

GOVERNMENT OF TELANGANA
DEPARTMENT FOR WOMEN, CHILDREN, DISABLED AND SENIOR
CITIZENS (PROG.II)

Circular Memo No.1314/Prog.II (1)/2022,

Dated:25-10-2022.

Sub: Revised guidelines for the establishment of old age Homes with co-management approach in Telangana State – Orders - Issued.

Ref:1.Circular Memo.No.3126/Schemes.A2/2016-1,
dt:29.09.2016.

2.From the Director, Welfare of Disabled & Senior Citizens Department, Hyderabad, Lr.No.S1/744/2022, Dt:13.05.2022& 28.08.2022.

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In the reference 1st cited, guidelines were issued for providing of financial assistance to voluntary organizations for maintenance of old age Home.

2. In the reference 2nd cited, Director, Welfare of Disabled & Senior Citizens Department, Hyderabad has sent revised guidelines for the establishment of Old Age Homes under Co-Management approach in Telangana and requested to issue necessary orders accordingly.

3. Government after careful examination of the proposal and in supersession of the orders issued in the Circular Memo 1stcited, hereby approve revised guidelines for establishment of Old Age Homes under Co-Management approach in Telangana and the same as annexed to this memo.

4. The Director, Welfare of Disabled and Senior Citizens Department, Hyderabad is requested to take necessary action accordingly.

D.DIVYA,
SPECIAL SECRETARY TO GOVERNMENT.

To,
The Director,
Welfare of Disabled & Senior Citizens Department,
Hyderabad (w.e)
All Collectors in the State (w.e).
All DWOs, Dept., for WCD&SC in the State (w.e).
All Asst. Director, Welfare of Disabled & Senior Citizens in the State (w.e).

Copy to:-

PS to Minister for WD&SC.

PS to Special Secretary to Government.

/ /FORWARDED :: BY ORDER/ /


SECTION OFFICER

(Annexure to Govt.Circular.Memo.No.1314/Prog.II(1)/2022,
Dt:25.10.2022)

GUIDELINES FOR ESTABLISHMENT OF OLD AGE HOMES UNDER CO-MANAGEMENT APPROACH

1. BACKGROUND

Government of India has enacted the Maintenance and Welfare of Parents & Senior Citizens Act, 2007 in which a provision was made under section 19(1) to establish and maintain such number of Old Age Homes at accessible places as it may deem necessary in a phased manner beginning with at least one in each district to accommodate in such homes a minimum of 150 senior citizens who are indigent.

Further as per the section 19(2) under Maintenance and Welfare of Parents & Senior Citizens Act, 2007, the State Government may prescribe a scheme for management of Old Age Home including the standards and various types of services to be provided by them which are necessary for safety, well-being, medical care and means of entertainment to the inhabitants of such homes. There are about 32,69,579 number of senior citizens living in Telangana as per 2011 census. The Senior Citizens who are in need of help and assistance, safety, protection, food, and medical care are living in the state for whom the Government is under obligation to provide such required needs. There are certain non-government organizations running the Old Age Homes and providing food, medical care and shelter besides other facilities either with the support of Government fund or their own but there is still a lot of unmet need senior citizens. Hence, this proposal is made to establish Old Age Homes in the districts by the Government in collaboration with a reputed NGOs who are working for the cause of welfare of Senior Citizens or otherwise by way of co-management system.

2. PREAMBLE

Government of India has made a provision in Maintenance and Welfare of Parents & Senior Citizens Act, 2007 for establishment and maintenance of Old Age Homes for the senior citizens who are indigent, in all the districts. The very purpose of establishing the Old Age Homes is to provide various types of services which are necessary for safe, healthy, happy & active ageing of the senior citizens.

3. OBJECTIVES OF ESTABLISHMENT OF OLD AGE HOMES UNDER CO-MANAGEMENT APPROACH

- a. The very objective of setting up of Old Age Homes under co-management approach is to involve both the government functionaries and NGOs to collectively deliver the services required for the indigent senior citizens.
- b. The Government provides financial support to an NGO to maintain the Old Age Home for the indigent senior Citizens under joint management system by which both the government functionaries and the NGOs work together in providing all required needs to the indigent senior citizens who are kept in the Old Age Homes. The

partner NGOs need to add certain percentage of funds from their own resources in addition to the government share of financial support.

- c. The Old Age Homes under co-management approach ensures suitable accommodation in suitable secured premises with proper protection with basic facilities, physiotherapy, periodic medical checkups amenities with hygienic and sanitary conditions in entire premises.
- d. These homes provide recreational activities on regular basis and provides counselling wherever required.
- e. These homes ensure supply of age prescribed nutritious and wholesome diet besides providing adequate clothing.
- f. Executing various skill development initiatives for vocational training for the physically and mentally abled inmates and any other initiatives necessary for healthy & happy ageing.
- g. These Old Age Homes shall ensure that the rights and entitlements of senior citizens under various schemes/statutory provisions are availed & protected in all times.

