# Stages and Process of Counselling Art of Tea Making and Counselling

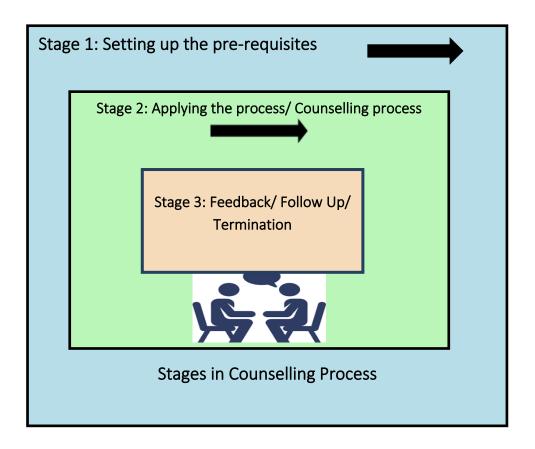
	Tea Making	Counselling
Stage 1: Setting up the pre- requisites a) Acquiring the appropriate knowledge and information b) Procuring the material c) Keeping the material ready	You keep the material ready; Tea bags/ leaves, sugar, milk, stove, water, container to make it, induction, gas stove to cook, extra ingredients cups to serve You also consider that for whom you are making it. Your partner may like it strong, but your child	You keep your set-up ready; pen/pencil; forms to be filled, information brochure to be given, referral contact no's/form,  Questions to be asked to collect history of the patient.
Stage2: Applying processes/Counse lling process a) Establishing the relationship/ Rapport Building b) Gathering the information c) Giving information d) Setting goal on basis of the information	container on stove,	a) You make patient comfortable by building rapport with them. So that they are not hesitant in sharing the information with you and you can ask the required questions. To do the same you use some skills and share some information with them so that they trust you such as:  1. You give your introduction 2. You ask for their introduction You tell them about confidentiality. You maintain Privacy and explain to them the services available at centre.

	eceived and		Taj Tea, Tata Tea, Tea	b)	You
S	hared		bags, ginger, Lemon,		if th
e)	working on the		cinnamon		to a
(	Goal			c)	You
		d)	On basis of what they		kno
			have told you and what		in th
			ingredients you decide,	d)	On l
			put them to use, make		the
			the tea		to c
					ther
		e)	Finally, the tea is ready,		can
			and you serve it. To		pati
			serve it you use the cup		give
			best suited for the one		TVs
			you are giving tea such		moi
			as for children you		take
			would not prefer glass	6	e) .
			cups. Tea is served and		med
			enjoyed.		miss
					sup
					ado
Sta	age 3:	a)	Summarise and ask	a)	You
Fe	edback/Follow		how the tea was and		poir
up	/termination		also you can assess it if		sure
a)	Summarisatio		they have consumed		sam
	n and		whole tea or left it.		Pati
	Feedback		Have they demanded		the
b)	Follow up		for another cup of tea?	b)	You
	Referral to	b)	You invite them again		that
c)			at another time	c)	In ca
c)	other		at another time	۷,	111 00
c)	other services/	c)	You can now talk about	C)	
c)		c)		C)	requ
c)	services/	c)	You can now talk about	Cj	requ nutr
c)	services/ professionals	c)	You can now talk about other options which	d)	requenting nutron pati
c)	services/ professionals such as social	c)	You can now talk about other options which you do not have but		requ nutr pati

- ask them what their concerns are and ney do not explicitly talk about it you try assess them using micro skills
- give them correct and updated wledge. Tell about the services available he centre
- basis of the information received and available options you ask your patient choose the one which works best for m. You devise the ways that how they be implemented, for example; A ient who forgets taking regular medicine es options that while watching a certain series he will fix the medication and in rning when milk is delivered, he would e it. The plan is ready
  - The Goal is achieved here as all dicines are taken regularly without sing a single dose with all nutritional plements and all prevention modes are pted.

