



Radha Chauhan
Joint Secretary (SE.I)
Tele: 011-23388632



भारत सरकार
मानव संसाधन विकास मंत्रालय
स्कूल शिक्षा और साक्षरता विभाग
शास्त्री भवन
नई दिल्ली - 110 115
GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SCHOOL EDUCATION & LITERACY
SHASTRI BHAVAN
NEW DELHI-110 115

D.O. No.3-2/2010-Desk(GH)/Vol.II

June 12, 2012

Dear Sir/Madam

I refer to the deliberations relating to the Construction of Girls Hostel Scheme in the conference of State Education Secretaries held during January 4 to 6, 2012 at New Delhi. Issues were raised about the plethora of documents and details that need to be furnished along with the proposal for appraisal by the Department of School Education & Literacy, Govt. of India. The Secretary (SE&L) had directed that the whole process and format of submission of proposals for construction of Girls Hostel be reviewed and streamlined. She also requested that the necessary certifications of diligence required may be listed and once the competent authority at the State level certifies to the contents of the proposal, the appraisal at the central level should be incremental to the submission by the State.

2. Consequently, the process has been reviewed and I share with you the exhaustive list of documents alongwith the nature of diligence and certification required from the State level. On receipt of the proposal with certifications from the competent level from the State Government, the Department shall process the proposal accordingly and indicative timelines for various tasks and activities are also shared with you.

3. I may also reiterate that you will need to ensure that in addition to necessary adherence listed in the checklist, proposal that the State prepares is strictly as per the norms of the Scheme specially the norms relating to the built up area permitted under the Scheme. The details of the Scheme alongwith the guidelines and norms are available on our Website - http://mhrd.gov.in/girls_hostel. I look forward to any further suggestion on refining the current process and check-list that has been shared with you.

With regards.

Yours sincerely,

(Radha Chauhan)

The Education Secretaries in-charge of Secondary Education of all States/UTs.



शिक्षा का अधिकार

सर्व शिक्षा अभियान

सब पढ़ें सब बढ़ें

Check-list

(A) Location/Land related

1. Whether location details of the proposed hostels provided. Yes/No
2. Whether the Net Plot Area for each hostel is greater than or equal to half acre. Yes/No
3. Whether the details of the land provided. Yes/No

(B) Building design & estimate related

4. Whether two copies of the plan and detailed estimates have been enclosed. Yes/No
5. Whether the Declaration as per prescribed format has been enclosed. Yes/No
6. Whether the Area Abstract Sheet as per prescribed format has been enclosed. Yes/No
7. Whether the implementation schedule of the construction activity has been enclosed. Yes/No
8. Whether the estimates of the proposed construction have been technically sanctioned & Administratively approved by the competent authority. Yes/No
9. Whether the necessary provision for the Differently abled children has been incorporated. Yes/No
10. Whether the Architectural & Structural Drawing Correlated. Yes/No
11. What is the Plinth Area of the Ground Floor (in square feet).
12. What is the Plinth Area of the First Floor (in case of G+1) (in square feet).
13. What is the Plinth Area Rate of CPWD for the city in / near which the hostel is proposed.
14. Whether the unit estimated cost also includes the site development charges. Yes/No
15. If answer to sl. no. 14 is 'Yes', then specify the amount (Rs. In lacs).
16. Whether the site for the hostel is already having the boundary wall. Yes/No
17. If answer to sl. no.16 is 'No', then whether boundary wall's construction cost is estimated for approx. 600 rft. Yes/No
18. Whether the specification taken into consideration for framing the estimate is for normal building. Yes/No

(C) Building code & General norms related

19. Whether exit doorways is more than 1m wide for normal rooms & more than 2m wide for the rooms likely to be used as for assembly purposes etc. Yes/No
20. Whether the building is having minimum of two stair case of enclosed type, out of which one shall be on the external wall & shall directly open to the exterior place. Yes/No
21. Whether the minimum walkway width of 1.2 m & for moderate two way traffic 1.65m - 1.8m is there. Yes/No
22. Whether water supply and electrical works has been taken up in accordance with the Part-8 'Building services', section-2 'electrical & allied installation' and Part-9 'Plumbing Services' of NBC. Yes/No
23. Whether the provision for furniture has been made for the boarders, warden, Dining & other rooms enlisted in the norms. Yes/No
24. Whether the provision for firefighting / fire safety equipment has been made in accordance with the Part-4 'Fire and Life Safety' of NBC. Yes/No
25. Whether the Parapet walls and handrails provided on the edges of roof terraces, balcony, VARANDAH, etc. is not less than 1.0 m and not more than 1.2 m in height from the finished floor level. Yes/No
26. Whether the Location of the Septic Tanks and Subsurface Absorption Systems viz. A sub-soil dispersion system is not closer than 18 m from any source of drinking water & is as far removed from the nearest Habitable building as economically feasible that too not closer than 6 m, to avoid damage to the structures. Yes/No
27. Whether the requirements regarding lighting and ventilation is as per Part 8 'Building Services, Section 1 Lighting and Ventilation' of NBC & if not then it adheres to the 15.1.2 of NBC. Yes/No