4. FUNCTIONS OF THE OLD AGE HOME UNDER CO-MANAGEMENT APPROACH

The Old Age Homes set up with the partnership of both the Government and NGO under co-management approach shall have to perform the following functions:

- a. Preparing micro plans for efficient functioning of the Old Age Homes including budget management, personnel management, medical facility management, diet management, recreation and well-being of inmate in all aspects.
- b. Establishing and maintaining safety and security protocols for the Old Age Home.
- c. Establishing, maintaining, and monitoring discipline, daily routine, task rotation, counseling, physiotherapy, and health check-up for the inmate.
- d. Preparing Individual Care Plans & Individual History Records for inmates and ensuring activities as per the plan.
- e. Arrangements with the nearest Government hospital for emergency medical care and with the nearest Police Station for security requirements.
- f. Executing various skill development initiatives for vocational training for the physically and mentally abled inmates.
- g. All inmates on admission shall be issued Identity Cards containing the individual's photo and other personal details including Aadhaar Number.
- h. Taking up various initiatives necessary for healthy & happy ageing.
- i. Shall make efforts to locate the family/relatives of the inmate who got admitted by rescue process.

5. ELIGIBILITY CRITERIA FOR ADMISSION INTO HOMES

- a. Only indigent men or women of age 60 years and above who shall ordinarily belong to the State of Telangana, are eligible for admission into the Home. There can be exceptions to age up to 50 years & nativity with prior approval of the Assistant Director, WD&SC, Hyderabad/ District Welfare Officer and the reasons need to be recorded in writing.
- b. An indigent person is a person who is not having anyone to take care of them.
- c. Any senior citizen who is temporarily deserted by his family members and who has applied for grant of maintenance on valid grounds under the Maintenance Act, may be given admission in the Home till the maintenance relief is granted, or his/her application before the tribunal is disposed, subject to the condition that the Assistant Director, WD&SC, Hyderabad/District Welfare Officer is fully convinced with the information regarding his/her application before the Tribunal.
- d. Assistant Director, WD&SC, Hyderabad/District Welfare Officers, WCD & SC Dept. of all the districts, shall keep available sufficient number of applications to be supplied free of cost. The application shall be supported by necessary documents. Only those applicants who satisfy the eligibility criteria shall be considered for admission.

6. CONSTITUTION OF DISTRICT LEVEL COMMITTEE FOR SELECTION OF NGO AS A PARTNER IN CO-MANAGEMENT

The District Committee of Senior Citizens (as per Rule 23 of the state MWPSR Rules, 2011) shall act as Selection Committee for the selection of NGO duly adhering to the guidelines, which were issued by the Government of India/State Government, and fulfilling the eligibility norms laid in rule 19 of The Maintenance and Welfare of Parents and Senior Citizens Rules, 2011.

The above Committee shall call proposals for Maintenance of Old Age Homes under co-management approach by giving following priority:

1. Red Cross Society of the Concerned District
2. In the absence of Red Cross Society in concerned District or Red Cross Society is not active/ unable/ not interested to maintain Old Age Homes, due to various reasons, the concerned District Collector shall invite proposals/applications from the eligible NGOs running old age homes through notification for sanction of financial assistance for maintenance of Old Age Home under co-management approach and select the best NGOs who had been running the old age home for the past three years and have good track record in maintenance of Old Age Homes and not receiving funds either from State Government or Central

Government or Other Agencies for the same purpose. The reputed and registered NGO extending exemplary services for the welfare of the senior citizens may also be considered in the districts where the Old Age Homes are not in existence. Newly started NGOs may be selected in exceptional cases.

Wherever possible, the District Collectors of all the districts in Telangana (except in the districts where the Government has released fund for construction of buildings for Old Age Homes) shall identify a suitable vacant government building under his/her jurisdiction and with minimum renovation cost shall take necessary steps for renovation for establishment of Old Age Home. If suitable government buildings are not available, a suitable building may be taken on rent. The District Collector shall forward a proposal with detailed cost estimate needed for minimum renovation of identified vacant government building or rented building to the Director, WD & SC for release of funds.

The Districts which have received funds for construction of building for Old Age Home shall mandatorily forward the proposal for maintenance of Old Age Homes under co-management approach adhering to the above norms.

The aforesaid Committee shall forward the proposals to The Director, Welfare of Disabled and Senior Citizens, Telangana, recommending the Red Cross Society (RCS)/NGO as partner under co-management approach for maintaining Old Age Home and for sanction of grant-in-aid.