- d) Termination if goal is achieved
- tea/ coffee
- d) They can make the similar tea now on their own

- ask briefly talk about the important nts in your session so that you can make e that patient has understood in the ne manner as you wanted to convey. ent shows consistency in following up plan and showing improvements.
- decide for follow up session to ensure t the plan is consistently followed
- ase you feel there is another service uired by patient such as legal service, ritional support etc., then you refer ient to that service
- successful completion of treatment, you se the session as your goal is achieved.



## Counselling Micro Skills

### Annexure 1: List of skills with Description and Demonstration

Give as Handout to participants (Hard Copy / Soft Copy)

Description of the micro-skill  Demonstration of the particular microskill	
to initiate any counselling s likely to be more effective good rapport with the patie establishing the required re	elationship or rapport is the foremost step session. Subsequent counselling stages are if Counsellors/ NTEP Staff first establish a nt. There are certain factors which facilitate elationship between the Counsellors/ NTEP ving are the detailed description of the skills ng:
Counsellor/ NTEP Staff tells the patient their name, a brief description about the centre and its functions and the Counsellor's/ NTEP Staff's role in that particular centre.	As the patient enters into the room - "Namaste! I am XXX, appointed as a TB Counsellor/ NTEP Staff in this centre. This centre primarily aims to provide TB prevention and treatment management related counselling and testing services free of cost. Keeping in view the sensitivity of the TB testing and related concerns, all information shared between you and me along with the test results will be kept completely confidential".
Silence can be used in various situations - In the course of counselling, Counsellor/ NTEP Staff is supposed to show patience until the patient is able to provide additional input and responds further. It is important for the Counsellor/ NTEP Staff to allow the patient to gather thoughts and regain	The Counsellor/ NTEP Staff either pauses or remains quiet for a few minutes, after asking the patient certain questions that require the patient to share their personal experiences, feelings or thoughts.  The Counsellor/ NTEP Staff uses statements like "You can take your time" and "I understand you need some time to think about this, before you answer this question."  During this time, the Counsellor/ NTEP Staff appears patient and makes eye
	Forming an interpersonal responds further counselling, Counsellor/s role in that particular centre.  Silence can be used in various situations - In the course of counselling, Counsellor/NTEP Staff is supposed to show patience until the patient is able to provide additional input and responds further.  It is important for the Counsellor/NTEP Staff to allow the patient to gather

Patients get the space to experience feelings during silence.

While going through intense emotions patients cannot absorb much information. Silence can be used in such situations.

contact with the patient. The Counsellor/ NTEP Staff does not fidget or appear uncomfortable.

The Counsellor/ NTEP Staff does not allow the silence to continue for very long (avoiding discomfort and awkwardness).

#### **Active Listening**

# Listening and Active listening

Counsellor/ NTEP Staff need to be excellent listeners.

Further, active listening is one of the important skills during counselling.

The Counsellor/ NTEP Staff needs to pay full attention to what the patient says (verbal — linguistic communication), how the patient says it (verbal — paralinguistic communication), and what the patient seems to be feeling (based on nonverbal communication).

All of these help to convey the patient's total message.

The Counsellor/ NTEP Staff listens for total meaning i.e., focuses both on the content and the feeling or attitude underlying the content and responds appropriately and sensitively to the patient. Thus, listening to what is said and also listening to what is not said.

The Counsellor/ NTEP Staff is aware that not all communication is verbal

Patient: "I told my FAMILY that I have TB. They are afraid that now I will transmit it to other family members. They are not even giving me a glass of water"

Counsellor/ NTEP Staff: "I understand that you felt bad with this behaviour of your family members. We can explain to them in detail about transmission and prevention of TB".

and that a patient's words alone do not tell us everything he/ she is communicating. As much as 70-80% of our communication is nonverbal, i.e., expressed through body language such as the facial expressions, body posture, hand movements, movements, breathing.

In addition, verbal communication is of two types — linguistic and paralinguistic. Linguistic communication is simply — all the words we utter. Paralinguistic

communication is the way we speak — including the tone, volume, speed of speech, pause, and sigh while we speak. Thus, any set of words, e.g., "I am okay", or "Yes, I am taking the medicines" may mean different things depending upon the way we say them.

