



**LT. GOVERNOR'S SECRETARIAT
GOVERNMENT OF PONDICHERRY**

INFORMATION HANDBOOK

Raj Nivas

Pondicherry 605 001

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Introduction

The Lt. Governor's Secretariat as the premier office housing the Office of His Excellency the Lt. Governor has been created to assist His Excellency in the discharge of his functions in accordance with the Union Territories Act and Rules of Business

With the scope of function restricted to primarily assist His Excellency in the discharge of his constitutional obligations, the Lt. Governors Secretariat in its day to day functioning does not reach out to the Public except for redressal of Public grievances.

With no citizen centric schemes being formulated or implemented from the Lt. Governor's Secretariat, the need for information from the Lt. Governors Secretariat has its own limitations. The Information Hand book is, however, brought out in accordance with Section 4(1)(b) of the Right to Information Act, 2005.

The Information Hand Book contains all vital facets of the functioning of the Lt. Governor's Secretariat that are to be brought to the knowledge of the public domain. This little booklet, in the hands of the user, will without doubt be a tool of information to the intended user, as envisaged in the Right to Information Act, 2005.

Particulars of Organisation

The organisational set up of Lt. Governor's Secretariat is broadly divided into two main divisions

- Secretariat Wing
- Household Wing

The Lt. Governor's Secretariat is headed by the Secretary to the Lt. Governor, who is the Administrative Secretary of the Secretariat as well as the Head of the Department vested with statutory administrative & financial powers as laid down in the respective Rules. As a special dispensation he is also vested with the powers of Lt. Governor in matters relating to creation of posts, meeting contingent expenditure etc.

Assisting him in the Secretariat functions is the Private Secretary to Lt. Governor. The Private Secretary to Lt. Governor is vested with the powers of Head of Office and is directly in-charge of the superintendence of the functioning of the Secretariat as well as the Household notwithstanding his duties of preparing speech materials and messages for H.E. the Lt. Governor.

The Protocol and security of His Excellency the Lt. Governor and Raj Nivas are vested with the ADC to Lt. Governor. An Additional ADC assists him.

The Household wing attends to the hospitality of His Excellency and the Guests and VVIPs who visit Raj Nivas. The Comptroller of House Hold is responsible for this wing as well as for the aesthetic maintenance of Raj Nivas.

The Public Grievance petitions submitted to His Excellency the Lt. Governor form a vital component of function that has interaction with the Public. To effectively monitor this, a software package has been specifically developed. The petitions submitted by the Public are forwarded to the Departments concerned and the progress is monitored using the "Petition Monitoring Software package". The information stored in the database is retrieved and the Petitioners are informed about the progress of their representation, on request

Apart from the function pertaining to Petition Monitoring System that has a direct interaction with the Public, the Lt. Governor's Secretariat operates two types of funds for the welfare of the Public

- ***Lt. Governors Discretionary Fund***

In accordance with the Rules framed by the Ministry of Home Affairs, a sum of Rs.10,000/- has been placed as a Discretionary grant at the disposal of the Lt. Governor of Pondicherry every year. Based on the request received, a grant of an amount of Rs.250/= in the case of individual and an amount of Rs.500/= in the case of institutions is made after verification of the authenticity of the claim.

- ***Lt. Governors Welfare Fund***

The Lt. Governor's Welfare Fund comes under the purview of Charitable Endowments Act, 1890. The main object of the fund is to grant relief to individuals and cultural and charitable institution in cases of privation due to natural calamities or any other cause, to workers thrown out of employment for reasons beyond their control, to administer and apply funds for other welfare measure and to do all other things which are incidental to the above objects.

The fund is administered and managed by a General Committee with the Lt. Governor as the Chairman and Chief Secretary, Secretary (Revenue), Secretary (Welfare), Secretary to Lt. Governor as Members and Private Secretary to Lt. Governor as Member cum Treasurer.

