

WORKING WOMEN HOSTEL, SECTOR 24-B, CHANDIGARH

ADMISSION FORM

1. Name of Applicant (**Block Letters**) _____
2. Phone No. (**atleast three**) _____
3. Date of Birth _____
4. Nationality _____
5. Religion _____
6. Marital Status _____
7. Name of Father/Husband/Guardian _____
8. Permanent Address &
Phone No. (**atleast two**) _____

9. Academic Qualification _____
10. Technical Training _____
11. Office/ Business/ College/ Institute Name
with Address & Phone No. (**atleast two**) _____

12. Designation/ Course Name (if student) _____
13. Gross Monthly Income-Basic Pay and
other allowances _____ (NA in case of student)
14. Name, Address & Phone No. (**atleast two**)
of two local Guardians (LG) LG 1- _____

LG 2- _____

15. Whether belongs to S.C. /S.T. _____

AGREEMENT

I have read the rules and regulation of the Hostel and hereby agree to abide by the same also those rules and regulation that may be revised, modified or amended from time to time.

(Signature of the Applicant)

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Enclosures:

1. Copy of self attested residence proof of the applicant (Aadhaar or Voter Card).
2. Copy of self attested ID & sign proof of father or mother or husband (any one of them) [Eg.-Driving Licence or Aadhaar/Voter ID card (any one) with Pan Card].
3. Character Certificate of the applicant from her two Local Guardians who should be the residents of Chandigarh and not from Employers office. The local guardian should know the applicant from last 5 years or above. Local Guardian to provide the copy of self attested Chandigarh address & sign proof. [Eg.-Driving Licence or Aadhaar/Voter ID card (any one) with Pan Card].
4. Three Passport size photograph for office use & one stamp size for Identity Card.
5. Medical Certificate from any Govt. Hospital of Chandigarh or Charitable Hospital running in Indira Holiday Home, Sector . 24, Chd.
6. Employer's certificate regarding total emoluments with break-up (Basic pay total Salary/and other Allowances) in case of Working Women.
7. Only Students getting coaching or doing professional course may apply. They must have to submit the copy of latest fee receipt duly signed by the Competent Authority of the institute. The institutes will also mention the period of Student's course. The students enrolled in professional course will have to submit a certificate from their institute stating that they are doing professional course.
8. Visitor's list with name, age, address and relationship, phone no. in Hindi/English/Punjabi language duly signed by Father/Mother.
9. Letter of appointment of Local Guardian by Father/Husband appointing a local guardian of the applicant.
10. A letter to the Chairman of the Hostel Committee by the appointed guardian accepting the guardianship of the applicant.
11. Bond of Rs.3/- non-judicial stamp paper attested from Notary.
12. Affidavit of Rs 5/- regarding personal details attested from Notary.
13. Undertaking from the local Guardian that the applicant will vacate the accommodation when asked to do so.
14. Undertaking from employer (As per Performa)

NOTE:- The submission of application on this form does not automatically ensure the admission in the hostel.

WORKING WOMEN HOSTEL, SECTOR 24-B, CHANDIGARH

(A unit of Chandigarh Child & Women Development Corporation Limited)

(Under the aegis of Department of Social Welfare, Women & Child Development, Chandigarh Administration)

Head Office: 3rd Floor, Additional Town Hall Building, Sector 17-C, Chandigarh

Contact No: 0172-2710328, Email: workingwomenhostel24@gmail.com

HOSTEL FEE STRUCTURE w.e.f.01.04.2022 to 31.03.2023

Sr. No.	Income Criteria	Rent	Electricity & Water Charges	Maint- enance Charges	Total Amt. (Rs.)
1.	Residents having income upto Rs.15,000/- Per Month including students	Rs.2659/- Per Month	Rs.886/- Per Month	Rs.354/- Per Month	3899/- Per Month
2.	Residents having income from Rs.15001/- to Rs.25,000/- Per Month	Rs.4430/- Per Month	Rs.886/- Per Month	Rs.354/- Per Month	5670/- Per Month
3.	Residents having income from Rs.25,001/- to Rs.50,000/- Per Month	Rs.8858/- Per Month	Rs.886/- Per Month	Rs.354/- Per Month	10098/- Per Month

Other charges:	
Cooler Charges (Optional - from April to September) If kept, all the residents of the room will be charged.	Rs.121/- Per Month
Geyser Charges (Compulsory - from October to March)	Rs.91/- Per Month
Mess Charges	Rs.1300/- Per Month
Charges at the time of Admission (one time charges)	
Application fee (form fee)	Rs.200/-
Admission fee	Rs.300/-
ID card	Rs.25/-
Security Amount (Refundable after vacating hostel and subject to clearance of dues)	Rs.7000/-
Late fees:	
For Respective month after 10 th day	Rs.2/- per day
After Respective Month	Rs.5/- per day

Note: Hostel monthly charges will increase @ 10% from 1st April every year.

