

TERMS AND CONDITIONS FOR CONSTRUCTION EXPANSION OF HOSTEL BUILDING FOR WORKING WOMEN DAY-CARE CENTRE

1. The grant to the extent of 90% of the total assistance approved shall be paid in four installments depending upon the progress in the construction of the said project and upon the sum spent by the voluntary organisation. The second and subsequent installments of the grant shall be released subject to availability of funds only when the organisation has spent the previous installment along with its own share of cost and the request for release of these installments is accompanied by a certificate from a Chartered Accountant indicating the total expenditure incurred on the construction of the building upto date. A quarterly progress report on construction and expenditure will also be sent to this Ministry regularly. The remaining 10% of the grant will be released on production of completion documents mentioned in para 5 below.
2. That the additional amount involved in the completion of the project shall be found by the voluntary organisation from its own resources and the Government of India will not be liable to pay any additional amount under any circumstances.
3. That the project shall be constructed strictly in accordance with the plans and estimate approved by the State Public Works Departments and that no change shall be made in the plan without the prior approval of the Ministry of Human Resource Development Department of Women & Child Development, Govt. of India.
4. That the project shall be completed as soon as possible and in any case not later than 24 months from the date of receipt of the first installment of grant in aid unless special extension is granted by the Govt. of India
5. That after completion of the project the voluntary organisation shall furnish to the Central Government copies of the following documents -
 - (a) A Certificate from the State PWD to the effect that the project has been completed in accordance with the approved plans and estimates.
 - (b) A statement of expenditure incurred on the project duly audited by the authorised auditors of the voluntary organisations. 10% of the will be released on receipt of these documents.
6. That the head of Organisation shall ensure that the building is thrown open to inspection by an officer of the State PWD or CPWD or any other Officer designated, for the purpose by Central Govt./State Govt./Union Territory Administration or Central Social Welfare Board, or State Social Welfare Advisory Board, both during the period of construction and after it is completed.

It shall be the duty of the Head of the Organisation to carry out any instruction that may be given by any such designation Officer of the Central Govt. or Union Territory Administration or representative of the Central Social Welfare Board or State Social Advisory Board as the case may be with regard to the construction of Working Women Hostels or relating to the running & maintenance of the Hostel.

7. That any unutilised portion of the grant shall be refunded to the Central Government forthwith.
8. That the organisation shall maintain separate accounts in respect of this project and shall submit the same duly audited by its authorised auditors along with utilisation certificate.
9. That the accounts shall always be open to check by an officer of the Central of State Government deputed for the purpose and shall also be open to test check by the Controller and Auditor General of India at his discretion.
10. That the organisation shall maintain an audited record of all assets acquired wholly or substantially out of Govt. grant. Such assets shall not be disposed of encumbered or utilised for purpose other than those for which the grant has been given, without prior sanction of the Government of India.
11. That the organisation shall execute a bond in the approved form for an amount equal to Government grant, securing to the Government of India a prior lien on the building for the recovery of the amount paid as grant if the building ceases to be used as a hostel for working women.
12. That the hostel accommodation constructed under the scheme shall be open to admission to all working women with an income not exceeding Rs.5,000/- (consolidated) per month without any distinction of religion. Caste, race, place of birth language or any of them. The Working women belonging to Scheduled Castes and Scheduled Tribes and the Handicapped women (see definition in annexure) shall be given preference in the matter of allotment of accommodation in the hostel. 15% and 7 1/2% seats in the hostel shall be reserved for the Scheduled Castes and Scheduled Tribes respectively.
13. That an inmate would be allowed to Stay in a Hostel for a period of five years. No extension beyond five years shall be granted to an inmate.
14. The Organisation/Institution may charge from residents of the Working Women's Hostels reasonable Rent/License Fee not exceeding 15% of their total emoluments in the case of single bedrooms, 10% of their total emoluments in the case of double bed rooms & 7 1/2% of the total emoluments in the case of other accommodation. As an alternative, the maximum Rent/License Fee may be realized from the inmates based upon the classification of the cities as follows:

Sl. No.	Type of Accommodation	Type of Cities	Rent/License Fee to be charged
1	Single Bedroom	A Class City B Class Others	Rs.300/- Rs-250/-Rs.200/-
2	Double Room	A Class City B Class Others	Rs.300/- Rs-150/-Rs.200/-
3	Dormitories	A Class City B Class Others	Rs.100/- Rs-75/-Rs.50/-

Rent/License Fee does not include expenses on mess, water and electricity charges and maintenance of the furniture. The charges for these items should be on 'No Profit No loss' basis, Fees charged from children in the Day Care Centre should not be more than 5% of the emolument of the parents or the actual expenditure, whichever is less.

15. (a) That the organisation shall set up the Hostel Committee for the Management of the Hostel in which a representative of the State Government/Union Territory Administration and a representative of the inmates of the Hostel will be included.
- (b) The hostel committee so constituted will lay down the rules and regulations for the admission of residents to the hostel and for the hostel administration laying down the form of application, procedure, rent/license fee & charges etc.
- (c) The meeting of the Hostel Management Committee will be convened as frequently as possible atleast once in three months.
16. That the organisation on completion of the Working Women's Hostel would submit a Quarterly Progress Report about the functioning of the Working Women's Hostel to the State Government/Union Territory Administrations.
17. The organisation shall ensure that the rates of construction to be adopted are not in excess of the schedule of rates of the PWD of the State concerned. In the event of any excess the organization shall be required to refund the difference proportionately to the Government.
18. The organisation shall mention on the name board of the Hostel and the Day-Care Centre that it has been constructed with the assistance from the "Government of India, Department of Women and Child Development".
19. The organisation shall also display on the Notice Board and application from the following conditions:

1. The hostel provides accommodation to working women whose income does not exceed Rs.5,000/- (Consolidated) per month.
2. Rent/Licence Fee not exceeding 15% of the total emoluments in the case of single bedrooms,10% of the total emoluments in the case of double bedrooms.and 7 1/2% of the total emoluments in the case of other rooms shall be charged from the inmates.

OR

Rent/Licence Fee to be charged as follows:

Sl. No.	Type of Accommodation	Type of Cities	Rent/Licence Fee to be charged
1	Single Bedroom	A Class City B Class Others	Rs.300/- Rs-250/-Rs.200/-
2	Double Room	A Class City B Class Others	Rs.300/- Rs-150/-Rs.200/-
3	Dormitories	A Class City B Class Others	Rs.100/- Rs-75/-Rs.50/-

- iii) Fees from children in the Day-care centre not to exceed 5% of the emoluments of the parentor actual expenditure whichever is less.
- iv) The hostel/Day-Care Centre shall be open to working women to all categories without any discrimination.