

CHAPTER – 1

Introduction

The Right to Information Act has been enacted in the Parliament in the 56th year of Republic of India. Under section 4(b) of the Right to Information Act laid down 17 manuals for all citizens to have the right to information and therefore every public authority shall maintain all its records duly catalogued and indexed.

The object/purpose of this handbook is to secure access to information to citizens about the Department of Women and Child Development and to promote transparency and accountability in the working of this Department.

All the citizens of India can use this handbook. This handbook gives information on the Department of Women and Child Development.

The details of the Public Information Officer and Assistant Public Information Officer may be seen at Chapter – 8 Manual – 7 of this Handbook.

**OFFICE OF THE DIRECTOR OF WOMEN AND CHILD DEVELOPMENT
NO. 50 MAIN STREET, SITHANKUDI,
PONDICHERRY – 605 013**

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CHAPTER – 2 (Manual – 1)

Particulars of Organisation, Functions and Duties

The Department of Women and Child Development, Pondicherry was formed on 16th August 1996 after bifurcation from the Social Welfare Department, Pondicherry as per the instructions of the Government of India with a view to focus more attention exclusively for the upliftment of Women and Children.

The Department deals with the provision of Nutrition/Health support to the children, pregnant and lactating mothers through the ICDS Projects. The Various schemes such as educational allowance to children of widows, marriage allowance to widow's daughters, incentive for widow's remarriage, Hostel for working women, incentive for post-delivery and pre-delivery of women and Dowry prohibition are implemented by the Women Development Wing of the Department. The Social Defence Wing of the Department deals with grant of Old Age Persons & Destitute Pension, Grant of Financial Assistance for Medical Expenses/Funeral expenses of the Old Age Pensioners, free supply of rice/clothing etc.

The programmes of this Department cover more than half of the population of the Union Territory of Pondicherry. The people covered by this sector are unprotected workers, labourers, illiterates, a majority of whom are subjects of exploitation, struggling to survive in adverse condition facing a biased as well as insensitive system.

In short, the Welfare schemes of this Department cater to the needs of the people from the **"Cradle to the Grave"**.

Any public can write to the public authority, their suggestions/complaints for enhancing the effectiveness/efficiency for the functioning of the Department of Women and Child Development.

Disbursements of benefits to the public are being carried through open function in the presence of Ministers & concerned M.L.As.

A Public Grievances cell is opened for the public where they can contact the Public Relations Officer for any grievances with respect to the service of this Office.

Address of the Main Office and other Offices at different levels

Sl. No.	Address of the Office	Telephone
1	The Director, Department of Women and Child Development, No. 50 Main Street, Sidhankudi Pondicherry.	0413-2244964 (Per) 0413-2242621 0413-244964(FAX)
2	The Deputy Director (Women Development), Department of Women and Child Development, No. 50 Main Street, Sidhankudi Pondicherry	0413-2242621
3	The Deputy Director (Social Defence), Department of Women and Child Development, No. 50 Main Street, Sidhankudi Pondicherry	0413-2246940
4	The Programme Officer, ICDS Cell, Department of Women and Child Development, No. 50 Main Street, Sidhankudi, Pondicherry	0413-2242621
5	The Child Development Project Officer, ICDS Project – I, G.K.Moopnar Shopping Complex, Villianur, Pondicherry	0413-2666184
6	The Child Development Project Officer, ICDS Project – III, No.1, 1 st Cross, Sorna Nagar, Ariankuppam, Pondicherry	0413-2601934
7	The Child Development Project Officer, ICDS Project – IV, No.41, St. Antoniar Koil Street, Muthialpet, Pondicherry	0413-2239430
8	The Child Development Project Officer _{i/cr} , ICDS Project – V, 22,Cholan Street, Mullai Nagar, Pondicherry	0413-2202853
9	The Child Development Project Officer, ICDS Project – II, Perum Thalaivar Kamarajar Valagam, Civil Station Complex Annamada Karaikal	04368-223614
10	The Social Welfare Organizer _{i/cr} , Regional Administrative Office, Mahe	0490-2332560
11	The Social Welfare Organizer, Regional Administrative Office, Yanam.	0884-2321263

Morning hours of the office : 08.45 a.m to 01.00 p.m.

Closing hours of the office : 02.00 p.m. to 05.45 p.m.

CHAPTER – 3 (Manual – 2)**Powers and Duties of Officers and Employees****PONDICHERRY**

Designation	Director of Women and Child Development, Pondicherry	
Powers	Administrative	The Director, Department of Women and Child Development, Pondicherry is the Head of the Department and controlling Officer in respect of all regions and all matters relating to the staff of this Department. Department of Women and Child Development is the cadre controlling officer for the post of Social Welfare Organiser, Balasevika & Conductress are Group 'C' & 'D' posts. The Director, Department of Women and Child Development has the full power to create the post of Social Welfare Organiser after following the usual procedure and approval of the Department of Administrative Reforms wing/Finance Department as laid down in the Recruitment Rules. She is also having full powers to engage part time staff of this Department after obtaining the approval of the Government for Administrative convenience.
	Financial	The Director is the Head of the Department and controlling officer in respect of all matters relating to Department of Women and Child Development. She will operate the powers vested with her as Head of Department provided in the FRSR, GFR receipt and payment rules CCA, Conduct Rules, TA Rules, Leave Rules, Pension Rules, LTC and Other advances rules and other rules that are existing/issued by Government of Pondicherry/ Government of India for governing the Department. Under re-delegation of financial powers issued vide G.O. Ms. No.59/2003/F3 dated 11-02-2003. Delegation of powers amended vide O.M. No. 12011/1/97/F3 dated 28-02-2003, G.O. Ms. No. 82/2003/F3 dated 19-09-2003, G.O. Ms. No. 98/2004/F3 dated 12-01-2004 and other Financial Powers issued by Finance Department, Pondicherry from time to time.
	Deputy Director (WD) of Women and Child Development, Pondicherry	
Powers	Administrative	The Deputy Director (Women Development) is incharge of Women Development Wing comprising of Family Counselling Centre, Hostel for Working Women, Swayamsidha and implementation of various welfare schemes for women and children besides functioning as the Head of Office and will be incharge of all Establishment and Accounts matters of the Department. He will have the general administrative control of Establishment section, Accounts Section & Stores Section. He will assisted by Senior Accounts Officer, Superintendent (Estt.), Superintendent (Accts.) & Stores Superintendent.
	Financial	The Deputy Director (Women Development) is the Head of the Office and re-delegation of financial powers issued vide G.O. Ms. No.59/2003/F3 dated 11-02-2003. Delegation of powers amended vide O.M. No. 12011/1/97/F3 dated 28-02-2003, G.O. Ms. No. 82/2003/F3 dated 19-09-2003,

		G.O. Ms. No. 98/2004/F3 dated 12-01-2004 and other Financial Powers issued by Finance Department, Pondicherry from time to time. Deputy Director (WD) is also exercising power to incur imprest amount available in the Directorate to the tune of Rs. 2000/-
	Deputy Director (SD) of Women and Child Development, Pondicherry	
Powers	Administrative	The Deputy Director (SD) is incharge of Social Security and Social Defence. Providing financial assistance to Old Age & Destitute persons, supply of free cloths and rice to the poor implementing National Social Assistance programme and grant of subsidy for Mangalyam to bridegroom of weaker section.
	Financial	The Deputy Director (SD) is the Drawing & Disbursing Officer in respect of Social Defence section (vide Order No. 5884/DWCD/Estt/B2/2001-02 dated 22-10-2001) i.e. for Providing financial assistance to Old Age & Destitute persons, supply of free cloths and rice to the poor implementing National Social Assistance programme and grant of subsidy for Mangalyam to bridegroom of weaker section & settlement of the bills.
Duties	Programme Officer of ICDS Cell, Department of Women and Child Development, Pondicherry	
	The Programme Officer is incharge of ICDS cell. She is responsible for ensuring effective delivery of services and management of the ICDS scheme. The Programme Officer monitors the progress of the programme at periodic internal and corrects the discrepancies/lapses. The Programme Officer supervises the Project Offices and Anganwadi centres and issues instructions for the development and progress. She conducts periodical meeting of CDPOs and issue instructions wherever necessary. She ensures flow of fund to the projects for smooth implementation. She is the inspecting authority of Anganwadi centres and projects.	
	Senior Accounts Officer, Department of Women and Child Development, Pondicherry	
	The Senior Accounts Officer is looking after Accounts, Budget, PAC, Audit, inspection.	
	Child Development Project Officer, of ICDS Project I, III, IV & V, Department of Women and Child Development, Pondicherry	
	To supervise, coordinate and guide the work of the entire Anganwadi centres in the ICDS project as its incharge at the block level. To arrange educational programme, nutrition and hygiene demonstrations with the help and assistance of the personnel under his/her charge and other block personnel. To finalise monthly and yearly budgets and to incur necessary expenditure relating to ICDS and functional literacy schemes. To act as the Drawing and Disbursing Officer for the ICDS and Functional Literacy schemes excluding the health inputs. To ensure that all the equipment and material supplied for the ICDS Programme and accounted for and are used and maintained properly. To ensure the maintenance of proper registers and records, both at the block and Anganwadi level and inspect these records periodically. To ensure dispatch of periodical progress reports and all information to higher officials, State and Central ICDS units, as and when required.	

