

GOVERNMENT OF INDIA
MINISTRY OF WOMEN AND CHILD DEVELOPMENT

WORKING WOMEN HOSTEL
A Scheme to Provide Safe and Affordable Accommodation to Working Women
(As amended June, 2015)

SCHEME FOR WORKING WOMEN HOSTEL

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1. 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 industrial clusters. 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. To achieve this objective, the scheme will assist 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 hostel with their mothers.

3. Beneficiaries

Following categories of working women and their children will be 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 will be entitled to hostel facilities provided their gross income does not exceed Rs. 50,000/- consolidated (gross) per month in metropolitan cities, or Rs 35,000/- consolidated (gross) per month, in any other place. 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 will charge 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 7 ½ % 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 will be accommodated in single/ double bed rooms instead of dormitory.

No working woman will be allowed to stay in a hostel, assisted under this scheme for more than three years. In exceptional circumstances, the District Women's Welfare Committee (DWWC) 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/ 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.
- (c) One-time non-recurring grant at the rate of Rs.7500/- per inmate 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 instalment 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) A matching grant (50:50) for building construction may be offered to the corporate houses under the Scheme on public land only. For the component of corporate partnership, a Tripartite MoU indicating financial contribution of each partner along with responsibilities of monitoring and periodic evaluation of the scheme shall be signed among the Govt. of India, State Govt. and the partner organisation as and when such proposal is received. A model tripartite MoU will be developed in due course in this regard.

- (f) The inter-se allocation for plan fund under this scheme shall be in the ratio of 87% for construction grant including furnishing, 10% for rented accommodation and upto 3% for inspection/ monitoring of the projects sanctioned under the Scheme. However, Ministry of WCD shall have discretion to change inter-se allocation, if required.

6. Additional grant on account of escalation in construction cost

No request for additional fund over and above the estimate provided in the application will be entertained. However, during execution of the construction work, if the structure under construction or a part thereof gets damaged due to natural calamity which has been declared so by the National Disaster Management Authority or concerned State Disaster Management Authority, additional grant for undertaking repair/ restoration work can be allowed by the Project Sanctioning Committee on an application made for such assistance.

7. 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 Bodies including Cantonment Boards
- (iii) Panchayati 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 organization is registered under the Indian Societies Registration Act, 1860 or any relevant State Act; Public Trusts registered under any law for the time being in force, and Co- operative institutions meeting the following criteria:
 - (a) It should be either recognized by the State/ UT administration under any existing scheme/law or 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/ Union Territory 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) It should run the hostel and the Day-care Centre for pre-school children on a no-profit basis.
- (vii) Corporate or associations like CII, ASSOCHAM, FICCI 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.
- (viii) Ministry of Women and Child Development and the State Governments 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.

8. Guidelines for Implementing Agencies

- (i) Application for assistance under the scheme should be made keeping in view the number of expected beneficiaries in the area.
- (ii) Meaning of public land for the purpose of scheme is the land owned by Central/ State/ Local Government 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/UT government should certify 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 India 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 President of India, 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) The applicant should be clear that the hostel is meant for use by working women whose income does not exceed Rs. 50,000/- consolidated (gross) per month in metropolitan cities or Rs. 35,000/- consolidated (gross) per month in any other city/ town/ place. Women from disadvantaged sections of the society falling within this category should be given preference.

(vii) 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.

(viii) 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.

(ix) 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.

(x) Normally, once the proposal is sanctioned, the hostel building shall be constructed in accordance with the plan approved by the Ministry (PSC), and no change in the plan shall ordinarily be made. The organization should therefore fully assure itself about the building plan before submitting proposal to the Ministry. However, in unavoidable circumstances, if the change of the building plan is necessary, the same by giving justified reason for changes of building plan properly certified by the State PWD may be forwarded to the Ministry for consideration of the PSC. In case the PSC is not satisfied with the reasons for the change of plan, the Ministry may withdraw the project from the organization and ask it to refund of grant with interest.

