

SANCHARI RULES & REGULATIONS

'SANCHARI' a healthy ageing home, is being run and managed by Wellness Olde Foundation and is hereinafter referred to as 'Sanchari Management'.

A. ADMISSION PROCEDURE

3. Admission is open to any male or female senior citizen of Indian origin aged 50 years and above.
4. The applicant is required to submit medical test reports as advised by the doctor on the panel of Sanchari and admission will be confirmed only on the doctor's approval.
5. Applicant suffering from terminal, complex or any type of communicable disease, or persons of unsound mind or those who are addicted to illicit liquors, drugs, intoxicants or psychotropic substances etc., or those who have been convicted by any Court of law involving moral turpitude or sentenced to imprisonment for not less than two years or those against whom any proceedings under the criminal laws are pending in any Court of law for heinous crime or against whom warrant or summons has been issued in criminal proceedings, are not eligible for admission to Sanchari..
6. Applicant has to apply for admission in the prescribed form along with an affidavit on stamp paper agreeing to abide by the Rules and Regulations of Sanchari as will be framed from time to time.
7. After submission of the completed application form and verification of all records and approval from the doctor concerned, the management will offer a residency to the applicant confirming his or her choice. The resident will be required to pay a token amount and book his or her seat and the confirmed seat shall be reflected online as non-available, thereby ensuring a free and fair transparent admission procedure. A serial application number, which is to be generated online for all applicants, further ensures a "first come first served" admission procedure.
8. Whenever the applicant is ready to move in, he /she makes the balance payment of the security deposit and one month's rental charges in advance and becomes a resident of Sanchari.
9. Every applicant shall be accompanied by a near relative at the time of admission failing which he/she shall produce a consent letter from such near relative viz., spouse, children, brother or sister. The near relative of the Applicant is hereinafter referred to as the 'Responsible Person'.
10. Admission will be subject to the terms and conditions mentioned herein and observance fulfillment and performance of the same by the Applicant. Sanchari may reject any admission without assigning any reason.

B. TYPE OF ROOM

Each room has an attached bath and toilet and is equipped with bed, mattress, pillow, pillow cover, bed linen, quilt, curtains, almirah, chair & table. All rooms are south facing and have adequate play of light and wind. All rooms are fitted with emergency call button. Bathrooms are user friendly with anti skid tiles and grab bars.

Note: (i) Resident is required to bring his/her personal belongings, toiletries; towels, etc. (ii) AC and TV have to be bought by the residents, wherever applicable, subject to certain conditions as laid out by the management. (iii) All rooms are equipped with individual sub-meters to take reading of the consumption of electricity for AC and TV, which has to be paid separately by the Resident.

Sanchari has 4 types of rooms to cater to the varying needs of the general public.

- **Single:** It is for those who want some privacy and exclusivity. These rooms are structured differently and are at a different level from the rest, accessed by a short flight of steps. They will have additionally a 15 ft long verandah on the eastern side exclusive for themselves. These rooms are South and East open.
- **Double (twin sharing basis):** For those who cannot afford the security deposit, we have the option of twin sharing where the security deposit is necessarily halved. The rooms are North-South open to have the maximum air paly. All such rooms are furnished, with a attached bathroom and come with a split AC. A 5ft wide and 50 ft long common verandah will be accessible to residents.
- **Double Couple:** For couples we have exclusive rooms, fully furnished in a separate wing in each floor. The room is fitted with a split AC and furnished with a double bed and 2 side tables. These rooms are South and West facing with easy accessibility to the dining room / recreation room / or the meditation room.
- **Double Deluxe:** For those who want to spend the rest of their lives in comfort, with lots of sunshine and air, the Deluxe room is the preferred option. A separate AC living room is offered in addition to the features of a standard AC double bedroom. The living room is equipped with a sofa set, center table, chairs, mini refrigerator, hot plate, relaxing area with TV and other facilities. The toilet is larger with additional facilities.
- **Guest Rooms:** We have 2 guest rooms where the guests of residents may stay for a short while (less than 1 week). In special circumstances, we may convert these rooms into short-term stay exceeding 7 days, but that is subject to management discretion and approval. We can also arrange for a car pick-up and drop from the airport, railway station or bus stand on an actual cost basis. For further details one may contact the manager.

Sanchari believes in giving quality service to the residents. It is not for business that we ask for all and sundry to join us, but only a select few will be selected on a strictly first come first served basis, with a transparent online admission protocol.

