

SCHEME FOR PREVENTION OF ALCOHOLISM AND SUBSTANCE (DRUGS) ABUSE

1. APPROACH

Recognising Substance Abuse and Alcoholism as a psycho-socio medical problem, the approach would be to provide whole range of services including awareness generation, identification, treatment and rehabilitation of addicts through the Voluntary Organizations. With a view to reducing the demand for the consumption of alcohol and dependence producing substances, the thrust will be on preventive education programmes and on reintegration of the addicts into the mainstream of the society. While the Govt. of India would provide financial support to the organizations for institutionalized activities, stress would be on mobilization of community resources and greater community participation.

2. AIMS AND OBJECTIVES

The aims and objectives of the present Scheme for Prevention of Alcoholism and Substance (Drugs) Abuse are:-

- (i) to create awareness and educating the people about the ill-effects of alcoholism and substance abuse on the individual, the family and the society at large.
- (ii) to evolve culture-specific models for the prevention of alcoholism and substance and the treatment and rehabilitation of addicts;
- (iii) to provide for the whole range of community based services for the identification motivation, counseling, de-addiction, after care and rehabilitation of addicts;
- (iv) to promote collective initiatives and self-help endeavours among individuals and groups vulnerable to addiction or found at risk;
- (v) to establish appropriate linkage between State interventions and voluntary efforts in the field of alcoholism and substance abuse prevention;
- (vi) to increase community participation and public cooperation in the reduction of demand for dependence-producing substances; and
- (vii) to support activities which are in consonance with the mandate of the Ministry of Social Justice and Empowerment in this field.

3. ELIGIBILITY CONDITIONS FOR ASSISTANCE

3.1 Following organizations/institutions etc. shall be eligible for assistance under this scheme:-

- (i) A Society registered under the Societies' Registration Act, 1860 (XXI of 1860) or any relevant Act of the State Government/Union Territory Administrations or under

any State law relating to registration of Literary, Scientific and Charitable Societies,
or

- (ii) A Public Trust registered under any law for the time being in force, or
- (iii) A Company established under Section 25 of the Companies Act, 1958; or
- (iv) An organisation/institution fully funded or managed by Government or a local body,
or
- (v) An organisation or institution, which may be approved by the Ministry or Social
Justice and Empowerment.

3.2 In addition, the organizations/institutions specified in para 3.1 should have on the
following characteristics:-

- (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.

Note: The conditions related to experience, period of existence and financial soundness could be
relaxed by the Secretary in consultation with FA, in rare and exceptional cases, for reasons to be
recorded in writing.

4. DETAILS OF ITEMS ADMISSIBLE FOR ASSISTANCE UNDER THE SCHEME

4.1 Awareness and Preventive Education

The item-wise details for which grant would be admissible for Awareness and Preventive
Education Programme are indicated in Appendix-II of the Scheme.

4.2 Drug Awareness and Counselling Centres

These Centres will provide following services to the community:-

- (a) Awareness Building
- (b) Motivational Counselling
- (c) Screening of Abusers/Addicts.
- (d) Referral Services.
- (e) Follow-up Services.

The financial assistance under this programme shall be according to the norms prescribed in Appendix-III.

4.3 Treatment-cum-Rehabilitation Centres

The Treatment-cum-Rehabilitation Centres will provide following services to the community:-

- (i) Preventive Education and Awareness Generation.
- (ii) Identification of addicts.
- (iii) Motivational Counselling.
- (iv) Detoxification/Deaddiction.
- (v) Vocational Rehabilitation.
- (vi) After care and Reintegration into the social mainstream.

While a period of one month may generally be required for a substance abuser to undergo various phases of counseling, de-addiction and psychological recovery, a provision for aftercare will be made for a maximum period of another one month in deserving cases. The services of recovered addicts should be gainfully utilized in serving substance abusers undergoing recovery. After detoxification, the recovering substance abusers will be encouraged to go out to their families and work places. These centers would also be encouraged to take up income generation activities to facilitate the economic rehabilitation of the addicts.

The Treatment-cum-Rehabilitation Centres will ordinarily have 15 bedded or 30 Bedded facility. In exceptional and rare cases, the reputed Centres under the Scheme may be allowed to establish 50 Bedded facility by the Ministry of Social Justice and Empowerment. The decision to permit a 50 bedded facility would be taken on the recommendations of an official Committee to be constituted by the Ministry of Social Justice and Empowerment, subject to the following conditions:-

- (i) The Centre has been uninterruptedly funded under the Scheme of the Ministry for a minimum period of ten years.
- (ii) The Centre has the requisite infrastructure, expertise and resources for a 50-bedded facility.

- (iii) The Centre has proven record of community programmes, prevention and identification of addicts; detoxification and rehabilitation, after-care and follow-up and monitoring of relapse and/or rehabilitation.
- (iv) Any other condition deemed necessary to ascertain the necessity and desirability of funding a 50 Bedded Treatment-cum-Rehabilitation Centre.

The assistance to 15-Bedded, 30 Bedded and 50-Bedded Centres would be based on the norms given in Appendix-IV, V and VI respectively.

4.4 Workplace Prevention Programme

A. It is recognized that the primary responsibility in this regard rests with the management and trade unions. In order to encourage these activities, a financial assistance up to 25% of the expenditure for the setting up of a 15-Bedded or 30-Bedded Treatment-cum-Rehabilitation Centre shall be provided to the industry/enterprise. The balance of the expenditure accordingly to the norms, shall be borne by the industry/enterprise. Such centers will be located in an industrial establishment or a group of industrial establishment having a strength of at least 500 workers or more in a particular area will be eligible for assistance.

