings, no rent would be admissible. However, 10% of the admissible rent would be payable as 'maintenance' charges.

APPENDIX-III(Part 1)

(vide para 3.3.1.11)

**NORMS FOR SETTING UP OF A 30-BEDDED INTEGRATED
REHABILITATION CENTRE FOR ADDICTS [IRCA]]**

S. No.	Name of the Post	No.of Posts	Monthly Expen- diture (Rs.)	Yearly Expen- diture (Rs.)	Minimum Qualifications
A. RECURRING EXPENDITURE [ESTT]					
a. Administrative:					
1.	Project Coordinator cum- Vocational Counsellor	1	8,000	96,000	Graduate with experience of managing such centres for a minimum period of 3 years or demonstrable capability for running such centres and having working knowledge of computers.
2.	Accountant cum Clerk (Part time)	1	5,000	60,000	Graduate with knowledge of accounts and working knowledge of computers.
3.	Sweeper/ Chowkidar	2*	4,400	52,800	
b. Medical:					
1.	Medical Officer (Part time)	1	5,500	66,000	MBBS or equivalent degree recognized by the Department of Indian Systems of Medicine, Ministry of Health and Family Welfare, Government of India.
2.	Counsellor/ Social Worker/ Psychologist/ Community Worker	5*	32,500	3,90,000	Graduate with a minimum experience of three years in the relevant field or an experiential Counsellor (recovered addict) with sobriety of two years. <i>Preference will be given to candidates with degree/diploma in addiction counselling.</i>
4.	Yoga therapist (Part time)	1	2,200	26,400	Adequate experience in the discipline as recognised by the Deptt. Of ISM&H, Ministry of Health and Family Welfare, Government of India
5.	Nurse/Ward Boys	4*	20,000	2,40,000	Nurse: High School or equivalent with certificate in nursing from a recognized institution. Ward boy: VIIIth Class pass preferably experienced in such centres.

6.	Peer Educator	1	2,000	24,000	Should be literate; Ex-drug user with 1-2 years of sobriety, Willing to work among drug using population as well as is possessing qualities like empathy, communication skills. Willing to get trained; Agrees to refrain from using, buying, or selling drugs; Ready to work for the prevention of harmful drug use and relapse
	TOTAL	16	79,600	9,55,200	

* It would be the discretion of the organization to allocate the remuneration amongst the incumbents within the overall financial allocation.

B. RECURRING EXPENDITURE [OTHER THAN ESTT.]**			
SNo.	Item	Monthly Expenditure (Rs.)	Annual Expenditure (Rs.)
1.	Rent	15,000 – 20,000	2,40,000
2.	Medicines	9,000	1,08,000
3.	Contingencies (Stationery, water, electricity, postage, telephone, maintenance and replacement of bed, linen etc.)	7,000	84,000
4.	Transport/Petrol and Maintenance of Vehicle	5,000	60,000
5.	In house Kitchen expenditure for 15 BPL inmates @Rs. 900 p.m.	13,500	1,62,000
	TOTAL	54,500	6,54,000
	TOTAL A +B	1,34,100	16,09,200

** 20% of re-appropriation of expenditure amongst these heads would be permissible within the total admissible allocation for recurring Expenditure.

C. NON RECURRING EXPENDITURE (Admissible once only during the setting-up of the Centre)

40 beds, tables, 3 sets of linen, blankets, office furniture, equipments, computer, refrigerator etc. Rs.2, 00,000

Note:

1. 10% of the expenditure would be borne by the Organizations themselves. However, in case of NE States, J&K and Sikkim the organisations will bear 5% of the expenditure.
2. The payment of 'rent' for the centre would be subject to the location of the Centre in Type A, B, C, and D cities. The maximum rent would be as under or actuals whichever is less.

A class cities	Rs.20000/-p.m.
B class cities	Rs.17500/-p.m.
C & D class cities	Rs.15000/-p.m.

3. In case of self-owned buildings, no rent would be admissible. However, 10% of the admissible rent would be payable as 'maintenance' charges.