Signature (with Seal)
Technical Sanctioning authority

Signature (with Seal)
Competent authority giving administrative approval

Name/Add:.....

Name/Add:.....

Declaration

Certified that

(a) **FOR STRUCTURAL DESIGN SUFFICIENCY**

With respect to the building work of erection, in Plot no..... situated at (full address of

plot).....city.....,

we certify that the structural plans and details of the building submitted for approval satisfy the structural safety requirements for all situations including natural disasters, as applicable, as stipulated under Part 6 Structural Design for the National Building Code of India and other relevant Codes; and the information given therein is factually correct to the best of our knowledge and understanding.

(b) **For Building Project**

- i. The plan and estimates of the building have been approved by the Building Committee and are in conformity with the norms as prescribed by the Girls' Hostel Scheme and the rates are as per SR of the Region.
- ii. The land on which the proposed building is to be constructed is under the undisputed ownership and possession.
- iii. The expenditure over and above the financial outlay approved by the PAB for Girls Hostel scheme for the State arising out of the unforeseen excess quantity or +ve T.P., if any, will be met by State Govt. from its own resources and the construction will not be delayed for want of funds.
- iv. The State has not availed of any grant for the proposed construction earlier.
- v. The project would be completed in a time-bound manner in _____ months.

(c) **For Rate Conformity**

This is to certify that the estimates for the proposed construction of _____ (Name of Building) is prepared based on the Current Schedule of PWD rates of the region for the year _____

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Signature (with Seal)
Technical Sanctioning authority

Signature (with Seal)
Competent authority giving
administrative approval

Name:.....
Address:.....
.....
.....

Name:.....
Address:.....
.....
.....

Area Abstract Sheet

Requirement as per revised guidelines						Proposal of the State			Remarks
Sl. No	Items	For 100 bedded Girls' Hostel				For 100 bedded Girls' Hostel			
		No.	Area (in Sq. ft.)	Total Area (Sq. ft.)	Total Area (Sq. Mt.)	No	Unit Size of Space (carpet area) (in)	Total Area (in... ..)	
1	Hostel room (for 25 rooms, each room will have 4 cots viz. 25x 4 x 62.5 sq. ft.)	25	250/ room (inclusive of seat-out cum drying space for cloths)	6250	580.86				
2	(a) Bath rooms with W/C for general students	16	30	480	44.61				
	(b) Bath rooms with WC for differently abled students	1	45	45	4.18				
3	Kitchen with store	1	300	300	27.88				
4	Dining Hall	1	400	400	37.17				
5	Warden's residence-cum-office	1	450	450	41.82				
6	Mini library-cum-reading room	1	200	200	18.59				
7	Recreation room	1	200	200	18.59				
8	Security room	1	100	100	9.29				
9	Generator room	1	100	100	9.29				
10	Medical check-cum-visitor room	1	100	100	9.29				
	Sub Total			8625	801.58				
	circulation area and wall thickness			3019	280.58				
	Total			11644	1082.16				
	Say Total			11650	1082.71				

**Time Lines for Processing of Proposals received from State/UT Govts. under
Girls' Hostel Scheme**

Sl.No.	Activity	Approx. Processing Time
1.	Initial screening of the proposal w.r.t. checklist in GH Desk	05 days
2.	Appraisal of the proposal by Technical Support Group (TSG) (in case proposal is complete in all respects as per checklist & declarations.)	10 days
3.	Processing of Appraisal note for IFD's concurrence (if already approved by PAB) OR Processing of Appraisal note for placing it before PAB in its next meeting (if not already approved by PAB)	05 days
4.	Time taken by IFD for giving its concurrence	15 days
5.	Vetting of draft & issue of sanction letter for release of grants	3 days

Note: The day count will be the actual working day.