#### Questioning

- 1. Closed ended
- 2. Open ended
- 3. Leading

For effective counselling it is important to use a mix of open and closed ended questions.

The Counsellor/ NTEP
Staff does not use closedended questions in quick
succession, as the patient
may feel like being
interrogated and will
become defensive.

#### Open-ended questions:

- An open-ended question requires more than a one-word answer, e.g.
  - "What difficulties do you experience in following up regular DOTS?"
  - "How do you think you would manage your routine so that it ensures complete treatment?"
  - "When do you think would be a convenient time for you to come to the centre?"

The Counsellor/ NTEP Staff combines open ended questions with a few closed-ended questions to allow the Counsellor/ NTEP Staff to decide in what direction they want to take the conversation.

The Counsellor/ NTEP Staff adequate closedended questions to collect facts pertaining to the patient's problem as well as the basic details like the patients name, age, and marital status, where resides patient and information about patient's family members.

As the session progresses, the Counsellor/ NTEP Staff begins to use more openended questions. These questions seek out patient's thoughts, emotions, and experiences and invite the patient to continue talking and sharing emotions and thoughts.

Leading questions by the Counsellor/ NTEP Staff unwittingly suggest answers to the patient.

These questions will not give the Counsellor/ NTEP Staff a correct picture of the situation. Therefore, avoid using leading questions.

- These cannot be answered by a simple 'Yes' or 'No' or any other one or two words.
- These questions invite the patient to continue talking and help the Counsellor/ NTEP Staff decide the direction of the conversation.

#### Closed-ended questions:

- A closed-ended question limits the response of the patient to one/ few word answers, e.g.
  - "Do you practice behaviour necessary for preventing TB transmission to others?"
  - "Who all are there in your family?"
  - "Have you taken the medicines today?"
  - "Have you eaten breakfast?" Closed-ended questions do not give much opportunity to a patient to think about what they are saying.
- Answers to such questions can be very brief, hence non-informative.
   This often necessitates further questioning.
- However please note that closed ended questions are not bad in themselves and will have to be used in certain situations, e.g.
  - ➤ 'Are you experiencing any side effects of the medicines?'
  - 'Does your family know that you have TB?'

#### Leading

'You have taken the medicines as prescribed, haven't you?'
'Do you agree that you should always adhere to the treatment?'
"You don't have any ADR, right?"

Reflection		
Reflection	The Counsellor/ NTEP Staff is accurate in recognising the emotions that lie beneath the patient's verbal and non-verbal communication.  The Counsellor/ NTEP Staff reflects back to the patient with the use of a different set of words, the emotions that the patient seems to be feeling. In the column at the right, the feeling words have been underlined, to illustrate that the Counsellor/ NTEP Staff needs to accurately identify what the patient is feeling.	Patient: "Is my wife all right? Are there any complications? I just don't know what is going to happen?"  Counsellor/ NTEP Staff: "It seems like you are anxious about your wife's health!"
Clarification		
Clarification	It is very important to clarify and not assume on behalf of the patients. The Counsellor/ NTEP Staff asks the patient appropriate questions about the information shared by the patient. Questions to seek clarification are often worded differently than the opening question asked by the Counsellor/ NTEP Staff.	Patient: "I am taking medicine regularly for three weeks, but I think it is of no use."  Counsellor/ NTEP Staff: "OK. Can you please elaborate more on 'it did not work' as I did not get what you mean?
Paraphrasing		
Paraphrasing	The Counsellor/ NTEP Staff restates or repeats the patient's words in a shortened and clarified form. While doing so, the Counsellor/ NTEP Staff s ensure that their words are in congruence with the patient's verbal and non-	Patient: "My wife irritates me. She picks on me for no reason at all. We do not like each other."  Counsellor/ NTEP Staff: "So, what you are saying is that you are having problems getting along with your wife. You are concerned about your relationship with her."

verbal language. This is called Paraphrasing. It is important to note that Paraphrasing is not repetition.

Also, the Counsellor/ NTEP Staff can use some of own words to convey the real meaning of what the patient may be saying.

