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GOVERNMENT OF MANIPUR SECRETARIAT: SOCIAL WELFARE DEPARTMENT

NOTIFICATION

Imphal, the 28th November, 2023

No. CSSS-1202(1)/3/2022-SW-SW: In exercise of the powers conferred under section 32 of the Maintenance and Welfare of Parents and Senior Citizens Act, 2007 (Central Act No. 56 of 2007), the State Government hereby makes the following rules, namely: -

“The Manipur Maintenance and Welfare of Parents and Senior Citizens Rules, 2023”

Chapter I Preliminary

1. Short title and commencement-

- (1) These rules may be called the Manipur Maintenance and Welfare of Parents and Senior Citizens Rules, 2023.
- (2) It shall come into force from the date of the publication in the Official Gazette.

2. Definitions-

- (1) In these rules, unless the context otherwise requires, -
 - (a) “Act” means the Maintenance and Welfare of Parents and Senior Citizens Act, 2007 (Central Act No. 56 of 2007);
 - (b) “Application” means an application made to a tribunal under section 5;
 - (c) “Blood relations” in the context of a male and a female inmate, mean father, mother, daughter, son, brother-sister (not cousins) and grandchild;
 - (d) “Form” means a form appended to these rules;
 - (e) “Government” means the State Government of Manipur;
 - (f) “Inmate”, in relation to an old age home, means a senior citizen duly admitted to reside in such a home;
 - (g) “Opposite party” means the party against whom an application for maintenance has been filed under section 4;
 - (h) “Presiding Officer” means an officer appointed to preside over a Maintenance Tribunal referred to under sub-section (2) of section 7 or an Appellate Tribunal under sub-section (2) of section 15;
 - (i) “Schedule” means a Schedule appended to these rules;
 - (j) “Section” means a section of the Act;
 - (k) “Registration Authority” means Deputy Director in charge of aged person, Department of Social Welfare, Government of Manipur, responsible for registration of old age homes.

- (2) Words and expressions defined in the Act but not defined in these rules shall have the meanings respectively assigned to them in the Act.

Chapter II

Procedure for Maintenance Tribunal, Appellate Tribunal and Conciliation Officers

3. Constitution of Maintenance Tribunal-

(1) The Government shall, by notification in the Official Gazette, constitute for each sub-division one or more Tribunals as may be specified in the notification for the purpose of adjudicating and deciding upon the order for maintenance under section 5.

(2) The Tribunal shall consist of an Additional District Magistrate (ADM) or Sub-Divisional Magistrate (SDM) of the sub- division, as the case may be, and two other members, of whom one shall be a woman.

(3) The Maintenance Tribunal shall have all the powers a Civil Court for all purposes of section 195 and Chapter XXVI of the CrPC 1973.

(a) The ADM/SDM shall be the Presiding Officer of the Maintenance Tribunal of the concerned District and the Deputy Commissioner shall be the Presiding Officer of the Appellate Tribunal, as constituted in concerned District under his jurisdiction.

(b) The other non-official members, one of whom shall be a woman, shall have the following qualifications, namely: -

- (i) the non-official member should not be less than 35 years of age in case of Maintenance Tribunal and not less than 50 years of age in case of Appellate Tribunal.
- (ii) the non-official member should possess a Post Graduate Degree from a recognized university in case of Maintenance Tribunal and should possess a Post Graduate Degree in Social Work/ Sociology/ Anthropology/ Gerontology/ Psychology in case of Appellate Tribunal.
- (iii) the non-official member should be a person with integrity and unblemished record of service. He should have adequate knowledge and experience of at least 5 years of working for the welfare of senior citizens, woman empowerment and social welfare in case of Maintenance Tribunal and 7 years of working in case of Appellate Tribunal.
- (iv) he should be resident of Manipur for not less than three years.

Provided that a person shall be dis-qualified for appointment as a member if he-

- (I) has been convicted and sentenced to imprisonment for an offence which, in the opinion of the State Government involves moral turpitude; or
- (II) is an undischarged insolvent; or
- (III) is of unsound mind and stands so declared by a competent court; or
- (IV) has been removed or dismissed from the service of the Government or a body corporate owned or controlled by the Government.

(4) Every appointment in clause (b) of sub rule 3 shall be made by the State Government on the recommendation of a Selection Committee consisting of the following, namely-

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|---|-------------|
| (i) Administrative Secretary of the concerned Department | - Chairman. |
| (ii) Director of the Nodal Department of the State Government | - Member |

- (iii) One representative from MASLSA/Department of Law preferably with experience in the field of senior citizens - Member.
- (iv) One representative from academic bodies concerned with Social Work, Psychology or Sociology with experience of working on the issues of aged persons - Member.
- (v) Any officer, not below the rank of Deputy Director, of the concerned department- Member Secretary.

The Selection Committee at the time of recommending names for appointment as Members of the Tribunal and Appellate Tribunal shall also prepare a panel of names for each Tribunal to fill in vacancies which may arise during the tenure.

(5) The two non-official members shall hold office for a term of three years from the date on which they join the office or up to the age of 65, whichever is earlier.

Provided that a member shall be eligible for re-appointment for another term of three years or up to the age of 65, whichever is earlier, subject to the condition that he fulfils the qualification and other conditions for appointment as prescribed and such re-appointment is also made on the basis of the recommendation of the Selection Committee.

(6) A member can resign any time, by giving one month's advance notice in writing under his hand, or he may be removed from his office, after holding enquiry by the State Government, if

- (a) he has been found guilty of misuse of power vested under this Act.
- (b) he has been convicted of an offence involving moral turpitude.
- (c) he fails to attend the proceeding of the tribunal for consecutive four weeks without any valid reasons.

(7) Any vacancy in the Tribunal may be filled by appointment of another person from the panel of names prepared by the Selection Committee constituted under sub rule (4).

(8) The non-official members of the Tribunal shall be paid sitting allowance as the State Government may determine, but it shall not be less than Rupees One Thousand Five Hundred per sitting per member. A separate order may be issued by the concerned Department in this regard from time to time.

(9) The Tribunal shall hold its sittings for a minimum of once a week which may be increased by the State Government depending on cases and pendency of work.

(10) The Tribunal shall perform the functions of adjudicating and disposing off cases of maintenance to achieve the objects of the Act and in this respect shall be guided by the provisions laid down under Chapter 2 of the Act.

4. Panel for appointment as Conciliation Officers-

(1) Maintenance Officer: The District Social Welfare Officer of the concerned district is designated as Maintenance Officer as provided in section 18 (1) of the Act.

