

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

S. No.	Name of the Post	No. of Posts	Amended as of 1/4/2020-Monthly	Amended as of 1/4/2020-Annual	Monthly Expenditure (Rs.) Proposed	Yearly Expenditure (Rs.) Proposed	Justification	Minimum qualification
<b>A. RECURRING EXPENDITURE</b>								
<b>a. Administrative:</b>								
1	Project Coordinator cum-Vocational Counsellor	1	18,000	2,16,000	25,000	3,00,000	To increase the retention rate of dedicated staffs and increase of salary is essential. Also, to bring par with the salary of project coordinators for De-addiction centres for male children, prison under the MSJE	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	1	10,000	1,20,000	12,000	1,44,000	To increase the retention rate of the staffs	Graduate with knowledge of accounts and working knowledge

								of computers.
3	Cook	1	8,000	96,000	10,000	1,20,000	To increase the retention rate of the staffs	-
4	Chowkidar (2)	2	8,000 x 2 = 16,000	1,92,000	9,000 x 2 = 18,000	2,16,000	To increase the retention rate of the staffs	-
5	House Keeping Staff (full time)	1	8,000	96,000	9,000	1,08,000	To increase the retention rate of the staffs	-
<b>B. Medical:</b>								
1	(a) Doctor (Part time) Urban	1	13,500	1,62,000	20,000	2,40,000	IRCA finds difficulty to find part time doctors with the current budget.	"MBBS with registration with medical council / medical commission" along with "should undergo training arranged by the MOSJE / NISD within three months of joining the IRCA."
	(a) Doctor (Part time) Rural	-	16,500	1,98,000	24,000	2,88,000		
	(b) Doctor (Full time)#		55,000	6,60,000	60,000	7,20,000		
2	Counsellor /Social Worker /Psychologist	2	12,500 x 2 = 25,000	3,00,000	17,500 x 2 = 35,000	4,20,000	To increase the retention rate of dedicated staffs and increase of salary	Graduate in any discipline with three years' experience in the field. He/ She

(2)

is essential.

must hold a Certificate of three months Training Course in de-addiction counseling by NISD and should have knowledge of English as well as one regional language.

For New Recruitment (i.e. future recruitment): Graduate in social sciences preferably in Social Work/ Psychology with 1-2 years' experience in the field and should have knowledge of English as well as one regional language.

Preference shall be given to the person holding a Certificate of Training Course

								in de-addiction counselling from recognized institution.
3.	Yoga therapist/ Dance Teacher/Music Teacher/ Art Teacher (Part time)	1	5,000	60,000	5,000	60,000	No change	Possessing experience of at least three years in the discipline.
4.	Nurse	2	12,000 x 2 = 24,000	2,88,000	15,000 x 2 = 30,000	3,60,000	To increase the retention rate of dedicated staffs an increase of salary is essential.	Nurses should be qualified as Auxiliary Nurse Midwife (ANM) and trained by a recognized government medical Institution.  New recruitment (i.e. future recruitment): A qualified nurse with GNM/B.Sc. nursing degree and should be willing to be

								trained by the agency, as decided by MSJ&E.
5.	Ward Boys	2	11,000 x 2 = 22,000	2,64,000	13,000 x 2 = 26,000	3,12,000	To increase the retention rate of dedicated staffs an increase of salary is essential.	VIIIth Class pass preferably experienced in such centres. Ward Boy employed in an IRCA must be trained by NISD.  New recruitment (i.e. future recruitment): Class 8 <sup>th</sup> pass with experience of working in Hospitals/ Health Care Centres/ de-addiction centres.

6.	Peer Educator	1	9,000	1,08,000	10,000	1,20,000	To increase the retention rate of dedicated staffs an increase of salary is essential.	Should be literate; Ex-drug user with 1-2 years of sobriety, Willing to work among drug using population and having communication skills. Agrees to refrain from using, buying, or selling drugs; Ready to work for the prevention of harmful drug use and relapse
<b>Total - A (Urban)</b>		<b>15</b>	<b>1,58,500</b>	<b>19,02,000</b>	<b>2,00,000</b>	<b>24,00,000</b>		
<b>Total –A (Rural)</b>		<b>15</b>	<b>1,61,500</b>	<b>19,38,000</b>	<b>2,04,000</b>	<b>24,48,000</b>		

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

# Fulltime doctor for IRCA with Outpatient treatment facilities.

% Support for one additional (Counsellor /Social Worker /Psychologist) and Nurse will be provided for IRCA with Outpatient treatment facilities.

