

Working Women Hostel

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

Introduction

With the progressive change in the economic structure of the country more and more women are living out of their homes in search of employment in big cities and urban and rural townships. One of the main difficulties faced by such women is lack of suitable and safe accommodation. Voluntary Organizations have been approaching the Government of India, from time to time for financial assistance with a view to providing hostel facilities to such women. The Government of India having appreciated the difficulties faced by such women and have decided to introduce a scheme for grant-in-aid for construction of new/ expansion of existing building for providing hostel facilities to working women in cities, smaller towns and also in rural areas.

Objectives

2. a) Proposal for construction of hostel should be made for one or more than one of the following objectives:

(i) To provide accommodation for single working women, unmarried, widows, divorced, separated, married when husband is out of town:

(ii) To provide accommodation to women who are being trained for employment provided the training period does not exceed one year. The number of working women falling in this category should not be more than 30% of the total number of women in the hostel

(iii) To provide accommodation to the girl students for a period of five years on the condition that first preference will be given to working women only. After that if there are any vacancies accommodation

will be provided to the students also but amongst them, preference will be given to those studying in post school professional courses. The category of women who are being trained for employment and the girl students together should not be more than 30% of the total number of women in hostels..

Explanation

After the training period when women trainees gets employment she will be entitled for hostel accommodation provided she fulfills all other criteria.

b) (i) A proposal for separate hostel for providing accommodation for working women and their children up to 8 years of age may be considered. The working women will fall in the same category as (i) and (ii) of (a) above.

(ii) Such hostels should provide facilities required for pre-school children.

Income Limit

3. Working Women falling in category (i) and (ii) of will be entitled to hostel facilities provided her 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.

1. When the income of the working woman exceeds the prescribed limits she will have to leave the hostel within a period of six months of crossing the income ceiling.

Eligibility

4. Voluntary agencies/public trusts working in the field of women's welfare/social welfare women's education are eligible for assistance under the Scheme. A voluntary organization should be registered under the Indian Societies Registration Act 1860 or corresponding

State Acts. Public Trust should be registered under any law for the time being in force. Women Development Corporations, Universities, Schools/Colleges of Social Work shall also be eligible for financial assistance under the Scheme.

In addition such bodies like local bodies or cooperative institutions may also be eligible for seeking assistance under the Scheme. Such body should have the following characteristics: -

(i) It should be recognized and its work should be reported to be satisfactory by the State Government/Union Territory Administration concerned:

(ii) It should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in a written constitution:

(iii) It should ordinarily have been engaged in the field of women's welfare/social welfare/women's education for a minimum period of two years prior to the request for grant-in-aid under the scheme:

(iv) Its financial position should be sound and it should have facilities, resources, personnel and experience to initiate the construction of hostel:

(v) It should not run for profit by any individual or a body of individuals and it should be prepared to run the hostel and the Day-care Centre/pre-school for children on a no profit basis:

(vi) It should have the possession of land for construction of building.

Financial Pattern of Assistance

5. Assistance will be given for:

(a) 50% of the cost of the land and

(b) 75% of the cost of construction of the building or

(c) Purchase of ready-constructed building as assessed by State PWD or CPWD. Assistance will be restricted to 50% of the cost of land and 75% of the cost of the building:

(d) No grant will be admissible for furniture or other fixtures.

6. Ordinarily hostels with capacity of more than 100 inmates and daycare Centres for more than 30 children will not be sanctioned. Preference will be given to hostels proposed in (a) small towns (b) bigger towns/cities with no hostels, that order over proposed in the cities or towns in which grants for hostels have already been sanctioned by Department of Women and Child Development. .

7. If a voluntary organization/institution has already received or is expected to receive a grant from some other official sources including such bodies as the Central Social Welfare Board etc. as are mainly financed by the Government the assessment of the Central grant will normally be made after taking into account the grant received from such official sources.

