

**SCHEME OF ASSISTANCE TO VOLUNTARY  
ORGANISATIONS FOR  
THE REHABILITATION OF LEPROSY  
CURED PERSONS**

From: Society for Service to Voluntary  
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सत्यमेव जयते

**GOVERNMENT OF INDIA  
MINISTRY OF WELFARE  
SHASTRI BHAVAN  
NEW DELHI**

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## **I. INTRODUCTION**

1.1 India has the world's largest base of Leprosy at an estimated 4.5 million. India accounts for nearly a third of the world's leprosy cases. The average prevalence rate is estimated to be 5.72 per thousand, though in some States prevalence is well above the national average. 25% of all the cases occur in children below 14 years of age. The present estimates indicate that approximately 25% of cases are infectious and nearly 20% suffer physical disabilities (Source : Leprosy Status Report 1985-86-DGHS).

1.2 Leprosy today is as much a social problem as it is a medical problem. Unlike a host of other diseases where suffering ends with the termination of the disease, The leprosy affected suffer during and after their affliction. A stigma continues to operate even after the disease is arrested and segregation manifests itself in a number of spheres and in varying degree. What is therefore needed is an integrated approach to leprosy containment which must involve a nation wide programme comprising of detection, treatment, education as well as rehabilitation. The rehabilitation component should involve new methods of service delivery which should essentially be low cost able to reach out to the maximum numbers within a given time frame and as far as possible be community or domiciliary rather than institution based.

## **II. AIMS AND OBJECTIVES**

2.1 The Scheme envisages providing financial assistance to Voluntary Organisations in a phased manner to cover all leprosy affected persons for rehabilitation. The objectives of the Scheme are to encourage organisations for the Leprosy Cured in the rural and urban slums areas.

2.2 To create public awareness about primary prevention of leprosy, scope for integration and comprehensive rehabilitation of the leprosy disabled, need for involvement of the community in the rehabilitation process, availability of various concessions and facilities to the disabled and eradication of stigma, etc.

2.3 To initiate and implement simple cost effective, result oriented, realistic and comprehensive-rehabilitation programmes for the leprosy disabled persons.

2.4 To implement programmes on early intervention in terms of medical educational and counselling support by sharing the latest technology with the families and the community members in simple and culturally appropriate terms. Early intervention is essential so that the preventable impairments do not develop into disability and handicaps.

2.5 To implement out-reach community based programmes where the field staff provides rehabilitative services and consultative inputs at the door step of the disabled and family members. The scheme does not encourage the institutional programme.

2.6 To initiate programmes which are community based. The programme should enlist the active involvement of local administration and must have a inbuilt mechanism to keep it up dated.

### **III. CATEGORIES AND SERVICES**

3.1. Among the leprosy cured persons, we may define the following categories for each of whom the strategy and rehabilitation effort would be different :-

(i) Category - Those with no loss of sensation and no manifest deformity.

Service - It would be social education and acceptance and economic rehabilitation.

(ii) Category - Those with loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye lid but with no manifest deformity.

Service - Therapeutic, social education and acceptance and economic rehabilitation.

(iii) Category - Those with manifest deformity and paresis but still having sufficient mobility in their hands and feet to enable them to engage in normal economic activity.

Service - Therapeutic service and social and economic rehabilitation.

(iv) Category - Those suffering from extreme physical deformity as well as advanced age which prevents them from re-centring into any economic activity.

Service - Social security and care through established protective homes and social integration.

### **IV. TYPE OF ORGANISATIONS ELIGIBLE FOR ASSISTANCE**

4.1 For the purpose of this Scheme, the following organisations will be

eligible for assistance for providing services for the leprosy cured :-

- (a) An organisation registered under the Societies Registration Act, 1860 (Act XXI of 1860); or
- (b) A public trust registered under any law for the time being in force;
- (c) It should ordinarily have existed for a period of two years.
- (d) It should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in written constitution.
- (e) Its financial position should be sound.
- (f) It should have facilities, resources and experience for undertaking a needed welfare programme.
- (g) It is not run for profit to any individual or a body or individuals.