Funds from the Ministry shall be released in two installments as usual. However, in this case, 15% of the "Recurring" grant, constituting first installment shall be released, after the industrial enterprise submits the list of "Non-recurring" items purchased (applicable for the first year) and also incurs 50% of expenditure on "Recurring" items. Similarly, the second instalment of 10% of the "Recurring" grant shall be released after the industry has incurred 50% of the balance expenditure. The "Non-recurring" grant shall be released in one-lump sum (25%) along with the 1st Instalment for "Recurring" grant. The other conditions for release of grant-in-aid will be as usual.

No rent will be sanctioned as an industrial establishment concerned is expected to provide accommodation free of charge for the functioning of the Treatment-cum-Rehabilitation Centre for industrial workers.

B. Besides, Treatment-cum-Rehabilitation Centre (15 bedded) run by a Non-governmental organisation taking up workplace prevention programme will be entitled to 25 percent additional funds, admissible for the Centre to set up a focal unit, for awareness, preventive education and referral services within an industry/enterprise which may include recruiting additional staff, such as Counsellor (s), Community Worker(s), part-time Medical Officer; production of educational material; meeting of contingent expenditure etc. The enterprise taken under the programme should have at least total workforce of 500 per unit.

The proposal of such grant should come from the industrial enterprise in case of (A) and from the NGO (along with the consent of industrial enterprises) in case of (B).

4.5 Deaddiction Camps.

An organisation running a Treatment-cum-Rehabilitation Centre may organize De-addiction camps in areas prone to drug abuse especially in rural areas with the objective of mobilizing the community, promote awareness and collective initiative towards the prevention of alcoholism and substance abuse. They would utilize their staff and community resources for this

purpose. However, certain additional inputs shall be necessary for which an additional grant may be sanctioned under this Scheme as indicated in the norms at Appendix-VII.

4.6 NGO Forum for Drug Abuse Prevention

The main functions of NGO forum will be to bring about an effective coordination among voluntary organizations engaged in this field to establish linkages among the programmes being offered by them, and to ensure convergence of services in the area of their operation. All the organisations being supported under this Scheme should be represented on the Forum, with one of their representatives being nominated as the Chairperson on a rotating basis. The office of the Forum may be located in the organisation being represented by the Chairperson. All State/Regional Forums will be affiliated to the National Federation.

The National Federation shall be entitled to financial support, in the name of the organizations being represented by the Chairperson for admissible items under the Scheme as a collective initiative relating to the objecting of the Scheme especially for their annual programme and on national occasions such as Gandhi Jayanti, International Day against Drug Abuse and illicit Trafficking etc. For this purpose, the suitability/desirability of the programmes shall be decided by the Ministry of Social Justice and Empowerment.

4.7 Innovative Interventions to Strengthen Community Based Rehabilitation.

Those Treatment-cum-Rehabilitation Centres, which would have the capacity to do so, would be encouraged to develop innovative interventions to strengthen the community based approach towards rehabilitation of recovering addicts, like half-way homes, drop in centre etc. For this purpose an additional amount of 5% of the total approved expenditure for the Centres would be admissible to the organization.

4.8 Technical Exchange and Man Power Development Programmes

A Treatment-cum-Rehabilitation Centre will be entitled to receive financial assistance under this Scheme to meet expenditure on deputation of its regular members of staff to other reputed centers identified by the Ministry of Social Justice and Empowerment. The assistance for the programme shall be based on the norms contained in Appendix-VIII.

4.9 Surveys, Studies, Evaluation and Research on the subjects covered under the Scheme

The financial assistance shall be admissible to eligible organizations based on the merit of the proposal to be decided by the Ministry of Social Justice and Empowerment.

4.10 Any Other Activity which is considered suitable to meet the objectives of the Scheme

5. EXTENT OF ASSISTANCE

5.1 The quantum of assistance shall not be more than 90% of the approved expenditure on any or all of the admissible items enumerated under para 4. In case of the seven North Eastern States, Sikkim and J & K, the quantum of assistance will be 95% of the total admissible expenditure for that item. The balance of the approved expenditure shall have to be borne by the implementing agency out of its own resources to be clearly indicated in the application form and thereafter in the accounts of the organization.

5.2 However, in the case of Workplace Prevention Programmes and for innovative interventions, the quantum of assistance shall be as mentioned in para 4.4 and 4.8, respectively.

5.3 The Universities, School of Social Work and such other Institutions of higher learning will be eligible for 100% reimbursement of approved expenditure.

6. APPLICATION AND SANCTION

(A) For Ongoing Programmes

(Programmes already funded under the Scheme)

6.1 For the release of grant-in-aid under the Scheme, an Organisation/Institution shall apply in the proforma to be prescribed along with the relevant documents in duplicate immediately on the commencement of the financial year to the Ministry of Social Justice & Empowerment (Social Defence Division), Government of India, New Delhi.

6.2 Grant will ordinarily be released in two instalments.

6.3 The first instalment constituting half of the amount of the “Recurring” grant sanctioned in the previous year will be considered for release (after adjusting the unspent balance) based on the documents to be prescribed by the Ministry.

6.4 For the release of the first instalment of grant-in-aid in any financial year, the recommendation of the concerned authority is not required, if the recommendation of the previous financial year has been received and the grants for that year release accordingly.

6.5 The second instalment will be considered for release on receipt of the recommendation from the authority to be prescribed by the Ministry of Social Justice & Empowerment, based on the documents to be prescribed by the Ministry.