(xi) 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.

(xii) 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 of India.

(xiii) In addition to this, in case of any violation or breach of any provisions of the scheme by the civil society groups/ public trusts/ cooperatives/ corporate bodies, the State Government/ District Women's Welfare Committee may also initiate criminal proceedings by lodging an FIR against the defaulting implementing agency, and take strict legal action in order to recover the grant with a penal rate of interest as agreed in the bond furnished before the release of grant. Recovery of pending amount can also be made as if it were arrears of land revenue.

(xiv) 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 Ministry of Women & Child Development;

(xv) 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 Ministry shall be mandatory.

(xvi) 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 instalment of grant-in-aid unless extension is granted by the Ministry of Women & Child Development.

(xvii) Competitive rates should be obtained before construction work is entrusted to any individual or body.

(xviii) 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 Govt., the assessment of the Central grant will normally be made after taking into account the grant received from such official sources.

(xix) The implementing agency shall prominently display on the building, the name of the hostel and the endorsement "Assisted by the Ministry of Women and Child Development, Government of India", in English and Hindi/ Official language of the State or region.

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

(xxi) 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.

(xxii) 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.

(xxiii) 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.

(xxiv) 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 of India. 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 of India.

(xxv) Any unspent portion of the grant shall be refunded to the Government of India at once.

(xxvi) The implementing agency shall ensure that the hostel is open for inspection by an officer of the State PWD or of the CPWD or any other officers/ agencies/ persons 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 implementing agency to carry out instruction, if any, which may be issued in this behalf by the Central Government or the State Government as the case may be.

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

(xxviii) 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.

(xxix) The implementing agency, through the hostel staff, should encourage group activities for the residents and attempt to provide guidance to them as and when needed.

(xxx) Ex-servicemen may be considered for gainful re-employment on watch and ward duties in the working women's hostels.

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

- 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.

- The Day care centre should be clean and well-ventilated. Adequate and safe play area outside the centre, with some play and reading materials 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

9. Procedure for Submission of Applications

(a) First time, application in the prescribed form complete in all respect and duly approved by the District Women's Welfare Committee, should be submitted to the Ministry of Women and Child Development, Government of India, Shastri Bhavan, New Delhi through the concerned State Level Empowered Committee (SLEC).

(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 and their PAN Card Details;
- (iii) Copy of the Annual Reports for the last three years;
- (iv) Audited accounts of the organization including auditors 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 State PWD/ District Collector, 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 as assessed by the State PWD/ District Collector. 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.

10. Authorities concerned with the Scheme

(a) The **Project Sanctioning Committee (PSC)** of the Ministry of Women & Child Development shall be the final authority for accepting, reviewing, and 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. Secretary, Ministry of Women and Child Development (Chairman)
2. Financial Advisor, Ministry of Women and Child Development
3. Secretary in charge of Women and Child Development Department/ relevant Department of the concerned State Government or his/ her representative.
4. Joint Secretary of the concerned bureau of the Ministry of WCD
5. Director/ Deputy Secretary dealing with the Scheme of working women hostel
6. Director (Works), CPWD or its representative

(b) The State Government, through a State Level Empowered Committee (SLEC) which may be constituted for this purpose by the State, will be responsible for undertaking needs assessment for working women's hostels under the scheme in their state, recommending proposals *suo moto*, and dissemination of information on availability of hostels under the scheme. The State Level Empowered Committee shall be constituted under the chairmanship of Secretary, Department of women and child development or the Department dealing with the subject matter of welfare of women and children. Other members of SLEC shall be selected by the concerned Secretary of the State Govt. (i.e. Chairman of the SLEC.)