4.2 Assistance to be provided under this Scheme will be for developing the programmes/projects/activities leading to prevention, early detection (non-medical part), therapeutic services, educational and vocational training employment and social integration.

**(a) Awareness Generation**

Create awareness in the immediate vicinity/ village/block on preventive aspects of disability through.

- (i) Involvement of the community, especially the community leaders such as Sarpanches etc.
- (ii) By involving local Govt, officials.
- (iii) Creating new leadership amongst the locals.
- (iv) Motivating women and children to take up the cause of the leprosy cured.
- (v) Develop effective tools of communication, especially the traditional medium.

**(b) Early Intervention**

- (i) Train Primary Health Workers/Anganwadi workers and other interested community workers in the early detection of leprosy and referring the same to the district hospitals for further confirmation of the disease and the treatment.
- (ii) Informing and orientation of the immediate family and community about the leprosy affected and cured.



**(c) Educational and Vocational Training**

- (i) Promote integrated education.
- (ii) Imparting proper vocational training taking into consideration the capabilities of the leprosy cured patients.

**(d) Economic Rehabilitation**

- (i) Open employment/Integrated employment.
- (ii) Self-employment.
- (iii) Group employment.
- (iv) Liaison with various agencies/authorities to provide employment.

**(e) Social Integration**

- (i) Promote integration of leprosy cured patients in the community.
- (ii) Psychological counselling of the leprosy cured.
- (iii) Family Counselling.
- (iv) Overall acceptance by the immediate community as a useful member.

**(f) Community based rehabilitation**

**4.3 Recurring and/or Non-recurring assistance may be given among others for the following purposes:-**

- (i) Staff support as per approved norms.
- (ii) Purchase of furniture.
- (iii) Purchase of equipment.
- (iv) Construction of building excluding staff quarters.
- (v) Vocational Training.
- (vi) Purchase of books.
- (vii) Contingencies.
- (viii) Transport assistance.
- (ix) Publication of material.
- (x) Maintenance charges for existing leprosy hostels/colonies as per norms.
- (xi) Social Integration.
- (xii) Awareness Generation.
- (xiii) Setting up of protective homes.
- (xiv) Community based rehabilitation.

## **V. EXTENT OF ASSISTANCE**

5.1 The grant in from the Central Government will be determined on the merits of each case and will not exceed 90% of the non-recurring and recurring expenditure. Grant-in-aid for construction of building would not exceed Rs. 5.00 lakhs. The remaining expenditure will be normally borne by the organisation. State Government may however meet this as an exception.

If an organisation has already received or is expecting to receive a grant from some other official source for a project for which application is being made under this scheme, the grant under this Scheme will be sanctioned after taking that into account.

The assistance will not be given for the same purpose under more than one scheme of this Ministry. It will, however, be permissible to give assistance for separate parts of a project under different schemes of the Ministry.

## **VI. MONITORING AND EVALUATION**

6.1 The Committee at the Secretary (Welfare) level will be formed to monitor and evaluate the on-going programmes at regular intervals. The Committee will be headed by the Secretary (Welfare) and will include the representative of the Ministry of Health, Department of Economic Affairs and representatives of IRDP, TRYSEM and other prominent voluntary organisations etc.

Emphasis will be laid on monitoring, reviewing the progress of assistance rendered to the leprosy cured and the integration of the leprosy cured in their immediate social environment. This would essentially mean ensuring community support in self-employment/other employment etc.

## **VII. BUILDINGS**

7.1 A copy of the Site Plan/layout of the proposed building (rough sketch giving a broad indication of the building to be constructed and area to be covered, etc.) and the estimated cost of construction should be submitted. After the proposal has been approved, in principle the organisation/local body will have to submit blue prints of the plan with detailed structural estimates that the construction/renovation of building has been permitted. The estimates need not however, be approved by the State P.W.D. A Certificate by the State Government that the rates are not more than prevailing P.W.D. Schedule of rates for similar work shall suffice.

7.2 The organisation must complete the building within a period of two years from the date of the receipt of the first instalment of grant-in-aid unless in deserving cases extension is granted by Central Government.