(2) Every Tribunal shall prepare a panel of persons suitable for appointment as Conciliation Officer which shall include the Maintenance Officers designated under section 18 of the Act.

(3) Every Conciliation Officer shall have the following qualifications namely: -

- (a) he should be associated with an organization which is working for the welfare of senior citizens and/ or weaker sections, or in the area of education, health, poverty alleviation, women's empowerment, social welfare, or related fields, for at least two years with an unblemished record of service;

(b) he should be a senior office-bearer of the organization; and

(c) he should possess good knowledge of law.

Provided that a person who is now associated with an organization of the kind mentioned above, may also be included in the panel mentioned in clause (a) if he fulfils the following conditions namely:

(i) he has a good and unblemished record of public service in one or more of the areas mentioned in clause (a); and

(ii) he has good knowledge of law.

(4) The Tribunal shall publish the panel mentioned in sub-rule (2) for general information at least once every year, on 1st January and whenever any change is effected therein.

(5) Conciliation Officer shall be paid such honorarium and allowances as may be prescribed by the State Government from time to time.

CHAPTER III

Procedure for Application and Consideration for Maintenance

5. Procedure for filing an application for maintenance, and its registration-

(1) An application for maintenance under section 4 shall be made in '**Form A**', in the manner laid down in clauses (a) and (b) of sub-section (1) of section 5.

(2) On receipt of an application under sub-rule (1), the Presiding Officer shall cause -

(a) its essential details to be entered in a Register of Maintenance Claim Cases, to be maintained by the Maintenance Tribunal in the format prescribed in '**Form N**'; and

(b) its acknowledgment in '**Form B**' to be given, notwithstanding anything contained in rule 5, to the applicant or his authorized representative in case of hand delivery, and its dispatch by post in other cases and the acknowledgement shall specify, *inter alia*, the registration number of the application.

(3) Where a Tribunal takes cognizance of a maintenance claim, *suo-motu*, the Presiding Officer shall, after ascertaining facts, get '**Form A**' completed as accurately as possible, get it authenticated by the concerned senior citizen or parent, or any person or organization authorized by him and shall cause the same to be registered in accordance with clause (a) of sub-rule (2) above.

6. Preliminary Scrutiny of the application-

(1) On receipt of an application under sub rule (1) of Rule 5, the Tribunal shall satisfy itself that -

(a) the application is complete; and

(b) the opposite party has, *prima facie*, an obligation to maintain the applicant in terms of section 4.

(2) In case where the Tribunal finds any lacunae in the application, it may direct the applicant to rectify such lacunae within 15 days of filling the application.

(3) Every application shall be heard and decided, within 3 months of the date of its presentation.

Provided that the Tribunal may extend the said period, once for a maximum period of 30 days in exceptional circumstances for the reasons to be recorded in writing.

7. Notice to the Opposite Party-

- (1) Once the Tribunal is satisfied on the points mentioned in sub-rule (1) of rule 6, it shall cause to be issued to each person against whom an application for maintenance has been filed, a notice in '**Form C**' directing them to show cause why the application should not be granted, along with a copy of the application and its enclosures, in the following manner: -
 - (a) by hand delivery through the applicant, if he so desires, else through a process server; or
 - (b) by registered post with acknowledgement due.
- (2) The notice shall require the opposite party to appear in person, on the date to be specified in the notice and to show cause, in writing, as to why the application should not be granted and shall also inform that, in case he fails to respond to it, the Tribunal shall proceed *ex-parte*.
- (3) Simultaneously with the issue of notice under sub-rules (1) and (2), the applicant(s) shall also be informed of the date mentioned in sub rule (2), by a notice issued in '**Form D**'.
- (4) The provisions of Order V of the Code of Civil Procedure, 1908, shall apply, *mutatis mutandis*, for the purpose of service of notice under sub-rules (2) and (3).
- (5) The Tribunal shall have all the powers of a Civil Court for the purpose of taking evidence on oath, of enforcing the attendance of witnesses, of compelling the discovery and production of documents/material objects and for such other purposes as may be prescribed; and the Tribunal shall be deemed to be a Civil Court for all the purposes of section 195 and Chapter XXVI of the Code of Criminal Procedure, 1973.

8. Procedure in case of non-appearance by the Opposite Party-

In case, despite service of notice, the opposite party fails to show cause in response to a notice, the Tribunal shall proceed *ex-parte*, by taking evidence of the applicant and making such other inquiry as it deems fit, and shall pass an order disposing of the application.

9. Procedure in case of admission of claim-

In case, on the date fixed in the notice issued under rule 7, the opposite party appears and accepts his liability to maintain the applicant, and the two parties arrive at a mutually agreed settlement, the Tribunal shall pass an Order accordingly.

10. Procedure for impleading children or relatives-

(1) An application by the opposite party, under the proviso to sub-section (5) of section 5, to implead any other child or relative of the applicant shall be filed on the first date of hearing as specified in the notice issued under sub-rule (2) of this rule:

Provided that no such application shall be entertained after such first hearing, unless the opposite party shows sufficient cause for filing it at a later stage.

(2) On receipt of an application under sub-rule (1) above, the Tribunal shall, if it is prima facie satisfied, after hearing the parties, about the reasonableness of such application, issue notice to such other child or relative to show cause why they should not be impleaded as a party, and shall after giving them an opportunity of being heard, pass an order regarding their impleadment or otherwise.

(3) In case the Tribunal passes an order of impleadment under sub-rule (2), it shall cause a notice to be issued to such impleaded party in '**Form C**'.

11. Reference to Conciliation Officer-

(1) In case, on the date fixed in the notice issued under rule 7, the opposite party appears and shows cause against the maintenance claim, the Tribunal shall seek the opinion of both the parties as to whether they would like the matter to be referred to a Conciliation Officer and if they express their willingness in this behalf, the Tribunal shall enquire them whether they would like the matter to be referred to a person included in the panel prepared under rule 4, or to any other person acceptable to both parties.

(2) If both the parties agree on any person, whether included in the panel under rule 4 or otherwise, the Tribunal shall appoint such person as the Conciliation Officer in the case, and shall refer the matter to him, through a letter in **Form 'E'**, requesting the Conciliation Officer to try and work out a settlement acceptable to both parties, within a period not exceeding one month from the date of receipt of the reference.

(3) The reference in '**Form E**' shall be accompanied with copies of the application and replies of the opposite party thereto.

