

## Chapter – 13

### Procedure for implantation of subsidy programmes

## CHAPTER – 13

### Procedure for implantation of subsidy programmes

13.7

Ashramshala Branch

Name of Programme / Scheme	<u>Ashramshala</u> Grant in aid for construction of building for Ashramshalas
Programme period of scheme	Continuity scheme
Objective of scheme	To make available facility of house for Ashramshala
Physical and financial objective of programme (for the last year)	➤ No financial physical targets for contribution are fixed. House building grant from provision made under Ashramshala scheme is provided.
Eligibility of beneficiary	➤ Ashramshala should be approved by the Govt. ➤ There should be land in the name of institution.
Pre-requirement of grant of benefit	➤ Prescribed Plan estimate should be got approved by competent authority of building department for prescribed design. ➤ Permission from competent authority for construction on land should be obtained and the institution has to produce required resolutions, undertakings.
Procedure for availing benefit of programme	➤ Proposal with necessary documentary evidence shall be sent to Director, Dev. Caste Welfare, Gujarat State, Gandhinagar through concerned district officer.
Criteria for fixing eligibility	➤ Availability of grant ➤ Observation of Ashramshala through institution ➤ Requirement of the area.
Details of benefits of the programme (amount of subsidy or other assistance required) should be provided.	➤ As per SOR as per 90% of the estimate for tribal areas and 80% for other areas.
Procedure for distribution of subsidy	➤ Sanctioning order shall be passed by Director, Dev. Caste Welfare, Gujarat State, Gandhinagar
Where to apply or where to approach for application	➤ All district level contacts should be made to District Dy Director(DC)/District Social Welfare Officer / Director, Dev. Caste Welfare, Gujarat State, Gandhinagar
Application fee (where applied)	
Other fee (where applied)	
Form of application (where applied, if applicant has made application on plain paper, mention detail of requirement)	Not prescribed.
List of enclosures (certificates/documents)	Checklist is enclosed
Format of enclosures	
In case of any issue where should be approach	Concerned district office, Director, Dev. Caste Welfare, Social Justice Empowerment Department of Govt.
Detail of available funds (District level, block level etc.)	

Checklist for sending proposal for grant of house building for Ashramshala  
Detail of necessary papers / documents for first installment of grant for construction of building

1. Copy of Govt. GR for grant of Ashramshala
2. Certificate of Registration of Institution
3. Plan and estimates for construction of building attested by sign and seal of Deputy Executive engineer.
4. Copy of order of concerned collector for grant of land
5. Extract of 7/12, 8 –A and Form No. 6 for record of right with signature of Talati cum Mantri.
6. Whether land granted to the institutions non-agricultural land. Put up certificate competent authority.
7. For financial soundness of the institution, balance sheet of the last one year and last bank balance certificate.
8. Resolution authorizing operation administration and financial dealings of the institution for Ashramshala
9. List of executive members of the institution.
10. List of constitution of the institution.
11. List of children admitted in Ashramshala
12. Amount of admissible besides extra expenditure if incurred whether it is ready to bear it, a resolution in this regard.
13. In case of closure of Ashramshala, undertaking by the institution for return of house building grant received by the institution.
14. Necessary undertaking for mortgaging the building construction from Govt. grant to the Director, Dev. Caste Welfare, Gujarat State, Gandhinagar.
15. Prescribed form for recommendation of Social Welfare Officer /District Deputy Director (DC) for sanctioning of amount of construction of Ashramshala.
16. Certificate of institution to the effect that no previous grant for construction of building for Ashramshala has been given, order of grant sanctioned, and detail of verification by district officer for grant paid.
17. Whether the area of construction of Ashramshala is as per provision of the Govt. resolution. Detail of area construction wise.
18. Permission of competent authority for construction of building sanctioning.
19. Necessary statement of the institution as to whether the institution wants to build roofed (A.C. sheet) building or R.C.C slab building.
20. Total estimated amount for construction with slab should be worked out (state clear detail construction wise)
21. Whether any irregularities have been noticed during last three years in administrative of Ashramshala, give detail)

Detail of required papers / proposal along with documents to be produced for second installment

---

1. Application in required format
2. Detail of whether the institution has certified all terms and conditions of order sanctioning first installment. Detail of compliance by institution / District office, terms and condition wise.
3. Agreement bond in prescribed format.
4. Certificate signed by Deputy Executive Engineer, countersigned by Executive Engineer of detail of expenditure for construction work executed upto lintel level.
5. Report of the site inspection by Social Welfare Officer / District Deputy Director (DC) for construction of building.

