

CHAPTER – 1

INTRODUCTION :-

1.1 Our country, India is a sovereign democratic republic. The constitution of India guarantees certain fundamental rights to its citizens. Certain rights that are not guaranteed under the fundamental rights are derived under the directive principles of the constitution. Such of those rights that are not covered under the above two captions are also guaranteed to the citizens of India from time to time through enactment of Laws, rules and regulations. One among them is the right to provide information to the public. In a democracy people of that sovereignty expects transparency in administration to eliminate the corruption from the public life. Transparency is one of the salient features of the efficient administration. The success of any national programme for improving the image of the public service as an instrument of Social good largely depends upon the efficient functioning of the Administration. An efficient administration is also crucial for creating an environment that will help increase productivity of the economy as a whole by setting an example of optimum utilization of resources. Organisations and methods techniques are specifically designed for the analysis and improvement of administrative system and office mechanism. They aim at improving the capability of an enterprise to make optimum use of its resources in men, material, money and time and thus enable to do things faster better and more easily and more profitably. In fact transparency in administration and the enjoyment of right by the citizens to get information from the Government about the various acts and rules and regulations in executing various welfare schemes for the betterment of the governed go a long way in achieving goal of E-Governance. In the enlightened democratic system it is expedient to provide for certain information to citizens to desire to have it.

In the background of the enactment of the Act "Right to Information Act, 2005" the necessity arises to the Social Welfare Department to codify its public welfare activities under a single informative system so as to make it available to furnish any information required by the citizens who are desirous to have it.

Social Welfare Department is implementing various welfare schemes to the PH, mentally retarded down-rodden and backward class people. Besides, these schemes, this department is also bestowing its services to the Physically Handicapped, Aged and Infirm, Blind, Deaf and Dumb, Mentally Retarded children by running various homes and catering the services to the inmates of the Homes.

This department is also helping the backward students by opening hostels and granting scholarships so as to acclaim the educational pursuit by the under privileged students. Therefore, naturally this department have a lot of rules, regulations, acts etc., to implement and execute them. The information related to such welfare schemes have to be on hand in the wake of the enactment of Right to Information Act. As such, a comprehensive Hand Book is vital requirement to enlighten information on the Social Welfare Department to the public.

1.2 OBJECTIVE / PURPOSE OF THIS HAND BOOK :-

The very purpose of this hand book is to bring all information into one single volume to serve the purpose of furnishing information as and when sought for by the citizens. The information related to various schemes / homes / hostels or any other administrative related matter scatters into various units under this department. In such a big department obtaining information in piece meal in cumbersome and time consuming one. Hence, all information put together at one point of source is immense use commensurating the Right to Information Act 2005.

This hand book is nothing but to serve as a centralized source of information.

1.3. THE INTENDED USERS OF THIS HAND BOOK :-

This hand book is for the prime use of this department. This hand book shall be supplied to all gazetted officers of this department, besides the executive staff and all Head of Departments and Superintendents of all Homes of this department. The copies of this hand book are also provided to the Sate Information Commission appointed under this Act. This hand book is also made available to the public. The most users of the hand book is departmental staff.

1.4. ORGANISATION OF THE INFORMATION IN THIS HAND BOOK :-

To chanelize the information to the seekers is in an organized manner by appointing / designating Public Information Officer for the Social Welfare Department and Assistant Public Information Officer for the other three region in respect of this department. The Director of the department is the public authority to appoint / designate such officers for the department for the purpose of the Right to Information Act.

1.5. DEFINITIONS :-

Head of Department	The Director of Social Welfare Department
Public Authority as far as this department is concerned	The Director
Executive Officer	Assistant Directors and Superintendent of Concerned Homes run by this department
Directorate	Main Office of the Directorate of Social Welfare
Establishment Section	The section of Establishment headed by the Senior Accounts Officer
Accounts Section	Dealing with expenditure and budget headed by the Junior Accounts Officer
D.D.	Deputy Director
F.O.	Field Officer
O.H.S.S.	Observation Home & Special School
H.A.I.	Home for Aged and Infirm
A.R.G.S.S for VH & HI	Ananda Rangarpillai Govt., Special School for Visually Handicapped & Hearing Impaired
HMRC	Home for Mentally Retarded Children
Hostel	Hostels for BC students run by this Directorate for both Boys and Girls
Assistance	Assistance
P.H.	Physically Handicapped

1.6. CONTACT PERSON IN CASE SOMEBODY WANTS TO GET MORE INFORMATION ON TOPICS COVERED IN THE HANDBOOK AS WELL AS OTHER INFORMATION ALSO :-

The Field Officer of the Social Welfare Department in Dte' of Social Welfare is the contact person for more information subject to the procedure under the Act.

1.7. PROCEDURE AND FEE STRUCTURE FOR GETTING INFORMATION NOT AVAILABLE IN THE HAND BOOK :-

The procedure stipulated under provision 6 & 7 of Right to Information Act will be followed in case of getting information from this department. The fees will be charged as fixed by the "State Information Commission" or by the department.

CHAPTER – 2 (MANNUAL – I)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES :-

2.1. OBJECTIVE / PURPOSE OF THE SOCIAL WELFARE DEPARTMENT :

The objective of the department is to take all possible measures for the welfare of the various sections of the people in the Union Territory of Pondicherry. To achieve this objective, this department evaluate / envisage various welfare schemes in the manner to reach directly to the beneficiaries.

2.2. MISSION / VISION STATEMENT OF THE SOCIAL WELFARE DEPARTMENT :-

The Social Welfare Department is an instrument to fulfill / achieve the vision of the Government towards the welfare of physically handicapped people helping to BC sector in the Union Territory of Pondicherry. The Department implements the welfare schemes brought out by the State / Central Government in letter and sprit. Therefore, the vision of the Government reflects through this department in so far as the welfare of the people is concerned.

2.3. BRIEF HISTORY OF THE SOCIAL WELFARE DEPARTMENT AND CONTEXT OF ITS INFORMATION :-

Initially the Social Welfare Department evolved as a department to look after the welfare of physically challenged persons, women, children and other weaker sections of the society. Latteron the department of Social Welfare was bifurcated into two unique departments as department of Social Welfare and Department of Adi Dravidar Welfare. Thus the welfare of the SCs are being dealt with by AD Dravidar Welfare. Further, this department was again bifurcated into Social Welfare Department and Department of Women and Child Welfare during 1996. The Social Welfare Department started functioning as a separate Department to take up the welfare schemes exclusively for the BCs, PH persons, mentally retarded children and juvenile delequents.

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2.4. DUTIES OF THE SOCIAL WELFARE DEPARTMENT :-

This Directorate is mainly engaged with the welfare activities of Physically Handicapped people by providing them financial assistance in the form of monthly pension besides running of various homes for aged and infirmed people, blind, deaf and dumb, juvenile delinquents etc., This department also provide primary /secondary level of education to the inmates of the Homes.

2.5. MAIN ACTIVITIES / FUNCTIONS OF THE SOCIAL WELFARE DEPARTMENT :-

The main activities of this department is to take care of the deprived sections of the society and envisage the scheme for their welfare from time to time. This department take care of Physically Handicapped people by registering them on record and providing financial assistance in the form of pension and also thrive for their employment or self-employment. They are provided with tri-cycles of both manual and motorized and granting fuel subsidy. This department is running Homes for Mentally Retarded Children and Home for Aged and Infirmed persons. This department is also taking care of the Blind and Visually Handicapped and hearing Impaired by running a Special School for them besides a residential home to provide clothes, food and shelter. This department has also established an Observation Home and Special School for Juvenile delinquents. The department's welfare activities are also extended to the education field for the welfare of B.C. student. This department is running Boys / Girls Hostel for B.C. students and granting scholarships upto to 11th Std and providing Chappals, uniforms, bi-cycles and rain-coats to the B.C. students to improve their standards of life and to make them fit to be competitive in education.

This department is evaluating the welfare schemes from time to time and weeding out the obsolete scheme by introducing practical welfare schemes so as to suit to the changing trends of society.

2.6. LIST OF SERVICES BEING PROVIDED BY THE SOCIAL WELFARE DEPARTMENT AND BRIEF WRITE – UP ON THEM :-

The following schemes are being implemented by the Social Welfare Department in the Social Welfare and social security sector.

- I. Welfare schemes for the disabled
- II. Welfare schemes for Backward Classes
- III. Schemes under social security and social defense.

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I. Welfare schemes for the disabled :-

(i) Financial Assistance to disabled persons:-

The Financial Assistance at the rate of Rs.500/- for persons with 40% and 74% disability and Rs.750/- for persons with 75% to 99% disability and Rs.1,000/- to the total disabled. However, the income shall not exceed Rs.35,000/- p.a. and should be a resident of Pondicherry for not less than 5 years.

(ii) Award of Scholarship to the Disabled Students :-

The disabled students with not less than 40% of disability and studying in recognized institution with the age of 5 years and above are awarded scholarships and annual income ceiling is depending upon class in which he is studying. The disabled student should be a resident of Pondicherry for not less than 5 years and should have had promoted to next higher class. One / two failure is allowed.

(iii) Grant of fuel subsidy :-

Disabled persons owning motorized vehicles, irrespective of age and educational qualification with not less than 40% of disability, having annual income not exceeding Rs.35,000/- p.a. and a resident of Pondicherry for not less than 5 years will be granted 50% of fuel subsidy.

(iv) Free traveling allowance :-

Free traveling allowance of Rs.50/- p.m. are allowed to the disabled persons with not less than 40% of disability provided the annual income of the disabled is not exceeding Rs.35,000/- and a resident of Pondicherry for not less than 5 years.

(v) Grant of Incentive for marriages between Disabled and Normal Persons :-

The department of Social Welfare is granting Rs.20,000/- as an incentive for marriage which should take place between disabled and normal persons, provided the bride should have completed 18 years and the bridegroom 21 years on the date of marriage. The disability of the above should not less than 40% and annual income not exceed Rs.35,000/- and also be a resident of Pondicherry. Application for incentive can be made within 120 days from the date of marriage with marriage certificate.

(vi) Supply of prosthetic appliances to disabled persons :-

This department will supply prosthetic appliances to disabled persons with not less than 40% of disability with an income not exceeding Rs.35,000/-. The applicant should also be a resident of Pondicherry for not less than 5 years.

(vii) Incentive for eye donation :-

This department grants incentive for eye donations @ Rs.2,000/- per eye, if applied for within 90 days from the date of transplantation takes place.

(viii) Payment of unemployment allowance to educated disabled unemployed persons :-

This department will pay unemployment allowance to educated disabled persons @ Rs.200 / 300 / 500 p.m. if they have a qualification of SSLC and above and are between age group of 18-40 years with not less than 40% of disability. The annual income should not exceed Rs.35,000/- and should be a resident of Pondicherry for not less than 5 years but in the living register of the employment exchange for not less than 2 years.

(ix) State Award for the disabled :-

State Awards for the Welfare of the Disabled will be given to the disabled with not less than 40% of disability for the categories of best employees and self employed persons. They should have been adjudged as the best employees / self employed by the Selection Committee. This award will be given on the International Day for the disabled every year.