APPENDIX-IV(Part 1)

(vide para 3.3.1.11)

**NORMS FOR SETTING UP OF A 50-BEDDED INTEGRATED
REHABILITATION CENTRE FOR ADDICTS [IRCA]]**

S. No.	Name of the Post	No.of Posts	Monthly Expen- diture (Rs.)	Yearly Expen- diture (Rs.)	Minimum Qualifications
A. RECURRING EXPENDITURE [ESTT]					
a. Administrative:					
1.	Project Coordinator cum- Vocational Counsellor	1	8,000	96,000	Graduate with experience of managing such centres for a minimum period of 3 years or demonstrable capability for running such centres and having working knowledge of computers.
2.	Accountant cum Clerk (Part time)	1	5,000	60,000	Graduate with knowledge of accounts and working knowledge of computers.
3.	Sweeper/ Chowkidar	2*	4,400	52,800	
b. Medical:					
1.	Medical Officer (Part time)	1	6,000	72,000	MBBS or equivalent degree recognized by the Department of Indian Systems of Medicine, Ministry of Health and Family Welfare, Government of India.
2.	Counsellor/ Social Worker/ Psychologist/ Community Worker	7*	45,500	5,46,000	Graduate with a minimum experience of three years in the relevant field or an experiential Counsellor (recovered addict) with sobriety of two years. <i>Preference will be given to candidates with degree/diploma in addiction counselling.</i>
4.	Yoga therapist (Part time)	1	3,300	39,600	Adequate experience in the discipline as recognised by the Deptt. Of ISM&H, Ministry of Health and Family Welfare, Government of India
5.	Nurse/Ward Boys	5*	25,000	3,00,000	Nurse: High School or equivalent with certificate in nursing from a recognized institution. Ward boy: VIIIth Class pass preferably experienced in such centres.

6.	Peer Educator	1	2,000	24,000	Should be literate; Ex-drug user with 1-2 years of sobriety, Willing to work among drug using population as well as is possessing qualities like empathy, communication skills. Willing to get trained; Agrees to refrain from using, buying, or selling drugs; Ready to work for the prevention of harmful drug use and relapse
	TOTAL	19	99,200	11,90,400	

* It would be the discretion of the organization to allocate the remuneration amongst the incumbents within the overall financial allocation.

B. RECURRING EXPENDITURE [OTHER THAN ESTT.]**			
SNo.	Item	Monthly Expenditure (Rs.)	Annual Expenditure (Rs.)
1.	Rent	20,000 – 25,000	3,00,000
2.	Medicines	10,000	1,20,000
3.	Contingencies (Stationery, water, electricity, postage, telephone, maintenance and replacement of bed, linen etc.)	9,000	1,08,000
4.	Transport/Petrol and Maintenance of Vehicle	7,000	84,000
5.	In house Kitchen expenditure for 15 BPL inmates @Rs. 900 p.m.	13,500	1,62,000
	TOTAL	64,500	7,74,000
	TOTAL A +B	1,63,700	19,64,400

**20% of re-appropriation of expenditure amongst these heads would be permissible within the total admissible allocation for recurring Expenditure.

C. NON RECURRING EXPENDITURE (Admissible once only during the setting-up of the Centre)

60 beds, tables, 3 sets of linen, blankets, office furniture, equipments, computer, refrigerator etc. Rs.2, 50,000

Note:

- 10% of the expenditure would be borne by the Organizations themselves. However, in case of NE States, J&K and Sikkim the organisations will bear 5% of the expenditure.
- The payment of 'rent' for the centre would be subject to the location of the Centre in Type A, B, C, and D cities. The maximum rent would be as under or actuals whichever is less.

A class cities	Rs.25000/-p.m.
B class cities	Rs.22500/-p.m.
C & D class cities	Rs.20000/-p.m.

3. In case of self-owned buildings, no rent would be admissible. However, 10% of the admissible rent would be payable as 'maintenance' charges.

