

F..No. AG-15039/50/2025-Sr.C-I  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment  
(Senior Citizen Division)

A-253, Shastri Bhawan,  
New Delhi, the 24th June, 2025

**NOTICE INVITING APPLICATIONS**

The Ministry of Social Justice and Empowerment, Department of Social Justice and Empowerment (Senior Citizen Division), Government of India, invites Expressions of Interest (EOI) from eligible Non-Governmental Organisations (NGOs) and other eligible entities for the establishment and operation of new Regional Resource and Training Centres (RRTCs) for the year 2025-26. These RRTCs will function under the Integrated Programme for Senior Citizens (IPSc), a sub-scheme of Atal Vayo Abhyuday Yojana (AVYAY).

2. Applications are invited from eligible organizations from the following States/UTs:

- i. Andaman & Nicobar Islands
- ii. Andhra Pradesh
- iii. Arunachal Pradesh
- iv. Assam
- v. Bihar
- vi. Chandigarh
- vii. Chhattisgarh
- viii. Dadra & Nagar Haveli
- ix. Daman & Diu
- x. Goa
- xi. Gujarat
- xii. Haryana
- xiii. Jammu & Kashmir
- xiv. Jharkhand
- xv. Kerala
- xvi. Ladakh
- xvii. Lakshadweep
- xviii. Madhya Pradesh
- xix. Meghalaya

- xx. Nagaland
- xxi. Puducherry
- xxii. Punjab
- xxiii. Rajasthan
- xxiv. Sikkim
- xxv. Tripura
- xxvi. Uttar Pradesh
- xxvii. Uttarakhand

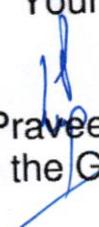
### 3. Terms & Conditions:

- i. **Role of RRTCs:** RRTCs will serve as key nodal agencies in the field of aged care, operating under the overall direction and supervision of the Ministry of Social Justice and Empowerment. Their responsibilities include, but are not limited to, providing technical support and inputs on senior citizen programs in assigned States, conducting advocacy, awareness generation, training of stakeholders, database generation, inspections, monitoring, research, and liaising with State Governments. RRTCs will also act as a crucial link between the Ministry, National Institute of Social Defence (NISD), and the senior citizen beneficiaries.
- ii. **Eligibility Criteria, Quantum, and Conditions of Assistance:** The detailed eligibility criteria, quantum of assistance, and conditions of assistance are outlined in the AVYAY scheme guidelines, which are available on the Ministry's official website (<https://socialjustice.gov.in/>) and the e-Anudaan Portal (<https://grants-msje.gov.in/ngo-login>). A matrix for eligibility criteria of RRTCs and parameters is attached as **Annexure 2: Marking Criteria for RRTCs**.
- iii. **Application Submission:** Organizations are required to submit their complete proposals along with all supporting documents in physical format only addressed to **Shri Praveen Sharma, Deputy Secretary, Senior Citizen Division, Room. No. 631, A wing Shastri Bhawan, New Delhi, Pin-110001** in a spiral binding file in an closed envelope with superscribed as "Submission of application for inclusion as RRTC under Atal Vayo Abhyudaya Yojana(AVYAY)"
- iv. **Submission Timeline:** The applications from eligible Organizations for the above-mentioned States/UTs shall be

accepted upto 5:30 PM till 15.07.2025 in Central Registry section of this Department. Applications received after the stipulated date and time will not be considered.

- v. **Required Documents:** Applicants are advised to refer to the detailed eligibility criteria and parameters provided in **Annexure 2** and submit all relevant supporting documents as per the comprehensive checklist provided in **Annexure 1: List of Required Documents**. Incomplete applications or applications without the necessary supporting documents will be summarily rejected.
- vi. **Evaluation Process:** Proposals will be rigorously evaluated based on the comprehensive marking criteria detailed in **Annexure 2**. The Ministry reserves the right to seek additional information, clarifications, or conduct site visits as deemed necessary during the evaluation process. The decision of the Ministry regarding the selection of RRTCs will be final and binding, and no correspondence in this regard will be entertained.
- vii. **Contact Information:** For any clarifications regarding this EOI, applicants may contact **Shri Shubham Bhardwaj, Under Secretary to the Government of India, Email: shubham.bhardwaj12@nic.in.**

Yours faithfully,

  
(Praveen Sharma)  
Deputy Secretary to the Govt of India

**List of Required Documents**

Applicants are required to submit the following documents along with their physical proposal. Please ensure all documents are self-attested wherever applicable and organized as per the categories below.

**A. Infrastructure:**

1. Photographs (interior and exterior) of the proposed premises, clearly demonstrating accessibility, suitability, and proper connectivity to public transport and other basic public services.
2. Google map demonstrating the distance of the facility with nearest public transport.
3. Layout plan of the facility, indicating total available space(sq ft) in the facility (in case, the space is distributed over several floors, floor wise space (Sq ft) may be indicated clearly), number of classrooms (with sitting capacity of each classroom and area (sq ft)), laboratories, office space, and other relevant areas.
4. Proof of geo-tagging of the facility (e.g., screenshot from a mapping service with coordinates).
5. Ownership/Lease agreement documents for the proposed premises.

**B. Training Capacity:**

1. Detailed CVs of all proposed training faculty (including visiting faculty), highlighting their expertise in relevant subjects (e.g., digital literacy, health and wellness, geriatric caregiving, financial management) and experience in teaching or facilitating learning for senior citizens.
2. Classroom capacity (e.g., seating plan, photographs), proper ventilation, and availability of sufficient chairs and tables.
3. A written declaration/plan outlining the organization's capacity and commitment to train at least 3 batches per financial year.

