

## **SCHEME OF CAPITAL GRANTS FOR CONSTRUCTION OF NEW HEALTH CENTRES, CONSTRUCTION AND EXTENSION OF HOSPITAL/MEDICAL CLINIC BUILDINGS ETC.**

### **a. INTRODUCTION:**

The Board may sanction capital grant to any institution looking after the health of tea plantation workers and their dependants for setting up new health centers, construction and extension of hospitals/medical clinics buildings located in very near tea plantation areas where medical facilities are not readily available and which are rendering services to the tea garden workers and their dependants.

### **b. ELIGIBILITY:**

- i) An institution applying for the grant for construction of health centers and for construction/extension of hospital/medical clinic buildings should send the proposal/application in Board's application form as designed by the Board.
- ii) The institution should be registered and preferably be located in a tea growing area and cater sufficiently to the needs of the tea garden workers and their dependants.
- iii) The Institution should have a clear and undisputed title on the land on which construction is to be made with the grant.
- iv) The institution should agree in writings that it would impart first aid training, if there is any such provision, to at least fifteen tea plantation workers or their family members free of cost in each terms for a period of at least 10(ten) years.
- i) It was also decided that the scheme might also be extended to the non-traditional areas and wherever necessary relaxation of the provisions of the scheme for extending the facilities to the non-traditional tea areas should be considered and made.

### **c. QUANTUM OF GRANT:**

The grant for construction of health centers and construction/extension of hospitals/medical clinics may be sanctioned on submission of a proposal containing detailed plan and estimates prepared by an approved technical authority and counter-signed by the Head of the Institution. The Institution should bear not less than 30% of capital cost of the project but may have to bear more than the said percentage. Quantum of Board's grant will be decided on the merits of each case after taking into account the extent of facilities the tea garden workers and their dependants would genuinely derive. Grants to be sanctioned by the Board shall not exceed 70% of the capital cost of the project or Rs. 12.00 lakhs whichever is lower.

### **d. CONCESSIONAL FACILITIES:**

In lieu of the grant the grantee institution shall reserve such number of beds in the Health Centres/Hospitals/Medical Clinics as the case may be for the tea garden workers patients or their dependent family members with free or concessional charges of treatment and such other concessional facilities as may be stipulated by the Board.

### **e. APPLICATION FOR GRANT:**

The application for the Board's capital grants is to be made by the Head of the Institution in the application form as designed by the Board. The Board shall be at liberty to call for any other particulars and documents as it may consider necessary to determine the eligibility for the grant in individual cases.

**f. SANCTIONING AUTHORITY:**

- i) After scrutiny of the application, sanction may be accorded by the Board or any other competent authority.
- ii) The Board shall be entitled at any time to reduce the amount of grants sanctioned or to cancel such portion thereof as shall remain unpaid when the Board decides to reduce or cancel the grants or part thereof.

**g. MODE OF DISBURSEMENT:**

- i) 50% of the sanctioned amount on immediate submission of information supported by documents to the effect that the grantee institution has spent its own share of the construction cost and that the progress of the construction is proportionate to the expenditure made by the grantee institution.
- ii) 25% on submission of audited statement of accounts for expenditure incurred by the grantee institution together with submission of utilization certificate of the expenditure of 50% of the grant. Such utilization certificates should be countersigned by the Head of the concerned Government department.
- iii) 25% on receipt of completion certificate and audited accounts of expenditure for the entire project.
- iv) Each instalment will be released on the recommendation of Board's officer or any other officer nominated by the Board for the purpose. Board's nominee is also at liberty to inspect the project work at any time as considered necessary.

**h. OTHER TERMS AND CONDITIONS:**

- i) The Board shall have the right to nominate a member on the Managing Committee/Governing Body of the grantee institution under the category of permanent donor or any other category. If necessary, the authorities of the grantee institution should take necessary steps for making provision for such nomination in their constitution and secure nomination from the Board at every election or at the termination of the membership of the Board's nominee.
- ii) After the project is completed with the Board's grant, the grantee institution should maintain a register of assets created wholly or partly out of the Board's grant and a certified copy of the record of assets as contained in the register should be furnished to the Board annually.
- iii) The grantee institution shall submit a list of the tea garden workers or their dependants enjoying the concessional facilities every year in such proforma as may be framed by the Board.
- iv) The Board's grant should be strictly utilized for the specific purpose for which it is sanctioned.
- v) The recipient shall keep proper accounts in respect of the receipt and disbursement of the moneys obtained from the Board and shall have them at all times posted upto date and shall permit the Board or any officer authorized by the Board to examine all such books at all reasonable times and take copies and extracts therefrom.