7. SELECTION OF NGO AS A PARTNER IN CO-MANAGEMENT APPROACH FOR OLD AGE HOME(S)

The selected NGO will be eligible to become a partner in the Old Age Home (s) in the Co-Management approach. After awarding the selection of the NGO partner, an MOU shall be signed by the person authorized by the Govt. (Assistant Director, WD&SC, Hyderabad/ District Welfare Officer, WCD & SC) and a representative from the partner NGO selected prior to commencement of the Old Age Home (s) fixing time limit for maintaining the Old Age Home. The term of the MOU shall be for 1 year. If any party commits any breach or default of the terms or conditions provided in the MOU and such breach is not rectified within a period of thirty (30) days from the date of written notice by the non-defaulting party to rectify such default, the MOU shall stand terminated.

The NGO selected for the grant in aid in particular year cannot claim for assistance in the subsequent years also as a matter of right. Eligibility of NGOs to receive grant in aid depends upon their performance and the availability of budget in a particular financial year.

8. MAINTENANCE OF ACCOUNTS

A joint account shall be opened authorizing the two joint signatories i.e., one from Government side at district level i.e., District Welfare Officer/Assistant Director and one from concerned NGO to operate the bank transactions relating to maintenance of the Old Age Homes. For withdrawal of funds, permission of the competent authority i.e., District Collector at district level

shall be obtained as recorded in the MOU. The Director, WD&SC Dept., Hyderabad will formulate a uniform draft MoU proforma. In order to follow the uniform procedure in the State, the Draft MOU is communicated along with the guidelines to all the District Welfare Officers/Assistant Director, Hyderabad with a request to take necessary action accordingly.

9. FINANCIAL SUPPORT BY WAY OF GRANT

The Old Age Homes established under co-management approach shall be funded by the Government by way of grant to run and maintain the Old Age Homes with not less than 25 inmates in each old age home.

After receipt of proposals with due recommendations from the District Level Committee, the Director WD&SC, shall release the funds to the joint account of Old Age Home, subject to the availability of funds, during that financial year.

The selected NGO will be provided Grant in aid from the State Government for maintenance of old age home under co-management approach and the NGO shall bear of the expenditure (as per below statement) as per the budget provided in point 13 & 14. However, after completion of process of MoU, the NGO should deposit their share in the joint account every quarter and only after that government's share of funds will be released. The selected NGOs should also apply to Ministry of Social Justice & Empowerment (MoSJE), Government of India (GoI) for maintenance of old age homes every year by following all the relevant guidelines issued by GoI. Only the NGOs which could not get grants from GoI for maintenance of old age homes for reasons beyond their control will be eligible for funds by the state government for that particular year.

STATEMENT SHOWING THE FINANCIAL SUPPORT BY WAY OF GRANT IN AID BY THE DIRECTOR, WD&SC, HYDERABAD

Sl.No	Particulars	Govt share	NGO share	remarks
1	25-Bedded OAH	70%	30%	
2	50-Bedded OAH	75%	25%	

Budget for the first quarter shall be released in advance. Budget for the non-recurring expenditure will be released as per the necessity. From the 2nd quarter, the budget shall be released to the selected NGOs on quarterly basis based on the submission of expenditure particulars (audited statement of expenditure) and utilization certificate signed by authorized signatory of the NGO and District Welfare Officer/Asst Director along with Statutory Auditor. Budget for next quarter should be released within 15 days of receiving the above 2 documents if they are in proper format to enable smooth functioning. If there is any lacunae, the concerned NGO should be informed about the same in writing.

10. STAFF REQUIRED FOR MAINTAINING THE OLD AGE HOME WITH INTAKE CAPACITY OF 25 (13 FEMALE & 12 MALE) INMATES

Sl. No	Designation	No. of Posts	Remarks
1	Home Coordinator	1	Full time
2	Doctor	1	On visit basis (at least 2 visits per week)
3	Social worker cum Asst. Home Coordinator	1	Full time
4	Nurse	1	On visit basis (2 hours per day & should also attend emergency if any)
5	ANM	1	Full time
6	Accountant Cum Clerk	1	On visit basis (4-8 hours per week)
7	Yoga Therapist	1	On visit basis (at least one hour per day)
8	Cook	1	Full time
9	Multi-Tasking Staff	3	Full time
Total		11	

11. STAFF REQUIRED FOR MAINTAINING THE OLD AGE HOME WITH INTAKE CAPACITY OF 50 (25 FEMALE & 25 MALE) INMATES

Sl. No	Designation	No. of Posts	Remarks
1	Home Coordinator	1	Full time
2	Doctor	1	On visit basis (at least 2 visits per week)
3	Social worker cum Asst. Home Coordinator	1	Full time
4	Nurse	1	On visit basis (2 hours per day & should also attend emergency if any)
5	ANM	1	Full time
6	Accountant Cum Clerk	1	On visit basis (4-8 hours per week)
7	Yoga Therapist	1	On visit basis (at least one hour per day)
8	Cook	1	Full time
9	Asst. Cook	1	Full time
10	Multi-Tasking Staff	4	Full time
Total		13	

