Handbook of Information

(Compiled as per the Right to Information Act, 2005)

GOVERNMENT OF PONDICHERRY
ADI - DRAVIDAR WELFARE DEPARTMENT

Date : 30 -10-2005.

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CHAPTER 1

Introduction:

The Right to Information Act, 2005 was formulated and approved by the Govt. of India 21st June, 2005. The Act provides for setting out the practical regime of Right to Information for the Citizen to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority.

The Adi Dravidar Welfare Department has brought out this handbook for making awareness among the poor and downtrodden S.C. community to avail the benefits which being provided exclusively for this by this Dept. The procedures followed for each scheme/activity powers of the officers and the decision making process for that activity has been detailed in the Handbook. Further, budget allocation for each scheme for the current year is given in this book. In order to keep the transparency, the total number of beneficiaries benefited under each subsidy/assistance schemes is also listed in this book for reference.

The Deputy Director (General), Adi Dravidar Welfare Dept., Pondicherry (Publication Information Officer) may be contacted in the below given address for further current information.

Adi Dravidar Welfare Department,
Thattanchavady,
Pondicherry – 605 009.

Phone: 2275682
Fax: 2275681
Web: www.pondicherry.adwelf.org.

CHAPTER 2

THE PARTICULARS OF ADI DRAVIDAR WELFARE DEPARTMENT, PONDICHERRY (ADMINISTRATION) FUNCTIONS AND DUTIES.

This Dept. has been set up in this Union Territory of Pondicherry in order to promote and develop the status of the Scheduled Castes people the areas of socio-economic and educational.

The Scheduled Caste population in the Union Territory of Pondicherry is 1,57,771 as per Population Census of 2001, which is accounted for 16.19% as against the total population of 9,74,345 persons as a whole. The regions-wise break up is as follows:-

Region	Scheduled Caste Population	Percentage to total population
Pondicherry	1,20,980	12.42
Karaikal	30,868	3.17
Mahe	121	0.01
Yanam	5,802	0.59
Total	**1,57,771**	**16.19**

As per the constitution (Pondicherry) Scheduled Caste Order, 1964, the following 16 Communities are notified as Scheduled Caste in the Union Territory of Pondicherry.

1. Adi Andhra 2. Adi Dravidar 3. Chkkiliyan 4. Jambuvulu

5. Kuravan 6. Madiga 7. Mala, Mala Masti 8. Paky

9. Pallan 10. Parayan, Sambavar 11. Samban 12. Thoti

13. Valluvan 14. Vetan 15. Vettiyan 16. Puthirai Vannan.

The percentage to the people below poverty line (latest position)

Total - 96,134

Scheduled Caste - 26,664

Scheduled Tribe - Nil

The main functions of the Department has divided broadly into two divisions

I. Public Welfare
II. Students Welfare.

<u>I. Public Welfare</u>

1. Free distribution of dhoties and sareees to poor S.C. people.
2. Issue of free house site pattas to S.C. and Other Economically Backward Classes.

3. Grant-in-aid to local bodies.
4. Financial Assistance to poor S.C. brides.
5. Financial Assistance to Law/Medical graduates for setting up of practice.
6. Financial Assistance to perform funeral rites to poor S.C. people.
7. Incentive Award to inter-caste married couples.
8. Construction of low cost dwelling units.
9. Grant of Financial Assistance to poor S.C. pregnant and lactating women.
10. Grant of Financial Assistance to S.C. patients suffering from prolonged diseases.
11. Grant of Mahatma Gandhi Memorial Award for clean houses.

II. Students Welfare.

1. Award of Pre-matric scholarship to S.C. students.
2. Award of retention scholarship to S.C. girl students.
3. Award of opportunity cost to parents of S.C. girl students.
4. Award of Post-matric scholarship to S.C. students.
5. Award of ad-hoc merit grant (special incentive) to S.C. students.
6. Dr. B.R. Ambedkar Memorial Award to S.C. students.
7. Opening and maintenance of Boys and Girls hostels.
8. Stipend to S.C. trainees in Technical Training Institutions.
9. Free distribution of dhoties and sarees to poor S.C. people.
10. Pre-matric scholarship to children of those engaged in unclean occupation.
11. Award of merit grant to S.C. students.
12. Scheme for improving the educational status of S.C. students.
13. Reimbursement of college fees to deserving S.C. students studying in Professional colleges.
14. Reimbursement under the scheme of additional financial assistance to S.C. students studying in Professional Colleges.

One Corporation namely Pondicherry Adi Dravidar Development Corporation is functioning under aegis of Adi Dravidar Welfare Department for the upliftment of socio-economic conditions for the S.C. people by arranging institutional finance and loan-cum-subsidy scheme from banks and also implementing the loan section of the Apex Corporation, New Delhi apart from that suitable trainings are being self-employment venture.

Pondicherry Adi Dravidar Development Corporation is functioning since 1986 under the Company Act, 1956. The said Corporation getting funds from NSFDC and NSKFDC for implementing the schemes.

CHAPTER 3

The powers and duties of Officers and employees of Adi Dravidar Welfare Department, Pondicherry (chart & organizational structure enclosed)

Contact address:

Sl.No.	Name and Designation	Address	Phone No.
1	Secretary to Govt. (Welfare)	Chief Secretariat, Pondicherry.	
2	Director of Adi Dravidar Welfare Department, Pondicherry.	Thattanchavady, Pondicherry –9.	0413-2275681
3	Deputy Director (General Section), Adi Dravidar Welfare Department, Pondicherry.	Thattanchavady, Pondicherry –9.	0413-2275682
4	Deputy Director (Students Wing), Adi Dravidar Welfare Department, Pondicherry.	Thattanchavady, Pondicherry –9.	0413-2275682
5	Senior Accounts Officer, Adi Dravidar Welfare Department, Pondicherry.	Thattanchavady, Pondicherry –9.	0413-2236735
6	Assistant Director, Adi Dravidar Welfare Department	Yanam	0884-2324680
7	Assistant Director, Adi Dravidar Welfare Department	Karaikal	954368-222517

DUTIES AND RESPONSIBILITIES OF OFFICER AND STAFF

1	DIRECTOR	He is the Head of the Dept. and controlling authority in respect of Officers and staff of Pondicherry , Karaikal and Yanam regions.
2	DY.DIRECTOR (Students Wing)	He is Head of Office of this Dept. He is the in charge of entire Students Wing and Maintenance of Hostels, sanctioning various scholarship to the students of pre-metric and post-Matric students of Pondicherry, Karaikal and Yanam. He is also in charge of Establishment section.
3	DY.DIRECTOR (General Section)	He is in charge of implementation of schemes which come under The purview of General section for issuing free-house site pattas House Construction Subsidy, sanctioning Marriage assistance, Funeral rites, kit for lactating women, Financial assistance for prolonged disease and patta name transfer etc.
4	SR. ACCOUNTS OFFICER	He is Drawing and Disbursing Officer of this Dept. He oversees Preparation of pay bills and other bills and booking and watching of expenditure and in charge of Budget, Planning and Monitoring section.
5	Supdt. Gr.I	He is looking after the Establishment Section dealing with Recruitment, promotions, transfer and all service matters of all Categories of staff of this Dept.
6	Planning Officer	He is in-charge of preparation of Budget, both Plan & Non plan, Plan documents, Action plan reviews reports Expenditure. Statement Relating to various schemes, Budget assurances, Assurances given On the floor of the Assembly and such other matters relating to Legislative Assembly.
7	Asst. Director (G.S)	He is in-charge of various schemes implemented in the General Section of the Dept. He is responsible in distributing all benefits to The public with the help of the Welfare Inspector. He is responsible For all the field activities of the department. He coordinates the Activities of the Welfare Inspector and supervise their working.
8	Asst. Director (S.W)	She is in-charge of maintenance of the hostels in Pondicherry region and providing facilities for the inmates of the hostels. Scholarship to Pre-metric and post-Metric scholarships next to Deputy Director (SW)
9	Supdt. Gr.II	There are 4 Superindent Gr.II posts in this Dept. They are the Section Head of Gen/Students Wing/Accounts/Audit.
10	Warden	Warden is the immediate Head of the hostel responsible for whole maintenance of hostel including for better provision of Education, health, boarding and provision of better living condition to bring about social change of equality among S.C student like other communities of the society. He holds responsibilities of imparting better education to the students by way of conducting special tuition, classes to improve the academic performance of the S.C. students He is in charge of the stores of the hostel, issue of provision items for the preparation of food and other essential items to the inmates through out the academic year. The warden maintains registers and records pertaining to hostels such as stock register, dead stock register, admission register, C.M.D Register, cash book, Ration issue register, Library Register, Vegetables Register, Medical Inspection register, Attendance Register for staff and inmates, Bill register etc. Each hostel functioning with a library with subject oriented books

		For the reference purpose of the students to improve their education. He should also act as psychologist/counselor to understand the problems of each inmate, and to help themselves during their course of study in the hostel. He should act as Guardian of all inmates attending parent teacher meeting in the institution/School to appraise the academic performance of each inmate and liaising between school authorities and parents of the inmates. Conducting educational tour every year. He is authorized Officer to admit the students and maintain discipline among the inmates
11	Stock verifier	General purchase of all articles/equipments including stationery items required for the Dept. and Maintenance of related registers Including repairs, condemnation of unserviceable articles Inspection of stock of diet and non-diet articles of hostels and stocks and stores of Sub-Offices.
12	Stenographers	Stenographers are attached with Head of Dept/Head of Office. They are dealing with confidential matters and assist the officers concerned.
13	Statistical Inspector	He is dealing with preparation of reports on various Welfare Schemes to Govt. Parliamentary standing Committees, statistical reports etc.,
14	Assistant/ Upper Division Clerk	The Assistant/U.D.C.s are attached with different sections dealing with various schemes and in Audit, Accounts, and Establishment. And Student wing sections.
15	Welfare Inspector	Should visit periodically and regularly each and every Scheduled caste village. They should assess the requirement of the in habitants of their respective village such as civic amenities, free house sites, should made wide publicity of the various schemes implemented for the S.C. people by the Dept., to liaise between the Dept. and local bodies/survey and Revenue Dept., in connection with execution of various schemes. Rendering possible help to the victims of natural calamities.
16	Lower Division Clerk	The L.D.Cs are looking after Receipt and Despatch, Typing, preparation of various bills and dealing with various schemes.
17	Store-keeper	Distribution of sarees and dhotis, kits to lactating women, Distribution of test books, maintenance of all dead stock Materials/equipments and registers.
18	Driver	The duties of Drivers are to accompany the officers to hostels, site for inspection and for other official work related to the Welfare Schemes etc.,
19	Instructress	Imparting training to the candidates in the trade of Tailoring.
20	Peon	They are assisting in receipt and Despatch section, delivering tapals and attending the section works in which they are posted.
21	Assistant Cook-cum-Server	They prepare morning tea, breakfast, lunch and dinner etc., and serve to the inmates of the hostel hygienically and maintain the hostel in good condition.
22	Watchman	They engage in watch and ward duty and guard the office/hostels.
23	Sanitary Assistant	He/she will do the sanitation work in the hostel premises neatly.

