

GRANT IN AID TO WORKING WOMEN'S HOSTEL

APPLICATION FOR GRANT-IN-AID UNDER THE CENTRAL SCHEME FOR
CONSTRUCTION OF HOSTEL BUILDING FOR WORKING WOMEN WITH A
DAY-CARE CENTRE

From

To

The Secretary to the Government of India,
Department of Women & Child Development,
Shastri Bhavan,
New Delhi,

Through

The Secretary to the Government of
Department of

Sub: Grant-in-aid under the Central Scheme of Assistance for
construction/expansion of hostel building for working women
with a Day-Care Centre.

Sir,

I submit herewith an application for a grant under the Scheme of 'Assistance for construction/expansion of hostel building for working women. I have read the rules and regulations of the Scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:

- (a) All assets acquired wholly or substantially out of the Central grant shall not be encumbered or disposed of or utilised for purpose other than those for which grant is given, should the institution/organisation cease to exist at any time, such properties shall revert to the Government of India.
- (b) The accounts of the hostel building will be maintained properly and separately. These will be open to check by an officer deputed by the Government of India or the State Government. These will also be subject to test check by the Comptroller and Auditor General of India at his discretion.
- (c) 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 by the Govt. of India may stop payment of further Installments of the grant and

will be free to recover the amount already sanctioned in such a manner as it may deem appropriate.

- (d) The Organisation/Institution etc. shall exercise reasonable economy in the expenditure on construction of the building.
- (e) The building shall be completed not later than 24 months from the date of receipt of the first Installment of grant-in-aid unless extension is granted by the Government of India:
- (f) No change in the plan of the building shall be made without the approval of the Government of India:
- (g) Quarterly Progress Report on the project shall be furnished regularly to the Central Government through the State Government/Local Administration. The first report will be due on the expiry of three months from the date of letter sanctioning the first installment of the grant-in-aid.
- (h) The Organisation/Institution will be arthe balance of the estimated expenditure on the project either from own resources or with the help of assistance from State Government.

Yours faithfully,

* Encl: Application

(Signature)

(NAME IN BLOCK LETTERS)

Designation

Dated:

(Office Stamp)

(TO BE SUBMITTED IN DUPLICATE)

**GOVERNMENT OF INDIA
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT**

Central Scheme of Assistance for Construction/Expansion of Hostel Building for Working Women with a Day Care Centre.

SUPPLEMENT TO THE APPLICATION FORM

PART: I

Note : Application received in an incomplete form or after the prescribed date will not be entertained.

(To be completed by the applicant)

1. Name of Organisation/Institution
2. Brief history of organisation/Institution and description of its objects and activities
3. Whether recognised by the State Govt.
4. Whether the organisation / Institution is registered under Indian Societies Registration Act, 1860 (Act XXI of 1860) of corresponding State Acts, or it is managed by a Trust or Body of Trustees.

(Details of registration with the Name of Act)

5. Whether the organisation/Institution is managed by Central Government/State Govt. or Local Body.
6. Whether the organisation/institution is of All-India Character. If so, give the nature of its All-India activities
7. Whether organisation/Institution has already a hostel if so, whether in its own or in a rented building stating number of inmates
8. Number of working women for whom hostel is intended to be constructed and also the number of the pre-school children for whom the Day-Care Centre is proposed.
9. Likely date of commencement and completion of hostel building
10. 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
11. Justification of the project indicating the outstanding features which entitled it to Central Assistance
12. (a) Total estimated expenditure on the Project
 - (b) Amount of grant required from the Government of India
 - (c) Source(s) from which the balance expenditure is proposed to be met
13. Whether necessary land for the proposed building is available if so, give details in India (location and area) with evidence for ownership
14. (a) Details of plinth area to be constructed in relation to the number of working women for whom construction to be undertaken including number of rooms with capacity

- number of floors toilets and common facilities.
- (b) Whether plinth area is according to the standard laid down by the State Govt/Local Admn. for similar projects
- (c) Whether trained staff and other suitable facilities for undertaking construction are available, if so, give details,
15. Whether the Institution/Organisation is in a position to meet the balance expenditure, if so, indicate the source(s)
16. List of Papers/Statements to be attached :
- (a) Prospectus of the Voluntary Organisation/Institution of brief description of its object and activities:
- (b) Construction of the Organisation/Institution;
- (c) Constitution of the Board of Management and the particulars of each member:
- (d) Copy of the latest available Annual Report.
- (e) Detailed Structural Financial estimates of the hostel building, giving item-wise details of recurring and non-recurring expenditure and the sources from which the remaining funds will be obtained:
- (f) Information relating to the grants received from promised by or the requests made to other bodies, e.g. State Governments. Local Bodies, etc. for the constructions of the proposed hostel building. The decisions of these bodies on such requests would be communicated to them.
- (g) A statement of the full receipts and expenditure of the voluntary organisation/Institution for the last two years and a copy of the balance sheet for the previous year certified by authorized auditors/Chartered Accountants.
- (h) A copy of the site-plan of the proposed hostel building with a certificate from the local municipal authorities that the construction of the building has been permitted.
- (i) A certificate to the effect that the rates of construction to be adopted are not in excess of the scheduled of rates of the PWD of the State

concerned duly countersigned by the Head Of
the State PWD concerned or its nominee:

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

17. List of additional papers, if any :

18. Additional information, if any :

Dated:

(Signature):

(Name in Block Letters):

Designation:

(Office Stamp)