(x) Annual tour for disabled :-

Annual tour is arranged by the Social Welfare Department for the disabled with disability of not less than 40% for visiting important places. They should be a resident of Pondicherry for not less than 5 years and their annual income should not exceed Rs.35,000/-

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(xi) Celebrations of International day for disabled :-

The Social Welfare Department celebrate the International Day for disabled on 3rd December of every year. All disabled persons may participate in the celebration without any restriction. Various programmes with free meals will take place on that day.

(xii) Free supply of sarees and dhotis to disabled persons :-

Free supply of sarees and dhotis will be distributed to disabled persons with not less than 40% of disability for the age group of 18 and above with income ceiling @ Rs.35,000/- p.a. However, they should have registered their names in the near Anganwadi Centers. The said items will be distributed once in a year during the important local festivals.

(xiii) Free supply of Braille Watches / Walking sticks / Cooling glasses :-

The Social Welfare Department distributes Braille Watches / Walking Sticks / Cooling Glasses freely to the 100% blind persons those who are resident of Pondicherry for not less than 5 years.

(xiv) Re-imburement of maintenance charges for tri-cycles :-

The disabled persons could reimburse the maintenance charges for tri- cycles @ Rs.200/-p.m. under this scheme if they are provided manual or motorized tri-cycle by this Department or NGOs free of cost.

(xv) Special School for Visually Handicapped & Hearing Impaired :-

The Social Welfare Department has established and in maintaining special schools for Visually Handicapped and Hearing Impaired at Pondicherry and Karaikal. The Visually Handicapped and Hearing Impaired children in the age group of 5 to 10 years are admitted in the school. Preference will be given to residents of Union Territory of Pondicherry.

(xvi) Home for Mentally Retarded Children :-

Social Welfare Department is running a Home for Mentally Retarded Children at Rainbow Nagar in Pondicherry. Mentally Retarded children in the age group of 5-15 years are admitted in the Home. Preference will be given to the residents of Pondicherry.

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(xvii) Home for Orthopaedically Handicapped Children :-

The Department is running Homes for Orthopaedically Handicapped Children at Pondicherry and Karaikal. The admission is limited to the children in age group of 5-10 years with not less than 40% of disability; preference will be given to the residents of UT of Pondicherry.

(xviii) Free Distribution of rice to the disabled persons :-

10 kg. rice will be distributed to the disabled PH pensioners with not less than 40% of disability and annual their annual income does not exceed Rs.35,000/- Preference will be given to the residents of Pondicherry.

(xix) Free Distribution of Motorized Tri-cycles :-

The invalid carriages are given to the disabled persons whose disability is 40% and above (ortho only). The annual income limit is Rs.35,000/-

(xx) Payment of Ex-gratia to the deceased disabled pensioners :-

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A sum of Rs.2,000/- is paid to the family of the disabled pensioners on his death. The following documents are to be produced for claiming Ex-gratia:

- (a) death certificate
- (b) original pension card, issued by the department.

II. Welfare schemes for Backward Classes :-

(a) Thiyagi Subbiah Award :-

This award is given to meritorious BC students in SSLC / Matriculation / HSC public examinations. This award carries Rs.5,000/- and Rs.3,000/- in cash respectively. This award is given every year to the meritorious BC students studying in Government and Private Schools recognized by the Government of Pondicherry. They should be residents of Pondicherry with not less than 5 years.

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(b) Free Coaching :-

Free coaching for entrance examination to professional courses is imparted to the BC students awaiting results of Higher Secondary (+2) exam and also those who have passed. The students should be resident of Pondicherry. Every year the course commences immediately after +2 examination.

(c) Supply of Free Tools :-

Free Tools will be supplied to professional barbers and washermen to pursue their profession. The age is restricted to 21 years and above with annual income not exceeding to Rs.24,000/- and should be a resident of Pondicherry.

(d) Hostels :-

The Social Welfare Department is running Hostels for BC students both for Boys and Girls at Pondicherry / Karaikal and Yanam. The students with age between 9-21 years and studying in recognized institutions from 4th Std onwards are admitted into the hostels; provided their annual income should not be exceeded Rs.24,000/- and should be resident of UT of Pondicherry for not less than 5 years.

(e) Free Supply of bicycles :-

The students studying in IX Std are provided with free bicycles along with rain coat provided they are resident of UT of Pondicherry with the annual income not exceeding to Rs.24,000/- such benefits are limited to students studying in Government schools and Government aided schools only.

III. SCHEMES UNDER SOCIAL SECURITY AND SOCIAL DEFENCE :-

i) Scheme for care and protection of Children :-

Under this scheme, grant-in-aid is given to NGOs maintaining orphans. The NGOs should be registered and having 3 years of service in this field with adequate financial background and infrastructure. 90% of maintenance charges, bedding and other charges, cost of building and rent is given as financial aid. This financial assistance will be given every year in two installments.

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ii) ASSISTANCE TO VOLUNTARY ORGANIZATION :-

Under this scheme grant-in-aid is given to NGOs who are maintaining Homes for aged, handicapped and mentally retarded. The grant of financial assistance is subject to condition that NGOs should have registered with Government and should complete 3 years of service in the field with adequate financial resources and infrastructure facility. The financial assistance is limited to the extent of Rs.25,000/- p.a. In case of NGOs functioning at the All India level, financial assistance will be 90%. The financial assistance will be given every year in two installments.

iii) CENTRAL ASSISTANCE FOR SOCIAL DEFENCE SCHEME:-

Under this scheme, grant-in-aid is given to NGOs maintaining the homes for aged, handicapped, destitute women and for prevention of drug abuse. The NGOs register with the Government and have completed 3 years of service in the field with proper financial background and building facilities are eligible. The financial assistance to the extent of Rs.25,000/- p.a. In the case of NGOs functioning at the all India level financial assistance will be 90%. The assistance will be in two installments.

iv) FREE SUPPLY OF CHAPPALS AND BLANKETS :-

The recipient of OAP in the age of above 60 years belonging to and below poverty line are supplied with free chappals and blankets. One blanket and a pair of chappal once in a year will be provided.

v) OBSERVATION HOME AND SPECIAL SCHOOL :-

The social welfare Department has established and maintaining one Observation Home and Special School at Ariyankuppam, Pondicherry for the children below 8 years recommended by the Juvenile Welfare Board / remanded by Juvenile Court. The children in this Home are imparted with vocational training and also provided education. They are also provided with free tools and implements for the useful of their trade level during the stay in the Home.

vi) HOME FOR AGED AND INFIRM :-

The Social Welfare Department is maintaining Homes for aged and infirmed persons at Pondicherry and Karaikal. Aged persons of 60 years and above, infirm persons of 40 years and above having no one to take care of them are admitted into the home. On being admitted into these Homes, free boarding and lodging with all other facilities are provided to the inmates of these Homes.

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vii) BEGGAR HOME :-

Beggar Homes are being maintained by the Social Welfare Department each one at Pondicherry and Karaikal. The Beggars above 20 years of age are admitted into this Home. The inmates are provided with free boarding and lodging with vocational training.

2.8. EXPECTATION OF THE SOCIAL WELFARE DEPARTMENT FROM THE PUBLIC FOR ENHANCING ITS EFFECTIVENESS AND EFFICIENCY :

The Social Welfare Department is invited the suggestions from the public / NGOs by displaying a "suggestion board" in the office premises of the Directorate. These suggestions are helpful to the Department to evolve the mode of better services in implementing various welfare schemes and to bring out new schemes and to avoid criticism from the public so as to serve better to them. The guidelines of the States / Central Government, different agencies and statutory bodies are also adopted to improve the quality of services intended by the Directorate of Social Welfare.

2.9. ARRANGEMENTS AND METHOD MADE FOR SEEKING PUBLIC PARTICIPATION / CONTRIBUTION :

The Social Welfare Department celebrates International Day for Disabled on 3rd December of every year in which public participate in large scale. This celebration enable the department to obtain public opinion / contribution in the matters of welfare for disabled and such opinion / contribution will be evaluated and converted into fruitful measure in improving efficiency in functioning the department. Apart from this, the department organize workshops sponsored by the state / central governments in which deliberations on various welfare scheme are made. The officers from the Social Welfare Department are also deputed to attend various workshops / seminars which helps to obtain valuable upto date information in the welfare sector. The department also organize public functions during the distribution of various package of benefits to the identified beneficiaries / implementation of welfare schemes in various villages in which public / beneficiaries participate and express their views in implementation of the welfare schemes. This kind of gathering, help the direct participation of public and their contribution of views.

2.10. MECHANISM AVAILABLE FOR MAINTAINING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION :

For redressal of grievances, complaints and suggestions, the public may contact the Field Officer in person on all working days. They may also contact the Director on all Tuesdays and Thursdays between 10.00.a.m. and 12.00 noon.

In the out lying regions, the officials incharge of the department of Social Welfare may be contacted. If necessary, the concerned Regional Administrator may also be approached for grievances.

To facilitate easy communication and correspondence a post box number is also provided. The post bag No. is 52. E.Mail is also available. E.Mail address (HYPERLINK "Mail to: soc wel @ pondy.pon.nic.in). The public are free to send their complaints / suggestion through these means.

2.11 ADDRESS OF THE MAIN OFFICE AND OTHER OFFICES AT DIFFERENT LEVELS :

The Main Office:

Directorate of Social Welfare,
No.29, Candappa Mudaliar Street,
Pondicherry – 605 00.
Ph: (0413) 236611.
2338525

Karaikal Region :

The Assistant Director,
Social Welfare Department,
Mini Civil Station,
Karaikal. Ph: (04368 – 223026)

Mahe Region :

The Social Welfare Organizer,
Social welfare Department,
Mahe, Ph: 2332560.

Yanam Region :

The Social Welfare Organizer,
Social welfare Department,
Yanam, Ph: 533464 / 232257

2.12. OFFICE HOURS :-

Morning hours of the Office are from 8.45.a.m. to .00.p.m.

Lunch break of the office is from 1.00.p.m. to 2.00.p.m.

Afternoon hours of the office is from 2.00.p.m. to 5.45.p.m.

CHAPTER – 3 (Manual – 2)

3.1. DETAILS AND DUTIES OF OFFICERS AND EMPLOYEES :

Details of the powers and duties of the officers and employees of the organization :

Designation :-

1. Director of Social Welfare :

Administrative powers	1) Head of Department 2) All powers of Head of Department delegated under FR&SR and CCS (CCA) Rules, CCS (Conduct) Rules, CCS (Pension) Rules.
Financial Power	1) All Financial Power delegated to the Head of Department 2) Powers under GFR, Delegation of Financial Rules
Others	Annual inspection of the department and all sub-office homes / hostels under the control of this department.

