

105

GOVERNMENT OF KERALA

ABSTRACT

Beggar Homes (Aswasakendrams) or Poor Homes of Beggar Relief Centre - Rules Governing the payment of grant - approved -

Home (B) Department.

G. O. (MS) No. 53 / 66 / Home.

Dated, Trivandrum, 10th February, 1966

O R D E R

The rules governing the payment of grant - in - aid to Beggar Homes (Aswasakendrams) or Poor Homes or Beggar Relief centres in the State are published for general information.

By order of the Governor.
Joint Secretary.

The payment of grant to the Beggar Homes (Aswasakendras) or Poor Homes or Beggar Relief Centres Rule 1966.

1. SHORT TITLES :- These rules shall be called the payment of grant to the Beggar Homes or Aswasakendrams or Poor Homes or Beggar Relief centres rules, 1966.

2. APPLICABILITY :- (i) These rules shall apply to the following four categories of Beggar Homes, or Aswasakendrams or Poor Homes in the matter of payment of grant namely :-

- i. These sponsored by the State Government either as pure Government institutions or a local fund institutions.
- ii. These sponsored by the State Government as grant - in - aid institutions fully financed with grants by Government.
- iii. These run by Municipalities or other local bodies or Voluntary agencies with the aid of grants by government; and
- iv. Beggar Relief Settlements at Palluruthy, Ponnuruni and Ramavarmapuram under the Municipal council of Mattancherry, Ernakulam and Trichur respectively.

2. In respect of the beggar Homes, or Aswasakendrams or poor Homes started as Government institutions under Category (i) the financial rules and regulations laid down by government applicable to similar government institutions shall be binding and in respect of institutions started as Local Fund institutions separate rules shall be framed by government.

3. In respect of each beggar Home / Aswasakendrams / Poor Homes under category (ii) the rules regulating the payment of grant and expenditure in the case of institutions under the social and moral hygiene and after care Programmes shall mutatis mutandis apply.

DEFINITION : Under these rules beggar Homes or Aswasakendrams or Poor Home shall mean either a 'work House' or a 'Special Home' declared by Government as such, under the provisions of the prevention of begging Act or under any other similar statute.

4 RATE OF GRANT : Each beggar Home or Aswasakendaram or Poor Home under category (iii) shall be given maintenance grant at the per capita rate of rupees Ten per mensem subject to a maximum of three fourth of the net boarding expenses or as decided by Government. In the case of children below the age of six the per capita grant shall be rupees eight per mensem such grant shall be payable annually. However in the case of Vanchi Poor Home, Alleppey, grant equal to the amount spent by the Municipal Council, Alleppey for the previous year out of their funds, subject to a maximum of Rupees Twelve thousand shall be paid by Government.

5. Towards grant to Beggar Relief settlements under category (iv) a sum of Rupees twenty-five thousand per annum or as decided by Government from time to time shall be paid to the respective Municipal Council subject to the following conditions:

- (i) The average number of inmates in the settlement to qualify for the grant is prescribed as hundred per day. If the average number falls below hundred, proportionate reduction in the grant shall be made.
- (ii) The Municipality shall maintain the building, furniture, equipment, etc in good conditions and they shall meet the expenses therefore.
- (iii) The entire staff shall be under the control of Municipality.
- (iv) The Municipality shall not confine itself to the grant sanctioned, but shall provide more funds from its own income for the maintenance of the institution and from other sources.
- (v) The Municipality shall produce the essentiality Certificate from the Examiner of Local Fund Accounts along with the grant - in - aid bill for every year to the Inspector General of Prisons through the Director of Municipalities. Boarding charges of the institutions under category (iii) the purpose of grant shall comprise only the following namely:-
 - i. Cost of food stuffs.
 - ii. Pay of cooks and other servants, if any employed for the purpose of cooking and serving meals.
 - iii. Cost of clothing, bedding and medical aid.
 - iv. Contingencies connected with the preparation of food such as fuel charges, electric charges, water charges etc.

7. Conditions for aid for the institutions under category (iii) in rule 2 are the following namely :-

- (i) The institutions shall satisfy the following conditions for aid :-
 - i. There shall be proper accommodation, sanitary arrangements and other facilities for the inmates
 - ii. No person other than beggars shall reside inside the home.

iii. Inmates should be segregated according to sex and age groups in each sex.

iv. There shall be a manager and / or a Managing Committee to look after the affairs of the institution.

v. The whole amount of grant shall be utilised towards the boarding charges of the inmates.

vi. The institution shall maintain proper accounts and registers on the basis of the financial year ending 31st March.

vii. The institution shall not be in receipt of boarding grant from any other Government or quasi-Government Department organisation.

viii. Inmates between the age of 6-18 should be given educational facilities.

2. An institution under category (iii) under Rule 2 shall be eligible for grant only after it has worked for one year satisfactorily.

8. Recognition by Government - No institution under category (iii) of rule 2 shall be eligible for aid except after recognition by Government. Application for recognition shall be made to Government by the Management through the Inspector General of Prisons. The application for recognition and aid shall be in the form prescribed in Appendix I accompanied by a sanitary certificate from a registered Medical practitioner and the audited statements of accounts of the previous financial year along with the audit report showing the eligible grant for the year.

Application for grant for the institution under category (iii) of rule 2.

Category (iii) of rule 2

9. The application for grant for each year shall be submitted to the sanctioning authority not later than 30th of September of each year along with the following details.

1. Sanitary certificate from a Registered Medical practitioner.

2. Audited Statements of accounts of the previous year.

3. Audit report showing the eligible grant calculated at the per capita rate of grant prescribed.

10. Institutions declared by Government as "Work Houses" or "Special Houses" as contemplated under the prevention of Begging Act or under any identical Act only are eligible for the grant.

11. The Inspector General of Prisons shall have the power to sanction the grant.

12. Procedure to draw the grant. In the case of an institution under category (iii) under rule 2, when an application with the audited statements of accounts received, the sanctioning authority shall personally inspect the institution. If he is satisfied with the functioning of the institution he shall sanction the eligible grant for the year on the basis of the audited accounts of the previous year. The year for payment of grant shall be reckoned as the financial year ending 31st March.

13. In respect of institutions under category (iii) Rule 2, grant shall be drawn by the grantees on a grant-in-aid bill countersigned by the sanctioning authority from the treasury indicated

by the sanctioning authority. The person who draws the amount shall intimate the sanctioning authority the date of encashment of the bill within a week of drawal of the amount from the treasury.

14. The grantee mentioned in sub rule (2) of Rule 16 shall forward the utilisation certificate of grant to the sanctioning authority, not later than first July of the succeeding year.

15. Expenditure - (i) Expenditure in respect of institutions under category (ii) of Rule shall be incurred only on the basis of a worked out budget duly approved by the Inspector General of Prisons.

2. All payment shall be supported by vouchers and also by stamped vouchers wherever necessary.

3. All items of dietary and other articles shall be purchased by calling tenders or quotations as prescribed by Government under the stores purchase procedure unless otherwise ordered by government in any particular case or cases.

16. Inspection of accounts - (i) The accounts of the institution shall be open for audit any time by the accountant General or by the examiner of Local Fund accounts or by a authority authorised by Government on this behalf. The auditing authority shall furnish to the sanctioning authority an annual certificate of audit of the grant drawn and certificate of utilisation of grants in respect of the grant-in-aid institutions. The sanctioning authority shall furnish the audit certificates to the Accountant General based on the auditors certificate.

2) A statement of receipts and expenditure of the grant-in-aid institutions shall be forwarded by the drawing Officer of the institution to the auditor authorised by Government within 1 months of the close of the year in such forms as may be prescribed by him from time to time.

3) The Inspector General of Prisons or his deputies authorised by him in this behalf shall conduct inspection of the accounts and other registers normally once in an year, or as often as is found necessary, so as to ensure the proper utilisation of funds and working of the institution.

The following registers and accounts shall be maintained

- a. Cash book
- b. Stock Book of stores (including provision stores)
- c. Stock and issue registers of provision stores.
- d. Attendance Register of inmates.
- e. Attendance register of staff.
- f. Bill and acquittance roll for pay of establishment.
- g. Register of sanction of expenditure.
- h. Treasury bill book.
- i. Stamp accounts
- j. Register of tapals

Fair copy register

Ledger showing the classified receipts and expenditure.

