

**MANIPUR**



**GAZETTE**

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**GOVERNMENT OF MANIPUR  
SECRETARIAT : SOCIAL WELFARE DEPARTMENT**

**NOTIFICATIONS**

Imphal, the 6<sup>th</sup> September, 2022

CSSS-1305(2)/2/2022-SW-SW: The approved guidelines for setting up of Treatment & Rehabilitation of Users for Social Transformation (TRUST) Centre in Manipur is hereby notified and will be effective from 1st September, 2022. The guidelines is placed as Annexure.

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Deputy Secretary, Social Welfare,  
Government of Manipur.

## 1. Introduction

Manipur is one of the States in India which has highest incidence of people affected by psychoactive substance use and having a porous international border makes the State extremely vulnerable to the menace of drug use and related issues. Many report indicates the increase of use of multiple psychoactive substances amongst the young age group of women and children as early as 12 years in the last two decades.

A report of the survey called 'Magnitude of Substance Use in India, 2019' revealed the alarming degree of psychoactive substance use in Manipur as shown below:

Sl. No.	Substance	Current Use%	Dependent %	Quantum of Work %
1	Alcohol	22.4	3.8	9
2	Cannabis	3.74	0.33	0.88
3	Opioids	14.22	1.80	4
4	Sedatives	7.73	0.77	1.76
5	ATS	4.86	0.46	1.76

This has made the State Government's stand to make Manipur free from illegal use of all psychoactive substances even more resolute and it has framed 'The Manipur State Policy on Psychoactive Substances, 2019' to give proper guidance to all stakeholders in the State to promote collected collective initiatives to address the issues. The Policy strives to tackle all aspects of psychoactive substance use in the State.

The Government believes in addressing the problem of psychoactive substance use in its totality. This includes creating awareness, early identification, treatment and rehabilitation and sustained follow up care. Further, Government is of the view that psychoactive substance use is a psycho-socio-medical problem which can be best addressed through community based intervention. Needless to mention, treatment and rehabilitation of psychoactive substance addicts forms a significant part of the Government's mission. As such, a provision has been made in clause 11.11 of the Manipur State Policy on Psychoactive Substances, 2019 for establishment of adequate number of treatment centers or strengthen to ensure proper treatment of psychoactive substance users.

It is estimated that there are more than 1.2 lakhs substance dependent persons using one of the psychoactive substances in the State. The total capacity of all the 27 (twenty seven) Integrated Rehabilitation Centre for Addicts (IRCAs) in the state is 510 per batch. Considering that these centres can conduct 8 (eight) batches of treatment in a year, the total treatment capacity will be 4,080 (four thousand and eighty) only as against the requirement of 1.2 lakhs. Thus, there is urgent need to streamline, strengthen and regulate the non-funded de-addiction centres to enhance the treatment capacity of the State. Such treatment and de-addiction centres registered under this

guideline will be known as “Treatment & Rehabilitation of Users for Social Transformation (TRUST) Centre”.

## **2. Objective of TRUST Centre**

The main objectives of TRUST Centre are to help the drug/psychoactive substance users to:-

**2.1 Achieve Whole Person Recovery (WPR).** This would mean improving the quality of their lives by helping them to :-

- identify and deal with personality defects
- strengthen inter-personal relationships
- develop healthy work ethics, gainfully employed and improve financial management
- develop healthy recreational activities
- establish a crime free life

**2.2 Become aware of risk factors for relapse and develop positive coping skills to sustain their recovery through follow-up services.**

**2.3 Providing guidelines to family members to break out of the ‘victim mould’ and emerge as strong survivors, to deal with their problems and improve the quality of their lives.**

## **3. Functions of TRUST Centre**

All Treatment & Rehabilitation of Users for Social Transformation (TRUST) Centre will provide the following functions to patients of psychoactive substance dependents who are admitted with the consent of the client and their family :-

- Detoxification
- Care and support to families of drug users
- Referral services
- After care and follow-up
- Rehabilitation
- Whole person recovery (WPR)

#### **4. Provision of free treatment**

Para 11.13 of the Manipur State Policy on Psychoactive Substances, 2019 lay emphasis on the need to provide free treatment to clients who cannot afford. TRUST centres shall reserve at least 1(one) client/bed per course for 30 bedded centre and 2 (two) clients/beds per course for 50 bedded centre for providing free treatment to clients who belong to economically weaker section of the society.

