

*A Ready Reckoner for Applicants*

&

# **Standard Operating Procedure**

**For Management of Working Women's Hostel**

**SAKHI NIWAS**

*A Safe Home .... Away From Home*

**Implementing Agency: JEETA, Deogarh**  
**Under the Support & Supervision of**  
**District Administration, Deogarh**

# A Ready Reckoner for Applicants and SoP for Management of SAKHI NIWAS

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**PART-I : General Information**

**[A] SAKHI NIWAS [Working Women's Hostel] - Key Objectives behind the Initiative :**

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 Sakhi Niwas - Working Women Hostel will fill this critical gap. This is also necessary in view of increased demand for Working Women Hostels (WWHs) due to changing preferences leading to more Women entering employment workforce and migrating to employment hubs.

**[B] SAKHI NIWAS in Deogarh :**

The District Administration , Deogarh is running SAKHI NIWAS – The Working Women Hostel [WWH] in the Pradhanpat Road , Ward No-11 [Near Post Office] through the Implementing Agency JEETA NGO , Deogarh to provide a safe and secure place for the working women away from their native place/homes with all functional facilities like accommodation, food, day-care facility for their children ,wherever possible, on nominal cost basis.

**[C] Institutional Arrangement & Administration of SAKHI NIWAS :**

The overall implementation of the Scheme at District level will be done by a Committee headed by District Magistrate/ District Collector. The committee will be have officers in charge of the Women and Child Development department (DPOo/DWEO/DCPO etc) as its secretariat. The other members of the Committee would be nominated by the District Collector drawing officers from concerned departments like education, health, police, and skill development, Banks /F.Is. etc. on the similar lines as State level Committee.

**[D] Target Beneficiaries:**

The facility of SAKHI NIWAS can be availed by any Working Women / Women under Training, who may be

- single,
- widowed,
- divorced,
- separated or married (whose immediate family does not reside in the same city/area).
- Preference will be given to women from disadvantaged sections of the society.
- Special preference would be given to beneficiaries with physical disabilities, in case there is shortage of accommodation,

- In the hostel if there is vacancy available after accommodating working women , then Women who are under training for a job will also be considered for accommodation provided that the total training period does not exceed one year. The number of women under training for job should not exceed 30% of the total capacity of the Hostel.
- In case of number of women seeking admission exceeded the capacity of the hostel, waiting List will be maintained.
- Girls up to the age of 18 years and boys up to the age of 12 years, accompanying working mothers will be provided accommodation with their mothers subjected to availability of double sharing room / dormitory.
- Working mothers may also avail of the services of the Day Care Centre, as prescribed under the scheme.

## **PART-II : Eligibility , Application & Selection Procedures**

### **[A] Eligibility criteria of the residents and procedure of allotment of seats in the Hostel in SAKHI NIWAS :**

The Eligibility criteria of Working Women / Women under Training for allotment of rooms in the SAKHI NIWAS is as below -

- Allotment of seats/ beds will be done only to the women belonging to India without any distinction with respect to caste, religion, marital status etc presently working or under training in Deogarh District.
- The gross income of the beneficiaries should not exceed Rs 35,000/-consolidated (gross) per month.
- The income ceiling can be relaxed by District Magistrate or any other authorized officer based on the local requirement and subject to availability of accommodation.
- 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.
- As far as possible, women with children are accommodated in single/ double bedrooms instead of dormitory.

### **[B] Duration of Stay in the SAKHI NIWAS :**

- No working woman is allowed to stay in a hostel, assisted under this scheme for more than 3(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 1 (One) year at one time, and that the total stay of the woman, with extensions, shall not exceed 5(five) years.

### **[C] Application Procedure:**

The Application Format and other requirements for admission in the hostel is available in the web portal i.e. [www.deogarh.nic.in](http://www.deogarh.nic.in) or in the Office of the District Social Welfare Officer [DSWO] .

Eligible Applicants may apply in the Office of DSWO with following documents

- a. Application Form with passport photograph ,**
- b. Medical Fitness Certificate ,**
- c. Identity Proof ,**
- d. Employer's Certification with Salary Statement.**

**Application Form is attached as ANNEXURE- A**

### **[D] Selection Procedure :**

The Employer / Head of the Office [Where the Working Women is engaged] will recommend the applications for admission with certified salary statement of the Applicant. If the nos. of application is more than sanctioned capacity of the Hostel, selection of the inmates will be finalized through lottery in presence of appropriate authority. In vacancy arise in the middle of the session, then admission will be done on "first come first serve" basis. Final decision will be taken by the SAKHI NIWAS Managing Committee chaired by the District Collector or any Official authorized by District Collector , after due scrutiny.