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Powers of Deputy Director of Social Welfare Powers	1) Administrative : NIL 2) Financial : NIL 3) Others : supervising various homes and hostels run by this department and incharge of implementing welfare schemes for disabled a and others
Field Officer powers	1) Administrative : NIL 2) Financial : NIL 3) Others : Executive powers to implement the schemes under social defence and social security and BC welfare.
Senior Accounts Officer Powers	1) Administrative : Establishment incharge 2) Financial : DDO 3) Others : NIL
Junior Accounts Officer Powers	1) Administrative : Incharge of Audit, stores and purchase. 2) Financial : overall budget of the department. 3) Others : NIL
Research Officer Powers	1) Administrative : NIL 2) Financial : NIL 3) Others : Minorities welfare and evaluation of schemes

CHAPTER – 4 (MANUAL – 3)

RULES, REGULATIONS, INSTRUCTIONS, MANNUAL AND RECORDS, FOR DISCHARGING FUNCTIONS :-

4.1. List of rules, regulations, instructions, manual and records, held by Social Welfare Department for discharging functions.

Rules and Regulations for grant of incentive for marriage between disabled and normal persons :

Benefits available	An incentive of Rs.20,000/- (Rs.4000 in cash and Rs.16,000 in the form of NSC)
Eligibility	a) Annual income not to exceed Rs.35,000/-p.a. b) AGE: BRIDE : above 18 years c) Bridegroom : above 21 years d) Disability : 40% and above i) should be the first marriage ii) marriage should have been registered iii) should be applied within 120 days after marriage iv) should reside in the Union Territory of Pondicherry for not less than 5 years.

2. Rules and Regulations for granting of fuel subsidy to the disabled persons who are owing motorized vehicles :

Benefits available	50% of the cost of fuel subject to a maximum of 15 / 25 Lts per month is reimbursed to disabled persons having motorized vehicles
Eligibility	a) Annual income not to exceed Rs.35,000/- b) AGE: no restriction c) Disability : 40% and above d) no educational qualification e) Residence of Pondicherry with not less than 5 years f) vehicle should be in the name of the beneficiary g) The beneficiary should have valid driving license.

3. Rules and Regulations for payment of unemployment allowances to educated disabled persons :

Benefits available	A monthly financial assistance as detailed below:- SSLC / HSC / equivalent : Rs.200/- Diploma / U.G. courses : Rs.300/- P.G. Courses : Rs.500/-
Eligibility	a) Annual income not to exceed Rs.35,000/- b) AGE: 18 – 40 years c) Disability : 40% and above d) Residence of Pondicherry with not less than 5 years e) should have registered with the employment exchange for more than 2 years f) should have passed a minimum of SSLC and above.

4. Rules and Regulations for grant of financial assistance to totally disabled persons:

Benefits available	Disability 40%-74% - Rs.500/- p.m. “ 75%-99% - Rs.750/-p.m. “ 100% - Rs.1,000/-p.m.
Eligibility	a) Annual income not to exceed Rs.35,000/-p.m., b) AGE: no restriction c) Disability : ortho : 40% and above deaf and dumb : 40% and above blind : 40% and above Mentally Retarded : I.Q. below 69 d) Residence : not less than 5 years of Pondicherry.

5. Rules and Regulations for scholarship to disabled students :

Benefits available	Scholarship to disabled students at the following rates I – V std Rs.275/-p.a. VI – VIII std Rs.555/-p.a. IX – XII std Rs. 935/-p.a. U.G. Courses Rs. 1,375/-p.a. P.G./Professional Rs. 1,870/-p.a.
Eligibility	a) Parental income should be below Rs.35,000/- b) Age : not less than 5 years c) Disability : 40% and above d) Residence : not less than 5 years

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6. Rules and Regulations for Incentive for eye donars :

Benefits available	A cash incentive of Rs.2,000/- per eye to the immediate family of the eye donar.
Eligibility	a) No income limit b) Age limit (8 years and above) c) Residence not less than 5 years d) The person who is claiming the incentive for eye donated must be a close relative of eye donar e) should be applied within 90 days from the date of transplantation

7. Rules and Regulations for reimbursement of maintenance cost of tricycles :

Benefits available	Rs.200/- p.a. towards maintenance of tricycles
Eligibility	a) Income limit NIL b) AGE: no restriction c) Disability : 40% and above d) Residence not less than 5 years e) Tricycle should have been supplied / donated by the department / NGOs free of cost f) should produce the receipt of repair charges bill by their names

8. Rules and Regulations for distribution of sarees and dhotis to disabled persons :

Benefits available	Sarees and dhotis during deepavali / local regional festivals
Eligibility	a) AGE: 18 years and above b) Disability : 40% and above c) should have registered their name in the local Anganwadi Centre.

9. Rules and Regulations for State Award for the Welfare of the Handicapped :

Benefits available	State awards as follows : i) Outstanding disabled government / private employees and self-employed persons Rs.5,000/- ii) Individual serving for the cause of the disabled Rs.10,000/- iii) Institutions serving for the cause of the disabled is Rs.25,000/- (subject to final selection by the State Level Committee)
Eligibility	a) Income limit NIL b) AGE: no restriction c) Disability : 40% and above

10. Rules and Regulations for supply of prosthetic appliances to disabled persons :

Benefits available	Prosthetic appliances like calipers, tricycles, crutches, hearing and spectacles/low vision aids, etc on the advice of the specialists concerned attached to the government general hospital Pondicherry / Karaikal / Mahe / Yanam
Eligibility	a) Annual income not to exceed Rs.12,000/-p.a. b) AGE: no restriction c) Disability 40% and above d) Residence not less than 5 years

11. Rules and Regulations for issue of free bus pass :

Benefits available	Free bus pass to all disabled persons for use within the Union Territory
Eligibility	a) Annual income not exceeding Rs.35,000/-p.a. b) AGE: no restriction c) Disability : 40% and above d) Residence : not less than 5 years of Pondicherry.

12. Rules and Regulations for supply of cooling glasses, Braille watches & walking sticks :

Benefits available	Cooling glass, walking sticks and Braille watches for blind persons only
Eligibility	a) AGE: no restriction b) Disability : 100% c) Residence : not less than 5 years d) Annual income : not exceeding Rs.12,000/-p.a

13. Rules and Regulations for annual tour for disabled persons :

Benefits available	Free tour to various places yearly once. (subject to selection)
Eligibility	a) AGE: 18-50 years b) Disability 40% and above c) should not be a govt. servant d) the applicant's parent should not be a govt. servant e) annual income below Rs.35,000/- f) the applicant should not have attended the tour for the past ten years g) the applicant should not have affected by contagious diseases h) drugs and alcoholic items are prohibited i) applicant should register his / her name in the Anganwadi Centre.

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14. Rules and Regulations for international day for the disabled :

Benefits available	Free bus pass to all disabled persons for use within the Union Territory
Eligibility	All disabled persons may participate

15 Rules and Regulations for Group Insurance for disabled government employees :

Benefits available	In case of death due to accident while in service the sum as insured as follows will be given to the family of the deceased employees as given below : Group 'A' Rs. 1,20,000/- Group 'B' Rs. 60,000/- Group 'C' Rs.30,000/- Group 'D' Rs. 15,000/-
Eligibility	i) must be a government servant ii) Disability : 40% and above

16. Rules and Regulations for Insurance scheme for person with disabilities other than the employees of govt. of Pondicherry 2004 :

Benefits available	i) In case of death due to accident an amount of Rs.25,000/- will be paid. ii) in case of physical separation of one limb / one leg or one eye due to accident, an amount of Rs.12,500/- will be paid.
Eligibility	i) age 5 to 74 ii) Disability 40% and above iii) for all disabled persons iv) Residence not less than 5 years

17. Rules and Regulations for the Perunthalaivar Karmaveerar Kamaraj Scheme for financial assistance towards funeral expenses of the disabled persons :

Benefits available	Funeral expenses to deceased disabled persons for Rs.1000/- (to be revised to Rs.2,000/-)
Eligibility	i) Disability 40% and above ii) annual income below Rs.35,000/- iii) Son/Daughter/spouse or any other relative under whose care and maintenance the disabled persons was living at the time of his/her death iv) Residence not less than 5 years v) no age limit vi) the application shall be made within 30 days from the date of death of the disabled person.

18. Rules and Regulations for supply of invalid carriages (motorized tricycles) to the persons with disabilities :

Benefits available	Invalid carriages (motorized tricycles) free of cost to persons with disabilities
Eligibility	i) Disability : 40% and above ii) Annual income : below 35,000/- of his/her parent's or guardian's. iii) Residence : not less than 5 years iv) He/She should be certified by the Medical Authority that he/she is fit for operating the invalid carriage (motorized tricycle) v) Should not be in receipt of transport allowance for conveyance from the department or from any other source. vi) He/She should be a gainful employee/pursue higher study.

19. Rules and Regulations for supply of musical / sports items to PH welfare associations :

Benefits available	Musical / Sports articles to recognized PH Welfare Associations
Eligibility	Association should be registered one

20. Rules and Regulations for issuing of identity cards to disabled persons :

Benefits available	An identity card is being issued to all the disabled persons indicating their personal details for ready reference to avail the benefits of Welfare Schemes.
Eligibility	i) Disability : 40% and above ii) Income limit : below Rs.35,000/-p.a.

21. Rules and Regulations for grant of transport allowance to disabled persons :

Benefits available	Sum of Rs.50/- per month through Anganwadi Centres.
Eligibility	i) Income : less than Rs.35,000/- ii) Age : above 5 years. iii) Disability : 40% and above iv) No formal educational qualification v) Residence : not less than 5 years vi) If they have got free bus pass means the same should be surrendered to the Directorate of Social Welfare vii) Declaration in the application whether he/she wants to avail free bus pass or traveling allowance should be furnished.

..22/

22. Rules and Regulations for Special School for Visually Handicapped & Hearing Impaired, Pondicherry and Karaikal :

Benefits available	Special education upto 10 th Std in free of cost with free boarding and lodging.
Eligibility	i) Income : limit NIL ii) Age : 5-10 years iii) Disability : Deaf and dumb, blind only iv) Residence : not compulsory

23. Rules and Regulations for Home for Orthopaedically Handicapped Children, Pondicherry / Karaikal / Mahe :

Benefits available	Free education to orthopaedically handicapped children with free board and lodging besides physiotherapeutic treatment on the advice of the specialist concerned.
Eligibility	i) Income limit : NIL ii) Age : 5-18years iii) Disability : 40% and above iv) Residence : not compulsory

24. Rules and Regulations for Home for Mentally Retarded Children, Pondicherry :

Benefits available	Rehabilitation of Mentally retarded children with special education, free board and lodging.
Eligibility	i) Income limit : NIL ii) Age : 5-15 years iii) Disability : Mentally retarded children only iv) Residence : not compulsory

25. Rules and Regulations for Home for Aged and Infirm :

Benefits available	Rehabilitation of aged and infirm persons of giving free food and cloths and shelters.
Eligibility	Age : must be 60 years and above.