12. Proceedings by Conciliation Officer-

(1) Upon receipt of a reference under rule 11, the Conciliation Officer shall hold meetings with the two parties as necessary, and shall try to work out a settlement acceptable to both the parties, within a period of one month from the date of receipt of the reference.

(2) If the Conciliation Officer succeeds in working out a settlement acceptable to both the parties, he shall draw up a memorandum of settlement in '**Form F**', get it signed by both parties, and forward it, with a report in '**Form G**', along with all records of the case received from the Tribunal, back to the Tribunal within a month from the receipt of the reference.

(3) If the Conciliation Officer is unable to arrive at a settlement within one month of receipt of a reference under Rule 11, he/she shall return the papers received from the Tribunal along with a report in '**Form H**', showing efforts made to bring about a settlement and the points of difference between the two parties which could not be reconciled.

13. Action by the Tribunal in case of settlement before a Conciliation Officer-

(1) In case, the Tribunal receives a report from the Conciliation Officer under sub-rule (2) of rule 12, along with a memorandum of settlement, it shall give notice to both parties to appear before it on a date to be specified in the notice, and confirm the settlement.

(2) In case on the date specified in the notice as above, the parties appear before the Tribunal and confirm the settlement arrived at before the Conciliation Officer, the Tribunal shall pass a final order as agreed in such settlement.

14. Action by the Tribunal in other cases-

(1) The Tribunal shall give to both the parties an opportunity of leading evidence in support of their respective claims, and shall, after a summary inquiry as provided in sub-section (1) of section 8, pass such order as it deems fit, in case, -

- (i) the applicant(s) and the opposite parties do not agree for reference of their dispute to a Conciliation Officer as per rule 11, or
- (ii) the Conciliation Officer appointed under rule 11 sends a report under sub-rule (3) of rule 12, conveying inability to work out a settlement acceptable to both the parties, or
- (iii) no report is received from a Conciliation Officer within the stipulated time-limit of one month, or
- (iv) in response to the notice issued sub-rule (1) of rule 13, one or both the parties decline to confirm the settlement worked out by the Conciliation Officer.

(2) An order passed under rule 8, rule 9 or under sub-rule (1) above shall be a speaking one, spelling out the facts of the case as ascertained by the Tribunal, and the reasons for the order.

(3) While passing an order under sub-rule (1), directing the opposite party to pay maintenance to an applicant, the Tribunal shall take the following into consideration: -

- (a) amount needed by the applicant to meet his basic needs, especially food, clothing, accommodation, and healthcare,
- (b) income of the opposite party, and
- (c) value of, and actual and potential income from the property, if any, of the applicant which the opposite party would inherit and/or is in possession of.

(4) A copy of every order passed, whether final or interim, on an application, shall be given to the applicant(s) and the opposite party or their representatives, in person or shall be sent to them through a process server or by registered post and a copy shall be available to the Maintenance Officer.

(5) The Tribunal may, during the pendency of the proceeding regarding monthly allowance for the maintenance under this rule, order such child or relative to make a monthly allowance for the interim maintenance of such Senior Citizens including parent and to pay the same to such Senior Citizen including parent, specifying the manner in which the amount is to be given as per the convenience of the applicant.

15. Maximum maintenance allowance-

The maximum maintenance allowance which a Tribunal may order the opposite party to pay shall, subject to a maximum of rupees ten thousand per month, be fixed in such a manner that it does not exceed the monthly income from all sources of the opposite party divided by the number of persons in his family, counting the applicant or applicants also among the opposite party's family members.

16. Establishment and Procedure of Appellate Tribunal-

The State Government shall, by notification in the Official Gazette, constitute for each District one Appellate Tribunal as may be specified in the notification to hear the appeal against the order of Tribunal under section 15(1) of the Act.

17. Form of appeal-

An appeal under sub-section (1) of section 16 shall be filed before the Appellate Tribunal in 'Form I', and shall be accompanied by a copy of the impugned order of the Maintenance Tribunal.

18. Registration and acknowledgement of appeal-

On receipt of an appeal, the Appellate Tribunal shall register it in a register to be maintained for the purpose in prescribed format given at '**Form O**' and shall, after registering such appeal, give an acknowledgement to the appellant, specifying the appeal number and the next date of hearing, in '**Form J**'.

19. Notice of hearing to the respondent and appellant-

- (1) On receipt of an appeal, the Appellate Tribunal shall, after registering the case and assigning an appeal number, cause notice to be served upon the respondent under its seal and signature in '**Form K**'.
- (2) The notice under sub-rule (1) shall be issued through registered post with acknowledgement due, or through a process server.
- (3) Simultaneously, with the issue of notice under sub-rule(1), the applicant(s)/Appellant shall also be informed of the date mentioned in sub-rule (1), by a notice in '**Form L**'.
- (4) The provisions of Order V of the Civil Procedure Code shall apply mutatis mutandis for the purposes of service of notice issued under sub-rule (1).

20. Timeline to dispose Appeals-

The Appellate Tribunal shall make an endeavour to pronounce its order in writing within one month from the date of receipt of an appeal.

CHAPTER IV**Management/ Establishment of old age homes****21. Registration of old age homes established under section 19-**

- (1) The old age homes in the State whether already in existence or proposed to be established, other than those run by the State Government, shall get registered with the Deputy Director in charge of aged persons in the Directorate of Social Welfare Department, Government of Manipur i.e., the Registration Authority under these rules, and obtain a Registration Certificate to run the institution.
- (2) The old age home applying for Registration Certificate shall be registered under the Manipur Societies Registration Act, 1989 or the Companies Act, 1956 (Central Act No. 1 of 1956) or the Indian Trusts Act, 1882 (Central Act No.2 of 1882) or any other law for time being in force providing for such registration.
- (3) All old age homes in the State, offering services for the welfare of senior citizens shall, declare the facilities and services offered in the home, in the form of a citizen's charter including the following: -
 - (i) Suitable accommodation in secured premises with proper protection with basic facilities, periodic medical check-up and follow up thereon, amenities with hygienic and sanitary conditions in entire premises including kitchen, bathrooms, toilets etc, adequate number

of toilets and baths, adequate supply of water for drinking and ancillary purposes and arrangements for washing clothes, supply of daily needs, Newspaper, library, T.V, First aid and primary health care facilities etc.

