Centrally Sponsored Scheme of Construction of Hostels for OBC Boys and Girls
(Revised w.e.f. 2014-15)

Scheme Guidelines:

1. **Background**

The Centrally-sponsored Scheme for Construction of Hostels for OBC Boys and Girls is being implemented since 1998-99 to address the problem of educational backwardness of OBCs. Very often, students from rural areas, especially those belonging to the weaker sections, discontinue their studies because of lack of secondary schools and colleges nearby and non-availability of adequate hostel facilities, at a reasonable cost, at places where such educational institutions are located. Therefore, the Scheme was initiated with a view to facilitate continuation of education by students belonging to OBCs, especially those hailing from rural and remote areas and from poor families.

The Scheme has been revised w.e.f. 2014-15. Guidelines of the revised Scheme are given below.

2. **Objective**

The Scheme aims at providing hostel facilities to students belonging to socially and educationally backward classes, especially from rural areas, to enable them to pursue secondary and higher education.

3. **Cost norms in the revised scheme:**

The Scheme has following provisions after revision of the Scheme in 2014-15:

i. The cost per hostel seat in different areas are as follows:-

   a. North Eastern Region - Rs.3.50 lakh per seat
   b. Himalayan Regions - Rs.3.25 lakh per seat
   c. Rest of country - Rs.3.00 lakh per seat

   Or as per the schedule of the rates for the concerned State Government, whichever is lower.

ii. The cost of construction of hostels for Boys has to be shared between the Centre and the State in 60:40 ratio.

iii. There will be 90% central assistance to State Governments in case of Girls Hostels and 10% of cost will be borne by the State Governments.
iv. In case of Union Territories, the Central Assistance shall be 100% and for North Eastern States, it shall be 90%.

v. For Central Universities/Institutes, the share will be 90% by Government of India and 10% by the Central University/Institute for both Boys and Girls Hostels.

vi. The Private Universities/Institutions and NGOs can avail central assistance up to 45% of the cost. The remaining 55% shall be borne by State and University/Institution/NGO in 45:10 ratio. The concerned State Government/UT Administration shall furnish an undertaking to this effect while recommending the proposals from such Universities/Institutions/NGOs.

vii. The construction work of the Hostel has to be completed within eighteen months from award of work order or two years from the release of Central assistance, whichever is earlier. In no case the time will be extended beyond 2 years. Any cost escalation due to delay in project will be borne by the State/Institute.

viii. Proposals for integrated hostel in which required number of seats for OBCs are reserved shall ordinarily be considered under the scheme.

ix. The necessity to acquire land will not be there. Hostel construction work can also be done in the ongoing State Government projects of institutions, medical Colleges, Engineering Colleges, Polytechnics, etc.

x. The amount of grant will be released in 3 installments in 50:45:5 ratio, of which 5% grant will be released after completion of the work and occupation of the rooms by the OBC Boys and Girls.

xi. There will be a one-time non-recurring grant of Rs.2500/- per seat for providing furniture/equipment to the hostels constructed under the Scheme.

xi.a. All the State Governments can also send proposals for purchase of furniture/equipment under this Scheme, for their own Hostels (built through the State Government’s funds) for which an amount of Rs.2,500/- per seat for 100 seats only will be granted only once for a newly constructed Hostel, subject to availability of funds.

xii. The implementing agencies (State Government, UT Administration, Private University/Institution or NGO) shall submit “occupation of rooms by OBC Boys/Girls” status, apart from UC and completion report, in respect of each completed Hostel every year and then only the next grant will be released.

xiii. A total of 0.25% of the budget allocation or up to Rs.10 lakh will be reserved for undertaking evaluation, third party inspection about quality and miscellaneous expenses on the implementation of the Scheme.

xiv. The State Government or the Central Institute shall ensure that their due share is arranged before sending proposal to Government of India.

xv. The BC Division will suo moto adopt in future an upward revision of the Babu Jagjeewan Ram Chhatravas Yojana scheme of SC Division of the Ministry of Social Justice & Empowerment, subject to recommendation by an Evaluation study and approval by the competent authority.
xvi. Construction of Hostels for OBC Boys and Girls in an Adarsh Village selected under the “Saansad Adarsh Gram Yojana (SAGY)”, can be taken up provided land is available and the selected village is located in the catchment area of the existing educational institutions.