17. The Inspector General of Prisons shall suggest to Government on the request from the Beggar Home or Aswasakendram or Poor Home or Beggar Relief Centre or on his own accord, to cancel or amend any of these rules or may recommend withdrawal or suspension of recognition of grant to any such institution, as may be deemed necessary.

18. Government reserve to themselves the right to cancel or amend any one or all these rules at any time and also to withdraw or suspend recognition or grant to one or all such institutions, and without assigning any reason whatsoever.

APPENDIX

(Application under rule 9)

1. Name and full address of the institutions.

2. Name and full address of the applicant.

3. No. of convicted beggars and the total period stay after the previous year.

4. Number of voluntary admissions and the total period of stay of persons below the age of 18 for the previous year.

5. Number of voluntary admissions and the total period of stay of inmates above the age of 18 for the previous year.

6. Grant sanctioned for the previous year.

7. Per capita rate of expenditure for:

a. Convicted persons

b. Voluntary admissions above the age of 18.

c. Voluntary admission below the age of 18

8. Grant required for the Current Year.

9. Whether the accommodation and sanitation provided are sufficient.

10. Date of application.

I.....on behalf of.....

Certify that the above mentioned facts are true to the best of my knowledge and belief.

Place :

Date :

Signature of the applicant.

/ True copy /

**The Kerala Grant -In-Aid Rules for the Payment of
Boarding Grants to Orphanages And Boarding
Homes for Destitute Children.**

Issued in GO (MS) No.376/64/Home dated 17.08.1964 and published in Kerala
Gazette No. 40 dated 13.10.1964)

1. Object:

This grant - in - aid is intended to encourage socially - minded people to take up the work of care maintenance and education of unprotected children to prevent them from falling in to evil ways and to bring them up as useful citizen.

2. Types of institutions eligible for grant:

Only orphanages and boarding homes for destitute children run by private agencies in the State of Kerala which satisfy the conditions mentioned in rule 3 below shall be eligible for grant under these rules.

3. Conditions of Grant:

- a) Only children studying in recognized educational institutions and between the ages of 5 and 21 shall be eligible for the Grant .
- b) Only those Orphanages or Boarding Homes where not less than 75 % of the total number of inmates are undergoing education and are on the age group mentioned above will be entitled to receive grant under these Rules.
- c) No person other than an orphan or a destitute child shall reside in the orphanage or home as an inmate.
- d) The whole amount of grant shall be utilized towards the Boarding charges of the inmates.
- e) In each orphanage or Home there shall be proper accomodation ,sanitary arrangements and other facilities for the inmates .
- f) In each orphanage or home there shall be a Manager or Managing committee to look after the affairs of the institution .
- g) Accounts and registers as mentioned in the Appendix 1 of these rules shall be maintained in each institution
- h) The institution shall not be in receipt of any assistance from any State or Central Government or Quasi-Government for the maintenance and protection of the same children for whom maintenance grant is received from State Government .The institution may get assistance for expansion of their services, and for construction of building for accomodation . In such cases, the institution shall maintain separate accounts for the grant received from each source and shall make such arrangements for verification of the inmates getting assistance under each source distinctively.

*(1) The institutions, which are in receipt of financial assistance from sources abroad shall furnish along with the application for grant-in-aid, a certificate showing the details of such assistance received/receivable and its utilization. If no such assistance has been received or is receivable and in the case of all other institutions a Certificate to that effect shall be furnished . (See annexure II A & II B)

If it is found later in audit or inspection that assistance from sources abroad has been received by the instituion for the period (a) for which grant is claimed, the whole /part of the amount of grant given by the State Government will be recovered in lump.

Note: The term assistance from abroad means any aid in cash or kind from foreign countries/ agencies received by the institution or its parent or affiliated bodies. The government or the Director of Social Welfare will be competent to reduce the amount of grant withheld the whole amount of grant in case it is found that the grant in-aid due or received from Government together with the assistance received by the orphanage from abroad in or will be excess of requirements of the institution, refunded or extravagant or not properly accounted..

* G.O(MS)NO. 15/95/SWD dated 25 - 3 - 1995

Note: 1. The term of excess of requirement, refunded or extra vagant means any additional expenditure over and above a per capita monthly expenditure Rs: 500 (RS Five hundred only)*
 Note: 2. The total expenditure on boarding items will be divided on pro-rata basis among all orphans resident in the orphanages and the figure arrived at accordingly will surrogate for the total expenditure per eligible inmate. In calculating the total expenditure, amount spent on non-boarding items of expenditure, namely, construction and maintenance of buildings will be excluded.

EXPLANATORY NOTE

In G.O. Ms No: 192/85/SWD dated 26-9-1985 Government ordered that orphanages receiving grant-in-aid from the Social Welfare Department should furnish a certificate showing the details of assistance received from abroad. It was also specified that any additional expenditure of Rs: 500/-*** will be treated as excess and the grant from Government will be regulated accordingly. The Managements of the orphanages have pointed out that the ceiling the expenditure per orphan in residence specified in the G.O. is too low and that submission of separate audit certificates for the orphanages is difficult. The notification is intended to alleviate the difficulties pointed out by the Management of Orphanages.

4. Amount of Grant:

"The per Capita grant payable to the inmates will be Rs: 125/= p.m." #

- 1) Deleted ##
- 2) It shall not exceed the maximum payable to the institution as per the strength fixed by the government in the manner laid down in the rule 19 of these rules.

Note: The term orphan used in these Rules means a child which has lost either or both of its parents. The possession of a trifling income by the parent of the child does not necessarily exclude the child from the category of destitute. Trifling income means a gross income of Rs. 11000/-### and below per annum under all sources. Children whose parents are in receipt of gross income exceeding Rs: 11000/-### per annum shall not be eligible for any boarding grant.

5. Boarding Charges:

Boarding charges for the purpose of the grant shall comprise only the following.

- 1) Cost of food stuff such as rice, wheat, ragi, maida, dhallpeas, grams, vegetables, tapioca, meat, fish, fruits, sweets, chillies, coconut oil, onions, salt, coriander, cuminsced, tamarind, turmeric, butter-milk, spices, milk, tea, coffee, sugar, jaggery, eggs, coconuts, ghee, mustard, garlic.
- 2) Pay of cooks and other servants if any, employed for the purpose of cooking and serving meals.
- 3) Cost of clothing and bedding, special fees, stationary articles, books and medical aid.
- 4) Contingencies such as fuel charges, hewing charges, cooling charges, lighting, electric bulbs, chimneys, grinding charges, kitchen utensils, kerosine oil, matches, wicks, lamps, ropes, brooms, pulley, washing charges of clothes, water charges, S. T. on articles, barber charges, and bathing.
- 6) Purchase of Stores:- Deleted.

7) If a child admitted to an institution on or after 1st April is admitted to a recognised educational institution in the course of the same year, for the purpose of calculation of grant, that child shall be treated as undergoing education from the date of its admission to the orphanage or Home. A year for the purpose of payment of grant is reckoned to be the financial year, i.e. from the 1st of April to 31st March. A child undergoing education who completes his 18th year of age in the course of a year shall be eligible for the grant till the end of the year.

* G.O. (Ms) 192/85/SWD dated 26-9-85
 ** G.O. (Ms) 24/86/SWD dated 23-12-86
 *** G.O.(Ms)No:7/96/SWD dated 12-3-96
 # G.O.(Ms) 27/2002/SWD dated 18.11.2002
 ### G.O.(MS) 10/2000/SWD. dated 6.5.2000
 ## G.O (MS) 140/84/LA & SWD dated 4-6-1984

8 Recognition for Grant-in-Aid.

In order to be eligible for grant-in-aid from the State Government, an institution should be recognised by the Board of Control of Orphanages and Other Charitable Homes and by the State Government.

9. Application for Boarding grant shall be made only after the certificate of recognition is obtained from the Board.

10. Application for Boarding grant by institutions recognised for aid.

Application for grant for each year shall be made in the form prescribed in Appendix II and shall be submitted to the Director of Social Welfare or other officer authorized by Government to sanction the grant, not later than the 30th September of each year with the following details.

1) An audit report recommending the eligible grant as per these rules from a Chartered Accountant or a registered body of Auditors accompanied by an audited statement of accounts for the previous year.

2) A sanitary certificate from a registered medical practitioner.

3) A statement showing the period of stay of inmates for the previous year in the form prescribed in appendix V

4) A statement showing names of inmates, date of birth, date of admission to the educational institution, name of school and class in which the inmates are studying, date of removal from the orphanage, annual income of the parent or guardian if any, in respect of all inmates to whom grant is claimed in the form proscribed in appendix VI.