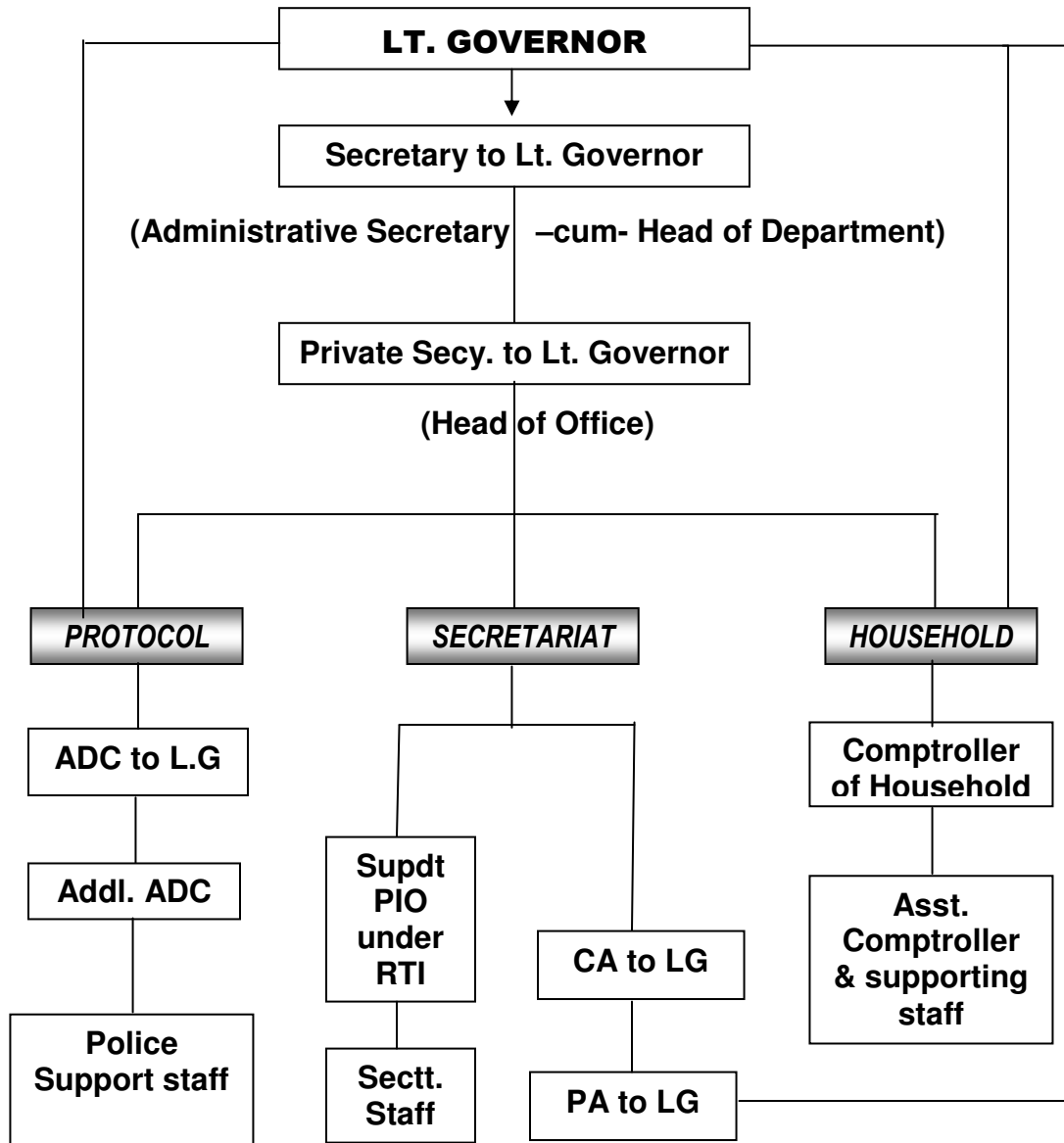
Address:

Lt. Governor's Secretariat,
Rangapillai Street,
PONDICHERRY 605 001

Working Hours:

Morning :: :: 8.45 A.M.
Closing Hours :: :: 5.45 P.M.

ORGANISATIONAL CHART OF LT. GOVERNOR'S SECTT.



