

MOST IMMEDIATE

F. No. 15-39(49)/2019-20/Sr.C-I
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment
(Senior Citizen Division)

Dated: **the 7th October, 2020**
 Shastri Bhawan, New Delhi.

OFFICE MEMORANDUM


Subject: Seeking proposals for Regional Resource and Training Centres (RRTCs) of Senior Citizen Division –regarding.

The Ministry of Social Justice and Empowerment is the nodal Ministry for the matters related to Senior Citizens and implementing various schemes/programmes for the welfare of Senior Citizens including National Action Plan for the Welfare of Senior Citizens.

2. It has been decided in the Ministry to invite applications/ proposals from the reputed organizations/ Institutions working in the field of old-age Care/ Geriatric or Gerontology, in the prescribed format, for selection as a Regional Resource and Training Centres of Senior Citizen Division, to undertake various activities/programmes for the welfare of Senior Citizens, for the following States:

S.No.	Name of the States
1	Uttar Pradesh
2	Rajasthan
3	Madhya Pradesh and Chhattisgarh
4	Bihar and Jharkhand
5	Tamil Nadu and Puducherry
6	Punjab, Chandigarh and Himachal Pradesh
7	Assam, Meghalaya, Mizoram and Arunachal Pradesh

3. Eligible and willing Organizations/ Institutions are requested get forward their applications/ proposals in the prescribed format through the Social Welfare Department or any other Department Dealing with the matters related to Senior Citizen in the respective State Government, **on or before 23rd November, 2020.**

(Contd....) 

4. State/UT Governments, as mentioned in para 2 above, are also requested to forward the applications/ proposals of the organizations/ institutions, only after verification of the credential of the organization/institution and with the specific recommendations in the Inspection proforma enclosed herewith, within the stipulated time limit, preferably through e-mail on as-sje@nic.in, kumar.ss@nic.in, or rajesh.kumar.dor@nic.in .


(S S Kumar) 7/11/2020

Deputy Secretary to the Govt. of India.

Ph:011-23388837.

Encl: 1. Application format (For the use of Organisations/ Institutions)
2. Inspection Report proforma (For the use of State Governments)

To:

1. Principal Secretaries/Secretaries, Social Welfare Department of the States/UTs mentioned in para 2 above,
2. Organisations/Institutions working in the field of old-age Care/Geriatric/Gerontology
3. Regional Resource and Training Centres of Senior Citizen Division with the request to circulate the same amongst the eligible organizations/institutions
4. Sr. Technical Director, NIC, Department of Social Justice and Empowerment with the request to get upload the advertisement on e-Anudaan portal as well as on the website of the Department

Copy for information to:

1. PS to HMSJE, PS to HMoS(SJE) (Shri RLK)
2. PPS to Secretary (SJE)/ PPS to Additional Secretary (SJE)/PPS to JS&FA and US(SrC-I)

247119/2020/Sr.C.1
Information to be provided to designate as Regional Resource Training Centres (RRTCs) under Integrated Programme for Senior Citizens (IPSc).

A) Eligibility Criteria for applying for selection as RRTC

1. Name & address of the organization,
its registered Office (State) with contact details &
e-mail Id :

1-a: Unique Id Number (NITI Aayog Portal) :

1-b: Registration Number (enclose a copy) :

1-c: Does the activity relating to senior citizens
included in MOA (refer to para) : Yes/No (Para No....)
2. No. of years since working in the field of
elder care/Geriatrics/Gerontology :
3. Number of professionally qualified individuals,
who have been working in the organization for a
minimum period of three years. :
4. Experience in conducting training in the field of
elder care/Geriatrics/Gerontology/old age issues,
with documents that can reflect the same. : :
5. Corpus of the organization (in Lakhs) :
6. Does the organization involved in the community
programmes for senior citizens for last 3 years, if so
Provide details of the programmes undertaken for the
Target Group :

247119/2020/R.C. **Format to collect information about technical capacity of the organization:**