26. Rules and Regulations for BC Hostel for Boys / Girls :

Benefits available	The BC students are provided with hostels separately for Boys & Girls and providing boarding and lodging facility. They can have education from 6 th to 3 rd year degree. Parental income should not exceed Rs.24,000/- p.a. They should be a resident of Pondicherry and belongs to BC community. Students should study in government recognized schools
Eligibility	Age limit : between 9 – 21 years

27. Rules and Regulations for Observation Home & Special School, Pondicherry & Mahe :

Benefits available	Children below 18 years recommended by the Juvenile Welfare Board as recommended by Juvenile court will be kept in the Home. They are provided vocational training and education upto 10 th std.
Eligibility	Not applicable

28. Rules and Regulations for Home for the Blind, Pondicherry :

Benefits available	To ensure welfare and rehabilitation of the blind adult through vocational training with free board and lodging.
Eligibility	i) Income limit : NIL ii) Age : above 18 years iii) Disability : 100% iv) Residence : Not compulsory

OTHER SCHEMES :

GRAMIN PUNARVAS YOJANA :

This is centrally sponsored scheme under which a Composite Fitment Centre already established at Jaya Nagar, Reddiarpalayam. This center functioning under the control of District Rehabilitation Centre, Chengalpattu.

..24/

29. Rules and Regulations Gramin Punarvas Yojana :

Benefits available	<ul style="list-style-type: none"> i) To provide medical certificates to eligible disabled persons ii) To provide, supply, fitment and repair of assertive devices and to extend rehabilitation services to needy disabled persons.
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NATIONAL PROGRAMME FOR REHABILITATION OF PERSONS WITH DISABILITIES:

This is a Centrally sponsored scheme through which intensive rehabilitation services would be provided at Village, Block, District and State Level. The Government of India has already released 12.5 lakhs for implementing the schemes.

SCHEMES IMPLEMENTED BY THE CORPORATION FOR WOMEN AND HANDICAPPED PERSONS DEVELOPMENT CORPORATION LTD. :

30. Rules and Regulations for Vocational Training for P.H. Persons :

Benefits available	<p>Vocational training for 6 months / 1 year with a monthly stipend for Rs.580/- per month</p> <ul style="list-style-type: none"> i) computer ii) A/C mechanism iii) Motor Vehicle Mechanism iv) Electronic Mechanism v) Printing and Weaving
Eligibility	<ul style="list-style-type: none"> i) Income : limit NIL ii) Age : 15-30 years iii) Disability : 40% and above iv) Residence : not less than 5 years v) Educational qualification varies depending on the course.

31. Rules and Regulations for Margin Money Assistance to P.H. Persons for setting up of Petty Shops and Trades :

Benefits available	<p>Loan through Nationalized Banks and subsidy to a maximum of Rs.6,000/- through the department of Social Welfare Department</p>
Eligibility	<ul style="list-style-type: none"> i) Annual Income below Rs.9,000/- ii) Age : 18-40 years iii) Disability : 40% and above iv) Residence : not less than 5 years

..25/-

Recruitment Rules of the Social Welfare Department for various categories of post Available Address :-

Social Welfare Department,
No.29, Candappa Mudaliar Street,
Pondicherry – 1.

CHAPTER – 5 (MANUAL – 4)

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

Formulation of Policy :

5.1. No provision to seek consultation / Participation of public or its representatives for formulation of policy in this Department.

IMPLEMENTATION OF POLICY :

5.2. No provision to seek consultation / participation of public or its representatives for implementation of policies of this Department.

CHAPTER – 6 (MANUAL – 5)

Statement of categories of documents that are held by the control of Directorate of social welfare:-

6.1. Information about official documents and the place of available documents :

Sl. No.	Category of the document	Name of the document and its introduction	Procedure to obtain the document	Held by / under control of
1.	Implementation of Welfare Scheme	1) Rules and Regulations for granting of fuel subsidy to the disabled persons who are owing motorized vehicles	Through Public Information Officer	Director of Social Welfare
		2) Rules and Regulations for grant of incentive for marriage between disabled and normal persons	- do -	- do -
		3) Rules and Regulations Unemployment allowance to educated disabled persons	- do -	- do -
		4) Rules and Regulations for financial Assistance to totally disabled persons	- do -	- do -
		5) Rules and Regulations for Award of scholarship to disabled students	- do -	- do -
		6) Rules and Regulations for Incentive for eye donations	- do -	- do -
		7) Rules and Regulations for reimbursement of maintenance cost of tricycles	- do -	- do -
		8) Rules and Regulations for supply of sarees and dhotis to disabled persons	- do -	- do -
		9) Rules and Regulations for supply of prosthetic appliances to disabled persons	- do -	- do -
		10) Rules and Regulations for grant of financial assistance to totally disabled persons	- do -	- do -
		11) Rules and Regulations for issue of	- do -	- do -

		Free Bus Pass		
		12) Rules and Regulations for supply of cooling glasses, Braille watches & walking sticks	- do -	- do -
		13) Rules and Regulations for Annual tour for disabled persons	- do -	- do -
		14) Rules and Regulations for International Day for the disabled	- do -	- do -
		15) Rules and Regulations for Group Insurance for disabled Government Employees	- do -	- do -
		16) Rules and Regulations for Insurance scheme for persons with disabilities other than the employees of govt. of Pondicherry 2004	- do -	- do -
		17) Rules and Regulations for the Perunthalaivar Karmaveerar Kamaraj scheme for Financial Assistance towards funeral expenses of the disabled persons	- do -	- do -
		18) Rules and Regulations for Supply of Invalid Carriages (Motorized cycles) to the persons with disabilities	- do -	- do -
		19) Rules and Regulations for supply of Musical / Sports items to PH Welfare	- do -	- do -
		20) Rules and Regulations for issue of Identity cards to disabled persons	- do -	- do -
		21) Rules and Regulations for grant of transport allowance to disabled persons	- do -	- do -
		22) Rules and Regulations for Gramin Punarvas Yojana	- do -	- do -
		23) Rules and Regulations for National Programme for Rehabilitation of persons with disabilities	- do -	- do -
		24) Rules and Regulations for Vocational Training for PH Persons	- do -	- do -
		25) Rules and Regulations for Margin Money Assistance to PH Persons for setting up of Petty shops and trades	- do -	- do -

Sl.	Category of the	Name of the document and its	Procedure to	Held by /
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No.	document	introduction	obtain the document	under control of
2.	Administrative	<p>1. Rules and Regulations for Special School for Visually Handicapped & Hearing Impaired, Pondicherry and Karaikal</p> <p>2. Rules and Regulations for Home for Orthopaedically Handicapped Children, Pondicherry / Karaikal / Mahe</p> <p>3. Rules and Regulations for Home for Mentally Retarded Children, Pondicherry</p> <p>4. Rules and Regulations for Observation Home & Special School, Pondicherry and Mahe</p> <p>5. Rules and Regulations for Home for Aged & Infirm</p> <p>6. Rules and Regulations for BC Boys Hostel / Girls Hostel</p> <p>7. Rules and Regulations for Home for the Blind, Pondicherry</p> <p>8. Rules and Regulations for Beggar Home</p> <p>9. Rules and Regulations for Beggar Home</p> <p>10. Rules and Regulations for Administrative and Maintenance of BC Boys / Girls Hostel</p>	<p>Through Public Information Officer</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>Director of Social Welfare</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>

Sl. No.	Category of the document	Name of the document and its introduction	Procedure to obtain the document	Held by / under control of
3.	Establishment	Recruitment Rules for various category of posts in the Social Welfare Department.	<p>Senior Accounts Officer,</p> <p>- do -</p> <p>- do -</p>	<p>Director of Social Welfare</p> <p>- do -</p> <p>- do -</p>

CHAPTER – 7 (MANUAL –6)

STATEMENTS OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART :-

7.1. Information on Boards, Councils, Committees and other bodies related to the Social Welfare Department

(i) State Level Selection Committee for selection of Awardee for Award of prices in the name of “Thavathiru Kundra Kudi Adigalar” functioning from

No.29, Candappa Mudaliar Street,
Pondicherry – 600 50.

It is a committee constituted by the Government vide G.O.M.S.No.6/2004-Wel(SWV) dt..02.2004. This committee selects awardee for award of prices in the name by “Thavathiru Kundrakudi Adigalar” . The persons in the Union Territory of Pondicherry who had made voluntary and dedicated contribution towards the promotion and presentation of communal harmony and national unity / integration. The structure and member composition of committee is as follows :-

- | | | |
|--|---|---------------------|
| 1. Hon'ble Minister for Social Welfare
Pondicherry. | - | Chairman |
| 2. Secretary to Government (Welfare) | - | Member |
| 3. Thiru.V. Balaji, Ex.MLA,
No.27, 4 th Cross, Rainbow Nagar,
Pondicherry – 605 00. | - | Non-Official Member |
| 4. Thiru.T. Murugan, State Secretary,
Marxist Community Party,
No.59, Idayan Chavady Road,
Karuvadikuppam, Lawspet,
Pondicherry – 605 008. | - | Non-Official Member |
| 5. Dr. Nallam Venkataramayya,
“Villa Nallam, No.28, Vallalar High Road,
Kamaraj Nagar, Pondicherry – 605 00. | - | Non-Official Member |
| 6. Thiru.K. Vinayagamourthy,
General Secretary, PPCC,
No.35, Samynadha Naicker Street,
Ariyankuppam, Pondicherry – 605 007. | - | Non-Official Member |
| 7. Thiru.E. Sundararaj @ Ganesan, President,
Pondicherry State Janata Dal Secular,
No.30, Poonthotta Street,
Mudaliarpeta, Pondicherry – 605 004. | - | Non-Official Member |

8. Thiru. N. Palaninathan,
No.4, Mariamman Koil Street,
Uruvaiyar, Mangalam Post,
Pondicherry – 605 001. - Non-Official Member
9. Thiru.A. Bakthavachalam,
Advocate – Notary,
Plot No.19 & 20,
Swaminatha Naicker Street,
Ariyankuppam, Pondicherry – 605 007. - Non-Official Member
10. The Director, Social Welfare Department,
Pondicherry. - Member-Secretary.

The Committee meet once in a year to select the awardee. No public participation in this meeting. The minutes of the committee will be prepared for every such meeting and are available in the Welfare Secretariat, Chief Secretariat, Pondicherry. This can be had through the Public Information Officer, Pondicherry by applying for the same.

(ii) **STATE REDRESSAL COMMITTEE FOR VOLUNTARY ORGANISATIONS :-**

This is a committee constituted by the Government vide G.O.M.S.No.2/2005-Wel (SWV), dt.12.05.2005 and functioning from No.29, Candappa Mudaliar Street, Pondicherry. The object of the committee is to create a conducive environment towards the growth of the voluntary sector and act as a redressal forum for the voluntary organizations. The tenure of the committee is three years from the date of its constitution. The Committee is headed by the Secretary to Government (Welfare) as its Chairman. The structure and member composition is as follows :-

1. The Secretary to Government (Welfare), Pondicherry - Chairperson
2. The Director, Department of Women & Child
Development, Pondicherry. - Member
3. The Director, Adi Dravidar Welfare Department,
Pondicherry. - Member
4. The Director, Department of School Education,
Pondicherry. - Member
5. The Director, Local Administration Department,
Pondicherry. - Member
6. The Project Director, District Rural Department,
Pondicherry. - Member

- | | | |
|--|---|-------------------|
| 7. The Chief Engineer, Public Works Department,
Pondicherry. | - | Member |
| 8. The Director, Planning & Research Department,
Pondicherry. | - | Member |
| 9. The President, Anbarasi Madar Sangam,
Eswaran Koil Street, Oulgaret, Pondicherry. | - | Member |
| 10. The Secretary, Idhaya Shelter Home,
Fathima Convent, Thattanchavady, Pondicherry. | - | Member |
| 11. The Honorary Secretary, Navajeevan,
St. Antoine St., Nellithoppe, Pondicherry. | - | Member |
| 12. The Director, social welfare Department,
Pondicherry. | - | Member-Secretary. |

The Committee meets at least twice a year. No public participation in the meetings of the committee. The minutes of every meeting of the committee will be prepared and available in the Welfare Secretariat, Chief Secretariat, Goubert Avenue, Pondicherry and can be had from the Public Information Officer by applying for the same as per procedure.

