

## **Eligibility Conditions for applying for Grant in Aid**

NGOs fulfilling the following eligibility conditions shall only be considered for grant :-

- i. The NGO should be registered under Registration of Societies Act, 1860 or as Public Trust under any Law for the time being in force or a Charitable Company licensed under Section 25 of Companies Act, 1858. It may be registered in any State but it should have been carrying out activities within Punjab and should have presence within the State.
- ii. The NGO should have been in existence for at least three years. However, if D.C. of the concerned District or Administrative Secretary of the concerned Deptt. or Planning Deptt. recommends an NGO for its outstanding contribution in the concerned field, it can be considered even if it has been functioning only for one year.
- iii. The NGO should be registered on Darpan portal.
- iv. It should have experience in the relevant or related area(s).
- v. It should have an office premises, owned or rented, assets of at least Rs.25000/- and work force having experience of grass root level work.
- vi. It should not be run for profit for any individual or body of individuals.
- vii. Its services should be open to all without discrimination on the basis of caste, religion or creed.

## **General Information**

The State Govt. places funds at the disposal of SOSVA for implementing these programmes. SOSVA scrutinizes the applications received from the field NGOs and issues sanctions for the projects after obtaining approval from Sanctioning Committee in which Deptt. of Planning and the concerned Department of Punjab Govt. are represented. Since use of Govt. funds are involved, NGOs are required to maintain proper records of activities and maintain proper accounts of expenditure incurred and submit utilization certificate signed by the Chartered Accountant for the expenditure incurred.

Budgets for the projects sanctioned during 2019-2020 are indicated in Annexures to Main Features of the projects; actual grant will be conveyed at the time of sanction.

Projects are proposed to be sanctioned for one year. An NGO may be allowed to continue for subsequent years if the performance is satisfactory and there is continue for the project in the area proposed. A project may be discontinued even before expiry of its period if performance is found to be unsatisfactory.

The sanctioned grant will be disbursed in four installments. The first installment will cover expenditure for 3 months as per sanctioned budget and will be sent on receipt of **bond and other documents** along with cheque/draft for 5% of the sanctioned amount as performance guarantee .

The second installment equivalent to 50% of the grant will be sent after three months on receipt of first quarterly progress report provided the performance is satisfactory. Third installment will be sent on receipt of the utilization certificate for the first and second installments and receipt of half yearly progress report if the progress is found to be

satisfactory. Fourth installment will be released on receipt of third quarterly progress report and the progress is satisfactory.

As the funds are made available to SOSVA by Punjab Government, sometimes there is delay in receipt of grant from the government and in such case the release of grant to the NGO may also be delayed. It will be necessary for NGOs to implement the project during this period from their own funds. They may withdraw the amount spent from their own resources from the Project when the grant is received.

A Utilization certificate duly audited by the Chartered Accountant along with receipt and payment statement in the prescribed format shall be furnished for the grant released as first installment within 15 days of the expiry of the period 6 months from date of start of the project and for the entire period of the grant within 15 days of expiry of the period of the Project. Interest received from bank and fee received from trainees in case of projects for training in skills or amount received for distribution of sanitary napkins at subsidized rates in case of RCH projects should be included under receipt head. If the total expenditure on the project during the year is less than grant in aid received + bank interest + fee received from trainees in case of projects for training the unspent amount is to be refunded .

NGOs may submit the applications for more than one project. However in the beginning only one project is sanctioned. They may, therefore, indicate in the forwarding letter their order of preference if applications for more than one project are sent.

The NGOs who are implementing RCH project and want to take up a project under Social Security or NGOs who are implementing project for skill development, child nutrition/ or awareness against drug addiction and want to implement the RCH project should also submit the complete application.

The NGOs should read the main features of the Project they wish to apply for carefully before submitting their applications.

### **Instructions for filling up Application form**

- 1) Application form along with the documents should be sent to Chairman, Society for Service To Voluntary Agencies (N) Punjab by Registered Post or Speed Post or courier or delivered personally in Room No. 19, 1<sup>st</sup> Floor , Karuna Sadan, Sector – 11 B, Chandigarh or sent by email to sosva.pb@gmail.com
- 2) Please read eligibility conditions and Main features of various Projects before filling the form.
- 3) For convenience of NGOs, separate application forms have been prepared for projects regarding Reproductive and Child Health (RCH), training of poor women in skills, child nutrition and awareness against drugs. The form for the project proposed to be implemented should only be signed and sent.
- 4) Part I and relevant Part II have to be filled and signed by Chief Functionary at the end of Part II .

#### **Note :**

Eligibility conditions , General Information , these instructions and Main Features of Projects with their Annexures and budgets are only for information of NGOs . These should not be sent alongwith the application.

## APPLICATION FOR GRANT – IN – AID - Training of Poor Women in Skill

### Part - I

1	(a) Name of NGO :		
	(b) No. & Date of Registration		
	(c) UID no. on Darpan		
	(d) Complete Postal Address		
	(e) Phone No (Landline)		
	(f) . Mobile No.		
	(g) E-mail address		
2	List of Governing Board/Executive Members as per Annexure I		
3	(a) Name of key functionary (b) Designation, (c) Address & (d) Phone no. (including Mobile no. if any)		
4	Present value of assets of the organization as per latest balance sheet	Rs.	
5	Details of grant in aid from SOSVA(N) Punjab during the last 3 years, if any	Name of the Project	Year in which implemented
6	Activities of the organisation during years 2018-19 & 2019-20 & 2020-21 as per Annexure-II		
7	a) Whether presently implementing any project with grant from Central Govt / State Govt. or any other organisation including International organisation . Yes/ No (b) If yes, give details as per Annexure – III		
8	Whether the organisation was at any stage blacklisted by Central or State Govt. or any other organisation. Yes/No		
9	(i) Has the NGO or another NGO with same Chairperson/Chief Functionary submitted any application to SOSVA for grant during last 3 yrs. Yes/No		
	(ii) If Yes, (a) then year in which application was sent  (b) Project for which grant was sought		
10	(a) Has any other NGO which has the same Chairperson/ Chief		

	Functionary also submitted an application ? Yes/No	
	(b) If so the name of that NGO and	
	(c) Project for which application has been submitted .	

Note :

In case of smaller NGOs, who do not prepare balance sheets and get their accounts audited, value of assets as on 31.3.2021 including bank balance, FDs and other financial and physical assets should be given against Sr.No.4



**Annexure - II****Activities of the Organisation during the last 3 years**

Year	Nature of Activity	Place at which carried out (Distt./Tehsil/Town or villages)	Expenditure incurred during the year on each activity	Source of funding
1	2	3	4	5
2018-19				
2019-20				
2020-21				



**Annexure -III**

**Details of Projects being implemented at present from grants**

Sr.No.	Name of Project	Place at which being implemented		Date from which being implemented	Name of Govt. or organisation which sanctioned the Project	Sanctioned Amount (Rs.)	Project grant for the current year
		Distt./Tehsil	Name of town/villages				
1	2	3	4	5	6	7	8

## Part II

### Projects for imparting skills to poor women

#### Project Details :

- i) Name of the Village ,Town / City in which the project will be implemented  
Name of locality in case of town/city.
- ii) Trade in which training is to be imparted.
- iii) (a) Whether N.G.O. has previous experience of implementing such projects  
(b) If so, Please give details
- iv) (a) **In case of training in Cutting and Tailoring**
  - (i) No. of sewing machines available with NGO
  - (ii) Whether it will be possible for the NGO to arrange 12 sewing machines  
before start of the project Yes/ NO
- (b) **In case of training in Skin and Hair care**
  - (i) List of articles out of Anx. 1 in Main Features of projects for imparting skills  
available with the NGO.
  - (ii) Will it be possible for NGOs to arrange articles required for training before  
start of the project Yes/ No
- (c) **In case of training in Computer Operations**
  - (i) No. of computers available with NGO
  - (ii) Whether it will be possible for the NGO to arrange 12 computers  
before start of the project Yes/ NO
- (d) **In case of training in Home Care of elderly and choronically sick**
  - (i) Items out of list of articles mentioned in Anx. 1A in Main Features of  
projects for imparting skills available with the NGO.