Powers and Duties of Officers and Employees

Designation		Secretary to Lieutenant-Governor
Thiru. Uddipta Ray, I.A.S.		
Powers	Administrative	Head of Department and Administrative Secretary of the Lieutenant-Governor's Secretariat.
		Appellate Authority of Group 'C' & 'D' staff of L.G.'s Secretariat under CCS(CCA) Rules, 1965
		Delegated with powers of creation of posts
	Financial	Vested with financial powers as Head of Department under Rule 3(1) f of DFPR
		Controlling Authority for Personal claims of Gazetted Officers in L.G.'s Secretariat
	Other	Delegated with the financial powers of L.G. as per G.O. Ms. No.22/85/F3, dated 23-02.1985 of Finance Department
Duties	Overall in-charge of the L.G.'s Secretariat and advises His Excellency the Lieutenant-Governor in the discharge of his duties	

Designation	Joint Secretary to Lieutenant-Governor
Thiru G. Srinivas	
Powers and Duties	Responsible for the Control & supervision of the functioning of the Secretariat & Household
	Responsible for preparation of Speeches & Message of His Excellency. Also responsible for fixing appointments of the Lt. Governor.

Designation	Private Secretary to Lieutenant-Governor	
Thiru S. Sreenivasan		
Powers and Duties	Administrative	Appointing Authority of Group 'C' & 'D' Staff of L.G.'s Secretariat
		Disciplinary Authority of Group 'C' & 'D' Staff of L.G.'s Secretariat
	Financial	Incur contingent expenditure under the powers delegated as Head of Office
		Sanction the Personal claims of Staff of Office as Head of Office

Designation	ADC to Lieutenant-Governor
Thiru A. Gunasegaran	
Duties	Protocol Duties
	Security of His Excellency & the Raj Nivas
	Coordinates the arrangements of tour programmes and functions attended by His Excellency

Designation	Comptroller of Household
Tmt. Asha Gupta	
Duties	Hospitality Services to His Excellency the Lieutenant-Governor
	Hospitality to Guests who visit Raj Nivas
	Overall In-charge of Household Activities

Designation	Superintendent
Thiru R. Sridharan	
Duties	Declared as Drawing & Disbursing Officer
	Public Information Officer under RTI Act, 2005
	Supervisory functions of the Office
	Assist the Joint Secretary to L.G. in preparation of speeches and Messages of Lt. Governor and in the disposal of his duties and also assist Private Secy. to L.G. in the discharge of his functions.

Designation	Confidential Assistant to Lieutenant-Governor
Thiru M. Mahaboubatcha (On Deputation)	
Duties	Attend to the Confidential Matters of correspondence of His Excellency
	Provide Secretarial assistance to His Excellency
	Preparation of Monthly Report to the President of India
	Translation of petitions

Designation	P.A. to Lt. Governor - Tenure Appointment
Vacant	
Duties	Providing secretarial assistance to the Lt. Governor
	Assisting the Lt. Governor in his personal correspondences

Designation	Stenographer Grade I
Thiru S. Rajendiran	
Duties	Providing Secretarial Assistance to Secretary to Lieutenant-Governor

Designation	Stenographer Grade II
Thiru S. Prasanna	
Duties	Provide Secretarial Assistance to Private Secretary to Lieutenant-Governor
	Maintains the Confidential Reports of Staff of L.G.'s Secretariat

Designation	Assistant
Thiru S. Ragavendran	
Duties	Handling of Cash
	Preparation of Pay Bills and Personal Claims
	Maintenance of Lieutenant-Governor's Welfare Fund

Designation	Assistant
Thiru D. Badmanaban	
Duties	Budget Clerk
	GPF and other advances of Staff
	Medical Claims, Travel Allowances, Overtime Allowances,
	Preparation duty charts to Drivers and Group 'D' staff

Designation	Data Entry Operator
Thiru M. Joseph Prasad Sugumar	
Duties	Computerisation, Petition Monitoring
	Data Entry

Designation	Upper Division Clerk
Thiru K.K. Devarajan	
Duties	Maintenance of Service Books & Other service matters of Officers & Staff
	Contingent Bills
	Advances like MCA, PCA

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

Name /title of the document: **Lieutenant-Governor's Welfare Fund**

Type of the Document: **Rule**

Brief Write-up on the Document

The Lieutenant Governor's Welfare Fund comes under the purview of Charitable Endowments Act, 1890. The main object of the fund is to grant relief to individuals and cultural and charitable institution in cases of privation due to natural calamities or any other cause, to workers thrown out of employment for reasons beyond their control, to administer and apply funds for other welfare measure and to do all other things which are incidental to the above objects.

