

SCHEME FOR WORKING WOMEN HOSTEL

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Application format:

- I. Application for Grant-in-aid under Working Women Hostel scheme (for construction/ expansion/ maintenance/ strengthening and rented accommodation separately)**
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- I. Half Yearly Physical Progress Report on construction of hostel building.**
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1. Introduction:

As our country is progressively under growth path with more and more emphasis on industrial development with a focus of women empowerment, there is a steady growth in the number of working women seeking accommodation outside their home town for better employment opportunities. This trend is getting reflected in both big cities as well as urban and rural industrial concentration. One of the main difficulties faced by such women is lack of safe and conveniently located accommodation. The Government of India being concerned about the difficulties faced by such working women, introduced a scheme in 1972-73 of grant-in-aid for construction of new/ expansion of existing buildings for providing hostel facilities to working women in cities, smaller towns and also in rural areas where employment opportunities for women exist. Based on an evaluation, the existing scheme has been revised to promote availability of safe and conveniently located accommodation for working women who need to live away from their families due to professional commitments.

2. Objectives:

The objective of the scheme is to promote availability of safe and conveniently located accommodation for working women, with day care facility for their children, wherever possible, in urban, semi urban, or even rural areas where employment opportunity for women exist. The scheme is assisting projects for construction of new hostel buildings, expansion of existing hostel buildings and hostel buildings in rented premises. The working women's hostel projects being assisted under this scheme shall be made available to all working women without any distinction with respect to caste, religion, marital status etc., subject to norms prescribed under the scheme. While the projects assisted under this scheme are meant for working women, women under training for job may also be accommodated in such hostels subject to the condition that taken together, such trainees should not occupy more than 30% of the total capacity the hostel and they may be accommodated in the hostels only when adequate numbers of working women are not available. Children of working women, up to the age of 18 years for girls and up to the age of 5 years for boys may be accommodated in such hostels with their mothers.

3. Beneficiaries:

Following categories of working women and their children are being covered under this Scheme:

- (i) Working women, who may be single, widowed, divorced, separated, married but whose husband or immediate family does not reside in the same city/area. Particular preference may be given to women from disadvantaged sections of the society. There should be also provision for reservation of seats for physically challenged beneficiaries.
- (ii) Women who are under training for job provided the total training period does not exceed one year. This is only on the condition that there is vacancy available after accommodating working women. The number of women under training for job should not exceed 30% of the total capacity.
- (iii) Girls up to the age of 18 years and boys up to the age of 5 years, accompanying working mothers will be provided accommodation, with their mothers. Working mothers may also avail of the services of the Day Care Centre, as provided under the scheme.

4. Income Limit, Rent and Period of Stay

Working Women are entitled to hostel facilities provided their gross income does not exceed Rs. 30,000/- consolidated (gross) per month in metropolitan city, or Rs 15,000/-consolidated (gross) per month, in any other Township or District. When the income of any working woman already residing in a hostel exceeds the prescribed limits, she will be required to vacate the hostel within a period of six months of crossing the income ceiling.

The implementing organisation charges from the inmates of the working women's hostel reasonable rent not exceeding 15% of their total emoluments/ gross salary in the case of single bed rooms, 10% in case of the double bed rooms and 8% 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 mother, or the actual

expenditure whichever is less. The rent for women under training for job shall not exceed the rent to be charged from the working women. The rent for such trainees may be charged from the institution/ organization sponsoring the training or from the woman herself. The rent does not include use of the mess and other facilities like washing machines for which user charges should be collected.

As far as practicable, women with children are accommodated in single/ double bed rooms instead of dormitory.

No working woman is allowed to stay in a hostel, assisted under this scheme for more than three years. In exceptional circumstances, the District Administration may, for reasons to be recorded in writing, allow working women to stay in a hostel, beyond the three year period, subject to the condition that the period of extension, shall not exceed six months at one time, and that the total stay of the woman, with extensions, shall not exceed five years.

5. Financial Assistance Components:

- (a) 75% of the cost of construction of the building of working women hostel only on public land.
- (b) Financial assistance for hostels to be run in rented premises. Amount of rent shall be as assessed by the State PWD/ Deputy Commissioner. The rent received from the inmates shall be utilized for maintenance, house-keeping, security service, office establishment, expenditure towards water and electricity charges and any other support services other than mess.
- (c) One-time non-recurring grant at the rate of Rs. 7500/- per inmate will be released at the time of commencement of the hostel for purchase of furniture (including bed, table, chair, almirah etc.) and furnishings. Cost of Washing Machine and Geysers/ Solar Water Heating System as approved by the Project Sanctioning Committee (PSC) will be reimbursed to the Implementing Agency along with final installment on submission of receipts.
- (d) Grants for replacement of items like washing machines and geysers/ solar water heaters will be sanctioned once in five years provided the hostel has been maintained properly during the preceding five year period.
- (e) The inter-allocation for plan fund under this scheme shall be in the ratio of 87% for construction grant including furnishing, 10% for rented accommodation and up to 3% for inspection/ monitoring of the projects sanctioned under the scheme. However, Govt. shall have discretion to change inter-se-allocation, if required.

6. Agencies/ Organizations which can apply for assistance under the Scheme and their Eligibility Criteria

The following agencies/ organisations can apply assistance under the scheme:

- (i) State Government agencies including Women Development Corporations, Women Finance Corporations etc.
- (ii) Urban Municipal Boards,
- (iii) SHGs (Self Help Groups)/NGO
- (iv) Recognized Colleges/ Universities

- (v) Civil Society Organisations having proven track record of working in the fields of women's welfare/ social welfare/ women's education subject to the condition that such organization is registered under the Registration of Societies Act, XXI of 1860 or Co- operative Societies, Govt. of Assam having following criteria:
- (a) It should be recognized by the State, should be well known with the experience of working in the field for at least 3 years, and its work should be reported to be satisfactory by the State Government or Administration concerned,
 - (b) It should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down,
 - (c) It should ordinarily have been engaged in the field of women's welfare/ social welfare/ women's education for a minimum period of three years prior to the request for grant- in-aid under the scheme,
 - (d) Its financial position should be sound and it should have facilities, resources, personnel and experience to undertake the management of such a project,
 - (e) For urban area 12A and 80G Registration Certificate must be submitted by the organization.
 - (f) It should run the hostel and the Day-care Centre for pre-school children on a no-profit basis.
- (vi) Corporate or associations like Bank, Telecom, Call centers of different brand etc. subject to the condition that the other working women are also provided accommodation in the Hostel under this scheme in addition to their female employees.
- (vii) The State Government may construct hostels on their own, and lease them to organization(s) having experience for such period(s) as deemed sufficient, for managing its operations as per norms of the scheme. State Govt. may seek assistance as per the prescribed norms of the scheme.