- (ii) The institution shall provide recreational activities on a regular basis including religious discourses, meditation, bhajans etc. as per the interests of stakeholders. The Senior Citizens shall be provided counselling where required, and kept engaged in a constructive manner mobilizing support from Government and Non-Government Agencies, and other Philanthropic/Civil Society Members.
- (iii) Supply of age prescribed nutritious and wholesome diet, including local foods/ local seasonal vegetables/fruits to the residents, with menu displayed in institution.
- (iv) Adequate clothing and linen for the inmates, including for the winter season.
- (v) Adequate number of staff, including paramedical attendants (ayahs or nurses) for First aid and routine health care of the inhabitants.
- (vi) Required specialist treatment and therapy to the severely ill senior citizens by specialist institutions, preferably Government institutions.
- (vii) The services and quality of services provided should be commensurate with the payments made by the inmates.
- (viii) Home committees of inhabitants to encourage the participation and to respect the opinion of the residents of the home with a redressal mechanism to sort out the problems of all residents in a speedy and systematic manner.
- (ix) The Directors/ Office bearers/ Trustees/ Board Members/ Office bearer/ invitees and staff of the institution shall be mentally sound and shall not have/had any criminal record or involved in any offence/ plead guilty of an offence involving moral turpitude/ financial fraud.
- (x) Objectives of old age home, details of name, address, occupation, qualifications of the Directors/ Board Members and staff/ employees working in the institution, details of inmates, monthly charges (if any) from inmates, etc shall be displayed on their website duly updating the same every year and in such manner as may be prescribed by Government/ Registration Authority.
- (xi) The Chief functionary/ in-charge of the home shall, immediately after the occurrence of any death among the inmates/ residents of the home, send a written report to the Police, with a copy thereof to the Registration Authority explaining the cause of death to the best of his/her knowledge.
- (xii) The old age home shall ensure that rights and entitlements of senior citizens under various schemes/ statutory provisions are protected at all times.

(4) Procedure for obtaining Registration Certificate:

(i) Every person or Institution desiring to establish or maintain old age home or provide day care services to the aged shall: -

(a) Make an application for Registration Certificate to the Deputy Director (in charge of aged persons), Social Welfare Department (Registration Authority) in the '**Form- M**' along with particulars as required and fee of Rs. 100/- (Rupees one hundred) only through Demand Draft or Crossed Cheque in favour of Director, Social Welfare Department.

(b) Make available all Originals to the Registration Authority at the time of enquiry for verification.

(ii) On receipt of an application for Registration Certificate, the Registration Authority concerned shall, within one month, inspect or cause to inspect the institution and verify the original documents, and other relevant matters including the following:

(a) Objectives, antecedents and activities of the applicant/ management and in case of an Association, the office bearers of the managing committee/governing body, particulars of governing body and the staff of Institution, copy of Annual report, copy of Audited Annual Accounts, list of residents and particulars of facilities as declared by the home and as mentioned in the application form and actually provided.

(b) All other conditions prescribed under sub rule 3.

(iii) If the Registration Authority, upon verification, is satisfied, he shall issue the Registration Certificate, subject to the conditions specified therein. On the other hand if the Registration Authority finds any discrepancy/ inadequacy in the information/ details submitted by the organization/ management of the home, the application may be returned to the applicant for rectification and re-submission or reject the Registration Certificate for the reasons to be recorded in writing.

(5) Validity of Registration Certificate: -

(a) A Registration Certificate granted under these rules will be valid for a period of three years for the institutions to be newly established.

(b) For well-established institutions adhering to all conditions and minimum standards of care as prescribed by Government /Registration Authority from time to time, the Registration Certificate may be granted for a period up to 6 (six) years depending on the reputation and record of institution concerned.

(6) Registration Certificate not Transferable: -

(a) A Registration Certificate granted under these rules shall not be transferable.

(b) Any change in governing body/ executive committee/ Management body staff should invariably be intimated to Registration Authority.

(7) Without the previous written consent of the Registration Authority, the old age home shall not change its name or location as specified in the certificate. However, for reason to be justified, location change of the organization, should be intimated to the Registration Authority within 30 days.

(8) Every old age home registered shall provide an updated report on inmates to Registration Authority every year, in such manner as prescribed by Government or Registration Authority.

(9) Powers of the Registration Authority: The Registration Authority shall have the following authority in respect of registered old age homes:

(a) Power to give directions to manager or in-charge of an old age home, Subject to the directions, if any, given by the State Government, the Registration Authority may from time to time, give such general or special directions to the manager/ in-charge of a registered old age home as deemed fit for the proper management of the home/ facility of service. The manager/person in-charge shall comply with such directions.

(b) Delegation of powers: - Subject to the control/ directions of the State Government, the Registration Authority may, by general or special order in writing and subject to such conditions and limitations, as may be specified therein, delegate to any senior Officer/ staff, such of its powers and functions under this rule, as it may deem necessary, for the efficient carrying of its administration.

(10) Monitoring and Supervision: -

The Deputy Director (in charge of aged persons), Social Welfare Department (Registration Authority), District Social Welfare Officer of the district concerned, any member of the District Committee, State Council of older persons or any person authorized by the Deputy Commissioner/ Magistrate, State Nodal Officer for senior citizens, Director (Social Welfare) and State Government has powers to inspect any old age home maintained by the individuals/ a group of individuals/ voluntary organizations / institutions / charitable trusts/ statutory bodies etc. and call for any information or record from the management of the home for the purpose of implementing these rules.

(11) Revocation of Registration Certificate: -

The Registration Authority or the Director (Social Welfare) may revoke the Registration Certificate by an order, for reasons to be recorded in writing, if the old age home is not being run in accordance with the conditions specified in the rules or Registration Certificate:

Provided that no order of revocation shall be made until an opportunity is given to the person to show cause as to why the certificate should not be revoked.

Provided further that where the situation warrants in the interest of inmates or residents, for the reasons to be stated in writing, the Registration Authority may suspend the Registration Certificate and order for closure of the institution.

(12) Renewal of Registration Certificate: -

(a) All old age homes shall apply for renewal of Registration Certificates as prescribed at clause (i)(a) of sub rule 4, 60 days prior to date of expiry of Registration Certificate.

(b) The Registration Authority, if required, by causing/ facilitating visits, shall satisfy itself that all conditions/ standards prescribed have been adhered to and may grant renewal for a minimum period of 3 years:

In case of failure to submit the application 60 days prior to the date of expiry of the certificate, Registration Certificate may be renewed on an application made within sixty (60) days from the date of its expiration, if the Registration Authority is satisfied that there was sufficient cause for not making the application earlier.