6.6 The amount of the second instalment will be determined on the basis of the actual expenditure in the first six months of the year.

B. For new activity/programme (programme not yet funded under the Scheme)

6.7 Any request for a new programme/activity shall be submitted to the Ministry of Social Justice & Empowerment, Government of India in the prescribed proforma along with the relevant documents. On receipt of the application, the release of financial support shall be considered by the Ministry of Social Justice & Empowerment, Government of India, on the basis of the procedure to be prescribed from time to time.

7. BOND

As aided organisation/institution/establishment shall, before it receives assistance from the Ministry of Social Justice & Empowerment, execute a bond in prescribed proforma.

8. INSPECTION AND MONITORING:

The organisation desirous of financial support under the programme, should be inspected and recommended by the Government/Union Territory Admn., or any agency prescribed by the Ministry for which remuneration, shall not exceed 3% of the total allocation of the Scheme.

9. CONDITIONS FOR ASSISTANCE

9.1 An aided organisation/institution/establishment shall be open to inspection by an officer of the Central Government and the State Government or a nominee of their authorities.

9.2 An aided organisation organising a seminar, conference, refresher course or a workshop could invite foreign delegates only with the prior approval of the Government of India.

9.3 If an organisation has already received or is expected to receive a grant from some other official sources for the purpose for which the application is being made under this Scheme, assessment of Central grant will normally be made after taking into account grant from such other official sources.

9.4 An aided organisation shall maintain separate accounts of the Grants received under this Scheme. They shall always be open to check by an officer deputed by the Government of India. This shall be open to a system of internal audit or concurrent audit. They shall also be open to test check by Comptroller and Auditor General of India.

9.5 An aided organisation shall maintain a record of all assets acquired wholly or substantially out of Government grant in the Stock Register and present to the Auditor for checking. In this regard, the provisions of General Financial Rules, 1963 (Govt. of India) would be applicable.

**SCHEME FOR PREVENTION OF ALCOHOLISM AND
SUBSTANCE (DRUGS) ABUSE**

APPLICATION FORM

1. Name and complete address of the organisation/institution/establishment and date of establishment
2. Whether registered under Societies Registration Act, 1860 or any relevant Act of the State Government/Union Territory Administration or under any State Law relating to registration of literary, scientific and Charitable Societies or as public trust and as a charitable company, if so :-
 - (a) Give name of the Act under which registered
 - (b) Registration No and date of registration
(Please attach an attested photocopy)
3. Whether or not receiving foreign contribution, if so:-
 - (a) No. and date of the Registration certificate issued by the Government of India in the Ministry of Home Affairs under the Foreign Contribution (Regulation) Act, 1976.

(Please attach an attested photocopy thereof)
4. List of papers/statements attached
 - (a) Constitution of Board of Management/Governing body, etc. and the particulars of each member (i.e. name, complete residential address, percentage, occupation with designation)

The life of the Board of Management (i.e. the last date on which it was constituted and upto which date) may also be indicated.
 - (b) Constitution/Memorandum of Association and bye-laws of the organisation/institution/establishment.
 - (c) A copy of the annual report for the previous year
 - (d) A copy each of the Receipt and Payment, Income and Expenditure Statement and Balance Sheets for the previous one year certified by Chartered Accountant or a Government Auditor.
 - (e) List of staff with full particulars detailing name, address, educational qualifications, designation and experience in the field and period of employment.
 - (f) Detailed budget estimates with break-up of expenditure for which grant is

required.

- (g) Brief note indicating the sources of income, including foreign contribution, if any, and also details of assets acquired during the previous three years.

(This note should also give details of activities undertaken by the organisation/institution/establishment in various fields, including alcoholism and drug abuse prevention, with details about areas/places covered and the expenditure incurred)

5. Additional information, if any, not covered by the above but relevant to the project may also be submitted.

SIGNATURE

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Name of the Secretary/President

Name of the organisation/Institution/Establishment
(with office stamp)

Place:

Date:

Note: - The applicant organisation/institution/establishment is to ensure:-

- (a) That each document is serially numbered by them as Annexure-A, Annexure-B, Annexure-C, etc. and that appropriate entree is also made against the corresponding Sl. No. in the Application Form.
- (b) That each document is duly certified/signed by the President/Secretary of the Organisation/institution/establishment after affixing their office stamp, and
- (c) That the Registration Certificate is in the name of the applicant organisation/institution/establishment only

APPENDIX-II
(vide Para 4.1)

**AWARENESS BUILDING PROGRAMME AGAINST
DRUG ABUSE/ALCOHOLISM**

1. Production and Dissemination of Educative and Publicity Material

- (a) Posters/Flash Cards/Flannel Charts/Flip Charts

- (b) Pamphlets/Brochures/leaflets
- (c) Hoardings/Panels/Banners
- (d) Booklets/Periodicals etc.

II. Community Participation Programmes

- (a) Corner meetings/Workshops/Conferences
- (b) Essay/Debate/S321logans/Drama/One Act Play Competitions
- (c) Pantomime Shows/Street Plays/Folk Media, etc.