5) A certificate to the effect that destitution certificate in respect of all inmates for whom grant claimed have been obtained in the prescribed form and filed in the institution for verification.

11. Authority to sanction Grant:

The Director of Social Welfare or a Senior Officer of the Social Welfare Department authorized by government in this behalf shall be the sanctioning authority for the payment of grant.*

12. Procedure of payment:

On receipt of an application for payment of grant under these rules "The Director of Social Welfare or a Senior Officer of the Social Welfare Department authorized by Government as sanctioning authority" shall as soon as possible, personally inspect the institution which applied for the grant with a view to ascertain whether the education provided to the inmates is suitable, that the accounts are kept properly and up-to-date, accomodation and other facilities are sufficient and that the institution is not conducted for private profit. If he is satisfied on inspection that the institution is properly run, he shall provisionally sanction the grant

13. Destitution certificate in the forms prescribed in appendix III to these rules shall be obtained within six months from the date of admission of a child to the orphanage. The Director of Social Welfare will have the power to make a further verification of the Destitute certificate, if he considers it necessary in any case.

14. Mode of Calculation of grant:

Grant shall be calculated on the basis of the period of stay of inmates eligible for grant as per these rules. In arriving at the period of stay of eligible inmates, the following procedure shall be adopted. The attendance of the eligible inmates may be divided into two viz. children months and children days. in the case of inmates who are not present on the roll throughout months, the total days present are worked out. In all other cases the total stay of months are taken into account. Grant for the children days is worked out by dividing the total children days by 365 or 366 as the case may be, and multiplying it with annual per capita rate of grant prescribed. Grant for the children months is calculated at the monthly percapita rate of grant prescribed. The total of the two shall be the eligible grant.

* Govt. have deligated the power of inspection and sanctioning of grant to district social welfare office w.e.f 17.6.03.

15. Mode of sanction of grant:

The Payment of grant for a Year shall be on the basis of the audited accounts of the previous year. The provisional grant sanctioned under rule 12 will be subject to final adjustment on the basis of the accounts as audited by the Examiner of Local Fund Accounts.

16. Payment of Grant:

The grant shall be drawn on a grant in aid bill in the form prescribed in appendix IV counter-signed by the sanctioning authority. The grant shall be drawn from the treasury indicated by the counter signing officer.

17. Report on the The Encashment of the bill:

The Manager of the institution shall report to the sanctioning authority the date of payment of the bill within a week from the date of encashment.

18. Utilisation Certificate:

The administrative Department shall make arrangements for audit of the accounts of the orphanages for the financial year, soon after the close of the financial year and for obtaining and furnishing the utilisation certificate to the Accountant General through the Examiner of Local Fund Accounts who is the authority.

19. Fixation of strength.

Government shall fix the strength in each institution for payment of the maximum aid from time to time on the basis of the accomodation facilities and administrative and other arrangement which are available in the institution, recommended by the sanctioning authority after due enquiry. Provided that for calculation of grant, the average strength of the institution for the year can be taken into account but grant shall be limited to the strength fixed in case the average strength for that year exceeds the strength fixed.

20. Maintenance and audit of accounts:

1) The accounts of a grant - in-aid -Orphanage or Boarding home shall be maintained in such form as may be prescribed by the Examiner of Local Fund Accounts. The accounts shall be subject to audit by the Local Fund Audit Department and open for audit by the Accountant General.

2) The accounts of those Institutions which receive a grant of Rs. 30000 and above a year shall be audited in detail by the staff of the sanctioning authority.

3) If any excess payment is noticed in audit it shall be short drawn from the grant for the succeeding year

21. Submission of Returns and other statement:

The institution shall submit to the sanctioning authority the returns and other statement as prescribed from time to time.

I: Admission Register with the following columns

1. Serial No.
2. Name of inmate (State male or female)
3. Date of birth
4. Date of admission
5. Native place
6. District in which the native place is situated
7. State
8. Whether orphan or non-orphan
9. Father's Name
10. Father's Occupation
11. Mother's Name
12. Mother's Occupation
13. Father's annual income
14. Mother's annual income
15. Guardian's name
16. Guardian's occupation
17. Guardian's annual income
18. Whether protected from small-pox
19. Nationality
20. Caste
21. Mother tongue
22. Date of leaving the orphanage
23. Name of recognised educational institution the inmate is reading
24. Class in which the inmate is reading
25. Date of admission to the School
26. Date of leaving the school
27. Year in which the inmate reaches the 21st year of age
28. Remarks

The institutions shall maintain the following registers among other things

- II. Attendance Register
- III. Visitors Book
- IV. Minute Book
- V. Cash Book
- VI. Complaint Book
- VII. Office Order Book
- VIII. Staff Register
- IX. Acquittance Roll
- X. Stock and Issue Register
- XI. Ledger
- XII. School Fee Reimbursement Register

APPENDIX - II

Application for Boarding Grant to Orphanages or Boarding Homes of Destitute Children for year.....

- I. a) Name of Boarding Home or Orphanage
b) Address with Taluk and District
c) Name of Manager with address
- II. Number and date of order granting certificate of recognition by the Board.
- III. Number and date of orders of Government approving the recognition by the Board for payment of grant.
- IV. Total strength for the previous year
 - a) Orphans
 - b) Non- Orphan
 - c) Destitute Children
- V. Total strength for the current year
 - a) Orphans
 - b) Non- Orphan
 - c) Destitute Children
- VI. a) No. of inmates attending recognised school for the previous year
b) No. of inmates attending recognised school for the current year
- VII. a) Total Number of inmates reading in school and within the age limits for the previous year.
b) Total number of inmates reading in school and within the age limits for the current year.
- VIII. Educational work done for the inmates by the Management.
- IX. a) Accommodation provided for dormitories, etc.
b) Maximum strength that can be accommodated.
c) Maximum strength fixed by Government for grant - in-aid.
- X. Sanitary condition of the building and surroundings supported by a certificate from a Registered Medical Practitioner.
- XI. Net Boarding charges for the year for which grant is applied for.
- XII. Whether in receipt of Boarding grant from any other source. If so, furnish details.
- XIII. Brief description on the working of the institution.

"Certified that all the details furnished above are correct and true"

Place :

Date : *

Signature.
Designation

APPENDIX III
Destitution Certificate for an Orphan Pupil

I hereby certify that is a native of
..... State and is the son /daughter of
father and of father / mother having father and mother deceased, the
condition of this Orphan and surviving parents is so destitute as to entitle the orphan to the benefits of "the
Kerala Grant - in aid Rules for the payment of Boarding Grants to Orphanages and
Boarding Homes for Destitute Children". The occupation of the parent is
The annual gross income from all sources of the parent (s) is Rs..... per annum

Station: Signature
Date: Tahsildar
District: Taluk.
Note: This certificates should be granted to each pupil individually.

Destitution Certificate for a Non -Orphan Pupil

I hereby that certify that is a native of
..... state and is the daughter /mother and the condition of the boy or girl
and his/her parent is so destitute as to entitle to the pupil to the benefit of the "Kerala Grant in aid Rules for
the payment of boarding grants to Orphanages and Boarding Homes for Destitute Children" The occupa-
tion of the parent (s) The anual gross income from all sources of the parent (s) is
Rs..... Per annum.

Station: Signature
Date: Tahasildar
District: Taluk
Note :- This certificate should be granted to pupil individually.

ANNEXURE-1
SANITARY CERTIFICATE

I, Dr..... do hereby declare that I have inspected the building and
premises on and certify that the accomodation provided is sufficient and is properly ventilated
and lighted, is kept clean that the building is maintained in substantial repairs, that the kitchen ,bathing and
latrine arrangement are adequate and satisfactory ,that the supply on sanitation is good and hygienic.

Signature
Place:.....
Date:.....
Name and designation of the 'A' Class Registered Medical Practitioner.

(Seal)

SCHOOL CERTIFICATE

Name of School

Sl. No.	Orphanage Ad No.	Name of Pupil	Std. Division	School Admission No.	Date of Birth	Date of Admission in the School

Certified that the above inmates of are / were studying in this school during
 Place and the details given above have been verified with the school records and found correct.
 Date (Seal) Headmaster

ANNEXURE II A

CERTIFICATE

Certified that this institution has received financial assistance amounting to Rs.....
(Rs.....) from foreign sources during Which the grant is received and the utiliza-
tion certificate has been furnished separately which the counter signature of a Chartered Accountant, after
conducting the audit of the institution .