From where one can get a copy of rules, regulations, copy of rules, regulations, instructions, manual and records

Address : **The Private Secretary to Lt. Governor**

Phone No. : **2332301**

Fax : **2334025**

E-Mail : -

Others : -

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

Name/title of document: Lieutenant-Governor's Discretionary Grant Fund

Type of the Document: **Rule**

Brief Write-up on the Document

In accordance with the Rules framed by the Ministry of Home Affairs, a sum of **Rs.10,000/-** is placed as a Discretionary Grant at the disposal of the Lieutenant-Governor of Pondicherry every year. Based on the request received, grant of an amount of **Rs.250/-** in the case of individual and an amount of **Rs.500/-** in the case of institutions is made after verification of the authenticity of the claim.

From where one can get a copy of rules, regulations, copy of rules, regulations, instructions, manual and records

Address : **The Private Secretary to Lt. Governor**

Phone No. : **2332301**

Fax : **2334025**

E-Mail : -

Others : -

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof

Not applicable

A Statement of Categories of Documents that are held by it or under its control

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/Under control of
1.	Register	Stock Register of Inventory (Assets & consumables)	On Request In Writing addressed to the Public Information Officer	<u>Thiru R. Sridharan</u> Superintendent. <u>Tmt. Asha Gupta</u> Comptroller
2.	Petitions	Petitions from public		<u>Thiru S. Prasanna</u> , P.A. to Pvt. Secretary to L.G. <u>Thiru M. Joseph Prasad Sugumar</u> , DEO
3.	Register/ Documents	Pay Bill Register, Cash Register, Cheque Register L.G. Welfare Funds Register		<u>Thiru S. Ragavendran</u> Asst.- cum - Cashier
4.	Register	Budget Check Register, OBA Register		<u>Thiru D. Badmanaban</u> , Assistant
5.	Files /Bills	Service Books, Contingent bills Purchase Files		<u>Thiru K.K. Devarajan</u> , UDC

A Statement of Boards, Council, Committees and Other Bodies constituted as its part

Not applicable

Names, Designation and particulars of Public Information Officers

Assistant Public Information Officer:

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
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Public Information Officer:

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1	Thiru R. Sridharan	Superintendent	0413	2337144	2253835	2334025		<u>Office:</u> Lt. Governor' s Secretariat, Pondicherry <u>Residence:</u> No.19, 3 rd Cross, Tagore Nagar, Pondicherry – 8

Department Appellate Authority:

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1	Thiru S. Sreenivasan	Private Secretary to Lt. Governor	0413	2332301	2253622	2334025		<u>Office:</u> Lt. Governor' s Secretariat, Pondicherry <u>Residence:</u> No.B12, Anugraha Apartment, Lawspet main Road, Pakkumudayan et, Pondicherry 8

Procedure followed in Decision Making Process

The decision making process followed for service matters and personal claims are as per the guidelines contained in the Fundamental Rules and General Financial Rules. The matters relating to appointments, pay fixation and drawal of advances & loans are processed by the staff concerned and submitted to the Private Secretary to Lt. Governor for approval as Head of Office and to the Secretary to Lt. Governor as Head of Department, as the case may require. The criteria adopted in few of the cases is gisted below :-

Appointments/Postings	:: Secretary to Lt. Governor (Head of Dept)
Pay Fixation	:: Pvt. Secretary (Head of Office)
Stepping up of Pay	:: Secretary to Lt. Governor (Head of Dept)
Increment Sanction	:: Pvt. Secretary (Head of Office)
M.R./T.A./LTC Claim	:: Pvt Secretary (Head of Office)
GPF/HBA/MCA	:: Secretary to Lt. Governor (Admn. Secy)

In so far as petty and routine purchases are concerned, the Head of Office powers are exercise by the Pvt. Secretary to Lt. Governor. As for other major purchases, these are made under the powers delegated to the Secretary to Lt. Governor vide G.O.Ms.No.22, dated 23.2.85 of Finance Department. The files are accordingly processed and submitted for the approval of the Private Secretary or Secretary to Lt. Governor, as the case may be.