4. **Agencies Eligible for Assistance under the revised Scheme**

Agencies eligible for financial assistance under the revised Scheme will be as follows:-

(i) State Governments and UT Administrations;
(ii) Institutions or organizations set up by the Central Government as autonomous bodies under a statute (e.g. Central Universities, IIT, NIT, etc.) or as Societies under the Registration of Societies Act, 1860, or otherwise;
(iii) Private Universities, private institutions and well-established NGOs with good track record in implementation of development schemes for OBCs, especially in the education sector. These organizations should have been registered for at least two years at the time of applying for grant under the Scheme.

5. **Location and Capacity of Hostels to be constructed under the Scheme**

5.1 While sanctioning hostels, priority will be given to:-

   (i) regions/districts not covered so far, and
   (ii) Districts/towns having a large number of educational institutions.

5.2. As far as possible, hostels will be constructed in close vicinity of educational institutions.

6. **Eligibility criteria for students to be admitted to hostels under the Scheme**

Students fulfilling the following eligibility criteria may be allotted seats in Hostels constructed under the Scheme:-

(i) Students whose castes are included in the Central/State/UT list of Other Backward Classes and who do not belong to the "creamy layer".
(ii) Hostels would be essentially for post matric students. However, if there are vacant seats, pre-matric students especially of the secondary level, would also be eligible to be accommodated.
(iii) Other things, being equal preference will be given to OBC students hailing from low income families.
(iv) At least 5% of the total seats should be reserved for students with
disabilities.

7. **Funding Pattern**

The revised norms applicable from 2014-15 is as under:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Item</th>
<th>Revised norms applicable from 2014-15</th>
<th>Recipient Agency</th>
<th>% of Central Share</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1.</td>
<td>Funding Pattern for construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) State Govt. (other than in the North East) for Boys students</td>
<td></td>
<td></td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>ii) State Govt. for Girls students</td>
<td></td>
<td></td>
<td>90%</td>
</tr>
<tr>
<td></td>
<td>iii) State Govts. in the North East Region</td>
<td></td>
<td></td>
<td>90%</td>
</tr>
<tr>
<td></td>
<td>iv) UT Administration</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>v) Central Universities/Institutions</td>
<td></td>
<td></td>
<td>90%</td>
</tr>
<tr>
<td></td>
<td>vi) Private Universities/Institutions and NGOs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>% of Central Share</td>
<td>% of State Share</td>
<td>% of NGO/Private Universities Share</td>
</tr>
<tr>
<td></td>
<td></td>
<td>45%</td>
<td>45%</td>
<td>10%</td>
</tr>
</tbody>
</table>

2. Equipment Grant

One time non-recurring grant of Rs.2500/- per Hostel seat for provision of essential hostel furniture and equipment.