#### **5. Registration under the Department of Social Welfare**

- 5.1 Non-funded de-addiction/rehabilitation centre should mandatorily be registered under the Department of Social Welfare, Government of Manipur by filling up the prescribed format given at ANNEXURE-I.
- 5.2 Notification shall be issued by the Department of Social Welfare for information to the NGOs running de-addiction centres in particular and the public in general for registration of non-funded de-addiction/rehabilitation centres operating in the State under the Department of Social Welfare, Government of Manipur.
- 5.3 The tenure of registration will normally be two years from the date of registration. However, if a centre is found not complying with the norms prescribed by the State Government, registration may be cancelled anytime by giving an opportunity to explain.

#### **6. Mode of issue of registration certificate**

- 6.1 Registration certificate will be issued based on the inspection report of the Inspection Committee.
- 6.2 Inspection Committee shall be constituted from time to time by the Department of Social Welfare, Government of Manipur. Further, the Department may authorize the District Social Welfare Officer to constitute the Committee comprising of the following members for conducting due inspection of the non-funded de-addiction/rehabilitation centres who applied for registration under the Department of Social Welfare, Government of Manipur:

(a) District Social Welfare Officer (concerned district)	- Chairperson
(b) One experts in the field who have experience of working in drug treatment/rehabilitation center	- Member
(c) One finance person	- Member



(d) One representative from the ex-users community

- Member

The tenure of the Inspection Committee shall be decided by the Department from time to time.

- 6.3 The inspection report of the Inspection Committee shall be submitted to the Department within 20 days from the date of submission of registration form. However, inspection of a centre should be completed within 48 hours' time from the initiation of the inspection process and reports shall be signed immediately on completion.
- 6.4 Inspection will be conducted as per prescribed inspection format and allotment of score will be based on the following : **(Total Score - 100)**

Sl.No.	Items	Score
6.4 a	Experience in working in the field of drug abuse prevention	10
6.4 b	Infrastructure inclusive of location, campus size, fencing, detox room, dormitory, dining hall, counselling room, yoga room, medical room, recreational room, class room. Communication, electricity, water, internet facilities. Some rooms may be multipurpose in nature, wherever feasible.	25
6.4 c	Manpower such as number of requisite staff, their qualification and experience, training received, dropout	15
6.4 d	Documentation and record keeping	20
6.4 e	Financial management	20
6.4 f	Community participation	05
6.4 g	Research work	05
	<b>TOTAL</b>	<b>100</b>

- 6.5 Provisional certificate shall be issued for six months to De-addiction & Rehabilitation Centres scoring 50 – 70 points. Registration certificate will be issued for those scoring 70 and above, giving priority to the highest scorers of the district.
- 6.6 NGOs involved in human rights violation, illegal activities, forcible confinement of patients, etc. shall be deducted 20 points.
- 6.7 NGOs scoring below 50 points shall be cancelled/unregistered.
- 6.8 In the event of conviction of the Chief functionary or staff of the centre for death cases or torture or human right violation of in-patient in the centre, registration of the centre shall automatically be cancelled.

- 6.9 The Department of Social Welfare shall decide from time to time the number of centres to be registered under the Department in a year.

## **7. Renewal of registration certificate**

- 7.1 Registration of TRUST centre under the Department of Social Welfare, Government of Manipur shall be renewed every two years.
- 7.2 TRUST centre should apply for renewal of registration three months before the expiry of registration certificate.
- 7.3 Renewal of registration will be based on the inspection report of the Inspection Committee headed by District Social Welfare Officer of the concerned district constituted as per section 6.2 of the guidelines.

## **8. Setting quality standards**

In cognizance of the need for developing a standardized treatment protocol and in pursuance of para 11.12 of The Manipur State Policy on Psychoactive Substances, 2019, to ensure proper functioning of TRUST centre the State Government framed the Minimum Standard of Care and Service for Treatment & Rehabilitation of Users for Social Transformation (TRUST) Centre or Treatment Protocol.

All TRUST centres operating in the State are to follow the 'Minimum Standard of Care and Service for Treatment & Rehabilitation of Users for Social Transformation (TRUST) Centre' and monitoring and inspection will be based on this minimum standard guidelines. The Minimum Standard of Care and Service for Treatment & Rehabilitation of Users for Social Transformation (TRUST) Centre will be revised from time to time as required.

## **9. Training, monitoring and evaluation**

- 9.1 The Department of Social Welfare, Government of Manipur will set up a State Level Training Institute to provide training to the staff of centres and to conduct monitoring and evaluation of TRUST centre.
- 9.2 Before establishment of the Training Institute the Department of Social Welfare may engage reputed training Institute which is recognised by the central/state government for the purpose of training, monitoring and evaluation of these centres or hire qualified resource persons from the State Level

Coordinating Agency, RIMS, JNIMS, Human Rights expert, ex-drug users etc. for training, monitoring and evaluation.

