

## CITIZEN CHARTER

Rules, Regulations followed by the Department in implementing the schemes

### 1. Distribution of free house sites to Scheduled Caste/Other Economically Backward Classes.

|   |  |  |
|---|--|--|
| 1 | Name of the Act/Rules  | Provision of house sites/houses to Scheduled Castes, 1981.   |
| 2 | Brief write-up of the scheme   | There is a prescribed application. The eligible persons who has a demand for free house site patta should fill up the application form and submit to the office along with enclosures such as income certificate, caste certificate etc. with due certification from the Revenue Department that the applicant did not own a house. The application will be processed in the office individually or in consolidated manner and placed for consideration as and when the committee for selection of beneficiaries convened taking into consideration according to the area. Approximately 11,000 persons so far covered under this scheme by this Dept. |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.   |
| 4 | Fee charged for the above  | No fee collected.  |
| 5 | Eligibility  | a) A citizen of India and a native or a permanent Resident of this U.T. of Pondicherry<br>b) Annual Family Income shall not exceeds Rs.24,000/-<br>c) Attained the age of 18 years.<br>d) A homeless person and no member of the family own a house/house site.<br>e) Bonafide intention to construct house within a period Of 2 years.  |

### 2. Grant of House Construction Subsidy to Scheduled Caste people

|   |                              |  |
|---|------------------------------|--|
| 1 | Name of the Act/Rules        | Grant of House Construction Subsidy to Scheduled Caste people.   |
| 2 | Brief write-up of the scheme | There is prescribed application for applying House Construction Subsidy. The beneficiary has to fill up the application and submit to the office along with the original patta. (The patta means vacant site/plot and not a constructed structure or otherwise.)<br><br>Thereafter the application, which was received and recorded in the office, will be referred to the concerned area Welfare Inspector for furnishing basic report after conducting spot visit. If the application is taken for consideration, it will be processed in the concerned section and the amount will be accorded by the sanction (block) under the powers of the Director, subject to the availability of funds. Then the beneficiaries will be informed to get the amount in the three stages such as I, II and III instalment. At present the amount is being given as Rs.40,000/-, Rs.30,000/- and Rs.30,000/-. The number of beneficiaries to be covered every year will be completed |

|   |   |
|---|---|
|   | according to the physical target earmarked in the action Plan.  |
| 3 From where one can get a copy of rules, regulations, instructionsetc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 Fee charged for the above   | No fee collected.   |
| 5 Eligibility   | (a) A poor Scheduled Caste person who is not possessing a house but having a house site of an area of 30 Ca to build the house and the annual income does not exceed Rs.24, 000/-.<br>(b) An OEBC person who is not possessing a house but Having house site granted by ADW Department and the Annual income does not exceed Rs.24, 000/- |

### 3. Grant of Mahatma Gandhi Memorial Award for clean houses.

|  |   |
|--|---|
| 1 Name of the Act/Rules  | Grant of Mahatma Gandhi Memorial Award for clean houses.  |
| 2 Brief write-up of the scheme   | The objective of the scheme is to motivate SC people to keep their houses neat and tidy. Incentives in the form of household articles worth Rs.500/- for each selected beneficiary is being given.  |
| 3 From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 Fee charged for the above  | No fee collected.   |
| 5 Eligibility  | (a) The applicant must be of scheduled Caste.<br>(b) They should belong to the U.T. of Pondicherry by virtue of birth or continuous residence of not less than 3 years.<br>(c) Should apply from 6 month of pregnancy and within 3 months from the date of delivery.<br>(d) The annual income of the applicant and spouse should not exceed Rs. 24,000/-.<br>(e) Grant of financial assistance is made available only for 2 deliveries. |

### 4. Grant of financial assistance to poor S.C. pregnant & lactating women.

|                         |  |
|-------------------------|--|
| 1 Name of the Act/Rules | Grant of financial assistance to poor S.C. pregnant & lactating women, 1993. |
|-------------------------|--|

|   |  |   |
|---|--|---|
| 2 | Brief write-up of the scheme   | The objective of the scheme is to provide assistance for the well being of Pregnant and Lactating mother and her child.   |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 | Fee charged for the above  | No fee collected.   |
| 5 | Eligibility  | (a) The applicant must be of scheduled Caste.<br>(b) They should belong to the U.T. of Pondicherry by virtue of birth or continuous residence of not less than 3 years.<br>(c) Should apply from 6 month of pregnancy and within 3 months from the date of delivery.<br>(d) The annual income of the applicant and spouse should not exceed Rs. 24,000/-.<br>(e) Grant of financial assistance is made available only for 2 deliveries. |

