

CHECK LIST FOR PROCESSING DISCRETIONARY GRANT PROPOSALS
(INTERNAL)

1. No financial assistance will be sanctioned to the applicant, if he/she is the recipient of the VP's grant in the past for the same purpose.
2. The settled cases received for post-facto sanction/disbursement shall not be considered.
3. In the eventuality of large number of cases in any one category of the financial assistance (say Cancer); the objective parameters may be considered for meritorious and timely disposal. These may inter-alia include: Degree of seriousness & urgency of treatment, Age, Economic condition & liabilities & Date of receipt of application.
4. The financial sanction of the grant will remain valid for a period of one year from the date of issue.
5. For the three purposes of the Discretionary Grant as stipulated in the schedule, the supporting documents required are;

A) COMMON

- a) **Proof of residence** (To avoid future recurrence of the case as well for ensuring uniform geographical distribution of the grant)
- b) **Proof of Income** (To ascertain the economic condition of the Medical Patient, Calamity victim and VP house employees.
- c) A certificate for the non-drawal of the similar grant from other sources shall be obtained from the grantee in the Form I.

B) SPECIFIC TO THE PURPOSE OF GRANT

(ia) For Medical treatment : For the issual of sanction.

- A self declaration duly verified by a Gazetted Officer that Patient or Patient's Parents (in case of Minor) are neither working in Central/State Govt. nor covered by ESI.
- A Medical Certificate/Prescription indicating nature and degree of the problem and recommendation for the treatment from Govt./recognised hospital.
- An estimate for the proposed medical treatment duly certified by the authorised signatory of the Govt./recognized hospital.

(ib) **For Medical treatment - For the issual of payment.**

- The amount will be sent directly to the hospital at the time of surgery/admission for which the date of surgery/admission will be intimated through the concerned hospital by the applicant/patient.
- In case, the operation/surgery is taken place in between the date of receipt of initial application in this office & before the sanction of the assistance; the sanction and payment shall be made simultaneously.
- The final payment will be made as per actual expenses –if it is equivalent to or less than sanctioned amount and in case it exceeds sanctioned amount then the payment will be restricted to the level of amount sanctioned.

(ic) **For medical treatment : For eliciting utilization certificate.**

- The receipt of the cheque should be acknowledged immediately followed by a utilization certificate. The hospital should furnish complete details of the expenditure including amount paid by the beneficiaries while sending the utilization certificate.
- The grant if not utilized within a period of six months from the date of release should be refunded to this office.

(ii) **For Natural Calamities**

- A certificate of death/injury from the Hospital.
- A certificate from the district authorities certifying the death/injury of the individual in the Natural Calamity.
- A pre-receipt bill.
- A certificate of utilization from the injured person or his legal dependent (in case of death) after the release of payment.

(iii) **For Welfare of Employees of the VP House.**

- a) A letter from the authorized person [VP Secretariat/Security/CPWD] certifying that the person died/injured was/is working in the Uprashtrapati Bhawan.
- b) A Medical certificate of death/injury.
- c) A pre-receipt bill.
- d) A certificate of utilization from the injured person or his legal dependent (in case of death) after the release of payment.

SCHEDULE –1: DISCRETIONARY GRANT TO INDIVIDUALS

SL. No.	PURPOSE	NORMS OF ASSISTANCE	ELIGIBILITY CONDITIONS	SANCTIONING AUTHORITY
A.	EXISTING PROVISIONS			
I.	MEDICAL TREATMENT a) In India costing upto Rs. 1 lakh b) In India costing over Rs. 1 lakh c) For treatment abroad	a) 50% of cost limited to Rs.12,500 b) Rs.20,000 c) 50% of cost limited to Rs.37,500	<ul style="list-style-type: none"> - For major ailments e.g. Cancer, Cardiac Surgery, Renal Transplantation, etc.; - Indigent persons ; - Not work in Central/State government or its undertakings ; - Not covered by ESI or other medical insurance for some ailment ; - Eligible only one time for same ailment ; - Treatment in government or recognized institution ; and - For treatment abroad, it should not be available in India. 	a) Vice-President b) Vice-President c) Vice-President
II.	NATURAL CALAMITIES Drought, Famine, Flood, Cyclone, Earthquake, Landslide, Accidents, etc.	Rs.25000 per death and Rs.7500 per injury (Not for property damage)	In case of death of an individual, the amount may be disbursed specifically to the wife/husband, children/step children, dependent parents, widow daughter/sisters of the deceased or to the father/mother of legal guardian where the deceased was a minor	Vice-President
III.	WELFARE OF Up-RASHTRAPATI OFFICE EMPLOYEES a) On the death of Parents/Spouse/Child to meet expenses to perform last rites. b) In the event of death or injury of an employee	(a) Upto Rs.1000 (b) Upto Rs.25,000	(a) Below LDC level employees (b) All employees	a) Vice-President b) Vice-President