	<p>Superintendent Gr. I (Estt.), Department of Women and Child Development, Pondicherry</p>
	<p>Superintendent Gr. I (Estt.) is incharge of the Establishment unit. All the matters relating to posting and transfers of officers/ officials, all kinds of leave, Assembly matters, maintenance of service books, Association matters, pension and other matters pertaining to establishment unit, dealt by the clerks of the establishment are routed through her for verification, correctness/accuracy and to follow the procedures laid down in the prescribed service and administrative rule.</p>
	<p>Superintendent Gr. I (Accts.), Department of Women and Child Development, Pondicherry</p>
	<p>Superintendent Gr. I (Accts.) is incharge of all kinds of bills relating to the staff of this Department such as paybill, TA bills contingent bills, Advertisement matters, MR bills, LTC, GPF bills, POL bills, all kinds of advances and bills etc. related to the staff of this Department prepared by the staff under his control are routed through him for verification, correctness and accuracy. Besides this verification of cash book/relevant registers, such as chalan register, UDP register, BTR, BDR, BCR and other relevant register maintenance in Account section are verified by him. Preparation of Budget, reconciliation towards expenditure/receipt & matters relating to PAC, Audit.</p>

KARAIKAL

	<p>Child Development Project Officer, of ICDS Project II, Department of Women and Child Development, Karaikal</p>
	<p>The Child Development Project Officer, ICDS II, Karaikal is the Head of Office and Controlling Officer in respect of all matters relating to staff of the sub-office, Department of Women and Child Development, Karaikal. He will be assisted in his duties by Superintendent, Technical and Ministerial staff. He is holding additional charges of Drawing Officer under rule 2(xii) of GFR. <u>Duties:</u> To supervise, coordinate and guide the work of the entire ICDS project as its incharge at the block level. To arrange educational programme nutrition and hygiene demonstrations with the help and assistance of the personnel under his charge and other block personnel. To finalise monthly and yearly budgets and to incur necessary expenditure relating to ICDS and functional literacy schemes. To act as the Drawing and Disbursing Officer for the ICDS and Functional Literacy schemes excluding the health inputs. To ensure that all the equipment and material supplied for the ICDS Programme and accounted for and are used and maintained properly. To ensure the maintenance of proper registers and records, both at the block and Anganwadi level and inspect these records periodically. To ensure despatch of periodical progress reports and all information to higher officials, State and Central ICDS units, as and when required.</p>

MAHE

	<p>Social Welfare Organiser, Department of Women and Child Development, Mahe</p>
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	<p>The Social Welfare Organiser, Department of Women and Child Development, Mahe is the overall control of the Branch of Office of the Department of Women and Child Development, she will be assisted in her duties by U.D.C., L.D.C., S.K., and contingent paid staff.</p> <p>Duties: To supervise, coordinate and guide the work of the entire ICDS project as its incharge at the block level. To arrange educational programme like nutrition and hygiene demonstrations with the help and assistance of the personnel under his charge and other block personnel. To finalise monthly and yearly budgets and to incur necessary expenditure relating to ICDS and functional literacy schemes. To ensure that all the equipment and material supplied for the ICDS Programme and accounted for and are used and maintained properly. To ensure the maintenance of proper registers and records, both at the block and Anganwadi level and inspect these records periodically. To ensure dispatch of periodical progress reports and all information to higher officials, as and when required.</p>
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YANAM

	<p>Social Welfare Organiser, Department of Women and Child Development, Yanam</p> <p>The Social Welfare Organiser, Department of Women and Child Development, Yanam is the overall control of the Branch of Office of the Department of Women and Child Development, she will be assisted in her duties by U.D.C., L.D.C., S.K., Peon and contingent paid staff.</p> <p>Duties: To supervise, coordinate and guide the work of the entire ICDS project as its incharge at the block level. To arrange educational programme like nutrition and hygiene demonstrations with the help and assistance of the personnel under his charge and other block personnel. To finalise monthly and yearly budgets and to incur necessary expenditure relating to ICDS and functional literacy schemes. To ensure that all the equipment and material supplied for the ICDS Programme and accounted for and are used and maintained properly. To ensure the maintenance of proper registers and records, both at the block and Anganwadi level and inspect these records periodically. To ensure dispatch of periodical progress reports and all information to higher officials, as and when required.</p>
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CHAPTER – 4 (Manual – 3)**Rules, Regulations, Instructions, Manual and Records for Discharging Functions**

Sl. No	Name Of The Scheme	G.O. Ms. No. & Date	Brief Write-Up Of The Scheme
1)	Grant Of Marriage Allowances To The Widow's Daughter	73/81-HEW(SW) dated 06-04-1981	To Help/Assist The Widow Financially In Performing Her Daughter's Marriage.
2)	Incentive To Widow's Remarriage	55/81-HEW(SW) dated 18-03-1981	To encourage widows to remarry a bachelor/ widower to lead a normal life.
3)	Grant of financial assistance for performance of marriage of Poor Brides	44/2003-Wel(SW-IV) dated 15-10-2003	To help the poor parents financially for performing their daughter's marriage
4)	Kulavilakku	4/2001-Wel(SW-IV) dated 30-01-2001	To improve nutritional status of Pregnant Women.
5)	Aravanaippu	5/2001-Wel(SW-IV) dated 30-01-2001	To improve the status of the girl child and to provide nutritious food to the girl child; The assistance is provided to the Lactating mother.
6)	Balika Samrithi Yojana	25/98-Wel(SW-IV) dated 27-08-1998	To improve the status of the girl child and to provide nutritious food to the girl child; The assistance is provided to the Lactating mother.
7)	Educational Allowances to the Children Of Widows	74/81-HEW(SW) dated 06-04-1981	To help the poor widow to educate the children upto higher secondary or equivalent by providing financial assistance for purchase of text book, note book etc.
8)	Reimbursement Of Tuition Fees For The Typewriting Shorthand For The Children Of Widows	16/86-Wel(SW) dated 28-03-1986	To encourage the children of Widows for learning Typewriting and Shorthand and reimburse the amount paid for the course.
9)	Grant of Incentive to the Family Having One Girl and Parents Who Have Undergone Family Planning	3/2004-Wel(SW-IV) dated 30-01-2004	To create awareness among the Parents about the desirability about the girl child and to raise the status of the girl child in the family.
10)	Hostel For Working Women	50/86/Wel(SW) dated 10-09-1986	To provide fully furnished, rented accommodation to women who are working away from home.
11)	Grant Of Financial Assistance To The Poor Parents Having Only One Girl Child Who Is Studying 8 th To 10 th Std	23/2005-Wel(SW-IV) dated 20-05-2005	The scheme aims at small family norms and promoting the welfare of the girl children and treats them as an asset and to share the burden of the parents at the time of marriage of the girl child.
12)	Prohibition Of Dowry Act	29/98-Wel(SW-IV) dated 27-10-1998	An act to prohibit the giving or taking dowry has been enacted by Parliament on 20th May 1961

			viz. "The Dowry Prohibition Act, 1961" Which makes giving taking and abetting of dowry punishable u/s 3 of the said Act, which lays that any person after commencement of this Act gives or takes or abets the giving or taking of dowry, he shall be punishable with imprisonment for a term which shall not be less than six months but which may extend to ten thousand rupees or the amount of the value of such dowry, whichever is more.
13)	Family Councelling Centre	52/2003-Wel(SW-IV) dated 11-11-2003	To enable the individual to know himself/herself and to solve his/her own problems through face-to-face relationship with the counsellor.
14)	Old Age Persons And Destitutes Pension	141/81-HEW(SW) dated 18-09-1981	To provide for a monthly pension of Rs.300/-p.m. to Old Age persons, widows, deserted women, unmarried women and eunuchs.
15)	Grant Of Financial Assistance For The Funeral Expenses Of Old Age Pensioner	13/2001-Wel(SW-IV) dated 07-03-2001	To provide for Rs.2000/- to defray expenses towards the funeral of the Old Age pensioners.
16)	Free Supply Of Sarees And Dhothies To The Poor People	19/2003-Wel(SW-IV) dated 18-03-2003	To provide for two sets of clothing to the poor people, each set consisting a saree, blouse, lungi and towel, once a year.
17)	Free Supply Of Rice To The Poor People	35/95-Wel(SW) dated 27-09-1995	To provide for 10 Kgs. of rice to the poor people on two festive occasions and during natural calamities.
18)	Grant Of Subsidy For Purchase Of Mangalyam To The Bridegroom Of Weaker Section	8-58/OCH/A2/85-86 dated 04-11-1987	To provide for a subsidy of Rs. 2500/- from the Chief Minister's Welfare fund for purchase of Mangalyam to the bridegroom of weaker section.
19)	Financial Assistance To Old Age Pensioner Suffering From T.B./ Cancer	31/2002-Wel(SW-IV) dated 06-08-2002	To provide for Rs.100/- per month to defray the medical expenses of the pensioner suffering from T.B./Cancer

The above said Rules & Regulations are framed to give guidance to the Officers and Employees of the Department. These Rules & Acts can be had from the Department of Women and Child Development, Pondicherry.

