

NEW DELHI MUNICIPAL COUNCIL
(SAMAJ KALYAN SAMITI)
ROOM NO. 1907, 19TH FLOOR, PALIKA KENDRA, NEW DELHI

CIRCULAR

Sub: Regarding Hostel accommodation facilities available in 03 Working Women Hostels.

New Delhi Palika Parishad Samaj Kalyan Samiti (NDPPSKS), which is a Registered Society under NDMC, is running three Working Women Hostels namely Swati, Mandir Marg, Indira Niketan, Laxmi Bai Nagar and Aakanksha, Bhagwan Dass Lane. These Hostels provides residential accommodation (consisting of 2 / 3 / 4 / 8 and 12 bedded) to the working women (married or unmarried of all Castes and Creeds) who are in employment.

To give wider publicity, a copy of Brochure for admission in NDMC's Working Women Hostels is enclosed herewith for information of staffs working in your Organization to avail the facilities of accommodations in the Hostels.

Signed by Krishan Kumar
Date: 06-12-2022 15:54:08

(Krishan Kumar)
Director (Wel.) / Member Secy.
Samaj Kalyan Samiti

Copy to:

1. Secretaries to Government of India.
2. HOD of Autonomous Bodies of Central Government.
3. Resident commissioners/ DRC of States, UTS .
4. Director of Medical Institutions.
5. Dean of Central / State Universities.
6. Director (IT), NDMC with the request to get Circulate and upload the Circular on website.

Copy to: For kind information

1. PS to Chairman, NDMC for kind information of the Chairman, NDMC.
2. PS to Secretary, NDMC for kind information of the Secretary, NDMC.
3. Manager, Swati, Working Women Hostel, Mandir Marg, New Delhi.
4. Manager, Indira Niketan, Working Women Hostel, Laxmi Bai Nagar, New Delhi.
5. Incharge / Asstt. Manager, Aakanksha, Working Women Hostel, New Delhi.
6. Guard file.
7. Office copy.

FORM NO.

NEW DELHI PALIKA PARISHAD
SAMAJ KALYAN SAMITI

**RULES & REGULATIONS
FOR WORKING GIRLS HOSTELS
WITH APPLICATION FORM**

AAKANKSHA
Bhagwan Dass Lane
New Delhi
Ph. : 23382849

INDIRA NIKETAN
Laxmi Bai Nagar
New Delhi
Ph. : 26880113

SWATI
Mandir Marg
New Delhi
23365974

Miscellaneous Charges

3. 1. Cost of application form..... Rs. 50/-
2. Registration fee to be deposited alongwith the application Rs. 50/-
3. Admission fee to be deposited at the time of admission Rs. 50/-
(Non-refundable)
Monthly Licence fee payable in advance by the 7th of each month
(Rs. 50/- per week, late fee for fee paid after 7th)
- 4.

AAKANKSHA HOSTEL

Single Seater.....	Rs. 3116/-
Two Seater	Rs. 1644/-
Three-Four Seater	Rs. 1488/-
Elec./Water	Rs. 300/-
Security Deposit (Refundable)	
Single Seater.....	Rs. 12,000/-
Two/Three/Four Seater	Rs. 10,000/-

5.

INDIRA NIKETAN HOSTEL

8 Seater.....	Rs. 1440/- 5756
4 Seater	Rs. 1424/- 6298/-
Elec./Water	Rs. 300/-
Security Deposit (Refundable)	Rs. 10,000/-

6.

7

SWATI HOSTEL

3-4 Seater.....	Rs. 1424/-
10-12 Dormitory	Rs. 1049/-
Elec./Water	Rs. 300/-
Security Deposit (Refundable)	Rs. 10,000/-

Mess charges common for all Hostels.....Rs. 2700/-

(Service Tax Extra)

All Rates are Subject to Revision.

Annual Tarrif hike increase @ 8% every Financial Year w.e.f. 1st April.

RULES REGULATING THE CONDITIONS OF ALLOTMENT OF ACCOMMODATION IN THE HOSTEL

1. Application for admission

Admission to the Hostel is restricted to single ladies (married or unmarried in employment in Govt., Semi-Govt., Local Bodies and reputed firms from outside Delhi. Applications must be made to Hostel Authorities on the prescribed form which is available on payment of Rs. 50/- and must be accompanied by the following documents from Delhi :

- (a) Two letters of reference, from Gazetted Officers.
- (b) A certificate of health from the Govt./Mpl. Hospital/Dispensary./ Pvt. Practitioners.
- (c) A letter from the employer giving details of pay and all allowances (Dearness pay, House rent, Conveyance etc.)
- (d) A registration fee of Rs. 50/- (non-refundable).
- (e) At the time of admission, the applicant will submit three recent passport size photographs.
- (f) An undertaking/ Surety bond from the local guardian for paying the dues of N.D.P.P.S.K.S. Hostel in the event of non-payment of such dues by the occupant. **Note :-** An application not completed in respect of the above, is liable to be rejected.

2. Selection of Candidates

The Hostel is open to working women of all castes and creeds. The selection for admission to the Hostel shall be made by the Governing Body/ authorised officer of the Hostel. A candidate may be called for interview at her own expense and can also be asked to produce any additional documents which the Governing Body/authorised officer may consider necessary. The decision of the Governing Body/authorised officer shall be final. The candidate will be informed about her selection and if she fails to occupy the accommodation within the specified time, the offer will be treated as cancelled automatically.

