

REGARDING RULES OF HOMES

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2. The following inmates are to be dispersed after the removal of disability noted below: (I) Boys who have attained the age of 16 years. If the boy is studying in the or standard at the time he attains the age of 16 years he will be allowed to complete his studies upto the matriculation standard. If, however, he fails in the examination his doles will be discontinued unless he joins a Vocational or Technical Training Centre which event he will be kept on in the Home upto the age of 18 years. (Since the introduction of Higher Secondary system of education in many schools, the above rule has been modified and if a boy is in Higher studying Secondary (9th, or I I t') classes the time he attains the age of 16 years, he will be allowed to complete his studies upto the higher secondary (final) standard. If he in the fails examination his dole will be discontinued unless he joins a vocational or technical training centre in which event he may be kept in the Home upto the age of 18 years. Unmarried girls should be put off doles compulsorily on attaining the age of 25 years. Uhey should be given sufficient notice of this in advance so that they get may exert to themselves trained; well in time before dispersal). (I) Boys dispersed under this category will not be given any aid. 2 (I) Boys to be ordinarily maintained in the Home till the age of 19 years, Boys who fails once in the Class IX, X and XI should be given one more chance terminal provided their examination reports are extra ordinary good. In the case of boy who attain the age of 18 years in Class VIII or below they should be diverted to training or dispersed. At the time of dispersal of lumpsum grant of Rs. 250/- to be paid to these boys who attains proficiency in some vocational during their stay in the Home. Unmarried girls should be given rehabilitation grants of Rs. 250/- at the time of dispersal from Home. (It is not attention to our disperse them. All that need to be done is to put them off doles while allowing them to reside in the Homes. This will bring about a sense of awareness in them and would provide incentive for b•aining. %ere is, therefore, no need for a rehabilitation grant of Rs. 250/-) (2) Unmarried girls may continued on dole upto the age of 21 years during which period to expected to pass matriculation/ Higher Secondary examination for training, they failed during the studies, should be given one mor chance provided their terminal examination reports are extra ordinary good. In the case of boy who attain the age of 1 8 years in Class VIII or below they should be diverted to training or dispersed. At the time of dispersal of lumpsum grant of Rs. 250/- to be paid to these boys who attains proficiency in some vocational during their stay in the Home. B. c. PHYSICAL 1) Persons admitted on the score of temporary / partial infirmity or disability of body of mind if they have censed to fulfill the conditions prescribed for admission. FINANCIAL 1) Inmates whose relations have started earning and are in a position of supported them. SOCIAL 1) Unattached women or girls on their marriage 'The following categories of inmates. may be dispersed / de-rationed in the composition of training 2) Women and girls gainful employed in occupations other than salaried jobs and earning enough for their own maintenance should be dispersed. If their earning are not sufficient for their own maintenance they should be de-rationed and allowed to stay in the home. 1) The inmates in this category will be given compassionate grant equivalent to three months' cash doles admissible to them. 1) Inmates of this category will be paid a compassionate grant equivalent to three months' cash doles admission to them. I) a) Unattached women may be paid a compassionate grant equal to three months' cash doles at the time of their marriage. 1)b) Incase of marriage of unattached girls they may be given a grant of Rs. 200/- 1) They would be given a lumpsum rehabilitation grant of Rs. 250/- 2) A grant in the shape of equipment of Rs. 250/- if considered necessary by the Union Ministry. 3 1) Such persons should be paid a lump sum rehabilitation gant of Rs. 250/- to establish themselves in some trade outside. 1) Inmates whose relatives have started earning and are in a position to support them and actually would support them should be dispersed from the Home on payment of three months' compassionate doles 1) a) If an unattached women (whether doles or de-rationed) marriege, a lumpsum grant of Rs. 300/- should be paid to her. 1)b) A lumpsum grant of Rs. 300/- should be paid at the time of marriage of the girl provided the marriage taken place while she is on the strength of the hand. (whether dole or de-ration) (1) & (2) all able bodied women and unmarried girl* may be put off roleson completion of U-aining or on securing gainful occupation. They may be given fail in the training course. The children of such able bodied women, if any, may continued on doles till they complete their education training, such women/girls who have completed their training and would like to leave they may be paid a limpsum grant

