

## Code of Conduct

### ABHA MANAV MANDIR VARISHTHA NAGRIK SEWA SEWA SADAN

(Established and Run by Manish Govil Memorial Trust)

A-1, Kirpal Apartments, 44 IP Extension, Patparganj, Delhi-110092

#### **1. Introduction**

The mission of ABHA MANAV MANDIR VARISHTHA NAGRIK SEWA SADAN (hereinafter referred to as the "Sewa Sadan" is social service for the elderly. Inherent in this mission is the responsibility of the Sewa Sadan to ensure that its Inmates get to reside in a responsible, peaceful environment amongst civic minded citizens. The Code of Conduct (hereinafter referred to as the "Code") outlines conduct and disciplinary policies that pertain to Inmates and Employees at the Sewa Sadan. It is designed to provide information to all concerned regarding the ideals that underlie our mission, and the expectations that the Sewa Sadan has regarding the conduct of its Inmates. The purpose of the policies outlined in the Code is to protect the rights of all members of the Sewa Sadan and to maintain an atmosphere in the community appropriate for peaceful co- existence. This Code is framed by the Management in exercise of its powers conferred Under Clauses 8,9 & 32 of the Registered Trust Deed of Manish Govil Memorial Trust, hereinafter referred to as the "Trust", read within the meaning given under Indian Trust Act 1882 and General Clauses Act.

The Code shall include all instructions, directions, communication whether oral or written to the Inmates or the Employees by the Management in any form whatsoever.

THIS CODE IS EFFECTIVE IMMEDIATELY.

#### **2. Scope of Code of Conduct**

The Sewa Sadan's Management, Employees and Inmates value its relationship with the surrounding community and realize that it has tremendous social, cultural and economic impact on the community. Policy setting and enforcement (discipline) are ways of ensuring peaceful co existence of all members of the community. Employees and Inmates are expected to conduct themselves in a responsible manner at all times, during their stay at the Sewa Sadan. This Code and any other rules, directions& instructions that may be passed from time to time shall have mandatorily complied with at all time and any failure to comply with the same shall be a ground for termination of residency of the guilty Inmate from the Sewa Sadan. As a matter of fact, the Admission Agreement to the Sewa Sadan clearly provides that if any Inmate is found at any time by the Management to have breached any directions, instructions, oral and written orders, the Management reserves the discretion to take disciplinary action including but not limited to Termination of residency of such Inmate. If any Inmate continues to stay in the Sewa Sadan, in spite of a Termination Notice against him/ her, it shall

amount to illegal occupation of the Sewa Sadan and therefore Management will take recourse to available legal remedies under the relevant provisions of law.

### 3. Definitions

1. **Admission Agreement**: the Agreement entered into between the Management and the Inmate at the time of seeking admission to the Sewa Sadan.
2. **Dignity**: shall have the same meaning as propounded by the Apex Court while interpreting article 21 of the Constitution of India from time to time.
3. **Employee**: means any person, who is working in the Sewa Sadan and getting remuneration.
4. **Groupism**: amounts to the tendency to think and act as members of a group that may be based on political, social, cultural affiliations. Sewa Sadan clearly prohibits Groupism in any ground whatsoever. Sewa Sadan does not practice discrimination in any form and therefore that its Inmates also do not indulge in discrimination or Groupism in any form.
5. **Indiscipline**: would mean any act or omission to do an act which is prescribed under this Code of Conduct or any other rules that may be passed by the Management from time to time.
6. **Inmate**: means any person man or woman above the age of 60 years who is residing in the Sewa Sadan.
7. **Management**: means the Trustees or Managing Trustees of the Manish Govil Memorial Trust (the Trust) and Abha Manav Mandir Varishtha Nagrik Sewa Sewa Sadan (the Sewa Sadan).
8. **Manager**: any person employed by the Management for managing the activities of the Sewa Sadan or Trust. Such Manager shall be answerable to the Management
9. **Peaceful Environment**: means an environment in which everyone is well behaved, and lives in peace and harmony with mutual respect for each other.
10. **Sewa Sadan**: means Abha Manav Mandir Varishtha Nagrik Sewa Sewa Sadan. (the Sewa Sadan)
11. **Trust**: means Manish Govil Memorial Trust( the Trust)
12. **Visitors/ Guest of Inmate**: means any person, man or woman who comes to Abha Manav Mandir Varishtha Nagrik Sewa Sewa Sadan to meet any Inmate whether related to him/her or not.

