

7. *Interpretation of the provision of this Scheme.*— If any question arises regarding interpretation of any clause, word, expression of the Scheme, the decision about the interpretation shall lie with the Government, which shall be final and binding on all concerned.

8. *Redressal of Grievances and Dispute.*— Grievances if any, arising out of implementation of this Scheme, the Secretary to the Government in charge of Science & Technology shall hear and decide such matters and the decision of the Secretary to the Government in this regard shall be final and binding on all concerned.

9. This issues with the concurrence of the Finance (Exp.) Department vide U. O. No. 1444293 dated 07-09-2011 and with the approval of the Government vide U. O. No. 45148 dated 22-8-2011.

By order and in the name of the Governor of Goa.

*Michael M. D'Souza*, Director & ex officio Joint Secretary (STE).

Saligao, 28th September, 2011.



Department of Social Welfare

Directorate of Social Welfare

**Notification**

51-41-2011-12-HC/4625

Government of Goa is pleased to make the following Scheme and is hereby published for general information of public, which shall come into force from the date of publication in the Official Gazette.

By order and in the name of the Governor of Goa.

*N. B. Narvekar*, Director & ex officio Joint Secretary (Social Welfare).

Panaji, 29th September, 2011.

**Scheme to provide Financial Assistance to NGO's for Running Day Care Centres for Disabled (Jeevan Jyot)**

*A. Introduction.*— The Directorate of Social Welfare is implementing several Schemes for both physically and mentally impaired individuals with disabilities. However there are certain persons with disabilities such as Orthopedic disabilities, Visual disabilities and Mentally Challenged/Multiple disabilities who have a very high level of disability. These persons with a disability are quite often not able to manage on their own and therefore require the support of another person to carry on their day to day routine. Parents of such people face a great difficulty in taking care of them; more so when they are employed. Further there are parents who are not employed but do not have any financial support to take care of such people. The situation gets further aggravated when the parents grow old and are not able to give any physical support to these people. The State Government is concerned about these people and is therefore pleased to formulate a "Scheme to provide Financial Assistance to NGO's for Running Day Care Centres for Disabled (Jeevan Jyot)". The objectives of the Scheme is to provide financial support to NGO's to run Day Care Centre for persons with physical and mental disabilities in order to maintain at a common place and to provide healthy, hygienic and better living.

*B. Details of the Scheme.*— (1) The Scheme envisages for providing financial support to the NGO's to run Day Care Centre for persons with physical and mental disabilities.

(2) The Scheme lays down the procedures to be followed in identifying NGO's for the purpose.

(3) The Scheme will be implemented by Directorate of Social Welfare.

(4) The Scheme shall be called "JEEVAN JYOT".

C. *Scope and Eligibility.*— (I) Organizations eligible for assistance shall be as follows:—

(a) Any registered Voluntary Organization (VO)/Non-Governmental Organization (NGO) engaged in the promotion of welfare of Senior Citizens. The organization should have been registered under Societies Registration Act, 1860 or under Public Trust Act or Registered under any law for the time being in force for at least three years prior to date of making an application under the Scheme.

(b) Institutions or organizations set up by Government as autonomous bodies either under a statute or as a society registered under the Societies Registration Act, 1860, shall also be eligible under the Scheme.

(II) In addition to the above eligibility conditions, the following criteria would be kept in view while selecting the VO's/NGO's:

(a) Experience of at least five years in the rehabilitation of persons with disabilities.

(b) Financial viability of the organization to contribute its share, and ability to continue the work for limited periods in case it delays assistance from the Government.

(c) Good reputation and credentials.

(d) Capability to mobilize community.

(e) Networking with other institutions for optimum utilization of resources allocated and assets created.

D. *Conditions for Assistance.*— (i) The aided organization/institution/establishment shall be open to inspection by an officer of the State Government, or the agency/persons authorized by the State Government.

(ii) The organization/institution/establishment already receiving or is expected to receive a grant from any other

Scheme of the State Government/Central Government for the purpose for which the application is being made under this Scheme; shall not be eligible for grant of financial assistance under this Scheme.

(iii) The aided organization/institution/establishment shall follow the norms of physical facilities and operational standards for the Day Care Centre as prescribed under the Scheme.

(iv) The aided organization/institution/establishment shall maintain separate accounts of the Grants received under the Scheme. They shall always be open to a system of internal audit or concurrent audit. They shall also be open to Audit by the Comptroller and Auditor General of India.

(v) The aided organization/institution/establishment 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/Inspecting authorities when required to do so.

E. *Documents to be provided by the Non-Governmental Organizations/Voluntary Organizations/Trusts.*—

(i) The expertise/experience of the organization in related Programmes/Services.

(ii) The constitution of the organization/institution/establishment, its Memorandum of Association and details of aims and objectives.

(iii) Constitution of the Board Governing Body/Controlling Authority of Management, present membership, date of constitution of present Board of Management/Governing Body.

(iv) Annual report of last three years.

(v) Information relating to the grants received or likely to be received from other Departments of Central Government/State Government/any other source for the same.

(vi) A statement containing the Balance Sheet, Audited accounts and the full receipt and payment of the organization/institution/establishment for the last two years. These should be Audited by a Chartered Accountant or a Government Authority; and

(vii) Detail report of the Activities undertaken by NGO's for the last 3 years.

(viii) Copy of Registration Certificate/License issued by Competent Authority along with a copy of the Memorandum of Association and details of aims and objectives of the Organization.

(ix) List of beneficiaries in Annexure- II.

(x) A copy of Rent Certificate issued by Public Works Department, Government of Goa; along with a copy of Rent Agreement of the building utilized for the project.

(xi) Copies of all Permissions/NOC's/Licenses/Certificates etc. required for running Day Care Centre for persons with physical/mental disabilities; as per the rules of the Government in force.