(ii) Will it be possible for NGOs to arrange items as mentioned in Anx. 1A before start of the project Yes/ No

(iii) Will it be possible for NGO to make arrangements with nearby Hospitals for practical training for 3 months Yes/ No

**(e) In case of training in any other skill :-**

(i) name of skill in which training to be imparted

(ii) No. of trainees to be imparted training

iii) Duration of training

iv) Proposed syllabus

v) Equipment required for training

vi) Estimated budget

vii) Qualification of teacher proposed to be appointed.

iv) Whether it will be possible to appoint an instructor possessing qualifications mentioned in para 8 of 'Main Features of projects for imparting skills to poor women' at honorarium mentioned in sanctioned budget for 2018-19

**Signature**

**(Name & Designation)**

**Documents to be furnished :**

- 1) Copy of Registration Certificate
- 2) Copy of Balance Sheets for the last 3 year duly Certified by the Chartered Accountant.

(Note : In case of smaller NGOs, who do not prepare balance sheets and get their accounts audited, information in Anx. II of Part I statement showing receipts from members contribution , donations bank interest and grants etc. during the years 2018-19, 2019-20 and 2020-2021 and a list of assets, including bank balance , FDs and other financial and physical assets may be furnished against Sr.No. 2.

- 3) Annual Report for the last three years.
- 4) Any relevant document , if any.

## **Main features of Projects for imparting skills to poor women**

1. The objective of the scheme is to empower poor women through skill development. It should, therefore, be ensured that at least 80% of the trainees are from poorer families such as those below poverty line, holders of blue cards issued by food & supply department for subsidized supply of wheat /atta and dal, SCs, widows, divorced women, those from families engaged in low income occupations like landless agriculture workers, unskilled factory workers, construction labour, brick kiln labour, domestic servants, street hawkers, rickshaw pullers etc.

### **Infrastructure required to be provided by NGO:-**

**2. In case of projects regarding training in cutting and tailoring**, the NGO will arrange 12 sewing machines and one interlocking machine. The centre should also have one cutting table , one table for teacher and also iron press.

**In case of project relating to training in skin and hair beauty care**, the requisite articles for imparting training as per Annexure-1 will be arranged by the NGO.

**In case of projects for training in computers** , NGO has to arrange 12 computers. These may be Server based or individual computers. In addition there should be a printer, internet/ broadband connection, necessary software and CDs/pen drives. **In case of training in Home Care of Elderly and Chronically Sick persons** , NGO has to arrange items as per Anx. 1A.

These have to be arranged by the NGO from his own resources before 1<sup>st</sup> instalment of the grant is released.

In case of training in cutting and tailoring a sewing machine worth about Rs. 2,000/- on successful completion of training and in case of training in skin and hair beauty care a kit of articles costing not more than Rs. 1,000/- is given to the trainees. Provisions for the same will be made in the Project budgets.

**Syllabus for training in skill development:-**

3. Syllabus for training in cutting and tailoring, skin and hair care, computer operations and home care for elderly and chronically ill persons in these skills is at Annexure 2 ,3 , 4 & 5. In case any additional item or modification in the syllabus are required for improving the employability of the trainees, NGOs will be permitted to make the same under intimation to SOSVA.

4. If training in any other trade is proposed to be given, its details may be mentioned in Part II of the application. Such projects will be given preference. However, they should fulfill the following conditions :-

- i) Skill to be imparted should be such that it can be acquired by poor women
- ii) There should be at least 25 women wishing to get the training
- iii) There should be adequate scope for utilization of training to increase family income through employment, piece rate work or self employment.

5. Should be for at least 4 hours a day for 6 days in a week.

6. The teacher should have 3 years diploma in case of training in cutting and tailoring (persons holding 1 year ITI diploma or trade certificate issued by National Council for Vocational Training , Ministry of Labour & Employment, Govt. of India or an Institute

which has been recognized by Skill Development Cooperation of India may be permitted in rural areas if suitable 3 years diploma holder is not available. For skin and hair beauty care, teacher should have atleast 1 year diploma from ITA or National Council for Vocational Training or an Institute recognized by Skill Development Corporation of India. For computer operations, the teacher should possess minimum qualification of a Graduate in Computer Science or BCA or BA or B.Sc. with computer science as a subject. In case of home care for elderly, teacher should be B.Sc. Nursing.

7. The trainees should be got examined through an ITI trained or any other suitable trained person on completion of training. A teacher who has imparted training should not be appointed as examiner for the same class.

8. Since the objective of the scheme is empowerment of women through skill development, it should be ensured that at least 70% of the trainees should be able to contribute to family income either through employment, piece rate work or self employment, within 6 months of the completion of the training. To achieve this objective, it should be ensured that the women are well trained and they should be helped to get employment or piece rate work.

9. An amount of Rs. 150/- pm will be collected from the trainees as fee Receipts should be issued to the trainees for the fee.

10. A copy each of budget for training in cutting and tailoring, computers and skin and hair beauty care at Amritsar, Jalandhar, Bathinda, Ludhiana and Patiala sanctioned during 2018-19 are enclosed at Anx.6,7,8 & 9. These are only for information . In other areas , provision for rent was made at lower rate as indicated in para 6 and total sanctioned budgets are correspondingly lower. The exact amount

of grant to be given and detailed budget will be intimated at the time of sanction of the Project.

11. Rent @ Rs. 2,500/- is allowed for projects in Amritsar, Jalandhar, Ludhiana, Mohali, Patiala and Bhatinda. Rs. 2,000/- in all other town and within 10 kms of the above mentioned cities and Rs. 1,500/- in rural areas. Rent at these rates are also admissible when training is given in a building owned by the NGO. Where the training is held in building obtained rent free, expenditure up to Rs. 3000/- @ Rs. 250/- pm may be incurred on maintenance etc. of the building. The accommodation should be adequate for seating the trainees with proper arrangements for toilets.



## **Anx. -1**

### **List of articles to be provided in centre for Skin and Hair Care**

A room that has been hired for setting up a parlour should have adequate space for the trainees. Instruments should be hygienically clean. Main items required are given below:-

- |                                |     |
|--------------------------------|-----|
| a. Chairs-                     | 4-5 |
| b. Tables-                     | 2   |
| c. Long Mirror-                | 1   |
| d. Small Mirror-               | 2   |
| e. Almirah-                    | 1   |
| f. Long Gowns-                 | 2   |
| g. Bed for massage and facial- | 1   |
| h. Water Heater                | 1   |
| i. Towels                      | 2   |

#### **1. Bleaching:-**

- a. Cream Bleach- cream & activator.
- b. Powder Bleach- powder, soap, liquid-ammonia .
- c. Herbal Bleach- milk powder, liquid-ammonia.

d. Natural Bleach- lemon, orange, honey, potato, cucumber.

## **2. Manicure-Pedicure:-**

Small tub, shampoo, liquid ammonia drops, massage cream, pumice stone, scrubber, nail cutter, nail filer, water proof apron, small stool, astringent, towel.

