

Greying with Grace

A Handbook for
Older Persons Federation



 **HelpAge India**

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A HANDBOOK FOR OLDER PERSONS FEDERATION

TSUNAMI PROJECT MANAGEMENT OFFICE
CUDDALORE DISTRICT, TAMIL NADU

 **HelpAge India**

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FOREWORD

Rapid urbanization has brought in its wake untold hardship for the greying population of the country, especially those with limited or no resources. More recently, the tsunami that hit coastal India in December 2004, only exacerbated the situation for the elderly survivors, many of whom lost both home and family. HelpAge India, like many others, started with immediate relief operations but gradually moved to efforts at reconstruction and rehabilitation of the lives of the tsunami victims. HelpAge India's efforts at organizing the elderly, particularly the poor, to look after their own needs and interests has been a deep learning experience. It is something that needs to be shared so that others working for the elderly can benefit from it.

The concept of Self help groups in India is not new. But seeing SHGs of the elderly develop into a district level federation and serving the credit needs of the old people is a matter of immense satisfaction. It reaffirms the belief that the elderly can be productive members of the community. This pioneering effort has been led by the concerted endeavour of a dedicated team. Key lessons on what works and what doesn't, are critical for people working in the area of promoting self reliance among the elders. The Cuddalore Project Management Office has done a commendable job bringing out this booklet. It highlights the nuts and bolts of organization building from the village to the district level, exclusively targeting the needs of the elderly population among the rural poor across the country.

Avenash Datta

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PREFACE

Though I had experience of facilitating the formation of self-help groups, it did come as a surprise when I joined HelpAge that we were talking of Self Help Groups for the Elders (aged) at a time when not many acknowledged the difference between the Self Help Groups and Savings and Credit Groups. The idea of doing “something” that mattered to the elderly invigorated me and encouraged me to ‘experiment’ with concepts.

The “Cuddalore Elders Care Movement” of the Elders Self Help Groups and the federations of these groups, are attempting to involve themselves not only in savings and credit but also in taking care of the other causes of the elderly, especially the destitute elderly. As we employed the same scale used for the regular Self-Help Groups of able-bodied men and women to measure performance of the ESHGs, the doubt whether these groups can stand the test of time and stand shoulder to shoulder with the other groups never remained a doubt.

Trust is one single factor that changes the complexion of any programme, big or small, and this trust and mutual respect between the aged and the group of young men and women facilitators, is what I believe to be the cause of this engaging experiment.

While I believe this is only a first step in the long journey to prove that the “burden of aging is a myth”, I do hope that this handbook will be a guide for many friends and partners striving for the self-reliance and dignity of the aged in troubled times.

Rajeshwar Devarakonda

Head – Tsunami Extended Response Project
HelpAge India



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GREYING WITH GRACE

NEED FOR OLDER PERSONS FEDERATION

India is a land where traditionally family bonds have been strong and respected. The position of the elders was once at the top and their opinion was important in all matters of the family. Similarly, the eldest of the village was the headman, respected by all. However with urbanization and modernization, the village as a physical, social, economic and psychological unit broke down. The old system collapsed, and the elders were sidelined as the next generation better placed economically, kept pace with changing scenario.

Urbanization has lured many a young man and women to move out of the villages, leaving the elders with none to look after their economic and psychological needs. While a ready solution is not easy, it is clear that only a community-based organization of elders can help solve the problem. Such an organization can pool the diverse resources viz. knowledge, experience, aptitude and productive resources, to support the elders, particularly the needy ones among them.

CROSS CUTTING ISSUES

The fragmentation of traditional joint family system and the inability of the new generation to continue with the traditional social responsibilities, add to the miseries of the older people. The ability of older people to continue their age-old traditional occupations (eg. agriculture or fishing) is inversely proportional to the ageing process. The needs of older persons (single or couple) is not high: so a low cost maintenance enterprise should be able to help the older persons to earn his/her meal and other requirements that will go with their physical health conditions. The following are the cross cutting issues that affect the life of older persons:



The first step to building an organization of the elders

1. **Health:** Livelihood for older persons rely largely on health factor rather than material resources. Ageing brings forth significant changes in the means of livelihood owing to deterioration in physical health. The health programmes should have wide networking with service providers for the elderly to keep them healthy and to sustain their livelihood activities.
2. **Shifting Occupation:** The ageing process leads a person from primary occupation to secondary or supplementary occupation as the offspring take the lead role more often out of sheer economic reasons. For example, a small or marginal traditional farmer after his/her offspring take the lead role has to shift to secondary occupation like raising milch animals; likewise in the case of traditional angler, he has to make way for his children and take the role of supplementing the fishing business by mending the nets.
3. **Rights (ownership) of productive assets:** When the children take the lead role in the family enterprise, the older persons generally shift its (enterprise) ownership to their children. This in most cases becomes a cause of worry in old age.
4. **Capacity to take risk:** When the children move out of the family extending less or no care towards elders, then the older persons have to shift to micro enterprises, which to be successful should be backed by risk taking ability, knowledge, skill and material resources.
5. **Capacity to Invest:** The older persons with hardly any productive assets are daily bread winners and find it difficult to invest on their secondary occupation that goes with their health and age, often leading them to penury.
6. **Financial Institutions deny credit to Older Persons:** Considering the elderly to be less productive and less reliable in repaying credit, banks have drafted a policy to limit itself in extending credit to those of sixty plus age.

