



# TAMIL NADU GOVERNMENT GAZETTE EXTRAORDINARY PUBLISHED BY AUTHORITY

No. 236]

CHENNAI, TUESDAY, MAY 27, 2025  
Vaikasi 13, Visuvaavas, Thiruvalluvar Aandu-2056

## Part III—Section 1(a)

**General Statutory Rules, Notifications, Orders, Regulations, etc.,  
issued by Secretariat Departments.**

### NOTIFICATIONS BY GOVERNMENT

#### SOCIAL WELFARE AND WOMEN EMPOWERMENT DEPARTMENT

AMENDMENTS THE TAMIL NADU HOSTELS AND HOMES FOR WOMEN AND CHILDREN  
(REGULATION) RULES, 2015

[G.O.Ms. No.54, Social Welfare and Women Empowerment [S.W.3(1)], 27th May 2025,  
வைகாசி 13, விசுவாவச, திருவள்ளுவர் ஆண்டு-2056.]

**No. SRO A-12(c)/2025.**

In exercise of the powers conferred by sub-section (1) of section 25 of the Tamil Nadu Hostels and Homes for Women and Children (Regulation) Act, 2014 (Tamil Nadu Act 18 of 2014), the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Hostels and Homes for Women and Children (Regulation) Rules, 2015, namely:-

#### AMENDMENTS.

In the said Rules,-

(1) for rule 3, the following rule shall be substituted, namely:-

"3. Procedure for issue of licence.- (1) Any person desiring to establish, maintain or conduct a hostel or lodging house or home for women and children shall make an online application for licence to the Collector in Form-I in electronic form accompanied with the certificates specified therein through online portal.

(2) Every application for licence shall be accompanied by a fee of Rs.10,000/- (Rupees ten thousand only) payable through online mode of payment.

(3) Subject to the genuineness of certificates accompanied with the online application under sub-rule (1), a licence shall be auto generated in Form-II in electronic form.

(4) The licence shall be valid for a period of ten years from the date on which it is granted.

(5) Renewal.- (i) Every application for renewal of the licence granted under sub-rule (3) shall be made along with the documents to the Collector through online portal in Form-I in electronic form and shall be accompanied by a fee of Rs.10,000/- (Rupees ten thousand only) payable through online mode of payment.

(ii) Every application for renewal of the licence granted under the Act shall be made not less than three months before the date of the expiry of the period of such licence.

(iii) The renewed licence shall be valid for a period of ten years.

(6) Alteration.- (i) Any licensee desiring to change the location of the hostel or lodging house or home for women and children or alter the purpose of any service as specified in sub-section (1) of section 8 shall make an online application in Form-I in electronic form accompanied with documents and it shall be construed as a fresh licence and the licence shall be auto generated in Form-II in electronic mode.

(ii) Any licensee who intends to change any other particulars specified in the licence or increase the number of the inmates to be admitted, shall make an application for alteration of licence, in online portal accompanied with documents specified in Form-I in electronic form through online portal. Every such application shall be accompanied by a fee of Rs.2000/- (Rupees two thousand only) payable through online mode of payment and subject to the genuineness of accompanied documents, the licence with necessary alterations shall be auto-generated in Form-II in electronic mode.

(7) Any person who is aggrieved by an order of the Collector cancelling or suspending a licence may appeal to the Director of Social Welfare within fifteen days from the date of receipt of such order.

(8) The licensee may apply for surrender of the licence under section 11 through the online portal by giving a notice in Form-V in electronic form.

(9) On the date of commencement of the Tamil Nadu Hostels and Homes for Women and Children (Regulation) Amendment Act, 2024 (Tamil Nadu Act 37 of 2024), any pending application for grant of licence or renewal or any request for alteration of particulars specified in the licence or review or appeal, as the case may be, be permitted to be withdrawn by the applicant or appellant, as the case may be, by making a formal request to the concerned authority within fifteen days.”;

(2) in rule 4,-

(i) the expression “hostel or lodging house or” occurs in two places shall be omitted;