## **3. Threading:-**

Thread, powder, cotton, tweezers, anti-septic liquid.

## **4. Facial:-**

A bed for massaging, massage cream, moisturizer, face powder, face packs, eye brow pencil, eye liner, mascara, lip gloss, foundation cream.

## **5. Hair Care:-**

Hair brush-1, combs-2, hair puff rolls-2, hair bands, hair curlers, scissors, gadget for straightening hair, gadget for trimming hair, hair dryer, colouring hair, shampoo.

## **6. Waxing:-**

Waxing strips, powder wax, knife, lotion, wax heater.

## **7. Mehndi:-**

Mehndi powder, mehndi cone, lemon juice.

These are very basic items. More items may be added as per requirement of the trainees.

**Anx. 1 (A)**

**Equipment required for Project regarding Training in Home Care**

<b>Equipment Names</b>	
1.	Needle Burner
2.	Thermometer
3.	Siringe 50 Cc/MI
4.	B.P. Monitoring Machine
5	Hot Water Bottle
6	Ice Caps
7	Transfer Forceps
8	Drum
9	Dressing Kit
10	Folley Catheter
11	Gown
12	Gloves (Disposable) – Packet
13.	Liquid Soap Bottle
14	Mask – Packet
15.	Shoe Cover – Packet

16.	Hair Cap – Packet
17.	Sponge Cloth
18.	Wet Wipes – Packet
19.	Comb
20.	Tooth Brush
21.	Tourniquet
22.	Examination Table
23.	Call Bell
24.	Rubber Sheet/Mackintosh
25.	Draw Sheet
26.	Bandage
27.	Suction Catheater
28.	Bulb Syringe
29.	Oxygen Mask
30.	Stethoscope
31.	Gauze piece (4 X 4)
32.	Betadine Solution Bottle
33.	Cotton Rolls
34.	Normal Saline Bottle
35.	Micropore
36.	Spatula
37.	Spirit
38.	Small Towel for Sponging
39.	Manniquin
40.	Registers (Attendance)

41.	Hair Oil
42.	Shampoo Bottle
43.	Bath Soap
44.	Talcum Powder
45.	Different Color Plastic Bags With Dustbins (Blue)
46.	Different Color Plastic Bags With Dustbins (Black)
47.	Different Color Plastic Bags With Dustbins (Yellow)
48.	Uro Bag

## **SYLLABUS FOR CUTTING AND TAILORING 2018-19**

### **GENERAL INFORMATION**

- Name of the Trade           Cutting and Sewing
- Duration of training           Six months

### **Machinery Parts and function of**

- i) Sewing machines
- ii) Over lock and button hole attachments etc.
- iii) sewing defects and remedies

### **LIST OF DRESSES**

The trainees are expected to learn the following types of dresses including taking measurement : -

- Baby Set – Bodice and skirt combination
- Under Wear – Two types of underwear
- Jhabla           – Four types of Jhabla
  - Dori Wala Jhabla

- Aankh Wala Jhabla
- Strap Wala Jhabla
- Baju Wala Jhabla
- Frocks
  - Plain Frock
  - Body Frock
  - Umbrella frock
- Petticoats (4 & 6 Pleats)
- Pyajama Pyajama Churidar, Plain Pyajama, ( Payjami, Plazo – optional)
- Kurta Nehru, Kurta
- Ladies Suits Shirt with different neck lines
- Ladies Salwar (Belted) Salwar, Plain Salwar
- Blouses Plain Blouse, Cholicut Blouse
- House Coat Nighty, Night Suit
- Embroidery Elementary Embroidery work of table cloth and pillow covers
- Gown
- Lehbga
- Sarees stitching

## **STITCHING AND DECORATIVE STITCHING**

- Running stitch, back stitch, hem stitch, slip stitch
- Stem Stitch, buttonhole stitch, chain stitch, lazy daisy stitch, cross stitch, split stitch
- Fixing fasteners: - Button, hooks, eyes, press studs,
- Shaping a garment by darts, pleats, tucks,

- Gathering, Smocking, inserting elastic
- Attaching, collars, sleeves, yokes, lining, patching and darning.

Note – Trainees should have working knowledge of some of the above mentioned stitches so that they are competent enough to give a fine finish to the stitched garments.

## **SEWING TECHNIQUES**

Features and different types of:

- i) Hand stitches
- ii) Mending, darning and patching
- iii) Hemming
- iv) Seam finishing
- v) Shaping techniques – pleats, darts, gathers

## **METHODS OF FINISHING**

- Neck line finishing
- Sleeves finishing
- Pockets finishing
- Cuffs finishing



**SYLLABUS FOR SKIN AND HAIR CARE TRAINING COURSE  
FOR WOMEN 2018-19**

**A Skin Care**

**Demonstration and Practical**

**Written & Practical**

- Mani Cure
- Pedicure
- Bleaching
- Facial
- Threading
- Waxing
- Massage

**B Make up**

**Written & Practical**

- Bridal Makeup
- Party Makeup
- Simple Makeup
- Day Makeup
- Night Makeup
- Eye Makeup
- Dress up

**C Hair Care**

## **Written & Practical**

- Hair styling
- Hair cutting & colouring
- Hair problems

## **D Mehandi**

### **Written & Practical**

- Hair Mehandi
- Bridal Mehandi
- Tattoo Mehandi
- Block Mehandi
- Traditional Mehandi
- Simple Mehandi
- Arabian Mehandi
- Foot Mehandi
- How to prepare Mehndi and keeps of different kinds

## **Anx-4**

### **Syllabus for Training in Computer Operations - 2018-19**

#### **Basic Computer skills – Duration Two weeks**

- 1) Study of Major components of computer & identifying their basic functions.
- 2) How to switch on a computer ? How to shut down ?
- 3) Use of various keys on the key board.
- 4) How to change wall paper ? How to change screen saver ?
- 5) Title Bar, Menu Bar, Standard Tool bar Functions ( all items)
- 6) Use of storage devices like pen drive, data/ memory card reader, portable CDs
- 7) Use of CDs, DVDs on computer
- 8) Elementary knowledge of computer hardware
- 9) Trouble Shooting of Minor problems in computer and printer

#### **Applications of MS Office ( MS – word, Excel, Power Point) : Duration 12 weeks**

##### **MS Word –**

- 10) How to create a file , save and delete it?
- 11) How to open and close a file ? How to set margins ? How to set tabs.
- 12) How to type in MS WORD ? How to type a letter , capital letters, bold letters, italics ? Editing text, spell check, consulting dictionary, page setup, changing font size & colour, applying borders and shading , starting new para , merging of paras .
- 13) Copying text cut & paste, copy & paste, delete, space, punctuation marks ( . , ? ) , text alignment, find and replace text, How to format it ? Page numbering.
- 14) How to insert tables, splitting cells in a table , page borders? How to fill in colours in documents ? Inserting Header & Footer.
- 15) Use of Shortcut Keys

16) Printing a document, part of document, printing on letter heads, cancellation of printing commands

**MS – EXCEL**

17) How to create a table, to change size of columns & rows, add cols & rows to the table .

18) Naming a range, Editing cell data, Autosum function performing single sums (addition, subtraction, multiplication, division) and inserting a chart.

19) Opening existing workbook, opening more than one workbook, merging workbooks, saving, closing , scrolling tabs, inserting , deleting, copying / moving , worksheet between workbooks, Group Rows or Columns in an Outline, Ungroup Rows or Columns in an Outline, Remove Group from Outline, Set Outline Options.

20) Protecting a Workbook , to unlock cells so others can edit the cell contents ,to share a workbook.