7. Guidelines for Agencies/ Organizations:

- (i) Application for assistance under the scheme should be made keeping in view the number of expected beneficiaries in the area and need based.
- (ii) Meaning of public land for the purpose of scheme is the land owned by the Govt. which would also include public land obtained by any organisation from Government or Government organization on lease hold basis for at least a period of 30 years and on renewable terms for construction of working women hostel.
- (iii) Before making an application for construction of hostel building on public land, it should be ensured that the applicant organization has available public land which is suitably located for a Working Women's Hostel. The State Government should satisfy itself that the land for the proposed hostel is suitably located and demand for the same exists as mentioned in the application.
- (iv) Financial assistance for hostels to be run in rented premises shall be provided under the scheme, subject to the condition that such premises are not constructed with

Governmental assistance. The quantum of assistance sought as rent shall be approved, subject to the certification of the State PWD or the District Collector. The rent received from the inmates shall be utilized for maintenance, house-keeping, security service, office establishment, expenditure towards water and electricity charges and any other support services other than mess. All such projects shall be approved first for a period of two years at a time, their continuation will be approved for period of two years every time subject to evaluation of their performance and functioning.

(v) The organisations shall have to execute a bond in the approved form for an amount of the government grant at every time of release of grant securing to the Government of Assam for the recovery of the amount paid as grant with the penal interest in the event of the grantee failing to comply with the conditions or committing breach of the conditions of the bond. The signatories to the bond shall be jointly and severally liable to refund to the State Govt., the whole or a part amount of the grant with interest at ten percent per annum thereon or the sum specified under the bond.

(vi) Maximum economy in the layout and building specifications should be exercised while preparing the plan. Provisions for rain water harvesting and facilities for differently abled persons are mandatory. Building Plan for construction of working women's hostel should be prepared as per the norms prescribed under the Scheme and certified by a registered architect and approved by the local authority.

(vii) The rates of various items/ services for 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 State PWD or any other authority authorized/ prescribed by the State for such purpose.

(viii) While submitting the cost estimates for construction of hostels/ running hostels in rented premises, cost involved for providing washing machines (one for 25 inmates or part thereof) and geysers/ solar water heating system of appropriate capacity need to be included separately.

(ix) The applicant must keep in view that the hostel and Day-Care-Centre under the Scheme have to be run on a no-profit basis.

(xi) In the event of any violation or breach of any provision of the scheme or the implementing agency/ hostel ceases to exist at any time or the hostel building is used for any other purpose, all assets created out of Government grant including the building shall revert to the Government.

(xii) The grantee organization/ agency/ individual shall, on its application being sanctioned under this scheme, furnish a bond in the approved form, to the effect that the hostel for which assistance is being provided, shall not be used for any other purpose than as a Working Women's Hostel, without the written permission of the Government;

(xiii) In case the hostel building is proposed to be handed over to any other organization/ agency/ individual which is to be continued to run as a Working Women's Hostel under this scheme, prior written approval of the Govt. shall be mandatory.

(xiv) Construction of the hostel 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 Govt.

(xv) The implementing agency shall prominently display on the building, the name of the hostel and the endorsement "Assisted by the Government of Assam, Social Welfare Department", in English or Official language of the locality.

(xvi) The implementing agency shall prominently display on the Notice Board and on its application forms the conditions of admission in the hostel.

(xvii) 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. Women under training for job will also be entitled to stay in the hostel but preference will be given to the working women.

(xviii) Formal rules and regulations for admission of beneficiaries to the hostel, admission of children to the day-care-centre, and for the hostel administration detailing the form of application, procedure, rent and other charges etc. should be clearly laid down by the implementing agency.

(xxiv) The accounts of the hostel 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.

(xxv) The implementing agency shall maintain record of all assets acquired wholly or substantially out of Government Grant. Such assets shall not be disposed of or encumbered or utilized for purposes other than those for which grant was given without prior sanction of the Government. In case the organisation/ institution/ agency ceases to exist at any time, after sanction and during implementation of the project under the Scheme, such properties shall revert to the Government.

(xxvi) Inspection of the hostel premises shall also be made by the District Administration, as and when it is felt necessary.

(xxvii) Regular maintenance, repairs, upkeep etc. of the working women's hostel should be done by the implementing agency to ensure that the building/ hostel remains in good condition. Reasonable amount for the purpose should be computed and kept aside from the receipts/ revenues.

(xxviii) The following additional facilities should be made available:

- Hostel building should be very near to the Bus stop/ Police Station/ Hospital/Market place etc.
- CCTV at the main access, entry in the office and around the premises with a provision to keep Video back up of at least 15 days (Minimum 6 Cameras with a night visual).
- The Day care centre should be clean and well-ventilated. Adequate and safe play area outside the centre, with some indoor play equipments and mini library for the children;
- Medical first aid, and arrangements to reach a doctor/ medical practitioner in case of need/ emergency;
- Attendance registers of the inmates and contact details of the mothers of the children.
- Attendance registers of Visitors with contact details.

- 24 hours Security service (at least three nos. of security personnel, 8 hours daily).

8. Procedure for Submission of Applications

- (a) First time, application in the prescribed form complete in all respect should be submitted to the Directorate of Social Welfare Assam.
- (b) Each application for construction of hostel on public land should be accompanied by the following documents:
- (i) Prospectus of the agency/ association/ voluntary organization/ institution along with a brief description of its objects and activities;
 - (ii) Constitution of the agency/ association/ organization/ Institution. Details of Management Committee giving names of its members Aadhaar and their PAN Card Details;
 - (iii) Copy of the Annual Reports for the last three years;
 - (iv) Audited accounts of the organization including auditor's report, receipt & payment statement, income & expenditure statement and balance sheet for the last three years certified by Govt. auditors/ chartered accountant;
 - (v) A copy of site-plan and building plan of the proposed working women's hostel building in accordance with the norms prescribed under this scheme, as certified by a registered architect along with the approval of the local authority and the building permission certificate stating that its construction of the hostel building has been permitted.
 - (vi) Detailed item-wise estimate of the cost of construction of hostel building certified by PWD/ any other competent authority/ certified by a registered Architect and the sources from which the remaining funds will be obtained;
 - (vii) Documentary proof of the plot, on which the building is proposed to be constructed being a public land. Documents of lease deed of proposed land for the construction of Working Women Hostel building signed between the Govt. authority (lessor) and the lessee (the applicant organization), shall be submitted along with the application. Apart from the other conditions of lease agreement, there must also be a condition included in the agreement that **"the land should be used for the construction of Working Women Hostel building."**
- (c) Applicant agencies seeking financial assistance for hostels in rented premises under this scheme shall submit following apart from the documents prescribed in 9 (b) i to iv above:
- (i) Copy of the intention of rent agreement with the land lord. Once the project is approved, the organisation shall submit fresh rent agreement certified by the competent authority;
 - (ii) Detailed building plan along with financial estimates of the rented premises certified by Deputy Commissioner/PWD, in which it is proposed to run the hostel, giving items wise details of recurring and non-recurring expenditure. Amount of rent provided yearly to the agencies running the hostel will be assessed by the Deputy Commissioner/PWD. The rent deed to be entered into will be valid for two years after which the agency will have to apply for renewal.

