



# Haryana Government Gazette

## EXTRAORDINARY

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### HARYANA GOVERNMENT

SOCIAL JUSTICE, EMPOWERMENT, WELFARE OF SCHEDULED CASTES AND  
BACKWARD CLASSES AND ANTYODAYA (SEWA) DEPARTMENT.

#### Notification

The 16th February, 2024

**No. 40/2/2024-4SW.**— In exercise of the powers conferred by sub-section (2) of section 19 of the Maintenance and Welfare of Parents and Senior Citizens Act, 2007 (Central Act 56 of 2007) and Rule 22 of the Haryana Maintenance of Parents and Senior Citizens Rules, 2009, the Governor of Haryana is pleased to notify the following scheme for setting up and management of Old Age Homes for senior citizens:

**1. Short title and Commencement:** (i) This scheme may be called as ‘Samarth Vriddh SEWA Ashram’ Scheme, 2024.

(ii) It shall come into force on and with effect from the date of its publication in the official gazette.

**2. Aim and Objective:**

The main objective of the Scheme is to improve the quality of life of Senior Citizens who are residents of the State by providing the following amenities:

- (i) To provide a secure and comfortable living space for the senior citizens, ensuring their physical and emotional well-being.
- (ii) To promote a sense of independence and autonomy by assisting with daily activities such as bathing, grooming, and medication management.
- (iii) To provide medical care and nursing support for those with chronic illnesses or disabilities.
- (iv) To offer recreational activities, social events, and companionship to prevent social isolation and promote mental health.
- (v) To help the senior citizens learn new skills and guide them towards success in their fields of endeavour, instilling a sense of self-confidence and self-reliance.

**3. Definitions:**

- (1) In this scheme, unless the context otherwise requires,-
  - (a) “Act” means the Maintenance and Welfare of Parents and Senior Citizens Act, 2007 (Central Act 56 of 2007)
  - (b) “Rules” means the Haryana Maintenance of Parents and Senior Citizens Rules, 2009.
  - (c) “Department” means the Department of Social Justice, Empowerment, Welfare of Scheduled Castes & Backward Classes and Antyodaya (SEWA), Haryana.

- (d) “State Government” means the Government of the State of Haryana.
- (e) “Samarth Vriddh SEWA Ashram” means an Old Age Home registered under clause 10 of the scheme.
- (f) “Implementing Agency” means the Department/NGO/Voluntary Organisation(VO)/Trust/Society/Corporate, which runs the old age homes under this scheme.
- (g) “competent authority” means an authority designated as such under the provisions of the Scheme by the Government.
- (2) The words and expressions used in the scheme, but not defined, shall have the same meaning as assigned to them in the Act and Rules made there under.
- 4. Eligibility Criteria:** Any senior citizen, irrespective of religion and caste, shall be eligible for admission in old age homes: -
- (a) Who has attained the age of 60 years or above;
- (b) Who is a permanent resident of Haryana;
- (c) Who is in possession of Parivar Pehchan Patra (PPP) ID.
- 5. Admission Criteria:** All eligible senior citizens, who intend to get admission in the old age homes, shall submit the duly filled up application form along with their PPP ID to the Implementing Agency.
- Note: No admission fees shall be charged with the application form for admission in the old age homes.**
- 6. Selection Criteria:**
- (1) On receipt of application forms, prospective residents to the old age homes will be selected by giving preference to senior citizens who are above the age of 80 years, to indigent senior citizens whose family income is upto Rs. 1.8 lakh per annum and to female senior citizens over male applicants as prescribed under Rule 22 of the Haryana Maintenance of Parents and Senior Citizens Rules, 2009.
- (2) Needy senior citizens will be assessed on the basis of surveys conducted under the ‘Prahari’ Scheme of the Government and verified by SDM of sub-division concerned, which will be forwarded to District Social Welfare Officer concerned.
- (3) Arrangement for ‘Pay and Stay’ will also be made available for senior citizens who have source of income above Rs. 2 lakh per annum, but left uncared by their families or other responsible kin. They will have to pay monthly charges on pro-rata basis only as food charges to the Implementing Agency.
- (4) Admission of the senior citizens, who are referred by the courts or police or other Government agencies may also be allowed in the old age homes.
- (5) In case of dispute/doubt faced by the Implementation Agency during the admission process, decision of the Additional Deputy Commissioner of the district shall be final.
- 7. Admission to the Samarth Vriddh SEWA Ashram :**
- Additional Deputy Commissioner of the district concerned shall be the final authority to issue orders authorizing the admissions of senior citizens in the old age homes, which are run by the Government. However, in case of odd hours or emergency, the SDM/District Social Welfare Officer concerned may issue orders for short period of stay in such old age homes.
- 8. Procedure in case of death of a resident –** On the occurrence of death of a resident in the old age homes, the procedure to be adopted shall be as under: -
- (1) The Superintendent of the old age home shall ensure that the Civil Surgeon/ Senior Medical Officer will certify death of such resident;
- (2) The Superintendent of the old age home shall inform family member/relative, if any known, of the death of such resident and the body shall be handed over to the family/relative/guardian. In the absence of any claimant, the last rites shall be performed under the supervision of the Superintendent of the old age home according to deceased person’s known ritual/rites and death record along with photograph of such deceased person shall be retained for future reference;
- (3) The Superintendent of the old age home shall inform the concerned authority, as the case may be, for the purpose of issuance of death certificate.