1.	Infrastructure availability	
a	Does the organization have a telephone connection registered in the name of the organization?	
b	Does the organization have a computer with internet facilities that can be made available for use of the RRTC?	
C	Does the organization own a over head projector?	
d	Does the organization own an LCD projector with a computer to use present audio - visual teaching aids?	
2.	Availability of training resources	
a	Does the organization have a library with a minimum of 100 books/ generals/magazines on eldercare/Geriatrics/Gerontology/old age issues?	
b	Does the organization have power point presentations / slides to conduct training programmes?	
c	Has the organization developed the following manuals that explain and guide the elder care/Geriatrics/Gerontology process in the organization?	
d	Does the organization has sufficient space for the project of RRTC, specify the accommodation of the project.	
E	Has the organization developed any IEC material related to elder care/Geriatrics/Gerontology in the past 3 years? (If yes, provide relevant details such as type of IEC material, number of copies printed, focus of material, language, funding source etc.)	
F	List the availability of resource persons available in the city / town where the RRTC will be located. Present a list of the names with their	

	educational qualification and the topics about which that they could be expected to train others.	
g	List the resource people the organization will be able to invite or will need to invite from other cities / towns. Present a list of the names with their educational qualification and the topics about which that they could be expected to train others.	
h	Details of seminars/conferences, if any organized by the organization during last three years	
i	Details of Research/ Study undertaken by the organization in the field of old age care, if any, during last three years	
3. Geographical accessibility		
a	Name the city / town and state where the RRTC would be located?	
b	Is this location well connected by road with places where the other addiction centers are located?	
c	Is this location well connected by railways linkages with other addiction center locations?	
d	Is the location of the project applied for is easily accessible? Specify distance from Airport Railway station Bus stand	
4. Staff resources		
a	Does the Head of the organization possess adequate qualification and experience in the area of elder care/Geriatrics/Gerontology?	
b	How many staff members in the organization have Graduate/post graduate qualification in elder care/Geriatrics/Gerontology / social work	

247119/2020/Sr.C

	including their specialization in the field?	
c	Does the organization have staff who can communicate well in English as well as the local language?	
5.	Training expertise	
	Does the organization have previous experience in organizing training on elder care/Geriatrics/Gerontology?	
	If the organization has previous experience in training, list number of training conducted in past three years, the agency on behalf of whom it was undertaken and sources of funding.	
6.	Community Programmes	
	Number of years in undertaking community programmes for elder care	
	Name the programmes undertaken during the last three years including the number of programmes organised	
7	Record of past performance	
	Present annual report for the last three years with annexure of all the activities of the organization	

**PROFORMA FOR INSPECTION/EVALUATION OF REGIONAL
RESOURCE AND TRAINING CENTRE**

(Inspecting officer (IO) shall furnish this Report based on actual inspection/verification of infrastructure, facilities, services, and records and through personal enquiries)

PART-I

I. Details of the Evaluation Team

Name Designation, Address, Telephone No. and Fax No. of Evaluating Officer	
Name and Designation of the accompanying officials, if any	
Date and Day of Evaluation	
Time of reaching the Centre	
Time of completion of the Evaluation	

II. Information relating to the Resource Training Centre

Name, Address, Telephone No. Fax and E-mail of the contact person in the Regional Resource & Training Centre	
Year of establishment and registration (give registration number)	
Number of years working in the field of Geriatrics/Gerontology	
Composition of the Managing body	
A) Total Number of Persons	
B) Distribution as per Designation (Roles and responsibilities)	
C) Distribution as per educational qualification and experience	
D) Number of field staff	
E) Number of office staff	
Date of its last election and its present tenure	
Is the RRTC running any other projects? If yes, indicate details and source of funding.	