#### 5. Financial assistance to poor S.C. people suffering from prolonged diseases.

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Financial assistance to poor S.C. people suffering from prolonged diseases.   |
| 2 | Brief write-up of the scheme   | The objective of the scheme is to provide assistance to poor S.C. patients who are suffering from prolonged illness and who unable to earn their livelihood.  |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 | Fee charged for the above  | No fee collected.   |
| 5 | Eligibility  | (a) Annual Income shall not be more than. Rs.24,000/-<br>(b) Continuous residence for not less than five years<br>(c) Age of applicant is 18 years and above. |

#### 6. Incentive Award to inter-caste married couples.

|   |                       |   |
|---|-----------------------|---|
| 1 | Name of the Act/Rules | Incentive Award to inter-caste married couples. |
|---|-----------------------|---|

|   |  |   |
|---|--|---|
| 2 | Brief write-up of the scheme   | The objective of the scheme is to reduce the effect of untouchability and as a step towards bringing about casteless society.   |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 | Fee charged for the above  | No fee collected.   |
| 5 | Eligibility  | (A) Marriage shall be performed between Scheduled Caste and other community.<br>(b) The marriage shall be registered and the marriage Shall be performed for the first time between the bride And groom.<br>(c) Income limit – No bar<br>(d) Both bride and groom or either of them should be a native of Pondicherry |

#### 7. Financial Assistance for marriage of poor S.C. brides.

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Financial Assistance for marriage of poor S.C. brides.  |
| 2 | Brief write-up of the scheme   | The objective of the scheme is to provide financial assistance to the poor SC parents for performing marriage of their daughters. The financial assistance is given at the rate of Rs.15,000/- in each case for the marriage of their two daughters.  |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 | Fee charged for the above  | No fee collected.   |
| 5 | Eligibility  | (a) Annual income of the parent/guardian shall not exceed Rs.24,000/-.<br>(b) Financial Assistance shall not be received from other sources.<br>(c) The Parent/Guardian of the bride should be a citizen of India and a native of Pondicherry.<br>(d) The marriage shall be performed in accordance with the law.<br>(e) Assistance is provided for the first marriage alone.<br>(f) The Financial assistance is available only for two daughters in a family.<br>(g) Attained the age of 18 years and 21 years for bride and bride groom respectively.<br>(h) Application shall be submitted by the applicant 30 days prior to the date of marriage. |

#### 8. Supply of dhotis and Sarees to poor S.C. people.

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Supply of dhotis and Sarees to poor S.C. people.  |
| 2 | Brief write-up of the scheme   | To provide clothing items to the poor S.C. people who are not in a position to purchase minimum clothing required for their use.  |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 | Fee charged for the above  | No fee collected.   |
| 5 | Eligibility  | (a) Annual Income shall not exceed Rs.24,000/-<br>(b) Age shall not be less than 18 years.<br>(c) Continuous residence in the U.T of Pondicherry for not less than 5 years. |

#### 9. Providing Civic amenities to Scheduled Caste areas.

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Providing Civic amenities to Scheduled Caste areas.   |
| 2 | Brief write-up of the scheme   | The objective is to release Grant-in-aid to local bodies for providing civic amenities such as road water supply, side drain etc. |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 | Fee charged for the above  | No fee collected.   |

#### 10. Financial Assistance to Scheduled Castes for Funeral Rites Rules.

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Financial Assistance to Scheduled Castes for Funeral Rites Rules, 1982.   |
| 2 | Brief write-up of the scheme   | To provide financial assistance for performing funeral rites of the poor S.C. family members in order to get rid of the immediate hardship.   |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 | Fee charged for the above  | No fee collected.   |
| 5 | Eligibility  | (a) Close relative of the deceased .<br>(b) Annual Family income shall not exceeding Rs.24,000/-<br>(c ) Family members of the deceased belongs to the U.T of Pondicherry by virtue of nativity or continuous residence |

|  |             |
|--|-------------|
|  | of 3 years. |
|--|-------------|

### 11. Assistance under SC/ST Prevention of Atrocities Act.

|   |  |  |
|---|--|--|
| 1 | Name of the Act/Rules  | Assistance under ST/ST Prevention of Atrocities Act, 1989.                         |
| 2 | Brief write-up of the scheme   | To provide immediate relief to the victims of S.C. atrocities.                     |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9. |
| 4 | Fee charged for the above  | No fee collected.  |
| 5 | Eligibility  | Scheduled Caste person affected by atrocities.                                     |

## II. EDUCATION

### 1. Grant of Retention Scholarship to S.C. Girl students.

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Grant of Retention Scholarship to S.C. Girl students  |
| 2 | Brief write-up of the scheme   | Award of retention scholarship to encourage S.C. girls students to undertake Primary education and continue the studies without drop out. |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 | Fee charged for the above  | No fee collected.   |
| 5 | Eligibility  | (a) Annual income of the parent /guardian shall not to exceed Rs.24000/-<br>(b) Nativity/Residence in this U.T for not less than 5 years  |

