

Centrally Sponsored Scheme

of

**CONSTRUCTION OF HOSTELS FOR
OBC BOYS AND GIRLS**

(AS REVISED W.E.F. 2014-15)

GUIDELINES

**Ministry of Social Justice & Empowerment
Government of India
October, 2014**

CENTRALLY SPONSORED SCHEME OF CONSTRUCTION OF HOSTEL FOR OBC BOYS AND GIRLS

(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.
- 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.

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:-

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

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

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:-

S. No.	Type of Agency	Application Format given in
1.	State Governments, UT Administration, Central Institution	Annexure – I-A
2.	Private Universities/Institutions and NGOs	Annexure – II-A 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 whole-some & 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 MPLADS/MLALADS 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:-

S.No.	Purpose of assistance	Manner of release		
1	Construction of Hostel Building	In three instalments as follows:-		
		Ist Instt.	50% of approved Central assistance	initial sanction
		2nd Instt.	45% of approved Central assistance	On receipt of confirmation from State Govt. 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)
3 rd Instt.	Remaining 5%	On receipt of confirmation from State Govt. regarding completion of building work		
2	Furniture & Equipment	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		

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:-

State Government will

- (i) bear its share 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) complete construction of hostels work within eighteen months from award of work order or two years from the release of Central assistance, whichever is earlier, 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 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.

5. It is requested that Central assistance amounting to Rs._____ 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

(Name of the Private University/Institution/NGO)

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 Private University/Institution/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 Private University/Institution/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 Private University/Institution/NGO will, as per the guidelines, take the following steps for implementation of the scheme:-

The Private University/Institution/NGO will

- (i) bear its share 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) complete construction of hostels work within eighteen months from award of work order or two years from the release of Central assistance, whichever is earlier, 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 Private University/

Institution/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. _____ 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 Organization/Institution)

Name _____

Designation _____

Seal _____

Recommendation of the State Government/UT Administration

The State Government recommends the above proposal.

2. The Private University/Institution/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 Private University/Institution/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 Private University/Institution/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)

Part-II : Abstract of Central Assistance sought (in lakh Rs.) (as per Col. 10)

(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.....

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

Name of NGO :

Registration No. & Date :

Part-I : Abstract of hostel proposals

S. No.	Location of Hostel			Capacity of Hostel (No. of Seats)	Meant for Boys/ Girls	Estimated Cost of Construction				Construction cost per seat (Col. 7 ÷ Col. 5)	Whether the NGO has title over the land where Hostel construction is proposed. If yes, give details of the land
	Town	Distt.	Whether the town is a Distt/ Tehsil/ Block hqs.			Total	Central Share	State Share	NGO Share		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Total											--

Part-II : Abstract of Central Assistance sought (in lakh Rs.) (as per Col. 11)

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

	Total	-	Rs.

**Signature of Director of NGO /
Other competent authority**

Name.....

Designation.....

Official Seal.....

Annexure III

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_____

Sl. No.	Year of Sanction	No. and date of Ministry's sanction order	Location of the Hostel		Meant for		No. of Seats Sanctioned	Status of the Hostel			Reason for delay, if any	Likely date of completion in case of work not being completed		
			Town	Dist.	Boys	Girls		Completed					Under Construction	Yet to start Construction
								Date of Completion	Status of Occupation	Reason, if not yet occupied				

Signature of competent authority_____

Name_____

Designation_____

Official Seal_____

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)

S. No.	Year of Sanction	No. and date of Ministry's sanction order	Amount Sanctioned				Actual Amount utilised				Unspent balance of Central assistance upto 31st March i.e. year ending _____
			Total	Central Share	State Share	NGO Share (if any)	Total	Central Share	State Share	NGO Share, wherever applicable	

Signature of competent authority

Name _____

Designation _____

Official Seal _____

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_____

Sr. No.	Year of Sanction	No. and date of Ministry's sanction order	Location of Hostel		Date of		Meant for		No. of seats occupied by OBC students during the last academic session	No. of seats occupied by Non-OBC students during the last academic session	No. of seats occupied by Physically challenged students during the last academic session
			Town	District	Completion	Occupation of Hostel	Boys	Girls			
1	2	3	5	6	7	8	9	10	11	12	13

Signature of competent authority

Name_____

Designation_____

Official Seal_____

GFR 19-A

Form of Utilization Certificate

S.No.	Letter No. and Date	Amount

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 _____

Centrally Sponsored Scheme of Construction of Hostels for OBC Boys and Girls
Half-yearly Progress Report for the half year ending on 30th Sept./31st March 20
Financial Year

Name of the State/UT/Central institution/NGO:.....

Part – I

B. Abstract of Hostels Sanctioned, released and amount unutilized under the Scheme since its inception (1998-99) – Financial progress

S.No.	Year	Amount Sanctioned	Amount Released	Unutilized Balance
(1)	(2)	(3)	(4)	(5)
	1998-99			
TOTAL				

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

Half-yearly Progress Report for the half year ending on 30th September/31st March 2010

Financial Year.....

Name of the State/UT/Central University/Central Institution/NGO :

Part II

B. Hostel-wise Physical progress of Hostels under construction or yet to start construction

S. N	Year of sanction by Ministry of SJ&E	No. & Date of Sanction letter of Ministry of SJ&E	Description of Hostel			Amount of Central Assistance Sanctioned	Progress of expenditure			Unspent balance of Central Assistance
			Location Town/ Distt	Meant for Boys/Girls	Capacity		At the end of previous half year.	At the end of half year under review	During half year under review	
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Signature of competent authority

Name _____

Designation _____

Official Seal _____