**9. Establishment and Operation:**

- (1) For the establishment of old age homes, the following steps shall be taken:
  - (i) **Identification of Land:** - The department shall identify the land, as per requirement, with the help of Deputy Commissioner concerned and thereafter, necessary proposal for transfer of such land will be submitted to the concerned land-owning department. In case of non-availability of Government land, the department may take necessary steps to purchase appropriate land as per law/policy prevalent in this regard.
  - (ii) **Construction of Building:** - After identification/transfer/purchase of land, the estimated cost for construction of the old age homes will be worked out by the PWD (B&R) Department. The Architecture Department, Haryana will prepare the drawings of the building as per actual requirements. The necessary budget estimate for construction of building of old age homes will be submitted by the SEWA Department to the Government for making provisions in the budget. The building of the old age homes in districts will be constructed in a phased manner on need basis. The SEWA department may also explore the possibility of constructing old age homes through CSR(Corporate Social Responsibility) or social partnership mode.
  - (iii) **Identification of Building:** -
    - (a) In case of non-availability of Government land, necessary steps may be taken by the District Social Welfare Officers with the help of Deputy Commissioner concerned to identify any building, which is presently being used by any Government department, for the purpose of running the old age homes under this scheme.
    - (b) In case of non-identification/non-availability of Government building, an appropriate building may be hired on rent basis by the Deputy Commissioner concerned.
    - (c) The rent of the building shall be finalized by Deputy Commissioner concerned and will be paid by the department.
- (2) The department will run the old age homes by itself or in association with NGOs/VOs/Trusts/Societies/Corporates after signing of Memorandum of Understanding (MoU)/Agreement. In the beginning, the old age homes with lesser capacity may be started, which may be increased from time to time as per requirement.

**10. Registration of Samarth Vriddh SEWA Ashram :**

- (1) All the old age homes in the State operational under the Scheme, whether run by the Government or other organisation, shall be registered under this scheme, irrespective of being registered or licensed under any other Act for the time being in force.
- (2) All such old age homes shall make an application for registration under this scheme in the form prescribed for the purpose.

**11. Eligibility and Selection Criteria of NGOs or Any Other Organisations.**

- (1) NGOs/VOs/Trusts/Registered Societies/Corporates etc., who intend to run the Samarth Vriddh SEWA Ashram, must be duly registered under the Haryana Registration and Regulation of Societies Act, 2012 or any other relevant Act of the Center/State Government as per applicable existing law/rule in force at that time fulfilling the following conditions:
  - (i) The applicant must fulfil the necessary legal requirements and demonstrate a clear intention and capability to operate the 'Samarth Vriddh SEWA Ashram'.
  - (ii) The motive of establishment of the NGOs/VOs/Trust/Society/corporates etc. must be non-profitable.
  - (iii) The organisation must have a corpus of atleast Rs.10 lakh. (to meet out emergent expenses, if any)
  - (iv) The organisation must have a Bank Account maintained in its own name. (For audit and disbursement of Grant/Grant-in-Aid).
  - (v) The Organisation shall have a properly constituted managing body with its powers, duties and responsibilities clearly laid down in a written Constitution. It shall have an appropriate administrative structure and a duly constituted Managing/ Executive Committee.