** Apart from this, the officials have to attend any other work assigned by the Director then and There.

CHAPTER 4

Rules, Regulations followed by the Department for discharging the functions.

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 Dept. That the applicant did not own a house. The application will be processed in the office as individually or in consolidate 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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To provide free house sites to homeless poor Scheduled Caste people and other Economically backward class people at the ratio of 80:20 to enable them to construct Their own houses.

1. Service available: Giving free house site to construct a house for a family.

2. Eligibility: a) A citizen of India and a native or a permanent Resident of this U.T. of Pondicherry

b) Annual Family Income shall not exceeds Rs.24, 000/-

c) Attained the age of 18 years.

d) A homeless person and no member of the family own a house/house site.

e) Bonafide intention to construct house within a period Of 2 years.

3. How to apply : a) Application in the prescribed format served by the Welfare Inspector when the land is available for Distribution.
b) Proof of identity
c) Caste/Income/Residence-cum-nativity certificate Issued by the competent authority.
d) Not owning house/house site

4. To whom to apply - Pondicherry: The Director,
Adi Dravidar Welfare Department,
Pondicherry.
Karaikal: The Assistant Director,
Adi Dravidar Welfare Department,
Karaikal.
Yanam : The Assistant Director,
Adi Dravidar Welfare Department,
Yanam.

5. Time Limit prescribed for final: Three months from the last date prescribed for
Disposal submission of application

6. Redressal of grievances: The Director,
Adi Dravidar Welfare Department,
Pondicherry

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.) 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. Then if the application considered being a genuine are 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.20, 0 0/-, Rs.15, 000/- and Rs.15, 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, instructions etc.	The Director, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

A subsidy to poor houseless scheduled caste/Other Economically Backward class people To construct house.

1. Service available**:** The subsidy amount of Rs.50, 000/- is granted in 3 Instalments as follows: -

   (a) 1st instalment of Rs.20, 000/- on possession of vacant house site.

   (b) 2nd Instalment of Rs.15, 000/- on construction of 2.2. Meters height wall with 23 cm thickness in Burnt brick on the basement.

   (c) 3rd instalment of Rs.15, 000/- after providing fire proof roofing.

2. Eligibility for getting service.

   (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/-.

   (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. How to apply: In the prescribed form available with the Adi Dravidar Welfare Department, Pondicherry.

4. To whom to apply: Pondicherry –

   The Deputy Director (General Section),
   Adi Dravidar Welfare Department, Pondicherry.

   Karaikal –
   Assistant Director,
   Adi Dravidar Welfare Department, Karaikal.

   Yanam -
   Assistant Director, Adi Dravidar Welfare Department, Yanam.

5. Time Prescribed for disposal: 2 months

6. In case of delay,
   To whom to contact: The Director, Adidravidar Welfare Department, Pondicherry.

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To provide financial Assistance to poor pregnant women and

Lactating Scheduled Caste women

1. Service available: Financial Assistance of Rs.500/- in cash to the pregnant poor scheduled Caste Women and a baby kit worth Rs.500/- to the lactating women.

2. Eligibility for getting service. Financial Assistance is admissible when an applicant fulfills the following conditions.

(a) The applicant must be of scheduled Caste.
(b) They should belong to the U.T. of Pondicherry by virtue of birth or continuous residence of not less than 3 years.
(c) Should apply from 6 month of pregnancy and within 3 months from the date of delivery.

(d) The annual income of the applicant and spouse should not exceed Rs. 24,000/-.
(e) Grant of financial assistance is made available only for 2 deliveries.

3. How to apply: In the prescribed application form available with the Adi Dravidar Welfare Department along with the certificate issued by the Medical Superintendent of Maternity Hospital/Medical Officer in-charge of the Primary Health Centre, Sub-Centre or any other peripheral maternity /Health Centre of the Union Territory of Pondicherry.

4. To whom to apply: - Pondicherry –

The Deputy Director (General Section),

Adidravidar Welfare Department, Pondicherry.

Karaikal – Assistant Director, Adi Dravidar Welfare Department, Karaikal.

Yanam - Assistance Director, Adi Dravidar Welfare Department, Yanam.

5. Time Prescribed for disposal: One month

6. In case of delay to whom to contact: The Director, Adidravidar Welfare Department, Pondicherry.

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

Financial Assistance at the rate of Rs.300/- per month is given to poor Scheduled Caste people Who are unable to work to earn their livelihood due to the prolonged disease?

1. Eligibility for getting service.

(a) Annual Income shall not be more than. Rs.24, 000/-

(b) Continuous residence for not less than five years

(c) Age of applicant is 18 years and above.

2. How to apply: In the prescribed form available with the Adi Dravidar Welfare Department.

3. To whom to apply: - Pondicherry –

The Deputy Director (General Section),
Adidravidar Welfare Department, Pondicherry.

Karaikal –

Assistant Director, Adi Dravidar Welfare Department, Karaikal.

Yanam -

Assistant Director, Adi Dravidar Welfare Department, Yanam.

3. Time Prescribed for disposal: One month after getting the Medical Board Opinion.

7. In

4. In case of delay to whom to apply: The Director, Adidravidar Welfare Department, Pondicherry.

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To give an award to the inter caste married couple as a step towards bringing about Casteless society

1. Service available: An award with a value of Rs.10, 000/- to each couple – Rs.2, 000/ - in cash and Rs.8, 000/- in the form of National Saving Certificate.

2. Eligibility for getting service. : (A) Marriage shall be performed between Scheduled Caste and other community.

(b) The marriage shall be registered and the marriage Shall be performed for the first time between the bride

And groom.

(c) Income limit – No bar

(d) Both bride and groom or either of them should be a native of Pondicherry

3. How to apply: In the Prescribed application form with;

(a) Community, Nativity, Nationality Certificate in respect of groom, bride, and their parents

(b) First marriage certificate obtained from M.L.A/M.P.

(c) Age proof of bride and groom.

(d) Marriage Registration Certificate.

4. To whom to apply: Pondicherry – The Deputy Director (General Section),

Adidravidar Welfare Dept., Pondicherry.

Karaikal – Assistant Director, Adi Dravidar Welfare

Department, Karaikal.

Yanam - Assistant Director,

Adi Dravidar Welfare Department, Yanam.

5. Time prescribed for disposal: One month

6. In case of delay, The Director, Adi dravidar Welfare Department,

To whom to contact 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.10,000/- 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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To provide financial assistance to the poor Scheduled Caste parents for performing marriage of their daughters.

1. Service available : Financial assistance at the rate of Rs.10,000/- (Rs. Ten thousand only) in each case for the marriage of their two daughters.

2. Eligibility:
: (a) Annual income of the parent/guardian shall not exceed Rs.24,000/-.

(b) Financial Assistance shall not be received from other sources.

(c) The Parent/Guardian of the bride should be a citizen of India and a native of Pondicherry.

(d) The marriage shall be performed in accordance with the law.

(e) Assistance is provided for the first marriage alone.

(f) The Financial assistance is available only for two daughters in a family.

(g) Attained the age of 18 years and 21 years for bride and bride groom respectively.

(h) Application shall be submitted by the applicant 30 days prior to the date of marriage.

3. How to apply : In the Prescribed application form with enclosures:-

: (a) Community, nativity, Nationality, residence and income certificate

(b) First time marriage certificate obtained from M.P/M.L.A/Commissioner of Municipality/Commune Panchayat.

4. To whom to apply : Pondicherry – Deputy Director (General)
Adidravidar Welfare Department,
Pondicherry
Karaikal - Assistant Director,
Adidravidar Welfare Department,
Karaikal
Yanam - Assistant Director
Adidravidar Welfare Department,
Yanam.

5. Time limit prescribed for final disposal : One Month

6. In case of delay to whom to contact : The Director, Adidravidar Welfare Deartrment,
Pondicherry

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To provide clothing items to the poor Scheduled Caste People who are not in a position to purchase minimum clothing required for their use

1. Service Available : Each male member of the family is supplied with a lungie and towel, annually Each female member in a family is supplied with a saree and a blouse piece annually.

2. Eligibility : (a) Annual Income shall not exceed Rs.24,000/-
(b) Age shall not be less than 18 years.
(c) Continuous residence in the U.T of Pondicherry for not less than 5 years.

3. Selection : By a duly constituted committee consists of the Director of Adi Dravidar Welfare Department, the Member of Legislative Assembly, the Deputy Director (General), Assistant Director (General) and the Welfare Inspector concerned.

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 based on the prepared by them for construction of water borne latrines in the S.C. colonies to facilitate them to live in hygienic conditions and 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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To provide civic amenities to areas where Scheduled Caste people are predominantly living in and to provide residential quarters to sweepers and scavengers families.

1. Services available : Civic amenities such as roads, drainage, water supply, filling of low lying area , meeting current consumption charges for street lights, pathway to burial ground, construction of cremation shed and water borne latrines in the Scheduled caste predominant area. Construction of sweepers' and scavengers' quarters.

2. Mode of service : The above services are provided through the local bodies for which grant-in –aid is paid to the local bodies.

3. To whom to apply to avail such facilities. : Pondicherry – The Deputy Director (General)
Adi dravidar Welfare Department
Pondicherry.

Karaikal - The Assistant Director,
Adidravidar Welfare Dept.,
Karaikal .

Yanam The Assistant Director,
Adidravidar Welfare Department,
Yanam

4. In case of delay to whom to contact : The Director, Adi Dravidar Welfare Dept.,
Pondicherry.

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To provide financial assistance for performing funeral rites of the poor

Scheduled Caste family members

1. Service available : Financial assistance of Rs.1000/- (Rs. One thousand only) in cash

2. Eligibility for service (a) Close relative of the deceased .

(b) Annual Family income shall not exceeding Rs.24,000/-

(c) Family members of the deceased belongs to the U.T of Pondicherry by virtue of nativity or continuous residence of 3 years.