Appendix-V(Part 1)

(vide para 3.3.3.4)

NORMS FOR SETTING UP OF A REGIONAL RESOURCE AND TRAINING CENTRE(RRTC)

Recurring (Staff)	Nos	Per Month (Rs.)	Cost for 12 months
Coordinator	1	8,800	105,600.00
Documentation Officer	1	6,600	79,200.00
Field Staff	2	5,500 (each)	132,000.00
Accountant-cum-Computer Operator	1	5,500	66,000.00
Total Staff Cost	5	31,900	3,82,800.00
Recurring (others)			
Rent (C Class city)		10,000	1,20,000.00
Communication		5,500	66,000.00
Hiring of Vehicles		8,800	105,600.00
Fuel		3,300	39,600.00
Contingencies		3,300	39,600.00
Library Books		Lump sum	22,000.00
Total Cost			3,92,800.00
Total cost of RRTC			7,75,600.00
Total grant admissible			7,75,600.00
Total grant payable to RRTC			7,75,600.00

Note:-

1. 10% of the expenditure would be borne by the Organizations themselves. However, in case of NE States, J&K and Sikkim the organizations will bear 5% of the expenditure.
2. In case of self-owned buildings, no rent would be admissible. However, 10% of the admissible rent would be payable as 'maintenance' charges.

APPENDIX-VI(Part 1)

(Vide para 3.3.4)

**NORMS FOR EXPENDITURE ON HOLDING AWARENESS CUM
DE-ADDICTION CAMPS**

1.	Number of Patients	Not less than 25 and not more than 40
2.	Duration of each Camp	Not less than 15 days

(In Rs.)

S.NO.	Item	In Rural areas	In Urban areas
1.	Allowances for the Staff	12,000	7,500
2.	Medicines	6,000	6,000
3.	Transport	4,500	4,500
4.	Contingencies (including rent, water, electricity charges, hiring of beds and other essential equipments and expenses on follow-up)	7,500	12,000
5.	Publicity	1,500	1,500
	Total	31,500*	31,500*

* 20% of re-appropriation of expenditure within the heads of accounts would be permissible subject to the overall allocation.

VARIABLE COST

Food @ Rs.50 per head per day

Note:

1. 10% of the expenditure shall be borne by the organization themselves. However, in case of NE States, J&K and Sikkim the organisations will bear 5% of the expenditure.
2. Ordinarily not more than 6 Awareness cum Deaddiction Camps would be organised in a year by an organization.
3. An organization desirous of holding the Awareness cum De-addiction Camps should:
 - *Have a firm list of not less than 25 patients to be treated, after survey in an area.*
 - *The area should have high concentration of addicts as certified by District Authority and no deaddiction centre is available within 10 km.*
 - *Not enrol an addict who has already been treated in an IRCA (previously Treatment-cum-Rehabilitation Centre)*

APPENDIX-VII(Part 1)

(Vide para 3.3.6)

**NORMS FOR FINANCIAL ASSISTANCE UNDER TECHNICAL
EXCHANGE AND MANPOWER DEVELOPMENT PROGRAMME**

1.	Total number of exposure programmes/visits/ courses in a year to be conducted	15 (fifteen)
2.	Number of organizations to hold such exposure programmes/visits:	5 (five)
3.	Number of exposure programmes/visits an organization to hold in a year:	3 (three)
4.	Duration of each course:	15 days
5.	Number of participants in each course	5 (five)
6.	D.A. per day	At the lowest DA slab in the Ministry.
7.	Travelling expenses:	Ist Class/AC III Tier to and fro by train or actual expenditure which ever is less.

APPENDIX-VIII (b)(Part 1)

(vide para 7.1)

**APPLICATION FOR GRANT-IN-AID UNDER THE SCHEME FOR
PREVENTION OF ALCOHOLISM AND SUBSTANCE (DRUGS) ABUSE**

FOR I INSTALMENT (ON-GOING CASES)