12. Eligibility Criteria for posts

Sl. No	Designation	Eligibility Criteria	
1	Home Coordinator	Minimum Qualification & Experience	Post-Graduation, preferably in Social Work or Sociology. Not less than two years working in the field of Senior Citizens/ Women's/ or similar Homes.
		Duties	Overall management of the Home.
2	Doctor	Minimum Qualification & Experience	MBBS/ BAMS/ BHMS
		Duties	Doctor must visit the center at least twice a week for health check-up of all the beneficiaries. The doctor is bound to attend the beneficiaries in emergency. As far as possible
			Doctor residing near the center should be engaged.
3	Social worker cum Asst. Home Coordinator	Minimum Qualification & Experience	Post-Graduation in Psychology or Social Work. Or Diploma in Counseling Or Degree with Diploma in Counseling. Not less than 2 years' experience in relevant field.
		Duties	To assess the emotional status of the residents and to render counselling services as may be required. Interacting with the inmates and keeping efforts for their reunions. Managing the Home activities in the absence of Home Coordinator.

4	Nurse	Minimum Qualification & Experience	BSC Nursing/ GNM/ JPHN Course Or Retired hands from nursing profession. Not less than two years' experience in Nursing Homes, Hospitals, Palliative Care Homes or Old Age Homes.
		Duties	Nurse should visit the home for a minimum of 2 hours per day for 5 days in a week, for basic medical check-up of the residents and also to provide nursing/ basic geriatric care.
5	ANM	Minimum Qualification & Experience	Should be qualified as Auxiliary Nurse Midwife (ANM) and should have received training from recognized government/ private medical institution. Not less than two years' experience in relevant field.
		Duties	Monitoring the health status of inmates as per the guidance of Doctor & Nurse. Providing medicines on time prescribed by the doctor. Maintaining the medicines stock and medical records of inmates.
6	Accountant cum Clerk	Minimum Qualification & Experience	Post-graduation/ Graduation/Diploma course in relevant subject. Having the knowledge of accounts and computer operations.
		Duties	Compilation of Accounts, computerizing collected database & information, maintaining records & files, maintaining records of trainees, resource persons, beneficiaries and NGOs.

7	Yoga Therapist	Minimum Qualification & Experience	Diploma in Yoga from a recognized Institute.
		Duties	Yoga therapist should visit the Centre at least three times in a week for a minimum one hour per day.
8	Cook	Minimum Qualification & Experience	Should have passed 8th Standard and should have experience of cooking local food for minimum 3 years.
		Duties	Prepare the daily food for the residents including Morning Tea, Breakfast, Lunch, Evening Tea and Dinner.
9	Asst. Cook	Minimum Qualification & Experience	Should have passed 8th Standard and should have experience of cooking local food for minimum 3 years.
		Duties	Prepare the daily food for the residents including Morning Tea, Breakfast, Lunch, Evening Tea and Dinner.
10	Multi-Tasking Staff (MTS)	Minimum Qualification & Experience	Should have passed 8th Standard and should have experience of working for minimum 2 years in similar capacity.
		Duties	To perform the duties Chowkidar, Helper, Cleaner. Must clean all the rooms veranda/ courtyard and kitchen at least 2 times a day, cleaning of bathrooms and toilets at least 3 times a day, and to extend assistance as & when required.

13. SANCTION OF BUDGET FOR MAINTENANCE OF OLD AGE HOME UNDER CO-MANAGEMENT APPROACH WITH INTAKE CAPACITY OF 25 (13 FEMALE & 12 MALE) INMATES

S No	Items		Cost Norms (Annual)
I	Recurring Expenditure total (a to d)		
		X* Category	3335800
		Y* Category	3287800
		Z* Category	3251800
(a)	Staff Honorarium		
	(i) Home Coordinator (full time)	(@ Rs. 25000/- per month X 12 months)	300000
	(ii) Doctor on visit basis @ 1000/- per visit, (atleast 2 visits per week)	@ Rs. 1000/- X 104 visits in a year	104000
	(iii) Social worker cum Asst. Home Coordinator (Full time)	(@ Rs. 22750/- per month X 12 months)	273000
	(iv) Nurse (part time) 2 hours per day & should also attend emergency if any.	(@Rs. 10000/- per month X 12 months)	120000
	(v) ANM (full time)	(@ Rs. 22750/- per month X 12 months)	273000
	(vi) Accountant Cum Clerk (part time) 4 - 8 hours per week	(@Rs. 4000/- per month X 12 months)	48000
	(vii) Yoga Therapist (part time) at least 1 hour per day.	(@ Rs. 5000/- per month X 12 months)	60000
	(viii) Cook (full time)	(@ Rs. 15600/- X 12 months)	187200
	(viii) Multi-Tasking Staff (MTS) (full time) (3)	(@ Rs. 15600/- per month X 3 No. s X 12 months)	561600
Sub-Total			1926800
(b)	i) Diet Charges @2000/- per inmate	Rs. 2000/- X 25 X 12 months	600000
	ii) Cosmetics (hair oil, bathing soaps, washing soaps, comb, brush, paste, shampoo, moisturizers, etc.) @400/- per inmate	Rs. 400/- X 25 X 12 months	120000
	iii) Medicines @500/- per inmate	Rs. 500/- X 25 X 12 months	150000
	iv) Clothing (@3,000/-per inmate.) Pairs - (for male - 2 dhotis, 2 towels, 2 dresses, 3 inners & for female - 3 sarees with blouse, 3 saree petticoat's, 2 nighties, 2 towels, 3 inners) once in a year.	Rs. 3000/- X 25 inmates	75000