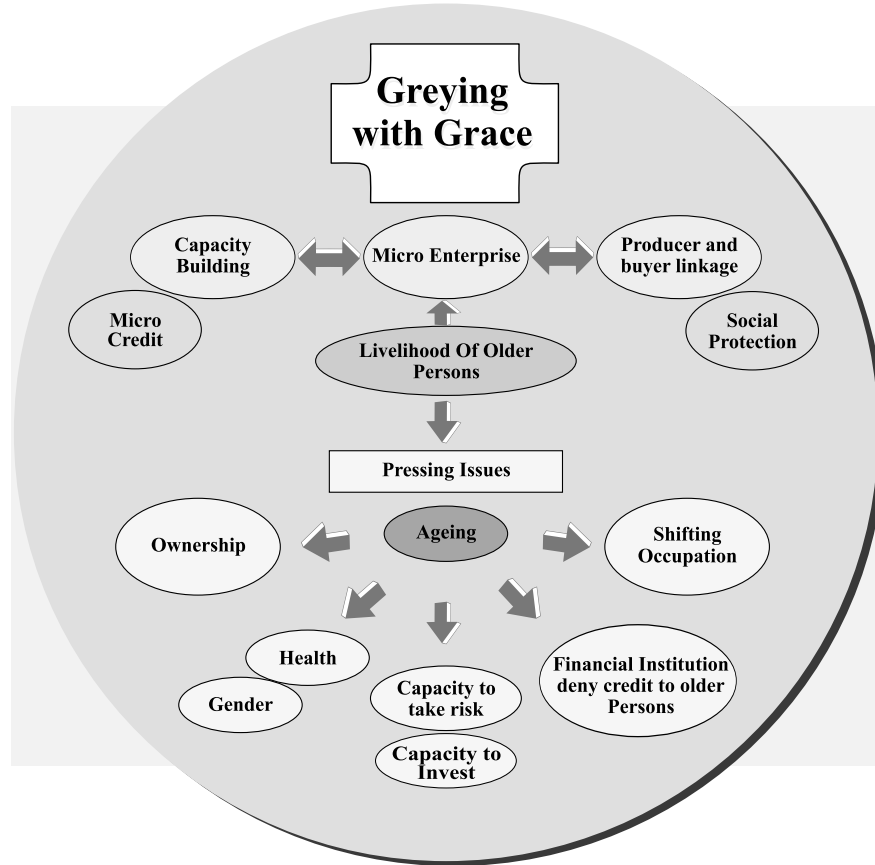
Though our government drafted several community development programmes to raise the standards of those living below the poverty line, the percentage of older persons supported by such initiatives stands meagre. The credit needs of the older persons are small, though frequent and unpredictable. The illiterate older persons, for their few thousands rupees credit requirement have to go through the lengthy procedures to open bank account or avail credit. But when they come together as a community-based organization they can generate thrift and extend credit to the needy when they require it the most. When the small groups are federated and become an elders' movement they can influence the policy makers and local administrative bodies in line to get them their due rights and dignity.



Moving from a primary to a secondary occupation

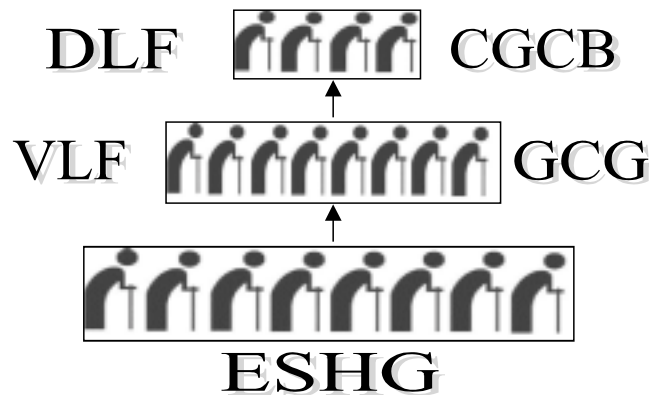


Greying with Grace: Issues and Solutions



STRUCTURE OF OLDER PERSONS FEDERATION

If the older persons' organization wishes to enjoy the fruit of their toil, then the process should be fast enough so that elders involved experience the desired ends within their lifetime. The community based organization as a small groups of 15-20 members with average age of around 60 years can't satisfy the credit requirements of all the members of the groups. So it is imperative for the 15-20 member groups to get federated according to their geographical boundaries and capacities so as to manage the community based organizations at the village and district levels.



DLF: District Level Federation CGCB: Cuddalore Granny Care Board
 VLF: Village Level Federation GCG: Granny Care Group
 ESHG: Elders Self Help Group



FORMATION OF ELDERS SELF HELP GROUP

When a group of 15 – 20 less privileged elders get together as a group, draft programmes of thrift and credit and other social security schemes for the welfare their group members, it is known as a Elders Self Help Group. The ESHG will have elders who have the potential to generate income and save; likewise all potential elders in a particular village can be brought in to the ESHG.



Leaving the elders to fend for themselves!

The Processes for Elders to be Organized as Groups

Step 1: Open meeting with village heads, target population (elders) on desired outcome of being organized into Self Help Groups

Step 2: Individual house visit for identification of potential, needy and aspiring elders.

Step 3: Map where our target population (elders) are.

Step 4: Identify homogeneous factors that bind elders.

Step 5: Based on the proximity and homogeneity factors meet the elders individually and build rapport with the target groups.

Step 6: Sensitize the target groups of the desired outcome of being organized and by-laws to be followed

Step 7: Organize a focused group discussion of 6-8 elders, those found to be interested to experience the processes and taste the outcomes. Ask whether they can find another 8-10 elders of similar aspiration to theirs.

Step 8: Organize a meeting with desired 15-20 members, place the by-laws before them. Those who opt for it can be grouped together as an Elders Self Help Group.