- (vi) The organisation should be initiated and governed by its own members on democratic principles.
  - (vii) The Organisation should not be run for profit to any individual or a body of individuals and any surplus earned should be invested in the operation of the old age home.
  - (viii) The Organisation should possess proven credentials and capability to handle such projects.
  - (ix) The organisation should have its own website for pro-active disclosure of the information, as far as possible.
- (2) The department shall sign a MoU/Agreement with the organisation to run the 'Samarth Vriddh SEWA Ashram', which will be selected in the following manner:
- (i) The selection of the Organisations will be done on the basis of recommendation of District Level Monitoring & Evaluation Committee.
  - (ii) Preference will be given to those NGOs/Organisations which are run by Senior Citizens or have experience in this field and run on no-profit no-loss basis and have the ability to raise CSR/public funds for the operation and management of the old age home.
  - (iii) The validity of the MoU/Agreement shall be for a period of five years and it may be extended for a further period subject to satisfactory performance review by District Level Monitoring & Evaluation Committee.
  - (iv) The Organisation shall be bound to seek renewal of MoU/Agreement, three months prior to the expiry of the period of agreement and in case of failure to do so, the organisation shall cease to run the old age home at the end of period mentioned in the MoU/Agreement.
  - (v) The application for renewal of agreement shall be disposed of within forty-five days from the date of receipt of application.
  - (vi) Change of location of the old age home shall be made only with the prior approval of the competent authority.

## 12. Cancellation of Memorandum of Understanding/Agreement

The Deputy Commissioner concerned may conduct an inspection of the old age homes, at any time and if the inspection report of the Deputy Commissioner or the annual/periodic/special review reveals that there is non-compliance of the standards of care, protection, and management of the old age homes or the facilities are inadequate, the competent authority may serve upon a notice to the management of such old age home, in this regard and if the competent authority is satisfied that the organisation did not comply with the standards and norms as prescribed in MoU/Agreement then after giving an opportunity of being heard, cancel its MoU/Agreement and that organisation shall cease to run the old age home.

Provided that when an organisation ceases to run the old age home under this scheme, such old age home shall be run and managed by the State Government/any other organisation as decided by the competent authority.

## 13. Management and Monitoring of Samarth Vriddh SEWA Ashram: - The following minimum standards are to be followed in the management of the old age home under this Scheme, namely:-

- (i) **Nutrition** – Variety of food stuff (as per local conditions) in an adequate quantity, good quality and containing an average of 1700 calories and 50 grams protein shall be provided to the residents every day.

The Government will pay the food charges amount of Rs. 2500/- per resident per month to the Implementing Agency other than Government. Annual expenditure on food in this case would be Rs. 30,000/- per resident, which could be revised due to price rise/need base.

- (ii) **Medicine/Medical Facility** – Each old age home shall have a first-aid kit(as advised by doctor), glucometer, BP monitoring machine, weighing machine, general medicines and any other requirement as recommended by a Government doctor. The Implementing Agency shall ensure daily presence of a doctor or a tie-up with the Civil Hospital/ any other recognised Hospital to deal with medical issues of the residents of the Old Age Home. The residents of the old age homes shall be got registered under Ayushman Bharat Scheme by the Implementing Agency/DSWO concerned so that the benefit of the said scheme can be availed.

- (iii) **Physical aids and assisted living devices** – Devices such as wheelchairs, hearing aids, dentures, spectacles, crutches, walkers etc. shall be made available to the residents under ‘Rashtriya Vayoshri Yojana’. The Implementing Agency may place requirement of assistive devices to Artificial Limbs Manufacturing Corporation (ALIMCO) (Implementing Agency of RVY) through District Administration as per proforma prescribed in the said scheme. The District Administration shall forward the application for requirement of devices to Artificial Limbs Manufacturing Corporation.
- Where the Government is the Implementing Agency, the requirement of devices for the inmates of the old age homes shall directly be placed to the Artificial Limbs Manufacturing Corporation by the District Administration concerned.
- (iv) **Recreation** – At each home, the Implementing Agency must provide books, 2 Magazines, 2-3 newspapers (in regional/local language), outings at nearby religious/cultural places (once in a month), games like carrom, chess, playing cards, one cable TV connection, one computer with internet connection, with a separate reading room. Apart from this, birthday of every inmate may also be celebrated.
- (v) Implementing Agency shall ensure that the services of minimum staff as prescribed in the Scheme are available in respective old age home.
- (vi) **Security** – Necessary security arrangements to be made in the home by the Implementing Agency.
- (vii) **Clothing** – The residents shall bear the cost of clothing. However, keeping in view the local climate, weather conditions and traditional norms, the residents may be provided additional clothing items by the Implementing Agency.
- (viii) **Dormitory/Rooms with beds and beddings** – Properly ventilated dormitory/rooms with sufficient space between the beds for easy movement of the residents shall be provided by the Implementing Agency along with basic bedding and provision for storage of the belongings of the residents. Floors shall be non-slippery.
- (ix) **Bathrooms and toilets** – The Implementing Agency must ensure separate toilets for females and males. There shall be at least one toilet with western style fixed or removable commodes. Old age homes shall have railing facility for easy access to the inmates at bathrooms and toilets, wherever required. The bathrooms and toilets shall have anti-slippery floor tiles and railings for hand support.
- (x) **Hygiene and Sanitation** – All the rooms, verandah or courtyard, kitchen, bathrooms and toilets shall be cleaned daily and more often as per need.
- (xi) Keeping in view the need of the residents, Rs. 1000/- per month per resident( rates subject to revision from time-to-time by the Government) will be given directly into their bank account for his/her personal requirements as ‘Old Age Samman Allowance’.
- (xii) **Miscellaneous payments** - The Implementing Agency shall make miscellaneous payments including payments for electricity, water, internet, stationery, postage, maintenance of furniture, generator or inverter, cost of fuel for cooking, replacement of bed sheets.