#### Summarizing

Summarizing lets the patient know that the counsellor/ NTEP Staff has heard and understood, and also enables the patient to clarify thoughts, identifying what is most important. lt is sufficient just to notice what the patient has said; it is also important to notice what is missing. Using summaries is different from using paraphrasing, as summary usually covers a longer time period than a paraphrase. summarising may be used after some time: perhaps halfway through - or near the end of – a counselling session.

**Counsellor/ NTEP staff:** At the end of our session, I would like to summarize that your TB treatment will go on for 18 months.....

0r

Counsellor/ NTEP staff can also ask the patient to summarize by saying – "Can you tell me what we have discussed today?"

#### Communication

Body

(movements)

Grooming and appearance

language

Use of touch

Non-verbal communication is equally important in counselling and one needs to be aware of our own body language during the counselling process.

Body language is very important part of the session and requires Counsellor/ NTEP Staff to be seating in appropriate posture i.e., not sitting too close or too far from the patient.

Also, Counsellor/ NTEP Staff should be seating straight but slightly leaned to demonstrate interest. Should be wearing

	The Counsellor/ NTEP Staff makes use of hands, head and overall body posture during session appropriately which makes patient feel comfortable.  Appropriate clothing which is not flashy is recommended along with neat and clean look.	appropriate decent clothes so that focus of patient remains on the session and not on the clothes and untidy appearance.  Use hand movement wherever applicable, nod your head moderately. Sit with open arms and do not sit with your arms folded. (This will denote an accepting stance.)  Don't keep moving your legs or twiddling your fingers (this denotes impatience).  As far as possible avoid the touch with patient. Specifically, when patient is of opposite gender and in TB counselling physical distancing is important.
Facial expressions	Our face is the route to the inner feelings and concerns when it comes to counselling as through our facial expressions, we can convey a lot of feeling, emotions and concerns to the patient. We can actually convey that we are listening, we understand, and we require some more information or are unclear through our expressions	Wear a smile on your face whenever patient enters the clinic. Use your hand to indicate towards where the patient must sit.  Keep your head towards the patient while talking to the patient  If TB patient is sharing something serious reflect the same from your facial expression like lowering your smile curve and slight nod with use of "hmmm", "ok" or silence will work here.
Eye contact	Eye contact helps in observing the patient and also facilitates relationship building. Appropriate eye contact makes patient feel that they are paid attention to and are being listened.  Similarly, it also gives important information to the Counsellor/ NTEP Staff if patient is comfortable, interested or	Look at the patient appropriately do not stare. You may lower your eyes on and off to make patient comfortable. But do not look somewhere else.

Franchising	understanding the information.	
Empathising Empathising	The Counsellor/ NTEP Staff is able to put oneself in the patient's situation and understand what the patient is thinking and feeling. In addition, the Counsellor/ NTEP Staff is able to communicate (verbally and non-verbally) to the patient that the Counsellor/ NTEP Staff has understood what the patient is thinking and feeling.	Patient — I am so worried; how long do I have to take the medicines? I live alone here.  "I can understand how you must be feeling at this momentI would like to add that I am here for you and will support you during this process"  Patient — There are so many medicines, how will I manage this?  "I can understand your concern I am here for you; I will explain the process for taking the medicines and we can together develop strategies for remembering"  Similar examples can be given whereby the participants clearly understand empathy.





#### DR- TB Counselling Checklist Things to keep in Mind before and during Counselling

- 1. As far as possible, sit in a quiet space with audio and verbal privacy, light and adequate ventilation for the counselling session.
- 2. Seek consent for undertaking counselling, talking to family /household members, making home visits/telephone calls.
- 3. Maintain and ensure confidentiality of TB patient at all levels. Seek permission to share their TB status if and when required for medical or social protection linkages.
- 4. Create an enabling environment and establish rapport so that the TB patient feel comfortable to share their personal concerns and problems with you openly without the fear of being judged.
- 5. Accept TB patient as they are and don't have any pre-conceived notions based on any criterion like background, appearance, sex, religion, caste, education etc.
- 6. Treat every TB patient as a unique individual and provide counselling accordingly
- 7. Understand that TB is just one part of the life of the TB patient at the moment and they have an identity and life beyond that.
- 8. Don't negate, minimise or dismiss TB patient concerns/feelings/emotions and always be empathetic and acknowledge their concern/feelings/emotions. Don't tell them that the concern they are experiencing is no big deal and everybody goes through the same.
- 9. Use verbal and nonverbal interjections like nodding, saying hmmm and maintaining eye contact throughout the session.
- 10. Use an appropriate mix of open ended and closed ended questions.
- 11. Avoid leading questions for e.g. "you are feeling ok today? You are not suffering from any ADR no?"
- 12. Don't use technical words/jargons.
- 13. Give space to the TB patient to absorb the information shared by you.