Procedure for Submission of Applications

8. Application in the prescribed form complete in all respect should be submitted to the Department of Women and Child Development, Government of India, Shastri Bhavan, New Delhi through the Department of State/Union Territory dealing with women's welfare in which the voluntary organization/institution is situated. The Voluntary Organization will also submit an advance copy of the application together with all relevant documents to the Department of Women and Child Development.

9. The State Government will scrutinise the application and forward it with their recommendations in the prescribed form.

The Department of Women & Child Development will after awaiting

recommendations of the State Government for a period of three months may have enquiries made through institutions/organizations and take a decision.

10. Each application should be accompanied by the following documents:

(i) Prospectus of the voluntary organization/institution or a brief description of its objects and activities;

(ii) Constitution of the Organization/Institution;

(iii) Constitution of the Board of Management, giving names of members;

(iv) A copy of the latest available Annual Reports;

(v) Detailed structural/financial estimates of the building giving items wise details of recurring and non-recurring expenditure and the sources from which the remaining funds will be obtained;

(vi) Information relating to the grant received from promised by or the request made to other bodies for construction of the proposed hostel building. The decisions of these bodies on such requests should be communicated to the Ministry;

(vii) A statement of full receipts and expenditure of the voluntary organization/institution for the last two years and a copy of the balance sheet for the previous year certified by authorized auditors/chartered accountant:

(viii) A copy of site-plan and building plan of the proposed building with a certificate from the local Municipal Authorities that its construction has been permitted; and

(ix) Documentary proof of ownership of plot on which the building is proposed to be constructed.

Conditions of Grants

11. Grant to the extent of 90% or the total assistance approved; will be paid in three equal installments First installment being normally released with the sanction of the Project. The second and subsequent installment will be released when the organization has spent the previous installment along with its own proportionate share of cost. Requests for release of these instalments will be accompanied by a certificate from a Chartered Accountant or a Government Auditor indicating the total expenditure incurred on the construction of the building up-to-date. In case of construction is being carried out either by the CPWD or the State PWD or the Housing Board of any State or Union Territory, the second and subsequent installments of the grant may be released on receipt of the requisite certificate duly signed by an officer of the State Government or Union Territory, as the case may be. The balance grant to the extent of 10% will be released on production of documents mentioned in Para 16 of the Scheme.

12. The building will be constructed in accordance with the plan approved by the Government of India while sanctioning the grant. No change in the plan can be made without the prior approval of the Department of Women & Child Development, Government of India.

13. The rates of construction to be adopted in the detailed structural/financial estimates shall not be in excess of the schedule of rates of the PWD of the State concerned and a certificate to that effect shall be furnished by the Head of the State PWD or his nominee concerned. The Scrutiny Charges/Centage Fee levied by State PWD/CPWD would be qualifiable for grant-in-aid under the scheme.

14. A certificate shall be furnished at the time of the application that a site for the construction of the building has been acquired by the voluntary organization/institution concerned. No grant shall be

sanctioned unless a site has already been acquired.

15. The building 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 extension is granted by the Government of India.

16. After the completion of the building the organization shall furnish to the Central Government copies of the following documents:

(a) A certificate from State PWD/CPWD/Housing Board to the effect that the building has been completed in accordance with the approved plans and estimates; and

(b) A Statement of Expenditure incurred on the construction of building duly audited by the authorized auditors

17. Any unspent portion of the grant shall be refunded to the Government of India at once.

18. The head of the organization shall ensure that the building is thrown open to inspection by the officer of the State PWD or of the CPWD or any other officers designated for the purpose by the Central or State Government both during the period of construction as well as after the construction is completed. It shall be the duty of the head of the organization to carry out any instruction which may be issued in this behalf by the Central Government or the State Government as the case may be.

19. The hostel accommodation constructed with the assistance under the Scheme and admission in the day-care Centre shall be open for admission to all working women and children residing or seeking accommodation in the city/town rural areas without any distinction of religion, caste, race, place of birth, language subject only to the qualification prescribed in para 2 above. The members of Scheduled Caste & Scheduled Tribes shall be given preference in the matter of allotment of accommodation in the hostel. 15% and 7 1/2% seats in

the hostel and the Day-care Centre shall be reserved for the Scheduled Caste and Scheduled Tribes respectively.