	v) Electricity, Water, Internet, etc.	Rs. 10,000/- X 12 months	120000
Sub-Total			1065000
(c)	Miscellaneous & Unforeseen		80000
(d)	Building Rent (or Maintenance @ 10% of rent in case of own building		
	i) GHMC jurisdiction	X* Category 22000 X 12 months	264000
	ii) Municipal corporations	Y* Category 18000 X 12 months	216000
	iii) Mandal Head Quarters	Z* Category 16500 X 12 months	180000
II	Non-Recurring (a to c):-		
a)	Cot, Bed, Small Almirah, etc.	Rs. 4000/- X 25 inmates	100000
b)	Kitchen, utensils & equipment		40000
c)	TV & CC cameras		75000
	(a to c) Total		215000
	Grand Total for X* Category, Recurring (I) + Non-Recurring (II)		3550800
	Grand Total for Y* Category, Recurring (I) + Non-Recurring (II)		3502800
	Grand Total for Z* Category, Recurring (I) + Non-Recurring (II)		3466800
	Category	Government Share 70%	NGO Share 30%
	i) X* Category (GHMC jurisdiction)	2485560	1065240
	ii) Y* Category (Municipal Corporations)	2451960	1050840
	iii) Z* Category (Mandal Head Quarters)	2426760	1040040

14. SANCTION OF BUDGET FOR MAINTENANCE OF OLD AGE HOME UNDER CO-MANAGEMENT APPROACH WITH INTAKE CAPACITY OF 50 (25 FEMALE & 25 MALE) INMATES

S No	Items		Cost Norms (Annual)
I	Recurring Expenditure total (a to d)		
		X* Category	4851200
		Y* Category	4791200
		Z* Category	4731200
(a)	Staff Honorarium		
	(i) Home Coordinator (full time)	(@ Rs. 25000/- per month X 12 months)	300000
	(ii) Doctor on visit basis @ 1000/- per visit, (at least 2 visits per week)	@ Rs. 1000/- X 104 visits in a year	104000
	(iii) Social worker cum Asst. Home Coordinator (Full time)	(@ Rs. 22750/- per month X 12 months)	273000

	(iv) Nurse (part time) 2 hours per day & should also attend emergency if any.	(@Rs. 10000/- per month X 12 months)	120000
	(v) ANM (full time)	(@ Rs. 22750/- per month X 12 months)	273000
	(vi) Accountant Cum Clerk (part time) 4 - 8 hours per week	(@Rs. 4000/- per month X 12 months)	48000
	(vii) Yoga Therapist (part time) at least 1 hour per day.	(@ Rs. 5000/- per month X 12 months)	60000
	(viii) Cook (full time)	(@ Rs. 15600/- X 12 months)	187200
	(ix) Asst. Cook (full time)	(@ Rs. 15600/- X 12 months)	187200
	(x) Multi-Tasking Staff (MTS) (full time) (4)	(@ Rs. 15600/- per month X 4 Nos X 12 months)	748800
Sub-Total			2301200
(b)	i) Diet Charges @2000/- per inmate	@ Rs. 2000/- X 50 X 12 months	1200000
	ii) Cosmetics (hair oil, bathing soaps, washing soaps, comb, brush, paste, shampoo, moisturizers, etc.) @400/- per inmate	@ Rs. 400/- X 50 X 12 months	240000
	iii) Medicines @500/- per inmate	@ Rs. 500/- X 50 X 12 months	300000
	iv) Clothing (@3,000/- per inmate.) Pairs - (for male - 2 dhotis, 2 towels, 2 dresses, 3 inners & for female - 3 sarees with blouse, 3 saree petticoat's, 2 nighties, 2 towels, 3 inners) once in a year.	Rs. 3000/- X 50 inmates	150000
	v) Electricity, Water, Internet, etc.	Rs. 15,000/- X 12 months	180000
Sub-Total			2070000
c)	Miscellaneous & Unforeseen		120000
(d)	Building Rent (or Maintenance @ 10% of rent in case of own building)		
	i) GHMC jurisdiction	X* Category 30000 X 12 months	360000
	ii) Municipal corporations	Y* Category 25000 X 12 months	300000
	iii) Mandal Head Quarters	Z* Category 20000 X 12 months	240000
II	Non-Recurring (a to c):-		
a)	Cot, Bed, Small Almirah, etc.	@ Rs. 4000/- X 50 inmates	200000