7.3 No portion of grant will be paid until the Controlling Authority of the organisation has executed and registered a bond in the approved form, securing to the Government of India a prior lien on the building for the recovery of the amount paid as grant in the event of the building ceasing to be used for the purpose for which the grant was given.

7.4 A certificate shall also be furnished at the time of the application that site for the construction of a building has been acquired by the voluntary organisation concerned. This shall be supported by the documentary proof about the ownership of the plot of land on which the building is proposed to be constructed or ownership of the building in case of renovation, as the case may be. No grant shall be sanctioned unless a site has already been acquired. No portion of the grant shall be utilised for purchase of land.

7.5 After the completion of the building, the Organisation shall furnish to the Central Government copies of the undermentioned documents:-

- (a) A certificate from State P.W.D. to the effect that the building has been completed in accordance with the approved plans and estimates; and
- (b) A statement of expenditure incurred on the construction or renovation, as the case may be, duly audited by the authorised auditors.

7.6 The head of the Organisation shall ensure that the building is thrown open to inspection by the officer of the State P.W.D. or any other officer designated for the purpose by the Central or State Government both during the period of construction or renovation as well as after the construction/ renovation is completed. It shall be the duty of the head of the organisation/local body to carry out any instructions which may be issued in this behalf by the Central Government or the State Government, as the case may be.

## VIII. EQUIPMENTS

8.1 The organisation/institution is expected to provide the maximum use of facilities that it can for the project. However, where full justification is given, purchase of equipments/stores of capital nature proposed to be purchased will be furnished along with estimated cost of each item. The grantee organisation/institution shall refund in full if the project is abandoned by it during the period of sanction or if the project has not started. The stores purchased out of the grant



given by the Ministry of Welfare shall be entered in Stock Registers and presented to the auditors for checking.

8.2 The organisation/institution must submit a statement showing the details of the equipments purchased out of the grant-in-aid received (only in respect of those equipments which cost Rs.200/- or more).

8.3 Equipment purchased out of the grant-in-aid (items costing Rs.200/- or more) will be the property of the Ministry of Welfare who will decide about its disposal on the completion or abandonment, the Ministry would decide on its transfer and permit an organisation/institution, to utilise the equipments, provided the equipment is used for the welfare service and the organisation/institution gives an undertaking for its proper care and maintenance.

## IX. APPLICATION

9.1 An organisation desirous of applying under this scheme should send (Annexure-II) its application to the Ministry of Welfare, Govt. of India in a prescribed form (Annexure-II) by the first January of the year preceeding the financial year to which the application pertains through the Secretary, Department of Social welfare of the State Government/UT Administration in which the organisation is situated. The State Government/UT Administration concerned will send their recommendations (Annexure-III) with an Inspection Report to the Ministry of Welfare within a period of two months from the date of receipt of the application from the organisation/institution.

9.2 In case of an organisation which is already getting assistance under the Scheme, the second instalment will be released only on receipt of the report from the State Govt./UT Administration. However, if the report of the State Govt. is not received within a period of two months, the grant will be sanctioned on the basis of organisation's report. However, the first instalment will be released for continuing programmes to organisation/institution already getting assistance, on receipt of application in the prescribed proforma (Annexure-I), particularly giving details of expenditure incurred out of grants given in the previous year, list of staff maintained, progress report and budget estimates for the year. The application may be sent to the State Government/UT Administrations concerned and a copy of which may be endorsed to this Ministry. The second instalment will, however, be released only on receipt of the recommendations (alongwith the Inspection Reports) of the State Governments/UT Administrations concerned.

9.3 Each application should be accompanied by the following documents:-

- (i) Phot ocopy of the Registration Certificate.
- (ii) Prospectus of the Organisation or a brief description of its object and activities.
- (iii) Constitution of the Organisation.
- (iv) Constitution of the Board of Management and the particulars of each member.
- (v) The latest available annual report.
- (vi) A detailed description of the project for which assistance is requested alongwith its duration, qualifications and experience of the staff to be employed.
- (vii) Financial statement of the project giving item-wise details of recurring and non-recurring expenditure separately, and the source from which counterpart funds will be obtained.
- (viii) Information relating to the grants received/promised or the request thereof made, if any, to other bodies e.g. University, Central, State Government, Central Social Welfare Board or the local bodies, quasi-Government Organisation for the project under consideration. The decision of those bodies on such request should be communicated to the Ministry.
- (ix) Where applicable, a statement of the full receipts and expenditure of the Organisation for the previous two years, and copy of the balance sheet for the previous year certified by a Chartered Accountant or Govt. Authority.