21) Printing a document ; Printing Column and Row Labels on Every Page

**MS Power Point**

22) Creating Presentation, Using AutoContent Wizard, Changing content, Color Schemes, PowerPoint Templates.

23) Auto Content Wizard, The Pick A Look Wizard, Masters.

24) Adding Slides. Editing and Moving Text, working in Outline View.

25) Adding Removing Periods in Sentences, Formatting Text, Aligning Text, Word Tables in Power Point.

26) Importing Images from the Outside World, Inserting Photos, The CLIP PART Gallery, Drawing in Power Point.

27) Creating Organizational Charts.

28) Arranging, Previewing and Rehearsing, Transition and Build Effects.

29) Showing Slides Out of Order, Deleting Slides, Printing Presentation Elements,

**Internet and its applications : Duration 2 weeks**

30) Use of internet for sending, receiving , replying and forwarding & emails, sending & opening attachments, sending material from MS Word by email .

31) Downloading information from Internet explorer, Mozilla/ Firefox , google, searching information on internet.

32) How to send email to multiple addresses

33) How to prepare & use address directory ?

34) How to create your e-mail ID ? How to browse websites ? How to put information on the website.

35) What are System Infections & how to protect the computer from virus ?

**Office Procedures & Business Communications : 2 weeks**

36) Learning basic office procedures, letter writing, maintenance of office files.

37) Operation of telephone / fax machine, photocopies, scanner sending scanned material by email.

38) Preparing bills & cash memos on computer

39) Essentials of business communication.

**Typing Skills** - Typing speed of 35 wpm (English) : **Duration 1 hr daily after 1<sup>st</sup> week**  
20 wpm (Punjabi)

## **Anx-5**

### **Syllabus for Training in Home-Based Care for the Elderly and Chronically Sick**

#### **Block 1: Basics of Home Based Care**

Unit 1: Introduction to Home Based Care

Unit 2: Communication and Interpersonal Relationship

Unit 3: Infection prevention and Control

Unit 4: First Aid at Home particularly relating to fractures, burns and bleeding

Unit 5: Care of elderly - maintaining .  
Safe, healthy and secure environment for elderly.

#### **Block 2: Health Conditions / Problems Requiring Home Based Care**

Unit 1: Introduction to Human Body Systems

Unit 2: (a) Problems Related to brain (Nervous System)

(b) Care of patients suffering from Parkinson Disease, Alzheimer

Unit 3: (a) Problems Related to Digestive and Urinary Organs

(b) Care of patients suffering from Urinary Tract Infection

Unit 4: (a) Problems Related to Heart, Blood vessels and Lungs

(b) Care of patient who had heart attack , stroke , TB, Asthama, Bronchitis

Unit 5: (a)Problems Related to Bones, Joints, muscles and other conditions  
(b) Care of patients suffering from Arthritis , osto- arthritis and Osteoporosis

Unit 6: Care of patients suffering from Cancer

### **Block 3: Components of Basic Care – I**

Unit 1: Hygienic Measure

Unit 2: Comfort and Safety Measures

Unit 3: Administration of Medicine

Unit 4: Dietary Management

### **Block 4: Components of Basic Care – II**

Unit 1: Supportive Care

Unit 2: Care of Dying Person

Unit 3: Monitoring and Follow Up

Unit 4 Recognizing symptoms of heart attacks and stroke, managing the patient till arrival of doctor or ambulance.

## **PRACTICAL IN CLINICAL AREA**

### **Practical Manual – I**

Skill 1: History Taking skills - Making notes of daily progress of persons under care

Skill 2: Skills Related to Personal Hygiene, use of bed pans for urine and stools

Skill 3: Measurement of Vital Signs – TPR (Temperature , Pulse, Respiration)

Skill 4: Measurement of Blood Pressure, management of high and low blood pressure.

Skill 5: Giving Positions with use of comfort devices, Helping patients/elderly who cant walk

Skill 6: Helping of patient in physiotherapy

Skill 7: Skills in giving medicines

Skill 8: Massaging the patient

Skill 9 : Practical on dummies in hospitals

Skill 10: Bio medical waste disposal.

## **PRACTICAL**

### **Practical Manual – II**

Skill 11: Skills related to collection of samples at home.

Skill 12: Skills Related to the feeding of patients

Skill 13: Skills Related to the Elimination Needs

Skill 14: Skills in Giving Inhalation

Skill 15: Skills in Dressing and Suction

Skill 16: Skills Related to Hot and Cold Application

Skill 17: Assist the Patient in Ambulation

Revision and examination

**Anx. 6****BUDGET (Major Towns)**

Name of Project      Training of poor women in **Cutting & Tailoring**  
Target                    50 women (2 batches of 25 women for 6 months each).  
Duration:                1 year

<b>Sr. No.</b>	<b>Particulars</b>	<b>Amount</b>
1.	Instructor (5000 x 12)	60,000/-
2.	Cost of raw material	25,000/-
3.	Contingencies such as electricity, water & repair of machines, honorarium of a sweeper plus salary of a substitute teacher @ Rs. 200/- per day for 10 days in a year	15,000/-
4.	(a) Cost of Machines to be given to trainees at end of training (1975x50)	98,750/-
	(b) Cost for organizing function for distribution of machines	3,000/-
5.	Examination fee	7,000
6.	Rent                                      2500 x 12	30,000
7.	Part-time Accountant                      500 x 12	6,000
8.	Follow up on last year's trainees (including traveling expenditure)	2,000
9.	Audit fee	2,000
10.	Review Meeting with MNGO	1,000
11	<b>Total</b>	<b>2,49,750/-</b>



12	Less fee form trainees (150x25x12)	45,000/-
13	<b>Net Grant (11-12)</b>	<b>2,04,750/-</b>
	<b>Say Rs. Two Lacs Five Thousand only</b>	<b>2.05 Lacs</b>

**BUDGET (Major Towns )**

Project Training of poor women in **Skin & Hair Beauty Care**  
 No. of trainees 50 (2 batches of 25 women for 6 months each)  
 Duration 1 years

<b>Sr. No</b>	<b>Particulars</b>	<b>Budget description</b>	<b>Amount</b>
1.	Honorarium for instructor	5000x 1 x 12	60,000
2.	Honorarium of helper	2000 x 1 x 12	24,000
3.	Cost of raw material		25,000
4.	Contingencies including electricity, water, sweeper, stationary etc		15,000
5.	Rent	2500 x 12	30,000
6.	Part time accountant	500 x 12	6,000
7.	Audit fee		2,000
8.	Follow up on last year's trainees (including traveling expenditure)		2,000

9.	Examination Fee		7,000
10.	Cost of kit to be given to the trainees at the end of training	1000x50	50,000
11.	Review Meetings with MNGO		1,000
12.	Total		2,22,000
13	Less (-) Tuition fee charges from the trainees	150 x 25 x12	45,000
<b>14</b>	<b>Net Grant(12-13)</b>	<b>Rs One Lac Seventy Seven thousand only</b>	<b>1,77,000</b>

### **BUDGET (Major Towns )**

Training of poor women in Computer Applications

No. of trainees=50women (2 batches of 25 women for 6 months each)

**Duration- 1 year**

Sr. No.	Particulars	Amount
1.	Honorarium of trainer (5000 x 1 x 12 )	60,000
2.	Part-time accountant (500 x 12)	6,000
3.	Rent (2500 x 12)	30,000
4.	Contingencies including electricity and telephone, maintenance of Computers Hon. of a sweeper, purchase of software and paper for printer , salary of substitute teacher @ Rs.200/- per day for 10 days in a year etc.	30,000
5.	Examination fee	7,000
6.	Internet charges	6,000
7.	Audit fee	2,000