C. SERVICES BY SANCHARI

The following services will be provided by Sanchari in the monthly rental :-

- Daily cleaning of rooms and toilets
- Daily cleaning of common area
- Proper security with 24hrs security at the gate, CCTV surveillance
- Normal electricity charges, except AC and TV electricity charges in rooms
- Common area electricity charges including AC charges in Dining and recreation hall.
- Daily morning tea with biscuit, breakfast, lunch, evening snacks, dinner
- News paper English and Bengali in recreation room.
- Library, Free wi fi, movies, cards, chess, carom boards etc.
- Maintenance of garden, common areas, kitchen garden, beautification etc
- 24X7 back up power supply with generator for lights and fans

The following services will be provided at extra cost to the residents :-

- Laundry facilities
- Car on hire
- Outdoor work related jobs

The following emergency services will be provided at extra cost :-

- Ambulance on call
- Doctor on call
- Transfer to reputed Hospital/Nursing home
- Wheel chair
- Oxygen cylinder
- Other emergency related costs

C. CODE OF CONDUCT

10. The Resident should live in cordial and friendly manner with the co-residents and staff of Sanchari.
11. The Resident is expected to participate in physical fitness programmes, entertainment and other activities of Sanchari.
12. Each Resident should respect the rights of the other residents and conduct himself/herself in such a manner as to maintain peace and harmony at all times.
4. It shall be the responsibility of the Resident to keep the accommodation and also the premises in a neat, tidy and pleasant condition.
5. The Management will look after the general cleanliness of the common areas and will clean the rooms of the Residents' once in a day during the presence of the Resident.
6. All Residents are expected to be punctual in their routine activities including the time prescribed for all meals. Sanchari is not obliged to serve the meals beyond the prescribed time.
7. No Resident shall be allowed to bring or keep any firearms or weapons or like with him/her inside Sanchari.
8. A duplicate set of key to the room allotted to any Resident shall be kept and retained by the Management for only emergent situation.
9. It will be the sole responsibility of the Resident to take care of his/her personal articles and belongings and the Management will not be responsible for the loss or theft of the same.
10. In the event of any such loss, breakage, damage, etc. of the property or fixtures of Sanchari due to the negligence and/or misuse by a Resident or his/her visitor(s), the cost of repair or replacement of the same, as be determined by the Management, shall be recovered from the concerned Resident.
11. Drinking alcohol, intoxicants, drug abuse or any kind or illegal activity in Sanchari is strictly prohibited. Smoking is discouraged, however, a Resident may smoke in the open garden of the campus of Sanchari.
12. Resident is not allowed to cook any food inside his/her room.
13. Resident is not allowed to run any private business from Sanchari.
14. Management reserves the right to remove a Resident for not abiding by the Rules and Regulations herein contained or due to his/her bad behavior, ill-treatment of co-residents, spreading negativity, creating an un-healthy atmosphere, etc.

D. MEDICAL CARE / TREATMENT

1. Sanchari will arrange free monthly health check-ups of the Residents. However, the cost of any ^[1]_[SEP] medical tests shall be borne by the Resident.
2. The Resident at his/her own cost shall arrange for all personal medicines.
3. The following services will be provided by Sanchari at extra cost to the resident
 - Specialist doctor on call as and when needed.
 - Ambulance on call
 - Oxygen
 - Wheel chair
4. In case of serious illness or accident, the Resident will be hospitalized in a hospital/nursing home at the costs and expenses of the Resident.
5. In the event of hospitalization, the Responsible Person will be intimated as soon as possible. He/she will take over and/or shall be deemed to have taken over the responsibilities of such Resident including the treatment and payment of all medical expenses.
6. Resident should carry his/her original medical insurance documents and provide one set of photocopy thereof to the Management.
7. Sanchari shall not be responsible nor be made responsible in the event of its failure to provide medical services due to strike, Act of God or other force majeure events. Nevertheless, if such an event should occur, Sanchari shall make reasonable efforts to secure alternate medical services.

E. VISITORS AND MOVEMENT OF RESIDENTS

1. Visiting hours to meet the Resident will be from 09.00am to 06.00pm.
2. Meals/snacks can be arranged for visitors at additional cost upon receiving 1 (one) day's prior notice.
3. No Resident shall take leave or go out of the campus of Sanchari without complying with the following directions of Sanchari:
 - (i) A Resident wishing to go out of the campus of Sanchari for a short duration during the day between 06.00am and 6.00pm may do so only after recording the prescribed details in the register kept in the Sanchari office for the purpose.
 - (ii) If a Resident wishes to go on a holiday or vacation or out of the campus for one night

- or more, he/she may do so after making an application for leave and securing written permission from the Management. Such permission will normally be granted as a matter of course. For any leave or going out or staying outside the campus of SANCHARI or during hospitalization of any Resident, no concession in the monthly charges or on any other account will be called upon by the Resident nor shall it be granted by Sanchari. [SEP]
4. Guest rooms are available at Sanchari. Residents need to inform the management at least 1 (one) day before the arrival of their guests who would like to avail the facilities for a short stay. Room rent and meal charges will have to be borne by the guest or the resident.