Place:
Date:

Signature
Designation
Name of institution.....
Address:

OR

ANNEXURE-II B

CERTIFICATE

Certified that no financial assistance from foreign sources has been received during
for which the grant is received .

Place:
Date:

Signature
Designation
Name of institution
Address:

Utilisation Certificate

Certified that the grant in aid of Rs.....(Rupees.....)
.....) sanc-
tioned to.....as per the order no.....dated..... of th
.....of social welfare..... and drawn from th
..... Treasury.....on has been full
utilised for the purpose for which it was sanctioned.

Date.

Signature

Countersigned

Chartered Accountant/L.F.A

Certificate of Eligibility to be Furnished by the Chartered Accountant

We have audited the accounts of for the year ended and it is reported as follows.

All payments are supported by proper vouchers.

In our opinion the books of accounts and all the registers of the institution have been correctly and properly maintained as prescribed by the rules.

The amount of grant for which the orphanage is eligible as per provisions of grant-in-aid to orphanages and Boarding Houses for destitute children in the State works out as follows :-

- Total Number of Inmates :
- Total Number of eligible inmates :
- Total Period of stay of inmates :
- Total Period of stay of eligible inmates :
- Maximum strength allowable :
- Total period of stay allowable strength :
- Maximum Amount of allowable grant of Rs. per head per month :

Net Boarding Charges :

- 1. Food
- 2. Salary to Cooks
- 3. Clothing and Boarding
- 4. Stationary
- 5. Educational expenses
- 6. Medical expenses
- 7. Washing
- 8. Fuel Charges
- 9. Electricity
- 10. Kitchen Utensils
- 11. School fees
- 12. Other Expenses

Total
Less: Disallowed

* 75 % of Boarding Charge

We hereby certify that is eligible for a grant of Rs. for the financial year are payable in as per Rules.

CHARTERED ACCOUNTANTS.

* Applicable only in the case of Foundling homes & Old Age Homes.

Kerala Gazette No. 24 dated 13 th June 1972

PART I

GOVERNMENT OF KERALA

Local Administration and Social Welfare (E) Department

ORDER

G.O.MS.96/72/LA&SWD

Dated, Trivandrum, 27 th March 1972

Government are pleased to issue the following Rules for the payment of grant -in -aid to Foundling Homes run by Voluntary institutions in this State. These Rules will come into force at once.

By order of the Governor,
Secretary.

RULES GOVERNING PAYMENT OF GRANT TO FOUNDLING HOMES

Object:- This Grant -in-aid is intended to promote socially minded people to take up the work of care, maintenance and protection of neglected babies.

- 1 (a) These Rules may be called "Rules Governing payment of Grant to Foundling Homes 1967"
- (b) 'Neglected Babies' shall mean babies forsaken destitute, Orphans, wandering without either mother or father or both.

2. Types of Institutions eligible for grant:-

Institutions run by private agencies in the state of Kerala which satisfy the conditions under Rule 3 alone will be eligible for grant under these rules.

Kerala Gazette No. 24 dated 13 th June 1972
PART I

GOVERNMENT OF KERALA
Local Administration and Social Welfare (E) Department

ORDER

G.O.MS.96/72/LA&SWD

Dated, Trivandrum, 27 th March 1972

Government are pleased to issue the following Rules for the payment of grant -in -aid to Foundling Homes run by Voluntary institutions in this State. These Rules will come into force at once.

By order of the Governor,
Secretary.

RULES GOVERNING PAYMENT OF GRANT TO FOUNDLING HOMES

Object:- This Grant -in-aid is intended to promote socially minded people to take up the work of care, maintenance and protection of neglected babies.

- 1 (a) These Rules may be called "Rules Governing payment of Grant to Foundling Homes 1967"
(b) 'Neglected Babies' shall mean babies forsaken destitute, Orphans, wandering without either mother or father or both.

2. Types of Institutions eligible for grant:-

Institutions run by private agencies in the state of Kerala which satisfy the conditions under Rule 3 alone will be eligible for grant under these rules.

3. Conditions of Grant:-

The institutions shall satisfy the following conditions for aid :-

- i) The institution should be one recognised by the State government.
- ii) Babies below the age of the five years shall be eligible for the Grant.
- iii) No person other than the babies and the ayahs taking care of them shall reside in the Home.
- iv) There shall be a Manager and Managing Committee to look after the affairs of the Home.
- v) There shall be proper accomodation, sanitary arrangements and other facilities for the inmates.
- vi) Accounts and registers as mentioned in appendix -I of these rules shall be maintained.
- vii) Certificate in the form prescribed in Appendix -VI of these rules shall be obtained in respect of each inmate from the concerned Tahasildars.
- viii) The institution shall not be in receipt of boarding grant from any other Government or Quasi Government sources.
- ix) A minimum number of ten inmates should be in the Home.
- x) Children in between the ages of three and five are given training in Nursery Schools according to aptitude.

4. Amount of grant

A per capita grant of Rs. 8 p.m. in the case of institutions situated in places other than hill stations and Rs. 10 p.m. in the case of institutions situated in places of hill stations or at any other rate prescribed by Government from time to time as worked out under rule 12 of these rules shall be paid subject to the following conditions:-

- i) The grant shall not exceed three fourths of the net boarding expenses.
- ii) It shall not exceed the maximum payable to the institutions as per the strength fixed by the Government in the manner laid down in the Rule 17 of these Rules.

5. Boarding Charges:-

Boarding charges for the purpose of the grant shall comprise only of the following :-

- i) Cost of food stuff such as milk, rice, wheat, ragi, maida, dhals, peas, grains, sweets, chillies, coconut oil, onions, salt, coriander, cuminseed, tamarind, turmeric, butter milk, spices, tea, coffee, sugar, jaggery, eggs, coconut, ghee, mustard, garlic etc.
- ii) Pay of cooks and other servants if any, employed for the purpose of cooking and serving meals.
- iii) Pay of Ayahs, nursing the children.
- iv) Cost of clothing and bedding, toys, special fees, stationery articles, books and medical aid, and
- v) Contingencies such as fuel charges, hewing charges, cooly charges, lighting, electric bulbs, chimneys, grinding charges, kitchen utensils, kerosine oil, matches, wicks, lamps, rops, brooms, pully, washing charges of clothes, water charges, S.T. on articles, barber charges and bathing.

6. A child undergoing education who completes his /her fifth year of age in the course of a year shall be eligible for the grant till the end of the year. A year for the purpose of payment of grant is reckoned to be the financial year (ie. from the First of April to 31st March)

7. Purchase of Stores and other Articles

Articles for boarding purposes shall be purchased by the Managing Committee from the local market at the cheapest sources and wherever possible by inviting quotations.

8. Application for Boarding Grant by institution recognised for aid:

Application for Grant for each year shall be made in the form prescribed in Appendix II & shall be submitted to the sanctioning authority not later than 30th September of each year with the following details:-

- i) A sanitary certificate from a Registered Medical Practitioner in the form prescribed in Appendix III

- ii) A statement showing the actual period of stay of inmates for the previous year in the form prescribed in Appendix -IV
- iii) Statement showing names of inmates ,date of birth ,date of admission to the institution and nursery or other schools, date of removal from the institution in respect of all inmates for whom grant claimed in the form prescribed in Appendix -V.
- iv) An audit report recommending the grant as per these Rules from a Chartered Accountant or a Registered Body of Auditors accompanied by an audited statement of accounts for the previous year .
- v) A certificate to the effect that the certificates prescribed in sub rule vii of Rule 3 have been obtained and filed in the institution for verification for all inmates for whom grant is claimed

9 **Medical Examination.**

Each child shall be examined by a Registered Medical Practitioner at least twice in a year and his opinion about the health condition shall be recorded in a Journal. The Manager of the institution shall act according to the instructions issued by the Medical Practitioner

10. **Authority to sanction grant.**

The officer authorised by government in this behalf shall be the sanctioning authority of grant to the institutions which are recognised by Government.

11. **Procedure of Payment.**

On receipt of an application along with enclosures specified in rule 8 the sanctioning authority shall personally inspect the institution, he shall also make such enquires on the bonafied functioning of the institution as are deemed fit. If he is satisfied with its functioning he shall provisionally sanction the grant for the year on the basis of the audited accounts of the previous year. The year for payment of grant shall be reckoned as the financial year ending 31st March.