3. How to apply : In the prescribed application form.

4. To whom to apply : - Pondicherry – The Deputy Director (General), Adidravidar Welfare Department, Pondicherry.

Karaikal - The Assistant Director, Adidravidar Welfare Department, Karaikal.

Yanam - The Assistant Director, Adidravidar Welfare Department, Yanam.

5. Time limit for disposal : One day.

6. In case of delay to whom to contact : The Director, Adidravidar Welfare Department, Pondicherry.

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To provide to the Scheduled Caste victims of atrocities relief under the provision of the Rules.

1. Services available : Payment of relief, compensation for loss and rehabilitation.

2. Eligibility for service : Scheduled Caste person affected by atrocities.

3. To whom to apply : The Deputy Director (General)
Adi Dravidar Welfare Department,
Pondicherry.

4. Time prescribed for disposal : Immediately

5. In case of delay to whom to contact : The Director,
Adi dravidar Welfare Department,
Pondicherry.

II. Students Welfare (Educational areas)

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

Award of retention scholarship to encourage SC girls students to undertake Primary education and continue the studies without dropout.

1.	Service available	:	Rs.500/- per year to girl student studying in I to V Std.
2.	Eligibility	:	(a) Annual income of the parent /guardian shall not to exceed Rs.24000/- (b) Nativity/Residence in this U.T for not less than 5 years
3.	How to apply	:	(a) In the prescribed form (b) Application should be sent through the Head of School.
4.	Certificates to be enclosed	:	(a) Income Certificate (b) Caste/Residence Certificate issued by the Competent Revenue Official
5.	To who to apply	:	The Deputy Director (Students Wings) Adidravidar Welfare Department
6.	Time limit prescribed for final disposal	:	30 days
7.	Incase of delay to whom to contact	:	The Director, Adidravidar Welfare Departemt, Pondicherry.
8.	Remarks	:	Scholarship will be disbursed through the Head of the School.

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

Award of Scholarship to scheduled students who are pursing elementary and secondary level of education continuously without hardship

1. Service available	:	i) Rs.1000/- per annum per student for VI Std to VIII Std. ii) Rs.2,000/- per annum per student for IX & X Std.
2. Eligibility	:	(a) Annual income of the parent / guardian shall not exceed Rs.24,000/- (b) Nativity/residence in this U.T for not less than 5 years.
3. How to apply	:	(a) In the prescribed application form. (b) Application should be submitted through the head of school.
4.Certificates to be enclosed	:	a) In come Certificate b) Residence Certificate issued by the Competent Revenue Officials.
5. To whom to apply.		The Deputy Director (Students' Wing) Adi Dravidar Welfare Department, Pondicherry.

6. Time limit prescribed for final disposal : One month

7. In case of delay , to whom to contact : The Director,
Adidravidar Welfare Department,
Pondicherry.

8. Remarks : Scholarship will be disbursed through the head of School.

3. Award of opportunity cost 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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To financially assist the SC parents for sending school their daughters who otherwise earn livelihood for the family engaging themselves in menial labour

1. Service available : Rs.2000/- per academic year payable to the SC parent for each daughters studying in classes VI to XII standard.

2. Eligibility : (a) Annual income of the parents shall not be more than Rs.24,000/-

(b) For girl students only.

(c) Student should have been promoted to next higher class.

3. How to apply : (a) In the prescribed application form

(b) Application is to be sent through the school where the student is studying.

4. Certificate to be enclosed	:	Caste/income/ Residence Certificate(for not less than 5 years in the U.T) issued by the Revenue Department.
5. To whom to apply	:	The Deputy Director (Students' Wing), Adi Dravidar Welfare Department, Pondicherry.

NOTE:- The applications should be sent through the Head of the Institutions where the student is studying.

6. Time limit prescribed for final disposal.	:	Two months
7. In case of delay , to whom to contact	:	The Director, Adi Dravidar Welfare Department, Pondicherry.
8. Remarks.	:	The amount will be disbursed through the head of school where student is studying.

4. Award of Post-matric scholarship to S.C. 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 scheme is being implemented for the benefit of students who are studying Post-matric level or Post secondary stage so as to complete their education.
3	From where one can get a copy of rules, regulations, instructions etc.	The Director, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To provide financial assistance to Scheduled Caste students studying at Post – Matric level or post secondary stage to enable them to complete their education.

1. Service available : i. Reimbursement of non refundable fee charged by the institution and
ii. award of maintenance allowance for meeting educational expenses and boarding / lodging expenses.

2. Eligibility (a) Annual Income shall not exceed Rs..1,00,000/- with effect from 01.04.2003.
(b) Age .. No restriction
(c) Native or resident of U.T of Pondicherry for not less than 5 years..

3. How to apply : a) In the prescribed form .
b) Application shall be forwarded through the Head of institutions

4. Certificate to be enclosed : a) Income Certificate
b) Caste// Residence Certificate issued by the Revenue Officials.
c) Attested copies of certificate, degree, Diploma etc., in respect of all examinations passed.

d) Employee should submit income certificate obtained from their employer in addition to income certificate from the Revenue Department.

5. To whom to apply	:	The Deputy Director (Students' Wing), Adidravidar Welfare Department, Pondicherry.
6. Time limit prescribed for final disposal	:	30 days
7. In case of delay to whom to contact	:	The Director, Adidravidar Welfare Department, Pondicherry.
8. Remarks	:	Disbursement of Scholarship is made through the Head of institutions where the student is studying.

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 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, Pondicherry.

6. Time limit prescribed for final disposal : 30 days

7. In case of delay to whom to contact : The Director,
Adidravidar Welfare Department,
Pondicherry.

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 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 (Pondicherry, 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) No income limit
b) Mark list duly attested.
c) Nativity/Residence of not less than 5 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 who to apply : The Deputy Director (Students'Wing),
Adi Dravidar Welfare Department,
Pondicherry.

6. Time limit prescribed for final disposal : 30 days

7. In case of delay : The Director,
Adidravidar Welfare Department,
Pondicherry.

8. Remarks. : Award will be given through the head of 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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 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. recogonised private Professional colleges

1. 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.

2. 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.

3. How to apply? : (a). in the prescribed application form.
(b). Application should be sent through the college where the student is studying.

4. 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.

5. To whom to apply? : 1. The Dy. Director (Students Wing), A.D.Welfare Department, Pondicherry-9
2. The Asst.Director, Sub-office, Adidravidar Welfare Department, Karaikal.
3. The Asst. Director, Sub-office, Adidravidar Welfare Department, Yanam.

6. Time limit prescribed for final disposal : 2 to 3 months

7. In case of delay, to whom to conduct? : The Director, Adidravidar Welfare Department, Pondicherry-9.

8. 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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

Meritorious Scheduled Caste Student is deprived of higher studies on grounds of financial constraints from an academic career in the field of Medicine/Engineering/Teacher Training for which Govt. of Pondicherry has decided to start an additional Financial assistance scheme.

1. Service Available : Additional Financial assistance to the students of
   (i). MBBS- Rs. 25,000/- per annum
   (ii). BE/B.Tech/- Rs. 10,000/- per annum;
   (iii). B.Ed/D.T.Ed – Rs. 5,000/- per anum.
   (but restricted to the extent of actual tution fees)

2. Eligibility : (a). Annual Income of parent shall not exceed Rs. 3,00,000/-
   (b). should have availed the assistance of 60% of fee under Perunthalivar Kamarajar Financial assistance scheme.

3. How to apply? : (a) in the prescribed application form.
   (b) Application should be sent through the college where the student is studying.

4. Certificates to be enclosed : (a). Caste/Nationality/Residence Certificate

	issued by the Revenue Department; (b). Certificate obtained from the Director of Collegiate Education, Pondicherry.
5. To whom to apply?	: 1. The Dy. Director (Students Wing), A.D.Welfare Department, Pondicherry-9 2. The Asst.Director, Sub-office, Adidravidar Welfare Department, Karaikal. 3. The Asst. Director, Suboffice, Adidravidar Welfare Department, Yanam.
6. Time limit prescribed for final disposal	: 2 to 3 months
7. In case of delay, to whom to conduct?	: The Director, Adidravidar Welfare Department, Pondicherry-9.
9. Remarks	: The amount will be disbursed through the Head of Institution where the student is studying.

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 kind of 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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To provide financial assistance for pursuing Pre-matric education whose parents are engaged in unclean occupation

1) Facility available : Scholarship at the following rates irrespective of income and caste.

(i) Rs.950/- per annum to students studying in I to V Standrad.

(ii) Rs.1050/- per annum to student studying in VI to VIII Std.

(iii) Rs.1,450/- per annum to students studying in IX and X Std.

2) How to apply : In the prescribed application through the head of School along with the service certificate of their parent

3) To whom to apply : Pondicherry
Deputy Director (Students' Wing,
Adidracidar Welfare Department,
Pondicherry.
Karaikal
Assistant Director,
Adidraaivdar Welfare Dep[artment,
Karaikal.
Yanam
Assistant Director,
Adidraaivdar Welfare Dep[artment,
Karaikal.

4) Period of disposal : 30 days

5) In case of delay to whom to contact : The Director,
Adidravidar Welfare Dep[arment,
Pondicherry.

6) Remarks : Scholarship will be disbursed through the Head of the school where the student is studying.

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

Providing boarding and lodging facilities to the Scheduled Caste students in pursuance of their education and to dissuade dropping of education at school and college level hostels facilities are provided

: Building

Pondicherry Region		Govt.	Private
Men Hostels	9	7	2
Women Hostels	4	1	3
Karaikal Region			
Men Hostels	6	4	2
Women Hostels	3	1	2
Yanam Re gion			
Men Hostels	1	-	1
Total	24	13	11

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1. Service available : a) Free lodging
b) Free boarding
c) 2 pairs of clothing
d)Conveyance charges for 6 times (3 down and 3 up) in a year

2. Eligibility for admission : (a) Income of the parent /guardian shall not exceed Rs.24,000/-.
(b) Nativity/resident for not less than 5 years.
(c) Parent/Guardian shall not live within the radius of 5 Km. from the hostel.

