

AG-15040/5/2024-Sr.C-I (E.No.-83833)
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment
(Senior Citizens Division)

Shastri Bhawan, New Delhi-01
the 31st July, 2024

OFFICE MEMORANDUM

Subject: Opening of e-Anudaan portal – extension of deadline for Notice inviting application for New RRTCs– reg.

The undersigned is directed to refer to Notice of even number dated 28.06.2024 (copy enclosed) vide which applications are invited from the eligible organisations on this Ministry's e-anudaan portal (<https://grants-msje.gov.in/>) for new Regional Resource and Training Centres (RRTCs) for the year 2024-25 under IPSrC and to say that the last date for applying on the e-Anudaan portal for new RRTCs has been extended till 31st August, 2024.

2. Further, the Organisations can also submit their application through email to the undersigned besides e-anudaan portal. Other contents of the aforesaid O.M. remains unchanged.
3. The FAQs related to this subject matter is enclosed for information of the organisations.
4. NIC is requested to keep the portal open accordingly.

Encls: as above

Signed by Bharti Gusain
Date: 31-07-2024 11:10:17
Reason: Approved

Under Secretary to the Government of India

NIC Division, SJ&E

(Ms. Arpita Barman, Sr. Tech Director),

FAQ's related to new application for RRTC's

Q1: What is the list of documents required for the proposal?

Reply : List of Documents to be submitted along with Application for RRTC:

- Copy of Registration Certificate
- Memorandum of Association / bye-laws / Articles
- Details Managing Committee (additionally a note on their experience in age care)
- Report on work done in the age care field for the past 3 years , type of projects taken up or research done , details of elderly beneficiaries in case the organization is working with elderly directly
- Details of Employees with the organization (at least one or two) whose qualification match that of RRTC staff qualifications listed in AVYAY(so that they can take up the RRTC related work esp qualification and technical knowledge of age care sector)
- Declaration that they are financially strong and can initiate some of the age care activities through resource mobilization on their own
- Recognition/ registration of the organization by the concerned state government
- Space requirements such as office space , training hall facility etc.
- Accounts in 4 parts for the project for which grant-in-aid is sought and for the organization as a whole.
 - Income & Expenditure Statement
 - Receipt & Payments Statement

- Balance Sheet
- Auditors Report

Q 2: Format/annexures required for proposal submission

Reply : Grant in Aid to Voluntary Organizations working in the field of Integrated Programme for Older Persons

APPLICATION CUM MONITORING FORM FOR GRANT-IN-AID TO VOLUNTARY ORGANIZATIONS WORKING
IN THE FIELD OF INTEGRATED PROGRAMME FOR OLDER PERSONS

(for 1st instalment and new cases)

PART – A

1. Financial year for which grant-in-aid is applied :	
2. Name of the Organization :	

3. (a) Nature of the Project* :	
(b) Date of commencement of the Project :	
© Year of commencement of Grant-in-aid from G.O.I. for the Project :	
d) Whether the Project is recognized by the State government :	
4. Date of Registration of the organization :	
5. Address of Registered Office :	
6. (a) Complete Address of location / location where Programme / project / scheme is being implemented :	
(b) Nearest Railway Station/Bus stand:	

7. Whether building is :	<p>OWNED / RENTED / ON LEASE / DONATED</p> <p>(Please indicate ✓ against appropriate box)</p>
--------------------------	---

* Please indicate : 1. Old Age Home, 2. Daycare centre, 3. Mobile medical unit, 4. Non-institutional services.

8. (a) Is the building utilized exclusively for this program?	
(b) If no, provide details of usage:	
9. (a) Area of building:	
(b) Number of rooms:	
10. Whether separate project-wise accounts have been maintained for grants sanctioned earlier?	

13. Whether the statements of accounts submitted along with the application:

(Please indicate \checkmark against appropriate box)

14. The amount of support sought from the Ministry for recurring grant-in-aid:

Cost Head Group	Rs. in Lakhs
(a) Recurring	
(b) Non-recurring	
© Total	

15. Whether List of Beneficiaries added as per Form – I:	Yes/ No
16. Whether List of Managing Committee added as per Form – II:	Yes/ No
17. Whether the List of Employees added as per Form – III:	Yes/ No

PART - B

Details regarding beneficiaries and program (N/A for RRTC unless they run such service)

1. Nature and location of the Centre (separate form to be filled up for each Centre): (refer brochure)

2. No. of Older persons served: NA

Between 60-70 years	Between 70-80 years	Above 80 years
----------------------------	----------------------------	-----------------------

3. Category / background of the beneficiaries joining the centre:

	Number	Percentage
i) Low Income / cannot support themselves		
ii) High Income but nobody to look after		
iii) Widow / widower		
iv) No children to look after		

v) Have children but do not look after		
vi) Seriously ill and as such abandoned by family members		
vii) Quarrels in the family forced to join the centre		
viii) Joined the centre to do social service		

4. Availability of the following at centre:

Lighting ✓	Potable water ✓	Toilet facility ✓
-------------------	------------------------	--------------------------