Letter of appointment of Local Guardian

I _____ father/mother/husband of _____ (Hostel Applicant) appointed Sh./Smt. _____ R/o, H.No. _____ Sector _____ Chandigarh as local guardian of my daughter/wife and he/she will look after her interest. You can contact him/her, when you need on the above given address.

Yours faithfully,

Date: _____

Fathers/Mothers/Husbands Sign.:

Letter from Local Guardian accepting the guardianship

To

The Managing Director,
Chandigarh Child & Women Development
Corporation Limited Chandigarh

I _____ S/o, W/o _____ accepts the local Guardianship of _____ (Hostel Applicant) d/o, w/o Sh. _____ as appointed by her father/Husband.

Yours faithfully,

Date: _____

Sign.:

Undertaking from Local Guardian

I _____ hereby give undertaking that _____ (Hostel Applicant) will vacate the Hostel accommodation when asked by Hostel authorities without any resistance.

Yours faithfully,

Date: _____

Sign.:

Name:

Complete Address:

Contact No.:

**BOND TO BE EXECUTED BY THE APPLICANT SEEKING ACCOMMODATION IN THE
WORKING WOMEN HOSTEL, SECTOR 24, CHANDIGARH**

This bond on executed on this ___ day of ___ 20__

Miss/Mrs. _____ (here in after called the first party) and the working women hostel, sector 24, Chandigarh after called the second party through _____

1. The first party hereby agrees to occupy accommodation in Working Women Hostel, Sector 24 Chandigarh on a purely temporary basis and will be liable to vacate the accommodation on as and when required by Second Party to do so.
2. That the first party agrees that the accommodation offered to her in the Hostel will be for a period of 11 months in the first instance and the first party will be liable to vacate the accommodation as and when required by second party even before the expiry of the period of said 11 months upon service of one week's notice on the first party by the second party to that effect without assigning any reason and the first party will vacate the accommodation peacefully and without hindrance.
3. That the party will be entitled to obtain in the accommodation beyond the aforesaid period of 11 months only if this period is renewed by the Hostel committee of the Working Women Hostel.
4. That the first party has read the rules and regulation for the admission and stays in Hostel and agrees to abide by them, the first party further agrees that any change or modification in these rules and regulation will be binding on the first party during the period of her stay in the hostel.
5. That the first party will be pay the monthly hostel fee and other sundry charges like water, electricity etc. As decided upon the second party from time to time by the 10th month in advance. In default the first party will pay penalty prescribed from time to time in case of default.
6. That the first party hereby agrees that second party shall be entitled to forfeit the security deposited by the first party at the time of admission, or even sell the articles and belonging of the first party to meet the default committed by the first party to property and belongings of the second party.
7. That the party agrees while vacating the room in her occupation to handover the furniture and fixture used by her intact to the second and.
8. That the first party will renew bond at the expiry of the aforesaid period of 11 months in case of second party agrees to renew the accommodation for another period of 11 months.

Executed at Chandigarh on this ___ day of ___ 20__

Witnesses:- (Name & Address)

1. _____

2. _____

Executor the First Party

1. Applicant Name _____
Address _____

2. **Second Party-** Working Women Hostel
Address- Sector 24-B, Chandigarh.

AFFIDAVIT

I _____ D/o,W/o Sh. _____ Resident of
H.No. _____ Sector/Vill. _____, _____ hereby solemnly affirm
and declare as under:-

1. That I have following members of my family:-
 - i.
 - ii.
 - iii.
 - iv.
2. That my father/mother is serving in the Department _____ and working as _____.
3. That at present I am serving in the office of _____
Since _____ and getting Rs. _____ as per Month (Salary).
4. That I am studying in (name of Institute) _____ & duration of study/training for a period of _____ years. (Fee Receipt enclosed).
5. That in case changing of establishment/Institute of education I will intimate, accordingly to the Hostel Authority.
6. That before one month of expiry of contract for staying the Hostel, I will submit the requisite form along with latest documents to the Hostel authority for renewal of contract.

Deponent

Verification:-

Verified that the above statement of mine is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

Undertaking from Employer

No. _____

Date: _____

To

The Managing Director,
Chandigarh Child & Women Development
Corporation Limited, Chandigarh

I _____ employer of Miss/Mrs. _____ hereby declare that she is working in our Organization since _____ as _____ drawing salary Rs. _____/-P.M., give an undertaking that she will vacate the Hostel accommodation when asked by the Hostel Authorities without any resistance.

I undertake to recover any amount outstanding against employee and deposit with the Corporation.

Yours faithfully,

(Signature of Head)
Name & Designation
With Office Stamp