### 4. ADMISSION CRITERIA

1. Admission is open to any person of Indian origin above the age of 60 years who is alone or does not have any attendant/person who can take care of him/ her, or those persons who cannot earn sufficient livelihood due to old age, or those neglected by their own kith and kin or those persons who are free from family responsibility and wish to serve the society for the remainder of their life.
2. The Sewa Sadan gives equal opportunity for admission to all irrespective of religion, caste, creed & colour.
3. Admission to the Sewa Sadan shall be subject to overall well – being, general fitness supported by a medical certificate from an authorised Registered Medical Practitioner or Govt. Medical Officer along with various other radiological, pathological reports to the satisfaction of the Management.
4. Senior citizens who are suffering from any contagious disease or mental or physical disability shall not be eligible for admission to the Sewa Sadan.
5. Persons with any criminal/civil litigation pending against them in courts anywhere in India or those who have been convicted for any offence or declared insolvent, shall not be eligible for admission to the Sewa Sadan.
6. Any person above the age of 60 years addicted to liquor or Psychotropic substances, drugs, tobacco, smoking shall not be eligible to be admitted to the SEWA SADAN.

#### **5. ADMISSION PROCEDURE**

1. Any person desirous of becoming Inmate of the Sewa Sadan shall be admitted on approval of Admission Committee of the Trust.
2. All persons desirous of becoming Inmates at the Sewa Sadan are required to apply on the prescribed form along with a declaration and an affidavit on stamp paper agreeing to abide by rules and regulations and Code of Conduct of the Sewa Sadan. 3. Admission form should be accompanied by four photographs of the person seeking admission.
4. The decision of the Admission Committee shall be final and binding in all matters related to admission.
5. The admission to the Sewa Sadan will be provisional for an initial period of 90 days. The Management will confirm the admission after successful completion of provisional stay of 90 days. Admission Committee reserves the right to terminate the Admission of an Inmate, without any notice during the provisional term.

6. Every applicant applying for admission to the Sewa Sadan shall be accompanied by a person who is none other than his near relative, who has attained the age of majority and are competent to contract, at the time of interview. If the applicant is unable to bring a relative along at the time of the interview, he/she must produce a consent letter giving details of the applicant's credentials duly signed by such near relative. The letter of consent must bear the signature of the relative, full address along with contact details like telephone numbers for the purpose of personal interview jointly held by the Management/ Admission Committee and the applicant to assess his/ her eligibility to admission.
7. The applicant should also furnish to the satisfaction of the Admission Committee at the time of interview the following documents in original:
  - (i) Proof of Age;
  - (ii) Proof of Address;
  - (iii) A medical report issued by a qualified Medical Practitioner or Government Hospital including but not limited to detailed radiological and pathological reports confirming that the applicant is not suffering from any contagious or life threatening disease such as Cancer, T.B., AIDS, severe Asthma or any other type of disease which may be harmful for other Inmates. Such report should also confirm that the applicant is not disabled, either physically or mentally;
  - (iv) Undertaking confirming no use of drugs, liquor, intoxicants etc.
  - (v) Details of name, surname, family name and full address and contact telephone numbers (s)/ mobile no. of his/her near relative and applicant's relationship with such person,
  - (vi) Details of applicant's spouse including his/her name, whether living or dead, surname, family name, date of birth, contact telephone number (s) etc. if the applicant is married.
8. Admission obtained by furnishing false and fabricated information shall be liable to be cancelled with immediate effect. Inmate guilty of obtaining admission by giving false or fabricated details shall have to leave the Sewa Sadan within 24 hours of orders issued by the Management. If he/ she fails to comply with the orders, the Management shall use such necessary force and also take available legal recourse as for eviction of such Inmate.
9. No Inmate whose application/admission has been rejected, dismissed or terminated, on any ground whatsoever, will be re – admitted to the Sewa Sadan.
10. The Management of the Sewa Sadan may refuse admission to any applicant whose character or antecedents are found to be unsatisfactory or for any other reasons which it deems fit.