8. **Planning Hostels buildings under the Scheme**

8.1 Indicative Physical Norms for a 100 seater hostel

Indicative physical norms for a 100 seater hostel are as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description</th>
<th>Area Unit (sq. mtrs)</th>
<th>per Unit (sq.)</th>
<th>No.of Units</th>
<th>Total Area (in sq. mtrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4 seater dormitory</td>
<td>29</td>
<td>10</td>
<td>1</td>
<td>290</td>
</tr>
<tr>
<td>2</td>
<td>6 seater dormitory</td>
<td>39</td>
<td>10</td>
<td>1</td>
<td>390</td>
</tr>
<tr>
<td>3</td>
<td>Kitchen cum Pantry</td>
<td>19</td>
<td>1</td>
<td>1</td>
<td>19</td>
</tr>
<tr>
<td>4</td>
<td>Store</td>
<td>10</td>
<td>1</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>Dining Hall</td>
<td>50</td>
<td>1</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Toilets</td>
<td>Bath</td>
<td>Common Room</td>
<td>Computer cum Reading Room</td>
<td>Medical Room</td>
</tr>
<tr>
<td>---</td>
<td>---------</td>
<td>---------</td>
<td>-------------</td>
<td>--------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>6</td>
<td>Toilets</td>
<td>2</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Bath</td>
<td>2</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Common Room</td>
<td>40</td>
<td>1</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Computer cum Reading Room</td>
<td>15</td>
<td>1</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Medical Room</td>
<td>11</td>
<td>1</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Office</td>
<td>15</td>
<td>1</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Chowkidar Quarter</td>
<td>20</td>
<td>1</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Total</td>
<td>252</td>
<td>48</td>
<td>900</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Add circulation area &amp; wall thickness @ 35% of above</td>
<td>315</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Total built up area</td>
<td>1215 Sqm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Built up area per seat</td>
<td>12.15 Sqm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In case of hostel of a lesser capacity, planning should be done in such a manner that built-up area per seat remains as close to the above figure (say, upto 13 Sq.m), as possible.

8.2 Essential Features to be incorporated while planning and executing Hostel building, under the Scheme.

It is important that hostels which are constructed under the scheme satisfy the following criteria:

(i) Good Quality of Construction – Safety and speediness

(ii) Economical construction

(iii) Energy – efficiency: The building should have low energy requirements and should make maximum possible use of natural lighting, solar energy, natural ventilation, etc.

(iv) Use of local building practices and materials: Every region of the country has, over the centuries, developed its own unique construction practices using locally available materials. These should be optimally used in the interest of economy and local suitability. It would be most undesirable to follow a standard RCC based construction plan everywhere.

(v) Water harvest and water-use efficiency: The building should harvest rain-water and also re-cycle its waste-water optimally.

(vi) Earthquake design and firefighting arrangements: The building should have an earthquake resistant structural design in earthquake-prone areas, and sound fire-fighting arrangements.
(vii) Open Space: The Hostel should have adequate open space around it for outdoor games and sports, as well as for a garden/kitchen garden/trees of various kinds.

(viii) Barrier-free Access: The Hostel building to be constructed must be accessible to persons with disabilities. It must, inter-alia, provide ramps with railings, disabled friendly toilet, Braille signage, etc.

9. **Procedure for submission of proposals**

9.1 Agencies (i) eligible for assistance under the Scheme, and (ii) having clear title and possession over the land where the hostel is to be constructed, will submit proposals in the prescribed formats as under:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Type of Agency</th>
<th>Application Format given in</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>State Governments, UT Administration, Central Institution</td>
<td><strong>Annexure – I</strong></td>
</tr>
</tbody>
</table>
| 2     | Private Universities/Institutions and NGOs          | **Annexure – II**

Proposals should be submitted by them to the respective State Government/Union Territories Administration. The State/UTs in turn, will recommend the proposal to the Ministry of Social Justice & Empowerment with an undertaking to meet up to 45% of the cost. The concerned NGO/Deemed University shall give an undertaking that they would meet 10% of the total cost and also any extra cost due to escalation.

9.2 (i) State Governments/UT Administration which submits proposals for construction of three or more hostels in a year will have to propose Girls' Hostels to the extent of at least one third of them.

9.2 (ii) while submitting proposals for release of Central assistance, the implementing agencies shall give an undertaking that they would construct the Hostels within eighteen months from award of work order or two years from the release of Central assistance, whichever is earlier.

10. **Responsibility of Implementing Agencies by way of Maintenance & Management of Hostels**

State Governments/UT Administrations/Universities/NGOs, which receive Central assistance under the Scheme shall have to fulfil the following obligation, and will
give an undertaking to do so, while submitting their proposals:–

(i) The entire expenditure on procurement of land (if any), staffing, other maintenance and day-to-day expenditure shall be borne by the implementing agency(s) concerned.