12. **Mode of Calculation of grant.**

Grant shall be calculated on the basis of the period of stay of inmates eligible for grant as per these rules. In arriving at the period of stay of eligible inmates for a year, the following procedure shall be adopted by the auditor.

The attendance of the eligible inmates may be divided into two—Children months and children days. In the case of inmates who are not present on the roll through out a month the total days present are worked out. In all other cases the total stay of months are taken into account. Grant for children days is worked out by dividing the total children days by 365 or 366 as the case may be and multiplying it with the annual per capita rate of grant prescribed. grant for the children month is calculated at the monthly per capita grant prescribed in rule 4. The total of the two shall be the eligible grant.

13. **Payment of grant.**

The grant shall be drawn in the bill form T.R.42 as prescribed in the K.T.C. Vol .II and duly countersigned by the sanctioning authority or his deputy in his absence and shall be drawn from the treasury indicated by the counter signing officer.

14. **Report on the encashment of the bill:**

The Manager of the institution shall report to the sanctioning authority the date of drawal of the amount from the treasury with in a week

15. Final fixation grant.

The grant sanctioned under rules II shall be provisional and will be subject to final adjustment on the basis of the year's account as audited by the Examiner of Local Fund Accounts.

16. Utilisation Certificate.

The grantee shall forward the utilisation certificate soon after the close of the financial year not later than 1st of June of the succeeding year to the sanctioning authority who shall forward it to the Accountant General after due verification in the form prescribed in appendix VII.

17. Fixation of strength :

Government shall fix the strength in each institution for payment of maximum aid from time to time on the recommendation based on the enquiry report of the sanctioning authority.

Provided that calculation of grant-in-aid, the average strength for in the year can be taken to account, but grant in aid shall be limited to the sanctioned strength in case the average strength for that year exceeds the sanctioned strength.

18. Receipt.

All receipts inclusive of the grant received shall be accounted for in the Cash Book on the dates of receipt itself and proper receipts may be issued by the Manager.

19. Expenditure.

Expenditure incurred and shown in the Cash Book shall be supported by proper vouchers, Stamped vouchers wherever necessary, may be obtained.

20. Maintenance of accounts : & Audit.

i) The accounts shall be maintained in such forms and manners as are prescribed by the sanctioning authority or by the Examiner of Local Fund Account. The accounts shall be subject to audit by the Local Fund Audit Department and open for audit by the Accountant General.

ii) The accounts of those institutions receiving a grant of Rs 30000 and above a year shall be audited in detail by the staff deputed by the sanctioning authority.

iii) If any excess grant is found to have been drawn during a year on audit of accounts, the excess drawn shall be refunded to government or adjusted from the grant payable for the succeeding years.

21. Submission of return and other statements.

The institution shall submit to the sanctioning authority the returns and other statements as prescribed from time to time.

22. Government reserve to themselves the right to cancel or amend any one or all of these rules at any time and also to withdraw or suspend recognition or payment of grant to any one or all such institutions.

66

APPENDIX I

- i. Admission Register (With the following Columns)
- a) SI.NO.
 - b) (i) Name of child b) (ii) Sex
 - c) Date of birth
 - d) Date of admission
 - e) Native place (Village, Taluk, District, and State)
 - f) Parents Name (Father's name and occupation) (Mother's name and occupation)
 - g) Name and address of guardian with annual income
 - h) Date of discharge
 - i) Remarks

The institution shall mention the following registers among other things.

2. Attendance Register of inmates.
3. Attendance Register of staff
4. Cash Book
5. Stock and issue Register
6. Ledger
7. Minutes Book
8. Acquittance Roll
9. Complaint Book
10. Visitors book
11. Medical Officer's Journal

APPENDIX II

Application for Boarding grant for the year 20

1. Name and address of the institution.
 2. Address of the applicant
 3. Number and date of recognition order issued by Government.
 4. Strength fixed by government for aid
 5. Average number of inmates for the previous year.
 6. Total expenditure for the previous year
 7. Whether in receipt of Boarding grant from any other source, If so give details.
 8. Brief description on the working of the institution.
 9. Sanitary condition of the building and surroundings, supported by a certificate from a Registered Medical Practitioner.
 10. Net Boarding charges for the year for which grant applied for.
 11. Amount of grant applied for.
- "Certified that all the details furnished above are correct and true"

APPENDIX III

I have inspected
(name of the institution) on and to certify that the
sanitary arrangements available are satisfactory.

(Seal)

Station:

Date:

Name

Designation
(If Registered Medical Practitioner
note the Register Number also)

(OR as prescribed under G.O (M.S)376/64/Home dated 17.8.64 specified in Annexure III of grant-in-aid to orphanages)

Statement Showing date of birth, name, etc. (i. e. Extract of Admission Register) APPENDIX - V

1	Serial No
2	Admission No
3	(a) Name of inmate (b) Sex
4	Date of Birth (as reported by the medical practitioner according to his opinion)
5	Date of Admission
6	Whether proper immunisation given
7	Date of Discharge
8	Whether attending nursery school, if so, name of school
9	Year in which the inmate attains 5th year of age
10	Whether certificate regarding neglected baby obtained from the Tahsildar
11	Remarks

APPENDIX VI

Certified that (name) admitted on (date) in the (address of the institution) is a neglected baby and will come with in the purview of the rules Governing payment of Grant to Foundling Home Rules ,1967.

Date:
Station:

Signature of Tahsildar

Taluk

Note:-The Deputy Tahasildar may also issue the above certificates.

APPENDIX VII

UTILISATION CERTIFICATE

Certified that the grant of Rs.....(in words also)..... Sanctioned to,.....(address of the institution) for the year by the in his order No..... dated and drawn by the Manager of this institution from government Tressury at on..... has been fully utilized for the purpose for which it has been sanctioned within the stipulated period.

Place:

Manager

Date:

Address

Counter signed

GOVERNMENT OF KERALA

ABSTRACT

Social Welfare - Scheme for payment of grant - in - aid to Voluntary Organisations / Institutions running Homes for the Physically Handicapped Persons - Rules Approved - Orders Issued,

SOCIAL WELFARE (M) DEPARTMENT

G. O. MS. No. 10 / 86 / SWD

Dated, Trivandrum, 16th April 1986

Read : Letter No. HWAI - 6097 / 84 dated from the Director of Social Welfare, Trivandrum, 21 - 5 - 84

2. Letter No LF - 20048 / RIB / 85 from the Examiner of Local Fund Accounts, Trivandrum.

ORDER

At present the Homes for the physically handicapped persons run by voluntary organisations/institutions are not given any financial assistance by Government. It is considered necessary to provide financial assistance to such organisations for maintaining Homes for the physically handicapped persons. Sanction is, therefore, accorded for implementation of a scheme for payment of grant-in-aid to voluntary organisations running homes for the physically handicapped persons.

2. The Rules for the implementation of the scheme are appended to this order.

3. The Director of Social Welfare will forward necessary proposals for providing funds for the implementation of the scheme this year.

By Order of the Governor,
Additional Secretary

RULES FOR PAYMENT OF GRANT-IN-AID TO THE HOMES FOR THE PHYSICALLY HANDICAPPED PERSONS RUN BY VOLUNTARY ORGANISATIONS/INSTITUTIONS

OBJECTIVE :-

The Homes for the physically handicapped persons run by the Voluntary Organisations./ Institutions are not given any Financial assistance from Government at present. As a token of Government's interest in the Welfare of the physically handicapped persons, it is considered necessary to provide some financial assistance to such organisations / institutions maintaining homes for the physically handicapped persons.

2. SHORT TITLE :-

These Rules may be called 'the Rules for payment of Grant-in-aid to the Homes for the Physically Handicapped Persons run by Voluntary Organisations / Institutions'.

DEFINITIONS :-

In these Rules, unless the context otherwise requires :-

(a) 'blind' means a person who suffers from any one or more of the following defects; namely :-

- i) total absence of eye sight;
- ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses;
- iii) limitation of the field of vision subtending an angle of 20 degree or worse.

(b) 'Deaf, means a person where sense of hearing is non-functional for ordinary purposes of life and who does not hear or understand sound at all even with amplified speech and who has hearing loss more than 70 decibiles in the better ear (profound impairment) or total loss of hearing in both ears.

(c) 'Home for Physically Handicapped Persons' means any Centre or Home run by any voluntary organisation / instituton providing shelter, food, clothing etc to the physically handicapped persons.