(ii) for sub-rule (4), the following sub-rule shall be substituted, namely:-

“(4) The owner or manager of every home for women and children shall make an application for registration in online portal in Form-III in electronic form accompanied with documents. Subject to genuineness of documents accompanied, a certificate of registration shall be auto generated in Form-IV in electronic mode.”;

(iii) sub-rule (5) shall be omitted.;

(3) for FORMS I to V, the following FORMS shall be substituted, namely:-

“FORM – I

[see rules 3(1), 3(5), 3(6) and 3(8)]

FORM FOR LICENCE / RENEWAL / ALTERATION / SURRENDER

Type of Application	:	New Licence / Renewal/ Alteration / Surrender
Name of the Hostel / Lodging House / Home for Women and Children	:	
Phone	:	
Email	:	
Address	:	
District	:	
Taluk	:	
Nature of ownership of the building	:	Owned / Leased / Rented
No. of Floors	:	
No. of Rooms Available	:	
Total Square foot Area of the building	:	_____ sq. ft.
Maximum Capacity to be accommodated (Maximum No. of residents that can be accommodated)	:	
Food Arrangements	:	Food Provided / Self cooking arrangements made /Not provided
Point of Contact Name	:	
POC Contact Number	:	

**DECLARATION**

I hereby declare that the particulars furnished are true to the best of my knowledge.

**Documents to be uploaded:**

1. PAN Card
2. Property Ownership Document / Rental / Lease Agreement
3. Building Licence Certificate issued under the Tamil Nadu Public Buildings (Licensing) Act, 1965
4. Fire Safety Document according to the Category of Buildings issued by the Tamil Nadu Fire and Rescue Services Department)
5. Self-attested Security Protocol as in Annexure - I
6. Self-Attested Kitchen and Food Safety Protocol as in Annexure – II
7. A self attested Sanitation Protocol auto generated in e-Sevai Portal.

**FORM – II**

[see rules 3(3) and 3(5)]

QR Code

LICENCE / RENEWAL OF LICENCE / ALTERATION OF LICENCE

Licence Number:

Issued By: District Collector, District Name

Issued To: [Name of the Institution]

Address: [Full Address]

Commencement Date:

End Date:

Licence is hereby granted to \_\_\_\_\_(Name of the Institution and address)\_\_\_\_\_ for the establishment and maintenance of a hostel / lodging house / home for Women and Children under the Tamil Nadu Hostels and Homes for Women and Children (Regulation) Act, 2014 subject to the following conditions:

1. The management shall run the Institution in accordance with the provisions contained in the Tamil Nadu Hostels and Homes for Women and Children (Regulation) Act, 2014 and the Rules made thereunder.
2. Accommodation for \_\_\_\_\_ (Nos.) inmates in is permitted across \_\_\_\_\_ floors and \_\_\_\_\_ rooms.
3. This licence along with QR Code shall be displayed prominently at the premises at all times.
4. The owner or the resident manager or the manager of the Institution shall ensure an average space norms of 40 sq.ft. per child and 120 sq.ft. per woman.
5. Clean, hygienic, and safe living conditions shall be maintained in accordance with the protocols submitted.
6. The Institution shall follow rules and regulations issued by State Government from time to time.
7. The Institution is subject to inspection by the inspecting authorities under the said Act by the Collector or any officer authorized by the State Government or Collector and any violation of conditions may lead to suspension or cancellation of the license.
8. The infra-structure facilities shall be maintained properly.
9. Proper fire safety measures, including functional equipment shall be ensured and emergency exits must remain accessible at all times.
10. Clear emergency exits shall be maintained and regular fire drills shall be conducted to ensure preparedness.
11. The personnel of the Institution shall be trained in handling fire safety facilities.
12. The Institution shall ensure proper education, child rights and necessary safeguards from child abuses.
13. The Institution shall ensure water and sanitation facility and also safe drinking water.

14. The Institution shall maintain sufficient supervisory and sub-staff as per the said Act.
15. The Institution shall maintain the kitchen in a hygienic manner.
16. Rain water harvesting facilities shall be done in the institutions.
17. The Institution should not have any thatched structure or shall not construct any thatched structure in future.
18. The annual report shall be uploaded to the e-sevai portal every year.