9.4 In case of the projects for which the organisation is already receiving assistance only following documents should be furnished:-

- (i) Latest Annual Report.
- (ii) Audited statement of accounts for the previous year.
- (iii) Utilisation Certificate of the grant sanctioned during the previous year.
- (iv) Two copies of a statement showing grant sanctioned and actual expenditure incurred on each item for which grant was sanctioned.
- (v) Asset statement, where applicable, in the prescribed proforma.
- (vi) Progress Report of the project for which grant was given.
- (vii) Justification for continuing the project.

- (viii) Budget estimates of the year, with justification for each item of expenditure.

## **X. SANCTION**

10.1 The Ministry will scrutinize each application and if found necessary call for any clarification or suggest modification therein.

10.2 After the scrutiny and as soon as possible, the Ministry will issue a sanction letter on the approved items of the programme(s)/project(s).

10.3 Instalments : The first instalment will be released as soon as possible for the year to which the application pertains. The size of the first instalment will be determined on the basis of an audited or unaudited statement of accounts for the previous year. An audited statement of accounts for the previous year must, however, be submitted before the second instalment is released.

10.4 The second instalment shall usually be released only after reviewing the progress in the first six months. The size of the second instalment shall be determined on the basis of the actual expenditure for the first six months of the year.

10.5 The release of grants will be subject to the conditions laid down in General Financial Rules, 1963, as amended and instructions issued there under from time to time.

10.6 Bond : An aided organisation shall, before it receives assistance from the Government of India, execute a bond in prescribed proforma to the effect that in the event of its failure to abide by any or all of the conditions of the grant it should be liable to refund the whole or such part of the grant as the Government of India may decide with interest thereon.

## **XI. EXPENDITURE**

11.1 Should the actual expenditure on the items for which assistance was sanctioned fall below the level at which the grant was determined, the organisation shall be liable to refund unutilised portion of the grant to the Government of India.

11.2 An aided organisation must exercise reasonable economy in expenditure on approved items.

## **XII. ACCOUNTS**

12.1 An aided organisation shall maintain separate accounts of the grants received under this scheme. They shall always be open to check by an officer deputed by the Government of India. They shall also be open test check by Comptroller and Auditor General of India at his discretion.

12.2 An aided organisation shall maintain a record of all assets acquired wholly or substantially out of Government grant. Such assets shall not be disposed of encumbered or utilised for purpose other than those for which the grants were given without prior sanction of the Government of India. Should the Organisation ceases to exist at any time, such properties will revert to the Government of India.

12.3 After the close of the financial year organisation will submit an audited statement of accounts, with a utilisation certificate for all expenditure incurred.

12.4 The Organisation will also submit to the Ministry a Statement showing the equipment purchased out of the assistance with its price.

## **OTHER CONDITIONS**

## **XIII. SOURCE OF GRANTS**

13.1 If an Organisation has already received or is expected to receive a grant from some other official sources for the purpose for which the application is being made under this scheme assessment of Central Grant will normally be made after taking into account grant from such other official sources.

13.2 If it is found at a later date that the Organisation had with-held or suppressed information regarding the grants from other official sources, the grant of Central Government may be cancelled, reduced or the Organisation may be asked to refund the grant already paid to it.

## **XIV. ORGANISATIONAL BUDGET**

14.1 An aided organisation should have its own organisational budget for the year for which it proposes to apply for assistance.

14.2 The service of the organisation should be open to all citizens of India without distinction of religion, race, caste, language or any of them.



## XV. INSPECTION

15.1 An aided organisation shall be open to inspection by an officer of the Central Government and State Govt. or a nominee of these authorities.