- vi) Unless otherwise required in writing by the Board the whole or part of the grant remaining undisbursed shall be refunded to the Board without delay.
- vii) In the event of the recipient failing to observe or perform any of the terms and conditions of the grants or the terms herein contained, the Board shall be entitled at its option either to enforce specific performance of the agreement or to obtain from the recipient the refund of the entire amount already paid with interest @ 12% per annum from the date of advance to the date of repayment.
- viii) In the event of any institution established both fully/partly with the grant being abolished or abandoned, the buildings created out of Board's grant and the said institution shall not have any further right, title or interest in the said buildings.
- ix) The recipient shall furnish the Board with such information and periodical reports and returns relating to the grant as the Board or any officer duly authorized by the Board may from time to time require.
- x) The project shall be completed within a reasonable time as stipulated by the Board.
- xi) In the event of any misuse of any amount from the said grant, the Board being the sole judge on the question as to whether there had been any such misuse, or not the recipient shall be liable to refund the entire grant made by the Board forthwith on such demand made by the Board.
- xii) The recipient shall affix a plaque/hoarding to the effect that medical facilities had been organized with the financial aid of the Tea Board.

**i. AGREEMENT:**

After a grant is sanctioned, the grantee institution shall execute an agreement with the Board in the form as framed by the Board on stamp paper of appropriate value at the cost of the recipient. No portion of the grant would be disbursed before execution of the agreement.

**j. AMENDMENT:**

The Board reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of this scheme without notice.

\*\*\*\*\*

**APPLICATION FORM FOR CAPITAL GRANT FOR SETTING UP NEW HEALTH CENTRES, CONSTRUCTION AND EXTENSION OF HOSPITAL/ MEDICAL CLINIC BUILDINGS ETC.**

1. Name of Institution with full address (in block letters) :
2. Year of establishments with details of sponsors. :
3. Registered by :
4. a) Nature and type of treatment facilities existing or to be offered in the hospital/ health centers/medical clinics with details of wards and beds available. :
- b) No. of free and paid beds in each ward :
- c) Charges payable by a patient for :

| <u>Admission</u> | <u>Seat Rent</u> | <u>Cost of treatment including medicine</u> | <u>Operation on food charges</u> |
|------------------|------------------|---|----------------------------------|
|------------------|------------------|---|----------------------------------|

i)

ii)

iii)

5.a) Hospital Personnel :

i) No. of specialists with details of qualification :

ii) No. of general duty doctors :

iii) Other para medical staff :

b) Equipments & Laboratory :

c) Whether there is any teaching facility attached to the hospital and, if so, details thereof. :

6. Method of admission of patient :

7. No. of patients treated during last three years. :

200

200

200

a) In and out patients :

- b) No. of patients belonging to tea estate :  
(a statement showing the name of the patients and the T.E. in which they were employed is to be furnished).
8. No. of patients belonging to tea gardens who were refused admission for want of beds or for want of treatment facilities during the last three years. :
9. Nature of management of the hospital including details of the membership of the Managing Committee/Governing Body and the Executive and Financial control exercised by the Director of Health services of the State Government (a copy of rules and by-laws of The institution should be enclosed). :
10. **a) Income** 200      200      200
- i) Charges recovered from patients : \_\_\_\_\_
- ii) Donations \_\_\_\_\_
- iii) Grant-in-aid from Government \_\_\_\_\_
- iv) Other receipts : \_\_\_\_\_
- Total Income** : \_\_\_\_\_
- b) Expenditure** 200      200      200
- i) Salaries & allowances of the medical Staff : \_\_\_\_\_
- ii) Other establishment \_\_\_\_\_
- iii) Cost of repair of buildings \_\_\_\_\_
- iv) Other contingencies : \_\_\_\_\_
- Total Expenditure** : \_\_\_\_\_

| Name of T.E. | Distance (in kms) | Mode of Transport |
|--------------|-------------------|-------------------|
|--------------|-------------------|-------------------|