(ii) The Hostel should have for each inmate, a bed, a study table, a chair, and a cupboard to store personal belongings.

(iii) It must be ensured that the inmates of the hostel are provided with wholesome & nutritious food.

(iv) Hostels should have adequate water supply, inclusive of potable water.

(v) For conservation of water, water efficient taps and WCs (two option flushing) should be used.

(vi) The common room should be provided with newspapers, magazines, indoor games and a TV set.

(vii) The implementing agency should provide an adequate number of computers out of their own resources or from MP LADS/MLA LADS fund for the computer-cum-reading room which should also have a small library of informative books.

(viii) There should be arrangements for periodical health check-ups of students, and for a part-time doctor on call, whenever necessary.

(ix) A Warden, at least on a part-time basis, should be employed for the smooth running of the hostel.

(x) For safety of the inmates, a boundary wall may be constructed and a system of watch and ward put in place.

11. **Manner of Release of Central Assistance**

Central assistance for building and equipment will be released to recipient agencies in the following manner:–

<table>
<thead>
<tr>
<th>S. No</th>
<th>Purpose of assistance</th>
<th>Manner of release</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Construction of Hostel Building</td>
<td>In three instalments as follows:–</td>
</tr>
<tr>
<td></td>
<td>Istd Instt.</td>
<td>50% of approved Central assistance initial sanction</td>
</tr>
<tr>
<td></td>
<td>2nd Instt.</td>
<td>45% of approved Central assistance On receipt of confirmation from State Govt.</td>
</tr>
</tbody>
</table>

regarding (i) Completion of work up to roof level, and (ii) Expenditure to the extent of first instalment of Central assistance and
corresponding share of State Government (and Private institutions/NGOs if any)

<table>
<thead>
<tr>
<th>3rd Instt.</th>
<th>Remaining 5%</th>
<th>On receipt of confirmation from State Govt. regarding completion of building work</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Furniture &amp; Equipment</td>
<td>On receipt of report from the State Govt./UT Admn. regarding completion of building work, and full utilisation of Central, State and (where applicable) NGO’s share of construction cost</td>
</tr>
</tbody>
</table>

12. Terms & Conditions for Release of Grants to Private University/Institution/ NGO(s)

The release of grants-in-aid will be subject to the following terms and conditions:-

(a) The accounts of the Project shall be maintained properly and separately and shall be open to inspection/check by the designated officer(s) of the State Government/UT Administration or the Government of India including Officers of the Comptroller and Auditor General of India;

(b) Assets acquired substantially or partly out of grants-in-aid released under the Scheme, shall not be disposed of, encumbered or utilized for any purpose other than that for which the grant-in-aid was sanctioned, without the prior approval of the Ministry of Social Justice & Empowerment, New Delhi;

(c) The State Government/UT Administration shall ensure that there is no deviation from the approved plan or diversion of funds by the Private University/Institution/NGO.

(d) The Private University/Institution/NGO shall furnish its quarterly progress report to the Ministry through the State Government/UT Administration.

13. Monitoring

13.1 The Agencies implementing the Scheme will furnish half-yearly progress reports to the Ministry in the prescribed proforma [Annexure – VII (Part I(A) & (B), Part II(A) & (B)].

13.2 A Monitoring Committee consisting of the following officers will monitor and review the construction of hostels regularly based on progress reports, submitted by the Implementing Agencies:-
a. Additional Secretary (SJ&E) - Chairperson
b. Joint Secy. & Financial Adviser (SJ&E) - Member
c. Joint Secretary(BC), M/o SJ&E - Member
d. Director/Dy. Secretary, BC Division - Secretary

14. Involvement of Panchayati Raj & Municipal Bodies

Students’ beneficiaries of hostels to be constructed under the Scheme will be mostly from the rural areas. On the other hand, most of the hostels will be located in urban areas.

