

Chapter 13

Procedure for Implementation of Aided Programs

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Grant-in-aid residential primary school (Aashramshala) branch

Program/Scheme Name	OBC-5 (BCK-94) Grant-in-aid residential primary school (Aashramshala) (Grant for construction of building to Grant-in-aid residential primary school (Aashramshala)
Duration of the Program/ Scheme	Ongoing plan
Purpose of the Scheme	To provide well-equipped buildings for Aashramshala.
Physical and Financial Targets of the Program (for the Previous Year)	No separate physical or financial targets have been fixed for building construction. Grants for building construction are provided from the funds allocated under the Aashramshala Scheme.
Eligibility of the Beneficiary	Grant-in-aid residential primary school must have been recognized by the Government. Land for construction should be in the name of the organization.
Prerequisites for Availing the Benefit	<ul style="list-style-type: none"> ➤ The plan and estimate prepared in accordance with the prescribed design should be duly approved by the competent authority of the Construction Department. ➤ The necessary permissions from the competent authorities for construction on the land must have been obtained, and the organization is required to submit the necessary resolutions, undertakings, and relevant details
Procedure for Availing the Benefits of the Program	The proposal, along with the necessary supporting documents, is required to be submitted through the concerned District Officer to the office of the Director, Developing Castes Welfare Department, Government of Gujarat, Gandhinagar
Criteria for Determining Eligibility	<ul style="list-style-type: none"> ➤ Availability of Grant ➤ The organization shall manage the Grant-in-aid residential primary school ➤ Area requirement
Details of benefits provided under the program (including the amount of aid or any other support given should also be mentioned)	90% of the estimate as per the approved SOR for tribal areas and 80% for other areas

Procedure for Disbursement of Aid	The approval orders are issued by the Director, Developing Castes Welfare Department, Government of Gujarat, Gandhinagar
Where to apply or whom to contact in the office for submitting the application	At the district level, contact the District Deputy Director (Developing Castes), the District Social Welfare Officer (Developing Castes), or the office of the Director, Developing Castes Welfare Department, Government of Gujarat, Gandhinagar
Application Fee (if applicable)	-
Other Fees (if applicable)	-
Application Form Format (If applicable, specify the details/information that the applicant must provide when submitting an application on plain paper)	Not specified.
List of Attachments: (Certificates/Documents)	Checklist is attached
Format of Enclosures	-
Whom to contact regarding issues related to the process	Concerned District Office, Director of Developing Caste Welfare, and the Social Justice and Empowerment Department of the Government.
Details of Available Funds (at various levels such as District Level, Component Level, etc.)	

**Checklist for sending proposals for approval of construction grant for
buildings of Grant-in-aid Residential Primary Schools (Aashramshala)
Details of documents required for the first installment of building
construction grant.**

1. Copy of the Government Resolution regarding approval of Grant-in-aid Residential Primary School
2. Certificate of organization registration.
3. Approved building plans and estimates duly signed and sealed by the Deputy Executive Engineer and Executive Engineer
4. Copy of the order of the concerned Collector regarding allocation of land.
5. Certified copy of Record of Rights (7/12), Form 8-A, and Village Form No. 6 signed by the Talati.
6. Certificate from a competent authority stating whether the land allotted to the organization has been converted to non-agricultural (NA) land.
7. Financial stability of the organization: balance sheet for the last one year and latest bank balance certificate.
8. Resolution of the organization stating who has been authorized to manage administration and financial transactions of the Aashramshala.
9. List of governing body members of the organization.
10. Copy of the constitution (bylaws) of the organization.
11. List of students enrolled in the School.
12. Resolution of the organization stating whether it is ready to bear any additional expenditure beyond the sanctioned amount.
13. Undertaking by the organization regarding repayment of the grant to the Government in the event of closure of the Aashramshala.
14. Undertaking regarding mortgaging buildings constructed from government grants in favour of the Director, Developing Caste Welfare Department, Government of Gujarat, Gandhinagar.
15. Prescribed format of recommendation by the Social Welfare Officer / Deputy Director (D.C.W.) for approval of construction amount of Aashramshala buildings.
16. Certificate from the organization stating that no construction grant has been sanctioned earlier for the school building; and if sanctioned, details of orders and payment verified by the District Officer.
17. Details confirming whether the building area complies with Government Resolution provisions; area-wise construction details.
18. Approval (administrative sanction) of the competent authority for construction of the building.
19. What is the total estimated cost of the RCC-roofed building? (Provide construction-wise details)
20. Details of any irregularities observed in the management of Aashramshala during the last three years.
21. Certificate from a competent authority if the location of the school is in a tribal area