**B. Recurring Expenditure (Other than Staff remuneration)**

S. No.	Item	Amended as of 1/4/2020-Monthly	Amended as of 1/4/2020-Annual	Monthly Expenditure (Rs.) Proposed	Yearly Expenditure (Rs.) Proposed	Justification		
1	Rent	18,000	2,16,000	18,000	2,16,000	No change		
2	Medicines##	9,000	1,08,000	14,000	1,68,000	Anti Craving drug can be made available if there is hike in expenditure of medicine		
3	Contingencies (Stationery, water, electricity, postage, telephone, maintenance and replacement of bed, linen etc. )	6,000	72,000	8,000	96,000	Marginal increase keeping in view of maintenance of CCTV, RO etc		
4	Transport/Petrol and Maintenance of	3,600	43,200	6,000	72,000	Compulsory Home visit has been		

	Vehicle.					introduced.		
5	In house Kitchen expenditure @ Rs. 110 per day for 3 meals per day to 15 inmates	33,750	4,05,000	49,500	5,94,000	Previously the meals were made available only for 8 beneficiaries vs. 15 beneficiaries as proposed.		
	<b>TOTAL</b>	<b>70,350</b>	<b>1,15,200</b>	<b>95,500</b>	<b>11,46,000</b>			
	<b>TOTAL (A + B) (URBAN)</b>	<b>2,28,850</b>	<b>20,17,200</b>	<b>2,95,500</b>	<b>35,46,000</b>			
	<b>TOTAL (A + B) (RURAL)</b>	<b>2,31,850</b>	<b>20,53,200</b>	<b>2,99,500</b>	<b>35,94,000</b>			

\*20% of re-appropriation of expenditure amongst medicines, contingencies, transportation heads would be permissible within the total admissible allocation

## Financial assistance of Rs.2,10,000 will be provided for medicines to IRCAs with Outpatient treatment facilities.

**NOTE-**

**C. NON-RECURRING EXPENDITURE (Admissible during the setting-up of the Centre and also after a period of five years subject to condition that they have been receiving grants continuously)**

<b>15</b> beds, tables, 3 sets of linen, blankets/office furniture/ equipments/computer/refrigerator etc.	Rs. 2,25,000
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Aadhaar based Biometric Attendance System	Rs. 20,000
<b>Total</b>	<b>Rs. 2,45,000</b>

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

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

S. No.	Name of the Post	No. of Posts	Amended as of 1/4/2020-Monthly	Amended as of 1/4/2020-Annual	Monthly Expenditure (Rs.) Proposed	Yearly Expenditure (Rs.) Proposed	Justification	Minimum qualification
<b>A. RECURRING EXPENDITURE</b>								
<b>a. Administrative:</b>								
1	Project Coordinator cum-Vocational Counsellor	1	18,000	2,16,000	25,000	3,00,000	To increase the retention rate of dedicated staffs an increase of salary is essential. Also, to bring par with the salary of project coordinators for De-addiction centres for male children,	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.

							prison under the MSJE	
2	Accountant cum Clerk	1	10,000	1,20,000	12,000	1,44,000	To increase the retention rate of the staffs	Graduate with knowledge of accounts and working knowledge of computers.
3	Cook	1	8,000	96,000	10,000	1,20,000	To increase the retention rate of the staffs	-
4	Chowkidar (2)	2	8,000 x 2 = 16,000	1,92,000	9,000 x 2 = 18,000	2,16,000	To increase the retention rate of the staffs	-
5	House Keeping Staff (full time)	1	8,000	96,000	9,000	1,08,000	To increase the retention rate of the staffs	-
<b>B.</b>	<b>Medical:</b>							
1	(a) Doctor (Part time) Urban	1	13,500	1,62,000	20,000	2,40,000	IRCA finds difficulty to find part time doctors with the current	"MBBS with registration with medical council / medical commission"
	(a) Doctor (Part time) Rural	-	16,500	1,98,000	24,000	2,88,000		