In view of the above, State Governments will be expected to suitably associate concerned Panchayati Raj and Municipal bodies (especially the concerned Block & District Panchayats and the Municipal Body of the town where the Hostel is located) in :-

- Planning,
- Execution, and
- Day-to-day management, of the Hostels sanctioned under the Scheme.

***************
Government/University of________________________

To

The Joint Secretary (Backward Classes)
Ministry of Social Justice and Empowerment,
Government of India,
Shastri Bhavan,
New Delhi-110001.

Subject: Proposal for Central assistance under the Centrally Sponsored Scheme of Construction of Hostels for OBC Boys and Girls.

Sir,

With reference to letter No.______________ dated _________ of the Ministry of Social Justice and Empowerment on the above subject, I am to send herewith proposals seeking Central assistance for construction of the Hostels for OBC students, as per details enclosed in the Abstract (Annexure – I-A).

2. Following details of OBC hostels sanctioned under the Scheme upto the previous financial year are also enclosed:

   (i) Physical Progress of Hostels sanctioned upto the last financial year (Annexure-III).
   (ii) Financial Progress of the Hostels sanctioned upto last financial year (Annexure-IV).
   (iii) Details of hostels completed upto last quarter preceding submission of proposal (Annexure-V).
   (iv) Utilisation Certificate as per GFR-19(A) (Annexure-VI).

3. I am also to convey that the State Government will, as per the guidelines, take the following steps for implementation of the Scheme:-

   (i) State Government will bear 50% (10% in the case of North-Eastern States including Sikkim) of the total cost of construction of proposed hostels as approved by the Government of India and all expenditure, if any, over and above the cost approved by the Central Government, as mentioned in para 7 of the guidelines.
   (ii) Incorporate essential features as mentioned in para 8.2 of the guidelines while planning and executing hostel buildings.
   (iii) Construction of hostels will be completed in a period of one year from the date of release of Central assistance, as mentioned in para 9.2(ii) of the guidelines.
   (iv) Maintain and manage the hostels as mentioned in para 10 of the guidelines.
   (v) Ensure involvement of Panchayati Raj and Municipal Bodies in planning, execution and day-to-day management of the Hostels as mentioned in para 14 of the e
4. The following documents/statements are also enclosed:

(i) Documentary evidence of land availability, plot number and plot area.
(ii) Site Plan.
(iii) Preliminary cost estimate of each of the proposed Hostel building, as per State PWD/CPWD schedule of rates applicable in the State/UT signed by an officer not below the rank of an Executive Engineer.

5. It is requested that Central assistance amounting to Rs.__________ Cr may please be released, as per details in the Abstract, to undertake construction of the Hostels mentioned therein.

Yours faithfully,

Principal Secretary/Vice Chancellor /Director of the Central Institution
To
The Joint Secretary (Backward Classes)
Ministry of Social Justice and Empowerment,
Government of India,
Shastri Bhavan,
New Delhi-110001.

Through: The Principal Secretary/Secretary, Government of ____________
(State/UT, Backward Classes Welfare Department)

Subject: Proposal for Central assistance under the Centrally sponsored Scheme of
Construction of Hostels for OBC Boys and Girls.

Sir,

With reference to letter No.__________________________ dated______ of the
Ministry of Social Justice and Empowerment on the above subject, I am to send herewith
hostel proposals of Non- governmental organizations duly recommended by the State
Government for seeking Central assistance as per details enclosed in the abstract (Annexure
II-A).

2. The following details of the OBC hostels sanctioned under the scheme to the Non-
governmental organizations upto the previous financial year are also enclosed:-

(i) Physical Progress of Hostels sanctioned upto the last financial year (Annexure-III).
(ii) Financial Progress of the Hostels sanctioned upto last financial year (Annexure-IV).
(iii) Details of hostels completed upto last quarter preceding submission of proposal
(Annexure-V).
(iv) Utilisation Certificate as per GFR-19(A) (Annexure-VI).