System generated Certificate of District Collector,  
\_\_\_\_\_ District.

FORM - III

[see rule 4(4)]

APPLICATION FOR REGISTRATION

Name of the Home for Women and Children

Phone :

Email :

Address :

District :

Taluk :

Nature of ownership of the building : Owned / Leased / Rented

No. of Floors :

No. of Rooms Available :

Total Square foot Area of the building : \_\_\_\_\_ sq. ft.

Maximum Capacity to be accommodated (Maximum No. of inmates that can be accommodated) :

Point of Contact Name :

POC Contact Number :

DECLARATION

I declare that the facts mentioned above is true to the best of my knowledge.

**Documents to be uploaded:**

1. PAN Card
2. Property Ownership Document / Rental / Lease Agreement
3. Building Licence Certificate issued under the Tamil Nadu Public Buildings (Licensing) Act, 1965
4. Fire Safety Document according to the Category of Buildings issued by the Tamil Nadu Fire and Rescue Services Department
5. Self-attested Security Protocol as in Annexure - I
6. Self-Attested Kitchen and Food Safety Protocol as in Annexure – II
7. Self – Attested Sanitation Protocol auto generated in e-Sevai Portal.

## FORM – IV

*[see rule 4(4)]*

## CERTIFICATE OF REGISTRATION

Certificate Number:

Registered Date:

Issued By: District Collector, District Name

Issued To: [Name of the Home]

Address: [Full Address]

\_\_\_\_\_ Home for Women and Children, \_\_\_\_\_ District is registered under section 12(3) of the Tamil Nadu Hostels and Homes for Women and Children (Regulation) Act, 2014.

System generated Certificate of District Collector,

\_\_\_\_\_ District.

## Form-V

*[see rule 3(8)]*

## NOTICE FOR SURRENDER OF LICENCE

I \_\_\_\_\_, owner of \_\_\_\_\_ hereby surrender the licence issued *vide* Proc.Roc.No. \_\_\_\_\_ dated \_\_\_\_\_ of the Collector \_\_\_\_\_ (Name of the District) due to \_\_\_\_\_ (specify reason).";

(4) FORMS-VI and VIII shall be omitted; and

(5) after FORM-VII, the following ANNEXURES shall be added, namely:-

## "ANNEXURE - I

## SELF ATTESTED SECURITY PROTOCOL

Name: [Name of the Institution]

Address:

## 1. Deployment of Security Personnel:

Number of Security Personnel:

Name of the Security agency (if outsourced):

## 2. CCTV Coverage:

Number of CCTV Cameras:

Locations of CCTV Cameras:

## 3. Visitor Logbook:

Whether the following details are recorded in the Logbook: [Yes/No]

1. Name of the visitor.

2. Contact information.

3. Purpose of the visit.

4. Time of entry and exit.

## 4. Safety Measures:

Availability of Emergency Exit Plan: [Yes/No]

Additional Measures (if any):

a) Biometric Access (if available)

☐ Any revisions to this protocol will be updated on the e-Sevai portal without fail.☐ I hereby declare that all the information furnished above is true and in operation.

Signature and seal of the Owner/ Manager.

## ANNEXURE - II

## SELF ATTESTED KITCHEN AND FOOD SAFETY PROTOCOL

Name: [Name of the Institution]

Address:

## 1. Cleaning Schedule of the Kitchen:

Frequency of Cleaning:

## 2. Tentative Food Menu:

Whether weekly menu is displayed in the kitchen: [Yes/ No]

Measures to ensure quality of food:

(a)

(b)

(c)

## 3. Whether Cooking is on premises or Outsourced (Details)

## 4. Additional Safety Measures:

Whether adequate safety measures are in place where cooking gas cylinders are placed: [Yes/ No]

☐ Any revisions to this protocol will be updated on the e-Sevai portal without fail.☐ I hereby declare that the food provided from the hostel is hygienic and nutritious.☐ I hereby declare that all the information furnished above is true and in operation.

Signature and seal of the Owner/ Manager.”.

JAYASHREE MURALIDHARAN,  
*Secretary to Government*