of Rs. 250/- at the time of Ica Ving. 3) Boy inmates who have qualified for and have secured salaried jobs before reaching their normal age of dispersal may also be dispersed. 3) 11) the inmates in (1) & (2) above will be allowed to leave their dependents in Home for maintenance on the terms and conditions prescribed in this behalf. Existing Rules 3) Boy inmates getting salaried jobs should be given a lump sum outfit grant of Rs. 250/- in the shape of equipment such a cycle etc. 4 3) Boy inmates getting salaried jobs should be given lump sum outfit grant of Rs. 250/- in the shape of equipment such as cycle etc. at the time of dispersal. Revised Rules Women working in Product Centres in the other caps in the Home. i) 2) 3) Contribution to be made towards the maintenance of inmates of Homes/ Infirmaries by earning Mothers/Sinsj Unmarried Daughters Woman holding salaried posts should contribute half of the excess over of Rs.25/- per child per men sum towards the maintenance of their children left in the Home. If a woman takes away and child to say with her she should contribute half of excess over Rs. 75/-. Unmarried sons/daughters holding salaried post should contribute the excess over Rs. 50/- towards the maintenance of their parents and other dependents left in the Home/ Infirmaries. In the a case of a daughter when she marries she would not be required to make any contribution in this behalf but in the case of the son, the limit of income should raised from Rs. 50/- to Rs. 75/- on his marriage and by an additional sum of Rs. 25/- for each child. Unmarried sons/daughters who after discharge from the Home / Infirmaries get engaged in gainful occupation other th,ü a salaried post, the principal referred to at (2) above should apply if the Review Committee is satisfied that they have an adequate income. Training-cum- Home or sorae Women working in Training-cum-Product Centres and living inside the Home should contribute half and excess over Rs. 40/- for the maintenance of their children if any subject of a maximum of Rs. 25/- per child per mensom to the maintenance of their children in the Home. Single woman who have no children in the Home and are themselves working the production Centres should contribute lump sum of Rs. 100/- p.m., if their income exceeds Rs. 40/- p.m. subject to the condition that no income left with woman about be less than Rs. 40/- p.m. after pay contribution, if any. Women working in salaried jobs outside but living inside the Home Women working in salaried jobs out but living inside the Home should contribute half the excess over Rs. 40/- p.m. subject to a maximum of Rs. 25/- p.m. child mensem towards the maintenance of their children in the provided they have no earning son living inside or outside the Home. Also their salaries should not exceed Rs. 125/- P.m. Those have gowp sons or are earning over Rs. 125/- mm. should be dispersed and one years dole to their dependents on the strength of the Home. 5 Women working in salaried jobs outside and residing outside Women working outside and living outside whose children are left in the Home should contribute half the excess over Rs. 60 p.m. subject to a maintenance of Rs. 25/- per child per mensom towards the maintenance of their children in the Home. If a woman takes away one child to stay with her, she should contribute half the excess over Rs. 85/- p.m. But if she has one or more adult son outside or if the income of the family exceeds Rs. 150/- p.m. the family should be dispgrdyd with one year's dole to the members of in receipt of cash dole. irrespective of the eaming of the sons. 111) Unmarried sons/daughters holding salaried posts Unmarried sons/daughters holding salaried posts should contribute half the excess over Rs. 60/- p.m. towards the maintenance of their parents and other dependents left in the Home/Infirmary. In the case of daughter when she marries, she should not be required to make any contribution in this behalf. But in the case of son, the limit of income should be raised from Rs. 60/- to Rs. 85/- on his marriage and by an addition at sum of Rs. 25/- for each child. But if this son's earnings are over Rs. 125/- p.m. and if she is unmarried, the family should be dispersed with one year's doles. In the case of married sons, if the income is over Rs. 150/-, the family should be dispersed with the same benefit as above. In the case of --- families whose unmarried daughters are holding salaried posts living with them in the Home they will contribute half the excess over Rs. 40/- p.m. subject to a maximum of Rs. 25/- p.m. per head provided they ---- Families haying one or more sons whose earnings are not fixed As regular families having one or more sons whose earnings are not fixed or those whoa re employed in private jobs such as hawkers, rickshaw pullers, labourers, their sons will contribute a lump sum of Rs. 15/- p.m. towards the maintenance of their parents left in the Home privileged their own income exceeds Rs. 60/- p.m. but if they are residing in the Home, which is not permissible they will be charged Rs. 125/- p.m. during the days they stay in the Home. The intention to discharge for the earning sons to live in the Home with their parents. -H)isposal on the basis of compensation received by the inmates : Fvery inmate of a Home or Infirmary, who holds a verified claim in her/his own iame, shall within 14 days of the receipt of the communication in this behalf from the Settlement Commissioner effect. a) b) Either to receive