3. I am also to convey that the NGO will, as per the guidelines, take the following steps
for implementation of the scheme:-

(i) The NGO will bear 10% of total cost of construction of proposed hostels as approved
by the Government of India and all expenditure, if any, over and above the cost
approved by the Government of India as mentioned in para 7 of the guidelines.
(ii) Incorporate essential features as mentioned in para 8.2 of the guidelines while
planning and executing hostel buildings.
(iii) Construction of hostel will be completed in a period of one year from the date of
release of Central assistance as mentioned in para 9.2(ii) of the guidelines.
(iv) Maintain and manage the hostels as mentioned in para 10 of the guidelines.
(v) Abide by the terms and conditions for release of grants to NGOs as mentioned in para 12 of the guidelines.

4. The following documents/statements are also enclosed:

   (i) Documentary evidence of land availability, plot number and plot area.
   (ii) Site Plan.
   (iii) Preliminary cost estimate of each of the proposed Hostel building, as per State PWD/CPWD schedule of rates applicable in the State/UT signed by an officer not below the rank of an Executive Engineer.
   (iv) Copy of the latest Annual Report.
   (v) A statement of the full receipts and expenditure and a copy of the balance sheet for the last two years certified by a Chartered Accountant.

5. It is requested that Central assistance amounting to Rs._________ crores may please be released, as per details in the Abstract, to undertake construction of the Hostels mentioned therein.

   Yours faithfully,

   (Signature of the Head of the NGO)

   Name____________________
   Designation_______________
   Seal_____________________

   **Recommendation of the State Government/UT Administration**

   The State Government recommends the above proposal.

2. The NGO has been working since _____________ i.e. for _________ years, and has been doing good work in the area of _____________________ . It has not been blacklisted by the State Government, nor is anything else adverse known about its track record which would render it ineligible for Govt. assistance.

3. The State Government also undertakes to provide, to the NGO, from its resources, 45% of the cost approved by the Central Government as grant-in-aid.

4. The State Government will, through its field offices, ensure that the NGO utilizes Government grants for the purpose and in the manner laid down in the Scheme/Sanction letter.

   (Principal Secretary/Secretary, Govt. of __________, BC Welfare)
Annexure I-A

Centrally Sponsored Scheme of Construction of Hostels for OBC Boys and Girls

Proposing Agency.................................(i.e. Name of State Govt./Central Institution)

.................................Deptt.

Abstract of hostel proposals

Part-I : Hostel-wise Details

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Location of Hostel</th>
<th>No. of seats in the proposed Hostel</th>
<th>Meant for Boys/ Girls</th>
<th>Estimated Cost of Construction</th>
<th>Construction cost per seat (Col. 7 ÷ Col. 5)</th>
<th>Details of Land where the construction is proposed</th>
<th>Details of other hostels, if any, for OBC students in the vicinity of the proposed hostel</th>
<th>Details of educational institutions in the vicinity of the proposed hostel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Town</td>
<td>Distt.</td>
<td>Whether the town is a Distt/ Tehsil/ Block hqs.</td>
<td>Total</td>
<td>Central Share</td>
<td>State Share</td>
<td>Name of owner Deptt/ Institution</td>
<td>Plot No.</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Total</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

14
| (i) | For Construction of Hostels | - | Rs................................. |
| (ii) | For Furniture and Equipment | - | Rs................................. |
| | | | ----------------------------- |
| Total | - | Rs. | ----------------------------- |

Signature of Pr. Secretary/Secretary of the State Government / Other competent authority

Name..............................................................

Designation..............................................................

Official Seal..............................................................
Annexure II-A

Centrally Sponsored Scheme of Construction of Hostels for OBC Boys and Girls

Name of NGO: .................................................................................................

Registration No. & Date: ..............................................................................