F. FINANCIAL MATTERS

Refer as per Tariff mentioned in the Sanchari website.

Upon Management approving, an individual for admission to "Sanchari", will be required to fulfill the following financial obligations before commencement of his/her stay as a resident of "Sanchari".

A. Pay Security Deposit as indicated below

PLAN 1 <i>Single Occupancy...</i>	Rs. 8,00,000/- (Ground floor)
	Rs. 8,50,000/- (1st Floor)
	Rs. 9,00,000/- (2nd floor)
PLAN 2 <i>Double Occupancy (on twin sharing basis)</i>	Rs. 4,25,000/- per person ((Ground floor)
	Rs. 4,75,000/- per person(1st floor)
PLAN 3 <i>Double Occupancy Couple</i>	Rs. 8,00,000/- ((Ground floor)
	Rs. 8,50,000/- (1st Floor)
	Rs. 9,00,000/- (2nd floor)
PLAN 4 <i>Double Occupancy Deluxe</i>	Rs. 12,00,000/- (2nd floor)

Note

Under no circumstances, the Security Deposit money held with the Management can be used towards personal expenditure or any Medical treatment / Hospitalisation of the residents.

The above amounts of Security Deposit will not carry any interest and is refundable as per following conditions:

- The security deposit amount is fully 100% refundable on death of the resident (irrespective of period of stay of the resident at Sanchari) to the nominee as appearing in the application form, after one month from the date of such death.
- In the event, a resident leaves "Sanchari" on his/her own choice after completing a stay of full one year or more, 90% of the security deposit amount will be refunded to the resident after one month of leaving "Sanchari".
- In the event, a resident leaves "Sanchari" on his/her own choice before completing a stay of full one year 85% of the security deposit amount will be refunded to the resident after one month of leaving "Sanchari".
- In the event, a resident being asked to leave by the Management of "Sanchari" for any act of misconduct or any other acts of omission/commission which is considered serious by the management committee, 85% of the security deposit amount will be refunded to him/her after one month of date of departure, irrespective of the period of stay of the resident.

In all the above cases, any unpaid dues of the resident will be adjusted from the refundable amount.

B. Pay Monthly Contribution

All residents are required to pay an amount of Rs.12000/- (Rs. Twelve thousand only), as monthly contribution on account of food (Rs. 7000/-) and lodging, service, amenities, facilities, repairs, maintenance & other sundry expenses (Rs. 5000/-). **A discount of Rs. 1000/- per person is made in case of couples.**

Rs.22,000/- per month per couple in case of double couple occupancy .

Rs.12,000/- per month per person in case of a single occupancy.

Rs.12,000/- per month per person in double twin sharing occupancy.

Note

(i) The Resident/Responsible Person shall pay the monthly charges within the last 7 (seven) days of the preceding month for which the same is due (i.e. the monthly charges for the month of February should be paid between 25th and 31st January).

Note: Sanchari reserves the right to increase the monthly charges at it's sole discretion. Prior notice will be served upon the Resident before any such increase.

(ii) If the Resident/Responsible Person fails to pay the monthly charges at the required time, the Resident will be required to pay late fees @20% (twenty percent) of the then applicable monthly charges till a maximum period of 02 (two) months. If the Resident still fails to make payment of the monthly charges along with the late fees within such period of 02 months, the right of the Resident to stay at Sanchari shall forthwith cease. In the event of such cessation, the Resident shall leave Sanchari with his/her belongings and/or shall be taken away by the Responsible Person. If the Resident fails to vacate or the Responsible Person does not take custody of the Resident within the period mentioned hereinbefore, Sanchari management will be fully responsible to take legal action and / or enter the Resident's room & remove his/her belongings.

(iii) If there is any dispute relating to the other amounts shown on a monthly statement, the Resident can clarify the same within 15 days and clear the dues. From the 16th day, the late fees at the above-mentioned rates shall be applicable.