**C. Outreach:**

1. A detailed report/presentation on the organization's past performance in reaching senior citizens, including:
  - o Description of how the NGO's mission aligns with the needs and interests of the senior citizens.
  - o Effectiveness of past outreach strategies (e.g., community events, workshops, social media campaigns, partnerships with local organizations) with supporting evidence (e.g., event photos, media coverage, attendance records).

2. Information on geographical coverage served by the NGO (local/regional/national/international level), including a list of locations or communities where the NGO has a presence (urban/rural/remote areas).
3. A plan outlining how the NGO intends to expand its geographical coverage to reach more senior citizens in need.

#### **D. Stakeholder Management:**

Documentation of engagement with relevant stakeholders (e.g., senior citizens, caregivers, community members, government agencies, local authorities, other NGOs, donors, volunteers, partner organizations), including:

- Details of interaction levels, communication channels used, and frequency of engagement.
- Evidence of stakeholder participation in decision-making processes.
- Proof of involvement in collaborative initiatives with stakeholders (e.g., partnership agreements, minutes of working group meetings, advisory committee reports).

#### **E. Financial Capacity of the Organisation:**

1. Audited financial statements (Balance Sheet, Income & Expenditure Account, Receipts & Payments Account) for the past two financial years(FY 2022-23 & 2023-24).
2. Annual Turnover Certificate authorised by Chartered Accountant for the past two financial years(FY 2022-23 & 2023-24).
3. Details of funding sources, demonstrating diversification (e.g., Government grants, CSR funds, individual donations, earned income)( FY 2022-23 & 2023-24).
4. A brief note on the organization's financial management practices (e.g., budgeting, cash flow management, risk management).
5. Details of the independent board of directors or audit committee, if applicable.

#### **F. Qualified Staff:**

1. Attested copies of professional qualifications (degrees, diplomas, certifications) and experience certificates for all proposed key staff members, including:
  - Project Director
  - Project Coordinator
  - Programme Officer
  - Research Associate
  - Data Entry Operator cum Accountant
  - Multi-tasking staff

2. Detailed CVs for each of the above-mentioned staff, clearly outlining their roles and responsibilities as per the scheme guidelines.

**G. Experience in the Social Sector:**

1. Copy of the organization's registration certificate, clearly indicating the date of establishment. The organization must be at least 3 years old till the last date of submission of application.
2. The organization must be working in the field of welfare of senior citizens for at least last 3 years.
3. Success stories, case studies, and testimonials from beneficiaries or partners.
4. Evidence of recognition and awards received by the NGO.
5. List of contributions to research, publications, and knowledge dissemination in the social sector and particularly in the field of senior citizen care.

**H. Experience in Senior Citizen Welfare Initiatives:**

1. Specific project reports or documentation detailing expertise and specialization in senior citizen welfare initiatives.
2. Evidence of direct engagement with the community of senior citizens (e.g., beneficiary lists, activity reports, photographs).
3. List of contributions to research, publications, and knowledge dissemination specifically focused on senior citizen welfare.

**Annexure II: Eligibility Criteria Matrix for RRTC**

<b>Criteria</b>	<b>Parameters</b>	<b>Documents required(along with photographs wherever applicable)</b>	<b>Weightage (Out of 100) {05 marks for each document as per requirement)</b>
<b>A. Infrastructure</b>	Accessibility and suitability of premises	<ul style="list-style-type: none"> <li>• Facility (Rented/Owned).</li> <li>• Floor wise Area in Sq Ft.</li> <li>• No. of Rooms with Area (in Sq. Ft)</li> <li>• Office space</li> <li>• Name &amp; Type of nearest public transport facility(Bus stop/Metro Station)</li> <li>• Distance from nearest public transport facility with Google map</li> </ul>	30
<b>B. Training Capacity</b>	Availability of training faculty	<ul style="list-style-type: none"> <li>• Staff Details along with qualification</li> <li>• Post-training assessment formats, feedback forms, testimonials, or</li> </ul>	15

Criteria	Parameters	Documents required(along with photographs wherever applicable)	Weightage (Out of 100) {05 marks for each document as per requirement)
		<p>improvement analysis from previous training</p> <ul style="list-style-type: none"> <li>• Sample modules, course outlines customized for senior citizens</li> </ul>	
<b>C. Outreach</b>	Past performance in reaching target audiences	<ul style="list-style-type: none"> <li>• Annual Report of last 02 years(2022-23 &amp; 2023-24)</li> <li>• Details of programs conducted year-wise during last 02 years program-wise(2022-23 &amp; 2023-24)</li> <li>• Programs conducted with collaboration with Central/State Government, if any.</li> <li>• No. of State/UTs covered where programmes held</li> <li>• Copies of published research papers/articles, case studies, toolkits or manuals developed</li> </ul>	25
<b>D. Financial Capacity</b>	Audit report	<ul style="list-style-type: none"> <li>• Audited Balance sheet of the last 2 years(2022-23 &amp; 2023-24)</li> </ul>	15

Criteria	Parameters	Documents required(along with photographs wherever applicable)	Weightage (Out of 100) {05 marks for each document as per requirement)
		<ul style="list-style-type: none"> <li>• Turnover certificate duly certified of the last 02 years(2022-23 &amp; 2023-24)</li> <li>• Summary sheet with breakup of funding sources: Govt. grants, CSR, donations, self-income, etc.</li> </ul>	
<b>E. Experience in Sr. Citizen Welfare</b>	Any other project running	<ul style="list-style-type: none"> <li>• Details of project running, if any, under Central Government or State Government</li> <li>• Work orders, grant letters, letters of appreciation, project sanction copies from Central/State Govts</li> <li>• Certificates, citations, or media coverage for awards or appreciation received in senior citizen welfare</li> </ul>	15
<b>Total</b>			<b>100</b>