compensation in respect of the verified claim is accordance with the rules in which case she shall have to leave this Home or Infirmary as soon as she / he actually receives the compensation. To continue to stay in the Home / Infirmary in which case the compensation payable to his/her shall be not off against the charges due from him in respect of such stay at the rates indicated in the following sub-paras • I) The expenditure incurred on the case and maintenance of claimant inmates of Home / Infirmary who have surrendered to Government the amount of compensation, rehabilitation grants due the them may only be adjusted/ recovered from them against. i) Cash doles actually paid ii) Clothing allowance iii) Cash allowances or grants paid to them like marriage and rehabilitation gants This decision fixing the rate of deduction will not have retrospective effect but will come into force from the date of issued of Government of India Letter No. dated 08.01.1957. 11) 111) Inmates who receive compensation against verified claims in any form, may be dispersed forthwith unless they agree in writing to surrender their claim to the Government. In that case they will be treated after with other inmates. The children of these inmates who are residing in Home / Infirmary and who leave the institution hereafter on receiving compensation amounting to less than Rs. 3,000/- may continue to be maintained in Home and residential educational institutions like childle of non-claimant inmates till they pass their matriculation / secondary examination. If a child fails in IX, X and XI class, he/she be given one more chance before restoring them to their mothers. Inmates of Home / Infirmary whose sons get compensation amounting to more than Rs. 3,000/- should be dispersed. V) Inmates of Home / Infirmary who have verified claim in their name but have not yet received compensation will be treated at per with non-claimant inmates. As far as the expenditure on claimant displaced persons in concemed it should be adjusted against his/her claim. The expenditure in then the compensation admissible the balance will be paid to the inmates at the time of dispersal. Then claimant inmates of Home / Infirmary who allow deduction expenditure on their maintenance from their compensation. will on exhaustion of the amounts at their credit be treated at per with other inmates who have no verified claims. They will be govemed by general rules applicable to other inmates. Annual Review : The cases of all inmates of Home / Infirmary and of all receipts of doles outside Home / Infirmary, should be periodically reviewed. Such a review should be conducted annually. If however, the same cannot be arranged due to certain reasons some eases the doles of the concerned inmates should not be stopped merely on that account. Dispersal Rules for outside doles : If the son / daughter unmarried daughter of a dolee is employed and is earning over Rs. 80/-p.m. cash allowance to the dole is to be stopped if only one dole parent is being maintained by the son/unmarried daughter. But if both the dolee parents are being maintained by the son/unmarried daughter, cash allowance should be stopped only if the income exceeds Rs. 100/- p.m. If the dolee of her husband has received claim compensation in cash or ---- above Rs. 500/- cash allowance is to be discontinued. go. F.2- 18/65-S.W4 30vemment of India Department of Social Welfare + New Delhi, the March, 1966 To Sub. Sir, The Secretary to the Govt. of Punjab Social Welfare Deptt. (Relief Organization) Chandigarh Increase in the rates of stipends to the displaced students of Homes / Infirmarys for higher studies I am directed to refer to late Social Security Department letter of even number date the 17th November, 1965 on the above subject and to say that it has been declared to increase the ceiling rate of stipend on account of vocational and technical training of also the girls inmates of Homes / Infirmarys from Rs. 30/- p.m. to Rs. 35/- p.m. with the effect from 01.10.1965 subject to the condition that the additional expenditure involved will be met from within the per capita ceiling of expenditure approved for Homes / Infirmarys. The yant of this stipend to girl inmates of Homes / Infirmarys will also be subject to the following conditions : i) If a stipend or a boarding / lodging concession is given by the authorities of the technical and vocational training centre, the girl may either get that benefit or the doles etc. from the Homes / Infirmarys, but not both. ii) Only one attempt may be allowed whether the trainee passes or fails. This issues with concurrence of the Ministry of Finance vide their D.O. No. 880-s-S/66 dated 14.03.1966. Yours faithfully, (J.S. Tyagi) Under Secretary to the Govt. of India F.2. 18/65-SW4 New Delhi, the March, 1966 Copy forwarded : 1. Accountant General. Punjab, Simla (J.S. Tyagi) 1 9 go. 2-25/66-S.W4 Sovernment of India of Social Welfare saw Delhi-I, the August, 1967 The Secretary to the Govt. of Punjab/Haryana Social Welfare Deptt. (Relief Organization) etc. Sub. : Revision of rules for dispersal of inmates of Homes/Infirmarys for displaced persons from West Pakistan and rules for rehabilitation aids given to them at the time of their dispersal — Rules for outside doles Sir, I am directed to refer to Ministry of Education letter No. F.2-44/61-SW-4, dated the May, 1964 on the subject mentioned above and to say that the question of further