Detail of required papers / proposal along with documents to be produced for third installment.

---

1. Application in required format.
2. Detail of whether the institution has complied all terms and conditions of order sending second installment. Detail papers compliance by institution / District office, terms and condition wise.
3. Documents of completing procedure of mortgaging to the Govt. the building construction from Govt. grant as required under GR dt. 21/6/2003.
4. Copy of village form No. VI (record) of right) for making entry of charge to Director, Dev. Caste Welfare, Gujarat State, Gandhinagar
5. Report of site inspection by Social Welfare Officer/District Deputy Director (DC) for construction of hostel building.
6. Certificate signed by Deputy Executive Engineer, countersigned by Executive Engineer of detail of completion of construction of date with total expenditure incurred for completion of house building.
7. Resolution of the institution of submitting books of account when asked for by Accountant General.
8. Detail as to whether a register is maintained of permanent or semi permanent property created from Govt. grant.

## CHAPTER – 13

### Procedure for implantation of subsidy programme

13.8

Name of Programme / Scheme	(11) OBC – 5 : grant for building of Boys and girls hostel
Period of programme / Scheme	Continuing scheme
Objective of the programme	To live with good physical facilities and good atmosphere and study for students.
Physical and financial objectives of programme (for last year)	For boys Rs. 10.00 lakh and girls Rs.8.00 lakhs. Provision for the year 2017-18)
Eligibility of beneficiary	Receipt of approval to the institution should have completed three years and operation of the hostel should be satisfactory.
Pre-requirement of grant of benefit.	For construction of building the land should be in the name of institution for purpose of hostel.
Procedure for availing benefit of programme.	<ul style="list-style-type: none"> <li>➤ For building the land should be in the name of institution for the purpose of hostel</li> <li>➤ Necessary certificates of permission for building hostel</li> <li>➤ Plan / estimates should be approved by Executive Engineer.</li> <li>➤ Institution has to produce necessary undertaking / Resolution</li> <li>➤ Report of site station of district office.</li> </ul>
Detail of benefits given in programme (amount of subsidy or other assistance given should be mentioned)	75% of estimated cost of construction of hostel for boys. 90% of estimated cost of construction of hostel for girls. Maximum of Rs. 4.00 lakhs.
Procedure of distribution of subsidy	<ul style="list-style-type: none"> <li>➤ First installment 50% - in advance.</li> <li>➤ Second installment 25% - after construction is made upto lintel level and after receipt of opinion of the district office</li> <li>➤ Third installment 20% - on receipt of certificate of cost of construction and eligibility certificate of Executive Engineer that the building is completed as per plan and estimates and trust deed on receipt of opinion of district office.</li> <li>➤ Forth installment 5% - on production of trust deed of registration, insertion of name of director in second right, resolution to the effect that book of accounts shall be produced by A G office when asked for, resolution of maintaining of register of semi permanent property opinion of district office, photographs of building.</li> </ul>
Where to apply or whom to contact for application.	Contact at district level, District Deputy Director / Social Welfare Officer/Director, Dev. Caste Welfare, Gujarat State, Gandhinagar
Application fee (where applicable)	Nil
Other fee (where Applicable)	Nil
Form of application (if applicant has made application on plain paper, mention detail of requirements	The institution has to make proposal to district office with required documentary papers in prescribed form where institution has to show detail of land granted, plan, estimates approved by Executive Engineer along with resolutions required, undertaking etc.