Step 9: Fix a meeting date then regularise the meeting with records, thrift and credit.

BANK LINKAGE OF ELDERS SELF HELP GROUPS

When Elders Self Help Groups are formed they involve in many thrift and credit schemes, where in the money flow is from the members themselves; may be up to 20 members will be involved in the transaction. Being a public concern it should have proper accounting systems in place for even an Elders Self Help Group has to have a bank account and for that it should have proper records. The following are the records suggested:

1. *Resolution notebook*: This aids in the recording the minutes of the meeting, has scope to understand the attendance, participation, number of members saved, person who sought for the credit and availed. The register will show the resolution taken in that particular meeting and also the financial transaction of that particular month.



2. *General Ledger*: The ledger gives the consolidated and also the individual contribution on that particular date viz. savings, management cost contribution, loan repayment, interest, special savings and credit an individual availed. The consolidation part will give the entire transaction from the date of group formation and the current status.



As individuals, elders are unable to access bank credit

3. *Savings and Credit Ledger*: The ledger takes into account the actual transaction of the group that is mainly the savings and credit pertinent to every individual. This shows the cumulative savings upto date by an individual and credit he has availed or due credit or interest he has to pay back.
4. *Individual Pass Book*: This is given to each of the members; the individual can know his savings, credit or interest balance. This book reminds him of the instalment amount, interest, savings and other miscellaneous amounts that he has to carry with him for next meeting.
5. *Receipts and Voucher*: Every payment by an individual has to be supported by a receipt with carbon copy and payments in the form of a voucher.

The above records can help the concerned bank to know the functioning of the Elders Self Help Group and obviously will have no reason to reject a saving bank account for the Elders Self Help Group. The linkage will facilitate in getting credit from various sources like NABARD and concerned service banks of the particular area of the different development programmes of central and state governments. To avail these loans, the groups should have regular savings, high repayment percentage and smooth functioning. The Elders Self Help Group can be analysed in this regard by grading the ESHGs.

GRADING OF ESHGs

When the groups attain the age of 6 months it is imperative to grade the Elders Self Help Group to understand their competence, which will be an effective tool for the financial institution to gain confidence on how they can bank with ESGH. The group meetings are considered to be the pulse of any group. If Elders Self Help Group financial policy is justifiable and financial discipline is above 80 per cent, no banker will hesitate to bank with Elders Self Help Group. As per the Annex 5, if any group scores above 80 marks they are graded as “A - Grade”, if they score 70 – 79 marks then “B - Grade”, and less than that will be termed to be “C - Grade”. Grading of groups in regular intervals of six months helps one to get fair understanding of groups’ progress.

This is particularly useful for the groups themselves and the implementing agency; the shortcomings can be analysed and alternatives can be suggested so as to move in the right direction.

FORMATION OF ‘GRANNY’ CARE GROUP

The Elders Self Help Groups in addition to the thrift and credit schemes have to involve themselves in advocacy activities. The groups should fight for elders rights and due dignity in the society. A small group of 15-20 members cannot make an impact in a society or stimulate a decision of a local administration body. But when the group transforms into a mass, the voice of elders sounds loud enough for worthwhile change in the community. To enhance this process the proper systematization of the elders’ organization is imperative. The Elders Self Help Groups of a particular village can be federated at village level as Village Level Federation. The members of each Elders Self Help Groups and the willing elders of that particular village will be the members of the general body of the federation and an executive body has to be constituted to regularize the functions of the federation. A representative or two from each ESHG can be selected to form as an executive body; among them a President, Secretary and Treasurer will hold the office as desired by the general body of the federation. This executive body may be termed as **Granny Care Group**. As discussed, the prime function of the federation is to advocate for elders rights and due dignity in society supplemented by the financial operations in line towards the formation of micro finance structure.



Training elders in secondary occupation

Objectives and Activities of Granny Care Group

1. Social Security to disadvantaged elder persons
 - i. Identify the issues faced by the elders in the community
 - ii. Identify the possible desired solution for the issue
 - iii. Draft and implement the schemes that will ameliorate social protection
 - iv. Familiarize the elders of the village with the schemes of government and nongovernmental organizations

- v. Ensure elders their due rights and dignity in the community.
2. To enhance the standard of living of the elder persons
 - i. Ensure Elders Self Help Group saves regularly in Village Level Federation.
 - ii. Provide internal loan to the needy in the Elders Self Help Group after prioritising need.
 - iii. Provide timely suggestions and monitor the function of the Elders Self Help Group.
3. Advocate with financial institution for external credit to Elders Self Help Group.

FORMATION OF OLDER PERSONS FEDERATION:

The endeavours towards due rights and dignity by the Granny Care Group need to achieve concrete results; the elders groups should transform from small groups to a mass and then into a movement to bring forth or influence any policy change, at least at the local district level. The District Level Federation will perform the financial function of thrifts and credit; raise funds to thrive as a self-reliant finance institution. All the Village Level Federations can be clubbed together under a single umbrella as District Level Federation. As individuals save in ESHG and the ESHG save in Granny Care Group, each Granny Care Group that is federated at district level will save on monthly basis in District Level Federation, thus closing the loop of the micro finance structure. The prime objective of District Level Federation is to advocate for social and financial security of the older persons. A Board of Elders should administer the District Level Federation i.e. a representative from each Granny Care Group should represent their village at district level; in addition four office bearers (President, Vice President, Secretary and Treasurer) can lead the District Level Federation from the front.