liberalizing the rules in view of the increase in the price of essential commodities have been under consideration of this Department for sometime, the dispersal rules for outside dolees embodied at the end of the Revised Dispersal Rules, circulated under Ministry of Education letter quoted above have accordingly been amended as follows : Dispersal Rules for Outside Dolees : i) ii) 2. 3

4. If the son/unmarried daughter of a dolee is employed and is earning above Rs.100/- p.m. cash allowance to the dolee is to be stopped, if only one dolee parent is being maintained by the son/unmarried daughter. But if both the dolee parents are being maintained by the son/unmarried daughter cash allowance should be stopped only if income exceeds Rs. 125/-p.m. In case the son is married, the cash doles of the dolee parents should be stopped, if the son's income exceeds Rs. 150/- p.m. irrespectively of whether he is maintaining one or both the parents. If the dolee or her husband has received claim compensation in cash or kind above Rs. 1,000/- cash allowance is to be discontinued. These amended rules supersede all previous orders on the subject. I am to request that necessary instructions may please be issued to all concerned to implement amended rules w.e.f. the 1st August, 1967. This issues with concurrence of the Ministry of Finance vide their U.O. No. 0.2054-SWL/67 dated 22.07.67. Yours faithfully, (F. Chakravarty) Under Secretary to the Govt. of India UNJAB GOVERNMENT SOCIAL WELFARE DEPARTMENT RELIEF) The Deputy Director Relief (Women Section), Social Welfare Department, Punjab, Chandigarh No. 23-1R-67/4909 Chandigarh, dated the September, 1967. Sub: Stoppage of cash doles to the dependent children of destitute Women living at places other than Homes and Camps. Memorandum The Government of India, have considered the question of wages upto which cash allowance should be admissible to boys and girls staying outside Homes/ and they have decided vide Department of Social Welfare Letter No. 13-11/66-SW-4, dated 5.2.67 (copy enclosed) that the cash doles for boys shall be continued upto the age of 16 years or till they begin to earn whichever is earlier. In cases, however, where boy is reading in Class IX when he attains the age of 16 years, he may be continued on cash allowances till he passes the Matric/High School/Higher Secondary Examination. In cases of girls, the doles may be continued upto the age of 21 years or till they are married or secure some gainful employment whichever is earlier