#### 14. Staffing for Operating of Samarth Vriddh SEWA Ashram:

The Implementing Agency shall engage the requisite staff for management of old age homes. The minimum deployment of staff for an Old Age Home with capacity of 50 inmates is given as under:

Sr. No.	Category	Qualification	No. of post
1.	Superintendent	<b>Qualification-</b> Graduate with experience of managing such centers for a minimum period of 3 years or demonstrable capability for running such centres and having working knowledge of computers. <b>Duties</b> – Overall management of the old age home.	1
2.	Warden	Graduate with experience of managing such centers for a minimum period of 2 years or demonstrable capability for running such centres.	2 (one for day and one for night)
3.	Doctor and Nurse	-	Tie-up with the Civil Hospital/any other recognized Hospital including visits the center as per requirement

Sr. No.	Category	Qualification	No. of post
4.	Counselor	Post-Graduate in Social Work/ Psychology/ having training certificate from NISD to assess the emotional status of residents and to provide counselling services. Should attend 2 hours every day.	1
5.	Yoga Teacher	A trained yoga instructor who must visit the centre at least thrice a week for a minimum of one hour per visit.	Provided by the Sports and Youth Affairs Department and to visit the center atleast 3 times in a week.
6.	Attendants (Male/Female)	Should have passed 12 <sup>th</sup> class and have appropriate training, to provide nursing and basic geriatric care.	4 (In case, there are female inmates also in the center, then two female attendants are must)
7.	Cook	Should have experience of cooking local food for minimum 3 years.	2
8.	Cook-cum-helper	Should have experience of cooking local food for a minimum of 2 years.	2
9.	Dhobi	-	2
10.	Sweeper (Male/female)	-	2 regular + 2 part-time
11.	Security Guards	-	2
12.	Gardener (Part time for 2 hours daily)	-	1

- (i) For Government run and managed old age homes, the staff will be engaged through Haryana Kaushal Rozgar Nigam Limited (HKRNL) and salary will be paid as per policy of HKRNL.
- (ii) The number of posts and emoluments can be revised by the competent authority as per requirement/need based.
- (iii) In case old age home is run by a non-Government organisation then the staff will be engaged by the said organisation.
- (iv) The Implementing Agency will be given a one-time capital grant of two lakh rupees for the purpose of furniture, furnishings, utensils, upkeep of building etc..Further, a maintenance grant of Rs. 6500/- per resident per month shall be given by the Government to the Implementing Agency. The amount would be subject to revision by the Government from time-to-time.
- (v) In case old age home is run by a non-Government organisation then they can claim Grant-in-Aid from Government of India/State as per eligibility and under terms of the Grant-in-Aid scheme of the said Government. In such cases, the maintenance/capital grant mentioned in (iv) above shall be accordingly adjusted.
- (vi) The Implementing Agency other than Government shall engage staff as per qualification/experience prescribed in the scheme and pay salary/honorarium as prevalent under existing Labour Laws.
- 15. Monitoring and Evaluation:** The department shall ensure the efficient utilization of funds and compliance of the guidelines in respect of food quality, working of staff or any other services provided to the inmates of 'Samarth Vriddh SEWA Ashram' through the District Level Monitoring Committee.
- 16. State Level Monitoring Committee and its functions: - (1)** The State Government shall constitute a State Level Monitoring Committee, which shall comprise of:

(i)	Chief Minister, Government of Haryana	Chairman
(ii)	Minister-in-charge of SEWA Department	Vice-Chairman
(iii)	Administrative Secretary in-charge of SEWA department	Member