(iii) **STATE JOINT MACHIENERY :-**

This is a committee constituted by the Government vide G.O.Ms.No.2/2005-Wel(SWV), dated 2.05.2005 and functioning from the Welfare Secretariat, Chief Secretariat, Pondicherry. The Joint Machinery service is not only as the grievance redressal machinery but also as a think-tank, analyzing and resolving the constraints on the growth of voluntarism and laying specific policy package and promote voluntarism through participatory process. This committee / machinery headed by the Hon'ble Chief Minister as its Chairperson and the structure and member composition is as follows :-

- | | | |
|---|---|------------------|
| 1. The Hon'ble Chief Minister, Pondicherry. | - | Chairperson |
| 2. The Hon'ble Minister for Welfare, Pondicherry | - | Vice-Chairperson |
| 3. The Secretary to Government (Welfare), Pondicherry | - | Member |
| 4. The Project Director, District Rural Department,
Pondicherry. | - | Member |
| 5. The Director, Department of Women & Child
Development, Pondicherry. | - | Member |
| 6. The Director, Adi Dravidar Welfare Department,
Pondicherry. | - | Member |

- | | | |
|---|---|------------------|
| 7. The Director, Department of School Education,
Pondicherry. | - | Member |
| 8. The Director, Local Administration Department,
Pondicherry. | - | Member |
| 9. The Director, Planning & Research Department,
Pondicherry. | - | Member |
| 10. The Chief Engineer, Public Works Department,
Pondicherry. | - | Member |
| 11. The Director, social welfare Department,
Pondicherry. | - | Member-Secretary |

The machinery meets at least twice a year. No public participation in the meetings of the Machinery. The minutes of every meeting of the machinery will be prepared and available in the Welfare Secretariat, Chief Secretariat, Goubert Avenue, Pondicherry and can be had from the Public Information Officer by applying for the same as per procedure.

IV) **THE STATE EXECUTIVE COMMITTEE FOR PERSONS WITH DISABILITIES :-**

This committee is constituted by the Government vide G.O.M.S.No.32/2004-Wel9SWV), dt.30.09.2004 and is functioning from the Welfare Secretariat, Chief Secretariat, Pondicherry.

The State Executive Committee shall be the executive body of the central co-ordination committee which shall execute the powers and perform the functions of the State Co-ordination Committee for this UT under sub-section (3) of section 13 of the persons with disabilities (equal opportunities, protection of Rights and Full participation) Act 995, and shall be responsible for carrying out the decisions of Central Co-ordination Committee

The State Executive Committee headed by the Secretary to Government (Welfare)-cum-Ex-officio Commissioner for persons with disabilities as Chairperson and the structure and member composition is as follows :-

- | | | |
|---|---|--------------------------|
| 1. The Secretary to Government (Welfare)-cum-
Ex-officio Commissioner for persons with
disabilities | - | Chairperson - Ex-officio |
| 2. The Project Director,
District Rural Development Agency,
Pondicherry. | - | Member - - do - |

3. The Commissioner for Labour, Pondicherry	-	Member	- - do -
4. The Under Secretary to Government, Department of Personnel & Administrative Reforms, (Personnel Wing), Pondicherry.	-	Member	- - do -
5. The Director of Health and Family Welfare Services, Pondicherry.	-	Member	- - do -
6. The Under Secretary to Government (Finance), Pondicherry	-	Member	- - do -
7. The Director of School Education, Pondicherry.	-	Member	- - do -
8. The Director of Collegiate and Technical Education, Pondicherry	-	Member	- - do -
9. The Director of Women and Child Development, Pondicherry	-	Member	- - do -
10. The Under Secretary to Government (Welfare), Pondicherry.	-	Member	- - do -
11. The Employment Officer, Pondicherry.	-	Member	- - do -
12. Thiru. Raksha Harikrishna, Ex-MLA, Thota Street, Yanam.	-	Non-Official Member	
13. Dr.P. Sabapathy, M.B.B.S., D.C.H., No.200, Chetty Street, Pondicherry.	-	Non-Official Member	
14. Thiru.L. Ramalingam, Advocate, 'Lakshmi Vilas', No.3, Kamatchiamman Koil Street, Pondicherry – 605 00.	-	Non-Official Member	
15. Thiru.M. Venugopal, President, Association for Psycho-Social Awareness and Rehabilitation of the Affected (APSARA), No.70, V.V.P. Nagar, Pondicherry – 605 009.	-	Non-Official Member	
16. Dr.N. Vaitianadin, President, Karaikal Physically Handicapped Association, No.67, South Street, Thirunallar – 609 607.	-	Non-Official Member	
17. Thiru.N. Jayaraman, S/o. Nanda Gopal Naiker, Nanda Illam, Main Road, Lawspet, Pondicherry – 605 008.	-	Non-Official Member	

18. Thiru.A. Velayutham, President,
Federation for the Handicapped Associations,
No.87, Sivaji Nagar, Indira Nagar Post,
Pondicherry – 605 006. - Non-Official Member
19. Thiru. P. Arumugame,
Pondicherry Blind Association,
No.9/23, Government Quarters,
Lawspet, Pondicherry – 605 008. - Non-Official Member
20. Thiru.S. Balasubramanian, President,
Rehabilitation centre for Deaf and Dumb,
No.9, Poriathamman Koil Street,
Uppakam (Near Kallarai),
Pondicherry – 605 00. - Non-Official Member
21. Thiru. R. Portchelvam Singa,
Honorary General Secretary,
Pondicherry Sports Council of the Deaf,
No.22, Engineer Thottam,
Vanarapet, Pondicherry – 605 00. - Non-Official Member
22. Tmt. M. Jayalakshmi,
No.34, Vinayagar Koil Street,
Sami Pillai Thottam, Lawspet,
Pondicherry – 605 008. - Non-Official Member
23. Thiru.N. Marimuthu, Ex-MLA,
No.72, Rangapillai Street,
Pondicherry – 605 00. - Non-Official Member
24. Selvi S. Kavitha,
Promoter and Managing Director of Rajiv Gandhi
Home for the Handicapped,
No.73, 3rd Cross, Sakthi Nagar,
Saram, Pondicherry -605 013. - Non-Official Member

The State Executive Committee shall meet atleast once in three months and shall observe such rules of procedure in regard to the transaction of business at its meetings as prescribed in the Persons with Disabilities (equal opportunities, protection of rights and full participation) Rules 998. The term of the non-official members of the State Executive Committee shall be three years from the date of their nomination. The minutes of every meeting of the State Executive Committee will be prepared and available in the Welfare Secretariat and can be had from the Welfare Secretariat through the Public Information Officer.

..36/

v) **CHILD WELFARE COMMITTEE :-**

This committee is constituted by the Government for the welfare of Children in the UT of Pondicherry under the Pondicherry Juvenile Justice (Care and Protection of Children) Rules 2002 and functioning from the Children's Home, Ariyankuppam, Pondicherry.

The Committee is headed by Tmt.M.K. Sayeekumary as its Chairperson and the structure and member composition is as follows :-

1. Tmt.M.K. Sayeekumary,
No.76, Main Road,
Sithankudi, Pondicherry. - Chairperson
2. Dr. Nalini
(Retd., Professor and Head of the Deptt.,
Pediatrics) JIPMER and Paediatrics Consultant
PIMS), Pondicherry. - Member (Expert member on
matters concerning children)
3. Thiru.C. Dhakshinamurthy,
No.4, South Street,
Mel;eponbethy,
Nedungadu, Karaikal – 609 003. - Member
4. Tmt. R. Malini,
No.35, IV Cross Street,
Tagore Nagar, Pondicherry. - Member
5. Thiru.E. Rajalingam, Ex-MLA.,
Bahourpet, Bahour. - Member

The tenure of the Child Welfare Committee shall be for a period of three years and the committee shall hold its sittings at least once in a month. There is no public participation in the meetings of the committee. The minutes of every meeting of the committee shall be prepared and available in the Directorate of social welfare, No.29, Candappa Mudaliar Street, Pondicherry. The minutes can be had from the Assistant Director (BC) through the Public Information Officer.

..37/

vi) **JUVENILE JUSTICE BOARD :-**

This board is constituted by the Government under the Pondicherry Juvenile Justice (Care and Protection of Children) Rules 2002.

The structure of the board and member composition is as follows :-

1. Judicial Magistrate,
Pondicherry. - Principal Magistrate

2. Tmt. R. Sulochana,
Social Worker,
No.6, II Cross,
Victoria Nagar, Pondicherry. - Member

3. Thiru. K. Irisappan,
Social Worker,
North Street, Bahour,
Pondicherry. - Member

The Board is functioning from the Observation Home, Ariyankuppam, Aruyankuppam, Pondicherry. The tenure of the board shall be a period of three years. The board shall meet in every fortnight in the premises of Observation Home, Ariyankuppam. The board will review the cases of the juvenile delinquents. No public participation in the board meeting. The minutes of the board meetings not available for public.

NOT AVAILABLE

CHAPTER – 9 (MANUAL – 8)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS :-

9.1. The Social Welfare Department implements the policies of the Government pertaining to the subjects related to the department. Hence the department has no mechanism of its own to decision making.

9.2. The Government frames the Rules / Regulations of various matters. The Social Welfare Department prepares draft rules / regulations required to implement various schemes approved under plan will be submitted to government for approval. The procedures codified in the UT Act are being followed.

9.3. The Social Welfare Department gives wide publicity through daily newspapers about various welfare schemes implemented by the department. A citizen chart has already been published and distributed for all the departments to make aware of the welfare schemes / progress / concessions / privileges extended by this department.

9.4. The Secretary (Welfare), the Director of social welfare and Under Secretary (Welfare) are the officers for the seeking opinion in the process of decision making.

9.5. The Administrator as per the UT Act of 1963, is the final authority decision making.

9.6.

<u>Sl.</u> <u>.No</u>	
Subject on which the decision is to be taken	On all welfare schemes implemented by the Social Welfare Department
Guideline / Direction if any,	The directions / guidelines issued by the government are available in the Directorate of social welfare
Process of Execution	The Social Welfare Department executes the schemes as per the rules / regulations made by the government for each distinct scheme / programme etc.,
Designation of the officers involved in decision making	Secretary (Welfare) Director, social welfare Department
Contact information of above mentioned officers	Chief Secretariat, Ph. 2333271 Directorate of social welfare Ph.2336611
If not satisfied by the decision, where and how to approach	Chief Secretary to Government.

