

**Centrally Sponsored Scheme of
Construction of Hostels for OBC Boys and Girls
(Revised w.e.f. 2017-18)**

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. 2017-18. 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. Priority will be given for the proposals for construction of hostels for under-graduate students vis-a-vis below under-graduate level.

3. Cost norms:

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 and 3 Himalayan States (Jammu and Kashmir, Himachal Pradesh and Uttarakhand), 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 construction work of the Hostel has to be completed within eighteen months from award of work order or two years from the release of 1st installment 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. Proposals for 2nd installment must be received in this Ministry within one year from the date of release of 1st installment after completing construction work up to roof level.
- vii. Proposals for integrated hostel in which required number of seats for OBCs are reserved shall ordinarily be considered under the scheme.
- viii. 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.
- ix. 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.
- x. 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. 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 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.

- xvii. The implementing agencies will maintain beneficiary-wise, year-wise Aadhar details that can be subject to inspection.

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.

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 and Himalayan States) for Boys students	60%
		ii) State Govt. for Girls students	90%
		iii) State Govts. in the North East Region and Himalayan States	90%
		iv) UT Administration	100%
		v) Central Universities/ Institutions	90%
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:-

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 and Annexure – I-A (Part-I & II)

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 a period of eighteen months from the date of award of work order or two year from release of 1st instalment of Central Assistance, whichever is earlier.

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

State Governments/UT Administrations/Universities, 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 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:-

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 implementing agency 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 implementing agency.
		3 rd Instt.	Remaining 5%	On receipt of confirmation from implementing agency regarding completion of building work and occupancy of the hostel.
2	Furniture & Equipment	On receipt of report from the implementing agency regarding completion of building work and full utilisation of Central/State/Central Institution's share of the construction cost.		

12. Monitoring

12.1 The Agencies implementing the Scheme will furnish half-yearly progress reports to the Ministry in the prescribed proforma [**Annexure – VII (Part I & Part II) and Annexure – VIII (Part I & Part II)**].

12.2 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 |

13. 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.

State Government/Central University/Institute_____

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-12(A)/GFR-12(C)(Annexure-VI-A/Annexure-VI-B of the guidelines).

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

- (i) State Government/Central Institute will bear their share 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 within a period of eighteen months from the date of award of work order or two year from release of 1st instalment 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 13 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 and Layout 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

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

S. No.	Location of Hostel			No. of seats in the proposed Hostel	Meant for Boys/ Girls	Estimated Cost of Construction			Construction cost per seat (Col. 7 ÷ Col. 5)	Details of Land where the construction is proposed			Details of other hostels, if any, for OBC students in the vicinity of the proposed hostel			Details of educational institutions in the vicinity of the proposed hostel
	Town	Distt.	Whether the town is a Distt/ Tehsil/ Block hqs.			Total	Central Share	State Share		Name of owner Deptt/ Institution	Plot No.	Area (in acres)	Location	Capacity	Distance from the proposed Hostel	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Total										--	--	--	--	--	--	--

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

**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_____

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			
TOTAL												

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_____

(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 up to 31 st March i.e. Year ending_____
			Total	Central Share	State Share	Total	Central Share	State Share	
TOTAL									

Signature of competent authority

Name_____

Designation_____

Official Seal_____

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_____

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
TOTAL											

Signature of competent authority

Name_____

Designation_____

Official Seal_____

GFR 12 – A
 [(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE
 FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect of recurring/non-recurring
 GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid-General	Grant-in-aid-Salary	Grant-in-aid-creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Signature.....
 Name.....
 Designation.....
 Date.....

FORM GFR 12-C
(See Rule 239)

FORM OF UTILISATION CERTIFICATE (FOR STATE GOVERNMENTS)
(Where expenditure incurred by Govt. bodies only)

S.No.	Letter No. and date	Amount	Certified that out of Rs..... of grants sanctioned during the yearin favour ofunder the Ministry/Department Letter No. given in the margin and Rs.....on account of unspent balance of the previous year, a sum of Rs.....has been utilized for the propose 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 payable during the next year.....
	Total:		

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

KINDS OF CHECKS EXERCISED

- 1.
- 2.
- 3.
- 4.
- 5.

Signature.....
Name.....
Designation.....
Office/Deptt.....
Date.....

PS: The UC shall disclose separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.

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 University/Central Institution :

Part II

A. Hostel-wise Physical Progress of Hostels under construction or yet to start construction

S. No	Year of sanction by Ministry of SJ&E	No. & Date of Sanction letter of Ministry of SJ&E	Description of the Hostel Sanctioned				Stage of Construction			
			Location Town/ Distt./	Meant for Boys/ Girls	Capacity	Amount of Central Assistance Sanctioned	At end of previous half year	At end of half year under review	Progress during half year under review	Remarks
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

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:.....

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 :

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.										

Signature of competent authority

Name _____

Designation _____

Official Seal _____