b)	Kitchen, utensils & equipment		50000
c)	TV & CC cameras		75000
	(a to c) Total		325000
Grand Total for X* Category, Recurring (I) + Non-Recurring (II)			5176200
Grand Total for Y* Category, Recurring (I) + Non-Recurring (II)			5116200
Grand Total for Z* Category, Recurring (I) + Non-Recurring (II)			5056200
	Category	Government Share 75%	NGO Share 25%
	i) X* Category (GHMC jurisdiction)	3882150	1294050
	ii) Y* Category (Municipal Corporations)	3837150	1279050
	iii) Z* Category (Mandal Head Quarters)	3792150	1264050

15. INFRASTRUCTURAL AND INSTITUTIONAL FACILITIES REQUIRED TO BE PROVIDED

1. For the home with 25 inmates in the Old Age Homes a minimum living area/carpet area of 3250 square feet including sleeping area and ancillary areas like kitchen, dining hall, recreation room etc., but excluding verandahs, corridors, stair case areas etc. Besides a space for separate sick room, first aid, care givers accommodation rest room for nurses, visitors room, rooms for administrative use, 4 toilets & 4 bathrooms, necessary equipment for conducting skill development courses and therapies, space for washing and drying of clothes. For the home with 50 inmates, space required shall increase proportionately.
2. The old age home should be barrier-free with provision of ramps and handrails, and where necessary, lifts, etc.
3. Quality toilets with adequate water,
4. Lockers/storage facilities for inmates to keep their belongings,
5. Security facilities
6. Plates, glasses and bed rolls/bed sheets for each inmate
7. Clean drinking water Separate facilities/accommodation
8. Separate facilities/accommodation for male & female inmates
9. Clothing, books, medicines, soap, oil, toothpaste/toiletries, etc.
10. Adequate lighting (electricity)
11. Phone facility

16. ROLES OF DIFFERENT COMMITTEES SETUP FOR ESTABLISHMENT, MAINTENANCE AND MONITORING OF OLDAGE HOMES UNDER CO-MANAGEMENT APPROACH

1. Home Management Committee
2. District Committee of Senior Citizens (Constituted under Rule 23 of the MWPS Rules, 2011)

3. State Council of Senior Citizens (Constituted under Rule 22 of the MWPS C Rules, 2011).

1. Home Management Committee:

The Home Management Committee shall have complete responsibility for the day-to-day operations of the Home. The responsibilities include but are not limited to:

- Preparing micro plans for efficient functioning of the Old Age Homes including budget management, personnel management, medical facility management, and well-being of inmate.
- Establishing and maintaining safety and security protocols for the Old Age Home.
- Establishing, maintaining, and monitoring discipline, daily routine, task rotation, counseling, and health check-up for the inmate.
- Preparing Individual Care Plans & Individual History Records for inmates and ensuring activities as per the plan.
- Executing various skill development initiatives for vocational training for the physically and mentally abled inmates.
- Taking up various initiatives necessary for healthy & happy ageing.
- Shall make efforts to locate the family/relatives of the inmate who was admitted by rescue process.

Home Management Committee Composition:

- a) Assistant Director, Welfare of Disabled & Senior Citizens, Hyderabad/District Welfare Officer nominated as Project in-charge or Chief Executive of the Home.
- b) Home Coordinator (from the selected NGO) as OAH in charge.
- c) Social Worker (from the selected NGO).
- d) Doctor (from the selected NGO).
- e) One senior citizen representing from District Committee for Senior Citizens (Constituted under Rule 23 of the M W P S C Rules, 2011) to be nominated by the District Collector.

2. District Committee of Senior Citizens

The committee would be responsible for overseeing the home committees and reviewing the operations of the Old Age Homes on a regular basis. The responsibilities include but are not limited to:

- a. Evaluation of functioning of the Old Age Homes in maintaining standards of care.
- b. Review of the programs of the Homes, linkages and networking with other Government and Non-Government agencies.

- c. Proactive steps taken for identifying the families for reunion of rescued elders.
- d. Various skill development initiatives for vocational training for the inmate.
- e. Review of Expenditure and release of the grants on a quarterly basis to the separate bank account.
- f. Ensuring rightful access to emergency care and any other entitlements from the Government on time.
- g. Taking up various initiatives necessary for healthy & happy ageing.
- h. The committee shall review the evaluation/inspection reports of Old Age Homes inspected and prepared by the officer designated by the Government.