## **6. CODE OF CONDUCT**

1. All Inmates must adhere to the discipline of the Sewa Sadan. Silence must be maintained from 9.30 P.M. to 5 A.M.in order to ensure silence and Peaceful Environment in interest of fellow senior citizens.
2. All Inmates should be punctual for food, prayers and other programmes as and when organized by the Management.
3. To cultivate and develop amity and unity among themselves, the Inmates are required to extend a helping hand and participate in the Sewa Sadan activities according to their capacity and capability. Since coexistence is the basic spirit in the Sewa Sadan therefore, they shall try to co-operate with each other and participate in prayers (if any), food, games, entertainment and other activities.
4. Inmates shall not carry out any food items other than milk, from the common dining room to his/ her room except in case where the Inmate is unable to reach the common dining room or his/her medical condition warrants intermittent food not matching with time schedule of the Sewa Sadan, without prior written permission from the Management.
5. Inmates must keep their rooms neat and clean at all times . They must not damage or alter any electric installations or damage any wall, window or doors by putting hooks etc.
6. No Inmate in any manner shall disrupt the Peaceful Environment of the Sewa Sadan. This clause must be read with clause 7.2 (Grounds for Disciplinary Proceedings).
7. No Inmate shall be allowed to form a group on the basis of caste, class, creed, language and colour. The Sewa Sadan will not condone Groupism in any form whatsoever.
8. Sewa Sadan Management will decide in compliance with the spirit of the Sewa Sadan and the Trust the menu for meals depending upon the season to the best of their ability. Inmates must avoid undue criticism of meals. Sewa Sadan will provide only vegetarian meals and strictly prohibits consumption of non - vegetarian food.
9. Inmates must refrain from using profane language against any fellow Inmates at any time in the Sewa Sadan.
10. Inmates must refrain from using profane language against any Management or any Employee of the Sewa Sadan or any other person within the premises of the Sewa Sadan.
11. Inmates must refrain from using any coercive means whether physical or financial to influence any Employee of the Sewa Sadan.
12. Inmates must comply with the Complaint Redressal Mechanism referred to under cl. if they have any grievances or complaints.

13. Every Inmate of the Sewa Sadan shall compulsorily participate in any function/ activity organized by the Management except if the Inmate is either bedridden or is away from more than 24 hours from the Sewa Sadan.
14. Smoking, consuming alcohol and tobacco or betel chewing, playing cards for money within the Sewa Sadan is strictly prohibited and any violation will amount to indiscipline.
15. No Inmate shall cook any food inside his/her room.
16. No Inmate shall consume non-vegetarian food including egg inside the Sewa Sewa Sadan.
17. No Inmate will run private business from the Sewa Sadan nor shall any one undertake Govt. or Private Job for earning or involve in any political activity.
18. No Inmate will keep firearms or weapon with him/her inside the Sewa Sewa Sadan.
19. The Sewa Sadan Management reserves the discretion to shift any Inmate to any room as per availability in the Sewa Sadan.
20. Sewa Sadan accommodation facilities are not open to anyone other than its Inmates assigned to that room, Sewa Sadan Employees, and Visitors/Guests who have a legitimate reason for being in the building. Visitors/ Guests must adhere to the following rules from sub clause 1 to 3.
  - 1) Entry of Visitors/ Guests of Inmates to the Sewa Sadan shall be **shall be strictly with permission of the Manager of the Sewa Sadan.**
  - 2) Inmates can meet their Visitors/Guests in lobby only between 9 AM to 6 PM in summers and 10AM to 5PM in winters.
  - 3) All Visitor/Guests must be escorted by their hosts at all times. The host is responsible for familiarizing the Guest with pertinent Sewa Sadan rules and regulations and is responsible for the conduct of the Visitor/Guest(s). Inmate can be allowed, subject to the prior permission of the Manager, to take his/her near relative whose details were given at the time of admission or sons/daughters, wife/husband, to his/her room when they visit the Sewa Sadan.
  - 4) No Visitor/Guest shall carry with him/her any kind of weapon nor will use any intoxicating substance including chewing tobacco, smoking or any other prohibited substance in meeting with the Inmate.
21. Any Inmate going out of the Sewa Sadan must return before 8P.M. except in case of emergency or with the prior written permission of the Manager of the Sewa Sadan.
22. Inmates can take leave and go to stay out of the Sewa Sadan for a short duration by recording the required details in the Register kept in the Sewa Sadan office for that purpose.