NOT AVAILABLE

CHAPTER - 11 (MANUAL – 10)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM COMPENSATION AS PROVIDED IN REGULATIONS :-

Sl. No.	Designation	Scale of Pay	The procedure to determine the remuneration as given in the regulation
GROUP 'A'			
1.	Director	10,000 – 15,000	as per Recruitment Rule
GROUP 'B'			
1.	Deputy Director	8,000 – 14,000	- do -
2.	Senior Accounts Officer	7,500 – 12,000	- do -
3.	Field Officer	6,500 – 10,500	- do -
4.	Junior Accounts Officer	6,500 – 10,500	- do -
5.	Research Officer	6,500 – 10,500	- do -
6.	Superintendent Gr.I	6,500 – 10,500	- do -
GROUP 'C'			
1.	Assistant Director	5,500 – 9,000	- do -
2.	Superintendent Gr.II	5,500 – 9,000	- do -
3.	School Assistant	5,500 – 9,000	- do -
4.	Statistical Officer	5,500 – 9,000	- do -
5.	P.E.T	5,500 – 9,000	- do -
6.	Occupational Therapist	5,500 – 9,000	- do -
7.	Physiotherapist	5,500 – 9,000	- do -
8.	Assistant	5,000 – 8,000	- do -
9.	Superintendent of Home	5,000 – 8,000	- do -
10.	Steno Gr.II	5,000 – 8,000	- do -
12.	Staff Nurse	5,000 – 8,000	- do -
12.	Craft Instructor	5,000 – 8,000	- do -
13.	Statistical Inspector	5,000 – 8,000	- do -
14.	Social Welfare Organizer	4,500 – 7,000	- do -
15.	Dist. Prob. Officer	4,500 – 7,000	- do -
16.	Craft Teacher	4,500 – 7,000	- do -
17.	Secondary Grade Teacher	4,500 – 7,000	- do -
18.	Research Investigator	4,500 – 7,000	- do -
19.	Music Teacher	4,500 – 7,000	- do -
20.	Rattening Instructor	4,500 – 7,000	- do -
21.	Warden Grade.I	4,500 – 7,000	- do -
22.	Special Educator	4,500 – 7,000	- do -
23.	Steno Gr.III	4,000 – 6,000	- do -
24.	U.D.C.	4,000 – 6,000	- do -
25.	Store Keeper Gr.II	4,000 – 6,000	- do -
26.	Welfare Inspector	4,000 – 6,000	- do -
27.	L.D.C.	3,050 – 4,590	- do -
28.	Store Keeper Gr.III	3,050 – 4,590	- do -
29.	Driver	3,050 – 4,590	- do -
30.	Conductress	3,050 – 4,590	- do -

GROUP 'D'			
1.	Attender	2,160 – 4,000	- do -
2.	Female Attendar	2,160 – 4,000	- do -
3.	Male Attendar	2,160 – 4,000	- do -
4.	Nursing Orderly	2,160 – 4,000	- do -
5.	Guards	2,160 – 4,000	- do -
6.	Peon	2,160 – 4,000	- do -
7.	Asst.Cook-cum-Server	2,550 – 3,200	- do -
8.	Watchman	2,550 – 3,200	- do -
9.	Gardener	2,550 – 3,200	- do -
10.	Sanitary Assistant	2,550 – 3,200	- do -
11.	Sanitary Helper	2,550 – 3,200	- do -
12.	Caner	2,550 – 3,200	- do -

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CHAPTER – 12 (Manual – 11)
The Budget Allocation of Social Welfare Department
(Particulars for all plans, proposed expenditure and report on disbursement made)

SOCIAL WELFARE DEPARTMENT

12.1 The information about the details of the budget for different activities under different schemes in the given format.

Year 2004-05:-

Sl. No.	Name of the scheme/Head “2235-Social Security and Welfare-02-Social Welfare”	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount released/ disbursed (no. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
						(Through various installments)		
1.	Strengthening of Social Welfare Department and e-Governance initiative	To strengthen the Directorate of Social Welfare and promoting the e-Governance of Departmental activities.	-	-	52.31	52.29	17.40	The Director, Social Welfare Department
2.	Programme Development, Monitoring and Evaluation	To study the needs and aspiration of the weaker sections of the U.T. population and to formulate new schemes. Evaluation of the Departmental schemes.	-	-	7.76	7.76	8.41	-do-
3.	Homes for Handicapped	To provide board and lodging facilities to the disabled persons. To provide school education and vocational training to disabled students.	-	-	32.14	32.12	29.85	-do-
4.	Welfare Programmes for Disabled persons	To provide various welfare schemes to the disabled persons including payment of financial assistance to the disabled persons.	-	-	975.53	975.43	705.94	-do-
5.	Prevention and Early Detection of Handicapped	To conduct seminars and training programmes to the Anganwadi Workers and teachers regarding prevention and early detection of handicapped persons.	-	-	0.40	0.40	0.29	-do-
6.	Homes for Juvenile Delinquents	To provide custody protection, treatment, development of character, education and vocational training to the children committed under the Juvenile justice act 2000.	-	-	3.80	3.80	3.14	-do-
7.	Grants to Voluntary Organisations	To release grant – in – aid to Voluntary Organizations engaged in Social Welfare activities such as maintenance of destitute/orphan/neglected and delinquent children.	-	-	34.73	34.72	35.33	-do-
8.	Beggar Home	To accommodate the beggars with minor ailments and provide them with free boarding, lodging, medical care and rehabilitate them by providing vocational training.	-	-	2.47	2.40	1.02	-do-
9.	Drug Abuse Prevention Programme	Awareness generation programmes are arranged including seminars, essay/debate competition, distribution of publicity marterials.	-	-	0.50	0.50	0.45	-do-

Sl. No.	Name of the scheme/Head “2235-Social Security and Welfare-02-Social Welfare”	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount released/ disbursed (no. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
						(Through various installments)		
10.	Financial Assistance to the Pondicherry Corporation for the Development of Women and Handicapped Ltd.	Release of grant-in-aid to Pondicherry Corporation for Development of Women and Handicapped Limited for implementation of welfare measures for the disabled persons.	-	-	0.00	0.00	0.00	The Director, Social Welfare Department
11.	Free distribution of Blankets and chappals to poor senior citizens.	Providing of blankets and chappals to the poor senior citizens every year.	-	-	159.00	159.00	87.64	-do-
12.	Resort for Aged	Release of Grant to Pondicherry Society for the care of aged. To set up a resort to accommodate to aged people who can afford to pay and have a pleasant stay. Running of day care centre for senior citizens.	-	-	10.00	10.00	0.00	-do-
13.	Home for Aged and Infirm	To accommodate aged and infirm persons who are without any support from any source. To provide them with free board, lodging and medical care.	-	-	14.64	14.64	10.90	-do-
14.	Free Distribution of Rice to poor disabled persons	Free distribution of 10 Kg of rice every month to disabled persons for the purpose of alleviating their poverty and to feel them secured in the society.	-	-	158.43	158.29	112.59	-do-
15.	National Programme for the Rehabilitation of Persons with Disabilities	To provide easier access to disabled people in rural/urban/slum areas for comprehensive rehabilitation services, to offer various medical rehabilitation services. To provide assessment, guidance, training, coaching and referral facilities for educational, vocational and placement services to the disabled. To achieve the ultimate goal of rehabilitating every disabled persons, as far as possible in his/her own environment and community.	-	-	0.00	0.00	0.00	-do-
TOTAL					1451.71	1451.35	1012.96	

Sl. No.	Name of the scheme/Head “2225-Welfare of Scheduled Castes, Scheduled Tribes and Other Backward Classes-03-Welfare of Backward Classes”	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount released/ disbursed (no. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
						(Through various installments)		
1.	Programme for the Development of the Backward Class people	To improve the Educational and the Economic status of the Backward Class people. Special awards to meritorious BC students and coaching classes exclusively for Backward Class people for appearing entrance examinations for professional courses. Free supply of tools and implements to poor OBC people.	-	-	11.81	11.80	4.30	The Director, Social Welfare Department
2.	Hostel for Backward Class boys and girls	To provide hostel facilities to the poor BC boys and girls students with food and shelter.	-	-	47.28	47.21	34.08	-do-
3.	Financial assistance to State Level Commission for Backward Classes	Identification of Backward Classes in this U.T. of Pondicherry. Most Backward Classes among the OBCs and other functions assigned by the Government as per terms of references of the Commission.	-	-	41.00	41.00	31.00	-do-
	Financial assistance to Pondicherry Backward class and Minorities Development Corporation	To implement schemes for economic development for the Backward Classes and Minorities by offering Margin Money Assistance and subsidy linked loans.	-	-	89.00	89.00	81.75	-do-
5.	Retention Scholarships to Backward Class Students	The objective of the scheme is to pay retention scholarship to poor backward class students to meet their petty financial requirements in respect of their educational needs and betterment.	-	-	20.84	20.84	0.00	-do-
6	Free supply of bicycles to all 9 th Std . students studying in Govt./Govt. aided schools*	The objective of the scheme is to provide a bicycle at free of cost to the 9 th Std. students who are studying in the Govt./Govt. aided schools.	-	-	240.36	240.34	157.63	-do-
		TOTAL			450.29	450.19	306.76	

For other Public Authority

Sl. No.	Head	Proposed budget	Sanctioned Budget	Amount released/dispursed (no. of installments)
1.	“2235-Social Security and Welfare-02-Social Welfare” Grant-in-Aid to Pondicherry Society for the Care of the Aged	10.00	10.00	10.00 (one installments)
2.	“2225-Welfare of Scheduled Castes, Scheduled Tribes and Other Backward Classes-03-Welfare of Backward Classes” Grant-in-Aid to Pondicherry Backward Classes and Minorities Developments Corporation	80.75	89.00	89.00 (three installments)
3.	“2225-Welfare of Scheduled Castes, Scheduled Tribes and Other Backward Classes-03-Welfare of Backward Classes” Financial Assistance to State Level Commission for Backward Classes	28.00	41.00	41.00 (two installments)

CHAPTER – 13

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME :-

13.1. The information regarding the subsidy programme available in this department is as follows :-

There is only one subsidy scheme viz., "Grant of Fuel Subsidy to disabled persons who are owning motorized vehicles". This is a continuous scheme. The object of the scheme is to help physically handicapped persons employed in private concern / self-employed / students for easy conveyance and to enable them to compensate the cost of fuel consumption in the Union Territory of Pondicherry. The number of beneficiaries under this scheme is 35 persons per annum and the financial implementation is Rs.85,943/- p.a. This expenditure fluctuate from year to year.

50% of the cost of fuel subject to a maximum of 15 / 25 litres per month is reimbursed to disabled persons having motorized vehicles. Based on the capacity of the vehicle the subsidy is granted as follows ;-

Below 2 HP ...	15 liters is applicable	7.5 ltrs is subsidy
Above 2 HP ...	25 liters is applicable	12.5 ltrs is subsidy

The eligibility of beneficiary and the disability should be 40% and above. The annual income should not be exceed Rs.35,000/- The beneficiary should be a resident of UT of Pondicherry for not less than 5 years. The vehicle should be in the name of beneficiary and should have a valid driving license.