2. The receipt of this memo may please be acknowledge. Endst. No. 23-1R-67/ Director, Social Welfare and Deputy Secretary to Government, Punjab, Social Welfare Department (Relief Branch) Chandigarh the September, Copy with a copy of Government of India's letter No. 13-11/66/SW-4, dated 6.2.67 is forwarded for information to the: (1) Secretary to Government Punjab, Finance Department, Chandigarh. (2) Accountant General Punjab, Simla Director Social Welfare and Deputy Secretary to Govt. Punjab, Social Welfare Department (Relief Branch) o. 13-11/66-SW-4 vement of India partment of Social Welfare New Delhi-I, the 6th Feb, 1967 The Secretary to Government of Assam, Planning and Development Department, Social Welfare Branch, Shillong Sub: Stoppage of cash doles to the dependent children of destitute displaced women living at places other than Homes and Camps. With reference to your letter No. PWR (SW)-74/66/2 dated the November, 1966 on the subject noted above, I am directed to say that the question of the age upto which cash allowance should be admissible to boys and girls staying outside homes•Infirmaries has been considered afresh by the Government of India, it has been decided that the cash doles for boys should be continued upto the age of 16 years or till they begin to earn, whichever is earlier. In cases, however, where a boy is reading in Class IX when he attains the age of 16 years, he may be continued on cash allowance till he passes the Matric/High School/Higher Secondary Examination, provided he does not fail in any of the annual examination. In the case of girls, the doles may be continued upto the age of 21 years or till they are married or secure some gainful employment whichever is earlier

2. This issues with the concurrence of the Ministry of Finance (SW&L Branch) vide their U.O. No. 259-SW&L/67, dated the 30m January, 1967. (N .Chakravarty) Under Secretary to the Govt. of India Copy forwarded to the: The Secretary to The Government of Punjab, Social Welfare Department (1) (Relief Branch), Chandigarh, with the request that they may kindly kept the above decision in view so far as displaced persons from Pakistan staying outside Homes/Infirmaries and receiving cash allowances are concerned. SW-Under Secretary to Govt. of India 2 Bopy of Letter No. F.F.2-23/64. S.W. 4, dated 23.9.1967, from the Under Secretary to)overnment of India, Department of Social Welfare, New Delhi-I, addressed to the Secretary to Government of Punjab(Haryana, Social Welfare Deparüment (Relief uranch), Chandigarh Subject: Homes and Infirmaries for displaced persons from Pakistan-Revised Dispersal Rules — Marriage Grant Sir, I am directed to refer to former Punjab Government Memorandum No. DDR/Ws 11

Y dated the 24th June, 1966, on the subject mentioned above and say that marriage grant is not to be sanctioned under any circumstances in cases of those girls women who have secured gainful employment. Suitable clarification may kindly be issued to all concerned immediately. The receipt of this letter may kindly be acknowledged, Copy of letter No. F.No. 2(1) 68-SW-4, dated 4.6.1966, from the Under Secretary to the Government of India, Department of Social Welfare, New Delhi to the address of the Secretary to the Government of Punjab, Social Welfare Department (Relief Organisation), Chandigarh and others. Subject: Revision of Rules for disposal of inmates of Women Infirmaries for displaced persons from West Pakistan and rules for Rehabilitation side to be given to them at the time of their disposal. Sir, I am directed to refer to the Ministry of Education No. F-2-44/61-SW.4 dated the 13th May, 1964 on the above subject and to state that, keeping in view the rise in the cost of living, it has been decided to amend rule ii(3) of the Revised Dispersal Rules regarding payment of dole outside Home to such persons who have their wives and children living with them. Henceforth each adult member in such families should be paid at the full rate (i.e. Rs. 18/- p.m. now) irrespective of whether he/she is the head of family or not, provided there is no grown up earning son in the family. The amendment will have effect from April, 1968, I am to request that 2. instructions may please be issued to all concerned to implement the decision with effect from the said date. This issues with the concurrence of the Ministry of Finance vide their 3. U.O. No. 1064, dated the 5th April, 1968. No. 6-4/67-S-4, Government of India, Department of Social Welfare New Delhi-I, the 17th July, 1968. 1