- 14. Give the TB patient opportunity to clear their doubts and ask questions at any given point during the interaction.
- 15. As a counsellor it is important to answer the "why" of the TB patient "why is the treatment duration so long?" "Why does this treatment have so many side effects"? "Why me"?
- 16. Keep in mind the intersectionality of TB with Sex, Gender, Caste, Religion, Education, Financial Aspects and develop appropriate counselling strategies to address the same.
- 17. Undertake gender specific counselling and develop gender specific strategies for Men, Women and Transgender. One size fits all will not work.
- 18. Involve the TB patient in the counselling. Don't just speak to the husband /older brother/son if you are a male and the TB patient is a female and vice versa.
- 19. For female TB patient ensure that there is someone to accompany them for ADR management services or ensure that the services are available at their doorstep.
- 20. You will need specific strategies for TB patient who are living alone/at work place/don't have access to a kitchen viz linking them to tiffin services etc.
- 21. Be sensitive toward TB patient from marginalised communities. It is important to understand and recognise that there is a range of gender and sexual identities. Be aware of your own biases, prejudices and seek supervision to address some of these issues. Do not try to change/convert/ "cure" sexual behaviour or orientation.
- 22. Undertake sensitisation for your co-workers as well as staff of other centres before making any referrals to ensure that there is no stigma and discrimination for TB patient from marginalised populations.
- 23. Use IEC material viz Flipchart /Information Video during counselling for effective information sharing.
- 24. Summarise the discussions after each section and ask the TB patient to paraphrase the discussion after each section.
- 25. At the end of each counselling visit, assure the TB patient that they can reach out to you for any issues related to treatment, ADR and any other emotional issues, family issues, concerns about and sharing experiences of stigma.
- 26. Ongoing follow up and personal attention is important for treatment adherence.

  Maintain additional follow up with TB patient who has resumed the treatment

27. Always assure the TB patient that they are not alone in this treatment and together you will fight TB and become "Saksham Against TB".

#### **Counselling Checklist**

#### I TB Treatment Initiation Counselling

- ✓ Introduce yourself and outline your roles and responsibilities as the NTEP Staff/DR TB Counsellor:
- ✓ "My name is xxxxx and I am a NTEP staff /DR-TB Counsellor. Being a NTEPstaff /counsellor means I will support you throughout the TB treatment, not only for the treatment issues but also for any concern/problem regarding your family, finance, emotional problems, etc".
- ✓ Assure confidentiality and seek consent for history taking, home visit, sharing with family.
- ✓ Asses TB patients' knowledge about TB and provide updated information on TB and DR TB.
- ✓ Explain the TB diagnosis.
- ✓ Differentiate between DS and DRTB (if it is DRTB).
- ✓ Provide clear and simple information about treatment duration, IP/CP phases, culture follow up scheduled.
- ✓ Provide ample space for the TB patient to ask questions, clarify doubts and clear any misconceptions they might have about TB and or their treatment.
- ✓ Without alarming, prepare the TB patient for possible ADR and outline pathways of early intervention for ADR.
- ✓ Discuss the importance of adherence to treatment.
- ✓ Identify barriers to adherence and discuss strategies to overcome them.
- ✓ Stress upon the importance of diet and nutrition during treatment.
- ✓ Develop gender specific strategies for men, women and TGs.
- ✓ Stress on importance of nutrition support for everyone in the household.
- ✓ Discuss Cough Hygiene and AIC.
- ✓ Enquire and address any issues of Mental Health/Stigma and Discrimination/Reproductive Health/ Substance abuse.
- ✓ Asses need for any social protection linkages and undertake the required linkages urgently.
- ✓ Asses the need for and urgently undertake de-addiction counselling if required.
- ✓ Inform about DBT and undertake required steps to expedite the disbursement of DBT.

