

SCHEME FOR GRANT OF FINANCIAL ASSISTANCE TO GOVERNMENT AS WELL AS NGOs FOR PREVENTION, TREATMENT AND REHABILITATION DRUG DE-ADDICTS.

The prevalence and use of drugs, alcohol and Narcotic Substances has been increasing world wide as well as in the country. The State of Haryana has also been affected by these unhealthy trends. It is commonly felt that consumption of drugs has increased in both urban and rural areas. So far as the State of Haryana is concerned, the use of type of drugs used varies in different parts of the State. The most sufferers of this abuse are the middle class as well as the poor, who just for the sake of enjoyment for a short time, do not hesitate to spend their hard-earned money which has resulted in destroying families, and breaking the marriages. Accordingly, in order to get rid of this dreaded problem, a scheme has been framed for treatment of the drug-addicts, their rehabilitation and taking the prevention measures in this regard.

Government of India has formulated a Scheme known as Central Sector Scheme of Assistance for Prevention of Alcoholism and Substance (Drugs) Abuse and for Social Defence Services. However, analysis based on reports from field, reveal that there are certain lacunae in the Scheme.

The State has decided to make minimum criteria/benchmarks for various institutions like an Drug De-addiction Centres. The Health Department has laid down a standard. Therefore, it is our endeavour to set up Drug De-addiction Centre based on these standards. It will supplement the Government of India Scheme wherever, it falls short of the standards. This Scheme will aim at (i) setting up new model De-addiction Centres (ii) upgradation the existing institutions by supplementing the funds received from Government of India.

I. OBJECTIVES :-

The aims and objectives of the scheme for prevention of alcoholism and substance abuse will be the same as laid down in Government of India which are as follows :-

- To create awareness about the ill-effects of alcoholism and substance abuse to the individual, the family and the society at large.
- To provide for the whole range of community based services for the identification, motivation, counseling, de-addiction, after care and rehabilitation for Whole Person Recovery (WPR) of addicts;
- To alleviate the consequences of drug and alcohol dependence amongst the individual, the family and society at large;
- To facilitate research, training, documentation and collection of relevant information to strengthen the above mentioned objectives; and
- To support other activities which are in consonance with the mandate of the Ministry of Social Justice & Empowerment in this field.

Approach and Strategy.

- To develop culture-specific models for the prevention of addiction and treatment and rehabilitation of addicts.

- To evolve and provide a whole range of community based services for the identification, motivation, detoxification, counselling, after care and rehabilitation of addicts. To promote community participation and public cooperation in the reduction of demand for dependence-producing substances.
- To promote collective initiatives and self-help endeavours among individuals and groups vulnerable to addiction.
- To establish appropriate linkages between voluntary agencies, working in the field of addiction and government organisations.
- To support activities of non-governmental organisations, working in the areas of prevention of addiction and rehabilitation of addicts.

II. REGISTRATION OF CENTRE:-

As mentioned in Rule 4 (a), an applicant interested for availing the financial assistance under this Scheme, will have to get himself registered with the Social Justice & Empowerment Department, Haryana. For this purpose, the applicant will apply to the Department on the prescribed proforma (Annexure -) with the requisite documents. Director, Social Justice & Empowerment Department will be the competent authority for the purpose of granting registration to the applicant.

Eligibility conditions for assistance

The following organisations / institutions are eligible for assistance under this scheme provided the organization/institution is registered with the Social Justice & Empowerment Department, Haryana :-

1. A society registered under the Societies' Registration Act, 1860 (XXI of 1860) or any relevant Act of the State Government relating to registration of charitable societies.
2. A registered public Trust.
3. A Company established under Section 25 of the Companies Act, 1958
4. An organisation / institution fully funded or managed by Government
5. An organisation or institution which has been approved by the Ministry of Social Justice and Empowerment.