The Lt. Governor's discretionary Grant Fund is disbursed to the needy individuals and needy institutions after verifying the authenticity of the claims through Revenue Department or Social Welfare Department or any other Department concerned. The list of such identified institutions/individuals are submitted to the Lt. Governor for approval to grant the prescribed amount of Rs.250/= in the case of individuals and Rs.500/= in the case of Institutions.

The other major Fund viz., Lt. Governor's Welfare Fund that is operated in the Lt. Governor's Secretariat is administered by a General Committee comprising of the following

Lt. Governor	:: ::	Chairman
Chief Secretary	:: ::	Member
Secretary (Revenue)	:: ::	Member
Secretary (Welfare)	:: ::	Member
Secretary to Lt. Governor	:: ::	Member Secretary
Pvt. Secy to Lt. Governor	:: ::	Member-cum-Treasurer

The assistance from this fund is released to persons in distress, on request, to grant relief to cultural & charitable institutions affected by natural calamities, to grant financial assistance to persons thrown out of employment for reasons beyond their control and to do all other things incidental to the above objects. As and when requests are received from eligible persons, the file is submitted to the General Committee for approval to provide financial assistance to the needy cases. Each & every single case is granted financial assistance with the due approval of the General Committee.

CHAPTER - 10

Directory of Officers and Employees (on Contract basis)

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
Thiru								
1.	J.P. Singh	O.S.D. to L.G.	0413	2333030	2333030	2334025		Raj Nivas Qtrs, Raj Nivas Pondicherry
Powers and Duties		To Assist His Excellency Lt. Governor in the discharge of his functions and attend to such other works as may be assigned by His Excellency.						

CHAPTER - 10

Directory of Officers and Employees

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
Thiru								
1	Uddipta Ray, IAS	Secretary to L.G.	0413	2334085	2272855	2334025		Indira Nagar, Pondicherry-8
2.	G. Srinivas	Jt.. Sec y. to L.G.	0413	2332301	2333911	2334025	-	Raj Nivas Qtrs, Raj Nivas Pondicherry 1
3.	S. Sreenivasan	Pvt.. Sec y. to L.G.	0413	2332351	2253622	2334025	-	B12, Anugraha Appt, Lawspet Main Road, Pakkumudayanpet, Pondicherry 8
4.	A. Gunasegaran	ADC to L.G.	0413	2333838	2330082	-	-	No.26, 3 rd Cross St, Angalamman Nagar, Muthialpet, Pondicherry 3.
5.	M. Mahaboubacha	CA to LG (On Service)	0413	2337144	2249786	-		No.5, 5 th Cross, Venkateswara Nagar (E), Saram, Puducherry -1
6.	R. Sridharan	Supdt.	0413	2337144	2253835	-	shree_p ondy @yaho o.com	19, Third Cross Street, Tagore Nagar, Pondicherry 8
7.	Asha Gupta	Comp. of HH	0413	2333464	4209098	-	-	Raj Nivas Qtrs, Raj Nivas Pondicherry 1
8.	S. Rajendran	Steno Gr.I	0413	2337144	5206922	-	-	28, Thendral Nagar, Main Road, New Saram, Pondicherry- 13

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Sl. No.	Name	Designation	STD Code	Phone Number	Res Phone	Fax	E-mail	Address
9.	S. Prasanna	Steno Gr.II	0413	2337144	2356335	-	prasnasteno@yahoo.co.in	NO.5, I Floor, I Cross Street, Netha Nagar, Velrampet Pondicherry4
10.	S.Raghavend-ran	Assista nt	0413	2337144	2290623	-	-	4, 4 th Cross, Kamban Nagar, Pondicherry 605 010
11.	D. Badmanaban	Assista nt	0413	2337144	2280137	-	-	Plot. No.3, III Cross, Thirumagal Nagar, Velrampet, Pondicherry
12.	M. Joseph Prasad Sugumar	D.E.O.	0413	2337144	2290503	-	-	77-A, St. Antony St., Reddiarpalay am, Puducherry – 605010.
13.	K.K. Devarajan	UDC	0413	2337144	2200889	-	kkdev araj@yahoo.com	1, VI Cross, Nadesan Nagar, Pondicherry-605 005.
14.	V. Rajavelu	Hindi Typist	0413	2337144	2600396	-	-	No.39, Kaalan Thottam St., Ariyankuppa m, Pondicherry 605 009