CHAPTER – 5 (Manual – 4)**Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

There is no such arrangement exists now in so far as Department of Women and Child Development is concerned.

CHAPTER – 6 (Manual – 5)**A statement of the categories of documents that are held by it or under its control**

Sl. No.	Category of the document	Name of the document and its introduction in on line	Procedure to obtain the document	Held by/under control of
1	Women Development Section	Beneficiaries Registers for the following schemes Grant Of Marriage Allowances To The Widow's Daughter Incentive To Widow's Remarriage Kulavilakku Aravanaippu Balika Samrithi Yojana Educational Allowances To The Children Of Widows Reimbursement Of Tuition Fees For The Typewriting Shorthand For The Children Of Widows Grant of financial assistance for performance of marriage of Poor Brides Grant Of Incentive To The Family Having One Girl And Parents Who Have Undergone Family Planning Hostel For Working Women Grant Of Financial Assistance To The Poor Parents Having Only One Girl Child Who Is Studying 8 th To 10 th Std	By applying in Form A (See Rule 3)	Deputy Director (Women Development)
2	Social Defence	Register of sanction of Pension to Old Age Persons & Destitutes Register of Payment of Pension to Old Age Persons & Destitutes Register of Undersbursed Pension to Old Age Persons & Destitutes Register of Payment of Funeral Expenses of the Pensioner under Grant of Old Age Persons & Destitutes Pension	By applying in Form A (See Rule 3)	Deputy Director (Social Defence)
3	ICDS CELL	Central BCR District level MPR CSS BCR	By applying in Form A (See Rule 3)	Programme Officer

4	Establishment Records	Receipt Register Despatch Register Local Despatch Register Postal Register Incumbent Register Increment Register Periodical Register Probation & Confirmation Register Service Book Movement Register Personal Register Service Books of Employees	By applying in Form A (See Rule 3)	Superintendent Gr I. (Estt.)
5	Motor Vehicles	Log Books Fuel Indent Book		
6	Account Records	Pay Bills & Acquittance Last Pay Certificate Contingent Bills with register T.A. & L.T.C. Bills Tour Advance Register Budget Check Register Bill Drawn Register M.R. Bill	By applying in Form A (See Rule 3)	Drawing & Disbursing Officer
7	Cash Record	Cash Register Receipts Books and Stock Register of Receipt Books Register of Undisbursed Pay Permanent Advance Register Remittance Chalans Register of Duplicate Keys Register of Security Deposit Subsidiary Cash Book Register of Valuables Paid towards the vouchers		
8	Stores Records	Stationery Stock Register Furniture Stock Register Electrical Stock Register ICDS Cell Stock Register Free supply of cloth materials Stock Register Periodical Stock Register Misc. & Consumable Stock Register	By applying in Form A (See Rule 3)	Stores Superintendent

CHAPTER – 7 (Manual – 6)**A Statement of Boards, Council, Committees and Other Bodies constituted as its part****Pondicherry Corporation for Development of Women and Handicapped Persons Ltd.**

❖	Name and address of the Affiliated Body	Pondicherry Corporation for Development of Women and Handicapped Persons Ltd.
❖	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Registered Company, Registered under Companies Act, 1956.
❖	Brief Introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities)	March 1993. To uplift the poor women and welfare activities to the women as well as Physically Handicapped Persons.
❖	Role of the Affiliated Body (Advisory/ Managing/ Executive/ Others)	Executive
❖	Structure and Member Composition	Chairperson, Board of Directors, Managing Director
❖	Head of the Body	Chairperson of the Board
❖	Address of main office and its Branches	Head Office : No 24, IV Cross, Brindhavan, Pondicherry-13. Branch Office : No. 20, Periasamy Pillai Street, Karaikal.
❖	Frequency of Meetings	Every Quarterly.
❖	Can public participate in the meetings?	No.
❖	Are minutes of the meetings prepared?	Yes.
❖	Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them	

Mangalam Society

❖	Name and address of the Affiliated Body	Mangalam (Society Registered under Societies Registration Act, 1860)
❖	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Society (NGO) funded by the Government of Pondicherry, Department of Women and Child Development.
❖	Brief Introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities)	1995 To promote literacy among the villages and to undertake programs for the general development and promotion of education, legal education and to provide legal aid services among them.
❖	Role of the Affiliated Body (Advisory/ Managing/ Executive/ Others)	Advisory/Executive
❖	Structure and Member Composition	President, Vice President, 12 Members and Member Secretary
❖	Head of the Body	Chairperson.
❖	Address of main office and its Branches	No. 33-A, I Cross, Rainbow Nagar, Pondicherry – 605 001.
❖	Frequency of Meetings	One General Body meeting once a year and 4 Executive meeting @ every quarter.
❖	Can public participate in the meetings?	No
❖	Are minutes of the meetings prepared?	Yes
❖	Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them	No

Pondicherry Women's Commission

❖	Name and address of the Affiliated Body	Pondicherry Women's Commission No. 20, 100 Feet Road, Natesan Nagar, Pondicherry – 605008.
❖	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Autonomous Statutory Body
❖	Brief Introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities)	2004, To improve status of Women, to enquire into unfair practice affecting women.
❖	Role of the Affiliated Body (Advisory/ Managing/ Executive/ Others)	Commission
❖	Structure and Member Composition	Chairperson and 6 members
❖	Head of the Body	Chairperson
❖	Address of main office and its Branches	No. 20, 100 Feet Road, Natesan Nagar, Pondicherry – 605008.
❖	Frequency of Meetings	Once in three months
❖	Can public participate in the meetings?	No
❖	Are minutes of the meetings prepared?	Yes
❖	Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them	No

State Level Coordination Committee

❖	Name and address of the Affiliated Body	State Level Coordination Committee (Provisions of Immoral Traffic (Prevention) Act – 1956) No. 50 Main Street, Sithankudi, Pondicherry.
❖	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Committee
❖	Brief Introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities)	2004 To review the situation and progress made in the implementation of the National Plan of Action and provisions of Immoral Traffic (Prevention) Act – 1956, on combating the trafficking and exploitation of Women and Children and to workout strategies for future regarding prevention, rescue and rehabilitation of women and children who are victims of sexual exploitation.
❖	Role of the Affiliated Body (Advisory/ Managing/ Executive/ Others)	Advisory
❖	Structure and Member Composition	Chairperson & 2 Members
❖	Head of the Body	Chairperson
❖	Address of main office and its Branches	No. 50 Main Street, Sithankudi, Pondicherry.
❖	Frequency of Meetings	Annually
❖	Can public participate in the meetings?	No
❖	Are minutes of the meetings prepared?	Yes
❖	Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them	No

Complaints Committee

❖	Name and address of the Affiliated Body	Complaints Committee No. 50 Main Street, Sithankudi, Pondicherry.
❖	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Committee
❖	Brief Introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities)	2000 To examine the complaints received and to make appropriate recommendations to the Heads of the Government Departments/ Organisations and to see
❖	Role of the Affiliated Body (Advisory/ Managing/ Executive/ Others)	Advisory
❖	Structure and Member Composition	Chairman, 2 Members
❖	Head of the Body	Chairman
❖	Address of main office and its Branches	No. 50 Main Street, Sithankudi, Pondicherry.
❖	Frequency of Meetings	Once in three months
❖	Can public participate in the meetings?	No
❖	Are minutes of the meetings prepared?	Yes
❖	Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them	No