(xii) Details of Care Takers/Staff employed in Annexure-III.

F. *Sanctioning Committee.*— The application received from VO's/NGO's shall be scrutinized and sanctioned by the committee comprising of following members.

1. Minister for Social Welfare – Chairperson.
2. Assistant Director (Welfare of Disabled) – Member.
3. Director of Social Welfare – Member Secretary.

G. *Termination of Grants.*— If the Government is not satisfied about the working of the Day Care Centre or it finds that these rules are being seriously violated, then Government reserves the right to terminate the grant-in-aid and recover the amount of grant-in-aid already sanctioned.

H. *Change of Location.*— Change of location of the projects shall be made only with the prior approval of the Government.

I. *Maintenance of Day Care Centre.*— The grants-in-aid for project for running Day Care Centre is prescribed for minimum 10 persons with physical/mental disabilities to provide care, recreation facilities, etc., free of cost.

To allow flexibility in utilization of funds the organization shall be allowed to incur the expenditure on the following heads:—

I.	RECURRING EXPENDITURE : (a to e)	Per annum
(a)	Staff Honorarium	
	Superintendent/Manager	60,000/-
	Care taker/Ayya	36,000/-
	Helper/Sweeper	24,000/-
(b)	Building (Rent/Maintenance)	60,000/-

I.	RECURRING EXPENDITURE : (a to e)	Per annum
(c)	Recreation (includes Books, Magazines, Newspapers, Outings, Religious and Cultural Programmes, Games like caroms, chess, cards etc.)	10,000/-
(d)	Miscellaneous and unforeseen (electricity, water, telephone etc.)	24,000/-
(e)	Tea/Snacks	36,000/-
II.	NON-RECURRING ITEMS ( Installation Grants)	
(f)	Items like (Furniture, Utensils, Television, etc.)	50,000/-
	Total (I + II) (for the first year)	3,00,000/-

The implementing Agencies are free to provide additional items/other amenities from their own resources.

*J. Other Terms and Conditions.*— (1) The grant of financial assistance under the Scheme cannot be claimed as a matter of right.

(2) The grant of financial assistance under the Scheme shall be sanctioned in two equal installments.

(3) The amount sanctioned under this Scheme shall be utilized for the purpose for which it is sanctioned and the utilization certificate shall be submitted to the Director of Social Welfare.

(4) The second installment shall be sanctioned on after submission of Utilization Certificate from the concerned organization/institution/establishment.

*K. Interpretation and Relaxation.*— (1) The Director of Social Welfare shall be the final authority concerning the interpretation of this Scheme.

(2) The Government may relax any of the provision of this scheme.

APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE TO NGO's FOR RUNNING DAY CARE CENTRE FOR PERSONS WITH DISABILITIES (JEEVAN JYOT)

To  
The Director,  
Directorate of Social Welfare,  
Panaji-Goa.

Sir,

I/We hereby apply for financial assistance under the scheme "GRANT OF FINANCIAL ASSISTANCE TO NGO's FOR RUNNING DAY CARE CENTRE FOR PERSONS WITH PHYSICAL/MENTAL DISABILITIES" and submit the details as follows:

1. Name of the Organization: .....
2. Address of the Organization: .....
3. Year of Establishment: .....

4. Registration No. of the Organization: .....
5. Services provided by the Organization: .....
- .....
- .....
6. Number of Inmates:—

Yours truly,

President/Secretary

Office Seal

Date:—

*A. Documents to be enclosed:*

1. The expertise/experience of the organization in related programmes/services.
2. The constitution of the organization/institution/establishment, its Memorandum of Association and details of aims and objectives.
3. Constitution of the Board Governing Body/Controlling Authority of Management, present membership, date of constitution of present Board of Management/Governing Body.
4. Annual report of last three years.
5. Information relating to the grants received or likely to be received from other Departments of Central Government/State Government/any other source for the same.
6. A statement containing the Balance sheet, Audited accounts and the full receipt and payment of the organization/institution/establishment for the last two years. These should be Audited by a Chartered Accountant or a Government authority; and
7. Detail report of the Activities undertaken by NGO's for the last 3 years.
8. Copy of Registration Certificate/License issued by Competent Authority along with a copy of the Memorandum of Association and details of aims and objectives of the Organization.
9. List of beneficiaries in Annexure- II.
10. A copy of Rent Certificate issued by Public Works Department, Government of Goa; along with a copy of Rent Agreement of the building utilized for the project.
11. Details of basic amenities and services to be provided for the inmates.
12. Copies of all Permissions/NOC's/Licenses/Certificates etc. required for running Day Care Centre; as per the rules of the Government in force.
13. Copies of Disability Certificates of the inmates issued by Medical Board constituted by the Government at Asilo Hospital, Mapusa or Hospicio Hospital, Margao or Goa Medical College, Bambolim, or I.P.H.B., Bambolim.
14. Details of Care Takers/Staff employed in Annexure-III.

## APPENDIX-II (FORMAT)

## Details of Beneficiaries

Sr. No.	Name of the beneficiary	Name and address of the next of kin of the beneficiary	Age of the beneficiary
1.			
2.			
3.			
4.			
5.			

Whether the beneficiaries are receiving benefits under any other Scheme implemented by the State/  
/Central Government: .....YES/NO.

If yes, kindly give the details:

Sr. No.	Name of the beneficiary	Name of the Scheme	Name of the implementing Department	Quantum of financial assistance received per month
1.				
2.				
3.				

## APPENDIX-III (FORMAT)

## Details of Care Takers/Staff employed

Sr. No.	Name and address of the Care Taker/Staff	Educational Qualification	Designation	Salary/Honorarium per month
1.				
2.				
3.				
4.				