CHAPTER – 11

The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations

Sl. No.	Name	Designation	Monthly Remuneration Rs.	Compensation/ Compensatory allowance	The procedure To determine the remuneration as given in the regulation
1.	Uddipta Ray I.A.S.	Secretary to L.G.	115097.00		
2.	G. Srinivas	Jt Secy to L.G.	-----		Salary drawn from Election Dept
3.	S. Sreenivasan	Pvt. Secy to L.G.	47669.00		
4.	A. Gunasegaran	A.D.C. to L.G.	48055.00		
5.	R. Sridharan	Superintendent	39160.00		
6.	Asha Gupta	Comptroller of HH (on Deputation)	34483.00		
7.	S. Rajendran	Stenographer Gr.I	29420.00		
8.	S. Prassana	Stenographer Gr.II	23861.00		
9.	S. Ragavendran	Assistant	31061.00		
10.	M. Mahabou Batcha	C.A. to L.G. (on Deputation)	33482.00		
11.	D. Badmanaban	Assistant	29157.00		
12.	M. Joseph Prasad Sugumar	D.E.O.	30314.00		
13.	K.K.Devarajan	U.D.C	21948.00		
14.	V. Rajavelu	Typist (Hindi)	21645.00		
15.	P. Adimoolam	Driver Grade – I	24645.00		
16.	Manickavasagam	Special Grade	32299.00		
17.	A. Kumarasen	Driver Grade –II	23093.00		
18.	Bachchan Jha	Cook	17982.00		
19.	S. Palaniraja	Duftry	19372.00		

CHAPTER – 11 (Contd)

Sl. No.	Name	Designation	Monthly Remuneration Rs.	Compensation/ Compensatory allowance	The procedure To determine the remuneration as given in the regulation
20.	K. Kuppan	Laundry Attendant	24571.00		
21.	V. Perumal	Laundry Attendant	21666.00		
22.	S. Kanagaraj	MTS(G)	21311.00		
23.	S. Touloukaname	MTS(G)	19978.00		
24.	L. Samanasunathan	MTS(G)	18804.00		
25.	N. Perumal	MTS(G)	18946.00		
26.	C. Jaisankar	MTS(G)	16808.00		
27.	K. Sathiabalan	MTS(G)	16460.00		
28.	R. Vengadesan	MTS(G)	15964.00		
29.	T. Ramesh	Tailor	15964.00		
30.	J. Gajendiran	Gardener	15964.00		
31.	Gnanamary Michael	MTS(House Keeping)	15608.00		
32.	V. Sinouvassane	MTS(G)	15608.00		
33.	P. Durai	MTS(G)	15608.00		
34.	M. Nagamani	MTS(House Keeping)	18376.00		
35.	L. Antoniammal	MTS(House Keeping)	15608.00		

Sl. No.	Name	Designation	Monthly Remuneration Rs.	Compensation/ Compensatory allowance	The procedure To determine the remuneration as given in the regulation
36.	V. Kasiviswanathan	MTS(G)	18768.00		
37.	Devinder Singh Saini	Personal Attender to L.G. (Tenure)	12024.00		
38.	S. Sandirasegarane	Asst.Compt. of HH (Tenure)	13662.00		
39.	P. Munisamy	Asst. Cook (Tenure)	13466.00		
40.	T. Mangilal	Waiter/Room Attendant (Tenure)	12024.00		
41.	S. Paranidharan	Waiter/Room Attendant (Tenure)	13466.00		
42.	H. Vetriselvan Thally	Waiter/Room Attendant (Tenure)	13466.00		
43.	S. Murugan	Waiter/Room Attendant (Tenure)	13466.00		
44.	P. Amalarani	Waiter/Room Attendant (Tenure)	13466.00		
45.	D. Buban	Waiter/Room Attendant (Tenure)	13466.00		
46.	S. Kumaraguru	PBX Operator (Tenure)	13662.00		
47.	M. Ganesan	PBX Operator (Tenure)	13662.00		
48.	S. Sivakumar	PBX Operator (Tenure)	13662.00		