Revised rate of rent, if required, shall be made only at the time of submission of application for the renewal of the project.

9. Authorities concerned with the Scheme:

(a) The Project Sanctioning Committee (PSC)/ State Level Committee of the Social Welfare Department shall be the final authority for accepting/ reviewing/ sanctioning of proposals for assistance under the scheme. The final decision as to the release of grants shall also be taken by the Project Sanctioning Committee. The Committee would comprise of following members:

1. Director, Social Welfare : Chairman
2. Additional Director, Directorate of Social Welfare, Assam : Member Secretary
3. Executive Engineer (Building Div.) : Member
4. Joint Director, Directorate of Social Welfare, Assam : Member
5. Concerned Branch Officer, : Member
6. FAO, Directorate of Social Welfare, Assam : Member

(b) The District Level Committee (DLC) shall be established in every district, with the responsibility of assisting the Governments in conducting the actual gap analysis by doing need assessment and mapping of existing facilities in their respective districts to identify public land/ locations fit for establishment/ running of hostels, forwarding and recommending proposals, sending recommendations for release of installments of the grant and undertaking periodic monitoring of the functioning of hostels in their district, as provided under the scheme. The DLC shall be headed by the Deputy Commissioner with the following members:

1. Deputy Commissioner : Chairman
2. District Social Welfare Officer : Member Secretary
3. Executive Engineer (Building) : Member
4. Chairman, Municipality Board : Member
5. One Women Social Worker : Member
(nominated by Deputy Commissioner)

10. Pattern and Conditions for release of grant:

For construction of hostel Building: The pattern of release of the approved grant for construction cost for new hostels shall be in 3 installments, in the ratio of 50:40:10. The one time grant for purchase of furniture and common area facilities shall be released with the final installment of 10% of the construction cost.

- (a) **First installment** will ordinarily be released with the sanction of the Project.
- (b) **The second installment** will be released when the implementing agency has already spent the previous installment along with its own proportionate share of cost in the construction of the building.
Requests for release of second installment will be accompanied by:

- i) A certificate from the concerned District Level Committee (DLC) that the progress of construction is satisfactory and the stage of construction has been completed for which the previous grant was released.

- ii) Utilization Certificate (UC) of the previous installment(s) and 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 expenditure reflected therein should not be below 50% of the approved estimates. It should be clearly certified in the UC by the competent/ authorized authority that the stage of construction has been completed for which the previous grant was released.
- iii) A statement indicating Half Yearly Physical Progress on the construction work in the format (**Annexure-I**).
- iv) Post card size colored photographs showing detailed physical progress of the construction work from at least four corners, including one photo with the name board of the implementing agency mentioning that the hostel building is being constructed with the financial assistance of the Govt. of Assam, Department of Social Welfare Assam. The writing language must be in English or Assamese Language.

(C) The third and final installment of 10% along with the onetime grants mentioned above will be released (reimbursed) on the completion of the construction, provided the following documents are forwarded by the State Govt. with their recommendation:

- i) A completion certificate from State PWD/ Housing Board to the effect that the building has been completed in accordance with the approved plans and estimates ; and
- ii) Consolidated Utilization Certificate and Statement of Expenditure incurred on the construction of building duly audited by the authorized auditors/ Govt. auditors/ Chartered accountant.
- iii) Coloured Potographs of at least four corners of the building, front elevation, side elevation and one close up showing the name board mentioning that the hostel building has been constructed with the financial assistance from the Social welfare Department, Assam.
- iv) Inspection Report from the DLC, giving the details of general condition of the hostel and facilities provided in the hostel along with the details of present occupancy, if any, against the approved occupancy of the hostel.
- v) Copies of the Working Women Hostel bye-laws framed in accordance with the guidelines and norms prescribed in the scheme.

For the Hostels in Rented Premises- The release of Grant shall be made on yearly basis. One-time grant for purchase of furniture etc. as prescribed in Clause 5(c) above, shall be released with the installment of first year only.

- (a) First installment will ordinarily be released with the sanction of the Project, along with fresh rent agreement with the land lord and two colour photographs of the hostel with the name board mentioning that the Working Women Hostel is being run with the financial assistance of the Govt. in Social Welfare Department,.
- (b) Second year installment will be released on submission of following documents:
 - i) Utilization Certificate along with audited accounts of the previous installment.

- ii) Inspection Report by the DLC giving the details of general condition of the hostel and facilities provided in the hostel along with the details of present occupancy against the approved occupancy of the working women's hostel, Half Yearly Reports of the previous year and recommendation of the Director of Social Welfare, Assam for the release of the second installment to the organisation.
- iii) The DLC may also send directly to the Govt. a report recommending the release of the next year installment along with the documents as prescribed in (b)(i) & (ii) above, with an endorsement copy of the DSW.

The project will be reviewed after every two years and if approved by the Project Sanctioning Committee for continuation in the next block of two years, the financial assistance for the hostel in rented accommodation shall be continued for the next block of two years on the submission of same documents as mentioned above.

11. Guidelines for District and District Authorities:

- (i) The State Government should ensure that public land/ rented building for working women hostel is earmarked in all new institutional area and economic Zone being set up in the state, keeping in view the employment potential for women in the area. For this purpose, the State Government may direct all development authorities to undertake this exercise of earmarking public land for such hostels in new/ existing colonies, as the case may be;
- (ii) State Government shall undertake needs based assessment for ascertaining demand of hostels. On the basis of these assessments, land for hostels under this scheme shall be earmarked in smaller towns/ non-metropolitan areas through the district administration. Recommendation for this purpose may be made by the DLC to the State Government/ District administration.
- (iii) The earmarked public land may be leased out to eligible agencies/ Organisations including NGOs with an established record providing support service to women or working for disadvantaged sections of the society, for at least a period of 30 years and on renewable terms for the construction of working women hostel.
- (iv) State Government should consider enactment of legislation or amendment to existing laws, if deemed necessary, to ensure earmarking and availability of public land for the hostels.
- (v) The State Government shall undertake needs based assessment and ensure earmarked and allocation of public land for the purpose of construction of hostel or hostel on rented premises.

12. Evaluation and Monitoring of the Scheme:

Regular monitoring of the functioning of the hostels under this scheme shall be the responsibility of the District Level Committee. Half-Yearly report on the implementation of the scheme as prescribed in the scheme shall be sent to the Directorate of Social Welfare with a copy of the State Government Monitoring of management of the hostels on day to day basis, shall be done by the Hostel Management Committees (HMCs), which shall send its recommendations and quarterly reports to the concerned DSWO. The HMC shall meet once on a fortnightly basis or in case an issue arises for immediate resolution.