The procedure to avail the benefit under this scheme is said laid down under the G.O.Ms.No.21/2004/Wel(SW-V), dt. 10.06.2004.

The applicant for fuel subsidy under these rules shall be made to the Director of Social Welfare in format of applications in the Appendix 'A' in the G.O.Ms.No. 21 along with the medical certificate certifying the nature of handicap in accordance with the definition given in rule 4 issued by the medical officer not less than the rank of Specialist Gr.II in each category from Government of General Hospital, Pondicherry, Karaikal, Mahe and Yanam. Income and Nationality certificate in Form I should be obtained from an officer of the Revenue Department not below the rank of Deputy Tahsildar. The birth / age certificate and attested copies of driving license and RC book of the vehicle also to be enclosed to the application.

..54/-

The application received from PH persons will be scrutinized by the social welfare Department. After verification of the applications of PH persons, selection of beneficiary will be carried out and the individual sanction order will be issued to the eligible applicant.

Format of the application appended to this manual. No fee will be collected for application. The application can be had from the Directorate of social welfare, No29, Candappa Mudaliar Street, Pondicherry – 1.

LIST OF BENEFICIARIES AVAILING FUEL SUBSIDY 2004 – 2005

Sl. No.	Name of Beneficiary	Amount of Subsidy (in Rs.)	Address	Remarks
1.	J. Rajam	3,150/-	No.8, Othavadai Street, Muthialpet, Pondicherry	PYW-8820
2.	N. Ravikumar	1,558/-	No.24, Velayudam Pillai Street, Muthialpet, Pondicherry	PY-01M-8860
3.	K. Duraimurugan	1,575/-	No.22, Mariamman Koil Street, Manaveli, Ariyankuppam, Pondicherry.	PY-01- 5601
4.	T. Veerapan	3, 115/-	No.209, Cuddalore Road, Pondicherry	Sunny PY- 1-C- 7195
5.	A. Thiruvarasan	2,608/-	No.55, St. Therese Street, Pondicherry	Kinetic Honda PY-01- K - 2246
6.	D. Gunaseelan	4,725/-	No.92, Mariamman Koil Street, Vaithikuppam, Pondicherry	TVS Victor PY - 01 - T - 3650
7.	K. Srrevestan	5,300/-	No.2, 20 th A-Cross Street, Avvai Nagar, Pondicherry	TVS Victor PY - 01 - S - 1326
8.	L. Sureskumar	3,028/-	No. 19, Ignacy Maistry Street, Pondicherry	TVS - XL - PY - 01 - M - 9144
9.	E. Godandaraman	3, 150/-	S/o. Easagam, No.42, Main Road, Kizhoor Post, Nettapakkam, Pondicherry	TVS - XL - Super - PY - 01 - P - 8321
10.	R. Jayaraj	2, 170/-	No.22, Mariamman Koil Street, Sanjeevi Nagar, Auroville Via, Pondicherry	TVS Champ PY - 01 - C - 2006
11.	G. Rajasekaran	2,608/-	No. 13, Mariamman Koil Street, Poraiyur, Villianur, Pondicherry	Bajaj BYK - PY - 01 - U - 8625
12.	G. Gunasekaran	3, 115/-	No. 1, Canteen Street, Pondicherry	TVS - XL - 50 PY - 01 - F - 3212
13.	R. Vengadesan	1,803/-	No. 14, Vaithilinga Chetty Street, Mudaliarpot, Pondicherry	TVS - XL - 50 - PY - 01 - K 2403

..55/-

14.	A.K. Nithiyandam	3,883/-	No. 18, Thiya Mudali Street, Mudal	Lamby Scooter PYP – 7398
15.	M. Harikrishnan	3, 150/-	S/o. Munusamy, No. 1, Old Market Lane, Mudaliarpeta, Pondicherry	TVS – 50 XL PY – 01 – J 2960
16.	C.V. Anbarasu	2,625/-	No. 1, Radha Quarters, Main Road, Arumbarthapuram, Pondicherry.	PY – 01 – K 5031
17.	A. Suburayan	3, 150/-	S/o. Arumugam, No. 15, 2 nd Cross, Palla Street, Murungapakkam, Pondicherry	TVS – XL PY – 01 – D – 6794
18.	B. Patchaiyappan	2,888/-	No.6, Iyyanar Koil Street, Veemangar, Pondicherry	TVS – XL – PY – 01 – N 0992
19.	V. Varalakshmi	2,310/-	No.3, Kamarajar Street, Kadirkamam, Pondicherry	TVS – 50XL – PY – 01 – K – 1309
20.	R. Punidham	3, 150/-	No.382, Bakthavachalam Street, Shanmuga Nagar, Ariyankuppam, Pondicherry	TVS – XL – PY – 01 – S 4403
21.	S. Sivakumar	2, 100/-	No.20, Mariamman Koil Street, Shanmugapuram, Mettupalayam, Pondicherry	TVS 50 – PY – 01 – M – 8522
22.	J. Yassim	1,575/-	S/o. Jamal Mohammed, No.4, 2 nd Cross Street, Allen Street, Vanarapeta, Pondicherry	PY – 02 – 1266
23.	V. Bakthavachalam	3, 150/-	No.5, Mariamman Koil Street, Bangur, Thennai, Pondicherry	PYW – 7581
24.	K. Shesachalam	2,870/-	No.28, Sagaya Madha School, Pondicherry.	TVS – 50 – PY – 01 – K – 0767
25.	R. Balasubramanyam	3,623/-	No.22, Thiruvallar Street, Meenatchipeta, Pondicherry	MOFA
26.	D. Arumugam	1,575	S/o. Datchinamurthy, No.6-E, East Street, Kuruvinatham, Pondicherry	PY – 01 – N – 6619
27.	L. Shankar	788/-	No.C, B-4, Telephone Exchange Quarters, Jaya Nagar, Reddiarpalayam, Pondicherry	PY – 01 – V – 6737
28.	J. Sreenivasan	1,575/-	S/o. Jayaram, No. 153, Kurumbapeta, Housing Board, Pondicherry	TVS 50XL – 01 – N – 2062
29.	A. Arivazhagan	1,575/-	No.24, North Street, Nallavadu, Pondicherry	TVS – 50 – XL – PY – 01s – 7511
30.	K. Aranganathan	1,523/-	No.8, 7 th Cross, Kurinji Nagar, Pondicherry	LUNA – PYW – 5933

31.	G. Andhra	1,925/-	Gandhiadigal Street, Kolas Nagar, Pondicherry	TVS – XL –L – 0533
32.	S. Gnanapazham	1,575/-	No.469, Sozhan Street, Thulukkanathamman Nagar, Murungapakkam, Pondicherry	PY – 01 – Q – 9456
33.	S. Siva	525/-	S/o. Sivalingam, No. 16, Vivekananda Street, Subash Nagar, Periyakalpet, Pondicherry.	PY – 01 – Q – 7419
34.	C. Kanagaraj	1,505/-	No.3-A, Soukkupet Street, Muthialpet, Pondicherry	PY – 01 – P – 8163
35.	S. Dharmasivam	1,050/-	No.6, Manjal Mettu Street, Panaiyadikuppam, Veeranam Post, Pondicherry.	TVS 50 XL – PY – 01 - 2116

ISSUE OF DISABILITY CERTIFICATE ;-

Disability certificates are the basic document for the disabled peoples. They have to produce the certificates for availing the benefits from the government.

These certificates are issued at the District Disability Rehabilitation Centre (DDRC) at Jaya Nagar. The disabled person has to approach the centre along with ration card / voters I.D. card to prove the residency. The specialist doctors of ortho, ENT and psychiatrist are visiting the centre periodically and assess the degree of disability and issues the certificates and the Resident Medical Officer countersign the certificates.

CHAPTER – 15 (MANUAL - 14)

NORMS SET FOR THE DISCHARGE OF DEPARTMENT'S FUNCTIONS :-

15.1. The details of the norms / standards set by the Department for execution of various activities / programmes.

The Social Welfare Department is implementing many public welfare schemes for the benefit of the Backward and Most backward classes, physically challenged children. Apart from the Welfare schemes, this Department is also established and maintaining various Homes for Aged and Infirm peoples / Children, Blind, Physically Handicapped, Mentally retarded, Juvenile Delinquents and Children besides Boys and girls Hostel for B.C. students.

All the schemes are governed by the Rules and regulations / norms and implemented / executed as per the norms laid down in the specific rules for each scheme / Home. The Rules / Regulation / Norms are set for various schemes / Homes are specified as follows for discharge of department functions :-

- 1) Rules for granting of fuel subsidy to the disabled persons who are owing motorized vehicles
- 2) Rules of incentive for marriage between disabled and normal persons
- 3) Rules for unemployment allowance to educated disabled persons
- 4) Rules for financial Assistance to totally disabled persons
- 5) Rules for Award of scholarship to disabled students
- 6) Rules and Regulations for Incentive for eye donations
- 7) Rules for reimbursement of maintenance cost of tricycles
- 8) Rules for supply of sarees and dhotis to disabled persons
- 9) Rules for supply of prosthetic appliances to disabled persons
- 10) Rules for grant of financial assistance to totally disabled persons
- 11) Rules for issue of Free Bus Pass
- 12) Rules for supply of cooling glasses, Braille watches & walking sticks

..59/-

- 13) Rules for Annual tour for disabled persons

- 14) Rules and Regulations for International Day for the disabled
- 15) Rules and Regulations for Group Insurance for disabled Government Employees
- 16) Rules for Insurance scheme for persons with disabilities other than the employees of govt. of Pondicherry 2004
- 17) Rules for the Perunthalaivar Karmaveerar Kamaraj scheme for Financial Assistance towards funeral expenses of the disabled persons
- 18) Rules for Supply of Invalid Carriages (Motorized cycles) to the persons with disabilities
- 19) Rules for supply of Musical / Sports items to PH Welfare
- 20) Rules for issue of Identity cards to disabled persons
- 21) Rules for grant of transport allowance to disabled persons
- 22) Rules for Gramin Punarvas Yojana
- 23) Rules for National Programme for Rehabilitation of persons with disabilities
- 24) Rules for Vocational Training for PH Persons
- 25) Rules for Margin Money Assistance to PH Persons for setting up of Petty shops and trades
- 26) Rules for Special School for Visually Handicapped & Hearing Impaired, Pondicherry and Karaikal
- 27) Rules for Home for Orthopaedically Handicapped Children, Pondicherry / Karaikal / Mahe
- 28) Rules for Home for Mentally Retarded Children, Pondicherry
- 29) Rules for Observation Home & Special School, Pondicherry and Mahe
- 30) Rules for Home for Aged & Infirm
- 31) Rules for BC Boys Hostel / Girls Hostel
- 32) Rules for Home for the Blind, Pondicherry
- 33) Rules for Beggar Home
- 35) Rules and Regulations for Beggar Home
- 36) Rules and Regulations for Administrative and Maintenance of BC Boys / Girls Hostel.