- 1) The Manager of the Sewa Sadan can grant leaves up to 30 days.
- 2) If an Inmate fails to return back to the Sewa Sadan after the expiration of 30 days leave, his /her room can be allotted to any to any other needy person. He / she may be allotted another room as per availability on his /her arrival.

## **7. GROUNDS OF DISCIPLINARY PROCEEDINGS**

All Inmates are responsible for conducting themselves in a manner that helps enhance the environment of peaceful co-existence, wherein the rights, dignity, worth and freedom of each member of the Sewa Sadan are respected. AN INMATE FOUND RESPONSIBLE FOR VIOLATION OF ANY CLAUSE OUTLINED IN THIS CODE IS SUBJECT TO DISCIPLINARY ACTIONS WHICH MAY EXTEND UPTO TERMINATION OF RESIDENCY IN THE SEWA SADAN. Violation of any other rules and regulations, directives other ,not covered in this Code, can also attract disciplinary proceedings. Management may initiate disciplinary proceedings against Inmate(s) suspected of violating the Code of Conduct of the Sewa Sadan outlined in CLAUSE 6 and 7 herein and/or elsewhere within the jurisdiction of the Sewa Sadan.

1. Any violation of any sort pertinent to the Indian Penal Code.
2. Any other conducts that interfere with the operations of the Sewa Sadan. Such conducts include but are not limited to disruptions to fellow Inmates or obstructions in administration, or other Sewa Sadan activities. This clause must be r/w 6.6 mentioned above.
3. Failing to comply with orders or directives of Sewa Sadan Management or any other law enforcement officers acting in the performance of their duties.
4. Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
5. Damage, defacement, or destruction of any private or Sewa Sadan property.
6. Attempted or actual theft or possession of private or Sewa Sadan property.
7. Unauthorized use of private or Sewa Sadan facilities including, but not limited to telephone, internet, computing equipments and accessories and any mode of communication.
8. Possession, duplication, or use of keys to any Sewa Sadan premises without authorization; entry or use of Sewa Sadan premises without permission.
9. Conducts that endanger the health or safety of members of the Sewa Sadan community or other persons.

10. Disorderly conducts including, but not limited to, verbal abuses or inappropriate behaviours or any other activities or behaviour prohibited by the Sewa Sadan Management.
11. Instigation of a disturbance in violation of Sewa Sadan policy and/or any local sound ordinance.
12. Organization or participation in activities which are in violation of Sewa Sadan Code.
13. Discriminations against any member of the Sewa Sadan community, or a visitor, through biased or prejudicial behaviors related to the person's race, color, language, nationality, sex, religion, disability or age.
14. Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.
15. Harassment, abuse, coercion, or threats by means other than the use or threatened use of physical force. These include, but are not limited to, any behaviour prohibited by the law.
16. Gambling for money or other items of value on Sewa Sadan premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value.
17. Use or possession of a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the Sewa Sadan Management /Government of India.
18. Possession of firearms or any weapons.

**8. DUTIES OF MANAGEMENT & EMPLOYEES (INCLUDING MANAGER) OF THE SEWA SADAN ;**

1. Every member of Management and Employees including Manager is duty bound to pay due regard to every Inmate of the Sewa Sadan.
2. Employees of the Sewa Sadan shall treat all the Inmates with utmost respect and be mindful of their language at all times. They must discharge their duties diligently keeping in mind the principles of the Trust.
3. Employees must adhere to directions given by the Management from time to time for smooth functioning of the Sewa Sadan.
4. Complaint Redressal Mechanism - Any complaint lodged in the complaint book kept in the office of the Sewa Sadan shall be dealt with promptly so as to avoid any inconvenience to the senior citizens in the Sewa Sadan. It shall be the duty of the Manager to report to the Management- the nature if complaint and action taken to resolve it. Management reserves the

right to regard any complaint as a serious complaint and take action on it. Management shall review the complaints book at periodic intervals.