SN	INFRASTRUCTURE	DETAILS	SOURCE OF FUNDING	PURCHASED BY ORGANIZATION
1	Boarding facilities			
	a) Number of rooms			
	b) Mess/Canteen/Dining Hall			
	c) Sanitation facilities			
	d) Number of beds (If dormitory)			
2	Training Hall Capacity			
	a) Number of Chairs			
	b) Number of Tables			
	c) Computers			
	d) White Board			
	e) Black Board			
	f) Overhead Projectors			
	g) LCD Projectors			

247119/2020/Sr.C-II

	h) Slide Projectors			
	i) Flip chart stands			
	j) Lighting and cooling facilities			
3	Office			
	a) Number of Chairs			
	b) Number of tables			
	c) Number of computers			
	d) Printer/scanner			
	e) Photocopy machine			
	f) Functional land phones			
4	Library & Documentation Centre			
	a) Total number of books			
	b) Books on Elder Care			
	c) Journals/ Magazines on Old age issues			
	d) Computerization of Library			
	e) Internet facility in the Library			
5	Lab or Demonstration room (For training in geriatric care)			
	a) Dimensions of the room			
	b) Please write down the details of the equipments in the room (wheelchairs, beds, dummy, feeding equipments etc)			
6	Transport facilities			
	a) Number of vehicles available with the organization			
	b) Capacity of the vehicles			
7	Cleanliness/Hygiene of the Centre			
	a) Separate clean lavatories (For men and women)			
	b) Provision of safe drinking water (Aquaguard, RO etc)			
	c) Any other observation			
8	Others specify:			

Details of Capacity Building Programmes on Old age Issues :

Title of the Training Course	No. of Participant in Attendance	Name of Collaborating Agency(s)	Dates and Duration
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Details of Seminars/conferences organized on Old Age Issues

Name of the Seminar/Conference	No. of Participant in Attendance	Name of Collaborating Agency(s)	Dates and Duration	Publication of conference proceedings

Research projects undertaken on issues of old age :

Topic of the research	Objectives	Methodology (In brief)	Important findings	Published

a) If the organization maintains a database of government-funded services providers on old age care, what is its scope (regional or national), what information does it contain, and how frequently is it updated?

- 10 -

b) If the organization maintains a database of non-government funded service providers, what is its scope (regional or national), what information does it contain, and how frequently is it updated?

c) If the organization maintains a database of resource persons, what is its scope (regional or national),

General Experience and Capacity of the Organization:

Details of Experience:

a. If involved with the development of IEC materials on old age issues, describe the type, content, the language of print.

Type	Content	Language	Scope of Distribution
<i>Pamphlets/Booklets</i>			
<i>Training/Programme Literature</i>			
<i>Wall Posters</i>			
<i>RRTC Calendar</i>			
<i>Audio Visual Clips</i>			

b) If involved in networking with other agencies, describe the extent of networking and type of agencies involved.

Agencies	Activities of the agency	Objectives of networking with the agency	Outcome of networking with the agency	Frequency of meeting or contact with the agency	Date of last meeting with the agency

c) If the involved in advocacy work, describe the target groups, number, of programmes conducted, their utility,

d)

Issue for advocacy	Target group	Activities undertaken	The duration of the advocacy programme	The outcome so far

Advocacy Associated Activities

a. Does the organization provide sensitisation training on issues related to drug abuse for:

i. Political Leaders	v. Academicians
iii. NGOs/CBOs/enterprises (public and Private) :	vi. Social Activists

- 11 -	
iv. Community Workers :	vii. Others (please specify)

- c) Does the organization enlist support for Government policies pertaining to demand reduction?
- d) Does the organization mobilize mass communicators/media professionals for drug abuse campaigns?
- e) Does the organization provide technical support to NGOs, CBOs, and Enterprises?
- e) If actively involved in documentation on issues of old age, specify the information being documented, the method and process of documentation

Documented information by the RRTC	Method and process of documentation	Time of documentation	Use of the documented information	Availability of the documented information

- e) If involved in developing training modules/materials, describe the modules/materials, their utility, and any unique features.

Purpose of the training module	Time of preparation of the module	Unique features of the module

Intra-Organizational Activity

- a) If the organization is aware of other NGOs in its vicinity, what are they and in what capacity do they function?
- b) If at all, how many visits per annum does the organization visit other NGOs to conduct TNAs?
- c) Does the organization network with State Government agencies (e.g. SAARC international agencies, CBOs)?

