

SCHEME OF CAPITAL GRANTS TO THE INSTITUTION WHO ARE RUNNING REHABILITATION AND THERAPY CENTRE FOR THE PHYSICALLY CHALLENGED PERSONS.

a. INTRODUCTION:

The Board may sanction capital grant to the institution who are running Rehabilitation and Therapy Centre for the physically challenged persons towards expenditure for construction of building, purchase of equipments, furniture and other accessories. This grant may also be allowed to this institution for purchase of vehicles to transport all the beneficiaries attending such centers. Board may also reimburse the cost of bus passage to the beneficiaries and their attendants wherever such facilities are available.

b. ELIGIBILITY:

- i) An institution applying for the Board's grant should be registered with the social welfare department of the State concerned and preferably be located in a tea growing areas and cater sufficiently to the needs of the tea plantation workers and their family members.
- ii) There should be a minimum of 15 (fifteen) beneficiaries enrolled with the institution.
- iii) The institution should have been running the centers for at least 3 (three) years continuously and this can be relaxed as per discretion of the Board in deserving cases.

c. QUANTUM OF GRANT:

Grant may be sanctioned on submission of a proposal containing detailed plan and estimate prepared by an approved technical authority and counter-signed by the Head of the Institution. Normally, the Institution should bear not less than 30% of capital cost of the project but may have to bear more than the said percentage. The quantum of Board's grant will be decided on the merit of each case after taking into account the extent of facilities the tea garden workers and their family members 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 have to offer concessional facilities to the tea garden workers and their family members in the way of reservation of seats/beds in the institution and 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.
- v) The Grants for purchase of equipments, furniture, other accessories and vehicle will be disbursed generally against delivery of the equipments, furniture, accessories and vehicles. Board's grant amount will not be sent to the suppliers through the bank draft or demand draft or through any other recognized mode of transaction but 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 the Board with all supporting documents within a period of six months from the date of receipt of draft/cheque. In the event of delay, the Board will retain the right to have the grant amount refunded by the grantee institution.
- vi) 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/quotation 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 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 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 partly 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 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.
- 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 either fully/partly with the grant being abolished or abandoned, the buildings, equipments, furniture, accessories and vehicles purchased or created out of Board's grant shall be made over to the Board and the said institution shall not have any further right, title or interest in the said buildings, equipments, furniture, accessories and vehicles.
- 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 such specialized treatment 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. REIMBURSEMENT OF BUS PASSAGE TO THE BENEFICIARIES AND THEIR ATTENDANTS :

Cost of bus passage borne by the physically challenged person and by his attendant (only one attendant for one physically person is allowed) for the purpose of treatment of the physically challenged person in any institution where such treatment facilities are available may be reimbursed by Board if such physically challenged person himself/herself is a tea garden worker or he/she is a member of the family of a tea garden worker.

The cost of bus passage so incurred (onward and return) will be reimbursed to the tea garden workers on the following conditions :-

- i) The application should be submitted in prescribed form of the Board alongwith proper tickets of journeys duly endorsed either by head of the institution running rehabilitation and therapy center for the physically challenged person and/or by the Manger of the tea garden where the applicant (tea garden worker) is employed.

- ii) The ceiling of amount to be reimbursed against bus passage for each person for each journey (onward and return) may be fixed by the competent authority of the Board. Ceiling of total amount of bus passage to be reimbursed to any tea plantation worker for this purpose in a specific period may also be fixed by the competent authority of the Board.
- iii) The application should be submitted within a period of 6 (six) months form the date of journeys undertaken.
- iv) The application should be certified by the head of the attending institution and recommended by (a) the manager of the tea estate where the applicant is employed, (b) regional/sub-regional office of the Board within the proforma prescribed by the Board.

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.

(A) APPLICATION FORM FOR CAPITAL GRANT TO THE INSTITUTION WHO ARE RUNNING REHABILITATION AND THERAPY CENTRE FOR THE PHYSICALLY CHALLENGED PERSONS.

1. Name of Institution with full address :
(in block letters)

2. a) Year of establishments with details of :
sponsors.

b) Whether the institution has been giving :
treatment facilities for 3 (three) years
or more continuously.

3. Registered by :

(The Institute should be registered with the Social Welfare Deptt. of the State concerned and a copy of certificate of registration should be submitted).

4. a) Nature and type of treatment facilities :
existing or to be offered in the institution
with details of wards, beds and
others available.

b) No. of free and paid beds in each ward :

c) Charges payable by a patient for :

Admission Seat Rent

**Cost of treatment
including medicine**

Food charges

i)

ii)

iii)

5.a) Personnel of the Institution :

i) No. of specialists with details of qualification :

ii) No. of doctors/physiotherapists :

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.	:	<u>200</u>	<u>200</u>	<u>200</u>
	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 or their parents/guardians were employed is to be furnished).	:			
8.	No. of patients belonging to tea gardens who were refused admission for want of beds/seats or for want of treatment facilities during the last three years.	:			
9.	Nature of management of the Institution 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 Govt./Social Welfare Deptt. of State Govt. /any other department of the State Government (a copy of rules and by-laws of the institution should be enclosed).	:			
10.	a) <u>Income</u>		<u>200</u>	<u>200</u>	<u>200</u>
	i) Charges recovered from patients	:	_____		
	ii) Donations		_____		
	xiii) Grant-in-aid from Government		_____		
	xiv) Other receipts	:	_____		
	Total Income	:	_____		
	b) <u>Expenditure</u>		<u>200</u>	<u>200</u>	<u>200</u>
	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 Institution with actual distance of each tea estate from the Institution.	:		
	a) Name and address of similar institution/s 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 and signed 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 institution, 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 institution has a clear same is free from encumbrances and attachments.	:		

18. Concessions proposed to be provided for the tea garden worker patients or 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 institution 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 Govt. 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. :

iv) In respect of grant for purchase of equipments, furniture, other accessories and vehicles 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 the said item/items 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.

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 institution is agreeable to execute an agreement with the Tea Board on stamp paper at the cost of the institution of appropriate value embodying all the terms and conditions for obtaining grant. 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 (i) to inspect the construction works at any reasonable time as considered necessary, (ii) to inspect the items purchased with the Board's grant at any reasonable time as considered necessary. Is this possible under the existing rules of your institution or prior permission of the State Govt. for such nomination will be necessary?

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.