The Hostel Management Committee shall comprise of the following:

- Resident Superintendent
- Official from the District Administration/ District Social Welfare Officer/
- Probation Officer
- Protection Officer/ rehabilitation Officer of that area
- Two of the senior residents
- Prominent social worker/ representative from prominent organisation in that area

13. Budgetary Provision

The annual recurring and non-recurring grant for Working Women Hostel i.e., Rs. 200.00 crores (during the year 2018-19) is available in the Head of Account "2235-from the Major Head "2235- Social Security & Welfare-02-Social Welfare-0956-Other Women welfare Schemes-826-Working Women Hostel-32-Grants-in- aid General-000-99-others-SOPD-G".

**Application for Grant in Aid under the Scheme for Working Women Hostel
(for construction/ expansion/ maintenance/ strengthening of hostel
buildings)**

From: _____

To,

The Secretary to the Government of Assam,
Social Welfare Department,
Dispur, Guwahati-6.

Through The Director Social Welfare Assam, Uzanbazar, Guwahati-1.

Subject:- Grant in aid under the Scheme of Working Women for construction/
expansion/ strengthening/ maintenance the hostel building and facilities
for working women

Sir/Madam,

I submit herewith an application for grant under the Scheme of Assistance for working women hostel for (subject on which assistance is sought). I have read the rules and regulation of the scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following conditions:

- (a) The hostel will be constructed on Public land only (relevant only for application seeking financial assistance for construction and expansion);
- (b) The hostel will be used for working women as per the guidelines laid down in the scheme;
- (c) All assets acquired wholly or partially out of the Central grant shall not be encumbered or disposed off or utilized for purpose other than those for which the grant is given. If the organisation ceases to exist at any time, such properties shall revert to Government of Assam;
- (d) The accounts of the hostel building will be maintained properly and separately. These will be open to check by any officer deputed by the State Govt.
- (e) If the State Government has reason to believe that the grant is not being utilized for the purpose for which it has been sanctioned, the Government of Assam may stop payment of further installments of the grant and will be free to recover the grants already sanctioned along with penal interest in such number of installments, as it may deem appropriate or may take over the building of the hostel constructed with the grant-in-aid under the Scheme;

- (f) The organisation shall exercise reasonable economy in expenditure on construction/ expansion/ maintenance/ strengthening of the hostel building (as the case may be);
- (g) The building shall be completed not later than 24 months from the date of sanction of the first installment of grant-in-aid unless extension is granted by the Government;
- (h) There shall not be any Change in building plan once approved by the Authority;
- (i) Progress Reports on the construction/ maintenance/ expansion/ strengthening of the hostel project shall be furnished regularly to the Directorate of Social Welfare. The organisation shall also furnish progress reports on the running of the Hostel to the DSW on regular basis or as prescribed in the scheme;
- (j) The organisation will bear the balance of the estimated expenditure on the project either from its own resources or with the help of the State Government.

Encl : Application

Yours faithfully,

(Signature)
Name in block letter
Date
Designation

**Government of Assam,
Office of the Director of Social Welfare Assam
Scheme for Working Women Hostel**

(for construction/ expansion/ maintenance/ strengthening of hostel buildings)

Part-I Organisation's Details

(Note: Application received in an incomplete form will not be entertained)

1. Name of the organisation: _
2. Complete address of the organisation with telephone/ fax number and email address: Pin Code:
Telephone & Fax
Numbers: Email Address:
Name and Mobile number of contact person (s):
Aadhar Number of Main Functionaries: (in respect of NGO/ Trust)
PAN of Main Functionaries : (in respect of NGO/ Trust)
3. Brief history of the Organisation and description of its objects and activities:
4. Nature of the Organisation (PSU/ Autonomous/ NGO/ Trust, Corporate Houses etc.)
5. Registration No. and Date (if applicable): _
6. Article of association and Constitution of the Organisation (if applicable):_ _____
8. List of current members of the Executive Committee with their occupation and background:
9. Name & Number of female members in the executive committee: _
10. Financial documents of the organisation (Audit Report, Balance Sheet, Statement of Receipt
& Payment and Income & Expenditure) for the immediate three years: _ _____
11. Copy of the latest annual reports for the last three years;
Major Programmes of the Organisation under implementation at present: _ _____
12. Whether the organisation has been blacklisted ever by any authority? If yes, detail there of _____

Part-II- Organisation's Capability:

13. Background of the Organisation (Nature of activities)
14. Has the organisation constructed/ run any working women hostel? If yes, give details (date when constructed/ running, capacity of the hostel, number of occupants, distance from the proposed hostel if in the same district/ city/ town):
15. Has the organisation undertaken any project/ programme of the MWCD or SWD ? If so, the details thereof (name of programme with details of amount received and Utilization Certificate etc.):
- Name and details of the project:
Date of sanction by the MWCD/
SWD
- Amount of grant received from MWCD/
SWD (Attach copies of Utilization
Certificate)
16. Has the organisation undertaken any project/ programme any other Ministry/ State governments/ international agencies/ banking organisations etc.?
- Name and details of the project:
Date and year of sanction:
Amount of grant received:
17. Infrastructure available with the organisation:

Part-III- The proposal for construction/ expansion of working women hostel

18. Whether public land is available for the proposed construction of new working women hostel
- Plot No./ Survey
No. Area
Road
Location
Block
District
State
Pin code
19. Capacity of the proposed Hostel:-
- Working Women: Number of working women
- Day care centre: Number of children
20. Likely date of commencement and completion of the project:
21. Details of the proposed hostel building (copy of the site plan, building plan certified by registered architect and structural estimate certified by State PWD to be attached). Area norms should be as per the Annexure III of the Scheme)

a) Total Plinth Area/ Covered Area:

b) Estimated cost of the building:

c) Construction Details:

Details of the floor	Accommodation/ No. of living rooms	Size of The room	Area in Sq. mt.	Capacity of the room	Total Capacity
First					
Second					
Third					
Fourth					
Common facilities	Day Care centre Dining Hall Kitchen Store Pantry Visitor's room Multipurpose room Warden's room Office Bath rooms & WCs				

22. Whether the project is likely to be assisted by some other official or non-official agency? If so, their name and the extent of assistance proposed to be provided by each may be indicated:

23. Whether trained staff and other suitable facilities for undertaking construction are available? If so, give details:_____

24. Expenditure details-

(a) Total estimated expenditure on the project:

(b) Amount of grant required from Govt. Of India

(c) Amount proposed to be provided by the organisation:

Part-IV- Justification for the proposal for construction/ expansion of working women hostel

25. Population of the Town/ Block/ District where the hostel is proposed to be constructed:--

26. How many such working women hostels are available in the proposed area and their capacities? If there is such hostel available, site reasons for additional hostel.

27. Justification for construction/ expansion of a Working Women Hostel at the proposed location (May attach a separate sheet).