(iv) In the event of any default by the Resident in making payment of monthly charges, late fees or any other charges in terms hereof, Sanchari shall be at liberty to pay and/or adjust the amounts under default out of the Security Deposit. Immediately upon any such payment and/or adjustment, the Resident shall replenish the difference amount by making fresh deposit. Any payment and/or adjustment by the Management shall be without prejudice to the obligations of the Resident to pay interest @15% per annum on the shortfall in the Security Deposit.

(v) Payment may be made by cheque, cash, by electronic transfer through net banking or by standing instructions through bank. Our executives will help you should you require any assistance.

C. Provision for Personal Expenditure

All residents are requested to keep a balance of Rs. 5000/- with themselves which is extra over and above the sum mentioned above. This amount is to meet the residents' personal expenses like personal medicines, toiletries, cigarettes, clothes, car hire for personal use, doctors' fees in case of personal consultation, personal ayah, repairing of personal items like spectacles, shoes, etc., personal errands, foods ordered on personal choice for self or guests etc.

Note

- Management can take responsibility of taking care of this money in special circumstances only, where the residents are not willing to keep cash with them.
- This amount has to be replenished regularly when paying regular charges or in case the amount dips below 75% before regular replenishment time.
- Accounts for this amount will be sent to the depositor regularly. Original cash memos or receipts will be provided wherever possible.
- Under no circumstances, the Security Deposit money held with the Management can be used towards personal expenditure of the residents as explained above.
- This amount if lying with the management is 100% refundable to the resident after one month after deducting any dues if he/she leaves Sanchari or to the nominees after the death of the resident.

G. WITHDRAWAL FROM SANCHARI

In case of withdrawal from Sanchari, the Security Deposit is refundable, after deduction of 10%. However, if the withdrawal is within 1 year of commencement of stay, 15% of the security money will be deducted and refunded. The resident is required to inform the management in writing, one month in advance of the decision to withdraw from Sanchari.

In case of the applicant's death, the Security Deposit in its entirety 100% will be refunded to the nominee of the deceased person. This is subject to completion of all legal formalities and full settlement of all dues by cheque only.

If the applicant has not stayed at all, then 100% refund shall be made, provided such intention of withdrawal is intimated in writing within 15 days of registration. If there is a lapse in time in intimating Sanchari a deduction of 2.5% shall be made from the Security Deposit.

In the event, a resident is being asked to leave by the Management of "Sanchari" for any act of misconduct or any other acts of omission/commission which is considered serious by the management committee, 85% of the security deposit amount will be refunded to him/her after one month of date of departure, irrespective of the period of stay of the resident.

H.SURVIVORSHIP

If this contract is signed by two Residents who are husband and wife, it is understood: (a) That the entrance contribution made hereunder is intended to cover both Residents; (b) That upon the death of one Resident at any time, all rights hereunder shall vest in the surviving Resident to the same extent as if such surviving Resident had been the sole Resident; (c) With reference to the monthly/daily care charge provided for hereunder such monthly/daily care shall be charged as against each Resident during his/her respective lifetime and the room shall be converted in to double twin sharing status (d) the amount for security deposit over & above the amount for an individual in a twin sharing room of that floor will be refunded to the survivor.(e) if the survivor opts for a different double room on a twin sharing basis, the security money over and above the amount for that room shall be refunded and the monthly rental charges(on compassionate ground) will continue to remain the same discounted value as before.

I. DEATH AND FUNERAL

In the unfortunate event of the death of any Resident, efforts will be made by Sanchari as soon as possible to contact his/her Responsible Person on the telephone and at the address available in the office records. In case the Responsible Person fails to satisfactorily respond in a timely manner or fails to take custody of the body within 8 hours of the demise, the funeral rites will be performed by Sanchari in such a manner as may be deemed appropriate. Even in the event of failure to contact the relative owing to any reason whatsoever beyond the control of Sanchari, the above action will be taken only after 8 hours. No complaint or grievance whatsoever as regards the medical treatment or alleged negligence of any sort and/or as regards the disposal of the body, will be entertained. Only in the event, the relative is residing abroad will it be considered that the body be preserved for 24 hours and no more.

The address and telephone numbers of the Responsible Person to be intimated in the event of death or serious illness of the Resident should be provided at the time of admission itself. It is the responsibility of the Responsible Person to update their latest and current details with Sanchari.

J. AMENDMENT OF RULES AND REGULATIONS

Sanchari reserves the right to make any addition to, alteration in, or deletion from these rules from time to time as may be deemed expedient in accordance with change in time and circumstance(s).

K. APPLICATION OF RULES AND REGULATIONS

Every applicant admitted as a Resident of Sanchari binds himself/herself to these regulations and shall strictly follow the Rules and Regulations mentioned above.