

SCHEME OF CAPITAL GRANTS FOR HOSPITAL/MEDICAL CLINICS TOWARDS EXTENSION OF TREATMENT FACILITIES AND ALSO PURCHASE OF MEDICAL EQUIPMENTS, ACCESSORIES AND AMBULANCE.

a. INTRODUCTION:

The Board may sanction capital grants to Hospitals/Clinics for introduction/extension of specialized medical facilities for the treatment of TB, Cancer, Leprosy, Eye, Heart, Kidney disease etc., which are not available for tea garden workers and their dependants in the Tea Garden Hospitals. Grants are given for construction of buildings for creating additional beds/wards attached to the hospitals as well as for purchase of equipments like X-Ray plant, surgical instruments, ambulance etc. required for specialized treatment. The Board may also sanction in special cases necessary recurring grants towards maintenance of beds in hospitals for tea garden patients.

b. ELIGIBILITY:

- i) The Hospital/Clinic applying for the grant should be registered and preferably be located in the tea growing areas so that the patients from the tea garden may fully avail of its facilities.
- ii) Ambulance shall not be provided with Board's grant to any garden hospital/group hospital traditional areas.

Ambulance on merit basis may be provided with Board's grant to gardens in non-traditional areas. Such eligibility criteria may be relaxed by the Board only on considering the merit of the application, if submitted.

c. QUANTUM OF GRANT:

Grant may be sanctioned on submission of detailed plan and estimates prepared by an approved technical authority and counter-signed by the Head of the institution. Normally the Institution are to bear not less than 30% of capital cost of the projects but in cases may have to bear more than the said percentage. The quantum of Board's grant will be decided on 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. 8.00 lakhs whichever is lower.

d. CONCESSIONAL FACILITIES:

In lieu of the grants, the grantee institution shall reserve beds in the institution for tea garden patients with free or concessional charges of treatment and such other concessional facilities as may be stipulated by the Board.

e. APPLICATION FOR GRANT:

- i) 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.
- ii) 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 applications, 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 grant sanctioned or to cancel such portion thereof as shall remain unpaid, if for any reasons it becomes necessary to do so. The action of the Board shall not be called in question by any party in any way.

g. MODE OF DISBURSEMENT:

- i) 25% of the sanctioned amount will be released on declaration with supporting documents by the grantee institution to the effect that it has spent its own share of the project cost and that the progress of the project is proportionate to the expenditure made by grantee institution. 65% will be released on submission of the audited statement of expenditure of grantee institution's own share and of Board's grant. 10% will be released on submission of the completion certificate and audited accounts of expenditure for the entire project.
- ii) 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 at any time as considered necessary.
- iii) The grants for purchase of equipment and ambulance will be disbursed generally against delivery of the equipments. Board's grant amount will not be sent to the supplier though the bank draft or demand draft or any other recognized mode of transaction will be raised in the name of supplier. Such drafts are to be sent to the grantee institution who, after completion of the project will intimate Board with all supporting documents within a period of six months from the date of receipt of draft. In the event of delay, the Board will retain the right to have the grant amount refunded by the grantee institution.
- iv) Any reduction in the original estimate of expenditure exceeding 5% has to be reported to the Board and in such an event, the Board will retain the right to adjust the grant. No alteration in the approved plan/project after sanction will be allowed.

h. OTHER TERMS AND CONDITIONS:

- i) The Board shall have the right to nominate a member on the Managing Committee/Governing Body of the Hospital/Clinic applying for such a grant under the category of permanent donor or any other category. If necessary, the Hospital/Clinic authorities should take necessary steps for making provision for such nomination in their constitution and secure such 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 substantially out of the Board's grant and a certified copy of the audited record of assets as contained in the register should be furnished to the Board annually.
- iii) The Board's grant should be strictly utilized for the specific purpose for which it is sanctioned.
- iv) Recipient shall permit the Board or any official authorized by the Board to examine or call for books of accounts being maintained for the purpose at all reasonable time and take copies and extracts therefrom.
- v) The recipient should affix a plaque/hoarding to the effect that such specialized treatment had been organized with the financial aid of the Tea Board.