20. The voluntary organisation will furnish to the Department of Women & Child Development Government of India, Quarterly Progress Report on the construction work and expenditure incurred; and such reports shall continue to be furnished until the building is completed.

21. The accounts of the building shall be maintained properly and separately and submitted as and when required. They shall always be open to check by an officer of the Central or State Government deputed for the purpose. The account shall be open to a test check by the Comptroller and Auditor General of India at his discretion.

22. The voluntary organisation/institution shall maintain record of all assets acquired wholly or substantially out of Government Grant. Such assets shall not be disposed of encumbered or utilise for purposes other than those for which grant was given without prior sanction of the Government of India, Should the organisation/institution cease to exist at any time such properties shall revert to the Government of India.

23. The head of the voluntary organisation/institution shall execute an agreement bond in the approved form securing to the Government of India a prior lien on the building for the recovery of the amount paid as grant in the event of the building ceasing to be applied for the purpose for which the grant was given.

24. If the Deptt. require clarification on any point not contained in the statements the institUtion/organisation shall supply it within the time specified by the Deptt. failing which the application will not be considered.

25. The organisation/institution will charge from the residents reasonably rent/Licence not exceeding 15% of their total emoluments in the case of single bedrooms, 10% for double bedrooms and 7

1/2% in the case of other rooms. Rent/Licence Fee does not include expenses on mess, water & electricity charges and furniture maintenance. The charges for these items should be on no-profit no-loss basis.

25-A. The organisation/institution may charge the fees from the children in the Day-Care Centre at the rates not more than 5% of the emoluments of the parent or the actual expenditure whichever is less.

25-B. In the case of trainees falling under 2 (ii) the objectives of the Scheme rent/Licence Fee will be paid by the trainees or by the institution/organisation who is sponsoring training programme.

26. An inmate may be allowed to stay in a working Women's Hostel for a maximum period of five years. No extension beyond five years should be granted to an inmate for stay in a Working Women's Hostel.

27. The State Government/Union Territory Administration would obtain the Quarterly Progress Report from each of the Voluntary Organisation/Institution and monitor it regularly and promptly to ensure that the hostels are neither over-crowded nor remain unutilised. The State Government would also submit a consolidated Quarterly Progress Report to the Department of Women and Child Development also.

Further, the State Government/Union Territory Administration should constitute a Committee giving adequate representation to non-official to review the functioning of each of the hostels in the State/ Union Territory Administration to ensure that the Voluntary organisation pay adequate attention to maintain minimum standard of sanitary, hygienic, security and other arrangements. These Committees may submit their reports once a year.

28. The organisation will prominently display on the building with the name of the hostel the endoresment "Assisted by the Government of

India, Department of Women & Child Development".

29. The organisation shall prominently display on the Notice Board and on its application forms the following conditions:

(i) the hostel provides accommodation to working women whose income does not exceed Rs.16,000/- consolidated (gross) per month or Rs.15,000/- consolidated (gross) per month as the case may be. .

(ii) 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. Fee not exceeding 5% of the total emoluments of the parent(s) shall be charged from the girl students.

(iii) the hostel shall be open to working women of all categories without any discrimination on the grounds of religion, caste, race, place of birth or language.

30. Guidelines for the construction/expansion of hostel has been appended to this booklet.

Application for Grant-in-aid under the Central Scheme for
Construction/ Expansion of Hostel Building for Working
Women with A Day-Care-Centre

SUPPLEMENT TO THE APPLICATION FORM

GUIDELINES

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 assistance 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 which ever is less.

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

ANNEXURE

Definitions or the categories of the handicapped for Purpose of preference in admission to working Women hostels

The Blind

The blind are those who suffer from either of the following conditions:

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(a) Total absence of sight.

(b) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses.

(c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

The Deaf

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear understand sounds at all even with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

Orthopaedically Handicapped

The orthopaedically handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones and joints.