

SCHEME OF ASSISTANCE FOR THE CONSTRUCTION/ EXPANSION OF HOSTEL BUILDING FOR WORKING WOMEN WITH A DAY CARE CENTRE

SCHEME GUIDELINES



Government of India

Ministry of Women & Child Development

1. Please ensure that you have land available and it is suitably located for a Working Women's Hostel.

2. Please remember that the hostel is meant for working women whose income does not exceed Rs. 16,000/- consolidated (gross) per month in a Class 'A' city or Rs. 15,000/- consolidated (gross) per month in any other city/ town /place as their needs are for privacy, comfort, economy, safety and friendly company.

3. Please keep in view the potential residents of your hostel and try to provide essential needs and comforts for them.

4. Discuss the needs with your architect and then see the land sketch of the building before getting the plans made. Do not leave it to your architect only.

5. Please exercise maximum economy in the layout and building specifications.

6. You may try to provide (a) Common bathrooms and toilets on each floor instead of attaching them to each room. It saves cost. (b) Lockable Cupboards for each inmate in a room with storage space over/below it, and (c) Small Kitchenette on each floor which can give facility to women to cook and save money and avoid use of rooms for cooking leading to maintenance problems. You may also attach a Day-Care-Centre for children to your hostel for 25-30 pre-school children. It should have a minimum floor space of 20sq. ft. per child. There can be 2-3 rooms of 150 sq. ft. each and a kitchen, a washroom and a lavatory each of 50 sq. ft. in a city and one room of about 150 sq. ft with a small wash room in a rural areas.

7. A common lounge/recreation room, dining room, kitchen and store are essential.

8. The size of a single room can be about 10'X 10'. The room and toilets should be so laid out that they are well ventilated and well lighted.

9. Accommodation for the warden should be provided in the hostel building itself to facilitate Supervision and guidance.

10. Please keep adequate funds for furniture and furnishings in the hostel as this is not an item eligible for assistance under the scheme.

11. Please remember that the hostel and the Day-Care-Centre have to be run on no profit basis.

12. Encourage group activities for the residents and provide for guidance to them when needed.

13. Have arrangements for a doctor to be available for consultation for the residents.

14.Ex-servicemen may be considered for gainful re-employment on watch and ward duties.

15.Competitive rates may be obtained before construction work is entrusted to any individual or body. A building committee including representative of the State PWD and social/ women welfare Department/Directorate should be made for implementing the project.

16.Care should be formal rules and regulations for the admission of residents to the hostel and children to the day-care-centre and for the hostel administration laying down the form of application, procedure, rent/licence fee and charges etc.

17.There will be a Hostel Management Committee for looking after the management of the Hostel in which a representative of the State Government/Union Territory Administration and a representative of the inmates of the hostel shall be included. The meeting of the Hostel Management Committee will be convened as frequently as possible at least once in three months.

18.Reasonable amounts should be kept from the hostel receipts to ensure regular maintenance of the building ,Maintenance, repairs, etc. in the building should be regularly taken up to ensure that the building remains in good condition.

Terms and Conditions for Construction/Expansion of Hostel Building for Working Women Day-Care-Centre

1. 90% of the approved amount of grant-in-aid shall be paid in three equal instalments depending upon the progress in the construction of the said project and upon the sum spent by the voluntary organization. The second and the third instalment of the approved grant shall be released subject to availability of funds only when the organization has spent the previous instalment(s) along with its own share of cost and the request for release of these instalments is accompanied by the following documents:-

i) A utilisation certificate from a Chartered Accountant/ Government Auditor in respect of the previous instalment(s).

ii) An up to date consolidated statement of the actual expenditure incurred on execution of the approved plans and estimates,duly certified by a Chartered Accountant/ Government Auditor. The level of expenditure reflected therein should not be below 30 % of the approved estimates (in case of request for release of the second instalment)/ 60% of the approved estimates (in case of release of third instalment).

iii) A statement indicating up to date physical progress of the construction work. In fact, the organisation should furnish to this Department regularly at the end of each quarter the prescribed quarterly progress report on the construction work till the building is completed (in the enclosed specimen).

iv) 4 postcard-size colour photographs of the construction work in progress, from four corners.

v) An order setting up a Hostel Building Committee giving representation to State PWD, District Magistrate/Collector and State Department/Directorate of Social/Women's Welfare (if not furnished already).

vi) Copies of the proceedings of the Hostel Building Committee meetings held so far.

2. That the additional amount involved, if any, in the completion of the project shall be found by the voluntary organization from its own resources; and the Government of India will not be liable to pay any additional amount under any circumstances.

3. That the project shall be constructed strictly in accordance with the plans and estimates as admitted by Department of Women and Child Development for financial assistant for their execution and that no change shall be made in the plan without the prior approval of the Ministry of Human Resource Development, Department of Women & Child Development, Government of India.

4. That the project shall be completed as soon as possible and in any case not later than 24 months from the date of receipt of the first installment of grant-in-aid unless special extension is granted by the Government of India.

5. That the organisation shall set up a Hostel Building Committee having the representation of State PWD, District Magistrate/Collector and State Department/Directorate of Social or Women's Welfare.

6. That after completion of the project the Voluntary organization shall furnish to the Central Government copies of the following documents:-

(i) Utilisation Certificate from a Chartered Accountant/ Government Auditor for previous instalments.

(ii) Final consolidated duly audited statements of accounts. The expenditure reflected should show items which were not part of the approved/accepted estimates separately. Interest earned on previous instalments should also be shown separately.