III. Training Camps for Voluntary Workers

IV. Any Other Activity for Awareness building programme against drug/alcoholism

APPENDIX-III
(vide Para 4.2)

NORMS FOR SETTING UP OF DRUG AWARENESS AND COUNSELLING CENTRES

(Expenditure in Rs.)					
<i>S.No.</i>	<i>Name of the Post</i>	<i>No. of posts</i>	<i>Monthly exp.</i>	<i>Yearly exp.</i>	<i>Minimum qualifications</i>
A. RECURRING EXPENDITURE (ESTT.)					
1	Project Incharge-cum Senior Counsellor	1	4000	48000	A graduate with minimum experience of 3 years in Addiction counselling in a Drug De-addiction centre or a experiential counselling (recovered addict) with 2 years of sobriety. Preference will be given to the persons who have acquired specific qualifications in the field of addiction counselling.
2	Accountant-cum-Clerk (Part-time)	1	1500	18000	A graduate with experience of accounts work
3	Counsellor/Community Worker/Social Worker	2	7000*	84000	A graduate with minimum experience of 2 years in Addiction counselling in a Drug De-addiction centre or a experiential counselling (recovered addict) with 2 years of sobriety. Preference will be given to the persons who have acquired specific qualifications in the field of addiction counselling.
4	Sweeper/Peon	1	500	6000	
TOTAL A			13,000	1,56,000	

* for the two posts against Sl.No.3, it would be the discretion of the organisation to allocate the remuneration amongst the two incumbents within the total budget of Rs.7000 per month.

B RECURRING EXPENDITURE (OTHER THAN ESTT.)

1	Rent	3000-5000	60,000
2	Contingencies (Water, electricity, telephone, stationery, etc.)	2500	30,000
3	Publicity	2000	24,000
4	Transport	1500	18,000
	TOTAL B	11,000	**1,32,000
	TOTAL A and B		2,88,000

** The organizations are permitted to reappropriate maximum of 20% of the allocation against any item to the allocation made for another item subject to the total admissible allocation for Recurring Expenditure.

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

Furniture, Almirah, Typewriter, Bedsheets etc. 50,000

- Note:-**
- 10% of the total annual expenditure would be borne by the organizations themselves.
 - "Rent" would be subject to the location of the centre in type of cities A,B,C, and D or actuals whichever is less. The maximum rent would be as under:-

A Class cities	Rs.5000/- per month
B Class cities	Rs.4000/- per month
C & D Class cities	Rs.3000/- per month
 - In case of self owned accommodation, no rent would be admissible. However, 10% of the admissible rent shall be paid as maintenance charges.

APPENDIX-IV
(vide Para 4.3)

NORMS FOR SETTING UP OF 15-BEDDED TREATMENT-CUM-REHABILITATION CENTRES

(Expenditure in Rs.)					
<i>S.No.</i>	<i>Name of the Post</i>	<i>No. of posts</i>	<i>Monthly exp.</i>	<i>Yearly exp.</i>	<i>Minimum qualifications</i>
A. RECURRING EXPENDITURE (ESTT.)					
a. Administrative					
1	Project Director	1	7000	84000	A graduate with experience of managing such centres for a minimum period of 3 years or an experience of demonstrable capacity for running such centres.
2	Accountant-cum-Clerk (Part-time)	1	3000	36000	A graduate with experience of accounts
3	Sweeper/Chowkidar	2*	4000	48000	
b. Medical					
1	Medical Officer (Part-time)	1	5000	60000	M.B.B.S. or equivalent Degree recognized by the Deptt. Of Indian Systems of Medicine (ISM & H), Min. of Health & Family Welfare, Government of India.
2	Counsellor/Community Worker/Social Worker	3*	12000	144000	A graduate with minimum experience of 3 years in the relevant field or a experiential counsellor (recovered addict) with sobriety of 2 years. Preference will be given to candidates with degree/diploma in Addiction counselling.
3	Yoga/Other Therapist (Part-time)	1	2000	24000	Adequate experience in the disciplines recognized by the Deptt. of ISM & H, Min. of Health & Family Welfare, Government of India

4	Nurse/Ward Boys etc.	2	6000	72000	Nurse: High School or equivalent with certificate in Nursing from a recognized institution. Ward Boy: VIIIth Class Pass preferably experienced in such centres.
TOTAL A			39,000	4,68,000	

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

B RECURRING EXPENDITURE (Other than Estt.)

1	Rent		10000-15000	1,80,000
2	Medicines		6000	72,000
3	Contingencies (stationery, electricity, postage, telephone, etc.)		5000	60,000
4	Transport/Petrol & Maintenance of vehicle		3000	36,000
TOTAL B			29,000	**3,48,000
TOTAL A and B				8,16,000

** 20% of reappropriation 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 linens
blankets, other office equipments etc. 1,50,000

- Note:-**
- 10% of the total annual expenditure would be borne by the organizations themselves.
 - The payment of 'Rent' would be subject to the location of the centre in Type A,B,C, and D cities. The rate of maximum rent would be as under or actuals whichever is less:-

A Class cities	Rs.15000/- per month
B Class cities	Rs.12000/- per month
C & D Class cities	Rs.10000/- per month
 - In case of self owned buildings, no rent would be admissible. However, 10% of the admissible rent would be payable as maintenance charges.