(13) Appeals under this chapter: -

(i) Any person aggrieved by an order of the Registration Authority refusing to grant a Registration Certificate or revoking a Registration Certificate, may within 30 days of receipt of order, prefer an appeal to the concerned Deputy Commissioner/ Magistrate (Appellate Authority), who shall decide it after hearing both the parties within a period of 3 months.

(ii) Any party aggrieved by the order of the Appellate Authority may, within a period of 30 days, file a revision petition before the Administrative Secretary, Social Welfare Department (Revisional Authority), whose order shall be final.

(iii) Serving of notices to the aggrieved person/ NGO by the Registration Authority/ Appellate Authority/ Revisional Authority shall be as per the provisions of the Code of Civil Procedure 1908. .

(14) Cessation of Institution/ Service Provider: -

(i) An institution/Service Provider for the senior citizens shall be closed or shall cease to function under the following circumstances:

(a) Where no application has been made, for registration of old age home already existing, even after the expiry of 3 months of the issue of these rules as required under clause(i) of sub rule 4, or for renewal of the registration as required under sub rule 12.

- (b) Where the Registration Authority rejected the registration of the old age home or service provider under these rules and no appeal is pending on such rejection;
- (c) Where registration certificate in respect of a home is revoked under sub rule 11 and no appeal is pending on such revocation;
- (ii) When any old age home ceases to function under clause (i) of sub rule 14, the Registration Authority may direct that any inmate of such home shall be-
 - (a) restored to the custody of his/her child, relative or legal heir, as the case may be, provided the Registration Authority satisfies itself of proper protection and care of such person and person to be restored is willing for such restoration or
 - (b) transferred to another suitable old age home.

(15) Penalty for violations under this Chapter:

Any person who continues to run an old age home or facility in violation of orders issued under sub rule 14 shall be liable for punishment with fine up to Rs. 25,000/- (Rupees Twenty Five thousand only). Further, the assets accrued from resources meant for senior citizen concerned but not utilized for them, shall also be liable for forfeiture for utilization for Welfare of Senior Citizens.

Provided that no order imposing the said penalty shall be made by the Deputy Director, Social Welfare Department, except on the recommendation of the District Committee.

CHAPTER - V

Roles of District Magistrate

22. Duties and Powers of the District Magistrate-

- (1) The District Magistrate shall ensure that the provisions of this Act are properly carried out and the District Magistrate may specify the officer, subordinate to him, who shall exercise all or any of the powers, and perform all or any of the duties, so conferred or imposed and the local limits within which such powers or duties shall be carried out by the officer as may be prescribed.
- (2) It shall be the duty of the District Magistrate to -
 - (i) ensure that life and property of senior citizens of the district are protected and they are able to live with security and dignity;
 - (ii) oversee and monitor the work of Maintenance Tribunals and Maintenance Officers of the district with a view to ensuring timely and fair disposal of applications for maintenance, and execution of Tribunal's orders and implementation of rules herein;
 - (iii) oversee and monitor the working of old age homes in the district so as to ensure that they conform to the standards laid down in these rules, and any other guidelines and orders of the State Government;
 - (iv) ensure regular and wide publicity of the provisions of the Act, and Central and State Governments programmes for the Welfare of Senior Citizens;
 - (v) encourage and coordinate with Panchayats, Municipalities, Nehru Yuva Kendrās, Educational Institutions and especially their National Service Scheme Units, organizations, specialists, experts, activists and other civil societies organizations working in the district so that their resources and efforts are effectively pooled for the welfare of senior citizens of the district;
 - (vi) ensure provision of timely assistance and relief to senior citizens in the event of natural calamities and other emergencies;

(vii) ensure periodic sensitization of officers of various departments and Local Bodies concerned with welfare of senior citizens, towards the needs of such citizens, and the duty of the officers towards the latter;

(viii) review the progress of investigations and trial of cases relating to senior citizens in the district;

(ix) ensure that adequate number of prescribed application forms for maintenance are available on-line or in offices of common contact for citizens like Panchayats, Post Offices, Mandal Parishad Offices, Mandal Revenue Offices, Revenue Divisional Offices, Collectorate, Police Stations etc;

(x) perform such other functions as the State Government may, by order, assign to the District Magistrate in this behalf, from time to time.

(3) With a view to ensuring the provisions of this Act, Rules and Guidelines and instructions as prescribed by the State Government from time to time are properly carried out, the District Magistrate shall be competent to issue such directions, not inconsistent with the Act, these Rules, and general guidelines of the State Government, as may be necessary, to any concerned Government or Statutory Agency or body or individuals/ a group of individuals/ Voluntary Organizations / Institutions / Charitable Trusts/ Statutory Bodies etc. working in the district, and especially to the following:-

- (a) Officers of the State Government in the Police, Health and Publicity Departments and the Departments dealing with welfare of senior citizens;
- (b) Maintenance Tribunals and Conciliation Officers;
- (c) Panchayats, Municipalities and Municipal Corporations;
- (d) Educational institutions and
- (e) Other concerned institutions/persons.

CHAPTER – VI

Protection of Life and Property of Senior Citizens

23. Action plan for the Protection of Life and Property of Senior Citizens-

(1) The District Superintendent of Police shall take all necessary steps, subject to such guidelines as the State Government may issue from time to time, for the protection of life and property of Senior Citizens.

(2) Without prejudice to the generality of sub-rule (1)-

(i) each police station shall maintain an up-to-date list of senior citizens living within its jurisdiction, especially those who are living by themselves with the assistance of Volunteers Committee formed under clause (iv).

(ii) a representative of the police station together, as far as possible, with an office bearer of a senior citizens' organization or social worker or volunteer shall visit such senior citizens living on their own at regular intervals or at least once a quarter and shall, in addition, visit them as quickly as possible on receipt of a request for assistance from them.

(iii) community policing for the security of senior citizens will be undertaken by Police in conjunction with citizens living in the neighbourhood, Residents' Welfare Associations, Meira Paibi Organisations, Youth volunteers, Non-Governmental Organizations etc.

(iv) one or more Volunteers' Committee(s) shall be formed for each Police Station,

consisting of a respectable senior citizen, a member of an accredited NGO, a women member who could be a member of any one of the Government Committees like Child Welfare Committee, a retired person who has served in uniform service, which shall ensure regular contact between the senior citizens, especially those living by themselves, on the one hand, and the police and the district administration on the other.

(v) complaints/problems of senior citizens shall be promptly attended to, by the local Police.

(vi) antecedents of domestic servants and others to be engaged by senior citizens shall be promptly verified by the concerned Officer-in-Charge with the assistance of concerned Village Authority, Gram Panchayat and/or concerned other Local Level Officers, on the request of such citizens.