State Level Steering Committee for Swayamsidha

❖	Name and address of the Affiliated Body	State Level Steering Committee for Swayamsidha No. 50 Main Street, Sithankudi, Pondicherry.
❖	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	Committee
❖	Brief Introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities)	2001 Establishment of self-reliant women's Self Help Groups, creation of confidence and awareness among members of Self Help Groups regarding women's status, health, nutrition, education, sanitation and hygiene, legal rights, economic upliftment and other social, economic and political issues, strengthening and institutionalizing the savings habit in rural women and their control over economic resources, improving access of women to micro credit, involvement of women in local level planning and convergence of services of Department of Women and Child Development and other Departments
❖	Role of the Affiliated Body (Advisory/ Managing/ Executive/ Others)	Executive
❖	Structure and Member Composition	Chairman, 5 Members & Members Secretary
❖	Head of the Body	Chairman
❖	Address of main office and its Branches	No. 50 Main Street, Sithankudi, Pondicherry.
❖	Frequency of Meetings	Once in six months
❖	Can public participate in the meetings?	No
❖	Are minutes of the meetings prepared?	Yes
❖	Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them	No

CHAPTER – 8 (Manual – 7)**The names, designations and other particulars of the Public Information Officers****Name of the Public Authority :****Assistant Public Information Officers :**

Sl. No	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1	Chand Sultana	Deputy Director (SD)	0413	2246940	22484790	2244964		No. 5 Balaji Nagar, Opp. to Peter Nagar, Pondicherry.
2.	Chandrasekaran. R	Child Development Project Officer	04368	223614 228220		222718		
3.	Prameela Kumari. D	Supdt., Home for Aged & Infirm, Mahe	0490	2332560 2333235	2334246			'Shanthi Poorna', Railway Station Road, Mahe – 673 310.
4.	Vimala. G	Social Welfare Organiser	0884	2321319	2321554			4 th Cross Street, Zicria Nagar, Yanam – 533 464.

Public Information Officers :

Sl. No	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Smt. Devi Matthews	Director	0413	2244964 2242621	9443257789	2244964	wcd@pon.nic.in	No. 11, 15 th Cross, Avvai Nagar, Lawspet, Pondicherry – 8.

Department Appellate Authority :

Sl. No	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Thiru. B.V.Selvaraj, I.A.S.	Secretary (WCD)	0413	2334144	2251375	2224355	bvsraj@nic.in	B-1, Government Quarters, Type-V, Lawspet, Pondicherry-8. Mobile : 94431-69119

CHAPTER – 9 (Manual – 8)**Procedure followed in Decision Making Process**

1. What is the procedure followed to take a decision for various matters? Guidelines of Government of India & Government of Pondicherry being followed in the implementation of various schemes.
2. What are the documented procedures laid down procedures /Defined Criteria /Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves? Application forms are available for public during office hours. Applications are scrutinized by the concerned officers. *
3. What are the arrangements to communicate the decision to the public? Intimation through Anganwadi worker & by letter.
4. Who are the officers at various levels whose opinions are sought for the process of decision making? Deputy Director concerned and the Director
5. Who is the final authority that wets the decision? Secretary to Government (WCD)

* Applications are given to the public in all working days. A staff is exclusively entrusted to issue and collect filled in applications. On receipt of the application, selection process has been made based on the eligibility criteria prescribed in the relevant rules subject to the availability of funds. On issue of the Block Government sanctions, the Director issue item wise and name wise sanction and in an organized programmes and functions, preferably in the presence of elected representatives, Hon'ble Chief Minister/Minister.

CHAPTER – 10 (Manual – 9)**Directory of Officers and Employees**

Sl. No	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Smt. Devi Matthews	Director	0413	2244964 2242621		2244964	wcd@pon.nic.in	No. 11, 15 th Cross, Avvai Nagar, Lawspet, Pondicherry – 8.
2.	Charafouddine. A	Deputy Director (WD)	0413	2242621	2343256	-Do-		No. 48, Mullah Street, Pondicherry – 1.
3.	Chand Sultana. R	Deputy Director (SD)	0413	2246940	22484790	-Do-		No. 5 Balaji Nagar, Opp. to Peter Nagar, Pondicherry.
4.	Swatantra Kumari. R.V.	Programme Officer	0413	2242621		-Do-		Vasantham Nagar, Thengaithittu, Pondicherry-4
5.	Pankajam. K	C.D.P.O.	0413	2601934	5202228			Vazhudavur Road, Pondicherry.
6.	Selvavathy. G	C.D.P.O.	0413	2666184	2228196			No. 94A Thillai Maistry Street, Pondicherry.
7.	Mercy Saroja Santhakumari	C.D.P.O.	0413	2239430	2252224			No. 3, 23 rd Cross Street, Avvai Nagar, Lawspet, Pondicherry
8.	Chandrasekaran	C.D.P.O.	04368	223614 228220		222718		
9.	Jeeva. V	Superintendent Gr. I	0413	-Do-	2001326	2244964		No. 22, Thiyagi Ansari Duraisamy Nagar, 100 Ft. Road, Mudaliarpet, Pondy-4.
10.	Gouravaraman. S	Superintendent Gr. I	0413	-Do-	2280924	-Do-		CE-2, Govt. Qtrs., Dr. Abdul Kalam Nagar, Mudaliarpet, Pondicherry-4.
11.	Meenakumari. R	Assistant Director (WD)	0413	-Do-	2240093	-Do-		No. 160, II Main Road, Velmurugan Nagar, Kosapalayam, Pondicherry-13.
12.	Veerasamy. P	Assistant Director (SD)	0413	2246940	2280986	-Do-		No. 2-CC Block, Govt. Qtrs., Dr. Abdul Kalam Nagar, Mudaliarpet, Pondicherry-4.
13.	Verbina Jayaraj. F.P.	Superintendent Gr. II	0413	-Do-		-Do-		L.3, Govt. Qtrs., Lawspet, Pondicherry-4.

14.	Stella Mary. A	Counsellor	0413	2243181	2356369			No. 50, Kamarajar Street, Indira Nagar, Mudaliarpet, Pondicherry-4
15.	Krishnamurthy. A	Counsellor	0413	2601518				No. 12, Kannikoil Street, Thiruvettakudi, Kottucherry, Pondicherry-609609
16.	Chitra Priyadarshny	Counsellor	0413	2235858	2256381			No. 18, Bharathy Street, Santhi Nagar, Lawspet, Pondicherry-8.
17.	Ravi Sankar. R	Counsellor	04368	223614	231060			No. 385, Bharathiar Road, Thalatheru, Karaikal.
18.	Mohamed Munaver	Counsellor	0490 0483	2334890	2790498			'Ithihad House', Pulikal, Melapuram District, Kerala.

CHAPTER – 11 (Manual – 10)**The Monthly Remuneration Received by each of its Officers and Employees,
including the System of Compensation as provided in regulations**

Sl. No	Name	Designation	Monthly remuneration (Rs.)	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1.	Smt. Devi Matthews	Director	26,432	NIL	Monthly salary as fixed by the Government
2.	Charafouddine. A	Deputy Director (WD)	21,623		
3.	Chand Sultana. R	Deputy Director (SD)	23,314		
4.	Swatantra Kumari. R.V.	Programme Officer	22,137		
5.	Pankajam. K	C.D.P.O.	18,212		
6.	Selvavathy. G	C.D.P.O.	17,315		
7.	Mercy Saroja Santhakumari	C.D.P.O.	17,001		
8.	Chandrasekaran	C.D.P.O.	16,854		
9.	Jeeva. V	Superintendent Gr. I	12,821		
10.	Gouravaraman. S	Superintendent Gr. I	15,388		
11.	Meenakumari. R	Assistant Director (WD)	15,369		
12.	Veerasamy. P	Assistant Director (SD)	14,455		
13.	Verbina Jayaraj. F.P.	Superintendent Gr. II	11,384		

CHAPTER – 12 (Manual – 11)
The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditure and report on disbursement made)