11. Name of tea estates within a radius of 50 kms from the hospital/clinics with actual distance of each tea estate from the hospital/clinics.
- a) Name and address of the existing hospital/group hospitals in near by area of plantation with address and distance from the site of proposed project. :

- b) Existing communication facilities :
12. Whether any capital grant was received from Tea Board previously and, if so, please mention the details thereof. :
13. Details of the purpose for which the capital grant is sought for from Tea Board. :
14. Total estimated cost of the project (detailed plan and estimate in duplicate) prepared and signed by an approved technical authority and counter-signed by the head of the institution. The plan should bear endorsement (with office seal) of the head of the institution. The plan should be approved by the local Municipal or Panchayat authority. :
15. Source of funds for the project (Documentary evidence of commitment will be preferable). :
- i) Reserve fund of the Hospital, if any :
- ii) Special grant from the State Govt. :
- iii) Grant sought for from Tea Board : \_\_\_\_\_
- Total** \_\_\_\_\_
16. In the event of the Tea Board sanctioning the grant, the period within which the project is expected to be completed. :
17. Details of the existing structure and vacant land, if any. :
- a) Whether the Hospital/Medical Clinic has land for the project, and, if so, its area accompanied by the site plan in duplicate is to be furnished. :
- b) The terms on which the land is held is to be stated and this should be supported by an attested copy of the certificate from the appropriate local authority, indicating that the hospital/medical clinics has a clear same is free from encumbrances and attachments. :
18. Concessions proposed to be provided for the tea garden patients of their dependants family members in lieu of the capital grant sought for from Tea Board. :

- i) No. of beds proposed to be kept reserved in the hospital/health centers for tea garden workers and their dependants. :
  - ii) Period of reservation :
  - iii) No. of free beds including free treatment and diet to be provided for patients from tea gardens. :
  - iv) No. of reserved beds to be provided for patients from tea gardens at concessional rates with indication of charges under bed rent, cost of treatment, operation, diet charges etc. :
19. The particulars of the Local PWD authority of the State Government who will supervise the work of construction should be furnished along with their consent to the same. :
20. Whether the following conditions for release of the grant, if sanctioned, will be acceptable to you? :
- Yes/No
- i) 50% of the sanctioned amount on immediate submission of information with supporting documents to the effect that the grantee institution has spent its own share of the construction cost and the progress of work is proportionate to the expenditure made by the grantee institution. :
  - ii) 25% on submission of audited statement of accounts for expenditure incurred by the grantee institution together with submission of utilization certificate to be counter-signed by the head of the concerned government department. :
  - iii) 25% on receipt of completion certificate and audited accounts of expenditure for the entire project. Completion certificate to be submitted within one year from the date of release of last instalment. :

21. Any reduction in the original estimate of expenditure by more than 5% has to be reported to the Board and in such an event the Board shall retain the right to adjust the grant. No alteration in the approved plan after sanction will be allowed.

Will this basis be acceptable to Institution? Yes/No.

22. In the event of sanction of a grant whether hospital/clinic is agreeable to execute an agreement with the Tea Board on stamp paper at the cost of the institution of appropriate value embodying the terms and conditions for obtaining grant. Yes/No.

Under the capital Grant Rules, a representative of the Tea Board is to be nominated on the Managing Committee/Governing Body of The Grantee Institution. The Board's Nominee will be at liberty to inspect the construction works at any time as considered necessary. Is this possible under the existing rules of your institution or prior permission of the State Government for such nomination will be necessary? Yes/No.

Place :

Date :

Signature :

\_\_\_\_\_  
(Head of the Institution)

Name :

\_\_\_\_\_  
(Official Seal)

N.B. : All columns of the application form should be read carefully and filled in by the competent authority. The application form, complete in all respects including the annexure required should be sent to the Executive Director, Tea Board, Coonoor/Guwahati as per their jurisdiction and for other areas to Welfare Liaison Officer(North), Tea Board, Kolkata or any other officer authorized by the Board for this purpose.