- 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 (fully/partly) with the grant being abolished or abandoned, the building and equipments purchased or created out of Board's grant shall be made over to the Board. The institution in such circumstances will no longer have any right, title or interest in the said buildings and equipments.
- 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) In the event of any misuse of any amount from the said grant, the Board being the sole judge of the question as to whether there had been any such misuse, the recipient shall be liable to refund the entire grant made by the Board forthwith on such demand being made.
- xi) The project shall be completed within a reasonable time as stipulated by the Board.
- xii) The grantee institution shall submit a list of the tea garden workers and their dependants enjoying the concessional facilities every year in such proforma as may be framed by the 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 GRANTS FOR HOSPITAL/MEDICAL CLINICS TOWARDS EXTENSION OF TREATMENT FACILITIES AND ALSO PURCHASE OF MEDICAL EQUIPMENTS, ACCESSORIES AND AMBULANCE.

1. Name of Hospital with full address (in block letters) :
2. Year of Establishment :
3. Registered by :
4. a) Nature and types of treatment facilities existing in the hospitals with details of wards and beds available. :
- b) No. of free and paid beds in each ward :
5. a) Details of Hospital personnel :
- b) Equipment & Laboratory :
- i) No. of X-ray Unit :
- ii) Pathological test facilities :
- iii) Operation Theatre :
6. No. of patients treated from tea estates with details for the last three years. :
7. Applicant shall submit the Rules and by-laws of the institution. :
8. Income & Expenditure statements for the last 3 years. :
9. a) Names of tea estates a radius 50 kms from the Hospital/Clinic with actual distance of each tea estate from the Hospital/clinic. : Name of T.E. _____ In kms _____
- b) Names of similar institution in near by area of tea plantation with address and distance from the site of proposed project. :
- c) Names and address of the existing Hospitals/Group Hospitals attached to tea estates in the neighbourhood. :

10. Whether any capital grant was received from Tea Board previously and, if so, please mentioned the details thereof. :
11. Details of the purpose for which the capital grant is sought for from Tea Board. :
12. Total estimated cost of the project (detailed plan and estimated in duplicate prepared and signed by an approved technical authority and counter-signed by the Head of the Institution should be attached). :
13. **Sources 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 Government :
- iii) Special subscriptions/Donations :
- iv) Grant sought for from Tea Board :
- v) Any other source :
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- Total** :
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14. In the event of the Tea Board sanctioning the grant, the period within which the project can be completed. :
15. Details of the existing structure and vacant land, if any. :
- a) Whether the institution has land for the project, and, if so, its area accompanied by 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 documents indicating that the hospital has a clear and marketable title to the property and the same is free from encumbrances and attachments. :

16. Concession to be provided for tea plantation workers in lieu of the capital grant sought for from Tea Board. :
- i) No. of beds to be reserved in the hospital for tea plantation 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 estates. :
 - iv) No. of reserved beds to be provided for patients from tea estates at concessional rates with indication of charges under bed rent, cost of treatment, operation, diet charges etc. :
17. a) Ordinarily, when the Board agrees to make a grant, 25% of the grant will be released on declaration with supporting documents to be given by the grantee institution to the effect that it has spent its own share of the project cost and that the progress of the project is proportionate to the expenditure made by grantee institution. 65% will be released on submission of the audited statement of expenditure of grantee institution's own share and of Board's grant. 10% will be released on submission of the completion certificate and audited accounts of expenditure for the entire project. The interval between the drawal of the first instalment and the second instalment should not more than 12 months. In the event of delay, the Board will retain the right to have the instalments refunded by the grantee institution. :
- Will this basis be acceptable to institution? Yes/No
- b) In respect of grant for purchase of medical equipment, accessories, ambulance etc. grant amount in the form of bank draft demand draft etc. to be drawn in the name of supplier may be sent to grantee institution for taking delivery of required medical equipment, accessories, ambulance etc. from the supplier towards completion of the project within six months from the date of receipt of bank draft, demand draft etc. In the event of delay, Board will retain :

The right to have the grant amount refunded by the grantee institution.

Will this basis be acceptable to institution? Yes/No

18. 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. :

Will this basis be acceptable to institution? Yes/No

19. Under the Capital Grant Rules, a representative of the Tea Board is to be nominated on the Managing Committee/the Governing Body of the grantee institution. Is this possible under the existing Rules of your institution or prior permission of the State Govt. for such nomination will be necessary? :

Yes/No.

20. In the event of a grant whether the institution is agreeable to execute an agreement with the Tea Board on stamp papers at the cost of the institution of appropriate value embodying the terms and condition. :

Yes/No

Is there any need for the hospital to seek approval of the State Government to accept such of the terms and conditions of the grant which may affect the Management of the Hospital in any way before embodying them in an agreement ?

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.