(c) District Women's Welfare Committees (DWWC) shall be established by every state in every district, with the responsibility of assisting the State 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 instalments of the grant, and undertaking periodic monitoring of the functioning of hostels in their district, as provided under the scheme. The DWWC shall be headed by the District Collector/ District Magistrate/ Municipal Commissioner as the case may be, and shall have 6 other members, including

- Superintendent of Police
- District Social Welfare Officer/ Probation Officer/ any other State Government representative,
- PWD Engineer
- Representative of District Legal Services Authority
- Representative of an NGO working in the district, which has not proposed or is implementing a project under this Scheme
- Other eminent persons of the district at the discretion of District Collector/ District Magistrate/ Municipal Commissioner or the competent district authority.

Provided that at least two members of the DWWC shall be women.

11. 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 instalments, 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 instalment of 10% of the construction cost.

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

Requests for release of second instalment will be accompanied by:

- i) A certificate from the concerned District Women's Welfare Committees (DWWC) 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 instalment(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) Dated Postcard-sized colour 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 Ministry of Women and Child Development in both Hindi/ Official language of the state and English.

- (c) The third and final instalment of 10% along with the one-time 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/ CPWD/ 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) Dated photographs 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 Ministry of Women and Child Development.
 - iv) Inspection Report from the DWWC, 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- release 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 instalment of first year only.

(a) First instalment 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 Ministry of Women and Child Development.

(b) Second year instalment will be released on submission of following documents:

- i. Utilization Certificate along with audited accounts of the previous instalment.
- ii. Inspection Report by the DWWC 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 State Government for the release of the second instalment to the organisation.
- iii. The DWWC may also send directly to the Ministry a report recommending the release of the next year instalment along with the documents as prescribed in (b) (i) & (ii) above, with copy endorsed to the State

Government.

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.

12. Guidelines for District, State and Central State and District Authorities

(i) The State Government should ensure that public land for working women's hostels is earmarked in all new institutional areas and economic zones being set up in the states, 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/ UT 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 as part of town and country planning by the State/UT Government through the district administration. Recommendation for this purpose may be made by the DWWC 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 of providing support services 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 Governments 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 Central Government may also undertake or request the concerned State Government to undertake needs assessment, and ensure earmarking and allocation of public land for the purpose of construction of hostel or hostel on rented premises.

13. Evaluation and Monitoring of the Scheme

Regular monitoring of the functioning of the hostels under this scheme shall be the responsibility of the District Women's Welfare Committee. Half-Yearly report on the implementation of the scheme as prescribed in the scheme shall be sent to the Ministry by the DWWC, with a copy to 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 DWWC. 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

The Ministry of Women and Child Development will put in place an effective mechanism for inspection/ monitoring of the projects sanctioned under the Scheme, for which upto 3% of the cost of the Scheme can be incurred. It may commission third party evaluation of the scheme at all India level after every 5 years. The State Governments may also be allowed to commission any evaluation study for which a need is felt by the State Government. The State Government may submit a proposal for the evaluation study in advance to the Government of India for approval and funding under the scheme.

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

From: _____

Pin Code :

To,

The Secretary to the Government of India
Ministry of Women and Child Development
Shastri Bhawan, New Delhi-110001

Through: The Secretary to the Government of _____
Department of _____

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

Sir,

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 India;
- (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 Govt. Of India or the State Government. These will also be subject to a test check by the Comptroller & Auditor General of India;

- (e) If the Central Government or 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 India may stop payment of further instalments of the grant and will be free to recover the grants already sanctioned along with penal interest in such number of instalments, 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 instalment of grant-in-aid unless extension is granted by the Government of India;
- (h) There shall not be any Change in building plan once approved by the Ministry;
- (i) Progress Reports on the construction/ maintenance/ expansion/ strengthening of the hostel project shall be furnished regularly to the Central Government and the State Government. The organisation shall also furnish progress reports on the running of the Hostel to the Central Govt./ State Govt. 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 India
Ministry of Women and Child Development**

**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)
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):_____
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 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 ? 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

Amount of grant received from MWCD
(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 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 Other facilities				

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 State Government/ Union Territory Administration