5. The Manager or Employees must not practice any kind of bias against any Inmate. Management would not condone any act of preferential treatment and/ bias against any of the Inmates.
6. In case there is a situation where an Inmate has to be in the Manger's room or any Employee has to be in an Inmate's room, for any reason whatsoever, if the period of stay exceeds 15 minutes - then permission must be taken from the Manager and duly noted in the register kept for the purpose in the Sewa Sadan's office.
7. Any Visitor/ Guest of the Inmate shall be allowed to enter the premises of the Sewa Sadan only with prior permission of the Manager. Manager shall be duty bound to maintain a record of such Visitor/ Guest register kept in Sewa Sadan's office for that purpose.
8. In the event of death of any Inmate in the Sewa Sadan, Manager shall inform the Management and the Inmate's family members/near relative whose details are available with the Sewa Sadan immediately.
9. The Manager shall ensure that the dead body is transferred to a government/ private mortuary and is safely preserved there until the family member/relative(s) comes to claim the dead body.
10. Initially the Management will bear entire expenses of keeping the dead body in the mortuary, which will be recovered from refundable deposit, if available, with the Trust.
11. Upon death of an Inmate, after the body is transferred to the mortuary, his/her room/ almirah shall be locked by the Manager, in front of at least three (3) witnesses, immediately. The keys shall be handed over to the Management upon arrival. The valuables and other articles including the wearing apparels shall not be removed or taken away by any Employee of the Sewa Sadan. The room/ almirah shall remain locked till the heir/relative of the deceased Inmate come to claim the body and personal belongings.
12. All other personal day to day use articles, documents, clothes which don't belong to the Sewa Sadan, shall only be disposed off on the direction and, if possible, in presence of the family member/relative
13. If relative of the deceased Inmate DO NOT COME to claim the body or the personal belongings, then belongings of the deceased Inmate shall be disposed off, under directions from the Management, in presence of three (3) witnesses.

14. Further Manager shall mandatorily seek a death certificate from a registered medical practitioner as soon as possible and on the basis of such medical certificate the Management shall through the Meerut Nagar Maha Palika Website of Registrar of Birth and Death, seek, a death certificate of the deceased Inmate.
15. The death certificate and medical certificate shall be kept in records of Sewa Sewa Sadan and on demand; a photo copy of those certificates can be be supplied to the family member/relative of the deceased Inmate.
16. If the family member/ relative of the deceased Inmate come to give due funeral to the Inmate, Sewa Sadan shall cooperate with such family member/ relative to the best extent possible. The cost of funeral shall be borne by the family member/ relative.
17. If the family member/ relative of the deceased Inmate DO NOT COME to claim the body, within 8 hours of intimation, it will be assumed that the family members/ relatives are not interested in receiving the body of the deceased Inmate, then Sewa Sadan Management will give due funeral to the Inmate with utmost regard to the deceased Inmate. The cost of funeral shall be borne by the Sewa Sadan Management.
18. If any Employee (including Manager) fails to perform their duty diligently or is found guilty of biasness, misconduct including using profane language or hostile attitude towards Inmates or any other rules covered in this Code, Management will initiate disciplinary proceedings against him/her, including but not limited to termination of employment of such Employee.

## **9. ORDER OF PRECEDENCE**

1. This Code of Conduct constitutes the entire understanding between the Management and the Inmates in relation to the subject matter of this Code and supersedes all prior and contemporaneous agreements, understandings, courses of dealing and communications, whether written or oral, between the Management and the Inmates with respect to the residency in the Sewa Sadan and the other matters referred to herein.
2. The decision of the Trust/ Management with regards to the issues dealt with under this Code or any other issues that may arise in day to day administration of the Sewa Sadan, shall be final and binding. Further, clause 18 of the Admission Agreement provides these powers to the Trustees / Management. In case of any conflict between the terms of the Admission Agreement and this Code, the terms of this Code shall precede over the terms of the Admission Agreement.

3. This Code and any other rules, orders, instructions whether oral or written shall be applicable to every Inmate and Employee of the SEWA SADAN and shall have to be strictly followed by all. Any Inmate who does not comply with the Code and other instructions, orders or rules shall be disqualified to be member of the SEWA SADAN and he/she shall be ordered to vacate the Sewa Sadan within seven(7) days, failing which the defaulting Inmate shall be expelled by using necessary force under the law or by resorting to legal recourse in the interest of other Inmates.
4. This Code of Conduct and the Admission Agreement shall be deemed to be a part of the Registered Trust deed, namely 'MANISH GOVIL MEMORIAL TURST'.
5. Any dispute, if at all, between the Management and the Inmate shall be subject to the exclusive jurisdiction of the courts in Delhi.
6. The rules earlier framed as 'ABHA MANAV MANDIR VRIDDH SEWA ASHRAM Rules / Regulations & Application Form', stand repealed by this Code of Conduct, which shall come into force immediately.