28. List of documents to be submitted :

- (a) Prospectus of the Organisation/ brief description of its objects and activities;
- (b) Constitution of the Organisation
- (c) Copy of the Board of Management and the particulars of each member
- (d) Copies Annual Reports for the latest three years
- (e) Detailed structural and financial estimates of the hostel building, giving items-wise details of recurring and non-recurring expenditure and basis of rates.
- (f) Sources from which the remaining funds to be met
- (g) Information relating to the grants received or promised by or the requests made to other bodies e.g. State Governments, local bodies, etc. for construction of the proposed hostel building. The decision of these bodies on such requests would be co communicated;
- (h) A Statement of full Receipts & Payments, Income & Expenditure Accounts of the Organisation for the last three years and a copy of the Balance Sheet for the previous year certified by authorized auditor/ Chartered accountant;
- (i) Copy of site plan, building plan etc. certified by registered architect. Structural estimate countersigned by State PWD.
- (j) A copy of building permission certificate stating that its construction of the hostel building has been permitted by the Local Authority.
- (k) A certificate from State PWD to the effect that the rates of construction to be adopted are not in excess of the Schedule of Rates of the PWD of the State duly countersigned by competent authority of State PWD;
- (l) Documentary Proof of possession of public land proposed for the construction of Working Women Hostel building;
- (m) List of additional papers, if any:
- (n) Additional Information, if any:
- (o) Approved copy of the building plan and certificate from the competent authority that the construction of the building has been permitted.

Part V- Recommendation of the District Administration:-

The application form(name of the organisation) is forwarded duly recommended by the District Social Welfare Officer with the following comments:

- 1) That a District Social Welfare Officer has visited the organisation and a copy of his/her report is attached;
- 2) That the organization is recognized and / or registered under relevant law of Government.
- 3) That the application has been examined and it is found to be covered under the scheme;
- 4) That the hostel for which the application is being recommended is absolutely essential in the area for the following reasons:
 - a. -----
 - b. -----
 - c. -----
 - d. -----
- 5) That there are a minimum ofWorking women in the area;
- 6) That its work in the field of welfare of women/Social Welfare/ Women’s education has been reported as satisfactory during the last three years;
- 7) That the organisation is capable to construct and run the Working Women hostel ;
- 8) That the organisation is not run form profit to any individual or a body of individuals;
- 9) That the organisation does not charge capitation or other similar fees from inmates;
- 10) That the public land for the construction of the hostel building is available and is located in the locality which is good, respectable, safe and centrally located;
- 11) That the need based assessment has been conducted by the State Govt. for assessing requirement of the Working Women Hostel in the proposed locality and same hostel has been reflected in the assessment.
- 12) That assistance has been or proposed to be/ has not been given by the State Govt. to the organisation for the construction of the of the hostel building;
- 13) That the organisation on a sound financial position;
- 14) That the organisation has facilities, resources, personnel and experience to initiate construction of the hostel building and the balance expenditure will be met by the organisation.
- 15) The State Government Administration recommend that Rs.....may be sanctioned to the organisation by the Social Welfare Department for the construction/expansion/ maintenance / strengthening (as the case may be)of working women hostel building.

Signature:.....
(Name in Block letters).....
Designation:.....
Date:.....
Office stamp to be affixed.

Note: the officer signing the certificate should be the Deputy Commissioner to the concerned District.

**Application for Grant in Aid under the Scheme for Working Women Hostel
(for hostel accommodation in rented buildings)**

From:

----- Pin Code :

To,

The Director,
Social Welfare Assam,
Uzanbazar, Guwahati-1

Subject:- Grant in aid for hostel accommodation for working women in rented building and other facilities under the Scheme of Working Women Hostel

Sir,

I submit herewith an application for grant under the Scheme of Assistance for working women hostel for hostel accommodation for working women in rented building and facilities for working women. I have read the rules and regulation of the scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following conditions:

- (a) The hostel will be used for working women as per the guidelines laid down in the scheme;
- (b) All assets acquired wholly or partially out of the State grant shall not be encumbered or disposed off or utilized for purpose other than those for which the grant is given. If the organisation ceases to exist at any time, such properties shall revert to Government of Assam;
- (c) The accounts of the hostel building will be maintained properly and separately. These will be open to check by any officer deputed by the Directorate or State Government. These will also be subject to a test check by the Auditor General of Assam.
- (d) If the State Government has reason to believe that the grant is not being utilized for the purpose for which it has been sanctioned, the Government of Assam may stop payment of further installments of the grant and will be free to recover the grants already sanctioned along with penal interest in such number of installments, as it may deem appropriate.
- (e) The organisation shall exercise reasonable economy in expenditure on running, furnishing and maintenance of the hostel building;
- (f) The organisation shall also furnish progress reports on the running of the Hostel to the Directorate/ State Govt. on regular basis or as prescribed in the scheme.

Encl: Application

Yours faithfully,

(Signature) Name in block letter

Date
Designation

Scheme for Working Women Hostel

(for hostel accommodation in rented building and facilities for working women)

Part-I Organisation's Details

(Note: Application received in an incomplete form will not be entertained)

1. Name of the organisation: _
2. Complete address of the organisation with telephone/ fax number and email address:
Pin Code:
Telephone & Fax
Numbers: Email Address:
Name and Mobile number of contact person(s):
Aadhar Number of Main Functionaries : (in respect of NGO/ Trust) _
PAN of Main Functionaries: (in respect of NGO/ Trust)
3. Brief history of the Organisation and description of its objects and activities: _
4. Nature of the Organisation (PSU/ Autonomous/ NGO/ Trust, etc.)
5. Registration No. and Date (if applicable): _
6. Article of association and Constitution of the Organisation:
7. List of current members of the Executive Committee with their occupation and background:
8. Number of female members in the executive committee: _
9. Financial documents of the organisation (Audit Report, Balance Sheet, Statement of Receipt & Payment and Income & Expenditure) for the immediate three years: _____
10. Copy of the latest annual reports for the last three years
11. Major Programmes of the Organisation under implementation at present: _
12. Whether the organisation has been blacklisted ever by any authority? If yes, detail there of -----

Part-II- Organisation's Capability

13. Background of the Organisation (Nature of activities)

14. Has the organisation constructed/ run a working women hostel? If yes, give details (date when constructed/ running, capacity of the hostel, number of occupants, distance from the proposed hostel if in the same district/ city/ town):

15. Has the organisation undertaken any project/ programme of the State Govt. or Central Govt? If so, the details thereof (name of programme with details of amount received and Utilization Certificate etc.):

Name and details of the project:

Date of sanction:

Amount of grant received.:

(Attach copies of Utilization Certificate)

16. Has the organisation undertaken any project/ programme any other Ministry/ State governments/ international agencies/ banking organisations etc.?

Name and details of the project:

Date and year of sanction:

Amount of grant received:

17. Infrastructure available in the organisation:

Part-III- The proposal

18. Details of location of the proposed rented building

Plot No./ Survey No.