APPENDIX-V
(vide Para 4.3)

**NORMS FOR SETTING UP OF 30-BEDDED TREATMENT-CUM-
REHABILITATION CENTRES**

(Expenditure in Rs.)					
<i>S.No.</i>	<i>Name of the Post</i>	<i>No. of posts</i>	<i>Monthly exp.</i>	<i>Yearly exp.</i>	<i>Minimum qualifications</i>
A. RECURRING EXPENDITURE (ESTT.)					
a. Administrative					
1	Project Director	1	7000	84000	A graduate with experience of managing such centres for a minimum period of 3 years or experience of demonstrable capacity for running such centres.
2	Accountant-cum-Clerk (Part-time)	1	3500	42000	A graduate with experience of accounts work
3	Sweeper/Chowkidar	2*	4000	48000	
b. Medical					
1	Medical Officer (Part-time)	1	5500	66000	M.B.B.S. or equivalent Degree recognized by the Deptt. Of Indian Systems of Medicine (ISM & H), Min. of Health & Family Welfare, Government of India.
2	Counsellor/Social Worker/Psychologist	5*	20000	240000	A graduate with minimum of 3 years experience in the relevant field or a experiential counsellor (recovered addict) with sobriety of 2 years. Preference will be given to candidates with degree/diploma in Addiction counselling.
3	Yoga/Other Therapist (Part-time)	1	2000	24000	Adequate experience in the discipline recognized by the Deptt. of ISM & H, Min. of Health & Family Welfare, Government of India

4	Nurse/Ward Boys etc.	4*	12000	144000	Nurse: High School or equivalent with certificate in Nursing from a recognized institution. Ward Boy: VIIIth Class Pass preferably experienced in such centres.
TOTAL A			54,000	6,48,000	

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

B RECURRING EXPENDITURE (Other than Estt.)

1	Rent		15000-20000	2,40,000
2	Medicines		9000	1,08,000
3	Transport		5000	60,000
4	Contingencies (Water, stationery, electricity, telephone, etc.)		7000	84,000
TOTAL B			41,000	**4,92,000
TOTAL (A and B)				11,38,000

** 20% of reappropriation 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)

40 beds, tables, sets of linens
blankets, other office equipments etc. 2,00,000

- Note:-**
- 10% of the total annual expenditure would be borne by the organizations themselves.
 - The payment of 'Rent' would be subject to the location of the centre in Type A,B,C, and D cities. The rate of maximum rent would be as under or actuals whichever is less:-

A Class cities	Rs.20000/- per month
B Class cities	Rs.17500/- per month
C & D Class cities	Rs.15000/- per month
 - In case of self owned buildings, no rent would be admissible. However, 10% of the admissible rent would be payable as 'maintenance' charges.

APPENDIX-VI
(vide Para 4.3)

NORMS FOR SETTING UP OF 50-BEDDED REHABILITATION-CUM-TREATMENT CENTRES

(Expenditure in Rs.)					
<i>S.No.</i>	<i>Name of the Post</i>	<i>No. of posts</i>	<i>Monthly exp.</i>	<i>Yearly exp.</i>	<i>Minimum qualifications</i>
A. RECURRING EXPENDITURE (ESTT.)					
a. Administrative					
1	Project Director	1	7000	84000	A graduate with experience of managing such centres for a minimum period of 3 years or experience of demonstrable capacity for running such centres.
2	Accountant-cum-Clerk (Part-time)	1	4000	48000	A graduate with experience of accounts work
3	Sweeper/Chowkidar	2*	4000	48000	
b. Medical					
1	Medical Officer (Part-time)	1	6000	72000	M.B.B.S. or equivalent Degree recognized by the Deptt. Of Indian Systems of Medicine (ISM & H), Min. of Health & Family Welfare, Government of India.
2	Counsellor/Social Worker/Psychologist	7*	28000	336000	A graduate with minimum of 3 years experience in the relevant field or a experiential counsellor (recovered addict) with sobriety of 2 years. Preference will be given to candidates with degree/diploma in Addiction counselling.
3	Yoga/Other Therapist (Part-time)	1	3000	24000	Adequate experience in the discipline recognized by the Deptt. of ISM & H, Min. of Health & Family Welfare, Government of India

4	Nurse/Ward Boys etc.	5*	15000	180000	Nurse: High School or equivalent with certificate in Nursing from a recognized institution. Ward Boy: VIIIth Class Pass preferably experienced in such centres.
TOTAL A			67,000	8,04,000	

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

B RECURRING EXPENDITURE (Other than Estt.)

1	Rent		20000-25000	3,00,000
2	Medicines		10000	1,20,000
3	Transport		7000	84,000
4	Contingencies (Water, stationery, electricity, telephone, etc.)		9000	1,08,000
TOTAL B			51,000	**6,12,000
TOTAL (A and B)				11,38,000

** 20% of reappropriation of expenditure amongst these heads would be permissible within the total admissible allocation for Recurring Expenditure (Other than Establishment).

C. NON RECURRING EXPENDITURE

(admissible once only during the setting up of the Centre)

60 beds, tables, sets of linens
blankets, other office equipments etc. 2,50,000

- Note:-**
- 10% of the total annual expenditure would be borne by the organizations themselves.
 - The payment of 'Rent' would be subject to the location of the centre in Type A,B,C, and D cities. The rate of maximum rent would be as under or actuals whichever is less:-

A Class cities	Rs.25,000/- per month
B Class cities	Rs.22,500/- per month
C & D Class cities	Rs.20,000/- per month
 - In case of self owned buildings, no rent would be admissible. However, 10% of the admissible rent would be payable as 'maintenance' charges.

**NORMS FOR EXPENDITURE ON HOLDING OF DEADDICTION CAMPS
FOR TREATMENT OF DRUG ADDICTS**

1. Number of Patients Not less than 25 and not more than 40
2. Duration of each camp 15 (fifteen) days

(Expenditure 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-ups)	7,500	12,000
Total		30,000*	30,000*

** 20% of reappropriation 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:-**
1. 10% of the total annual expenditure would be borne by the organizations themselves.
 2. Ordinarily not more than 18 Deaddiction Camps are to be held by an Organisation in a year.
 3. An organisation desirous of holding Deaddiction Camps should:
 - (a) have a firm list of not less than 25 patients to be treated, after survey in an area.
 - (b) The area should have high concentration of addicts as certified by District Authority and no deaddiction centre is available within 10 km.
 - (c) Not enroll an addict who has already been treated in a deaddiction centre.