(vii) the District Superintendent of Police with the assistance of District Committee and the District Social Welfare Officer shall cause wide publicity in the media and through the Police Stations, at regular intervals, the steps being taken for the protection of life and property of senior citizens. List of Do's and Don'ts to be followed by senior citizens in the interest of their safety will be widely publicized.

(viii) each Police Station shall maintain a separate register containing all important particulars relating to offences committed against senior citizens including the names of their children, relatives or legal heirs in such form as the State Government may, by order, specify.

(ix) the register referred to in clause (viii) shall be kept available for inspection, to the members of Voluntary Committee, State Council and District Committee formed under clause (iv) of sub rule 2, rule 24 and rule 25 respectively. Every Officer inspecting a Police Station shall invariably review the status as reflected in the register.

(x) the Police Station shall send a monthly report of such crimes to the District Superintendent of Police by the 10th of every month.

(xi) the District Superintendent of Police / Commissioner of Police shall submit to the Director General of Police and to the District Magistrate, a monthly report by 20th of every month, about the status of crime against senior citizens during the previous month, including progress of investigation and prosecution of registered offences, and preventive steps taken during the month.

(xii) the District Magistrate shall cause the report to be placed before the District Committee for Senior Citizens constituted under rule 25.

(xi) the Director General of Police shall cause the reports submitted under clause (xi) to be compiled, once in a quarter, and shall submit them to the State Government every quarter as well as every year for being placed before the State Council of Senior Citizens constituted under rule 24.

CHAPTER - VII

State Council and District Committees of Senior Citizens

24. State Council of Senior Citizens-

(1) The State Government may, by order, establish a State Council of Senior Citizens to advise the State Government on effective implementation of the Act and to perform such other functions in relation to senior citizens as the State Government may specify.

(2) The State Council shall consist of the following members, namely: -

Sl. No.	Details of the Members	Position
(i)	Minister for the State Government in Charge of Social Welfare Department	Chairman
(ii)	Secretaries to Departments of the Government dealing with Social Welfare, Health, Home, Publicity, and other subjects of concern to the Senior Citizens	Members, Ex-officio
(iii)	Such number of specialists and activists in the field of welfare of senior citizens, as the State Government may determine, to be nominated by the State Government;	Members
(iv)	Such number of eminent senior citizens as the State Government may determine, to be nominated by the State Government	Members
(v)	Director in-charge of Senior Citizens Welfare in the State.	Member Secretary

(3) The State Council shall meet at least once in six months.

(4) Tenure of the members of the State Council, other than ex-officio members, rules of procedure of the Council and other ancillary matters shall be such as the State Government may, by order, specify.

25. District Committee of Senior Citizens-

(1) The State Government may, by order, establish a District Committee of Senior Citizens for each district to advise on effective and coordinated implementation of the Act at the district level, and to perform such other functions in relation to senior citizens at the district level, as the State Government may specify.

(2) The District Committee shall consist of the following members:

- | | | | |
|-------|---|---|------------------|
| i. | Deputy Commissioner/District Magistrate | : | Chairman |
| ii. | Superintendent of Police | : | Member |
| iii. | Chief Medical Officer | : | Member |
| iv. | Project Director, District Rural Development Agency | : | Member |
| v. | Sub- Divisional Officers / Magistrate | : | Member |
| vi. | Three members from N.G.O.s / Specialists / Activists in the field of Welfare of Senior Citizens, of whom one should be a woman, | : | Members |
| vii. | Three members from Eminent Senior Citizens of whom one should be woman, | : | Members |
| viii. | District Social Welfare Officer concerned | : | Member Secretary |

- (3) The tenure of the non-official members shall be three years.
- (4) The District Committee shall meet once in every three months.
- (5) State Government may issue guidelines on the selection of non-official members of State Council of Senior Citizens and District Committee, if necessary.

CHAPTER—VIII
MISCELLANEOUS

26. Amendment of the Rules

The State Government may amend the rules from time to time.

By Order and in the name of the Governor of Manipur,

NINGTHOUJAM GEOFFREY,
Commissioner-cum-Secretary (Social Welfare),
Government of Manipur.

FORM - A
[See Rule 5(1)]

**APPLICATION UNDER RULE 5(1) OF THE
MANIPUR MAINTENANCE OF PARENTS AND
SENIOR CITIZENS RULES, 2022.**

1. Details of the Parent/Senior Citizen:

- (i) Name of the Parent/Senior Citizen :
- (ii) Name of the Father :
- (iii) Age :
- (iv) Sex :
- (v) Permanent Address :
- (vi) Present Address :
- (vii) Phone Number and mail ID if any :

2. Details of the Authorised Person/ Organisation, if the Parent/Senior Citizen is incapable:

- (i) Name:
- (ii) Address:
- (iii) Phone Number and mail.ID if any

3. Details of Respondents

Sl. No.	Respondent Name	Relationship with the applicant	Address	Telephone No. if any
(1)	(2)	(3)	(4)	(5)

4. Relief (s)/ Assistance sought:

5. Interim Order, if prayed for:

Pending final decision on the application, the applicant seeks issue of the following Interim Order (Give here the nature of the interim order requested for, with reasons).

6. Facts of the case:

(Give here a concise statement of facts in a chronological order, each paragraph containing as neatly as possible a separate issue, fact or otherwise).

7. Details of Index: An index in duplicate, containing the details of the documents to be relied upon, is enclosed.

8. List of enclosures:

DECLARATION

I..... (Name of the applicant) S/o, D/o, W/o.....age.....resident of..... do hereby declare that the contents from paras 1 to 8 are true to the best of my personal knowledge and belief and that nothing material has been concealed thereof and also declare that the subject matter of the order against which I seek redressal is within the Jurisdiction of the Tribunal. I further declare hereby that the matter regarding which this application has been made is not pending before any court of law or any other authority or has not been rejected by any court of law or other authority.

Place:

Date:

Signature of the Parent/ Senior Citizen.

Signature of the Authorised
Person/Organisation,

To
The Presiding Officer,

FORM - B

[See Rule 5(2)(b)]

ACKNOWLEDGEMENT

Receipt of the application filed under the Manipur Maintenance of Parents and Senior Citizens Rules, 2022 by Shri/Smt.....

Address.....is hereby acknowledged. The registration number of the application is.....