3. How to apply	:	(a) In the prescribed application from (b) Application should be submitted through the Warden of the hostel.
4.Certificate to be enclosed	:	Income, Caste / Residence/ Nativity Certificate issued by the competent Revenue Officials.
5. To whom to apply	:	Pondicherry;- The Deputy Director (Students'Wing), Adi Dravidar Welfare Department, Pondicherry. Karaikal : The Assistant Director, Adidravidar Welfare Department, Karaikal Yanam : The Assistant Director, Adidravidar Welfare Department, Yanam.
6. Time limit for final disposal	:	30 days

7. ln case of delay, to whom to contact: -

a) Pondicherry – Director, Adidravidar Welfare Department, Pondicherry

b) Karakial - Regional Executive Officer, Karaikal

c) Yanam - Regional Executive Officer, Yanam

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, Adi Dravidar Welfare Dept., Thattanchavady, Pondicherry – 9.
4	Fee charged for the above	No fee collected.

To give financial support to Scheduled Caste Candidates /Trainees, who are undergoing Training in Technical Training Institutions.

1. Service available : Stipend is paid at the rate of Rs.120/- per month for the whole period of training.

2. Eligibility : (a) Annual income of parent / guardian shall not exceed Rs.24,000/-

3. How to apply : In the prescribed form

4. Certificates to be enclosed : (a) Income Certificate.
(b) Caste / Nativity Certificate issued by the Competent Revenue Officials.

5. To whom to apply : The Deputy Director, (Students' Wing), Adidrvidar Welfare Department, Pondicherry.

6. Period of disposal : 30 days

7. In case of delay to whom to contact : Director, Adidravidar Welfare Department, Pondicherry.

CHAPTER 5

Public Participation for the formation of policy/implementation of policy.

This Department is not having any such arrangement in public participation of policy/implementation of policy.

CHAPTER 6

Statement categories of documents held by the Department.

CHAPTER 8

Procedure followed in issue of provisional permanent registration/Grant of subsidy.

The Department does not have activity in this aspect.

CHAPTER 14

Particulars of recipients of concessions, permits or authorization.

The Department does not have activities in this area.

CHAPTER 15

Norms set by the Dept. of Registration and grant of subsidies.

There are 24 schemes. Under Socio-economic developments, there are 10 schemes and under educational assistance there are 14 schemes.

As per the schematic pattern, Govt. has prescribed guidelines such as eligibility and criteria to avail of the subsidy and assistance by the beneficiaries. Such details are made available under Chapter 4 ibid.

Report of the Welfare Inspector

Name of the Welfare Inspector :

Service Area and Date :

To

The Director
Adi Dravidar Welfare Department, Pondicherry.

Sir/Madam,

Sub: Financial assistance to perform marriage to poor S.C. bride - Inspection held – Report submitted – Reg.

****

It is to submit that an application received from Thiru/Tmt. ……of……..…… requesting financial assistance to perform marriage to the applicant's daughter/sister, has been examined and forwarded with detailed remarks as follows:

1. The parties of marriage, Selvi…… and Selvan…….……are reported to have attained the prescribed age and found that this is the first marriage for the bride held at ……on…….……

2. The applicant belongs to Scheduled Caste. He/she has enclosed his/her Caste certified in support of his/her claims as Scheduled Caste.

3. The applicant's family income certified by Revenue Department as Rs. …….. per annum, is found true/not true.

4. Certified that the applicant has applied /not applied and availed any marriage assistance previously from Adi-Dravidar Welfare Department.

5. Recommended and submitted for further necessary action please.

Signature of the Welfare Inspector

Encl: 1. Marriage application duly filled in.
2. Marriage invitation.
3. Birth certificate of the couple.
4. XEROX COPY (ATTESTED) of the Ration card of the bride family.
5. One set Photo of the Bride, bridegroom and the applicant.

GOVERNMENT OF PONDICHERRY
ADI DRAVIDAR WELFARE DEPARTMENT

REPORT OF THE WELFARE INSPECTOR ON THE APPLICATION FOR SANCTIONING 1st INSTALMENT OF HOUSE CONSTRUCTION SUBSIDY

1. The applicant Thiru./Tmt ----------s/o ---------- village ----------constituency who has applied for house construction subsidy for constructing a house at Plot No.---------- R.S.No.---------- ---------- village is not in a position to build his / her house out of his/her fund.

2. He/she possesses a house site of not less than 30 c.a. for construction of house for which he/she applied for subsidy. The original title deed/patta of the land is enclosed in the application.

3. There is no pucca construction of building on the land mentioned in item No.2.

Signature of Welfare Inspector with Seal.

Place:

Date :

GOVERNMENT OF PONDICHERRY
ADI DRAVIDAR WELFARE DEPARTMENT
******

REPORT OF THE WELFARE INSPECTOR ON THE APPLICATION FOR RELEASE OF 2ND INSTALMENT OF HOUSE CONSTRUCTION SUBSIDY

Based of the statement date ---------- made by Thiru/Tmt ----------s/o---------- village constituency for release II instalment of House construction subsidy at Plot No ---------- Resurvey No ---------- Village ----------

I inspected the above site and the following report is submitted. The construction has reached the following stage.

A) Plinth is not less than 20 square meters.

B) The foundation is laid minimum of 75 cm X 60 cm (2'6" X 2) with jelly lime/ cement before the lowest ground level. The basement is made minimum of 75 cm X 30 cm (2'6" X 1) of the above specification.

C) The outer wall is built to a height of 2.2 meters (7'3") and 23 cm (9") thick in burnt brick in cement /lime/ mud mortar.

D) Partition wall with mud/brick is provided to have minimum of two rooms i.e. one for living and one for kitchen.

Signature of the Welfare Inspector

Place: Pondicherry

Date :

GOVERNMENT OF PONDICHERRY

ADI DRAVIDAR WELFARE DEPARTMENT

****

REPORT OF THE WELFARE INSPECTOR ON THE APPLICATION FOR RELEASE OF 3rd INSTALMENT OF HOUSE CONSTRUCTION SUBSIDY

Report of the welfare inspector on the statement made by Thiru ----------S/o ---------- , ---------- village ---------- constituency for the release of III instalment of house construction subsidy for the construction of house at Plot No ---------- R.S. No. ---------- Village ---------- constituency ----------.

I inspected the above site and the following report is submitted.

a) Internal wall surface is plastered with mud/cement.

b) External wall surface is plastered with cement.

c) Doors with dimension 0.9 X 1.8 meters and window of 0.6 x 0.9 meters are provided.

d) Roofing has been provided by light roofing in fire proof material/Mangalore tiles over plamyrah rafters and country wood reapers/RCC.

Recommended for the release of III instalment.

Place :

Date :

Signature of Welfare Inspector with seal.

The house under construction has been inspected and the Report is countersigned.

Place :

Date :

Signature of the Asst. Director (G)

CHAPTER 7

One State Level Committee for the Welfare of SCs has been constituted being convened periodically. The Committee shall meet twice in a year. The Committee constituted under G.O. Ms. No.7/2004-Wel(SCW), dated 25.11.2004 shall perform the following functions.

(i) Review the progress of the schemes for the Welfare of the Scheduled Castes evaluate their impact and suggest measures for further improvement.

(ii) Review the implementation of Protection of Civil Rights Act and suggest measures for its proper enforcement.

(iii) Review the implementation of reservation orders in the services under the Pondicherry Administration including Government undertakings, Boards, Co-operatives, and Municipalities etc. and suggest measures for further improving the representation of Scheduled Castes.

(iv) Review the implementation of Special Component Plan and suggest measures for further improvement.

(v) Make an "On the Spot study" of the situation, if need be in cases of atrocities on S.Cs. or in cases, where harassment of S.Cs. has been reported.

(vi) Discuss any other matter which affects the rights and interests of persons belonging to Scheduled Castes and suggest appropriate measures.

A copy of G.O. is enclosed for ready reference.

CHAPTER 9

Procedure followed in issue of provisional permanent registration/ grant of subsidy.

This Department does not have activity in this aspect.

CHAPTER 8

Names and Designation and Other particulars of the Public Information Officer, Assistant Public Information Officers and Departmental Appellate Authority.

PONDICHERRY

I. Assistant Public information officer					
Sl.No.	Name	Designation	Phone No.	Fax	Address
1	Vacant (likely to be filled-up soon)	Deputy Director(General Section)	2275682(O)	2275681	Adi Dravidar Welfare Dept., Kamarajar Salai, Thattanchavady, Pondicherry-9.

KARAIKAL, SUB-OFFICE

1	N. Gandhirajan	Assistant Director	954368-222517(O)	-	Perunthalaivar Kamarajar Complex, Karaikal.

YANAM, SUB-OFFICE

1	T. Namassivayam	Assistant Director	0884-2324680(O)	-	Civil Station, Yanam

MAHE : SUB-OFFICE NOT ESTABLISHED

II. Public information officer					
Sl.No.	Name	Designation	Phone No.	Fax	Address
1	S. Veerabadrasamy	Director	2275681(O) 2253488(R)	2275681	Adi Dravidar Welfare Dept., Kamarajar Salai, Thattanchavady, Pondicherry-9.

III. Departmental Appellate Authority					
Sl.No.	Name	Designation	Phone No.	Fax	Address
1	A.K. Chaturvedi, I.A.S.,	Secretary	2334082(O) 2272083(R)	2334082	Chief Secretariat, Pondicherry.

CHAPTER 8 (Manual 7)

Names and Designation and Other particulars of the Public Information Officer, Assistant Public Information Officers and Departmental Appellate Authority.

PONDICHERRY

I. Assistant Public information officer					
Sl.No.	Name	Designation	Phone No.	Fax	Address
1	V. Ramalingam	Manager(Pro.)	2242418(O) 2201997(R)	-	Pondicherry Adi Dravidar Development Corporation, No.3, Third Cross, Sathiya Nagar, Saram, Pondicherry – 605 013.

II. Public information officer					
Sl.No.	Name	Designation	Phone No.	Fax	Address
1	K. Jayavelu	Managing Director	2242418(O) 2255903(R)	2242418	Pondicherry Adi Dravidar Development Corporation, No.3, Third Cross, Sathiya Nagar, Saram, Pondicherry – 605 013.

III. Departmental Appellate Authority					
Sl.No.	Name	Designation	Phone No.	Fax	Address
1	Gidila Chandira Rao	Chairman	2244629(O) 0884-2323657(R)	2241573	Pondicherry Adi Dravidar Development Corporation, No.3, Third Cross, Sathiya Nagar, Saram, Pondicherry – 605 013.