In addition, the applicant should have the following :-

- a) It should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in writing.
- b) It should have resources and facilities and experience for undertaking the programme.
- c) It is not run for profit to any individual or a body of individuals.
- d) It should ordinarily have existed for a period of three years.
- e) Its financial position should be sound.

III. APPLICATION AND SANCTION

1. To get financial assistance under the scheme, an Organisation / Institution, should apply in the proforma prescribed along with the relevant

documents in duplicate by 15th May to the Department of Social Justice and Empowerment, Government of Haryana, Chandigarh.

Grant will ordinarily be released in two instalments.

3. The first installment constituting half of the amount of the "Recurring" grant sanctioned in the previous year will be considered for release based on the following documents.

- a) Budget estimate of the financial year in question.
- b) Audited accounts of the previous financial year
- c) List of staff employed in the previous financial year (indicating the names of staff, designation, qualifications, date of joining and date of leaving etc.)
- d) Half-yearly Progress Report of the previous financial year.
- e) Rent Agreement for the financial year for which the grant has been applied.

4. The second installment will be considered based on the following documents.

- a) Certificate from the Regulatory Authority under Rule 2(d) of the Haryana Drugs De-addiction Centre's Rules, 2009.
- b) Audited Statements of Accounts for the previous financial year (Receipt & Payments Account and Balance Sheet)
- c) Utilisation Certificate, if not submitted earlier
- d) The list of staff for the financial year for which grant has been applied (indicating the names, designations, qualifications, date of appointment, date of leaving etc.)
- e) Half-yearly Progress Reports upto September of the concerned financial year.
- f) Rent Agreement for the complete financial year, if not submitted earlier.
- g) Utilisation Certificate from Chartered Accountants for the first installment.

IV. FINANCIAL ASSISTANCE

The quantum of assistance will be as follows –

- 37
- (i) for the new Centres, which do not get assistance GOI Scheme, funding upto 90% of the project cost will be admissible through this State Government Scheme.
 - (ii) In case of Centres who are drawing funds under GOI Scheme, funding upto 90% of the additionality can be given under this Scheme. 10% of the Project cost shall be met by the Institution/ Organization itself, in case of (i) and (ii).

V. Component/Services admissible for Assistance under this Scheme

Under the scheme, financial assistance will be given for setting up a Drug De-addiction Centre for the following Services :-

Primary Level Services to be given by Drug De-addiction Centres at Primary Level. The minimum facilities that should be made available so that a patient has a reasonable chance of recovery and rehabilitation one.

1. Inpatient care : Services in the ward may include detoxification, management of physical and psychological co morbidity, individual and group therapy and day and night care facility.
2. Outpatient care: Diagnostic, curative and counselling services, along with supervised medication and counselling
3. Emergency services – first aid at primary level.
4. Laboratory services: Clinical chemistry and hematology (Basic tests which may be outsourced at primary level).
5. Community outreach services including both service delivery, awareness generation and motivating patients

Services required at Secondary Level :

All the Basic Minimum Services of Primary Level are mandatory. In addition all the basic minimum services of primary level centre are mandatory. In addition, the emergency services, laboratory services will be mandatory and patient

facilities will be better and of higher quality and standard. Funding will be as per primary level centre norms. Additional expenditure for secondary and tertiary centre shall be borne by the applicant from its own sources. The secondary and tertiary centre will service as referral centre to primary centre. Since many of these patients have physical co-morbidity/consequences of substance use needing specialized care and treatment, a *referral system* has to be in place (not required in case of Medical Colleges) wherein all such cases will be referred to the district hospital. 24 hour emergency services are an essential requirement at the district level.

If any centre intends to organize Community Outreach Camp, they should apply in the prescribed proforma and they will be given grant-in-aid as per the norms of the Government of India Scheme. The prescribed proforma and the norms of the Government of India are annexed as Annexure __ and Annexure -

INFRASTRUCTURE

Minimum Infrastructure Facility of a 15 bedded Drug De-addiction Center at Primary as prescribed under the NDPS Rules are as under :-

There should be a minimum space of 1000 square yards for setting up a Drug De-addiction Centre. There should be a compound wall for security and safety of the patients.