1. Financial year for which grant-in-aid applied:
2. Name and complete address of the organisation :
3. Details of the legal status of the organisation
 - a) Give name of the Act under which registered :
 - b) Registration No. and date of registration :
(Please attach an attested photocopy of the Registration Certificate)
 - c) Address of the Registered Office :
4. Details of Foreign Contribution in the organisation
 - a) Whether receiving foreign contribution : YES/NO
 - b) If 'YES' then furnish Registration No. and date of Issue of certificate by Ministry of Home Affairs under the Foreign contribution (Regulation) Act, 1976 (Please attach an attested photocopy thereof) :
5. Name of the programme being implemented :
(IRCA, De-addiction Camp, Workplace Prevention etc.)
6. Details of the Centre
 - a) Name of the Centre :
 - b) Complete Address of the Centre :
 - c) Name of the Project In-charge :
 - d) Tel No., Fax No. and E-mail address for contact :
7. List of papers/statements to be attached with the application as annexures
 - a) Registration Certificate of the organisation :
 - b) Registration Certificate for Foreign Contribution :
 - c) Constitution of Management Committee/Trustees :
(with particulars of each member (i.e. name, complete residential address, parentage, occupation with designation) and the tenure of the Committee (i.e. the last date on which it was constituted and up to which date))
 - d) A copy of the Annual Report for the previous year :
 - e) Audited/Unaudited accounts for the previous year :

Receipt and Payment Account, Income and Expenditure Statement and Balance Sheet

- f) List of staff in the Centre during the previous year :
(with name, address, educational qualifications, designation and experience in the field and period of employment)
- g) Rent Agreement (valid for the current year) :
- h) Half Yearly Progress Report (of the previous half-year :
in prescribed proforma :
- i) Statement on the sources of income during previous year, :
including foreign contribution
- j) Detailed budget estimates with break-up of expenditure :
for which grant is required
- k) Name, address and account number of the Bank in which :
grant is being deposited
- l) Name of the authorised representative of the organisation :
for financial transaction/ drawing grants from the bank

8. Additional information, if any, not covered by the above but relevant to the project may also be submitted.

SIGNATURE

Place:

Date

()

**Name of the
Secretary/ President**

**Name of the /Institution/establishment
(With office stamp)**

Note: - The applicant organization/institution/establishment is to ensure:-

- a. That each enclosed document is serially numbered as Annexure-A, Annexure-B, Annexure-C, etc. and that appropriate entry is also made against the corresponding item in the Application Form.
- b. That each document is duly certified/signed by the President/Secretary of the organization/institution/ establishment after affixing their office stamp; and
- c. That the Registration Certificate is in the name of the applicant organization/establishment only.

APPENDIX –VIII(c)(Part 1)

(vide para7.1)

**APPLICATION FOR GRANT-IN-AID UNDER THE SCHEME FOR
PREVENTION OF ALCOHOLISM AND SUBSTANCE (DRUGS) ABUSE**

FOR II INSTALMENT (ON-GOING CASES):

1. Name and address of the Organisation :

2. Name of the programme :
3. Name and address of the Centre :

4. Financial Year of the Grant applied for :
5. Details of the grant received/applied :

Grant applied in the current year Rs.	Received as I instalment Rs.	Applied for II instalment Rs.

LIST OF DOCUMENTS TO BE ENCLOSED:

- 1) Consolidated Audited Accounts for the organisation as a whole if not submitted with first instalment;
 - Receipt and payment statement;
 - Income and expenditure statement; and
 - Balance sheet
- 2) Audited Accounts for the grant-in-aid received during the previous year, if not submitted with first instalment;
 - Receipt and payment statement;
 - Income and expenditure statement; and
 - Balance sheet
- 3) Audited Utilization certificate for the grant received during the previous year;
- 4) List of staff for the current financial year, with full particulars detailing name, address, educational qualifications, designation and experience in the field and period of employment;
- 5) Half-yearly progress report for the period ending September of the relevant year;
- 6) Unaudited accounts for the first instalment for the current financial year;
- 7) Rent agreement for the current financial year, if not submitted earlier or expiring during the year;

APPENDIX-VIII (b) (Part 1)

(vide para 7.4)