- ✓ Involve the caregiver identified by the TB patient (family/roommate/friend/partner) in the counselling.
- ✓ Discuss the meaning of a DSTB/DR TB diagnosis, importance of treatment adherence and role of family/household members in treatment completion.
- ✓ Enquire if any household member has symptoms of TB and make necessary referrals if required.
- ✓ Any other TB patient needs based counselling/intervention.
- ✓ Summarise the discussions undertaken in each counselling session.
- ✓ Confirm the date of and plan for the next counselling session/visit.

#### **II Ongoing Follow Up Counselling**

- ✓ Seek permission and availability of the TB patient before undertaking counselling /visit.
- ✓ In each session introduce yourself.
- ✓ Involve the caregiver identified by the TB patient (family/roommate/friend/partner) in the counselling.
- ✓ Assess the status of treatment adherence and reinforce the messages about continuing treatment during each follow up session/home visit.
- ✓ Without sounding accusatory, enquire if the TB patient is taking the prescribed medicines.

  (understand the reasons if the medicines have been missed and address those)
- ✓ Ensure that the TB patient has given their sputum for culture follow up during IP/CP phase and have undertaken the routine evaluation tests and if the smear conversion has taken place as desired. (Explain and demonstrate the method to extract the sputum sample if required).
- ✓ Ask/observe for ADR during each follow up session/home visit.
- ✓ Make appropriate referrals for ADR management.
- ✓ Assure the TB patient that ADR can be addressed but reiterate that it is best to avoid any breaks in the treatment in order to maximise the effectiveness of treatment.
- ✓ Assure the caregiver/household member as well that the side effects can be managed and stress on the importance on continuing on the treatment.

- ✓ Inquire about and stress on diet and nutrition during each follow up session/home visit.
- ✓ Inquire about the last meal consumed and make changes in the menu if required stressing on the importance of smaller meals, protein high diet etc.
- ✓ Make necessary linkages if access/availability to nutritious food is a challenge for the DR-TB patients.
- ✓ Ensure that the entire family/household members are partaking a nutritious diet.
- ✓ Observe signs of stigma /discrimination if any (ask if they eat alone or with everybody /where do they sleep etc.) during each follow up session/home visit.
- ✓ Address the same accordingly by providing correct information about how TB spreads (the difference between inhaling and eating from the same plate etc. Importance of converting to CP.
- ✓ Asses if the DR-TB patient is experiencing internalized stigma and address it in the same manner.
- ✓ Observe if there is any gender specific stigma and discrimination and address it accordingly.
- ✓ Reemphasize cough hygiene and use of handkerchief to cover the mouth at all times during each follow up session/home visit.
- ✓ Observe Airborne infection control practices followed at home during home visit follow up. (are windows open? / nothing is blocking the windows? etc.)
- ✓ Observe sputum disposal practices at home.
- ✓ During each follow up counselling, enquire if symptoms of TB are observed in family /household members'/care giver.
- ✓ Refer the family /household members/caregivers for sputum testing accordingly.
- ✓ Ascertain if the TB patient has any reproductive health related concerns during each follow up session/home visit.
- ✓ Discuss with the TB patient (who are in the reproductive age group) that conceiving during the treatment, might have adverse effects on the fetus. (teratogenicity of drugs on fetus).
- ✓ Don't limit yourself to married couples only, discuss these issues with all TB patient in reproductive age group irrespective of their marital status.
- ✓ Suggest contraceptive measures (barrier methods) during treatment like condoms, diaphragms and IUD (Copper T). It is essential to involve both partners in this discussion and not counsel the woman only.