1. Out Patient Department (OPD)

There should be a minimum of 4 rooms at the OPD which should include Doctors's OPD room, Doctor's Duty Room, Nurses Duty Room, and Counsellor's Room alongwith Waiting area for Patients and Attendants.

2. In Patient Department (IPD)

c) Half Yearly Report format for drug awareness and counselling, stock register, medical forms are also attached at Annexure-2,3 & 4.

7. Minimum Essential Drugs: In addition to drugs available at district hospital for common patients, the following drugs will be required for the de-addiction patients:

- 1 Tab Diazepam 5 / 10 mg
- 2 Tab Clonidine 0.1 mg
- 3 Tab Buprenorphine 0.2mg
- 4 Tab Thiamine 100mg
- 5 Tab Disulfiram 250 mg

8 Suggested Diagnostic Tests

1. Munich Alcoholism Test for diagnosing alcoholism(MALT)
2. Short Michigian Alcoholism Screening Test(SMAST)

MANPOWER

S.No	Designation	Qualification	Requirement
1.	Project Co-ordinator-cum-Vocational Counsellor	Graduate with experience of managing such centres for a minimum period of three years or demonstrable capability of running such centres having working knowledge of computers.	01
2.	Psychiatrist/ Physician/ MBBS Doctor Part Time	MD /DPM Psychiatry MBBS/ MD, Medicine trained for Drug De-addiction	01
3.	Staff-nurse	B.Sc./ GNM Nursing	04
4.	Social worker/counsellor	MSW/ MA Psychology	01
5.	Attendant	10+2/ Multi-Purpose Health Worker trained from institution recognised from State Govt	04
6.	Yoga Therapist (part time)	Adequate experiences in the discipline as recognized by the Department of ISM& H, Ministry of Health and Family Welfare, Government of India.	01

7.	Accountant-cum-Clerk (Part Time)	Graduate with knowledge of accounts and working knowledge of computers.	01
8.	Peer Educator	Should be literate; Ex-drug user with 1-2 years of sobriety. Willing to working drug using population as well as is possessing qualities like empathy, communication skills. Willing to get trained; Agrees to refrain from using, buying, or selling drugs; Ready to work for the prevention of harmful drug use and relapse	01

IMPLEMENTATION OF THE SCHEME

Director, Social Justice & Empowerment Department, Haryana shall be the Registration Authority. The Registration Authority shall initially issue a provisional certificate of registration for 3 months which shall be confirmed after satisfactory report of the Regulatory Authority. The registration certificate issued by the Registration Authority will be valid for a period of one year which will be renewed on the basis of inspection report of the Regulatory Authority every year.

MONITORING

Bi-annual monitoring shall be carried out by a Committee comprising of minimum of three members headed by the Civil Surgeon and Deputy Civil Surgeon and representative of the Social Justice & Empowerment Department, Haryana as its members.

REPORTING

The institution/organization shall submit bi-annually its performance reports to the _____ in Annexure - ____.

NORMS FOR SETTING UP OF DRUG DE-ADDICTION CENTRE

S. No.	Name of the post	No. of posts	Monthly Expenditure (Rs.)	Yearly Expenditure (Rs.)	Minimum Qualifications
A. RECURRING EXPENDITURE [ESTT]					
a. Administrative:					
1.	Project Coordinator cum-Vocational Counsellor	1	12,000	144000	Graduate with experience of managing such centres for a minimum period of 3 years or demonstrable capability for running such centers and having working knowledge of computers.
2.	Accountant cum Clerk (Part time)	1	8000	96000	Graduate with knowledge of accounts and working knowledge of computers.
3.	Sweeper/ Chowkidar	2	7200	86400	
b. Medical:					
1.	Psychiatrist/ Physician/ MBBS doctor (Part time) + On call 24x7	1	20,000	240000	MD/DPM Psychiatry MBBS/MD, Medicine trained for Drug De addiction.
2.	Counsellor/ Social Workers/ Psychologist / Community Worker	1	15,000	1,80,000	MSW/MA Psychology
3.	Yoga therapist (Part time)	1	7,000	84000	Adequate experiences in the discipline a recognized by the Dept Of ISM & H, Ministry of Health and Family Welfare, Government of India
4.	Nurse	4	40,000 (10,000x4)	4,80,000	B.Sc/GNM Nursing