CHAPTER 10

Residential address of the Director, Deputy Directors and other staff of the Department

Thiru G. MALAR KANNAN
Director

Sl. No.	**Name & Designation** THIRU/Tmt	
	Establishment Section	
1	D. Sangaharare Dalou Superintendent	14, Sebastian Koil st., Thiruvalluvar Nagar, Puducherry 3
2	M. Soubramanian, Assistant	85, Mariamman Koil St., vinoba Nagar, Puducherry 8
3	B. Sucharitha, Assistant	15, I Floor, 9th Cross, Rajaji Nagar, Lawspet, Puducherry 8
4	E. Kings Berry Larson Raja, UDC	
5	R. Emambouzavally, U.D.C.	30, Thiurvalluvar St., radha Krishna Nagar, Thattanchavady Post, Puducherry 9
6	D. Angalane, LDC	5, Sendil Kumar Illam, Main Road, Uthiravaginipet, Villianur 110
7	G. Menon, Peon	46, III Cross, J.J. Nagar, Moolakulam, Puducherry
8	S. Chokkalingam, Peon	54, Vanchinathan St., Ellapillaichavady, Puducherry 605 005
9	S. Nagappan, Peon	22, Ambethkar Nagar,I St., Nettapakkam, Puducherry
10	P. Annadurai, Watchman	No15, Pudu Nagar, Mannadipet, Pondicherry
11	K. Marimuthu, Watchman	No.4, II Cross , Anitha Nagar, Mudaliarpet post, Pondicherry -4
12	A. David, Watchman	No.17, I cross, Mariamman koil street, Gnanou Thiagou Nagar, Thattanchavady. Pondicherry -8
13	F. Marie Amalor, Watchman	1, New St., Ramanathapuram, Thondamanatham Post,Via Valudavur, Puducherry 605 502

General Section		
1	R. PONNUSAMY DEPUTY DIRECTOR	54, IV Cross, Thanthai Periyar Nagar, Puducherry 5
2	S. Mouttoulingam Superintendent	9, ECR Road, Dhoby Khana, Lawspet, Puducherry 8
3	K. Usha Devi, Assistant	13A, Swathy, Kasthuribai Nagar, Thattanchavady, Puducherry -9
4	P. Arulmozhi, Assistant	2/30, Muthamizh Nagar, Orleanpet, Nellithope, Puducherry
5	R. Kandasamy, Statistical Inspector	13-A, I Cross, Krishna Nagar, Puducherry 605 003
6	P. Subramanian, Store Keeper Gr.II	43, Thillaiyadi Valliammai St., Ashok Nagar, Lawspet, Puducherry 8
7	Bijoy K.M., UDC	Flat No.C, J.J. Appartment, No.7 Rangapillai St., Puducherry 1
8	R. Prakash Babu, UDC	Plot No.68, 'D' Lane, Sri V.V.P. Nagar, Thattanchavady, Post, Puducherry 9
9	J. Lakshmy, L.D.C	I Cross, Kalpana Chawla Nagar, Lawspet, Puducherry 8
10	K. Sriram. L.D.C	140, Kamarajar Salai, Karaikal 609 602

11	R. Cartiqueyane Welfare Inspector	43, Ignasi Maistry st., Puducherry 1
12	J. Jaya Priya Welfare Inspector	4, VI Cross, Anna Nagar, Nellithope (Post), Puducherry 5
13	J. Pattabiraman Welfare Inspector	L.R. Palayam, Madagadipet, Puducherry
14	R. Balaji, Welfare Inspector	13, Bharathidasan St., Kamaraj Nagar, Puducherry 11
15	G Solomon savariraj Welfare Inspector	11, Ezhai Mariamman Koil St., Muthialpet, Puducherry 3
16	R. Bharathy Welfare Inspector	1, Kaveri Nagar, Reddiarpalayam, Puducherry 10
17	G. Nirmala Devi Welfare Inspector	17, Car St., Koodapakkam Post, Puducherry 605 502
18	M. Madiajagan Welfare Inspector	18, Avvai Nagar, IV Main Road, Lawspet,Puducherry 8
19	K. Kavitha Welfare Inspector	2, Durgai Amman Koil St., Karikalampakkam & Post, Puducherry 7
20	V. Ezhilradjane Welfare Inspector	15, Mariamman Koil St., Kanniakoil, Manapet Post, Bahour Commune, Puducherry 605 402
21	J. Newton, Driver	44, Lazar Koil St., Dubrayapet, Puducherry 1
22	A. Thangamani, Peon	3, Mariamman Koil St., Moolakulam Post, Puducherry 10
23	P. Chakravarthy Watchman	28, VI Cross, Pudu Nagar, Villianur, Kanuvapet, Puducherry

Students' Wing		
1	R. CHANDIRASEKARAN Deputy Director	89, Mariamman Koil St., Reddiarpalayam, 0
2	V.R.Chandramouli Assistant Director	
3	S. Rajasulochana Superintendent	16, Thendral St., I Cross, Jeyamurthy Raha Nagar, Pyd 4
4	K. Vasantha, Assistant	26, SBI Colony, Mohan Nagar, Puducherry
5	S. Thangaradjou, Assistant	18, Easwaran Kil St., Marie Oulgaret, Puducherry 10
6	R.Kannan, LDC	13, Thiurvalluvar St., Kamaraj Nagar, Samipillai Thottam, Puducherry
7	P. Anandarajan, LDC	47, Mariamman Koil St., Arumarthapuram, Puducherry 605 110
8	B. Shanmugapriya, LDC	25, Pari St., Kavundanpalayam, Puducherry 9
9	S. Kandan, Driver	1/3, Housing Society, J. Line, VVP Nagar, Thattanchavady, Puducherry 9
10	M. Oubagara Marie, Peon	52, Rathinam St., Kathirkamam Puducherry
11	A. Gandhi, Peon	Plot No.103-C, III Cross, Kurinji Nagar (Extn), Lawspet, Puducherry 8

Accounts Section		
1	P. JAYAKUMAR Senior Accounts Officer	11, Government Boys' School St., Pududucherry- 605 003
2	D. Sangaharare Dalou Superintendent	4, Sebastiar Koil St., Thiruvalluvar Nagar, Puducherry 3
3	G. Banumathi, Assistant	20, Maraiamman Koil St., Shanmugapuram, Puducherry 9
4	M. Thamizharasan, Assistant	34, Pakkamudayanet Main Road, Mullai Nagar, Puducherry 8
5	S. Ambikeswari, UDC	20, Sri Manakula Vinayagar Nagar, SBI Colony Extn., Puducherry 5

6	S. Sathishkumar, L.D.C.	37, Sathani St., Kosapalayam, Puducherry 13
7	S. Balamourougan, L.D.C.	68, I Floor, Engineer's Colony, Velrampet, Road, Mudaliarpet, Puducherry 4
8	V. Calaimady, Peon	24, Iyyanar Koil St., Kuyavarpalayam, Puducherry
9	A. Chandirasekaran, Peon	7,Police Quarters, Gorimedu, Puducherry

Audit Section		
1	TMT. K. RAJAMANI Superintendent	135, Poyyakulam, Pakkamudayanpet Post , Puducherry 8
2	A. Palamuthirsolai, UDC	Plot No.9, Andhra Nagar, Puducherry 9
3	Albert Xavier, Store Keeper Gr.II	41, IV Cross, Anna Nagar, Puducherry 605 005
4	N. Karthi, Store Keeper Gr.III	Plot No.19, Datchanamoorthy Nagar, Main Road, Sokkanathanpet, Puducherry 9

SCSP Section		
1	THIRU G. SANTHAMURTHY Deputy Director (Planning)	22, II Main Road, Santhi Nagar, Puducherry 11
2	V. Balasubramanian, Planning Officer	19, IV Block(PHB), Kavikuil St., Ashok Nagar, Lawspet, Puducherry
3	V. Rajalakshmy, UDC	70, I Cross St., Brindavan, Puducherry 13

Personal staff of Director		
1	A.Vijayakumari, Steno Gr.II	12, Annai Velankanni St., Kamaraj Nagar, Puducherry 605 011
2	S. Jayakanth, Driver	3, Pudu Magar, Kodathur Manaveli, Mutrampet (Post), Thiurkkanur via, Puducherry 605 501
3	K.Udayakumar, Peon	32, Brahmnal St., Villianur, Puducherry 605 010

1. GOVT. BOYS' HOSTEL, THATTANCHAVADY

Sl.No.	Name of the Staff	Designation	Residential address
1	V. Ganesan	Warden	1, Vanakara Street, Mudaliarpet, Pondicherry 605 004.
2	Paramasivam	A.C.C.S.	67, Subramania Siva Nagar, Villianur Post, Pondicherry.
3	B. Ezhilarasi	A.C.C.S.	12, Murugan Koil Street, Orleanpet, Pondicherry 605 005.
4	P. Rajalakshmi	A.C.C.S.	23, Kattapomman Street, Kamarajar Nagar, Pondicherry 605 006.
5	A. Anjalai	A.C.C.S.	25, Mariamman Koil Street, AFT ground, Rodiarpet, Pondicherry 605 004.
6	S. Saravanan	A.C.C.S.	21, Thillaiyadi valliammai street, Ashok Nagar, Lawspet, Pondicherry.
7	V. Tamizhselvan	Daily Rated A.C.C.S.	31, Sengeni amman koil street, Kompakkam, Pondicherry 605 004.

2. GOVT. BOYS' HOSTEL, VILLIANUR

Sl.No.	Name of the Staff	Designation	Residential address
1	D. Arumugam	Warden	No.C.18, Housing Board complex, Pondicherry.
2	C. Shanmugam	A.C.C.S.	16, Mariamman Koil street, Koodapakkam.
3	V. Pavadai	A.C.C.S.	74, Kavalkaran street, Koonichampet.
4	T. Panneerselvam	A.C.C.S.	9, Kozhipannai street, Kariamanickam.
5	S. Elumalai	P.T.S.A	Mariamman Koil street, Embalampet.
6	P. Aruldoss	D.R. A.C.C.S.	26, Gangaiamman koil street, Abishegapakkam.
7	P. Mahalingam	Watchman	9, Vambakeerapalayam, Pondicherry.