	(b) Doctor (Full time)#		55,000	6,60,000	60,000	7,20,000	budget.	along with “should undergo training arranged by the MOSJE / NISD within three months of joining the IRCA.”
2	Counsellor /Social Worker /Psychologist (2)	4	12,500 x 4 = 50,000	6,00,000	17,500 x 4= 70,000	8,40,000	To increase the retention rate of dedicated staffs an increase of salary is essential.	Graduate in any discipline with three years' experience in the field. He/ She must hold a Certificate of three months Training Course in de-addiction counseling by NISD and should have knowledge of English as well as one regional language.  For New Recruitment (i.e. future recruitment): Graduate in social

								sciences preferably in Social Work/ Psychology with 1-2 years' experience in the field and should have knowledge of English as well as one regional language. Preference shall be given to the person holding a Certificate of Training Course in de-addiction counselling from recognized institution.
3.	Yoga therapist/ Dance Teacher/Music Teacher/ Art Teacher (Part time)	1	5,000	60,000	5,000	60,000	No change	Possessing experience of at least three years in the discipline.
4.	Nurse	3	12,000 x 3 = 36,000	4,32,000	15,000 x 3 = 45,000	5,40,000	To increase the retention rate of	Nurses should be qualified as Auxiliary Nurse

							dedicated staffs, an increase of salary is essential.	Midwife (ANM) and trained by a recognized government medical Institution.  New recruitment (i.e. future recruitment): A qualified nurse with GNM/B.Sc. nursing degree and should be willing to be trained by the agency, as decided by MSJ&E.
5.	Ward Boys	2	11,000 x 2 = 22,000	2,64,000	13,000 x 2 = 26,000	3,12,000	To increase the retention rate of dedicated staffs, an increase of salary is essential.	VIIIth Class preferably experienced in such centres. Ward Boy employed in an IRCA must be

								trained by NISD.
								New recruitment (i.e. future recruitment): Class 8 <sup>th</sup> pass with experience of working in Hospitals/ Health Care Centres/ de-addiction centres.
6.	Peer Educator	1	9,000	1,08,000	10,000	1,20,000	To increase the retention rate of dedicated staffs, an increase of salary is essential.	Should be literate; Ex-drug user with 1-2 years of sobriety, Willing to work among drug using population and having communication skills. Agrees to refrain from using, buying, or selling drugs; Ready to work for the prevention of

								harmful drug use and relapse
<b>Total - A (Urban)</b>	<b>18</b>	<b>1,95,500</b>	<b>23,46,000</b>	<b>2,50,000</b>	<b>30,00,000</b>			
<b>Total –A (Rural)</b>	<b>18</b>	<b>1,98,500</b>	<b>23,82,000</b>	<b>2,54,000</b>	<b>30,48,000</b>			
<p>*It would be the discretion of the organization to allocate the remuneration amongst the incumbents within the overall financial allocation.</p> <p># Fulltime doctor for IRCA with Outpatient treatment facilities.</p> <p>% Support for one additional (Counsellor /Social Worker /Psychologist) and Nurse will be provided for IRCA with Outpatient treatment facilities.</p>								
<b>B. Recurring Expenditure (Other than Staff remuneration)</b>								
<b>S. No.</b>	<b>Item</b>	<b>Amended as of 1/4/2020-Monthly</b>	<b>Amended as of 1/4/2020-Annual</b>	<b>Monthly Expenditure (Rs.) Proposed</b>	<b>Yearly Expenditure (Rs.) Proposed</b>	<b>Justification</b>		
1	Rent	30,000	3,60,000	30,000	3,60,000	No change		
2	Medicines##	18,000	2,16,000	28,000	3,36,000	Anti Craving drug can be made available if there is hike		



						in expenditure of medicine		
3	Contingencies (Stationery, water, electricity, postage, telephone, maintenance replacement of bed, linen etc.)	8,400	1,00,800	11,200	1,34,400	Marginal increase keeping in view of maintenance of CCTV, RO etc		
4	Transport/Petrol and Maintenance of Vehicle.	6,000	72,000	10,000	1,00,000	Compulsory Home visit has been introduced.		
5	In house Kitchen expenditure @ Rs. 110 per day for 3 meals per day to 30 inmates	67,500	8,10,000	99,000	12,04,500	Previously the meals were made available only for 8 beneficiaries vs. 15 beneficiaries as proposed.		
	<b>TOTAL</b>	<b>1,29,900</b>	<b>15,58,800</b>	<b>1,78,200</b>	<b>21,34,900</b>			
	<b>TOTAL (A + B) (URBAN)</b>	<b>3,25,400</b>	<b>39,04,800</b>	<b>4,28,200</b>	<b>51,34,900</b>			