Year 2004-2005:-

Sl. No	Name of the Scheme/Head	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount released/ disbursed (no. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the Complete execution of the work
PLAN							
1.	Strengthening of DWCD	01-04-04	31-03-05	21.67	21.67	19.99	Director
2.	Other Programmes for Welfare of Children	01-04-04	31-03-05	1.38	1.38	1.33	Director
3.	Hostel for Working Women	01-04-04	31-03-05	1.75	1.75	1.69	Director
4.	Other Programme for Welfare of Women	01-04-04	31-03-05	123.97	123.97	123.86	Director
5.	Pondicherry Corporation for Development of Women and Handicapped Persons Ltd.	01-04-04	31-03-05	202.28	202.28	202.28	Director
6.	State Commission for Women	01-04-04	31-03-05	10.00	10.00	10.00	Director
7.	Financial Assistance to OAP	01-04-04	31-03-05	1686.36	1686.36	1683.26	Director
8.	Distribution of rice to poor people	01-04-04	31-03-05	438.37	438.37	438.36	Director
9.	Distribution of clothing to poor people	01-04-04	31-03-05	330.00	330.00	329.63	Director
10.	Family counseling centres	01-04-04	31-03-05	3.21	3.21	3.02	Director
11.	Nutrition component of ICDS	01-04-04	31-03-05	215.98	215.98	214.63	Director
NON-PLAN							
1.	Directorate of Women and Child Devt.	01-04-04	31-03-05	71.99	71.99	71.41	Director
2.	Crèches	01-04-04	31-03-05	0.00	0.00	0.00	Director
3.	Service Home for Destitute Women	01-04-04	31-03-05	8.48	8.48	8.48	Director
4.	Hostel for Working Women	01-04-04	31-03-05	4.22	4.22	4.22	Director
5.	Grant of Financial Assistance to Widows & Destitute women	01-04-04	31-03-05	2.14	2.14	2.14	Director
6.	Financial assistance to OAP	01-04-04	31-03-05	391.64	391.64	391.64	Director
7.	Distribution of free rice to poor people	01-04-04	31-03-05	557.75	557.75	557.75	Director
8.	Nutrition component of ICDS	01-04-04	31-03-05	158.50	158.50	158.50	Director
CSS							
1.	ICDS	01-04-04	31-03-05	231.00	231.00	229.38	Director
2.	Swayamsidha	01-04-04	31-03-05	0.00	0.00	0.00	Director
3.	Balika Samridhi Yojana	01-04-04	31-03-05	0.00	0.00	0.00	Director
4.	UDISHA	01-04-04	31-03-05	2.18	2.18	2.18	Director

CHAPTER – 13 (Manual – 12)

The Manner of Execution of Subsidy Programme

GRANT OF FINANCIAL ASSISTANCE FOR PERFORMANCE OF MARRIAGE OF POOR BRIDES LIVING BELOW POVERTY LINE

1.	Objective	:	To provide financial assistance for the poor brides who are living below poverty line to meet their marriage expenses.
2.	Amount Assistance	:	Rs. 15,000/- for the marriage expenses
3.	Eligibility	:	1) The annual income of the applicant shall not exceed Rs.24,000/- per annum. 2) The parents/guardian of the bride should be citizen of India and a native of the Union territory of Pondicherry by birth or by continuous residence of 5 years or more. 3) The assistance payable only for the marriage for the first time for the bride. 4) The marriage shall be performed in accordance with law in force on the date of marriage. 5) The assistance is given for the performance of marriage of one daughter only. 6) Bride shall have been attained the age of 18 years and the bridegroom 21 years on the date of marriage
4.	Certificates to be enclosed	:	The filled application form shall be submitted atleast 30 days before the date of proposed marriage. a) Income and Residence certificate from the Revenue Department. b) Marriage invitation. c) Age proof of the bride d) Marriage registration certificate obtained from the registration department/Municipality/Commune Panchayat
5.	Whom to apply	:	1) The Deputy Director (Women Development) Department of Women and Child Development Pondicherry. 2) Child Development Project Officer, Karaikal 3) Social welfare organizer, Mahe/Yanam.
6.	Processing time	:	The selection is periodical and depends on the availability of funds.
7.	Incase of delay whom to contact	:	Pondicherry : The Director, Department of Women and Child Development, Sithankudi, Pondicherry. Karaikal / Mahe / Yanam : The Regional Administrator concerned.

GRANT OF MARRIAGE ALLOWANCES TO THE WIDOW'S DAUGHTER

1.	Objective	:	To help/assist the widow financially in performing her daughter's marriage.
2.	Amount Assistance	:	Rs. 15,000/- for the marriage expenses
3.	Eligibility	:	<ol style="list-style-type: none"> 1) The annual income of the widow shall not exceeds Rs.24,000/- per annum. 2) She should be citizen of India and a native of the Union territory of Pondicherry by birth or by continuous residence of 5 years or more. 3) The allowance payable only for the marriage for the first time in respect of the bride. 4) The marriage shall be performed in accordance with the law 5) The allowance is given for the performance of marriage of one daughter only. 6) The age of the bride shall be above 18 and the age of the bridegroom shall be above 21.
4.	Certificates to be enclosed	:	<p>The application should be submitted within 30 days before the date of proposed marriage.</p> <ol style="list-style-type: none"> a) Income and Residence certificate from the Revenue Department. b) Marriage invitation. c) Age proof of the individual. d) Death Certificate of the Bride 's Father
5.	Whom to apply	:	<ol style="list-style-type: none"> 1) The Deputy Director (Women Development) Department of Women and Child Development Pondicherry. 2) Child Development Project Officer, Karaikal 3) Social welfare organizer, Mahe/Yanam.
6.	Processing time	:	The selection is periodical and depends on the availability of funds.
7.	Incase of delay whom to contact	:	<p>Pondicherry : The Director, Department of Women and Child Development, Sithankudi, Pondicherry.</p> <p>Karaikal / Mahe / Yanam : The Regional Administrator concerned.</p>

INCENTIVE TO WIDOW'S REMARRIAGE

1]	Objective	:	To encourage widows to remarry a bachelor/widower to lead a normal life
2]	Amount of Assistance	:	Rs.15,000/- in the form of National Saving Certificate
3]	Eligibility	:	a) The annual income of the widow shall not exceed Rs.24,000/- per annum b) She should be citizen of India and a native of the Union territory of Pondicherry by birth or by continuous residence of not less than 5 years c) The bridegroom shall be bachelor or a Widower.
4]	Certificates to be enclosed	:	a) The application form should be submitted 30 days before the date of proposed marriage. b) Income and Residence certificate from the Revenue Department. c) Marriage invitation d) Age proof of the Individual e) Death certificate of the Bride's Husband
5]	Whom to apply	:	Pondicherry : The Deputy Director (Women Development), Department of Women & Child Development, Pondicherry. Karaikal : Child Development Project Officer, Karaikal. Mahe/Yanam : Social Welfare Organiser, Mahe/Yanam.
6]	Processing time	:	The selection is periodical and depends on the availability of funds.
7]	Incase of delay whom to contact	:	Pondicherry : The Director Dept. of Women & Child Development, Pondicherry. Karaikal/Mahe/Yanam : The Regional Administrator concerned.

KULAVILAKKU

1.	Objective	:	To improve nutritional status of Pregnant Women.
2.	Amount Assistance	:	Rs.500/-
3.	Eligibility	:	<ol style="list-style-type: none"> 1) The annual income shall not exceed Rs.24,000/- per annum 2) She should be a citizen of India and native of the Union territory of Pondicherry by birth or by continuous residence of not less than 5 years 3) The applicant should have attained the age of 18 Years. 4) The benefit will be provided for two pregnancy only. 5) The applicant will be considered only when she crosses seven months pregnancy.
4.	Certificates to be enclosed	:	<ol style="list-style-type: none"> a) Income and Residence certificate from the Revenue Department b) Medical Certificate from competent authority
5.	Whom to apply	:	<ol style="list-style-type: none"> 1) The Deputy Director (Women Development) Department of Women and Child Development Pondicherry. 2) Child Development Project Officer, Karaikal 3) Social welfare organizer, Mahe/Yanam.
6.	Processing time	:	The selection is periodical and depends on the availability of funds.
7.	Incase of delay whom to contact	:	<p>Pondicherry : The Director, Department of Women and Child Development, Sithankudi, Pondicherry.</p> <p>Karaikal / Mahe / Yanam : The Regional Administrator concerned.</p>

ARAVANAIPPU

1.	Objective	:	To improve the status of the girl child and to provide nutritious food to the girl child; financial assistance is provided to the Lactating mother.
2.	Amount Assistance	:	Rs.1200/-
3.	Eligibility	:	1) The annual income of the family shall not exceed Rs.24,000/- per annum 2) The Applicant should be citizen of India and a native of the Union territory of Pondicherry by birth or by continuous residence not less than 5 years 3) The Applicant should have attained 18 Years of age. 4) The girl child should be born after 1-4-2005. 5) The assistance will be provided only to the two girl children.
4.	Certificates to be enclosed	:	a) Income and Residence certificate from the Revenue Department b) Birth Certificate of the Girl Child.
5.	Whom to apply	:	1) The Deputy Director (Women Development) Department of Women and Child Development Pondicherry. 2) Child Development Project Officer, Karaikal 3) Social welfare organizer, Mahe/Yanam.
6.	Processing time	:	The selection is periodical and depends on the availability of funds.
7.	Incase of delay whom to contact	:	Pondicherry : The Director, Department of Women and Child Development, Sithankudi, Pondicherry. Karaikal / Mahe / Yanam : The Regional Administrator concerned.