(Authorised signatory)
Maintenance Tribunal

FORM - C

[See Rule 7(1)]

NOTICE TO THE OPPOSITE PARTY

Before the Tribunal for Maintenance and Welfare of Parents and Senior Citizens

O.P. No. _____ of 20

To

.....
.....
.....

Sir/Madam,

An application has been filed by Mr/MrsResiding atagainst you for not maintaining her/him/them and you are requested to appear before the Tribunal in person on.....day of ...atam/pm at (venue).....and render your reply in writing why the application should not be ordered against you on the above, failing which the matter will be decided ex-parte.

Seal with date and Signature of the Presiding Officer

FORM - D

[See Rule 7(3)]

NOTICE TO THE PETITIONER/APPLICANT

Before the Tribunal for Maintenance and Welfare of Parents and Senior Citizens

O.P. No. _____ of 20

To

.....
.....
.....

Sir/Madam,

On application filed by you seeking maintenance under Maintenance and Welfare of Parents and Senior Citizens Act, 2007 from Sri/Smt..... residing at....., you are required to appear in person before the Tribunal on.....day of.....at.....am/pm at (venue) for hearing. Kindly attend on the above date failing which the matter will be decided ex-parte.

Seal with date and Signature of the Presiding Officer

FORM-E

[See Rule 11(2)]

Before the Tribunal for Maintenance and Welfare of Parents and Senior Citizens

O.P. No. _____ of 20

To

The Conciliation Officer

.....
.....

Sir /Madam,

The Tribunal is herewith forwarding to your kind self the petition bearing No. datedreceived from Shri/Smt.....residing at.....seeking maintenance under Maintenance and Welfare of Parents and Senior Citizens Act, 2007 and you are requested to arrive at a settlement which is acceptable to both parties and the findings may be informed to this Tribunal within a period not exceeding one month, from the date of receipt of the reference. If any amicable settlement is arrived that may also be informed to this Tribunal so as to enable this Tribunal to pass an order to that effect. If you are unable to arrive at a settlement within one month from the receipt of the reference, you shall return the papers along with a report showing efforts made by you to bring about settlement. Copies of application, replies of the opposite party along with relevant records are herewith enclosed for reference at your end.

Seal with date and Signature of the Presiding Officer

FORM - F

[See Rule 12(2)]

Memorandum of Settlement**Before the Tribunal for Maintenance and Welfare of Parents and Senior Citizens****O.P. No.....of 20**

_____Petitioner/Applicant

Vs.

_____Respondent/Respondents

To,
 The Presiding Officer,
 Tribunal for Maintenance of Parents and Senior Citizens,
 _____ Division,
District.

Manipur.

Sir/Madam,

The Hon'ble Tribunal had referred me the petition of Shri/Smt..... residing at....., bearing No.....to arrive at a settlement of maintenance acceptable to both parties.

It is arrived at a sum of Rs. _____ /- per month as maintenance payable to the Petitioner/Applicant by the Respondents. Details of respondent-wise amount payable per month as maintenance accepted by all are as hereunder:-

Sl.No.	Name of the Respondent	Maintenance amount payable per month

Or

The Respondent/s has/have agreed to maintain his or her parent/parents/senior citizens needs so that the parent/parents/senior citizens may lead a normal life. The Maintenance includes provision for food, clothing, residence, medical attendance and treatment such as.....both parties have accepted the above settlement arrived at by me.

Signature of the applicant.

Signature of the Opposite Party/Respondent/s

Conciliation Officer.

FORM-G
[See Rule 12(2)]
Report of the Conciliation Officer

Before the Tribunal for Maintenance and Welfare of Parents and Senior Citizens

O.P. No. of 20

.....Petitioner/Applicant

Vs.

.....Respondent/Respondents

To,
The Presiding Officer,
Tribunal for Maintenance of Parents and Senior Citizens,
_____ Division,

.....District.
Manipur

I have carefully considered the application and the records filed by Shri/Smt....., who is unable to maintain himself/herself from his own earning or out of the property owned by him/her. The record shows about the property of the legal heirs income of the legal heirs position of the property of the Parent/Senior Citizen and after his/her life time the legal heir would inherit the property.

On scrutinizing the available records, I have arrived at the reasonable amount of Maintenance as being Rs...../- per month payable to Shri/Smt..... the Parent/Parents/Senior Citizen by Shri/Smt.....the legal heir/s of the Senior Citizen.

I return herewith all records of the case received from the Tribunal.

Signature with seal of the Conciliation Officer

FORM - H

[See Rule12(3)]

Before the Tribunal for Maintenance and Welfare of Parents and Senior Citizens

O.P. No. _____ of 20...

.....Petitioner

Vs.

.....Respondent/Respondents

To,
The Presiding Officer,
Tribunal for Maintenance of Parents and Senior Citizens
_____ Division,
.....District.
Manipur.

Sir/Madam,

The Hon'ble Tribunal had referred the above matter to arrive a settlement and the period fixed for the same is one month. I am unable to arrive at a settlement within the said period for the reasons in brief as stated below:

- i)
- ii)
- iii)

I enclose herewith a detailed report which shows the efforts taken by me to arrive a settlement along with the points of difference between the two parties which could not be reconciled. I hereby also return the papers referred to me along with my report.

Signature with seal of the Conciliation Officer.

FORM-I

[See Rule 17]

Appellate Tribunal of Maintenance of parents and Senior Citizens
Appeal Against O.P. No. of 20

(On the file of the _____ Tribunal _____ District)

.....Appellant/Petitioner

Vs

.....Respondent/s

I. APPELLANT: Shri/Smt/Mr/Miss/Son/Daughter of _____ aged _____ years, residing at _____. The address for service of all Notices and Processes on the Appellant is at _____ .

The address for service of all notices and processes on the respondents are:

II. RESPONDENT(S): (1) residing at _____

(2) residing at _____

III. The Appellant above named begs to prefer the above appeal against the order datedmade in O.P. No.....of (year) by the Hon'ble Tribunal on the following among others:

GROUND

Here mention the points for appeal:

Therefore, it is prayed that this Hon'ble Tribunal may be pleased to call for the records of the Tribunal and pass appropriate order / set-aside the order passed on _____ in O.P.

No. _____ of 20 _____ by the _____ Tribunal and thus render justice.

Station:
Date:

Signature of Petitioner
(Appellant)

FORM - J

[See Rule 18]

Acknowledgement

Received an appeal of Parent / Senior Citizen Shri / Smt.....Resident of..... is hereby acknowledged. The registration number of the appeal is.....
The appeal will be heard on.....