3. GOVT. BOYS' HOSTEL, PETHUCHETTIPET.

Sl.No.	Name of the Staff	Designation	Residential address
1	S. Rajagopal	Warden	61, Mariamman Koil street, Eallapillaichavadi, Pondicherry 605 005.
2	A. Kirubanandam	Watchman(night)	22, Barathi street, Santhi nagar, Lawspet, Pondicherry 605 008.
3	R. Mannangatti	A.C.C.S(regular)	Mariamman koil street, Ramanathapuram, Thondamanatham Post, Pondicherry.
4	P. Nagamma	A.C.C.S(regular)	Kannagi street, Indira Nagar, Pondicherry 605 001.
5	A. Flora mary	A.C.C.S(regular)	10, Ellai mariamman koil street, Diprayapet, Pondicherry 605 001.
6	G. Elumalai	Sanitary Asst.(P.T.)	Mariamman koil street, Pillaichavady, Pondicherry.

4. GOVT. BOYS' HOSTEL, LAWSPET.

Sl.No.	Name of the Staff	Designation	Residential address
1	S. Sivakumar	Warden	24, Srinivasa counder street, Chellaperumal pet, Lawspet, Pondicherry.
2	R. Subrayan	A.C.C.S(regular)	Abishegapakkam, Pondicherry.
3	S. Dhanapal	A.C.C.S(regular)	Mariamman Koil Street, Perungalur, Karikalampakkam Post, Pondicherry.
4	S. Ragunathan	A.C.C.S(regular)	Moorthikuppam, Pondicherry.
5	Velayudham	A.C.C.S(regular)	Poraiyurpet, Villianur, Pondicherry.
6	Arumugam	Watchman(regular)	Vazhaikulam, Pondicherry.
7	M. Natesan	A.C.C.S(Daily rated)	Kudierruppupalayam, Pondicherry.
8	K. Maheswaran	A.C.C.S.	Vanarapet, Pondicherry.
9	G. Murugasamy	Part Time Sanitary Assistant	Ramanathapuram, Villianur, Pondicherry.
10	G. Subbaiah	Part Time Sanitary Assistant	Subbaiah Nagar, Thattanchavady, Pondicherry.
11	K. Marbandar	A.C.C.S(Daily rated)	Subbaiah Nagar, Thattanchavady, Pondicherry.

5. GOVT. BOYS' HOSTEL, ABISHEGAPAKKAM

Sl.No.	Name of the Staff	Designation	Residential address
1	K. Sivassamy	Warden	2, II cross, Balaji Nagar, Pondicherry 605 013.
2	Chinnaperumal	A.C.C.S	2, Pillaiyarkuppam, Bahour.
3	Lakshmi	A.C.C.S	13, Mariamman Koil street, Abishegapakkam pet.
4	Selvaraj	A.C.C.S	North street, Abishegapakkam.
5	Subramani	A.C.C.S	Abishegapakkam pet, Pondicherry.
6	Dhanapal	P.T.S.A.	South street, T.N. Palayampet, Pondicherry.
7	Azhagesan	Watchman	Abishegapakkam
8	Subramani	P.T.S.A.	Kirumampakkam.

6. GOVT. BOYS' HOSTEL, KALITHEERTHALKUPPAM

Sl.No.	Name of the Staff	Designation	Residential address
1	S. Manivasagam	Warden	B.32, Viduthalai Nagar, Mudaliarpet, Pondicherry-4.
2	N. Jayaraman	A.C.C.S(regular)	Alansalai street, Kariamanickam.
3	Senthamarai	A.C.C.S(regular)	10, Padman thottam, Kuruchikuppam, Pondicherry.
4	Veerapathiran	A.C.C.S(regular)	Pillaiyar koil street, Ramanathapuram.
5	Muthuvel	A.C.C.S(regular)	Mariamman Koil Street, Sivaranthagam.
6	S. Sankar	P.T.S.A.	Mariamman Koil street, Kodathoor, Mannadipet commune.
7	G. Jayalakshmi	P.T.S.A.	Villupuram road, Maducarai.
8	Muthukumarasamy	Watchman(regular)	Villianur road, Molapakkam.

7. GOVT. BOYS' HOSTEL, KARIAMANICKAM

Sl.No.	Name of the Staff	Designation	Residential address
1	V. Sivapragasam	Warden	Saliyar street, Kariamanickam & Post, Pondicherry.
2	M. Narayanasamy	A.C.C.S	Ariyapalayam, Villianur.
3	K. Thirunavukkarasu	A.C.C.S	T. Pazhani Nagar, K.T. Kuppam.
4	N. Atchudan	A.C.C.S(Daily rated)	3/A, Mariamman koil street, Pinnachikuppam, Seliamedu post.
5	K. Sivalingam	A.C.C.S(Daily rated)	Amman koil street, Veerampattinam & Post, Ariyankuppam
6	A. Pavadai	P.T.S.A.	Water tank street, Chinna arachikuppam, Bahour Post.
7	T. Egambaram	Watchman	Mannadipet Periyapet, Mannadipet Post.

8. GOVT. BOYS' HOSTEL, BAHOUR

Sl.No.	Name of the Staff	Designation	Residential address
1	Subramani	Warden	32, Chetti street, Pondicherry.
2	R. Radha	A.C.C.S	Main road, Bahour
3	Manoharan	A.C.C.S	Amman koil street, Poraiyur 605 110.
4	Panneerselvam	Watchman	Valluvan medu, Bahour
5	Masilamani	A.C.C.S	22, Amman koil street, Vinoba nagar, Pondicherry.

9. GOVT. BOYS' HOSTEL, KARAYAMBUTHUR.

Sl.No.	Name of the Staff	Designation	Residential address
1	T. Gurunathan	Warden	1, Ponniyamman koil street, Pethuchettipet, Lawspet, Pondicherry-8.
2	K. Kaliyan	A.C.C.S(regular)	Ambedkar street, Nettapakkam.
3	V. Veerakkannu	A.C.C.S(regular)	Mariamman Koil street, Kalapet
4	N. Ramesh	P.T.S.A.	Mariamman Koil street, Karuvadikuppam.
5	N. Thangamani	Watchman(Daily rated)	Mariamman koil street, Irulansandai, Bahour.

10. GOVT. GIRLS' HOSTEL, MUTHIALPET

Sl.No.	Name of the Staff	Designation	Residential address
1	R. Saroja	Warden	80, V cross, Thanthai Periyar Nagar, Ellaipillaichavadi, Pondicherry.
2	D. Balamirdham	A.C.C.S(regular)	7, Nagamman koil street, New colony, Sedarapet.
3	N. Jamuna	A.C.C.S(regular)	58, Kuyavar street, Murungapakkam.
4	K. Valli	A.C.C.S(regular)	120, Ameer Oil Mills back side, Kumaraguru pallam, Pondicherry.
5	V. Kali	Night Watchman	Maravadi street, Selvaraj nagar, Kurusukuppam.
6	P. Kandasamy	A.C.C.S(regular)	Pooranankuppam.
7	R. Sokkalingam	P.T.S.A.	Gangaiamman koil street, Abishegapakkam.

11. GOVT. GIRLS' HOSTEL, EZHIL NAGAR

Sl.No.	Name of the Staff	Designation	Residential address
1	V. Pakkiawathy	Warden	1, III cross, Thirukameshwarar Nagar, Villianur, Pondicherry.
2	S. Anandhan	A.C.C.S(regular)	5, Capral street, Vinoba Nagar, Pondicherry-8.
3	N. Jayalakshmi	A.C.C.S(regular)	54, V.V.P. Nagar, Subbiah street, Thattanchavady, Pondicherry-9.
4	S. Egavalli	A.C.C.S(regular)	Lawspet, Pondicherry-8.
5	P. Krishnaveni	A.C.C.S(regular)	Koodapakkam road, Villianur.
6	J. Pounambal	Watch woman	108, Veterinary Hospital street, Karuvadikuppam, Lawspet, Pondicherry-8.
7	A. Anthoniammal	A.C.C.S(regular)	Vaithikuppam, Muthialpet.
8	A. Arayee	A.C.C.S.(Daily rated)	19, X cross, Periyar nagar, Pondicherry-5.

12. GOVT. GIRLS' HOSTEL, VILLIANUR

Sl.No.	Name of the Staff	Designation	Residential address
1	P. Thamizhmani	Warden	67, Arul padayatchi street, Nellithope.
2	Vasantha	A.C.C.S(regular)	Block No.4, No.7, Sundara mudaliar thottam, Pondicherry.
3	Sivaroobi	A.C.C.S(regular)	Poraiyurpet, Villianur, Pondicherry.
4	Janaki	A.C.C.S(regular)	10, Periyar nagar, Manaveli, Ariankuppam.
5	Suguna	A.C.C.S.(Daily rated)	9, Thillai nagar, VI cross, Villianur.
6	Sankaran	Night Watchman	Pondicherry.
7	Pushpavalli	P.T.S.A.	Society street, Kothapurinatham, Pondicherry.

13. GOVT. GIRLS' HOSTEL, BAHOUR.

Sl.No.	Name of the Staff	Designation	Residential address
1	M. Sivashanmugam	Warden	Pondicherry.
2	R. Sindhamani	Watch woman	30, Ambedkar street, Abishegapakkam pet, Ariankuppam Post, Pondicherry.
3	K. Anjalatchi	A.C.C.S.	20, Tank street, Lenin street, Bahourpet, Pondicherry.
4	S. Dhavamani	A.C.C.S.	10, Pudhu nagar, Adhingapattupet, Bahour, Pondicherry.
5	S. Egavalli	A.C.C.S.(Daily rated)	35, Capral street, Vinoba nagar, Pondicherry.
6	V. Raman	P.T.S.A.	21, Aoorakulam street, Kirumampakkam pet, Bahour, Pondicherry.

14. GOVT. GIRLS' HOSTEL, KALITHEERTHALKUPPAM.

Sl.No.	Name of the Staff	Designation	Residential address
1	Saraswathi	Warden	2, Iyyanar koil street, Madagadipet, Pondicherry.
2	Padmani	A.C.C.S(regular)	Vazhakulam, Pondicherry.
3	Regina maduram	A.C.C.S(regular)	Padmani thottam, Kurusukuppam.
4	Velmurugan	P.T.S.A.	Villianur road, Poraiyur, Villianur.
5	N. Thambusamy	Watchman	Mariamman koil street, Thethampakkam, Mannadipet commune.