**Schedule-1****ABHA MANAV MANDIR VARISHTHA NAGRIK SEWA ASHRAM**

Panchvati Colony, Mawana Road, Meerut

Established and Run by Manish Govil Memorial Trust

A-1, Kirpal Apartments, 44 IP Extension, Patparganj, Delhi-110092

**REGISTRATION FORM FOR ADMISSION**

1. Name in Capital Letters
2. Name of Father/ Husband
3. Date of Birth/ Age
4. Present Address
5. Permanent Address
6. Telephone No.

7. Details of Family Members:

S. No.	Name	Relation	Age	Occupation	Monthly Income

8. Educational / Professional Qualification

9. Single / Married/ Widow/ Widower/ Divorced

10. Details of Present/ Last Occupation

11. Name(s) of Son(s) Daughter(s)/ Nearest Relatives(s) along with addresses who can be contacted in case of Emergency

12. Health Conditions

i. Any serious illness -----Yes / No. In case of Yes, Please specify

ii. Any infectious disease --- Yes / No. In case of Yes, Please specify

iii. Any disability ----- Yes / No. In case of Yes, Please specify

13. Financial Status (Indicate present Income)

14. Financial Support

15. Your Reason (s) for joining The SewaSewa Sadan

16. (a) Do you smoke Yes / No

(b) Did you ever smoke Yes / No

(c) If yes, when did you give up smoking?

17. (a) Do you drink Yes / No

(b) Did you ever drink Yes / No

(c) If yes, when did you give up drinking?

18. Do you consume

(a) Tobacco, Beatele or any other intoxicating item Yes / No

(b) Did you ever consume any of above Yes / No

(c) If yes, when did you give up?

Date

Signature of Applicant

#### DECLARATION BY APPLICANT

I S/o, W/o, D/o

Hereby declare that I have read/heard and understood the rules and regulations and conditions of eligibility for admission in Abha Manav Mandir Varishtha Nagrik Sewa Sewa Sadan for which I seek admission and undertake to abide by them.

I, the applicant, fulfill the eligibility criteria and I have provided necessary information which on being found incorrect and misleading, my admission shall be liable for cancellation by the authority of the Sewa Sewa Sadan at any time without any notice to me.

I also declare that on admission I will have no claim of ownership rights on property/any part of property of The Sewa Sadan.

I further certify that above information as given by me is true.

Date:

Signature of Applicant

Date:

Signature and Address of Witness

Encl:

1. Proof of Age.
2. Health Certificate.
3. Document in support of Permanent Address.
4. Two copies of recent passport size photograph.

Note: If space in the form is insufficient use plain paper sheet for additional information.

CODE OF CONDUCT

**Schedule-2**

Undertaking or Agreement to be executed by the every Inmate at the time of admission in the Sewa Sadan

**ADMISSION AGREEMENT**  
(To be executed by every Inmate)

This Agreement is executed on this \_\_\_\_\_ day of \_\_\_\_\_ Month 20 \_\_\_\_\_

BETWEEN Manish Govil Memorial Trust having its registered office at A-1, Kirpal Apartments, 44, I.P. Extension, Patpar Ganj, Delhi-1 through its Chairman/ Secretary/ Trustee Shri/Smt.

\_\_\_\_\_ (hereinafter called the Trust) AND Shri/Smt./  
Km. \_\_\_\_\_

\_\_\_\_\_ S/o,W/o,D/o Shri \_\_\_\_\_  
resident of \_\_\_\_\_

(hereinafter called the 'Inmate'). The term Trust and Inmate unless repugnant to their respective context, shall include their respective assigns, representatives in interest, and legal heirs, etc.