Details of the proposal along with the required documents to be submitted for receiving the second installment

1. Whether the application has been submitted in the prescribed form.
2. Whether the organization has complied with the conditions of the order sanctioning the first installment; written verification details, condition-wise, confirming compliance by the organization / district office.
3. Agreement bond in the prescribed format.
4. Certificate with expenditure details issued by the Deputy Executive Engineer, duly countersigned by the Executive Engineer, confirming that the building construction has been completed up to lintel level.
5. Photographs of the building
6. Site inspection report regarding the construction of the building issued by the Social Welfare Officer / Deputy Director (D.C.W.).

Details of the proposal along with the required documents to be submitted for receiving the third installment

1. Application in the prescribed form
2. Whether the organization has complied with the conditions of the order sanctioning the first installment; written, condition-wise verification details confirming compliance by the organization / district office.
3. Evidence confirming completion of the procedure of mortgaging the building constructed from government grant to the State Government as per the provisions of the Government Resolution dated 21/06/2003.
4. Copy of Village Form No. 6 (Record of Rights) showing entry of encumbrance in the name of the Director, Developing Caste Welfare Department, Government of Gujarat, Gandhinagar
5. Site inspection report regarding construction of the building issued by the Social Welfare Officer / Deputy Director (D.C.W.).
6. Certificate issued by the Deputy Executive Engineer, countersigned by the Executive Engineer, stating that the building construction has been completed along with total expenditure details and date of completion.
7. Resolution of the organization stating that account books will be produced whenever required by the Accountant General.
8. Details regarding whether a register of permanent or semi-permanent assets created from government grants is being maintained.
9. Whether a copy of the insurance policy for the building has been attached.
10. Fire safety certificate.
11. Photographs of the building.

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Program/Scheme Name	Grant for construction of buildings of OBC-5 (BCK-89) (Boys Hostel) and OBC-5 (BCK-90) (Girls Hostel)
Duration of the program/ Scheme	Ongoing plan
Purpose of the Scheme	Students can reside and study in good physical facilities and a good environment.
Physical and Financial Targets of the Program (for the Previous Year)	Rs. 8.00 lakh for boys and Rs. 4.00 lakh for girls. (Provision for the year 2025–26)
Eligibility of the Beneficiary	The organization should have completed three years after receiving recognition, and the management of the hostel should be satisfactory
Prerequisites for Availing the Benefit	The organization should have land in its name for hostel purposes for the construction of the building
Procedure for Availing the Benefits of the Program	The proposal, along with the recommendation of the District Officer, is called for by the Head Office
Criteria for Determining Eligibility	<ul style="list-style-type: none"> ➤ The organization should have land in its name for the purpose of hostel construction. ➤ Required certificates and permissions related to building construction. ➤ The plan/estimate should be approved by the Executive Engineer. ➤ The organization must submit the necessary undertakings and resolutions. ➤ Site inspection report of the district office regarding the site conditions.
Details of benefits provided under the program (including the amount of aid or any other support given should also be mentioned)	<p>Up to 75% of the estimated cost for construction of boys' hostel buildings</p> <p>Up to 90% of the estimated cost for construction of girls' hostel buildings</p> <p>Maximum limit: Rs. 4.00 lakh</p>
Procedure for Disbursement of Aid	<ul style="list-style-type: none"> - First installment: 50% - Advance - Second installment: 25% - After the building construction reaches lintel level and upon receipt of the district office's opinion - Third installment: 20% - Upon submission of the Executive Engineer's certificate confirming that the building construction has been completed as per