BALIKA SAMRITHI YOJANA

1.	Objective	:	To improve the status of the girl child and to provide nutritious food to the girl child; an assistance is provided to the Lactating mother.
2.	Amount of assistance	:	Rs.500/- in the form of National Savings Certificate
2.	Eligibility	:	a). Girl child born on or after 15-8-97. b).Annual income should not exceed Rs. 15,000/- c).The Applicant should be citizen of India and a native of the Union Territory of pondicherry by birth or by continuous not less than 3yrs
3.	Certificates to be enclosed	:	a) Income and Residence certificate from the Revenue Department. b) Birth certificate to be obtained from the Municipality/Commune.
4.	Whom to apply	:	Pondicherry : The Deputy Director (Women Development), Department of Women & Child Development, Pondicherry. Karaikal : Child Development Project Officer, Karaikal. Mahe : Social Welfare Organizer, Mahe. Yanam : Social Welfare Organizer, Yanam.
5.	Processing time	:	The selection is periodical and depends on the availability of funds.
6.	Incase of delay whom to contact	:	Pondicherry : The Director, Department of Women & Child Development, Pondicherry. Karaikal : The Regional Administrator. Mahe/Yanam : The Regional Administrator concerned.

EDUCATIONAL ALLOWANCES TO THE CHILDREN OF WIDOWS

1	Objective	:	To help the poor widow to educate the children upto higher secondary or equivalent by providing financial assistance for purchase of text book, note book etc
2	Amount of assistance	:	Rs.25/- to 125/- is given per year depending on which standard the student is studying
3	Eligibility	:	a) The annual income of the widow shall not exceed Rs.24,000/- per annum b) The applicant should be citizen of India and a native of the Union territory of Pondicherry by birth or by continuous residence of not less than 5 years c) The Student should obtain not less than 50% marks in every class.
4	Certificates to be enclosed	:	a) Income and Residence certificate from the Revenue Department b) Study certificate from the school.
5	Whom to apply	:	Pondicherry : The Deputy Director (Women Development) Department of Women & Child Development Pondicherry. Karaikal : Child Development Project Officer, Karaikal. Mahe/Yanam : Social Welfare Organiser. Mahe/Yanam
6	Processing time	:	The selection is periodical and depends on the availability of funds.
7	Incase of delay whom to contact	:	The Director Department of Women & Child Department, Pondicherry/Karaikal/ Mahe/Yanam.

**REIMBURSEMENT OF TUITION FEES FOR THE TYPEWRITING SHORTHAND FOR
THE CHILDREN OF WIDOWS**

1	Objective	:	To encourage the children of Widows for learning Typewriting and Shorthand and reimburse the amount paid for the course.
2	Amount of assistance	:	Rs.50/- per month
3	Eligibility.	:	a) The annual income of the widow shall not exceed Rs.24,000/- per annum b) The Widow should be citizen of India and a native of the Union territory of Pondicherry by birth or by continuous residence not less than 5 years.
4	Certificates to be enclosed	:	a) Income and Residence certificate from the Revenue Department b) Study Certificate from the Institution.
5	Whom to apply	:	Pondicherry : The Deputy Director (Women Development), Department of Women & Child Development, Pondicherry. Karaikal : Child Development Project Officer, Karaikal. Mahe/Yanam : Social Welfare Organizer, Mahe/Yanam.
6	Processing Time	:	The selection is periodical and depends on the availability of funds.
7	In case of delay whom to contact?	:	Pondicherry : The Director, Department of Women and Child Development, Pondicherry. Karaikal/Mahe/Yanam : The Regional Administrator concerned

**GRANT OF INCENTIVE TO THE FAMILY HAVING ONE GIRL AND PARENTS WHO
HAVE UNDERGONE FAMILY PLANNING**

1.	Objective	:	To create awareness among the Parents about the desirability about the girl child and to raise the status of the girl child in the family.
2.	Amount Assistance	:	An amount of Rs. 14,762/- deposited in the name of the girl. The maturity value will be given to the girl child when she attains the age of 18 years.
3.	Eligibility	:	<ol style="list-style-type: none"> 1) The annual income of the applicant shall not exceeds Rs.24,000/- per annum. 2) The age of the Parents should not be below 21 years to father and 18 years to mother 3) Either of parents should have undergone Family Planning in a Central/State Govt. Hospital 4) The Parents should be a citizen of India and either of the parents should be a native of Pondicherry by virtue of birth or continuous residence not less than five years. 5) The Parents should have only one girl child. 6) Marriage of the applicant should be registered in the Registration Department/Municipality/ Commune Panchayat
4.	Certificates to be enclosed	:	<ol style="list-style-type: none"> a) Income and Residence certificate from the Revenue Department. b) Certificate of Marriage Registration of parents. c) Certificate of Sterilization of either of the parents. d) Certificate of Age proof of parents. e) Certificate of Birth of Girl Child f) Copy of the family Ration Card g) Photograph of the family
5.	Whom to apply	:	<ol style="list-style-type: none"> 1) The Deputy Director (Women Development) Department of Women and Child Development Pondicherry. 2) Child Development Project Officer, Karaikal 3) Social welfare organizer, Mahe/Yanam.
6.	Processing time	:	The selection is periodical and depends on the availability of funds.
7.	Incase of delay whom to contact	:	<p>Pondicherry : The Director, Department of Women and Child Development, Sithankudi, Pondicherry.</p> <p>Karaikal / Mahe / Yanam : The Regional Administrator concerned.</p>

GRANT OF FINANCIAL ASSISTANCE TO THE POOR PARENTS HAVING ONLY ONE GIRL CHILD WHO IS STUDYING 8TH TO 10TH STD

1.	Objective	:	The scheme aims at small family norms and promoting the welfare of the girl children and treats them as an asset and to share the burden of the parents at the time of marriage of the girl child.
2.	Amount Assistance	:	Rs. 25,000/- will be deposited in fixed deposit in Post Office in the form of National Savings Certificate in the name of the Girl Child. The maturity amount will be released when the girl child attains the age of eighteen years.
3.	Eligibility	:	<ul style="list-style-type: none"> a) The annual income of the parents from all sources shall not exceed Rs. 24,000/- b) The parents should be Indian national/should be native of the Pondicherry of not less than 5 years. c) Parents should produce a forwarding certificate from the Head of Educational Institution where the girl child is studying. d) Parents should produce a certificate to the effect that they do have only one girl child living and do not have any other issue.
4.	Certificates to be enclosed	:	<ul style="list-style-type: none"> a) Income and Residence certificates from the Revenue Department. b) Certificate from MP/MLA/Commissioner of Municipality/Commune Panchayat/Revenue Officer not below the rank of a Deputy Thasildar c) Certificate of Birth of Girl Child d) Certificate from the Head of Institution e) Copy of the family Ration card duly attested by a Gazetted Officer f) Copy of the Election Identity Card of the parents duly attested by a Gazetted Officer g) Study certificate from the school.
5.	Whom to apply	:	<ul style="list-style-type: none"> a) The Deputy Director (Women Development), Department of Women and Child Development Pondicherry. b) The Child Development Project Officer, ICDS - II, DWCD, Karaikal c) The Social Welfare Organizer, Department of Women and Child Development, Mahe/Yanam.
6.	Processing time	:	The selection is periodical and depends on the availability of funds.
7.	Incase of delay whom to contact	:	<p>Pondicherry: The Director, Department of Women and Child Development, Sithankudi, Pondicherry.</p> <p>Karaikal / Mahe / Yanam: The Regional Administrator concerned.</p>

HOSTEL FOR WORKING WOMEN

1	Objective	:	To provide fully furnished, rented accommodation to Women who are working away from home
2	Facilities provided	:	A bed and a cot, hot water, television etc are being provided in a comfortable way
2	Rent & Cost of food	:	Rs.400/- per month. The cost of food is divided among the inmates
3	Eligibility	:	1. Women employed in Govt. Office, Organization & firms etc. 2. The income of the working Women shall not exceed Rs.5000/- per month.
4	Certificates to be enclosed	:	1. Pay Certificate from the Govt. Office, Organization & firms etc.
5	Whom to apply	:	Pondicherry: The Deputy Director (Women Development) Department of Women and Child Development Pondicherry. Karaikal: Child Development Project Officer
6	Processing time	:	-
7	Incase of delay whom to contact	:	Pondicherry: The Director, Department of Women & Child Development, Sithangudi, Pondicherry. Karaikal: The Regional Administrator

PROHIBITION OF DOWRY ACT

An act to prohibit the giving or taking dowry has been enacted by Parliament on 20th May 1961 viz. "The Dowry Prohibition Act, 1961" Which makes giving taking and abetting of dowry punishable under section 3 of the said Act, which lays that any person after commencement of this Act gives or takes or abets the giving or taking of dowry, he shall be punishable with imprisonment for a term which shall not be less than six months but which may extend to ten thousand rupees or the amount of the value of such dowry, whichever is more.