5.	Attendant	4	20,000 (5000x4)	2,40,000	10+2/ Multi Purpose Health Worker trained from institution, recognized from State Government.
6.	Peer Educator	1	2,000	24,000	Should be literate; Ex- drug user with 1-2 years of sobriety, Willing to working drug using population as well as is possessing qualities like empathy, communication skills. Willing to get trained; Agrees to refrain from using, buying, or selling drugs; Ready to work for the prevention of harmful drug use and relapse
Total			1,31,200	15,74,400	

- It would be the discretion of the organization to allocate the remuneration amongst the incumbents within the overall financial allocation.

B. RECURRING EXPENDITURE (OTHER THAN ESTT.)**

SN	Item	Monthly Expenditure (Rs.)	Annual Expenditure
1.	Rent	10000-15000	180000
2.	Medicines (Requisite medicines for patients of De-addiction Centres shall be prescribed by the Health Department).	20,000	2,40,000
3.	Contingencies (Stationery, water, electricity, postage, telephone, maintenance and replacement of bed, linen etc.)	5000	60000
4.	Transport/Petrol and Maintenance of Vehicle.	3000	36000
5.	In house Kitchen expenditure for 8 BPL inmates @ Rs.900 p.m.	7200	86400

6	Laboratories facilities (the facilities as well as the costs for maintaining laboratory facilities shall be the same as prescribed by the Health Department).		
	Training		
	Total	50,200	6,02,400

** 20% of re-appropriation of expenditure amongst these heads would be permissible within the total admissible allocation for recurring Expenditure.

C. NON RECURRING EXPENDITURE (Admissible once only during the setting-up of the Centre)

20 beds, tables, 3 sets of linen, blankets/office/furniture
Equipments/computer/refrigerator etc. Rs.1,50,000

Note :

1. The payment of 'rent' for the centre would be subject to the location of the Centre in Type A, B, C, and D cities classified by the Government of India.

The 'maximum' admissible rent would be as under or actual whichever is less:-

A class cities	Rs.15000/- p.m.
B class cities	Rs. 12000/- p.m.
C & D class cities	Rs. 10000/- p.m.

2. In case of self-owned buildings, no rent would be admissible. However, 10% of the admissible rent would be payable as 'maintenance' charges.

44
D. DIFFERENCE IN THE NORMS OF GOVERNMENT OF INDIA AND
STATE GOVERNMENT IN RESPECT OF RECURRING EXPENDITURE.

	Post recommended by GOI	Salary p.m & yearly recommended by GOI	Post recommended by State Govt.	Salary per month & yearly recommended by State Govt.
1.	Project Coordinator cum- Vocational Counsellor - one	8000 (96000)	One ✓	12,000 (1,44,000)
2.	Accountant cum Clerk (Part time) - one	5000 (60000)	One ✓	8,000 (96,000)
3.	Sweeper/chowkidar - two	4400 (52000)	Two ✓	7,200 (86,400)
4.	Medical Officer (Part time) - one	5000 (60,000)	One ✓	20,000 (2,40,000)
5.	Counsellor/Social Workers /Psychologist / Community Worker - three	19500 (2,34,000)	One (Two) ✓	15,000 (1,80,000)
6.	Yoga therapist (Part time) - one	2200 (26400)	One ✓	7,000 (84,000)
7.	Nurse/Ward Boys two	10,000 (1,20,000)	Nurses (Four) ✓ Attendants (Four) (5) ✓	10,000x4 (4,80,000) 5,000x4 - (2,40,000)
8.	Peer Educator - one	2000 (24,000)	One	2,000 (24,000)
	Total	56100 (per month) 6,72,400 yearly		1,31,200 (per month) (15,74,400 yearly)