**APPLICATION FOR GRANT-IN-AID UNDER THE SCHEME FOR
PREVENTION OF ALCOHOLISM AND SUBSTANCE (DRUGS) ABUSE**

FOR NEW ACTIVITY/PROGRAMME/NEW CASE

1. Financial year for which grant-in-aid applied :
2. Name and complete address of the organisation :
(also indicate the name, designation, address and telephone number of the contact person for the organisation)
3. Details of the legal status of the organisation
 - a) Give name of the Act under which registered :
 - b) Registration No. and date of registration :
(Please attach an attested photocopy of the Registration Certificate)
 - c) Address of the Registered Office :
4. Details of Foreign Contribution in the organisation
 - a) Whether receiving foreign contribution : YES/NO
 - b) If 'YES' then furnish Registration No. and date of issue of :
certificate by Ministry of Home Affairs under the Foreign
Contribution (Regulation) Act, 1976
(Please attach an attested photocopy thereof)
5. Details of the proposed Centre (site of implementation of the programme)
 - a) Name of the programme for which grant is requested :
(IRCA, De-addiction Camps, Workplace Prevention Programme etc.)
 - b) Proposed location of the programme (State, City, District):
 - c) Enclose justification for setting up of the programme :
based on the following:
 - nature and incidence of alcohol /drug abuse in the area as provided in any established study/survey;
 - details (with address)of available services in the district;
 - need for new programme in addition to available services
 - approximate distance of the proposed programme from the available services; and
 - professional experience of the organisation for implementation of the programme)
6. List of papers/statements to be attached with the application as annexure
 - a. Registration Certificate of the organisation :
 - b. Registration Certificate for Foreign Contribution :

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 and Empowerment, Govt. of India.

1. 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 utilized for purposes other than those for which the grant is given. Should the organization cease to exist at any time, such properties shall revert to the Government of India.
- (b) The accounts of the project shall be properly 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) Is the State or the Central Government have reasons to believe that the grant is not being utilized 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 institution shall exercise reasonable economy in its working especially in respect of expenditure on building.
- (e) In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the first instalment of grant unless the Government of India grants further extension.
- (f) No change in the plan of buildings by way of construction work will be made without the prior approval of the Government of India.
- (g) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
- (h) The organization will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines.
- (i) The organization agrees to make reservation for the Scheduled Castes/Scheduled Tribe candidate/Disabled Persons for appointment against the posts required for the working of the organization in accordance with instructions issued by the Government of India from time to time.
- (j) It is hereby certified that no grant is being received for the same project from any Government, private or foreign) source.

Yours faithfully,

Signature of the Authorised signatory

Name :

Designation:

Address :

Date :

Office Stamp :

NAME OF THE SCHEME:

LIST OF BENEFICIARIES

- (i) Name of the Organisation :
(ii) Name and address of the Project:
(iii) Financial Year :

S.No	Name of the Beneficiary	Father's/Mother's Name	Date of Birth	Sex	Address	Date of entry in Institution	Remarks about outcome/results
1.							
2.							
3.							
4.							
5.							

Sd/-
Secretary/General Secretary
(NGO NAME)

NAME OF THE SCHEME :

Details of Governing Body/Managing Committee of the organisation

- (i) Name of the Organisation:
- (ii) Name and address of the Project:
- (iii) Financial Year :

S.No.	Name	Occupation	Address	Tel. No.	Educational Qualification
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Sd/-
Secretary/General Secretary
(NGO NAME)

Part II

FINANCIAL ASSISTANCE IN THE FIELD OF SOCIAL DEFENCE

1. INTRODUCTION

The mandate of the Ministry of Social Justice and Empowerment is the welfare and empowerment of the following target groups/areas:

- Schedule Castes (SC)
- Other Backward Classes (OBC)
- Persons with disabilities
- Victims of substance (Drug) abuse
- Senior citizens/older persons
- Social security save to the extent allotted to any other Department.

For the above mentioned target groups, the Ministry implements a number of schemes. Voluntary organizations play an important role in implementation of quite a few of these schemes.

However, the Ministry sometimes has to step in to meet unforeseen circumstances and needs, which are not covered by its existing schemes. Since these relate to several types of problem areas not easy to predict, it is not possible to have a separate specific scheme for each problem. There are also some problems relating to social security/defence which are of an inter-state character and therefore cannot be effectively tackled by one State.