	<b>TOTAL (A + B) (RURAL)</b>	<b>3,28,400</b>	<b>39,40,200</b>	<b>4,32,200</b>	<b>51,82,900</b>			

\*20% of re-appropriation of expenditure amongst medicines, contingencies, transportation heads would be permissible within the total admissible allocation

## Financial assistance of Rs.2,10,000 will be provided for medicines to IRCAs with Outpatient treatment facilities.

NOTE-

**C. NON-RECURRING EXPENDITURE (Admissible during the setting-up of the Centre and also after a period of five years subject to condition that they have been receiving grants continuously)**

<b>30</b> beds, tables, 3 sets of linen, blankets/office furniture/ equipments/computer/refrigerator etc.	Rs. 3,00,000
Aadhaar based Biometric Attendance System	Rs. 20,000
<b>Total</b>	<b>Rs. 3,20,000</b>

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

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

S. No.	Name of the Post	No. of Posts	Amended as of 1/4/2020-Monthly	Amended as of 1/4/2020-Annual	Monthly Expenditure (Rs.) Proposed	Yearly Expenditure (Rs.) Proposed	Justification	Minimum qualification
<b>A. RECURRING EXPENDITURE</b>								
<b>a. Administrative:</b>								
1	Project Coordinator cum-Vocational Counsellor	1	18,000	2,16,000	25,000	3,00,000	To increase the retention rate of dedicated staffs an increase of salary is essential. Also, to bring par with the salary of project coordinators for De-addiction centres for male children, prison under the MSJE	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	1	10,000	1,20,000	12,000	1,44,000	To increase the retention rate of the staffs	Graduate with knowledge of accounts and working knowledge of

								computers.
3	Cook	1	8,000	96,000	10,000	1,20,000	To increase the retention rate of the staffs	-
4	Chowkidar (2)	2	8,000 x 2 = 16,000	1,92,000	9,000 x 2 = 18,000	2,16,000	To increase the retention rate of the staffs	-
5	House Keeping Staff (full time)	1	8,000	96,000	9,000	1,08,000	To increase the retention rate of the staffs	-
<b>B.</b>	<b>Medical:</b>							
1	(a) Doctor (Part time) Urban	1	13,500	1,62,000	20,000	2,40,000	IRCA finds difficulty to find part time doctors with the current budget.	"MBBS with registration with medical council / medical commission" along with "should undergo training arranged by the MOSJE / NISD within three months of joining the IRCA."
	(a) Doctor (Part time) Rural	-	16,500	1,98,000	24,000	2,88,000		
	(b) Doctor (Full time)#		55,000	6,60,000	60,000	7,20,000		
2	Counsellor /Social Worker /Psychologist (2)	6	12,500 x 6 = 75,000	9,00,000	17,500 x 6 = 1,05,000	12,60,000	To increase the retention rate of dedicated staffs, an increase of salary is	Graduate in any discipline with three years' experience in the

							essential.	field. He/ She must hold a Certificate of three months Training Course in de-addiction counseling by NISD and should have knowledge of English as well as one regional language.  For New Recruitment (i.e. future recruitment): Graduate in social sciences preferably in Social Work/ Psychology with 1-2 years' experience in the field and should have knowledge of English as well as one regional language. Preference shall be given to the
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								person holding a Certificate of Training Course in de-addiction counselling from recognized institution.
3.	Yoga therapist/ Dance Teacher/Music Teacher/ Art Teacher (Part time)	1	5,000	60,000	5,000	60,000	No change	Possessing experience of at least three years in the discipline.
4.	Nurse	4	12,000 x 4 = 48,000	5,76,000	15,000 x 4 = 60,000	7,20,000	To increase the retention rate of dedicated staffs, an increase of salary is essential.	Nurses should be qualified as Auxiliary Nurse Midwife (ANM) and trained by a recognized government medical Institution.  New recruitment (i.e. future recruitment): A qualified nurse with GNM/B.Sc. nursing degree