5. Details of Medical checkup and treatment of the Aged: N/A for RRTC unless they run such service i) Annual expenditure on medicines

Current year	Previous year
---------------------	----------------------

ii) Whether there is a full time doctor or a part time doctor

Full time	Part time
-----------	-----------

iii) If the doctor is part time, the number of visits per month

_____ **N/A** _____

iv) the fee paid to the part time doctor per visit

Rs. _____ **N/A** _____

v) Whether any nursing service is provided

Yes/ No N/A

vi) the number of beneficiaries served for the whole year (in case of MMU)

_____ **New case** _____

vii) the average number of visits by the mobile van per month (in case of MMU)

_____ **N/A** _____

viii) the number of visits the social worker paid to reach out to older persons for the whole year
(in case of Non-Institutional Services)

N/A

6. Nutrition support (in case of OAH / DCC): **N/A for RRTC unless they run such service**

No. of meals per day	Breakfast / evening tea	Average Daily exp.
-----------------------------	--------------------------------	---------------------------

7. Arrangements for recreation: N/A for RRTC unless they run such service

Newspapers	
Books	
Magazines	
Excursions	

Picnics	
Film show	
Religious congregation	

8. What are the services for which the older persons join the Centre: N/A for RRTC unless they run such service

	Number	Percentage
i) For Nutritional support		
ii) For recreation		
iii) For health reason		
iv) For vocational training		
v) To provide social service through the centre		
vi) Any other factor (please specify)		

9. Productive Activity: N/A for RRTC unless they run such service

a) Whether there are any facilities for productive activity for the beneficiaries: **Yes / No**

b) If the answer to the above is yes, give details of nature of such activities:

i) No. of persons involved in such activities : _____

ii) Income per year from such activities for :

beneficiaries: Rs. _____

Centre: Rs. _____

10. Other Activities (other than productive activities): (this is important information that RRTC should give)

i) Whether any social service is undertaken by the centre: **Yes**

a) By adopting specific area: **Yes**

b) By linking with established institutions such as Orphanages, J.J. Institutes etc.: **Yes**

ii) What type of services are provided by the beneficiaries / centre to the community:

a. teaching	Yes
b. planting trees	No
c. vocational training	Yes
d. crèche services	No
e. any other community service	Yes
f. Other (please specify)	

11. Are there any linkages with any other organization / institution? If so, please specify the name of the organization for each service: (this is important information that RRTC should give)

x) Nutrition

xi) Recreation

xii) Health

xiii) Vocational Training-

v) Any other sector -

12. How does your organization qualify to take up RRTC work . Share your thoughts.

PART - C

21. Organization Funds Flow: New case-Not Applicable

FOR THE ORGANIZATION AS A WHOLE / FOR THIS PROJECT

	Year preceding the financial year of Grant-aid assistance indicated at Sl.No. 3(c) Part -A	Previous Year (new projects)	Current Year budgeted / actual	Year preceding the financial year of Grant-aid assistance indicated at Sl.No. 3(c) Part -A	Previous Year	Current Year budgeted actual
i. Financial year						
ii. Total INCOME , of which : (i) funded by office-bearers, donations from private sector						

(ii) funded by foreign contribution						
(iii) funded by local bodies and public sector organization / State Govt.						
(iv) Grant from Central Govt. (Please indicate from each Ministry/ Dept./ CAPART Separately)						
v) Beneficiaries						

contribution / User Charges						
vi) Miscellaneous Income						
vii) Any other sources not mentioned above (specify)						
III. Total EXPENDITURE , of which:						

i) Recurring						
ii) Non-recurring						

IV) Details of Expenditure on:	Year preceding the financial year of Grant-aid assistance indicated at Sl.No. 3(c) Part -A	Previous Year (new projects)	Current Year budgeted / actual	Year preceding the financial year of Grant-aid assistance indicated at Sl.No. 3(c) Part -A	Previous Year	Current Year budgeted actual
(i) Salaries and Wages						
(ii) Rental: a. building						

b. Furniture & Fixture c. Plant & Machinery						
(iii) Travelling, daily, etc. allowances						
(iv) Other Admini- strative Costs						
(v) Expenditure on beneficiaries: in kind: i. Food: ii. Uniform/ Clothing: iii. Medicines:						

iv. Transport facility: v. Recreation / games: vi. Misc.:						
(vi) Material costs incurred by the organization: (for imparting Vocational Trng.) a) _____ b) _____ c) _____						
(vii) Cost per						

beneficiary :						
---------------	--	--	--	--	--	--

8. VERIFICATION

Certified that the 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 & empowerment, Govt. of India.

2. 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 and separately 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 Controller and Auditor General of India at his discretion.

- c. If the State or the Central Government has 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 further extension is granted by the Government of India.
- f. No change in the Plan of buildings, the construction 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 Schedule Castes / Schedule Tribe candidates / 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 other (Govt., Private or foreign) source.