**The Budget Allocated to each Agency
(Particulars for all Plans, proposed expenditure and report
on disbursement made)**

Year 2010-2011

Sl No.	Name of the Scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amt proposed	Amt released/ disbursed (no. of instalments)	Actual expdr. for the last year	Responsible officer for the quality and the complete execution of the work
1	Discretionary Grants		1-4-2010	31-3-2011	10,000	disbursed	8,500	Private Secretary to Lt. Governor

The Manner of Execution of Subsidy Programme

Not applicable

Particulars of Recipients of Concessions, permits or authorization granted by it

- > Name of Programme : LIEUTENANT GOVERNOR'S WELFARE FUND**
- > Type (Concession/Permits/ Authorization) : Welfare**
- Ø Objective : To grant relief in cases of privation and also to those affected by fire, flood, cyclone, sea erosion and similar other natural calamities.**
- Ø Targets set (for the last year) : Not applicable**
- Ø Eligibility : People affected by the causes stated in the objective.**
- Ø Criteria for the eligibility : Not applicable**
- Ø Pre-requisites : Not applicable**
- Ø Procedure to avail the Benefits : Application to be submitted to HE the Lieutenant Governor in a plain paper seeking relief**
- Ø Time limit for the concession/ Permits/Authorizations : Not applicable**

- Ø **Application Fee
(Where applicable)** : **Not applicable**
- Ø **Application format
(Where applicable)** : **Not applicable**
- Ø **List of attachments
(Certificates/documents)** : **Supporting documents for the
request**
- Ø **Format of Attachments** : **Not applicable**
- Ø **List of beneficiaries** : **Year 2010-11**

Sl. No.	Beneficiary Name	Amount of Subsidy	Parent/ Guardians	Criteria of Selection	Address
1	Prof. L.M. Upadhyaya	Rs.5,000/-		-do-	Gurvani Prachar Seva Kendra, Patna Sahib 800 008.
2	Defence Service Personnel	Rs.1000/-		-do-	Rajya Sainik Board, Puducherry

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Particulars of Recipients of Concessions, permits or authorization granted by it

> Name of Programme	:	Lieutenant Governor's Discretionary Grants Fund
Ø Type (Concession/Permits/ Authorization)	:	Welfare
Ø Objective	:	To grant financial assistance to philanthropic societies and charitable educational and cultural institutions and to individual case by non-recurring nature.
Ø Targets set (for the last year)	:	Rs.10,000/-
Ø Eligibility	:	Philanthropic societies, charitable educational and cultural institutions and personal hardship.
> Criteria for the eligibility	:	Should not have claimed the grant for the same purpose from another Ministry/Departments.
Ø Pre-requisites	:	Not applicable
Ø Procedure to avail the Benefits	:	Requisition to be submitted to HE the Lieutenant-Governor
Ø Time limit for the concession/ Permits/Authorizations	:	Not applicable
Ø Application Fee (Where applicable)	:	Not applicable

- Ø **Application format (Where applicable)** : **Not applicable**
- Ø **List of attachments (Certificates/documents)** : **Supporting documents for the request**
- Ø **Format of Attachments** : **Not applicable**
- Ø **List of beneficiaries** : **Year 2010-11**

Sl. No.	Beneficiary Name	Amount of Subsidy	Parent/Guardian	Criteria of Selection	Address
1	Oriental Women's Association	Rs.500/-		List obtained from the Social Welfare Department, Pondicherry	Thayagam Girls Home, III Cross Street, Ilango Nagar, Puducherry
2	Immaculate Heart of Mary's Society	Rs.500-		-do-	Reddiarpalayam, Puducherry-10
3	Immaculate Heart of Mary's Social Service	Rs.500		-do-	Society Orphanage, Uppalam Road, Colas Nagar, Puducherry
4	Pondicherry Annai Velankanni Orphanage	Rs.500		-do-	No.25, I Cross Street, Venkata Nagar, Puducherry 11.
5	Immaculate Heart of Mary's Orphanage Society	Rs.500/-			5, Church Street, Kanuvapet, Villianur, Pondicherry.
6	Jwala Home for Mental Peace	Rs.500/-		-do-	II cross, Villianur Road, Murungapakam, Puducherry