### 2. Award of Pre-matric scholarship to S.C. students.

|   |                              |  |
|---|------------------------------|--|
| 1 | Name of the Act/Rules        | Award of Pre-matric scholarship to S.C. students.  |
| 2 | Brief write-up of the scheme | This scholarship is meant for S.C. students for enabling them to pursue elementary and secondary level of education. |

|   |  |  |
|---|--|--|
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.   |
| 4 | Fee charged for the above  | No fee collected.  |
| 5 | Eligibility  | (a) Annual income of the parent / guardian shall not exceed Rs.24,000/-<br>(b) Nativity/residence in this U.T for not less than 5 years. |

### 3. Award of opportunity cost to parents of S.C. girl students.

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Award of opportunity cost parents of S.C. girl students.  |
| 2 | Brief write-up of the scheme   | This financial assistance is being provided to the parents of daughters as a sort of encouraging them to take care of their studies of the female children. |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 | Fee charged for the above  | No fee collected.   |

### 4. Award of Post-matric scholarship to SC students.

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Award of post-matric scholarship  |
| 2 | Brief write-up of the scheme   | This scheme is being implemented for the benefit of students who are doing their Post-matric studies. |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.                    |
| 4 | Fee charged for the above  | No fee collected.   |

### 5. Award of adhoc merit grant (special incentive) to S.C. students.

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Award of adhoc merit grant (special incentive) to S.C. students.  |
| 2 | Brief write-up of the scheme   | The scheme is implemented as a sort of encouragement for the S.C. students who secure 65% or above marks in matriculation/SSLC Board of Examinations. |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |

|   |                           |                   |
|---|---------------------------|-------------------|
| 4 | Fee charged for the above | No fee collected. |
|---|---------------------------|-------------------|

**Award of ad-hoc merit grant (special incentive ) to Scheduled Caste student who secured 65% or above marks in matriculation /SSLC Board of Examinations**

1. **Service available** : One time cash award of Rs.300/-
2. **Eligibility** : (a) Income ... No limit (b) Certificate of Nativity//Residence of not less than five years in this U.T .
3. **How to apply** :In the prescribed application form through the head of the institution where he is Studying.
4. **Certificates to be enclosed** : (a) Caste Certificate (b) Mark list duly attested (c ) Residence / Nativity Certificate issued by the Revenue Officials
5. **To whom to apply** : The Deputy Director (Students'Wing), Adi Dravidar Welfare Department, Puducherry.
6. **Time limit prescribed for final disposal** : 30 days
7. **In case of delay to whom to contact:** The Director, Adidraavidar Welfare Department, Puducherry.
8. **Remarks** : Incentive amount will be distributed through the head of institution where the student is studying

**6. Dr. B.R. Ambedkar Memorial Award to S.C. students.**

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Dr. B.R. Ambedkar Memorial Award to S.C. students.  |
| 2 | Brief write-up of the scheme   | Award is granted to regionwise top ranking one S.C. boy and one S.C. girl students in the Higher Secondary examination. |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.                                      |
| 4 | Fee charged for the above  | No fee collected.   |

**Dr. B.R. Ambedkar Memorial Award is granted to top ranking one scheduled caste boy and one Scheduled Caste girl student of each region (Puducherry, Karaikal and Yanam) who have secured not less than 55% of marks in the aggregate in the Higher secondary Examination.**

1. **Service available** : Rs.10,000/- Cash Award.
2. **Eligibility** : (a) Income ... No limit (b) Certificate of Nativity/Residence of not less than five years in this U.T .
3. **How to apply** : a) In the prescribed application form b) The application should be sent through the head of Institutions where he/she is continuing studies
4. **Certificates to be enclosed** : (a) Caste Certificate (b) Mark list duly attested (c) Residence / Nativity Certificate issued by the competent Revenue Official.
5. **To whom to apply** : The Deputy Director (Students'Wing), Adi Dravidar Welfare Department, Puducherry.
6. **Time limit prescribed for final disposal** : 30 days
7. **In case of delay to whom to contact:** The Director, Adidraavidar Welfare Department, Puducherry.
8. **Remarks** : Award will be given through the headof institution where he/she is studying.