	<p>the approved plan/estimate along with the cost of construction and eligibility certificate, and the trust deed, and upon receipt of the opinion of the district office</p> <p>- Fourth installment: 5% - Registered trust deed, entry of the Director's name in the second charge/mortgage record, resolution that account books will be produced whenever required by the Accountant General's office, resolution to maintain a register of semi-permanent assets, opinion of the district office, and photographs of the building construction.</p>
Where to apply or whom to contact in the office for submitting the application	At the district level, contact the office of the Deputy Director (D.C.W.), District Social Welfare Officer (D.C.W.), or the Director, Developing Caste Welfare, Government of Gujarat, Gandhinagar
Application Fee (if applicable)	NIL
Other Fees (if applicable)	NIL
Application Form Format (If applicable, specify the details/information that the applicant must provide when submitting an application on plain paper)	The organization has to submit a proposal to the district office in the prescribed format along with the required supporting documents. This includes details of the land allotted to the organization and submission of the plan and estimate duly certified by the Executive Engineer, along with the necessary resolutions, undertakings, and consent letters
List of Attachments: (Certificates/Documents)	Application Form (in English)
Format of Enclosures	
Whom to contact regarding issues related to the process	The office of the Director, Developing Caste Welfare, Government of Gujarat, Gandhinagar is to be contacted
Details of Available Funds (at various levels such as District Level, Component Level, etc.)	

APPLICATION FORM FOR BUILDING GRANTS

1. Name of the Developing caste Hostel and :
Place giving taluka and District.
2. Name of the Management. :
3. Year of establishment of the Hostel. :
4. When recognized for grant in aid from :
Government.
5. Weather meant for boys or girls or both. :
6. The Maximum number of Boarders fixed :
for Grant in Aid.
7. Whether the institution has received a :
Building grant before if so, how much and
under what orders.
8. Whether the site has been granted by :
Government, if so under what orders and
terms.
9. Whether the title of the managers to the site :
as good.
10. Whether the present Hostel building is (a) :
rented or (b) owned by the management.
11. A) whether the management wish to :
erect a building of their own by
contributing 50% of the building.
12. B) whether it has its own site for the :
purpose hostel building.
- C) Probable cost with the plan and :
estimates.
- D) whether the plan and the estimates :
have been approved and if so, by
whom.
- E) The Agency by which the works :
is to be carried out:

F) Whether the management is :
willing to execute an agreement in
case the grant is given

N.B:-

Even when the management wishes to erect a new building or make any additional or alterations, etc,
the required details should be supplied

13. Remarks of the social welfare offices as to whether the hostel is efficiently managed and deserves
Govt. Subsidy.

Place :

Date :

(Signature)

(Signature)

(Designation)

(Designation)

(Management)

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Program/Scheme Name	OBC-5 (BCK-88) Scheme for approval of new grant-in-aid hostels for Socially and Educationally Backward Classes
Duration of the Program/ Scheme	Ongoing scheme
Purpose of the Scheme	To provide facilities for free accommodation and study in hostels for students belonging to Socially and Educationally Backward Classes (SEBC), Other Backward Classes (OBC), and Scheduled Castes / Scheduled Tribes
Physical and Financial Targets of the Program (for the Previous Year)	Targets are fixed as per the provision made in the budget for new hostels in the respective year
Eligibility of the Beneficiary	It should be registered under the Societies Registration Act, 1860 (Act No. 21) or the Bombay Public Trusts Act, 1950
Prerequisites for Availing the Benefit	The organization should be registered and should have a building with adequate physical facilities for a hostel, including Baxi Panch area, backward area, etc
Procedure for Availing the Benefits of the Program	After provision is made in the budget for new grant-in-aid hostels in the respective year and administrative approval is obtained, the Director level issues advertisements in daily newspapers to invite applications from across the State. Applications are obtained from the respective district offices, and the proposals with complete details must be submitted to the district office of the district where the organization intends to establish the hostel, within the prescribed time limit. After scrutiny of all applications, they are forwarded to the Director. Details of all received applications are then submitted for approval to the Hon'ble Minister for Socially and educationally Backward Classes. All applications are placed before the Hon'ble Minister, SEBC, for approval
Criteria for Determining Eligibility	<ul style="list-style-type: none"> ➤ The following matters are generally considered while allotting hostels ➤ The following factors are generally considered while allocating hostels: the quality/standing of the organization, the educational backwardness of the area, the need for a hostel in the area, the financial