3. State Council of Senior Citizens

The State Council of Senior Citizens is responsible for policy decisions, managing the overall budget, and advising the District Committee on state-level decisions.

Monitoring

For effective monitoring of the Old Age Homes and their activities, the committees shall meet regularly. The frequency and objective of the proposed meetings are mentioned below.

Committee	Frequency	Objective
State Council of Senior Citizens	Half yearly	Update on budget, entitlements, activities, policy changes
District Committee of Senior Citizens	Quarterly	Review with District Old Age Home(s), activities, inspection/evaluation reports, linkages and coordination & review of expenditure release of grants.

Inspection/evaluation by Assistant Director, DW&SC, Hyderabad/District Welfare Officer WCD & SC and CDPOs/Supervisors in all Districts:

The Assistant Director WD&SC, Hyderabad/ District Welfare Officer, WCD&SC of concerned district either in Person or through concerned CDPOs/ Supervisors respectively shall make regular visits to the Home at least once in a month and shall record her/his remarks in the visit register about the physical presence of inmates against on-roll attendance, and also record the details of inspection/ evaluation on status of OAH in the prescribed format and Mobile Evaluation App (both Soft and Hard Copy) and maintain the same in their office. A copy of the inspection Report shall be submitted to the Concerned District Collector & District Committee of Senior Citizens at District Level and the Director WD&SC at State Level.

17. ROLES OF BOTH GOVERNMENT AND NGO PARTNER UNDER CO-MANAGEMENT APPROACH

a. Role of the Government:

- i. The proposed Homes may be given space by the government that is convenient, has a peaceful atmosphere, and is accessible to senior citizen and accessible to all public services.
- ii. The NGO may propose a space owned/rented by them that is suitable for operating an Old Age Home (as specified in point 14 in this guidelines) without any charges to the government. After careful evaluation, the government may agree to the proposal.
- iii. If the above 2 options are not readily available, **rented accommodation may be acquired** by the Assistant Director, WD&SC, Hyderabad/District Welfare Officer concerned by following due procedure.
- iv. The financial assistance shall be given to the selected NGO partner under co-management approach for the maintenance of Old Age Home.

b. Role of the NGO partner:

- I. Provision of staff
- II. Trainings to Staff
- III. Maintenance of the Home in all respects
- IV. Health Care & Emotional Support facility
- V. Vocational Skills Training to physically & mentally able inmates.
- VI. Creation/Maintenance of Infrastructure facilities.
- VII. The NGOs shall collaborate with the local Municipality/Municipal Corporation, Rural Development Dept./Panchayath Raj Dept., Police Dept., Railway and Transport authorities/ departments, Health Department, UIDAI, Women, Children, Disabled & Senior Citizens Dept., like-minded NGOs, State Council/District Committee for Senior Citizens, and Elder Line (National Helpline for Senior Citizens) for utilizing the services more effectively.
- VIII. The following Registers/ Records shall be maintained by the NGO in the Home. The Registers/ Records shall invariably be kept with up to date information: The NGO shall produce the registers for verification by any officer who may visit the Home in official capacity:

Registers to be maintained by the Old Age Home:

- a. General Admission-discharge register
- b. Attendance register of the Inmates
- c. Staff attendance register
- d. Movement register of the Inmates
- e. Movement register of the staff
- f. Medicines Stock Register & Issuance of Medicines Register
- g. Stock register/ Asset register.
- h. General register for stores.
- i. Cash-book, ledger, salary books, purchase, bank statements and other relevant registers
- j. Visitors book
- k. Register for donations (cash / kind / events / services) received from public/donors.

Records to be maintained by the Old Age Home:

- a. Individual Case History Record of the inmate
 - b. Individual care plan (Health-record) of the inmate
- IX. Every Old age home will engage honorary services of a consultant Doctor. The consultant Doctor shall visit the Home minimum two times per week to attend the inmates with general complaints and shall be available to the Home at any time to attend to the inmates in cases of emergency. The consultant Doctor of the Home shall conduct medical checkup prior to admission of the inmate and thereafter at intervals of not more than one month, every inmate of the Home shall be subjected for a detailed medical examination and record his findings and shall without any delay bring to the notice of the NGO/ DWO/Asst. Director on any matter of importance affecting the health of the inmates for such action as may be deemed necessary.
- X. The NGO shall without any delay seek admission of the inmate, who in the opinion of the Doctor require further treatment, in the nearest Government hospital.
- XI. The NGO shall immediately after the occurrence of any death among the inmates/residents of the home, send a written report to the Police, with a copy thereof to the concerned AD, WD & SC, Hyderabad/District Welfare Officer, WCD & SC explaining the cause of death to the best of his/her knowledge.
- XII. In the event of death of any of the inmates, last rites will be undertaken by the home, may permit interested inmates to participate. The required rites to be performed according to the religion or wish (if any recorded earlier in writing) of the deceased person. Intimation shall be given to the nearest relative, if any information is available, soon after death.