The application from _____
(name of the organisation) is forwarded duly recommend to the Ministry of Women and Child Development, Government of India 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 organisation is recognized and/ or registered under relevant law of Govt.
- 3. That the application has been examined and it is found to be covered under the scheme;
- 4. That the hostel building 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 of -----working 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 for profit to any individual or a body of individuals;
9. That the organisation does not charge capitation or other similar fees from inmates of other States;
10. That the public land for the construction of 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 government 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 Government to the organisation for the construction of the hostel building;
13. That the organisation is 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/ Union Territory Administration recommend that the grant of Rs.----- may be sanctioned to the organisation by the Ministry of Women and Child Development for the construction/ expansion/ maintenance/ strengthening (as the case may be) of working women hostel building.

The State Government also assures to the Govt. Of India that it will monitor the progress of construction/ expansion/ maintenance/ strengthening (as the case may be) to the hostel building, inspect the functioning of the hostel and will submit report to the MWCD regularly.

Signature: _____

(Name in block letters) _____

Designation: _____

Date:- _____

Office Stamp to be affixed

Note: The officer signing the certificate should be the Secretary to the concerned Department or a designated nominee (not below the rank of Under Secretary to the State Govt. / UT)

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

From: _____

Pin Code :

To,

The Secretary to the Government of
India Ministry of Women and Child
Development Shastri Bhawan, New
Delhi-110001

Through: The Secretary to the Government of _____ Department of _____

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 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 India;
- (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 Govt. Of India or the State Government. These will also be subject to a test check by the Comptroller & Auditor General of India.

- (d) If the Central Government or 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 India may stop payment of further instalments of the grant and will be free to recover the grants already sanctioned along with penal interest in such number of instalments, 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 Central Govt./ State Govt. on regular basis or as prescribed in the scheme.

Encl: Application

Yours faithfully,

(Signature)

Name in block letter

Date

Designation

Government of India
Ministry of Women and Child Development

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) _____
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 MWCD? 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

Amount of grant received from MWCD
(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	Day Care centre 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 India

(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.

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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 Ministry before the release of fund.
- (k) List of additional papers, if any:
- (l) Additional Information, if any:

Part- V - Recommendation of the State Government/ Union Territory Administration

The application from _____ (name of the organisation) is forwarded duly recommend to the Ministry of Women and Child Development, Government of India 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 organisation is recognized and/ or registered under relevant law of Govt.
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 of -----working 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 run the working women hostel;
8. That the organisation is not run for profit to any individual or a body of individuals;
9. That the organisation 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 government 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 Government to the organisation for the construction of the hostel building;
15. That the organisation is on a sound financial position;
16. That the organisation has facilities, resources, personnel and experience to run the hostel building

The State Government/ Union Territory Administration recommend that Rs.---
----- may be sanctioned to the organisation by the Ministry of Women and Child Development for running of working women hostel in the rented building.

The State Government also assures to the Government of India that it will monitor and inspect the functioning of the hostel and submit report to the MWCD regularly.

Signature: _____
(Name in block letters) _____
Designation: _____
Date:- _____
Office Stamp to be affixed

Note: The officer signing the certificate should be the Secretary to the concerned Department or a designated nominee (not below the rank of Under Secretary to the State Govt./ UT

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. _____)

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

S. No.	Total grant approved for the project by the Govt. of India	Total amount of grant received by the organisation with sanction letter No. and date	Expenditure incurred by the end of last half year	Expenditure incurred during 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

HALEYEARLY 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 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 GOI
(indicate the Sanction No. and date): _____

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

S.No.	Sanctioned Capacity		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				
1	2	3	4	5	6	7	8	9	10	11

(B) (for hostels in rented accommodation only)

1. Total grant received during the year with amount and date of the last instalment
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-III

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.
6.	Sick room	1 room of 9.60 sq. mt.
7.	Floor height	3.40 mts.
8.	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
9.	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.