(Authorised signatory)

Appellate Tribunal

FORM - K

[See Rule 19 (1)]

Notice to Respondent

Before Appellate Tribunal for Maintenance of parents and Senior Citizens

Appeal No. _____ of 20 ____

To,

Sir/Madam,

An appeal is preferred against the Orders passed in O.P No.....of 20.....on the file of the Tribunal, District under Maintenance and Welfare of Parents and Senior Citizens Act, 2007 by Shri/Smt.....residing at

You are required to appear in person or through a duly authorized representative before the Appellate Tribunal on _____ day of.....at.....(venue) for hearing. Kindly attend on the above date failing which the matter will be decided ex-parte.

Seal with date and

Signature of the Authorised signatory Appellate Tribunal

FORM - L

[See Rule 19(3)]

NOTICE TO THE APPELLANT
Before the Appellate Tribunal for Maintenance of parents and Senior Citizens
Appeal No. _____ of 20

To,

Sir/Madam,

On Appeal filed by you against the Orders passed in O.P. No.....of 20.....on the file of the.....Tribunal.....District under Maintenance and Welfare of Parents and Senior Citizens Act, 2007 by Shri/Smt.....residing, atyou are required to appear in person or through a duly authorized representative before the Appellate Tribunal on.....day of.....at.....am/pm at (venue)for hearing. Kindly attend on the above date failing which the matter will be decided ex-parte.

Seal with date and Signature of the Presiding Officer

Form M**Application form for grant of registration certificate for old age home**

[See Rule 21(4)(i)(a)]

Name of the old age home applying for license:			
Applying for	New/Renewal/Duplicate		
If Renewal/Duplicate			
Registration No.		Date of Regn. issued	(dd-mm-yyyy)
Purpose for which Registration was issued		Reasons for applying i.e., for issue of Renewal of certificate/grant of Duplicate certificate	
Registered under	Societies Registration Act, 1989/Companies Act, 1953/Indian Trust Act/Other Act (please specify)		
Year of Establishment		FCRA No	
PAN No.		80 G	
Applicant Name and Address			
Name of the Applicant		District Name	Select
Mandal/Town/City Name	Select	Ward/Village Name	Select
Address/Location		Email ID	
Landline Number		Mobile Number	

Organization particulars

Name of the organization		District	Select
Mandal	Select	Ward/Village Name	Select
Address/Location		Email ID	
Landline Number		Mobile Number	
Registered as	Society/Trust/Others	Specify if Other	
Nature of institution/facility/services being provided	Residential / Non Residential / Others	Specify if Other	
If Residential	<ul style="list-style-type: none"> • Regular Residential • Short Stay Home • Drop-in shelters/Night Shelter • Day care shelter • Others 	Specify if Other	
If Non Residential	Vocational training/Educational Services/ Online Counseling Services/Awareness Promotion/Others	Specify if Other	
Facilities provided in the Institution			
Total Plinth Area (Sq.ft)		Plinth Area provided per inmate (Sq.ft)	
Compound wall	Yes / No	Visitors Room & Reception	Yes / No
Security staff	Yes / No	Whether protocol for security / visitors is being followed	Yes / No
Medical Facility	Yes / No	If yes	Yes / No
Open Ground	Yes / No	Plinth area of the Open ground	

Games	Indoor games	Outdoor games	
Indoor Equipments		Outdoor equipments	
Whether age prescribed calorific diet being	Yes / No	Sufficient drinking water	Yes / No
Provided			
Whether menu displayed	Yes / No		
No. of bathrooms available		No of Toilets available	
Status of cleanliness of toilets	Good / Average / Poor	Kitchen	Yes / No
Plinth area of the kitchen		Hygiene of the kitchen	Good / Average / Poor
Cleanliness of the cook	Good / Average / Poor	Dining	Yes / No
Counseling facility	Yes / No	Warden / Matron	Yes / No
Recreation facility	Yes / No Nature of facility	Home committees of inmates	Yes / No
Maintenance of premises	Good / Average / Poor	Vocational training	Yes / No
Internet facility	Yes / No	Web-site maintained	Yes / No
If yes URL /Website address			

Other Particulars

Types of meetings that institute holds	Executive Body Meeting	Are Institute accounts audited regularly	Yes / No
--	------------------------	--	----------

If Yes, specify	<ul style="list-style-type: none"> • Monthly / quarterly / Half yearly / Annually • Board Meeting • Committee Meeting • Review Meeting 	Accounts audited up to	dd/mm/yyyy
Source of funds	Government of India	Ministry	Scheme
	State Government	Department	Scheme
	International donors/agency	Name of donors/agency	
	Contribution by local philanthropists		
	Others specify		

Particulars of Residents or Inmates

Name of the persons	
Caste	SC/ST/BC/Muslim Minority/Others
Status of inmates	Orphan/Semi Orphan/HIV infected & effected/Destitute Women/Widow/Others.
Whether family background known	Yes / No
If yes, name of Heir Child/Relative/Legal	
Address of Child/Relative/Legal Heir	
If not known whether data entered in found & missing persons portal	Yes / No
Age	
Marital Status	Married/Unmarried/Divorced/Widow
Sex	
Educational Status	
Disabled/Ill	Yes / No
If disabled, ill, nature of disability/ illness	MR OH VH HI
Whether he/ she is undergoing any medical/specialist treatment	Yes / No
Nature of treatment	
Place of treatment	

Particulars of Governing Body/Management

Name of the person	
Designation	
Occupation	

Address	
Phone No.	
Photograph	

Category of Staff Administrative/Paramedical Staff/Security Staff/others)	No. of paid staff		No. of Volunteer/Unpaid Staff	
	Male	Female	Male	Female
ADD				
Save				

FORM - O
[See Rule 18]

Register of Appeals to be Maintained by the Appellate Tribunal

Sl. No.	Date of receipt of the appeal	Registration No of the Appeal	Nature of the Appeal	Name of the Parent/ Senior Citizen with address, phone no. and Mail Id. If any.	Age	Name of the Authorised Person/ Organisation, if the Parent/ Senior Citizen is incapable: with address, phone no. and Mail Id if any.	Application filed against (names, addresses and relations hip to parent/senior citizen of the Opposite Party)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Date of calling for the Record of proceedings from the Tribunal	Date of receipt of record of proceedings from the Tribunal	Date of notice served To the Appellant	Date of notice served To the Respondents	Dates of hearing	Date and details Final Order of the Appellate Tribunal	Any other information
(9)	(10)	(11)	(12)	(13)	(14)	(15)