The above type of problems lend themselves to effective action through voluntary effort rather than administrative or legislative action. The 'Scheme of Financial Assistance in the Field of Social Defence' aims to meet such need which fall within the over-all mandate of the Ministry. It is not meant to overlap with the existing grant-in-aid schemes but to supplement them.

2. OBJECTIVES

The objectives of the scheme are:

- i) To meet urgent needs falling within the mandate of the Ministry which cannot be met under its regular schemes.
- ii) To support such initiatives of an innovative/pilot nature in the area of welfare and empowerment of the Ministry's target groups, as cannot be supported under its regular schemes.

3. ILLUSTRATIVE INTERVENTION AREAS:

The illustrative intervention areas under the scheme would include:

- i) Projects to tackle problem areas which are relatively unserved but for which there is urgent need.
- ii) Projects which fill in essential gaps in existing services and complement them so as to maximize the impact.
- iii) Project which provide integrated services, all the components need not be financially supported by one source.
- iv) Projects which provide preventive, protective and development and rehabilitative services.
- v) Projects to mobilize public opinion and support to tackle pressing social problems.
- vi) Projects for training workers for social welfare activities.
- vii) Projects not covered by any of the existing schemes of the Ministry of Social Justice & Empowerment.

4. ITEMS ADMISSIBLE FOR ASSISTANCE UNDER THE SCHEME

4.1 The following items are eligible for assistance:

- i) Construction of building or extension of existing buildings or rent of the building in which the service is being given (staff quarters are excluded except in the case of warden, chowkidar, etc.)
- ii) Salaries and allowances of staff; minimal administration support can also be considered.
- iii) Cost of equipment, furniture, etc.
- iv) Charges due to the delivery of the service (education, training, food etc.)

- v) Stipends, etc. in case of trainees.
- vi) Other charges as may be necessary for the proper running of the programme.

4.2 BUILDING:

4.2.1 A copy of the site-plans/layout of the proposed building (rough sketch giving a broad indication of the building to be constructed and area to be covered etc.) and estimated cost of construction should be submitted. After the proposal has been approved in principle, the institution/organization will have to submit blue-prints of plan with detailed structural estimates that the construction of the building has been permitted. The estimates need not however be approved by State P.W.D. A certificate by the State Government/Approved Value that the rates are not more than the prevailing P.W.D. schedule of rates for similar work shall suffice.

4.2.2 The institution must complete the building within a period of two years from the date of the receipt of the first instalment of grant-in-aid unless extension is granted by the Central Government.

4.2.3 A certificate shall also be furnished at the time of the application that a site for the construction of a building has been acquired by the voluntary organization/institution concerned. No grant shall be sanctioned unless a site has already been acquired. No portion of the grant shall be utilized for purchase of land.

4.2.4 After the completion of the building, the organization shall furnish to the Central Government copies of the following documents:

- (a) A certificate to the effect that the building has been completed in accordance with the approved plans and estimates; and
- (b) A statement of expenditure incurred on the construction of building, duly audited by the authorized auditors.

5. ELIGIBLE ORGANISATIONS/INSTITUTIONS

5.1 The following organizations/institutions can be given financial assistance under this scheme:

- (a) A Society registered under the Indian Societies Registration Act, 1860 (Act XXI of 1860); or
- (b) A charitable non-profit making company;
- (c) A Public Trust registered under any law for the time being in force; or
- (d) Any registered non-official organization engaged in the conduct and promotion of social welfare.
- (e) Universities, research institutes, schools, statutory bodies like Panchayati Raj Institutions, Municipal Corporations, Town Area Committees, Red Cross Societies and its branches

5.2 The organisations/institutions specified in para 4.1 (a) to (e) should have the following characteristics:

- i. The Organisation should have at least two years of experience of working in the related area or should show evidence of competence to take up the proposed scheme.
- ii. It should not be run for profit to any individual or body of individuals.
- iii. It should have a properly constituted Managing Body with its powers, duties, and responsibilities clearly defined and laid down in a written constitution.

