

**Hostel Rules with application format for  
Working Women's Hostel for Northeastern States, Jasola, New Delhi**

**Part I: General Information**

**1.0.0. Back ground:** In view of the increasing assault against the women of Northeastern States in Delhi and NCR area, the Ministry of Women and Child Development jointly with Ministry of Development of North Eastern Region decided to set up this hostel at New Delhi for working women of Northeastern States in order to provide safe, comfortable and affordable accommodation. The hostel is located at Jasola, Pocket 6, beside DAV School, behind Apollo Hospital, New Delhi and located at about 2.50 KMs from the Jasola (Apollo) Metro Station over the Central Secretariat-Badarpur Metro line. The hostel is also well connected with Delhi-Sarita Vihar-Noida and Delhi-Faridabad Roads.

**2.0.0. The facilities provided in the Hostel:** It is a six storied building with 167 living rooms with three bedded accommodation with total 501 seat capacity. Kitchen, Dining Hall with mess facility, Common Hall, Visitors Room, Guest Room, Sick Room, Library, attached toilets & baths etc. are provided in the hostel. The hostel has adequate parking space, power back up facility and two lifts.

**2.0.1. Accommodation-Types:** Three-seater accommodation with common toilet and attached bathroom. Each room has cup board, cot, table and chair for each of the resident. However, the residents are required to arrange their own mattresses, bed sheets and pillow cover, curtain, bed covers etc.

**2.0.2. Sick Room:** In case of any urgency the resident suffering from disease may avail the Sick Room facility. Doctor-on-call facility is also available.

**2.0.3. Guest Room:** One Guest Room will be provided in the hostel. Booking will be given first- cum- first service basis. The period of stay of the guest should not be normally more than seven days. Moreover, male guest will not be allowed as guest.

**2.0.4. Parking Space-**Many women have their own vehicles to commute to their place of work. The resident can avail parking facility in the hostel premises.

**2.0.5. Library:** - A library will be provided in the hostel. Newspapers and periodicals **only** will be made available in the Library by the Operator.

**2.0.6. Games facilities:** Indoor games like TT, badminton, carom board etc. shall be made available in the hostel for which space will be earmarked.

**2.0.7. Crèche Facility:** The working mother can avail in house crèche facility in the hostel at a payment based on actual cost to be incurred by the operator.

**3.0.0. Operator of the hostel:** The Ministry has appointed YWCA of Delhi, Ashoka Road, New Delhi-110001, for managing the Hostel with the condition to provide appropriate level of services in terms of up keeping, cleanliness, housekeeping, security, mess facility etc. The selected operator ,i.e. They have entered into agreement with the Govt of India, Ministry of Women and Child Development, to operate the hostel for a period of five years w.e.f. 1<sup>st</sup> September,2011 as per mutually agreed terms and conditions.

**3.0.1. A Hostel Management Committee** shall look after the overall functioning of the Hostel including Grievances Redressal and they shall meet at frequent intervals to consider and resolve grievances of inmates. The composition of the committee will be Under Secretary (Working Women Hostel) of MWCD, one representative from DONER, one representative from National Women Commission, Operator, one representative from residents, three members of renowned civil society organizations working for cause of women for NE region.

## **Part II**

### **Hostel Rules**

#### **4.0.0 Eligibility criteria of the residents and procedure of allotment of seats in the Hostel:**

The following shall be the eligibility criteria for allotment of seats in the Hostel:

**4.0.1.** Allotment seats/beds will be done only to the women belonging to North Eastern States without any distinction with respect to caste, religion, marital status etc presently working or under training in Delhi area /National Capital Region. Working women, who may be single, widowed, divorced, separated, married but whose husband or immediate family does not reside in the Delhi/NCR will be eligible to seek accommodation in the Hostel. In case of number of women seeking admission exceeded the capacity of the hostel state-wise waitlists will be maintained.

**4.0.2.** Women from NE region who are under training for job provided the total training period does not exceed one year may also be accommodated if there is vacancy available after accommodating working women. The number of women under training for job should not exceed 30% of the total capacity of the Hostel.

**4.0.3.** The working women shall be entitled to hostel facilities provided their gross income does not exceed Rs.30,000/- consolidated (gross) per month. 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 two months of crossing the income ceiling.