WHEREAS the Trust is a Welfare and Charitable Trust and has built a Varishtha Nagrik Sewa Sewa Sadan known as 'Abha Manav Mandir Varishtha Nagrik Sewa Sewa Sadan' at Kaseru Buxar, Panchvati Colony, Mawana Road, Meerut and WHEREAS the said Varishtha Nagrik Sewa Sewa Sadan has been constructed for the benefit of old persons who have no other place to live or who have been neglected and left uncared for by their near and dear ones and who need help to pass their old age honourably in the company of other old persons or those who are free from family liabilities and wish to serve the society.

**NOW THIS DEED WITNESSETH AS UNDER:**

1. That the Inmate has been admitted to the 'Abha Manav Mandir Varishtha Nagrik Sewa Sewa Sadan' and he/she has been allotted Bed No. \_\_\_\_\_ in Room No. \_\_\_\_\_ / Room No. \_\_\_\_\_. He/She will share the room with other Inmates and live there unless the Management find him unfit for living in Sewa Sadan. The admission is provisional for initial period of 90 days, which shall be confirmed after successful completion of 90 days to the satisfaction of the Management.

2. That the allotment of bed in one of the rooms / room to the Inmate would not give him/her any right, title or interest in the bed / room so as to occupy it forever at his/her pleasure. The occupation of the Inmate shall be purely as a license which can be terminated any time without notice and with out assigning any reason whatsoever.
3. That in case Inmate contracts any infectious or communicable disease and it is decided by the Management not to keep that person in the Sewa Sadan in view of the fact that other Inmates may get infection, then the Inmate may be directed to leave the Sewa Sadan and in that event the Inmate shall forthwith leave the Sewa Sadan. The decision of the Management shall be final and binding and shall not be questioned in as much as the occupation of Inmate is without consideration and he has no vested right to stay in the Sewa Sadan.
4. That the Inmate will be expected according to his/her capability, to render such services to his/her colleagues as he/she is capable of rendering so that the Sewa Sadan can exist with minimum help from the employees so that large number of Employees are not required to be engaged for functioning of the Sewa Sadan by the Trust as the Trust being only a charitable institution.
5. The Sewa Sadan is run by voluntary and charitable institution and, therefore, cannot afford specialised medical treatment in case of illness of Inmates. Though the Trust has made arrangement of Doctors to visit the Sewa Sadan to afford whatever medical facilities are available to the Inmates but Inmates can not claim , as a matter of right any specialised treatment and for that they have to depend upon their own family members or the resources that they may have at their command.
6. That the Trust would expect the Inmates to live as a family and should share and care for each other.
7. That the Trust would provide Inmates Morning tea, Breakfast, Lunch, Evening tea and Dinner and the Trust would provide the Inmates balanced vegetarian diet which is required for old persons according to the means of the Trust. Service/consumption of non-vegetarian food is strictly prohibited in the Sewa Sadan.
8. Since the probability of the aged Inmates falling sick is quite high, Sewa Sadan will provide only reasonable medical care. **THE SEWA SADAN SHALL NOT ARRANGE FOR ANY SPECIALISED TREATMENT FOR ANY OF ITS INMATES.** In such event, the Management of the Sewa Sadan would try to get the sick Inmates admitted to nearest Govt. hospital / Medical college. **THE INMATE HEREBY SPECIFICALLY AGREES THAT NO DUTY IS CAST ON THE TRUST TO AFFORD ANY SPECIALISED TREATMENT ON THE SICKNESS OF ANY PERSON.** In case any Inmate wants any specialist to be called, he may call any specialist at his / her cost and responsibility and the telephonic facility will be afforded to such Inmate.
9. That Inmate shall not indulge during his/ her stay in the Sewa Sadan in smoking, tobacco or beetle chewing, using any other intoxicant and drinking and in case this clause is violated, the Inmate may be called upon to vacate the Sewa Sadan forthwith.
10. That no Inmate will keep any firearms or weapons with him/her inside the Sewa Sadan. In the event of violation of this clause, the Inmate may be called upon to vacate the Sewa Sadan forthwith.

