



**GOVERNMENT OF MANIPUR  
DEPARTMENT OF SOCIAL WELFARE**

**APPLICATION FORM FOR GRANT OF REGISTRATION CERTIFICATE FOR OLD AGE HOME**

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"> <li>• Regular Residential</li> <li>• Short Stay Home</li> <li>• Drop-in shelters/Night Shelter</li> <li>• Day care shelter</li> <li>• Others</li> </ul>	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
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Source of funds	<ul style="list-style-type: none"> <li>• Monthly / quarterly / Half yearly / Annually</li> <li>• Board Meeting</li> <li>• Committee Meeting</li> <li>• Review Meeting</li> </ul>	Accounts audited up to	dd/mm/yyyy
	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				

## 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.