Business and Administration: Please provide the following documents for review by the inspector.

- a. Cash Ledger and all statements regarding details of income, expenditures, etc. :
- b. Bank Pass Book and all documents regarding funding and grants :
- c. Register of Assets and all documents regarding physical assets, :
- d. Honorarium Register and all documents regarding remuneration receipts etc. :
- e. Attendance Register of Staff :

Monitoring and Evaluation Activities

Please provide details for any of the following activities participating in a sample of the product:

- a. Development of indicators/parameters for monitoring visits and instruments for reporting: TNA is the major instrument.

RRTC Feedback on Funding and Government Support:

- a. How many monitoring visits to each centre are performed by the RRTC per fiscal year?

- b) How can Old Age Care Division/NISD/MSJE assist the RRTC in improving the effectiveness of implementation and quality of service delivery?

:- NISD trains the staff members of this RRTC in order to provide good service delivery

[REDACTED]

(Comments and Observation should be specific and based on the inspection Report)

Location and accessibility of the Centre	
Maintenance of the records relating to accounts	
Cleanliness and Hygiene in the centre/project (i.e. condition of walls, floors, beds; frequency of linen exchange; bathroom facilities; drinking water, food provided; etc.	
Availability and functionality of lights, fans, etc.	
Consistency between staff knowledge, training and field exposure, and their responsibilities (evaluate for indications of commitment and motivation)	
Availability of training facilities, equipment, and feasibility of conducting training programmes	

[REDACTED]

- a) Rate the overall competency of the RRTC staff to deliver programmes and training sessions:

1 2 3 4 5
 Poor Adequate Superior

- b) Rate the overall adherence of the RRTC to its mandate (as outlined in the MOU):

1 2 3 4 5
 Poor Adequate Superior

- c) Rate the overall capacity of the organization to provide support and leadership to other agencies:

1 2 3 4 5
 Poor Adequate Superior

- d) Rate the overall functioning of the organization as an RRTC:

1 2 3 4 5
 Poor Adequate Superior

Areas of deficiencies noted and suggestions for improvement
 (Enclose a statement if necessary, duly signed)

:- The number of workshop in the state/regional level should be more arrange from the previous year to improve aged welfare programme which is run by the other NGOs. Various Vocational Training Programme such as Agarbatti making, Paper Bag making, Artificial flowers making, Toy making, Mushroom Cultivation, Food processing(making pickles from vegetables and fruits) etc. for senior citizen should be available.

Recommendation for continuation or termination of grant to the centre/project based on services inspected. Provide specific reasons for conclusions and observations:

(Enclose a statement if necessary, duly signed)

The organisation has been running the various programme related to the welfare of the aged and destitute orphan, widow very successfully with the limited Govt. assistance as per the needs and requirement. The organisation needs special support and encouragement for further expansion from the government.

The location of the regional resource training centre at wangbal is very much suitable considering the factors like easy accessibility, good transport and communication since the project site is located very close to the NH-39 (now it is NH-102), District Hospital, Police station, Bazar/Market, Post office, Bank within the radius of 0-1 km distance and also water and electricity/power supply of the organisation is very remarkable.

The organisation has adequate infrastructure viz (i) Cultural Hall for 1000 sitting capacity (ii) Library Building (iii) Hostel for Boys 120 capacity (iv) Hostel for Girls 100 capacity (v) Pucca Building for class rooms (vi) Pucca Room for Training Hall 3 nos. (vii) Pucca room for RRTC Centre & Counselling centre (viii) Pucca Latrine 12 nos. separate for Boys & Girls (ix) Recreational Halls (x) Common Temples with tiles (xi) Proper lighting facility with Generator set (xii) Drinking water facility (xiii) 3 cars & 1 Tata Truck etc. The organisation has a strong networking capacity with adequate facilities etc.

Hence, the Regional Resource Training Centre at Wangbal Thoubal district is recommended for implementation for the year 2013- 2014 for grant of financial assistance from the ministry of Social Justice and Empowerment, Govt. of India, New Delhi.

Date of Inspection

Signature of Inspecting Officers