..60/-

The following rules are followed for admission of the students in the Hostels /

Homes :-

Sl. No.	Name of the Hostel / Home	Criteria for admission	Age Limit
1.	Ananda Rangar Govt. School for Visually Handicapped & Hearing Impaired, Ariyankuppam, Pondicherry	Admission is made as per the request of the parents / Police department / social workers / help needed by the children and no application format is issued.	Upto 18 years
2.	Home for Mentally Retarded Children, Rainbow Nagar, Pondicherry	Admission is made as per the application given by the department and should be a resident of Pondicherry	5 to 15 years
3.	Home for Aged & Infirm, Krishna Nagar, Lawspet, Pondicherry	Admitted who have no relatives or who are left as destitutes after personal enquiry	60 and above
4.	Govt. Boys Hostel for BC students, Bahour, Pondicherry.	Application format is given for admission and a sum of Rs.200/- is collected as admission fees and will be returned at the time of vacating the hostel	9 – 21 years
5.	Govt. Girls Hostel for BC students, Kirumampakkam, Pondicherry.	She can study from 4 th std upto 3 rd year degree / diploma course. She should be a resident of Pondicherry and her family annual income should not exceed Rs.24,000/-. The security deposit of Rs.200/- is collected from the inmate and will be returned at the time of vacating the hostel.	9 – 21 years
6.	Govt. Girls Hostel for BC students, Kamaraj Nagar, Pondicherry	She can study from 4 th std to 11 th std. She should be a resident of Pondicherry	upto 15 years
7.	Beggar Home	Should be a resident of Pondicherry. The inmates are provided with free boarding and lodging with vocational training	20 and above
8.	Observation Home & Special School	Admitted as per the directions given by the Juvenile Court and are provided vocation training and education upto 10 th .	Below 18 years

CHAPTER - 16 (MANUAL – 1 5)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM :-

The Department hosted a Website exclusively during 2004 and all the information relating various welfare schemes upto mentioned by this Directorate, Act, rules and regulations are made available in the above said as follows :-

["www.pondicherrysocwelf.org"](http://www.pondicherrysocwelf.org)

BRIEF HISTORY OF THE SOCIAL WELFARE DEPARTMENT AND CONTEXT OF ITS INFORMATION :-

Initially, the Social Welfare Department evolved as a department to look after the welfare of physically challenged persons, women, children and other weaker sections of the society. Latteron the department of Social Welfare was bifurcated into two unique departments as department of Social Welfare Department and Department of Adi Dravidar Welfare. Further, this department was again bifurcated into Social Welfare Department and Department of Women and Child welfare during 1996. The Social Welfare Department started functioning as a separate Department to take up the welfare schemes exclusively for the BCs, PH persons, mentally retarded children and juvenile delequents.

CHAPTER - 17 (MANUAL 16)

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION :-

17.1. Means, methods or facilitation available to the public which are adopted by this department for dissemination of information are as follows :-

i) Through news papers :-

All the schemes related to this department are published through the daily news papers from time to time.

ii) Through notice board :-

All the important messages, information and circulars are displayed in the notice board of this Directorate for the public information.

iii) Through printed manual available :-

This department had already published a citizens chart and widely circulated for the use of public.

iv) Through website of the Social Welfare Department :-

The Website has already been launched so that the public could have access to any information from this department.

Website:-

v) Through other means of advertising by this department (awareness camps) :-

Special (awareness) camps are also conducted by this department to bring public awareness about the schemes and their utility for public.

CHAPTER - 18 (MANUAL – 17)

OTHER USEFUL INFORMATION

18.1. Frequently asked questions and their answers by public :-

The public frequently are asking about the schemes available for the welfare of the physically challenged and Backward Class and how to apply for them.

In anticipation of such questionnaires, this department used to give advertisements to the daily news papers on special occasions like Independent's day, Republic day. Through such advertisements the department furnish the full details of the welfare schemes for public awareness. Various application forms for each scheme and admissions into various Homes / Hostels are also made available ready at the institutions of this department as well as at the Directorate.

18.2. Related to seeking information :-

(i) A specimen application form to apply for seeking information from this department is appended to this manual in Form 'A' and made available in the Directorate of Social Welfare.

(ii) No fee has been fixed for the application form or for obtaining information from this department so far. The fees will be fixed in the due course for seeking the information and the applicant should briefly mention the output on which he / she requires information in the application format. Reasonable assistance will be provided to the applicant to fill the application.

(iii) Any person who does not receive a decision within 30 days of information / required matter to the Public Information the enquiry of such period or from the receipt of such decision prefer an appeal to the appellate authority under the Right to Information Act in the prescribed format.

18.3. No training is imparted to the public by the Social Welfare Department.

18.4. Physically Handicapped certificates are issued by this department.

18.5. Not applicable to this department.

18.6. Not applicable to this department.

18.7. Not applicable to this department.

18.8. No other services other than mentioned in this manual are provided by this department.

APPENDIX

FORM – ‘A’

Form of application for seeking information.
(see rule 3)

I.D.No.:
(for official use)

To

The Competent Authority,

.....,
.....

1. Name of the applicant :

2. Address :

3. Particulars of information -

(a) Concerned department :

(b) Particulars of information required :

(i) Details of information required :

(ii) Period for which information asked for :

(iii) Other details :

4. I state that the information sought does not fall within the restrictions contained in Section 6 of the Act and to the best of my knowledge it pertains to your office.

5. A fee of Rs..... has been deposited in the office of the Competent Authority vide No.....dated.....

Place :

Date :

Signature of Applicant

e-mail address, if any.....

Tel.No.(Office).....

(Residence).....

Note: (i) Reasonable assistance can be provided by the Competent Authority in filling up the Form – A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM – A

I.D.No.....

Dated:.....

1. Received an application in Form A from Shri / Ms
resident of under section 5 (1) of
the Delhi Right to Information Act, 2001.

2. The information is proposed to be given normally within 15 days and in any case within
30 days from the date of receipt of application and in case it is found that the information
asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.

3. The applicant is advised to contact the undersigned on
between 11.a.m. to 1.p.m.

4. In case the applicant fails to turn up on the scheduled date(s) the Competent Authority
shall not be responsible for delay, if any.

5. The applicant shall have to deposit the balance fee, if any, with the authorize person
before collection of information.

6. The applicant may also consult Web-site of the department from time to time to
ascertain the status of his application.

**Signature and Stamp of the
Competent Authority**

e-mail address:.....

Web-site :.....

Tel.No.....

Dated :

FORM – D

**Form of supply of information to the applicant
[See rule 4(3)]**

From.....
No. F.....
To.

Date.....

.....
.....
.....

Sir / Madam,

Please refer to your application I.D.No..... dated
Addressed to the undersigned regarding supply of information on.....

2. The information asked for is enclosed for reference.

(OR)

The following partly information is being enclosed ;

- (i).....
- (ii).....

The remaining information about the other aspects cannot be supplied due to following reasons :

- (i)
- (ii)
- (iii)

3. The requested information does not fall within the jurisdiction of this Competent Authority.

4. As per Section 7 of Delhi Right to Information Act, 2001, you may file an appeal to the Public Grievances Commission, Government of Delhi, within 30 days of the issue of this order.

Yours faithfully,

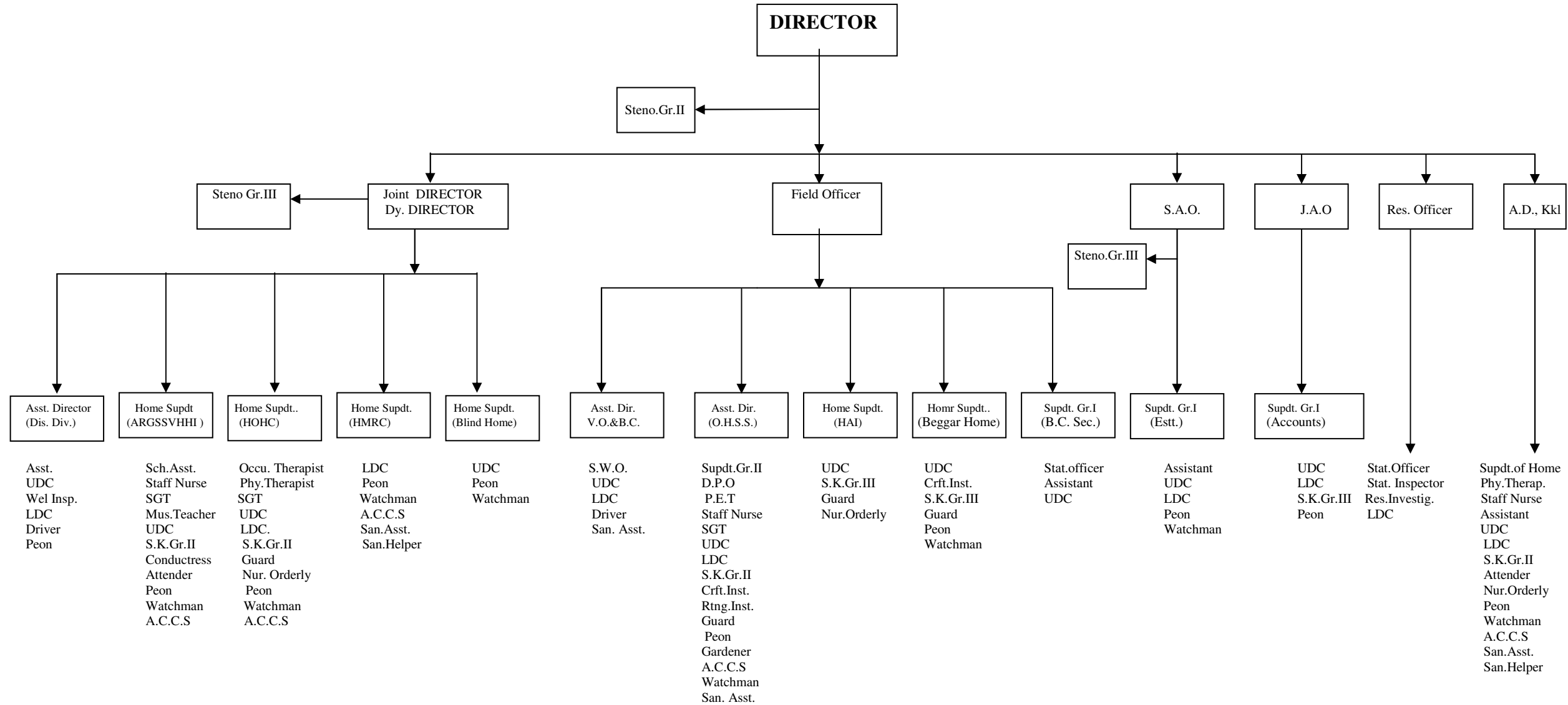
Competent Authority.

e-mail address :
Web-site :
Tel.No.

Strike out if not applicable.

ORGANISATIONAL CHART

Directorate of Social Welfare



ARGSS for VH&HI:- Ananda Ranga Pillai Govt. Special School for Visually Handicapped and Hearing Impaired
OHSS:- Observation Home and Special School

HMRC:- Home for Mentally Retarded Children
HOHC:- Home for Orthopaedically Handicapped Children

HAI:- Home for Aged and Infirm
V.O.&B.C.:- Voluntary Organisation and Backward Classes Section