## 7. Reimbursement of college fees to deserving Scheduled Caste Students studying in Professional Colleges

|   |  |  |
|---|--|--|
| 1 | Name of the Act/Rules  | Reimbursement of college fees to deserving Scheduled Caste Students studying in Professional Colleges  |
| 2 | Brief write-up of the scheme   | The scheme provides to the reimbursement of tuition fees and examination fees paid by poor S.C. students who have obtained 75% marks and above in Higher Secondary Course Examination and studying in Govt./Govt. recognized private Professional Colleges with a view to minimize their financial hardship. |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.   |
| 4 | Fee charged for the above  | No fee collected.  |

**The scheme is to reimburse the tuition fees and examination fees paid by poor Scheduled Caste Students who have obtained Marks above 75% in Higher Secondary Course Examination and studying in Govt/Govt. recognised private Professional colleges**

- Service available :** (i). MBBS - 60% of fees fixed by the Committee plus Rs. 25,000/- subject to restriction on actual fees payable. (ii). BE/B.Tech/ B.Arch etc: 60% of fees fixed by the committee plus Rs. 10,000/- subject to restriction on actual fees payable.
- Eligibility :** (a). Annual Income of parent shall not exceed Rs. 3,00,000/- (excluding standard deductions) (b). Find place in 'Top 20 Rank' in the HSC marks and selected through 'CENTAC' for admission in professional colleges.
- How to apply :** (a). in the prescribed application form. (b). Application should be sent through the college where the student is studying.
- Certificates to be enclosed :** (a). Caste/Income/Residence Certificate issued by the Revenue Department; (b). Income Affidavit; (c). Certificate of Head of Institution; (d). Salary Calculation Sheet issued by the drawing officer concerned; (e). Original fee Receipt; (f). Attested copy of HSC mark list.
- To whom to apply :** 1. The Dy. Director (Students Wing ), A.D.Welfare Department, Puducherry-9  
2. The Asst. Director, Sub-office, Adidraavidar Welfare Department, Karaikal.  
3. The Asst. Director, Sub-office, Adidraavidar Welfare Department, Yanam.
- Time limit prescribed for final disposal :** 2 to 3 months
- In case of delay to whom to contact:** The Director, Adidraavidar Welfare Department, Puducherry.
- Remarks :** The amount will be disbursed through the Head of Institution where the student is studying
- 8. Reimbursement of under the scheme of Additional Financial Assistance to Scheduled Caste Students studying in Professional Colleges. (MBBS, Engineering, B.Ed,D.T.Ed)**

|   |                              |  |
|---|------------------------------|--|
| 1 | Name of the Act/Rules        | Reimbursement of under the scheme of Additional Financial Assistance to Scheduled Caste Students studying in Professional Colleges. (MBBS, Engineering, B.Ed,D.T.Ed) |
| 2 | Brief write-up of the scheme | No meritorious S.C. students is deprived of higher studies due to financial constraints.   |

|   |  |  |
|---|--|--|
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.   |
| 4 | Fee charged for the above  | No fee collected.  |
| 5 | Eligibility  | (a). Annual Income of parent shall not exceed Rs. 3,00,000/-<br>(b). should have availed the assistance of 60% of fee under Perunthalivar Kamarajar Financial assistance scheme. |

10.

**9. Award of Pre-matric scholarship to the students whose parents are engaged in unclean occupation.**

|   |  |   |
|---|--|---|
| 1 | Name of the Act/Rules  | Award of Pre-matric scholarship to the students whose parents are engaged in unclean occupation.  |
| 2 | Brief write-up of the scheme   | This scholarship is being provided to the students whose parents are engaged in unclean occupation with a view to improve the status of the unprivileged society. |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.  |
| 4 | Fee charged for the above  | No fee collected.   |

**10. Opening and maintenance of Boys and Girls hostels.**

|   |  |  |
|---|--|--|
| 1 | Name of the Act/Rules  | Opening and maintenance of Boys and Girls hostels.   |
| 2 | Brief write-up of the scheme   | To providing boarding and lodging facilities to the S.C. students in pursuance of their education and to dissuade dropping of education at school and college level hostels facilities are provided.   |
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9.   |
| 4 | Fee charged for the above  | No fee collected.  |
| 5 | Eligibility  | (a) Income of the parent /guardian shall not exceed Rs.24,000/-.<br>(b) Nativity/resident for not less than 5 years.<br>(c) Parent/Guardian shall not live within the radius of 5 Km. from the hostel. |

**12. Stipend to S.C. trainees in Technical Training Institutions**

|   |                              |   |
|---|------------------------------|---|
| 1 | Name of the Act/Rules        | Stipend to S.C. trainees in Technical Training Institutions   |
| 2 | Brief write-up of the scheme | To give financial support to S.C. candidates/trainees who are undergoing training in Technical Training Institutions. |

|   |  |  |
|---|--|--|
| 3 | From where one can get a copy of rules, regulations, instructions etc. | The Director,<br>Adi Dravidar Welfare Dept.,<br>Thattanchavady,<br>Puducherry – 9. |
| 4 | Fee charged for the above  | No fee collected.  |
| 5 | Eligibility  | (a) Annual income of parent / guardian shall not exceed Rs.24,000/-                |