**4.0.4.** No working woman will be allowed to stay in a Hostel for more than three years. In exceptional circumstances, the Government may recommend extension of stay recording reasons in writing for some working women beyond the three years period, subject to the condition that the total stay of the woman, with extensions, shall not exceed five years.

**4.0.5.** The Application Format for admission in the hostel is given at **Appendix I** and Medical certificate to be produced is given at **Appendix II**.

#### **5.0.0. Payment of Rent and other charges:**

**5.0.1. Payment of monthly Rent by the residents:** The Ministry of Women and child development has accepted bid of operator charge to Rs 3,000/ as -monthly rent per resident till the hostel occupancy reaches 270 numbers of residents. Once

the net occupancy reaches beyond 270, the rate of rent per resident per month will be reduced to Rs 2,800/-. The rent collected shall cover all expenses towards water, sewerage bills, etc., office expenses, staff costs, all taxes/revenue of the land and building etc. Rent does not include the charges of mess, crèche, washing of cloths, ironing etc. Rent may be revised after 3 years.

**5.0.2. Payment of monthly electricity bills:** Rent does not include electricity bill which will be levied separately as per billing cycle from the inmates based on actual consumption of the whole Hostel building.

**5.0.3. Payment of monthly mess charges:** Mess facility is optional. Mess charges to be paid by the resident separately, if she avails the mess facility .

**5.0.4. 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 in case the facility is availed.

**5.0.5. Failure in making payment of monthly dues:** Monthly rent, electricity bills and Mess charges (if any) have to be paid by the 10<sup>th</sup> of each month. Failure to make payments until the end of the month will result expulsion from the hostel.

#### **6.0.0. Application Process**

The application Form may be obtained from the web sites of the Ministry of Women and Child Development, i.e. [www.wcd.nic.in](http://www.wcd.nic.in), Ministry of Development of North Eastern Region, i.e. [www.mdoner.gov.in](http://www.mdoner.gov.in) and YWCA of Delhi i.e. [www.ywcaofdelhi.org](http://www.ywcaofdelhi.org). The application form has to be filled and duly submitted with recommendation from the Resident Commissioner/Principal Resident Commissioner of the respective Northeastern States along with the following documents:

1. A certificate from the employer stating the gross salary including allowances.
2. Medical Certificate from a registered practitioner as per Appendix II
3. Two passport size photographs
4. Identity Proof (PAN/Driving License/Pass Port/ Any other valid document issued by Government)

In case the application is received directly by the operator, a copy of the application will be sent to the Resident Commissioner/Principal Resident Commissioner respective state for information.

#### **6.0.1. Selection and Tenure**

1. The Resident Commissioner/Principal Resident Commissioner of the respective NE States will recommend the applications to the Operator for admission. Final decision will be taken by the operator after due scrutiny . The allotment of room has to be followed up with immediate deposit of 2 months 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.

#### **6.0.2. On Joining the Hostel**

1. No other charges other than rent, electricity and mess (if applicable) will be charged from the residents by the operator.
2. If joining on or before the 15<sup>th</sup> of the month, the full month's rent will have to be paid. Those joining after the 15<sup>th</sup> shall pay half month's fee.

3. Residents leaving on any day of the month shall pay the full month's rent.

### **7.0.0. Prescribed Living Norms**

#### **7.0.1. 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 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.

#### **7.0.2. Norms of Meal services:**

Meals will be provided in the dining area which will have an informal ambience where one can share food and experiences with other residents.

- (i) Residents have to be dressed appropriately when coming to dine in the dining area.
- (ii) Meal timings will be displayed on the notice board.
- (iii) Only in case of illness meals may be taken up to the room.
- (iv) Crockery, glassware or utensils should not be taken away from the mess for personal use.
- (v) Cooking is not allowed in the room.

#### **7.0.3. Norms of Hostel Timings-**

##### 1. A Resident

- (i) can leave the hostel any time after 06.00 a.m. and return any time before 11.00 p.m.
  - (ii) may avail of returning late nights after recording reasons in the book kept for the purpose. On these evenings the returning time can exceed till 1.00 a.m.
  - (iii) may stay out of the hostel after filling in the required details in the book kept for the purpose. On such occasion address of the place and the contact number has to be provided. On return the book has to be signed.
  - (iv) shall not use the television after 12.00 at night.
2. If the resident requires to work late in the office and may undergo official tours which would require odd hours of leaving and returning to the Hostel, advanced intimation may be given to the Operator through the employer.