Members of District Level Federation

All elders aged 55+ years who are in Elders Self Help Groups of the particular district can become a member of District Level Federation; also interested elders who have the passion to advocate and raise their voice for elders rights and dignity and living within the geographical boundary of the district can become members, thus



Elders can start small snack outlets with credit

constituting the general body of the District Level Federation.

Funds to District Level Federation

The savings by the Granny Care group at District level Federation should be supplemented to strengthen the District level Federation. A lifetime membership fee can be collected from the members of Elders Self Help Groups, and others like those who are 55+ and wish to join the District Level Federation can pay a lifetime membership fee that is a little higher than that of a member of Elders Self Help Group. This non-refundable membership fee will aid in the



A strong ESHG provides reliable support to the needy

accumulation of funds and internal lending will accumulate interest; this will help grow funds in line towards sustainability. The funds generated at apex level can benefit a person at the grassroots.

An Example

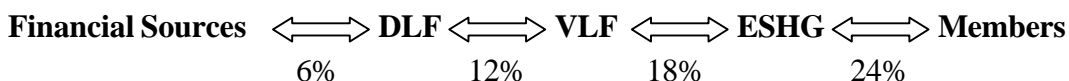
An elder in a particular ESHG is in need of Rs.5000 to set up a petty shop. He has a good business plan. The ESHG executive members find he is a deserving person, but they are with limited funds, say with only Rs.1500. The ESHG executive on representing the case in the VLF meeting bring up the application of the elder to VLF. They analyse and find the application to be genuine but only Rs.1500 can be allotted to this elder. So for the remaining amount, the VLF representatives can forward this application to DLF and get Rs.2000 which may be given to the respective VLF-ESHG-member. Repayment can take the reverse route. The interest can vary in different tiers; hence each will be benefited.

Bank Linkage of Older Persons Federation

A District Level Federation, with an average membership of over 2000 elders with varying occupations like agriculture and fishing, will find it an uphill task to meet the credit needs of all elders in a short span of time. The District Level Federation must be linked with financial institutions to generate credit to strengthen its organization capabilities. A structured need analysis has to be done to authorise the application. This can be in the form of Micro Credit Plan. On repayment the interest rate may vary at different levels, thus strengthening each tier towards sustainability and self reliance.

Example;

The interest rate be 6% at which the Financial Sources lend to District Level Federation



STRENGTHS AND WEAKNESSES OF OLDER PERSONS FEDERATION

Snakes (Risks- Weaknesses/Challenges)	Ladders (Opportunities/Strengths)
Organizing Elders (Community Organization)	
<ul style="list-style-type: none"> • Dislike • Physical fitness • Less saving power • Demands from other age groups • Family restriction • Restive 	<ul style="list-style-type: none"> • Passion of the Elders to get a chance to be together • Implementing agency Staff Capability
Elders Self Help Group (ESHG)	
<ul style="list-style-type: none"> • Irregular meetings / Savings / repayment / record maintenance • Illiteracy / less insight into SHG concept • Other NGOs distribution policy • Less earning power of elders, Unilateral decision making • Equal sharing tendency of credits or other benefits • No financial institution will to do business with elders • No written business plan • High Consumption needs • Pretend as if they know how 	<ul style="list-style-type: none"> • Homogeneity • Finance policy • Social action • Entrepreneurship training • Training on group dynamics
Village Level Organization (VLF)	
<ul style="list-style-type: none"> • Local village heads pressure / Politics • Less understanding of Micro Finance structures (ESHG-VLF-DLF) • Lack of financial support • Leakages of funds 	<ul style="list-style-type: none"> • Strength of Elders • Voice of Elders • Managing Capacity of office bearers • Resolving • Capacity building
District Level Organization (DLF)	
<ul style="list-style-type: none"> • Heterogeneity • Difference in need • External support • Fund flow • Resource centre • Thriftless • Managing the Elders organization • Repayment policy 	<ul style="list-style-type: none"> • Legal identity • Regular meetings • Advocacy • Elders empowerment