(iii) Completion Certificate from State PWD/CPWD/Housing Board that the hostel building is constructed in all respects as per approved plans and estimates.

(iv) Four postcard-size colour photographs of the completed hostel building from different corners one of which should show a board on prominent display at main entrance that construction of the hostel building has been financed by Government of India, Department of Women and Child Development.

(v) Order setting up a Hostel Management Committee having representatives of State Department/Directorate of Women and Child Development/Social Welfare, State Social Welfare Advisory Board, District Magistrate/Collector and Hostel residents.

(vi) Hostel Bye-laws duly approved by the Hostel Management Committee.

Remaining 10% of the approved grant will be released on receipt of the above documents.

7. That the organization shall ensure that the hostel/ Day Care-Centre is thrown open to inspection by an officer of the State PWD or the Central Public Works Department or any other officer designated for the purpose by the Central Government or State Government or both during the period of construction as well as after the construction is completed. It will be the duty of the organization to carry out any instructions that may be given by the designated officers of the Central Government, State Government or Union Territory Administration with regard to the construction of Working Women's Hostel or relating to the running and maintenance of the Hostel.

8. That any utilized portion of the grant shall be refunded to the Central Government forthwith.

9. That the organization shall maintain separate accounts in respect of this project and shall submit the same duly audited by Chartered Accountant/Govt. auditors along with utilization certificate.

10. That the accounts shall always be open to check by an officer of the Central or a State Government deputed for purpose and shall also be open to test check by the Comptroller and Auditor General of India at his discretion.

11. That the organization shall maintain an audited record of all assets acquired wholly or substantially out of Government grant. Such assets shall not be disposed of, encumbered or utilized for purpose other than those for which the grant has been given, without prior sanction of the Government of India.

12. In the event of any violation or breach of any provision of the Scheme or should the institution /organisation cease to exist at any time, all assets created out of Government grant shall be reverted to the Department of Women and Child Development, Union Government of India or the amount would be recovered as arrears of land revenue.

13. That the organization shall execute a bond in the approved form for an amount equal to Government grant, securing to the Government of India a prior lien on the building for the recovery of the amount paid as grant if the building ceases to be used as a hostel for working women.

14. That the hostel accommodation constructed under the scheme shall be open to admission to all working women with an income not exceeding Rs. 16,000/-

(consolidated) per month in 'A' class cities and Rs. 15,000/-(consolidated) per month in other cities/towns/places, without any distinction of religion, caste, race, place of birth, language or any of them. Working women belonging to Scheduled Castes and Scheduled Tribes and the Handicapped women shall be given preference in the matter of allotment of accommodation in the hostel. 15 % and 7 1/2% seats in the hostel shall be reserved for the Scheduled Castes and Scheduled Tribes respectively.

15. That an inmate would be allowed to stay in a Hostel normally for a period of three years. The voluntary organization may, however, give extension up to a total period of two years after review of the case every year after three years. No extension beyond five years shall be granted to an inmate. The girl students can stay in a hostel for a maximum period of five years.

16. The organization/institution will charge from the inmates of the working women's hostel reasonable rent/licence fee not exceeding 15% of their total emoluments in the case of single bedrooms, 10% in case of the double bedrooms and 7 1/2% in the case of the dormitories. Fees charged from the children in the Day-Care-Centre should not be more than 5% of the emoluments of their parent, or the actual expenditure, whichever is less. The rent from the girl students should not exceed 5% of the total emoluments of the parent(s).

17.A Hostel Management Committee having representatives of the State Department/Directorate of Women's Welfare or Social Welfare, District Magistrate/Collector, Central Social Welfare Board/State Social Welfare Advisory Board and the residents of the hostel shall be set up by the organisation to look after the management of the Hostel.

18.The hostel committee so constituted will lay down the rules and regulations for the admission of resident into the hostel and for the hostel administration laying down the form of application, procedure, rent/licence fee & charges etc. Meeting of the Hostel Management Committee will be convened as frequently as possible and at least once in three months.

19. That the organization, on completion of the Working Women's Hostel would submit a half yearly Progress Report(copy of format enclosed) about the functioning of the Working Women's Hostel to the State Government/Union Territory Administrations and a copy to the Department of Women and Child Development.

20. The organization shall ensure that the rates of construction to be adopted are not in excess of the schedule of rates of the PWD of the State concerned. In the event of any excess the organization shall be required to refund the difference proportionately to the Government.

21. The organization shall mention on the name board of the hostel and the DAY-CARE-Centre that it has been constructed with financial assistance from the "Government of India, Department of Women and Child Development"(Bilingually).

22. The organization shall also display on the Notice Board the following conditions:

(i) The hostel provides accommodation to working women whose income does not exceed Rs. 16,000/- (consolidated) per month (for 'A' class cities)/ Rs. 15,000/- (consolidated) per month (for other cities/town/places).

(ii) Rent/Licence Fee not exceeding 15% of the total emoluments in the case of single bedrooms, 10% in the case of double-bedrooms and 7 1/2 % in the case of other rooms shall be charged from the inmates. Rent not exceeding 5% of the total emoluments of the parent(s) may be charged from the girl student.

(iii) Fees from children in the Day-Care-Centre not to exceed 5% of the emoluments of the parent or actual expenditure whichever is less.

(iv) The hostel/Day-Care-Centre shall be open to working women of all categories without any discrimination.

For Project Preparations & How to Application?

Please Contact Us

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