- 9.3 All the centres must ensure nomination of their staff for undergoing the training which will serve as an important marker while registration or renewal.

**The main function of this Training Institute are :**

- 9.4 To prepare an annual action plan for their activities which should include visit, capacity building, monitoring and evaluation exercise to these de-addiction/rehabilitation centres. Monitoring and evaluation should be carried out at least twice in a year for per centre.
- 9.5 To report the findings and observations of their field visit to the Department of Social Welfare on an half yearly and annual basis. This will be considered by the Department at the time of renewal of registration.

**10. Reporting by the TRUST centre**

- 10.1 TRUST centres will update the number of in-patients on a web portal developed by the Department on a daily basis. New admission of in-patients are also required to be reported on the web portal within 24 hours' time.
- 10.2 The center will submit half yearly report in the prescribed format.

**11. Staffing pattern**

The following minimum number of staff are to be engaged for a 30 bedded and 50 bedded centre;

Sl. No	Name of Post	Educational Qualification	Number of Post	
			30 Bedded	50 Bedded
1	Project Coordinator cum Vocational Counsellor	Graduate with experience of managing such centres for a minimum of 3 years of running and having working knowledge of computers	1	1
2	Doctor (Part-time)	MBBS and preferably with a Training Certificate in Addiction Medicine from recognised Institute	1	1



3	Counsellor	a) Graduate in any discipline with three years' experience in the field. He/she must preferably hold a Certificate of being trained in a recognised training Institute b) Ex-user with 3(three) years sobriety who has completed Class 12	3  (One professional Counsellor is mandatory)	5  (Two professional Counsellors are mandatory)
4	Nurse	GNM trained by a recognised medical institution.	1	1
5	*Health Worker	Health Worker should possess 5 Days Course Training Certificate from a Health Institute or State Level Coordinating Agency	1	2
6	Accountant cum Clerk (Part time)	Graduate with knowledge of accounts and working knowledge of computers	1	1
7	Ward Boy	Class X and preferably experienced in such centres.	2	3
8	Volunteer	Should be trained in a recognised institute	1	2
9	Cook	Class 10 pass	1	2
<b>TOTAL</b>			<b>12</b>	<b>18</b>

**\*Health Worker must preferably be Nurse**

## 12. Financial Norms for 30 bedded and 50 bedded centre

### 12.1 Indicative cost of a 30 bedded centre

Sl. No.	Item	Salary/Cost per month (in Rs.)
<b>A</b>	<b>Staff salary</b>	
1	One Project Coordinator cum Vocational Counsellor	10,000
2	One Doctor (Part-time)	13,000
4	Three Counsellor @ Rs. 8,000 per month	24,000
5	One Nurse	8,000



6	One Health Worker	8,000
3	One Accountant (Part-time)	7,000
7	Two Ward Boys @ Rs. 6,000 per month	12,000
8	One Volunteer	--
9	One Cook	5,000
	<b>Total</b>	<b>87,000</b>
<b>B</b>	<b>Fooding @ Rs.3,600 per client per month</b>	<b>1,08,000</b>
<b>C</b>	<b>Rent</b>	<b>20,000</b>
<b>D</b>	<b>Medicine</b>	<b>10,000</b>
<b>E</b>	<b>Contingency</b>	<b>10,000</b>
<b>F</b>	<b>Follow up</b>	<b>2,000</b>
	<b>GRAND TOTAL (A+B+C+D+E+F)</b>	<b>2,37,000</b>

This is based on the assumption that the cost of treatment will be Rs. 8000 per client per month x 30 = Rs. 2,40,000/-

The fees and salaries given above are just indicative and the same may vary from centre to centre.