Area

Road

Location

Block

District

State

Pin code

19. Capacity of the proposed Hostel:-

Working Women: Number of working women

Day care centre: Number of children

20. Details of the proposed rented hostel building (copy of the site plan, building plan certified by registered architect or any other government authority clearly indicating the Total Plinth Area/ Covered Area)

Details of the floor	Accommodation/ No. of living rooms	Size of the room	Area in Sq. mt.	Capacity of the room	Total Capacity
First					
Second					
Third					
Fourth					
Common facilities	Dining Hall Kitchen Store Pantry Visitor's room Multipurpose room Warden's room Office Bath rooms & WCs Other facilities				

21. The rent of the building as per approved by competent authority : Rs.----- per annum (Please attach the certificate of the competent authority/ copy of intention of rent deed)

22. Condition of the proposed building is required to be certified by competent authority.

23. Expenditure details-

(a) Amount of grant required from Govt. of Assam.

(b) Amount proposed to be provided by the organisation:

24. Whether the project is likely to be assisted by some other official or non-official agency to meet the balance amount? If so, their name and the extent of assistance proposed to be provided by each may be indicated:

25. Whether the organisation has adequate personnel to look after the working women in the hostel? If so, indicate details including the number of cooks/ wardens/ security/ housekeeping etc.

Part-IV- Justification for the proposal

26. Population of the Town/ Block/ District where the hostel is proposed to be taken on rental accommodation :

27. Justification for a Working Women Hostel at the proposed location (May attach a separate sheet)

28. List of documents enclosed:

- (a) Prospectus of the Organisation/ brief description of its objects and activities;
- (b) Constitution of the Organisation
- (c) Copy of the Board of Management and the particulars of each member
- (d) Copies Annual Reports for the latest three years
- (e) Detailed financial estimates of the hostel building, giving items-wise details of recurring and non-recurring expenditure
- (f) Sources from which the remaining funds to be met
- (g) Information relating to the grants received or promised by or the requests made to other bodies e.g. State Governments, local bodies, etc. for construction of the proposed hostel building. The decision of these bodies on such requests would be co communicated;
- (h) A Statement of full Receipts & Payments, Income & Expenditure Accounts of the Organisation for the last three years and a copy of the Balance Sheet for the previous year certified by authorized auditor/ Chartered accountant;
- (i) Copy of site plan, building plan etc. Certified by registered architect or any other government authority.
- (j) Intention of Rent Deed while submitting the application. Fresh rent to be submitted after approval of the project by the Department before the release of fund.
- (k) List of additional papers, if any:
- (l) Additional Information, if any:

Part-V- Recommendation of the Government

The application form(name of the organization) is forwarded duly recommended by the Director, Social Welfare Department, Govt. of Assam with the following comments:

- 1) That a senior officer of (name of Department) has visited the organisation and a copy of his/her report is attached;
- 2) That the organization is recognized and / or registered under relevant law of Government.
- 3) That the application has been examined and it is found to be covered under the scheme;
- 4) That the hostel for which the application is being recommended is absolutely essential in the area for the following reasons:
 - a. -----
 - b. -----
 - c. -----
 - d. -----
- 5) That there are a minimum ofWorking women in the area;
- 6) That its work in the field of welfare of women/Social Welfare/ Women’s education has been reported as satisfactory during the last three years;

- 7) That the organization is capable to run the Working Women hostel ;
- 8) That the organization is not run form profit to any individual or a body of individuals;
- 9) That the organization does not charge capitation or other similar fees from inmates of other states;
- 10) That the hostel building is available and is located in the locality which is good, respectable, safe and centrally located;
- 11) That the need based assessment has been conducted by the State Govt. for assessing requirement of the Working Women Hostel in the proposed locality and same hostel has been reflected in the assessment.
- 12) That the proposed hostel building conforms to the standards laid down by the State Government and suitable to be utilized as an Working Women of hostel for the capacity mentioned in the application;
- 13) That the proposed rent of the building has been assessed/evaluated and is in order;
- 14) That assistance has been or proposed to be/ has not been given by the State Govt. to the organisation for the construction of the of the hostel building;
- 15) That the organisation on a sound financial position;
- 16) That the organisation has facilities, resources, personnel and experience to run the hostel building.

The Directorate recommend that Rs.....may be sanctioned to the organisation by the State Govt. for running of Working Women Hostel in the rented building.

Signature:.....
(Name in Block letters).....
Designation:.....
Date:.....
Office stamp to be affixed.

Note: The officer signing the certificate should be the Deputy/ Joint Director rank under the Directorate of Social Welfare Assam.

Annexure-I

HALFYEARLY PROGRESS REPORT ON THE CONSTRUCTION OF THE WORKING WOMEN HOSTEL (IN RESPECT OF CONSTRUCTION OF HOTEL BUILDINGS ONLY)

HPR for the period ending September/ March of the Year

Name of the Organisation with complete address
(with FAX No. and Telephone No. and
email address

Name of the Working Women Hostel: _____
Location of the Hostel Building: _____
Complete Address & Telephone No.: _____
Date of sanction of WWH by GOA
(Indicate the Sanction No. and date): _____

S. No	Total grant approved for the project by the Govt. of Assam	Total amount of grant received by the organisation with sanction letter No. and date	Expenditure Incurred the end last half year	Expenditure Incurred by During of the half year under report	Present status of construction	Remarks
1	2	3	4	5	6	7

Place:

Signature with date----
Seal of the organisation:
Seal

Signature with date
Name of the Officer:
Seal

Annexure-II

HALFYEARLY PROGRESS REPORT(HPR) IN RESPECT OF FUNCTIONING OF THE WORKING WOMEN HOSTEL

HPR for the period ending September/ March of the Year

Name of the Organisation with complete address -----
(with email, FAX No. and Telephone No.)

Name of the Working Women Hostel: -----

Location of the Hostel Building

Complete Address & Telephone No.: -----

Date of sanction of WWH by GOA

(indicate the Sanction No. and date): -----

(A) (for hostel constructed with the grant and hostel in rented accommodation)

Sl.No.	Capacity Sanctioned		Total no of Inmates (Working Women and Children)				Total No of inmates as on 30 Sep/ 31 March	No. of working Women on Waiting List	Date (s) of the Hostel Management Committee meetings held during the period of HPR	Remarks
	Working Women	Children	SC	ST	Others	Total				

(B) (for hostels in rented accommodation only)

1. Total grant received during the year with amount and date of the last installment.
2. Total amount of rent received from Inmates:
3. Total grant received from other sources:
4. Details of staff employed -
 - (a) Hostel warden:
 - (b) Cook
 - (c) Chowkidar:
 - (d) House Keeping
5. Details of expenditure during the period ending September/ March of the Year
 - (a) Total Rent paid:
 - (b) Total salaries paid:
6. No. of complaint/ grievances received from inmates (please give details of the complaint) and action taken thereon:

Place:

Signature with date----
Seal of the organisation:
Seal

Signature with date
Name of the Officer:
Seal

Annexure-5(iv)