(d) 'mentally retarded' means, for the purpose of these Rulse, the mentally retarded persons where intelligence quotient (IQ) is less than 75.

Explanation: A person shall be deemed to be mentally retarded if his or her mental retardation refers to sub average general intellectual functioning which originates during the developmental period and is associated with impairment in adaptive behaviour.

(e) 'Orthopaedically disabled' means a person who has physical defect or deformity which causes intereferece with the normal functioning of the bones, muscles and joints.

(f) "Orthopaedically handicapped" means a person who is having disability not less than 40% as per the Mc Bride Scale.

(g) "Physically Handicapped Persons" means a person who is blind, deaf, orthopaedic disabled and the mentally retarded.

4. Financial assistance under these Rules shall be paid in the form of grant-in-aid to support the voluntary organisations/institutions for running the homes for the physically handicapped persons. This does mean that the Government shall meet in full the expenditure required for proper maintenance and care of the inmates. The amount required in addition to the grant-in-aid will have to be met by the management.

5. Grant-in-aid under these Rules shall be paid only to an organisation/institution which is recognised by the Director of Social Welfare for the purpose.

6. The grant-in-aid will be calculated on per capita basis of Rs. 60/- (Rupees Sixty) only per inmate per month.

Provided that the number of inmates in an institution shall be approved by the Government before the payment of grant-in-aid under these Rules.

7. The institution / organisation can claim grant-in-aid only in respect of those inmates who have been provided shelter, food, cloth etc. by the institution continuously for a period of 6 months preceding the period from which grant-in-aid is to be claimed and paid.

8. The institution shall not be eligible for grant-in-aid in respect of the following categories of inmates, namely:-

- (a) The physically handicapped persons who is in receipt of pension, or any other assistance from the State or Central Government or any other voluntary organisation.
- (b) The physically handicapped person, whose parental income exceeds Rs. 3,600/- (Rupees Three thousand and Six hundred only) per year.

9. The institution shall be eligible to get grant-in-aid only in respect of those inmates who have produced medical certificates issued by a Medical Specialist in the concerned discipline and income certificate issued by the Village Officer concerned. These certificates shall be kept in the institution in the order of admission and shall be produced for inspection as and when called for by the Officers of Social Welfare Department and Local Fund Audit Department.

10. The institution shall fulfil the following conditions for the purpose of financial assistance under these rules namely:-

- (i) The home for the physically handicapped person shall be an institution registered under Travancore - Cochin Literacy, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955)-or under the Societies Registration Act, 1860 (Act XXI of 1860) and in the case of organisations which run such homes, such organisations shall be under the Acts mentioned above or under any other law for the time being in force relating to the registration of Charitable institutions.
- (ii) The Organisation should have functioned to the satisfaction of the Director of Social Welfare atleast for a period of 2 years since its registration.
- (iii) It shall have a properly constituted managing body.
- (iv) It shall not be an institution run for the profit of any individual or group of individuals. It shall apply its profits, if any, or other income in promoting its object and prohibit the payment of any dividend or distribution of any income or profits among its members.

(v) It shall have facilities for the rehabilitation of the inmates either arranged by itself or arranged in collaboration with any other institution.

(vi) It shall own and possess buildings having accommodation facilities at the rate of 30 dormitory space per inmate and adequate facilities for sanitation, recreation, study etc.

(vii) It shall be secular in character.

11. There shall be separate accommodation for both sex and the inmates shall be grouped as follows on the basis of age.

- a) Those who are below the age of 18 years.
- b) Those who are within the age group of 18 to 45 years; and
- c) Those who are above 45 years.

12. The accounts of the institution receiving grant-in-aid shall be open for inspection by the director of Social Welfare or any officer authorised by him and by the officers of Local Fund Audit Department.

13. The institution shall apply for grant-in-aid under these Rules in the form prescribed by the Director of Social Welfare.

The institution shall forward copies of its annual accounts for a year, namely statement of receipts and expenditure, balance sheet etc. to the Director of Social Welfare and to the District Examiner of Local Fund Accounts concerned within three months from the close of every financial year.

14. Grant-in-aid for a year will be sanctioned based on audited accounts relating to previous year.

15. The Director of Social Welfare may sanction advance payment of grant subject to the maximum of 50% (Fifty percent only) of eligible grant.

16. The institution shall furnish a utilisation certificate in the form prescribed by the Director of Social Welfare within one year from the date of receipt of Grant-in-aid.

17. The institution receiving Grant-in-aid under these rules shall put up a board in a conspicuous place in the vicinity of the institution with the inscription 'Aided by the Government of Kerala, Department of Social Welfare'.

18. The institution shall maintain the following registers among other namely:

- a) Administration Register
- b) Attendance Register
- c) Book of accounts such as Register of Receipts, Register of Expenditure, Cash Book, Stock Register
- d) Inspection Diary
- e) Visitors' Diary; and
- f) Any other Register as may be prescribed by the Director of Social Welfare from time to time.

19. In case there is any fall in the number of inmates, who were considered for calculation of grant-in-aid in the previous year the fact shall be immediately be reported to the Director of Social Welfare, but in any case not later than one month.
20. The institution may receive financial or other assistance under any other scheme of State or Central Government or any other agency for the development projects for the rehabilitation of the disabled, but shall inform the Director of Social Welfare the complete details of such assistance within a period not exceeding one month from the date of sanction of such assistance by the State or Central Government or other agencies.
21. The Director of Social Welfare shall be competent to withhold or cancel the grant-in-aid to any institution on any reasonable ground for such time as he may deem fit.
22. The institution receiving grant-in-aid under these Rules shall abide the provisions in the rules as amended from time to time and also abide the instructions, if any, issued by the Director of Social Welfare from time to time.
23. Government shall have the power to exempt any institution from the operation of the rules for reasons to be recorded in writing.

FORM - A

FORM OF APPLICATION FOR RECONDITION FOR
THE REHABILITATION HOMES FOR THE DISABLED.

Note: 1) Score out portions not applicable.

2) Use additional sheets if necessary.

3) Complete all columns legibly and correctly.

4) Inmates who are not in receipt of financial assistance under any other scheme of the Central/State Govts; for Local Bodies alone are eligible for the per capita maintenance grant under this scheme.

1. Name of the Institution and postal address.

2. In case the Institutions is managed by some other charitable organisation give the name and postal address of the organisation.

3. The Act under which the Institution / organisation is registered.

4. Registration No. and date.

5. Date of Commencement of the Institution / Organisation.

6. Details of building / buildings :-
(Specify carpet area in Sq. ft.)

(a) Dormitory

(b) Recreation facilities

(c) Sanitation

(d) Study Room

7. Maximum No. of inmates for whom the existing facilities are sufficient.
(@ 30 sq. ft per inmate for dormitory)

8. Age group, Category and sex of the inmates

(a) Up to 18 years

(i) BlindNos. male.....Nos. female..... Nos.

(ii) Deaf.....Nos. male..... Nos. female Nos.

(iii) Orthopaedically handicapped.....Nos. male.....Nos. female..... Nos

(iv) Mentally RetardedNos. male.....Nos. female..... Nos

(b) 18 to 45 years

- (i) Blind Nos. male Nos. female Nos.
- (ii) Deaf Nos. male Nos. female Nos.
- (iii) Orthopaedically handicapped Nos. male Nos. female Nos.
- (iv) Mentally Retarded Nos. male Nos. female Nos.

(c) Above 45 years

- (i) Blind Nos. male Nos. female Nos.
- (ii) Deaf Nos. male Nos. female Nos.
- (iii) Orthopaedically handicapped Nos. male Nos. female Nos.
- (iv) Mentally Retarded Nos. male Nos. female Nos.

9. No. of inmates who are not in receipt of financial assistance under any other scheme of the Central / State Govts. or Local Bodies.
10. Sources of funds for the maintenance of inmates.
11. Details of arrangements made for the Rehabilitation of the inmates.
12. Additional information if any
13. Documents to be attached :-

- (a) Attested copy of Registration Certificate
- (b) Copy of the Registered bylaw
- (c) List of members of the managing body

DECLARATION

- (a) The information furnished above are true to the best of my knowledge and belief
- (b) I undertake to abide by the Rules regulating the per capita maintenance gra

Place :
Date :

Name :
Signature :
Designation of the head of the Institution / Organisation

FORM - B

Form of application for per capita maintenance grant for Rehabilitation Homes
for the Disabled

- Note
- 1) Score out the portions not applicable
 - 2) Complete all columns legibly and correctly
 - 3) Inmates who are not in receipt of financial assistance under any other scheme of the Central / State Govt. or Local Bodies alone are eligible for the per capita maintenance grant under this scheme.)

