



**GOVERNMENT OF TRIPURA**  
**TRIBAL WELFARE DEPARTMENT**

**NOTIFICATION**

**Subject: Procedure for Recognition of New NGO Hostels and Enhancement of Seat Capacity for the grant of Boarding House Stipend under the "Tripura Grant of Scheduled Tribes Boarding House (Managed by Non-Government Organisation) Stipend Rules 1999."**

It has been observed that proposals for the recognition of new hostels and the enhancement of seat capacity in existing approved hostels are being submitted directly to the Directorate of Tribal Welfare or higher offices. This notification outlines the procedure to streamline the application process for the grant of Boarding House Stipend under the "Tripura Grant of Scheduled Tribes Boarding House (Managed by Non-Government Organisation) Stipend Rules 1999."

2. In this regard, it is hereby clarified that interested societies must fulfil the following criteria to ensure the availability of basic infrastructure and amenities in the hostels :

- i. For recognition of a new NGO Hostel (Inspection format enclosed at Annexure-A):
  - a. Basic information about the hostel
  - b. Registration details of the hostel under the Society Act
  - c. Details of boarders
  - d. Availability of basic amenities
  - e. Building status
  - f. Land/property ownership details
  - g. Academic performance of boarders
- ii. For enhancement of intake capacity of a recognized NGO Hostel (Inspection format enclosed at Annexure-B):
  - a. Basic information about the hostel
  - b. Number of boarders (approved and proposed)
  - c. Availability of basic amenities
  - d. Academic performance of boarders

3. Upon fulfilling the above criteria, the NGO Hostel authority shall submit their proposal to the office of the concerned Sub-Divisional Welfare Officer (SDWO) for consideration of the Boarding House Stipend under the "Tripura Grant of Scheduled Tribes Boarding House (Managed by Non-Government Organisation) Stipend Rules, 1999." The proposal must be submitted in the month of April each year.

4. The office of the SDWO shall conduct a physical verification of the proposal submitted by the NGO Hostel authority, including verification of physical infrastructure for accommodating the proposed number of boarders. Upon fulfilling the criteria, the verification report shall be placed before the Sub-Divisional Level Boarding House Committee (SDLBHC), and its recommendation shall be documented in the form of meeting minutes or a resolution. The list of recommended hostels shall be

forwarded to the Directorate of Tribal Welfare. Hostels that are not recommended or do not fulfil the criteria shall be informed in writing about the deficiencies in documents or amenities.

5. This entire process of verification and recommendation shall be completed and compiled at the Sub-Divisional level by the month of May each year.

6. A communication will be made to the Sub-Divisions in the month of June to submit the proposal copies, inspection reports, SDLBHC recommendations, and forwarding letters along with the list of recommended hostels to the Directorate of Tribal Welfare, Government of Tripura, through a Google form or any other designated Government web portal. If necessary, the Directorate may further cross-verify the recommended hostels.

7. Based on the availability of funds, and after approval of intake capacities of Government hostels, the Directorate of Tribal Welfare, Government of Tripura, will process the file for approval of the recommended proposals by the higher authorities under the “Tripura Grant of Scheduled Tribes Boarding House (Managed by Non-Government Organisation) Stipend Rules, 1999.”

8. Any proposal submitted directly to the Directorate or forwarded by the offices of DWO/SDWO without the recommendation of the SDLBHC shall not be entertained.

Enclo : As stated.

Signed by

Subhasis Das

Date: 04-06-2025 17:43:14  
(Subhasis Das, TCS, SSG)  
Director & Addl. Secretary

Copy to :

1. All the District Welfare Officers (DWOs) for information and necessary action.
2. All the Sub-Divisional Magistrates (SDMs) for information and necessary action.
3. All the Sub-Divisional Welfare Officers (SDWOs) for information and necessary action. She/he is also requested for dissemination of the Notification to all the members of SDLBHC and Societies.
4. All the District Education Officer (DEOs) for information.
5. The Branch Officer, Media Cell, Directorate of Tribal Welfare, Govt. of Tripura for publicity in Department Website, Departmental Social Media Page and local newspaper.