Area norms for the hostels to be constructed as well as hostels in rented premises

- a) Types of accommodation in the hostel may consist of single rooms, 2/ 3/ 4-seaters, and dormitories. The single and double-seater rooms may have bathroom-cum-toilet, attached or as part of the common facilities. Hostel should also have the provision of modern installations and amenities;
- b) Common facilities should include a common lounge/ recreation room, dining room/ hall, kitchen and store, and a separate block of toilets and bathroom;
- c) Accommodation for the warden, office, and any other staff if required, should be provided within the hostel building itself to facilitate supervision and guidance.
- d) Following norms should be followed for construction of hostels under this scheme:

Sr. No.	Description of Facility/ Item	Area/ Unit Prescribed
1.	Living Rooms (a) Single Room with bathroom (b) Single Room without bathroom (c) Double room with bathroom (d) Double Room without bathroom (e) Three-seater Room (f) Dormitory	(a) 8-9 sq. mt. per resident (not including bathroom) (b) 8-9 sq. mt. per resident (c) 7.5-8 sq. mt. per resident (not including bathroom) (d) 7.5-8 sq. mt. per resident (e) 7-7.5 sq. mt. per resident (f) 6-6.5 sq. mt. per resident
2.	Common Room	2 sq. mt. per resident for at least 25% of the hostel strength, subject to a maximum of 60 sq. mt.
3.	Dining Room/ Hall	1 sq. mt. per resident for 50% of the hostel strength, subject to a maximum of 40 sq. mt.
4.	Kitchen and Store	0.5 sq. mt. per diner subject to a maximum of 60 sq. mt.
5.	Common Toilets and Bathrooms (a) Bathroom (b) Toilet (c) Wash basin (d) Water closet	(a) 1 for every 6-8 residents (b) 1 for every 6-8 residents (c) 1 for every 8-10 residents (d) 1 for every 8 residents
6.	Warden's living quarters	For warden not living with family, area of two single rooms; for warden living with family/ married, not exceeding 115 sq. mt.
7.	Sick room	1 room of 9.60 sq. mt.
8.	Floor height	3.40 mts.
9.	Total built-up area	2.5 times the total living area (circulation space may be 25% of plinth area). The plinth area should be in accordance with standards laid down by the State Government/ Local Authority for similar projects
10.	Boundary wall may be provided	As per requirement

For hostels to be constructed on public land, provision of a day care centre would be mandatory. Normally, for a 100 bedded hostel provision of 30 children should be made in day care centre. The Day Care Centre should have (15-20 sq. ft) per child including a small wash room.

STANDARD OPERATION PROCEDURE IMPLEMENTATION OF THE WORKING WOMEN HOSTEL:

Introduction:- With the progressive change in the Socio-economic fabric of the country more and more women are leaving their homes in search of employment in big cities as well as urban and rural industries clusters. One of the main difficulties faced by such women is lack of safe and conveniently located accommodation.

Hon'ble Finance Minister of Assam has announced in his budget speech for Working Women Hostel in 6 Nos. of district i.e. Kamrup(M), Cachar, Jorhat, Dibrugarh, Tezpur & Bongaigaon etc. in phase manner.

Agencies/ Organisations which can apply for assistance under scheme and their Eligibility Criteria :-

- (i) State Government Agencies.
- (ii) Urban Municipal Bodies.
- (iii) Panchayat Raj Institutions
- (iv) SHGs (Self Help Groups)
- (v) Recognized colleges/ Universities
- (vi) Civil Society Organisations having proven track record of working in the fields of women's welfare/ Social welfare/ women's education subject to the condition that such Organisation is registered under the Indian Societies Registration Act, 1860 or any relevant State Act ;
 - (a) It should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down,
 - (b) It should ordinarily have been engaged in the field of women's welfare/ Social welfare/ women's education for a minimum period of three years prior to the request for grants-in-aid under the scheme,
 - (c) Its financial position should be sound and it should have facilities, resources, personnel and experience to undertake the management of such a project,
 - (d) Initial provision for accommodation of 20-25 working women should be made with a maximum of 50.
 - (e) Working Women Hostel will be meant exclusively for working women only.

RECEIPT OF APPLICATION:

An advertisement will be issued by the Director, Social Welfare inviting for application from the eligible organization/ agencies in all 33 districts of Assam and application will be received by the concerned District Social Welfare Officer duly filled in application along with all required documents. The DSWOs will place the application before the District Level Selection Committee for recommendation notified for selection of NGOs along with the minutes of the meeting and submit to the Director, Social Welfare Assam. They will select at least 3 NGOs and send it to State Level Committee.

The State Level is as follows:

- | | |
|--|------------------|
| 1. Director, Social Welfare | Chairman |
| 2. Additional Director, Social Welfare | Member Secretary |

- | | |
|---|--------|
| 3. Executive Engineer (Build. Div) | Member |
| 4. Joint Director(Women Welfare) | Member |
| 5. Concerned Branch Officer (Women Welfare) | Member |
| 6. Finance & Accounts Officer | Member |

The District Level Committee is as follows:

- | | |
|--|------------------|
| 1. Deputy Commissioner | Chairman |
| 2. District Social Welfare Officer | Member Secretary |
| 3. Executive Engineer(Building) | Member |
| 4. Chairman Municipality Board | Member |
| 6. One Woman Social Worker
(Nominated by Deputy Commissioner) | Member |

The estimate submitted by the organization duly counter signed by the P.W.D. including technical details. The organization applies only in prescribed format as per schematic norms. The proposal should be submitted in 4 sets.

TIMELINE:

1. Date of Advertisement.....
2. Last date of receipt of Application.....
3. Scrutiny of Application.....
4. Approval of District Level Committee.....
5. Submission of proposal to Director, Social Welfare.....
6. Submission of proposal to Govt. by Director.....

Procedure for Submission of Application:

- a. Each application for construction of hostel on public land should be accompanied by the required documents and as per check list annexed in Annexure –“A”.
- b. Application for setting up of working women hostel in rented building should be accompanied with a rent agreement with owner of the house and rent assessment certificate by PWD(Building).

1. The facilities provided in the hostel :- There should be facilities of living room with two-three bedded accommodation with minimum 20-25 seats in the initial stage, it may be increased up to 50 nos. seats. Kitchen, Dining Hall with mess facility, Common Hall, Visitor’s Room, Guest Room attached Toilet and Bath etc as well as Sick Room are provided in the hostel. The hostel should be provided with adequate parking space and power back up facility.

- a) **Accommodation types:** Two-three seater accommodation with common toilet and attached bathroom, each room has cup-board, cot, table and chair for each of the resident. However, the residents are required to arrange their own mattresses, bed sheets, pillow, curtains, bed cover etc.
- b) **Sick rooms** :- in case of any urgency the residents suffering from disease may avail the sick-room facility. Doctor-on-call facility should also be available.
- c) **Guest Room:-** One guest room will be provided in the hostel, booking will be given in the first come first served basis. The period of stay of the guest should not be normally more than 5-7 days. Moreover, male guest will not be allowed as guest.