1. Name and postal address of the Institution / Organisation :
2. No. of recognition assigned to the institution :
3. Total No. of inmates :
4. No. of inmates for whom per capita maintenance grant is claimed :
5. Period to which the claim relates :
6. No. of inmates who are not in receipt of financial assistance under any other scheme of the Central/State Govts. or Local Bodies :
7. No. and date of previous sanction of grant if any :
8. Name of the S. B. T. where the Institution has transactions. :
9. Additional information if any :
10. Documents to be attached:-
 - a) Certificate of Utilization of previous grant if any :
 - b) Audited statement of accounts of the institution for the previous year :

DECLARATION

The above information are true to the best of my knowledge and belief.

Place :

Date :

Name

Signature

Designation of the head of the
Institution / organisation

FORM C

Form for Furnishing Utilization Certificate

Certified that a sum of Rs
 for the maintenance of inmates of (here enter the name and address
 of the institution/organisation).....
 for the year sanctioned by the Director of Social
 Welfare, Government of Kerala, vide order No has been fully and properly
 utilized for the purpose for which it was sanctioned within the period from
 to..... It is also certified that the institution has incurred an additional expenditure
 of Rs..... towards the maintenance of inmates out of its own resources during
 above period. The above expenditure is fully supported with proper vouchers.

Chartered Accountant.

Place:

Date:

FORM - D

FORM OF APPLICATION FOR SANCTIONING ADDITIONAL MEMBER OF INMATES

Note:

- 1. Score out portions not applicable.
- 2. Use additional sheets if necessary.
- 3. Complete all columns legibly and correctly.
- 4. Inmates who are not in receipt of financial assistance under any other scheme of the Central/State Govts. or Local Bodies alone are eligible for the per capita maintenance grant under this scheme.

- 1. Name of the Institution / Organisation and postal address
- 2. No. of recognition assigned to the Institution / Organisation
- 3. Existing number of inmates
- 4. Additional No. of inmates for which sanction is now required
- 5. Age group, category and sex of the additional inmates

(a) Up to 18 years

- (i) Blind.....Nos. male..... Nos. female..... Nos.
- (ii) Deaf..... Nos. male.....Nos. female.....Nos.
- (iii) Orthopadically handicapped.....Nos. male.....Nos. female.....Nos.
- (iv) Mentally Retarded.....Nos. male.....Nos. female..... Nos.

(b) 18 to 45 years

- (i) Blind.....Nos male..... Nos. female.....Nos.
- (ii) Deaf.....Nos. male..... Nos. female.....Nos.
- (iii) Orthopadically handicapped.....Nos. male.....Nos. female.....Nos.
- (iv) Mentally Retarded.....Nos. male..... Nos. female..... Nos.

(c) Above 45 years

- (i) Blind.....Nos male..... Nos. female..... Nos.
- (ii) Deaf..... Nos male..... Nos. female..... Nos.

- (iii) Orthopaedically handicapped Nos. male Nos. female.....
- (iv) Mentally Retarded Nos male..... Nos. female.....

6 Additional facilities available for the additional No. of inmates
(Specify carpet area in sq. ft.)

- a) Dormitory
- b) Recreation facilities
- c) Sanitation
- d) Study room

7. Additional information if any

DECLARATION

- (a) The information furnished above are true to the best of my knowledge and belief
- (b) I undertake to abide by the Rules regulating the per capita maintenance gra

Place :

Name :

Date :

Signature :

Designation of the head of the Institution, Organisation

G.O.M.S.No. 93/Home dated 9.3.92

THE GRANT IN AID RULES

(For institutions for the Old Aged and Infirm, run by Private agencies) of the Social Welfare Department.

1. **ELIGIBILITY:-** Institution Run By Private agencies within the state of Kerala for the maintenance care and protection of old aged and infirm person of either sex and eligible to get grants provided here under.

2. **MINIMUM STRENGTH OF THE INSTITUTIONS:-**

There should be minimum number of 15 inmates (who are not in receipt of regular income or help from other sources or Government, continuously maintained by the institutions every month in a year. Admission should be free to all deserving cases, without restriction regarding religion ,caste or any other similar considerations.

3. **WHEN BECOMES ELIGIBLE:-** An institution will become eligible for grant only after it has worked for two years.

4. **RECOGNITION:** - Government shall first recognize as institution for the payment of grant on the application made by the management of the institution after working for one year and on the recommendation of the Inspector General of Prisons who shall get the audited accounts for the financial year just preceeding to the date of application and personally inspect the institution to know the accomodation facilities, sanitary conditions, health conditions and the care and protection given to the inmates and satisfy himself that the institution is properly worked before making the recommendation. Actual payment of grant will be after one year of satisfactory working from the date of recognition. The Government may fix the maximum number of inmates in each institution for whom aid will be given.

5. **AUTHORITY TO SANCTION GRANTS:-** The Inspector General of Prisons shall have the power to sanction the Grant for each year to the institutions recognised for grant by the Government has provided in Rule 4 of these Rules.

6. **AMOUNT OF GRANT:-** A per capita Grant of Rs.60/ per mensom or an amount not exceeding 3/4 of the total audited amount of boarding charges wichever is less may be paid as boarding grant to each institution. The grant will be paid in arrears.

7. **BOARDING CHARGES FOR THE PURPOSE OF GRANT:-** The Boarding charges shall comprise only the following:-

- 1) Cost of food stuff
- 2) Pay of cook and other servants if any employed for the purpose of cooking and serving food.
- 3) Cost of clothing and bedding.
- 4) Contingencies ie sundry expenses connected with the procuring of ration articles and purchase of cooking and eating vessels, fuel etc required for cooking and serving.

8. Grant for a year is payable to each institution in one lump instalment after the close of the year, on the basis of the statement of accounts of that year, audited by the authorities prescribed by the government from time to time for the purpose. Quarterly advance for each quarter may however be given on application if the government are satisfied that the institution cannot be run without such advances. The amount of such advance grant will be adjusted against the final grant to be paid for that year for which the advances are paid.

9: **MAINTENANCE OF ACCOUNTS :-** In the institution, the account shall be maintained in such form as may be prescribed by the Examiner of Local Fund Accounts and the accounts shall be open for inspection by the Inspector General of Prisons, The Examiner of Local Fund Accounts, or the Accountant General.

10. APPLICATION FOR GRANT:- Application for grant shall be forwarded in the prescribed form (APPENDIX II) to the Inspector General of Prisons, so as to reach him not later than the 1st of June of every year with the accounts of the financial year for which grant is applied for, duly audited by the authorities prescribed by the Government for time to time for the purpose along with the attendance statement and certificate of sanitary conditions and accommodation facilities from the Public Health Authorities concerned.

11. INSPECTION BY THE INSPECTOR GENERAL OF PRISONS:- The Inspector General of Prisons after getting the application and audited accounts shall inspect the institutions and satisfy himself that the institution is satisfactorily working and requires aid from Government. Grant shall be sanctioned only after such inspection.

12. PROCEDURE FOR CLAIMING GRANT:- On receipt of the sanction of grant from the Inspector General of Prisons, the persons in charge of institutions (i.e. Proprietor, Manager, Secretary or Correspondent) shall draw up a bill in Form No. 71 of the Travancore Financial and Account Code Vol. II and submit it in duplicate to the Inspector General of Prisons for countersignature. On getting it back duly countersigned it may be presented to the Treasury concerned and encashed. Amount of grants drawn shall be deposited in the Treasury or in a Bank approved by the sanctioning Authority in the name of the Institution and shall be drawn only according to actual requirements by the person authorised in this behalf.

13. CERTIFICATE OF ENCASHMENT :- A Certificate of encashment, showing dates of drawal, credit in the cash book and deposit in the Bank shall be sent to the Inspector General of Prisons within a week of the encashment of the bill.

14. UTILISATION OF GRANTS :- i) The grant given shall be utilised only for the purpose for which it is sanctioned.

ii) Any amount of grant sanctioned to an institution if not utilised, shall be refunded to Government under proper intimation to the Inspector General of Prisons.

iii) The grant once paid is liable to be withdrawn if the sanctioning authority has reasons to believe that it is not likely to be utilised for the purpose for which it is granted.

iv) The sanctioning authority concerned shall obtain the utilisation certificates from the institutions in respect of the grant paid to them and forward the same to the Accountant General after due verification.