## XVI. GENERAL

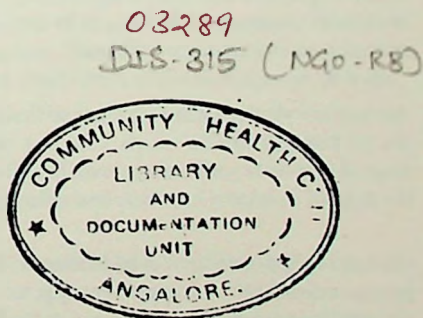
16.1 An aided organisation shall furnish to the Ministry of Welfare such information as the Ministry may require from time to time.

16.2 The grantee organisation shall implement Government orders in regard to reservation of posts for Scheduled Castes and Scheduled Tribes.

## XVII. REPORTS

17.1 An aided Organisation shall furnish to the Ministry of Welfare half-yearly progress report on its activities.

17.2 After the close of the financial year, the Organisation shall submit to the Ministry, a detailed report of the activities undertaken during the year.



**Application for Grant-in-Aid under the Scheme of Assistance to Organisations for the Leprosy Cured Persons.**

From

To,

The Secretary,  
Ministry of Welfare,  
Government of India,  
Shastri Bhavan,  
New Delhi-110001.

Through

The Secretary, to the Government of \_\_\_\_\_  
Department \_\_\_\_\_

**Subject :- Grant-in-Aid under the Scheme of Assistance to Organisations for the Leprosy Cured Persons.**

Sir,

I submit herewith an application in duplicate for a grant under the Scheme of Assistance to Organisations for the Leprosy Cured persons. I 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 conditions: -

- (a) All assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilised for purposes other than those for which the grant is given. Should the organisation 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 Comptroller and Auditor General of India at his discretion.
- (c) If the State or the Central Government have reasons to believe that the Grant is not being utilised for approved purposes, the Government of India may stop payment or 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 buildings.
- (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 the building 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 organisation will bear the balance of the estimated expenditure on the project or the organisation will bear ten percent of the expenditure or the organisation will not bear any expenditure and the entire balance will be borne by the State Government; and
- (i) The organisation agrees to make reservation for the Scheduled Caste/ Scheduled Tribe candidates/Disabled Persons for appointment against the posts sanctioned for the working of the organisation in accordance with instructions issued by the Government of India from time to time.

Yours faithfully,

(Signature)

(Designation)

(Office Stamp)

Date : \_\_\_\_\_

Government of India  
Ministry of Welfare

Scheme of Assistance to organisations for the Leprosy Cured Persons.

**APPLICATION FORM**

Note : Application received in an incomplete form or Without Supporting Documents or after the Prescribed date (by October) will not be entertained. The Application should be filled in by words and not by Dashes or Dots).

**PART I**

(To be completed by the applicant)

1. Name and complete address of the Organisation
2. Date of establishment of the Organisation
3. Nature of the Organisation
4. Brief history of the Organisation and of its object & activities
5. Whether recognised by the State Govt.. If so, name of the State Government
6. Whether registered under Indian Societies Registration Act, 1860 (Act XXI of 1860) or corresponding State Acts, or it is managed by a Trust or body of Trustees (detail of registration with the name of the Act).
7. Whether located in its own/rented building
8. Number of beneficiaries :

Year	Name of the Project	Placement/Home/ Vocational Trng. Centre/Awareness Generation/Counselling Centre	Beneficiaries			
			Age Group	Number	Male	Female
			Viz			
			0-14			
			15-30			
			31 and above			
1	2	3	4	5	6	7



- (i) Present number of Leprosy Cured persons
  - (ii) Number of Leprosy cured persons benefited from grants given in the last year.
  - (iii) Number of Leprosy cured persons expected to be covered under the project applied for.
- (Note : Information in respect of (i) and (ii) should be given in the form given on the right side).
9. Details of the project for which grant is applied for (in case the project is divided into different phases, details of each phase may be given separately with location of the project).
10. (a) If the request is for equipment/furniture.
- (i) Details of equipment/furniture available at present
  - (ii) No. of beneficiaries
  - (iii) Details of furniture/ equipment requested
- (b) If the proposal is for construction of Home/VTC building
- (i) Number of rooms proposed to be constructed
  - (ii) Total area in Sq. ft. to be constructed
  - (iii) Proposed cost per Sq. Ft.
  - (iv) Number of beneficiaries proposed to be benefitted
- (c) In the proposal is for construction of Home of Leprosy Cured.
- (i) Number of rooms proposed to be constructed
  - (ii) Area of each room
  - (iii) Proposed cost per Sq. ft.
  - (iv) Number of inmates to live in each room
  - (v) Total number
11. Likely dated of commencement and completion of project.
12. Whether the project is likely to be assisted by some other official or non-official source.
13. Justification for the project indicating its outstanding features which entitles it to Central Assistance