	capability of the organization to run the hostel, the availability of secondary education facilities at the proposed location, a suitable building with adequate physical facilities appropriate for a hostel, and the proportion of Baxi Panch population
Details of benefits provided under the program (including the amount of aid or any other support given should also be mentioned)	Maintenance grant of Rs. 2,500 per student per month for 10 months per year, including house rent, salary of hostel superintendent, cook, watchman, etc
Procedure for Disbursement of Aid	First installment – in the month of July Second installment – in the month of October Third installment – in the month of January Fourth installment – in the month of March The organization is required to submit a proposal to the district office in the prescribed format. This grant is disbursed through the district office.
Where to apply or whom to contact in the office for submitting the application	To contact the District Officer
Application Fee (if applicable)	No
Other Fees (if applicable)	No
Application Form Format (If applicable, specify the details/information that the applicant must provide when submitting an application on plain paper)	Included
List of Attachments: (Certificates/Documents)	As mentioned in the application form
Format of Enclosures	As mentioned above
Whom to contact regarding issues related to the process	The concerned District Office, Director of Developing Castes Welfare, and the Government's Department of Social Justice and Empowerment
Details of Available Funds (at various levels such as District Level, Component Level, etc.)	
List of beneficiaries	A total of 748 grant-in-aid hostels are running across the State

Appendix-1
Application Form for Starting New Hostels for Backward Classes

- 1 Name and address of the proposed hostel, and whether it is for boys or girls. :
- 2 In which year the hostel is proposed to be started. :
- 3 Name of the voluntary organization and copy of registration certificate under the Societies Registration Act (Act XXI of 1860) or the Bombay Public Trusts Act, 1950, whichever is applicable. :
- 4 List of members of the governing/ management committee of the voluntary organization. :
- 5 Whether the organization is engaged in any other social welfare or educational activities; if yes, provide details. :
- 6 Whether the organization agrees to comply with the rule of admitting 10% non-backward-class Hindu students. :
- 7 Up to which level of education facilities are available at the proposed location of the hostel. :
- 8 Whether the proposed hostel is located in a healthy building and whether accommodation is available at the rate of 40 sq. ft. per student. :
- 9 Whether satisfactory arrangements for drinking water and a playground for students are available. :
- 10 Whether any recognized hostel for backward classes exists within a radius of 10 miles from the proposed location; if yes, provide the names of such hostels. :
- 11 Whether the organization agrees to comply with the existing rules for backward class hostels and any future amendments, as well as administrative or other instructions issued by the Director / District Social Welfare Officer (D.C.W.) / Deputy Director (D.C.W.). A resolution of the managing committee regarding hostel management should be attached. :

- 12 Whether the voluntary organization agrees to provide nutritious and adequate food and other essential facilities free of cost to the students. :
- 13 What other financial resources are available apart from government grants to meet hostel expenses? Whether the organization has the financial capacity to run the hostel for one or two years without government grant. :
- 14 Whether the organization is capable of providing sufficient furniture, kitchen utensils, and other necessary items from its own funds. :
- 15 Whether the organization is willing to provide facilities for library books, basic medicines, newspapers, and magazines. :
- 16 Whether a full-time resident and qualified hostel superintendent will be appointed. :
- 17 Details of the officer with whom correspondence is to be made and to whom grant-related orders are to be sent, along with a copy of the resolution of the Managing Committee or General Body in this regard, should be attached :

Place:

Date:

Signature of the President/Secretary/Managing Trustee of the organization.

Affix the seal of the organization

Note: Voluntary organizations are required to submit the application in the prescribed format within the stipulated time limit only after the advertisement is published in daily newspapers.