#### **7.0.4. Norms for Visitors**

1. Visitors are welcome and are to be received in the visitors lounge.
2. No male visitor will be allowed beyond the visitor's lounge.
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 well being of others.

#### **7.0.5. 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 dealt with.
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.

#### **7.0.6. Action taken when breaking the rules:-**

First Offence- Written warning

Second Offence- Final warning with an undertaking

Third Offence-Immediate expulsion.

#### **7.0.7. 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 behaviour including listed above may also be reported to the police and or handed over to respective authorities for appropriate action as per law.

#### **7.0.8. On leaving the Hostel**

1. On the expiry of the term, initial or extended the resident will have to vacate the room automatically and without any notice from the hostel management. She will hand over vacant possession of the room to the hostel management.
2. 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.

3. 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. On joining a new job, a salary slip with letter of appointment from the new employer is to be submitted.

**7.0.9. 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 Operator. The hostel premises can not be used for any commercial purpose.

#### **8.0.0. 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.

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**Appendix I**

A recent Passport Size Photograph to be pasted attested by Gazetted Officer
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**Working Women Hostel for Northeastern States, Jasola, New Delhi  
Application for Hostel Admission (in duplicate)**

1. Name of the Applicant(In capital letters) \_\_\_\_\_
2. Date of birth \_\_\_\_\_
3. Marital status(Single/Married) \_\_\_\_\_
4. Identity Proof (PAN/Driving License/Pass Port/ Any other document issued by Govt to be attached) \_\_\_\_\_
5. UIDAI No. (if any) \_\_\_\_\_
6. Father's/Husband's name \_\_\_\_\_
7. Permanent Address: \_\_\_\_\_
8. Village/Town \_\_\_\_\_
9. House No. \_\_\_\_\_
10. Ward No. \_\_\_\_\_
11. Post Office \_\_\_\_\_
12. District \_\_\_\_\_
13. State \_\_\_\_\_
14. Nationality \_\_\_\_\_
15. PIN \_\_\_\_\_
16. Contact No.+91- \_\_\_\_\_
17. Place of appointment/Address \_\_\_\_\_
18. Official Contact No \_\_\_\_\_
18. Gross Salary(in Rs). \_\_\_\_\_ (Certificate from Employer to be attached)
19. Name of person/guardian in New Delhi to be contacted to be contacted during emergency: \_\_\_\_\_
20. Contact No \_\_\_\_\_ -
21. E Mail Id: \_\_\_\_\_

**DECLARATION**

I shall abide by the rules and regulation of the Working Women's Hostel for Northeastern Region 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 are subject to revision as approved by Government of India and I agree to pay the rates applicable to my allotted room.

Date \_\_\_\_\_

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

Signature of Applicant

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

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

**FOR OFFICE USE OF RESIDENT COMMISSIONER/PRINCIPAL RESIDENT COMMISSIONER  
OF ASSAM/ ARUNACHAL PRADESH /MANIPUR  
/MIZORAM/MEGHALAYA/NAGALAND/TRIPURA/ SIKKIM)**

Recommended/Not recommended-----

Signature  
(OFFICE SEAL)

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**Appendix II**

**Medical Certificate Format**

A recent  
Passport Size  
Photograph  
to be pasted  
attested by  
Gazetted

**Medical Certificate from a Registered Practitioner**

Name of the Applicant: \_\_\_\_\_

Profession \_\_\_\_\_

Date of Birth \_\_\_\_\_

Identification Marks \_\_\_\_\_

Disability (if any) \_\_\_\_\_

Blood group \_\_\_\_\_

a) Chronic illness \_\_\_\_\_

b) Medication if any \_\_\_\_\_

General Condition \_\_\_\_\_

Recent illness \_\_\_\_\_

Skin disease \_\_\_\_\_

Recommended Action \_\_\_\_\_

**Signature of the Applicant  
Officer**

**Signature of the Medical  
with Seal**

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