(iv)	Administrative Secretary in-charge of Finance department	Member
(v)	Administrative Secretary in-charge of PWD (B&R) department	Member
(vi)	Administrative Secretary in-charge of Health & Family Welfare department	Member
(vii)	Director General/Director, SEWA Department	Member-Secretary
(viii)	Upto two non-official members nominated by the Government who have done excellent work in the field of welfare of needy/old age/destitute persons or in running such Homes.	Member/s
(ix)	Deputy Commissioners of the concerned district where Home/s under the scheme are working	Member/s
(x)	Other co-opted official member/s	Member/s

(2) The State Level Monitoring Committee shall perform the following functions:-

- (a) The Committee will oversee and monitor the effective implementation of the Scheme in its true welfaristic spirit and give necessary directions/ take appropriate decisions for the same.
  - (b) The Committee will review actions taken by the different Government and non-Government agencies under the scheme including land/construction work, hiring, management and maintenance of homes and other aspects of their functioning.
  - (c) The Committee shall have powers to take all financial and administrative decisions requisite for smooth functioning of the Scheme.
- (3) A meeting of the committee shall be held twice every year. However, a meeting can be convened in addition by an order of the Chairman with five days prior notice in writing.

**17. State Level Executive Committee: -** (1) The State Government shall constitute a State Level Monitoring Committee, which shall comprise of:

(i)	Administrative Secretary in-charge of SEWA Department	Chairman
(ii)	Director General/Director (SEWA), Department	Member
(iii)	Representative of ACS Finance not below the rank of Secretary	Member
(iv)	Engineer-in-Chief, PWD (B & R) Department or his/her representative but not below the rank of Chief Engineer.	Member
(v)	Director General, Health Services Haryana	Member
(vi)	Additional Deputy Commissioner of concerned district where homes are running.	Member
(vii)	Additional Director/Joint Director (SEWA) Department	Member Secretary
(viii)	Any other co-opted official member/s	Member(s)

(2) The State Level Executive Committee shall perform the following functions:-

- (a) The Committee will review the land/construction work, maintenance of homes and all other aspects of smooth functioning of the Scheme.
- (b) The Committee shall have powers to revise staff strength or other recurring and non- recurring expenditure as per requirement of the home.
- (c) The Committee shall decide cases of signing of new MoUs and extension/cancellation of MoUs.
- (d) The meeting of the committee shall be held quarterly. However, a meeting of the committee can be convened by the order of the Chairman by giving the 3 days prior notice in case of urgent requirement.

**(18) District Level Monitoring & Evaluation Committees: -**

- (1) The State Government shall constitute the District Level Monitoring Committees, which shall be comprised of:-

(i)	Deputy Commissioner of the district	Chairman
(ii)	Additional Deputy Commissioner of the district	Member
(iii)	Civil Surgeon	Member
(iv)	Superintending Engineer/Executive Engineer PWD (B&R)	Member

(v)	District Social Welfare Officer	Member Secretary
(vi)	Superintendent/Incharge of Home/s under the Scheme in the district	Member(s)
(vii)	Two prominent members from Civil Society/Senior Citizens nominated by the Deputy Commissioner from time-to-time	Member

(2) The District Level Monitoring Committees shall perform the following functions:

- (i) The Committee shall meet every month to review the working and management of Old Age Homes functional under the Scheme in the district and take all decisions requisite for their smooth functioning.
- (ii) The Committee shall have powers to give necessary directions to the management/ Superintendent of the Old Age Homes working under the Scheme in the district to improve their working or to tackle any issue/exigency related to the welfare of the residents of the Old Age Homes.
- (iii) The Additional Deputy Commissioner of the district concerned will be Administrator of the old age homes which will be run by Government under this scheme. He shall also be the Patron of the NGO-run Old Age Home/s under the Scheme in the district. He will monitor their day-to-day functioning and visit them atleast fortnightly.
- (iv) Regular inspections and evaluations shall be carried out atleast once in every three months by the above committee, to assess the quality of services, infrastructure, maintenance and adherence to regulatory requirements.
- (v) The Committee shall ensure prompt action as required to be taken at the district level as per findings of the inspection visits and submit a comprehensive report to the Government. It can also make suggestions for making necessary amendment/s in the Scheme for the improvement and better functioning of the old age homes.
- (vi) The Committee shall interact with the inmates during the visits to the old age home to determine their well-being and to elicit their feedback.

Chandigarh:  
The 15th February, 2024.

PANKAJ AGARWAL,  
Commissioner & Secretary to Government Haryana,  
Social Justice, Empowerment, Welfare of Scheduled Castes and  
Backward Classes and Antyodaya (SEWA) Department.