The allotment of room has to be followed up with immediate deposit of 1(one) month advance security deposit and the Hostel has to be occupied within 15 days after being made available or else the allotment will be automatically cancelled and the amount deposited shall be forfeited. On the day of occupation, the resident has to deposit the rent for current month.

## **PART-III: Rent & Other Charges**

### **[A] Payment of Rent & Other Charges by the Inmates :**

#### **[i] Monthly Hostel Charge :**

The implementing agency may charge from the residents of the working women's hostel a reasonable rent not exceeding 15% of their total emoluments/gross salary in the case of single bedrooms, 10% in case of the double bedrooms and 7.5% 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 lowest rent charged from any of the working women residing in the same facility.

Type of Stay	Monthly Rent	Condition
Single Room	Not exceeding 15% of emolument /gross salary	Subjected to availability
Double Sharing Room	10% of emolument /gross salary	Subjected to availability
Triple / Dormitory	7.5% of emolument / gross salary	Subjected to availability

**[ii] Monthly Mess charges & Food Menu : Rs.130/- per Day per Head  
(Breakfast – Rs. 30/-, Lunch – Rs.60/- & Dinner – Rs. 40/-)**

Day	BREAKFAST Time-6.30 to 9.am	LUNCH Time-1.30pm to 2.30pm	DINNER Time-8.30 pm to 10.00pm
Monday	Suji/Chuda Upama, Matar Curry	Rice,Dal,Mix Veg,Salad,Saga	Rice/Roti, Dalma,Bhaja, Achar
Tuesday	Puri/Roti & Allu dam,	Rice,Dal,Paneer Curry,Khata,Bhaja	Rice/Roti, Dal, Vegitable (seasonal) Curry
Wednesday	Millet Chakuli /Roti & Dalma	Rice,Dal, Fish Curry / Mushroom, Salad	Rice/Roti, Egg Curry/Mix Veg Curry,Achar
Thursday	Edli/Motar Curry	Rice,Dalama,Khata, Khiri,Pampad	Rice/Roti,Tadka, Bhaja,Achar
Friday	Roti/Chakuli, Santula	Rice,Dal,Saga,Salad, Chicken/Mushroom	Rice/Roti,Potala Allu Curry,Dal,Achar
Saturday	Parata/ Roti, Allu Dam	Rice, Dal, Dahi Baigan, Mix Veg	Rice/Roti, Mixed Veg Curry/Soyabin Curry, Achar
Sunday	Bread, Butter/Jam, two boiled egg.	Rice, Dal, Chicken/ Panner, Salad	Rice/Roti,Dalma,Bhaja, Achar

**N.B.: During festival, the non-veg item will be replaced with Paneer/Mushroom curry.**

**[iii] Payment of crèche charges:**

The working mothers living in the hostel will have to pay charges for crèche separately based on the actual cost of running the crèche facility incurred by the operator / implementing agency in case the facility is availed.

### **On Joining the Hostel**

1. No other charges except rent and mess will be charged from the residents by SAKHI NIWAS.
2. Residents leaving on any day of the month shall pay the full month's rent & avail the clearance certificate from the Superintendent of the Hostel.

## **PART-IV : Rules & Regulations of SAKHI NIWAS**

### **[A] Prescribed Living Norms/ Accommodation norms**

1. The resident will be given an inventory list of the items in the room which has to be endorsed at the time of taking possession of the accommodation.
2. 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 resident will be responsible for and will pay for any loss or damage thereafter.
3. 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 Hostel Superintendent at the time of handing over the keys/possession of the room.
4. 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.

### **[B] Norms of Meal services:**

Meals will be provided in the dining area. No room service is allowed.

- (i) Meal timings will be displayed on the notice board.
- (ii) Only in case of illness meals may be allowed to taken up to the room.
- (iii) Crockery, glassware or utensils should not be taken away from the mess for personal use.
- (iv) Cooking is not allowed in the room,
- (v) For Cancellation of Meal, the Inmate to inform before 2 Days.
- (vi) If any inmate skips any Breakfast/Lunch/Dinner for the entire month with prior intimation to the Superintendent, then the amount will be exempted/not charged towards mess charge. However, amount will be charged for skipping of any Breakfast/Lunch/Dinner for any particular day of the month.

### **[C] Norms of Hostel Timings-**

A Resident

- a) One can leave the hostel for duty after 06.00 a.m. and return by 8.00 p.m.
- b) May avail of returning late nights till 10 pm taking prior permission from Hostel Superintendent after recording reasons in the book kept for the purpose. On these evenings the returning time can exceed till 10.00p.m.
- c) May stay out of the hostel after taking prior permission from Hostel Superintendent after recording reasons in the register kept for the purpose. On such occasion address of the place and the contact number has to be provided. On return the register has to be signed.

- d) If the resident requires to undergo official tours which would require odd hours of leaving and returning to the Hostel, advance intimation with proper documentation attached with application may be given to the Hostel Superintendent.