14. Total estimated expenditure on the project vide Annexure IV and V
  - (i) Non Recurring
  - (ii) Recurring
- (b) Period for which recurring assistance is required
15. (a) Amount of grant requested vide Annexure IV & V
  - (i) Non Recurring
  - (ii) Recurring
- (b) Period for which recurring assistance is required
16. Whether necessary land for the proposed building is available. If so, give details.  
(Please indicate the location of the plot and enclosed permission certificate for construction the competent authority etc)
17. (a) Details of the plinth area to be constructed in relation to the number of Leprosy Cured persons for whom construction is to be undertaken.
- (b) Whether the plinth area is according to the standard laid down by the State Government for similar project.
- (c) Whether the Organisation is willing to have work executed from the P.W.D. Authority.
18. (a) Whether trained staff and other suitable facilities for undertaking the project are available. If so, give details.
- (b) In case new staff is to be appointed, give details of the qualifications, academic and professional and experience prescribed for the purpose.
- (c) Number of the employees working in the Organisation.
19. Whether the organisation is in a position to meet the balance expenditure. If so, indicate the source
20. List of papers/statements to be attached :
  - (a) Prospectus or a brief descriptive note giving aims and objects/activities of the Organisation
  - (b) Constitution of the Organisation
  - (c) Constitution of the Board of Management with the particulars of each member

- (d) Late available annual report :
- (c) Income and Expenditure account and Receipt and Payment accounts duly audited by a Chartered Accountant or a Government auditor for the last two years for the Organisation as a whole (along with a copy of the certified balance sheet from the previous financial year for the Organisation as whole)
- (f) A statement giving details (year, purpose, amount ect) of the assistance received during the last five years from the Central/State Government, Central Social Welfare Board, local bodies or any other quasi-Government Institution including request made there of to any one of those or any other Organisation for the projects under consideration or for any other project :
- (g) A statement giving item-wise and year-wise details of estimated recurring and non-recurring expenditure on the project :
- (h) A copy each of site plan of the proposed building (rough sketch giving broad indication of the building to be constructed and area to be covered) and estimated cost of construction :
- (i) A statement indicating the equipments, apparatus, furniture, library books etc. (by number of details which ever is possible) already available; and separately a statement indicating the above items purchased year-wise with financial assistance from the Ministry of Welfare; and
- (j) Detailed budget estimated of the Organisations as a whole exhibiting the estimated receipts and expenditure during the year for which grant sought for

21. List of additional papers, if any :

22. List of additional information, if any :

Place : Name :

Date : Designation :

## PART-II

**RECOMMENDATIONS OF THE STATE GOVERNMENT**

The application from..... (name of the Organisation) is forwarded, duly recommended to the Ministry of Welfare, Government of India, with the following comments :-

- (i) That a senior Officer of the ..... (State Government Department) has visited the organisation and a copy of his Inspection Report is attached/has not visited the Organisation.
- (ii) That the Organisation is recognised and/or registered under (Indian Societies Registration Act, 1860) or corresponding State Acts, or it is managed by or Trust or body of Trustees.
- (iii) That the application has been thoroughly examined and that it is found to be covered under the provision of the scheme.
- (iv) That the project for which the application is being recommended is absolutely essential for the development/expansion of the Organisation in the field of education/Social Welfare/Social work, for the following reasons.
- (v) That its work has been reported (wherever such reporting is necessary) as satisfactory during the last three years by the inspectorate.
- (vi) That the Organisation is not run for profit to any individual or a body of individuals.
- (vii) That the Organisation does not charge capitation or similar from students of other states.
- (viii) That the land for the construction of building is available.
- (ix) That the accommodation proposed to be constructed conforms to the standards laid down by the State Government.
- (x) That the rates of the proposed construction are not more than the prevailing P.W.D. Schedule of rates for similar work.
- (xi) That assistance has/has been given by the State Government. In the former case, details of grant sanctioned during the last five years for the purpose may be given.
- (xii) That the existing stock of equipment apparatus furniture library books etc., has been examined and that additional requirements are considered necessary.