6. NORMS OF FINANCIAL ASSISTANCE

- 6.1 Financial assistance will be given upto 90 percent of the approved cost on recurring and non-recurring expenditure. The balance of 10% to be met by the voluntary agency or any other organization but preferably by the voluntary organization itself. In the case of an organization working in a relatively new areas where both voluntary and Government effort is very limited but the need for the service is very great the Government may bear 100 per cent of the cost.
- 6.2 In the case of building grant, the Government grant will be limited to Rs. 10.00 lakhs. In so far as non recurring grant in aid under the scheme is concerned a ceiling of Rs. 10.0 lakhs per annum per project shall be observed. However, in exceptional cases the ceiling amount may be relaxed by the Secretary (SJ&E).

6.3 In so far as the expenditure on staff is concerned the following scales shall ordinarily be adopted:

S.No.	Designation	Honorarium
1.	Project Director	Rs. 8400 p.m
2.	Social Worker	Rs. 4200 p.m.
3.	Doctor (part-time)	Rs. 6000 p.m.
4.	Compounder/Nurse	Rs. 3000 p.m
5.	Vocational Trainer	Rs. 4200 p.m
6.	Driver	Rs. 1800 p.m
7.	Peon/Sweeper/Watchman etc.	Rs. 2000 p.m

6.4 For the maintenance of the beneficiaries the following expenditure shall be permissible:

1.	Diet Charges (Per Person per month)	Rs. 600
2.	Bedding material (Per person)	Rs. 600 (non-recurring)
3.	Uniform/Clothing (per person per annum)	Rs. 1000
4.	Washing charges (per person per month)	Rs. 150
5.	Books & Stationery (per person per annum)	Rs. 400
6.	Water & Electricity charges (Per annum)	Rs. 6000

Since the Scheme is essentially meant to promote Pilot Projects and work in uncharted and unspecified areas falling within the field of social defence support will also be extended to cover other components depending upon the nature of the projects with the approval of the Secretary (SJ&E) in each case. In special cases and for adequate reasons to be provided scales specified above may also be varied by the Secretary.

7. APPLICATION AND SANCTION

7.1 An organization desirous to apply for Grant-in-aid under this programme will send its application in the prescribed proforma to an authority or body designated for the purpose by the Ministry of Social Justice and Empowerment.

The proposal for grant-in-aid should be submitted giving in detail the following:

- i) The statement of the problem which the project seeks to tackle.
- ii) The objective of the Project.
- 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 and the charges, if any, that will be realized from the beneficiary.
- vi) The physical targets that the project seeks to achieve.
- vii) The expertise/experience that the organization has in planning and implementing such programmes/services.
- viii) The cost estimates (separately itemwise), 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.

7.2 On receipt of an application for grant-in-aid inspection will be undertaken by the prescribed agency. On the basis of the inspection report of the prescribed agency the proposal will be duly processed.

7.3 Grants will be given in two instalments. The first instalment will cover 70 per cent of the sanctioned amount and will be released on receipt of the prescribed proforma. The remaining 30 per cent will be released as the second instalment on receipt of the prescribed proforma.

7.4 An organization shall, before it receives assistance from the Government of India, execute a continuity bond valid for 5 years in the prescribed Performa to the effect that in the event of its failure to comply with any or all conditions of the grant it shall be liable to refund the whole or such part of the grant as the Government may decide with interests thereon.

7.5 The organization shall maintain separate accounts of the grants received under the scheme. It shall always be open to check by an officer/agency deputed by the Government. It shall also be open to test check by Comptroller and Auditor General of India at his discretion.

7.6 The Institution may reappropriate expenditure from one sanctioned sub-head to another sub-head to a maximum of 25 per cent in either case. Such re-appropriation will

be within the overall sanctioned amount. No expenditure shall, however, be incurred by re-appropriation of savings on items not sanctioned by the Ministry. Savings shall not be re-appropriated for incurring expenditure on staff that has not been sanctioned by the Ministry. All permissible appropriation should be reported to the Ministry. Prior approval for such re-appropriation is not necessary.