**[D] Norms for Visitors**

1. Visitors are welcome and are to be received in the visitors lounge / reception.
2. No male visitor will be allowed beyond the visitor's lounge / reception.
3. Visitors cannot stay in the Resident's room.
4. Visitors will have to sign in the register at the security gate upon arrival and departure.
5. Residents shall not allow their guests or visitors to create any disturbance or other nuisance in the hostel premises that will interfere in the wellbeing of others.

**[E] Other conditions:**

1. Lights, fans, any other electric items to be switched off when not in use.
2. Duplication of keys is prohibited and unauthorized entry to a room is a serious offence. Trespassers will be strictly prohibited.
3. Pets are not allowed in the premises.
4. To ensure a healthy environment smoking, consuming alcohol, narcotics or gambling on the premises is strictly prohibited.

**[F] Action for breaking the Hostel Rules:-**

- First Offence- Written warning
- Second Offence- Final warning with an undertaking
- Third Offence-Immediate expulsion.

**[G] In case of following unlawful acts in the premises of the hostel, the resident is liable for expulsion from the hostel.**

1. Consumption of illegal drugs
2. Substance abuse
3. Smoking
4. Consumption of liquor
5. Theft and stealing
6. Vandalism or destruction of Public Property
7. Unlawful assembly or gathering for purpose of committing anything illegal or going on strike
8. Fighting or using abusive language.

Any other unlawful act or behavior including listed above may also be reported to the police and or handed over to respective authorities for appropriate action as per law.

#### **[H] On leaving the Hostel**

- On the expiry of the term, 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.
- Any luggage/furniture/personnel items left by the resident upon completion of her term will be disposed off after one month of her vacating the room.
- A resident may not be required to leave the Hostel immediately if she has quit the job. She may continue to stay between jobs, for a period of one month with due permission and approval of the Hostel Superintendent (if required). On joining a new job, a salary slip with letter of appointment from the new employer is to be submitted.

#### **[I] Important cautions:**

*A resident is a mere boarder and has no right to a particular room, the bed or any properties therein. The arrangements and control of the hostel premises will remain with the Hotel Superintendent. The hostel premises can not be used for any commercial purpose.*

#### **[J] Responsibility of the Resident**

**1. Valuables-**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.

**2. Illness-**If sick, the Hostel Superintendent has to be informed immediately and updated on the condition. First aid is available but the Hostel Superintendent will decide to call (and overrule if necessary) family/guardian responsible in case of emergency or admit in a hospital. The resident will have to bear all related expenses, including outstation calls, transport and medical care, etc.

**Collector & District Magistrate  
Deogarh**



**APPLICATION FORM**  
**[For Admission in SAKHI NIWAS , Deogarh]**

*A recent  
Self attested  
Passport Size  
Photograph to  
be pasted*

**1.Name of the Applicant(In capital letters) \_**  
\_\_\_\_\_

**2. Date of birth** \_\_\_\_\_

**3. Marital status(Single/Married)** \_\_\_\_\_

**4. Identity Proof (PAN/Driving License/Aadhaar Card/ Any other document issued by Govt. to be attached :** \_\_\_\_\_

**5 UIDAI No. (if any , Optional)** \_\_\_\_\_

**6. Father's/Husband's name** \_\_\_\_\_

**7. Permanent Address:**

- **Village/Town :** \_\_\_\_\_
- **House No.** \_\_\_\_\_ **Ward No.** \_\_\_\_\_
- **Post Office** \_\_\_\_\_ **District** \_\_\_\_\_
- **State** \_\_\_\_\_ , **Nationality** \_\_\_\_\_
- **PIN** \_\_\_\_\_ , **Contact No.+91-** \_\_\_\_\_

**8. Place of appointment/Address** \_\_\_\_\_  
\_\_\_\_\_, **Official Contact No** \_\_\_\_\_

**9. Gross Salary(in Rs).** \_\_\_\_\_ **(Certificate from Employer to be attached)**

**10. Name & Address of person/guardian to be contacted to be contacted during emergency:** \_\_\_\_\_

**Contact No** \_\_\_\_\_ , **E Mail Id:** \_\_\_\_\_

**DECLARATION**

I shall be abide by the rules and regulation of the Working Women's Hostel and agree to comply with the same, and will co-operate with the management of the hostel. I agree to adhere to the tenure and condition of payment of hostel fees. I accept that the Hostel fees/charges and I agree to pay the rates applicable to my allotted room. Further, I declare that, I am not suffering any chronic/ transmissible/communicable disease

**Date** \_\_\_\_\_

**Place:** \_\_\_\_\_

**(Mobile No** \_\_\_\_\_ **)**

**Email Id** \_\_\_\_\_

**Signature of Applicant**