Sl. No.	Designation of Officer	Area
1.	Director. Department of Women & Child Development, Pondicherry	Whole of the Union Territory of Pondicherry
2.	Deputy Director (Women Development). Department of Women & Child Development, Pondicherry.	Pondicherry region
3.	Child Development Project Officer. Department of Women & Child Development, Karaikal	Karaikal region

FAMILY COUNSELLING CENTRE

1	Objective	:	To enable the individual to know himself/herself and to solve his/her own problems through face-to-face relationship with the counsellor.
2	Location of Centres	:	Department of Women and Child Development, Pondicherry O/o the Child Development Project Officer, Integrated Child Development Services Scheme, Project - I , II , III , IV & V, Pondicherry & Karaikal. O/o the Social Welfare Organizer, Mahe/Yanam.
3	Necessity to approach the Centre	:	Dowry harassment, Domestic Quarrel in the family, alcoholism
4	Family Welfare Committee	:	A Family Welfare Committee will settle the cases which could not be settled by the Counsellors. The Committee consists of a Chairperson and six other members.
5	Whom to contact	:	<ol style="list-style-type: none"> 1. Tmt. Stella, Counsellor Department of Women and Child Development, Pondicherry. (Phone : 0413-2243181) 2. Thiru. Soundararasu, Counsellor O/o Child Development Project Officer ICDS Project - I, Villianur, Pondicherry. (Phone : 0413-2660909) 3. Thiru. Ravisankar, Counsellor, O/o Child Development Project Officer ICDS Project - II, Karaikal. (Phone : 04368-223614) 4. Thiru. Krishnamoorthy, Counsellor, O/o Child Development Project Officer ICDS Project - III, Ariankuppam, Pondicherry. (Phone : 0413-2601518) 5. Chitra Priyadarshni, Counsellor, O/o Child Development Project Officer ICDS Project - IV, Muthialpet, Pondicherry. (Phone : 0413-2235858) 6. Counsellor O/o Child Development Project Officer ICDS Project - V, Mullai Nagar, Pondicherry. (Phone : 0413-2200088) 7. Thiru. Mohammed Munaver, Counsellor O/o Social Welfare Organizer Mahe (Phone : 0490-2334890)
6	Referral Services	:	Referral services like free legal aid, short stay home, vocational training, Police assistance will be provided to the clients

OLD AGE AND DESTITUTE PENSION

1	Benefits available	:	Rs.300/- per month for Old Age Persons and Destitutes.
3	Eligibility	:	1) Old age both men and Women above sixty years. 2) Widows above 18 years of age. 3) Deserted Women consecutively deserted for the past seven years. 4) Unmarried Women above 40 years. 5) Eunuchs above 40 years.
3	Certificates to be enclosed	:	1) Identification, Income (Rs.24,000/-) & residence certificate. 2) Attested copy of Birth Certificate or documentary proof of age. 3) Attested copy of Ration Card/Identity Card. 4) Attested copy of Death Certificate in case of Widow. 5) In the case of deserted Women, Certificate from the M.L.A. and local Panchayat/Anganwadi worker, that the individual has been deserted for seven years consecutively and a sworn affidavit in Appendix I. 6) In case of unmarried Women, proof of being 40 years and above, and a sworn affidavit in Appendix II. 7) In the Eunuchs, proof of being 40 years and above and Medical certificate from Medical Officer.
4	Whom to apply	:	Pondicherry: The Deputy Director (Social Defence) Old Age Pension Section, Department of Women and Child Development, Pondicherry. Karaikal: The Child Development Project Officer, Karaikal. Mahe/Yanam: The Social Welfare Organiser.
5	Processing Time	:	The selection is periodical and depends on the vacancies and on the availability of funds.
6	In case of delay whom to contact?	:	Pondicherry: The Director, Department of Women and Child Development, Pondicherry. Karaikal/Mahe/Yanam: The Regional Administrator, concerned.
7	Charges/Fees payable	:	Nil.

GRANT OF FINANCIAL ASSISTANCE FOR THE FUNERAL EXPENSES OF OLD AGE PENSIONER

1	Benefits available	:	Rs.2,000/- as Funeral Expenses
2	Eligibility	:	The pensioner should have been under the care and maintenance of the applicant at the time of his/her death and incurred expenses towards his/her funeral.
3	Certificates to be enclosed	:	1) Original pension Identity Card of the pensioner. 2) Original Death Certificate of the pensioner. 3) Certificate/documents to establish the relationship between the deceased and the applicant.
4	Whom to apply	:	Pondicherry: The Deputy Director (Social Defence) Old Age Pension Section. Department of Women and Child Development, Pondicherry. Karaikal: The Child Development Project Officer, Karaikal. Mahe/Yanam: The Social Welfare Organizer.
5	Processing time	:	Subject to availability of funds.
6	In case of delay whom to contact	:	Pondicherry: The Director, Department of Women and Child Development, Pondicherry. Karaikal/Mahe/Yanam: The Regional Administrator, concerned.
7	Charges/fees payable	:	Nil.

FREE SUPPLY OF SAREES AND DHOTIES TO THE POOR PEOPLE

1	Benefits available	:	Two Sarees, blouse pieces, lungis and towels, once in a year.
2	Eligibility	:	A family who has been issued BPL Ration Card by the Civil Supplies Department, Pondicherry. Excluding (Fisherman and SC)
3	Certificates to be enclosed	:	No separate application required. The supply will be made to the holders of red ration card who have registered with the area Anganwadi.
4	Whom to Contact	:	Pondicherry: The Deputy Director (Social Defence) Department of Women and Child Development, Pondicherry. Karaikal: The Child Development Project Officer, Karaikal. Mahe/Yanam : The Social Welfare Organizer.
5	Processing time	:	Not applicable.
6	In case of delay whom to contact	:	Pondicherry: The Director, Department of Women and Child Development, Pondicherry. Karaikal: The Child Development Project Officer. Mahe/Yanam: The Regional Administrator, concerned.
7	Charges/fees payable	:	Nil.

FREE SUPPLY OF RICE TO THE POOR PEOPLE

1	Benefits available	:	10 Kgs of free rice is supplied through fair price shops to BPL card holders during natural calamities and on two important festive occasions every year
2	Eligibility	:	A family who has been issued BPL Ration Card by the Civil Supplies Department, Pondicherry. Excluding (Fishermen)
3	Certificates to be enclosed	:	No separate application required.
4	Whom to Contact	:	Pondicherry: The Deputy Director (Social Defence) Department of Women and Child Development, Pondicherry. Karaikal: The Child Development Project Officer, Karaikal. Mahe/Yanam: The Social Welfare Organizer.
5	Processing time	:	Not applicable.
6	Incase of delay whom to contact	:	Pondicherry: The Director, Department of Women and Child Development, Pondicherry. Karaikal: The Child Development Project Officer. Mahe/Yanam: The Regional Administrator, concerned.
7	Charges/fees payable	:	Nil.

GRANT OF SUBSIDY FOR PURCHASE OF MANGALYAM TO THE BRIDEGROOM OF WEAKER SECTION

1	Benefits available	:	Rs. 2,500/-
2	Eligibility	:	1) Bridegroom above 21 years of age and bride above 18 years of age. 2) Bride groom should be native of the UT of Pondicherry . 3) The annual income of the bride groom and his parents should be below Rs. 24,000/-. 4) The application should be submitted 15 days before the date of marriage.
3	Certificates to be enclosed	:	1) Certificate from MP / MLA or the Commissioner of the Municipality / Commune Panchayat. 2) Residence and Income (Rs.24,000/-) Certificate. 3) Wedding Invitation 4) Age Certificate / age proof of the bride and bridegroom.
4	Whom to apply	:	Pondicherry: The Deputy Director (Social Defence) Department of Women and Child Development, Pondicherry. Karaikal: The Child Development Project Officer, Karaikal. Mahe/Yanam: The Social Welfare Organizer.
5	Processing time	:	Selection is periodical Subject to the availability of funds.
6	In case of delay whom to contact	:	Pondicherry: The Director, Department of Women and Child Development, Pondicherry. Karaikal/Mahe/Yanam: The Regional Administrator, concerned.
7	Charges/fees payable	:	Nil.