8. INSPECTION & MONITORING

The Ministry from time to time will specify the nature, type and periodicity of the inspection and audit and the agency which will be designated to carry out the inspection and the audit.

9. UTILIZATION CERTIFICATES(UCs)

Every organization/institution receiving grants under this Scheme shall submit Utilization Certificates (UCs) at the end of each financial year as per the following details:

Sl No	Type of UC	Due date for receipt in the Ministry	Form
1	Utilization Certificate in respect of grant-in-aid	30 th June of the following financial year	GFR-19 A

10. CHANGES IN APPROVED PROJECTS

No major changes will be made therein even if no additional costs are involved unless the prior approval of the Ministry has been obtained.

11. 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.

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme:

I. Application form for New Proposal.

1. Organisation :
 - Address :
 - Phone :
 - Fax :
 - Telex :
 - E-Mail
 - Grams :
- 2A. (i) Name of the Act under:
Which registered
- (ii) Registration No. and date:
of Registration.
- B. Any other organisation/Institute/
Body, if applicable, give details
3. Registration under Foreign :
Contribution Act.
 4. Memorandum of Association and Bye-Laws
(Please attach a photocopy)
 5. Name and Address of the
Member of the Board of
Management/Government Body :

6. List of documents to be attached:
 - a) A copy of the Annual :
Report for the previous
Year which should contain
the balance-sheet
(including receipt and
payment account).
7. Details of the Project for which:
the grant in aid is being applied:
8. Grant-in-aid applied for in the :
current year:

Non-recurring
Recurring
9. Details of the staff employed :
Appendix-I.
10. List of additional papers, :
if any given.

I have read the scheme and fulfill the requirements and conditions of the Scheme.
I undertake to abide by all the conditions of the Scheme.

Signature :
Name :
Address :
Seal :
Date :

Note: Wherever not applicable, specially in case of new organisation, please write-N.A.

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme:

II. Application form for 1st Instalment

1. Organisation :
- Address :
- Phone :
- Fax :
- Telex :
- E-Mail :
- Grams :

- 2A. Audited/unaudited Accounts :
for the previous year
indicating the expenditure
incurred on each sanctioned
item vis-a-vis the grant
sanctioned

(Not for a new NGO)

3. Budget Estimates for the :
financial year for which grant
in aid is required
(Show recurring and non-
recurring separately)

Signature:

Name :

Address:

Seal :

Date :

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme:

III. Application form for the 2nd INSTALMENT

1. Organisation :
Address :
Phone :
Fax :
Telex :
E-Mail :
Grams :

2A	Grant in aid (in Rs.)	Recurring	Non Recurring	Total
A.	Applied in the current year:			
B.	Received as Ist Instalment:			
C.	Applied for 2 nd Instalment			

3. The applicant organisation should enclose following papers:-

- (i) Annual Report of the previous year.
- (ii) Audited Statement of Accounts of previous year (Receipts and payments statement and Balance sheet).
- (iii) Audited Utilisation Certificate with itemwise expenditure as per the sanctioned norms of grant.
- (iv) Details of staff employed as per Appendix.-I
- (v) Details of beneficiaries as per Appendix-II.
- (vi) Assets acquired wholly or substantially out of Government grants under GFR 19 as per Appendix. III.
- (vii) Any other information considered necessary by the organisation or as asked for.

Signature:

Name :

Address:

Seal:

Date:

Form -I
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme:

Details of the Staff employed.

Part .I (Previous year)

- (i) Name of the Organisation.
- (ii) Name of address of the project
- (iii) Year.

S.No.	Name & Address	Educational Qualification	Date of Appointment	Period for which employed during the year	Salary per month	Total salary period during the year	Remarks
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Part - II (current year)

- 1. Only notify change from previous year
- II. In case there is no change in part-I from the previous year. Please certify as follows.

“No Change is staff particulars from the previous years”

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT**Name of the Scheme:****Details of Beneficiaries**

- (i) Name of the Organisation
- (ii) Name and address of the Project:
- (iii) Year (Previous Year)

No. of Beneficiaries	Male	Female	Age	
			Below 18 years of Age	18 Years and above.
1	2	3	4	5