Copy also to:

1. The PS to the Minister, Tribal Welfare Department, Govt. of Tripura for kind information to the Hon'ble Minister.
2. The PS to the Secretary Tribal Welfare Department, Govt. of Tripura for kind information of the Secretary.
3. All the District Magistrate & Collectors for kind information.
4. The Director of Food, Civil Supplies & CA, Govt. of Tripura for kind information.
5. The Director of Education (Elementary/Secondary), Govt. of Tripura for kind information.

Annexure-A

Inspection format of NGO Hostels proposing for Recognition of Intake Capacity for availing Boarding House Stipend																									
Name of Boarding House:												Address:													
Sl. no	Basic Information					Registration Details under Societies Registration Act 1861				Number of boarder		Existence of Basic amenities							Building status				Whether Land property is own/leased/rented	Pass percentage of students to be enclosed for last 3 years	Hostel fee collected from boarders
	District	Sub-Division	Name of School attached/ affiliated to	Whether School Institution is recognised by the TBSE/CBSE/ISC. If Yes, name of the Board	Distance of the hostels from the attached School in Km/metres	Registered Name of the Society under Societies Act 1860	Registration Number	Whether Registered Name is same as Hostel Name	If not, Whether any Agreement/ deed/legal bonding is available between Registered Society and Hostel	Total ST boarder (nos)	ST boarder having Annual family income less than 2.5 lakh (in nos.)	Total Floor Area of Dormatory in sq. ft.	Number of borders that can be accomodating (@ 40 Sq. ft. per Boarder	Water source & Reservoir (Drinking/bathing/Cooking)	Whether running water Toilet facility availability at 1:10 ratio number of (toilet:students)	Whether separate Study Room available and its Capacity @ 12 Sq. ft.	Whether Dinning room available Min. 500 Sq. ft.	Alternative Power Source (Electric Inverter /Solar/Generator)	Whether boys and Girls Hostel are Separate	Full pucca	Semi pucca	Mud house			
1																									

Overall Observation Report

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Recommendable/ Non-Recommendable		Number of seats, if Recommendable.	
		Boys	Girls

ANNEXURE-B

Inspection format of NGO Hostels proposing for enhancement of Intake Capcity for availing Boarding House Stipend (PART-I)															
Sl. no.	Basic information									Boarders' details					
	District	Sub-Division	Name of Boarding House	Name of School(s) where the boarders are attending	Year of Approval (must be more than 3 years)	Whether seat capacity enhanced earlier. If yes, year of enahanceme nt. (must be more than 3 years)	Any other approved NGO Hostel recognised under Tribal Welfare with same School	Name of nearest recognised NGO Hostel other than applicant Hostel	Distance between nearest approved Hostel and applicant Hostels (Must be more than 1 KM)	Total no. of ST boarders enrolled (including existing beneficiaries & non beneficiaries)	Approx. no. of Student having family annual income less than Rs. 250001	Approved Intake Capacity for Boarding House Stipend under TW Dept.	Proposed number of additional seat for Boarding House Stipend	Number of Hostel Warden	Number of boarder received Merit Award in last FY

Inspection format of NGO Hostels proposing for enhancement of Intake Capcity for availing Boarding House Stipend (PART-II)															
Infrastructure Detail										Kitchen Details					
App roxi mate floor area of dor mito ry	Seat Capacity of each room @ 4 sqaure metre per boarder	Whether Dinning Hall available, if yes. number of seats	Whether Seperate Study Hall available, if yes. number of seats	Whether seperate toilets available for Boys and Girls Hostels	Whether number of toilets available at 1: 10 ratio	Type of bathplace (Open/ close room)	Whether boundary wall of the Hostel is available	Whether Waste pith is available	Whether cots are available for all the enrolled boarders	Whether sufficient number of utensil is acvailable	Whether sufficient number of cook and helper are available	Whether sufficient of filter are available	Whether food storeroom is maintained	Source of Water (Submersible pump/ Hand pump/ Water Supply/ Motor pump/ Ring Well/ Other), if other please specify.	Alternative Source of electricity (Solar light/ Generator/ Invertor/ No alternative source)

Overall Observation Report

Recommendable/ Non-Recommendable	Number of seats, if Recommendable.			
	Boys		Girls	