APPENDIX – VIII
(vide Para 4.8)

**NORMS FOR FINANCIAL ASSISTANCE UNDER TECHNICAL EXCHANGE AND
MANPOWER DEVELOPMENT PROGRAMME**

- | | | | |
|-------|-------------------------------------------------------|---|---------------------------------------------------------------------------------------|
| (i) | Total number of courses in a year to be conducted | : | 15 (fifteen) |
| (ii) | Number of organizations to hold such Training courses | : | 5(five) |
| (iii) | Number of courses an organization to hold in a year | : | 3(three) |
| (iv) | Duration of each course | : | 15 days |
| (v) | Number of participants in each course | : | 5(five) |
| (vi) | D.A. per day | : | to be approved by the Ministry of Social Justice and Empowerment at the minimum cost. |
| (vii) | Travelling expenses | : | Ist class/AC
III tier to and fro by train or actual expenditure whichever is less. |

**APPLICATION CUM MONITORING FORM FOR GRANT-IN-AID FOR SCHEME FOR
PREVENTION OF ALCOHOLISM AND SUBSTANCE (DRUGS) ABUSE
(for 1st instalment and new cases)**

1. Financial year for which grant-In-aid is applied :
2. Name of the Organisation :
3. (a) Nature of the Project :
- (b) Date of commencement of the Project :
- (c) Year of Commencement of grant-in-aid from G.O.I. for the Project :
- (d) Whether the Project is recognized by the State Govt. :
4. Date of Registration of the Organization :
5. Address of registered office :
6. (a) Complete Address of location/ location where programme/ project/scheme is being implemented. : (STD Code) Tele No.
(STD Code) Fax No.
E.Mail
- (b) Nearest Railway Station/Bus Stand
7. Whether building is :

OWNED

RENTED

ON LEASE

DONATED

(please indicate against appropriate box)

8. (a) Is the building being utilized exclusively for this programme : Yes No
 (b) If no, provide details of usage :
9. (a) Area of building :(in sq. meters)
 (b) Number of rooms :
10. Whether separate project wise : Yes No
 accounts have been maintained for grants sanctioned earlier?
11. whether principle of joint : Yes No
 operation of banks is being followed?

12. Details of bank accounts in which grant-in-aid released during previous financial year:

S.No.	Grant-in-aid for financial year	Sanction letter Number	Dated	Recurring Amount	Non-recurring Amount	Bank A/c No.	Name and address of Bank	Person Operating the joint Account
1.								
2.								

13. Whether the Statements of accounts submitted alongwith the application : Audited Unaudited
 (Please indicate against appropriate box)
14. (a) Distance from the nearest Organisation running operating similar/ same program/scheme/project : Kms.
 (b) Name and locational address of such nearest organization/Institution. :
15. The amount of support sought from the Ministry for recurring grant-in-aid :

Cost Head Group	Rs. In Lakhs
(a) Recurring	
(b) Non-recurring	
(c) Total	

16. Whether List of *Beneficiaries* Enclosed as per Form-I : Yes No
17. Whether *List of Managing Committee* enclosed as per Form – II : Yes No

- | | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 18. | Whether the <i>List of Employees</i>
Enclosed as per form – III | Yes | No |
| 19. | Whether the Half Yearly
Progress Report, required for
Monitoring by Ministry and also
to forward to UNDCP is
Enclosed as per form-IV | Yes | No |
| 20. | Whether Fund Flow statement
Enclosed as per Form-V
<i>(mark tick above against the appropriate box)</i> | Yes | No |

VERIFICATION

Certified that above information is in accordance with the records and accounts audited/to be audited and is correct to the best of knowledge and belief of the Office-bearers of the organization, and after its perusal and satisfaction, they have authorized the undersigned by a resolution dated to verify and submit the statement of information for purposes of monitoring the scheme for which grants-in-aid was received from the Ministry of Social Justice and Empowerment, Govt. of India.

2. I also hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following condition:-

- (a) All assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilized for purposes other than those for which the grant is given. Should the organization cease to exist at any time, such properties shall revert to the Government of India.
- (b) The accounts of the project shall be properly maintained. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- (c) If the State or the Central Government have reasons to believe that the grant is not being utilized for approved purposes; the Government of India may stop payment of further instalments and recover earlier grant in such manner as they may decide.
- (d) The institution shall exercise reasonable economy in its working especially in respect of expenditure on building.
- (e) In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the first instalment of grant unless further extension is granted by the Government of India.
- (f) No change in the plan of buildings, the construction will be made without the prior approval of the Government of India.
- (g) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.

- (h) The organization will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines.
- (i) The organization agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled Persons for appointment against the posts required for the working of the organization in accordance with instructions issued by the Government of India from time to time.
- (j) It is hereby certified that no grant is being received for the same project from any (Govt. Private or foreign) source.

Yours faithfully,

Signature of the Authorised signatory

Name :

Designation:

Address :

Date :

Office Stamp :

NAME OF THE SCHEME :

LIST OF BENEFICIARIES

- (i) Name of the Organisation :
- (ii) Name and address of the Project:
- (iii) Year :

S.No.	Name of the Beneficiary	Father's/Mother's Name	Date of Birth	Sex	Address	Date of entry in Institution	Remarks about outcome/results
1.							
2.							
3.							
4.							
5.							