- XIII. The old age home shall ensure that rights and entitlements of senior citizens under various schemes/statutory provisions are protected at all times.
- XIV. The NGO shall take all precautions for maintenance of complete safety and security in the Home.
- XV. And any other standards laid down in the Act & Rules.

c. Joint Responsibilities

Establishment of Protocols: The Govt. of Telangana and partner NGO in co-management will jointly frame and establish the different protocols necessary for the management of the Old Age Home. These Protocols will cover areas of safety, cleanliness, health, nutrition etc. The Government of Telangana and partner NGO in co-management will also jointly draw up the job description and requirements for the different personnel.

Monitoring: The Parties will undertake monitoring visits to provide on-site support and guidance to the staff, and monitor the financial management.

Management: The Government & NGO will jointly manage the home on a day-to-day basis.

18. WHO CAN APPLY TO BE NGO PARTNER IN CO-MANAGEMENT FOR RUNNING THE OLD AGE HOME

- (i) Shall be registered under the Telangana Societies Registrations Act, 2001 (A.P Act.No.35 of 2001, or the Companies Act, 1956 (Central Act 1 of 1956), or the Indian Trusts Act, 1882 (Central Act No.2 of 1882) or any other law for the time being in force providing for such registration. Further, the registration should have been in force for atleast **3** years at the time of applying to be eligible as a partner in Co-management. Newly started NGOs may be selected in exceptional cases.
- (ii) It shall have proven capability of work in the area of social work preferably for senior citizens welfare for a period of 3 years.
- (iii) It shall have a recurring annual budget of at least 5 times the estimated budget of the old age home for the preceding three years.
- (iv) Preferred if recognized, aided, or approved by at least one department or agency functioning under either State or Central Govt.
- (v) It shall have a properly constituted managing body with its powers, duties, and responsibilities clearly defined and laid down in written documents as per the organization type.
- (vi) It shall not run for profit to any individual or a body of individuals and shall be registered with the Income Tax Department under 12A.
- (vii) It shall submit reports periodically and punctually as prescribed by the State Government.

19. CRITERIA FOR SELECTION OF NGO PARTNER IN CO-MANAGEMENT FOR THE OLD AGE HOME

- i. The Governing Board members of NGO should not have any previous conviction record or had been charge-sheeted.
- ii. Should not have been involved or convicted under any law, or any immoral act or in an act of any abuse or committed any other human rights violations or unethical practices, etc.
- iii. Any member (He/she) of the Governing Board Members of NGO should not have been a member of board /management of any institution/organization, which has been blacklisted/adversely reported upon, besides shall not have any history of financial fraud/mismanagement, etc.
- iv. Any member (He/she) of the Governing Board Members of NGO should be a person with an unblemished record in rendering services for the disadvantaged communities preferably senior citizens.
- v. Preferred, if they have experience of working in collaboration with Government departments/programs for a minimum of 3 years.
- vi. Should preferably have a network with other NGOs in districts/Government officials concerned on issues related to senior citizens.
- vii. If it is brought to the knowledge of the Department that the credentials and experience of NGO do not confirm to the norms prescribed in the MWPSA Act, 2007 & the State Rules, 2011, NAPSRC and Guidelines for running Old Age Homes for Senior Citizens or any other laws or government orders in force, after due inquiry and on the establishment of such fact, declare the selection of such NGO as null and void and recommend the name of the next NGO from the list prepared.
- viii. NGOs will be disqualified, if there is any attempt to bring any extraneous pressure or political influence or unfair practices on the authorities/inspection teams.
- ix. The organization shall maintain a record of all assets acquired wholly or substantially out of government grants and donations if any. Such assets shall not be disposed of, encumbered or utilized for purposes other than those for which the grants were given without prior sanction of the Government.
- x. They shall also provide such information as required/called for by the authorities concerned.

20. REPORTS BY THE NGO PARTNER UNDER CO-MANAGEMENT APPROACH

The NGO shall submit annual report on the administration of the Home along with the Audit Report of the preceding financial year and any reports asked by the government through the concerned Assistant Director, WDSC, Hyderabad/District Welfare Officer,

WCD&SC who in turn will submit the same to the Director WD&SC Department.

21. AMENDMENT TO THE GUIDELINES

The Commissioner/ Director, Welfare of Disabled and Senior Citizens shall send a proposal to Government to make any amendment to these guidelines. The Commissioner/Director, Welfare of Disabled and Senior Citizen Department have all the rights to discontinue the grants to the NGO at any time whenever the service of the NGO is found not satisfactory.

D.DIVYA,
SPECIAL SECRETARY TO GOVERNMENT.