Developed by the Project Staff and VLF members of Cuddalore Granny Care Board

FRAMEWORK OF OLDER PERSONS FEDERATION

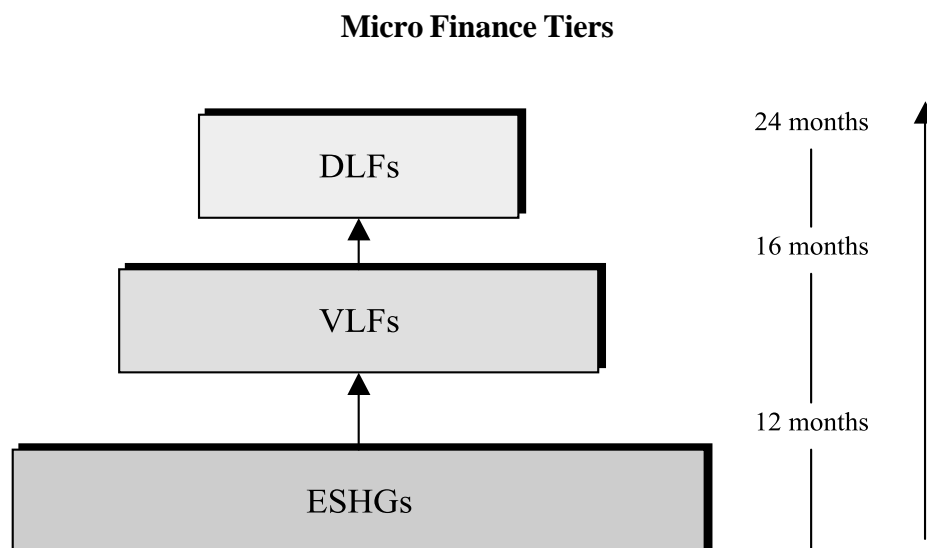
Theme	Objective	Activities	Verifiable Indicators	Assumptions
Organizing the Elders	To bring at least _____elders under Elders Organization for economic and psychological support and to gain them social security	<ul style="list-style-type: none"> • Form Elders Self Help Groups • Regular Meetings & savings • Enhance Internal Lending • Bank Linkage 	<ul style="list-style-type: none"> • No. of groups formed • ESHG records • Lending Policy • Savings/Head • Regularity of meetings, Savings and recovery • Amount in revolution 	<ul style="list-style-type: none"> - As the credit needs of Elders aren't high the little savings generated will make a great difference. - Even as there is less income generation, the traditional habit of savings will induce them to save
Capacity Building Programme for CBO leaders and Staff	To enhance the capacity of staff, ESHG, VLF, DLF leaders in delivering services	<ul style="list-style-type: none"> ▪ SHG Concept Orientation Training, ▪ Training on Group Dynamics, Record Keeping, Business plan, feasibility study, Micro Credit Plan (MCP) by ESHG • Exposure visit • Field Days • Demonstrations 	<ul style="list-style-type: none"> • Performance review • Job knowledge & motivational level of the staff • Change in the attitude 	<ul style="list-style-type: none"> - No complicated business plan
Advocacy	To advocate for the elders right and dignity through Elders Movement	<ul style="list-style-type: none"> • Organize elders into a movement by Federating the ESHGs at village level and district level • Form Elders Care Body and Grievance Cell • Conduct elders campaign 	<ul style="list-style-type: none"> • No. of VLF/DLF formed • No. of elders under one DLF • Press attention and coverage • Policy Change 	<ul style="list-style-type: none"> - Experience over the years will help them to manage Elders Organization both financially and physically - The collective effort will aid them to get media attention which may influence the policy makers
Micro Credit for Older persons	To create and sustain appropriate livelihood for at least _____Elders which will enhance the older people's economic independence and long term security • Livelihood	<ul style="list-style-type: none"> Enhancement Action Plan • Business plan • Seed Capital to ESHGs Promotion of Diverse Livelihood • Business plan 	<ul style="list-style-type: none"> • Feasibility study • Micro Credit Plan (MCP) by ESHG • No. of persons helped to start/strengthen their IGA • Revolving period • Interest gained on seed capital • No. of Indirect beneficiaries • Socio economic status • Cost benefit analysis • Involvement of beneficiaries • MIS 	Advocate Financial Institutions on lending to ESHG, VLF and DLF



Time line towards Older Persons Federation

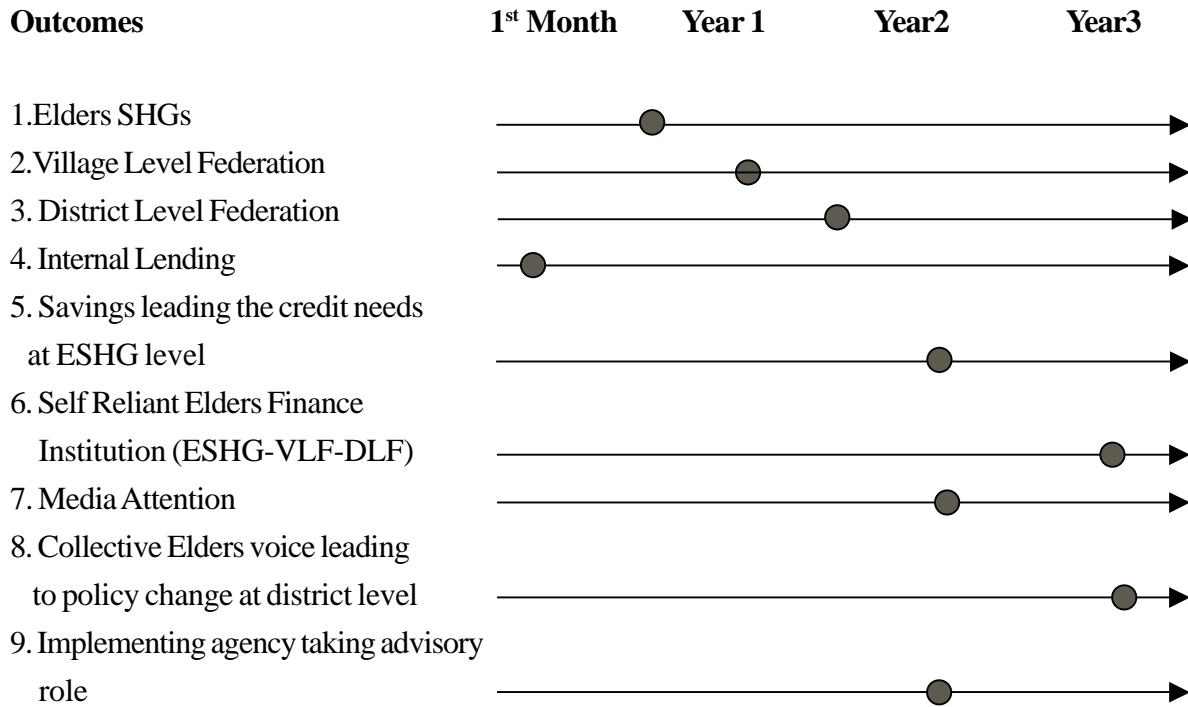
In India, the Self Help Group concept is widely known and found in even remote villages of the country. Though the formation of the Self Help Group of elders will imply high manpower and cost, but with the skilled and trained staff an Elders Self Help Group can be formed and can start its thrift and credit in less than a month. But it requires regular monitoring and follow-up. In one year's time the groups get mature, get used to the records keeping, have healthy discussion, leadership qualities and know the dos and don'ts of Self Help Groups, which aid in federating them at village level. The savings and internal lending to members through Elders Self Help Groups will set up a linkage or means for the Village Level Federation to meet regularly. The additional social responsibilities to safeguard the rights and dignity at community level should produce desired results and enhance their credibility.

