



**COLLECTORATE, GANJAM, CHATRAPUR**  
**[SOCIAL WELFARE SECTION, GANJAM]**

**Ph: 06811-263968, 262460 E-Mail:**

**dswoganjam@nic.in/womenprotectioncellganjam@gmail.com**

L. No. 879 /PWDV

Dated 16/12/2025

The Superintendent of Police, Ganjam, Chatrapur / Berhampur / Chief Development Officer-Cum-EO, Zilla Parishad, Ganjam Chatrapur / Commissioner, BeMC, Berhampur / Chief Dist. Medical Officer, Ganjam, Berhampur / All Sub-Collectors, of Ganjam District / Project Director, Watershed & Soil Conservation Berhampur / All Tahasildars, of Ganjam District / All BDOs, of Ganjam District / Chief South-Co, Ganjam, Berhampur / Excise Superintendent, Ganjam / Berhampur / General Manager D.I.C., Berhampur / All BEOs of District / TDA, Tumba / Treasury Officer Special Treasury, Berhampur / Dist. Treasury Officer, Ganjam, Chatrapur / All Treasury Officer of District / Civil Supply Officer, Ganjam, Chatrapur / Dist. Education Officer, Ganjam, Berhampur / Asst. Director, Handloom, Ganjam, Berhampur / GMDIC, Ganjam, Berhampur / DIPRO, Ganjam, Chatrapur / Deputy Director Horticulture, Berhampur / Dy. Director, Planning, Ganjam, Chatrapur / Executive Engineer R.W. (PWD), I & II Ganjam Berhampur / Executive Engineer R.W. (PWD) Bhanjanagar / D.P.C.(SSA), Ganjam, Chatrapur / Executive Engineer Water recourses, Ganjam, Berhampur / Executive Engineer Irrigation Ganjam, Berhampur / Executive Engineer Minor Irrigation, Berhampur / Chikiti / Sports Officer, Ganjam, Chatrapur / Dist. Tourist Officer, Ganjam, Berhampur / Executive Engineer, PHD, Chatrapur / Dist. Welfare Officer, Ganjam, Chatrapur / D.C.P.O, Ganjam, Chatrapur / Regional Legal Service Authority, Ganjam, Berhampur / Principal Khallikote Autonomous College Berhampur / Principal, Women's College, Berhampur / Chatrapur / Dist. Labour Officer, Chatrapur & Berhampur / Dist. Legal Service Authority, Ganjam, Berhampur / Executive Engineer RWSS, Berhampur / District Social Security Officer, Chatrapur / LDM, Berhampur / Dist. Agriculture Officer, Ganjam, Berhampur / Dist. Register of Co-operative, Society Ganjam, Berhampur / Assistant Registrar of Cooperative societies, Berhampur / Chatrapur / Aska / Bhanjanagar / Registrar, Berhampur University Bhanjabihar / R.T.O. Ganjam, Chatrapur / R.T.O. Bhanjanagar / D.P.O, Ganjam / D.W.O. Ganjam / Superintendent ( Circle Jail), Berhampur / Chatrapur / Bhanjanagar / Dist. Fishery Officer, Ganjam, Berhampur / Divisional Forest Officer, Ganjam Berhampur / Bhanjanagar / Employment Officer –cum-skill. Development Officer, Ganjam, Berhampur / Chatrapur / Chief Dist. Veterinary Officer, Ganjam, Berhampur / S.D.V.O., Chatrapur / Berhampur / Bhanjanagar / Superintendent Engineer, PWD, Berhampur / All Executive Officer of ULBs / Municipality of Ganjam District / Principal DPIASE, Berhampur / All Principals of +2 College of Ganjam District / Secretary RMCS, Hinjilicut / All CDPOs-Cum-CMPOs of Ganjam District.

Sub:- Regarding Working Women's Hostel of Govt. of Odisha.

Ref:- This office L.No. – 428/PWDV dtd.22.11.2024

Sir/Madam,

In inviting a reference to the subject cited above, I am to say that, in order to ensure state residential facilities for Working Women, the women and Child Development Department Govt. of Odisha has established 100 bedded

Working Women's Hostel at Ankushapur in Kukudakhandi Block of Ganjam District the said Working Women Hostel has basic facilities for working women on a single / double / dormitory occupancy with division of Recreation Room, visitor's Room, attached toilets, common Toilet for use of the residents. The Working Women Hostel also provide facilities like clean Drinking water, kitchen Dining Hall, store Room, First Aid kit, Fire safety equipment, CCTV, 24 x 7 security arrangement etc.

The Details of Rooms / Bed available in the working Women Hostel at Ankushapur, Ganjam managed by Govt. of Odisha.

Locality Area	Capacity	No of Room Available		
		No. of Single Bedded rooms	No. of double bedded rooms	No. of rooms / Bed 4 (four) Bedded rooms
Ankushpur in Kukudakhandi Block	100 Bedded			
<b>Ankushpur</b>	<b>100</b>	<b>09</b>	<b>28</b>	<b>09</b>

In view of the above, it is requested to display the matter regarding the available of Hostel for Working Women those are fulfill the following criteria for staying in the said Hostel.

