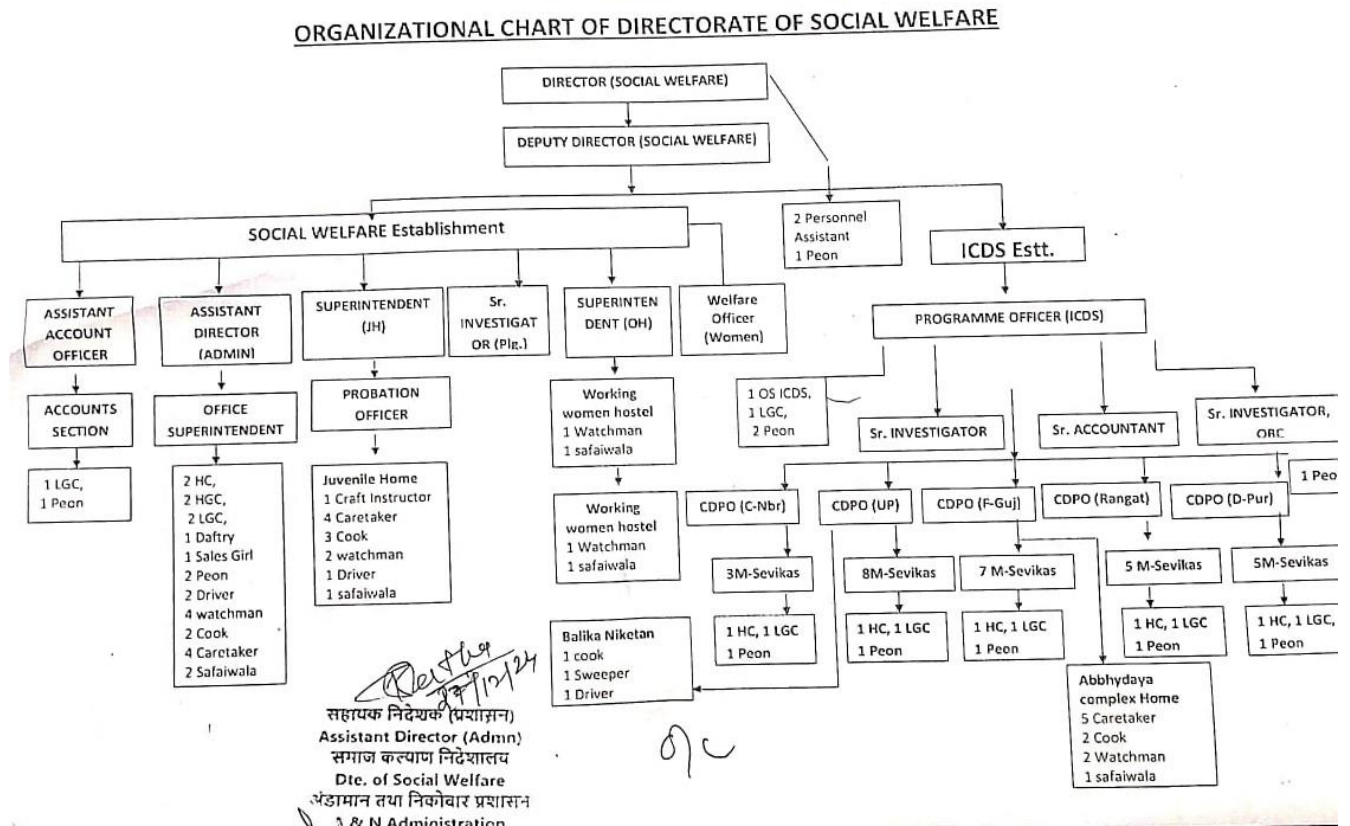


Social Welfare Organization (i) The Directorate is administered by the Director (SW). The Administrative setup of the Directorate of Social Welfare, Andaman and Nicobar Administration is shown in the Organizational chart below:



- 1) Director (SW): The Director is the Head of Department of Social Welfare and functions all Administrative powers.
- 2) Assistant Director (Admn): The AD(Admn) hold the Powers of Head of Office.
- 3) Programme Officer(ICDS): The PO(ICDS) is the head of ICDS schemes of GOI.
- 4) CDPO: The CDPO is the head of office of regional office at Diglipur, Rangat, Ferrargunj, Urban Project and Car Nicobar for ICDS scheme of GOI.
- 5) Assistant Accounts Officer: The AAO hold DDOpower and the budget & accounts of the Directorate of Social Welfare.
- 6) Office Superintendent: Two posts of Office Superintendent are sanctioned for Social Welfare and ICDS each for monitoring the office.
- 7) Head Clerk: There are 7 posts of Head clerk for Administrative nature of work sanctioned for Directorate and Sub-offices.
- 8) Higher Grade Clerk: there are two posts at Directorate for Administrative nature of work.
- 9) Lower Grade Clerk: There are 09 posts of LGC at Directorate and Sub-office for Directorate for Administrative nature of work.
- 10) Mukhya Sevikas: The ICDS Schemes are being monitored areas wise by the 28 posts of Mukhya sevika under the Directorate of Social Welfare through 05 CDPO offices throughout the Islands.

SOCIAL WELFARE

Sl 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.	➤ 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 Allowance provided @Rs.2500/- per month from April 2018 onwards.	➤ Residence/Domicile Certificate/Local Certificate/Islander Identity card and Bank passbook 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 persons for sanction of allowance	Welfare Officer (Women)	45 days	Director (SW)
3.	Widow Pension provided @Rs.2500/- per month from April 2018 onwards.	➤ Residence/Domicile Certificate/Local Certificate/Islander Identity card and Bank passbook 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)

		month ➤ Dulyfilledinprescribedapplicationform ➤ Deathcertificateissuedbycompetentauthority orcertificateissuedbyaCourtofLawincaseofhusbandswhose whereaboutsarenotknownforlastmorethanseveral years			
4	Disability Allowance provided @ Rs.2500/- per month from April 2018 onwards.	➤ Residence/Domicile Certificate/Local Certificate/Islander Identity card and Bank passbook duly attested ➤ Dulyfilledinprescribedapplicationform ➤ 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	➤ 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	➤ 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	➤ 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)

		infections/communicablediseases. ➤ Incomecertificate			
8	AdmissioninHomefordifferentlyabledchildren	➤ Residence/DomicileCertificate ➤ AgeProofCertificate ➤ CopyofMedicalCertificatestatingthatthepersondoesn'thaveanyinfectious/communicablediseases. ➤ IncomecertificateofparentsissuedbyaRevenueAuthority ➤ Prescribedapplicationformdulyfilledin ➤ CertificatefromacompetentMedicalAuthorityshowing60%ormoredisability	ChildDevelopmentProjectOfficer(Ferrargunj)	05days	Director(SW)
9	PradhanMantriMatruVandanaYojana(PMMVY)	➤ EarlyregistrationofpregnancyforgettingfirstinstallmentofRs1000/- ➤ OnreceiptofoneANCoraftersixmonthspregnancycanavailsecondinstallmentofRs2000/- ➤ Onregistrationofchildbirth ➤ OnreceiptofvaccinationofBCG,OPV,DPTandHepatitisBoritsequivalent/substitutesbychildiseligibleforgetting3rdinstallmentofRs.2,000/- ➤ Eligibility:- Womenofage18yearsandabove ➤ Cashincentiveforfirstlivebirthonly ➤ NotapplicabletowomeninregularGovernmentemployment	CDPO(UP), F/G,Rangat,DiglipurandNicolobar	-	Director(SW)
10	RegistrationofChildCareInstitutionsandprovidingfundtootherregisteredchildcareinstitutions @Rs.	- Allinstitutionsrunninginstitutionalcareservicesforchildreninneedofcare,shallberegisteredundersub-sectionofsection41oftheAct,irrespectiveofbeingregisteredorlicensedunderanyotherAct. - AllsuchinstitutionalshallmakeanapplicationinForm27.	NodalOfficer(ICPS)	60Days	Director(SW)

	2000/- per child as per request.	• The state Government after verifying the provision exist in the institution may issue a registration certificate to such institution under subsection 41 of the Act in Form 28. • The state Government shall conduct a detailed inspection annually under subsection (1) of section 41 of the Act. • All institutions 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)	➤ 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	➤ As per the orders of CWC	Nodal Officer (ICPS)	As per the order	Secretary (SW)
13	UDID	➤ 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 bank to provide SMS alerts to beneficiaries.
3. For new applicants the applications may be submitted to nearby anganwadis 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.

Publishing the sanctioned list of new cases of different financial assistance