As our target groups are elders, who previously have the experience in administering the village panchayat or local body they will be mature enough to get together as District Level Federation in another six to eight months. After drafting of policy and regulation, the District Level Federation can perform all functions by the end of second year from the date of introduction of the concept in that particular district. The District Level Federation will have high degree of heterogeneity; so to enhance smooth binding, in average 2-3 meetings are required at regular intervals for first six months of the formation. Capacity building training should be conducted at regular intervals for the office bearers of District Level Federation to fine tune their financial and managerial policies, and strategies to evolve a self reliant micro finance structure. From the date of initiation of District Level Federation it can involve in advocacy activities, raising awareness of elders' issues and prospects, and bank linkage and fund raising.





OUTCOME OF OLDER PERSONS FEDERATION





ANNEXES

Annex 1

MODEL BY-LAW FOR ELDERS SELF HELP GROUPS

Name of the Elders Self Help Group :
 Village Name :
 Block Name :
 Date of formation :

1. Objectives

- a. To organize the needy elders as group and introduce the thrift and credit schemes
- b. Involve the members of the group in small income generating activities, thus aid the member to raise his/her standard of living
- c. To function as a self reliant finance institution at grass root level.

2. Eligibility criteria

- a. Older persons aged 55 years and above can be a member of Elders Self Help Groups
- b. Group can have maximum of 20 elders as their members

3. Executive members

The group can select a President, Secretary and Treasurer. They can hold the office maximum for one year. Group has the right to change them before their term is complete if they are found to be not functioning in desired manner. We select

Mr./Ms.....as President
 Mr./Ms.....as Secretary
 Mr./Ms.....as Treasurer

4. Group Meetings

- a. Elders Self Help Group has to meet once in a week
- b. Meetings should be held in a common place and should begin with the theme song
- c. All the transaction of savings, internal lending and repayment should be in the first weekly meeting
- d. Presence of all the members of the group should be felt till the meeting ends
- e. Only group members are allowed to participate in the meetings. Those who fail to attend the meeting without the prior intimation have to pay Rs...../- as fine.
- f. The resolutions and entire meetings proceedings should be recorded in the resolution notebook and signed by all the members.
- g. In the meetings members should not use words that affects anyone's dignity
- h. None to attend the meetings after drinking alcohol.

5. Savings

- a. Every member should save regularly Rs...../- as his monthly savings and contribute Rs...../- as management cost in the first weekly meetings
- b. In any circumstances if a member has to leave the group he can be returned his savings withper cent interest after deducting his dues.



- c. The members have scope to save money of special individual interest and get this money back as and when he required.

6. Internal Lending

- a. Credit should be given to only the members of the group
- b. Members wanting credit should give the application form mentioning his instalment periods
- c. Sanctioning the loan should happen in the group meetings only
- d. A member can avail maximum of Rs...../- as credit
- e. A member can avail credit only after repaying the first amount
- f. The credit amount to a member should gradually increase.
- g. The credit should be dispersed after prioritising the needy
- h. The interest rate for the internal credit is decidedper cent.

7. External Loan

- a. Credit should be given to only the members of the group
- b. The interest rate for the internal credit is decidedper cent
- c. Members wanting credit should give an application, and business plan form mentioning his instalment periods.
- d. A member can avail maximum of Rs...../- as credit
- e. Sanctioning the loan should happen only in the group meetings
- f. A member can avail credit only after repaying the first amount
- i. The credit amount to a member should increase gradually.
- g. The credit should be dispersed, after prioritising the needy, according to the business plans submitted.

8. Common Fund

- a) The income generated by Elders Self Help Groups after deducting the expenditure will be termed as common fund.
- b) Members resigning their membership cannot claim amount from common fund.

9. Cash in Hand

The cash in hand should not exceed Rs...../-, if so the amount should be deposited in the bank.

10. Saving bank account

A saving bank joint account to be opened in _____ bank in the name of Elders Self Help Group with joint signatories of President, Secretary and Treasurer or any two among them

11. Records

Each Elders Self Help Group should maintain a resolution note book, General Ledger, Savings and Credit Ledger, Individual pass book, receipts and vouchers.

12. Audit

- a) Community Level Workers has to submit a monthly MIS
- b) Field Accountant has to conduct an internal audit once in three months
- c) At the year-end group accounts should audited by an external person.