8.	Follow up on last year's trainees (including traveling expenditure)	2,000
9.	Review meeting with MNGO	1,000/-
10	Total	1,44,000/-
11	Less (-) Tuition fee charges from the trainees 150 x 25 x 12	45,000/-
12	<b>Net Grant (10-11) (Ninty Nine Thousand only)</b>	<b>99,000/-</b>

**BUDGET (Major Town)**

Name of Project      Training of poor women in **Care of elderly and chronically sick**  
Target                    Duration:                    1 year ( 2 batches one batch 6 months)  
                                  25 Trainees in each batch

<b>Sr. No.</b>	<b>Particulars</b>	<b>Amount</b>
1.	Honorarium of trainer (8000 x1x 12)	96,000/-
2.	Honorarium of Asstt. trainer (5000 x1x 12)	60,000/-
3.	Rent Rs.2500x12	30,000/-
4.	Part-time Accountant                    500 x 12	6,000/-
5.	Electricity/water charges	15,000/-
6.	Contingencies	15,000/-
7.	Examination fee	10,000/-
8.	Training material (including books)	35,000/-
9.	Audit fee	2,000/-
10.	Follow up of Last year's trainees including travelling expenditure)	2,000/-
11.	Review Meeting expenditure	1,000/-
12	Total	2,72,000/-
13	Less fee form trainees (150x25x12)	45,000/-
14	<b>Total (13-14) (Rs Two Lac Twenty Seven Thousand only)</b>	<b>2,27,000/-</b>

**APPLICATION FOR GRANT – IN – AID - CHILD NUTRITION**

**Part - I**

1	(a) Name of NGO :	
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	(b) No. & Date of Registration		
	(c) Complete Postal Address		
	(d) Phone No (Landline)		
	(e) Mobile No.		
	(f) E-mail address		
2	List of Governing Board/Executive Members as per Annexure I		
3	(a) Name of key functionary (b) Designation, (c) Address & (d) Phone no. (including Mobile no. if any)		
4	Present value of assets of the organization as per latest balance sheet	Rs.	
5	Details of grant in aid from SOSVA(N) Punjab during the last 3 years, if any	Name of the Project	Year in which implemented
6	Activities of the organisation during years 2018-19 & 2019-20 & 2020-21 as per Annexure-II		
7	a) Whether presently implementing any project with grant from Central Govt / State Govt. or any other organisation including International organisation . Yes/ No (b) If yes, give details as per Annexure – III		
8	Whether the organisation was at any stage blacklisted by Central or State Govt. or any other organisation. Yes/No		
9	(i) Has the NGO or another NGO with same Chairperson/Chief Functionary submitted any application to SOSVA for grant during last 3 yrs. Yes/No (ii) If Yes, i) then year in which application was sent ii) Project for which grant was sought		
10	(a) Has any other NGO which has the same Chairperson/ Chief Functionary also submitted an application ? Yes/No		

	(b) If so the name of that NGO and	
	(c) Project for which application has been submitted .	

**Note :** In case of smaller NGOs, who do not prepare balance sheets and get their accounts audited, value of assets as on 31.3.2019 including bank balance, FDs and other financial and physical assets should be given against Sr.No. 4

**List of Members of Present Governing Body/Executive Committee**

Sr.No.	Name	Designation (Chairman/ Secretary etc.)	Educational Qualification	Occupation / Profession	Date from which functioning as Member/ Office bearer	Whether Member of Executive Committee/ Office bearer of any other NGO, if so its name & address	Remarks
1	2	3	4	5	6	7	8

**Activities of the Organisation during the last 3 years**

Year	Nature of Activity	Place at which carried out (Distt./Tehsil/Town or villages)	Expenditure incurred during the year on each activity	Source of funding
1	2	3	4	5
2016-17				
2017-18				
2018-19				

**Anx -III**

**Details of Projects being implemented at present from grants**

Sr.No.	Name of Project	Place at which being implemented	Date from which	Name of Govt. or	Sanctioned Amount	Project grant for
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				being implemntd	organisation which sanctioned the Project	(Rs.)	the current year
		Distt./Tehsil	Name of town/villages				
1	2	3	4	5	6	7	8

**Part II – Project for Child Nutrition**

1. a) Town/City in which project to be implemented  
b) Name of Slum locality in which project to be implemented.

c) Whether it has been confirmed from local authorities of ICDP or Social Security Deptt. that locality is not covered by Anganwadis or no. of Anganwadis in the area is not adequate to enroll all eligible children who wish to be enrolled ? Yes/ No

d) Whether it will be possible to appoint a woman worker with nursery training or higher teaching qualification at the honorarium of Rs.4,000/- per month provided in the budget

Yes/No

2. Whether NGO has previous experience of implementing such projects,?

If so, pl. give details.

Date :

(Signature)  
Name and Designation

**Documents to be furnished :**

1) Copy of Registration Certificate

2) Copy of Balance Sheets for the last 3 year duly Certified by the Chartered Accountant.

(Note : In case of smaller NGOs, who do not prepare balance sheets and get their accounts audited, information in Anx. II of Part I statement showing receipts from members contribution , donations bank interest and grants etc during the years 2016-17, 2017-18 and 2018-19 and a list of assets, including bank balance , FDs and other financial and physical assets may be furnished against Sr.No. 2.

3) List of Members of Governing Board/Executive Committee as per Annexure-I

4) Annual Report for the last three years. If no Annual Reports have been prepared, details of activities undertaken year wise during last 3 years as per Annexure-II.

1) Details of Projects being implemented at present as per Annexure-III

2) Any Other - please specify.

**Main Features of projects relating to Child Nutrition Project for children of poor families : 2018-19**

- 1) The objective of the scheme is to provide day care for children between the age of 3 and 6 years from poor families. These will run for 4 hours in a day for 6 days in a week. Supplementary nutrition and basic pre school education will be provided to the children.
- 2) The projects are sanctioned only for urban areas which are not covered by Anganwadis. It should be checked with local Integrated Child Development Project (ICDP) authorities or Social Security Officer that the proposed area is not covered by any Anganwadi or number of Anganwadis in the area are inadequate to enroll all eligible children wishing to be enrolled before submitting the application .
- 3) Normally projects are sanctioned for 25 children. However, if an NGO is able to arrange suitable accommodation at 2 locations and ensure that 25 children from poor families will be available at both locations a project with 2 centres for 25 children at each location may be sanctioned.
- 4) A trained worker with diploma in Nursery training or with higher teaching qualifications like ETT , JBT or B.Ed should be appointed against post of Women Worker so that she can provide pre school education to the children. If trained woman is not available and an untrained one has to be appointed she should be paid only Rs. 2,500/- per month instead of Rs.4,000/- p.m. provided in the budget.
- 5) Rent @ Rs. 2,500/- per month is allowed for projects in Amritsar, Jalandhar, Ludhiana, Mohali, Patiala and Bhatinda and @ Rs. 2,000/- in all other towns. Where the centre is to be run in a building obtained rent free, expenditure upto Rs. 250/- per month may be incurred on maintenance etc. of the building. It should be ensured that the accommodation is adequate with suitable access to toilet.
- 6) The budget sanctioned for centres with 25 children at Bhatinda as sanctioned during 2018-19 is enclosed. Provisions for rent is less in towns other than that for Major towns as mentioned in (5) above. Total grant will be correspondingly lower. It is only for information. The exact amount of grant to be given and detailed budget will be intimated at the time of sanction.
- 7) Capital expenditure for cooking of food and cooking and serving utensils will be borne by the NGO.