Part-I: Abstract of hostel proposals

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Location of Hostel</th>
<th>Capacity of Hostel (No. of Seats)</th>
<th>Meant for Boys/Girls</th>
<th>Estimated Cost of Construction</th>
<th>Construction cost per seat (Col. 7 ÷ Col. 5)</th>
<th>Whether the NGO has title over the land where Hostel construction is proposed. If yes, give details of the land</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
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<td>(4)</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

16
<table>
<thead>
<tr>
<th>(i) For Construction of Hostels</th>
<th>Rs.........................</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii) For Furniture and Equipment</td>
<td>Rs...............................</td>
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<tr>
<td>Total</td>
<td>Rs.</td>
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</table>

Signature of Director of NGO / Other competent authority

Name..............................................................

Designation....................................................

Official Seal....................................................
Centrally Sponsored Scheme of Construction of Hostels for OBC Boys and Girls

PHYSICAL PROGRESS OF HOSTELS SANCTIONED UNDER THE SCHEME UPTO THE LAST FINANCIAL YEAR (AS AT THE END OF THE QUARTER PRECEDING SUBMISSION OF THE PROPOSAL)

Name of the State/Central University/Central Institution/NGO________________________

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Year of Sanction</th>
<th>No. and date of Ministry’s sanction order</th>
<th>Location of the Hostel</th>
<th>Meant for</th>
<th>No. of Seats Sanctioned</th>
<th>Status of the Hostel</th>
<th>Reason for delay, if any</th>
<th>Likely date of completion in case of work not being completed</th>
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</thead>
<tbody>
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<td>Under Construction</td>
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<td>Yet to start Construction</td>
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<td></td>
<td>Date of Completion</td>
<td>Status of Occupation</td>
<td>Reason, if not yet occupied</td>
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</tbody>
</table>

Signature of competent authority________________________

Name____________________________

Designation________________________

Official Seal_______________________
## Annexure-IV

### Centrally Sponsored Scheme of Construction of Hostels for OBC Boys and Girls

**FINANCIAL PROGRESS OF HOSTELS SANCTIONED UNDER THE SCHEME UPTO THE LAST FIN. YEAR**

Name of the State/Central University/Central Institution/NGO______________

**(Rs. in Lakhs)**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Year of Sanction</th>
<th>No. and date of Ministry's sanction order</th>
<th>Amount Sanctioned</th>
<th>Actual Amount utilised</th>
<th>Unspent balance of Central assistance upto 31st March i.e. year ending________</th>
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<td>Total</td>
<td>Central Share</td>
<td>State Share</td>
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</table>

Signature of competent authority

Name________________

Designation________________

Official Seal________________

19
**ANNEXURE-V**

Centrally Sponsored Scheme of Construction of Hostels for OBC Boys and Girls

REPORT ON THE STATUS OF HOSTELS COMPLETED UPTO LAST QUARTER PRECEDING SUBMISSION OF PROPOSAL

Name of the State/Central University/Central Institution/NGO________________________

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Year of Sanction</th>
<th>No. and date of Ministry's sanction order</th>
<th>Location of Hostel</th>
<th>Date of Completion</th>
<th>Occupation of Hostel</th>
<th>Meant for</th>
<th>No. of seats occupied by OBC students during the last academic session</th>
<th>No. of seats occupied by Non-OBC students during the last academic session</th>
<th>No. of seats occupied by Physically challenged students during the last academic session</th>
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</thead>
<tbody>
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</tbody>
</table>

**Signature of competent authority**

Name_____________________
Designation_________________
Official Seal_________________
Form of Utilization Certificate

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Letter No. and Date</th>
<th>Amount</th>
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<tbody>
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</table>

Certified that out of Rs.___________ of grants-in-aid sanctioned during the year _______ in favour of________________ under this Ministry/Department letter No. given in above table and Rs.________ on account of unspent balance of the previous year, a sum of Rs.____________ has been utilized for the purpose of __________________ for which it was sanctioned and that the balance of Rs._______ remaining unutilized at the end of the year has been surrendered to Government (vide No.__________________ dated ___________________) will be adjusted towards the grants-in-aid payable during the next year _________.

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned. Kinds of checks exercised

1. 
2. 
3.

Signature________________
Designation_______________
Date__________________