- (xiii) That the balance expenditure will be met by the Organisation and the State Government in the ratio of .....
2. The State Government recommends that the following grants may be given to the Organisations by the Ministry of Welfare under the Scheme of Assistance to Organisations for the Leprosy Cured Persons.

Break - up	Items	Recurring Rs.	Non - recurring Rs.
1.			
2.			
3.			
4.			
5.			

(Signature)

(Designation)  
(Office Stamp)

Date :

Note :- The Officer signing this certificate should be of or above the rank of an Under Secretary to the State Government.

2. A statement showing the break-up of items of expenditure (of both recurring and non-recurring) recommended should be attached in the form of a calculation sheet.

**NORMS FOR THE SCHEME OF ASSISTANCE TO ORGANISATIONS FOR THE LEPROSY CURED PERSONS.**

**(A) ADMINISTRATIVE EXPENSES**

**Recurring**

1. Project Coordinator
2. Accountant-cum-Clerk
3. Peon
4. Contingencies
5. Rental

**(B) AWARENESS GENERATION/COUNSELLING CENTRE**

1. Psychologist/Counsellor
2. Social Worker
3. Helper
4. Rental
5. Contingencies

**Non-Recurring**

1. Audio Visual equipment for publicity, mass-education, training etc.
2. Furniture

**(C) VOCATIONAL TRAINING**

- (i) Staff and equipment for the Vocational Training Units are to be sanctioned according to the strength/requirements.
- (ii) In the case of Vocational Training Centres where heavy machines consuming substantial amount of electricity are used, extra funds for electricity charges can be sanctioned on actual consumption basis.
- (iii) If grant is sanctioned for raw material, then sale proceeds of the finished products, if any, should be shown in the audited accounts and properly adjusted, while sanctioning grant-in-aid.

**(iv) Staff**

(a) Vocational  
Counsellor

(i) Graduate from  
recognised  
University/  
Institute.

(b) Vocational  
Instructor

(i) Matriculation or  
equivalent  
fificate in  
relevant trade.

(c) Helper

(d) Stipend to trainees

(e) Rental

(f) Raw material

**Non-Recurring**

Equipment

Furniture

Building grant for every ten persons.

Note :- Number of trainees should not be less than 10 persons.

**(D) PLACEMENT SERVICE FOR LEPROSY CURED PERSONS**

**1. Placement Officer**

(Qualification - Graduation from any recognised Univeristy) should be able to liaise with various agencies/authorities to provide employment to leprosy cured persons.

**(E) HOME FOR LEPROSY CURED AND SEVERELY DISABLED**

1. Supervisor
2. Honorarium to a part-time Doctor per visit for 4 visits in a month for 12 months.
3. Nurse/Helper
4. Cook
5. Chowkidar
6. Sweeper
7. Grant for food/lodging of inmates
8. Medicines etc.
9. Rental
10. Contingencies

### **Non-Recurring**

1. Beds
2. Bedding
3. Furniture
4. Kitchen Equipment
5. Recreation items
6. Building : The proposal/ plan for building should be such that it accommodates at least 25 persons. Grant-in-aid will be given upto the maximum of Rs.5.00 lac.

Note : 1. Number of inmates should not be less than 25.

2. Rental can vary according to local needs subject to maximum of Rs. 2500/-p.m. and claims should be made accordingly.



**DETAILS SHOWING BUDGET ESTIMATES FOR NON-RECURRING FOR THE FINANCIAL YEAR .....**

Name of the Organisation :

Name and Postal address  
of Project :

S. No.	Name of items to be purchased	No. of items required	No. of items already available	No. of items for which grant required	Total cost involved
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Signature :  
Name (            )  
Designation  
Date :