KARAIKAL REGION STAFF DETAILS

Sl.No	Name	Designation
1	Gandhirajan	Assistant Director
2	B.P.A. Alphones	Assistant
3	Palanivel	Upper Division Clerk
4	Arokkiadoss	LDC
5	Manohar	Driver
6	Manthu Katchirayet	W.I
7	Kanjana	W.I
8	Krishnaveny	W.I
9	Arumugam	Peon
10	Rajendiran	Watchman
11	Mathiazhagan	Watchman
12	Subramanian	Watchman
13	Rethinam	Watchman
14	Kalavathy	Instructress
15	Paneerselvam	Warden
16	Kanagaraj	Warden
17	RAjendiran	Warden
18	Saraswathy	Warden
19	Kannan	Warden
20	Krishnan	Watchman
21	Fathima mariadoss	Watchman
22	Thangavelu	Watchman
23	Gajendiran	Watchman
24	Radhakrishnan	Assistant Cook-cum-Server
25	Saraswathy	Assistant Cook-cum-Server
26	Mary	Assistant Cook-cum-Server
27	Manickavalli	Assistant Cook-cum-Server
28	Kanagambujam	Assistant Cook-cum-Server
29	Visalatchi	Assistant Cook-cum-Server
30	Sapperumal	Assistant Cook-cum-Server
31	Mallika	Assistant Cook-cum-Server
32	Rajathi	Assistant Cook-cum-Server
33	Selvaraj	Assistant Cook-cum-Server
34	John bosco ravi	Assistant Cook-cum-Server

35	Vasantha	Assistant Cook-cum-Server
36	kaliappan	Assistant Cook-cum-Server
37	Wilson mary	Assistant Cook-cum-Server
38	Aboorvam	Assistant Cook-cum-Server
39	Manicannou	Assistant Cook-cum-Server
40	Sekar	Assistant Cook-cum-Server
41	Rajendiran	Sanitary helper
42	Kuppu ramakrishnan	Warden
43	Duraisamy	A.C.C.S
44	Rajendiran	Warden
45	Gopalakrishnan	Watchman
46	Selvaraj	Watchman
47	Reginamary	Assistant Cook-cum-Server
48	Ravi	Assistant Cook-cum-Server
49	Kaveri	Assistant Cook-cum-Server
50	Sinnappan	Assistant Cook-cum-Server
51	Sagayamary	Assistant Cook-cum-Server
52	Sheela	Assistant Cook-cum-Server
53	Santhi	Assistant Cook-cum-Server
54	Ravi	Assistant Cook-cum-Server
55	Saraswathy	PTSA
56	Rajendiran	PTSA
57	Radhakrishnan	PTSA
58	Govindarasu	PTSA
59	Parthasarathy	PTS helper
60	Jayasangar	PT Gardener
61	Lakshmi	Daily Rated ACCS
62	Krisnarao	DR ACCS

YANAM REGION STAFF DETAILS

1	T. Namassivayam	Assistant Director
2	Nageswara rao	UDC
3	Venkatesa Aacharayalu	Warden
4	Vimala Fathima Mary	VTC instructor
5	Suguna	VTC helper
6	Nageswara Rao	Watchman
7	Rama RAo	Watchman
8	Subbiahamma	Assistant Cook-cum-Server
9	Raghava	Assistant Cook-cum-Server
10	Suseela	Assistant Cook-cum-Server
11	Mariamma	Assistant Cook-cum-Server
12	Arjun RAo	Assistant Cook-cum-Server
13	Appayamma	Assistant Cook-cum-Server
14	Revu Edu Kondulu	PT sanitary asst
15	Easwaramma	PT sanitary asst
16	Venkatalakahmi	D.R. Care taker
17	D.R. Watchman	1 post
18	Regular peon	1 post
19	Welfare Inspector	1 post
20	Warden	1 post
21	Part Time Asst.	1 post

CHAPTER (manual)

Sl.No	Name **Tvl./Tmt./Selvi**	Designation	Gross Salary Rs.
1	S. Veerabadrasamy	Director	25032
2	G. Vasuraj	Dy.Director	20057
3	A. Mohamed Musthaffa Kamal	S.A.O	17595
4	A. Ganapathy	Supdt. Gr.I	13953
5	P. Karunagaran	Asst.Director	15846
6	P. Malathy	Asst.Director	15041
7	D. Sangaharare Dalou	Supdt.Gr.II	13735
8	T. Subash	Supdt. Gr.II	12527
9	S. Mottoulingam	Supdt. Gr.II	12276
10	N. Selliammmalle	Supdt. Gr.II	13081
11	C. Rajarathinam	S.K. Gr.I	11849
12	A. Mani	S.V	12053
13	K. Rajamani	Assistant	12614
14	R. Kandasamy	Stat.Inspec	12614
15	M. Subramanian	U.D.C.	9159
16	V. Muralidharan	U.D.C	9234
17	K. Muniammalle	U.D.C.	9906
18	Potula Sathyanaryana	U.D.C	8343
19	B. Sucharitha,	U.D.C	8412
20	D. Tamilselvi	U.D.C.	8226
21	K. Ushadevi	U.D.C.	9720

22	D. Calavadhy	U.D.C.	9795
23	M. Karuthiruman	U.D.C.	7852
24	A. Vijaykumari	Steno.Gr.II	9533
25	P. Rajendiran	Steno Gr.III	8487
26	N. Sambasivam	S.K, Gr.II	9533
27	G. Jayabalan	S.K. Gr.III	8599
28	B. Vanathi	W.I	9346
29	D. Amirthavalli	W.I	8973
30	K. Rajendiran	W.I	9446
31	J. Pattabiraman	W.I	8786
32	J. Jayapriya	W.I	8786
33	Amalorpavamary Ambroise	W.I	9159
34	R. Cartiqueyane	W.I	8599
35	V. Sivapragasam	Warden	11189
36	S. Manivasagam	Warden	11167
37	P. Tamilmani	Warden	12101
38	M. Subramanian	Warden	11742
39	T. Gurunathan	Warden	11122
40	V. Ganesan	Warden	10467
41	P. Pakkiavathy	Warden	10234
42	D. Arumugam	Warden	10467
43	R. Saroja	Warden	11047
44	S. Rajagopal	Warden	11992
45	K. Sivassamy	Warden	9880
46	S. Sivakumar	Warden	10359

47	M. Sivashanmugam	Warden	12101
48	S. Kalyani	V.T.C	12494
49	S. Maheswari	V.T.C	9820
50	S. Ambikeswari	L.D.C	7097
51	R. Kannan	L.D.C.	6256
52	R. Emambouzavally.	L.D.C.	6256
53	B. Zabeen	L.D.C	7377
54	A. Arputharaj Samdi	L.D.C	6817
55	S. Sathishkumar	L.D.C.	6416
56	P. Anandarajan	L.D.C.	6116
57	S. Balamourougan	L.D.C.	5836
58	M. Madiajagan	L.D.C.	5836
59	S. Lakshmi	L.D.C.	5836
60	K. Manogari	L.D.C.	5836
61	B. Shanmugapriya	L.D.C.	5836
62	P. Ramasamy	Driver	8517
63	G. Pakkiri chettiar	Driver	6902
64	S. Kanniappan	Driver	6368
65	V. Vijaykumar	Driver	6007
66	M. Padmanadhan	Driver	6847
67	A. Murugan	**Peon**	6649
68	V. Calaimady	**Peon**	6594
69	S. Nagappan	**Peon**	6594
70	K. Udayakumar	**Peon**	6594
71	V. Sivagamasundari	**Peon**	6987
72	A. Gandhi	**Peon**	6089

73	A. Chandrasekaran	**Peon**	6518
74	M. Oubagaramarie	**Peon**	6089
75	N. Karthikeyan	**Peon**	6034
76	P. Krishnaveni	A.C.C.S	6594
77	D. Subramanian	A.C.C.S	6594
78	M. Jayaramane	A.C.C.S	6594
79	K. Kaliyan	A.C.C.S	6529
80	J. Pavunambal	A.C.C.S	6594
81	M. Narayanasamy	A.C.C.S	6400
82	V. Soundararajan	A.C.C.S	6594
83	S. Dhanabal	A.C.C.S	6649
84	V. Senthamarai	A.C.C.S	6529
85	A. Masilamani	A.C.C.S	5810
86	T. Panneerselvam	A.C.C.S	6089
87	S. Egavalli	A.C.C.S	6034
88	K. Valli	A.C.C.S	6034
89	K. Anjalatchi	A.C.C.S	6091
90	R. Ratha	A.C.C.S	5969
91	K. Thirunavuckarasu	A.C.C.S	6529
92	I. Veerasamy	A.C.C.S	6463
93	S. Veerapathiran	A.C.C.S	6594
94	S. Sivaroopi	A.C.C.S	6594
95	P. Nagammal	A.C.C.S	6594
96	C. Shanmugam	A.C.C.S	6463
97	R. Sinnaperumal	A.C.C.S	5810
98	P. Rajalakshmi	A.C.C.S	5220

99	D. Balamirtham	A.C.C.S	5556
100	S. Dhavamani	A.C.C.S	5810
101	R. Janagi	A.C.C.S	5556
102	N. Jayalakshmi	A.C.C.S	5556
103	M. Selvaraj	A.C.C.S	6463
104	S. Saravanan	A.C.C.S	5668
105	A. Flora Mary	A.C.C.S	5185
106	A. Anthoniammal	A.C.C.S	5521
107	B. Ezhilarasi	A.C.C.S	5521
108	D. Paramasivam	A.C.C.S	6594
109	S. Anandhan	A.C.C.S	6594
110	V. Pavadai	A.C.C.S	4975
111	R. Mannangatty	A.C.C.S	4975
112	R. Muthuvel	A.C.C.S	4975
113	V. Veerakannu	A.C.C.S	4975
114	S. Ragounadane	A.C.C.S	4975
115	S. Alamelu	A.C.C.S	4975
116	A. Anjalai	A.C.C.S	4975
117	S. Padmini	A.C.C.S	4975
118	A. Reginamaduram	A.C.C.S	4975
119	N. Jamuna	A.C.C.S	4872
120	J. Renougadevy	A.C.C.S	4872
121	C. Kandasamy	A.C.C.S	4741
122	R. Subrayane	A.C.C.S	4872
123	M. Muthukumarasamy	**Watchman**	5455
124	R. Sinthamani	**Watchman**	6532