FINANCIAL ASSISTANCE TO OLD AGE PENSIONER SUFFERING FROM T.B./ CANCER

1	Benefits available	:	Rs.100 /- P.M. in addition to the old age pension amount.
2	Eligibility	:	Old age and widow pensioners above 60 suffering from TB / Cancer.
3	Certificates to be enclosed	:	1) Medical Certificate from the Medical Authority of the Government hospital or Institution. 2) Photocopy of the old age pension book.
4	Whom to apply	:	Pondicherry: The Deputy Director (Social Defence) Department of Women and Child Development, Pondicherry. Karaikal: The Child Development Project Officer, Karaikal. Mahe/Yanam: The Social Welfare Organizer.
5	Processing time	:	The selection is periodical and depends on the number of death and other vacancies and availability of funds.
6	Incase of delay whom to contact	:	Pondicherry: The Director, Department of Women and Child Development, Pondicherry. Karaikal: The Child Development Project Officer. Mahe/Yanam: The Regional Administrator, concerned.
7	Charges/fees payable	:	Nil.

INTEGRATED CHILD DEVELOPMENT SERVICES SCHEME

1	Objectives of the Scheme:	<p>To promote the healthy development, nutrition and knowledge of child development of young children from 0-6 years and to provide nutrition for children and Women, the Scheme is being implemented. The services are provided by the Anganwadi centers in five ICDS Projects.</p> <ol style="list-style-type: none"> 1. ICDS Project I, Villianur. 2. ICDS Project II, Karaikal. 3. ICDS Project III, Ariankuppam. 4. ICDS Project IV, Muthialpet. 5. ICDS Project V, Mullainagar. 																																					
2	Benefits available:	<ol style="list-style-type: none"> 1. Supplementary Nutrition. 2. Health Checkup 3. Primary Health care/Referral services 4. Immunization 5. Nutrition and Health Education. 6. Non-formal pre school education. 																																					
3	Eligibility Condition:	<ol style="list-style-type: none"> 1. Expectant and Nursing mothers. 2. Other Women between 15 to 45 years. 3. Children between 0-6 years. 4. Pregnant Women and lactating mothers belonging to BPL families. 5. Children under Severely malnourished condition. 																																					
4	Diet scale to the beneficiaries:	<table border="1"> <thead> <tr> <th rowspan="2">Type of food</th> <th colspan="3">Children</th> <th colspan="3">Mother</th> <th colspan="3">SMC</th> </tr> <tr> <th>Calorie</th> <th>Protein</th> <th>Cost P s .</th> <th>Calorie</th> <th>Protein</th> <th>Cost P s .</th> <th>Calorie</th> <th>Protein</th> <th>Cost P s .</th> </tr> </thead> <tbody> <tr> <td>Rice</td> <td rowspan="3">300</td> <td rowspan="3">10</td> <td>198</td> <td rowspan="3">500</td> <td rowspan="3">20</td> <td>317</td> <td rowspan="3">600</td> <td rowspan="3">20</td> <td>338</td> </tr> <tr> <td>Ragi</td> <td>185</td> <td>310</td> <td>310</td> </tr> <tr> <td>W.food</td> <td>195</td> <td>315</td> <td>375</td> </tr> </tbody> </table>	Type of food	Children			Mother			SMC			Calorie	Protein	Cost P s .	Calorie	Protein	Cost P s .	Calorie	Protein	Cost P s .	Rice	300	10	198	500	20	317	600	20	338	Ragi	185	310	310	W.food	195	315	375
Type of food	Children			Mother			SMC																																
	Calorie	Protein	Cost P s .	Calorie	Protein	Cost P s .	Calorie	Protein	Cost P s .																														
Rice	300	10	198	500	20	317	600	20	338																														
Ragi			185			310			310																														
W.food			195			315			375																														
5	Enrollment for availing the benefit:	In the Anganwadi centers under ICDS Projects.																																					
6	Charges payable:	NIL																																					
7	No. of beneficiaries upto the month: (Approved Strength)	<ol style="list-style-type: none"> i) Children 70 ii) Mothers 30 																																					

CHAPTER – 14 (Manual – 13)**Particulars of Recipients of Concessions,
permits or authorization granted by it**

There is no concessions, permits or authorization granted by this Department.

CHAPTER – 15 (Manual – 14)**Norms set by it for the discharge of its functions**

All the activities/programmes of this Department are strictly in accordance with the provisions contained in the scheme/rules.

CHAPTER – 16 (Manual – 15)**Information available in an electronic form**

All the details of schemes, procedure, forms, and other particulars of the Department are hosted in the Website of the Department. It can be viewed in the following web address

www.pondicherrywcd.org

The applications of this Department can be downloaded from the website.

CHAPTER – 17 (Manual – 16)**Particulars of the facilities available to citizens for obtaining information**

The scheme details are displayed in all Anganwadi centres of the Union Territory of Pondicherry, besides in all offices of this Department.

The website contains elaborate details of the Department, application formats, details of schemes implemented by the Department etc.

Exhibitions are frequently conducted at various places of Pondicherry & Karaikal for awareness of the schemes implemented by this Department to the public.

Publicity of the schemes are given in the news papers/magazines.

Citizen charters are available for reference to the public.

CHAPTER – 18 (Manual – 17)

Other Useful Information

The Department of Women and Child Development conducts various celebrations/programmes periodically for the welfare of public particularly for women and children. During the conduct / celebration of International Women's Week, Women's Day, Nutritious Week, Children's Day, Social Service Camp etc., Awareness Programmes are arranged on various important issues related to women such as:-

- ❖ Dowry Prohibition
- ❖ Child Marriage
- ❖ Women's Property Rights
- ❖ Legal Rights of Women
- ❖ Nutrition
- ❖ Health Care
- ❖ Gender Equality
- ❖ Women Empowerment
- ❖ Importance of Education to Girl Child
- ❖ Savings and Micro-credit
- ❖ Self-Employment
- ❖ Income Generating Activities
- ❖ Equal Wages
- ❖ Participation in Politics
- ❖ Violation against Women
- ❖ Convergence of Departments etc.,

This Department also take part in Training Programmes organized by Pondicherry Corporation for Development of Women and Handicapped Persons Ltd., Mangalam Society, Other Line Departments and NGOs

CELEBRATION OF INTERNATIONAL WOMEN'S WEEK

The International Women's Week is celebrated from 1st to 8th March every year. This week symbolizes the crusade of women against injustice and social evils which have so far prevented them from achieving their rightful place in the society. The Women's Week is celebrated with the objective of focusing attention on issues affecting women and it has been the practice to organize programmes like workshops, seminars, cultural activities, to highlight the importance of the role of women in the society. It was particularly appropriate

to celebrate the week at the grass root level for awareness generation among the socially disadvantaged groups.

CELEBRATION OF CHILDREN'S DAY

The 14th November is celebrated as universal Children's Day every year to commemorate the birth anniversary of our Late Prime Minister Pandit Jawaharlal Nehru and each year a National theme is selected to focus our attention on a specific issue. The day is celebrated by performing cultural programmes by the Anganwadi Children and the best children in each Anganwadi are selected. Sweets are distributed in all the Anganwadi Centres. Prizes are distributed to the best children of Anganwadies.

SOCIAL SERVICE CAMP

Holiday camp is conducted for one week during the month of January every year. 200 girl students from rural schools participate in the camp every year. The main purpose of the camp is to enlighten the poor girls from rural areas about the outside world. The girls coming from economically and socially backward and scheduled caste families are selected to participate in the Holiday camp.

CELEBRATION OF WOMEN'S DAY

To celebrate the birth anniversary of Mrs. Indira Gandhi, November 19th to 25th is being celebrated every year as National Integration Week with November 24th as Women's Day to foster the spirit of patriotism, communal harmony and national integration.

The National Integration Week celebrations provide an opportunity which should be fully utilized to reaffirm our faith in the spirit of tolerance, co-existence and brotherhood without discrimination on grounds of religion, race, community, caste or place of birth.

The National Integration Pledge is taken every year on 19th November and the Women's Day celebrated on 24th November highlights the importance of women in Indian Society and their role in development of Nation. Workshops, seminars on women's rights and camps are conducted during this day.