Sd/-
Secretary/General Secretary
(NGO NAME)

NAME OF THE SCHEME :

Details of Office-Bearers/Managing Committee of the organisation

- (i) Name of the Organisation :
- (ii) Name and address of the Project:
- (iii) Year :

S.No.	Name	Occupation	Address	Tel. No.	Educational Qualification
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Sd/-
Secretary/General Secretary
(NGO NAME)

NAME OF THE SCHEME :

DETAILS OF STAFF EMPLOYED

- (i) Name of the Organisation :
- (ii) Name and address of the Project:
- (iii) Year :

S.No.	Name and address	Designation	Education	Category (SC/ST/OBC/PH)	Honorarium per month	Date of Joining

Sd/-
Secretary/General Secretary
RM – IV(B)

HALF-YEARLY PROGRESS REPORT ON THE FUNCTIONING OF TREATMENT-CUM-REHABILITATION CENTRES

INSTRUCTIONS

- *This Progress Report is to be furnished by the organizations receiving grant-in-aid under the scheme for Prevention of Alcoholism and Substance (Drugs) Abuse of the Ministry of Social Justice & Empowerment, Government of India.*
- *The Report is to be submitted in duplicate to the Ministry of Social Justice and Empowerment on half-yearly basis – the first report (April to September) should normally be before 15th October every year and the second report (October to March) before 15th April every year.*
- *While filling up the report, the organization should ensure that the figures supplied by them should match the records maintained by them.*
- *The organizations are free to give explanatory should ensure that the figures supplied by them by way of annexures to the progress report.*
- *No column should be left blank and if you do not have any information on some particular columns, please state so.*
- *The organizations should ensure that both copies of the progress report are signed in ink and should be legible.*
- *Normally, the first instalment of the proposed grant-in-aid would be considered after evaluation of the half-yearly report for the period October to March and second instalment would be considered after evaluation of the half-yearly report for the period April to September, Therefore, organizations should ensure timely submission of their progress reports to enable the Ministry to process their grant-in-aid proposals in time.*

PROFILE OF THE ORGANISATION

1. (a) Name & address of the organization: (full postal address with tel Nos. and E-mail)	
(b) name and address of the Centre (full Postal address with Tel. Nos. and E-mail)	
(c) Contact Person: Name:	
Designation	
Complete postal Address	
Telephone/Fax Number	
Mobile No.	
(d) E-mail Address	
2. Review Period (Please indicate whether the report is for April-September or October-march, 200...)	
3. Year of receiving first grant-in-aid from this	

Ministry	
4. Number, date amount and the year for the last financial aid received	
5. No. of Beds for which the organization is receiving grant-in-aid	
6. No. of beds actually in position (including temporary arrangements made during the review period)	

7. REGISTRATION

A. Please state the number of clients registered at the Center during the Report period

New (1 st time registered)	
Old (2 nd time or more)	
Total	

B. No. of clients receiving treatment at other centers before joining this center:

C. Average age of clients registered at the Center during the Report period:

D. No. of female clients registered at the Center during the Report period:

8. DETAILS OF DRUG ABUSED

Number of Alcohol/Drug Abusers in the period under review at the Centre (Details regarding first time Registered Clients)

Drug Category	No. of Clients
Opium	
Herion	
Morphine	
Buprenorphine	
Propoxyphene	
Brown Sugar	
Other Opiates	
Synthetic Narcotic Analgesics	
Cocaine	
Alcohol	
Cannabis	
Hallucinogens	
Amphetamines	
Barbiturates	
Minor Tranquilizers	
Sedatives/Hypnotics	
Multiple Drugs (in not in above categories)	
Volatile Solvents (Inhalants)	
Others (Please specify)	
Total	

9. **METHOD OF DRUG TAKING** (Please state the number of clients)

ORAL	SMIFFING	INJECTING (IDU)	ANY OTHER

CLIENT'S DETAILS

10. SOURCE OF REFERRAL

Please state number of clients referred to the Center by :

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

11. MARTIAL STATUS

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

12. EDUCATION

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

13. EMPLOYMENT STATUS

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

SERVICES

14. TREATMENT (DEDTOXIFICATION) – 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:

1-10 days	11-20 days	21-30 days	31-60 days	More than 60 days	Total

16. DROP OUT – During Report Period

Please state number of clients dropped out of services at their own during treatment/counseling:

Poverty	Lack of family support	Unable to cope with the treatment	Inadequate facilities	Personal/any other reasons	Legal	Total

17. COUNSELLING

Please state number of clients provided counseling services:-

A. GROUP COUNSELLING (During the Half-Year)

No. of clients	Average size of Clients groupings	Average/Time Session	Total No. of Sessions Held

B. INDIVIDUAL COUNSELLING (During the half-year)

No. of clients	No. of sessions held	Average time/session

C. FAMILY COUNSELLING (During the half-year)

No. of clients	No. of sessions held	Average time/session

18. CLIENTS REFERRED TO OTHER TREATMENT FACILITIES (REFERAL)

Please state the number of clients referred to other centers/Hospitals for following referral services:

T.B.	HIV/AIDS	Sexually Transmitted Diseases	Hepatitis A or Hepatitis B	Any Other infection	Intravenous drug users	Counselling Services	Total

19. RECOVERY

Please state number of clients recovered fully after receiving treatment services at the centre and after observing a follow up:

Sober	Relapse	No News	Dead	Drop Out

--	--	--	--	--

FOLLOW UP ACTIVITIES

Please state the follow up programmes taken up by your Centre:

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

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

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

Treatment	Counselling & 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

23. DETAILS OF SUPPORTIVE PROGRAMME AVAILABLE

Programmes	Yes	No	Target Groups	Nature of programme in brief
Maintenance				
Out reach programmes, camps etc.				
Self help Groups				
Half way Homes				
Drop in Centres				
Family				

Assistance Programme				
Vocational Training Services				
Educational Support				
Work place Support				
Any other Services				

24. TRAINING PROGRAMMES

(a) Please indicate the details of the training programmes attended by your personnel during the Report period (enclose copies of certificates and names of personnel):

Training Programme attended (organized by)	Duration with dates	Venue	Subject Matter

(b) Please state the total number of staff already undergone training from the time of sanction of the project and at present serving at the center:

25. Please indicate the incidence of any other types of drug related morbidity during the period and causes thereof.

26. Any drug related mortality and if so the nature of drug being abused and immediate cause of death.

27. Please indicate the cases related to drug offenders and the services being provided to them.

I certify that the above information is true and is based on the records maintained at the centre.

Signature and stamp of the authorised signatory

Ministry of Social Justice & Empowerment

APPLICATION FORM FOR 2ND INSTALMENT
(To Be Submitted In Duplicate)

Name of the Scheme _____

1. ORGANISATION

NAME _____

ADDRESS _____

2. GRANT-IN-AID APPLIED FOR

	Recurring	Non-Recurring
1. Applied in the current year		
2. Received as Ist Instalment		
3. Applied for 2 nd Instalment		

3. **Annual Report** of the previous year

4. **Half Yearly Progress Report** for the period ending September

5. **Audited statement of account of previous year:**

- (i) Receipt and Payment Statement
- (ii) Income & Expenditure Statement
- (iii) Balance Sheet
- (iv) Audited utilization certificate with item wise expenditure as per the sanctioned items of grant

6. **Assets acquired wholly or substantially out of Government grant under GFR 19**

7. **Any other information considered necessary by the organisation or as asked for**

8. **Whether the organisation is receiving or expecting to receive any other grant from some other sources for the project for which application is being made?**

VERIFICATION

Certified that above information is in accordance with the records and accounts audited/to be audited and is correct to the best of knowledge and belief of the office-bearers of the organisation and after its perusal and satisfaction, they have authorized the undersigned by a

resolution dated _____ to verify and submit the statement of information for purposes of monitoring the scheme for which grants-in-aid was received from the Ministry of Social Justice & Empowerment.

2. I also hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management, I further agree to following condition:

- a. All assets acquired wholly or substantially out of the central grant shall be encumbered or disposed of or utilized for purposes other than those for which the grant is given. Should the organisation cease to exist at any time, such properties shall revert to the Government of India
- b. The accounts of the project shall be properly and separately maintained. They shall always to be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- c. If the State or the Central Government have reasons to believe that the grant is not being utilized for approved purposes; the Governemnt of India may stop payment of further instalments and recover earlier grant in such manner as they may decide.
- d. The institution shall exercise reasonable economy in its working especially in respect of expenditure on building.
- e. In the case of grant of buildings, the construction will be completed within a period of two years from the date of receipt of the first instalment of grant unless further extension is granted by the Government of India
- f. No change in the plan of buildings, the construction will be made without the prior approval of the Government of India
- g. Progress reports on the project will be furnished at regular intervals as may be specified by the Government
- h. The orgnisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines.
- i. The organisation agrees to make reservation for the Scheduled Castes/Scheduled Tribe Candidate/Disable person for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.
- j. It is hereby certified that no grant is being received for the same project form any (Govt. Private or foreign) source.

Yours faithfully,

Signature of the Authorised Signatory
Name:
Designation:
Address:
Date:
Office Stamp:

21. Organisation Funds Flow:

FOR THE ORGANISATION FOR THE PROJECT AS A WHOLE

	Year preceding the financial year of Grant-in-aid assistance indicated at Sl.No. 3 (c) Part-A	Previous Year (New Projects)	Current Year budget/actual	Year preceding the financial year of Grant-in-aid assistance indicated at Sl.No. 3 (c) Part-A	Previous Year	Current Year budgeted/actual
I. Financial Year						
II Total Income of which						
i) funded by office bearers, donation form private sector						
ii) funded by foreign contribution						
iv) Grant fro Central Govt. (please form each Ministry/Deptt. CAPART separately)						
(v) Beneficiaries contribution/ user charges						
vi) Miscellaneous Income						
vii) Any other						

sources not mentioned above (specify)						
Total Expenditure, of which						
i) Recurring						
ii) Non-recurring						
Details of expenditure on						
i) Salaries & wages						
ii) Rental						
a Building						
b Furniture & Fixture						
c Plant & Machinery						
iii) Travelling, daily etc. allowances						
iv) Other Administrative costs						
v) Expenditure on beneficiaries						
a In cash						
vi) Expenditure on beneficiaries in kind						
(i) Fo						
od						
(ii) U						

<p>uniform/clothing</p> <p>(iii) M</p> <p>medicines</p> <p>(iv) Tr</p> <p>transport facility</p> <p>(v) R</p> <p>recreation/games</p> <p>(vi) M</p> <p>misc.</p>						
<p>Material costs incurred by Orgn. (for imparting Vocational Training)</p> <p>a) _____</p> <p>b) _____</p> <p>c) _____</p>						
<p>viii) Cost per beneficiary</p>						