8) It should be ensured that the food is nutritious, hygienically prepared and is served in clean utensils. Iodized salt should only be used. Where available, salt fortified with iron & iodine should be used.

9) The problem of Anemia also often occurs due to hookworm infestation. To prevent it Mebendazole should be given to the children in a single dose of 500 mg. or in divided doses of 100 mg. twice daily for 3 days. This medicine is to be repeated after 6 months.

The expenditure on the iron tablets as well as medicine for prevention of hookworm may be met out of the provision for medicine or nutrition in the sanctioned budget.

10) Children should be given basic lessons about hygiene including washing of hands before eating, cleaning of teeth, cutting of nails etc. Children above 3 years age may also be given basic education through toys, plays, illustrated books, charts, activities like making of clays, toys and painting etc. Efforts should be made to achieve the following minimum level of education.

(a) Children upto 4 years age counting from 1 to 50 , reading , writing and recognition of Punjabi Alphabets, colours recognition, verbal understanding about names of parts of the body, days of the week, months in the year, vegetables and fruit.

(b) Children upto 5 years age counting from 1 to 100 , reading , writing and recognition of simple 2 letter words in Punjabi.

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### **Budget sanctioned during 2018-19 (Major Towns)**

Name of the Project:      Creche for children from poor families (Major Towns)

Duration : One year.  
No. of Children : 25

<b>Sr. No.</b>	<b>Particulars</b>	<b>Budget description</b>	<b>Amount</b>
1.	Honorarium of women worker	4000 x 1 x 12	48,000/-
2.	Honorarium of assistant/ helper	1500 x 1 x 12	18,000/-
3.	Rent	2500 x 12	30,000/-
4.	Nutrition	25 x 6 x 300	45,000/-
5.	Contingencies including Electricity charges, purchase of toys, books and stationary		9,000/-
6.	Honorarium to Doctor & payment of medicine	250x12	3,000/-
7.	Accountant (Part-time)	500 x 12	6,000/-
8.	Audit fee		2,000/-
9.	Review Meeting with MNGO		1,000/-
		<b>Total</b>	<b>1,62,000/-</b>

Note : 1)An Honorarium of Rs. 4,000/- is to be paid only if a worker holds the Diploma in Nursery Training otherwise honorarium of Rs. 2,500/- is to be paid.  
2) A mobile phone with camera at a cost not exceeding Rs4,000/- may be purchased out of budget provided for contingencies for clicking photos.

**APPLICATION FOR GRANT – IN – AID  
CREATING AWARENESS AGAINST DRUG ADDICITON IN SECONDARY & SR.  
SECONDARY SCHOOLS AND COLLEGES**

**Part - I**

1	(a) Name of NGO :	
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	(b) No. & Date of Registration		
	(c) Complete Postal Address		
	(d) Phone No (Landline)		
	(e) . Mobile No.		
	(f) E-mail address		
2	List of Governing Board/Executive Members as per Annexure I		
3	(a) Name of key functionary (b) Designation, (c) Address & (d) Phone no. (including Mobile no. if any)		
4	Present value of assets of the organization as per latest balance sheet	Rs.	
5	Details of grant in aid from SOSVA(N) Punjab during the last 3 years, if any	Name of the Project	Year in which implemented
6	Activities of the organisation during years 2016-17 & 2017-18 & 2018-19 as per Annexure-II		
7	a) Whether presently implementing any project with grant from Central Govt / State Govt. or any other organisation including International organisation . Yes/ No (b) If yes, give details as per Annexure – III		
8	Whether the organisation was at any stage blacklisted by Central or State Govt. or any other organisation. Yes/No		
9	(i) Has the NGO or another NGO with same Chairperson/Chief Functionary submitted any application to SOSVA for grant during last 3 yrs. Yes/No		
	(ii) If Yes,  i) then year in which application was sent  ii) Project for which grant was sought		
10	(a) Has any other NGO which has the same Chairperson/ Chief Functionary also submitted an application ? Yes/No		

	(b) If so the name of that NGO and	
	(c) Project for which application has been submitted .	

**Note :** In case of smaller NGOs, who do not prepare balance sheets and get their accounts audited, value of assets as on 31.3.2019 including bank balance, FDs and other financial and physical assets should be given against Sr.No. 4

**Annexure - I**

**List of Members of Present Governing Body/Executive Committee**

Sr.No.	Name	Designation (Chairman/ Secretary	Educational Qualification	Occupation / Profession	Date from which functioning	Whether Member of Executive	Remarks
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		etc.)			as Member/ Office bearer	Committee/ Office bearer of any other NGO, if so its name & address	
1	2	3	4	5	6	7	8

**Annexure - II**

**Activities of the Organisation during the last 3 years**

Year	Nature of Activity	Place at which carried out	Expenditure incurred during	Source of funding
------	--------------------	----------------------------	-----------------------------	-------------------



		(Distt./Tehsil/Town or villages)	the year on each activity	
1	2	3	4	5
2016-17				
2017-18				
2018-19				

**Annexure -III**

**Details of Projects being implemented at present from grants**

Sr.No.	Name of Project	Place at which being implemented	Date from which being	Name of Govt. or organisation	Sanctioned Amount (Rs.)	Project grant for the current

				implemntd	which sanctioned the Project		year
		Distt./Tehsil	Name of town/villages				
1	2	3	4	5	6	7	8

**Part II – Projects for awareness against Drug addiction**

- (i) Name of the district to be covered :
- (ii) If part of the district, Name of Tehsil, Towns/Cities to be covered :
- (iii) In the area to be covered
  - (a) No. of colleges (Govt. and Private)

(b) No. of Private Secondary & Sr. Secondary Schools which are not affiliated with PSEB)

- iv) Whether the NGO has / is implementing any programme in that area, if so give details.
- v) Whether NGO has experience of implementing any similar Programme, if so, its details.
- vii) Details of facilities such as audio video equipment available with NGO.
- viii) Whether any office bearer or staff member has qualification and experience in awareness against drug addiction? If yes, the details thereof.

Place:

Date:

(Signature)  
(Name & Designation)

**Documents to be furnished :**

- 1) Copy of Registration Certificate
- 2) Copy of Balance Sheets for the last 3 year duly Certified by the Chartered Accountant.  
(Note : In case of smaller NGOs, who do not prepare balance sheets and get their accounts audited, information in Anx. II of Part I statement showing receipts from members contribution, donations bank interest and grants etc during the years 2016-17, 2017-18 and 2018-19 and a list of assets, including bank balance, FDs and other financial and physical assets may be furnished against Sr.No. 2. )
- 3) List of Members of Governing Board/Executive Committee as per Annexure-I
- 4) Annual Report for the last three years. If no Annual Reports have been prepared, details of activities undertaken year wise during last 3 years as per Annexure-II.
- 5) Details of Projects being implemented at present as per Annexure-III
- 6) Any Other - please specify.