Another objective of the Sakhi Niwas component under the sub-scheme Samarthya which promote availability of safe and conveniently located accommodation for Working Women, with day care facilities for women living in hostels. The Working Women's Hostel under this scheme shall be made available to all Working Women without any destination with respect to case, religion, metrited status etc, subject to norms prescribed under the scheme.

The facility of Shakhi Niwas can be availed by any working women, who may be single, widowed, divorced, separated or married (whose immediate family does not reside in the same city/area). Preference will be given to women from disadvantaged sections of the society. Special preference would be given to beneficiaries with physical disabilities, In case there is shortage of accommodation. Women who are under training for a job will also be considered for accommodation subject to availability and provided that the total training period does not exceed one year. The number of women under training for jobs should not exceed 30% of the total capacity. Girls up to the age of 18 year and boys up to the age of 12 years, accompanying working mothers will be provided accommodation with their mothers. Working mothers may also avail of the services of the Day Care Centre, as provided under the scheme.

The gross income of the beneficiaries should not exceed Rs.50,000/- consolidated (gross) per month in metropolitan cities, and Rs.35,000/- consolidated (gross) per month, in any other place. The income ceiling can be relaxed by District Magistrate or any other authorized officer based on the local requirement and subject to availability of accommodation. When the income of any working woman already residing in a hostel exceeds the prescribed limits, she will be require to vacate the hostel within a period of six months of crossing the income ceiling.

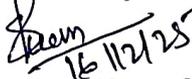
The implementing organization may charge from the residents of the working women's hostel a reasonable rent not exceeding 15% of their total emoluments / gross salary in the case of single bedrooms, 10% in case of the double bedrooms and 7 ½ % in the case of the dormitories. Fees charged form the children in the Day Care Centre should not be more than 5% of the emoluments of their mother, or the actual expenditure whichever is less. The rent

for women under training for job shall not exceed the lowest rent charged from any of the working women residing in the same facility. The rent for such trainees may be charged from the institution / organization sponsoring the training and in case that is not possible from the women herself. The rent does not include use of the mess and other facilities like washing machines for which user charges should be collected.

As far as possible, women with children are accommodated in single / double bedrooms instead of dormitory. No working woman is allowed to stay in a hostel, assisted under this scheme for reasons to be recorded in writing, allow working women to stay in a hostel, beyond the three-year period, subject to the condition that the period of extension, shall not exceed one year at one time, and that the total stay of the women, with extensions, shall not exceed four years. The traveling facilities also provided through district administration from Berhampur to Ankushpur.

In this regard I would therefore request you kindly circulate the matter among the female employees working in you establishment to reside in the aforesaid Working Women Hostel at Ankushpur in Kukudakhandi Block if eligible as per the above prescribed condition of Govt. in W & C.D. Deptt., Odisha. They may be submitted their written application addressing to the District Social Welfare Officer, Ganjam, Chatrapur through e-mail ([dswoganjam@nic.in](mailto:dswoganjam@nic.in) / [womenprotectioncellganjam@gmail.com](mailto:womenprotectioncellganjam@gmail.com)) on or before 31.01.2026. (as Annexure – I).

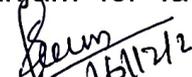
Yours faithfully,

*fw*  
  
16/12/25  
District.Social Welfare Officer,  
Ganjam,Chatrapur

Memo No. 880 /PWDV

Dated. 16/12/2025

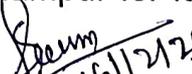
Copy Submitted to the Steno to Collector, Ganjam for favour of kind information of the Collector.

  
16/12/25  
District.Social Welfare Officer,  
Ganjam,Chatrapur

Memo No. 88 /PWDV

Dated. 16/12/2025

Copy Submitted to the Commissioner BeMC, Berhampur for favour of kind information.

  
16/12/25  
District.Social Welfare Officer,  
Ganjam,Chatrapur

Memo No. 882 /PWDV

Dated. 16/12/2025

Copy Submitted to the Under Secretary to Govt. Women & Child Development Department Odisha, Bhubaneswar for favour of kind information and necessary action.

*Sunny*  
16/12/25  
District.Social Welfare Officer,  
Ganjam,Chatrapur

Memo No. 883 /PWDV

Dated. 16/12/2025

Copy Submitted to the Administrative Officer, Mahila Vikas Samabaya Nigam (MVSN), Odisha, Bhubaneswar for favour of kind information and necessary action.

*Sunny*  
16/12/25  
District.Social Welfare Officer,  
Ganjam,Chatrapur

**Annexure – I**

**PROFORMA OF APPLICATION FOR RESIDING IN WORKING WOMEN'S  
HOSTEL AT ANKUSHAPUR.**

1. Name of the applicant:
2. Address : At / Post / District.
3. Marital Status:
4. Name of the working Place
5. Gross income per month
6. Type of room required

Signature of applicant