2. Sub: bir, Secretary to the Govt. of The Director, Social Welfare and Rehabilitation Directorate, Jamnagar%ouse, New Delhi Graded-cut on the earnings of marriageable girls — Revision of Dispersal Rules The Government of India have for some time been considering the question of providing some relief to marriageable girls in the matter of imposition of graded-cut on their earnings under Rule V of the Revised Dispersal Rules circulated under Ministry of Education letter No. 2-44/61-SW-4 dated 13.5.64. Keeping in view the increase in the prices of commodities, as also the fact that the unmarried girls are required to lay by something on account of their future marriage, it has been decided to extend the following concessions to all unmarried girls below the age of 35 in all Homes and Infirmaries for displaced persons from Pakistan in regard to the imposition of graded-cut on their earnings:- i) ii) Unmarried girls working in Production Centres inside the Home or holding salaried jobs outside the Home and residing either inside the Home with their families or outside the Home at the same station where the Home is located should be charged graded-cut if their drawings exceed Rs. 200/- per month; and Unmarried girls working in salaried jobs outside the Home and posted at a station away from the place where the Home is located, should not be charged any graded out of their earnings, keeping in view the fact that they have to maintain a separate establishment of their own. Rule V of the Revised Dispersal Rules 1964 should be amended to have been amended accordingly. These orders shall come into effect from 1.7.1968. Yours faithful!" (J.S. Tayagi) Under Secretary to the Govt. of India Punjab Government Social Welfare Department (Relief Branch) No. 5053-1R-67/ Chandigarh, dated the Jan, 1968 To The Director, Social Welfare, Punjab (Relief Branch) Sub: Implementation of New Plan Scheme Women Memorandum: — Home for Widows and Destitute With a view to tackle the problem of economic destitution of widows and destitute "omen and to give them protection from exploitation of every kind, Government have decided to set up a residential Home for Widows and Destitute Women where such ladies and their dependents shall be maintained, educated and provided technical training facilities free Of charge to enable them to stand on their own legs. The following categories of persons who are Punjabis and are ordinarily residing in Punjab will be eligible for admission to the said Home:- Categories of Beneficiaries: Young widows and deserted wives whose husbands have severed all connections with them alongwith their dependents who have no earning son, father-in- law in case of widows, or other male relatives in a position to support them and have nothing to fall back upon

2. Destitute women and dependents who are not in a position to make their both ends meets and have neither any earning member for any source of income. Daughters upto the age of 25 years or till the date of their marriage which ever is earlier and sons upto the age of 16 years. If a boy is studying in 9th, 10th, 11th Class at the time he attains the age of 18 years, he will be allowed to complete his studies upto Higher Secondary standard provided his age does not exceed 19 years in any case. If however, he fails in examination, his maintenance charges shall be he joins Vocational or Technical Training Centre in which

event he shall be maintained in the Widow Home upto the age of 19 years. Adopted children are not to be treated as dependents