Sl. No.	Beneficiary Name	Amount of Subsidy	Parent/ Guardian	Criteria of Selection	Address
7	SAGODHARI (Aashi) Short stay home for Destitute Women	Rs.500/-		-do-	Psumpon Nagar, Oulgaret, Puducherry
8	Santhosha Nanban (Centre for street Children)	Rs.500/-		-do-	103, Thillai Maistry Street, Pondicherry.
9	SOS Children's Villages of India	Rs.500/-		-do-	Pillaiyarkuppam Post, Bahour, Puducherry
10	Amaithi Illam (Old Age Home)	Rs.500/-		-do-	Nethaji Nagar, Uppalam, Pondicherry
11	The Mother Home (Girls and Boys)	Rs.500/-		-do-	No.17, 4 th Cross Street, Rainbow Nagar, Pondicherry.
12	Baby Sarah's Home	Rs.500/-		-do-	7, Rajaganapathy Nagar, Kakayanthope, Ariyankuppam
13	Nanette Illam for Girls, St. Joseph of Cluny Convent	Rs.500/-		-do-	176, Church Street, Karaikal 609 602.
14	Idhya Short Stay Home for Women	Rs.500/-		-do-	Immaculate Convent, Madha Koil Street, T.R. Pattinam, Karaial

Sl. No.	Beneficiary Name	Amount of Subsidy	Parent/ Guardian	Criteria of Selection	Address
15	St. Joseph's Orphanage,	Rs.500/-		-do-	Kurumbagaram Nedungadu, Karaikal
16	Anbagam Home for Childran	Rs.500/-		-do-	Keezhakasaku di, Kottucherry, Karaikal
17	The Yanam Chinnarula Anandha Nilayam	Rs.500/-		-do-	Yanam

Norms set by it for the discharge of its functions

Lt. Governors Discretionary Fund

The Discretionary Grant is made in accordance with the Rules framed by the Ministry of Home Affairs. The sum of Rs.10,000/- placed at the disposal of the Lt. Governor of Pondicherry every year is disbursed at the rate of Rs.250/= in the case of individual and at the rate of Rs.500/= in the case of institutions after verification of the authenticity of the claim and after obtaining the approval of the Lt. Governor.

Lt. Governors Welfare Fund

The Lt. Governor's Welfare Fund comes under the purview of Charitable Endowments Act, 1890. The main object of the fund is to grant relief to individuals and cultural and charitable institution in cases of privation due to natural calamities or any other cause, to workers thrown out of employment for reasons beyond their control, to administer and apply funds for other welfare measure and to do all other things which are incidental to the above objects.

The fund is administered and managed by a General Committee with the Lt. Governor as the Chairman and Chief Secretary, Secretary (Revenue), Secretary (Welfare), Secretary to Lt. Governor as Members and Private Secretary to Lt. Governor as Member cum Treasurer. The requests for assistance received by Lt. Governor's Secretariat are put up to the Committee constituted to administer the fund. The proposals are put up to the Committee and based on the decision of the Committee the fund is operated.

Information available in an electronic form

Particulars of the facilities available to citizens for obtaining information

The dissemination of information would primarily be regarding the petitions received from public, operation of Lt. Governor's Discretionary Grant Fund and Lt. Governor's Welfare Fund.

The Public Petitions submitted by the public to Lt. Governor are forwarded to the respective departments and progress monitored using the "Petition Monitoring Software Package". The information stored in database is retrieved and petitioners are informed about the progress, on request.

The details regarding the operation of the Lt. Governor's Discretionary Grant Fund and Lt. Governor's Welfare Fund can be obtained from the copies of the documents prescribed for implementation.

Other Useful Information

Not applicable