**Main Features Of Projects Creating Awareness Against  
Drug Addiction : 2018-19**

**Programme Objective & Procedure**

1. Objective of the scheme is to sensitize students of colleges and students in 8<sup>th</sup> class and above in schools against drug addiction and to persuade them to desist from taking drugs. Since awareness against drug addiction is now included in the syllabus of Govt. Schools , programme will have to be implemented only in private schools not affiliated to PSEB.
2. In order to have any impact it will be necessary that the NGO should be able to mobilize the resource persons with adequate knowledge of the subject and good communication skill.
3. The parents of the students may also be involved so that they can take necessary measures to prevent their wards from taking to drugs.
4. The awareness could be created either through lectures, plays, folk songs, puppet shows, declamation contests , debates rallies or any other means.
5. The Project Director and Project Assistant to be appointed should have the capability to contact Principals of Schools and Colleges for making arrangements for the events.
6. Activities under the Project will be undertaken for 8 months ( From 1<sup>st</sup> July to 29.2.2020)
7. The area for the project should be such that it has adequate no. of colleges and private schools in which 40 events may be held during the project period and in which NGO will be able to implement the Project effectively.
- 8) The budget for the projects sanctioned during 2018-19 is enclosed. This is only for information. The exact amount of grant to be given and detailed budget will be intimated at the time of sanction. The amount is likely to be lower as the project is now proposed to be implemented for 8 months instead of 10 months earlier.

### **Sanctioned Budget for 2018-19**

<b>Name of the project</b>	Creation of Awareness against drug addiction among students in colleges and schools.
<b>Duration</b>	10 months

**Target**

50 interactive lectures /declamation contests/debates will be held in colleges and schools.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Budget description</b>	<b>Amount</b>
1.	Project Director	6000 x 1x10	60,000/-
2.	Accountant-cum-clerk (part-time – 1)	500 x 10 x 1	5,000/-
3.	Project Assistant	4000 x 1 x 10	40,000/-
4.	Contingencies including water, electricity, telephone, stationary, postage etc.		15,000/-
5.	Behaviour Change Communication(BCC) IEC material – Pamphlets, Handbills, purchase of CDs etc	Consolidated	15,000/-
6.	Interactive lectures /declamation contests/debates , rallies, meeting with parents of students etc.	50 x 800	40,000/-
7.	Audit fee		2,000/-
8.	Review Meeting with MNGO		1,000/-
		<b>Total</b>	<b>1,78,000/-</b>

Note: A' 1. Amount kept for the events may be utilized for expenditure on traveling of staff as well as arrangements for holding lectures etc travelling expenses , honorarium to resource person, refreshments to participants in rallies etc. Expenditure on an event may be more or less than Rs.800/- but the average expenditure should not exceed Rs. 800/- per event.

2 A mobile set with camera at cost not exceeding Rs. 4000/- may be purchased out of budget provision for interactive lecture etc in casse of new projects for clicking photo at these events.

3. BCC material will be provided centrally by SOSVA after pooling funds from the projects and distributed to the NGO.

## APPLICATION FOR GRANT – IN – AID - RCH PROJECT

### Part - I

1	(a) Name of NGO :	
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	(b) No. & Date of Registration		
	(c) Complete Postal Address		
	(d) Phone No (Landline)		
	(e) Mobile No.		
	(f) E-mail address		
2	List of Governing Board/Executive Members as per Annexure I		
3	(a) Name of key functionary (b) Designation, (c) Address & (d) Phone no. (including Mobile no. if any)		
4	Present value of assets of the organization as per latest balance sheet	Rs.	
5	Details of grant in aid from SOSVA(N) Punjab during the last 3 years, if any	Name of the Project	Year in which implemented
6	Activities of the organisation during years 2016-17 & 2017-18 & 2018-19 as per Annexure-II		
7	a) Whether presently implementing any project with grant from Central Govt / State Govt. or any other organisation including International organisation . Yes/ No (b) If yes, give details as per Annexure – III		
8	Whether the organisation was at any stage blacklisted by Central or State Govt. or any other organisation. Yes/No		
9	(i) Has the NGO or another NGO with same Chairperson/Chief Functionary submitted any application to SOSVA for grant during last 3 yrs. Yes/No (ii) If Yes, i) then year in which application was sent ii) Project for which grant was sought		
10	(a) Has any other NGO which has the same Chairperson/ Chief Functionary also submitted an application ? Yes/No		

	(b) If so the name of that NGO and	
	(c) Project for which application has been submitted .	

**Note :** In case of smaller NGOs, who do not prepare balance sheets and get their accounts audited, value of assets as on 31.3.2019 including bank balance, FDs and other financial and physical assets should be given against Sr.No. 4

**Annexure - I**

**List of Members of Present Governing Body/Executive Committee**

Sr.No.	Name	Designation (Chairman/ Secretary etc.)	Educational Qualification	Occupation / Profession	Date from which functioning as Member/ Office	Whether Member of Executive Committee/ Office	Remarks
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					bearer	bearer of any other NGO, if so its name & address	
1	2	3	4	5	6	7	8

**Annexure - II**

**Activities of the Organisation during the last 3 years**

Year	Nature of Activity	Place at which carried out (Distt./Tehsil/Town or villages)	Expenditure incurred during the year on each activity	Source of funding
1	2	3	4	5



2016-17

2017-18

2018-19

**Annexure -III**

**Details of Projects being implemented at present from grants**

Sr.No.	Name of Project	Place at which being implemented		Date from which being implemntd	Name of Govt. or organisation which sanctioned the Project	Sanctioned Amount (Rs.)	Project grant for the current year
		Distt./Tehsil	Name of town/villages				
1	2	3	4	5	6	7	8

**Part – II Proposal for Reproductive Child Health (RCH) Project :**

- 1) (i) In case of Projects in rural area name of Sub Centres/PHC /CHC & list of villages as in Annexure - A1 in which the project is to be implemented signed by MO/LHV/ANM concerned.  
  
(ii) In case of Projects in urban areas List of localities in towns to be covered as in Annexure A -2, signed by MO/LHV/ANM concerned.
- 2) (1) Does proposed area fall in any of following priority categories (Write yes, where applicable)
  - i) Slum areas or other area inhabited by poorer sections in the towns.
  - ii) Areas in which SC population is much above the State average
  - iii) Areas with large %age of migrant labour.
  - iv) Border areas
- 3) Will it be possible to appoint qualified ANM or Multi Purpose Health Worker or with certificate in Jan Swasthya from National Institute Of Open School as Health Worker on honorarium of Rs.5,500/- per month. Yes/No
- 4) Whether Chief Functionary or any other office bearer is a Qualified doctor or has experience in health project/activities, if so please give his name , designation and details of qualification/ experience Yes/No

**Documents to be furnished :**

- 1) Copy of Registration Certificate
- 2) Copy of Balance Sheets for the last 3 year duly Certified by the Chartered Accountant.  
**(Note :** In case of smaller NGOs, who do not prepare balance sheets and get their accounts audited, information in Anx. II of Part I statement showing receipts from members contribution , donations bank interest and grants etc during the years 2016-17, 2017-18 and 2018-19 and a list of assets, including bank balance , FDs and other financial and physical assets may be furnished against Sr.No. 2.
- 3) List of Members of Governing Board/Executive Committee as per Annexure-I
- 4) Annual Report for the last three years. If no Annual Reports have been prepared, details of activities undertaken year wise during last 3 years as per Annexure-II.
- 5) Details of Projects being implemented at present as per Annexure-III
- 6) Any Other - please specify.