The maximum period of stay in Hostel of the selected candidate will be for a period of 3+(1 year on double license fee) only, after which the candidate will have to vacate the accommodation. A resident is not allowed to change her room or seat, unless prior written permission from the Hostel authorities is obtained for it.

A bed, a chair and also a built-in cup board is provided for each resident. No furniture belonging to the resident will be allowed in the Hostel without prior permission from the Hostel authorities.

3. Maintenance of Hostel, furniture etc.

The residents shall be responsible for the proper upkeep of furniture and fittings etc. any damage to these including the glass panes or electric fittings is to be made good by the residents concerned.

No resident shall remove any furniture or other fittings from the allotted places.

4. Hostel Charges and payments

Hostel charges as fixed by the Governing Body will be payable by each resident and these are subject to revision unilaterally as and when considered necessary without any prior notice. The Schedule of rates in force at the time of allotment is available in the Hostel office.

Monthly licence fee and other charges must be paid in advance latest by 7th of each month and a late fee at the rate of Rs. 50/- per week will be charged for payment made after that day.

Failure to make payments till the end of the month shall result in cancellation of allotment and the resident shall have to vacate the premises. The Governing Body/authorised officer in that case will have a right to enter the premises for eviction, without the intervention of the Court, and shall not be responsible for the loss of any belonging of the defaulting resident.

5. Inspection of rooms

The room will be liable to be inspected by the Hostel Authorities daily at any time. The room will also be kept open for inspection by the members of the Governing Body/authorised officer.

6. Attendance

Daily attendance is compulsory. A resident returning to Hostel after the specific time must report to the Manager/Asstt. Manager/ Staff on Duty. No resident will leave the Hostel after marking attendance.

7. Hostel Gate

Residents are expected to be in the Hostel premises by 10.00 pm each day. Hostel gate will close at 11.00 p.m. every day.

Return to the Hostel after the gates have been closed will be treated as default and will be viewed seriously. In exceptional cases only the gates will be opened for a resident returning after scheduled time, with the permission of the Hostel Manager. Such resident will sign a late night register kept with the Hostel security person. They must write the time of entry with reasons, for the same.

No resident will be allowed to go out from the Hostel after 10.00 p.m. without the permission of the Hostel Manager. Such resident will also sign the late night register giving reasons for leaving the Hostel at the late hour.

8. Absence from Hostel during holidays or on leave

Residents proposing to spend a night or some days out shall inform the Hostel Manager before hand, giving the telephone number, address, etc. where they could be contacted in case of emergency.

9. Catering arrangements

Catering arrangements will be available for the inmates on payment. Membership of mess will be compulsory. Payment as per Terms & Condition of Stay.

10. TV/Video will not be allowed.

11. Illness

Any case of illness shall be reported immediately to the Hostel Authorities. If necessary, the residents will be shifted to the hospital. All expenses incurred on any medical assistance (including transport charges, if any) provided to any resident will be borne by the resident herself.

12. Valuable and cash

No responsibility will be taken by the Hostel Management for loss of cash or valuables or any other articles belonging to any resident. Inmates will themselves be responsible for the safety of their cash, valuable and other belongings.

13. Visiting hours

Visiting hours for the guests will be from 6.30 P.M. to 7.30 P.M. daily and on Sunday and gazetted holidays from 9 A.M. to 12 Noon in the lounge. No visitors will be allowed to go to dormitories of the hall or the common room etc.

14. Pets

Residents are not allowed to keep pets in the Hostel Premises.

15. Termination of Stay

Residents intending to leave the Hostel must give 14 days notice to be counted from the date such notice is received in the hostel office. She will have to pay charges for the period in lieu of the notice. All charges must be paid in full as per prescribed schedule before termination of stay. Any resident who becomes unemployed will give the intimation in writing to the Hostel Manager immediately and such unemployed resident will be allowed to continue to stay in the Hostel for a maximum period of 2 months only on payment of all the charges as per the prescribed schedule of rates.

16. Charges at Departure

The charges at the time of departure will be as follows :-

- (a) Departure between 1st and 15th of the month : Half month charges.
- (b) Departure between 16th and 31st of any month : Full month charges.

17. Period of Stay

Admission of the resident is valid for 3 years only. Subject to renewal every year. One year extension may be granted on double license fee on the recommendation of the Governing Body/Chairperson/Manager in very special and exceptional cases. At the end of 4 years, no extension will be granted under any circumstances whatsoever and the period of stay will be treated as unauthorised and the inmate shall have to pay Rs. 1500/- as unauthorised stay for a maximum period of 15 days excluding elec/water and mess charges.

18. Miscellaneous

A resident is a mere licensee and has no exclusive right of possession of the room or the seat allotted to her. The Management and the control of the Hostel premises is with the Governing Body N.D.P.S.K.S. A resident uses the premises with the express and tacit permission of the Governing Body. A resident is bound to move to any other room when called upon to do so by the Manager or other competent authority of the Hostel.

The resident have to leave the Hostel immediately on cancellation of licence to stay due to default in making payment of Hostel charges or on disciplinary grounds e.g. drunkenness and other unseemly behavior and also on account of breach of any of the condition set forth in these rules. The decision of the Governing Body of N.D.P.S.K.S., on the question that whether there has been any such breach or not, shall be final and binding on the residents.

19. Drinks or Drugs

No inmate shall be allowed to use any kind of intoxicants/drugs within the premises. No intoxicant liquor or drugs of any kind will be allowed to be brought in the Hostel premises.

20. Gambling

Gambling within the premises is strictly prohibited.

21. No electric/electronic gadget like TV, Fridge, Video, Heater/Immersion rod etc., will be allowed to be used.

Manager