List of enclosures : (certificates and documents)	Form of application (in English)
Specification of enclosures	
Where to contact for problems related to process	Director, Dev. Caste Welfare, Gujarat State, Gandhinagar
Detail of available fund (district level, block 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  
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 additions 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)



## CHAPTER – 13

### Procedure for implantation of subsidy programme

13.9

Name of Programme / Scheme	OBC- 5 : scheme of sanctioning of new Grant in aid hostels for SEBC
Period of programme / Scheme	Continuing scheme
Objective of the programme	Providing facilities of study in hostels free of cost to the students of SEBC, EBC and SC and ST
Physical and financial objectives of programme (for last year)	Targets are fixed as per provision of new hostels in budget of respective year.
Eligibility of beneficiary	Institution should be registered under Registration of Societies Act 1860 or Mumbai Public Trust Act 1950
Pre-requirement of grant of benefits.	The institution should be registered. Hostel should have building with physical facilities, area of beneficiaries, backwardness etc.
Procedure for availing benefit of programme.	➤ After making provisions of new grant in aid hostels in respective years, on receipt of administrative approval, advertisement is given in daily newspapers for inviting applications from all over the state by Director, applications are received in respective district offices, a proposal of the institution wishing to start hostel in district is to be made to district office in prescribed time limit. After verification of all these applications, they are sent to Director. All these applications are put up before Hon'ble Minister SEBC for approval and all these applications are put before him for notice to Hon'ble Minister for SEBC.
Criteria for fixing eligibility	For allocation of hostels generally following matters are considered: ➤ Quality of institution, backwardness of area in respect of education, economic viability of running hostel of then institution, availability of secondary education on proposed site, a building having necessary amenities physically suitable to the hostel and standard population of Baxipanch.
Detail of benefits given in programme	Maintenance grant of Rs. 1000/- per student annually for 10 months, house rent, wages to hostel superintendent, cook, watchman etc.
Procedure for distribution of subsidy	First installment in July month, second installment in October month third installment in January month, forth installment in March month. The institution has to make proposal to district office. In prescribed for. This grant is given by district office.
Where to apply or whom to contact for application	Contact district officers
Application fee (where applicable)	No
Other fee (where Applicable)	No
Form of application (if applicant has made application on plain	Enclosed

paper, mention detail of requirements etc.	
List of enclosures : (certificates and documents)	As mentioned in application form
Specification of enclosures	As above
Where to contact for problems related to process	Concerned district office, Director, Dev. Caste Welfare, Social Justice and Empowerment Department, Gujarat State, Gandhinagar
Detail of available fund (district level, block level etc.)	
List of beneficiaries	756 Grant in aid hostels are run in entire State.

## Appendix – 1

Application form starting new hostel for backward classes.

- 1 Name and address of proposed hostel whether for boys or girls
- 2 From which year the hostel is to be started?
- 3 Name of voluntary institution copy of certificate of registration for Societies Registration Act (21 of 1860) or Mumbai Public Trust Act 1950
- 4 List of members of managing committee of voluntary organization
- 5 If this voluntary institution runs any other social welfare or educational activities, if yes, give detail.
- 6 Whether this institution undertakes to admit Hindu students of 10 percent non backward classes ?
- 7 If hostel is to be started at which stage of education, educational facilities are available
- 8 Whether the proposed hostel falls in hygienic house, whether there is space of 40 sq. ft. per capita in it?
- 9 Whether there exists satisfactory arrangement of water and playing ground ?
- 10 Whether there exists any approved hostel of backward class in radius of 10 miles of that site where it is to be started ? if yes, give name.
- 11 Whether institution agrees to comply with present rules of hostel for backward class and changes to be made in hereinafter and administrative or other directions issued by Director/Social Welfare Officer(DC), District Deputy Director(DC). Enclose resolution in this regard.
- 12 Whether institution agrees to provide nutritious and sufficient food and other essential services to the students free of cost ?
- 13 What are other financial sources besides Govt. grant to meet with hostel expenditure ? whether institution is financially viable and sound to run hostel for one or two years without Govt. grant ?
- 14 Whether the institution can provide for sufficient furniture, utensils for kitchen and other necessary

items from its own funds ?

- 15 Whether the institution desires to provide books for library, common medicines, and newspapers periodicals?
- 16 Whether full time resident and qualified superintendent will be appointed ?
- 17 Detail of office bearer with whom correspondence is to be made and to whom order of grant is to be sent and enclose copy of resolution of managing committee and general body meeting for it.

Place :

Date :

Signature of President /  
Secretary / Managing  
Trustee of the Institution  
(Affix seal of the Institution)

Note : Voluntary Institution should apply in prescribed form in prescribed time limit after publication of advertisement in daily newspapers.