- d) **Parking Space:-** Many women have their own vehicle or two-wheeler to commute to their place of work. The resident can avail parking facility in the hostel premises.
- e) **Library :-** A library should be provided in the hostel. Newspaper and periodicals only will be made available in the library by the operator.

2. Operator of the Hostel:- For managing the hostel with the condition to provide appropriate level of services in terms of up-keeping, cleanliness, Housekeeping, security, mess facility etc. The selected operator i.e. they have entered in to agreement with the Govt. to operate the hostel for a period of five years as per mutually agreed terms and conditions.

a) **Hostel Management Committee :-** A hostel Management Committee should be formed and look after the overall functioning of the hostel grievances redressal and they shall meet at frequent intervals to consider and resolve grievances of inmates.

PART-II

Hostel- Rule

3. Eligibility Criteria of residents and procedure of allotment of seats in the hostel:-
The following shall be the eligibility criteria for allotment of seat in the hostel:
- a) Allotment of seats and beds will be done only to the women belonging to the same state without any distinction with respect to caste, religion, marital status etc.
 - b) The working women shall be entitled to hostel facility provided their gross income does not exceed Rs. 30000/- (gross) per month in Metropolitan cities, Rs. 15000/- consolidated (gross) per month in other places.
 - c) No working women will allow to stay in the hostel for more than three years. In exceptional circumstances, the Govt. may recommend extension of stay recording reasons in writing for some working women beyond the three years period, subject to the condition that the total stay of women with extensions shall not exceed five years.
 - d) The application format for admission in the hostel is given at Annexure- I and medical certificate to be produced is given at Annexure- II.
4. **Application Process:-** The application may be obtained – after advertisement and it should be submitted at the office of the concerned District Social Welfare Officer.
5. **On joining the Hostel:-**
- a. No other charges other than rent electricity and mess will be charged from the residents by the operator.
 - b. In joining on or before the 15th of the month, the full month rent have to be paid.
Those joining after the 15th of the month shall pay half month fee.
 - c. Residents leaving on any day of the month shall pay full month rent.

6. Prescribed living norms:

- a) **Accommodation norms:-** The residents will be given an inventory list of items in the room which has to be endorsed at the time of taking the possession of the accommodation.
- b) Any missing or damaged items must be reported to the hostel Superintendent immediately. Otherwise, it will be assumed that all furnishings and fittings are in good

order. The residents will be responsible for and will pay for any loss or damage thereafter.

c) A resident will have to intimate the hostel Superintendent at least a month before she intends to vacate the accommodation. House check will be conducted by the hostel Superintendent at the time of handing over the Keys/possession of the room.

d) At the end of the occupational period, the management will deduct any damages/loss of inventory from the security deposit. The balance of the deposit, if any, will be refunded to the resident.

7. Norms of meal Services:- Meals will be provided in the dining area which will have an informal ambience where one can share food and experiences with other resident

- a. Resident have to be dressed appropriately when coming to dine in the dining area.
- b. Meal timing will be displayed on the notice board.
- c. Only in case of illness meals may be taken up to the room.
- d. Cooking is not allowed in the room.

8. Norms of Hostel Timing:-

a) A resident can leave the hostel anytime after 6 AM and return any time before 11 PM.

b) May avail of returning late night after recording reasons in the book kept for the purpose.

c) May stay out of the hostel after filing in the required details in the book kept for the purpose , on such occasion address of the place and the contact number has to be provided.

On return the book has to be signed.

d) Shall not use the Television after 12 at night.

e) If the resident requires to work late in the office and may undergo official tours which requires odd hours of leaving and returning to the hostel, advanced intimation may given to the operator through the employer.

9. Norms of visitors:

a) Visitors are welcome and are to be received in the visitor's lounge.

b) No male visitor will be allowed beyond the visitor's lounge.

c) Visitors cannot stay in the resident's room.

d) Visitors will have to sign in the register at the security gate upon arrival and departure.

10. Other conditions:

a. lights , fans, any other electric items to be switched off when not in use.

b. pets are not allowed in the hostel premises.

c. to ensure a healthy environment smoking, consuming alcohol, narcotics or gambling in the hostel premises is strictly prohibited.

11. Action taken in breaking the rules:-

a) First offence- written warning.

b) Second offence- Final warning with an undertaking.

c) Third offence- Immediate expulsion.

12. On leaving the hostel:-

- a) On the expiry of the terms initial or extended the resident will have to vacate the room automatically and without any notice from the hostel management. She will hand over vacant possession of the room to the hostel management.
- b) Any luggage/furniture/ personal items left by the resident upon completion of her term will be disposed of after one month of her vacating the room.
- c) A resident may not be required to leave the hotel immediately if she has quit the job, she may continue to stay between job, for a period of one month with due permission and approval of the hostel superintendent. On joining a new job, a salary slip with a letter of appointment from the new employer is to be submitted.

13. Responsibility of the resident:

- a) Valuable: the resident is responsible for ensuring the safety of the personal items. The hostel will do its best to maintain security but will not be responsible for any personal loss on the premises.
- b) Illness:- if sick, the hostel Superintendent will be informed immediately and updated on the condition. First aid is available but the hostel Superintendent will decide to call (and over rule if necessary) family/ guardian responsible in case of emergency on admit in the hospital. The resident will have to bear all related expenses, including out station calls, transport, medical care etc.

14. Selection / Recommendation of the Organisation:-

- i. That a senior Officer of Social Welfare Department has visited the organization and a copy of his/her report is attached.
- ii. That the organization is recognized and /or registered under relevant law of Govt.
- iii. That the application has been examined and it is found to be covered under the scheme.
- iv. That the hostel building for which the application is being recommended is absolutely essential in the area for the following reasons.
 - a.
 - b. to be filled up as per local area's point of view
 - c.
- v. That its work in the field of welfare of human/ social welfare/women's education has been reported as satisfactory during the last three years.
- vi. That the organisation is capable to construct and run the working women hostel.
- vii. That the organization is not run for profit to any individual or a body of individuals.
- viii. That the organization does not charge capitation or other similar fees from the inmates of other states.
- ix. That the public land for the construction of the hostel building is available and is located in the locality which is good, respectable, safe and centrally located.
- x. That the need based assessment has been conducted by the state Govt. for assessing requirements of the Working Women hostel in the proposed locality and same hostel has been reflected in the assessment.
- xi. That assistance has been or proposed to be / has not been given by the State Govt. to the construction of the hostel building.
- xii. That the organisation is on a sound Financial position.

- xiii. That the organisation has facilities, resources, personnel and experience to initiate construction of the hostel building and the balance expenditure will be made by the organisation.

Sd/-
Director,
Social Welfare Assam,
Uzanbazar, Guwahati-1