Annex 2

MODEL MIS FOR ELDERS SELF HELP GROUPS

Monthly ESHG MIS							Village
Items	ESHG 1	ESHG 2	ESHG 3	ESHG 4	ESHG 5	ESHG 6	ESHG 7
Name of the group							
Saving date							
No. of Elders attended							
No. of elders saved							
No. of elders took credit							
No. of elders repaid only the Premium							
No. of elders repaid only the interest							
Management cost contribution per head							
Savings/Head							
Till Previous Month							
Items	ESHG 1	ESHG 2	ESHG 3	ESHG 4	ESHG 5	ESHG 6	ESHG 7
Total Savings Rs.							
Total Management cost contribution							
Total Premium collected							
Total Interest collected							
Total Credit Given							
Misc. collection							
This Month							
Items	ESHG 1	ESHG 2	ESHG 3	ESHG 4	ESHG 5	ESHG 6	ESHG 7
Total Savings Rs.							
Total Management cost contribution							
Total Premium collected							
Total Interest collected							
Credit Given							
Misc. collection							
Total							
Submitted by	Date:		Signature				



Annex 3

MODEL APPLICATION FOR CREDIT (INTERNAL AND EXTERNAL LOAN)

To,

The President,

_____ Elders Self Help Group,

_____ Village

Sir/Madam,

Sub: Credit requirement of Rs...../- in regard to.....-reg

I am the member of this group fromdate. In regard to I require Rs...../- Kindly issue me the said amount. I will repay the same as per the groups norms in instalments.

Thanking You,

Yours truly,

Witness 1: (Name and Signature).

Witness 2: (Name and Signature).

Date:

Place:

Attachment: Business plan



Capacity Building of Elders Self Help Groups

For the Elders Self Help Groups to get acquainted with group dynamics and to grow in stature, it's imperative to have frequent trainings, exposure visits and field days.

Exposure Visits to model Community Based Organization, interaction with peer groups to get deeper insight on the basis of Seeing is Believing, which enhances the group transformation into self reliant institution.

Trainings should include the following components: Community Based Organizations, structure and functions, Financial Management, Business Plan, and Micro Credit Plans. **Field Days** aids the robust Community Based Organizations to demonstrate their functioning and expected outcome to others to help them raise standards.

Activities	Role of Community Based Organization	Role of Implementing agency
Exposure Visits	Observer	Initiator, Organiser
Trainings	Learners	Facilitator, Resource Persons
Field Days	Demonstrators, Initiating Replications	Advisor



Annex 5

ESHG GRADING SCALE FOR ISSUING EXTERNAL LOAN

Elders Self Help Group				
Grading Sheet				
Sl. No.	Indicators	Marks	Score of Groups aged less than a year	Score of Groups aged more than a year
A	Members in ESHG			
1	Less than 10 members	2		
2	10-15 Members	5		
3	16-20 Members	10		
B	Frequency of Meetings (in last 6 months)			
1	Monthly 4 meetings	10		
2	Monthly 2-3 Meetings	5		
3	Monthly 1 meeting	2		
C	Attendance			
1	More than 90% members attend every meeting	10		
2	70% to 90% attendance	5		
3	below 70%	2		
D	Regularity of Savings			
1	All members save regularly	10		
2	Irregular savings	2		
E	Office Bearers			
1	Office Bearers are changed once in a year	10		
2	Office Bearers are changed according to the situation	5		
3	Same office bearers remain unchanged	2		
F	Internal Loan interest rate			
1	less than or equal to 24%	10		
2	more than 24% and unto 36%	5		
3	more than 36%	2		
G	Internal loan repayment			
1	More than 90%	10		
2	70% to 90%	5		
3	below 70%	2		

H	Records maintenance			
1	Good	10		
2	Average	5		
3	Bad	2		
I	External loan repayment			
1	More than 90%	10		
2	70% to 90%	5		
3	Below 70%	2		
J	Transparency of Records and decisions			
1	More than 90% of members have the knowledge of financial position and equally participate in decision making	10		
2	70% to 90% of members have the knowledge of financial position and equally participate in decision making	5		
3	Below 70% of members have the knowledge of financial position and equally participate in decision making	2		
	ESHG Name			
	Village Name			
	Bank Saving Account Number			
	Bank Name			
	Branch Name			
	Total Members in the group			
	Group Formation Date			
	Number of Months saved			
		Seal and Signature of ESHG		
	Remarks of the person who conducted the grading	Signature and Date		



Annex 6

MIS FOR GRANNY CARE GROUP
MIS - Village Level Federation (Granny Care Group)

Information	VLF 1	VLF 2	VLF 3	VLF 4	VLF 5	VLF 6
Name of the village						
Transaction date						
No. of members attended the meeting						
No. of ESHG did not save						
No. of applications for Loan received						
No. of applications for Loan approved						
No. of applications for Loan forwarded to DLF						
No. of applications for commodities received						
No. of applications for commodities approved						
No. of ESHG failed to repay the principal						
No. of ESHG failed to repay the interest						
Savings per ESHG						
Management cost per ESHG						
Till Previous Month						
Total savings						
Total Mgt. Cost contribution						
Total Principal collection						
Total Interest collection						
Total price for commodities collection						
Total Membership Fee collection						
Total Credit given						
Misc. collection						
This Month						
Savings						
Mgt. Cost contribution						
Principal collection						
Interest collection						
Price for commodities collection						
Membership fee collection						
Credit given						
Misc. collection						
Name:	Designation:	Date:	Signature:			

By-law for Village Level Federation: We can use the Annex 1. with a little modification pertinent to the functions of the Village Level Federation.