Difference : 15,74,400 - 6,72,400 = Rs. 9,02,400 (per year for each centre)

1574400
840400
734000
734000
- 60000

**NORMS FOR EXPENDITURE ON HOLDING AWARENESS CUM
DE-ADDICTION CAMPS**

1.	Number of Patients	Not less than 25 and not more than 40	
2.	Duration of each Camp	Not less than 15 days	
		(In Rs.)	
S.NO.	Item	In Rural areas	In Urban areas
1.	Allowances for the Staff	12,000	7,500
2.	Medicines	6,000	6,000
3.	Transport	4,500	4,500
4.	Contingencies (including rent, water, electricity charges, hiring of beds and other essential equipments and expenses on follow-up)	7,500	12,000
5.	Publicity	1,500	1,500
	Total	31,500	31,500

- 20% of re-appropriation of expenditure within the heads of accounts would be permissible subject to the overall allocation.

VARIABLE COST

Food @ Rs.50 per head per day

Note:

- 10% of the expenditure shall be borne by the organization themselves. However, in case of NE States, J&K, and Sikkim the organisations will bear 5% of the expenditure.
- Ordinarily not more than 6 Awareness cum Deaddiction Camps would be organised in a year by an organization.
- An organization desirous of holding the Awareness cum De-addiction Camps should:
 - Have a firm list of not less than 25 patients to be treated, after survey in an area.
 - The area should have high concentration of addicts as certified by District Authority and no deaddiction centre is available within 10 km
 - Not enrol an addict who has already been treated in an IRCA (previously Treatment-cum-Rehabilitation Centre)

CLIENT'S DETAILS

14-6

SOURCE OF REFERRAL

Please state number of clients referred to the Center by:

Self	Friends	Family	Social Worker	Private Doctor/Hospital	Govt. Hospital	Counseling awareness center/De-addiction Centers(NGOs)	Ex-clients Or their family members	Law enforcement agencies	Any other	Total

11. MARTIAL STATUS

Never Married	Married	Widow/Widower	Divorced	Separated	Separated/Divorced due to drug use	Not Known	Total

12. EDUCATION

Illiterate	Literate (read & write)	Primary Education	Middle	Hr. Sec. Equiv.	Graduate	Post Graduate	Prof. Trained	Not Known	Total

13. EMPLOYMENT STATUS

Currently Unemployed	Never Employed	Part-time Employed	Full-time Employed	Self Employed	Student	House Wife	Pensioner Etc.	Not Known	Total

SERVICES

14. TREATMENT (DETOXIFICATION)- During Report Period

Please state number of clients Detoxified at the Centre

OPD	Indoor	Total

15. DETAILS OF STAY (INDOOR)- During Report Period

Break up of duration for which clients stayed at the Center:

Sober	Relapse	No News	Dead	Drop Out	Total

FOLLOW UP ACTIVITIES

Please state the follow up programmes taken up your Centre:

20. (a) Total number of letters sent to ex-clients during the Report period

	Twice month	Once month	Quarterly	Once in 6 months	Total
Letters sent to drug clients					

(b) No. of ex-clients who visited the centre after recovery for:

Treatment	Counseling & Guidance	Any other	Total

21. HOME VISITS & TELEPHONE CONTACTS-During the Report Period

No. of visits undertaken	No. of clients contacted	No. of ex-clients leading drug free life	Services provided during the visit

22. REHABILITATION -During the Report Period

Please state the number of recovered clients provided linkage for reintegration into the community.

Vocational	With work place	With educational setting	Others