Yours faithfully

Signature of the Authorized Signatory

Name :

Designation :

Address :

Date :

Office Stamp :

Q 3: What is the total budget of the project or payout norms?

Reply :The annual recurring Grant-in-aid shall be released to the RRTCs as given below:

RRTCs in X category towns/cities	Rs. 16.24 Lakh
RRTCs in Y category towns/cities	Rs. 15.84 lakh
RRTCs in Z category towns/cities	Rs. 15.51 lakh

Detailed Cost norms are as under:

Sl. No.	Item	Cost Norms(Annual) in Rs.	
I.	Recurring Expenditure(1 to 7)	*X Category	1624051
		*Y Category	1584451
		*Z Category	1551451
1.	Human Resources total of (a) to (e) below	964408	
a	Project Director	309105	
b	Project Coordinator(Research and Advocacy)	247284	

c	Project Officer cum Accountant(For inspection/Monitoring purpose)		185463
d	Data Entry Operator(One)		123642
e	Multi Tasking Staff		98912
2	a. Binding, Printing, Stationery and Postage(reader friendly material, course material, advocacy material)		77272
	b. Telephone/Internet charges@ 1500 per month		18546
3.	Building Rent or Maintenance @10% of Rent in case of owned building	*X Category	250800
		*Y Category	211200
		*Z Category	178200
4.	Cost towards inspections and monitoring		148370
5.	Annual Regional Level Workshop		47369
6.	Contingencies		91495
7.	Library		25759
II.	Non-recurring including the cost of CCTV camera and website developing charges		334864

Total(I+II)	*X Category	1958915
	*Y Category	1919315
	*Z Category	1886315

* X, Y and Z are three categories of cities House rent allowance in Central Government classified for the purpose of drawing.

Q 4: What are the eligibility criteria? Is there any mandatory working experience or annual turnover?

Reply : Tentative criteria for eligibility for RRTC is submitted below:

Sl. No.	Criteria
1	Organization should have worked in social sector with the community for atleast 5 year and shall have presence in the State where applied
2	Infrastructure and capacity to train filed personnel in the field of Sr.Citizens a) Building, Classrooms, Laboratory b) Professionally qualified staff working for the organization atleast for the last 3 years and are social workers
3	Outreach and Stakeholder management with the following: a) State Government/Local authorities b) Peer institutions

	c) Community outreach d) MoU/ Partnerships with Private Institutions
4	Adequate Financial stability; Be able to meet the expenditure to operate as RRTC at its own for a minimum period of one year (reflected by the corpus funds held in its name)
5	History of delivery of training programs, number of successful implemented projects (quantitative data)
6	Impact (education / health / awareness) created on the community served (Quantitative data)

Q 5: What is the duration of the project?

Reply : There is no fixed duration, targets are given to the RRTCs on year to year basis.

Q 6: What are the minimum marks of eligibility criteria for screening?

Reply : Minimum 50% marks

AG-15040/5/2024-Sr.C-I (E.No.-83833)
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment
(Senior Citizen Division)

Shastri Bhawan, New Delhi

Dated: 28th June, 2024

NOTICE INVITING APPLICATIONS

Applications are invited from the eligible organisations on this Ministry's e-anudaan portal (<https://grants-msje.gov.in/>) for new Regional Resource and Training Centres (RRTCs) for the year 2024-25 under the Integrated Programme for Senior Citizens (IPSrC), a sub-scheme of Atal Vayo Abhyuday Yojana. (AVYAY), from all States/UTs **except** Delhi, Himachal Pradesh, Karnataka, Maharashtra, Manipur, Mizoram, Odisha, Tamil Nadu, Telangana and West Bengal.

2. Role of RRTCs is to act as key nodal agencies on aged care under overall direction & supervision of Ministry of Social Justice and Empowerment, providing overall technical support and inputs on senior citizens programs in their assigned States allocated by the Ministry. The RRTCs will spread across the geographical regions of the country, covering all the States/UTs. RRTCs carry out advocacy, awareness generation, training of stakeholders, database generation, inspections, monitoring, research and liaising with the State Governments of the States assigned in the field of old age care. The RRTCs will be agencies through which the Ministry and National Institute of Social Defence (NISD) reach out to the end beneficiary senior citizens.

3. The detailed eligibility criteria, quantum and conditions of assistance etc. have been described in AVYAY scheme guidelines which has already been uploaded on the website of the Ministry (<https://socialjustice.gov.in/>) and on e-Anudaan Portal (<https://grants-msje.gov.in/ngo-login>). Matrix for eligibility Criteria of RRTCs and Parameters are attached at Enclosures (1&2). The applications from the Organisations for the above- mentioned States/UTs shall be accepted from 01st July 2024 till 31st July, 2024.

Yours faithfully,

(Bharati Gusain)
Under Secretary to the Government of India
eMail: bharati.gusain@nic.in

Copy to:-

NIC division with a request to open the portal for New projects of RRTC in 2024-25.

Signed by Bharti Gusain
Date: 28-06-2024 15:16:47
Reason: Approved