

SOCIAL WELFARE

SI No	Service/ Works Being Provided	Documents Required	Officer (S) Responsible For Disposal Of The Service	Time Frame For Disposal	Appellate Officer
I	II	III	IV	V	VI
1	Sanction of Old Age Pension provided @ Rs. 2500/- per month upto the age of 79 years and Rs. 3000/- per month above the age of 80 years from April 2018 onwards.	<ul style="list-style-type: none"> ➤ Residence/Domicile Certificate/Local Book duly attested. ➤ Age proof certificate ➤ Monthly income certificate from Revenue Authorities certifying that the income of the applicant does not exceed Rs 4000/- per month ➤ Duly filled in prescribed application form. 	Assistant Director (Admn)	45 days	Director(SW)
2	Destitute Allowances provided @ Rs. 2500/- per month from April 2018 onwards.	<ul style="list-style-type: none"> ➤ Residence/Domicile Certificate/Local Certificate/Islander Identity card and Bank pass book duly attested. ➤ Monthly income certificate from Revenue Authorities certifying that the income of the applicant does not exceed Rs 4000/- per month ➤ An Affidavit stating the eligibility of the person for sanction of allowance 	Welfare Officer (Women)	45 days	Director(SW)
3.	Widow Pension provided @ Rs. 2500/- per month from April 2018 onwards.	<ul style="list-style-type: none"> ➤ Residence/Domicile Certificate/Local Certificate/Islander Identity card and Bank pass book duly attested. ➤ Monthly income certificate from Revenue Authorities certifying that the income of the applicant does not exceed Rs 4000/- per 	Welfare Officer (Women)	45 days	Director (SW)

		<p>month</p> <ul style="list-style-type: none"> ➤ Duly filled in prescribed application form ➤ Death certificate issued by competent authority or certificate issued by a Court of Law in case of husbands whose whereabouts are not known for last more than seven years 			
4	Disability Allowance provided @ Rs. 2500/- per month from April 2018 onwards.	<ul style="list-style-type: none"> ➤ Residence/Domicile Certificate/Local Certificate/Islander Identity card and Bank pass book duly attested ➤ Duly filled in prescribed application form ➤ Certificate issued by competent Medical authority showing disability of 40% or more. ➤ Copy of disability identity card issued by the Social Welfare department 	Nodal Officer (Disability)	45 days	Director(SW)
5	Admission in Children Home for Boys at Ferrargunj	<ul style="list-style-type: none"> ➤ Residence/Domicile Certificate ➤ Age Proof Certificate ➤ Copy of Medical Certificate stating that the person doesn't have any infections/communicable diseases. ➤ Income certificate of parents issued by a Revenue Authority ➤ Prescribed application form duly filled in 	Child Development Project Officer (Ferrargunj)	5 days	Director(SW)
6	Admission in Home for Orphan Girls	<ul style="list-style-type: none"> ➤ Residence/Domicile certificate ➤ Age Proof Certificate ➤ Copy of Medical Certificate stating that the person doesn't have any infections/communicable diseases. ➤ Income certificate of parents issued by a Revenue Authority ➤ Prescribed application form duly filled in 	Welfare Officer (Women)	5 days	Director(SW)
7	Admission in Old Age Home at Ferrargunj	<ul style="list-style-type: none"> ➤ Copy of age proof ➤ Copy of domicile certificate or other proof of age ➤ Copy of medical certificate stating that the person doesn't have any 	Child Development Project Officer (Ferrargunj)	05 Days	Director(SW)

		<p>infections/communicable diseases.</p> <ul style="list-style-type: none"> ➤ Income certificate 			
8	Admission in Home for differently abled children	<ul style="list-style-type: none"> ➤ Residence/Domicile Certificate ➤ Age Proof Certificate ➤ Copy of Medical Certificate stating that the person doesn't have any infectious /communicable diseases. ➤ Income certificate of parents issued by a Revenue Authority ➤ Prescribed application form duly filled in ➤ Certificate from a competent Medical Authority showing 60% or more disability 	Child Development Project Officer (Ferrargunj)	05 days	Director(SW)
9	Pradhan Mantri Matru Vandana Yojana(PMMVY)	<ul style="list-style-type: none"> ➤ Early registration of pregnancy for getting first installment of Rs 1000/- ➤ On receipt of one ANC or after six months pregnancy can avail second installment of Rs 2000/- ➤ On registration of child birth ➤ On receipt of vaccination of BCG, OPV, DPT and Hepatitis B or its equivalent/substitutes by child is eligible for getting 3rd installment of Rs. 2,000/- ➤ Eligibility:- Women of age 18 years and above ➤ Cash incentive for first live birth only ➤ Not applicable to women in regular Government employment 	CDPO (UP), F/G, Rangat, Diglipur and Nicobar	-	Director (SW)
10	Registration of Child Care Institutions and providing fund to the registered child care institutions @ Rs.	<ul style="list-style-type: none"> • All institutions running institutional care services for children in need of care, shall be registered under sub-section of section 41 of the Act, irrespective of being registered or licensed under any other Act. • All such institutional shall make an application in Form 27. 	Nodal Officer (ICPS)	60 Days	Director (SW)

	2000/- per child as per request.	<ul style="list-style-type: none"> • The state Government after verifying the provisions exist in the institution may issue a registration certification to such institution under sub section of section 41 of the Act in Form 28. • The state Government shall conduct a detailed inspection annually under sub section (1) of section 41 of the Act. • All institution shall be bound to seek renewal of registration 3 months prior to the expiry of the period of registration. • The application for renewal of registration of an institution shall be disposed of within sixty days from the date of receipt of application. 			
11	Vocational Rehabilitation Centre (VRC)	<ul style="list-style-type: none"> ➤ Certificate issued by competent Medical authority showing disability of 40% or more. ➤ Copy of disability identity card issued by the Social Welfare department. ➤ Students referred by school and colleges. 	Nodal Officer (Disability)	07 Days	Director (SW)
12	Admission in Child Care Institutions	<ul style="list-style-type: none"> ➤ As per the orders of CWC 	Nodal Officer (ICPS)	As per the order	Secretary (SW)
13	UDID	<ul style="list-style-type: none"> ➤ UDID form ➤ Aadhar card/driving license/passport/ration card/voter ID ➤ Two passport size photograph ➤ Disability certificate issued by Medical Authority 	State Coordinator (UDID)		Director (SW)

Inputs on 'Ease of Living of Citizen':

1. Payment to be credited on or before 10th of every month. Hence the beneficiaries need not to visit bank /office to verify the account frequently that the amount has been credited.
2. We may request the banks to provide SMS alerts to beneficiaries.
3. For new applicants the applications may be submitted to nearby anganwadi centre with proper acknowledgement.
4. Provide feeding room/changing rooms for women in this Directorate.
5. Special camps for collection of fresh applications in different islands on quarterly basis for all schemes i.e. National Old Age Pension, Old Age Pension, Widow Pension, Destitute Allowances, Disability Allowances and Pradhan Mantri Matru Vandhana Yojana programme.
6. Issue of disability certificate and Identity card by different PHCs/CSCs/District Hospitals.
7. Display of availability of rooms in working women hostels in Govt. websites.
8. Publishing the sanctioned list of new cases of different financial assistance.