- ✓ You might need to undertake more in-depth counselling for issues related to RTI/STI, Amenorrhea and Menopause along with the TB treatment. Make required referrals if required.
- ✓ Reiterate the messages about need for contraception during the treatment duration.
- ✓ Ensure that co-morbid conditions are in control during each follow up session/home visit.
- ✓ **Enquire about DBT reimbursements** during each follow up session/home visit and address if there are any gaps in the same.
- **✓** Undertake additional gender specific linkages to social protection if required.
- ✓ Summarise the discussions undertaken in each counselling session.
- ✓ Confirm the date of and plan for the next counselling session.
- ✓ Please ensure that TB patient has your number and confirm the TB patient and caregiver's number and permanent address during each counselling session.

#### III Treatment Interruption/LFU Retrieval Counselling

- ✓ Find out the reasons for interruptions /default without accusing the DR-TB patient.
- ✓ Identify familial/psychological/social reason for the treatment interruption and addressing the same.
- ✓ Acknowledge the DR-TB patients concerns and empathise about the reasons.
- ✓ Reemphasize the importance of adhering to the treatment and completing the treatment.
- ✓ Involve the caregivers/significant other in this process and counsel them about the importance of continuing/re-initiating treatment.
- ✓ Assure the DR-TB patients that together you will find solutions for the challenges in continuing the treatment.
- ✓ Facilitate and support to developing solutions/ addressing the challenges, so that treatment can be continued/reinitiated.
- ✓ Make necessary referrals immediately if the reason for interruption or default is medicaladverse reactions to drugs etc. /Initiate transfer if interruption/default is due to migration.

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- ✓ Provide correct and updated information about TB if fear of stigma or internalised stigma is the reason of interruption or default. /Make necessary linkages to social protection schemes if the reason for interruption or default is financial.
- ✓ Assure the DR-TB patient that necessary support will be provided to continue/ re-initiate treatment.
- ✓ Make appointments for the TB patient to visit the DTC if they are willing to start the treatment.
- ✓ Summarise the discussions undertaken in each counselling session.
- ✓ Confirm the date of and plan for the next counselling session/visit.



Criteria	ls patient from rural area?	Is patient from rural area? Does patient hava a caste  s patient or caregiver and marriage certificate?   between the age of 18   years and not a tax pa	to 40 yer		Is patient or caregiver between the age of 18 to 70 years	Is patient or any member of the family widow? (age 18 to pregnant or breasgeeding? In the family? (60 years and for BPL families)	ls patient or caregiver pregnant or breasgeeding?	oorn	Is these a child between age of 6 Any TB patient months to 6 years	Any TB patient	Is patient or caregiver disabled?
Name of the scheme	Mahatma Gandhi Rural Employment Gurantee Scheme	Caste and marriage certificate	Pradhan Mantri Atal Pension Scheme Pradhan Matri Shramayogi Mandhan pension Yojana (only for unorganised sector)	Pradhan Mantri Jeevan Jyoti Beema Yojana	Pradhan Mantri Suraksha Beema Yojana	Widow Pension scheme	Pradhan Matri Matru Vandana Scheme	Birth certificate	Take Home Ration (THR)	Bus concession in state transport	Disability certificate and disability benefits
Where will you get the information?	Grampanchayat office	Marriage registration office at district HQ/ Tehsil office	Any nationalised bank	Any nationalised bank	Any nationalised bank	Forms available online	PHC, Anganwadi, civil hospital Forms available online	Vital registry at district HQ or Tehsil	Anganwadi (For THR)	Bus depot	District collector office / State Social Justice Department
Website	http://nrega.nic.in/netnre ga/home.aspx		http://pmjandhanyojana.co.i http://pmjandhanyoj http://pmjandhanyojana http://pmjandhanyojana/ana.co.in/jeevan-ana.co.in/jeevan-yojana-yojana-yojana-yojana-yojana-yojana-yojana-yojana-yojana/anayojana-yoja	http://pmjandhanyoj lana.co.in/jeevan- jyoti-bima-yojana- pmjjby/	http://pmjandhanyojana .co.in/suraksha-bima- yojana/	- <u>M</u> (	https://pradhanmantri- yogana.in/pradhan-mantri- matritva-vandana-yojana/				