#### 12.2 Indicative cost of a 50 bedded centre

SL No.	Item	Salary/Cost per month (in Rs.)
<b>A</b>	<b>Staff salary</b>	
1	One Project Coordinator cum Vocational Counsellor	12,000
2	One Doctor (Part-time)	15,000
4	Five Counsellor @ Rs. 8,000 per month	40,000
5	One Nurse	8,000
6	Two Health Workers @ Rs. 8,000 per month	16,000
3	One Accountant (Part-time)	8,000
7	Three Ward Boys @ Rs. 6,000 per month	18,000
8	Two Volunteers	--
9	Two Cooks @ Rs. 5,000 per month	10,000
	<b>Total</b>	<b>1,27,000</b>
<b>B</b>	<b>Fooding @ Rs.3,600 per client per month</b>	<b>1,80,000</b>
<b>C</b>	<b>Rent</b>	<b>35,000</b>
<b>D</b>	<b>Medicine</b>	<b>22,000</b>
<b>E</b>	<b>Contingency</b>	<b>20,000</b>
<b>F</b>	<b>Follow up</b>	<b>4,000</b>
	<b>GRAND TOTAL (A+B+C+D+E+F)</b>	<b>3,88,000</b>

This is based on the assumption that the cost of treatment will be Rs. 8000 per client per month x 50 = Rs. 4,00,000/

**DEPARTMENT OF SOCIAL WELFARE  
GOVERNMENT OF MANIPUR**

(Application form for registration of NGOs running non-funded de-addiction/rehabilitation centre in Manipur)

1. Name and complete address of the Organisation :

Contact Person:

Address of the contact person:

Year of establishment:

2. (i) Name of the Act under  
Which registered?

ii) Registration No. and date:  
of Registration

(Please attach an attested photocopy of the Registration Certificate)

3. Details of Foreign Contribution received by the organization.

a. Whether receiving foreign contribution: Yes/No

b. If "YES" then furnish Registration No. and date of issue of certificate by  
Ministry of Home Affairs under the Foreign Contribution (Regulation)  
Act, 1976.

c. (Please attach an attested photocopy thereof)

4. Funds generated from other sources such as community /CSR/donation

5. Details of the proposed Centre (site of implementation of the programme)

a. Proposed location of the programme (State, City, District):

b. Enclose justification for setting up of the programme: based on the  
following:

- Nature and incidence of alcohol/drug abuse in the area as provided in  
any established study/survey:
- Details (with address) of available services in the district:
- Need for new programme in addition to available services

- Approximate distance of the proposed programme from the available services and
- Professional experience of the organization for implementation of the programme.
- 

6. Capacity of inmates of the proposed Centre.

7. List of papers/statements to be attached with the application as annexure.

- a. Registration Certificate of the organization:
- b. Registration Certificate for Foreign Contribution:
- c. Constitution of Management Committee/trustees:  
(with particulars of each member( i;e name, complete residential address, parentage, occupation with designation) and the tenure of the committee (i;e the date on which it was constituted and up to which date the committee will remain)
- d. A copy each of the Annual Report for the previous 3 years:
  - Receipt and Payment Account
  - Income and Expenditure Statement and
  - Balance Sheet
- e. Statement on the projects/programme being currently:  
Implemented by the organization, period of implementation and source of funding in respect of each project/programme.
- f. Statement on the assets of the organization
- g. Details of the staff employed

8. Additional information, if any, not covered by the above but relevant to the project may also be submitted.

SIGNATURE

Place:

Date:

(.....)  
Name of the Secretary/President  
Name of the/Institution/establishment  
(with office stamp)

**Note:** - The applicant organization/institution/establishment is to ensure:-

- a) That each enclosed document is serially numbered as Annexure-A, Annexure-B, Annexure-C, etc. and that appropriate entry is also made against the corresponding item in the Application Form.

- b) That each document is duly certified/signed by the President/Secretary of the organization/institution/establishment after affixing their office stamp; and
- c) That the Registration certificate is in the name of the applicant organization/establishment only.

### **VERIFICATION**

It is certified that the undersigned has been duly authorised by the Executive Committee/Managing Committee of the organization by a resolution dated..... to verify and submit application, documents, information etc on behalf of the Organization. It is also certified that the above information is in accordance with the records and audited accounts and is correct to the best of my knowledge and belief.

1. I also hereby certify that I have read the rules and regulations of the Minimum Standards of Services for The Programmes under the Scheme for Prevention of Alcoholism and Substance (Drugs) Abuse developed by the Ministry of Social Justice & Empowerment, Government of India and I undertake to abide by them. On behalf of the Management, I further agree to the following conditions:-
  - a) The accounts of the centre/facility shall be properly maintained. Transparency in books of accounts should be ensured and it will be made available to an officer/person deputed by the State Government for monitoring and evaluation.
  - b) Progress reports of the centre/facility and other necessary documents mentioned in the application for registration shall be furnished at regular intervals as may be specified by the Government.
  - c) Necessary changes/improvements shall be made as per the Minimum Standards of Services or recommendation of the State Government whichever is applicable.

Place:  
Date

(.....)  
Name of the Secretary/President.  
Name of the Institution  
(with office stamp)