**Signature of Chief Functionary**

**Place:**

**Date:**

**Annexure - A1**

**Proposed area for RCH Project in Rural Area**

Name of PHC

Name of the district

As per 2011 census

S.No.	Name of Sub Centre	Name of village	Population	Population of SCs
1				
2				
Total				

Verified  
MO/LHV/ANM

**Annexure -A2**

**Proposed area for RCH Project in Urban Areas**

Name of City / Town

Name of the district

S. No.	Name of locality	Whether declared slum area by a)Municipal Council b)Census, 2011	Population of town as per 2011 census	Population of the locality	Population of SCs in the locality (if available)	Whether separate ANM posted for the area, if so population covered by the ANM	Whether additional charge given to an ANM of a Subcentre, if so, the activities performed by the ANM in the locality	No. of ASHAs in position in the locality	No. of Angan-wadis in the locality	Population out of the locality covered by Angan wadi
1	2	3	4	5	6	7	8	9	10	11
	Total									

Info. In cols 7 to 11

Verified

LHV/ANM

## **Main Features of programme for Reproductive & Child Health (RCH)**

1. The main objective of the programme is to supplement the efforts of Health Department to improve the health status of the poorer sections and in particular ,

i) To improve the health status of pregnant women and lactating mothers and reduce maternal mortality.

ii) To improve the health status of children upto 6 years of age and reduce infant mortality.

iii) To improve health of adolescent girls and sensitizing them on RCH issues.

iv) To promote small family norms and spacing of children among the population which has not adopted these norms.

v) To improve health of general public by creating awareness regarding nutrition, personal hygiene & sanitation, harmful effects of intoxicants.

vi) To promote use of Ayurveda and Yogic exercises .

vii) To improve the sex ratio by discouraging female feticide and removing bias against female child in regard to nutrition, medical care and education.

viii) To improve health status of aged.

## **2. The main role of NGOs in the programme will be :-**

i) Persuading and where necessary helping targeted population to take benefit of Govt. schemes for control of anemia by distribution of IFA tablets among pre school children, school going children, out of school adolescent girls, lactating mothers and for distribution of calcium tablets among pregnant women and lactating mothers.

- ii) Persuading pregnant women, lactating mothers and mothers of children 6 months to 6 yrs age to get them registered with anganwadi where there are adequate number of anganwadis so that they can get benefit of supplementary nutrition.
- iii) Creating awareness about government facilities regarding free treatment apart from free delivery at Govt hospital , Janani Suraksha Yojna(JSY) under which cash benefit is provided at the time of delivery, Pradhan Mantri Matritav Vandana Yojna (PMMVY) under which cash benefit of Rs.6,000/- is provided for 1<sup>st</sup> live birth to pregnant women and lactating mothers and help them where necessary to get benefit of the schemes.
- iv) To persuade pregnant women to get their medical check up done under Pradhan Mantri Surakshit Matritva Abhiyan.
- v) To persuade the intended beneficiaries to attend the outreach camps being organized by the Health Deptt. and persons above 30 years to get their annual medical check up done .
- vi) Where the %age of institutional deliveries or vaccination of children upto 3 yrs age against all diseases is less than 80%, to persuade the pregnant women to go in for institutional delivery and to persuade the mothers of the children to take them to the anganwadi on the next fixed date for getting the vaccination done .
- vii) In areas where a number of women with two or more living children are still going in for further pregnancy, to educate the women about the need for limiting the family size and spacing the children and merits and demerits of various methods.
- viii) Organizing camps for promoting use of Ayurvedic treatment and home based remedies with the help of Ayurvedic doctors from the district

and organizing classes for yogic exercises for improvement in general health status.

ix) Creating awareness against drug addiction and female foeticide and discrimination against female child in medical care, education and nutrition through interactive sessions, debates, declamation contests etc in schools and colleges.

x) Creating awareness for behavioural change on various issues regarding health of pregnant women, adolescent girls, young children, lactating mothers and others from poorer sections of society through group meetings and visits to households and distribution of relevant IEC material.

2. The implementation of the programme will require constant cooperation from the Health Deptt. & ICDP offices in the District. Only NGO who will be able to secure such cooperation should apply for such projects.

The projects will be sanctioned for population of 14,000 to 15,000 in urban slums .

3. Budget sanctioned during 2019-20 for a new RCH project in urban areas at Anx. A These are only for information . The actual amount to be sanctioned and detailed budget will be sent with sanction letter for the project.
4. On receipt of sanction of the project, the NGO will have to appoint the staff as per sanctioned budget (normally 1 Coordinator, 2 Health Workers.). They should be trained as ANM or Nurse or Multi Purpose Health Worker. Salaries are indicated in the budget.

The guidelines for implementation of the project will be issued alongwith the sanction letter.



5. The projects will be sanctioned only for areas where population is predominantly poor . Following areas will be accorded priority :-
- i) Slum areas or other area inhabited by poorer sections in the towns.
  - ii) Areas in which SC population is much above the State average (32%) and areas with large % age of migrant labour.
  - iii) Border areas

### **Annexure - 1**

#### **Topics on which awareness to be created and behavior changes induced by visit to households**

- i) Care of pregnant women, signs of high risk pregnancies , management of minor problems, and nutrition during pregnancy.
- ii) Care of young children - prevention and management of diarrhea and pneumonia, preparation of O.R.T., Nutrition for children with stunted growth, facilities provided by government for free transport for children and free ambulance service to carry them to PHC/Hospital and back home upto 1 year age . Free treatment at Govt. Hospital for girl child upto 5 yrs age.
- iii) Anemia - among children, adolescent girls, pregnant women and lactating mothers - causes , adverse effects, prevention, management - Govt. schemes for iron supplement . Role of proper nutrition & deworming .
- iv) Breastfeeding- advantages of early breast feeding and exclusive breast feeding for six months. Problems that may occasionally arise and how to solve them. Supplementary nutrition to the baby after six months.
- v) Nutrition – balanced diet, nutrition during childhood, adolescence, pregnancy and breastfeeding and during illness.
- vi) RTI/STI - symptoms, prevention and facilities for treatment.
- vii) Menstrual hygiene, use of sanitary napkins .

- viii) HIV/AIDS - prevention, symptoms and facilities for treatment.
- ix) Personal Hygiene & sanitation ,Care of teeth and eyes.
- x) Prevention of water borne diseases.
- xi) Harmful effects of use of Tobacco, alcohol and other intoxicating drugs.

## Annexure -A

### Proposed Budget For RCH Projects in Urban areas for (Population: 14000 to 15,000)

S.N	Name and Details	Amount(Rs.)	
		Basis of calculations	Total
1.	Project Coordinator Honorarium	6000 x 8 ½	51,000
	Mobile allowance	100x8 ½	850
2.	Health worker (2) Honorarium	5,500 x 2 x 8 ½	93,500
	Mobile allowance	100x2x8 ½	1,700
3.	Accountant (Part time)	500 x 8 ½	4,250
4.	Rent for field office Re-imburement may be made to Dharam Shala, Panchayat Ghar or any other place. Office has to be created in the field area or very close to it.	2000 x 8 ½	17,000
5.	Training (a) Training for Field Staff	6000	6,000
	(b) Review Meeting with NGO representatives	1500	1,500
6.	a) Camps for Ayurvedic & home based remedies (including exp. On travelling of Ayurveda doctor , Coordinator)	800 x 6	4,800
	b) Classes for Yoga (including refreshment to participants)	300x7 DAYS x6	12,600
7.	Group meetings- refreshment to participants	18 meetings x12 participantsxRs.10	2,160

8	Medicines Ayurvedic Medicines for Camps	2000x6 (40 patientsxRs.50/- x6 camps)	12,000
9	IEC Material including production, to be done at the centralized level, distribution of pamphlets and posters		4,000
10	Stationary, Telephone Expenses & other contingent Expenses		3,000
11	Audit Fee		2,000
	Supervision by NGO functionaries		3,500
			<b>Rs.2,19,860/-</b>

**Say Rs. 2,20,000/-**

Budget for the procurement and distribution of sanitary napkins will be conveyed subsequently for the districts Amritsar, Gurdaspur, Hoshiarpur, Nangal, Ludhiana and Mansa where these are not distributed by the health department.