								and should be willing to be trained by the agency, as decided by MSJ&E.
5.	Ward Boys	2	11,000 x 2 = 22,000	2,64,000	13,000 x 2 = 26,000	3,12,000	To increase the retention rate of dedicated staffs, an increase of salary is essential.	VIIIth Class pass preferably experienced in such centres. Ward Boy employed in an IRCA must be trained by NISD. New recruitment (i.e. future recruitment): Class 8 <sup>th</sup> pass with experience of working in Hospitals/ Health Care Centres/ de-addiction centres.
6.	Peer Educator	1	9,000	1,08,000	10,000	1,20,000	To increase the retention rate of dedicated staffs, an increase of salary is	Should be literate; Ex-drug user with 1-2

							essential.	years of sobriety, Willing to work among drug using population and having communication skills. Agrees to refrain from using, buying, or selling drugs; Ready to work for the prevention of harmful drug use and relapse
<b>Total - A (Urban)</b>	<b>21</b>	<b>2,32,500</b>	<b>27,90,500</b>	<b>3,00,000</b>	<b>36,00,000</b>			
<b>Total –A (Rural)</b>	<b>21</b>	<b>2,35,500</b>	<b>28,26,000</b>	<b>3,04,000</b>	<b>36,48,000</b>			

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

# Fulltime doctor for IRCA with Outpatient treatment facilities.

% Support for one additional (Counsellor /Social Worker /Psychologist) and Nurse will be provided for IRCA with Outpatient treatment facilities.



**B. Recurring Expenditure (Other than Staff remuneration)**

S.No.	Item	Amended as of 1/4/2020-Monthly	Amended as of 1/4/2020-Annual	Monthly Expenditure (Rs.) Proposed	Yearly Expenditure (Rs.) Proposed	Justification		
1	Rent	40,000	4,80,000	40,000	4,80,000	No change		
2	Medicines##	30,000	3,60,000	46,667	5,60,000	Anti Craving drug can be made available if there is hike in expenditure of medicine		
3	Contingencies (Stationery, water, electricity, postage, telephone, maintenance and replacement of bed, linen etc. )	10,800	1,29,600	14,400	1,72,800	Marginal increase keeping in view of maintenance of CCTV, RO etc		
4	Transport/Petrol and Maintenance of Vehicle.	8,400	1,00,800	14,000	1,68,000	Compulsory Home visit has been introduced.		
5	In house Kitchen expenditure @ Rs. 110 per day for 3	1,12,500	13,50,000	1,65,500	20,07,500	Previously the meals were made available		

	meals per day to 50 inmates					only for 8 beneficiaries vs. 15 beneficiaries as proposed.		
	<b>TOTAL</b>	<b>2,01,700</b>	<b>24,20,400</b>	<b>2,79,900</b>	<b>33,88,300</b>			
	<b>TOTAL (A + B) (URBAN)</b>	<b>4,34,200</b>	<b>52,10,400</b>	<b>5,79,900</b>	<b>69,88,300</b>			
	<b>TOTAL (A + B) (RURAL)</b>	<b>4,37,200</b>	<b>52,46,400</b>	<b>5,83,900</b>	<b>70,36,300</b>			

\*20% of re-appropriation of expenditure amongst medicines, contingencies, transportation heads would be permissible within the total admissible allocation

## Financial assistance of Rs.2,10,000 will be provided for medicines to IRCAs with Outpatient treatment facilities.

**C. NON-RECURRING EXPENDITURE (Admissible during the setting-up of the Centre and also after a period of five years subject to condition that they have been receiving grants continuously)**

<b>50</b> beds, tables, 3 sets of linen, blankets/office furniture/ equipments/computer/refrigerator etc.	Rs. 3,75,000
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Aadhaar based Biometric Attendance System	Rs. 20,000
<b>Total</b>	<b>Rs. 3,95,000</b>

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