Annex 7

MODEL - MICRO CREDIT PLAN
Elders Self Help Group

Let;

- A. Total Individual Savings = $(A1+A2+\dots+A_n) = \text{Rs.}\dots\dots\dots$ (n is credit requirement of each of ESHG)
- B. Credit Requirements = $(B1+B2+\dots+B_n) = \text{Rs.}\dots\dots\dots$ (n is credit requirement of each of ESHG)
- C. Amount Sought from Granny Care Group = $B-A$

Sl. No.	Members Name	A	B	C
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
	Total			

Granny Care Group

Let;

- D. Number of Elders Self Help Group.....
- E. Total Individual ESHG Savings = $(E1+E2+\dots+E_n) = \text{Rs.}\dots\dots\dots$ (n is the individual savings of each of ESHG in the Granny Care Group)
- F. Credit Requirements = $(F1+F2+\dots+F_n) = \text{Rs.}\dots\dots\dots$ (n is credit requirement of each of ESHG in the Granny Care Group)
- G. Amount Sought by each ESHG from Granny Care Group = $F-E$



Sl. No.	Elders Self Help Group Name	E	F	G=F-E
	Total			

Granny Care Board

Sl. No.	Granny Care Group Name	I	J	K = J-I
	Total			

Let;

- H. Number of Granny Care Groups...
- I. Total Individual Granny Care Group Savings= $(I_1+I_2+\dots+I_n)$ = Rs..... (n is individual savings of each of Granny Care Group in the Granny Care Board)
- J. Credit Requirements = $(J_1+J_2+\dots+J_n)$ = Rs..... (n is credit requirement of each of Granny Care Group in the Granny Board)
- K. Amount Sought by each Granny Care Group from Granny Care Board= $J-I$
- L. Total savings in Granny Care Board Rs.....
- M. Amount sought from other financial sources= $K-I$

Annex 8

MODEL APPLICATION TO AVAIL CREDIT FROM DISTRICT LEVEL FEDERATION

To,
The President,
_____ Elders Self Help Group,

Sir/Madam,

Sub: Credit requirement of Rs...../- in regard to.....-reg

I am the member of this group fromdate. In regard to start/strengthenactivity, I have attached ny business plan for your kind reference. I require Rs...../- Kindly issue me the said amount. I will repay the same as per the groups norms in instalments.

Thanking You,
Date:

Yours truly,
Place:

The application is rejected/forwarded to Granny Care Group

Seal and Sign. of ESHG

To,
The President,
_____ Granny Care Group,

Sir/Madam member of our group need a credit amount of Rs..... to start/strengthenactivity,

Sub: Credit requirement of Rs...../- in regard to.....-reg

Mr./Ms....., the. As we are not with enough fund, we request you to kindly issue the said amount. We will repay the same as per your norms in instalments. We have attached the business plan for your kind reference

Thanking You,
Date:

Yours truly,
Seal and Sign. of ESHG
Place:

The application is rejected/forwarded to Granny Care Board

Seal and Sign. of GCG

To,
The President,
_____ Granny Care Board,

Sir/Madam,

Sub: Credit requirement of Rs...../- in regard to.....-reg

Mr./Ms....., the member of ourElders Self Group of our Granny Care Group, needs a credit amount of Rs..... to start/strengthenactivity. As we do not have enough funds, we request you to kindly issue the said amount. We will repay the same as per the your norms in instalments. We have attached the business plan for your kind reference

Thanking You,
Date:

Yours truly,
Seal and Sign. of GCG
Place:

The application is rejected/accepted

Seal and Sign. of District Level Federation

Annex 9

MODEL BUDGET FOR AN ORGANIZATION WORKING ON OLDER PERSONS' FEDERATION.**A. Human Resource Cost**

Sl. No.	Designation	Roles & Responsibility	Jurisdiction	Financial Awards
1.	Community Organiser	- Community Mobilisation - Group Meetings - ESHG Records Maintenance - Building relationship among ESHGs	25 ESHGs per community organiser (with weekly meetings)	= Number of Community Organisers employed X Monthly allowance including travel allowance X 12 = Rs...../-
2.	Field Supervisor	- Community Strengthening - Capacity Building of Community Organisers - VLF Meetings & Records Maintenance - Linking ESHG/VLF with Banks - Advocacy at village level - Collaborating with other geriatric service providers and beget the same to our target groups	100 ESHGs per field Supervisor	= Number of Community Organisers employed X Monthly allowance including travel allowance X 12 = Rs...../-
3.	Programme Coordinator	- Planning - Capacity Building of CCS and COs - Capacity Building to CBOs - Bank Linkages VLF/DLF - Monitoring and evaluation - Networking with other agencies working for the same cause - Lobby with Govt./non govt. for the cause and care of the target group - Collaborate with community partners like (Youth Clubs, WSHGs) - DLF meeting - Advocacy activities to gain in the due dignity and rights for the target groups	One per District level federation	= Monthly allowance including travel allowance X 12 = Rs...../-
4.	Project Accountant	-Capacity Building of Staffs/ESHGs/VLFs/DLF leaders on finance control systems and procedure - Maintain DLF accounts and records	One per District level federation	= Monthly allowance including travel allowance X 12 = Rs...../-
Total				= Rs...../- (A)

B. Capacity Building Cost (Exposure Visit/Trainings)

= Avg. No. of participants per training **X** Avg. No. of trainings per year **X** Average Cost per participant
=Rs...../-

C. Revolving Fund to ESHG: The implementing agency if capable of extending revolving funds to ESHGs may extend support to ESHG as per the grade and savings of the ESHG. At the time of grading if the ESHGs total savings is Rs.10,000/- then the agency can extend Rs. 20,000/- as credit in 1:2 ratio and if they repay the same as per the agreement, then they have to be graded again and considering the total savings of the group at the time of grading they can extend the support in 1:3 ratio and so on. The same strategy can be followed by the DLF also.

C= Average number of ESHGs to get Revolving Fund Per Year **X** Average amount an ESHG gets as Revolving fund per year
=Rs...../-

D. Documentation charges

= Average Expected per month expenditure on stationery and documentation **X** 12
=Rs...../-

The sum required by an implementing agency per year to form and strengthen an Older Persons Federation will cost = A+B+C+D = Rs.....per year.



HelpAge India

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