11. That discipline of Sewa Sadan will have to be maintained by the Inmate. He /She will be careful for the other brethren Inmates in their sleep between 9.30 P.M. and 5 A.M.
12. That Inmate is responsible to keep accommodation in which he / she is allowed to live in neat and tidy condition.
13. That Inmate will not cook food inside his / her room.
14. That in case of any reason, due to certain unforeseen conditions or any other condition beyond the control of the Trust( any Force Majeure Event like floods, earthquakes etc..), the Trust is not in a position to supply food, then in that event the Inmate would be required to arrange for his/her own food.
15. That the Inmates are not expected to keep valuables like jewellery, etc. in the Sewa Sadan. In case any valuable is left and is lost or stolen from the Sewa Sadan, then in that event, the Trust shall not be responsible for the same and it will be the duty of the Inmate to keep care for his/her belongings. However, one Almirah would be provided to the Inmate where he/she can keep his/her belongings under lock and key.
16. That it is expected of every Inmate that he/she will use the Sewa Sadan property with due care to avoid any loss, breakage or damage. In the event of occurrence of any such loss, breakage or damage due to negligence and or misuse by the Inmate or his/her visitor(s), the Inmate shall pay the cost of repair or replacement.
17. That the Inmates will be free to pursue any religion and offer prayers in the style they want to do. However, they will not do any act, which will be a nuisance for the other Inmates of the room or bring bad name to the Trust.
18. That in case it is found by the Trust/ Management that behavior and conduct of any particular Inmate is not worth becoming an Inmate of the Sewa Sadan, then the Trust may direct such Inmate to leave the room and Sewa Sadan and if he/she does not co operate in vacating the Sewa Sadan, then such defaulting Inmate shall be expelled by using necessary force under the law or by resorting to legal recourse in the interest of other Inmates.
19. That Inmate will give one or two telephone numbers where his/her relatives can be contacted and in the event of his/her unfortunate death, they will be informed to collect the body within eight hours and in case nobody responds to the call, then body will be cremated according to his religion by the Trust.
20. That in case an Inmate wants his/her body after his/her death be given to a hospital for research by the Doctors or wants to donate any organ after his/her death, then he/she can make separate application for doing so and the Trust would arrange it.
21. That no Inmate will get any preferential treatment in the services / facilities provided by the Sewa Sadan for any reason whatsoever.
22. That any Inmate may be shifted to any room in the same Sewa Sadan or to any other associated Ashram, as per requirement of the Sewa Sadan. If at any time Manish Govil Memorial Trust shifts any Inmate to other room or other Ashram he/she would peacefully and without objection do so or he/she may leave the Sewa Sadan.
23. That televisions have been provide in the living room, lobby on ground floor and yoga room on first floor. Inmate has also been allowed to install his/her own T.V. in his/her room. The T.V. shall not be used beyond 10.00 P.M. as T.V. sound may disturb the sleep of other Inmates.

Further in case any individual has his/her personal Transistor, he/she would not hear Programme on the transistor in case other room Inmates object the same to.

- 24 That no Inmate shall during his/her stay write letters to Press, Newspapers and shall give interview to Press Reporters without the consent of the Trust.
- 25 That any of the accommodation out of the available ones may be allotted to any Inmate at the time of admission at the discretion of the Management and the Inmate will accept the same.
- 26 That if any Inmate proceeds on leave for more than thirty days or extends his/her leave beyond thirty days, his/her bed/room can be allotted to other needy person. He/ She may be allotted some other bed/room as per availability on his/her return.
- 27 Any visitor can enter the Seva Sadan campus only with the permission of the manager.
- 28 No visitor will be allowed to enter the room of respective inmate except his/her son / daughter / spouse / close relatives etc., whose details are given in close relatives as per application form filled for admission to Seva Sadan. Prior permission will also be required to take the concerned relative person to the room.

### Schedule - 3

To be declared on non-judicial stamp paper of Rs. 10/-and submitted along with application form

#### DECLARATION BY APPLICANT

I -----S/o, W/o, D/o-----  
 -----do hereby declare that I have read/heard and understood the Rules and Regulations and conditions of the eligibility for admission in Abha Manav Mandir Varishtha Nagrik Sewa Sadan for which I seek admission and undertake to abide by them.

I, the applicant, fulfill the eligibility criteria and have provided necessary information, which on being found incorrect and misleading; my admission shall be liable for cancellation by the Management of this Sewa Sadan at any time without any notice to me.

I also declare that on admission I will have no claim of ownership rights on property or any part of the property of the Trust/ Sewa Sadan.

Date:

1) Signature of Applicant

(Name and Address)

2) Signature of the near relative  
 Or responsible person

(Name and Address)

CODE OF CONDUCT