125	P. Azhagesan	**Watchman**	6717
126	V. Kalli	**Watchman**	6157
127	P. Chakkaravarthy	**Watchman**	6652
128	P. Pannerselvam	**Watchman**	5719
129	R. Arumugam	**Watchman**	5455
130	P. Mahalingam	**Watchman**	6631
131	A. Kirubanandham	**Watchman**	5343
132	A. David	**Watchman**	5343
133	N. Thambusamy	**Watchman**	4960
134	T. Egambaram	**Watchman**	5098
135	K. Annadurai	**Watchman**	4995
136	M. Lazard Ducloux	**Watchman**	4995
137	M. Lakshmi	Sani.Asst	5556
138	S. Vasantha	Sani.Asst	6398

Sl.No	NAME	DESIGNATION	WAGES Rs.
1	R. Devendiran	P.T.A.C.C.S	2238
2	G. Soundarajan	P.T.A.C.C.S	2238
3	S. Ezhumalai	P.T.A.C.C.S	2238
4	V. Raman	P.T.A.C.C.S	2238
5	R. Srinivasan	P.T.A.C.C.S	2238
6	N. Ramesh	P.T.A.C.C.S	2238
7	G. Subbaiah	P.T.A.C.C.S	2238
8	S. Sankar	P.T.A.C.C.S	2238
9	S. Dhanavelu	P.T.A.C.C.S	2238
10	K. Kaliappan	P.T.A.C.C.S	2238
11	G. Murugasamy	P.T.A.C.C.S	2238
12	V. Velmurugan	P.T.A.C.C.S	2238
13	N. Subramanian	P.T.A.C.C.S	2238
14	A. Pavadai	P.T.A.C.C.S	2238
15	R. Sokkalingam	P.T.A.C.C.S	2238
16	G. Ezhumalai	P.T.A.C.C.S	2238
17	T. Pushpavalli	P.T.A.C.C.S	2238
18	R. Sankaran	D.R.A.C.C.S	4470
19	M. Nadesan	D.R.A.C.C.S	4470
20	Thangamani	D.R.A.C.C.S	4470
21	V. Tamilselvan	D.R.A.C.C.S	4470
22	V. Mageswarane	D.R.A.C.C.S	4470
23	P. Manohar	D.R.A.C.C.S	4470
24	K. Pregash	D.R.A.C.C.S	4470
25	P. Suguna	D.R.A.C.C.S	4470
26	A. Arayee	D.R.A.C.C.S	4470
27	K. Sivalingam	D.R.A.C.C.S	4470
28	S. Egavalli	D.R.A.C.C.S	4470
29	P. Aruldoss	D.R.A.C.C.S	4470
30	K. Marbandar	D.R.A.C.C.S	4470
31	N. Atchuthan	D.R.A.C.C.S	4470

CHAPTER 13

The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme

The scheme named as “House construction subsidy scheme” is newly implemented by this Department in order to facilitate the poor SC people to have a shelter of their own. Under the scheme at present Rs.50,000/- is provided for construction of the house either by RCC or with laser roof materials. The subsidy is being given in three instalments as 20,000/- in the initial state, Rs.15,000/- as when the construction goes up to 7 feet height and in the third instalment Rs.15,000/- when the house construction is completed.

GRANT OF HOUSE CONSTRUCTION SUBSIDY

MODES OF OPERATION:

There is prescribed application for applying HCS. The beneficiary have to fill up the application ans submit to the office along with the original patta which he belongs.(The patta means vacant site/ plot and not a constructed structure or otherwise.)

They agree in application which was received and recorded in the office will be registered to the concerned area. Welfare Inspector for furnishing basic report again conducting spot visit.

Then if the application considered to be a genuine one, it will be processed in the concerned section and the amount will be accorded by a 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 three instalments as I, II,III instalment. At present the amount is being given as 20000, 10000, 10000. The number of beneficiaries to be covered every year will be completed according to the physical target earmarked in the action plan.

CONSTRUCTION OF LOW COST DWELING UNITS

1. Objective of the scheme : A subsidy to poor scheduled caste / Other Economically Backward Class people to construct house.

2. Service available : The subsidy amount of Rs.40,000 is granted in 3 instalments as follows:

   (a). 1st instalment of Rs.20,000 on possession of vacant house-site.

   (b). 2nd instalment of Rs.10,000 on construction of 2.2 meters height wall with 23 cm. Thickness in burnt brick on the basement.

   (c). 3rd instalment of Rs.10,000 after providing fire proof roofing.

3. Eligiliblity for getting service : (a). A poor Scheduled Caste person who is nbot 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.

   (b). An Other Economically backward Class person who is not possessing a house but having house-site granted by Adi Dravidar Welfare Department and the annual income does not exceed Rs.24,000.

4. How to apply? : In the prescribed form available with the Adi Dravidar Welfare Department.

5. To whom to apply? : **Pondicherry**:
   The Deputy Director (General Section),
   Adi Dravidar Welfare Department,
   Pondicherry.
   Karaikal:
   The Assistant Director,
   Adi Dravidar Welfare Department, Karaikal
   Yanam:
   The Assistant Director,
   Adi Dravidar Welfare Department, Yanam.

6. Time prescribed for disposal : 2 months

7. In case of delay, to whom to contact? : The Deputy Director,
   Adi Dravidar Welfare Department,
   Pondicherry.

HOUSE CONSTRUCTION SUBSIDY 2003-04

Region	B.E. 2003-04	Ist inst. Rs.	No. of bene ficiaries	IInd instalment Rs.	No. of bene ficiaries	III rd Inst. Rs.	No. of bene ficiaries	Total (Col. 2+4+6)
Pondicherry	192.00	152.62	763	30.83	322	8.54	144	191.99
Karaikal	12.00	9.60	48	1.66	37	0.69	62	11.95
Yanam	15.00	7.00	35	3.40	34	2.20	22	12.60

HOUSE CONSTRUCTION SUBSIDY 2004-05

Region	B.E. 2004-05	Ist inst. Rs.	No. of bene ficiaries	IInd instalment Rs.	No. of bene ficiaries	III rd Inst. Rs.	No. of bene ficiaries	Total (Col. 2+4+6)
Pondicherry	165.00	133.40	667	18.22	185	13.34	160	164.96
Karaikal	20.00	10.60	53	6.86	68	2.53	30	19.99
Yanam	15.00	12.00	60	1.40	14	1.60	16	15.00

HOUSE CONSTRUCTION SUBSIDY 2005-06 (as on 27.9.05)

Region	B.E. 2005-06	Ist inst. Rs.	No. of bene ficiaries	IInd instalment Rs.	No. of bene ficiaries	III rd Inst. Rs.	No. of bene ficiaries	Total (Col. 2+4+6)
Pondicherry	250.00	106.00	530	19.58	197	14.47	172	140.05
Karaikal	41.60	30.00	150	4.70	47	2.84	34	37.54
Yanam	20.00	0.60	3	1.80	18	0.30	3	2.70

CHAPTER 16

Information available under electronic form

1. Website address : www.pondicherry.adwelf.org

2. E-mail address : director@pondicherry adwelf.org.

3. The format of all the application for registration and granting subsidyare available.

4. The activity of the Department and beneficiaries benefitted under the various scheme were are available in the computers.

CHAPTER 6 (Manual 5)

Public participation for the formation of policy/implementation of policy.

This Department is not having any such arrangement in public participation of policy/implementation of policy.

CHAPTER 17

Particulars of facilities available in the Citizen Chart for obtaining information.

1. All the details of statistics, procedures, forms, G.O.s and other particulars can be available in the Department, Web site No.

2. Advertisements are given in local newpapers in respect of implementation of various schemes, achievements of the Department etc. on and often.

3. Printed booklets are available (Citizen Charts)/ Weaker Section Day.

4. Public awareness programs are also conducted to bring the Department's achievements among the public.

CHAPTER 11

Monthly remuneration of Officers – Employees.

CHAPTER 12

Budget allocation for Plan schemes.

CHAPTER – 18

Other useful informations:

Marriage Assistance	The application should be submitted either one-month prior to marriage or 2 months after the marriage.
Funeral Rites	The application should be submitted in the prescribed format along with death certificate or cremation certificate and apply within 90 days.
House Construction Subsidy	The application should be submitted in the prescribed form along with the original patta provided, the place where he/she is apply for construction must be vacant.
Inter Caste Marriage	One who can avail the benefit provided either the bride or bridegroom should be S.C. community. The application should be submitted within the one year of solemnization of marriage.
Pregnant and Lactating Women	The applicant should apply from 6th month of pregnancy and within 3 months from the date of delivery.
Financial assistance to SC people Suffering from prolonged diseases	The applicant should apply in the prescribed form along with the Medical Certificate.
Award of Incentive Scholarship	The Girls students studying I to V Std may apply. Application should be submitted through the Head of Institution.
Opportunity Cost	Students should have been promoted to next higher class. For Girls students only.
Post Matric Scholarship	Annual income should not exceed 1 lakh. Age: No restriction. Application should be forwarded through the Head of Institution.
Award of Adhoc Merit Grant Special incentive to SC students	Application should be forwarded through the Head of Institution in the prescribed format. No income limit. Students should secure 65% marks and above.
Dr. B.R. Ambedkar Award	Top ranking 1 SC boy and 1 SC girl in each region will be given cash award of Rs.10,000/-. No income limit. Prescribed form available.
Hostel admission	Free lodging and free boarding, cloth and conveyance charges will be given. Application can be had from the Warden in the respective hostels.
Stipend	Training is given from vocational Training Center. The stipend is also available @ Rs. 150/- p.m.

CHAPTER 9 (Manual VIII)

Names and Designation and Other particulars of the Public Information Officer

Public information officer					
Sl.No.	**Name**	**Designation**	**Phone No.**	**Fax**	**Address**
1	**Thiru. S. Veerabadrasamy**	**Director**	**2275681(O) 2253488(R)**	**2275681**	**AWD, Pondicherry**
Assistant Public Information Officer					
2	**Mrs. J. Jayapriya**	**Welfare Inspector**	**2275681(O) 94432-80060**	**2275681**	**AWD, Pondicherry**

Karaikal, Sub – Office

Assistant Public information officer					
Sl.No.	**Name**	**Designation**	**Phone No.**	**Fax**	**Address**
1	**Thiru. N. Gandhirajan**	**Asst. Director**	**04368-222517(O) 223820(R)**		**Kanara Complex, Karaikal**

Yanam, Sub - Office

Assistant Public information officer					
Sl.No.	**Name**	**Designation**	**Phone No.**	**Fax**	**Address**
1	**Thiru. T. Namassivayam**	**Asst. Director**	**0884-2324680**	**2666873**	**Civil Station, Yanam**