3. Authority competent to sanction admission: The Director Social Welfare Punjab, shall be competent to sanction admissions into Home. Procedure for application and verification: The beneficiaries shall have to apply for admission in the Home on the 'bed form of the application which will be obtainable free of cost from the Officers of the Deputy Director Industries, Social Welfare Department (Relief Branch), Shop-cum-Office No. 46/2, Chandigarh, Superintendents of the Home for [Widows and Destitutes Women, Jullundur, Mahila Ashram, Hoshiarpur, Kasturba Sewa Ashram, Rajpura, State After Care Home, Amritsar and Protective Home, Sangrur. The applications duly completed in all respects should be sent to the Director Social Welfare in Relief Branch, Punjab, Chandigarh who will refer the each case to one of the following agencies for verification of the particulars given in the applications and for suitable recommendations: (1) Deputy Commissioner or the Sub Divisional Officer (Civil) concerned. (2) Departmental Officer, either of Headquarters Office or in the field. On receipt of the recommendations of the Deputy Commissioners/Sub Divisional Officer (Civil)/Departmental Officer as the case may be, then case shall be scrutinised by the Office of the Deputy Director Industries (Relief) and orders of the Director Social Welfare obtained

4. The inmates of the Home will be provided with free boarding and lodging besides free education, training and medical aid at such rate and scale as may be prescribed by Government from time to time subject to availability of funds

5. Duration of admission into the Widow Home: Each family shall be told at the time of admission, the duration for which it would continue to remain in the institution. The period will be determined by the authority competent to sanction admission with due regard to the age of the beneficiary and the training and education to be given to them. After the expiry of the period, each case will be reviewed and considered for further extension

6. Rehabilitation Benefits Rehabilitation Benefits will be allowed at the time of dispersal on the merits of each inmate subject to the availability of funds, according to the instructions issued by the Government from time to time on the basis of general policy laid down by the Government of India in "Dispersal Rules" applicable to the Homes/Infirmaries for displaced persons in Punjab.¹⁶ All cases where admission is sanctioned should be recorded in the register which should be started immediately and at the time of recommending each for admission, the availability of funds should be ensured so that there is no excess in expenditure under any circumstances. The expenditure on maintenance of the Home is debitable to the head 39-Miscellaneous-Social and Developmental Organisation E-Miscellaneous-E (ii) Social Welfare Directorate — Home for Widows and Destitute Women (Plan)." No. 5033- 67/ Sd/- Deputy Secretary to Government, Punjab For Secretary to Government, Punjab, Social Welfare Department (Relief Branch) Chandigarh, dated the Jan, 1968 1 A copy with a copy of the enclosures, is forwarded to the Accountant General, Punjab, Simla for information. Deputy Secretary to Government, Punjab for Secretary to Govt. of Punjab Social Welfare Department Relief Branch 17 APPENDIX 11 BASIC RULES FOR THE MANAGEMENT OF HOMES AND INFIRMARIES The following basic rules are prescribed for the management of Homes Infirmaries. A copy of the rules should be supplied to all applicants for admission. Admissions — Fresh admissions shall be governed by the rules and i. conditions laid down by the Central Government from time to time. At the time of admission every family should be told as precisely as possible period it would get relief. This period will be determined with regard to the ages of the children in the family and time required for their training, etc

2. Cash allowance, clothing and other assistance —The grant of these shall be on the scale and in the form approved by the Central Government from time to time and subject to any conditions that may be prescribed for the purpose

3. Compulsory training for trainable women —All able-bodied women upto the age of 40 years shall be required to undergo intensive training to facilitate their rehabilitation within a reasonable period of time and in accordance with the rules prescribed by the Government. Literacy and social education shall be an essential part of such training