15. AS THE PAYMENT OF grant under rules 3 and 4 can commence only after a period of two years, and as there is a plan Scheme which has to be implemented without delay, the Government may grant ad hoc recognition to existing deserving institutions and also authorise the payment of grant from 1961-62 onwards on the basis of the audited statement of accounts of the previous year.

* Rule 6,8, 10, and 14 amended as per G. O. Ms 453/ Home dated 28/8/ 1962.

THE INSTITUTION SHALL MAINTAIN THE FOLLOWING
REGISTERS AMONG OTHER THINGS

84

1. Attendance register of inmates.
2. Attendance register of staff.
3. Cash Book.
4. Bank accounts (Pass Book)
5. Ledger
6. Stock & Issue register
7. Acquittance rolle
8. Complaint Book
9. Visitor' s Book
10. Office Order Book

APPENDIX - II
Application for Grant

Pre serial Number: Number of certificate of Recognition and date:

1. Name of Institution:
2. Under whose Management:
3. Location:
4. Housed in rental buildings or own:
5. Date of opening:
6. a. Number of inmates for the previous year:
b. Number of inmates during the year
(with age groups).
7. Probable expenditure for the year:
8. Required grant:
9. Annually (year to be specified):
10. Year for which it is required :
11. Receipts from main sources:
12. Brief discription on the working of the institution:
13. a. Number and date of order of Government approving the recognition for payment of Grant.
b. Total strength of inmates for the previous year.
(i) Old Aged
(ii) Infirm
c) Total strength for the current year
(i) Old Aged
(ii) Infirm.

CERTIFIED that all the details furnished above are correct and true

Station
Date

Signature

Designation

APPENDIX - 1
ADMISSION REGISTER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Serial No	Admission No	Name of inmates	Relative if any	Date of Birth	Age	Caste, religion previous history if any	Previous place of settlement if any	Height and weight admission	Marks of identification	General Health condition	Date of admission	Details of property, if any received	Initials of the Manager in token of having received the property	Remarks showing how the inmate has been discharged	State of health and weight on the date of discharge	Remarks

CERTIFICATE OF INFIRMITY

Sl. No.	Admission No.	Name	Age	Details of Infirmity	Remarks
---------	---------------	------	-----	----------------------	---------

Certified that I have examined the above inmates of the -----
 ----- and found them to be suffering from the infirmities noted
 against each and which make them eligible for the grant as per the provisions of the Act.

Place:
 Date:

Name and signature of the
 Medical Officer with Regd. No.

-Seal-

APPENDIX III

UTILISATION CERTIFICATE

Certified that the grant-in aid of Rs. -----
 (Rupees -----) sanctioned ----- to
 as per the order No. ----- dated ----- of the
 ----- District Social Welfare Officer ----- and drawn
 from the ----- Treasury ----- on -----
 ----- has been fully utilised for the purpose for which it was sanctioned.

Date

Signature

Countersigned

87

APPENDIX - 1
(b)
BANK ACCOUNTS

Date of Transaction	Deposit	Withdrawal	Balance in Bank	Remarks.
---------------------	---------	------------	-----------------	----------

APPENDIX - 1
(c)
Stock Book of Stores excluding provision Stores

Name of article

Date	Balance B/F	Brought in to stock	Total	Disposal by sale or written off otherwise	Balance remaining	Deduction depreciation value by wear & tear @ 5% of the Value	Value of net Balance	Remarks
------	-------------	---------------------	-------	---	-------------------	---	----------------------	---------



കേരള സർക്കാർ
സംഗ്രഹം

97

സാമൂഹ്യനീതി വകുപ്പ് - സാമൂഹ്യസുരക്ഷാ പെൻഷനുകൾ/ധനസഹായങ്ങളുടെ നിരക്ക് വർദ്ധിപ്പിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

സാമൂഹ്യനീതി (സി) വകുപ്പ്
സ.ഉ.(സാധാ) നം. 571/2014/സാനീവ തിരുവനന്തപുരം, തീയതി. 10.09.2014.

പരാമർശം: 12.07.2013 ലെ ധനവകുപ്പിന്റെ സ.ഉ.(പി) 339/2013/ധന നമ്പർ ഉത്തരവ്

ഉത്തരവ്

2014-15 ലെ ബഡ്ജറ്റ് പ്രസംഗത്തിൽ സാമൂഹ്യസുരക്ഷാ പെൻഷനുകളുടെയും ധനസഹായങ്ങളുടെയും നിരക്കുകൾ വർദ്ധിപ്പിക്കുന്നതായി പ്രഖ്യാപിച്ചിരുന്നു. ഈ പ്രഖ്യാപനത്തിന്റെ അടിസ്ഥാനത്തിൽ സാമൂഹ്യനീതി വകുപ്പ് മുഖേന നടപ്പിലാക്കി വരുന്ന വിവിധ സാമൂഹ്യ സുരക്ഷാ പെൻഷനുകൾ താഴെ പറയും പ്രകാരം വർദ്ധിപ്പിച്ചു ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

നമ്പർ	പെൻഷൻ	നിലവിലെ നിരക്ക് (രൂപ)	വർദ്ധിപ്പിച്ച നിരക്ക് (രൂപ)
1	അഗതി (വിധവാ) പെൻഷൻ	700	800
2	വികലാംഗ പെൻഷൻ	700	800
3	വികലാംഗ പെൻഷൻ - 80% ഉം അതിനു മുകളിലും വൈകല്യം ഉള്ളവർക്ക്	1000	1100
4	50 വയസ്സ് കഴിഞ്ഞ അവിവാഹിതരായ സ്ത്രീകൾക്കുള്ള പെൻഷൻ	700	800
5	ഇന്ദിരാഗാന്ധി ദേശീയ വാർദ്ധക്യകാല പെൻഷൻ	500	600
6	ഇന്ദിരാഗാന്ധി ദേശീയ വാർദ്ധക്യകാല പെൻഷൻ - 80 വയസ്സും അതിനു മുകളിൽ പ്രായമായവർക്ക്	1100	1200
7	അനാഥാലയങ്ങൾ, വൃദ്ധ സദനങ്ങൾ, യാചക മന്ദിരങ്ങൾ, വികലാംഗർക്കു വേണ്ടിയുള്ള സ്ഥാപനങ്ങൾ എന്നിവിടങ്ങളിലെ അന്തേവാസികൾക്ക് നൽകുന്ന പ്രതിമാസ ഗ്രാന്റ്	700	800

പെൻഷൻ/ധനസഹായ നിരക്കുകളിൽ മേൽപറഞ്ഞ വർദ്ധനവിന് 01.04.2014 മുതൽ പ്രാബല്യമുണ്ടായിരിക്കുന്നതാണ്.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം
ഡോ. കെ.എം. എബ്രഹാം
അഡീഷണൽ ചീഫ് സെക്രട്ടറി

- സാമൂഹ്യനീതി വകുപ്പ് ഡയറക്ടർ, തിരുവനന്തപുരം.
- പഞ്ചായത്ത് ഡയറക്ടർ, തിരുവനന്തപുരം
- ലാന്റ് റവന്യൂ കമ്മീഷണർ, തിരുവനന്തപുരം
- എല്ലാ ജില്ലാ കളക്ടർമാർക്ക്
- മെമ്പർ സെക്രട്ടറി, ഓർഫനേജ് കൺട്രോൾ ബോർഡ്, തിരുവനന്തപുരം
- ട്രഷറി ഡയറക്ടർ, തിരുവനന്തപുരം.
- പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്) കേരളം, തിരുവനന്തപുരം
- അക്കൗണ്ടന്റ് ജനറൽ (എ & ഇ) കേരളം, തിരുവനന്തപുരം

ധനകാര്യ വകുപ്പ് (നം. 51244/ww2/14/ധന തീയതി: 19.07.2014; നം. 68210/ww2/14/ധന തീയതി
26.08.2014 എന്നീ കഠിപ്പുകൾ പ്രകാരം)

ഇൻഫർമേഷൻ ഓഫീസർ, വെബ് & ന്യൂ മീഡിയ വിഭാഗം, വിവര പൊതുജന സമ്പർക്ക വകുപ്പ്
(വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിനായി)
കരുതൽ ശേഖരം; ഓഫീസ് പകർപ്പ്

ഉത്തരവിൻ പ്രകാരം:



സെക്ഷൻ ഓഫീസർ

൧