- 4. Compulsory work for able-bodied women** —The management of every one or Infirmary shall provide reasonable facilities for suitable work for all able-bodied women upto the age of 55 who are not undergoing training. Such women shall be required to attend the Work Centre regularly
- 5. Education of Children** —All children of school-going age must attend school regularly and the management shall take steps to ensure this
- 6. Work for the old infirm and disabled** —Old, infirm and disabled persons, who are capable of some work, shall be provided with light work for at least two hours during the day
- 7. Leave to inmates** —(a) Leave of absence from the Home or Infirmary may be allowed without loss of cash allowance, subject to a maximum of 20 days in the calendar year, and for not more than 10 days at any one time. (b) No cash allowance shall be admissible to inmates for the period of any unauthorised absence
- 8. Holidays** —The Management may prescribe a list of holidays for the Training-cum-Work Centre subject to a maximum limit of 15 days in a calendar year in addition to Sundays. 9. 18 Daily Roll Call Daily roll-call shall be taken, preferably at night, to ensure that all inmates are present
- 10. Duties of inmates** —(a) The inmates shall attend regularly the educational training and work centres provided for them. They shall take proper care of their children and see that the latter regularly attend their schools. (c) They shall maintain a reasonable standard of neatness and orderliness, both personal and in the Home. (d) They shall observe correct behaviour in regard to themselves, and in relation to their fellow-inmates and to authorities. (e) They shall perform such duties as may be assigned to them by the Management. Regulations for breach of rules, etc. — (a) No cash allowance shall be admissible to able-bodied women or children for days of unauthorised absence from work or training centre, school, or other institution, as the case is to be. For such days a proportionate reduction shall be enforced. (b) (ii) (iii) (iv) The following penalties may be imposed for good and sufficient reason: Fine not exceeding Rs. 5/- in the month for gross misbehaviour or breach of discipline or deliberate neglect of work or training, or wilful disregard of a lawful order issued by a competent authority. Debit for losses or part of losses incurred through their fault. In extreme cases of grave offences, after a due warning in writing then inmate may be removed from the Home/Infirmary when the essential in the interest of the institution. An inmate shall be struck off the rolls for unauthorised absence for period exceeding one month unless such absence is condoned for valid reasons. Note 1 — The Management may, at its discretion, permit the children inmates removed or struck off the rolls under items (b) (iii) and (iv) to continue to live as inmates. Note 2 — Power to impose penalties shall vest in the Management cases of items (b) (i) and (ii) and in the State Governments in the case of items (ii) (iii) and (iv)
- 12. Review** —Cases of inmates shall be reviewed once every year if an information is received or event occurs which might affect their eligibility for the 19 in the Homes/Infirmarys. Such a review shall be conducted by a small committee appointed by the State Government for the purpose. Note— (ii) (iii) 13. Such review is particularly necessary in the following types of cases: Persons admitted on score of old age or infirmity, in order to ascertain whether they really fulfil, or continue to fulfil, the conditions prescribed for admission. Persons admitted as hard cases, e.g. deserted wives in order to ascertain the light of any new facts or conditions whether they are still deserving of maintenance at Government expense. Inmates having sons or other near relatives. Deposits in Post Offices, or Bank Saving Accounts — Wherever possible, inmates shall be encouraged to deposit a portion of their wages in savings accounts to be opened in the names
- 14. Utilization of amounts recovered as fines** —Amounts realised as fines may be used for purpose of awarding prizes to those who show remarkable progress in training or to other exceptionally deserving cases
- 15. Duties of staff**—The staff in a Home or Infirmary shall be expected to do all such work as may be allotted to them in the interests of the Institutions and inmates
- 16. Control over senior posts*** The creation of posts carrying scales of p.l., exceeding Rs.250/- p.m. shall require the approval of the Central Government
- 17. Leave to Staff*** Leave cannot be claimed as a matter of right subject to exigencies of service, it may be allowed on scales approved by the Management subject to the following maximum limits in each

calendar year: Casual Leave —Upto 15 days; Privilege Leave on full pay upto 30 Sick leave on half pay upto 20 days

18. Control over expenditure —The Management shall take all steps to e all possible economy consistent with efficiency and shall also the same can vigilance in incurring expenditure as a many of possible would do with hi: money. In order that the Government grant may be used to the best advantage benefit and ultimate rehabilitation of inmates, unnecessary administrative expe shall be scrupulously avoided. A budget shall be prepared and the prog expenditure watched from month to month. All savings from Government g the end of the year shall be surrendered to the Government in the case Vt' worked by social service agencies but the Central Government may, at its Gi allow such savings or any portion of them, to be used for approved purpos

